



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JULY 20, 2020
AGENDA**

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

Public Attendance is Electronic Only due to COVID-19 Pandemic
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtnL1KA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA
MINUTES: REGULAR MEETING – JUNE 22, 2020
PUBLIC HEARING: BYLAW #1690 – Land Use Bylaw Amendment
ACTION ITEMS:

1. BYLAW #1690 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
2. CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs
RE: Province of Alberta Economic Recovery Plan
3. CORRES: Hon. Tyler Shandro, Minister of Health
RE: Changes to Health Services
4. CORRES: Hon. Ric McIver, Minister of Transportation
RE: Alberta Municipal Water/Wastewater Partnership (AMWWP)
5. CORRES: Hon. Prasad Panda, Minister of Infrastructure
RE: Alberta Infrastructure Act & 20-Year Strategic Capital Plan: Engagement Opportunity
6. NEWS RELEASE: Levelling the Playing Field in Local Elections
7. NEWS RELEASE: Physician Compensation: Minister Shandro
8. NEWS RELEASE: Improving Access to Emergency Medical Services
9. NEWS RELEASE: AMA's Paid Advertising – Minister Shandro
10. CORRES: Alberta Chapter of the Wildlife Society
RE: Proposed Cabin Ridge Coal 2020 Exploration Drilling Program and Elan Coal Ltd. 2020-2025 Isolation South Coal Exploration Program
11. CORRES: Alberta Municipal Affairs
RE: Municipal Accountability Program (MAP) Review
12. CORRES: Royal Canadian Legion – Alberta/NWT Command
RE: Commemorative History Book
13. CORRES: Barry Morishita, President – AUMA
RE: Registration open for Summer 2020 Municipal Leaders' Caucus
14. CORRES: Tanya Thorn, Director - Towns South, AUMA
RE: AUMA – Towns South Update July 2020
15. CORRES: Claresholm Curling Club
RE: Municipal Portion of 2020 Property Taxes

16. CORRES: The Bridges at Claresholm Golf Club
RE: Municipal Portion of 2020 Property Taxes
17. CORRES: Royal Canadian Mounted Police (RCMP)
RE: Claresholm Detachment Crime Gauge – January to June comparison
18. CORRES: Claresholm & District Family & Community Support Services
RE: Volunteer Appreciation Evening – September 10, 2020
19. CORRES: Carol Lyle
RE: Intersection at 4th Street & 49th Avenue West
20. REQUEST FOR DECISION: Lagoon Upgrades
21. REQUEST FOR DECISION: FCM Asset Management Grant
22. REQUEST FOR DECISION: 2021 Southern Alberta Summer Games
23. REQUEST FOR DECISION: Claresholm Skatepark Location
24. REQUEST FOR DECISION: Claresholm Airport Lands Agreement
25. REQUEST FOR DECISION: Rocky Mountain Drift Club – Fair Days Demonstration
26. REQUEST FOR DECISION: Fair Days Events – August 8, 2020
27. REQUEST FOR DECISION: Commemorative Tree Request
28. REQUEST FOR DECISION: Memorial Benches – Frog Creek Wetlands
29. FINANCIAL REPORT: Statement of Operations – May 31, 2020
30. FINANCIAL REPORT: Statement of Operations – June 30, 2020
31. INFORMATION BRIEF: Frog Creek Wetlands Planting Update
32. INFORMATION BRIEF: Tax Property Public Auction
33. INFORMATION BRIEF: Stockpile Enforcement
34. INFORMATION BRIEF: CAO Report
35. INFORMATION BRIEF: Council Resolution Status
36. ADOPTION OF INFORMATION ITEMS
37. IN CAMERA
 - a. LAND – FOIP Section 16.1
 - b. PERSONNEL – FOIP Section 17

INFORMATION ITEMS:

1. Municipal Planning Commission Meeting Minutes – June 12, 2020
2. Claresholm & District Transportation Society Meeting Minutes – May 21, 2020
3. Claresholm Animal Rescue Society Meeting Minutes – May 21, 2020
4. Media Release – Walk to Breathe 2020
5. Alberta SouthWest Regional Alliance Year End Report – 01 April 2019 – 31 March 2020
6. Claresholm & District Museum Board Meeting Minutes – May 12, 2020
7. Mayor of Cold Lake – Criminal Code Amendment – July 7, 2020

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM PROVINCE OF ALBERTA REGULAR COUNCIL MEETING MINUTES JUNE 22, 2020

Place: Electronic Only due to COVID-19 Pandemic

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

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

ABSENT: None

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

MEDIA PRESENT: None

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin immediately at 7:00 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 Schulze that the Agenda be accepted as presented.

CARRIED

MINUTES: REGULAR MEETING – JUNE 8, 2020

Moved by Councillor Zimmer that the Regular Meeting Minutes of June 8, 2020 be accepted as presented.

CARRIED

Moved by Councillor Cutler to adjourn the regular meeting to hold the Public Hearing at 7:01 p.m.

CARRIED

PUBLIC HEARING: BYLAW #1706 – Land Use Bylaw Amendment

Moved by Councillor Moore to open the Public Hearing regarding Bylaw #1706 at 7:02 p.m.

CARRIED

The CAO presented Bylaw #1706, a Bylaw to amend Bylaw #1525, being a bylaw setting out land uses for the Town of Claresholm.

The purpose of the Bylaw is to amend the Land Use District Map for Lot 1, Block 66, Plan 9212404, by changing the Multiple Residential – R4 designation to Apartments – R5.

Mayor MacPherson asked if there were any comments from the public.

No comments were received from the public regarding Bylaw #1706.

Some discussion was held between Council members who had been speaking with members of the public regarding this bylaw, who had expressed concerns about parking.

Moved by Councillor Schlossberger to close the Public Hearing at 7:05 p.m.

Moved by Councillor Schulze to reconvene to the regular meeting at 7:05 p.m.

Moved by Councillor Moore to recess to reset the sound on the livestream at 7:05 p.m.

Moved by Councillor Zimmer to restart the meeting at 7:10 p.m.

ACTION ITEMS:

**1. BYLAW #1706 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings**

Moved by Councillor Schlossberger to give Bylaw #1706, a Land Use Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Zimmer to give Bylaw #1706, a Land Use Bylaw Amendment, 3rd & Final Reading.

CARRIED

**2. BYLAW #1708 – 2020 Business License Late Fee Waiver Bylaw
RE: 1st Reading**

Moved by Councillor Cutler to give Bylaw #1708, a Business License Late Fee Waiver Bylaw, 1st Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1708, a Business License Late Fee Waiver Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Moore for unanimous consent to give Bylaw #1708, a Business License Late Fee Waiver Bylaw, 3rd and Final Reading at the same meeting.

CARRIED UNANIMOUSLY

Moved by Councillor Zimmer to give Bylaw #1705, a Business License Late Fee Waiver Bylaw, 3rd and Final Reading.

CARRIED

**3. CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs
RE: 2020 Gas Tax Fund (GTF) Allocation**

Received for information.

**4. CORRES: Alberta Municipal Services Division, Municipal Affairs
RE: Regional Services Commissions – Streamlining Approvals**

Received for information.

**5. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Community Engagement in the Age of COVID-19**

Received for information.

**6. CORRES: Claresholm Farmers Market
RE: 2020 Claresholm Farmers Market**

Received for information.

7. REQUEST FOR DECISION: Audit & Accounting Services Contract

MOTION #20-083 Moved by Councillor Schulze to award the audit and accounting services contract to Gregory Harriman & Associates LLP for a 3 year term with the option of two (2) one (1) year renewals as per their proposal dated June 9, 2020 for a total value over 3 years of \$52,561.

CARRIED

MOTION #20-084 Moved by Councillor Schlossberger to appoint Gregory Harriman & Associates LLP as the Auditor for the Town of Claresholm for the year ended December 31, 2020.

CARRIED

8. REQUEST FOR DECISION: Intermunicipal Emergency Services Agreement

MOTION #20-085 Moved by Councillor Cutler to accept the Intermunicipal Emergency Services Agreement as presented effective April 1, 2020.

CARRIED

9. REQUEST FOR DECISION: Tax Sale Property Conditions

MOTION #20-086 Moved by Councillor Zimmer to hold public auction for the one (1) tax sale property noted on Tuesday, September 22nd, 2020 at 9 a.m. in Council Chambers, with reserve bid set as follows, and terms as stated:

- Lot 8, Block 74, Plan 147N – Reserve Bid \$63,000

CARRIED

10. REQUEST FOR DECISION: Temporary Parking Request

MOTION #20-087 Moved by Councillor Moore to deny the request by Lyle and Merry Franz for the temporary parking of a trailer on Town property located adjacent to 309 – 48th Avenue West.

CARRIED

11. REQUEST FOR DECISION: Canalta Real Estate Services Ltd. Request

MOTION #20-088 Moved by Councillor Carlson to deny the request from Canalta Food Services, Tax Roll #13064000 to forgive 10% of their 2020 property taxes due to COVID-19, as Bylaw #1700 provides for the deferral of penalties on taxes until December 31, 2020 and Council considers this a fair and equitable way to offer some relief to all rate payers in these uncertain times.

CARRIED

12. REQUEST FOR DECISION: Disc Golf Tones Proposal

MOTION #20-089 Moved by Councillor Moore to allow a 9 Disc Golf Tones course to be built by Edmond Duguay and Craig Burrows-Johnson at Patterson Park on the south side of the road only with no cost to the Town of Claresholm.

CARRIED

13. REQUEST FOR DECISION: Physician Retention

MOTION #20-090 Moved by Councillor Cutler to write a letter to the Premier of Alberta and the Minister of Health in support of our rural physicians, expressing the effect that enacted and proposed changes to funding of rural physicians has had on the Town of Claresholm, including the loss of another doctor in Claresholm and out of Rural Medicine, and the concerns regarding the future viability of the Hospital and the Town as a result.

CARRIED

14. REQUEST FOR DECISION: Downtown Markets

MOTION #20-091 Moved by Councilor Schlossberger to approve the use of a portion of the public sidewalk adjacent to the Attic located at 121 – 49 Avenue West for markets on Wednesdays during the summer from 2:00 to 8:00 p.m.

CARRIED

15. REQUEST FOR DECISION: Claresholm Fair Days – 115 Logos

MOTION #20-092 Moved by Councillor Schlossberger to select option 3 as the logo for Claresholm 115, for use in Fair Days marketing materials.

CARRIED

16. REQUEST FOR DECISION: Fair Days Reverse Parade

MOTION #20-093 Moved by Councillor Schulze to change the parade route to a reverse parade for the 2020 Fair Days celebrations as presented, and allow for the closure of 59th Avenue between 8th and 4th Street West between 10:00 a.m. and 1:00 p.m. on Saturday, August 8, 2020.

CARRIED

17. INFORMATION BRIEF: Debenture

Received for information.

18. INFORMATION BRIEF: Unsightly Premises Bylaw Update

Received for information.

19. INFORMATION BRIEF: CAO Report

Received for information

20. INFORMATION BRIEF: Council Resolution Status

Received for information.

21. ADOPTION OF INFORMATION ITEMS

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

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 7:57 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 7:57 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

ACTION ITEMS



REQUEST FOR DECISION

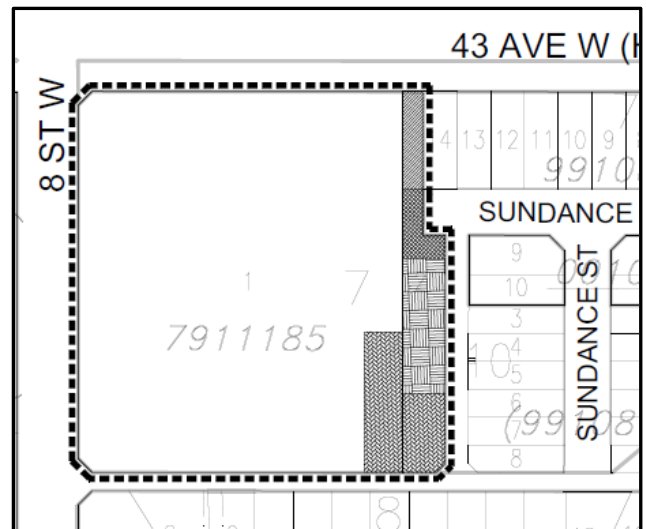
Meeting: July 20, 2020
Agenda Item: 1

BYLAW No. 1690 - LAND USE BYLAW No.1525 AMENDMENT

BACKGROUND / DESCRIPTION:

At the May 25, 2020 Council meeting, Town Council gave first reading to Bylaw No. 1690, a land use Bylaw amendment. This is a bylaw for the re-designation of the newly subdivided strip of land behind Cottonwood.

In accordance with the Municipal Government Act (MGA) Section 692, a public hearing is required prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing was circulated in the Local Press Town News July 8th and 15th, 2020 and sent to the neighbors.



RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1690, 2nd and 3rd readings for the re-districting as per the attached map.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1689, a Land Use Bylaw Amendment, 2nd reading.

Moved by Councillor _____ to give Bylaw No. 1689, a Land Use Bylaw Amendment, 3rd and final reading.

ATTACHMENTS:

- 1.) Bylaw No.1690 & Map

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 692 – Planning Bylaws.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 4.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: July 6, 2020



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1690**

A Bylaw of the Town of Claresholm to amend Bylaw #1525 being a bylaw setting out land uses for the Town of Claresholm.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted Land Use Bylaw #1525;

WHEREAS it is deemed expedient and proper pursuant to the provisions of the *Municipal Government Act* that the Council shall issue a Bylaw to amend its existing Land Use Bylaw; and

WHEREAS the purpose of the amendment is to accommodate the change of use for several parcels of land that have been reconfigured to address existing land use and new subdivision boundaries.

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, Council duly assembled does hereby enact the following:

1. The Town of Claresholm Land Use Bylaw #1525 shall be amended as follows:

LAND USE DISTRICT MAP

The northerly 31.85 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869;

FROM: Direct Control DC

TO: Single Detached Residential R1

The southerly 22.90 Metres of the northerly 54.75 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869;

FROM: Direct Control DC

TO: Road (No Zoning)

The northerly 44.17 Metres of the southerly 70.23 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869.

FROM: Direct Control DC

TO: Multiple Residential R4

The southerly 26.06 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869 & the southerly 46.12 Metres of the easterly 12.67 Metres of Lot 1; Block 7; Plan 7911185

FROM: Direct Control DC & Multiple Residential R4

TO: Public P

as depicted in "Schedule A".

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

3. That Bylaw #1690 be consolidated with Bylaw #1525.

4. Bylaw #1525 is hereby amended.

Read a first time in Council this 25 day of May 2020 A.D.

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

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

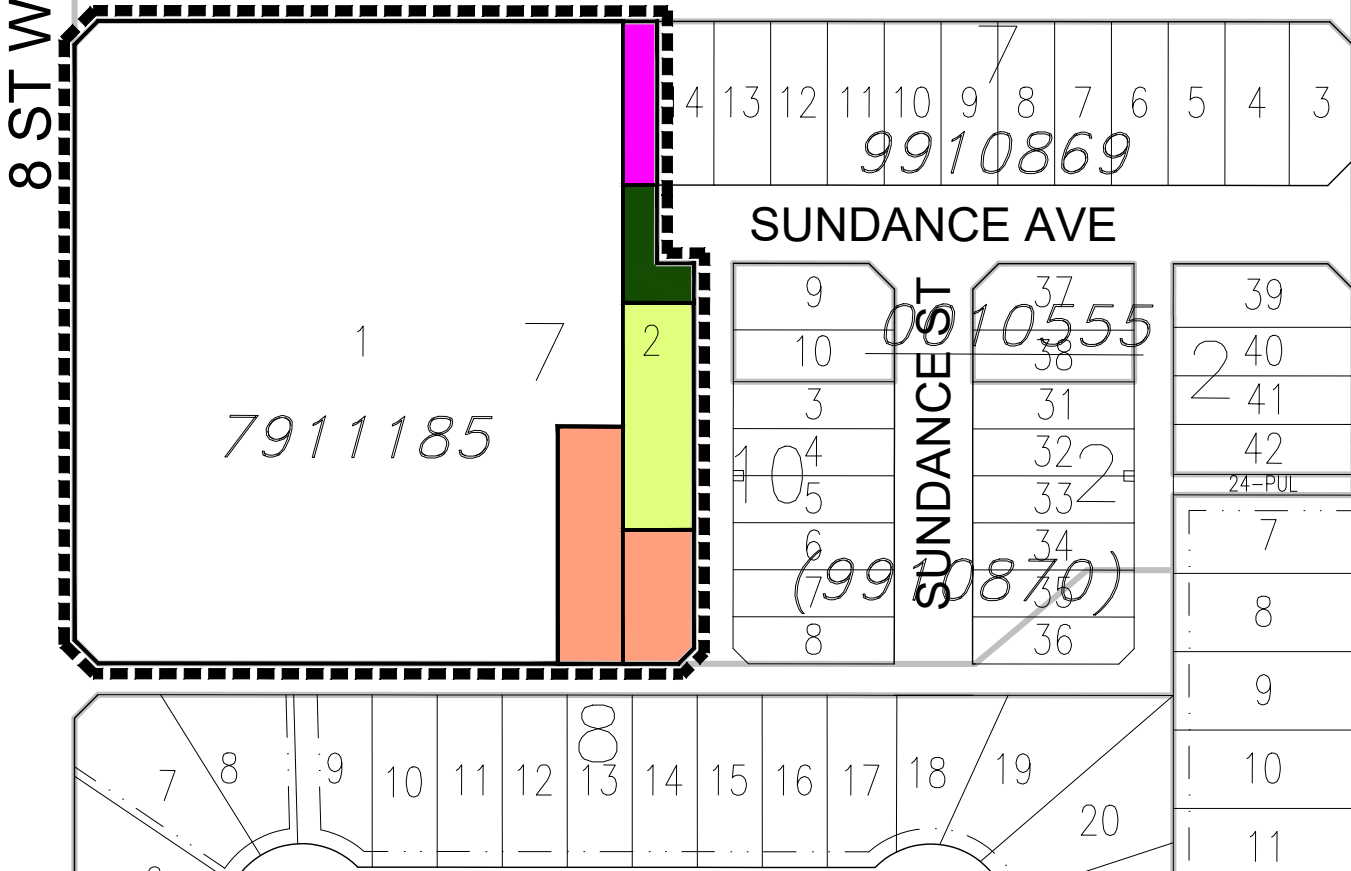
Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

UNITS 4,9,14	UNITS 6,11	UNITS 1,5,10	0110064	0312886	1	2	3
9913061 52 1-MR (9913062)				0914428			

43 AVE W (HIGHWAY 520)

8 ST W



WILLOW ROAD

LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

- FROM: Direct Control DC - TO: Single Detached Residential R1
The northerly 31.85 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869
- FROM: Direct Control DC - TO: Road (No Zoning)
The southerly 22.90 Metres of the northerly 54.75 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869
- FROM: Direct Control DC - TO: Multiple Residential R4
The northerly 44.17 Metres of the southerly 70.23 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869
- FROM: Direct Control DC & Multiple Residential R4 - TO: Public P
The southerly 26.06 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869 &
The southerly 46.12 Metres of the easterly 12.67 Metres of Lot 1; Block 7; Plan 7911185

ALL WITHIN LOTS 1 & 2, BLOCK 7, PLAN 791 1185
WITHIN NW 1/4 SEC 23, TWP 12, RGE 27, W 4 M
MUNICIPALITY: TOWN OF CLARESHOLM
DATE: MAY 12, 2020

Bylaw #: 1690
Date: _____





ALBERTA
MUNICIPAL AFFAIRS

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

July 2, 2020

To all Chief Elected Officials:

On June 29, the Premier announced the province's multi-billion dollar economic recovery plan. Recognizing the critical role that Alberta's communities play in our economy, the plan identifies up to \$500 million in support for our local governments as they recover from the pandemic and invest in infrastructure that supports economic productivity. This funding will help you complete shovel-worthy projects, create jobs in your communities related to the projects, and drive future economic growth. Along with this provincial investment, we are asking municipalities to commit to red tape reduction efforts to incentivize new, job-creating private sector investment.

The shovel-worthy projects you have been submitting were critical in helping us assess municipal needs, as well as your readiness to complete these projects. You will receive more information on how this funding will be allocated, and how your municipality can access it, in the near future. Since program details are coming soon, I encourage you to start planning and preparing to initiate your projects, especially if they can proceed this year. I can tell you that this program will be simple and easy to administer to ensure the province does its part in minimizing red tape.

We are also hopeful that we will receive clarity soon on any available federal funding to assist municipalities in responding to the pandemic. We are working with the federal government to ensure that this funding can be used to meet municipal needs and priorities.

I look forward to sharing more information with you shortly, and continuing to work with you to support Alberta's recovery.

Sincerely,

Kaycee Madu, QC
Minister

cc: Chief Administrative Officers
Paul Wynnyk, Deputy Minister of Municipal Affairs



RECEIVED

JUN 30 2020

Office of the Minister
MLA, Calgary - Acadia

AR 168459

June 19, 2020

His Worship Doug MacPherson
Mayor
Town of Claresholm
PO Box 1000
221 - 45 Ave W
Claresholm AB T0L 0T0

Dear Mayor MacPherson:

Thank you for your letter to Premier Kenney, MLA Reid and me regarding changes to health services in Alberta. I appreciate the understanding and support from you and your colleagues in Claresholm Town Council regarding our government's commitments to Albertans.

I assure you that our government recognizes that Alberta's physicians and all health care workers are essential partners in our health system. We know that they bring professionalism and compassion to their job of meeting Albertans' health needs, and that their first and foremost concern is the health and well-being of their patients.

Our government continues to protect health services for Albertans. Alberta is not cutting its health funding. We are spending more on health than ever before, and are undertaking the transformational change that is necessary to achieve a strong fiscal foundation. We are ensuring that Albertans receive high-quality and sustainable health services now and into the future.

You may be aware that when mediation with the Alberta Medical Association (AMA) broke down in February with no agreement, our government faced an anticipated \$2 billion in cost overruns over the next three years. Therefore, we implemented a new physician funding framework as of March 31, 2020. We are not cutting physician spending; the physician budget is being maintained at the current level of \$5.4 billion, and our government is committed to keeping Alberta's physicians among the highest paid in Canada.

Since announcing the physician funding framework, we have continued consulting with both the AMA and physicians. We are also carefully monitoring any impacts of our new physician funding framework on physician compensation and health service delivery. We have been responsive and have made adjustments as necessary: for example, rescinding changes to complex modifiers and postponing the removal of clinical stipends.

.../2

In addition, recognizing the unique practice structures of rural physicians, and the need to keep community clinics open while rural physicians are attending emergencies or providing care in a hospital, we have enabled rural physicians to continue receiving facility overhead costs when performing services in publicly funded facilities. This means that rural physicians are exempted from the proposal related to overhead and there will be no difference in rates for services, whether they are performed in a community clinic or hospital in a rural area.

As part of our commitment to improve recruitment and retention of physicians in rural areas, on April 24, 2020, our government announced new supports to enhance rural health care in Alberta. This includes creating one of the best incentive programs for rural physicians in Canada and ensuring rural doctors are supported financially to remain where they are. Specific initiatives include improving the Rural Remote and Northern Program by removing the cap on the amount that eligible physicians can claim, while maintaining the flat fee component for communities not eligible for a variable fee. On-call rates for rural physicians will range from \$20 per hour to \$23 per hour, increasing payments to more than 1,500 physicians who are on call in rural Alberta. We are also implementing service guarantee agreements for medical learners, and in exchange for financial incentives, learners will sign a service guarantee agreement for three years. In addition, we are holding the Medical Liability Reimbursement program deductible for rural physicians and family medicine practitioners at current rates. These changes will ensure rural Albertans have access to safe and high-quality health care.

The Government of Alberta is continuously making improvements to the health system and we are committed to ensuring all Albertans, including those in rural, remote and small communities, have access to a strong, publicly funded health services. In February 2020, upon the release of the Alberta Health Services (AHS) performance review, we confirmed our commitment to keep rural hospitals open. AHS, being our service delivery arm, is taking necessary steps to maintain appropriate medical services in all communities.

Additionally, our government is establishing a physician compensation advisory committee, which will include physician and public representation, to examine all aspects of the physician services funding model and to make recommendations supporting the delivery of high-quality patient-focused health services to Albertans.

Alberta has a well-funded health system that can provide the quality care we all deserve while managing spending growth, and developing new ways to improve patient care and health outcomes. The changes we are implementing will help to ensure our health care system is sustainable, efficient and improves health outcomes for every Albertan.

Thank you again for writing and advocating for the needs of the residents in your community.

Sincerely,



Tyler Shandro, Q.C.
Minister of Health

cc: Roger Reid, MLA, Livingstone-Macleod



ALBERTA
TRANSPORTATION

Office of the Minister
Deputy Government House Leader
MLA, Calgary-Hays

RECEIVED

JUL 03 2020

June 29, 2020

AR 80933

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

Dear Mayor MacPherson:

Doug

I am pleased to advise your council that two of your water related projects will be funded under the Alberta Municipal Water/Wastewater Partnership (AMWWP) for a total of \$586,984. Additional grant funding is being provided under this program to help stimulate economic recovery and support job creation.

Based on your submission/application, the Town of Claresholm will receive a grant based on the estimated eligible project costs for the following projects:

- Lagoon/Holding Cell Upgrade (54.10 per cent) up to a maximum of \$541,000
- Water Treatment Plant (54.10 per cent) up to a maximum of \$ 45,984
- SCADA Upgrades

The final grant amount will be based on the actual eligible costs at the time of the project completion. With this funding, the municipality/commission will be solely responsible for all costs to operate, maintain, repair and replace the completed works.

Alberta Transportation is pleased to be able to provide this funding as we recognize that supporting water and wastewater infrastructure is critical to the quality of life, economic growth and residency of Alberta's communities.

Alberta Transportation staff will be in contact with your administration to formalize the funding agreements to undertake these works.

Sincerely,

Ric McIver

Ric McIver
Minister

cc: Mr. Roger Reid, MLA, Livingstone-Macleod
Mr. Darren Davidson, Regional Director, Southern Region

From: Infrastructure Minister <Infrastructure.Minister@gov.ab.ca>

Sent: June 24, 2020 11:53 AM

Cc: INFRAS Engagement <INFRAS.Engagement@gov.ab.ca>

Subject: Alberta Infrastructure Act and 20-Year Strategic Capital Plan: Engagement Opportunity

Good morning,

As part of our government's commitment to invest in public infrastructure projects that will help build a prosperous future and benefit Albertans for years to come, we need your input. On June 22, 2020, I was pleased to announce (see [news release](#)) our engagement on two key commitments, the Alberta Infrastructure Act and 20-Year Strategic Capital Plan.

Our government is preparing to bring forward the Alberta Infrastructure Act, which is intended to serve as a legislated governance framework for capital planning in Alberta. The Alberta Infrastructure Act supports the government's commitment to transparent and rigorous capital funding decisions, and will help Albertans better understand how their taxpayer money is spent on capital infrastructure. In addition, the Alberta Infrastructure Act will also legislate the release and regular review of a 20-Year Strategic Capital Plan.

The 20-Year Strategic Capital Plan will serve as a high-level framework for future provincial decisions on priority infrastructure projects. The 20-Year Strategic Capital Plan will reflect how Alberta is anticipated to change over the next 20 years, and what that means for how infrastructure is designed and used by Albertans for generations to come. The 20-Year Strategic Capital Plan will not be a definitive list of infrastructure projects, nor will it provide specific funding levels. It is intended to be a visionary document that considers long-term trends, potential impacts and priorities for provincial infrastructure, and how our government will meet the needs of Albertans into the future.

As a leader in your field, it is important you have a say in how Alberta plans for and prioritizes its capital funding. With input from our key stakeholders, our government can ensure that we have the information we need to develop the Alberta Infrastructure Act and 20-Year Strategic Capital Plan that suits the needs of Albertans for years to come. The Government of Alberta has created a survey on alberta.ca, where you are encouraged to share your feedback on the Alberta Infrastructure Act and 20-Year Strategic Capital Plan. You can find the survey [here](#) along with [background information](#) about the Alberta Infrastructure Act and 20-Year Strategic Capital Plan.

The survey will remain open until August 10, 2020, and you are also welcome to send written submissions as additional input via email to infras.engagement@gov.ab.ca by August 10, 2020. We understand that there are many emergent priorities you and your organization may be facing due to the impacts of COVID-19, and we hope you will be able to send your feedback and ideas for capital planning during this seven week window.

Now more than ever we are seeing the importance of strategic investment in Alberta's buildings, roads, bridges, and more. Infrastructure is a critical part of Alberta's recovery plan as a key driver of our economy, public services and our government's finances. These investments are vital to stimulating our economy and keeping Albertans working during times of uncertainty and economic downturn. We want to get this right, and your feedback is critical to the development of this important work.

Thank you in advance for your participation in this engagement opportunity. If you have any immediate questions please do not hesitate to reach out to infras.engagement@gov.ab.ca.

I look forward to hearing from you.

Sincerely,

Prasad Panda
Minister

From: alberta.news@gov.ab.ca <alberta.news@gov.ab.ca>
Sent: June 24, 2020 3:03 PM
To: Marian Carlson <Marian@claresholm.ca>
Subject: News Release: Levelling the playing field in local elections

Levelling the playing field in local elections

June 24, 2020 [Media inquiries](#)

The government has introduced Bill 29, the *Local Authorities Election Amendment Act*, which, if passed, will level the playing field for candidates and increase voter participation.

The previous government updated the act in 2018 – but failed to address many critical gaps. The proposed changes will address those gaps, such as creating a level playing field for challengers and incumbents and more democratic elections for voters and citizens.

The proposed changes were informed by an extensive consultation process with voters, community advocacy groups, elected officials, school board associations, municipalities and municipal associations.

“The next round of local elections will be critical for the future of Alberta. These changes are about levelling the playing field, so the best candidates for local office – regardless of where they stand on the political spectrum – are running and winning.”

Kaycee Madu, Minister of Municipal Affairs

“AUMA and its members support many of these practical changes to the *Local Authorities Election Act* that enable fair, transparent elections. It is paramount that local elections remain local, and that amendments preserve the non-partisan, democratic processes that Albertans expect.”

Barry Morishita, president, Alberta Urban Municipalities Association

“It is crucial that municipal elections focus on local issues and provide a level playing field for all candidates. The *Local Authorities Election Act* continues to be an important tool in supporting

local democracy and strong municipal governance. RMA looks forward to working with members to implement changes to the act in advance of the upcoming 2021 municipal election.”

Al Kemmere, president, Rural Municipalities of Alberta

“This legislation was updated in 2018, but those changes didn’t do a lot to help newcomers. As a previously unknown challenger who successfully defeated an incumbent by working extremely hard, I know first-hand how hard it is to break into local politics. These changes create hope and opportunity for all those seeking to represent their communities.”

Jon Dziadyk, Ward 3 councillor, City of Edmonton

“Local leadership matters. These common-sense improvements will help level the playing field and remove barriers to entry. We need a diverse field of candidates to step forward to offer their leadership through our many present challenges. By reducing advantages for incumbents, and increasing financial oversight over large campaigns, Albertans will have more tools and better opportunity to hold their elected officials accountable. Alberta is set to have races that celebrate our full diversity and allow for the most competitive local elections in the country.”

Jeromy Farkas, Ward 11 councillor, City of Calgary

Some of the proposed amendments to municipal and school board elections include:

- Ensuring campaign surpluses over \$1,000 are donated to charity, instead of requiring municipalities and school boards to open trust accounts to hold them – levelling the playing field for new candidates who may not have previously raised funds.
- Allowing Albertans to support and donate to as many candidates as they choose, up to \$5,000 per candidate – ensuring those without public name recognition have more flexibility to raise funds and get their message out.
- Protecting freedom of speech for third-party advertisers, like unions and corporations, by removing the definition of “political advertising” from the act – creating more open debates on issues and policies.
- Allowing candidates to self-finance up to \$10,000 a year for their campaigns.
- Increasing the limit that potential candidates can raise outside of the campaign period from \$2,000 to \$5,000 annually – allowing candidates, particularly newcomers, to take steps to increase public awareness earlier.

- Making it so candidates do not have to file any disclosures before election day, meaning they can spend their time on their main priority – running for office.
 - To increase transparency, candidates who receive contributions of \$50,000 or who spend more than \$50,000 will be required to have a chartered professional accountant review their financial statements before submitting them to the municipality or school board.

Quick facts

- A surplus of less than \$1,000 may be kept by the candidate and used at their discretion.
- The electoral changes will be made as soon as possible to give municipalities and school boards time to prepare materials, candidate packages, municipal bylaws and procedures for the 2021 elections.
- If passed, Bill 29 will take effect on Sept. 1.

Related information

- [Local election rule changes](#)

Media inquiries

Tim Gerwing

587-598-1593
Press Secretary, Municipal Affairs

[View this announcement online](#)
[Government of Alberta newsroom](#)
[Contact government](#)
[Unsubscribe](#)

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

Sent: July 10, 2020 8:35 AM

To: Marian Carlson <Marian@claresholm.ca>

Subject: News Release: Physician compensation: Minister Shandro

Physician compensation: Minister Shandro

July 10, 2020 [Media inquiries](#)

Minister of Health Tyler Shandro issued the following statement on Alberta's physician compensation framework:

"We're moving forward through our new funding framework, and we're committed to maintaining spending on physicians at \$5.4 billion a year, the highest level ever and the highest level in Canada per capita. It's questionable that doctors would leave for other provinces when statistics show they'd earn far less than in Alberta under our current funding arrangement.

"The Alberta Medical Association (AMA) has never presented a credible proposal to meet our priority of maintaining spending at the current level, a fact that is confirmed in our statement of defence in response to the AMA's lawsuit. They've never taken bargaining seriously. In years past, the AMA 'promised' savings, only to see actual billings come in billions of dollars higher than what they promised. This is not sustainable.

"The AMA needs to stop playing games, and start taking the economic crisis facing this province and this country seriously. We're still offering to hold our spending at the highest level in Canada, and frankly that commitment is looking more generous by the day, considering the fiscal situation in this province and this country. But we stand by it. Now it's up to the AMA to decide what part they want to play in decision-making as we go forward.

"Since Albertans should know the facts, the government is also exploring introducing physician compensation transparency, as exists for public servants in Alberta and physicians in a number of other provinces."

Media inquiries

Steve Buick

780-288-1735
Press Secretary, Health

From: alberta.news@gov.ab.ca <alberta.news@gov.ab.ca>
Sent: July 15, 2020 1:32 PM
To: Marian Carlson <Marian@claresholm.ca>
Subject: News Release: Improving access to emergency medical services

Improving access to emergency medical services

July 15, 2020 [Media inquiries](#)

Alberta has updated ambulance regulations to help improve efficiencies and access to emergency medical services for Albertans.

The new regulations support more timely and appropriate access to emergency medical services by allowing stretcher vans and other vehicles to safely respond to non-urgent patient needs, keeping ambulances available for more critical situations.

“Regulating more vehicles means faster care for Albertans who require in-home medical treatment and assistance from community paramedics. They will not need to wait for a traditional ambulance when they don’t need one. Rural health professionals have been calling for these improvements, and we’re proud to make them happen.”

Tyler Shandro, Minister of Health

The regulation updates also maximize the roles for nurse practitioners and paramedics, allowing nurse practitioners to now work as medical directors and provide real-time medical advice to paramedics during emergency medical events.

Emergency medical service providers and operators were consulted and support these new regulations that provide greater flexibility to respond to Albertans during the COVID-19 pandemic, as well as in the years ahead as best practices evolve.

“We welcome these changes that support the EMS system now and into the future. When we get a call, our team can assess if an alternate form of transport is appropriate or even if the patient’s needs are better met by referring someone like a community paramedic to them.”

Darren Sandbeck, chief paramedic and senior provincial director, Alberta Health Services, Emergency Medical Services

“We appreciate regulatory changes that support Albertans who choose to access medical care in their homes. Now patients know that when they call a paramedic to help, it won’t necessarily mean taking an ambulance off the road.”

Ryan Kozicky, director, EMS Mobile Integrated Health Care, Community Paramedicine

The new emergency vehicles have the same identification, licensing, registration and safety requirements as traditional ambulances, including regular inspections and maintenance.

Quick facts

- AHS Emergency Medical Services responds to more than 550,000 events across the province annually.

- Ground ambulance legislation establishes standards for:
 - patient care
 - practitioner training
 - equipment use and maintenance
 - how patient information is passed between care providers
- All new classes of vehicles will be owned or registered to a licensed ambulance operator and approved for use by Alberta Health.
 - Inspection and maintenance costs will be offset by the lower operational costs of more fuel-efficient vehicles.
- In addition to physicians, registered nurses, nurse practitioners and paramedics will be able to:
 - make transport decisions
 - decide on EMS destination for appropriate patient care

Related information

- [AHS Emergency Medical Services](#)

Multimedia

- [New Ambulance Regulations](#)

Media inquiries

[Steve Buick](#)

780-288-1735

Press Secretary, Health

From: alberta.news@gov.ab.ca <alberta.news@gov.ab.ca>
Sent: July 15, 2020 12:45 PM
To: Marian Carlson <Marian@claresholm.ca>
Subject: News Release: AMA's paid advertising: Minister Shandro

AMA's paid advertising: Minister Shandro

July 15, 2020 [Media inquiries](#)

Minister of Health Tyler Shandro issued the following statement in response to the Alberta Medical Association's (AMA) paid advertising:

"There are two claims in the AMA's paid advertisement that need to be addressed.

"The AMA claims that they submitted three offers that would hold the budget to current levels. This is simply untrue. The AMA knows full well that an offer on a \$5.4-billion budget of taxpayer money requires language that commits both parties to a shared goal, keeping spending within the budget target.

"We have unfortunately seen hollow promises from the AMA before. In 2016, the former government signed a deal with the AMA that they claimed would save \$500 million over two years. In reality, annual spending on physicians went up by more than \$1 billion by 2018 – a 23 per cent increase.

"Second, the AMA suggests that funding for programs and grants such as maternity and paternity benefits and physician health programming is in jeopardy. I want to be absolutely clear: funding for those benefits will not only be maintained but increased. We will do so by streamlining the administration of these dollars, making sure that every dollar available reaches Alberta's physicians.

"Physician spending represents 10 per cent of the total provincial budget and is forecasted to grow by billions if we do nothing. This is at the same time that COVID-19 and the Russian-Saudi oil price war are severely affecting government revenues, as well as most Albertans' take-home pay. It is critical that we act now.

"Our plan simply ensures spending is held to current levels – the highest in Alberta's history and the highest per capita in Canada. It also ensures that Alberta's doctors rightfully remain the highest paid in the country."

Media inquiries

[Steve Buick](#)

780-288-1735
Press Secretary, Health



ALBERTA CHAPTER OF THE WILDLIFE SOCIETY

Laurie Pushor
President and Chief Executive Officer of Alberta Energy Regulator
Suite 1000 250 – 5th Street SW
Calgary, Alberta
T2P 0R4

Honorable Jason Nixon
Alberta Environment and Parks
323 Legislature Building
10800 - 97 Avenue NW
Edmonton, AB
Canada T5K 2B6

June 30, 2020

Re: Proposed Cabin Ridge Coal 2020 Exploration Drilling Program (Application # A10104523) and Elan Coal Ltd. 2020-2025 Isolation South Coal Exploration Program (Application # A10104623).

Dear President Pushor and Minister Nixon:

The Alberta Chapter of The Wildlife Society is concerned with two coal exploration projects that have recently been proposed following the cancellation of the 1976 Coal Policy for Alberta. These programs fall within the Northwest Branch of the Oldman Watershed in southwestern Alberta, an area covered by the Livingstone/Porcupine Hills Sub-Regional Plan (LPSRP). This area is known for its recreational opportunities, grazing lands, fish and wildlife resources and most importantly, it's major contribution to water quality and quantity for southern Alberta.

The Cabin Ridge project is proposing 199 drill sites accessed by bulldozing reclaimed trails from the early 1970's and constructing 166 new trails. The Elan Coal project is requesting 458 drill sites accessed by 29.7 km of previously disturbed/existing access and 66.4 km of new access road. The LPSRP designated this area as important for bull trout, westslope cutthroat trout, and grizzly bears. It also provides important range for elk, and Cabin Ridge is essential winter range for our provincial mammal, bighorn sheep. The increasing linear disturbance created by reactivating these reclaimed trails and building new roads will further impact a landscape that in many areas already exceeds linear disturbance thresholds for grizzly bears and westslope cutthroat trout, both of which are threatened under the Alberta Wildlife Act. The Ministry of Environment and Parks is compelled to recover species that are listed at risk; these coal projects will reduce the efficacy of existing government efforts and species recovery programs.



ALBERTA CHAPTER OF THE WILDLIFE SOCIETY

Alberta's Land-use Framework (2008) consists of seven strategies including using cumulative effects management at the regional level to manage the impacts of development on land, water and air. The LPSRP indicates that a Cumulative Effects Management Decision Tool will be used by the three land-use agencies (Alberta Energy Regulator, Alberta Environment and Parks, Alberta Agriculture and Forestry) to evaluate new projects in terms of cumulative effects management indicators and thresholds. We are interested in the outcome of this tool relative to the aforementioned species and in light of these new coal exploration project proposals. We recently released a cumulative effects assessment of the Bow and Oldman watersheds along the Eastern Slopes conducted by ALCES™¹. The timber harvest that has occurred in the Upper Oldman watershed combined with the existing access development already puts trout in this watershed in a precarious position. These coal exploration programs will exceed responsible conservation requirements for bull trout, westslope cutthroat trout, grizzly bears, elk, and bighorn sheep.

Moreover, the Eastern Slopes in southwestern Alberta provides essential downstream water resources for 45% of Albertans. A Policy for Resource Management of the Eastern Slopes (1978, modified in 1984) has long recognized that watershed management is the primary consideration for the mountains and foothills of Alberta. The South Saskatchewan Regional Plan reinforced this watershed management priority. Selenium effluent leaching into streams from coal mining activities continues to be unmanageable throughout Alberta despite research efforts over the last 20 years. Most recently, the US Environmental Protection Agency demanded that the BC Government provide data explaining why Teck Resources coal mines in southern BC are allowed to exceed guidelines for toxic metals, particularly selenium (May 11, 2020 Toronto City News). The Teck mines are located immediately adjacent to the Upper Oldman watershed on the west side of the Continental Divide and the BC government has a responsibility to our neighbors in the United States to maintain requirements for water quality. Alberta has the same responsibility to our neighbors to the south and the east through its transboundary obligations under the Master Agreement on Apportionment and the Boundary Waters Treaty.

The LPSRP indicates that "land managers and regulators must operate with a common objective to minimize footprint". This responsibility is to be reinforced through integrated management, the precautionary principle and evidence-based decision making. Consequently, we would like to meet to discuss our assessment of these coal exploration programs and the implications of mining including a railway from the Crowsnest Pass that would cross other important watersheds such as Racehorse Creek, Dutch Creek, and others. In the interim, we respectfully request that these coal exploration programs be denied at this time.

¹ A copy of this report was sent to your Ministry and other senior level bureaucrats on June 24, 2020. The report has been posted to our website and can be downloaded via [this link](#).



ALBERTA CHAPTER OF THE WILDLIFE SOCIETY

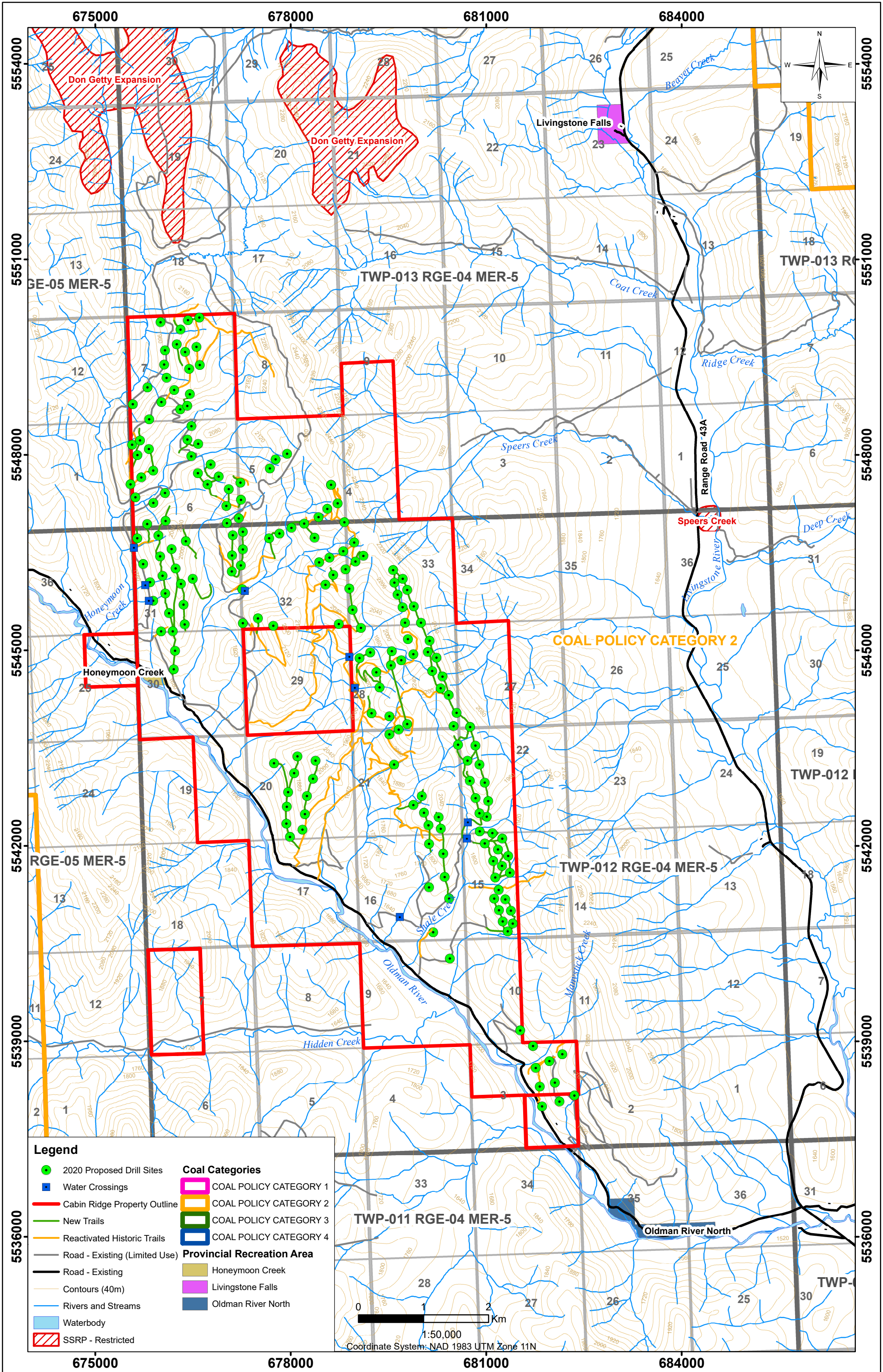
We look forward to a reply at your earliest convenience.

Respectfully,

Alex Beatty

Alberta Chapter of The Wildlife Society President

cc: Roger Reid, UCP MLA, Livingstone-McLeod
Rachael Notley, Leader of the Opposition
Irfan Sabir, Energy Critic
Marlin Schmidt, Environment Critic



Legend

- 2020 Proposed Drill Sites
 - Water Crossings
 - Cabin Ridge Property Outline
 - New Trails
 - Reactivated Historic Trails
 - Road - Existing (Limited Use)
 - Road - Existing
 - Contours (40m)
 - Rivers and Streams
 - Waterbody
 - SSRP - Restricted
-
- Coal Categories**
 - COAL POLICY CATEGORY 1
 - COAL POLICY CATEGORY 2
 - COAL POLICY CATEGORY 3
 - COAL POLICY CATEGORY 4
-
- Provincial Recreation Area**
 - Honeymoon Creek
 - Livingstone Falls
 - Oldman River North

0 1 2 Km
 1:50,000
 Coordinate System: NAD 1983 UTM Zone 11N

Deputy Minister
18th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
Fax 780-422-9561

AR100025

July 3, 2020

Ms. Marian Carlson
Chief Administrative Officer
Town of Claresholm
PO Box 1000
Claresholm AB T0L 0T0

Dear Ms. Carlson:

Thank you for your email of June 25, 2020, regarding the completion of all non-compliant items identified in the 2019 Municipal Accountability Program (MAP) report for the Town of Claresholm.

I commend the town for moving forward and addressing these items in a timely manner, and I am pleased to advise you the Town of Claresholm 2019 MAP review has been completed to the satisfaction of the Minister.

On behalf of Municipal Affairs, I wish the town all the best for the future.

Sincerely,


per Paul Wynnyk
Deputy Minister

cc: Honourable Kaycee Madu, QC
Minister of Municipal Affairs



Town of Claresholm
Municipal Accountability Review Report

December 9, 2019



Table of Contents

Section 1: Introduction	6
1.1 Our Commitment	6
1.2 The Municipal Accountability Program.....	6
Section 2: Executive Summary	8
2.1 Site Visit.....	8
2.2 Strengths	8
2.3 Legislative Gaps.....	9
2.4 Next Steps	9
Section 3: Municipal Accountability Review Findings.....	10
3.1 General.....	10
1. Municipal Office	10
2. Orientation Training.....	11
3. Chief Administrative Officer Evaluation.....	12
4. Provision of Information	13
5. Signing of Municipal Documents	14
6. Repair of Roads, Public Places, and Public Works (For discussion only).....	15
3.2 Meetings	16
1. Public Presence at Meetings.....	16
2. Closed Meetings.....	17
3. Organizational Meeting	18
4. Special Meetings	19
5. Meetings Through Electronic Communications.....	20
6. Regular Meeting Change Notice	21
3.3 Meeting Procedures.....	22
1. Authority to Act.....	22
2. Quorum.....	23
3. Voting.....	24



4.	Pecuniary Interest.....	25
5.	Council Meeting Minutes.....	26
3.4	Mandatory Bylaws	27
1.	Code of Conduct.....	27
2.	Establishment of the Chief Administrative Officer Position	28
3.	Designated Officers.....	29
4.	Borrowing Bylaw(s)	30
5.	Property Tax Bylaw	31
6.	Assessment Review Boards.....	32
7.	Bylaw Enforcement Officers	34
3.5	Discretionary Bylaws.....	35
1.	Procedural Bylaw	35
2.	Fire Protection and Emergency Services Bylaw	37
3.	Water and Sewer Utility Bylaw	38
3.6	Bylaw Procedures.....	39
1.	Passing Bylaws	39
2.	Bylaw Revisions and Amendments	40
3.7	Mandatory Policies	41
1.	Public Participation Policy.....	41
3.8	Finance	42
1.	Operating Budget.....	42
2.	Capital Budget.....	44
3.	Financial Records and Receipts.....	45
4.	Municipal Accounts.....	46
5.	Fidelity Bond	47
6.	Auditor, Audited Financial Statements, Auditor Report	48
7.	Salary and Benefits.....	49
8.	Management Letter	50



9.	Three-Year Operating Plan and Five-Year Capital Plan (for discussion only)	51
3.9	Assessment and Taxation	52
1.	Assessment Roll	52
2.	Tax Roll	53
3.	Assessment and Tax Notices	54
4.	Content of Assessment Notices	55
5.	Content of Tax Notices	56
6.	Notice and Certification	57
7.	Tax Arrears List	58
8.	Tax Sale	59
3.10	Planning	60
1.	Subdivision Authority	60
2.	Development Authority	61
3.	Subdivision and Development Appeal Board (SDAB)	62
4.	Subdivision Applications and Decision	64
5.	Development Applications	65
6.	Alberta Land Stewardship Act (ALSA) Regional Plan or Land Use Policies	66
7.	Growth Management Board	67
8.	Land Use Bylaw	68
9.	Municipal Development Plan (MDP)	70
10.	Intermunicipal Development Plan (IDP)	71
11.	Intermunicipal Collaboration Frameworks (ICF)	72
12.	Listing and Publishing Policies Related to Planning Decisions	73
3.11	Local Authorities Election Act (LAEA)	74
1.	Joint Elections	74
2.	Oath/Statement	75
3.	Substitute Returning Officer	76
4.	Nomination Forms	77



5.	Ballot Account	78
6.	Disposition of Election Material.....	79
7.	Campaign Disclosure Statements	80
3.11	Emergency Management.....	81
1.	Municipal Emergency Organization/Agency/Advisory Committee	81
2.	Municipal Emergency Organization/Agency/Advisory Committee (for discussion only).....	82
3.12	Libraries.....	84
1.	Municipal Library Board	84
2.	System Library Board	85
Section 4: Conclusion		86

Section 1: Introduction

1.1 Our Commitment

Alberta Municipal Affairs is committed to helping to ensure Albertans live in viable municipalities with well-managed, collaborative, accountable local governments. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs that aim to build capacity.

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

1.2 The Municipal Accountability Program

With a focus on promoting an environment supportive of accountable, well-managed local governments, the purpose of this program is to:

- assist municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the *MGA*;
- aid municipalities in achieving legislative compliance;
- support municipalities in being accountable and well-managed; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

The Municipal Accountability Program consists of multi-year cycle reviews, ordered by the Minister under Section 571 of the *MGA*. While this program is available to all municipalities, upon the request of a council and with the approval of the Minister, municipalities with populations of 5,000 or less are automatically scheduled for a visit once every four years. The Town of Claresholm, was randomly selected for a municipal accountability review in 2019.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed municipalities and a strong collaborative relationship between the CAOs and the ministry.

December 9, 2019

6 | Page

Disclaimer: The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.



The results of the Town of Claresholm review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the MGA and its associated regulations, as well as other legislation under the responsibility of Alberta Municipal Affairs.



Section 2: Executive Summary

2.1 Site Visit

On December 9, 2019, Municipal Affairs staff met with town administration to complete the on-site portion of the Municipal Accountability Program review and to observe a council meeting for procedures that are required in the *MGA*.

The Town of Claresholm is commended for their cooperation and assistance throughout the review. As well as the time commitment during the site visit, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognizes the commitment to the well-being and success of the municipality demonstrated by town administration.

2.2 Strengths

Overall the review findings are very positive. Some of the general areas in which the municipality is meeting mandatory legislative requirements include:

- organizational and special meetings;
- council meeting minutes;
- code of conduct bylaw;
- CAO and designated officer bylaws;
- property tax bylaw;
- public participation policy;
- operating and capital budgets;
- financial records and receipts;
- auditor, audited financial statements, auditor report;
- three-year operating plan and five-year capital plan;
- assessment and tax roll;
- tax arrears list and tax sales;
- establishment of subdivision and development authorities;
- land use bylaw;
- statutory plans; and
- election processes.



2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- closed meetings ([page 17](#));
- authority to act ([page 22](#));
- pecuniary interest ([page 25](#));
- assessment review board bylaw ([page 32](#));
- bylaw enforcement officer bylaw ([page 34](#));
- procedural bylaw ([page 35](#));
- water and sewer utility bylaw ([page 38](#));
- passing bylaws ([page 39](#));
- bylaw revisions and amendments ([page 40](#));
- content of tax notices ([page 56](#));
- subdivision and development appeal board ([page 62](#));
- development applications ([page 65](#)); and
- municipal library board ([page 84](#)).

2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each particular area of non-compliance. However, your municipality is not required to use this report to provide its responses, and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

Section 3: Municipal Accountability Review Findings

3.1 General

1. Municipal Office

LEGISLATIVE REQUIREMENTS: MGA 204

1. Has council named a place as its municipal office?

COMMENTS/OBSERVATIONS: Council passed resolution 19-094 at the June 24, 2019 regular council meeting which named 221 – 45 Avenue West in Claresholm, Alberta as the municipal office.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



2. Orientation Training

LEGISLATIVE REQUIREMENTS: MGA 201.1

1. How was orientation training offered to the elected officials following the 2017 general election and any subsequent byelections?
2. Were the following topics covered:
 - role of municipalities in Alberta;
 - municipal organization and functions;
 - key municipal plans, policies and projects;
 - roles and responsibilities of council, councillors, the CAO, and staff;
 - code of conduct;
 - budgeting and financial administration; and
 - public participation?

COMMENTS/OBSERVATIONS: Orientation training was provided following the 2017 election as documented by a September 28, 2017 email inviting all (then) council candidates to attend a Brownlee LLP training workshop hosted by the MD of Willow Creek and held on November 6, 2017.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Chief Administrative Officer Evaluation

LEGISLATIVE REQUIREMENTS: MGA 205.1

1. Has council provided the CAO with an annual written performance evaluation?

COMMENTS/OBSERVATIONS: Formal CAO evaluations are being completed by council.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

4. Provision of Information

LEGISLATIVE REQUIREMENTS: *MGA 153.1*

1. When information regarding the operation or administration of the municipality is requested by a councillor, how does the CAO provide information to all of council as soon as practicable?

COMMENTS/OBSERVATIONS: The CAO is aware of the *MGA* requirements. When the CAO receives an inquiry from a council member, a response is emailed to all members of council. In addition, council was provided with an agenda package in advance of the December 9, 2019 council meeting. The CAO provided a written report to council that was supplemented with additional verbal updates. The CAO provided procedural guidance throughout the council meeting.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

5. Signing of Municipal Documents

LEGISLATIVE REQUIREMENTS: MGA 213

1. Are the minutes of council meetings signed by:
 - the person presiding at the meeting; and
 - a designated officer?
2. Are the bylaws of a municipality signed by:
 - the chief elected official; and
 - a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
 - the chief elected official or another person authorized by council, and by a designated officer; or
 - by a designated officer acting alone if so authorized by council?
 - Are there any documents that are authorized to be signed alone and if so, is there a council approved policy in place to support this?

COMMENTS/OBSERVATIONS: Minutes were initialled on every page by both the mayor and CAO. The documents reviewed were signed in accordance with the requirements of section 213 of the MGA. Bylaw 1672 provides that negotiable instruments and contracts must be signed by two people, one administrative and one from council.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

6. Repair of Roads, Public Places, and Public Works (For discussion only)

LEGISLATIVE REQUIREMENTS: *MGA 532*

Each municipality must ensure that every road or other public place that is subject to the direction, control and management of the municipality, including all public works in, on or above the roads or public place put there by the municipality or by any other person with the permission of the municipality, are kept in a reasonable state of repair by the municipality, having regard to:

- the character of the road, public place or public work; and
- the area of the municipality in which it is located.

1. Is the municipality aware of this section?
2. What does the municipality do to support this requirement?
3. Is the above supported through the annual budget?
4. Is the municipality aware of the level of risk and liability if the municipality fails to perform its duty outlined in section 532?

COMMENTS/OBSERVATIONS: The CAO is aware of the responsibilities under section 532 of the *MGA* and shared that the town has policies and plans in place which are reflected in the annual budget. Any municipal policies and practices discussed, were not reviewed. In the event the policies and practices establish specific service levels, it may be appropriate to review the service levels and seek the necessary advice to ensure that the service levels are appropriate, and are being followed.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.2 Meetings

1. Public Presence at Meetings

LEGISLATIVE REQUIREMENTS: *MGA* 197 (1)

1. Are council and council committee meetings held in public?

COMMENTS/OBSERVATIONS: Meetings of council, including regular council meetings and committee meetings are open for members of the public to attend, as indicated in section 10.1 of bylaw 1647 (procedural bylaw), which indicates that the public are in attendance unless the meeting is closed pursuant to the provisions of the *MGA*.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



2. Closed Meetings

LEGISLATIVE REQUIREMENTS: *MGA* 197

1. Before closing all or a part of a meeting to the public:
 - Is a resolution passed to indicate what part of the meeting is to be closed?
 - Does the resolution identify what exception to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPP)* applies to the part of the meeting that is to be closed?
 - Are members of the public notified once the closed portion of the meeting is concluded?
2. Do the council meeting minutes record the names of those who attended the closed meeting and the reason for their attendance?

COMMENTS/OBSERVATIONS: The council minutes reviewed for January 28, 2019 and February 11, 2019 and the procedure to move into a closed session that was observed at the December 9, 2019 meeting, did not meet the legislative requirements. The resolutions to proceed with a closed session did not include the applicable exception to disclosure under *FOIPP*. The minutes indicate the relevant section and the general nature of the item to be discussed; however, the resolution did not include the exception to disclosure as is required under the *MGA*.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Moving forward, the council resolution to proceed with a closed session must include the relevant *FOIPP* exception as required by section 197(4) of the *MGA*.

RESOURCES: Municipal Affairs has developed an online resource for municipalities regarding closed meetings: [Closed Meetings of Council \(Municipal Affairs\)](#)

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Implemented change in February 2020.

April 20, 2020 a copy of the Minutes from the February 10, 2020 regular Council meeting were provided to reflect the change.

3. Organizational Meeting

LEGISLATIVE REQUIREMENTS: MGA 152, 159(1), 192

1. Is an Organizational Meeting held annually?
2. Is a chief elected officer (CEO) appointed (not a requirement if the CEO is elected at large or it is included in the procedural bylaw)?
3. Is a Deputy CEO appointed?

COMMENTS/OBSERVATIONS: Council held their last organizational meeting on October 28, 2019, within two weeks of the third Monday in October, which is in accordance with section 192 of the MGA. Council approved a rotational schedule (switching every four months) by resolution for the appointment of the deputy chief elected official (item 4 in the minutes – no resolution number was issued). The chief elected official is elected at large.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



4. Special Meetings

LEGISLATIVE REQUIREMENTS: MGA 194

1. Has a special council meeting been held?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

COMMENTS/OBSERVATIONS: The last special council meeting was held June 18, 2018. Proper notification was provided to the public. The special meeting was not held within 24 hours and no changes were made to the agenda.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



5. Meetings Through Electronic Communications

LEGISLATIVE REQUIREMENTS: MGA 199

1. Has notice been provided to the public, including the way in which the meeting is to be conducted?
2. Do the facilities enable the public to watch or listen to the meeting?
3. Was a designated officer in attendance at the facility?
4. Do the facilities enable the meeting's participants to watch or hear each other?

COMMENTS/OBSERVATIONS: Council does not currently use electronic communications for meeting.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

6. Regular Meeting Change Notice

LEGISLATIVE REQUIREMENTS: MGA 193

1. Has the date, time or place of a regularly scheduled meeting been changed?
2. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?

COMMENTS/OBSERVATIONS: Council meetings dates are set annually at the organizational meeting and the dates, times and locations of meetings have rarely been changed. No recent examples were located.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.3 Meeting Procedures

1. Authority to Act

LEGISLATIVE REQUIREMENTS: MGA 180-181

1. Are resolutions or bylaws passed in an open public meeting?

COMMENTS/OBSERVATIONS: At the December 9, 2019 meeting of council, direction was occasionally provided without a resolution. Examples of this include adding the joint economic development initiative item to the agenda, providing direction to prepare a bylaw with respect to an intermunicipal collaboration framework and direction to insert the requirement to hold annual meetings into any agreement for council committees.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: All decisions of council must be formalized through a council resolution or by bylaw that is passed in an open public meeting, with a quorum present.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Implemented change February 2020

On April 20, 2020, copy of the Minutes from March 9, 2020 regular Council meeting were provided, which reflect direction of Council formalized through Council resolution.



2. Quorum

LEGISLATIVE REQUIREMENTS: MGA 167

1. Is a majority of council present at the meeting to exercise their authority to act under sections 180 and 181?

COMMENTS/OBSERVATIONS: Town council consists of seven elected officials. The minutes that were reviewed and the council meeting that was observed met the quorum requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



3. Voting

LEGISLATIVE REQUIREMENTS: MGA 182-185

1. Does each councillor participate in voting (unless an abstention is required or permitted and is noted)?
2. Is an abstention from voting recorded in the minutes?
3. Is the request for a recorded vote done prior to the vote being taken?

COMMENTS/OBSERVATIONS: Each councillor participated in voting at the December 9, 2019 meeting. There were no abstentions and no requests for recorded votes. The voting documented in the council meeting minutes and demonstrated in the council meeting met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



4. Pecuniary Interest

LEGISLATIVE REQUIREMENTS: MGA 172

1. When a pecuniary interest is declared:

- is the general nature of the pecuniary interest disclosed;
- has the councillor abstained from voting on any question relating to the matter;
- has the councillor abstained from any discussion on the matter if applicable; and
- has the councillor left the room if applicable?

COMMENTS/OBSERVATIONS: There were no items of pecuniary interest at the December 9, 2019 meeting of council. The minutes of the February 11, 2019 meeting were reviewed. A member of council declared a pecuniary interest regarding item 10 (e.g. request for decision – ev charging station). While the minutes indicate that the member declared a pecuniary interest, left the council chambers and did not return until the matter was concluded, the minutes did not include the general nature of the pecuniary interest.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Moving forward, when a member of council declares a pecuniary interest the member must state, and the minutes must record, the general nature of the pecuniary interest provided by the council member.

RESOURCES: Municipal Affairs has prepared a document that describes pecuniary interest, exceptions and the procedures for disclosure: [Pecuniary Interest](#)

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Discussed with Council and staff. Implement procedure and recording of minutes immediately.

As at June 24, 2020, no pecuniary interest issues have arisen. When the circumstance arises, a copy of the Minutes will be provided.

5. Council Meeting Minutes

LEGISLATIVE REQUIREMENTS: MGA 172, 184, 185, 197, 208, 230

1. Are the minutes recorded in the English language without note or comment?
2. Do the minutes include the names of the councillors present at the council meeting?
3. Are the minutes given to council for adoption at a subsequent council meeting?
4. Are recorded votes documented?
5. Are disclosures of councillor pecuniary interest recorded in the minutes?
6. Are abstentions from public hearings recorded?
7. Are the minutes recorded in accordance with section 230 of the MGA when a public hearing is held?
8. Are the minutes kept safe?

COMMENTS/OBSERVATIONS: Minutes of council were recorded in English without note or comment. Names of councillors present were recorded and minutes of the previous meeting were reviewed and approved by a resolution of council. Minutes of public hearings are in accordance with section 230. Minutes are kept in a safe location at the town office.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.4 Mandatory Bylaws

1. Code of Conduct

LEGISLATIVE REQUIREMENTS: MGA 146.1, Code of Conduct for Elected Officials Regulation 200/2017

1. Is there a code of conduct bylaw?
2. Does the bylaw apply to all councillors equally?
3. Are there sanctions for breaching the code of conduct?
4. Does the bylaw include the following topics:
 - representing the municipality;
 - communicating on behalf of the municipality;
 - respecting the decision-making process;
 - adherence to policies, procedures and bylaws;
 - respectful interactions with councillors, staff, the public and others;
 - confidential information;
 - conflicts of interest;
 - improper use of influence;
 - use of municipal assets and services; and
 - orientation and other training attendance?
5. Has a complaint system been established within the bylaw?
6. Does the complaint system address:
 - who may make a complaint alleging a breach of the code of conduct;
 - the method by which a complaint may be made;
 - the process to be used to determine the validity of a complaint; and
 - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
7. Has the code of conduct been reviewed in the last four years? (Not applicable until 2022)

COMMENTS/OBSERVATIONS: The town passed a code of conduct bylaw (bylaw 1641) on April 9, 2018 and the legislative requirements were met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

December 9, 2019

27 | Page

Disclaimer: The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.

2. Establishment of the Chief Administrative Officer Position

LEGISLATIVE REQUIREMENTS: MGA 205

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO

COMMENTS/OBSERVATIONS: The town passed a CAO bylaw (bylaw 1602) on February 23, 2015, and the CAO was appointed at the February 9, 2015 council meeting (action item 1 – no resolution number).

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Designated Officers

LEGISLATIVE REQUIREMENTS: MGA 210, 284.2, 456(1), 627.1(3)

1. Are the following designated officer positions established by bylaw:
 - a. municipal assessor;
 - b. assessment review board clerk; and
 - c. subdivision and development appeal board clerk?
2. Are there any other designated officer positions, and is there a bylaw to establish these positions?

COMMENTS/OBSERVATIONS: The town passed designated officer bylaw 1672 on July 15, 2019. The bylaw establishes designated officer positions for the municipal assessor, assessment review board clerk and the subdivision and development appeal board clerk, as well as others.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



4. Borrowing Bylaw(s)

LEGISLATIVE REQUIREMENTS: MGA 251-259, Debt Limit Regulation 255/2000

1. Is there a current borrowing bylaw?
2. Does the borrowing bylaw set out:
 - the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
 - the maximum rate of interest, the term and the terms of repayment of the borrowing; and
 - the source or sources of money to be used to pay the principal and interest owing under the borrowing?
3. Was the borrowing bylaw advertised (if required)?

COMMENTS/OBSERVATIONS: Two short-term operating borrowing bylaws (bylaw 1670 and bylaw 1671) were reviewed (bylaw 1670 covers bank account shortfalls and bylaw 1671 is for corporate credit cards). Both bylaws set out the source, amount, term, interest and how the loan would be repaid in accordance with the legislation. There was no requirement to advertise these bylaws.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



5. Property Tax Bylaw

LEGISLATIVE REQUIREMENTS: MGA 353-359, Matters Relating to Assessment Sub-classes Regulation 202/2017

1. Is a property tax bylaw passed annually?
2. Are the rates in accordance with the:
 - assessment class (section 297);
 - Matters Relating to Assessment Sub-classes Regulation; and
 - municipal assessment sub-class bylaw (if required)?
3. Does the tax rate bylaw maintain a maximum 5:1 tax ratio between residential and non-residential assessment classes?
4. Are the requisitions accounted for?
5. Are the calculations correct?
6. Is there a minimum tax applied as per section 357?

COMMENTS/OBSERVATIONS: The Town of Claresholm passes a tax bylaw annually. The 2019 property tax bylaw (bylaw 1668) was passed on May 13, 2019 and met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

6. Assessment Review Boards

LEGISLATIVE REQUIREMENTS: MGA 454-456, Matters Relating to Assessment Complaints Regulation 201/2017

1. Has a local assessment review board been established?
 - Are three members appointed to this board?
 - Is the term of the office of each member appointed established?
 - Has council prescribed the remuneration and expenses, if any, payable to each member?
 - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration and expenses?
 - Have the appointed members received the mandatory training?
2. Is a composite assessment review board established?
 - Are two members appointed to this board?
 - Is the term of the appointment established?
 - Has council prescribed the remuneration and expenses, if any, payable to each member?
 - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration and expenses?
 - Have the appointed members received the mandatory training?
 - Is there a current assessment review board clerk appointment?
3. Has a designated officer been appointed as the clerk and received the mandatory training?

COMMENTS/OBSERVATIONS: Council passed bylaw 1603 on March 23, 2015 which establishes a regional assessment review board. The bylaw states that the town appoints one member to serve on the regional board and this appointment was done at the October 28, 2019 annual organization meeting of council.

The town provided confirmation of training for the member appointed to the board. The remuneration paid to board members is established under the agreement with the regional board.

The town bylaw states that the clerk is appointed by the Oldman River Regional Services Commission's (ORRSC) Director. This is contrary to section 456(2) of the MGA which states: "where an assessment review board is jointly established, the councils must jointly appoint the clerk".

The town bylaw states that the clerk appoints the chairperson for each sitting panel of the board. This is contrary to section 455(2) of the MGA which states that for a joint assessment review board "...the councils must jointly designate one of the board members as chair...". The bylaw also states that the



clerk selects members to sit on the panel. This is contrary to the *MGA* which stipulates that the chair is responsible for assembling a panel of members to hear a complaint.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: The assessment review board bylaw must be amended or repealed and replaced to address the following:

- remove the provision from the bylaw which states that the clerk will be appointed by the ORRSC Director;
- remove the provision from the bylaw which states that the chair is appointed by the clerk; and
- remove the provision from the bylaw which states that the clerk selects members to sit on the panel.

In making these changes, it is important that the town works with its partner municipalities to ensure that the bylaws are consistent.

RESOURCES: Municipal Affairs has developed an FAQ to assist municipalities with respect to [Assessment Review Boards](#). In addition, Municipal Affairs Assessment Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Will discuss amendment with Oldman River Regional Services Commission. Bylaw will be revised prior to September 30, 2020.

Bylaw #1704, the Regional Assessment Review Bylaw, received third reading at the May 11, 2020 regular Council meeting. Copy provided.

Clerk and Chair of the Regional Assessment Review Board were appointed by resolution of Council at the May 25, 2020 regular Council meeting. Copy of minutes provided.



7. Bylaw Enforcement Officers

LEGISLATIVE REQUIREMENTS: MGA 555-556

1. Is there a municipal bylaw enforcement officer appointed?
2. Is there a bylaw to support this?
3. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
4. Does the bylaw include:
 - disciplinary procedures;
 - penalties; and
 - an appeal process?
5. Has the bylaw enforcement officer taken the official oath?

COMMENTS/OBSERVATIONS: The town has appointed a bylaw enforcement officer and the bylaw enforcement officer has taken the official oath. There is no bylaw in place that includes the above-noted elements. The CAO indicated that the town is currently working on drafting this bylaw.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: A bylaw must be passed that establishes the powers and duties of the bylaw enforcement officer. It must also include disciplinary procedures, penalties and an appeal process.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Bylaw being prepared to be presented to Council by the end of March 2020. 3rd & Final reading to be completed by end of April 2020.

Bylaw #1699, the Community Peace Officer Bylaw, received third and final reading at the April 14, 2020 regular Council meeting. April 20, 2020, a copy of the Bylaw was provided.



3.5 Discretionary Bylaws

Please note: Discretionary bylaws are not required in the *MGA*. The following section includes a random selection of optional bylaws to review that their contents are in compliance with the *MGA*.

1. Procedural Bylaw

LEGISLATIVE REQUIREMENTS: *MGA* 145

1. Does the municipality have a procedural bylaw?

COMMENTS/OBSERVATIONS: The town passed bylaw 1647 on June 11, 2018 to "...establish rules to follow in governing the meetings of the council...". Section 3.2 of the bylaw provides that council may waive any provision of this bylaw (with some limited exceptions) through a council resolution. This is in contravention of section 191(2) of the *MGA* which states that the amendment or repeal of a bylaw must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless the *MGA* or any other enactment provides otherwise. A bylaw may not be modified by a council resolution.

Section 5.1 (c) and (d) of the bylaw provide for the changing of the date, time and/or location of a council meeting by two-thirds of all members of council and for the cancellation of a scheduled regular meeting of council by consent of two-thirds of council, respectively. As worded, these sections are unclear in their intent in terms of whether or not the consent is provided in the form of a council resolution. Section 180(1) of the *MGA* provides that a council may only act by council resolution or bylaw.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Bylaw 1647 must be amended or repealed and replaced to remove the section that currently provides for the waiving of the provisions of the bylaw through a council resolution. As well, section 5.1 should be clarified to state that a council resolution is required to change the date, time or location of a meeting or to cancel a meeting.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.



MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Prepared amended bylaw for presentation to Council March 9, 2020. Final reading to be completed by March 31, 2020.

Bylaw #1697, the Procedural Bylaw Amendment, received third and final reading at the March 23, 2020 regular Council meeting. April 20, 2020, a copy of the Bylaw was provided.

2. Fire Protection and Emergency Services Bylaw

LEGISLATIVE REQUIREMENTS: *MGA 7, 8*

1. Is there a fire protection bylaw?

COMMENTS/OBSERVATIONS: The town passed a fire protection and emergency services bylaw (bylaw 1587) on February 28, 2011. The bylaw establishes the operations of the fire department. The fire chief reports to the CAO. The bylaw establishes a recruitment committee for the filling of vacancies within the fire department, including the fire chief. The committee consists of the CAO, the fire chief (unless the vacancy is the fire chief), several members of the fire department and a member of council, appointed through a council resolution. The hiring committee reviews applications, interviews candidates and recommends a candidate to the CAO for hiring. The CAO has the final hiring decision; however, if the CAO selects a candidate other than the one recommended by the committee, the CAO must provide reasons to the committee for their hiring decision.

The town could give consideration to seeking independent advice on whether or not including a member of council on the committee exceeds the role of council as prescribed in the *MGA* under section 201(2) given that the CAO is the administrative head of the organization.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Water and Sewer Utility Bylaw

LEGISLATIVE REQUIREMENTS: MGA 7, 8

1. Does the municipality have a water and sewer utility bylaw?

COMMENTS/OBSERVATIONS: The town passed water and sewer utility bylaw 1659 on March 11, 2019. The bylaw includes all aspects of the water and sewer service provided to residents of the town, including the utility rates and fees charged and penalties for non-compliance.

The bylaw generally complies with the provisions of the MGA other than section 4.4 of the bylaw which authorizes council, by council resolution, to "...alter the water usage fee, as it sees fit..." when the provisions of the bylaw "...do not appear equitable to council...". This contravenes section 191(2) of the MGA that states that the amendment or repeal of a bylaw must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless the MGA or any other enactment provides otherwise. A bylaw may not be modified by a council resolution.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: The bylaw must be amended or repealed and replaced to remove the section which authorizes amending the water usage fee established by bylaw through a council resolution.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Bylaw prepared to present to Council March 9, 2020. 3rd reading to be complete by end of March 2020.

Bylaw #1696, the Water & Sewer Utility Bylaw Amendment, received third and final reading at the March 23, 2020 regular Council meeting. Copy of the Bylaw was provided on April 20, 2020.



3.6 Bylaw Procedures

1. Passing Bylaws

LEGISLATIVE REQUIREMENTS: MGA 187-189

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent for this?

COMMENTS/OBSERVATIONS: A review of a selection of past council minutes indicates that it is an infrequent practice for three readings of a bylaw to occur at the same meeting; however, one example was identified in the May 13, 2019 meeting for the passing of tax rate bylaw 1668. There was a council resolution (third resolution under item 4) which states: "...to give unanimous consent to give Bylaw #1668, the 2019 Mill Rate Bylaw, 3rd and Final Reading at this meeting". This council resolution is shown as being "carried". This is contrary to section 187(4) of the MGA which states that the councillors present must unanimously agree to consider third reading. Even though the word "unanimous" appears in the text of the council resolution, in order to fulfill the requirements of section 187(4) of the MGA, the minutes must reflect that the council resolution was "carried unanimously".

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Moving forward, the town must ensure that the minutes reflect that the council resolution to proceed with third reading has been passed unanimously, unless the vote was not unanimous in which case the minutes would reflect that and third reading would not proceed.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Discussed with staff and changes to recording of minutes has been implemented.

A copy of the Minutes from the regular Council meeting May 11, 2020 provided to reflect three readings at the same meeting of Bylaw #1702, the 2020 Tax Rate Bylaw.

2. Bylaw Revisions and Amendments

LEGISLATIVE REQUIREMENTS: MGA 63-69, 191, and 692

1. Are revision bylaws limited to:
 - consolidation of two or more bylaws;
 - altering citation; and
 - changes that do not materially affect a bylaw (clerical, technical, grammatical, or typographical)?
2. Does the title of the bylaw indicate that it is a revision bylaw?
3. Has the CAO certified the revision prior to the first reading?
4. How are schedules to bylaws amended (e.g., fees charges or rate schedules)?
5. Have there been amendments to a bylaw that initially required advertising?
6. Was the amending bylaw advertised?
7. Are bylaws amended or repealed in the same way as the original bylaw was enacted?

COMMENTS/OBSERVATIONS: The town’s land use bylaw (LUB) is consolidated on the town’s behalf by the Oldman River Regional Services Commission (ORRSC) whenever an amendment to the LUB is passed. This contravenes section 69 of the MGA because council has not enacted a bylaw to authorize a designated officer to consolidate any of the bylaws of the town. Land use bylaw amendments have been advertised as required by the MGA (e.g., bylaw 1649). There have been no recent bylaw revisions. Bylaws with schedules such as the water and sewer utility bylaw are repealed and replaced (e.g., bylaw 1659).

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: If the town wishes to continue having a consolidated LUB, council must pass a bylaw authorizing a designated officer (e.g., the CAO) to consolidate the bylaw in accordance with section 69 of the MGA.

RESOURCES: Municipal Affairs has created a handbook that includes the procedures to pass, amend and revise bylaws: [Basic Principles of Bylaws](#).

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Bylaw prepared to present to Council March 9, 2020. 3rd reading to be complete by end of March 2020. Bylaw #1695 received 3rd reading March 23, 2020, copy of the Bylaw provided April 20, 2020.

3.7 Mandatory Policies

1. Public Participation Policy

LEGISLATIVE REQUIREMENTS: MGA 216.1, Public Participation Policy Regulation 193/2017

1. Has a public participation policy been passed?
2. Does the policy identify:
 - types or categories of approaches the municipality will use to engage the public; and
 - types and categories of circumstances in which the municipality will engage with the public?
3. Is the public participation policy available for public inspection?
4. Has the public participation policy been reviewed by council in the last four years? (Not applicable until summer of 2022.)

COMMENTS/OBSERVATIONS: The town passed a public participation policy on July 15, 2019 (policy 2.1.01). The policy includes all required information and is available on the town website.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.8 Finance

1. Operating Budget

LEGISLATIVE REQUIREMENTS: MGA 242, 243, 244, 248, 248.1

1. Has an operating budget been adopted for each calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
 - the amount needed to provide for the council’s policies and programs;
 - the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;
 - the amount of expenditures and transfers needed to meet the municipality’s obligations as a member of a growth management board, or its obligations for services funded under an intermunicipal collaboration framework (not applicable until April 1, 2020);
 - the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
 - if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in section 28;
 - the amount to be transferred to reserves;
 - the amount to be transferred to the capital budget; and
 - the amount needed to recover any shortfall as required under section 244?
3. Does the operating budget include estimated amounts of each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Does the budget align with the property tax rate bylaw?
6. Has council established procedures to authorize and verify expenditures that are not included in a budget?

COMMENTS/OBSERVATIONS: The interim 2019 operating budget was adopted at the December 10, 2018 council meeting (council resolution 18-180). The final 2019 operating budget was adopted at the May 13, 2019 council meeting (council resolution 19-061). The budget met the requirements reviewed and it aligns with the property tax rate bylaw.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.



RESOURCES: Not applicable.

Disclaimer: The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.



2. Capital Budget

LEGISLATIVE REQUIREMENTS: MGA 245, 246, 248.1

1. Has a capital budget for each calendar year been adopted?
2. Does the capital budget include the estimated amount for the following:
 - the amount needed to acquire, construct, remove or improve capital property;
 - the anticipated sources and amounts of money to pay the costs to acquire, construct, remove or improve capital property; and
 - the amount to be transferred from the operating budget?

COMMENTS/OBSERVATIONS: The 2019 capital budget was adopted at the May 13, 2019 council meeting (resolution 19-061) and met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Financial Records and Receipts

LEGISLATIVE REQUIREMENTS: MGA 268.1

1. Are accurate records and accounts kept of the municipality's financial affairs?
2. Are actual revenues and expenditures of the municipality, compared with the estimates, reported to council?
3. Are revenues of the municipality collected and controlled, and receipts issued in the manner directed by council?

COMMENTS/OBSERVATIONS: The town uses Muniware and financial records reviewed met the requirements set out in section 268.1 of the MGA.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

4. Municipal Accounts

LEGISLATIVE REQUIREMENTS: MGA 270

1. Is all money belonging to or held by the municipality deposited into a financial institution designated by council?

COMMENTS/OBSERVATIONS: Council resolution 19-140 was passed on September 23, 2019 and designated that the town will use BMO as the municipality's financial institution. Banking records reviewed confirm that BMO holds the municipality's financial assets.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

5. Fidelity Bond

LEGISLATIVE REQUIREMENTS: MGA 212.1

1. Does the municipality annually obtain a fidelity bond or equivalent insurance?
2. Does the bond or insurance cover:
 - the CAO of the municipality;
 - the designated officers of the municipality; and
 - other employees of the municipality?

COMMENTS/OBSERVATIONS: The town has insurance through AMSC Insurance Services Ltd. Based on information provided, insurance was in place.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

6. Auditor, Audited Financial Statements, Auditor Report

LEGISLATIVE REQUIREMENTS: MGA 276, 280, 281

1. Has one or more auditors for the municipality been appointed?
2. Are annual financial statements of the municipality prepared for the immediately preceding year?
3. Do the financial statements include:
 - the municipality's debt limit; and
 - the amount of the municipality's debt as defined in the regulations under section 271?
4. Are the financial statements, or a summary of them, and the auditor's report on the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?

COMMENTS/OBSERVATIONS: Council appointed the town's 2019 auditor at the June 24, 2019 meeting (council resolution 19-096). The auditor presented the 2018 audited financial statements at the March 25, 2019 meeting. Council passed council resolution 19-025 at the same meeting to accept the 2018 audited financial statements as presented.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

7. Salary and Benefits

LEGISLATIVE REQUIREMENTS: MGA 217, Supplementary Accounting Principles and Standards Regulation 313/2000

1. Has information been provided on the salaries of councillors, the chief administrative officer and all designated officers (including the assessor, SDAB clerk and assessment review board clerk) of the municipality?

COMMENTS/OBSERVATIONS: Information is contained within the annual financial statements and made available upon request.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

8. Management Letter

LEGISLATIVE REQUIREMENTS: MGA 281(3)

1. Has council received a separate auditor's report on any improper or unauthorized transaction or non-compliance with this or another enactment or a bylaw that is noted during the course of an audit?

COMMENTS/OBSERVATIONS: The town received confidential recommendations from the auditor.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

9. Three-Year Operating Plan and Five-Year Capital Plan (for discussion only)

LEGISLATIVE REQUIREMENTS: MGA 283.1, Municipal Corporate Planning Regulation 192/2017

1. Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next three financial years. Also, each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next five financial years. The first financial plans will need to be prepared by the end of 2019 and cover the 2020 to 2022 financial, or 2020 to 2024 capital period.

COMMENTS/OBSERVATIONS: The municipality is aware that written plans for financial operations and capital plans are a new legislative requirement and passed these plans at the May 13, 2019 council meeting (council resolution 19-061).

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.9 Assessment and Taxation

1. Assessment Roll

LEGISLATIVE REQUIREMENTS: MGA 284.2(1), 307

1. Has a person who has the qualifications as set out in the Municipal Assessor Regulation 347/2009 been appointed to the position of designated officer to carry out the functions of a municipal assessor?
2. Is the assessment roll available for inspection?
3. Is there a fee for this?
4. Does the municipality have a bylaw to establish this fee?

COMMENTS/OBSERVATIONS: Council resolution 18-070 appointing the assessor for the town was passed at the May 14, 2018 regular council meeting. In addition, bylaw 1672 establishes the municipal assessor as a designated officer. The assessment roll is made available upon request, and there is no fee established.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

2. Tax Roll

LEGISLATIVE REQUIREMENTS: MGA 327, 329

1. Has an annual tax roll been prepared for the municipality?
2. Does the tax roll include the following:
 - a description sufficient to identify the location of the property or business;
 - name and mailing address of the taxpayer;
 - the assessment;
 - the name, tax rate, and amount of each tax imposed in respect of the property or business;
 - the total amount of all taxes imposed in respect of the property or business;
 - the amount of tax arrears; and
 - if the property is subject to an agreement between the taxpayer and the municipality (section 347 or 364)?

COMMENTS/OBSERVATIONS: An annual tax roll has been completed and contains the required legislated content.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Assessment and Tax Notices

LEGISLATIVE REQUIREMENTS: *MGA* 308, 333

1. Does the municipality provide for a combined property assessment and tax notice?
2. Are assessment notices prepared annually for all assessed property, other than designated industrial property, shown on the assessment roll?
3. Are assessment notices sent to assessed persons?
4. Are tax notices prepared annually for all taxable property and businesses shown on the tax roll of the municipality?
5. Are the tax notices sent to the taxpayers?

COMMENTS/OBSERVATIONS: The town provides combined property assessment and tax notices. The notices are prepared annually and sent to taxpayers in accordance with *MGA* requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



4. Content of Assessment Notices

LEGISLATIVE REQUIREMENTS: MGA 303, 308.1, 309

1. Has the assessor set a notice of assessment date, which must be no earlier than January 1 and no later than July 1?
2. Has the assessor set additional notice of assessment dates for amended and supplementary assessment notices? Are those notice of assessment dates later than the date that tax notices are required to be sent under Part 10?
3. Does the municipal assessment notice show the following:
 - the same information that is required to be shown on the assessment roll;
 - the notice of assessment date;
 - a statement that the assessed person may file a complaint not later than the complaint deadline; and
 - information respecting filing a complaint in accordance with the regulations?

COMMENTS/OBSERVATIONS: The town provides combined assessment and taxation notices which include all the required elements noted above.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



5. Content of Tax Notices

LEGISLATIVE REQUIREMENTS: MGA 334

1. Does the municipal property tax notice show the following:
 - the same information that is required to be shown on the tax roll;
 - the date the tax notice is sent to the taxpayer;
 - the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
 - except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
 - the name and address of the designated officer with whom a complaint must be filed;
 - the dates on which penalties may be imposed if the taxes are not paid; and
 - information on how to request a receipt for taxes paid?

COMMENTS/OBSERVATIONS: The town provides combined assessment and taxation notices. The combined notices includes all the required elements noted above; however, the notices include a requisition for “paper fee” when a paper copy of the notice is provided. This amount must be part of the municipal levy and not separately listed as there is no legislative authority for a “paper fee” to be requisitioned separately.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Moving forward, tax notices must not include a requisition for “paper fees”. This amount must either be collected separately from the taxpayers (as an accounts receivable, for example) or form part of the general municipal levy.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Discussed with staff. Paper fee will be included in general municipal levy, to be implemented with 2020 tax notices.

Copy of 2020 Tax Notice provided on June 24, 2020.

6. Notice and Certification

LEGISLATIVE REQUIREMENTS: MGA 311, 335, 336

1. Has the municipality published in one issue of a newspaper having general circulation in the municipality, or in any other manner considered appropriate by the municipality, a notice that the assessment notices have been sent?
2. Has a designated officer certified the date the tax notices were sent?
3. Have the tax notices been sent before the end of the year in which the taxes were imposed?

COMMENTS/OBSERVATIONS: Certification was provided that the tax notices for 2019 were mailed on May 16, 2019.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

7. Tax Arrears List

LEGISLATIVE REQUIREMENTS: MGA 412, 436.03

1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears?
2. Has the list been sent to the Registrar and to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*?
3. Has the list been posted in a place that is accessible to the public during regular business hours?
4. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?

COMMENTS/OBSERVATIONS: The 2019 tax arrears list for 2019 for the town has been prepared and was submitted to the registrar on March 26, 2019, which is prior to the required March 31 deadline. The list was posted in the office where it is accessible to the public during regular business hours. The town notified those liable to pay the tax arrears that a tax arrears list was prepared and sent to the registrar.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

8. Tax Sale

LEGISLATIVE REQUIREMENTS: MGA 418, 436.08

1. Have those properties appearing on the tax arrears list been offered for sale within the time frame provided?

COMMENTS/OBSERVATIONS: The last tax sale for the town was held on August 21, 2018. Council set a reserve bid and the date, and conditions of the sale were advertised in accordance with the requirements of the MGA.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.10 Planning

1. Subdivision Authority

LEGISLATIVE REQUIREMENTS: MGA 623, 625-626

1. Has the municipality by bylaw provided for a subdivision authority?
2. Does the structure of the subdivision authority comply with section 623(2) which specifies that it may include one or more of the following:
 - any or all members of council;
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

COMMENTS/OBSERVATIONS: Bylaw 1530 was passed on June 22, 2009 and it establishes the subdivision authority to be the municipal planning commission (MPC). Three members of council were appointed to the MPC at the October 28, 2019 organizational meeting. There are also two members-at-large appointed by council. They were appointed on November 14, 2017 and October 9, 2018.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

2. Development Authority

LEGISLATIVE REQUIREMENTS: MGA 624, 625 - 626

1. Has the municipality bylaw provided for a development authority?
2. Does the structure of the development authority comply with section 624(2) which specifies that it may include one or more of the following:
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

COMMENTS/OBSERVATIONS: The development authority has been established through bylaw 1530 and it is structured as either the development officer or the municipal planning commission (MPC). Three members of council were appointed to the MPC at the October 28, 2019 organizational meeting. There are also two members-at-large appointed by council. They were appointed on November 14, 2017 and October 9, 2018.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



3. Subdivision and Development Appeal Board (SDAB)

LEGISLATIVE REQUIREMENTS: MGA 627, 628, Subdivision and Development Regulation 43/2002, Subdivision and Development Appeal Board Regulation 195/2017

1. Is a subdivision and development appeal board bylaw or intermunicipal agreement established?
2. Do the SDAB members exclude those who are:
 - municipal employees;
 - members of the municipal planning commission; and
 - individuals who can carry out subdivision and development powers on behalf of the municipality?
3. Is there no more than one councillor appointed as a member to a sitting panel?
 - If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
4. Are the active members of the SDAB trained?
5. Is there a clerk appointed to the SDAB?
6. Has the clerk received SDAB training?
7. Has the clerk kept a record of the hearings?

COMMENTS/OBSERVATIONS: Bylaw 1664 was passed on March 25, 2019 and establishes the intermunicipal subdivision and development appeal board (SDAB) for the town. The bylaw excludes members in accordance with the MGA. Bylaw 1672 establishes the clerk as a designated officer. Under the bylaw, each member municipality may appoint up to two members at large and one member of council to serve on the board. Also under the bylaw, each panel hearing a matter is to include no more than one member of council on it. The minutes of the October 28, 2019 organizational meeting of council show the appointment of three members of council to the SDAB which is contrary to section 4(3) of bylaw 1664. Training certificates were provided for one member of council and one member at large.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Council must, by council resolution, change the appointments made to the SDAB to comply with the provisions of bylaw 1664. Specifically, no more than one member of council and two members at large may be appointed to the board. As well, all members appointed to the SDAB must have received the requisite training prior to serving on the board.

RESOURCES: Municipal Affairs has developed an SDAB training guidebook and several fact sheets to assist municipalities, which can be found at the [SDAB website](#). In addition, Municipal Affairs Planning Advisors are available to discuss these topics further by calling toll-free 310-0000 and then 780-427-2225.



MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

One member of Council and one member at large to be appointed at the meeting held March 9, 2020.

Copy of minutes reflecting the appointments was provided on April 20, 2020.



4. Subdivision Applications and Decision

LEGISLATIVE REQUIREMENTS: MGA 653, 653.1, 679, Subdivision and Development Regulation 43/2002, Subdivision and Development Appeal Board Regulation 195/2017

1. Are the forms set out in schedules 1 and 2 of the Subdivision and Development Regulation used for all subdivision application and deferred reserve caveat decisions?
2. If required, were written referrals sent according to legislation?
3. Have all the mandatory requirements in section 653 and 653.1 of the MGA been met?
4. If there have been appeals, did the SDAB clerk give five days' notice of the hearing to the appropriate stakeholders?

COMMENTS/OBSERVATIONS: Subdivision applications are processed through the Oldman River Regional Services Commission (ORRSC) on the town's behalf. A copy of the most recent application was reviewed (file 2016-0-082). The correct forms were used for the application and referrals were sent in accordance with the legislation. The decision was not appealed. The application and decision met all the requirements reviewed.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



5. Development Applications

LEGISLATIVE REQUIREMENTS: MGA 683.1, 686, 687

1. Did the development authority review the application within 20 days to determine if it was complete?
2. If deemed complete, did the applicant get a notification that the application is complete, or if deemed incomplete, did the applicant get a notification from the development authority that the application is incomplete?
3. If the development permit application is refused, was a notice issued to the applicant?
4. Are appeal hearings held within 30 days after the receipt of a notice of appeal by the SDAB?
5. Does the SDAB give at least five days notice in writing of the hearing:
 - to the appellant;
 - to the development authority; and
 - to the owners as required under the land use bylaw?
6. Did the board make materials related to the appeal available for public inspection?

COMMENTS/OBSERVATIONS: Development application D2019.045 was reviewed. The application is dated March 16, 2019. The notice of decision was issued on May 27, 2019. No documentation was provided indicating that the application was deemed complete/incomplete within 20 days, as is required by section 683.1(5) of the MGA, nor was notification provided to the applicant stating that the application was deemed complete/incomplete. The permit issued was not appealed.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: In the future, all applications must be reviewed for completeness within 20 days of receipt and an acknowledgement must be issued to the applicant verifying that the application was reviewed and determined to be complete within this time period.

RESOURCES: Municipal Affairs Planning Advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Although application date states March 16, 2019, the application has a received stamp of May 27th and the decision was made May 27th as well. An old form was used by the applicant. After the legislative changes, the permit application was updated to reflect date received and date deemed to be complete.

Copy of new application provided on April 20, 2020.

December 9, 2019

65 | Page

Disclaimer: The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.

6. Alberta Land Stewardship Act (ALSA) Regional Plan or Land Use Policies

LEGISLATIVE REQUIREMENTS: MGA 622, 630.2 and ALSA 20

1. Is there an ALSA Regional Plan in effect in your area?
2. If yes, which plan?
3. Has a statutory declaration been filed with the Land Use Secretariat indicating compliance with the regional plan? (Note: due within five years of an ALSA regional plan coming into force.)

COMMENTS/OBSERVATIONS: The South Saskatchewan Regional Plan is in effect for the Town of Claresholm. A copy of the statutory declaration dated July 18, 2019 was provided.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

7. Growth Management Board

LEGISLATIVE REQUIREMENTS: MGA 708.23,708.04

1. Is the municipality a member of a growth management board?
2. Has the municipality appointed a person to represent the municipality on the growth management board?

COMMENTS/OBSERVATIONS: The town is not part of a growth management board.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



8. Land Use Bylaw

LEGISLATIVE REQUIREMENTS: MGA 230, 606, 639, 640, 642 (1), 692 (4), Subdivision and Development Regulation 43/2002

1. Is there a Land Use Bylaw?
2. Does the Land Use Bylaw:
 - divide the municipality into districts (zones);
 - establish a method of making decisions on development permit applications, including provisions for:
 - the types of development permits that may be issued;
 - processing an application for, or issuing, canceling, suspending or refusing to issue development permits;
 - the conditions that development permits may be subject to;
 - how long development permits remain in effect;
 - the discretion the development authority may exercise with respect to development permits;
 - provide for how and to whom notice of the issuance of development permits is to be given;
 - establish the number of dwelling units permitted on a parcel of land; and
 - identify permitted and discretionary uses?
3. Does the public notice of application to rezone properties include:
 - the municipal address/legal address of the parcel of land;
 - a map showing the location of the parcel of land;
 - written notice to the assessed owner of that parcel of land; and
 - written notice to the assessed owner of the adjacent parcel of land?
4. Does the notice of a public hearing on land use bylaw related issues include:
 - the municipal address/legal address of the parcel of land;
 - a map showing the location of the parcel of land;
 - the general purpose of the bylaw and public hearing;
 - the address where the proposed bylaw, and any document related to the bylaw or public hearing can be inspected; and
 - the date, time and place of the public hearing?

COMMENTS/OBSERVATIONS: Town of Claresholm land use bylaw 1525 was passed on April 14, 2009. There have been numerous amendments including the most recent amendment (bylaw 1666) passed in May 2019. The land use bylaw includes all required content.

MEETS LEGISLATIVE REQUIREMENTS: Yes

December 9, 2019

68 | Page

Disclaimer: The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.



RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



9. Municipal Development Plan (MDP)

LEGISLATIVE REQUIREMENTS: MGA 230, 606, 632, 641, 692

1. Is there a Municipal Development Plan?
 - Does the population of the municipality exceed 3,500?
 - If the population of the municipality is less than 3,500, does the Land Use Bylaw for the municipality contain 'Direct Control' districting as per section 641(1)?
2. Does the MDP address/include:
 - future land use;
 - future development;
 - coordination of land use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
 - transportation systems; and
 - municipal services and facilities?
3. Has the MDP been amended?
4. Was the amendment to the MDP advertised?
5. Was a public hearing held for the amendment to the MDP?

COMMENTS/OBSERVATIONS: Bylaw 1644 was passed on May 28, 2018, and adopts a municipal development plan for the Town of Claresholm. There have been no amendments to the plan. No items of legislative non-compliance were identified.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

10. Intermunicipal Development Plan (IDP)

LEGISLATIVE REQUIREMENTS: MGA 230, 606, 631, 636, 692, 708.28, 708.3

1. Is there an Intermunicipal Development Plan?
2. Does the IDP address/include within the IDP area:
 - future land use;
 - future development;
 - transportation;
 - coordination of intermunicipal programs (physical, social and economic development);
 - environmental matters;
 - dispute resolution processes;
 - plan repeal/amendment procedures; and
 - plan administration provisions?
3. Has the IDP been amended?
4. Was the amendment to the IDP advertised?
5. Was there a public hearing for the amendment of the IDP?

COMMENTS/OBSERVATIONS: The town is currently working with the M.D. of Willow Creek to adopt an IDP.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

11. Intermunicipal Collaboration Frameworks (ICF)

LEGISLATIVE REQUIREMENTS: MGA 708.33, Intermunicipal Collaboration Framework Regulation 191/2017

1. Has an ICF been adopted with each municipality that shares a common border? (Not applicable until April 1, 2020.)

COMMENTS/OBSERVATIONS: The town is currently working with the M.D. of Willow Creek to adopt an ICF.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



12. Listing and Publishing Policies Related to Planning Decisions

LEGISLATIVE REQUIREMENTS: MGA 638.2

1. Are the following published on the municipal website:
 - an up-to-date list of council approved policies (by bylaw or resolution) used to make planning/development decisions;
 - a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17 of the MGA; and
 - documents incorporated by reference in any bylaws passed under Part 17?

COMMENTS/OBSERVATIONS: The town's website includes an up-to-date list of council approved policies used to make planning/development decisions. Each policy/document includes a summary and its relationship to other planning documents.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.11 Local Authorities Election Act (LAEA)

1. Joint Elections

LEGISLATIVE REQUIREMENTS: *Local Authorities Election Act (LAEA) 2-3*

1. Is there an agreement to hold an election in conjunction with another local authority?
2. Does the agreement include:
 - which elected authority is responsible for the conduct of the election; and
 - the appointment of a returning officer for each local authority?

COMMENTS/OBSERVATIONS: The town entered into agreement on September 15, 2017 with Livingston Ranch School Division No. 68 for the town to conduct elections on the school division's behalf. The agreement specifies that each party will appoint a returning officer and that the returning officer appointed by the town is responsible for providing election services to the school division.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

2. Oath/Statement

LEGISLATIVE REQUIREMENTS: LAEA 16, Local Authorities Election Forms Regulation 106/2007

1. Did the Returning Officer, and all deputy returning officers take the oath/statement as per the Local Authorities Election Forms Regulation for the most recent election?

COMMENTS/OBSERVATIONS: The town held a by-election on October 15, 2018. The returning officer and all deputy returning officers took the oath/statement in accordance with the LAEA.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Substitute Returning Officer

LEGISLATIVE REQUIREMENTS: LAEA 13(2.1)

1. Has the municipality had a by-election in 2019?
2. Has a substitute returning officer been appointed in the resolution or bylaw that fixes the date for the by-election?

COMMENTS/OBSERVATIONS: No by-election was held by the town in 2019.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



4. Nomination Forms

LEGISLATIVE REQUIREMENTS: LAEA 27, 28.1, 34, 97

1. Is there a bylaw requiring a deposit upon the submission of a nomination form?
2. Were the nomination papers signed by at least five electors of the municipality?
3. Have all nomination papers that were filed prior to the most recent election been retained?
4. Were copies of the prescribed form for the identification of an official agent, campaign workers and scrutineers for the purposes of identification under section 52 made available to the candidates?
5. Does the municipality ensure that the Deputy Minister is forwarded a signed statement showing the name of each nominated candidate, election results, and any information about the candidate that the candidate has consented to being disclosed (for general elections and by-elections)?

COMMENTS/OBSERVATIONS: The town does not take a deposit; therefore, there no bylaw is required. Nomination papers were signed, filed, and the Deputy Minister received the required information in accordance with the LAEA. The nomination papers have been retained by the municipality.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



5. Ballot Account

LEGISLATIVE REQUIREMENTS: LAEA 88, 89, 94, 100

1. Has a copy of the ballot account been retained?

COMMENTS/OBSERVATIONS: The town retained copies of the ballot account as required for both the 2017 general election and the October 15, 2018 by-election.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

6. Disposition of Election Material

LEGISLATIVE REQUIREMENTS: LAEA 101

1. Were the election materials disposed of in accordance with section 101?
2. Is there a copy of the affidavits of destruction of the ballot box contents sworn or affirmed by the two witnesses?

COMMENTS/OBSERVATIONS: All election materials for both the 2017 general election and the 2018 by-election were disposed of in accordance with the legislation. The town retained copies of the affidavits of destruction for both elections.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



7. Campaign Disclosure Statements

LEGISLATIVE REQUIREMENTS: LAEA 147.4

1. Did all campaign disclosure statements include:
 - the total amount of all campaign contributions received during the campaign period that did not exceed \$100 (prior to 2019) or \$50 (after) in the aggregate from any single contributor;
 - the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$100 in the aggregate;
 - the total amount of money paid by the candidate out of the candidate's own funds;
 - the total amount of any campaign surplus, including any surplus from previous campaigns; and
 - a financial statement setting out the total amount of revenue and expenses?
2. Are all documents filed under this section available to the public during regular business hours?
3. Have the campaign disclosure documents been retained for a period of four years after the election?

COMMENTS/OBSERVATIONS: Three candidates from the 2017 general election filed campaign disclosure statement with the municipality. The statements include all the required items noted above.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.11 Emergency Management

1. Municipal Emergency Organization/Agency/Advisory Committee

LEGISLATIVE REQUIREMENTS: *Emergency Management Act (EMA)* 11, 11.1, 11.2

1. Has an emergency advisory committee been appointed consisting of a member or members of council to advise on the development of emergency plans and programs?
2. Is an emergency management agency established to act as the agent of the local authority in exercising the local authority's powers and duties under the EMA?
3. Has a director of the emergency management agency been appointed?
4. Are there prepared and approved emergency plans and programs?

COMMENTS/OBSERVATIONS: Council passed bylaw 1566 on September 26, 2011 which is the town's municipal emergency management bylaw. The bylaw provides that two council members and the CAO are to be appointed to the emergency advisory committee. At the October 28, 2019 organizational meeting of council, two council members and the CAO were appointed to the committee as required. The bylaw appoints the CAO as the director of the emergency management agency. The town has prepared and approved emergency plans and programs in place.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



2. Municipal Emergency Organization/Agency/Advisory Committee (for discussion only)

LEGISLATIVE REQUIREMENTS: *Local Authority Emergency Management Regulation*

1. Is the municipality aware that as of January 1, 2020:
 - Emergency advisory committees and emergency management agencies must be appointed by bylaw;
 - The Managing Director of the Alberta Emergency Management Agency (AEMA) will prescribe a command, control and coordination system that must be used by emergency management agencies;
 - If a local authority has delegated some or all of their powers under the Emergency Management Act to a regional services commission or joint committee, the local authority must establish a bylaw setting out the powers and duties which have been delegated;
 - If the local authority has delegated powers to a regional services commission, their bylaw must indicate whether the local authority will maintain an independent emergency management agency;
 - When summer villages delegate powers and duties under the Emergency Management Act to another local authority, the local authority accepting the delegation of the summer village may delegate the powers to a council committee;
 - When a summer village delegates powers and duties under the Emergency Management Act to another local authority, the summer village and the local authority must establish in bylaw which powers and duties have been delegated and accepted;
 - Training will be prescribed by the Managing Director and will include:
 - Mandatory elected officials training within 90 days of taking oath;
 - Directors of Emergency Management must take courses within 18 months of being appointed; and
 - Municipal staff responsible for implementing emergency plan must take prescribed courses within six months of taking on role.
 - Emergency management agencies must review the emergency plan at least once per year and make it available to AEMA for review and comment annually.

COMMENTS/OBSERVATIONS: The CAO is aware of the changes in the legislation and indicated that training has already been provided as prescribed. Resource information is provided for reference.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.



RESOURCES: The Alberta Emergency Management Agency has developed a number of online tools at www.aema.alberta.ca to assist municipalities which include resources to develop emergency plans, and training workshops. For questions and additional support pertaining to emergency management, contact the Alberta Emergency Management Agency at 310-0000 then 780-422-9000.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3.12 Libraries

1. Municipal Library Board

LEGISLATIVE REQUIREMENTS: *Libraries Act 3-5*

1. Is a municipal library board established?
2. Has council provided a copy of the bylaw establishing the board to the Minister?
3. How many councillors have been appointed to the board?
4. Are there alternate members?
5. In the case of an intermunicipal library board, are members appointed to the board in accordance with the intermunicipal agreement?
6. Does the membership appointment term exceed three years?
7. Does any member’s number of terms exceed three terms? If so, did two-thirds of council approve?

COMMENTS/OBSERVATIONS: The Claresholm Municipal Library Board is established through bylaw 1620 that was passed on November 14, 2016, and board appointments are made at the annual organizational meeting for the municipality. A copy of the bylaw has not been provided to the Minister as required.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: A copy of the bylaw establishing the municipal library board must be provided to the Minister.

RESOURCES: Municipal Affairs Library Consultants are available to provide library support by calling the Public Library Services Branch (PLSB) toll-free 310-0000 and then 780-427-4871 or by email at librairies@gov.ab.ca. Information is also available on the PLSB website at www.albertalibraries.ca.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Copy of bylaw provided to Municipal Affairs Library Services February 29, 2020.

2. System Library Board

LEGISLATIVE REQUIREMENTS: *Libraries Act 16*, Libraries Regulation 141/1998

1. Is a system library board established?
2. Have councils that have signed the agreement appointed the members of the board?
3. Does the membership appointment term exceed three years?
4. Does any member's total years of service exceed nine consecutive years? If so, did two-thirds of council approve?
5. Are there alternate members?

COMMENTS/OBSERVATIONS: The town is part of the Chinook Arch Regional Library System. One member of the local library board is appointed to the board. There are no alternates.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



Section 4: Conclusion

Your participation and cooperation during the 2019 Municipal Accountability Program review are appreciated. This report is intended to help the Town of Claresholm reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety should be shared with council to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are shared during an open public meeting.

The ministry is committed to maintaining a strong collaborative working relationship. We welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed local governments.

Karine Keys

From: Chris Melanson <cmelanson@campaign-office.com>
Sent: Monday, July 6, 2020 12:43 PM
To: Karine Keys
Subject: ALBERTA/ NWT COMMAND -ROYAL CANADIAN LEGION - MILITARY SERVICE RECOGNITION BOOK
Attachments: ABCL Submission form.pdf; Alberta Checklist.pdf; dvs letter.pdf; Ratesheet.pdf

Hello Karine:

Here is the information you have requested regarding our the 13th Annual Military Service Recognition Book.

This annual publication recognizes those brave individuals who sacrificed so much for the freedoms that we enjoy today. Thousands of copies will be distributed free of charge to all Legion Branches and advertisers, select schools and libraries, and will be available on-line for anyone to view or print.

Here's your ongoing annual partnership ad. It's still only \$465. tax incl.



We are profoundly indebted to our Veterans. Their extraordinary service and commitment have afforded us the rights and freedoms that are merely a dream to millions of people around the globe.

The Royal Canadian Legion has honored these deserving citizens with unwavering support. The Military Service Recognition Book is a fitting tribute to our Veterans and will be an invaluable resource to our young people, whose pride and character will be enhanced by learning about the very important role played by our Veterans, the Royal Canadian Legion, and the contributions of its members and supporters. Past copies can be viewed online by clicking here: [books](#)

We would sincerely appreciate your organization's support and appreciation for our Veterans by purchasing an advertisement in our next edition. If you require any additional information, please reply to this email or phone me at our toll-free number below.

I will be in contact in a few days for your response. Thank you again for your consideration.

Respectfully,

Christopher Melanson

Advertising Rep/Military Service Recognition Book

Alberta / NWT Command - Royal Canadian Legion

Campaign Office 1-888-404-1877



This e-mail and any attachment(s) is for authorized use by the intended recipient(s) only. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or any other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and delete this e-mail and any attachment(s). Thank you.

ALBERTA
NWT
COMMAND

THE ROYAL
CANADIAN
LEGION



DEAR VALUED SUPPORTER:

Thank you for your pledge, to The "Military Service Recognition Book," a project of The Royal Canadian Legion, Alberta-NWT Command.

This annual publication will help identify and recognize many of the Veterans of Alberta and the Northwest Territories who served their country. As "Keepers of Remembrance," The Royal Canadian Legion strives to perpetuate the sacrifices that our soldiers and their families made for our freedom. The **Military Service Recognition Book** will serve as a reminder for generations to come, of the contributions our veterans made to the creation of our nation and the continuance of Canada as a protector of freedom.

The Royal Canadian Legion plays an active role in communities throughout Alberta and the Northwest Territories. There are 180 Legion Branches with 100 Ladies Auxiliaries. The Alberta-NWT Command of The Royal Canadian Legion is made up of 46,274 men and women. There are 5,182 members in the Ladies Auxiliary. Quietly these volunteers dedicate thousands of hours to supporting our veterans, their dependants and the communities that we live in. They also play an important role in the lives of our youth. Unfortunately, many are unaware of the contributions that The Royal Canadian Legion makes to society.

We are in your community doing:

Youth Programs

- \$225,000 is spent annually on a Track and Field Camp, M.L.A for a day program, donations to Cadets, Boy Scouts and Girl Guides.
- \$20,000 to send young Alberta and N.W.T. athletes, coaches and chaperones to a national Track and Field Camp and competition.
- Over \$40,000 annually is given as bursaries to post-secondary students.
- More than \$23,000 is provided for the Literary, Poster and Poem Competition

The Community

Alberta-NWT Command and Provincial Poppy Offices disburse over \$1.2 million back into the community to assist veterans and their dependants and seniors by supplying emergency assistance, help with pension applications, medical equipment and training to health care facilities and S.T.A.R.S Air Ambulance.

- We sponsor the Alberta Chapter of the Canadian Foundation for Poliomyelitis and Rehabilitation. Revenue from Branches, Ladies Auxiliaries and a Casino provide over \$100,000 in support and equipment for Polio victims
- The Outward Bound Veterans Program is an adventure based peer support program for non serving military personnel and is fully funded by The Alberta-NWT Command. The week long courses based in the Canadian Rockies encourage comradeship and a connection to others dealing with returning to civilian life.
- Branches and the Command Office provide funds to the Troop Morale Fund, which buys Tim Horton's coffee and donuts for soldiers serving in Afghanistan.
- Established and administer the Veterans license plates program in Alberta.
- Donate funds to the Royal Commonwealth Ex-service person League, which assists veterans in Caribbean countries.
- Established the Building Bridges Program, which makes contact with families of serving personnel offering comradeship, and support.
- Partner in The Alberta Promise.
- Instrumental in the establishment of the Veteran's Highway.
- Advocate for veterans.

The Royal Canadian Legion is NOT funded by the Government. We rely on membership dues, fundraising activities and donations

Your support for this project will ensure that we can continue to serve the communities of Alberta and Northwest Territories.

There will be 10,000 hard copies of this book printed and distributed **free of charge** in communities throughout Alberta and the Northwest Territories. Copies will be given to public and private schools to be used as a teaching tool. An electronic version of our publication will also be posted on our web site at: www.abnwtlegion.com.

Again, we thank you for your sponsorship and support of the very worthwhile project.

Sincerely,

Darrel Jones
President
Alberta-NWT Legion Command



Alberta-Northwest Territories Command The Royal Canadian Legion

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **Alberta-Northwest Territories Command of The Royal Canadian Legion**, representing **Veterans** in Alberta and the NWT. Please accept this written request for your support, as per our recent telephone conversation.

The **Alberta-NWT Command** is very proud to be printing another **5,000 copies** of our annual “**Military Service Recognition Book**” that helps recognize and honour many of our brave Veterans who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the “**Keepers of Remembrance**”, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our “**Military Service Recognition Book.**” Proceeds raised from this important project will allow us to fund the printing of this unique publication and also help our Command to improve our services to **Veterans** and the more than 170 communities that we serve throughout Alberta and the NWT. The Legion is recognized as one of Canada’s largest “Community Service” organizations and we are an integral part of all the communities we serve. This project ensures the Legion’s continued success in providing very worthwhile services.

Enclosed, please find a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Alberta-NWT Command Campaign Office** toll free at **1-888-404-1877**.

Thank you for your consideration and or support.

Sincerely,

John Mahon
President

The Town of Claresholm has supported this publication since 2008 with a 1/4 page ad.
2008-2011 - \$404.76 + GST
2012-2016 - \$423.81 + GST
2017 - \$441.76 + GST
2018-2019 - \$442.86 + GST (same in 2020)



Alberta-Northwest Territory Command The Royal Canadian Legion

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,295.24	+ \$114.76	= \$2,410.00
Inside Front/Back Cover (Full Colour)	\$1,995.24	+ \$99.76	= \$2,095.00
Full Colour 2 Page Spread	\$3,190.48	+ \$159.52	= \$3,350.00
Full Page (Full Colour)	\$1,595.24	+ \$79.76	= \$1,675.00
Full Page	\$1,195.24	+ \$59.76	= \$1,255.00
½ Page (Full Colour)	\$895.24	+ \$44.76	= \$940.00
½ Page	\$695.24	+ \$34.76	= \$730.00
¼ Page (Full Colour)	\$542.86	+ \$27.14	= \$570.00
¼ Page	\$442.86	+ \$22.14	= \$465.00
1/10 Page (Full Colour)	\$323.81	+ \$16.19	= \$340.00
1/10 Page (Business Card)	\$271.43	+ \$13.57	= \$285.00

G.S.T. Registration # R12 397 0410

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Alberta-NWT Command.



PLEASE MAKE CHEQUE PAYABLE TO:

Alberta-NWT Command
The Royal Canadian Legion
(AB-NWT RCL)
(Campaign Office)
P O Box 2275, Stn. M
Calgary, AB T2P 2M6



From: President <President@auma.ca>

Sent: July 8, 2020 9:55 AM

Subject: Registration open for Summer 2020 Municipal Leaders' Caucus

Registration is now open for AUMA's Summer 2020 Municipal Leaders' Caucus! This year, AUMA is visiting the following five communities:

- July 29 – Fairview
- August 6 – Vermilion
- August 11 – Stony Plain (option to participate virtually)
- August 19 – Nanton
- August 20 – Sylvan Lake

Caucus will consist of a one-day program that will run from 10 a.m. to 3 p.m., and the schedule and agenda will be the same at all locations. Registration for in-person attendance is \$100 for the day and includes light breakfast snacks and lunch.

Caucus is open to all AUMA urban municipality members; however, given the current pandemic and resulting event capacity constraints, currently municipalities are limited to one in-person registration, and are only permitted to attend one in-person event. Should a particular date and location have extra capacity available, we will advise municipalities of the option to secure additional in-person registrations.

The session on August 11 will be streamed on Zoom to allow for more members to participate, with a cost of \$25 to attend virtually. Should there be high demand, a second session will be streamed on August 20.

Sessions will follow all public health guidelines, and hand sanitizer and disinfecting wipes will be available at all sessions.

For more information, and to register for Caucus, please click on the following links:

- [Link to register to attend in person](#)
- [Link to register to attend virtually](#)

Stay tuned to the Digest for program details, which will be available soon. We hope to see you there!

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | www.auma.ca



From: Tanya Thorn <tthorn@okotoks.ca>
Sent: July 7, 2020 4:17 PM
To: Tanya Thorn <tthorn@okotoks.ca>
Subject: AUMA - Towns South Update July 2020

Good Afternoon Colleagues,

Hope that this email finds you all doing well and seeing your communities opening back up, and looking at opportunities. The past 4 months certainly have not been something that many of us had planned on. I know that I am missing seeing you all and the informal conversations on what is happening in your communities & regions. Hoping that by September in person meetings will resume for Mayor & Reeves SW at least. As always there is an abundance of information in this email and it reminds me how much has been going on and why I feel like I have been busier in the past 4 months than I was prior to this pandemic.

Municipal Leaders Caucus

COVID19 obviously resulted in the cancellation of our March Municipal Leaders Caucus. The AUMA Board felt that we had some extremely important topics happening so we will be hosting Summer Municipal Leaders Caucus in various locations in July/August which allow small groups to meet.

Currently August 19th is the event for Southern Alberta which I believe will be in Nanton. Stay tuned for more details but wanted you to be aware to get it in your calendars. Topics will include policing, Local Government Fiscal Framework (MSI replacement), Health Care and any other emergent topic.

Presidents Summer Tour

President Barry will be doing his summer tour this year. He is just in the process of finalizing his Southern Alberta dates. I am planning on joining him if our schedules mesh. I am also open to coming to your community if you would like to meet to discuss anything so please reach out if you have some possible dates.

Convention

Some version of convention will be occurring in September we are still working on what the format will look like and hope to have details finalized by the end of the month. IT will be a combination of a limited in-person event combined with virtual sessions. It will be very different than we have had convention. It may be an opportunity to look at getting some of your regional colleagues together to do some of the virtual sessions to garner the comradery and discussion that typically we achieve at convention.

Interim Police Advisory Board

As many of you are aware the Department of Justice & Solicitor General has created this Board to provide input into the RCMP Priorities for 2022, resource allocation and the creation of the permanent Board. This Board is the mechanism for all communities who are providing new funding into Policing to have input. I have been appointed to this Board, along with Bill Given, Trina Jones & Angela Duncan from AUMA. Brian Brewin, Kara Westerlund, Kathy Rooyakers and Tom Burton are representing RMA. Terry Coleman is representing the Alberta Association of Police Governance. At our 1st meeting last month I was honored to be elected Chair for this Board. I will be looking for feedback from each of you over the next few months on a variety of elements as the Board gets our work plan developed. Feel free to reach out if you want to discuss in more detail.

Local Authorities Election Act (LAEA)

Last month GOA introduced Bill 29 which has many changes outlined for Municipal elections. The AUMA Board of Directors identified several concerns and passed a number of Board directive motions, seeking changes to the bill to better align with the principles adopted by our members in June.

Principles that were adopted are:

- Democratic - Elections enable local citizens to select representatives who make decisions to create and sustain safe and viable communities.
- Autonomous - Municipalities are empowered to implement the will of their local electors within areas of their jurisdiction.
- Locally Focused – Local elections are dedicated to addressing locally defined needs and issues.
- Inclusive - Every eligible person can participate as a voter, contributor, or candidate with minimal barriers (e.g. financial).
- Fair -Each candidate has an even playing field regardless of whether they are an incumbent, a returning, or a first-time candidate.
- Enforceable – Authority for ensuring election rules are followed is clearly established.
- Scalable – election rules are applicable and adaptable to local authorities of all sizes.
- Transparent – Election rules and processes are easy to access and understand, and voters have access to interim disclosure statements candidates and third-party advertisers before the elections.
- Nonpartisan - Candidates are elected to represent and be accountable to municipal residents, not a political party.

Key elements that the Board has been advocating on are:

- lower individual contribution limits; (proposed \$2000 – 2500k instead of the proposed \$5000)
- stronger limitations on third-party contributions; and
- the importance of allowing municipalities to retain the authority to pass bylaws, to mandate interim campaign contribution disclosures prior to election day.

Indications have been that the Government is open to making amendments to this Bill (which will be finalized by next week as I believe 2nd reading happened today) so if you have an opportunity in the next couple days reach out to your MLA and let them know that the changes they are proposing will not make Local Elections better.

Alberta Infrastructure Act and 20-Year Strategic Capital Plan

Alberta Infrastructure has put out a survey on this topic. Not sure how many of you are aware of it so wanted to ensure that you had the links and background information. I would encourage you all to provide your input or submit a written submission from your Municipality. You can find the survey [here](#) along with [background information](#) about the Alberta Infrastructure Act and 20-Year Strategic Capital Plan. The survey will remain open until August 10, 2020, and you are also welcome to send written submissions as additional input via email to infras.engagement@gov.ab.ca by August 10, 2020

Alberta Water Council – Protecting Source Water

I have had the pleasure of working on the Source Water Protection committee for the past year to create a more common approach for source water protection (SWP) planning in Alberta. Here is the link for the guide and its companion document.

<https://www.awchome.ca/projects/protecting-sources-drinking-water-alberta-2/>

Alberta Municipal Services Corp (AMSC) News

AMSC is the business arm of AUMA. They provide a variety of services to Municipalities and non-profit groups, such as Insurance, Benefits, Retirement, Energy, Purchasing & Investment Services. Some good news for our benefit clients & their employees AMSC was able to work with our providers and return \$1.5 million in benefits back to them to recognize the changes with businesses closed. Just another reason you should encourage your Municipalities to consider products offered by AMSC

<https://auma.ca/news/auma-provides-15-million-back-premium-credits>

Education Opportunities:

AUMA is offering the Municipal Corporate Planning & Finance course. This will be a virtual offering at a reduced rate of \$200. Click her to [Register](#)

The course, which has been updated to reflect the impact of COVID-19 on municipalities, will be held over four virtual sessions:

- July 22 from 2:30 p.m. to 4:30 p.m.
- July 29 from 2:30 p.m. to 4:00 p.m.
- August 5 from 2:30 p.m. to 4:00 p.m.
- August 12 from 2:30 p.m. to 4:00 p.m.

This course is facilitated by Rodney Boyko, who is an experienced EOEP facilitator and former municipal Chief Financial Officer.

I have also taken some courses from Gord McIntosh which I have found informative. This course came across my desk and I share if anyone is interested.

https://www.eventbrite.com/e/municipal-master-class-balancing-act-with-gordon-mcintosh-registration-111028545368?utm_source=MWInsider&utm_campaign=458fd35e4f-GordonMcIntosh-MasterClass&utm_medium=email&utm_term=0_dcd8c31a9e-458fd35e4f-22494803&mc_cid=458fd35e4f&mc_eid=2ac5e388d0

Okay I will close this email now as I have provided you with a lot of information. Hope to see you all soon and as always please send me an email or give me a call if you have any questions.

Tanya

Tanya Thorn | Councillor, Town of Okotoks
Director - Towns South, AUMA

tthorn@okotoks.ca

(403) 860-7342

Facebook: Tanya Thorn - Okotoks Town Councillor

Twitter: @Thorn4Okotoks



2020 June 30

To: Town of Claresholm Town Council

On behalf of the Claresholm Curling Club I am asking for forgiveness of the municipal portion of the 2020 taxes in the amount of \$1,028.48.

Our tax roll # is 11917000.

Sincerely,

A handwritten signature in cursive script that reads "Tricia Burgess".

Tricia Burgess, Treasurer

403-682-7945

TOWN OF CLARESHOLM

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



2020

**TAXATION NOTICE
& PROPERTY ASSESSMENT**

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11917000	0	YB:1973/91			0	0	0	0
SUBDIVISION NAME		CURLING RINK						
CIVIC ADDRESS		430 53 AVE E						
MORTGAGE NUMBER	PLAN	BLOCK	LOT					
	8010781	118	33					
MORTGAGE COMPANY NAME								

DATE OF MAILING	2020-May-15
NOTICE OF ASSESSMENT	2020-May-25
DUE DATE	2020-Jun-30

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2020-Jul-24

TOWN OF CLARESHOLM (CURLING RINK)
BOX 1976
CURLING RINK
CLARESHOLM, AB T0L 0T0
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	1,044,560	COMMERCIAL IMPROVE	90,400
COMMERCIAL IMPROV	81,440	COMM ASSOC IMPROVE	1,147,600
TOTAL ASSESSMENT	1,126,000	TOTAL ASSESSMENT	1,238,000
		EXEMPT	1,147,600
		TAXABLE	90,400

IMPORTANT PENALTY INFORMATION
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Tuesday, June 30th, 2020. DUE TO COVID-19 THE JUNE 30TH 14% PENALTIES ON CURRENT TAXES ARE DEFERRED TO DEC 30TH, 2020. A further 14% penalty will be assessed on all taxes and charges applied to tax accounts unpaid after Dec 31, 2020.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res	0.003733900	24.29097	337.54
TOTAL 2020 EDUCATION TAXES			337.54
SUB TOTAL 2020 TAXES			337.54

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged	0.000260500	1.69477	23.55
Municipal Tax - Non- Res	0.011377000	74.01427	1,028.48
TOTAL 2020 MUNICIPAL AND OTHER TAXES			1,052.03
SUB TOTAL 2020 TAXES			1,389.57

TOTAL 2020 TAXES			1,389.57
CURRENT OUTSTANDING			0.00
TOTAL CURRENT TAXES PAYABLE FOR 2020			1,389.57
AMOUNT DUE AFTER DECEMBER 30th, 2020			1,584.11

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	115.80
	0.00

FOR COMPARISON 2019 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	1,239.41
---	----------

Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

Your property has been assessed as shown for the above taxation year. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and appropriate assessment fee on or before July 24th, 2020 to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert.) To request a receipt for tax payment call 403-625-3381 or e-mail info@claresholm.ca.

TOWN OF CLARESHOLM

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



ROLL NUMBER	11917000
LAST DATE BEFORE PENALTY	2020-Jun-30

2020

**TAXATION NOTICE
& PROPERTY ASSESSMENT**

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	1,389.57	1,389.57

AMOUNT DUE PLEASE PAY	1,389.57
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

TOWN OF CLARESHOLM (CURLING RINK)
BOX 1976
CURLING RINK
CLARESHOLM, AB T0L 0T0
Canada

11917000



July 14, 2020

Mayor MacPherson and Council
Town of Claresholm
Box 1000
Claresholm, AB. T0L 0T0

Re: Request to Waive the Municipal Portion of the 2020 Property Taxes

Dear Mayor MacPherson and Council,

The Bridges at Claresholm Golf Club executive would like to make a request to the Town Council for a waiver of the municipal portion of Golf Course taxes in the amount of \$2,901.14 of the 2020 property taxes. We understand that we must pay the education portion of \$952.14, as well as Home for aged fee.

Your consideration in this matter is very much appreciated. Thank You.

Yours truly,

Wes Wiebe
President

TOWN OF CLARESHOLM

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



2020

**TAXATION NOTICE
& PROPERTY ASSESSMENT**

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11630000	2.02 AC	YB: 1981+s			0	0	0	0
SUBDIVISION NAME		GOLF CLUB HOUSE						
CIVIC ADDRESS		349 39 AVE W						
MORTGAGE NUMBER	PLAN	BLOCK	LOT					
	7810016	2	B					
MORTGAGE COMPANY NAME								

DATE OF MAILING	2020-May-15
NOTICE OF ASSESSMENT	2020-May-25
DUE DATE	2020-Jun-30

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2020-Jul-24

TOWN OF CLARESHOLM (GOLF CLUB)
BOX 2080
CLARESHOLM, AB T0L 0T0
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	2,440,500	COMMERCIAL IMPROVE	255,000
COMMERCIAL IMPROV	243,500	COMM ASSOC IMPROVE	2,355,000
TOTAL ASSESSMENT	2,684,000	TOTAL ASSESSMENT	2,610,000
		EXEMPT	2,355,000
		TAXABLE	255,000

A COPY OF THIS NOTICE HAS BEEN SENT TO	
EXTENDED OWNERS	
IMPORTANT PENALTY INFORMATION	
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Tuesday, June 30th, 2020. DUE TO COVID-19 THE JUNE 30TH 14% PENALTIES ON CURRENT TAXES ARE DEFERRED TO DEC 30TH, 2020. A further 14% penalty will be assessed on all taxes and charges applied to tax accounts unpaid after Dec 31, 2020.	

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res	0.003733900	24.29108	952.14
TOTAL 2020 EDUCATION TAXES			952.14
SUB TOTAL 2020 TAXES			952.14

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged	0.000260500	1.69477	66.43
Municipal Tax - Non- Res	0.011377000	74.01415	2,901.14
TOTAL 2020 MUNICIPAL AND OTHER TAXES			2,967.57
SUB TOTAL 2020 TAXES			3,919.71

TOTAL 2020 TAXES	3,919.71
CURRENT OUTSTANDING	0.00
TOTAL CURRENT TAXES PAYABLE FOR 2020	3,919.71
AMOUNT DUE AFTER DECEMBER 30th, 2020	4,468.47

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	326.64
	0.00
FOR COMPARISON 2019 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	3,699.80

Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

Your property has been assessed as shown for the above taxation year. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and appropriate assessment fee on or before July 24th, 2020 to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert.) To request a receipt for tax payment call 403-625-3381 or e-mail info@claresholm.ca.

TOWN OF CLARESHOLM

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



ROLL NUMBER	11630000
LAST DATE BEFORE PENALTY	2020-Jun-30

2020

**TAXATION NOTICE
& PROPERTY ASSESSMENT**

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	3,919.71	3,919.71

AMOUNT DUE PLEASE PAY	3,919.71
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

TOWN OF CLARESHOLM (GOLF CLUB)
BOX 2080
CLARESHOLM, AB T0L 0T0
Canada

11630000



Claresholm Provincial Crime Gauge

2020 vs. 2019
January to June

Criminal Code Offences



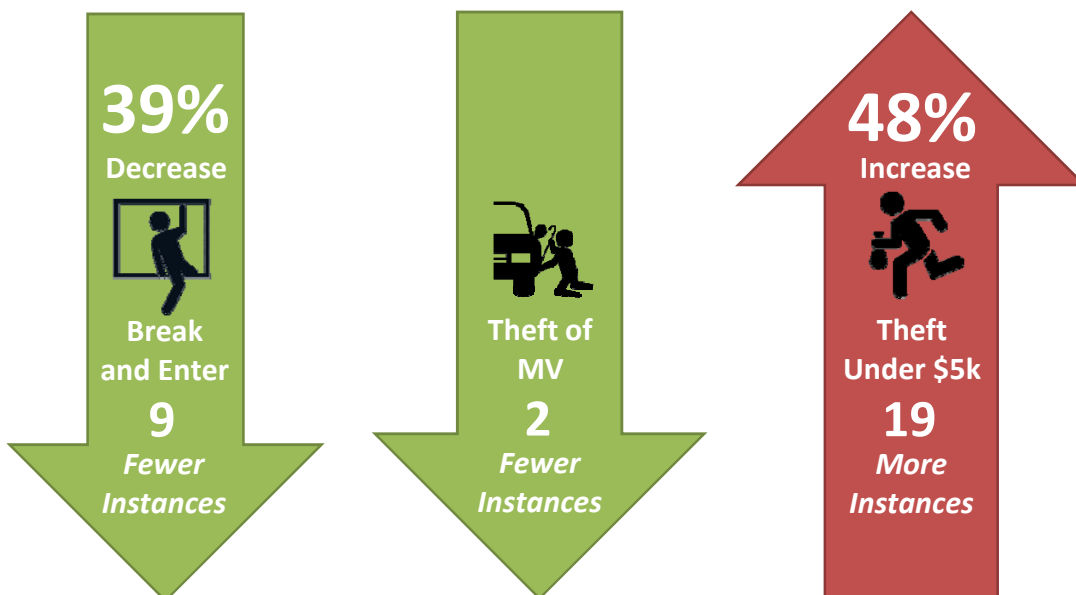
**Total
Criminal Code
Offences:**

10%

Decrease

When compared to
January to June, 2019

Select Property Crime



NOTE: If in both 2019 and 2020 a category had fewer than 20 offences, a percent change is not shown. All numbers without a '%' beside them represent counts.

Town of Claresholm - Claresholm Detachment
Crime Statistics (Actual)
January - June: 2017 - 2020

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

July 7, 2020

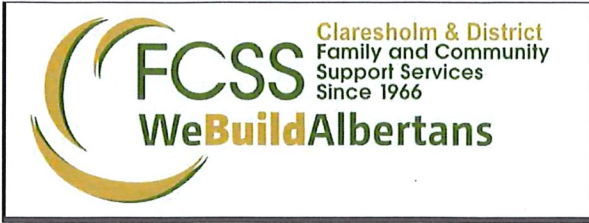
CATEGORY	Trend	2017	2018	2019	2020	% Change 2017 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	N/A	N/A	0.0
Robbery		0	1	2	0	N/A	-100%	0.1
Sexual Assaults		1	2	5	0	-100%	-100%	0.0
Other Sexual Offences		0	1	0	0	N/A	N/A	-0.1
Assault		22	27	25	6	-73%	-76%	-5.0
Kidnapping/Hostage/Abduction		0	3	1	0	N/A	-100%	-0.2
Extortion		0	0	0	1	N/A	N/A	0.3
Criminal Harassment		8	6	6	10	25%	67%	0.6
Uttering Threats		11	16	6	7	-36%	17%	-2.2
TOTAL PERSONS		42	56	45	24	-43%	-47%	-6.5
Break & Enter		6	4	13	11	83%	-15%	2.4
Theft of Motor Vehicle		5	5	4	4	-20%	0%	-0.4
Theft Over \$5,000		2	1	3	1	-50%	-67%	-0.1
Theft Under \$5,000		37	36	30	41	11%	37%	0.6
Possn Stn Goods		10	2	3	2	-80%	-33%	-2.3
Fraud		35	23	33	28	-20%	-15%	-1.1
Arson		0	0	0	0	N/A	N/A	0.0
Mischief To Property		24	29	19	24	0%	26%	-1.0
TOTAL PROPERTY		119	100	105	111	-7%	6%	-1.9
Offensive Weapons		4	6	6	5	25%	-17%	0.3
Disturbing the peace		13	12	6	7	-46%	17%	-2.4
Fail to Comply & Breaches		24	23	15	6	-75%	-60%	-6.2
OTHER CRIMINAL CODE		7	12	12	9	29%	-25%	0.6
TOTAL OTHER CRIMINAL CODE		48	53	39	27	-44%	-31%	-7.7
TOTAL CRIMINAL CODE		209	209	189	162	-22%	-14%	-16.1

Town of Claresholm - Claresholm Detachment
Crime Statistics (Actual)
January - June: 2017 - 2020

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

July 7, 2020

CATEGORY	Trend	2017	2018	2019	2020	% Change 2017 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Drug Enforcement - Production		0	0	1	0	N/A	-100%	0.1
Drug Enforcement - Possession		15	8	4	4	-73%	0%	-3.7
Drug Enforcement - Trafficking		1	4	1	8	700%	700%	1.8
Drug Enforcement - Other		0	0	0	0	N/A	N/A	0.0
Total Drugs		16	12	6	12	-25%	100%	-1.8
Cannabis Enforcement		0	0	0	0	N/A	N/A	0.0
Federal - General		1	0	1	0	-100%	-100%	-0.2
TOTAL FEDERAL		17	12	7	12	-29%	71%	-2.0
Liquor Act		0	3	1	2	N/A	100%	0.4
Cannabis Act		0	0	0	0	N/A	N/A	0.0
Mental Health Act		20	30	22	22	10%	0%	-0.2
Other Provincial Stats		7	40	29	12	71%	-59%	0.4
Total Provincial Stats		27	73	52	36	33%	-31%	0.6
Municipal By-laws Traffic		0	3	1	0	N/A	-100%	-0.2
Municipal By-laws		0	12	7	9	N/A	29%	2.2
Total Municipal		0	15	8	9	N/A	13%	2.0
Fatals		0	0	0	0	N/A	N/A	0.0
Injury MVC		1	0	1	2	100%	100%	0.4
Property Damage MVC (Reportable)		4	29	15	13	225%	-13%	1.3
Property Damage MVC (Non Reportable)		0	7	3	2	N/A	-33%	0.2
TOTAL MVC		5	36	19	17	240%	-11%	1.9
Provincial Traffic		32	73	77	35	9%	-55%	1.3
Other Traffic		1	3	6	2	100%	-67%	0.6
Criminal Code Traffic		7	11	10	6	-14%	-40%	-0.4
Common Police Activities								
False Alarms		0	40	12	13	N/A	8%	1.1
False/Abandoned 911 Call and 911 Act		0	3	5	1	N/A	-80%	0.5
Suspicious Person/Vehicle/Property		2	37	31	40	1900%	29%	10.8
Persons Reported Missing		0	8	7	5	N/A	-29%	1.4



4925 – 1st Street West
PO Box 1297
Clareholm, AB
T0L 0T0

Tel: 403-625-4417
Fax: 403-625-4851
communityfcss@shaw.ca
www.clareholmfcss.ca

July 2, 2020

Dear Mayor MacPherson and Council,

Since Phase 2 of the Covid-19 relaunch has allowed outdoor events of up to 200 people, we at FCSS are thrilled to host our annual Volunteer Appreciation evening in Amundsen Park. Now more than ever, our community's volunteers deserve to be recognized for lending an extra hand and going above and beyond.

With that being said, we would like to invite you and the Councilors to this year's Volunteer Appreciation event, and would be honored to have you once again say a few words to formally begin the evening's festivities.

The event details are as follows:

Date: September 10, 2020

Location: Amundsen Park

6:00pm Introductions

6:15-8:30 Volunteer Celebration (Dinner, Entertainment and Awards)

We will be strict in following the AHS guidelines, and will provide handwashing/sanitize stations. We do ask that you please bring your own seating along to prevent the spread.

We would appreciate if you would kindly present the annual award for Citizen of the Year. Please let me know if you are willing to present it.

Please RSVP to FCSS by Friday, August 21, 2020

Thank you, and hope to see you there!

Kind regards,

Holly Gillespie, Community Outreach Coordinator
Clareholm & District FCSS
403-625-4417
communityfcss@shaw.ca



4925 – 1st Street West
PO Box 1297
Claresholm, AB
TOL 0T0

Tel: 403-625-4417
Fax: 403-625-4851
communityfcss@shaw.ca
www.claresholmfcss.ca

Members from our Organization will be attending the Volunteer Appreciation Event:

Anticipated number of members: _____

Our organization has a long-serving volunteer we would like to especially recognize at this year's event. (Please provide details)

Organization Name:

Contact Name:

Phone Number:

Email Contact:

RECEIVED

JUL 16 2020

Carol Lyle
534 49th Ave.
Claresholm AB.
403 795 6396
July 16 2020

Claresholm Town Council;

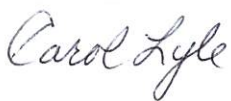
I am writing to request either a 4 way stop or the lilac hedges be clipped back at corner of 4th. street and 49th. Ave.

The traffic rule is, stop at the at the stop sign and proceed when safe to do so. The lilac bushes are spread out to a point that it is impossible to see oncoming south bound traffic until you are in the middle of the intersection. The south bound do not always go 50km therefore do not have time to react once you are out there. If one or two of the council members took the time to drive through there I am sure you would understand my concern that some one is going to be hurt or worse.

This should not be a problem as I believe the lilac hedge infringe on town property and could be cut back legally or a 4 way stop be installed.

Sincerely

Carol Lyle





REQUEST FOR DECISION

Meeting: July 20, 2020
Agenda Item: 20

LAGOON / HOLDING CELL UPGRADES

BACKGROUND:

The Provincial Government, as part of their stimulus funding in response to COVID-19, has increased the funding level to two different Alberta Transportation grant programs; Strategic Transportation Infrastructure Program (STIP) and Alberta Municipal Water/Wastewater Partnership (AMWWP). On July 3, 2020 we received a letter from the Minister of Transportation informing us that they will be funding two different water related projects through the AMWWP grant program, totalling \$586,984. The two projects are a Water Treatment Plant SCADA Upgrade and the other is a Lagoon/Holding Cell Upgrade.

The Water Treatment Plant SCADA Upgrade is a project that was already completed in 2018. The project total was \$85,000 and it was already submitted to AMWWP for funding. The project was approved as eligible for funding, but there was insufficient Provincial funding to fund the project at that time. We were informed the project would stay on the records and be funded when sufficient funding was available. The Town has had \$45,900 recorded on the books as a receivable since the 2018 yearend. The receipt of this 54.1% funding will clear that receivable.

The Lagoon/Holding Cell Upgrade project was identified as a project needing to be completed during a 2016 Lagoon Study completed by MPE, an engineering firm. It is currently in the Town's five (5) year capital plan to be completed in 2022. This project was never formally submitted to the AMWWP grant program, but was sent to the Alberta Government in our list of shovel ready projects for stimulus funding. They identified it out of that list as a project that would qualify for the AMWWP program to utilize this additional funding made available in that program.

DISCUSSION:

The Lagoon Holding Cell Upgrade project is included in the Town's five (5) year capital plan for 2022 at a cost of \$986,000. This price was an estimate provided by MPE in their 2016 Lagoon Study. Despite this being the cost presented to the Provincial Government in our list of shovel ready projects they appear to have rounded this figure up to \$1,000,000 estimated cost (54.1% funding of \$1,000,000 is the \$541,000 approved maximum funding).

As MPE is the engineering firm that did the study, Management would recommend using them for the project. Management has already reached out to MPE to ask for an updated estimate for the project. Their professional opinion is that the estimated costs from the 2016 study would hold for current dollars based on the current economy.

COSTS/ SOURCE OF FUNDING:

In the capital plan the project funding was planned to be funded 50/50 from AMWWP funding and reserve funding (\$493,000 each). With the 54.1% funding from AMWWP and the updated estimated cost of \$1,000,000 based on the Provincial approved funding, this would update the funding to \$541,000 AMWWP and \$459,000 municipal funding. Due to insufficient years of increased utility rates there isn't sufficient

reserve funding for water and sewer saved up to cover this project this year. As at the end of 2019 the water and sewer reserve balance is at \$287,923. This leaves us \$171,077 short. Based on 2020 surplus operating funds in water and sewer we added an additional \$206,000 to reserves, which if repeated would cover this shortfall. If we don't see that same amount however we will need to find another source of funding. MSI is the only funding source we currently have available that will cover the whole project amount, with \$950,481 remaining at the end of 2020.

Management's recommendation is to approve funding for this project as follows:

- \$541,000 AMWWP Grant Funding
- \$287,923 Water & Sewer Capital Reserve Funds
- \$171,077 MSI Grant Funds

With the amount of MSI Grant Funds to be utilized to be reduced by the amount of the 2020 water and sewer utility operating surplus to a maximum amount of \$171,077.

RECOMMENDED ACTION:

Council approve out of budget funding to move the Lagoon Holding Cell Upgrade project to 2020 to utilize AMWWP stimulus funding awarded by the Provincial Government.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to move the Lagoon Holding Cell Upgrade Project included in the five (5) year capital plan to 2020 to utilize awarded Alberta Municipal Water & Wastewater Partnership (AMWWP) grant funding and approve the out of budget expenditure as follows:

- \$541,000 AMWWP Grant Funding
- \$287,923 Water & Sewer Capital Reserve Funds
- \$171,077 MSI Grant Funds

With the amount of MSI Grant Funds to be utilized to be reduced by the amount of the 2020 water and sewer utility operating surplus to a maximum amount of \$171,077.

ATTACHMENTS:

- 1.) Alberta Transportation Grant Award Letter

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26 Section 248 – Expenditure of money

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 6, 2020



REQUEST FOR DECISION

Meeting: July 20, 2020
Agenda Item: 21

FCM ASSET MANAGEMENT GRANT

BACKGROUND:

The Federation of Canadian Municipalities (FCM) has announced a grant program called the Municipal Asset Management Program which provides up to \$50,000 per application at 80% funding. So minimum project size to maximize the grant is \$62,500 with a \$12,500 funding requirement from the municipality or other source. Asset Management has become a hot topic over the last couple years, both Provincially and Federally, with significant grant opportunities such as this one and will likely be a requirement in the coming years to have some type of Asset Management policies, procedures, and systems in place. As Provincial and Federal funding decreases it becomes increasingly important to ensure that the funds available are going towards the most critical assets, and that the life and utilization of those assets are maximized.

The Alberta Government has a resource called "Building Community Resilience Through Asset Management: A Handbook & Toolkit For Alberta Municipalities". In this handbook they define asset management as "...the process of making decisions about use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources." This is a very broad statement that involves the entire life cycle and decision making process of the Town's assets from identifying needs, to building or purchasing assets, to servicing those assets and eventual disposition or replacement of those assets. The first critical step of this processes is the development of an Asset Management Policy and Strategy which our application to participate in the Asset Management Cohort with Pincher Creek, that Council made a motion for the Town to be a part of during the June 8, 2020 Council Meeting, is designed to address this and utilizes this same FCM grant in partnership through AUMA, RMA, and IAMA.

This next step we are looking to address with this grant application is procedural and system based, looking at what potential internal processes need to be changed or enhanced to support asset management and what potential software systems would be required to enable such processes to work without undue complications and man hours. This future system would include items such as better transparency and consistency in condition assessments of assets, documenting and reporting on work orders and/or complaints for specified assets to allow Administration and Council to have better data to support decisions of what assets are repaired or replaced, etc.

DISCUSSION:

Included in our Infrastructure Master Plan (IMP) contract with Associated Engineering is for Associated to draft and submit the FCM Municipal Asset Management Program grant application. Administration has started the processes of identifying what is to be included in that grant application and the next steps the Town is financially and procedurally prepared to follow in this road to building and implementing an asset management system. This would be Phase 2 in this Asset Management journey. The project would be entitled "Ensuring Asset Resilience in Claresholm".

COSTS/ SOURCE OF FUNDING:

Included in the 2020 capital budget was a budget of \$130,000 for our Infrastructure Master Plan. That contract was awarded to Associated Engineering for a value of only \$118,953, leaving \$11,047 unutilized budget for this project. Required matching funding to maximize the grant is 12,500. If the unutilized funding from the Infrastructure Master Plan is used we are only short \$1,500 to maximize the grant.

RECOMMENDED ACTION:

Administration’s recommendation is to approve an out of budget project for Asset Management Phase 2 – “Ensuring Asset Resilience in Claresholm” in the amount of \$62,500 with funding for a phase 2 of this project as follows:

- \$50,000 FCM Grant Funding
- \$11,000 Existing Unutilized IMP Budgeted Funding
- \$1,500 General Operational Reserve Funding

A second motion is also required specifically to support the grant application.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the out of budget Asset Management Phase 2 Project – “Ensuring Asset Resilience in Claresholm” in the amount of \$62,500 with funding as follows:

- \$50,000 FCM Grant Funding
- \$11,000 Existing Unutilized IMP Budgeted Funding
- \$1,500 General Operational Reserve Funding

Moved by Councillor _____ to direct Administration to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program for Ensuring Asset Resilience in Claresholm. Be it therefore resolved that the the Town of Claresholm commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities’ Municipal Asset Management Program to advance our asset management program:

- Understanding what functionality of an asset management software system or computerized maintenance management system (CMMS) is most important to the Town and what implementation timelines and costs might look like.
- Purchase of field tablets/hardware to utilize ESRI Collector and integrate/add data to our GIS database.
- Staff training on the use of field tablets and ESRI Collector including monitoring and assessing adoption.
- Map existing and future asset maintenance management business processes.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26 Section 248 – Expenditure of money

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 16, 2020



REQUEST FOR DECISION

Meeting: July 20, 2020
Agenda Item: 22

2021 SOUTHERN ALBERTA SUMMER GAMES

DESCRIPTION:

Upon recommendation from the Claresholm Summer Games Committee, the Town of Claresholm submitted their interest to the Southern Alberta Recreation Association (SARA) to host the 2020 Southern Alberta Summer Games in Claresholm in June of 2017. As there was significant interest in the games, the Committee asked to resubmit the Town's interest for the 2021 games instead. The 2021 Southern Alberta Summer Games were awarded to Claresholm in September 2019, and a Letter of Agreement was signed.

The Town of Raymond was to hold the 2020 Southern Alberta Summer Games, but they were cancelled. As Claresholm was already awarded the Games for 2021, Raymond asked SARA to postpone hosting the Games until 2022. The SARA Board responded to Raymond that they would be considered to host in 2022 if they so chose to submit their interest.

On April 15, 2020, the Town of Claresholm sent a letter to SARA suggesting that Raymond be allowed to host the games in 2021 and that Claresholm would be willing to wait until 2022 to host. This would allow planning and fundraising to take place in a timely fashion. The response letter from SARA is attached and states that Raymond is unable to host in 2021. SARA is asking for Claresholm's response prior to August 1, 2020.

The AGLC has been in touch with the committee and asked if table games are added in time, if the committee would still be willing to continue with their casino on September 23 & 24, 2020. The committee agreed to keep their spot if table games are allowed in the hopes that if they are not, the committee would be closer to having a casino when it becomes a possibility.

Some comments from the Summer Games Committee about hosting in 2021:

Members of the committee:

It will be hard to find sponsorships with the hits businesses have taken during the present pandemic. There is also the possibility that the pandemic restrictions could carry over until late this fall or possibly next spring making it highly unlikely that we could reach our financial requirements to host the games. This would be a major burden to place on the Town of Claresholm at this time. One wonders what will Raymond be doing with the funding they have raised if they are not willing to go ahead in 2021. Would companies who have sponsored in the past such as Atco; Trans Alta; etc. be willing to move any sponsorship they may have made to Raymond over to the 2021 Games? We must make sure any decisions we make do not get us into a hole and leave the Town of Claresholm holding the bag.

Because the casino situation is an unknown I wonder if it would be possible to propose a scaled back version of the games if needed. There are some events that have very few participants but do require medals, officials, food for officials etc. This would cost less but still allow the games to take place.

I worry that we have not seen the end of COVID and there may be more measures put in place later making it impossible to host some games. Also I know there will be hesitation on the part of volunteers to want to come out and help. Some people are being extra cautious still and are not wanting to volunteer for us.

Would it be more doable if we spread out the facilities amongst the MD of Willow Creek? Floor Hockey in Staveloy? We may need to do swimming in Fort Macleod with AHS building restrictions?

What kind of help is SARA prepared to give? Will it change or will it be just the normal commitment?

The matter of getting the track lines done will have to be a major push.

Mike Schuweiler, Director of Infrastructure states that the Town will not be able to update all our facilities, however he thinks it could be done in 2021. Some extra work would be required from Parks and Public Works.

The feeling from SARA is that if the games are not held in 2021, it will be much harder to start back up after a two-year hiatus. At this point, it appears that Claresholm is in the best position in our region to host the 2021 Southern Alberta Summer Games than any other community.

ATTACHMENTS:

- Letter from the Southern Alberta Recreation Association dated July 10, 2020

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: July 15, 2020



Terra Petryshyn, Chair
Southern Alberta Recreation Association
City of Medicine Hat
2nd Floor, City Hall
580 First Street SE
Medicine Hat, AB T1A 8E6

July 10, 2020

Mayor Doug MacPherson
Town of Claresholm
PO Box 1000
221 45 Avenue W
Claresholm, AB
T0L 0T0

Dear Mayor MacPherson,

RE: 2021 SOUTHERN ALBERTA SUMMER GAMES

In response to your letter, dated April 15, 2020, the Southern Alberta Recreation Association (SARA) would like to thank you for your compassion towards the Town of Raymond and your offer for Raymond to host the Southern Alberta Summer Games (SASG) in 2021 instead of Claresholm.

Unfortunately, Raymond is unable to host the SASGs in 2021 due to other commitments that summer.

In these uncertain and unprecedented times, we acknowledge that planning for an event in such indeterminate conditions such as COVID-19 is difficult. We are all seeking clarity on what our future in recreation holds, and the Southern Alberta Summer Games are no different.

Recognizing that things may look very different than typical years as the pandemic/relaunch unfolds, the Southern Alberta Recreation Association would like to know if the Town of Claresholm (and surrounding Municipal District) is still interested in continuing efforts towards organizing the Southern Alberta Summer Games in July 2021, in whatever form they may take.

We request a response by August 1, 2020.

The Southern Alberta Recreation Association board of directors thanks you for your interest in the SASG and are saddened that this global event has affected both Raymond's and Claresholm's efforts towards our grassroots celebration of sport and culture.

Sincerely,

Terra Petryshyn
Chair, Southern Alberta Recreation Association

CLARESHOLM SKATEPARK LOCATION

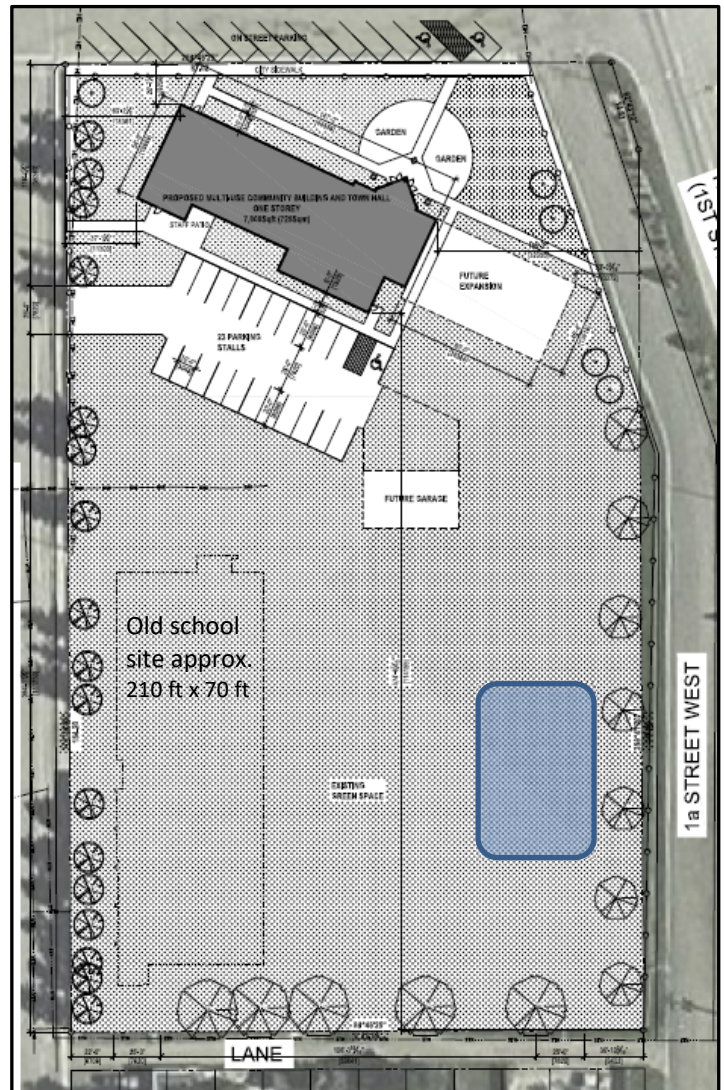
At the January 27, 2020 regular Council meeting, Council passed the following motion:

Moved by Councillor Schulze to support locating the new skatepark on the site of the new Multi-use Community Building at 5318 – 2nd Street West. MOTION #20-017

On July 7, 2020 Administration met with Jeff & Lisa Darch to discuss the Associations plans and provide information to them to proceed with investigating the site. A site survey with contours has been completed as well as a grading plan for the area surrounding the new Multi-Use building. This information as well as the geo-tech report has been provided to the group to utilize for their discussions with the designers. The groups desire for parking, size, location, and potential expansion was also preliminarily discussed.

DISCUSSION:

The group would like approval from Council as to a location on the property. This will allow them to begin work on a preliminary design and mark out items such as buffer strips (tree planting), parking, etc. Once a preliminary design has been investigated, they would like to proceed with an open house to gather input from the public. The designers will also weigh in as to where the location for development will be best suited (drainage, low/wet areas, etc.).



The group proposed a potential location on the east side (shown right in blue, approx. 5000 sq. ft. for phase 1). The fence can remain south of the location and along the alley, as well as trees planted (similar to what is shown right). The east location is visible from the highway, and allows some separation from neighboring residences. However, if this area is too low and costly to build up (determined in consultation with the designers) the group feels with trees and potentially a buffer strip the west location (where the old school was) would be their second choice. At the time of this brief the designers had not weighed in yet as to site suitability. This will need to be determined prior to doing any geo-technical reporting.

COSTS/ SOURCE OF FUNDING:

The association is continuing to fundraise for the skatepark, but have the funds currently to complete the initial design. This will allow draft plans to be used during public consultation. Additional funding and grant sources are being sought out for the construction of the park. No construction schedule is proposed at this time, but will commence once consultations and planning has been completed, and when funding allows.

RECOMMENDED ACTION:

Council pass a motion pertaining to a suitable location for the skatepark. This will allow the group to plan with the designers and begin geo-tech, etc. Administration will continue to work with the association and update Council and the public moving forward (there are plans for an open house when preliminary designs are drafted). Options:

Area 1 (east section) or

Area 2 (west section – would only be looked at if the east section is deemed unsuitable due to soil conditions, etc.)

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to authorize the Skatepark Association to investigate the area south of the new multi-use building for a suitable site for new skatepark construction, following public consultation, and furthermore, to work with Administration to determine site suitability: first - option 1 (east location) and then - option 2 (west location).



PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 14, 2020



REQUEST FOR DECISION

Meeting: July 20, 2020
Agenda Item: 24

CLARESHOLM AIRPORT LANDS AGREEMENT

DESCRIPTION:

The Town of Claresholm and the MD of Willow Creek have been in discussions regarding the Claresholm Industrial Airport for some time. The latest correspondence from the MD indicates that they are willing to agree with the Town's proposal for the transfer of the airport lands from the Town of Claresholm to the MD of Willow Creek.

BACKGROUND:

Following a meeting of the Joint Economic Development Committee (JEDI) between the Town of Claresholm and the MD of Willow Creek on April 28, 2020, the Town sent the attached letter to the MD stating that the Town would like to transfer the airport runway and taxiway lands for the sum of one dollar (\$1.00) to the MD upon the sharing of the runway repairs. These repairs would be completed over the next two years and split equally between the Town and the MD. The total area in question is 175 acres for the runways and 5.3 acres for the taxiway.

The MD sent a response on July 10, 2020 stating that they had passed a resolution to accept the Town's offer with the conditions outlined. The attached agreement is the result of the collaboration between the two municipalities.

A resolution of Council is required to accept the agreement as presented.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the Airport Lands Agreement with the Municipal District of Willow Creek as presented with an effective date of August 1, 2020.

ATTACHMENTS:

- Letter to the MD of Willow Creek dated May 15, 2020
- Email from Derrick Kriszan, CAO for the MD dated July 10, 2020
- Map of the Claresholm Industrial Airport lands
- Airport Lands Agreement

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: July 15, 2020



Claresholm

Where **Community** Takes Root

May 15, 2020

Reeve Maryanne Sandberg
MD of WILLOW CREEK
BOX 550
CLARESHOLM, AB T0L 0T0

Dear Reeve Sandberg:

RE: Town of Claresholm Airport Runway Maintenance

Further to the JEDI meeting held April 28, 2020, the Town of Claresholm Council has reviewed the request from the MD of Willow Creek in regards to transferring all remaining Town owned properties to the MD along with the runway/taxiway lands for no cost to the MD of Willow Creek. At this time, the Town is not willing to transfer any lands for no cost, other than the airport runway and taxiway lands. (runway 175 acres and taxiway 5.3 acres)

The Town would like to remain with the original offer to transfer the airport runway and taxiway lands (for the sum of \$1.00) to the MD of Willow Creek upon the sharing of the runway repairs to be completed in the next two years. (Town and MD to equally share in the runway repair costs with a value of approximately \$34,500.00 each.)

The airport runway repairs have not been included within the Town of Claresholm 5 or 10 year capital plans as there are many other competing priorities. As such, if the land is not transferred to the MD and/or no agreement can be reached on the repairs on the runways, the Town may need to look at alternatives for the operations of the airport. Those alternatives may include minor repairs until such a time as the runway condition deteriorates to a point that a temporary closure may be warranted.

If you have any questions or concerns regarding the above, please contact the undersigned at your convenience.

Regards,

Doug MacPherson
Mayor
Town of Claresholm



From: Derrick Krizsan <Derrick@mdwillowcreek.com>
Sent: July 10, 2020 7:50 AM
To: Marian Carlson <Marian@claresholm.ca>
Subject: Claresholm Airport Proposal

Marian,

The Council has reviewed the May 15, 2020 correspondence pertaining to the Town of Claresholm Airport Runway Maintenance and have passed a resolution to accept the terms outlined in the letter pertaining to the runway maintenance project and the transfer of the airport lands as outlined in the attached correspondence.

They have asked that an agreement be formatted for signature by our communities which outlines the terms related to these matters. I will format said agreement and provide you a draft for review in the coming week or so.

Thank you.

Derrick Krizsan C.L.G.M.

Chief Administrative Officer

Municipal District of Willow Creek #26

Phone: 403.625.3351 Ext 224

www.mdwillowcreek.com

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information.

Please contact me immediately if you are not the intended recipient of this communication. Do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.



THIS AGREEMENT made this ____ day of _____, 2020.

BETWEEN:

THE TOWN OF CLARESHOLM

a municipality incorporated under the Laws of the Province of Alberta
(the "Town")

OF THE FIRST PART

and

MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

a municipality incorporated under the Laws of the Province of Alberta
(the "MD")

OF THE SECOND PART

AIRPORT LANDS AGREEMENT

WHEREAS the Town is the registered owner of the Town of Claresholm Airport lands being; Lot 1 Block D Plan 6686JK and Block A Plan 4117JK (the "Airport Lands");

AND WHEREAS the Town and the MD have agreed to participate in an airport maintenance project of the Airport Lands whereby the Town will provide \$34,500 in two equal installments of \$17,250 in the year 2020 and \$17,250 in the year 2021 and the MD will contribute equally;

AND WHEREAS the Town and the MD have determined that it's appropriate to have the MD assume sole responsibility for the Airport Lands and have agreed as a condition of funding provided by the Town to transfer the described lands and all appurtenances now owned by the Town to the MD as described on the Map which is attached hereto as Schedule "A";

NOW THEREFORE in consideration of the mutual covenants and promises contained in this Agreement, the receipt and sufficiency of which is hereby acknowledged, the Town and the MD agree as follows:

1. Effective Date

1.1 The Agreement is effective August 1, 2020 (the "Effective Date").

2. MD's Covenants

- 2.1 As of the Effective Date, the MD agrees that it shall, at its sole cost and expense:
- a) assume the full direction, control and management of the Airport Lands including but not limited to all maintenance, upgrades and improvements that the MD deems appropriate from time to time;
 - b) assume the responsibility for all insurance and utility payments and requirements for the Airport Lands;
 - c) undertake the capital works to repair and maintain the Airport Lands pursuant to this agreement; and
 - d) accept the assignment of all land leases relating to the Airport Lands which are currently in the name of the Town as lessor, including the contractual right under the land lease agreements to collect all lease revenues as lessor. A copy of such land leases are collectively attached as Schedule "B" to this Agreement;
 - e) as of the Effective Date, indemnify and save harmless the Town, its directors, elected officials, officers, employees, contractors, volunteers and agents from and against all liabilities, losses, costs, damages, legal fees (on a solicitor and his own client full indemnity basis), disbursements, fines, penalties, expenses, all manner of actions, causes of action, claims, demands and proceedings, all of whatever nature and kind the Town may sustain, pay or incur or which may be brought or made against all or any of them, and whether or not incurred in connection with any action or other proceedings or claims or demands made by third parties, with respect to any occurrence, event, incident or matter caused by, and/or arising as a direct or indirect result of the terms of this Agreement subsequent to the Effective Date.

3. Town's Covenants

- 3.1 As of the Effective Date, the Town agrees that it shall:
- a) provide \$34,500.00 in funding for airport runway maintenance with one payment of \$17,250.00 in the year 2020 and one payment of \$17,250.00 in the year 2021;
 - b) cede the direction, control, management, construction, inspection and maintenance of the Airport Lands to the MD;

- b) transfer all land titles relating to the Airport Lands as described in Schedule "A" which are currently in the name of the Town, including all appurtenances to include the Terminal Building, to the MD;
- c) deliver all files, maps, and other documentation or records which relate to the Airport Lands to the MD; and

4. Notice

- 4.1 Any notice required or permitted to be given under this Agreement may be effectively given under letter addressed to:

TOWN OF CLARESHOLM
Box 1000
Claresholm, AB
T0L 0T0

Attention: Chief Administrative Officer

Municipal District of WILLOW CREEK NO. 26
Box 550
Claresholm, AB
T0L 0T0

Attention: Chief Administrative Officer

Provided that in the event that a notice is served by mail at a time where there is an interruption of mail service affecting the delivery of such mail, then such notice shall not be deemed to have been served until one (1) week after the date that normal mail service is restored.

5. General Provisions

- 5.1 This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.
- 5.2 This Agreement shall be governed and construed in accordance with the laws of the Province of Alberta.
- 5.3 No consent or waiver, express or implied, by either party to or of any breach or default by the other party in the performance of the other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such party. Failure on the part of either party to complain of any act or failure to act of

the other party or to declare the other party in default, shall not constitute a waiver by such party of its rights hereunder.

- 5.4 If any term, covenant or condition of this Agreement or the application thereof to any party or circumstance shall be invalid or unenforceable to any extent, the remainder of the Agreement or application of such term, covenant, or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall remain valid and enforceable.
- 5.6 There are no conditions to this Agreement, either subsequent nor precedent, except as set forth herein. This Agreement constitutes the entire Agreement between the parties.
- 5.7 The parties covenant and agree to do such things and execute such further documents, agreements and assurances as may be necessary or advisable from time to time to carry out the terms and conditions of this Agreement in accordance with their true intent.

6. Execution

- 6.1 In witness whereof the parties hereto have executed this Agreement by their respective duly authorized officers in that behalf, and affix the relevant corporate seal, as of the date and year first above written.

TOWN OF CLARESHOLM

Per: _____

Per: _____

c/s

MD OF WILLOW CREEK NO. 26

Per: _____

Per: _____

c/s

SCHEDULE "A"

Parcel 1 – Block A, Plan 4117JK

Parcel 2 – Lot 1, Block D, Plan 6686JK



SCHEDULE "B"

Land Leases



Claresholm

REQUEST FOR DECISION

Meeting: Town Council Monday July 20, 2020
Agenda Item: 25

ROCKY MOUNTAIN DRIFT CLUB - FAIR DAYS DEMONSTRATION

DESCRIPTION / BACKGROUND:

On August 10th, 2019 the Rocky Mountain Drift Club hosted the 2nd annual Drift-demo. The event has included multiple drivers both years, and attracted a crowd of close to 100 people.

Local bylaw enforcement, EMS, Fire, and a member of the RCMP attended in previous years, and there have been no incidents or injuries. In 2018 and 2019 the Town of Claresholm provided road barriers, and street sweeping before the event.

DISCUSSION / OPTIONS:

The Rocky Mountain Drift Club has liability insurance that covers all drivers, and the Town of Claresholm itself. The EDO has requested a valid copy of 2020 insurance prior to the event.

In previous years the Rocky Mountain Drift Club sought approval from all immediately-adjacent residential and commercial property owners prior to the event, and has agreed to do so again this year. The EDO is not aware of any complaints to date.

For 2020, the EDO and Mr. Toone have agreed to increased advertising, signage, and trained volunteers (parking attendants) to assure this outdoor event follows COVID restrictions and guidelines.

COSTS/ SOURCE OF FUNDING:

The cost of the event is at the expense of the Rocky Mountain Drift Club with the exception of Town of Claresholm street sweeping, delivery and pick-up of (6) road barriers, and the EDO supervision.

RECOMMENDED ACTION:

Council approve the closure of the south-end of 2 Street East, and 2A Street East, between 47 Avenue East and the north-access of UFA Card-lock, on Saturday August 9, 2020, from 8:30 AM – 10:00 AM.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the closure of the south-end of 2 Street East and 2A Street East, between 47 Avenue East and the north-access of UFA Card-lock on 2 Street East, on Saturday August 9, 2020, from 8:30 AM – 10:00 AM for the Rocky Mountain Drift Club drift demo.

ATTACHMENTS:

- 1.) Letter & site map

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 14, 2020



Jason Toone
Rocky Mountain Drift Club
Box 147 Claresholm, AB
TOL 0T0

Thursday June 30, 2020

Town of Claresholm
Town Council
Box 1000, Claresholm, AB
TOL 0T0

Dear Mayor and Town Council Members,

The Rocky Mountain Drift Club (RMDC) has been operating in Claresholm and the MD of Willow Creek for the past 5-years. We are an active club with training and events all-year. RMDC has hosted drivers and spectators from across Canada and the United States, and has comprehensive insurance that includes liability coverage for the Town of Claresholm as well.

In 2018 and 2019 the Town Council granted permission for a demonstration before the parade on Fair Days weekend. More than 50-spectators gathered in 2019 for the early morning entertainment. The RMDC would like to request approval to hold the 3rd annual drift demonstration on Saturday August 8, 2020 from 9:00 am – 10:00 am.

Much consideration has been given to the safety of spectators, drivers, and the public. A site-map accompanies this letter and identifies road blocks, flow of traffic, volunteers and EMS. The overall event plan is based on previous consultation with nearby residents, Infrastructure Manager, Bylaw, Fire, Economic Development, and Event Planning.

We are asking for the following assistance from the Town of Claresholm:

- Permission to use 2nd street east, and 2A street east as identified on site-map
- Street sweeping prior to the demonstration
- Provide 3-sets of road barriers to control traffic

I thank you for your time and consideration,

Sincerely

Jason Toone
President of Rocky Mountain Drift Club

Site Map

2020 Rocky Mountain Drift Club Demonstration

Fair Days, Saturday August 8th

9:00 am – 10:00 am



- Volunteer/Crew
- Road-block
- Signage
- Flow of public traffic
- Demonstration Area
- Team Leaders

FAIR DAYS EVENTS – AUGUST 8, 2020

Lauren Billey is the Event Coordinator again this summer, a position she has done for four summers prior to this one. She is requesting that Council agrees to once again close a portion 49th Avenue West on Saturday, August 8th, and include the businesses that run along that area.

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

- More small retailers who would benefit directly from the increased traffic
- 50th Avenue has the only set of traffic lights in town for crossing from the east to west sides and for turning off the highway (experiences more traffic)



Lauren is stating that she will have volunteers that will be providing crowd control and to encourage visitors to keep physically distant. Each vendor, business and food truck will be required to follow all public health guidelines.

Lauren is also asking for permission to show a Drive-In movie during Fair Days. She is proposing to have it at either the lot across from the Claresholm Fire Hall that is typically used for parade staging or at the Claresholm Community Centre.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve closure of 49th Avenue from the 2nd Street West intersection to the north-south alley that runs adjacent ATB and Pharmasave for a period of up to 12 hours as required to facilitate the Fair Days Street Festival on August 8, 2020, on the stipulation that all businesses and attendees follow safe health practices and that all public health guidelines are strictly followed.

Moved by Councillor _____ to approve a Drive-In style movie be shown at _____ on August 8, 2020 as part of Claresholm Fair Days activities, with strict adherence to public health guidelines.

ATTACHMENT:

- 1.) Letter from Events Coordinator Lauren Billey

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: July 16, 2020

Dear Mayor and Town Councillors

As Alberta Government has opened up to 200 people per outdoor gatherings, I am writing this letter as the Events Coordinator to ask about having a Covid19 safe outdoor "Street Festival".

What I am purposing is that we shut down 49th Street, have food trucks, home based businesses, and our downtown stores on the side walk all 2M apart.

I would like to host this event from 1pm – 6pm

I have 4 volunteers ready for August 8th to be my "crowd control"

Two volunteers at each end, making sure we are social distancing, only 50 people on the street at a time, and a sanitizing station provided by Fergs Septic Service at each end ensuring every individual is sanitizing before entering.

As we advertise and try to keep it safe, we will be sure to let people know that the physical distancing applies, and that no crowds larger then 50 allowed on the street for no longer then one hour. I believe with 4 volunteers, and myself, we can ensure this happens. I will also look for more volunteers if approved.

I will make sure each vendor, business and food truck follows the regulations and rules for the street festival, and make sure sanitizer will be provided to the patrons.

Putting "safe spots" in the middle of the road, and along the sidewalks will also help us make sure people practice social distancing.

I would also like to ask permission to have a DriveIn movie theatre.

We have a few options in terms of where we are going to put the drive in

- 1) The lot across from the fire department that we use for parade staging on normal fair days
- 2) The community center parking lot as it is already booked for our parade

Thanks for considering my ideas to make Fair Days great!

Lauren Billey



REQUEST FOR DECISION

Meeting: July 20, 2020
Agenda Item: 27

COMMEMORATIVE TREE REQUEST

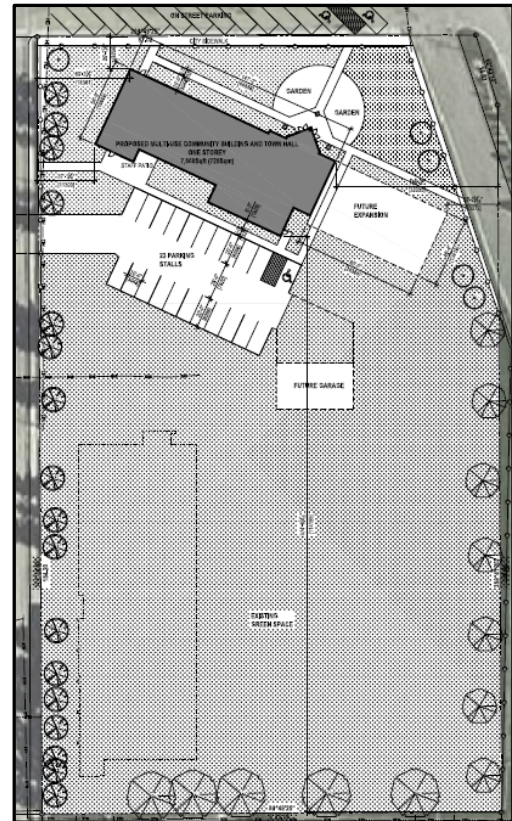
Administration received a request for a tree to be planted to the New Multi-use building site by Jackie Olsen, writing on behalf of the first grads from WCCHS. It is their 50th anniversary and also WCCHS's 50th Anniversary this year (see attached letter).

DISCUSSION:

The group is requesting a location be approved at the new building site as that was the location of their elementary school. The group has discussed the choices of trees and would like one of the three listed below (*in order of preference*):

- Green Ash tree
- Colorado Blue Spruce
- Ornamental Crabapple

The details on each tree is within the attached letter. If there is a specific location is mind, Council can make note of that within the motion. Landscaping plans have not been solidified at this point, but we do know there will be a need for more trees along the east and south boundaries and potentially in front of the new building as well.



COSTS/ SOURCE OF FUNDING (if applicable):

The tree will be funded by the group, as well as it can be noted that any plaque be funded by the group and be consistent with Policy #5.6.24 (Sponsorship plaque & Memorial Policy).

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the request for a tree (*note kind: _____*) to be planted at 111, 55 Ave West on behalf of the 1970 graduating class of WCCHS, with the final location to be determined upon landscaping. Additionally, all costs associated with the tree, planting and any plaques to be borne by the reunion class.

ATTACHMENTS:

- 1.) Request letter

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: July 15, 2020

Hello. It's Jackie Olsen writing on behalf of our WCCHS Grade 12 class. This year is our 50th graduation anniversary. It is also WCCHS's 50th Anniversary; we were the first grads! Plans set for a July Reunion have been postponed but classmates have been connecting online since January.

Over the past months we have been researching the idea of planting a Commemorative Tree in Town. Recently, we were thrilled to learn of your Memorial Tree Program which would see a tree planted, cared for, insured and replaced as necessary! Classmates have approved the donation of \$275.00 toward this Program.

As we understand it, the Town would: a) choose one of four trees as listed and b) decide on a location. Please note that we have opted not to have a tree in the Cemetery with a plaque.

We are, however, respectfully asking the Town to consider two requests on our behalf.

First, and most importantly, we would love to see our Tree planted on the grounds of the new Town Administration site as that is where most of us began our elementary schooling in 1958 (note: the WCCHS grounds are not possible). A Tree on our old elementary school grounds is highly significant for us.

Secondly, as to the type of tree, we recognize the Town's ultimate authority to choose in this regard as well but would ask NOT to have a Russian Olive tree planted given its 'invasive species' designation. Of the 3 listed trees, we would choose the Green Ash tree. Having researched options prior to learning of the Memorial Tree Program, for your information we note two alternatives as well as recommended by Five Star Tree Nursery:

- Colorado Blue Spruce (rated as high as the Green Ash by our group) * Details below.
- Ornamental Crabapple (Spring Snow Crabapple) *Details below.

Thank you for offering this Tree Program and considering our requests! We look forward to connecting with you further on the subject of our Commemorative Tree,

Jackie Olsen on behalf of our

1970 Grade XII Grads WCCHS Reunion 2020

5startrees.com (Jordan)

***COLORADO BLUE SPRUCE**

Mature Height

15 meters

Mature Spread

5 meters

Description: continued next page

Pyramidal growth habit. Sharp needles; blue, green, or bluish-green in color. Likes full sunlight and well-drained soil. Bluest cultivars are more drought resistant. Great for privacy, shelterbelts, windbreaks and screening. Native to North America, and is found in growing zones 1 through 7. Genus name is reportedly derived from the Latin word *pix* meaning pitch in reference to the sticky resin typically found in spruce bark. Other names are Blue Spruce, Green Spruce, or Colorado Blue Spruce. Evergreen, Conifer, Coniferous.

*SPRING SNOW CRABAPPLE

Statistics:

Mature Height

5 meters

Mature Spread

4 meters

Description:

Amazing upright oval ornamental crabapple, that does not produce fruit. A massive number of showy white flowers in spring followed, which cover the ground white. Green foliage turns yellow in fall. Prefers full sunlight, average to moist conditions. Flowering crab. A splendid flowering crab for all applications, especially where no fruit is required. Great candidate for bonsai use.



REQUEST FOR DECISION

Meeting: July 20, 2020
Agenda Item: 28

MEMORIAL BENCH INQUIRY (Frog Creek Wetlands)

BACKGROUND:

A request has been received for benches to be placed at the Frog Creek Wetlands. Memorial Benches are permitted by the Town of Claresholm, adhering to the Town's Policy #5.6.24 (see attached). The proposal must be consistent with relevant Council strategies, master plans and the land's public purpose.

When the Frog Creek Wetlands were constructed, through the Provincial funding guidelines, pathways were not able to be funded. The trails through the storm ponds were graveled, but their use was for maintenance vehicle access, for the storm pond operational requirements by Town staff. The use of the trails for pathways is an additional use, but the primary purpose is for maintenance. Once graveled, on the side of the trails between the ponds, were placed 62 large rocks, throughout the area, that can be used for seating/resting. At every turn, there are approx. 4 or 5 rocks.

Maintenance of the large grassed areas consists of mowing twice a year, to control fire hazards. This work has been done by the planter (BOSCAPES) for the last two years as part of their warranty requirements in the original contract. The Town of Claresholm will now be responsible for this maintenance moving forward.

Under the Provincial Wetland Policy, fertilizers and chemicals are not permitted for use and we are to avoid impacts to the wetlands when possible. The area is to remain a natural filter for the storm water being released and is not to be mowed like a park setting. There are no maintenance requirements needed on the 31,434 Aquatic plants, the 39,680 willows or the 5152 shrubs that were planted. There will be annual inspection/trimming of the 95 Deciduous and Coniferous trees if needed to control proper limb health.

Infrastructure Services will require direction from Council if this is a location for further development (by adding benches) or if the area is to remain as is.

OPTIONS:

1. Allow Memorial Benches to be placed in locations around the trails at the storm pond. (or in locations at the entrance, or along the other pathways only) If benches are permitted this will require a concrete base to be poured for the bench, and additional weed trimming. Signage has been added with information regarding the wetlands, but more could be posted near the benches as well. The bench requester (or group) would be responsible for any costs associated.
2. Continue the use of rocks only for seating in the natural area. (rocks could be moved closer to the maintenance trails, or additional rocks added)

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to allow memorial benches in accordance with policy #5.6.24 to be placed within the Frog Creek Wetlands (locations finalized in discussions with Infrastructure Services & Administration, to provide the least impact to roads and the wetland area.)

Or

Moved by Councillor _____ to continue to use the wetlands as is, and not permit any additional benches (other than the natural rocks) within the Frog Creek Wetlands.


ATTACHMENTS:

- 1.) Sponsorship Plaque/Memorial Policy # 5.6.24
- 2.) Town Bench location map

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 16, 2020

 Claresholm	Sponsorship Plaque/Memorial Policy		Policy #5.6.24
Department Owner:	Planning & Development		
Policy Applies To:	Recreational spaces signage/naming (donations/sponsors etc)		
Date Created:	March 26, 2019	Date Approved By Council:	May 13, 2019
Version #:	1.0	Resolution #:	19-068
Last Review Date:	April 29, 2019	Policy(ies) Replaced/Rescinded:	N/A

Intent:

The Town of Claresholm realizes it is an important and unique opportunity to recognize contributions of individuals, organizations, and/or businesses towards municipal buildings, significant infrastructure, parks or roadways, and the development of facilities and recreation within the Town of Claresholm.

The intent of this policy is to provide a consistent framework for the materials used and placement of naming or sponsorship plaques or memorials to municipally owned buildings, significant infrastructure, neighborhoods, roadways, and parks for the Town of Claresholm. All new plaques, signage, and memorials will be required to conform to this policy, with the exception of war memorials, which require approval by other authorities.

Whilst there are existing plaques, signage or memorials within the Town of Claresholm that predate this policy, an existing plaque, sign or memorial should not be taken as a precedent for future approvals.

Any decision regarding naming or sponsorship plaques and memorials needs to consider the balance between the desire to commemorate events or individuals/organizations, the ongoing enjoyment of uncluttered public space, and ensure placement hazards are adequately considered in relation to plaques and memorials on municipal land or buildings.

Definitions:

CAO means the Chief Administrative Officer as appointed by the Council of the Town of Claresholm.

Council means the municipal council of the Town of Claresholm.

Memorial: An object established to commemorate a person, group, association or event. A memorial may be a plaque or a 'living thing', such as a tree or garden.

Municipally Owned Building means any owned or wholly leased building by the Town of Claresholm that primarily serves the public or normally functions for the provision of offices, services, and operations; examples include, but are not limited to: Department offices, Public Works offices and shops, recreational facilities such as the swimming pool, museum, or ice arena, and other community service office buildings.

Public Space: All **Town of Claresholm** owned or managed land that is open or accessible to people. This includes:

- o Public open spaces, parks, and sports fields

- Land managed by the Town of Claresholm, but owned by another body
- The exterior or interior of Town of Claresholm buildings within public space
- Furniture/equipment within public space (such as benches, picnic tables, etc.)
- Any other infrastructure within public space (such as picnic shelters, playgrounds etc.)

Town means the Town of Claresholm.

Infrastructure means capital infrastructure owned by the Town that is of a magnitude that it warrants sponsorship/naming plaques; examples include, but are not limited to: paths, parks, recognition monuments, trails, subdivisions, and buildings.

Sponsorship/Naming Plaques or “plaques”: Flat tablet of metal, stone or other **approved material** which includes text that commemorates a person, organization’s efforts, event or historical information relevant to a particular location. The tablet may be fixed to an object, stone, building or hard ground surface located within public space. All sponsorship/organization signage will be in the form of a plaque.

Guidelines:

- Plaques and memorials will only be considered where they are consistent with Council’s strategic plan and any proposed designs/plans for the location and in consultation with community groups or boards in charge of said lands/facilities. The proposal must be consistent with relevant Council strategies, master plans and the land’s public purpose. The siting or appearance of a plaque or memorial must not negatively impact the aesthetic or environmental value of public space, nor on the use of the space by the community.
- Plaques and memorials are to meet all relevant planning and building requirements. They are to be designed and sited in a way that will not damage the supporting structure or natural environment or create a public risk. Plaques and memorials are to be constructed in a manner that will require little ongoing maintenance and will be resistant to vandalism. Plaques attached to an asset like a seat, building, etc. must be durable and must have a life equivalent to the asset to which they are attached.
- All costs associated with the design, construction, installation and maintenance of plaques or memorials are to be paid by the person/organization making the request for the plaque or memorial. Once approved, installation of any plaque or memorial must be undertaken by the Town. Installed plaques and memorials will become the property of the Town. Maintenance of plaques and memorials will be the responsibility of the Town. There are no permits or fees required for the installation of plaques/memorials on Town property.
- The Town does not guarantee to retain plaques and memorials in perpetuity. Generally, a plaque or memorial will be retained in place for as long as practicable, with the following exceptions:
 - the area in which the item is sited is to be redeveloped;
 - ongoing maintenance costs are prohibitive;
 - in the case of a plaque, the asset to which it is attached has reached the end of its useful life; or
 - the condition of the plaque or memorial is poor as determined by the CAO or designate.

If a plaque or memorial is removed due to any of the reasons above, the Town will not guarantee replacement of the plaque or memorial, however replacement plaques or memorials of similar or different style or form may be considered. All reasonable efforts will be made to identify, contact and advise relevant stakeholders (including family members).

- Existing plaques and memorials will generally be retained in place for as long as practicable, subject to exceptions as listed above.

- Plaques may be installed by the Town on owned or managed land, buildings or structures to commemorate an opening of a new or refurbished public building or facility, or a historically significant event. The Town may seek a financial contribution from funding partners if applicable.
- Where project funding has been provided by an external agency, such as Provincial or Federal Government, and acknowledgement of the funding agreement is required in the form of a plaque, the layout and wording of the plaque will be in accordance with the funding agreement.

Requests for new plaques and memorials on Council owned or managed land

- The CAO or designate will consider requests for new plaques or memorials, including those from private individuals and organizations/community groups.
- Significant donations for public space infrastructure (e.g. playgrounds, picnic shelters, etc.) may be acknowledged by mounting a plaque on or adjacent to the infrastructure.
- Plaques and memorials will only be considered where the following criteria are met:
 - Commemoration of an individual/organization that is/was strongly linked to the Town;
 - Commemoration of an individual/organization that has made a substantial contribution to the leadership, cultural and social aspects of the Town's development or shared community history;
 - Must not have been already commemorated elsewhere in Town (for naming of parks or infrastructure or memorials) unless deemed appropriate by the CAO or designate;
 - The contribution of the individual/organization must have been exceptional and extend beyond what might reasonably be expected through paid employment or voluntary contribution to the community; and
 - The subject of a requested plaque or memorial must have a clear association and strong significance to the location proposed for the plaque or memorial.
 - The community groups or boards that are in charge of the facility or lands have been consulted.
- Memorials including reserve seating with attached plaques will be considered where they meet the requirements of this policy, and are consistent with Council's strategic plans and any designs/plans for the proposed site.

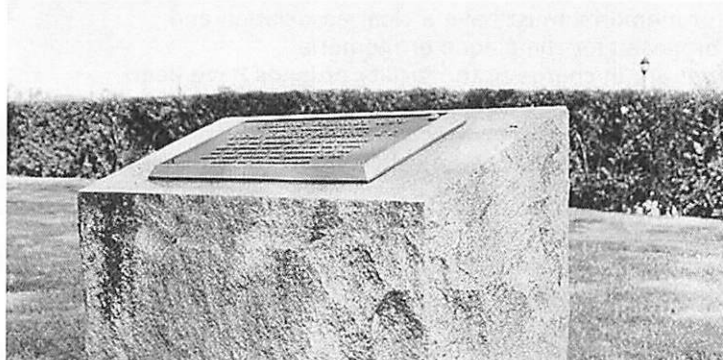
Approval Process

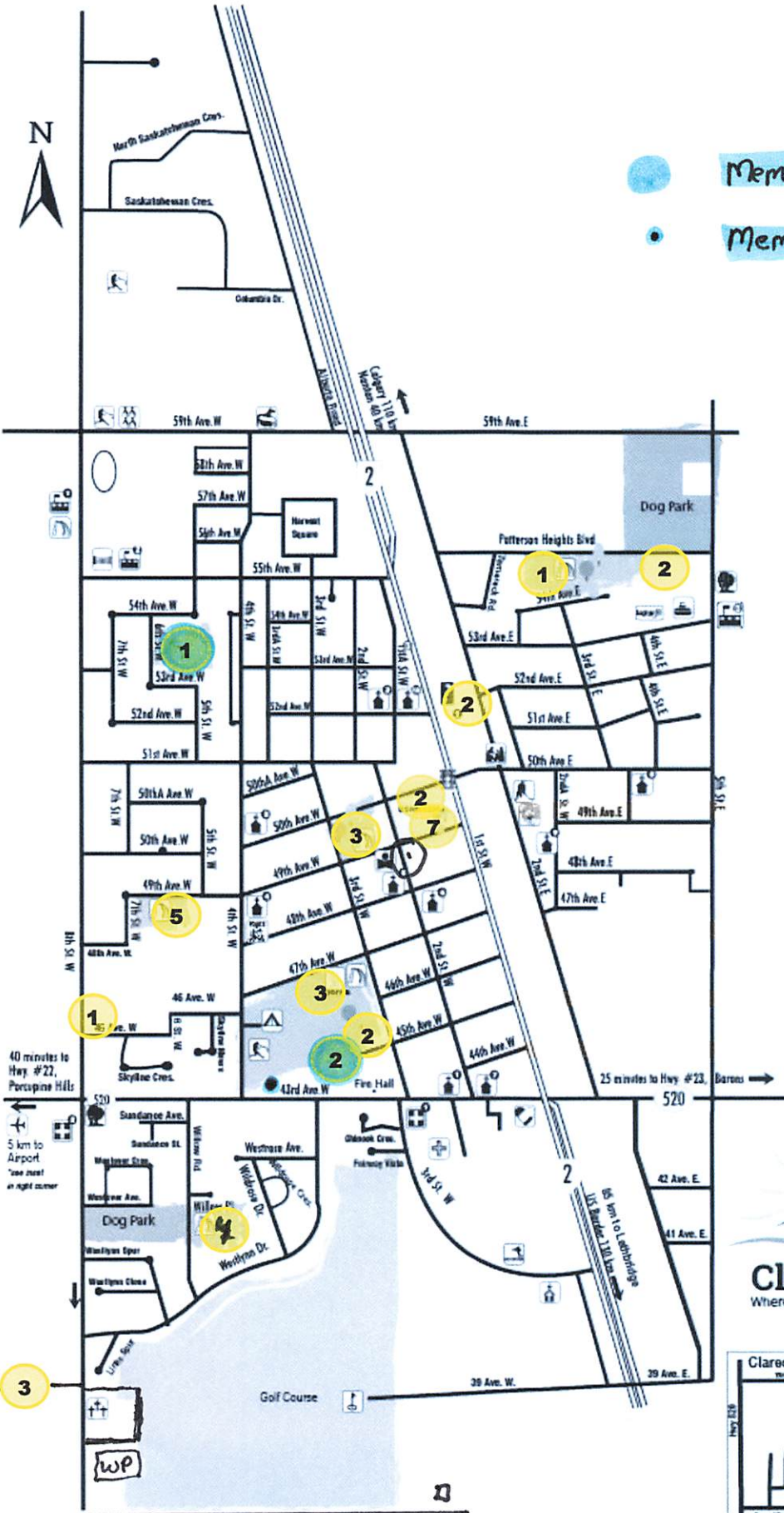
- Placement of plaques or memorials requires prior written approval from the CAO or designate. Persons making initial inquiries regarding the installation of a plaque or memorial should be referred to this policy for direction regarding applicable criteria.
- Formal requests for installation of any plaques or memorials must be presented to the CAO or designate in writing (email or letter). The request must include:
 - Demonstration of compliance with this policy.
 - Include all relevant details including proposed colors, materials, and text (limited use of logos or images should be used)
 - The preferred location for the plaque or memorial.
 - Information regarding the significance/organization or individual's contribution.
- The wording/layout may vary as appropriate based on the needs of the organization, facility, or event. However, sponsorship plaques will generally include the following:
 - Identification of facility/event/organization
 - Date (day, month, year) of event, opening, or contribution
 - Funding partner recognition (list of sponsors)
- Final approval for the design, layout, wording and location of any proposed plaque or memorial rests with the CAO or designate, and must be in compliance with any other applicable Municipal

Bylaws (ex. Land Use Bylaw). Once approved, the design, manufacture and installation will be coordinated by the Town, and all costs will be borne by the applicant/organization. In some instances, and at its sole discretion, Council may approve and contribute toward the cost of the manufacture and/or installation.

- Approval from other responsible authorities may be required if a plaque or memorial is proposed on land controlled by legislation.
- Plaques or memorials placed in the Town's public spaces without CAO's approval will be removed. All reasonable efforts will be made to identify and contact the persons responsible for placing the item to advise them of this policy and to return any removed item to them.

Examples:





- Memorial Benches
- Memorial Rock



NO Benches in Wetland area, used Rocks.



Town of Claresholm
Income Statement by Object
May 31, 2020

Revenue	MAY	2020 YTD	2020 BUDGET
Net municipal taxes	(4,669,739.56)	(4,355,722.18)	(3,336,644.00) 1
Special assessments	(15,335.13)	(15,644.79)	(12,935.00)
User fees and sales of goods	(351,803.61)	(1,170,040.17)	(3,006,760.00)
Government transfers for operating	(10,769.00)	(145,519.42)	(379,131.00)
Investment income	(2,633.74)	(24,082.46)	(60,000.00)
Penalties and costs of taxes	(977.00)	(29,485.98)	(104,100.00)
Licenses and permits	(9,186.19)	(49,742.64)	(97,000.00)
Other local government transfers	(59,000.00)	(85,846.07)	(188,116.00)
Proceeds from disposal of capital assets	-	77,857.15	(75,000.00) 2
Franchise and concession contracts	(19,463.11)	(104,923.99)	(212,491.00)
Rental	(3,873.66)	(48,047.84)	(123,257.00)
Other	(8,167.55)	(32,061.89)	(32,500.00)
Government transfers for capital	-	(410,376.66)	(2,445,543.00)
	<u>(5,150,948.55)</u>	<u>(6,393,636.94)</u>	<u>(10,073,477.00)</u>
Expenses			
Salaries, wages and benefits	205,601.95	1,064,491.18	2,896,836.00
Contracted and general services	200,758.86	707,193.58	1,635,159.00
Materials, goods, supplies, and utilities	74,752.99	406,929.71	1,281,190.00
Bank charges and short-term interest	99.94	421.69	-
Interest on long-term debt	-	-	214,059.00
Other expenditures	1,728.96	5,803.55	27,690.00
Transfers to organizations and others	70,787.43	221,120.73	384,812.00
Amortization	-	-	1,699,578.00
	<u>553,730.13</u>	<u>2,405,960.44</u>	<u>8,139,324.00</u>
Internal Transfers			
Internal transfers	12,303.08	(0.91)	- 3
Net Income	<u>(4,584,915.34)</u>	<u>(3,987,677.41)</u>	<u>(1,934,153.00)</u>
Other			
Transfers to/from reserves	-	-	523,045.00
Capital expenditures	253,323.69	659,761.77	5,527,542.00
Debt Proceeds	-	-	(2,800,000.00)
Debt Principal Repayment	-	-	383,144.00
Amortization addback	-	-	(1,699,578.00)
	<u>(4,331,591.65)</u>	<u>(3,327,915.64)</u>	<u>-</u>

Notes

- 1** Tax revenue in excess of budget is related to education tax requisition amounts still to be paid during the remainder of the year.
- 2** Negative gain on disposal of capital assets is related to costs for disposal/demolition of the old school building incurred in 2020.
- 3** Internal transfers are just transferred between different departments. Due to timing of recording entries this will be in a positive or negative position during different times of year. Total for the year will balance out to NIL.



**Town of Claresholm
Income Statement by Function
May 31, 2020**

Revenue	MAY	2020 YTD	2020 BUDGET
Tax and requisition revenue	(4,693,796.41)	(4,509,575.61)	(3,668,935.00) ¹
General administration revenue	(3,667.70)	(283,852.11)	(522,571.00)
Police	(726.08)	(5,934.05)	(33,000.00)
Fire	-	(3,590.23)	(17,040.00)
Bylaw enforcement	(365.92)	(8,489.95)	(38,000.00)
Roads, streets, walks, lighting	-	-	(75,000.00)
Airport	(2,767.60)	(11,070.40)	(2,500.00)
Storm sewers and drainage	(11,512.97)	(11,512.97)	(1,306,751.00)
Water supply and distribution	(191,818.27)	(466,532.92)	(1,996,900.00)
Wastewater treatment and disposal	(62,354.22)	(153,994.79)	(406,162.00)
Garbage Collection	(55,558.63)	(143,796.13)	(426,000.00)
Recycling	(37,133.93)	(88,468.38)	(243,000.00)
FCSS	(21,719.91)	(111,320.90)	(267,641.00)
Cemetery	(3,000.00)	(4,400.00)	(18,500.00)
Economic development	(4,000.00)	(101,550.00)	(131,200.00)
Land use planning, zoning and development	(8,411.19)	(21,926.69)	(66,600.00)
Parks and recreation	(54,115.72)	(466,096.31)	(844,177.00)
Culture - libraries and museum	-	(1,525.50)	(9,500.00)
	<u>(5,150,948.55)</u>	<u>(6,393,636.94)</u>	<u>(10,073,477.00)</u>
Expenses			
Legislative	6,675.60	28,514.33	109,000.00
Administration	94,111.09	603,144.35	1,276,922.00
Police	-	-	73,730.00
Fire	17,229.70	69,862.43	206,430.00
Bylaw enforcement	7,019.59	46,033.83	124,445.00
Common and equipment pool	36,724.12	198,209.74	537,081.00
Roads, streets, walks and lighting	41,518.59	183,658.13	836,521.00
Airport	558.37	4,425.95	15,840.00
Storm sewers and drainage	274.42	3,272.31	284,317.00
Water supply and distribution	47,043.17	222,865.02	1,273,556.00
Wastewater treatment and disposal	6,980.53	36,755.13	513,005.00
Garbage Collection	69,123.27	161,738.09	391,982.00
Recycling	69,339.10	129,864.49	244,499.00
FCSS	22,513.05	125,410.24	289,749.00
Daycare	3,183.50	15,917.50	38,202.00
Cemetery	3,049.90	6,096.18	18,973.00
Physician recruitment	-	-	3,000.00
Economic development	10,346.19	66,320.37	309,689.00
Agriculture - weed and pest control	430.82	1,348.25	44,750.00
Land use planning, zoning and development	12,310.53	86,648.45	200,212.00
Parks and recreation	50,431.21	269,205.28	982,988.00
Culture - libraries and museum	54,867.38	146,670.37	364,433.00
	<u>553,730.13</u>	<u>2,405,960.44</u>	<u>8,139,324.00</u>
Net Income	<u>(4,584,915.34)</u>	<u>(3,987,677.41)</u>	<u>(1,934,153.00)</u>

Notes:

¹ Tax revenue in excess of budget is related to education tax requisition amounts still to be paid during the remainder of the year.



Claresholm

Town of Claresholm Income Statement by Object June 30, 2020

Revenue	JUNE	2020 YTD	2020 BUDGET
Net municipal taxes	221,186.21	(4,134,535.97)	(3,336,644.00) 1
Special assessments	-	(15,644.79)	(12,935.00)
User fees and sales of goods	(364,977.87)	(1,535,018.04)	(3,006,760.00)
Government transfers for operating	(140,808.50)	(286,327.92)	(379,131.00)
Investment income	(2,768.17)	(26,850.63)	(60,000.00)
Penalties and costs of taxes	(1,689.00)	(31,174.98)	(104,100.00)
Licenses and permits	(24,831.80)	(74,574.44)	(97,000.00)
Other local government transfers	(9,711.51)	(95,557.58)	(188,116.00)
Proceeds from disposal of capital assets	-	77,857.15	(75,000.00) 2
Franchise and concession contracts	(15,447.37)	(120,371.36)	(212,491.00)
Rental	(4,287.60)	(52,335.44)	(123,257.00)
Other	(5,978.69)	(38,040.58)	(32,500.00)
Government transfers for capital	(427,142.00)	(837,518.66)	(2,445,543.00)
	<u>(776,456.30)</u>	<u>(7,170,093.24)</u>	<u>(10,073,477.00)</u>
Expenses			
Salaries, wages and benefits	221,523.93	1,286,015.11	2,896,836.00
Contracted and general services	93,163.22	800,356.80	1,635,159.00
Materials, goods, supplies, and utilities	142,441.42	549,371.13	1,281,190.00
Bank charges and short-term interest	(185.73)	235.96	-
Interest on long-term debt	82,358.59	82,358.59	214,059.00
Other expenditures	6,898.29	12,701.84	27,690.00
Transfers to organizations and others	2,022.09	223,142.82	384,812.00
Amortization	-	-	1,699,578.00
	<u>548,221.81</u>	<u>2,954,182.25</u>	<u>8,139,324.00</u>
Internal Transfers			
Internal transfers	(5,756.99)	(5,757.90)	- 3
Net Income	<u>(233,991.48)</u>	<u>(4,221,668.89)</u>	<u>(1,934,153.00)</u>
Other			
Transfers to/from reserves	-	-	523,045.00
Capital expenditures	278,019.08	937,780.85	5,527,542.00
Debt Proceeds	(2,800,000.00)	(2,800,000.00)	(2,800,000.00)
Debt Principal Repayment	139,966.49	139,966.49	383,144.00
Amortization addback	-	-	(1,699,578.00)
	<u>(2,616,005.91)</u>	<u>(5,943,921.55)</u>	<u>-</u>

Notes

- 1 Tax revenue in excess of budget is related to education tax requisition amounts still to be paid during the remainder of the year.
- 2 Negative gain on disposal of capital assets is related to costs for disposal/demolition of the old school building incurred in 2020.
- 3 Internal transfers are just transferred between different departments. Due to timing of recording entries this will be in a positive or negative position during different times of year. Total for the year will balance out to NIL.



**Town of Claresholm
Income Statement by Function
June 30, 2020**

Revenue	JUNE	2020 YTD	2020 BUDGET
Tax and requisition revenue	202,471.67	(4,307,103.94)	(3,668,935.00) ¹
General administration revenue	(130,907.77)	(414,759.88)	(522,571.00)
Police	(924.02)	(6,858.07)	(33,000.00)
Fire	(3,000.00)	(6,590.23)	(17,040.00)
Bylaw enforcement	(1,370.98)	(9,860.93)	(38,000.00)
Roads, streets, walks, lighting	(770.00)	(770.00)	(75,000.00)
Airport	(2,767.60)	(13,838.00)	(2,500.00)
Storm sewers and drainage	-	(11,512.97)	(1,306,751.00)
Water supply and distribution	(623,057.89)	(1,089,590.81)	(1,996,900.00)
Wastewater treatment and disposal	(59,678.03)	(213,672.82)	(406,162.00)
Garbage Collection	(54,076.59)	(197,872.72)	(426,000.00)
Recycling	(37,353.30)	(125,821.68)	(243,000.00)
FCSS	(25,870.93)	(137,191.83)	(267,641.00)
Cemetery	(1,800.00)	(6,200.00)	(18,500.00)
Economic development	(2,150.00)	(103,700.00)	(131,200.00)
Land use planning, zoning and development	(21,921.80)	(43,848.49)	(66,600.00)
Parks and recreation	(13,279.06)	(479,375.37)	(844,177.00)
Culture - libraries and museum	-	(1,525.50)	(9,500.00)
	<u>(776,456.30)</u>	<u>(7,170,093.24)</u>	<u>(10,073,477.00)</u>
Expenses			
Legislative	12,788.35	41,302.68	109,000.00
Administration	89,570.16	692,714.51	1,276,922.00
Police	-	-	73,730.00
Fire	1,577.17	71,439.60	206,430.00
Bylaw enforcement	7,038.25	53,072.08	124,445.00
Common and equipment pool	26,855.43	225,065.17	537,081.00
Roads, streets, walks and lighting	64,471.97	248,130.10	836,521.00
Airport	825.25	5,251.20	15,840.00
Storm sewers and drainage	313.62	3,585.93	284,317.00
Water supply and distribution	157,707.42	380,572.44	1,273,556.00
Wastewater treatment and disposal	15,293.09	52,048.22	513,005.00
Garbage Collection	24,873.13	186,611.22	391,982.00
Recycling	31,709.53	161,574.02	244,499.00
FCSS	17,839.84	143,250.08	289,749.00
Daycare	3,218.16	19,135.66	38,202.00
Cemetery	3,709.93	9,806.11	18,973.00
Physician recruitment	-	-	3,000.00
Economic development	11,637.74	77,958.11	309,689.00
Agriculture - weed and pest control	795.15	2,143.40	44,750.00
Land use planning, zoning and development	32,152.23	118,800.68	200,212.00
Parks and recreation	37,309.04	306,514.32	982,988.00
Culture - libraries and museum	8,536.35	155,206.72	364,433.00
	<u>548,221.81</u>	<u>2,954,182.25</u>	<u>8,139,324.00</u>
Net Income	<u>(233,991.48)</u>	<u>(4,221,668.89)</u>	<u>(1,934,153.00)</u>

Notes:

¹ Tax revenue in excess of budget is related to education tax requisition amounts still to be paid during the remainder of the year.



Claresholm

INFORMATION BRIEF

Meeting: July 20, 2020
Agenda Item: 31

Frog Creek Wetland plantings

BACKGROUND:

On June 26, 2020 a condition assessment of the trees and shrubs was conducted at the Frog Creek Wetlands.

The majority of the trees are in good condition. 14 trees were identified for either a second review after pruning, or confirmed for replacement. The trees under review were marked with orange ribbons. There appears to be deer damage to the lower branches of most of the Aspen and Poplar trees. This may be able to be addressed with minor pruning.

The south west side of the white spruce trees showed winter kill following the first winter, but many are now showing new growth. Bos Scapes will be onsite the week of July 6 - 10, (weather pending) to complete the first of 2-grass mowing's this year.

Once the grass has been mowed Associated Engineering (AE) will review the dogwood and silverberry shrubs. It appears the silverberry are doing well, but only approx. 50% of the dogwood plants survived. Once confirmed, AE will discuss options with the Town and the Contractor, for either credit, or replacement plants.

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: July 6, 2020



Claresholm

INFORMATION BRIEF

Meeting: July 20, 2020
Agenda Item: 32

TAX ARREARS AUCTION CANCELLATION

DESCRIPTION / BACKGROUND:

At the June 22nd, 2020 council meeting, there was a request for decision to set an auction date, and reserve bid, for the property remaining on the 2019 Tax Arrears List, identified as Plan 147N, Block 74, Block 8. Council set both the date, and the reserve bid. As stated in the municipal government act, Section 415 (1):

“After a tax recovery notification has been endorsed on the certificate of title for a parcel of land, any person may pay the tax arrears in respect of the parcel”

This section of the MGA allows for the taxes to be paid, to current, up to the day of the auction. In this case the requirement for payment has been satisfied on June 30th, 2020. This means that there is no requirement for an auction of tax arrears properties for 2020. The tax notification will be removed from the title.

PREPARED BY: Lisa Chilton, Tax Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 6, 2020

STOCKPILE ENFORCEMENT

BACKGROUND / DESCRIPTION:

A Member of Council received a complaint regarding the stockpiling of dirt behind the Cottonwood property. The Development Department has investigated and issued a warning letter. This update is provided for Council's information.

The land sale/transfer documents have all been executed and sent to land titles for registration. As part of the sale, the topsoil on the land to be transferred was permitted to be removed. However, no indication was given, or permission given to stockpile the dirt on the north location. On July 10th, 2020 the full parcel's previous owner had the dirt piles moved from the south parcel to the north parcel.

As per the Land use Bylaw No. 1525 stockpiles of dirt are permitted temporarily **only** as part of an approved development permit. There is no development permit issued for these lands, and therefore the stockpile will have to be leveled or removed.

ACTION:

There is no action required from Council at this time. The Development Department has issued a warning letter and given 30 days for the removal or leveling of the dirt pile. If this does not take place within that timeframe further enforcement action (such as a stop order, etc.) will take place.



ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) LUB No. 1525

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: July 14, 2020



CAO REPORT

July 20, 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

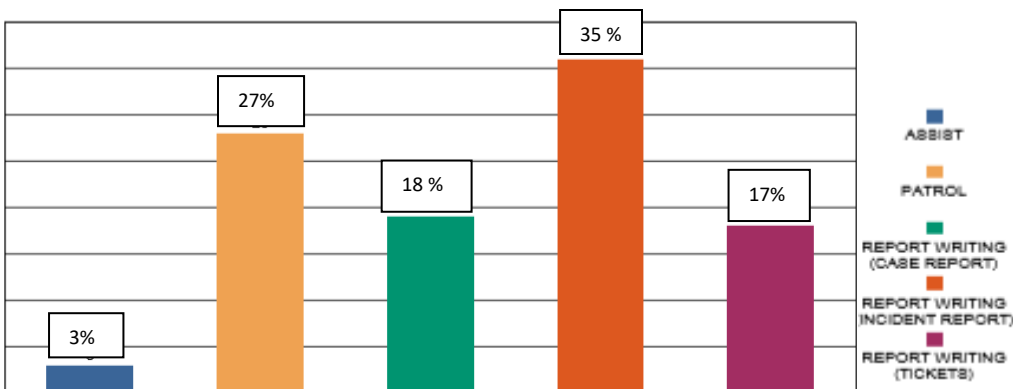


INFORMATION BRIEF

Meeting: July 20/2020
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT June

Community Engagement in June 2020



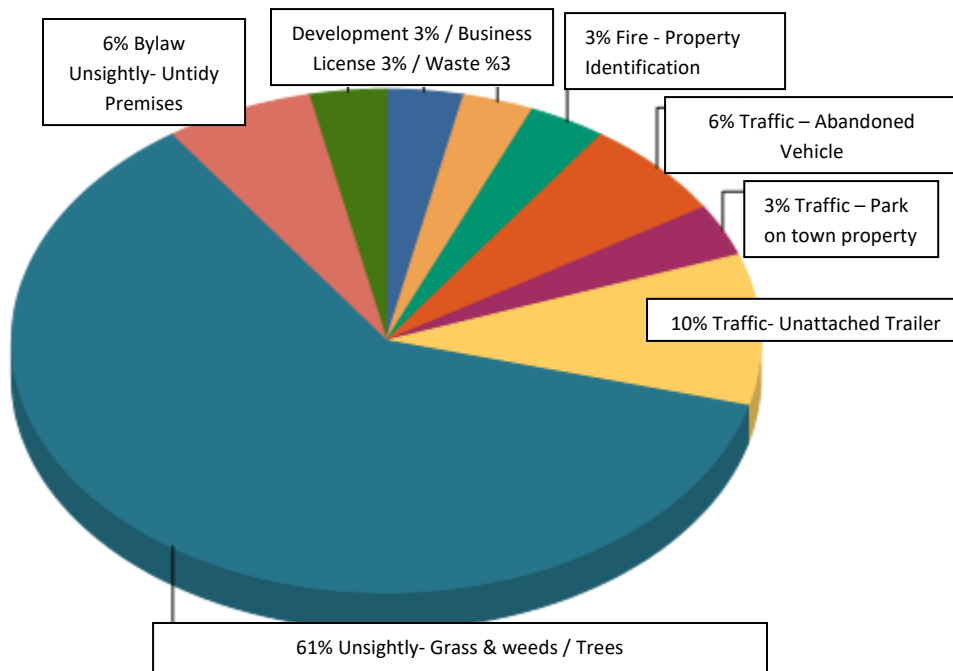
June newspaper Highlights:

- Used Bylaw highlights to put information out on keeping hedges and trees trimmed back for making sidewalks and roads safely passable.
- Reminder of where off leash parks are and to clean up after their dog.
- Reminder to residents that after hour complaints are to be called into the RCMP

June Enforcement Highlights:

1. New pedestrian warning signs installed on 8th Street west south of 43rd ave. To assist staff and residents from the Cottonwood and auxiliary hospital in safely crossing the road.
2. TSA tickets issued = \$582.00
3. Working with FCSS and AHS to help clean up an unsightly property
4. Continued monitoring progress on outstanding unsightly orders.
5. Served many notices for more unsightly yard concerns. Mostly grass and weed issues.
6. Complaint about dog owners in various areas around town with dogs not being on leash.
7. Cars and trucks parked over 72hrs being an issue, notices being handed out.
8. Camper trailers left unattached on streets still an issue. Warnings issued for illegal parking of trailers. Even attached to truck-max time is 72hrs before they can be towed.
9. Skunks in town have been an issue for many residents, assisted by lending a skunk trap for the resident to use
10. Assist RCMP on two separate calls.

Bylaw Infractions/Complaints/Actions in June



DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 6/22/2020 - 7/17/2020

Claresholm

Financial

- Have caught up on month end bank reconciliations and reporting with both May and June month end reports included in the July Council Agenda.
- Tax deadline has passed and we saw very little reduction in collections as a result of the deferred tax penalty date or due to COVID-19.
- We saw only a small handful of direct deposit tax payments still coming to our ATB chequing account. We have followed up with these payors and we should be on track for closing our ATB account completely within one year of transition to BMO.
- We received exciting news that we had been approved for some stimulus funding through Alberta Municipal Water/Wastewater Partnership, where we received the matching funds for our SCADA upgrade that was done in 2018 as well as were approved for over half a million dollars for our lagoon upgrade that was in our capital plan for 2022.

General

- The Tricon Multiuse Building Project continues to move forward. We have now finalized interior and exterior colours for both buildings, and continue to finalize many other small decisions as we move forward, such as door hardware, keying requirements, etc. The buildings are looking good and really coming along.
- Working with Associated Engineering on a grant application through the Federation of Canadian Municipalities for Asset Management.
- Created a few new policies as well as updated a couple others, primarily around computer and communications as well as conduct, that will have gone to the Admin Services Committee on the evening of Thursday July 16 for review before this Council meeting.
- Working with the Aquatic Centre to get a new POS system in place prior to reopening as well as a new Moneris machine/system. We are looking forward to the soft launch next week.
- Annual reviews have been completed other than one employee that had to reschedule.
- We have successfully run two full AP batches with the new paperless workflow in place. This has saved well over a hundred pages of printing from these two batches alone by not having to print invoices that are received electronically as well as not having to print system reports from the AP batch.

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

DEVELOPMENT OFFICER REPORT



Claresholm

For: 6/17/2020 - 7/15/2020

Development Permits

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

Compliance Requests

- ❖ 3 compliance requests received.

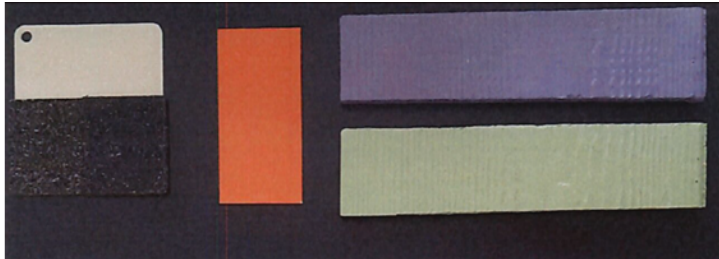
Miscellaneous

- ❖ MPC meeting – July 10, 2020.
- ❖ Local Press Ads – business license renewal reminders & notices for public hearings for land use bylaw amendments (re-zoning).
- ❖ Met with reps from the Skatepark Association to discuss location, etc. Plans sent for them to begin initial discussions with designers.
- ❖ Webinar: Circle- A Container to Host Conversations that Matter. Core principles and common applications & how to host a circle dialogue were explored. Solutions may emerge by finding new ways to listen, learn and host conversations within community. Circle conversations are an engagement tool that creates a powerful container for people to share their ideas and experiences, uncover their interconnectedness and together, distill collective wisdom.

On-going projects

- ❖ IDP – meetings ongoing and options being explored.
Multi-use Community Building Project – construction well underway.

Daycare exterior color selections:



- ❖ Road closure project and re-zoning (LUB amendment) complete.
- ❖ Subdivision and land transfers complete for Cottonwood remnant parcel. This project is now completed and the upgrades to the road (create cul-de-sac turn design), will be added to future capital budget discussions.
- ❖ IMP (Infrastructure Master Plan) – project continues.
- ❖ Off-site levy bylaw for Starline Business Park is complete and on the website. Discussion ongoing for land and potential development. Phase 1 of infrastructure upgrades included in 5-year capital budget.

Submitted by
Tara VanDellen
Planner/Development Officer

Economic Development Officer's Report

Town of Claresholm

July 14, 2020



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

Since the submission of my June 16, 2020 report I continue to perform the duties as outlined in my employment contract and directed by the Chief Administrative Officer and Economic Development Committee. The following is a summary of the current projects and activities.

Economic Development Officer (EDO)

The amount of time spent on phone-calls and zoom meetings has increased notably in the past weeks. Much of the output from economic development is being derived from the team dynamic of having an Economic Development Assistant. The application to the Canada Summer Jobs grant has been approved to cover close to 50% of the EDA's wage for 2020.

Economic Development Committee (EDC):

The EDC met on Tuesday June 16, 2020 using Zoom online meeting platform; 6 of the 10 members were present. Next meeting is July 21, 2020 on Zoom, as preferred by the majority membership.

Rural and Northern Immigration Pilot (RNIP)

On July 21, 2020 the EDC will consider (3) offers of employment for community recommendation. At a recent RNIP training refresher those EDC members present decided that applications should be available at least 7-days in advance of the meeting; to keep the information confidential and private an online dropbox will be used. Employers are now required to submit a letter and be available during the selection meeting using zoom. Candidates are now encouraged to submit a short video and make themselves available at the selection meeting using zoom. These new requirements are intended to improve decision making, and allow the EDO to remain neutral.

The time and attention to administrate offers of employment and immigration applications is increasing as the program evolves. Detailed questions about work experience, education assessments, language requirements, and COVID impacts are received on a daily basis from applicants, local employers, settlement partners, and consultants.

RNIP recommendations have been issued to candidates from the Philippines, Japan, United Arab Emirates, Zimbabwe, and India.

Labour Market Partnership

The LMP Steering Committee met to review RFP submissions on Wednesday June 16, 2020. There were 6 invitations sent, 3 submissions received, and Factor-5 Group of Lethbridge, AB was selected as the successful consulting firm. Once the terms of agreement are satisfactory to all parties the project may begin. Next meeting of the LMPSC will be July 22, 2020.

Chamber of Commerce

The Chamber of Commerce regular meeting on Wednesday June 17th at 7:00 pm did not have quorum, however the members present had discussion for about 1-hour. The next meeting is Wednesday July 22nd, 7:00 pm.

Opportunity for Growth; 7-ways to grow your business online, took place on June 16th 7:00 pm. In addition to Chamber members and organizers there were 10 local businesses at the 1.5-hour session which was presented by Business Link. This was the 5th Opportunity for Growth and they will continue to be offered quarterly; topic suggestions are always welcome.

Welcoming Claresholm Project; SILP Grant

A partnership with Calgary Catholic Immigration Society (Foothills Community Immigration Services)

As previously reported, the CCIS and Claresholm Economic Development were successful in a bid for funding from AB Labour and Immigration. Whether you have lived in Claresholm for 2-days or 20-years, the Welcoming Claresholm project is designed to help you feel as included and involved as you want to be. CCIS has had great success in Airdrie, Cochrane, Strathmore, and Chestermere.

Through an interview process with 30-applications the team is excited to announce 2-new staff at 30 hours/week each, who will travel between offices in Claresholm and High River.

- The Community Engagement Coordinator has extensive experience in the areas of settlement and welcoming and inclusive environments.
- The Community Outreach Coordinator is a local-hire, bursting with personality and has personally experienced immigration from Ireland to Claresholm, more than 8-years ago.

Renewable Energy Sector Workshop

The Town of Claresholm hosted a renewable energy workshop June 23, 7:00 – 8:30 PM. Offered in partnership with the MD of Vulcan, SouthGrow, Survival Energy Partners, and PLC Recruitment, the regional workshop had more than 50 participants. The session was recorded and has been edited to be made available at Claresholm.ca.

This workshop is part of a larger conversation about supply-chain and contract procurement for major renewable energy projects. Local contractors find it difficult if not impossible to get the attention of energy developers and alike. The EDO has been working with the County of Vulcan and AB Economic Development and Trade to explore community agreements at the development stage. Next steps are to approach the Economic Developers of Alberta to have this topic included at the next provincial conference.

Wayfinding Signage Project

Alberta Transportation has issued permits, and the local contractor has been approved to order materials and begin fabrication of the 4-wayfinding signs.

Shingle Signage Program

The EDO has received 1-new design from a company in Lethbridge and awaits finalization of the second option from a local partnership between 2-manufacturers.

Welcome Signs

Using the Town's Banding Guidelines, the EDO had the official Town logo pantone colours converted into paint. Locally available; blue, yellow, green, and grey.

- The Highway-520 welcome sign is now complete, fresh paint, reflective vinyl letters, and a new alu-lite message board has made quite an impact.
- Work on the South Highway-2 sign has already begun.

Southgrow AGM, June 24, 2020

In attendance Member of Parliament Rachel Harder, Minister of Economic Development Trade & tourism Tanya Fir and Chief Economist at ATB Financial, Todd Hirsch. Key messages - broadband is a rapidly growing problem; India 5th largest economy in the world is positioned to become 3rd; demand for goods and services continues to grow, ag exports are huge, connections are key.

Canada Day & Fair Days

Virtual Canada Day took place July 1, 2020. The opening ceremony, selfie-spots contest, photo-scavenger hunt contest, activity books, and local prize purchases from more than 40 businesses were all handled by the EDO and EDA in conjunction with the Event Coordinator. On July 1st the EDA was instrumental in supervising the online activity and recording contest submissions. For a full report on Canada Day be sure to see the Event Coordinators year-end report.

Plans are underway for Fair Days, which will mark 115 years of the Town of Claresholm. The EDA is leading the Reverse Parade, and the EDO is leading the Rocky Mountain Drift Demonstration.

Other activities

- Photo op with council – On site of the new build
- Site selector tour of Claresholm Industrial Airport – Provided on Canada Day
- HC Customs & Fabrication– 3 projects on the go with local welding shop
- Foothills task force – highlighting Claresholm's success in the first newsletter
- SAIT – reported Claresholm #1 day trip from Calgary

Submitted,

Brady Schnell, Economic Development Officer

FCSS Report to Council for July

- The Roots of Empathy program at West Meadow Elementary School will be on hold for 2020-2021 school year due to the uncertainty of how school will be held and the high risks associated with COVID infection. Discussed with both facilitators and the principal about taking a year break and resuming in October of 2021. The facilitators were given their certificates of recognition for this year.
- As a member of the Coordinated Community Response to Elder Abuse, we have been making plans to prepare for an increase in incidents due to COVID. We have decided to have a large awareness campaign with Facebook ads and mailbox flyers. The biggest concern at the moment is isolation for seniors. CCR has been approved for a couple of grants to help in awareness and assistance for seniors. 120 Senior Care Packages have been handed out in Claresholm.
- Staff took an online training to learn the RRCP (Registration and Reception Centre Program). This is a computer program that will allow us, in the event of a disaster or emergency to easily and quickly register those people affected.
- Staff also attended an online training to learn the data collection tool for Children's Services Family Resource Network reporting. This tool is a computer program to keep track of all the people we are helping with children 0 to 18 years of age and their reason for needing assistance. The government will use our reports for statistics.

- Attended a debrief to discuss our performance during the State of Local Emergency for COVID. It was great to discuss our actions and see how well we handled the emergency.
- Our poster contest for Canada Day went well with 6 entries and 3 winners selected. One of the entries was by a 9 year old boy from Guatemala, who sent pictures of himself and told us how much he and his family would like to come to Canada to live. He asked that if he won, his prize be donated to a senior home.
We organized to have him matched up with a senior from town to be part of our Pen Pal Program.
- The Pen Pal Program is up and running. We have paired 12 young children (accessed from Claresholm Day Care) with 12 socially isolated seniors in town to send correspondence to each other through the mail.
- We handed out 40 activity bags for children from 0 to 12 years of age for anyone that wanted some fun things to do with their children while at home and socially distancing. This was a great hit as the bags were gone in two days. Each bag cost approximately \$10 and consisted of good quality items and activities for kids to do with their families.
- We are working on a 'Porch Visit' project, where we will have some volunteers visiting some isolated seniors outside on a porch or driveway for a short time. This will help to keep track of seniors' mental health and help to combat loneliness during COVID.
- Holly is working with the Museum in preparing the 'Walk through Time Challenge'. A six week activity to get people/families

searching for historical places in town using clues provided by the museum. Prizes will be given by draw of participants.

- The Youth of Tomorrow is active again. They are meeting and planning safe activities. I met with John to go over all the necessary precautions. We started with a volunteer assignment to help an elderly gentleman clean up his yard. We got information from Ryan about this man and we have connected him with a social worker to help him.
- Got a tour of the site where Safe at Home Project will be located. Things on site were looking great and organizers are getting excited to have it up and running in August.
- We had a very generous donation by a couple that wanted to remain anonymous. They gave us various kinds of guitars and cases with lots of music books for teaching guitar. We have given them to the Youth of Tomorrow. John was speechless. They also donated 2 adult cruising bikes that we are hoping to have a contest for 2 lucky community members to win.
- We were asked by Tim Horton's to arrange volunteers to stuff masks into bags for the drive through initiative where they are giving masks away to customers. So far we have had 5 volunteers that have organized 6 cases of masks.



Claresholm Fire Report

June 18, 2020 to July 14, 2020

- With easing of COVID restrictions, we have starting allowing limited access to the facility for non-members, primarily for interviews for potential firefighters. All visitors are screened using the worksite screening forms provided by the DEM.
- We have interviewed two new potential firefighters, and have at least two more that will be submitting applications in the near future.
- We have one member who has requested a short (2 month) Leave of Absence, this LOA was granted. The same member was a crew Lieutenant, and he has stepped away from that role so we will be interviewing for a new Lieutenant; this will be decided and a new officer in place before the end of the month.
- There are currently three (3) open safety codes files in the Town, with one more inspection scheduled for the end of the month
- It was officially announced that structured training programs will resume at or before the end of August. Therefore our 1001-Level 2 (Professional Firefighter) and 1051 (Wild-land firefighting) programs are back on.
- The Medical First Response program has sent out a survey to gauge the interest of agencies resuming their previous level of response prior to COVID scaling it back. The membership of Claresholm Fire has determined that they would like to resume our previous level of service. We are well equipped to do so, both

in regards to levels of PPE as well as training. It will now be up to the government to decide if and when the MFR program is able to resume responding to lower priority events.

- Response to events has increased slightly over this reporting period. On the average, we are down approximately 10 calls per month not responding to routine Medical First Responses. Call type and breakdown is included at the end of this report.
- Wildfire season has been slow to date, thanks in large part to the frequent rain fall we've been experiencing. However, as you can see by the fire danger chart, we are in the high range now. The last few years of below average precipitation has meant that the rain we do get is rapidly absorbed leaving dry conditions on the surface.
- Claresholm Fire would like to extend its thanks to the Administration as well as the DEM for all their help and insight in dealing with the COVID situation over the last number of months. It was truly a unique situation for a new Fire Chief to find himself in, and I thank you all for your assistance and guidance.
- Preparations are underway for our annual awards night to be held in August; this year we are recognizing members who are celebrating 10, 20, and 35 years of service to the community.

Respectfully Submitted,

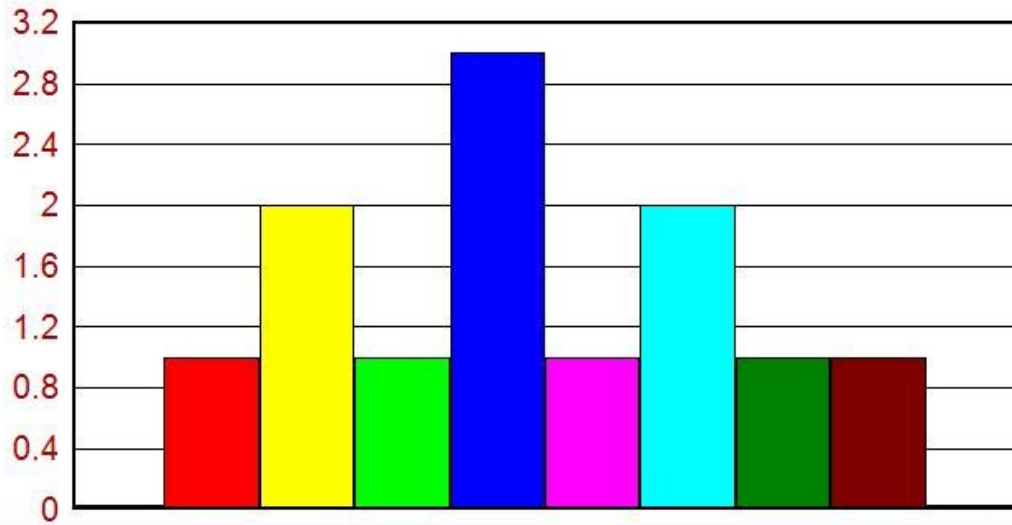
Craig White

Fire Chief

Town of Claresholm

Claresholm Fire Responses

From Jun 18 20 to Jul 14 20



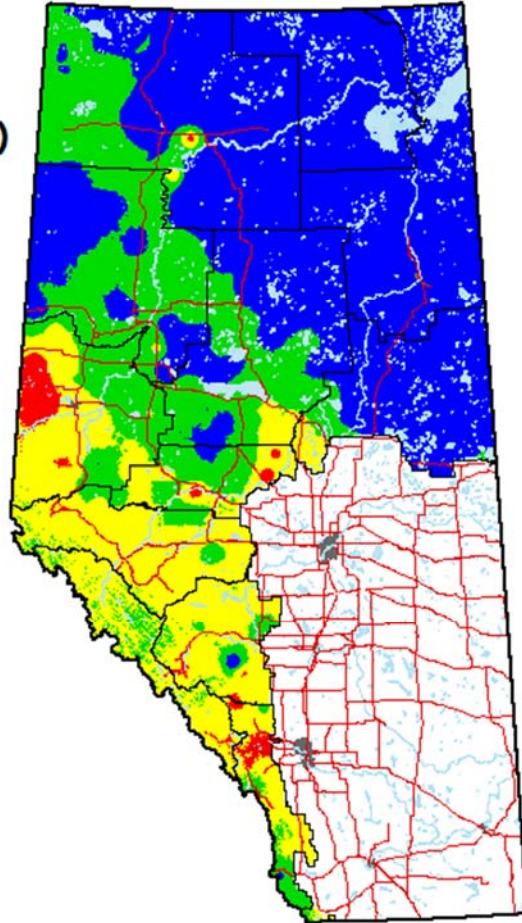
Alarm No Fire - accidental miscellaneous - 1	Alarm No Fire - detector activated - 2
False Alarm - miscellaneous - 1	Medical - EMS - 3
Public Hazard - toxic chemical spill - 1	Public Service - assist police or other agency - 2
Public Service - miscellaneous - 1	Vehicle Accident - 1

Alberta

Fire Danger (Fire Weather Index)

forecasted for July 14, 2020

-  Low
-  Moderate
-  High
-  Very High
-  Extreme
-  No Data



Alberta Government

© 2020 Government of Alberta

Map created on Jul-14 at 09:06

JULY 2020 HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

With the anticipation that the pool will re-open on July 20th, we will be able to call back some of the staff that were laid off due to COVID-19. Some are working for the Town in other capacities and some have moved on to other opportunities. Thank you to Denelle, who helped us out in the office doing some tedious tasks and helping with the phones. There will be a shortage of staff and the recruitment of junior guards has begun.

Thank you to Denise Spencer for happily filling in as gardener when we needed one the most. We now have welcomed Jude Heyland, who has taken over the gardening position for the rest of the summer.

Assessment and Taxation

The complaint date for taxes is July 24th, 2020. All appeals, including proper, completed forms and payment, must be in to the clerk by 4:00 p.m. on that date. We currently have one formal appeal. Appeals can be withdrawn at any time up to the date of the appeal hearing.

There were no ratepayers that chose to withdraw from the T.I.P.P. program even though there was the option to pay current taxes up to December 30th, 2020 without penalty.

Below is the amount of outstanding taxes, at July 10th, 2020, not including TIPPS Participants. Taxes outstanding are **\$705,079.06** summarized as follows:

\$ 631,570.38	Current Taxes Outstanding
\$ 55,283.91	Arrears including penalties
\$ 2,844.11	Property under tax agreement
\$ 15,380.66	On 2020 Tax Arrears List. Subject to auction in 2021.

The 2020 Tax Arrears List has been registered at the Alberta Registries Office. These properties are subject to auction in 2021 if not paid by March 31st, 2021. There were 9 properties registered of which 5 have been paid in full or within current.

There were 15 properties on the Tax Arrears list last year. All 15 have paid up to current and that eliminates the need for a public auction in 2020.

Infrastructure Services



JULY 2020

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Airport

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

Arena

All Arena programs and all bookings have been cancelled for the month of July. We are preparing for fall operations and will have the facility ready for fall programming.

Town Buildings

The regular monthly inspection of Town owned buildings continues with repairs completed by priority. Roof leaks on some buildings have kept us busy. Helping with the re-opening requests for the facilities that have opened up, as needed.

Cemetery

Mowing and plot repairs are ongoing and this work will continue all season. Our seasonal employee has taken another position and will be leaving the cemetery maintenance position this month. The Parks crew will look after the cemetery maintenance for the remainder of the season.

Equipment

All equipment is operational at this time and no major problems to report.

Garbage

Our collection program is working well. Staff has asked at our safety meeting, if the Town could look into a touchless garbage collection program in the future as staff is getting older and garbage is getting heavier.

Sidewalks

A new complete evaluation of the entire sidewalk system was done this spring as part of the Infrastructure Master plan by our engineer. The replacement list of sidewalks in 2020 is based on their (AE) recommended list. The 2020 sidewalk tender has been awarded to a local contractor. Based on the pricing received we will be able to replace approximately 535 meters of damaged sidewalk that was rated as severe this year.

Streets

Public works has been working on potholes and sweeping as manpower allows. Paving of the North industrial area, by our contractor has been delayed due to the rain events. Work is now scheduled be completed in the first week of August, according to their update. All painting of Parking lines and crosswalks to be completed this month.

Sanitary Sewers

Monthly maintenance of the sewer system, in the Town's problem areas continues. No problems or sewer back-ups have been reported.

Water Distribution

A water main leak was repaired at the Regional water treatment plant, with a portion of pipe requiring replacement. Public works will be changing water valves that are not operational in the system when manpower is available after regular maintenance is completed.

Storm Water Drainage

No problems at this time to report. No flooding was reported to the Town during the June/July rains. Over 4.5 inches of rain was received and did cause some basement seepage and ponding.

Parks

Special tree maintenance and tree removals are at the advice of a certified arborist. We need to order 46 trees for the replacement of the dead trees in our parks. An additional 18 trees for the Admundson Park tree planting plan as well to be ordered(funded by a grant). A list has been developed and quotes requested, on available trees. We are proposing to do a fall planting in Sept. in the various areas around Town.

All trees will now require, wire or snow fencing to protect them for the future. This does cause some maintenance problems, and we realize not very sightly, but required to prevent animal damage.

Recycling

Commercial weekly collection had one week that they are too full to get everyone, some scheduling will need to be adjusted.

Staff

At our July Safety meeting, staff was asked for feedback regarding our handling of COVID-19. Staff was mostly positive of the precautions taken, no unaddressed concerns at this time. At the shop, in July, 54 days of holidays were taken/used by staff.

CLARESHOLM RECREATION

June-July 2020



Authored by: Denise Spencer



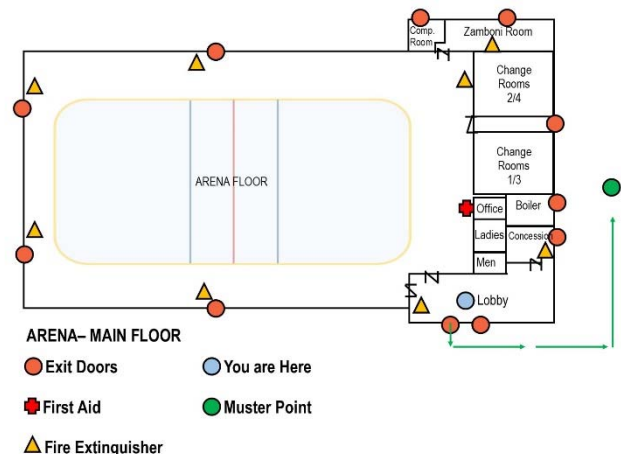
CLARESHOLM RECREATION

ARENA

- COVID Protocol Draft Review; Document largely taken from Leduc Arena and updated for Claresholm that shows one scenario of protocols for teams using the rink.
 - Alberta Health, Hockey Canada, CAHL and Skate Canada Guidelines will be considered when setting protocols
 - National Hockey League does not have any spectators
 - Possible that Hockey will be going forward in a different way for 2020-21
 - Medicine Hat and High River Junior B teams are taking a hiatus for the season
 - New guidelines are expected for August
 - Possibility of no out of town teams/ tournament play
 - Facilities in Lethbridge are charging teams for 1 hour of play plus 1 hour of cleaning
 - Likely needing 45 minutes-1 hour between programs for cleaning
 - Denise to draft a full document for User Meeting scheduled Wednesday September 2, 2020. This date may change depending on the dates Guidance Documents are released.
 - Wait & see how this plays out, and be prepared for changes.
 - Is a Liability Waiver needed; this could be a deterrent for patrons at the rink who may become exposed.
- Arena bookings to begin 2nd week August; same as 2019-20 season (after Minor Hockey has their weekends etc. picked for 2020-21 season)
- Slots on Google Calendar will be blocked similar to 2019-20 season
- No Out of town tournaments will be booked until after Guidance Documents released
- Cohort groups from other groups could be considered dependent on guidance
- Created a new Main Floor Arena Exit plan to replace the hand drawn document that was posted

CAC

- Shelf was installed in the equipment room, in keeping with the guidelines set the items usually on deck will be stored in the equipment room.
- Omnify is the reservation system chosen, it is easy to update, is embedded on claresholm.ca, and is user friendly. This system should save the town money by reducing the amount of calls to the facility.
 - Reservations start July 15, 2020. Can only book 1 week in advance at this time
 - Reservation system is set for one year, will evaluate
 - Go to claresholm.ca, Visitors, Get Active, and Aquatic Centre. Change view from weekly to Monthly
- Arrows and Physical distancing information is posted
- Ramps have been built by Public Works to ensure the facility is still inclusive
- Standard First Aid course July 13 & 14 was full
 - NL and LSI are almost at capacity
- Bronze Medallion and Cross courses will be added to the summer schedule
- Soft Launch is extended for one more week, July 20-August 9
- New POS system has been installed, is user friendly, easily managed, and updated.
 - Ability for Staff log in



- Inventory
- Multitude of reports
- GL accounts are attached to departments for office ease
- No access to the Claresholm Center for Mental Health and Addictions; hallway is blocked off, paper on office windows.
- Video intro for the reopening of Claresholm Aquatic Centre will be posted upon completion.
- The Claresholm Aquatic Centre will be hiring for new guards shortly as many will be moving on in the fall, this is one reason the Lifeguard training was so imperative.

Ball Diamonds:

- Sandlot Ball is being played this year
- Intermediate ball at Moffat Park
- Declined the user meeting scheduled July 8, 2020
- Claresholm Minor Ball requested signage for the facility due to dog waste left from users of the park. Temporary signage created, signs are on order.

The Range Gravel Experience

- Garth Stotts cancelled the event as of July 14, 2020 due to the increase of Covid-19 in Alberta

Tone Disc Golf

- Tones are almost ready for the course, post digging will begin the week of July 20th. Information for main sign has been compiled. Recommendation from the Director of infrastructure to use the rear of the existing Patterson Sign for the Course, Rules and Map.
- Course should be ready for Fair days August 7, 8, 9



Dog Park

Followed up with the organizers, they are waiting documentation from their sponsor.

Sidewalk stencils

- A few main areas (park pathways) should be ready for Fair Days August 7, 8, 9 in Claresholm

Gardener

The new gardener started the end of June. On June 24 myself and another town worker planted 3 different types of Pontentilla's, Cotoneasters, and Kinnicknick Bearberry plants at the North and South Entry ways, we removed the dead trees from these sites prior to planting. The Water Plant had requested Annuals for planting in front of the Highway 2 water plant, I compromised and planted perennials (2 peonies & 3 Kinnicknick Bearberry plants), these were chosen for their hardiness, and ability to thrive in drought like conditions.

I've heard many compliments regarding the Gardens this year, and I'm glad I had the opportunity to help enhance the Town of Claresholm in this way. Thank you.





Claresholm



UTILITY SERVICES REPORT
JULY 2020



Utility Services Manager

Brad Burns

3700 8th Street West Work# 1-403-625-3381 brad.burns@claresholm.ca
Box 1000 TOL-OTO Cell # 1-403-625-1687 www.claresholm.ca
Claresholm, Alberta Fax # 1-403-625-3869

**“The first municipal water filtration works was opened in Paisley,
Scotland, in 1832”**

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.
- EFM on both racks to lower transmembrane pressure and increase permeability.
- Drain and clean CIP tanks.
- CORONA Electric onsite investigating neutralization tank pump issue.
- Label PALL Rack #1 and #2 valves
- CHAMCO technician onsite reprogramming SULLAIR compressor run times.
- Remove west WTP fence to allow room for raw water reservoir dig and line repair.
- Public Works repaired raw water reservoir line leak, replaced West WTP fence and landscaped dig area.
- HACH technician onsite repairing CL17 chlorine analyzer.

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.
- Schedule 4 testing, TTHMs HAA5 and Cyanobacteria prepared for biannual testing.

Training and Continuing Education Credits

- Online courses available.

Meetings

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

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 checks all buildings.
- **Fitness for work screening questionnaire mandatory (contact by phone prior) for contactors.**
- **Ongoing discussions with Utility Services staff to discuss Covid-19 possible impact and wellness checks.**

Chemical

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

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.
- Replace corroded backup generator radiator drain plug and flush radiator cooler.
- CORONA Electric onsite to inspect wiring on HLP-1709 and VFD connections in MCC.

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, injection quill and replace pump tube as required.
- Capital Controls onsite investigating chlorine pump tube issue.

Airport

-

Hamlet of Granum

- Check meter vault and check electrical and telemetry equipment.
- Check supply line as required.
- Onsite visits as per Town of Claresholm/M.D Willow Creek service agreement.
- Canada Day sewage lift station backup. Issue resolved and reported to AEP (noncompliance letter approved with no further reporting needed).
- Granum Forman certified in Small Systems as 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.
- **Personal masks and gloves to be worn when entering homes for meter issues during Covid-19 Step 2.**

Government Compliance

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

Meter Vaults

- Check acreage and vault bi-weekly.
- Check Granum meter (in Claresholm) bi-weekly.
- Replace acreage vault pressure gauges.

Distribution Lines

- One 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.
- Open anaerobic cell A to C to prevent rain water infiltration flow from town backing up sewer trunk from town.

Raw Water Supply

Pine Coulee Reservoir

- Pine Coulee Reservoir **98.67%** level 1052.48 geodetic meters, 49925.13 (dam3).
- Chain Lakes Reservoir **101.06%** 1297.17 geodetic meters, 14566.48 (dam3).

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir **5960** mm.
- Check blowers to lake daily.
- Leak on fill line from WTP vault to onsite reservoir repaired by Public Works.

Golf Course

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

Money down the **Drain**

A tap that drips six
drops a minute will lose
1,200 litres of water annually,
the equivalent to **seven bathtubs**





INFORMATION BRIEF

Meeting: July 20, 2020
 Agenda Item: 35

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - January 27, 2020				
2	Delegation Response: Claresholm Skatepark Association - Moved by Councillor Moore to rescind Motion #19-038. CARRIED MOTION #20-016 Moved by Councillor Schulze to support locating the new skatepark on the site of the new Multi-use Community Building at 5318 – 2nd Street West. CARRIED MOTION #20-017	Mike/Denise	Conversations ongoing	In progress
Regular Scheduled Meeting - June 22, 2020				
1	BYLAW #1706 - Moved by Councillor Schlossberger to give Bylaw #1706, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1706, a Land Use Bylaw Amendment, 3rd & Final Reading. CARRIED	Karine/Tara	Bylaw printed & signed, sent to ORRSC to update the Land Use Bylaw.	Complete
2	BYLAW #1708 - Moved by Councillor Cutler to give Bylaw #1708, a Business License Late Fee Waiver Bylaw, 1st Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1708, a Business License Late Fee Waiver Bylaw, 2nd Reading. CARRIED Moved by Councillor Moore for unanimous consent to give Bylaw #1708, a Business License Late Fee Waiver Bylaw, 3rd and Final Reading at the same meeting. CARRIED UNANIMOUSLY Moved by Councillor Zimmer to give Bylaw #1705, a Business License Late Fee Waiver Bylaw, 3rd and Final Reading. CARRIED	Karine/Tara	Bylaw printed and signed. Reminder letters mailed, reminder posted in the Local Press Town news.	Complete
7	RFD: Audit & Accounting Services Contract - Moved by Councillor Schulze to award the audit and accounting services contract to Gregory Harriman & Associates LLP for a 3 year term with the option of two (2) one (1) year renewals as per their proposal dated June 9, 2020 for a total value over 3 years of \$52,561. CARRIED MOTION #20-083	Blair	Gregory Harriman & Associates have been informed of the award and will be issuing their engagement letter/contract as per their normal annual process.	Complete
7	RFD: Audit & Accounting Services Contract - Moved by Councillor Schlossberger to appoint Gregory Harriman & Associates LLP as the Auditor for the Town of Claresholm for the year ended December 31, 2020. CARRIED MOTION #20-084	Blair	Motion recorded. No other action required	Complete
8	RFD: Intermunicipal Emergency Services Agreement - Moved by Councillor Cutler to accept the Intermunicipal Emergency Services Agreement as presented effective April 1, 2020. CARRIED MOTION #20-085	Marian	Notified partner Municipalities. Awaiting ratification from all Councils prior to signing agreement.	In progress

9	RFD: Tax Sale Property Conditions - Moved by Councillor Zimmer to hold public auction for the one (1) tax sale property noted on Tuesday, September 22nd, 2020 at 9 a.m. in Council Chambers, with reserve bid set as follows, and terms as stated: • Lot 8, Block 74, Plan 147N – Reserve Bid \$63,000 CARRIED MOTION #20-086	Lisa	Alberta Gazette Ad scheduled for July 31st	Ongoing
10	RFD: Temporary Parking Request - Moved by Councillor Moore to deny the request by Lyle and Merry Franz for the temporary parking of a trailer on Town property located adjacent to 309 – 48th Avenue West. CARRIED MOTION #20-087	Tara	Letter sent.	Complete
11	RFD: Canalta Real Estate Services Ltd. Request - Moved by Councillor Carlson to deny the request from Canalta Food Services, Tax Roll #13064000 to forgive 10% of their 2020 property taxes due to COVID-19, as Bylaw #1700 provides for the deferral of penalties on taxes until December 31, 2020 and Council considers this a fair and equitable way to offer some relief to all rate payers in these uncertain times. CARRIED MOTION #20-088	Lisa	Letter sent	Complete
12	RFD: Disc Golf Tones Proposal - Moved by Councillor Moore to allow a 9 Disc Golf Tones course to be built by Edmond Duguay and Craig Burrows-Johnson at Patterson Park on the south side of the road only with no cost to the Town of Claresholm. CARRIED MOTION #20-089	Denise	Course plans are progressing. Director of Infrastructure met with installers on July 6th.	In progress
13	RFD: Physician Retention - Moved by Councillor Cutler to write a letter to the Premier of Alberta and the Minister of Health in support of our rural physicians, expressing the effect that enacted and proposed changes to funding of rural physicians has had on the Town of Claresholm, including the loss of another doctor in Claresholm and out of Rural Medicine, and the concerns regarding the future viability of the Hospital and the Town as a result. CARRIED MOTION #20-090	Blair	Letters sent	Complete
14	RFD: Downtown Markets - Moved by Councilor Schlossberger to approve the use of a portion of the public sidewalk adjacent to the Attic located at 121 – 49 Avenue West for markets on Wednesdays during the summer from 2:00 to 8:00 p.m. CARRIED MOTION #20-091	Karine/Tara	Letter sent.	Complete
15	RFD: Claresholm Fair Days - 115 Logos - Moved by Councillor Schlossberger to select option 3 as the logo for Claresholm 115, for use in Fair Days marketing materials. CARRIED MOTION #20-092	Brady/Spencer	Logos being used	Complete
16	RFD: Fair Days Reverse Parade - Moved by Councillor Schulze to change the parade route to a reverse parade for the 2020 Fair Days celebrations as presented, and allow for the closure of 59th Avenue between 8th and 4th Street West between 10:00 a.m. and 1:00 p.m. on Saturday, August 8, 2020. CARRIED MOTION #20-093	Brady/Spencer	Parade Invites Sent	In progress

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 16, 2020

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

June 12, 2020

Town of Claresholm – Zoom Meeting

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

Staff: Tara VanDellen – Planner/Development Officer
Tracy Stewart - Administrative Assistant

Public Present: Rob Vogt – Claresholm Local Press
Cam Burbank – Rowan House Society
Warren Christie – The Solutionist

9:02 a.m.

Call to Order /Adoption of Agenda

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

**Seconded by
Keith Carlson**

CARRIED

Adoption of Minutes

- May 1, 2020

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

**Seconded by
Jeff Kerr**

CARRIED

Item 1: ACTION

DEVELOPMENT PERMIT

File: D2020.031

Applicant/Owner: Rowan House Society/1981447 Alberta Ltd.

Address: 44 Harvest Square, Claresholm

Legal: Lot 22, Block 2, Plan 1014361

Regarding: Discretionary change in use: vacant duplex to
group home

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

**Seconded by
Jeff Kerr**

CARRIED

Conditions:

1. Occupancy permit and dwelling completion is required prior to commencement of use.
 2. Any further change in use (additions, renovations, or intensifications of use) will require a new permit application.
-



MUNICIPAL PLANNING COMMISSION MINUTES

June 12, 2020

Town of Claresholm – Zoom Meeting

3. Parking shall be maintained as much as possible off-street and in front of the residence and may not block other driveways or residences within the area.
-

Item 2: ACTION

DEVELOPMENT PERMIT

File: D2020.050

Applicant/Owner: Warren Christie – The Solutionist

Address: 11 Wildrose Drive, Claresholm

Legal: Lot 36, Block 1, Plan 0010011

Regarding: Home Occupation – mobile machine repair

Motion to approve with
conditions by
Jeff Kerr

Seconded by
Doug Priestley

CARRIED

Conditions:

1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.
2. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.
3. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.
4. Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.

Note(s):

5. As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight of 4,500kg, shall not be parked on a highway any time after 10:00PM and before 7:00AM, unless it is parked in a location completely adjoining the vehicle owner's residence. This does not apply if the vehicle is a recreation vehicle, a commercial vehicle with the hazard warning lamps alight and in the process of loading or unloading goods, or if it's parked on Provincial Highway #2 (1st Street West).
 6. As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight exceeding 9,500 kilograms, shall not be parked on a highway.
 7. As per Bylaw 1550 (Traffic Bylaw), a trailer shall not be parked on a highway unless the trailer is attached to a vehicle by which it may be drawn.
 8. As per Bylaw 1550 (Traffic Bylaw), any commercial vehicle, bus, truck or truck tractor:
-



MUNICIPAL PLANNING COMMISSION MINUTES

June 12, 2020

Town of Claresholm – Zoom Meeting

may be parked on private property as long as that vehicle does not block any sidewalk, laneway or alley and doesn't obstruct or hinder the normal flow of traffic (pedestrian or vehicular).

shall not be parked on a highway unless it is parked in a location completely adjoining the operator's place of residence.

shall not be parked for more than 48 consecutive hours and must be removed to an off-highway location for at least 72 consecutive hours before it may park there again.

9:15 a.m.

**Motion to adjourn by
Doug Priestley**

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, May 21, 2020
Conference Call

ATTENDEES: Howard Paulson – Lay Representative
Brydon Saunders- Lay Representative
Brian Comstock – Lay Representative
Jason Schneider – Vulcan County
Cindee Schlossberger – Lay Representative
Shirley Isaacson – Office Staff
Sandra Hillis – Office Staff
Blair Bullock

REGRETS: Lise Schultz – Town of Claresholm
Ian Sundquist – MD of Willow Creek

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

1.0 APPROVAL OF AGENDA

Moved by Sandy Hillis to accept the agenda as presented. Carried.

2.0 APPROVAL OF MINUTES

Moved by Brydon Saunders that the minutes of the Mach 26, 2020 meeting be accepted as presented. Carried.

3.0 BUSINESS ARISING FROM MINUTES

3.1 Funding from FCSS has been approved for \$14,331.00. This will be used to give free trips to Seniors and we will alternate seniors so all get a benefit from this.

4.0 CORRESPONDENCE:

4.1 There was no correspondence to report.

5.0 REPORTS:

5.1 Financial –Blair Bullock, who did the audit work on the Financials for the year ending March 31, 2020, was present to review the report.
Cindee Schlossberger suggested that we approach the Credit Union to see if we could lower the rate on the loan we have with them. Sandy will do this.
Jason Schneider moved that we approve the Audit Report presented. Motion Carried.
Sandy Hillis moved that we appoint Blair Bullock to complete the 2021 year end at a price of \$800.00. Motion Carried.

5.2 Chairman’s Report – Howard feels that business will return to normal after the COVID19 is done.

6.0 OLD BUSINESS:

6.1 Sale of Van – we received \$635.00. Sandy will send a thank you to Starling Auctions, as they did not charge us any fees.

7.0 NEW BUSINESS:

7.1. Annual Meeting will be held on June 18th as a place to be determined.
Brydon suggested that we have it outside and social distance everyone.

8.0 IN CAMERA:

9.0 NEXT MEETING DATE: Thursday June 18, 2020.

The meeting was adjourned by Cindee Schlossberger at 11:30 a.m.

SIGNED:

SIGNED:



Claresholm Animal Rescue Society

Board Meeting

MINUTES

May 21, 2020

Present:

Lorraine Norgard
Doreen VanLangen
Lise Schulze

Judy Lelek
Barb Hinkle

Sylvia Giroux
Karen Thompson

Dave Hatch
Denise Peters

1. Call Meeting to Order

Lorraine called the meeting to order at 7:00 p.m.

2. Acceptance/Additions of Agenda

Judy wanted to add her fundraiser idea to item 6. Lise moved the agenda be adopted as circulated; seconded by Dave, carried.

3. Approval of Minutes

April 30, 2020's minutes were adopted on a motion made by Doreen, seconded by Barb, carried. Lorraine will look back to see if February 20th's minutes were adopted in March; if not we will do at June's meeting.

4. Treasurer's Report

Doreen so moved her financial report as of April 30, 2020, seconded by Lise, carried:

Community Account \$15,618.26
Casino Account \$26,274.05
Elite Savings \$582.59
Credential Statement \$21,812.90

Doreen talked with AGLC and we can spend our casino money within two years, but with minimum balance left of \$2,500 for next casino.

She had a private sponsor offer to lend CAReS \$3,000. Discussed that we very much appreciated it, but chose not to borrow money.

Vet bills reviewed. Private donations received January to April 30 \$2,850.00. Memorial donations \$665.00. We received special fund for spay/neuters of homeless cats from Calgary.

Private donation of \$7,000 in lieu of garage sale revenue received this week from one of our adopter families. Card on table for everyone to write in and thank him and his family.

5. Scheduler/Statistics Report

Sylvia so moved her report for April 30 to May 21, 2020 as follows:

Volunteer hours 625.26, total volunteers = 16
Cats in Shelter 17, Dogs in Shelter 1
Cats (& kittens) in foster = 28, Dogs in foster - none
Cats at PetSmart none due to covid limitations
Cats adopted 3, Dogs adopted 3. Report seconded by Karen, carried.

We have adjusted the schedule so that less workers booked on majority of day shifts as only 17 cats and 1-2 dogs in so makes for pretty easy day. We will review as population increases/as necessary. We are blessed to have such helpful and dedicated people.

6. Fundraising

- Sales at Lockharts' - \$370 for April so far, plus more to pick up.
- Virtual Fundraisers - Lorraine had circulated the music for Hayley's fundraiser idea. We will ask her to proceed and put pictures to it. We will post it on our Facebook page and website requesting donations to be e-transferred to us or through ATBCares.com (15% profit). We will ask Carly to proceed with her idea and we'll get it promoted as well. Carly & Hayley
- Bottle Drive: received call from a friend asking if we'd pick up her bottles that she had saved for grads again this year, but now they can't use them as no grad ceremonies due to COVID. After discussion, if we could hold 3-4 days for people to drop them off at shelter, or those that just can't drop off, we could pick up some. Dave & Denise have trucks we could use. Will arrange days that work for them, as they would have to take to bottle depot. Either Nanton or Fort Macleod, as not honest count at the Claresholm one anymore. Lorraine, Dave & Denise
- Raffle 50/50 Project – Barb received some info from an organization in Calgary who would coordinate and promote a province wide 50/50 raffle for our shelter. He keeps 7% off the top, and the money is then split by winner and shelter. Agreed that we would get bigger dividend going province-wide, than doing a local one. We will ask Barb to look into further and organize if she feels good. It is all run through AGLC, so will follow their rules. Barb
- Judy has her succulents that she usually sells at the garage sale for us. If she could get some help to put them in pots and advertise them on Claresholm Buy & Sell, the profits would go directly to CAREs. She will ask Diane Judy

7. Old Business

7.1 Pet First Aid Course On Hold

7.2 COVID Protocols

We will continue as is "safest" with no visitors past 2nd door and no outside laundry as we have had in place. AMVA & ASPCA have not changed their mandate at this time. Extra cleaning is being done especially after visitors/adopters in the porch, and that is greatly appreciated. Only staff, volunteers and vets are allowed past the 2nd door into the shelter and sick room. Thank you all for your diligence and cooperation.

8. New Business

8.1 Roscoe

We had a lady very adamant to adopt him. After checking it out with our insurance company, adjudicator and claims department due to his unpredictable nasty behavior, the insurance company strongly suggested we not take on the liability of adopting him out. Agreed tonight to swap him and Houston from garage and office to give them both a change in scenery. We could entertain if anyone from the shelter wanting Roscoe and is familiar with his behaviors wanting him, to go with them.

8.2 Adoption Contract Adjusted

Sylvia moved that #2 on the Adoption Contract shall now read: "I understand that CARES has the right to do home visits as well as revoke the animal (nullify the adoption) within 21 days if they feel it is not a good fit, or there are safety concerns, or that the adopter has falsified information on their application." Seconded by Karen, carried.

We also keep in mind if we are leery or have concerns on an adoption, that the people "foster" the animal first for up to 21 days, but pay the entire adoption fee. If animal is successfully adopted, then that application and contract will be signed. If unsuccessful on the foster or CARES has concerns, the animal will be returned to the shelter and money reimbursed. This will be for cats, dogs and rabbits.

8.3 Volunteer/Staff Employment New Question

Karen moved that we add a question "Please list any medical concern(s) that others working with you need to be aware of." Seconded by Lise, carried.

8.4 Adoptions Updates

8.4.1 Adoption Committee closely following the adopter that KC went to in Calgary. We do have a second adopter who is ready to take her should PP bring her back. Has been a struggle so far. Lorraine following up with them. From now on dog adopters have to submit a video/photos of their back yard as well as come to shelter to meet with member of Adoption Committee.

8.4.2 Concerns brought forward after Kobe & Snoopy went to their new home. Barb is looking into them for clarity.

8.4.3 KC, Blue & new dog coming in

- KC discussed above. Tammy has guided, loved and trained her into a totally different dog with a real chance at a good life, and we thank her for her 4 months of work, patience and endless calls and interviews with KC.

- Lorraine talked with Blue's owner's dad to get more information on him. We will have to be very careful as to who he is adopted to preferably a single person with dog experience and must have a fence. He goes May 28 for booster shots with a male vet to see how he reacts. He has settled with most of female staff/volunteers at shelter and some of the men. Bob takes him for daily walks and loves it. He loves to play ball and is happy hanging out and about in shelter. He is still not happy with Earl or Dave. Reminded that if he is barking and irritated at gate, not to feed him, just turn around and walk away.

- Katie Alm-Duric messaged during the meeting to say that the dog that was dumped on #520 west of town, has not have owners come forward and she cannot keep. She will be bringing her in Friday after 11:00 a.m. Lorraine will make Maurice & Crystal aware of her coming in (email sent to them tonight).

9. Next Meeting

Scheduled for Thursday, June 18, 2020. Location to be determined pending pandemic regulations.

10. Adjournment

Sylvia moved adjournment of meeting at 8:05.p.m.

Thank you everyone for your dedication and commitment to CARES! We couldn't do it without all of you!



MEDIA RELEASE

B R E A T H E
the lung association

WALK TO BREATHE 2020
FOR IMMEDIATE RELEASE
June 24, 2020

ONE MAN'S SOLE JOURNEY - WALKING OVER 330km (30km per day) - OVER 11 DAYS

Edmonton, Alberta – There are few things in life that make me more proud than being an Albertan and a Canadian. Over the last few months of unprecedented strain and confusion in the world, I felt the need to do SOMETHING that would help provide some positive community vibes. From those thoughts, came the WALK TO BREATHE initiative (**Province-Wide**) in conjunction with the Lung Association of Alberta and Northwest Territories.

My father had a Double Lung Transplant in July 2016, as a result of Idiopathic Pulmonary Fibrosis. Stemming from this, I have since been a strong supporter of The Lung Association. **Now, in recent months, the continued spread of COVID-19 has come to the forefront as a very real, and very deadly respiratory disease, thrusting The Lung Association of AB & NWT into the minds of millions of people that had never given it a second thought. The importance of The Lung Association has never been higher in our lifetime.**

Furthermore, The Lung Association encounters families every day, month, year that face uphill struggles with overlooked respiratory disease (ASTHMA, SLEEP APNEA, FLU, BRONCHITIS, CANCER, COPD, CYSTIC FIBROSIS, and so on), and don't have the knowledge, support and financial means to endure.

In Canada and worldwide, chronic respiratory disease ranks among the top for mortality and morbidity, yet it receives less than one-third of the national government research funding.

FULL DETAILS AND DONATION INFO @ www.ab.lung.ca/walk2breathe

We humbly ask for your support in this WALK TO BREATHE, and help generate any support you can, through your donations, corporate support, contacts, your business and your social media.

LET'S TAKE A DEEP BREATH & MAKE A DIFFERENCE ACROSS ALBERTA AND THE NWT

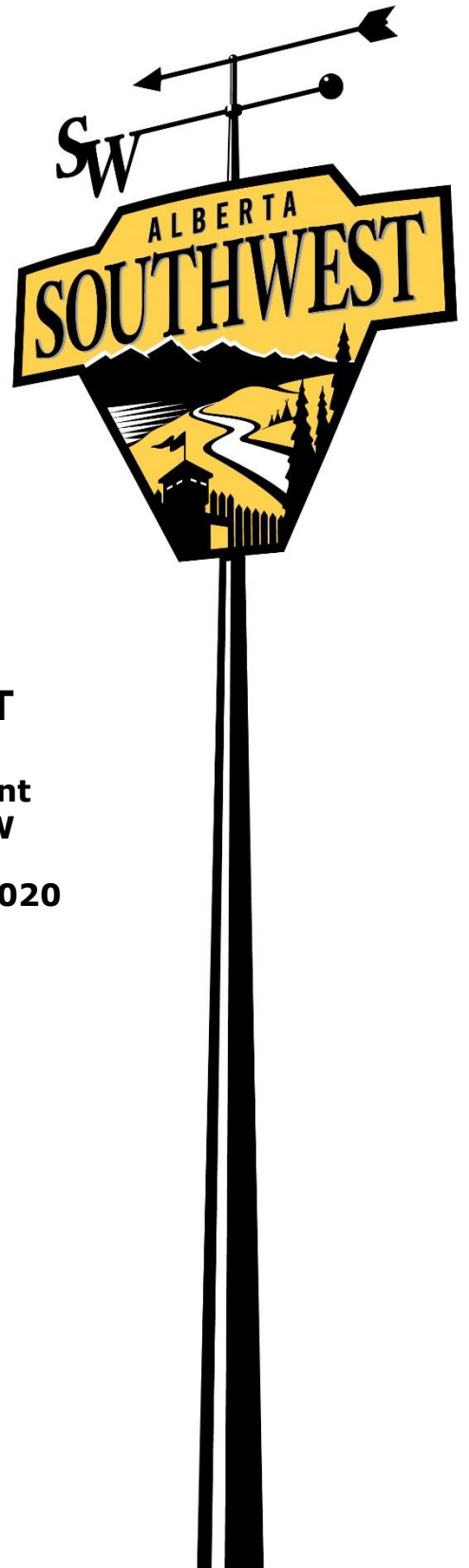
-30

For more information and/or for interviews:

Chris Sadleir
Walk Participant/Event Organizer
C: (780) 233-9941
Sads.chris@gmail.com



**Alberta SouthWest Regional Alliance
(AlbertaSW)**



**YEAR END REPORT
Year 5**

**of 5-year Grant Agreement
8241-20150611-ABSW**

01 April 2019 - 31 March 2020

INTRODUCTION AND OVERVIEW

❖ Vision

"Working together for prosperous and healthy communities."

❖ Mission

"Alberta SouthWest is a progressive and innovative regional partnership of diverse communities working together to facilitate sustainable growth in South West Alberta."

❖ Quality Themes

It is not only what we do, but how we do it that is important to the success of the region.

"Quality Themes" suggest a guiding spirit for our work in each successive operational year.

- 2007-2008 **ENGAGE:** attract stakeholders to become involved in a meaningful way.
- 2008-2009 **INSPIRE:** think creatively and move toward excellence and innovation.
- 2009-2010 **CELEBRATE:** recognize our successes so that we may build upon them.
- 2010-2011 **CONNECT:** identify partners, resources and community needs.
- 2011-2012 **FOCUS:** set priorities and develop common goals and key messages
- 2012-2013 **ALIGN:** move forward in the same direction to achieve shared vision.
- 2013-2014 **STRENGTHEN:** build the region as a valuable resource for communities.
- 2014-2015 **INFLUENCE:** engage partners to address regional priorities.
- 2015-2016 **SOLIDIFY:** consolidate, research, learn; create a shared vision for bold action.
- 2016-2017 **PROCEED:** assess uncertainties, pick a likely course and keep going.
- 2017-2018 **APPRECIATE:** create value ... and value what we create.
- 2018-2019 **COLLABORATE:** expand strategic partnerships.
- 2019-2020 **ENERGIZE:** fuel the power of connections.

❖ Priorities

- Gather data and create inventories of activity in key business sectors
- Build awareness and generate interest in business succession/continuity planning.
- Initiate strategies to support business resiliency and preparedness.
- Utilize technology, data and partnerships for regional promotion and investment attraction.

❖ Governance

- The Board is comprised of the Chief Elected Official (Mayor/Reeve or Designate) of each Member Community. Each Member community has a designated alternate to the Board.
- One Member community = one vote.
- 2003: *Membership Guidelines* developed as part of *Joint Venture Agreement*
- 2007: *Memorandum of Association and Articles of Incorporation* to form non-profit company.
- 2011: *Governance review: Articles of Association and Policies and Procedures* developed/adopted. Any revisions are formally adopted at the Annual General Meeting.

❖ Strategic Business Plan

- Three-year Strategic Business Plans incorporate terms of agreements with the province. 2019-2020 marks the final year of a five-year agreement with Alberta Economic Development and Trade (AEDT).

❖ Annual Operations Plan

- The Operations Plan includes the specific projects and resources allocated that move the strategies forward.

❖ Fiscal Year End is 31 March.

❖ Member Communities and Board Representatives 2020

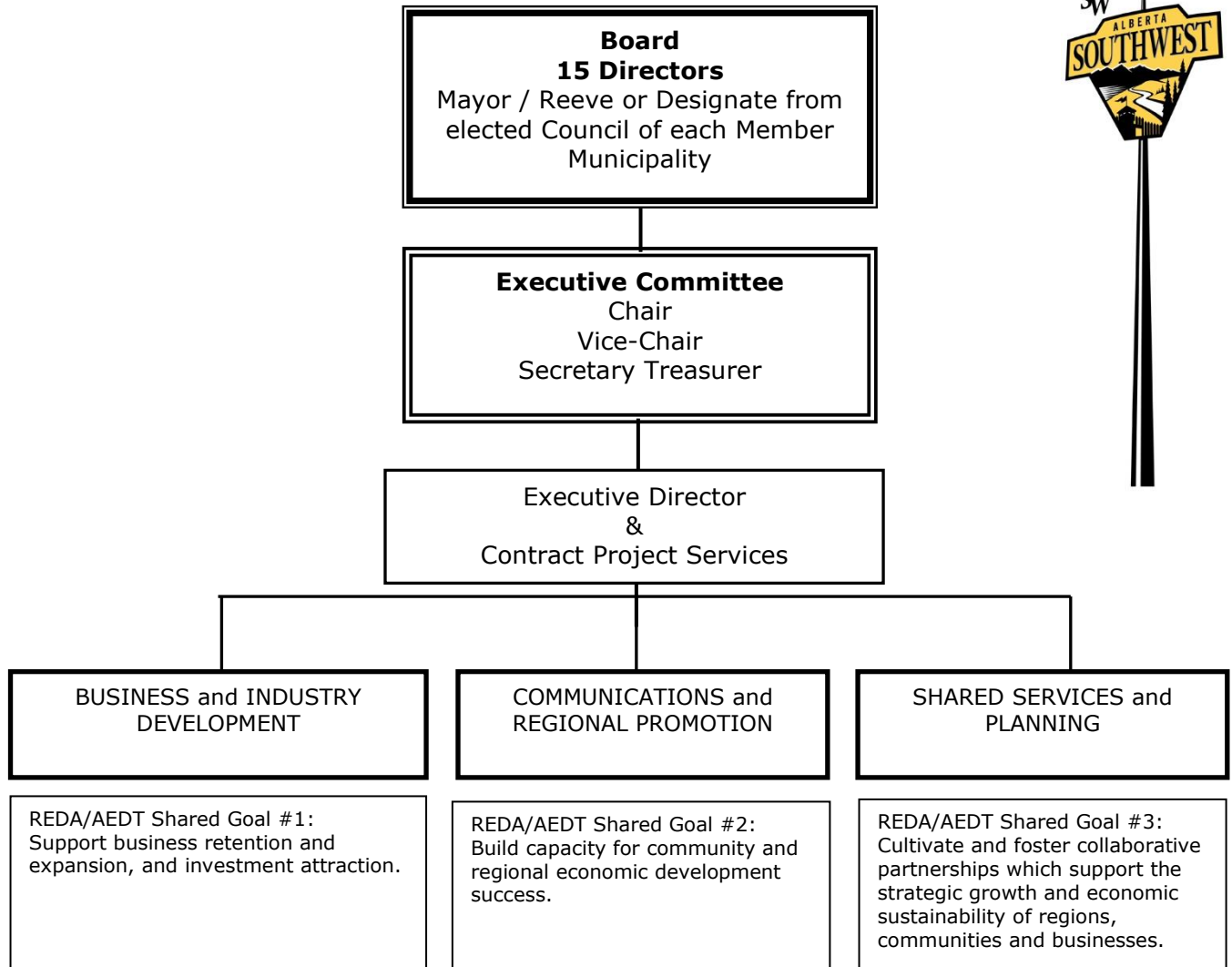
Community	Elected Official	
Waterton Park ID#4	Dr. Brian "Barney" Reeves	Councillor; AlbertaSW Chair
Cardston County	Mr. Jim Bester	Councillor; AlbertaSW Vice-Chair
Town of Pincher Creek	Mr. Scott Korbett	Councillor; AlbertaSW Sec-Treasurer
Town of Fort Macleod	Mr. Brent Feyter	Mayor; AlbertaSW signatory
Village of Glenwood	Mr. Albert Elias	Mayor
Municipal District of Pincher Creek #9	Mr. Rick Lemire	Councillor
Town of Cardston	Mr. Dennis Barnes	Councillor
Village of Hill Spring	Mr. Monte Christensen	Councillor
Town of Claresholm	Mr. Brad Schlossberger	Councillor
Town of Stavely	Mr. Dale Gugala	Councillor
Town of Nanton	Ms. Beryl West	Councillor
Municipality of Crowsnest Pass	Mr. Blair Painter	Mayor
Village of Cowley	Mr. Warren Mickels	Mayor
Municipal District of Ranchland #66	Mr. Ron Davis	Reeve
Municipal District of Willow Creek #26	Mr. John Van Driesten	Councillor
**Town of Granum	Town dissolved and incorporated into MD-Willow Creek	

Member Communities and Population

	2019 Population	2019 Member Population	2019 Member Fees
Municipal Districts			
Cardston County	4,266	West 2,633	2,633
MD Pincher Creek #9	2,965	2,965	2,965
MD Willow Creek #26+Granum	5,107	South 3,068 + 447	3,515
MD Ranchland #66	104	104	104
Specialized Municipalities			
Crowsnest Pass	5,565	5,565	5,565
Towns			
Cardston	3,580	3,580	3,580
Claresholm	3,780	3,780	3,780
Fort Macleod	2,967	2,967	2,967
Granum (447 added to MD WC)	0	0	n/a
Nanton	2,132	2,132	2,132
Pincher Creek	3,619	3,619	3,619
Stavely	505	505	505
Villages			
Cowley	236	236	236
Glenwood	287	287	287
Hill Spring	186	186	162
Improvement Districts			
ID#4 Waterton Lakes	513	513	513
Total 15	36,409	32,563	\$32,563

Alberta SouthWest Regional Alliance

Organizational Structure



Partners and Resource Agencies		
<ul style="list-style-type: none"> • EDA/EDAC/IEDC • AUMA/RMA • EDOs/EDCs • Chambers • Tourism and businesses • CF Crowsnest Pass • CF Alberta Southwest • CF Lethbridge • CF Highwood • EDL • Travel Alberta • Cowboy Trail • Southwest Succession Partnership • Foothills Recovery Task Force • Peaks to Prairies 	<ul style="list-style-type: none"> • Economic Devel. Trade & Tourism • Agriculture and Forestry • Environment and Parks • Parks Canada • Energy • Service Alberta • Municipal Affairs • Montana Office of Tourism • Kootenay Rockies Tourism • National Geographic • Community Energy Association 	<ul style="list-style-type: none"> • RINSA • Lethbridge College • University of Lethbridge • University of Montana • ORRSC • NRC • LRSD • Piikani First Nation • Cybera • Van Horne Institute • O-NET • FTTH Council • PPAA • CanSIA* • CanWEA*

SHARED GOALS as identified in the "REDA Renewal" Consultation Process with (then) Alberta Economic Development and Trade, Regional Entrepreneurship Development Branch, formed the basis of a five-year agreement, 2015-2020.

CORE BUSINESSES

To address shared goals of the department and REDAs, strategic and operational plans of individual REDAs will reflect these three core business areas:

1. Support **business retention, expansion, investment attraction**;
 2. Build **capacity** for community and regional economic development success;
 3. Cultivate and foster **collaborative partnerships** which support the strategic growth and economic sustainability of regions, communities and businesses.
- REDAs may choose to add other core businesses to serve their membership and regionally based needs.

OUTCOMES

It is important to be focused on the intended impacts of the work.

The following three statements reflect outcomes that are meaningful to both the department and REDAs.

1. Identify and support collaborative regional economic development priorities
2. Enhance regional economic development capacity
3. Strengthen regional engagement

GOALS

Based on these outcome statements the following goals were developed:

- Enhance member engagement
- Create industry engagement
- Increase engagement with complementary regional organizations
- Leverage regional resources
- Increase cohesiveness of intra-regional municipal economic development programs
- Develop a strong, supportive network of economic development professionals in the region
- Strengthen the region's elected leaders' support for economic development programs

ACCOUNTABILITY

Performance measures reflect success in achieving the goals:

- Members demonstrate synergies through collaborative projects
- Partnerships develop which leverage member investment
- Demonstrate inclusion of key stakeholders.
- Industry partners respond positively to engagement strategies and fulfill meaningful project roles
- Create opportunities for greater intra and inter-regional collaboration including collaborative planning
- Regions and member communities are better positioned to respond to investment opportunities
- Identified economic development priorities for the region
- Regional advantages are clearly articulated in local economic development programs
- Municipal officials have the capacity to undertake complex economic development endeavors
- There is support for networking events and collaborative projects that align with REDA strategic priorities

EXPENDITURES 2019-2020

INITIATIVES	BUDGET	ACTUAL EXPENDED	SOURCE OF FUNDS			
			AEDT	AlbertaSW	REDA CARES 2	Other
CORE BUSINESS 1		Business and Industry Development Support business retention, expansion and investment attraction				
1	Tourism/Geotourism Development •Crown Geotourism Council o Roundtable Conference o Summit Business of Outdoor Rec o Data collection	10,000	8,872.50	8,872.50		
2	Value added Agriculture •Inventory •Opportunity identification	30,000	31,998.07		7,239.83	24,758.24
	Alternative and Renewable Energy •SAAEP o Community workshops/info o Waste to energy opportunities	10,000	6,734.99		234.99	6,500.00
3	Investment Attraction •SouthWest Invest o Entrepreneurship Challenge o Invest in Alberta magazine • Investment attraction, SAITI etc. •Succession Planning •Resiliency awareness	25,000	31,445.78		6,445.78	20,000.00
	Totals Core 1	<i>Budget</i> 75,000	<i>Actual</i> 79,051.34	8,872.50	13,920.60	51,258.24
CORE BUSINESS 2		Communications and Regional Promotion Build capacity for community & regional economic development success				
1	Capacity Building •Website and data o Community and content updates o Townfolio	20,000	11,285.17		356.91	10,928.26
2	•Connectivity o Broadband (ongoing) o Hwy corridors; border crossings o Peaks to Prairies promotion o Green Destinations designation	10,000	14,461.48		6,647.98	7,813.50
3	•Regional Business License	3,000	2,068.01		2,068.01	
Totals Core 2	<i>Budget</i> 33,000	<i>Actual</i> 27,814.66	0.00	9,072.90	18,741.76	
CORE BUSINESS 3		Shared Services and Planning Cultivate and foster collaborative partnerships				
1	Board Governance •Audit/legal/office	17,000	13,438.03	11,157.50	2,280.53	
	•AGM and other meetings	10,000	7,648.11		7,648.11	
2	Management	75,000	74,970.00	74,970.00		
3	Collaborative Partnerships •Board development/conferences •EDA/EDAC/IEDC-AEDO •AUMA/RMA/REDAs/RINSA	10,000	5,486.53	5,000.00	486.53	
	Totals Core 3	<i>Budget</i> 112,000	<i>Actual</i> 101,542.67	91,127.50	10,415.17	
YEAR END TOTALS	<i>Budget</i> 220,000	<i>Total Expended</i> 208,408.67	100,000.00	33,408.67	70,000.00	5,000.00
<i>REVENUE (details below)</i>	<i>Budget</i> 220,000	<i>Total Revenue</i> 229,592.00				

REVENUES 2019-2020

AEDT REDA Operation Funds	\$100,000.00	GoA (matched funds)
Membership fees - \$1.00 per capita	\$32,572.00	REDA member funds
Revenues - Regional Business License Fees	\$22,020.00	REDA member funds
Partner contribution-	\$5,000.00	CFABSW partner funds
AEDT CARES-REDA stream 2 (remaining 2019-2020)	\$70,000.00	GoA (no matching required)
Revenue 2019-2020	\$229,592.00	

OPERATIONAL PLAN ACTIVITIES 2019-2020

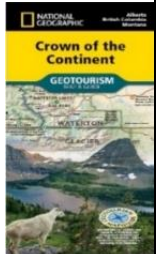

OBJECTIVES... MEASUREMENTS... OUTPUTS... STRATEGIC OUTCOMES/IMPACTS




(describe the positive impact on local/regional economies by undertaking this project)


CORE BUSINESS 1: Business and Industry Development

Support business retention, expansion and investment attraction

1.1 Tourism/Geotourism Development

OBJECTIVES	MEASUREMENTS
<ul style="list-style-type: none"> • Assess information needs in the region • Identify research/data needs • Engage communities (EDOs, EDCs, CFs, chambers, businesses) to establish ongoing process Conduct training/implementation/ evaluation 	<ul style="list-style-type: none"> • Engagement with 7 increasingly active Chambers in the region • Peaks to Prairies EV Charging station network, 20 level 2-3 installations designed in collaboration with host communities to be an asset to visitor services • 2019 Roundtable Conference held in Polson MT Flathead Tribe Reservation; theme: "Connecting Land and Culture"; 150 attendees • 2019 Business of Outdoor Recreation Summit designed as leadership workshop: 75 attendees
OUTPUTS	STRATEGIC OUTCOMES/IMPACTS
<ul style="list-style-type: none"> • Crown Geotourism Council: 12 th year of operations; year end report and strategic plan on file • Roundtable Conference: September 2019 held in MT • Travel Alberta workshops help in the region • AlbertaSW continues to expand list of tourism and business partners and share monthly Bulletin • As of fall 2019, 1.2M copies of the interpretive map have been distributed locally nationally and internationally. www.CrownoftheContinent.NatGeoTourism.com • "The Business of Outdoor Recreation" Summit: December 2019 formatted as a leadership workshop to operationalize the priorities identified in 2018. 	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <ul style="list-style-type: none"> ♦ Crown of the Continent Geotourism Council - a transboundary partnership with <i>National Geographic</i>, Alberta, British Columbia, and Montana • AlbertaSW is a founding partner and represents the Alberta portion of the geotourism initiative • AlbertaSW is associated with world-known <i>National Geographic</i> brand, 2 UNESCO World Heritage Sites, as well as Biosphere and Dark Sky designations, raising the international profile of the region • ** the longterm focus on sustainable tourism development has been ahead of its time, and as that issue gains importance, AlbertaSW gained global recognition for the region [reported in Core Business 2.2] • <i>National Geographic</i> mapguide highlights the history, culture and specific attractions in the region ♦ Business of Outdoor Recreation Summit This event is a Geotourism Council partnership with the Montana Governor's Office of Outdoor Recreation • Attendance at inaugural event in 2018 exceeded expectations (280 attendees) and Sponsorship fully subscribed • The partnership has highlighted that the business of outdoor recreation is a huge economic sector that goes beyond visitor attraction and encompasses design, manufacturing, production, distribution of a wide range of products and services • Future events will alternate between Canada and US AlbertaSW geotourism leadership has created strong transboundary partnerships and a focus on sustainability that position our region to support the Alberta 10 Year Tourism Strategy (10YTS) • Castle Parks destination management initiative explored feasibility of DMO; this work will be continued region-wide in 2020-21 </div> <div style="width: 15%; text-align: center;">   </div> </div>

1.2 Alternative Energy/Emerging Technologies	
OBJECTIVES	MEASUREMENTS
<ul style="list-style-type: none"> Information and awareness of community generation options/funding Renewable Energy information/opportunity identification 	<ul style="list-style-type: none"> Energy Forum oversubscribed at 65+ attendees; connected industry, communities, businesses Updated website; news, updates and ~ 30 questions/inquiries Demonstrated collaboration with industry via memberships in renewables organizations (CanWEA, CanSIA)
OUTPUTS	STRATEGIC OUTCOMES/IMPACTS
<ul style="list-style-type: none"> April 2019: Energy Forum/local industry trade show held in Fort Macleod,; organized in partnership with AlbertaSW, SouthGrow and Pembina July 2019: U of A International Students Renewable Energy tour of wind, solar, hydro in AlbertaSW Participation in CanWEA/CanSIA trade shows Economic Impact Report completed; current renewable projects (3 wind, 6 solar) represent \$1.56B new investment Website content updated 	<ul style="list-style-type: none"> ❖ Southern Alberta Alternative Energy Partnership (SAAEP) SAAEP seen as a cohesive “go to” resource; generates inquiries Membership in both CanWEA and CanSIA increased profile of the region; attracts investment inquiries Known as the “birthplace of the wind industry in Canada”, highlighting renewables attracts visitors, students and investors with interest in the sector Note: related to Peaks to Prairies Network noted in [2.1] Data and economic impact reports give municipal decision-makers awareness of scope of opportunities in this sector 
<i>[1.2 CARES] Value added Agriculture DATA COLLECTION</i>	
OBJECTIVES	MEASUREMENTS
<ul style="list-style-type: none"> Increased information-sharing between various sectors of ag producers, suppliers and value-added processors Develop inventories; identify needs and issues pertaining to agri-food; livestock, crops; plant protein consumer demand and other trade/market trends Engage expert resources for presentations/discussion Identify technology needs and barriers 	<ul style="list-style-type: none"> 60 interviews/contacts + secondary research; report available at https://www.albertasouthwest.com/about/our-projects/current-projects/energizing-agricultural-transformation/ Formation of Ag Resource Roundtable Three monthly meetings of 25-30 people representing local producers, elected officials, ag field staff, EDOs, financial institutions (meeting schedule interrupted by covid-19 concerns) Feature article in EDA <i>Invest in Alberta</i> magazine “Integrating financial support for innovation and ag business development” http://e.issuu.com/embed.html?d=eda-20-digital&u=redpointmedia page 77
OUTPUTS	STRATEGIC OUTCOMES/IMPACTS
<ul style="list-style-type: none"> Formation of Ag Resource Roundtable; meetings <i>Invest in Alberta</i> magazine feature PPAA membership; access to resources, webinars Extensive data report <ul style="list-style-type: none"> types and quantity of producers in the region Inventory of key producers/suppliers 	<ul style="list-style-type: none"> ❖ Energizing Agricultural Transformation (EAT) Demonstrated community engagement Increased data about agriculture products/services in the region Awareness of on-line promotional services New connections and conversations between communities, municipal staff, producers suppliers and expert resources Strengthened partnership with post-secondary research, development and entrepreneur support: Lethbridge College AgENT (agricultural entrepreneur) program; University of Lethbridge Agility program Engagement with financial institutions for solutions 
1.3 Investment Attraction	
OBJECTIVES	MEASUREMENTS
<ul style="list-style-type: none"> Ongoing initiatives with Southern Alberta Investment and Trade Initiative (SAITI) and Utilize Regional Innovation Network of Southern Alberta (RINSA) partnership to support entrepreneurs Update/promote effective industry sector opportunity inventory and profiles Support new business ideas/planning by promoting/sponsoring CF Entrepreneurship Challenge 	<ul style="list-style-type: none"> Investment opportunities identified in tourism and renewables Increased awareness of business retention as part of investment attraction Two EDA Economic Resiliency and Recovery workshops (April and October) with a total of 41 attendees X Community Futures Entrepreneurship Challenge was not held in 2019; is being re-envisioned for the future
OUTPUTS	STRATEGIC OUTCOMES/IMPACTS
<ul style="list-style-type: none"> Identified investment opportunities in the regions Southwest Alberta marketing materials sent to foreign office in China August 7, 2019: delegation from China; toured AlbertaSW tourism investment opportunities www.investsouthwestalberta.com developed in collaboration with Community Futures; is now integrated into main regional site 	<ul style="list-style-type: none"> AlbertaSW regional website creates a regional identity and ability to share information about key industry sectors, opportunities Increased awareness of resiliency/recovery; shared perspectives between EDOs, emergency services, businesses, community leaders 

[1.3 CARES] SUCCESSION (CONTINUITY) PLANNING	
OBJECTIVES	MEASUREMENTS
<ul style="list-style-type: none"> Gap analysis, issues and opportunity identification Workshops, coaching, mentoring for businesses 	<ul style="list-style-type: none"> On-line Summit (60+ participants) On-line Workshop (30+ participants) One-on-one coaching (6 investment-ready businesses) Buyer-seller match-up (20 "coupons")
OUTPUTS	STRATEGIC OUTCOMES/IMPACTS
<ul style="list-style-type: none"> SXNM SuccessionMatching pilot project Participant Survey and identification of needs On-line information sessions, workshop and coaching developed to meet needs 	<ul style="list-style-type: none"> Pilot project attracted committed participation from a variety of businesses This provides a basis for a larger multi-regional project with 9 Community Futures offices 

CORE BUSINESS 2: Communications and Regional Promotion
 Build **capacity** for community and regional economic development success



2.1 Capacity Building




[2.1 CARES] INVESTMENT READINESS


OBJECTIVES	MEASUREMENTS
<ul style="list-style-type: none"> Utilize digital tools for region and communities; e.g. Townfolio, Regional Dashboard (provincial resource) Maximize use/effectiveness of digital resources (mutual web links, information-sharing) 	<ul style="list-style-type: none"> Increase in businesses registered in ATIS; exact # for our region not available from Travel Alberta Most visited pages: Move Here, Invest, and Visit Us. X No specific promotion of provincial dashboards
OUTPUTS	STRATEGIC OUTCOMES/IMPACTS
<ul style="list-style-type: none"> ATIS promoted at Travel Alberta workshops REDA website content revised; 8 new reports added Promote use of ATIS at regional travel workshops Expand use of ATIS and other resources 	<ul style="list-style-type: none"> Increased awareness/percentage of businesses entered onto ATIS AlbertaSW website strengthens the sense of regional identity. Municipalities and organizations contribute content and information. Analytics reflect predicted change in traffic patterns.

2.2 Regional Promotion/Digital Assets

[CARES 2.2] CONNECTED COMMUNITIES

OBJECTIVES	MEASUREMENTS
<ul style="list-style-type: none"> Destination management: facilitate alignment of emerging community initiatives in the region Community connections: clear connections/roles/responsibilities Media Training and workshops Promote the advantages of "Connected Communities" Develop competitive advantage and messaging for connected communities consider broadband and EV network as competitive advantage Top 100 Sustainable Destinations, brand strategy and key messages. Explore innovative technology for interpretive content/itineraries/maps/experiences Promote the connected region and communities using appropriate multi-media. 	<ul style="list-style-type: none"> ❖ Summer Events/Experiences Flyer Originally designed to meet anticipated increased visitation in 2017 (Canada's 150th) to Waterton Lakes National Park; was so useful, was repeated in 2018. This directory of events, experiences and activities in the region is available in print and www.myalbertasouthwest.com Engaged all communities to provide content Provided a promotional tool for residents and visitors Visitation has remained at positive levels in the region, even increased in the shoulder and winter seasons. Indicator: Total visitation to Waterton <ul style="list-style-type: none"> o 2017: 578,137 o 2018: 409,674 (after Kenow Fire) o 2019: January to April exceeded those months in previous 2 years, with increased total for 2019 at 455,363 Visitation reported across the rest of the region follows similar trend. 
OUTPUTS	STRATEGIC OUTCOMES/IMPACTS
<ul style="list-style-type: none"> Process and planning began in 2016 Rural/urban collaboration: AlbertaSW, SouthGrow, Calgary, Lethbridge, Medicine Hat, MH College This \$2.2M project leveraged partner resources to gain provincial (CARES, Climate Change) and federal (FCM) support www.PeaksToPrairies.ca 20 installations completed by early 2020 Marketing plan will support regional visitation Display ad and advertorial in <i>Invest in Alberta</i> magazine (AlbertaSW, SouthGrow, ATO, FLO & CEA) 	<ul style="list-style-type: none"> ❖ Peaks to Prairies" EV Charging Station Network Peak to Prairies is an innovative regional approach to the design and implementation of an electric vehicle charging station network Supports local objectives of tourism, emission reduction and economic development Powered using renewable energy, reinforcing a key regional asset The region is seen as innovative and forward-thinking 

<ul style="list-style-type: none"> • AlbertaSW Crown of the Continent named to the list of "Top 100 Sustainable Global Destinations 2019", meeting the UN Sustainability Goals and Green Destinations international standard; 178 page report documents measurements • Builds upon the previous 2018 Top 100 designation • Maps and information can be found at www.SustainableTop100.org and https://greendestinations.org/ 	<p>❖ Sustainable Business Development</p> <ul style="list-style-type: none"> • Establishes the region as collaborative, focussed and aligned with natural attributes • Creates regional profile in an international context, appealing to world travellers who share these values of sustainability • Named as 2020 Top 3 Best of the Americas   
---	--

2.3 Regional Business License	
OBJECTIVES	MEASUREMENTS
<ul style="list-style-type: none"> • Administer and promote program in cooperation with municipal staff • Continue a unique program that is in its 17th successful year of operations. 	<ul style="list-style-type: none"> • Program completed 17 years of successful operation; number of licenses sold has increased from 121 in 2003 to 367 sold in 2019 • Since inception, the program has generated over \$257,000 toward regional projects
OUTPUTS	STRATEGIC OUTCOMES/IMPACTS
<ul style="list-style-type: none"> • New brochure, poster and stickers and approved policy/procedure distributed to each municipal office • Inquiries and clarification, as needed • Orientation for municipal staff administering the program • Business listings updated monthly • Listings available on-line to by-law enforcement staff <p>https://www.albertasouthwest.com/about/our-projects/current-projects/regional-business-license-program/</p>	<p>❖ Regional Business License</p> <ul style="list-style-type: none"> • RBL represents a tangible benefit to the region • Program is valued by the businesses; saves many dollars of out-of-town business fees • Increases awareness of services in the region • Helps keep work within the region • Builds a sense of pride and collegiality among municipalities and businesses • Generates income to support regional projects 

CORE BUSINESS 3: Shared Services and Planning
Cultivate and foster collaborative partnerships

- 3.1 Board Governance
- 3.2 Management
- 3.3 Collaborative Partnerships, Board Development and Learning

OBJECTIVES	MEASUREMENTS
<ul style="list-style-type: none"> • Audit/legal/office • AGM and other meetings • Build/maintain partnerships • Strengthen REDA collaboration • Build board knowledge of economic development 	<ul style="list-style-type: none"> • Regional operations planning • 10 regular Board meetings (16-25 attend) AGM 2019 (94 attendees) • Compliance with corporate registry filings, reporting • Maintain IEDC-AEDO designation • Partnership initiatives include support for community funding applications, transportation corridors, parks development, inter-REDA planning and communication
OUTPUTS	STRATEGIC OUTCOMES/IMPACTS
<ul style="list-style-type: none"> • Manager in leadership positions with EDA/IEDC • "Economic Development for Elected Officials" • "Resiliency and Recovery" (EDA) two sessions • Board representatives attend EDA conference • Member of H3TDA • EDA/EDAC/IEDC/BREI memberships • CanWEA/CanSIA memberships re: SAAEP • FTTH membership (broadband) • PPAA membership • RINSA member • SAITI collaboration with EDL, SouthGrow; CCBC • Transboundary partnerships: P2P; Crown; BoOR • Participate in AUMA/RMA trade shows • SXNM Partner project with Community Futures • Board meetings are also attended by representatives of School Division, post secondary institutions and provincial staff 	<p>❖ Partnership Development</p> <ul style="list-style-type: none"> • AlbertaSW demonstrates a strong culture of collaboration, the ability to work cohesively with other regions and organizations • Regional has increasingly active Community Economic Development Committees and Chambers of Commerce • Post-secondary: U of L, Lethbridge College, University of Montana <p>❖ Board Meetings</p> <ul style="list-style-type: none"> • AGM 2019 <p>❖ Board leadership/learning</p> <ul style="list-style-type: none"> • Effective information-sharing between municipalities on a monthly basis strengthens the region • Active participation in training events <p>❖ REDA collaboration</p> <ul style="list-style-type: none"> • Effective REDA/GoA actions (e.g. new agreement 2020) • AlbertaSW is the only IEDC-AEDO in western Canada

Community and Regional Economic Support [CARES] Multi-Year Summary 2017-2020

ROUND 1: 2017-2019

April 2017- March 2019

Destination Development (projects completed; interim report submitted May 31, 2019)

	CARES budget	Remaining
Work plan development; RFPs and project management (AlbertaSW)	0.00	
Research, gap analysis, data-collection process design	10,000.00	
2017 pilot design of print piece and digital app	20,000.00	
Community consultation, training and events	15,000.00	
Interpretive content, itinerary and map development	10,000.00	
Crown partnership support and Business of Outdoor Recreation	15,000.00	
	70,000	0

April 2017-March 2019

Website (projects completed; FINAL report submitted May 31, 2019)

	CARES budget	Remaining
RFP/work plan/project management (AlbertaSW)	0.00	
Website rebuild, data collection, content updates	25,000.00	
Community consultation, training, promotion, events,	5,000.00	
	30,000	0

ROUND 2: 2018-2020

April 2017-March 2019

Innovation and Investment Development (projects completed; interim report submitted May 31, 2019)

	CARES budget	Expended	GRANT
EV CHARGING STATION NETWORK planning/deployment	30,000.00	30,000.00	30,000.00

April 2019-March 2020

Opportunity Development-Investment Readiness (projects completed; final report May 31, 2020)

	CARES budget	Expended	GRANT	PARTNERS
	70,000.00			
Project Management/Communication (AlbertaSW)	0.00			
DATA COLLECTION to inform decision-making				
1.2 Ag inventories / opportunity identification	30,000	36,980.10	31,258.24	5,721.86
SUCCESSION PLANNING				
1.3 Analysis/Workshops/coaching	20,000	23,327.80	20,000.00	3,327.80
INVESTMENT READINESS/DIGITAL ASSETS				
2.1 Townfolio/content/alignment/on-line linkages	15,000	10,928.26	10,928.26	0.00
CONNECTED COMMUNITIES				
2.2 Messaging/ promoting competitive advantage	5,000	7,813.50	7,813.50	000
TOTAL Expended		79,049.66	70,000.00	9,049.66
CARES Grant Expended	70,000.00			
Partner contributions	9,048.66			

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Zoom Conference Call

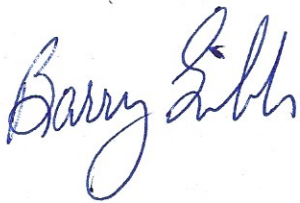
May 12, 2020

Present: Barry Gibbs, Don Glimsdale, Betty Hoare, Gaven Moore, Verne Lunan, Ryan McKirdy, Margaret Lane, and Bill Kells.

1. Call to order by Barry Gibbs at 3:07 PM.
2. Adoption of agenda as presented made by Don Glimsdale. **CARRIED**
3. Approval of minutes from April 7, 2020 as circulated made by Gaven Moore, seconded by Verne Lunan. **CARRIED**
4. Chair Report will be covered with the Executive Report.
5. Executive Director's Report – Bill Kells led a discussion on his monthly report. After discussing the merits of opening as well as the necessary changes that would have to be made to the museum each board was asked their opinions. It was decided that the museum would not open to the public in 2020. Verne Lunan made the motion not to open the museum for the 2020 season. Don Glimsdale seconded. **CARRIED** The focus will be placed on developing a stronger digital platform.
6. Women in Agriculture digital display – There is limited content in one of the two interpretive paths of the exhibit, "Honouring Women in Agriculture". The Claresholm Museum Director, Museum Board of Directors, and the Friends of the Claresholm Museum Society Board plan to populate the digital component of the exhibit. This display was created thru collaboration with the United Farmers Historical Society. The UFHS has committed to continuing working with the museum. A subcommittee has been setup to develop criteria needed to profile an individual. It has been suggested that the project be split into two sections. One section would be to have more of a local presence with stories being submitted. The other section would be stories of women who have been recognized on a larger platform.
7. Museum Storage – The details of the type building required is being researched by Barry Gibbs, Gaven Moore, and Bill Kells. It was noted that the towns operational budget and 5-year capital budget approved by council included \$125,000 sandstone repair on the station in 2022 and \$200,000 for a storage building in 2025. Support from the town is greatly appreciated.

8. Claresholm Heritage building – Ryan McKirdy has researched the stories behind some of the heritage buildings in Claresholm. The O. J. Amundsen 3 storey house on the east side of town is a significant part in the history of Claresholm. He is interested in the process for designating buildings as “Historical Buildings”. Ryan will do further research and report back to the board.
9. Other – Betty Hoare asked what the white marks on the logs of the cabin were from. The placement of the sprinkler system causes water to hit the bottom logs. It was suggested that the logs possibly be power washed and then a preservative spread to protect the logs in the future.
10. Motion for adjournment at 4:16 made by Don Glimsdale, seconded by Gaven Moore. **CARRIED**

Next Meeting June 16, 2020 thru Zoom Conference Call.



Board Chair

APPROVED



COPY

City of **Cold Lake**

RECEIVED

JUL 15 2020

OFFICE OF THE MAYOR

July 7, 2020

Via Email ps.ministerofpublicsafety-ministredelasecuriterepublique.sp@canada.ca

Minister of Public Safety & Emergency Preparedness
House of Commons
Ottawa, ON
K1A 0A6

Attention: Honourable Bill Blair

Dear Minister Blair:

Re: Criminal Code Amendment

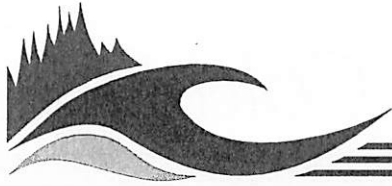
At the City of Cold Lake's regular Council meeting of June 23, 2020, City Council debated and passed a motion regarding concerns relating to the criminal code amendments approved under an "Order in Council" on May 1, 2020. The City of Cold Lake is calling upon all municipalities in Alberta, Saskatchewan, and Manitoba to voice their concerns along with their respective provincial governments.

The following resolution has been passed:

"that Council lobby the federal government to revoke the amendments to the criminal code on May 1, 2020 under an "Order in Council" titled and referred to as "Regulations Amending the Regulations Prescribing Certain Firearms and Other Weapons, Components and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited, Restricted or Non-Restricted: SOR/2020-96."

The City of Cold Lake supports initiatives to end violence; however, feels very strongly that the Government of Canada is wasting valuable resources and taking the wrong approach to gun control that will have zero effect on gun crime.

.../2



-2-

WHEREAS on May 1, 2020, the federal government amended the Criminal Code by ordering regulations prescribing certain firearms, components and parts of firearms, accessories, cartridge magazines, ammunition and projectiles as prohibited or restricted;

AND WHEREAS the Government of Canada is planning a buyback program to get the guns out of circulation, which is expected to cost between \$400 million and \$600 million, and if the history of federal estimating repeats itself, will likely be in excess of \$1 Billion;

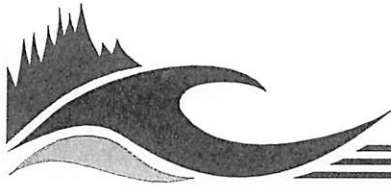
AND WHEREAS the City of Cold Lake supports the Government of Canada's commitment to end violence, whether firearms are involved or not, by taking the opportunity to be more engaged and to collaborate with the public and local stakeholders to develop more effective solutions on the issue;

NOW THERE BE RESOLVED that the Council of the City of Cold Lake urges the Government of Canada to revoke the amendment, and instead institute the following:

Target crime, and focus on enforcement through enhanced enforcement capacity for law enforcement and border services, as well as harsher punishments for firearms trafficking and crimes involving firearms. The current ban targets law-abiding owners, rather than the holders of illicit firearms, and would not greatly impact crime reduction;

Collect and share relevant data on crime involving firearms through improved collection and sharing of data on crimes involving firearms, particularly in terms of sources of illicit firearms, and the types of crime being committed. This data is critical for supporting law enforcement and border agencies efforts, as well as informing policy and legislation;

Collaborate with the firearms community and industry to support communication, training and public education regarding firearms to create a multi-faceted approach rather than implementing a ban in isolation.



OFFICE OF THE MAYOR

-3-

The City feels that the federal government's gun ban will be an expensive exercise that will only serve to take law abiding people's property, while doing nothing to reduce crime. Municipalities are the level of government closest to the people, and a large part of our budget and operations is focused on providing safe and healthy communities. We see forecasts of hundreds of millions of federal dollars to be spent to buy guns back from people. As these are people who went through the necessary education, background checks, and licensing to purchase them, it seems to be a poorly thought out plan, especially if its aim is to reduce crime.

Respectfully,

Craig Copeland,
Mayor

cc: Council
Chief Administrative Officer K. Nagoya
Right Honourable Justin Trudeau Prime Minister of Canada
The Honourable David Lametti, Attorney General
The Honourable Andrew Scheer, Leader of the Official Opposition
David Yurdiga, MP Fort McMurray - Cold Lake
The Honourable Jason Kenny, Premier of Alberta
The Honourable Doug Schweitzer, Solicitor General
Federation of Canadian Municipalities (FCM)
Alberta Urban Municipalities Association (AUMA)
Rural Municipalities Association of Alberta (RMA)
and all municipalities within the provinces of Alberta, Saskatchewan and Manitoba

KN/cjr