



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

Time: 7:00 P.M.

Place: Electronic Only due to COVID-19 Pandemic

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

**NOTICE OF RECORDING**

**CALL TO ORDER**

**AGENDA: ADOPTION OF AGENDA**

**MINUTES: REGULAR MEETING – JUNE 8, 2020**

**PUBLIC HEARING: BYLAW #1706 – Land Use Bylaw Amendment**

**ACTION ITEMS:**

1. **BYLAW #1706 – Land Use Bylaw Amendment**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
2. **BYLAW #1708 – 2020 Business License Late Fee Waiver Bylaw**  
RE: 1<sup>st</sup> Reading
3. **CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs**  
RE: 2020 Gas Tax Fund (GTF) Allocation
4. **CORRES: Alberta Municipal Services Division, Municipal Affairs**  
RE: Regional Services Commissions - Streamlining Approvals
5. **CORRES : Alberta Urban Municipalities Association (AUMA)**  
RE: Community Engagement in the Age of COVID-19
6. **CORRES: Claresholm Farmers Market**  
RE: 2020 Claresholm Farmers Market
7. **REQUEST FOR DECISION: Audit & Accounting Services Contract**
8. **REQUEST FOR DECISION: Intermunicipal Emergency Services Agreement**
9. **REQUEST FOR DECISION: Tax Sale Property Conditions**
10. **REQUEST FOR DECISION: Temporary Parking Request**
11. **REQUEST FOR DECISION: Canalta Real Estate Services Ltd. Request**
12. **REQUEST FOR DECISION: Disc Golf Tones Proposal**
13. **REQUEST FOR DECISION: Physician Retention**
14. **REQUEST FOR DECISION: Downtown Markets**
15. **REQUEST FOR DECISION: Claresholm Fair Days – 115 Logos**
16. **REQUEST FOR DECISION: Fair Days Reverse Parade**
17. **INFORMATION BRIEF: Debenture**
18. **INFORMATION BRIEF: Unsightly Premises Bylaw Update**
19. **INFORMATION BRIEF: CAO Report**
20. **INFORMATION BRIEF: Council Resolution Status**
21. **ADOPTION OF INFORMATION ITEMS**

**INFORMATION ITEMS:**

1. Municipal Planning Commission Meeting Minutes – May 1, 2020
2. Claresholm Child Care Society Board Meeting Minutes – May 12, 2020
3. Age Friendly Newsletter – June 5, 2020
4. Age Friendly Newsletter – June 12, 2020
5. Oldman River Regional Services Commission Meeting Minutes – April 9, 2020

**ADJOURNMENT**



# Claresholm

**TOWN OF CLARESHOLM**  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
JUNE 8, 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 7:02 p.m. and that recording would continue until such time as the meeting goes In Camera and/or is adjourned.

**CALL TO ORDER:** The meeting was called to order at 7:02 p.m. by Mayor MacPherson.

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

**CARRIED**

**MINUTES:** REGULAR MEETING – MAY 25, 2020

Moved by Councillor Zimmer that the Regular Meeting Minutes of May 25, 2020 be accepted as presented.

**CARRIED**

**ACTION ITEMS:**

1. **BYLAW #1698 – Off-Site Levy Bylaw**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Carlson to give Bylaw #1698, an Off-Site Levy Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Schulze to give Bylaw #1698, an Off-Site Levy Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

2. **CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs**  
**RE: Ministerial Order No. MAG:015-20**

Received for information.

3. **CORRES: Dr. Deena Hinshaw, Chief Medical Officer of Health**  
**RE: Municipal Council and Committee Meetings**

Received for information.

4. **REQUEST FOR DECISION: Appointing Assessor**

MOTION #20-077 Moved by Councillor Cutler to appoint the Town's current Assessor, Logan Wehlage, an employee of Benchmark Assessments Consultants Inc, as the Assessor for the Town of Claresholm for the 2020 Assessment year.

**CARRIED**

5. **REQUEST FOR DECISION: Federation of Canadian Municipalities Grant**

MOTION #20-078 Moved by Councillor Schlossberger to commit to participation, with a minimum of one staff member, in the Rural Municipalities Association of Alberta (RMA) Asset Management Cohort with the Town of Pincher Creek.

**CARRIED**

6. **REQUEST FOR DECISION: Claresholm Medical Clinic Property Taxes**

MOTION #20-079 Moved by Councillor Zimmer to cancel the municipal portion of the 2020 property taxes levied on the property owned by the MD of Willow Creek located at 4215 Fairway Drive in the amount of \$6,280.10 in the spirit of cooperation with our municipal neighbour. This cancellation is equitable to the parties involved in recognition of the support the MD of Willow Creek provides to the Town of Claresholm by way of the unconditional recreation grant and the Town's support of public health by way of supporting the Claresholm Medical Clinic.

**CARRIED**

**7. REQUEST FOR DECISION: Economic Development 3-Year Business Plan**

MOTION #20-080 Moved by Councillor Schlossberger to adopt the updated Economic Development 3-Year Business Plan 2020-2023, as presented.

**CARRIED**

**8. REQUEST FOR DECISION: Selfie Spot Signage – Canada Day & Fair Days**

MOTION #20-081 Moved by Councillor Cutler to place selfie spot signage around Claresholm at strategic locations as part of the Canada Day and Fair Days celebrations.

**CARRIED**

**9. REQUEST FOR DECISION: 2020 Spring Clean-up Options**

MOTION #20-082 Moved by Councillor Carlson to cancel the Spring cleanup for the 2020 year.

**CARRIED**

**10. FINANCIAL REPORT: Statement of Operations – April 30, 2020**

Moved by Councillor Moore to accept the Consolidated Statement of Operations for the month ended April 30, 2020 as presented.

**CARRIED**

**11. INFORMATION BRIEF: Strategic Plan Report**

Received for information

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

Received for information.

**13. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Zimmer that the meeting adjourn at 7:39 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson noted that recording ceased at 7:39 p.m.

---

Mayor – Doug MacPherson

---

Chief Administrative Officer – Marian Carlson

# ACTION ITEMS



# REQUEST FOR DECISION

Meeting: June 22, 2020  
Agenda Item: 1

---

## BYLAW No. 1706 - LAND USE BYLAW No.1525 AMENDMENT

---

### BACKGROUND / DESCRIPTION:

At the May 25, 2020 regular meeting, Town Council gave first reading to Bylaw No. 1706, a land use Bylaw amendment. This is a bylaw for the re-designation of the property located at 735 51 Ave West from R4- multiple residential to R5- apartment for the applicant to pursue development.

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 June 10<sup>th</sup> & June 17<sup>th</sup>, 2020 and mailed to a wide neighborhood circulation. No comments were received from the neighborhood circulation.



### RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1706, 2<sup>nd</sup> and 3<sup>rd</sup> readings for the re-districting of the lands on the attached map from R4- multiple residential to R5-apartments after the Public Hearing.

### PROPOSED RESOLUTIONS:

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1706, a Land Use Bylaw Amendment, 2<sup>nd</sup> reading.

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1706, a Land Use Bylaw Amendment, 3<sup>rd</sup> and final reading.

### ATTACHMENTS:

- 1.) Bylaw No.1706 & 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: June 16, 2020

---



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW # 1706**

**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 of the Town of Claresholm shall issue a Bylaw to amend its existing Land Use Bylaw; and

**WHEREAS** the purpose of the bylaw is to accommodate the construction of a proposed apartment building.

**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

Lot 1, Block 66, Plan 9212404, be amended by changing the Multiple Residential – R4 designation to Apartments – R5

as depicted in “Schedule A”.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1706 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **25<sup>th</sup>** 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.

---

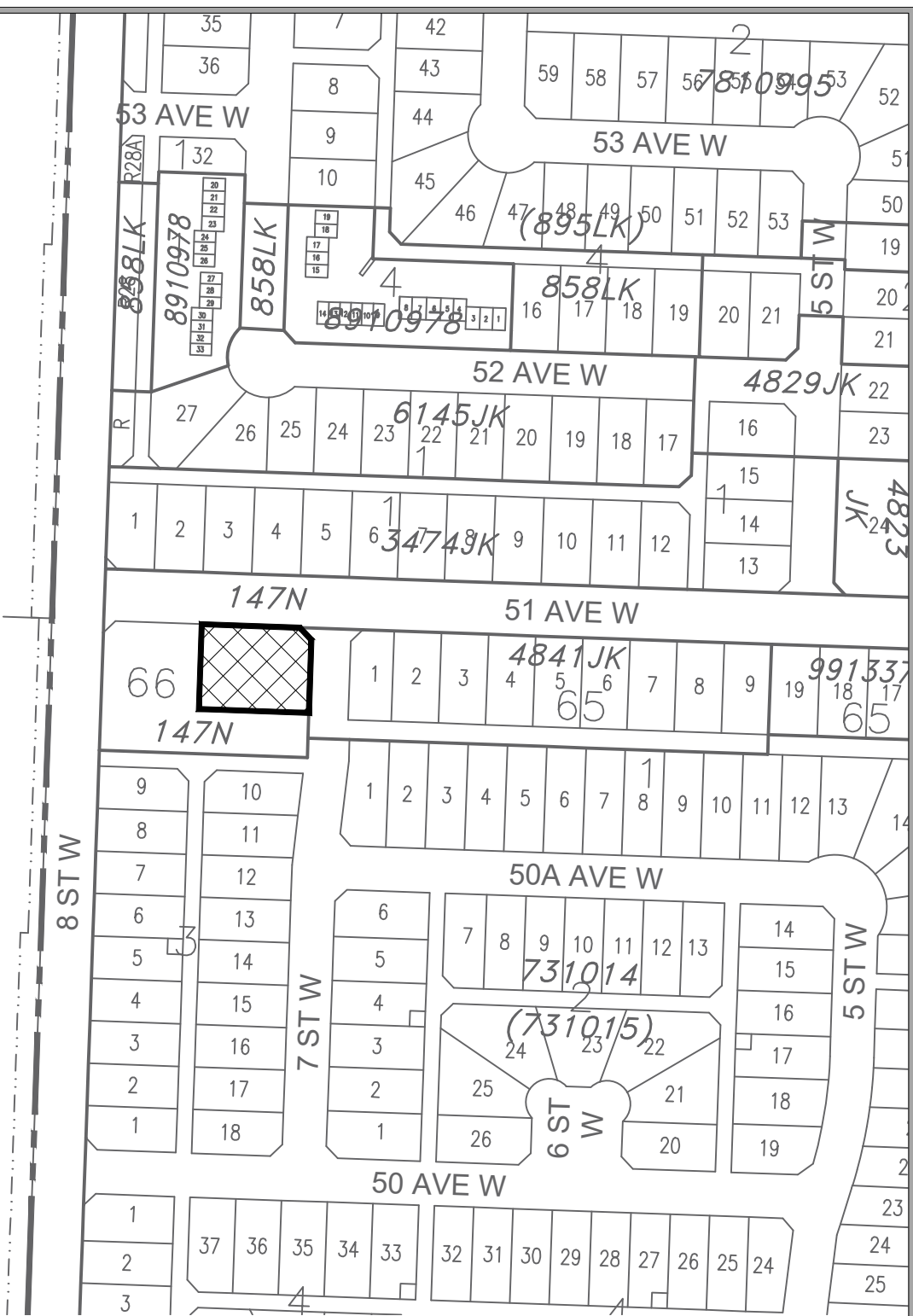
Doug MacPherson, Mayor

---

Marian Carlson, Chief Administrative Officer

NE27  
12-27-4

SE27  
12-27-4



**LAND USE DISTRICT REDESIGNATION  
SCHEDULE 'A'**



FROM: Multiple Residential R4  
TO: Apartments R5

LOT 1; BLOCK 66; PLAN 9212404  
WITHIN SW 1/4 SEC 26, TWP 12, RGE 27, W 4 M  
MUNICIPALITY: TOWN OF CLARESHOLM  
DATE: MAY 20, 2020

Bylaw #: 1706  
Date: \_\_\_\_\_



MAP PREPARED BY:  
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8  
TEL. 403-329-1344  
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



# REQUEST FOR DECISION

Meeting: June 22, 2020  
Agenda Item: 2

---

## BUSINESS LICENSE BYLAW LATE FEE

---

### **DESCRIPTION:**

The Town of Claresholm generally reviews business license renewals in March of each year. Those without a valid Town of Claresholm license following March 1<sup>st</sup> are subject to a \$15.00 late fee. The general practice for the bylaw department is to send out renewal reminder letters or phone individual businesses without valid licenses in March and April. If they still have not renewed by the end of April the Bylaw officer will visit or re-phone businesses.

Renewal letters (invoices) are sent to every home occupation and industrial/commercial business January 1<sup>st</sup> of each year. This year, the Town of Claresholm did send out those original renewal letters; however, due to COVID-19 Administration did not feel it appropriate to send out renewal letters prior to any re-launch. Many businesses were closed and unsure of when/if they were re-opening. The Town does now notice that some are re-opening, but have not renewed their 2020 business licenses. In many cases with all the changes businesses are having to deal with, the renewals may have simply been forgotten. Sending out renewal letters also allows us to find out who has moved or is no longer operating as well. Additionally, Administration feels that for the 2020 year, a waiver could be granted for the \$15.00 late fee until September 1<sup>st</sup>, 2020 (or another time frame if desired).

License fees for all industrial and commercial businesses are \$50 per year, and home occupations are \$100 per year. In order to waive the late fee for the 2020 year, the business license bylaw will require an amendment (see the attached draft bylaw No.1708). If an amendment is desired all three readings of the bylaw can be completed to ensure timeliness (see possible resolutions below).

***Bylaw 1615:*** *A business license for an existing, licensed business shall be renewed by the 1<sup>st</sup> of March each year. Renewal shall be effected by a business license holder submitting applicable fees, and relevant development applications where necessary. Failure to renew by the specified date will result in a late payment fee as per Schedule "B".*

***Late Payment Fee:***      \$ 15.00

The current number of licenses outstanding, for in Town business that either have or we believe will be reopening, is 24. Prior to COVID-19 closing businesses' doors there were 3 business licenses issued for which late fees were already charged.

### **OPTIONS:**

Council can pass a bylaw amendment to waive the late fee for the 2020 year only, and direct Administration to mail out reminder letters explaining our need to ensure businesses are license and our directory is current. The waiver of any late fees due to COVID-19 can also be explained with a deadline to renew by September 1<sup>st</sup>, 2020 (or a different timeline as Council may deem appropriate).

Or

Council can direct Administration to send out renewal letters without any waiver of late fees.



**PROPOSED RESOLUTION(S):**

Moved by Councillor \_\_\_\_\_ to give Bylaw # 1708, the 2020 Business License Late Fee Waiver Bylaw first (1<sup>st</sup>) Reading.

Moved by Councillor \_\_\_\_\_ to give Bylaw # 1708, the 2020 Business License Late Fee Waiver Bylaw second (2<sup>nd</sup>) Reading.

Moved by Councillor \_\_\_\_\_ to allow for third and final reading of Bylaw #1708.

Moved by Councillor \_\_\_\_\_ to give Bylaw # 1708, the 2020 Business License Late Fee Waiver Bylaw third (3<sup>rd</sup>) and Final Reading.

Or

If a waiver of the late fee is not desired, then the bylaw will be defeated, and not proceed, if it does not receive first reading.

APPLICABLE LEGISLATION:

- 1.) Bylaw No. 1708 - Business License Late Fee Waiver Bylaw.

APPLICABLE LEGISLATION:

- 1.) Town of Claresholm Business License Bylaw No. 1615

PREPARED BY: Tara VanDellen, Planner/Development Officer

---

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 16, 2020

---



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1708**

**A Bylaw of the Town of Claresholm to provide a waiver for the 2020 business license late fee to businesses within the Town of Claresholm by amending Bylaw 1615, the Business License Bylaw.**

**WHEREAS** pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Business License Bylaw, Bylaw #1615; and

**WHEREAS** Council deems it necessary to amend the existing Bylaw #1615;

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

1. This Bylaw may be cited as the **“2020 Business License Late Fee Waiver Bylaw”**
2. The Town of Claresholm Business License Bylaw #1615 shall be amended as follows:

**ADD:** Section

4.20 Despite section 4.8, for 2020 only, payments for current business license renewals must be received by September 1<sup>st</sup>, 2020 to avoid the \$15.00 late fee.

4. This bylaw comes into full force and effect on June 22, 2020 upon third and final reading.
5. Bylaw #1615 is hereby amended.

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

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

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

---

Doug MacPherson, Mayor

---

Marian Carlson, CAO



ALBERTA

MUNICIPAL AFFAIRS

---

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

AR100068

June 10, 2020

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

Dear Mayor MacPherson,

In these extraordinarily difficult times, Alberta remains committed to working with the federal government to ensure infrastructure funding continues to flow to Alberta communities. Recognizing the urgency for local government funding and the critical role of communities in the relaunch of the economy, the federal government has recently confirmed that \$244 million will be provided to our province in 2020 under the Gas Tax Fund (GTF).

**The 2020 GTF allocation for the Town of Claresholm is \$216,223.**

GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at [open.alberta.ca/publications/gas-tax-fund-allocations](https://open.alberta.ca/publications/gas-tax-fund-allocations).

Please note that payment of 2020 GTF allocations to municipalities and Metis Settlements is subject to the same conditions as in prior years, including submission of year-end reporting and sufficient project commitment requirements.

I look forward to continuing to work together with you and the federal government to help your community safely restart and stabilize your economy.

Yours very truly,

Kaycee Madu, QC  
Minister

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

# Regional Services Commissions Streamlining Approvals

---

Amendments to Part 15.1 of the *Municipal Government Act (MGA)* related to regional services commissions (RSCs) will come into force on September 1, 2020.

## Why are changes being made to RSCs?

As part of the government's efforts to reduce red tape, the changes will reduce the required amount of provincial approvals for RSCs. The changes will ensure RSCs are accountable to their member municipal authorities and will operate in a more streamlined manner.

The operations of Alberta's existing 75 RSCs will continue with minimal impact and, going forward, will govern the services they provide without the need for additional provincial approvals.

## What are the key changes?

Provincial approval will no longer be required for:



- changes to RSC services;
- changes to board of director bylaws;
- addition and removal of members or non-member municipal authority customers;
- disposal of assets; and
- RSC disestablishment.

For the establishment of a new RSC, Provincial Cabinet approval, through an Order in Council, is also no longer required. However, the Minister must be notified within 60 days of municipal authorities passing resolutions to establish an RSC. The RSC is established once a Ministerial Order is issued listing the Commission.

To supplement the governance of RSCs, the *MGA* will provide a list of required bylaws RSCs must have.

## What is the legislative impact?

The changes will result in amendments to Part 15.1 of the *MGA*; however, much will remain the same in substance.

Eighty individual regulations, including the 75 existing establishing regulations, will be repealed as of September 1, 2020.

All existing RSCs will continue as though they were established under the new framework. This will be accomplished through a ministerial order that will be maintained by Municipal Affairs.

## How will the powers and duties of RSCs be affected?

The powers and duties of RSCs will **not** significantly change.

- RSCs will continue to have the legal status of a corporation.
- RSCs will continue to have natural person powers, except as limited by the *MGA* or an RSC's bylaws.
- RSCs will continue to be eligible for capital borrowing through the Alberta Capital Finance Authority.
- RSCs will continue to have the ability to acquire or expropriate land.
- Changes will have no resulting impact to existing RSC service areas, membership, or non-member customers.

## What are the governance implications for RSCs?

The members, board of directors, and chair of all existing commissions will continue according to the RSC's bylaws (or ministerial order in the cases of recently established regional services commissions still in transition).

RSCs will be subject to Sections 197 and 199 of the *MGA*, which govern meetings held by municipal councils (including electronic meetings). This change will provide greater clarity and consistency for meeting standards.



Existing RSC bylaws and resolutions will continue unless repealed, amended, or replaced by the board of directors. RSCs must ensure adopted bylaws address:

- the services provided;
- administration;
- the process for changing directors of the board and the chair, as well as determining the terms of office;
- the process for adding and removing members;
- the fees to be charged for services provided to its customers or to any class of its customers;
- the disposal of assets; and
- the terms for disestablishment, including the treatment of assets and liabilities.

RSCs should also ensure they obtain a copy of their establishing regulation (or other legislative documents of importance) prior to their repeal on September 1, 2020, to consider transferring important elements to their bylaws. All existing regulations can be found on the [Alberta Queen's Printer website](#) by browsing the catalogue through alphabetical search.

## What are the financial implications for RSCs?

There are minimal changes to the financial requirements of RSCs; those made intend to align the financial management of RSCs more closely with municipal financial processes.

Areas of alignment include:

- addressing financial shortfalls;
- requirements for capital budgets; and
- use of borrowed money.

Otherwise, financial provisions will remain generally the same, including, but not limited to, debt limit regulations, audited financial statements, and financial information returns.

RSCs will continue to be expected to operate on a non-profit, full cost-recovery basis. This means RSCs will continue to be prohibited from operating with the intention of making a profit or be able to distribute surplus funds to its members. If such factors exist within a regional service delivery model, other corporate structures, such as municipally controlled corporations, may be more appropriate.

## What will RSCs need to do to transition?

RSCs should review and update their bylaws to comply with the requirements within one year of the amendments coming into effect. It is the responsibility of RSCs to ensure compliance with new legislation. The required compliance date is **September 1, 2021**.

RSCs and municipal authorities are encouraged contact Municipal Affairs for advice and support. Training opportunities will be available beginning in fall 2020 (details to be announced).



### Additional Information

For questions about regional services commissions, please contact Municipal Services Division at [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca) or 780-427-2225 or toll-free by first dialing 310-0000.

**From:** Crystal Zevola <[czevola@auma.ca](mailto:czevola@auma.ca)> **On Behalf Of** Dan Rude  
**Sent:** June 5, 2020 11:20 AM  
**Subject:** Community engagement in the age of COVID-19

Hello Mayors & Councillors,

Our members have always incorporated citizen engagement in municipal governance, providing a means for incorporating community values, interests, and needs into decisions that affect lives.

COVID-19 has only made this type of engagement more difficult.

To assist, the Elected Officials Education Program (EOEP) has worked hard to create a remote offering of our course: Council's Role in Public Engagement. It is designed to help municipalities overcome common barriers and risks associated with engagement and policy development.

It focuses on the importance of meaningful citizen engagement in building strong, vibrant communities.

The course is offered through four (4) weekly online interactive sessions on **June 25 (2:30pm to 4:30pm), July 2 (2:30pm to 4:00pm), July 9 (2:30pm to 4:00pm), and July 16 (2:30pm to 4:00pm).**

To help with the pandemic conditions, **the fee for this course will be reduced from the standard EOEP course fee to \$200.**

I strongly encourage you to take this course. Click [here](#) to find out more information and to register.

Best regards,

**Dan Rude** | Chief Executive Officer  
**ALBERTA URBAN MUNICIPALITIES ASSOCIATION**

---

D: 780.431.4535 | C: 780.951.3344 | E: [drude@auma.ca](mailto:drude@auma.ca)  
Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-AUMA | 877-421-6644 | [www.auma.ca](http://www.auma.ca)



---

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.



### **Council's Role in Public Engagement**

June 25, July 2, July 9, July 16

Online delivery | \$200

Claresholm Farmers Market  
Box 1197  
Claresholm, Alberta  
T0L 0T0

RECREATION BOARD  
TOWN OF CLARESHOLM

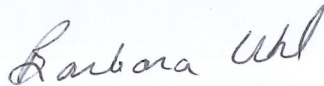
June 17, 2020

Mayor and Council

Today I have decided to cancel the Claresholm Farmers market for the summer season 2020 because of the Covid 19 Pandemic.

Thank you for your help and support with the outdoor market.

Yours truly,



Barb Uhl  
403 625 2298  
sec-tres



# REQUEST FOR DECISION

Meeting: June 22, 2020  
Agenda Item: 7

---

## AUDIT & ACCOUNTING SERVICES CONTRACT

---

### **BACKGROUND:**

The 2019 Audit was the final year in our current 3 year Audit contract with Avail LLP. Avail has been the Town's auditor for over a decade and we have had a good relationship with them throughout these many years. In order to ensure that we are receiving the best level of service for each tax dollar of our residents Administration felt that the audit should go back out for proposals without taking advantage of the two 1 year extensions available in our current contract.

On May 14, 2020 Administration released a Request for Proposal (RFP) for accounting and auditing services for the years ended December 31, 2020 through 2022, again with the option for two 1-year extensions. The request received six proposal submissions, including one from the "incumbent" firm, Avail LLP. Administration reviewed all 6 proposals and graded them based on the following grading criteria and weighting, as outlined in the RFP:

<b>Evaluation Criteria</b>	<b>Weight</b>
1. Firm and Audit Team Record of Performance and Experience	15
2. Audit Implementation	20
3. Other Services	10
4. Quality of Proposal	10
5. Schedule / Deliverability	15
6. Fee Schedule	30
<b>TOTAL</b>	<b>100</b>

Scores ranged from a value of 75.5 to 91, with fees ranging from \$17,005 to \$24,000 for year one, most with a fairly comparable annual "Cost of Living" or inflation increase for each subsequent year.

Administration recommends Gregory Harriman & Associates LLP, the firm with the highest score and lowest fees, be awarded the contract. The scoring and some highlights of the different proposals were also presented to the Audit and Finance Committee on June 16, 2020.

The formal recommendation put forward by the Audit and Finance Committee on June 16, 2002 was also to accept Gregory Harriman & Associates LLP's proposal for a 3 year contract, with the option to renew for an additional two (2) one (1) year terms.

A second motion is also required to officially appoint the firm awarded the contract as the Auditor for the December 31, 2020 yearend. We only appoint the auditor for the coming year, not for the full length of the contract. Each year the motion will be made again for the following year.



**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to award the audit and accounting services contract to Gregory Harriman & Associates 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.

Moved by Councillor \_\_\_\_\_ to appoint Gregory Harriman & Associates LLP as the Auditor for the Town of Claresholm for the year ended December 31, 2020.

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

---

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 16, 2020

---



# REQUEST FOR DECISION

Meeting: June 22, 2020  
Agenda Item: 8

---

## INTERMUNICIPAL EMERGENCY SERVICES AGREEMENT

---

### **DESCRIPTION:**

Over the past few years, Administration has been working with the CAO's and Fire Chief's within the MD of Willow Creek, Nanton, Stavely, Fort Macleod and Claresholm, to develop an updated fire services agreement. The final draft represents a comprehensive agreement which provides for a standard level of service and consistent relationship across the region. On June 17, 2020 the Intermunicipal Collaboration Framework (ICF) Committee, which consists of members from each municipality within the MD of Willow Creek, discussed the attached draft agreement and has recommended that it be ratified by all member municipalities.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to accept the Intermunicipal Emergency Services Agreement as presented effective April 1, 2020.

### **ATTACHMENTS:**

- Draft Intermunicipal Emergency Services Agreement

PREPARED BY: Marian Carlosn, CLGM, CAO

---

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 17, 2020

---

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2020

BETWEEN:

**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26**  
(hereinafter referred to as “Willow Creek”)

-and-

**TOWN OF CLARESHOLM**  
(hereinafter referred to as “Clareholm”)

-and-

**TOWN OF FORT MACLEOD**  
(hereinafter referred to as “Macleod”)

-and-

**TOWN OF NANTON**  
(hereinafter referred to as “Nanton”)

-and-

**TOWN OF STAVELY**  
(hereinafter referred to as “Stavelly”)

### **INTERMUNICIPAL EMERGENCY SERVICES AGREEMENT**

WHEREAS:

- A. The Parties entered into the Willow Creek Regional Intermunicipal Collaboration Framework Agreement dated **April 1, 2020** (the “ICF”) to advance, promote, and encourage opportunities and programs for collaboration amongst the Parties for their joint benefit, as well as the ultimate benefit of the residents of the respective Parties and the surrounding communities;
- B. The ICF contemplated a intermunicipal delivery of emergency services, pursuant to which the Parties wish to:
  - 1) **Mutual Services/Contribution** – provide for mutual benefit of services, and provide for corresponding contribution to costs of services;
  - 2) **Safety** – ensure the safety of residents and businesses throughout the respective jurisdictions of the Parties through the coordinated operations of the Emergency Services;
  - 3) **Service Levels/Standards** – define and deliver service levels for Emergency Services, and coordinate training and capabilities, within the respective jurisdictions of the Parties;
  - 4) **Interoperability** – ensure the ability of each Party’s department providing any of the Emergency Services (the “**Emergency Services Departments**”) and their personnel to

operate successfully together in delivering the Emergency Services, and ensure consistent and/or compatible equipment across Emergency Services Departments;

- 5) **Financial Certainty** – provide for cost and cost share certainty and consistency in respect of the funding of Emergency Services;
- 6) **Independence** – allow for the continued independent operation of the respective Emergency Services Departments as stand-alone emergency services departments, subject to the collaborations (including, without restriction, funding for equipment and other enhancements generated by the public and community groups/societies) and coordination contemplated within this Agreement; and
- 7) **Coordination** – provide for planning, development, training and operation of the respective Emergency Services Departments, as well as the procurement, management, maintenance, repair, operation, and replacement, of their respective equipment and facilities, in each case in the most efficient and cost effective manner;

(the “**Additional Agreement Principles**”);

- C. The Parties have identified the value of establishing policies, programs and processes for collaborating on the planning, development, training and operation of their respective Emergency Services Departments, the purchase, operation, use, maintenance, repair and replacement of their respective equipment and facilities, and the coordination and delivery of the Emergency Services, for the joint benefit of the Parties;
- D. The Parties are committed to participating, co-operating and coordinating with each other on an on-going basis, as further contemplated within this Agreement, for the joint benefit of the Parties;

**NOW THEREFORE** in consideration of the mutual covenants and conditions herein contained, the Parties hereto agree as follows:

**ARTICLE 1 - REFERENCES, DETAILS & GUIDE**

**1.1 Details and Guide.** The details of Emergency Services, and guide for administration of Emergency Services, are as follows:

<b>GUIDE</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>
<b>Definition</b>	<b>Emergency Services &amp; Service Levels/Standards</b> – Definition of Emergency Services and the applicable Service Levels/Standards	<b>Schedule “A”</b>
<b>Intermunicipal Operations &amp; Services</b>	<b>Intermunicipal Operation of Emergency Services</b> – Description of Emergency Services, including training, provided on an intermunicipal basis	<b>Schedule “B”</b>
<b>Fire Chiefs Committee</b>	<b>Planning, Operation &amp; Management of Emergency Services</b> - Description of Fire Chiefs Committee purpose, responsibility and limitations	<b>Schedule “C”</b>
<b>Emergency Services Committee</b>	<b>Review of Emergency Services</b> – Description of review, oversight and process of Emergency Services Committee	<b>Schedule “D”</b>
<b>Budgeting</b>	<b>Emergency Services Budget Parameters &amp; Process</b> – Limitations to budgeting for Emergency Services Departments, and budgeting process	<b>Schedule “E”</b>

<b>Cost Share</b>	<b>Emergency Services Cost Share &amp; Payment</b> – Agreed upon cost sharing and payments	<b>Schedule “F”</b>
<b>Liability &amp; Default</b>	<b>Insurance, Indemnity &amp; Default</b> – Management and mitigation of potential liability	<b>Schedule “G”</b>
<b>Response Map</b>	<b>Response Map</b> – For Intermunicipal Delivery of Emergency Services within Willow Creek	<b>Schedule “H”</b>
<b>Inventory of Equipment</b>	<b>Inventory of Emergency Services Equipment</b> – Inventories of each Party’s Emergency Services Equipment	<b>Schedule “I”</b>

**ARTICLE 2 - SPIRIT, INTENT, AND GUIDING PRINCIPLES**

- 2.1 Application.** Unless otherwise agreed to by the Parties, this Agreement applies to:
- (a) the service levels and capabilities listed within **Schedule “A”** (the “**Service Levels/Standards**”) respecting the Emergency Services;
  - (b) the emergency services listed within **Schedule “A”** (the “**Emergency Services**”);
  - (c) the operation or delivery of portions of the Emergency Services by the Emergency Services Departments on an intermunicipal basis, as contemplated within **Schedule “B”**;
  - (d) the operation or delivery of programs and training of personnel listed as contemplated within **Schedule “B”** (the “**Emergency Services Programs & Training**”); and
  - (e) the planning, development, coordination, budgeting and funding of the above within and amongst the Parties.
- 2.2 Independence.** Unless otherwise agreed to by the Parties, this Agreement does not:
- (a) apply to the delivery of any service the same as or similar to the Emergency Services within each Party’s jurisdiction and by that respective Party’s own Emergency Services Department;
  - (b) apply to the acquisition of additional or new equipment by any Party independent of the other Parties pursuant to such Party’s own purchasing policies, and which therefore do not form part of cost shared equipment under this Agreement;
  - (c) apply to the delivery of any other service by any Party independent of the other Parties, and which therefore do not form part of the Emergency Services under this Agreement;
  - (d) impose automatic sharing of costs of equipment or services acquired by or provided by any Party;
  - (e) interrupt or prevent funding for equipment and other enhancements generated by the public and community groups/societies within or for the benefit of any of the Parties; or
  - (f) interrupt or prevent the availability, use or application of all or any of the equipment or services independently acquired or provided by a Party (and therefore not subject

to co-funding or other cost sharing under this Agreement) in the course of providing mutual aid services contemplated within this Agreement from applying to.

- 2.3 **Guiding Principles.** The Parties recognize that the guiding principles contained within the ICF, together within the Additional Agreement Principles, should guide the planning, development, implementation and operation of the Emergency Services under this Agreement, and the interactions between the Parties. In the event of any conflict between the respective principles, the guiding principles contained within the ICF will prevail.
- 2.4 **Consultation.** The Parties will consult with one another in the planning, development, implementation and operation of the respective Emergency Services, to ensure maximum use and benefits to the Parties and surrounding communities.
- 2.5 **Co-operation.** The Parties will work together on a cooperative basis and to take such steps as may be necessary and to enter into such additional agreements as may be required from time to time in order to meet their objectives in planning, development, implementation and operation of the respective Emergency Services.
- 2.6 **Compliance with Laws.** The Parties will comply with all applicable statutes and regulations governing the planning, development, implementation and operation of the respective Emergency Services, and will take all necessary steps to ensure compliance with all statutes and regulations as may be applicable in that regard.
- 2.7 **Reasonable.** Except where otherwise specifically provided, each Party will act reasonably in each case that it is entitled to exercise discretion hereunder or pursuant hereto and, in particular, in each case where an action, document, thing, or matter is required to be acceptable or satisfactory to it or is affected by its approval, consent, opinion, or discretion; and without limiting the foregoing, except where it is specifically provided that its consent may be unreasonably withheld, it will not unreasonably withhold or delay the exercise of any such discretion.
- 2.8 **Further Assurances.** The Parties agree that they shall from time to time execute such further assurances and documents as may be required by the Parties and their respective solicitors to give effect to the intent of this Agreement.

### **ARTICLE 3 - TERM, RENEWAL & EXTENSION**

- 3.1 **Term.** The term of this Agreement shall be effective from the date of execution of this agreement until April 1, 2025, unless otherwise terminated or amended in accordance with the terms and conditions of this Agreement (the “**Term**”).
- 3.2 **Renewal.** Upon the expiration of the initial Term, and each subsequent renewal term, this Agreement shall automatically renew for an additional period of equal length unless:
  - (a) this Agreement is otherwise extended or renewed, or replaced, by agreement in writing between the Parties, in which case the agreement of the Parties will apply; or
  - (b) the ICF is revised to indicate that Emergency Services, or a substantial portion thereof, should not be delivered on an intermunicipal basis, in which case the provisions of Article 9 will apply;

and in which cases one or more replacement arrangement(s) between the Parties, providing for a replacement of the mutual aid and other intermunicipal operations of Emergency Services contemplated within **Schedule “B”** on a multi-party, bilateral, or other basis, will be required in order to address the delivery of Emergency Services.

- 3.3 Extension/Renewal.** This Agreement may also be extended for an additional period of time, or renewed for an additional term, by the Parties upon agreement in writing of each of the Parties.

#### **ARTICLE 4 - EMERGENCY SERVICES**

- 4.1 Operation and Funding of Departments, Equipment & Facilities.** Each Party acknowledges and agrees to utilize its respective best efforts to authorize, operate, manage, budget, fund and equip its respective Emergency Services Department so as to:

- (a) **Service Levels/Standards** – provide for the equipment and resources needed to achieve and maintain the Service Levels/Standards (or, if currently unable to meet the Service Levels/Standards, strive to meet the Service Levels/Standards within a reasonable period of time);
- (b) **Intermunicipal Delivery** – deliver Emergency Services on an intermunicipal basis including:
  - (i) mutual aid;
  - (ii) intermunicipal emergency response;
  - (iii) Emergency Services personnel training; and
  - (iv) other and/or future Emergency Services programs;

as contemplated and/or agreed upon from time to time within **Schedule “B”** to this Agreement;

subject always to the limitations imposed by the budget limitations provided within **Schedule “E”** attached to this Agreement (the **“Budget Parameters”**), as well as subject to the coordination of the availability and location of equipment, personnel, training and other resources under this Agreement.

- 4.2 Operating & Management by Fire Chiefs.** Each Party will authorize and empower the Party’s corresponding fire chief (including, without restriction, the chief of the Granum Fire Department) or emergency services manager, as the case may be (collectively, the **“Fire Chiefs”**) to:

- (a) collaborate with the other Fire Chiefs in the planning, operation and management of the Emergency Services as contemplated within this Agreement including, without restriction, coordinating the availability and location of equipment, personnel, training and other resources; and
- (b) carry out the functions of the committee of Fire Chiefs contemplated within **Schedule “C”** attached to this Agreement (the **“Fire Chiefs Committee”**);

subject always to the budgetary authorizations and limitations of each respective Emergency Services Department’s budget, and the requirements and limitations of the Fire Chiefs Committee contemplated within **Schedule “C”**.

#### **ARTICLE 5 - REVIEW OF EMERGENCY SERVICES**

- 5.1 ICF Committee.** The intermunicipal collaboration committee established under the ICF (the **“ICF Committee”**) will meet with, and/or review the report and recommendations from, the Emergency Services Committee on an annual basis, for the purposes of informing and guiding the decisions and activities of the ICF Committee under the ICF as it may affect the Emergency Services.

**5.2 Emergency Services Committee.** The committee of Fire Chiefs and chief administrative officers of the Parties (the “**Chief Administrative Officers**”) contemplated within **Schedule “D”** attached to this Agreement (the “**Emergency Services Committee**”) will:

- (a) meet to establish the order of hosting meetings of the Emergency Services Committee, and a schedule for meeting dates; and
- (b) meet on a bi-annual basis for the purposes of reviewing the activities of the Fire Chiefs Committee, reviewing the planning, operation and management of the Emergency Services, and providing recommendations and/or direction;

as contemplated within **Schedule “D”**.

**5.3 Amendment.** Any resulting amendments to or replacements of this Agreement resulting from the reviews by the ICF Committee or the Emergency Services Committee must be agreed upon in writing by the Parties.

**5.4 Change Process.** Changes to this Agreement is key to meeting the changing requirements for Emergency Services, the evolution of technology, equipment and practices related to Emergency Services, and changes to the circumstances or factors impacting the Parties. Any Party may initiate a request for a change to this Agreement including, without restriction, related to:

- (a) changes to the definition or scope the Service Levels/Standards guiding Emergency Services;
- (b) changes or additions to the definition of Emergency Services;
- (c) changes or additions to the Emergency Services Programs & Training;
- (d) changes to the budgeting parameters contained within **Schedule “E”** attached to this Agreement;
- (e) changes to the cost shares contemplated within **Schedule “F”** attached to this Agreement; and
- (f) the proposal for purchase of new equipment for the delivery of Emergency Services;

or any other aspect of this Agreement. In addition to the initiation of the considerations of the same or similar matters at the Fire Chiefs Committee or the Emergency Services Committee, any Party may give the other Parties notice in writing requesting a review of the identified portions of this Agreement. Any requested review shall be referred in the first instance to the Emergency Services Committee for consideration in consultation with the Fire Chiefs Committee, and the development of recommendations to the Parties.

**5.5 Disputes.** In the event of a dispute between two (2) or more of the Parties arising from such reviews pursuant to either Section 5.2 or 5.4 of this Agreement, any matters or issues in dispute or otherwise unresolved shall be resolved through the dispute resolution procedure provided for within the ICF (the “**Dispute Resolution Procedure**”).

## **ARTICLE 6 - BUDGET PARAMETERS & PROCESS**

**6.1 Emergency Services Budgeting Process & Responsibilities.** The Parties will prepare and present budgets for each Emergency Services Department in a manner consistent with the Budget Parameters and process contemplated within **Schedule “E”**.



## ARTICLE 7 - FINANCIAL RESPONSIBILITY

- 7.1 **Mutual Aid.** Each of the Parties will be responsible to pay costs of providing the mutual aid services which are invoiced by the responding party in accordance with the provisions of **Schedule “B”**;
- 7.2 **Emergency Services Cost Share and Payment Responsibilities.** The cost share financial responsibilities of each of the Parties in respect of the Emergency Services are provided within **Schedule “F”**. Save and except for those cost shares and payments contemplated within **Schedule “F”** or otherwise agreed to by the Parties from time to time, each Party is solely responsible for funding their own Emergency Services Department budget.
- 7.3 **Goods and Services Tax.** For the purposes of the administration of GST under this Agreement, the Parties acknowledge and agree that:
- (a) the delivery of Emergency Services intermunicipally, as contemplated within **Schedule “B”** of this Agreement, is currently a non-taxable supply/service;
  - (b) the incurring of costs associated with creating the capacity to perform Emergency Services which are intended to be shared, including the costs contained within the budgets of Emergency Services Departments and as contemplated within **Schedule “F”**, is specifically understood and agreed in each and every case to be:
    - (i) incurred for the specific purpose of sharing the costs;
    - (ii) incurred by a Party as agent for the other Parties sharing in that costs; and
    - (iii) administered by the Party incurring the cost, who is handling the day-to-day operating duties of acquiring the underlying property and/or services either internally or from third parties, and paying the initial costs thereof, all for the purposes of being reimbursed one or more shares of the costs from the Parties;as provided for within this Agreement; and
  - (c) otherwise, each Party shall be responsible to pay all GST and other properly assessed taxes in connection with this Agreement, subject always to available rebates and/or input tax credits.

The Parties shall, however, manage their respective obligations respecting payment, collection and remittance of GST in a manner that provides for the most efficient process as possible for the Parties including, without restriction, ensuring that where appropriate under the applicable legislation all rebates or credits of GST available to the Parties are accounted for prior to charging or collecting any cost under this Agreement.

## ARTICLE 8 - INSURANCE, INDEMNITY & DEFAULT

- 8.1 **Insurance.** Throughout the Term of this Agreement, the Parties shall maintain the insurance coverage provided for within **Schedule “G”**.
- 8.2 **Indemnity & Default.** Each Party shall be subject to the indemnity, liability and default provisions provided for within **Schedule “G”**.

## ARTICLE 9 - TERMINATION & WITHDRAWAL

- 9.1 **Termination.** The Parties may agree to terminate this Agreement at any time upon mutual agreement, subject always to:

- (a) the settlement of all ownership interests, liabilities, and financial responsibilities respecting the Emergency Services and this Agreement; and
- (b) agreement(s) in writing of the Parties providing for a replacement of the mutual aid and other intermunicipal operations of Emergency Services contemplated within **Schedule “B”** on a multi-party, bilateral, or other basis;

and subject always to the requirements of or directions from the ICF, as amended or replaced from time to time.

**9.2 Withdrawal.** The Parties agree that a Party may withdraw from this Agreement provided always that:

- (a) the withdrawing Party has provided not less than **Twelve (12) months** notice in writing of the intention to withdraw;
- (b) the Parties have agreed upon a settlement of all ownership interests, liabilities, and financial responsibilities respecting the Emergency Services and this Agreement; and
- (c) agreement(s) in writing of the Parties providing for a replacement of the mutual aid and other intermunicipal operations of Emergency Services contemplated within **Schedule “B”** on a multi-party, bilateral, or other basis;

and subject always to the requirements of or directions from the ICF, and any amend(s) or replacement(s) thereof from time to time, governing the withdrawing Party and the Parties.

**9.3 Final Determination.** In the event of an inability of the Parties, or any of them, to settle any of the foregoing, the outstanding issue(s), matter(s) or thing(s) shall be referred to be resolved pursuant to the Dispute Resolution Procedure.

## ARTICLE 10 - GENERAL

**10.1 Existing Agreements.** This Agreement replaces all existing agreements or arrangements between the Parties regarding the specific topics of this Agreement.

**10.2 Other Agreements/Arrangements.** Nothing contained within this Agreement prevents any of the Parties from considering and entering into any further or other arrangements respecting Emergency Services, and other collaborations relating to Emergency Services, whether on a multi-party, bilateral or other basis, which in each case are complementary to this Agreement.

**10.3 Dispute Resolution.** In the event of the disagreement between the Parties with respect to issue, matter or thing arising from this Agreement (other than default in payment of a financial obligation) the Parties shall refer such dispute to be resolved pursuant to the Dispute Resolution Procedure.

**10.4 Notice.** The address for service of notices and other documents or payments owned are as follows:

**Town of Claresholm**  
c/o Chief Administrative Officer  
PO Box 1000  
Claresholm, AB T0L 0T0  
FAX: 403-625-3869  
EMAIL: [info@claresholm.ca](mailto:info@claresholm.ca)

**Municipal District of Willow Creek**  
c/o Chief Administrative Officer  
273129 Highway 520 West  
Box 550  
Claresholm, AB T0L 0T0  
**FAX:** 403-625-3886  
**EMAIL:** md26@mdwillowcreek.com

**Town of Fort Macleod**  
c/o Chief Administrative Officer  
PO Box 1420  
Fort Macleod, AB T0L 0Z0  
**FAX:** 403-553-2426  
**EMAIL:** admin@fortmacleod.com

**Town of Nanton**  
c/o Chief Administrative Officer  
PO Box 609  
Nanton, AB T0L 1R0  
**FAX:** 403-646-2653  
**EMAIL:** cao@nanton.ca

**Town of Stavely**  
c/o Chief Administrative Officer  
PO Box 249  
Stavely, AB T0L 1Z0  
**FAX:** 403-549-3743  
**EMAIL:** cao@stavely.ca

Or such other address as the Parties may respectively designate from time to time. Any notice required or permitted by this Agreement may be served on the Parties by hand delivery or by mail. Notices sent by mail will be deemed to have been received three business days after mailing. In the event of a general postal disruption, notice shall not be attempted by mail.

*[Remainder of Page Blank – Signature Page Follows]*

IN WITNESS WHEREOF the Parties hereto have executed this agreement as of the day and year first above written.

**MUNICIPAL DISTRICT OF WILLOW CREEK  
NO. 26**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**TOWN OF FORT MACLEOD**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**TOWN OF STAVELY**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**TOWN OF CLARESHOLM**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**TOWN OF NANTON**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**SCHEDULE “A”**

**EMERGENCY SERVICES, SERVICE LEVELS & STANDARDS**

<b>EMERGENCY SERVICE(S)</b>	<b>SERVICE LEVEL(S) AND STANDARD(S)</b>
<b>FIRE SUPPRESSION SERVICE</b>	
Fire Fighting — Structural Defensive	Recruit Training Course, NFPA 1001 — Level 1 or higher or an equivalent competency** (1) equivalent competency*
Fire Fighting — Interior Attack ** (2)	Recruit Training Course, NFPA 1001— Level 2 or an equivalent competency with Exceptions ** (2) equivalent competency* *as determined by the consent of both the Station Chief and the Emergency Services Manager
Fire Fighting — Wildland/Urban interface	Recruit Training Course, S100G, NFPA 1051
Vehicle Fires	Recruit Training Course, NFPA 1001 Level 2 or an equivalent competency with Exceptions ** (1) equivalent competency* *as determined by the consent of both the Station Chief and the Emergency Services Manager
<b>RESCUE SERVICES</b>	
Motor Vehicle Collisions	Recruit Training Course, Vehicle X Course, NFPA 1001 Level 2, Farm X, Emergency Livestock Course
Trench Rescue	NFPA 1006 Awareness Only ** (3)
Hazardous materials Response	NFPA 472 at Awareness Level, Operations with HAZMAT team
Confined Space Rescue	NFPA 1006 Awareness Only ** (3), In-House Training
Rope Rescue (Low Angle Rescue Only)	NFPA 1006 Awareness Only ** (3), In-House Training
Power Line Down/Electrical Hazards	NFPA 1006 Awareness Only ** (3), In-House Training
Building Collapse	NFPA 1006 Awareness Only ** (3), In-House Training
Ice Rescue	NFPA 1006 Operations, ice Rescue Course
Swift/Fast Water Rescue	NFPA 1006 Operations Awareness Only ** (3), Swift Water Course, Jet Ski Course, Boat Course
Still Water Rescue	NFPA 1006 Still Water Course, Boat Course, Jet Ski Course
Search and Rescue	SAR Basic
<b>MEDICAL FIRST RESPONSE</b>	
Medical First Response	First Aid/ CPR/HCP, MFR, EMR, PCP, First Aid Course
CISM	Peer Support Training, R2MR, Contracted Mental Health services
<b>INCIDENT COMMAND</b>	
Incident Command	ICS 100, 200

<b>PUBLIC RELATIONS</b>	
Car Seat Installation and inspection	Car Seat Technician Course
Fire/ Life Safety	1521 Course
<b>INVENTORY &amp; EQUIPMENT MAINTENANCE</b>	
Inventory & Equipment Maintenance	The responsibility of all fire departments to ensure equipment readiness. To perform on a monthly basis as a minimum with proper documentation to support inventory
<b>OTHER SERVICES/PROGRAMS</b>	
Mutual and automatic aid responses	As per existing mutual aid agreements and protocols, or as contemplated in Schedule "B"
Public Safety Education	Fire prevention week, fire hall tours, smoke detector program, Co Program
Standard Operating Guidelines (SOG's)	As contemplated in Schedule "B"
Training Programs	As contemplated in Schedule "B"
<b>** (1) Equivalent Competency as determined by the consent of both the Station Chief and the Emergency Services Manager</b>	
<b>** (2) Interior attack is only permitted for firefighters that are NFPA 1001 Level 2 trained. Level 1 may also enter under the direct supervision of a Level 2-1001 firefighter. Or Equivalent Competency as determined by the consent of both the Station Chief and the Emergency Services Manager</b>	
<b>** (3) If, however, there are no NFA 1001 Level 2 firefighters on scene or the event is deemed unsafe by the Incident Command there are not enough resources on scene to handle the event, the structural interior attack reverts back to defensive action only.</b>	
<b>FUTURE SERVICES/PROGRAMS</b>	
Pre-Emergency Planning	To be discussed @ ICF Committee
Life Safety Inspections	To be discussed @ Fire Chiefs Committee and Emergency Services Committee
Fire Investigations	To be discussed @ Fire Chiefs Committee and Emergency Services Committee
Other	As contemplated in Schedule "B", subject to discussion @ Fire Chiefs Committee and Emergency Services Committee

## SCHEDULE “B”

### INTERMUNICIPAL OPERATION OF EMERGENCY SERVICES

Throughout the Term of this Agreement, unless otherwise agreed to by the Parties, aspects of Emergency Services delivered on an intermunicipal basis under the planning, management and operation of the Fire Chiefs Committee consist of:

#### 1. Emergency Services Delivered Intermunicipally

Throughout the Term of this Agreement each of the Fort Macleod, Claresholm, Nanton and Stavely (the “**Towns**”) shall provide Emergency Services within areas of Willow Creek as follows:

- (a) **Coordination** – all Emergency Services to be delivered intermunicipally as contemplated below will be coordinated by the Fire Chiefs and the Fire Chiefs Committee;
- (b) **Response Map** – the response areas within Willow Creek for each of the Towns shall be limited to those respective areas designated within the response map approved from time to time by the Fire Chiefs Committee and by Willow Creek, which as of the date of the this Agreement is attached as **Schedule “H”** to this Agreement (“**Response Map**”);
- (c) **Response Areas** – subject always to requests for Mutual Aid, defined below, each Town shall only be responsible to provide the Emergency Services within the applicable portion(s) of Willow Creek identified within the Response Map, and to all people, property and livestock that may be affected if they are located within the boundaries of the applicable area;
- (d) **Call-Outs and Dispatch** – the Parties shall each use Foothills Regional Emergency Services Commission, or other common agency agreed to, contracted on an individual basis to provide call-out and dispatch services for the operation of the Emergency Services;
- (e) **Response** – the Towns shall:
  - (i) make their best efforts to provide priority of response to Emergency calls from within Willow Creek; or
  - (ii) provide immediate notice to Willow Creek Emergency Services Manager (the “**Emergency Services Manager**”) if it is unable to respond.

For clarity, all Emergency calls from within the designated areas on the Response Map will receive immediate response from the Town Emergency Services Departments when it can be reasonable to do so without impairing the respective Town's capacity to protect life or property within the Town limits. In the event that a Town is unable to respond to an Emergency call when called upon, Willow Creek will enact request(s) for mutual aid in order to provide service as further defined below;

- (f) **Notice of Coverage** – in the event that a Town is engaged in mutual aid service (as defined below), training or other activities impacting the Town's ability to respond to Emergency calls from within the designated areas on the Response Map:
  - (i) the Town will notify the Fire Chiefs, including Willow Creek Emergency Services Manager; and
  - (ii) the Fire Chiefs shall, as much as possible, coordinate resources of personnel and equipment so as to ensure coverage for responses to Emergency calls from within the impacted areas on the Response Map;
- (g) **Standard Operating Guidelines** – ensure that all Emergency Services personnel are familiar with, and are capable of operating within, the requirements of Willow Creek SOG's applicable to required Emergency Services to be provided in response to the Emergency;

- (h) **Vehicles** – ensure that all trucks, fire engines, cargo trailers, ATV's and other mobile and licenced vehicles are regularly inspected and maintained by the owner of those vehicles in accordance with National Fire Protection Association (“NFPA”) standards, Provincial legislation and municipal policy;
- (i) **Insurance** – ensure that proper insurance has been obtained for all Town owned equipment, buildings and properties that house the Emergency Services Departments providing the Emergency Services;
- (j) **Direction and Management** – assign at the discretion of their respective Fire Chiefs, on a per incident basis, equipment and trained personnel available and necessary to address the Emergency, in accordance with the SOG’s;
- (k) **Incident Command** – while responding to an Emergency within Willow Creek, all Emergency Services personnel will be under the incident command of the commander of the responding Fire Department, unless otherwise directed by the commanders on the scene, or otherwise directed by Willow Creek Emergency Services Manager.

## 2. **Emergency Services Provided as Mutual Aid**

In addition to and without restricting the intermunicipal delivery of Emergency Services within area of Willow Creek, each of the Parties shall provide the following mutual aid (“**Mutual Aid Services**”):

- (a) **Nature of Emergency** – each Party may call upon the assistance of all or any of the other Parties to render assistance that, in the opinion of the Party requesting mutual aid (the “**Requesting Party**”), is necessary for the prompt and safe handling of an emergency requiring trained Emergency Services personnel and the application of equipment and techniques to manage the emergency scene (“**Emergency**”);
- (b) **Nature of Mutual Aid Services and Obligation to Assist** – upon receipt of a request for Mutual Aid Services, each Party will render whatever assistance that it can without endangering the wellbeing of its own residents;
- (c) **Contact Persons to be Appointed** – each Party will designate one or more contact persons, who will coordinate Mutual Aid Services, and administer the provisions of this Agreement respecting Mutual Aid Services, on its behalf. Each Party to this agreement will designate a specific request for aid format to activate this agreement;
- (d) **Requesting Party to Assume Direction** – unless otherwise provided for within the SOG’s:
  - (i) each Responding Party shall utilize all responding personnel and equipment in accordance with its own Emergency response plans;
  - (ii) the Responding Party’s personnel and equipment shall follow directions of the Requesting Party’s Incident Commander, save and except in the event that the personnel or equipment shall be endangered beyond acceptable limits;
- (e) **All Costs to be Charged to Requesting Party** – the Requesting Party requesting Mutual Aid Services hereby accepts financial responsibility for all services rendered and rental of all equipment requested. The billing/accounting officer for each Party will maintain a registry of services and equipment usage during the time of assistance;
- (f) **Equipment and Personnel Rates** – unless otherwise agreed to by the parties (pursuant to “good neighbor” principles, common billing practices, or otherwise) all equipment and personnel used for providing Mutual Aid Services shall be billed by:
  - (i) the Responding Party to the Requesting Party; and/or



- (ii) the owner of the equipment (or joint owner, as the case may be, pursuant to agreement of the joint owners) to the Requesting Party;

without duplication, in the respective discretions of the billing Party or Parties, and at the rates established from time to time by the billing Party or Parties and its or their respective fees bylaws and/or policies, if applicable. The Parties acknowledge that the Fire Chiefs Committee will work towards providing recommendations for consolidating and harmonizing billing rates and practices, in consultation and coordination with the Emergency Services Committee, which may be implemented by the Parties in due course;

- (g) **Equipment and Personnel** – only equipment owned solely by the Responding Party, joint equipment under the care, custody and control of the Responding Party, or volunteered equipment, shall be used in providing Mutual Aid Services. In addition to the employees of a Responding Party, those who have voluntarily offered their services to any Responding Party may be utilized in providing Mutual Aid Services;
- (h) **Volunteer Equipment and Personnel to be Accepted by Requesting Party** – the Fire Chiefs Committee will work towards providing recommendations for practices for engaging volunteer equipment and/or personnel for use in providing Mutual Aid Services, in consultation and coordination with the Emergency Services Committee, which may be implemented by the Parties in due course; and
- (i) **Performance & Preparedness** – each of the Parties shall faithfully carry out and perform Mutual Aid Services to be best of the Responding Party’s abilities and resources, and shall further maintain a state of preparedness adequate to meet any Emergency situation that may arise, all as may be more particularly set forth within the SOG’s or this Agreement.

### 3. Performance & Compliance

In carrying out all or any of the services contemplated within this Schedule each Party shall, to be best of the responding Party’s abilities and resources, ensure the respective Emergency Services personnel under their direction or control:

- (a) conduct themselves in a professional manner adhering to all bylaws and policies of the Parties, as well as the applicable SOG’s; and
- (b) adhere to all NFPA standards, and relevant Federal and Provincial legislation including, but not limited to, all highway traffic legislation, *Occupational Health and Safety Act* and related codes of practice, and the *Safety Codes Act*.

### 4. Emergency Services Programs & Training

Under the direction and control of the Fire Chiefs Committee, the Fire Chiefs will create, plan, implement and operate the following joint programs for the mutual benefit of the Parties (the “**Emergency Services Programs & Training**”):

- (a) **Standard Operating Guidelines (SOG’s) Program** – the consultation, development, approval, periodic review, and amendment from time to time of SOG’s to be followed and implemented by the Emergency Services Departments, providing for a clear standard of performance, standard operating procedures, incident command structure and protocols, standard communications protocols, and any other relevant operational requirements for the purposes of:
  - (i) performing any of the Services contemplated under this Agreement within another Party’s jurisdiction, providing the Services within another Party’s jurisdiction; and
  - (ii) operation of each Party’s own respective Emergency Services Departments within their respective jurisdictions, providing for best practices and other resources;
- (b) **Training Program** – the consultation, development, coordination, approval, periodic review, and amendment from time to time of training programs for personnel utilized by the Parties’ respective

Emergency Services Departments, providing for a standard of training, expertise, experience, knowledge, proficiency and capability determined by the Fire Chiefs Committee to be necessary or valuable for the purposes of:

- (i) establishing and maintaining the Service Levels/Standards for the Emergency Services contemplated within this Agreement, as amended from time to time; and
- (ii) performing any of the Emergency Services as contemplated within this Agreement.

Without restricting any of the foregoing, as of the date of this Agreement, the training programs include the following:

<b>EMERGENCY SERVICES TRAINING</b>
<b>Training Certification/Courses</b>
NFPA 1006 Rescue Courses
NFPA 1001- Level 1- 472 Awareness
NFPA 1001- Level 2 - 472 Ops
Station Training nights
Entry Level Training
NFPA 1021 level 1
NFPA 1051
S 100 Grassland Course
NFPA 1002
Basic Safety Codes Course
NFPA 1031
NFPA 1033
NFPA 1041
Urban and Wildland Search and Rescue
NFPA 1521
ATV Course
PWC Course (Jet Ski)
PWC Course – Jet Boat
Car Seat Technician Course
Public Relations (PIO)
Incident Command System
CISM – Critical Incident Stress Management
Farm extraction
H2S
‘Q’ Airbrake endorsement
First Aid – CPR (HCP)
Swift/still Water Rescue Courses
EMR Course/annual dues
PCP annual dues
ICE Rescue Course
Livestock Emergency Handling Course
Class 3 Drivers License
Class 4 Drivers License
Drivers License - Annual Medical
Fire conference
Individual S-Series Courses
Traffic control Course

- (c) **Costs of Emergency Services Programs & Training** – each Party is participating in the above-noted Emergency Services Programs & Training, and accordingly each Party will be responsible for their corresponding share of associated costs of the respective Emergency Services Programs & Training as contemplated within the Budget Parameters and set out in **Schedule “F”**, or otherwise agreed to by the Parties from time to time.

## 5. Coordination of Equipment

Each of the Parties from time to time owns certain Emergency Services vehicles, apparatus and equipment which are necessary or prudent for the delivery of Emergency Services by the Parties (the “**Emergency Services Equipment**”), and an inventory of the Emergency Services Equipment as of the date of this Agreement is attached to this Agreement as **Schedule “I”**. In this regard,

- (a) **Willow Creek Emergency Services Equipment** – certain portions of Emergency Services Equipment have been placed within the fire halls of some or all of the Towns for use and operation in the intermunicipal delivery of Emergency Services as contemplated within this Schedule (“**Willow Creek Emergency Services Equipment**”);
- (b) **Inventory** – under the direction and control of the Fire Chiefs Committee, the Fire Chiefs will review and update the inventory of Emergency Services Equipment attached as **Schedule “I”** on an annual basis, including the inventory of Willow Creek Emergency Services Equipment.
- (c) **Responsibility for Emergency Services Equipment** – for clarity, each Party shall be responsible for the periodic maintenance, repair and replacement of the Emergency Services Equipment owned by that Party (or jointly responsible in the case of co-owned equipment), as contemplated within Section 4.1 of this Agreement and as more particularly described within the budget parameters within **Schedule “E”** and the financial obligations within **Schedule “F”** attached to this Agreement;
- (d) **Use** – use of each item of Willow Creek Emergency Services Equipment in the possession of a Town will be primarily for responding to Emergencies located within Willow Creek, and on a priority basis. Use of Willow Creek Emergency Services Equipment in responding to an Emergency within each Town will be subject to such reasonable use, priority policies, procedures and processes as may be established from time to time by Willow Creek in consultation with the Emergency Services Committee and with reasonable notice to the Town of any such changes.
- (e) **Protect** – each Town will use and operate Willow Creek Emergency Services Equipment in accordance with reasonable policies, directives or other operating or maintenance instructions that may be established by Willow Creek from time to time in consultation with the Emergency Services Committee and with reasonable notice to the Town of any such changes (including cleaning of and preventative maintenance for each piece of Willow Creek Emergency Services Equipment may be required after each and every use), and will use its best efforts to protect the same from loss or damage;
- (f) **Alterations** – other than in an emergency, no alterations will be made to any Willow Creek Emergency Services Equipment unless agreed to by Willow Creek, acting reasonably;
- (g) **Reporting** – each Town will report any damage, breakage or non-functioning Willow Creek Emergency Services Equipment to Willow Creek in its possession as soon as reasonably possible; and
- (h) **Disputes** – any disputes arising with respect to such use, priority policies, procedures and processes, or availability of any Willow Creek Emergency Services Equipment will be referred to the Emergency Services Committee for review and if still unresolved referred to the Dispute Resolution Procedure.

## 6. Future Potential Emergency Services Programs & Training

Subject to the consultation within the Fire Chiefs Committee and the Emergency Services Committee, and the inclusion of funding within the budgets for the Emergency Services Departments, the Fire Chiefs Committee may create, plan, implement and operate the following additional programs for the mutual benefit of the Parties:

- (a) **Payroll Management** – design, implementation and operation of a harmonized payroll system for Emergency Services personnel utilizing a system such as Fire Pro;
- (b) **Recruitment, Retention and Human Resources Program** – policies, procedures, standards and documents for recruitment, retention, and human resource management of personnel for the Emergency Services Departments;
- (c) **Equipment Evaluation Program** – the consultation, review, testing, from time to time of equipment designed or required for Emergency Services;
- (d) **Procurements Program** – joint/bulk procurements of equipment on an as needed basis by the Parties, for the purposes of maximizing efficiency of procurement processes as well as cost savings for the Parties;
- (e) **Fire Investigations Program** – fire investigations service available on an as needed basis by the Parties; and
- (f) **Other Programs** – such further and other programs jointly created, designed, planned, implemented and/or operated by the Parties from time to time, subject always to approval of the Emergency Services Committee and inclusion of funding for the program within budgets for the Emergency Services Departments.

and upon undertaking any of the above, they will form part of the Emergency Services Programs & Training under the planning, operation and management of the Fire Chiefs Committee, and budgeted for within the budgets for the Emergency Services Departments, unless and until removed from the Emergency Services Programs & Training by the Fire Chiefs Committee and the Emergency Services Committee.

## 7. Participation in Future Emergency Services Programs & Training

The Parties acknowledge and agree that participation in all or any of the future Emergency Services Programs & Training which are not required in order to meet the Service Levels/Standards is voluntary, at the discretion of each of the Parties, and subject to agreement of the respective Party. Each Party's share of costs of participation in Future Emergency Services Programs & Training will be agreed upon by the Parties as further provided for in **Schedule "F"**. For clarity, Emergency Services Programs & Training which are required in order to meet the Service Levels/Standards are mandatory, and addressed under Section 4 of this Schedule.

## 8. Further or Other Arrangements

For clarity, as contemplated within Section 10.2 of this Agreement, the Parties may also at any time consider and enter into any further or other arrangements respecting Emergency Services, and other collaborations relating to Emergency Services, whether on a multi-party, bi-lateral or other basis, which are complementary to this Agreement.

## 9. Referral to Dispute Resolution

If the Parties at any time cannot agree upon any matter respecting Mutual Aid Services (including rates for personnel and equipment) or Emergency Services Programs & Training that contemplates agreement of the Parties, then notwithstanding any intermediate acts or negotiations any Party shall be entitled to refer the dispute, and to the extent that it is necessary or reasonable in all of the circumstances any related question or dispute, to be resolved pursuant to the Dispute Resolution Procedure.

## SCHEDULE “C”

### FIRE CHIEFS COMMITTEE – PLANNING, OPERATION AND MANAGEMENT OF EMERGENCY SERVICES

#### 1. Fire Chiefs Committee

The Fire Chiefs Committee consists of Six (6) individuals made up of:

- (a) the Fire Chiefs for each of the Towns;
- (b) the Fire Chief for the Granum Fire Department; and
- (c) the Emergency Services Manager for the Municipal District of Willow Creek;

for the purposes of ongoing planning, operation and management of the Emergency Services. Subject always to the designation of alternate members of the Fire Chiefs Committee by the respective Parties under Section 7 of this Schedule, the deputy chief or other designate of each of the Fire Chiefs may, at the request of the respective Fire Chief, act in that person’s stead for the purposes of the activities and operations under this Schedule where the corresponding Fire Chief is unavailable.

#### 2. The Emergency Services Coordinator

The Parties appoint a coordinator for Emergency Services (the “**Emergency Services Coordinator**”) for the limited purposes of coordination and facilitation of:

- (a) the meetings of the Emergency Services Committee on behalf of the Parties;
- (b) the meetings of the Fire Chiefs Committee on behalf of the Parties;
- (c) the budgets of the Parties to the extent affecting the intermunicipal delivery of the Emergency Services;
- (d) the Emergency Services Programs & Training; and
- (e) the planning, development, budgeting, implementing and operation of such other programs or services proposed by the Fire Chiefs from time to time to form part of the Emergency Services and/or Emergency Services Programs & Training, and which are approved by the Emergency Services Committee and contemplated within all budgets affecting the Emergency Services Departments and the Emergency Services.

#### 3. Appointment and Replacement of the Emergency Services Coordinator

As of the date of this Agreement, the Emergency Services Coordinator will be the Emergency Services Manager for the Municipal District of Willow Creek. The deputy chief or other designate of the Emergency Services Coordinator may, at the request of the Emergency Services Coordinator, act in that person’s stead for the purposes of the activities and operations of the Emergency Services Coordinator under this Schedule. The Emergency Services Coordinator may be replaced at any time upon unanimous agreement of the Emergency Services Committee, or the agreement of the Parties.

#### 4. Planning, Implementation and Operation of Emergency Services.

The Fire Chiefs Committee is authorized and directed by the Parties to carry out the ongoing planning, operation and management of the Emergency Services, and specifically are authorized and directed to:

- (a) create, review and propose budgets for the Emergency Services Departments (in each case, such budgets are subject to the approval of the corresponding Party controlling each Emergency Services Department) that are in alignment with the Budget Parameters and sufficient to meet the requirements respecting the Service Levels/Standards in Section 4.1 of this Agreement;
- (b) create, review and amend the SOG’s respecting the delivery of the Emergency Services;

- (c) coordinate:
  - (i) the review and amendment of the inventory of Emergency Services Equipment of the Parties attached as **Schedule “I”** to this;
  - (ii) the maintenance of Emergency Services Equipment of the Parties; and
  - (iii) the maintenance of records of tangible capital assets for the Emergency Services Equipment of the Parties;
- (d) maintain training records for all Emergency Services personnel of the Parties under FirePro or similar/equivalent software solutions;
- (e) review and make recommendations from time to time regarding:
  - (i) the coordination of the availability and location of equipment, personnel, training and other resources required for current and future needs of Emergency Services;
  - (ii) equipment replacement, billing requirements, recruitment policy and standard operating procedures, and any other matter that may affect the delivery of Emergency Services or the operation of the Emergency Services Departments;
  - (iii) changes to the description of Emergency Services, and the Service Levels/Standards;
  - (iv) changes to the Budget Parameters;
  - (v) the nature and extent of Emergency Services Programs & Training required in order to meet the Service Levels/Standards;
  - (vi) the designated response areas within Willow Creek, and corresponding amendments or updating to the Response Map, respecting the intermunicipal delivery of the Emergency Services by the Parties;
- (f) create, implement, manage and operate each of the programs and services comprising the Emergency Services within the limits of the applicable Emergency Services Department budgets;
- (g) review and make recommendations from time to time to the Emergency Services Committee regarding rates for Mutual Aid Services, and billing practices, with a view towards harmonizing rates and implementing consistent practices;
- (h) coordinate the operations and/or responses by the respective Emergency Services Departments including, without restriction, the delivery of Emergency Services intermunicipally as contemplated within **Schedule “B”**;
- (i) conduct and coordinate incident reviews respecting the Emergency Services, and prepare recommendations for improvements to the Emergency Services Departments, the Emergency Services, and the Emergency Services Programs & Training;
- (j) explore options for the further development and enhancement of the Emergency Services, the development and enhancement of programs for Emergency Services Programs & Training, and the development policies, processes or other agreements, as may be determined to be necessary or prudent for the purposes of carrying out the spirit and intent of this Agreement; and
- (k) making recommendations to the Emergency Services Committee respecting changes to this Agreement;

in each case, as contemplated within this Agreement, in addition to making recommendations and reporting to the Emergency Services Committee in respect of the foregoing.

#### **5. Limitations of Fire Chiefs Committee.**

The ongoing planning, operation and management of the Emergency Services by the Fire Chiefs Committee is limited by the following:

- (a) the requirement to achieve and maintain the Service Levels/Standards (or, if currently unable to meet the Service Levels/Standards, strive to meet the Service Levels/Standards within a reasonable period of time) as contemplated within Section 4.1 of this Agreement;
- (b) the requirements or limitations of the Budget Parameters;
- (c) the limitations of the budget for each Emergency Services Department; and
- (d) any further or other direction received from the Emergency Services Committee and/or the ICF Committee, in relation to the Emergency Services.

#### **6. Fire Chiefs Committee and Chair of the Fire Chiefs Committee**

Unless otherwise unanimously agreed to by the Parties, the Chair of the Fire Chiefs Committee will be the Emergency Services Coordinator.

#### **7. Representatives**

Notwithstanding the use of deputy chiefs or other designates by the Fire Chiefs as contemplated within Section 1 of this Schedule, each Party may appoint alternate representatives to act on the Fire Chiefs Committee in substitution for corresponding Party's appointed representative(s) in the event that the corresponding Party's appointed representative(s) on the Fire Chiefs Committee is/are not available. Each of the Parties may also at any time and from time to time by written notice replace its appointed representative(s) on the Fire Chiefs Committee, or any alternate(s), and any representative and/or alternate so replaced shall cease to be a Fire Chiefs Committee member or alternate upon the giving of such notice. Copies of written notices shall be given to the other Parties, the individual(s) so appointed as a new Fire Chiefs Committee member(s) and/or alternate(s), and the Fire Chiefs Committee member(s) and/or alternate(s) who has/have been replaced.

#### **8. Vacancies**

A vacancy in the Fire Chiefs Committee shall be filled by the Party who appointed the former representative whose loss created the vacancy. If there is a vacancy in the Fire Chiefs Committee, the remaining representatives may continue to exercise the powers of the Fire Chiefs Committee in accordance with the terms of this Agreement.

#### **9. Quorum**

Quorum for meetings of the Fire Chiefs Committee will be satisfied where all members of the Fire Chiefs Committee (including the authorized designates pursuant to Section 1 of this Schedule, and any alternates appointed pursuant to Section 7 of this Schedule, in place of any of the Fire Chiefs who are not available) are present.

#### **10. Decision Making**

The Fire Chiefs Committee will make decisions and provide recommendations to the Emergency Services Committee by way of consensus, and evidence of a majority approval by a minimum four out six members of Fire Chiefs Committee as and when circumstance may require.

#### **11. Referral to Dispute Resolution**

If at any meeting of the Fire Chiefs Committee, any matter is considered and the matter is neither approved nor adjourned for further consideration, in either case by all of the members of the Fire Chiefs, then notwithstanding any intermediate acts or negotiations, any Party shall be entitled to refer the dispute, and to the extent that it is necessary

or reasonable in all of the circumstances, any related question or dispute, to be reviewed and resolved by the Emergency Services Committee.

## **12. Fire Chiefs Committee Meetings**

The Fire Chiefs Committee shall meet at least **Four (4) times a year**, or more as the Fire Chiefs Committee determines.

## **13. Notice of Meetings**

Notice of the time and place of every meeting shall be given by the Chair with **not less than Thirty (30) days notice**.

## **14. Calling Meetings**

Subject always to the requirements of the delivery of notice as contemplated above, the Chair shall call meetings of the Fire Chiefs Committee:

- (a)** as and when directed by the Fire Chiefs Committee, in the form of meeting schedule approved by the Fire Chiefs Committee or otherwise as directed from time to time; and
- (b)** upon receipt of a request in writing received from a Fire Chief (together with detail respecting the reasons for the requested meeting as the Chair may reasonably require), and following consultation with:
  - (i)** the requesting Fire Chief as to urgency of the requested meeting and the potential sufficiency of the next scheduled meeting of the Fire Chiefs Committee; and
  - (ii)** the Chair regarding the availability of facilities for the requested meeting.

It is understood and agreed that, save and except for Fire Chiefs Committee meetings which are scheduled in advance by the Fire Chiefs Committee, the Chair and Willow Creek's Chief Administrative Officer will only be responsible for using their reasonable best efforts to arrange for and call a meeting upon the request of the Fire Chiefs Committee or upon the request of a Fire Chief. Notwithstanding the foregoing, nothing shall prevent the Parties and/or members of the Fire Chiefs Committee from having informal meetings and/or discussion at any time on an as needed basis in between formal meetings of the Fire Chiefs Committee, in order to address any matter contemplated within this Agreement including, without restriction, the subject matter(s) of any notice from a Fire Chief requesting a meeting of the Fire Chiefs Committee.

## **15. Attendance at Meetings**

The Fire Chiefs Committee, but not an individual Fire Chiefs Committee member, may decide to invite the general public, special interest group(s), or other private or public bodies and agencies to attend any meeting of the Fire Chiefs Committee and/or make submissions to the Fire Chiefs Committee with respect to any matter or question being considered by it. For clarity, any authorized alternates or designates of any of the Fire Chiefs as contemplated within this Schedule may also attend meetings of the Fire Chiefs Committee, at the invitation of their respective Fire Chief.

## **16. Location, Host Party and Costs of Meetings**

Unless otherwise agreed to by the Parties or directed by the Fire Chiefs Committee:

- (a)** the location of meetings of the Fire Chiefs Committee shall be the offices of the Municipal District of Willow Creek, or such alternative location as the Chair may designate within the notice of the meeting;
- (b)** the Municipal District of Willow Creek will be the host of meetings of the Fire Chiefs Committee, responsible for arranging the venue and other facilities required in order to carry out the meeting;
- (c)** the Emergency Services Manager will coordinate the meeting dates, creation and circulation of materials, and facility requirements with the Chair of the Fire Chiefs Committee; and



- (d) the costs of hosting a meeting of the Fire Chiefs committee will be the responsibility of the Municipal District of Willow Creek.

**17. Records**

The Fire Chiefs Committee shall arrange for proper written records, and minute taking of all meetings and decisions of the Fire Chiefs Committee to be kept and maintained and copies of same shall be sent to each member and the Parties within **Fifteen (15) business days** following each meeting of the Fire Chiefs Committee. Each Fire Chiefs Committee member shall be entitled to reasonable access to all files and records of the Fire Chiefs Committee at all reasonable times and shall be given the opportunity to make copies thereof from time to time.

All records of the Fire Chiefs Committee will be retained at the offices of Willow Creek.

**18. Limitation of Liability**

No Fire Chiefs Committee member shall be liable for the acts, neglect or default of such Fire Chiefs Committee member, any other Fire Chiefs Committee member, and/or the Fire Chiefs Committee as a whole, provided that such Fire Chiefs Committee member has acted, in good faith in the performance or intended performance of any duty or in the exercise or intended exercise of any power or authority granted to such Fire Chiefs Committee member and the Fire Chiefs Committee as a whole hereunder.

**19. Remuneration of Committee Representatives**

Each Party will reimburse its appointed members in accordance with its own practices and policies.

## SCHEDULE “D”

### EMERGENCY SERVICES COMMITTEE – REVIEW OF OPERATION AND MANAGEMENT OF EMERGENCY SERVICES

#### 1. Emergency Services Committee

The Emergency Services Committee consists of:

- (a) the Chief Administrative Officers and the Fire Chiefs of each of the Towns; and
- (b) in the case of Willow Creek, the Chief Administrative Officer, together with the Fire Chief for the Granum Fire Department and the Willow Creek Emergency Services Manager;

for the purposes of reviewing the operation and management of the Emergency Services. Subject always to the designation of alternate members of the Emergency Services Committee by the respective Parties under Section 4 of this Schedule, the deputy chief or other designate of each of the Fire Chiefs as well as a designate of each of the Chief Administrative Officers may, at the request of the respective Fire Chief or Chief Administrative Officer, act in that person’s stead for the purposes of the activities and operations under this Schedule where the corresponding Fire Chief or Chief Administrative Officer is unavailable.

#### 2. Review of Emergency Services.

The Emergency Services Committee is authorized and directed by the Parties to meet on a bi-annual basis for the purposes of carrying out the periodic review of the ongoing planning, operation and management of the Emergency Services, and specifically for the purposes of:

- (a) receiving and reviewing the report(s) and recommendation(s) of the Fire Chiefs Committee;
- (b) ensuring that the Fire Chiefs Committee is operating in a functional, productive and collaborative manner, and carrying out its responsibilities as contemplated within this Agreement;
- (c) receiving, reviewing and attempting to resolve any dispute arising within the Fire Chiefs Committee;
- (d) receiving and reviewing capital and/or operational requirements from the Fire Chiefs Committee, and resulting budget requirements for Emergency Services;
- (e) receiving, reviewing and coordinating budgets of the Parties to the extent affecting the intermunicipal delivery of the Emergency Services;
- (f) contemplating any changes to:
  - (i) amend or expand the description of Emergency Services;
  - (ii) amend or expand the description of the Service Levels/Standards;
  - (iii) amend or expand the description of Emergency Services Programs & Training;
  - (iv) amend or expand the Budget Parameters;
  - (v) the rates and billing practices for Mutual Aid Services; and
  - (vi) the manner in which costs for Emergency Services are billed by the Parties to the owners or parties causing the emergency, and how such costs are collected and accounted for;

as well as any other matter, issue or thing impacting the Parties, the Emergency Services Departments, and the Emergency Services;

- (g) ensuring that budgets for the respective Emergency Services Departments and the Emergency Services are in alignment with the Budget Parameters, and are adequate to provide for the Service Levels/Standards in the manner contemplated within Section 4.1 of this Agreement;
- (h) ensuring that operations of the respective Emergency Services Departments and the Emergency Services are within the respective operating budgets; and
- (i) making recommendations to the Parties respecting:
  - (i) giving specific direction to the Fire Chiefs Committee not otherwise contemplated within this Agreement;
  - (ii) budgets for the respective Emergency Services Departments and the Emergency Services; and
  - (iii) changes to this Agreement.

### **3. Emergency Services Committee and Chair of the Emergency Services Committee**

Unless otherwise unanimously agreed to by the Parties:

- (a) the Chair of the Emergency Services Committee shall rotate on an annual basis between each of the Parties;
- (b) the Chair for the first year will be the Chief Administrative Officer of the Town of Claresholm; and
- (c) thereafter the Chair shall rotate through the representatives of the Parties in an order agreed upon by the Emergency Services Committee.

### **4. Representatives**

Notwithstanding the use of deputy chiefs or other designates by the Fire Chiefs or the Chief Administrative Officers as contemplated within Section 1 of this Schedule, each Party may appoint alternate representatives to act on the Emergency Services Committee in substitution for the corresponding Party's appointed representative(s) in the event that the corresponding Party's appointed representative(s) on the Emergency Services Committee is/are not available. Each of the Parties may also at any time and from time to time by written notice replace its appointed representative(s) on the Emergency Services Committee, or any alternate(s), and any representative or alternate(s) so replaced shall cease to be an Emergency Services Committee member or alternate upon the giving of such notice. Copies of written notices shall be given to the other Parties, the individual(s) so appointed as a new Emergency Services Committee member(s) and/or alternate(s), and the Emergency Services Committee member(s) and/or alternate(s) who has/have been replaced.

### **5. Vacancies**

A vacancy in the Emergency Services Committee shall be filled by the Party who appointed the former representative whose loss created the vacancy. If there is a vacancy in the Emergency Services Committee, the remaining representatives may continue to exercise the powers of the Emergency Services Committee in accordance with the terms of this Agreement.

### **6. Quorum of Emergency Services Committee**

Quorum of the Emergency Services Committee shall be satisfied where Seven (7) members of the Emergency Services Committee (including the authorized designates pursuant to Section 1 of this Schedule, and any alternates appointed pursuant to Section 4 of this Schedule, in place of any of the Fire Chiefs or Chief Administrative Officers who are not available) are present, and provided always that:

- (a) each of the Parties is represented; and
- (b) a minimum of Three (3) Chief Administrative Officers (or designates or alternates) are present.

## **7. Decision Making**

The Emergency Services Committee will make decisions and provide direction to the Fire Chiefs Committee by way of consensus, and evidence of a majority approval by all members of the Committee present at the Emergency Services Committee Meeting as and when circumstance may require.

## **8. Referral to Dispute Resolution**

If at any meeting of the Emergency Services Committee, any matter is considered and the matter is neither approved nor adjourned for further consideration, in either case by all of the members of the Emergency Services Committee, then notwithstanding any intermediate acts or negotiations, any Party shall be entitled to refer the dispute, and to the extent that it is necessary or reasonable in all of the circumstances any related question or dispute, to be resolved pursuant to the Dispute Resolution Procedure.

## **9. Emergency Services Committee Meetings**

The Emergency Services Committee shall meet at least **Two (2) times a year**, or more as the Emergency Services Committee determines.

## **10. Notice of Meetings**

Notice of the time and place of every meeting shall be given by the Chair with **not less than Thirty (30) days notice**.

## **11. Calling Meetings**

Subject always to the requirements of the delivery of notice as contemplated above, the Chair shall call meetings of the Emergency Services Committee:

- (a)** as and when directed by the Emergency Services Committee, in the form of meeting schedule approved by the Emergency Services Committee or otherwise as directed from time to time; and
- (b)** upon receipt of a request in writing received from a Chief Administrative Officer for any of the Parties (together with detail respecting the reasons for the requested meeting as the Chair may reasonably require), and following consultation with:
  - (i)** the requesting Chief Administrative Officer as to urgency of the requested meeting and the potential sufficiency of the next scheduled meeting of the Emergency Services Committee; and
  - (ii)** the next host Party's Chief Administrative Officer regarding the availability of facilities for the requested meeting.

It is understood and agreed that, save and except for Emergency Services Committee meetings which are scheduled in advance by the Emergency Services Committee, the Chair and next host Party's Chief Administrative Officer will only be responsible for using their reasonable best efforts to arrange for and call a meeting upon the request of the Emergency Services Committee or upon the request of a Chief Administrative Officer. Notwithstanding the foregoing, nothing shall prevent the Parties and/or members of the Emergency Services Committee from having informal meetings and/or discussion at any time on an as needed basis in between formal meetings of the Emergency Services Committee, in order to address any matter contemplated within this Agreement including, without restriction, the subject matter(s) of any notice from a Chief Administrative Officer requesting a meeting of the Emergency Services Committee.

## **12. Attendance at Meetings**

The Emergency Services Committee, but not an individual Emergency Services Committee member, may decide to invite the general public, special interest group(s), or other private or public bodies and agencies to attend any meeting of the Emergency Services Committee and/or make submissions to the Emergency Services Committee with respect to any matter or question being considered by it.

## **13. Location, Host Party and Costs of Meetings**

Unless otherwise unanimously agreed to by the Parties:

- (a) the location of meetings of the Emergency Services Committee shall rotate on a meeting by meeting basis between each of the Parties in an order established by the Emergency Services Committee;
- (b) the municipality within which the meeting of the Emergency Services Committee occurs will be the host Party, responsible for arranging the venue and other facilities required in order to carry out the meeting;
- (c) the Chief Administrative Officer of the host Party will coordinate the meeting dates, creation and circulation of materials, and facility requirements with the Chair of the Emergency Services Committee;
- (d) the costs of hosting a meeting of the Emergency Services committee will be the responsibility of each host Party; and
- (e) the location and host Party for the first meeting of the Emergency Services Committee will be the Town of Claresholm.

#### **14. Records**

The Emergency Services Committee shall arrange for proper written records, and minute taking of all meetings and decisions of the Emergency Services Committee to be kept and maintained and copies of same shall be sent to each member and the Parties within **Fifteen (15) business days** following each meeting of the Emergency Services Committee. Each Emergency Services Committee member shall be entitled to reasonable access to all files and records of the Emergency Services Committee at all reasonable times and shall be given the opportunity to make copies thereof from time to time.

All records of the Emergency Services Committee will be retained at the offices of the Emergency Services Coordinator.

#### **15. Limitation of Liability**

No Emergency Services Committee member shall be liable for the acts, neglect or default of such Emergency Services Committee member, any other Emergency Services Committee member, and/or the Emergency Services Committee as a whole, provided that such Emergency Services Committee member has acted, in good faith in the performance or intended performance of any duty or in the exercise or intended exercise of any power or authority granted to such Emergency Services Committee member and the Emergency Services Committee as a whole hereunder.

#### **16. Remuneration of Committee Representatives**

Each Party shall reimburse its appointed members in accordance with its own practices and policies.

**SCHEDULE “E”**

**EMERGENCY SERVICES BUDGET PARAMETERS & PROCESS**

Each of the Parties will budget for the provision of Emergency Services in the following manner:

1. **Emergency Services Personnel** – for cost and budgeting certainty, unless otherwise approved by the Parties, the Parties will limit their budgeting and hiring to the following personnel:

MUNICIPALITY	EMERGENCY SERVICES PERSONNEL
Fort Macleod	Up to 25 (including Chief)
Claresholm	Up to 26 (including Chief)
Nanton	Up to 25 (including Chief)
Stavely	Up to 20 (including Chief)

2. **Pay Structure** – effective January 2020, pay structure for Emergency Services personnel is as follows:

MUNICIPALITY	PAY
<b>Fort Macleod</b>	
<ul style="list-style-type: none"> <li>• Fire Chief</li> <li>• Deputy Chief</li> <li>• Captain</li> <li>• Lieutenant</li> <li>• Firefighter</li> </ul>	<p align="right">\$25.95/hour \$24.24/hour \$22.74/hour \$22.74/hour \$21.46/hour</p>
<b>Claresholm</b>	
<ul style="list-style-type: none"> <li>• Fire Chief</li> <li>• Deputy Chief</li> <li>• Captain</li> <li>• Lieutenant</li> <li>• Firefighter</li> </ul>	<p align="right">N/A (full time position) \$20.58/hour \$19.42/hour \$18.29/hour \$17.15/hour</p>
<b>Nanton</b>	
<ul style="list-style-type: none"> <li>• Fire Chief</li> <li>• Deputy Chief</li> <li>• Captain</li> <li>• Lieutenant</li> <li>• Firefighter</li> </ul>	<p align="right">\$24.00/hour \$23.00/hour \$22.00/hour \$22.00/hour \$20.00/hour</p>
<b>Stavely</b>	
<ul style="list-style-type: none"> <li>• Fire Chief</li> <li>• Deputy Chief</li> <li>• Captain</li> <li>• Lieutenant</li> <li>• Firefighter</li> </ul>	<p align="right">\$24.00/hour \$23.00/hour \$22.00/hour N/A \$20.00/hour</p>
<b>Willow Creek Rates*</b>	
<ul style="list-style-type: none"> <li>• Fire Chief</li> <li>• Department Chief</li> <li>• Captain</li> <li>• Lieutenant</li> <li>• Firefighter</li> </ul>	<p align="right">\$24.00/hour \$23.00/hour \$22.00/hour \$22.00/hour \$20.00/hour</p>
<p>* Paid for Willow Creek Emergency Services Personnel, as well as for Town personnel responding to Emergencies within Willow Creek. A minimum 1 hour call out to be paid to firefighters who respond to hall for calls that are stood down as documented in sign sheets and on Fire Pro.</p>	

In this regard:

- (a) **Municipal Discretion** – the pay structure within each Emergency Services Department remains the sole decision of the respective Party budgeting for that Emergency Services Department;
  - (b) **Parity/Harmonization** – the Parties acknowledge the intention over time to seek to implement parity and harmonization in pay structure, which will be reviewed and considered by the Fire Chiefs Committee and the Emergency Services Committee as part of the ongoing and annual budgeting processes for the Emergency Services Departments and subject to agreement of the Parties; and
  - (c) **Notice of Change** – because Willow Creek pays the costs of Emergency Services personnel of the Towns when responding to an Emergency within Willow Creek, and pays a proportionate share of each Town’s Emergency Services Department budget, each party will provide advance notice to the Fire Chiefs Committee and the Emergency Services Committee of proposed changes to their respective pay structures for Emergency Services personnel;
3. **Willow Creek Contribution to Emergency Services Departments** – without restricting the forgoing, Willow Creek will budget for its share of portions of each of the Town’s Emergency Services budgets as set out in **Schedule “F”**;
4. **Emergency Services Equipment** – without restricting the forgoing:
- (a) Willow Creek will budget for the maintenance, operation, use and replacement of Willow Creek owned Emergency Services Equipment as set out within the inventory of Emergency Services Equipment attached as **Schedule “I”**, as amended and replaced from time to time (including long range planning and budgeting for capital repair and replacements, on a **Five (5) year** budget and planning horizon), as set out in **Schedule “F”**;
  - (b) each Town will budget for the maintenance, operation, use and replacement of each Town’s owned Emergency Services Equipment as set out within the inventory of Emergency Services Equipment attached as **Schedule “I”**, as amended and replaced from time to time (including long range planning and budgeting for capital repair and replacements, on a **Five (5) year** budget and planning horizon), as set out in **Schedule “F”**;
- in accordance with each respective Party’s own purchasing policies, save and except for where otherwise agreed to under this Agreement;
5. **Service Levels** – without restricting the forgoing, as contemplated within Section 4.1 of this Agreement, the Parties will budget for its respective Emergency Services Department in such a manner so as to fund:
- (a) **Emergency Services Training Costs** – each Party’s proportionate share, as set out in **Schedule “F”**, of costs of training programs contemplated within the Emergency Services Programs & Training in **Schedule “B”**;
  - (b) **Emergency Services Program Costs** – the programs related to Emergency Services agreed upon as contemplated within the Emergency Services Programs & Training in **Schedule “B”**; and
  - (c) **Service Levels/Standards** – provide for the equipment and resources needed to achieve and maintain the Service Levels/Standards (or, if currently unable to meet the Service Levels/Standards, strive to meet the Service Levels/Standards within a reasonable period of time);
6. **Emergency Services Department Budget Input** – in order to assist each other with the preparation of Emergency Services Department budget under this Agreement, the Towns will each prepare and provide annual operating budget for each respective Emergency Services Department including, without restriction, providing for the following:
- (a) consumables;

- (b) personal protective equipment;
- (c) training and instruction;
- (d) capital acquisitions and replacements; and
- (e) salaries and wages;

providing for a **One (1) year** (current year) budget and a **Three (3) year** operating and financial plan on a rolling horizon basis, and a **Five (5) year** capital plan on a rolling horizon basis. The Parties will provide the estimated operating budget to the Fire Chiefs Committee and the Emergency Services Committee by January 31, of each year; and

7. **Capital vs Operating Expense** – for clarity, unless otherwise agreed to by the Parties (pursuant to a common tangible capital asset policy, or otherwise, forming additional or amended Budget Parameters):

- (a) reference to:
  - (i) “capital” within this Schedule and this Agreement, in the context of cost, acquisitions, budget or otherwise, shall mean “tangible capital assets”;
  - (ii) expenditures on repairs to or maintenance of tangible capital assets (including Emergency Services Equipment, and fire halls), shall be accounted for as operating expenses, unless the repair, maintenance and/or corresponding expenditure constitutes a “betterment”;

in each case as those terms or concepts are defined, clarified or contemplated within the handbook of the Public Sector Accounting Board;

- (b) notwithstanding subsection (a) above, capital asset expenditures shall be in accordance with each municipalities Tangible Capital Asset policies; and
- (c) notwithstanding subsection (b) above, capital asset expenditures by Towns for Emergency Services Equipment not required for responding to Emergencies within Willow Creek will not form part of operating expense or budget shared by Willow Creek.

8. **Budget Approvals** – the budget for each Emergency Services Department will at all times remain subject to the approval of the corresponding municipal council, in its sole discretion. For clarity, the Willow Creek commitment to pay the proportionate share of each Town’s Emergency Services Department budget contained within **Schedule “F”** is limited to budgets that comply with the Budget Parameters provided above and as amended from time to time by the Parties, unless otherwise agreed to by Willow Creek;

9. **Books of Account, Information** – each Party will at all times maintain at its respective offices, reasonable books of account and records with respect to the Emergency Services costs and budgeting. Each Party may at reasonable times, upon reasonable notice, and at reasonable intervals, request and obtain information with respect to the Emergency Services and review the books and records maintained by the Parties pursuant to this Agreement and relating to the Emergency Services; and

10. **Referral to Dispute Resolution** – if the Parties at any time cannot agree upon any matter respecting budgets for Emergency Services that contemplates agreement of the Parties, then notwithstanding any intermediate acts or negotiations any Party shall be entitled to refer the dispute, and to the extent that it is necessary or reasonable in all of the circumstances any related question or dispute, to be resolved pursuant to the Dispute Resolution Procedure.



**SCHEDULE “F”**

**EMERGENCY SERVICES COST SHARE & PAYMENT**

**1. Specific Emergency Services Department Costs**

Subject to the budgeting of the Emergency Services Departments in accordance with the Budget Parameters, Willow Creek will be responsible for the following shares of costs with these cost shares and payments to be reviewed at a minimum 5 year intervals:

<b>EMERGENCY SERVICES COSTS</b>	<b>COST SHARE</b>	<b>MAXIMUM</b>
<b>Claresholm Fire Hall Costs</b>	50% of annual operating costs (excluding capital costs and capital budget, in accordance with the Budget Parameters) incurred by the respective Town in operating, maintaining, insuring the Town fire hall buildings, in accordance with the Budget Parameters.	To a maximum of \$9,000.00, annually.
<b>Fort Macleod Fire Hall Costs</b>	50% of annual operating costs (excluding capital costs and capital budget, in accordance with the Budget Parameters) incurred by the respective Town in operating, maintaining, insuring the Town fire hall buildings, in accordance with the Budget Parameters.	To a maximum of \$9,000.00, annually
<b>Nanton Fire Hall Costs</b>	50% of annual operating costs (excluding capital costs and capital budget, in accordance with the Budget Parameters) incurred by the respective Town in operating, maintaining, insuring the Town fire hall buildings, in accordance with the Budget Parameters.	To a maximum of \$9,000.00, annually
<b>Stavelly Fire Hall Costs</b>	Willow Creek 2/3, and Stavelly 1/3 of: <ul style="list-style-type: none"> <li>• annual operating costs (excluding capital costs and capital budget, in accordance with the Budget Parameters) incurred by the respective Town in operating, maintaining, insuring the Town fire hall buildings, in accordance with the Budget Parameters.</li> <li>• capital costs and capital budget, proportionate to Willow Creek ownership interest in the fire hall.</li> </ul>	
<b>Fill Station</b>	50% of repairs, maintenance and replacements.	
<b>Personal Protective Equipment (“PPE”)</b>	50% of repairs, maintenance and replacement of PPE consisting of bunker gear, boots, gloves and masks (for clarity, excludes Breathing Apparatus). 100% of repairs, maintenance and replacement of Wildland coveralls and gloves.	
<b>Breathing Apparatus (“BA”)</b>	50% of repairs, maintenance and replacement masks forming part of BA, and excluding	

	remainder of BA (harness, bottles, etc.) which form part of each Party's inventory of Emergency Services Equipment and corresponding responsibility.	
<b>Radios and Pagers</b>	50% of Radios and Pagers replacement and maintenance, excepting radios mounted in apparatus which are 100% to the municipality owning the apparatus.	
<b>Fit-Testing</b>	50% of Fit-Testing for each Town's Emergency Services personnel	
Command Trucks	Ownership dictates replacement costs at 100%. Operating and maintenance costs (not including depreciation) at 50/50. For Fort Macleod truck MD ownership continues until 2024.	
Tools and Sundry Equipment inventory on Trucks	All tools and sundry equipment form part of each party's inventory for each apparatus and indicate ownership and responsibility for maintenance and replacement.	

in each case on a cost recovery basis only (i.e. unless otherwise agreed to, third party costs, and actual reasonable internal costs only, with no overhead, mark-up or margin). Unless otherwise arranged or agreed to, payment of the shares of the above-noted costs to the respective Party (i.e. to the Towns or, in the event of initial/direct purchase by Willow Creek, to Willow Creek), will occur upon invoicing by the respective Party or as otherwise coordinated by the Emergency Services Coordinator.

**2. Emergency Services Personnel Training Costs**

Subject to the budgeting of the Emergency Services Departments in accordance with the Budget Parameters, Parties will be responsible for the following shares of training costs:

Course	Town	Town	MD	MD	Comments
	50%	100%	50%	100%	
NFPA 1006 Rescue Courses	X		X		Awareness or ops in consultation and approval of MDWC for cost sharing
NFPA 1001 - Level 1 - 472 Awareness				X	\$1000 once completed + Exam Costs
NFPA 1001 - Level 2 - 472 Ops				X	
Station Training Nights	X		X		MDWC to compensate Up to 2 training nights per month – max 2 hours each night. Additional Training at each community's discretion and cost
Entry Level Training					At firefighters own cost
NFPA 1021 level 1 - Fire Officer Course				X	WC to pay for course instruction and materials
NFPA 1051 - Forestry Firefighting Course				X	WC to pay for course instruction and materials
S 100 G - Grassland firefighting course				X	Training nights

NFPA 1002 - Pump Course				X	WC to pay for course instruction and materials
Basic Safety Codes Officer	X		X		1 per station (beginning 2020)
NFPA 1031					Each Municipality pays own costs for all training and recertification
NFPA 1033					Each Municipality pays own costs for all training and recertification
NFPA 1041 Level 1	X		X		Two Officers per Station within Training budget
Urban and Wildland Search and Rescue				X	In house training within annual budget parameters
NFPA 1521 – Fire Department Health and Safety Officer	X		X		To a maximum of one per Station for cost share within training budget
ATV Course				X	Only for Stations with ATV's within existing training budget
PWC COURSE (JET SKI)				X	Only for Stations with PWC within existing training budget
PWC COURSE (BOAT )				X	Only for Stations with PWC within existing training budget
Car Seat Technician		X		X	Towns and MDWC to certify own technicians at own cost
Public Relations	X		X		AEMA PIO Course – 2 per Station max.
Incident Command System				X	Level 100 as part of Level 1 - 1001 , Level 200 within training budget. Additional levels at each municipality sole cost.
Critical Incident Stress Management (CISM)	X		X		2 Per Station within Training Budget
Farm Extrication				X	Within training budget
Di-hydrogen sulfide training	X		X		Within training budget as part of 1001 course in 472 ops requirement
'Q' Airbrake endorsement	X		X		Within training budget
First Aid – CPR (HCP)	X		X		MDWC will teach – 50%/50% cost share for supplies
Swift/still Water Rescue courses				X	100% WC Within training budget
EMR	X		X		Dues and Training Within training budget
PCP	X		X		Dues only (training at cost of member) Within training budget

ICE Rescue Course				X	Within training budget
Livestock Emergency Handling Course				X	Within training budget
Class 3 Drivers License				X	
Class 4 Drivers License	X		X		
Drivers License - Annual Medical	X		X		
Fire Conference					All combined training cost and certifications within annual training budget.
Individual S-Series courses				X	WC to train and to pay for course material
Traffic control course					Training nights

in each case on a cost recovery basis only (i.e. unless otherwise agreed to, third party costs, and actual reasonable internal costs only, with no overhead, mark-up or margin), unless such other proportion is mutually agreed upon by Willow Creek and each of the Towns. Unless otherwise agreed to, payment of Parties' shares of training costs will occur upon invoicing by the Emergency Services Coordinator.

For clarity, the Parties acknowledge and agree that Emergency Services Programs & Training contemplated above are required in order to meet the Service Levels/Standards, are mandatory for participation, and as a result the identified cost share is an annual obligation of each of the Parties.

### 3. Participation in Other or Future Emergency Services Programs & Training

Subject always to the share of training costs contemplated above, the Parties acknowledge and agree that:

- (a) participation in all or any of the future Emergency Services Programs & Training which are required in order to meet the Service Levels/Standards is mandatory;
- (b) participation in all or any of the future Emergency Services Programs & Training which are not required in order to meet the Service Levels/Standards is voluntary, at the discretion of each of the Parties, and subject to agreement of the respective Party;
- (c) determination of participation in non-mandatory future Emergency Services Programs & Training will be made by each Party, following consultations of and receipt of recommendations from the Fire Chiefs Committee and the Emergency Services Committee regarding any other Emergency Services Programs & Training, or future Emergency Services Programs & Training;
- (d) each Parties' share of costs of participation in any other Emergency Services Programs & Training, or future Emergency Services Programs & Training, will be agreed upon by the Parties; and
- (e) inclusion of a budgeted amount within any Emergency Services Department budget regarding any other Emergency Services Programs & Training, or future Emergency Services Programs & Training, will constitute agreement as to the budgeted amount.

### 4. Town Emergency Services Equipment

Subject always to the specific cost shares provided within Section 1 of this Schedule, each Town will responsible for 100% of the costs associated with each Town's owned Emergency Services Equipment as set out within the inventory of Emergency Services Equipment attached as **Schedule "I"**, as amended and replaced from time to time, as follows:

- (a) **Repair and Maintenance** – the on-going maintenance, repair and operation of the Town's Emergency Services Equipment;

- (b) **Inspection and Certification** – the on-going inspection and certification of the Town’s Emergency Services Equipment;
- (c) **Insurance** – the property insurance for the Town’s Emergency Services Equipment;
- (d) **Consumables** – the provision of all fuel requirements, foam and other consumables for the vehicles and apparatus forming part of the Town’s Emergency Services Equipment; and
- (e) **Capital Repairs and Replacements** – the on-going planning and funding for capital repairs to and replacements of the Town’s Emergency Services Equipment.

Unless otherwise agreed to or arranged between Willow Creek and/or other Towns, the above-noted Town Emergency Services Equipment costs will be incurred and paid directly by each respective Town.

**5. Willow Creek Emergency Services Equipment**

Subject always to the specific cost shares provided within Section 1 of this Schedule, Willow Creek will be responsible for 100% of the costs associated with the Willow Creek Emergency Services Equipment as follows:

- (a) **Repair and Maintenance** – the on-going maintenance, repair and operation of the Willow Creek Emergency Services Equipment (excluding damage caused by willful act or negligence of Town Emergency Services personnel while responding to an Emergency within the respective Town);
- (b) **Inspection and Certification** – the on-going inspection and certification of the Willow Creek Emergency Services Equipment;
- (c) **Insurance** – the property insurance for the Willow Creek Emergency Services Equipment;
- (d) **Consumables** – the provision of all fuel requirements, foam and other consumables for the vehicles and apparatus forming part of the Willow Creek Emergency Services Equipment; and
- (e) **Capital Repairs and Replacements** – the on-going planning and funding for capital repairs to and replacements of the Willow Creek Emergency Services Equipment.

Unless otherwise agreed to or arranged between Willow Creek and each respective Town, the above-noted Willow Creek Emergency Services Equipment costs will be incurred and paid directly by Willow Creek.

**6. Health Insurance Benefit**

Willow Creek will be responsible for providing coverage for all active members of the Towns’ Emergency Services Departments and their families with Class C insurance as provided for by VFIS and pay for same. Unless otherwise agreed to or arranged between Willow Creek and each respective Town:

- (a) Willow Creek will endeavor to obtain the best coverage at the most economical rates, in consultation with the Emergency Services Committee;
- (b) the insurance costs will be established in recurring terms of 6 months each, based upon the number of personnel covered; and
- (c) 50% of the above-noted insurance costs will be invoiced to and paid by each Town to Willow Creek.

**7. Payroll and Workers’ Compensation**

Where Willow Creek is providing collateral payroll services to a Town for Emergency Services personnel:

- (a) Willow Creek will be responsible for providing Workers Compensation Board (“WCB”) coverage for all Town Emergency Services personnel on the payroll;

- (b) Willow Creek will invoice the corresponding Town for the applicable portion of WCB coverage cost, together with payroll responsibilities of the Town; and
- (c) the Town will pay the above-noted WCB and payroll costs as invoiced.

#### **8. Personnel Rates for Emergency Services Delivered Intermunicipally**

Willow Creek will be responsible for 100% of the payroll cost of Town Emergency Services personnel when responding to Emergencies within the applicable portion(s) of Willow Creek identified within the Response Map, as contemplated within Section 1 of **Schedule “B”** attached to this Agreement. In this regard:

- (a) unless and until the Budget Parameters are amended by the Parties, the personnel rates payable by Willow Creek shall be those Willow Creek rates set out in Section 2 of **Schedule “E”** attached to this Agreement; and
- (b) Willow Creek will make payment of personnel costs as part of and concurrently with payroll services contemplated under Section 7 of this Schedule, or otherwise upon invoicing by the corresponding Town if Willow Creek is not providing the payroll services.

#### **9. Personnel and Equipment Rates for Mutual Aid Services**

Unless otherwise arranged or agreed to by the Parties with respect to rates and billing practices for Mutual Aid Services, each Party requesting Mutual Aid Services will be responsible for:

- (a) 100% of the payroll cost of the responding Party’s Emergency Services personnel at the rates set out in Section 2 of **Schedule “E”** attached to this Agreement; and
- (b) 100% of the equipment rates (if any, and if applicable) of the responding Party, with respect to that Party’s Emergency Services Equipment utilized in responding to the requested Mutual Aid Services;

as contemplated within Section 2 of **Schedule “B”** attached to this Agreement, which costs shall be payable upon invoicing by the responding Party.

#### **10. Billing and Cost Recovery**

The Parties acknowledge the intention over time to seek to design and implement a consistent approach to:

- (a) billing of costs of providing Emergency Services to the property owners and/or the persons responsible for causing the requirement for the Emergency Services;
- (b) recovery of those costs;
- (c) accounting for those recoveries within the corresponding Emergency Services Department budget; and
- (d) reconciling those recoveries with proportionate share of Emergency Services costs contemplated within this Schedule;

which will be reviewed and considered by the Fire Chiefs Committee and the Emergency Services Committee as part of the ongoing and annual operating and review processes for the Emergency Services Departments and subject to agreement of the Parties.

#### **11. Referral to Dispute Resolution**

If the Parties at any time cannot agree upon any matter respecting cost shares for Emergency Services that contemplates agreement of the Parties (including, without restriction, any disputed invoice amount, or costs of other or future Emergency Services Programs & Training), then notwithstanding any intermediate acts or negotiations any

Party shall be entitled to refer the dispute, and to the extent that it is necessary or reasonable in all of the circumstances any related question or dispute, to be resolved pursuant to the Dispute Resolution Procedure.

## SCHEDULE "G"

### INSURANCE, INDEMNITY & DEFAULT

#### 1. Insurance

Throughout the Term of this Agreement:

- (a) the owner of each piece of Emergency Services Equipment and apparatus used in providing Emergency Services contemplated within this Agreement will maintain at its own cost:
  - (i) comprehensive general liability insurance in an amount not less than \$5,000,000.00 per occurrence, or such greater amount as the Parties may reasonably agree to from time to time; and
  - (ii) property insurance for the Emergency Services equipment and apparatus on a replacement costs basis, or such other basis as the Parties may reasonably agree to from time to time;
- (b) each Party will maintain at its own cost:
  - (i) comprehensive general liability insurance in an amount not less than \$5,000,000.00 per occurrence, or such greater amount as the Parties may reasonably agree from time to time, covering the use and operation of their respective Emergency Services Departments; and
  - (ii) worker's compensation coverage in respect of each and every employee engaged in the operation of the respective Party's Emergency Services Department, in accordance with all applicable statutes and regulations;

together with such other insurance as the Parties may consider necessary or prudent, or as may be required by the Emergency Services Committee from time to time. If the Parties at any time cannot agree upon any matter respecting insurance coverage that contemplates agreement of the Parties (including, without restriction, the basis for setting limits of insurance), then notwithstanding any intermediate acts or negotiations any Party shall be entitled to refer the dispute, and to the extent that it is necessary or reasonable in all of the circumstances any related question or dispute, to be resolved pursuant to the Dispute Resolution Procedure.

#### 2. Certificates

Each Party acknowledges and agrees that it shall provide to the other Parties proof of insurance, upon being requested to do so in writing.

#### 3. Indemnity

Each Party will indemnify and save harmless the other Parties and their councillors, officers, employees, agents, volunteers and invitees, to the extent permitted by law, of and from any and all liabilities, damage costs, expenses (including legal fees and disbursements) claims, suits and actions arising out of the following:

- (a) any breach, violation or non-performance of any term or condition in this agreement on the part of the indemnifying Party to be fulfilled, observed and performed;
- (b) death or injury to any person or damage or destruction of any property resulting from the negligence of the indemnifying Party, its councillors, officers, employees, agents, licensees, contractors or any other person for whom that Party is legally responsible;



- (c) any damage to or destruction of any of the Willow Creek Emergency Services Equipment resulting from the negligence of the indemnifying Party, its councillors, officers, employees, agents, licensees, contractors or any other person for whom that Party is legally responsible.

This indemnity shall survive the expiration or sooner termination of this Agreement.

#### 4. Limitation of Liability

Notwithstanding the foregoing, no Party shall be responsible for any of the foregoing damages or claims to the extent:

- (a) caused by or contributed to any default on the part of the indemnified Party under this Agreement, or the negligent acts or omissions of indemnified Party, its councillors, officers, employees, agents, licensees, contractors or any other person for whom that Party is legally responsible; or
- (b) comprising any indirect, consequential or punitive damages, including loss of profits or revenues or other similar damages.

#### 5. Default

A Party shall be deemed to be in default under this Agreement if any of the following events occur (each of the following events to be referred to in this Schedule as an “**Event of Default**”, the Party in default to be referred to as the “**Defaulting Party**” and the Party or Parties not in default to be referred to as the “**Non-defaulting Party**”):

- (a) a Party fails to make a payment as required by any provision of this Agreement including failure to pay an indemnity amount required to be paid pursuant to the terms of this Agreement (a “**Payment Default**”);
- (b) a Party fails to perform any of its obligations under this Agreement (which, for greater certainty, shall not include obligations resulting in a Payment Default if not performed) (each such event being a “**Performance Default**”); or
- (c) a Party experiences any of the following events (an “**Insolvency Default**”):
  - (i) the Party institutes voluntary liquidation, dissolution or winding-up procedures;
  - (ii) the Party takes any voluntary proceedings under any bankruptcy or insolvency legislation to be adjudicated as bankrupt or for any other relief;
  - (iii) the Party makes a compromise with or an assignment for the benefit of creditors;
  - (iv) a receiver is appointed with regard to the Party or to any material part of the Party’s property;
  - (v) a court adjudges the Party to be bankrupt or makes an order requiring the liquidation, dissolution or winding up of the Party; or
  - (vi) if the corporate existence of the Party is otherwise terminated.

#### 6. Notices and Cure Periods

In the event that a Party claims that there has been a Payment Default or Performance Default committed by or affecting the other Party, the Party making the claim shall give to the Party alleged to be in default a notice (hereinafter referred to as the “**Notice of Default**”). In this regard:

- (a) the Notice of Default shall specify and provide particulars of the alleged Event of Default;

- (b) in the event the alleged Event of Default is capable of being remedied, the Party alleged to be in default shall:
  - (i) have no cure period in respect of an Insolvency Default,
  - (ii) have a cure period of ten (10) days after receipt of the Notice of Default with respect to a Payment Default,
  - (iii) subject to subparagraph (b)(iv) and (c) below, have a cure period of Thirty (30) days after receipt of the Notice of Default with respect to a Performance Default, or
  - (iv) if a Performance Default is such that it cannot be reasonably remedied within Thirty (30) days after receipt of the Notice of Default, have a reasonable period of time to cure the Performance Default provided that the Defaulting Party promptly commences and diligently continues thereafter to remedy the Event of Default;
- (c) if before the expiry of the later of the cure period (if any) referred to in subparagraph (b) above, or the time to cure specified in the Notice of Default, the Defaulting Party cures the Event of Default, the Default Notice shall be inoperative and the Defaulting Party shall lose no rights hereunder.

## 7. Payment Default

In the case of a Payment Default (including a Payment Default that is a failure to pay upon the occurrence of an Insolvency Default), the Non-defaulting Parties shall have the following rights and remedies:

- (a) to charge the Defaulting Party interest at Alberta Treasury Branch's prime commercial lending rate plus 2% ("**Interest**") with respect to the unpaid amount until it is paid, calculated daily, regardless of whether the Non-defaulting Party has notified the Defaulting Party in advance of its intention to charge Interest with respect to the unpaid amount and/or;
- (b) to set-off against the unpaid amount any sums due or accruing to the Defaulting Party by the Non-defaulting Parties in accordance with this Agreement and/or;
- (c) to maintain an action or actions for the unpaid amount and Interest thereon on a continuing basis as the amounts become payable but are not paid by the Defaulting Party, as if the obligation to pay those amounts and the Interest thereon was a liquidated demand due and payable on the date the amounts were due to be paid, without any right or resort of the Defaulting Party to set-off or counter-claim; and/or
- (d) to terminate this Agreement;

and any obligation to pay Interest under this paragraph shall apply until the Payment Default is rectified or remedied and shall not merge into a judgment for principal and interest, or either of them.

## 8. Performance Default

In the case of a Performance Default:

- (a) the Non-defaulting Parties shall have the right to suspend entitlement to the benefits under this Agreement, including the right to suspend any payment owing pursuant to this Agreement; or
- (b) the Non-defaulting Parties may but shall not be obligated to, either directly or indirectly by engaging a third party or otherwise, as the case may be, do all such things in order to rectify such Event of Default at the sole cost and expense of the Defaulting Party; or
- (c) the Non-defaulting Parties shall have the right to terminate this Agreement.

## 9. Insolvency Default

In the case of an Insolvency Default, the Non-defaulting Parties shall have the right to:

- (a) suspend performance of its obligations under this Agreement; or
- (b) terminate this Agreement.

#### **10. Remedies Cumulative**

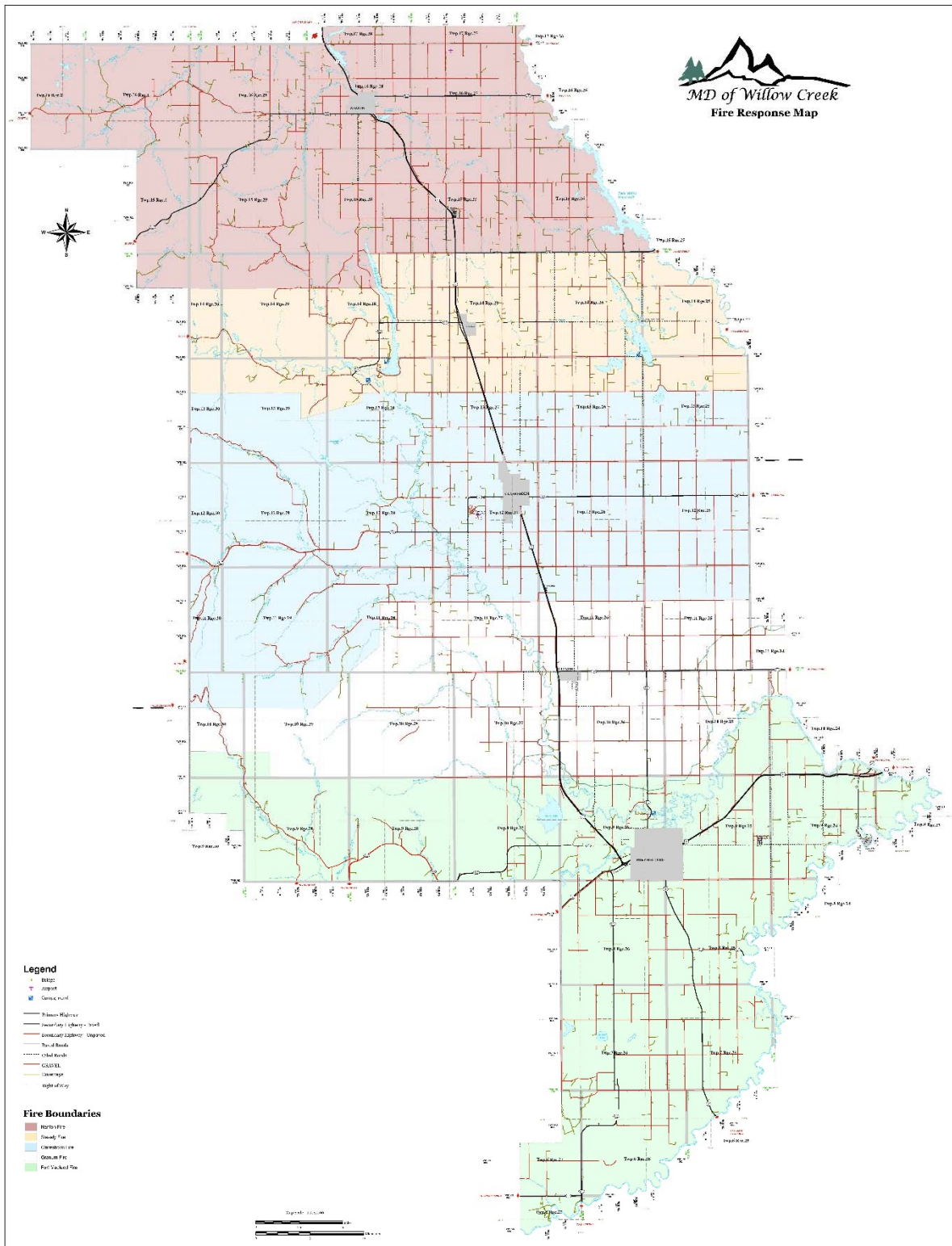
A Non-defaulting Parties may, at its or their discretion, exercise the remedies referenced within this Schedule in the alternative, concurrently or cumulatively, except where inconsistent with the express provisions contained in this Agreement and provided that in the case of a Payment Default the concurrent or cumulative exercise of remedies shall not result in duplication or a recovery on the part of the Non-defaulting Parties based on an amount (excluding Interest) in excess of the Payment Default. No delay or omission by any Non-defaulting Parties in exercising its rights or remedies hereunder shall operate as a waiver of those rights or remedies or of any other right or remedy and no single or partial exercise thereof shall preclude any other or future exercise thereof or the exercise of any other right or remedy.

#### **11. Force Majeure**

Notwithstanding any of the foregoing, whenever and to the extent that any Party shall be unable to perform, or shall be delayed or restricted in the full performance of, any obligation within this Agreement (other than any financial or payment obligation under this Agreement) by reason of an event of force majeure, such Party shall, so long as any such impediment exists, be relieved from the performance of such obligation to the extent restricted or prevented by that event of force majeure, and the other Party shall not be entitled to compensation for any damage, inconvenience, nuisance or discomfort caused by such delayed or restricted performance. Notwithstanding the foregoing, the relief provided shall in any event be limited to a maximum period of one hundred and eighty (180) days. In the event that any of the Parties are impacted by an event of force majeure the Parties agree to meet within ninety (90) days to determine remedies required.

The term “force majeure” shall mean acts of God, strikes, lockouts or other industrial disturbances of a general nature affecting an industry critical to the performance of Permitted Work, acts of the Queen’s enemies, wars, blockades, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, storms, floods, washouts, arrests and restraints of rulers and people, civil disturbances, explosions, inability with reasonable diligence to obtain materials and any other cause not within the control of the party claiming a suspension, which, by the exercise of due diligence, such party shall not have been able to avoid or overcome; provided however, the term “force majeure” does not include a lack of financial resources or available funds or similar financial predicament or economic circumstances or any other event, the occurrence or existence of which is due to the financial inability of a party to pay any amount that a prudent and financially sound entity in similar circumstances would reasonably be expected to pay to avoid or discontinue such event.

# SCHEDULE "H" RESPONSE MAP





# REQUEST FOR DECISION

Meeting: June 22, 2020

Agenda Item: 9

---

## RESERVE BID, AUCTION DATE AND CONDITIONS FOR TAX SALE PROPERTY

---

### Background:

There is one (1) property for tax sale this year. When a property is in tax arrears for more than one (1) year the municipality must register a tax recovery notice on title for the property and the land owner is made aware of the tax arrears registered against their property. If within the next year the property taxes remain unpaid the municipality must put the property up for public auction in order to recover the tax arrears.

### Discussion:

There is one (1) property that is eligible, per the *Municipal Government Act*, to be sold for recovery of tax arrears at a public auction in the current year. This must go to auction prior to the end of the year. The Auction Date for this year is proposed to be set for September 22, 2020. Therefore, the reserve bid must be set by the June 22<sup>nd</sup>, 2020 regular Council meeting in order to meet all of the advertising requirements.

The property is:

1. Lot 8, Block 74, Plan 147N – assessed value \$63,000 (reserve bid?)

As per Part 10, Division 8, Section 419 of the Municipal Government Act:

#### Reserve bid and conditions of sale

419 The council must set

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- (b) any conditions that apply to the sale.

### Terms and Conditions (as proposed):

Each parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.

The lands are being offered for sale on an “as is, where is” basis, and the Town of Claresholm makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, vacant possession, or the developability of the lands for any intended use by the successful bidder. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel of land. No terms or conditions of sale will be considered other than those specified by the Town of Claresholm. No further information is available at the auction regarding the lands to be sold.

Payment by Cash or Certified Cheque. Deposit: 10% of bid at the time of the sale, September 22<sup>nd</sup>, 2020. Balance: 90% of bid due on October 22<sup>nd</sup>, 2020. Goods and Services Taxes (GST) applicable per Federal statutes.

Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the sale.

**Proposed Resolution:**

Moved by Councilor \_\_\_\_\_ to hold public auction for the one (1) tax sale property noted on Tuesday, September 22<sup>nd</sup>, 2020 at 9 a.m. in Council Chambers, with reserve bid set as follows, and terms as stated in the RFD:

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

**ATTACHMENTS:**

- 1.) 2019 Assessment for 2020 taxes

**APPLICABLE LEGISLATION:**

- 1.) Part 10, Division 8, Section 413 to 421 of the Municipal Government Act

PREPARED BY: Lisa Chilton – H/R & Taxation Administrator

---

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 16, 2020

---

**Advertisement for the Alberta Gazette**

**July 31<sup>st</sup> Edition for Public Auction on September 22<sup>nd</sup>, 2020**

**PUBLIC NOTICE**

This notice is hereby given under the provisions of the Municipal Government Act. The Town of Claresholm will offer for sale, by public auction, in the Town of Claresholm Administration Office, at 221 – 45 Ave West, Claresholm, Alberta, on Tuesday, September 22<sup>nd</sup>, 2020 at 9:00 am, the following lands:

<b>BLOCK</b>	<b>LOT</b>	<b>PLAN</b>	<b>C. OF T.</b>
74	8	147N	071382095

Each parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.

The Town of Claresholm may, after the public auction, become the owner of any parcel of land not sold at the public auction.


The lands are being offered for sale on an “as is, where is” basis, and the Town of Claresholm makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, vacant possession, or the developability of the lands for any intended use by the successful bidder. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel of land. No terms or conditions of sale will be considered other than those specified by the Town of Claresholm. No further information is available at the auction regarding the lands to be sold.

Terms: Cash or Certified Cheque. Deposit: 10% of bid at the time of the sale, September 22<sup>nd</sup>, 2020. Balance: 90% of bid by October 22<sup>nd</sup>, 2020. Goods and Services Taxes (GST) applicable per Federal statutes.

Redemption may be effected by payment of all arrears of taxes and costs at any time prior to the sale.

Dated at Claresholm, Alberta, July 16<sup>th</sup>, 2020.

Marian Carlson, Chief Administrative Officer

<p><b>Roll:</b> 10410000  <b>Legal:</b> 147N 74 8          Address: 5323 - 3RD A STREET W</p> <p>Land Area: 8,038 Sq. Feet          Subdivision:          Zoning: Residential</p>	
---	---

**Market Land Valuation**

Site Area: 8,038 Sq. Feet

**Market Land Value: 63,000**

<b><u>Assessment Totals</u></b>			
Tax Status	Code	Description	Assessment
T		13 Vacant Residential Land	63,000
Grand Totals For 2019			<b>63,000</b>



---

## TEMPORARY PARKING REQUEST ON MUNICIPAL PROPERTY

---

Administration received a request for temporary parking of a 27-foot trailer on municipal property located at lot 4, block 18, plan 147N (shown right) adjacent to 309 48 Ave West. The attached email requests parking intermittently through the summer in order to keep the trailer off the street. The location does not interfere with sight lines and the owners will keep the grass cut in that location.

Bylaw No. 1550 section 23 states “No person shall park any vehicle on any land owned by the Town of Claresholm which the Town uses or permits to be used as a playground, recreation area, public park or public lands except on such part thereof as may be designated by the CAO with a sign or signs for vehicle parking.” The land shown below is public land, but just used as a green space (previously drainage corridor located north of Mackin Hall), not for a playground or recreation area.



### OPTIONS:

- Approve the request for temporary parking of the trailer intermittently until Sept. 30, 2020. A letter of understanding will be signed by both parties stating the timeframe is until Sept. 30, 2020, to maintain the grass surrounding the trailer, and that insurance is the responsibility of the owner.

or

- Deny the request for temporary parking of the trailer.

**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to approve temporary parking of a trailer owned by Lyle and Merry Franz on Town property located adjacent to 309 48<sup>th</sup> Avenue West until September 30, 2020.

Or

Moved by Councillor \_\_\_\_\_ to deny the request by Lyle and Merry Franz for the temporary parking of a trailer on Town property located adjacent to 309 48<sup>th</sup> Avenue West.

ATTACHMENTS:

- 1.) Email request

APPLICABLE LEGISLATION:

- 1.) Bylaw No. 1550

PREPARED BY: Tara VanDellen, Planner/Development Officer

---

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 16, 2020

---

**From:** LyleandMerry Franz <[lyleandmerry@hotmail.com](mailto:lyleandmerry@hotmail.com)>

**Sent:** Tuesday, June 9, 2020 7:09 PM

**To:** Lisa Chilton <[lisa@claresholm.ca](mailto:lisa@claresholm.ca)>

**Subject:** Town lot leas

Good day

We live at 309 48 ave West, We have a 27 foot trailer that we were hoping we could park temporarily on the town lot beside our house, periodically throughout the summer?

We understand that we will be responsible for keeping the grass short in that section.

Thank you for considering our request, we look forward to hearing from you soon.

Merry ( and Lyle) Franz  
403-682-9403 ( Merry cell)

Get [Outlook for Android](#)



# REQUEST FOR DECISION

Meeting: June 22, 2020

Agenda Item: 11

---

## CANALTA Property Tax Reduction Request

---

### **BACKGROUND / DESCRIPTION:**

Due to the COVID-19 pandemic, Canalta Food Services Ltd, operating as A & W, has sent a letter requesting a 10% reduction of their 2020 property taxes. Their letter indicates that other municipalities that house their properties, have granted them this reduction. They cited temporary closures and minimal, to no, income to have impacted their cash flow.

Council chose to pass Bylaw #1700, The COVID-19 Relief Bylaw, on May 25<sup>th</sup> to provide economic relief to all businesses and individuals by way of deferring penalties, on current taxes, to December 31<sup>st</sup>, 2020. This was considered a fair and equitable way to offer some relief to all rate payers in these uncertain times.

Canalta's property taxes for 2020 total \$10,201.53. The Municipal portion (which is the only portion that Council can change) of taxes is \$7,429.18. The amount that is being requested to be forgiven would be \$742.92.

### **OPTIONS:**

To forgive 10% of the Municipal portion of the 2020 taxes in the amount of \$742.92

To forgive a lesser percentage of the Municipal portion of the 2020 taxes.

To deny the request.

### **PROPOSED RESOLUTIONS**

Moved by Councillor \_\_\_\_\_ to forgive \_\_\_ % of the Municipal portion of the 2020 taxes for Canalta Food Services, Tax Roll # 13064000 due to the economic hardship of COVID 19.

Or

Moved by Councillor \_\_\_\_\_ to deny the request from Canalta Food Services, Tax Roll #13064000 to forgive 10% of their 2020 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.

Attachments(2) Letter of request from Canalta  
2020 Combined Tax and Assessment Notice – Roll # 13064000

PREPARED BY: Lisa Chilton

---

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 17, 2020

---



June 11, 2020

Town of Claresholm  
221 45 Ave West  
Claresholm, AB  
TOL 0T0

ATTENTION: TAXATION DEPARTMENT

To whom it may concern:

**Re:- Canalta Food Services Ltd - Request for Deferral of Property Tax Payments Due to COVID 19**

**Roll No. : 13064000**

Canalta Food Services Ltd has been working with municipalities to secure satisfactory arrangements for payment of property taxes. Our businesses under the Canalta Group, like so many across Canada, have been reduced to temporary closures and minimal to no income which has severely impacted our cashflow. Our industry has been greatly impacted by COVID-19.

We are hereby requesting a 10% reduction of our 2020 property taxes.

We have received the 10% reduction from other municipalities, and we are confident that the Town of Claresholm will consider our request and provide us with the support necessary to aid us in getting through these troubled times. Thank you for your consideration.

Please contact Karin Lowen at (403) 820-3827 (direct phone) or by email [karin.lowen@canalta.com](mailto:karin.lowen@canalta.com) to further discuss our request.

Sincerely,

CANALTA REAL ESTATE SERVICES LTD.

PER:

CAM CHRISTIANSON  
President and CEO

Canalta Corporate Office

545 Highway 10 East PO Box 2109 Drumheller AB Canada T0J 0Y0  
Phone: 403.823.2030 Fax: 403.823.2039

**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
13064000	0.61 AC				0	0	0	0
SUBDIVISION NAME								
CIVIC ADDRESS								
9 ALBERTA ROAD								
MORTGAGE NUMBER		PLAN	BLOCK	LOT				
1112217		3	15					
MORTGAGE COMPANY NAME								

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

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2020-Aug-04

CANALTA FOOD SERVICES  
BOX 2109  
DRUMHELLER, AB T0J 0Y0  
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMMERCIAL IMPROV	632,000	COMMERCIAL IMPROVE	653,000
TOTAL ASSESSMENT	632,000	TOTAL ASSESSMENT	653,000
EXEMPT	0	TAXABLE	653,000

**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 charges applied to tax accounts unpaid after Dec 31, 2020. THIS IS A REVISED NOTICE

EDUCATION TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res		0.003733900	24.29123	2,438.24
TOTAL 2020 EDUCATION TAXES				2,438.24
SUB TOTAL 2020 TAXES				2,438.24

MUNICIPAL AND OTHER TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged		0.000260500	1.69474	170.11
Municipal Tax - Non- Res		0.011377000	74.01402	7,429.18
TOTAL 2020 MUNICIPAL AND OTHER TAXES				7,599.29
SUB TOTAL 2020 TAXES				10,037.53

**TAX INSTALLMENT PAYMENT PROGRAM**

CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	850.13
	0.00

LOCAL IMPROVEMENTS		YEARS	EXP	TAX AMOUNT
IND Curb & Gutter By agreement		15	2020	164.00
TOTAL 2020 LOCAL IMPROVEMENTS				164.00

FOR COMPARISON 2019 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE 9,597.96

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.

TOTAL 2020 TAXES	10,201.53
CURRENT OUTSTANDING	(1,875.59)
<b>TOTAL CURRENT TAXES PAYABLE FOR 2020</b>	<b>8,325.94</b>
AMOUNT DUE AFTER DECEMBER 30th, 2020	<b>9,491.57</b>

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	13064000
LAST DATE BEFORE PENALTY	2020-Jun-30

2020

**TAXATION NOTICE  
& PROPERTY ASSESSMENT**

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
(1,875.59)	10,201.53	8,325.94

AMOUNT DUE PLEASE PAY	8,325.94
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

CANALTA FOOD SERVICES  
BOX 2109  
DRUMHELLER, AB T0J 0Y0  
Canada

13064000



# REQUEST FOR DIRECTION

Meeting: June 22, 2020  
Agenda Item: 12

---

## DISC GOLF TONES PROPOSAL

---

### **BACKGROUND / DESCRIPTION:**

At the April 27, 2020 regular Council meeting, Council had a delegation by Zoom that proposed installing a Disc Golf Tones Course in Claresholm. Edmond Duguay and Craig Burrows-Johnson proposed donating an 18 Tone Disc Golf Course, which they were thinking could be installed at Centennial Park. Council proposed that Patterson Park would be a better location instead. The Recreation Manager contacted the gentlemen and informed them of this location. A new proposal was drafted and is attached which encompasses the area to the east and west of the Patterson Park play structures, and crosses over to the Patterson Park off-leash dog park, creating a multi-use recreational area.

Previously, a few citizens proposed fencing the off-leash dog park area at Patterson Park, but they have yet to secure funding for the project. In discussions with them, the organizers for the proposed fencing would like to see how well the two different uses would interact, and have requested that a 9 Tone Disc Golf Course be considered first. If the two uses work well together, the addition of the other 9 Tone Disc Course could be done after there is time to evaluate.

Edmond Duguay has all materials, tones and tee posts ready for installation and would require backfill for the installation of the tee markers and tones for the course.

Included in the proposal are a 9 Tone and an 18 Tone Disc Course.

### **Administration would like to request the following:**

1. A decision on what course should be built at Patterson Park – either 9 Tone or 18 Tone course.
2. A timeline for considering an 18 Tone Disc Golf Course if Council allows a 9 Tone Course as a first phase.

### **ATTACHMENTS:**

- 1.) Proposal

---

PREPARED BY: Denise Spencer, Recreation Manager

---

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 17, 2020

---



# 9 or 18 DISC GOLF TONES COURSE PROPOSAL 2020-2021 Patterson Park Claresholm, Alberta

---

JUNE 18

---

Authored by:  
Craig Burrows-Johnson & Edmond Duguay



# 9 or 18 Tone Disc Golf Course

Patterson Park has the space to have an 18 Tone Disc Golf Course. For this proposal we have included both a 9 Tone and 18 Tone Disc Golf Course. The location is prime for the addition of more trees and shrubs, which will add to our urban forest and build on the current park. With a Disc Golf Course across from Porcupine Lodge this will create new recreation opportunities for seniors, in addition to creating a multi-use recreational area for the town of Claresholm.

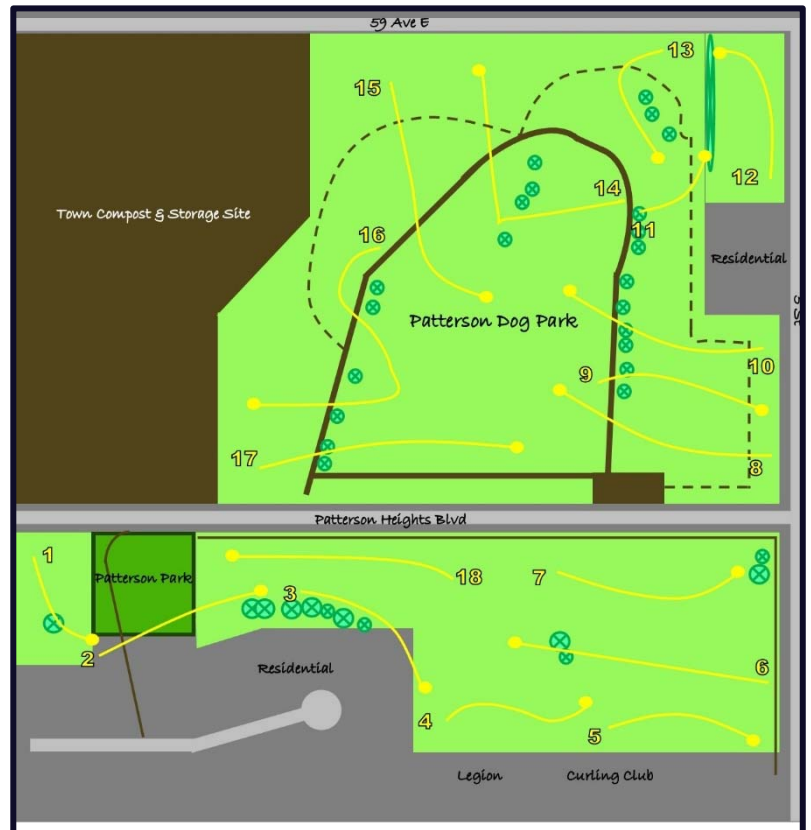
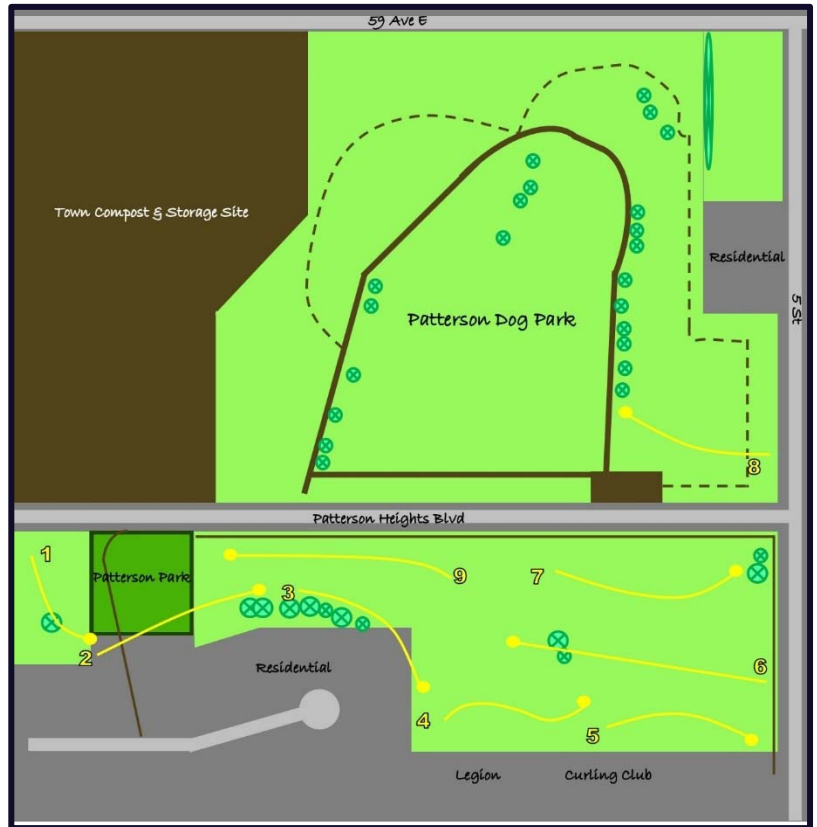
We created two courses, in anticipation of phasing in another 9 holes. The usable green space near Patterson Park Playground was large enough for 8 Tones, one had to be placed on the north field.

The space available with Patterson Dog Park creates an opportunity to build a Championship Disc Golf Course. This also means that instead of a Par 3 course, the Par can be higher.

Edmond Duguay has posts for the project, the Tones are made, he will need a "post hole" digger and fill.

## Theme:

Edmond will paint the Tones to go with a theme that salutes the community of Claresholm. For example, Stavely had grains painted on theirs, Drumheller had dinosaurs. What would Claresholms be?



---

# Disc Golf Tones Course

## At Claesholm Patterson Park

### Background

Edmond Duguay has resided in the community of Claesholm Alberta for a number of years. He has a passion for the game of Disc Golf, and with his collaborator, Craig Burrows-Johnson have designed courses for The Claesholm Center for Mental Health, Drumheller Alberta, and donated the supplies for a course to Nanton Alberta. Edmond has worked with Willow Creek Composite High School to offer tips, advice and techniques to students and realized there is interest and support in the community for a local course, on an existing park.

### History of Disc Sports

In 1957 The Frisbee swooped onto the North American toy market in 1957 as a simple toy for throwing and –catching, in the early 1960s the Frisbee became a common site on beaches and parks around the world, and not long after new games developed, adapting the rules of traditional games that played with balls, such as Football, Soccer, Cricket, and Golf. Ultimate Frisbee and Disc Golf were created, equipment was standardized, and the Frisbee became more than a just a toy. It became a piece of sports equipment! The Professional Disc Golf Association (PDGA) the governing body was founded over 30 years ago, and disc golf has grown exponentially since then. Players can be found in over 70 countries around the world on one of over 8000+ PDGA sanctioned Disc Golf courses. [www.pdga.com](http://www.pdga.com)

In 1976, Californian Ed Headrick (also the Vice-president of Wham-O Toys), formalized the sport of Disc Golf by developing a disc catching basket, adapting Golf Rules and installing the world`s first Disc Golf course in Oakgrove, California. Large numbers of disc golf courses around the world have been constructed in using existing public parks, and many players prefer this. However, interesting and challenging courses have been built in desert, badlands, around wetlands, and along mountainsides, such as ski hills, proving there is no such thing as a typical Disc Golf landscape.

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

### Purpose of Proposal

To donate and build an 18 Tone Disc Golf course to the Town of Claesholm at Claesholm Patterson park.

### Previous Projects

1. Designed an 18 basket Disc Golf Course for The Claesholm Center for Mental Health and Addictions.
  - a. Donated 4 baskets and discs to use on the course.
2. Built a 2 pattern on the fields of WCCHS
  - a. Participated in teaching technique to students
  - b. Middle School students asked the teachers to to add Disc Golf to their schooling program.

### Goals & Highlights

1. Disc golf is inexpensive, passive sport which co-exists easily with other park uses.
2. Addition of the new sport into the general recreational programs offered by the Town of Claesholm.
3. Provides a source of recreation and a creative play area. Specifically targeting towns people and tourists to the park, spray park and others amenities in the community.
4. Provide a positive, fresh air activity that fosters respect for the land and friendship though passive recreational use.
5. Provide a facility that will allow juniors, novices and seniors to compete in a friendly, healthy manner within the larger disc playing community.
6. Would benefit the Town of Claesholm

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

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

## Project Details

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

## Benefits and Feasibility of Project

### *Economic Benefits*

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

### *Installation*

The process of installing a disc golf course is quick, involving the most minimal disturbance. Due to the sensitive nature of the park and landscape, this will mostly be hand work to dig holes, and the preparation of concrete for footings for the 9 Tones. These will be required to be screwed over fence posts. The targets are out year round.

### *Operation*

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

## Course Design

### Design Considerations

- Safety
- Environmental impact
- Parking
- Playability : variety of shots required (par), use of available hazards, course flow, and positioning of tees to accommodate varying skill levels (children/seniors, average and advanced levels).

- Mapping of the course completed by disc golf players, knowing the placement of signs, targets/baskets and the intended range/distance for each of the skill levels.

### Phase 1: Equipment & Set up

- A 9 Tone or 18 Tone Recreational Disc Golf Course
- Phase 1 includes the following:
- 9 Approved Targets, Aluminum Tones
- Sign with directory including: fairway map, distances, preferred flight path, and rules mounted securely. Space on sign for future additions
- All course equipment including signs, tee box markers and PDGA approved target to be fabricated locally, eliminating the need for additional costs

### Phase 2: Application for Grant funding

- Upgrade from Tones to Baskets
- Course sign
- Tees signs
- Garbage Cans
- Score cards



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



# REQUEST FOR DECISION

Meeting: June 22, 2020  
Agenda Item: 13

---

## CONTINUE LOBBYING PROVINCIAL GOVERNMENT REGARDING RURAL PHYSICIANS

---

### **BACKGROUND:**

At the May 11<sup>th</sup> regular meeting of Council correspondence from AUMA was received and discussed regarding the physician funding changes from the Provincial Government. Council referred this matter to the Physician Recruitment Committee for further discussion.

On June 17<sup>th</sup> the Physician Recruitment Committee met to discuss the current situation with funding for rural physicians as well as the current status of staffing and recruitment for doctors at the Claresholm Medical Clinic and Emergency Room.

A "Full Compliment" of doctors for the Claresholm Medical Clinic is six (6) doctors with then a one-in-six on-call rotation for the Emergency Room. The Claresholm Medical Clinic has been down to 5 doctors for nearly 2 years, with the loss of Dr. Low in September 2018, and as of July 24, 2020 Dr. Dempsey will also be gone. This leaves us short two doctors, with a one-in-four on-call rotation which becomes increasingly more difficult to sustain. The clinic has been advertising and trying to recruit new doctors to Claresholm for two years now, since the loss of Dr. Low, with little to no interest.

Changes in the funding model makes a rural position less attractive, making recruitment even more difficult, and we are uncertain as to the future intentions of any of the remaining doctors should the funding or staffing situation remain or get any worse.

The Physician Recruitment Committee made a motion on June 17, 2020 to request each Council represented on that Committee to write another letter to the Minister for Health, copying our MLA, the Hon. Roger Reed, to reiterate the dire situation we are in and how changes they have made contribute to and affect the Town and the surrounding area. This doesn't just affect our doctors, but it affects the future and viability of an emergency room in Claresholm, which affects the viability of other AHS facilities remaining in Claresholm, including the Willow Creek Continuing Care Centre and Landers Treatment Centre, as well as the availability of care to all our residents, as well as the economy and viability of our entire community. Seeing some of the reversals and deferrals that have already occurred, we can see this lobbying has had some positive affects, and we want to keep that pressure on to continue to hold off further changes the Government is proposing or pushing for and to reverse additional changes that have been made.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to write a letter to the Premier of Alberta and the Minister of Health in support of our rural physicians, expressing the effect that inacted 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.

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

---

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 17, 2020

---

---

## DOWNTOWN MARKETS

---

### **DESCRIPTION/BACKGROUND:**

The Town has received a request from Lauren Billey, operator of the Attic located at 121 - 49 Ave West. The Attic is proposing to host markets Wednesday's from 2-8pm and request the use of a portion of the public sidewalk adjacent to their location, as well as, will be utilizing the vacant lot located at 123 - 49 Ave West.

Any use or encroachment onto public sidewalks is subject to Council approval. The Attic proposes using a 3-foot-wide table along the sidewalk to still allow for pedestrian traffic. The Attic holds a valid Town of Claresholm business license and as per the Town's business license bylaw No. 1615, market organizers shall hold a license, but each vendor is not required to obtain an individual license. Additionally, persons selling home-made baked goods, crafts, etc. grown or produced by themselves, that do not operate a commercial business, do not require a business license. This does not remove the requirement for any type of federal or provincial inspections (for beef producers), and those requirements are not enforced by the Town.

### **COSTS/ SOURCE OF FUNDING (if applicable):**

No costs are associated with this request. The Town would be able to provide barricades for the rear of the lot, and they could be stored on site for use on Wednesday's. The organizers would be responsible for any applicable liability insurance, set-up, and take-down as well as the AHS requirements for social distancing, etc.

### **RECOMMENDED ACTION:**

Moved by Councilor \_\_\_\_\_ 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 2pm to 8pm.

#### ATTACHMENTS:

- 1.) Request letter

#### APPLICABLE LEGISLATION:

- 1.) LUB No. 1525
- 2.) Business License Bylaw No. 1615

PREPARED BY: Tara VanDellen, Planner/Development Officer



Dear Mayor & Councillors

My name is Lauren Billey, and I have opened up a business downtown called "The Attic" in March.

The Attic was built with the purpose of helping home based businesses and vendors from all over Southern Alberta to have a "hub" to network and sell their products out of.

I am writing this letter to ask your permission to set up a market on Wednesdays, at the same time that the Farmers Market would have taken place, between 2:00 and 8:00 p.m. We will be using the empty lot located at 123 – 49<sup>th</sup> Avenue West as well as the sidewalk where the Attic is located at 121 – 49<sup>th</sup> Avenue West.

We will provide a table for the vendor that is only 3ft wide, allowing walking space for pedestrians.

We will also be implementing safety protocols and making sure everyone follows the physical distancing rules that apply today for Covid19.

If you have any questions, please feel free to call.

Lauren Billey  
4033320942  
hello@laurenbilley.com





**Claresholm**

# REQUEST FOR DECISION

Meeting: June 22, 2020

Agenda Item: 15

## FAIR DAYS – CLARESHOLM 115 LOGOS

### DESCRIPTION:

2020 marks the 115<sup>th</sup> anniversary of Claresholm as a Town, being incorporated in 1905. With Fair Days being the yearly celebration of Claresholm and the surrounding area, using unique Claresholm 115 Logos in the marketing for Fair Days would give the event even more of a sense of celebration. Option 1 is the classic Water tower in an exciting abstract form, with the colours from the other elements of the logo. Option 2 uses the sun from the logo to display the image of growth and excitement. Option 3 is the full Claresholm logo with the added “115” and dates.

Option 1



**Claresholm 115**  
**1905-2020**

Option 2



**Claresholm 115**  
**1905-2020**

Option 3



**Claresholm 115**  
**1905-2020**

### RECOMMENDED ACTION:

Council pass a motion to select option \_\_\_ as the logo for Claresholm 115, for use in the Fair Days marketing materials.

### PROPOSED RESOLUTION:

Moved by Councillor \_\_\_\_\_ to select option \_\_\_ as the logo for Claresholm 115, for use in the Fair Days marketing materials.

PREPARED BY: Spencer VanDellen, Economic Development Assistant

APPROVED BY: Marian Carlson, CLGM - CAO

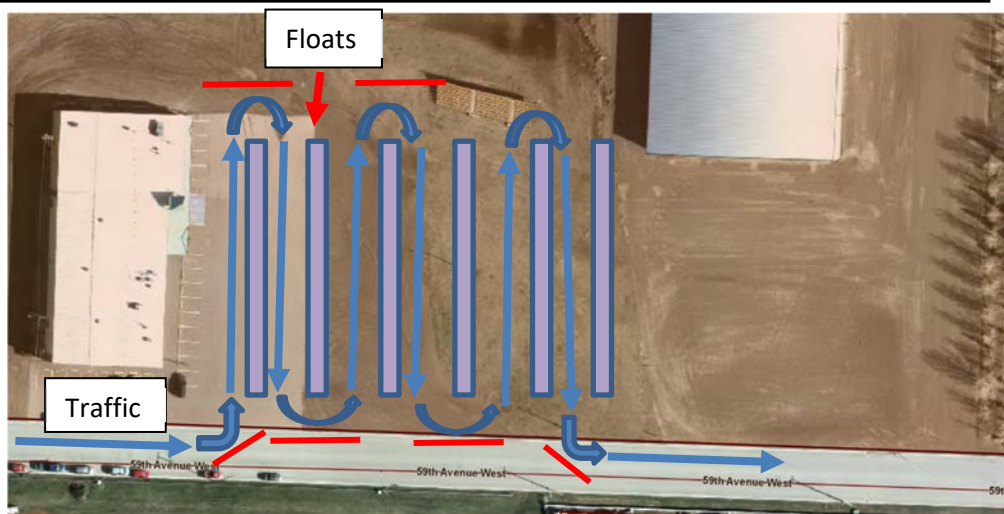
DATE: June 17, 2020

## FAIR DAYS – REVERSE PARADE

### DESCRIPTION:

With the recommendation from the Government of Alberta to keep outdoor events under 100 people, the Economic Development Department and the Event Coordinator are finding creative ways to engage residents for the upcoming Fair Days

celebrations. The current parade route runs through the downtown core and does not allow for adequate parking or physical distancing. A reverse parade is where parade floats park and attendees drive past to view each float. The proposed location at the Community Centre would allow enough space for floats to park in lines, and for attendees to drive through. The time of the reverse parade would be the same time as the original parade, 10:30 a.m. to 1:00 p.m. No candy would be thrown, and physical distancing recommendations would be in place. The stretch of road on 59<sup>th</sup> Avenue from 8<sup>th</sup> Street to 4<sup>th</sup> Street would be made one way to allow for easy traffic entry and exit from the reverse parade. The Bylaw Officer and the Kinettes are in support of the idea.



### RECOMMENDED ACTION:

Council pass a motion to change the parade route to a reverse parade for the 2020 Fair Days celebrations, and allow for the closure of 59<sup>th</sup> Avenue between 8<sup>th</sup> Street and 4<sup>th</sup> Street between 10:00am and 1:00pm.

### PROPOSED RESOLUTION:

Moved by Councillor \_\_\_\_\_ to change the parade route to a reverse parade for the 2020 Fair Days celebrations, and allow for the closure of 59<sup>th</sup> Avenue between 8<sup>th</sup> Street and 4<sup>th</sup> Street between 10:00am and 1:00pm.



# Claresholm

## INFORMATION BRIEF

Meeting: June 22, 2020  
Agenda Item: 17

---

### Update regarding Bylaw #1674 – Multi-use Buildings Borrowing Bylaw

---

#### DESCRIPTION / BACKGROUND:

Bylaw #1674 is a Bylaw approving the borrowing of \$2.8M for the partial funding of the Multi-use Buildings Project which includes the Administration/Community building at the old school site (new civic address will be 111 55<sup>th</sup> Ave W) and the Daycare and Playschool building that will be just north of the West Meadow Elementary School (new civic address will be 5895 8<sup>th</sup> St W). Total project cost, as per the Bylaw, is \$3.8M.

The bylaw does not indicate a date of borrowing and it states that the borrowing term is not to exceed 30 years and the borrowing rate is not to exceed 4%. Borrowing dates are on a quarterly basis, being March 15<sup>th</sup>, June 15<sup>th</sup>, September 15<sup>th</sup>, and December 15<sup>th</sup>, each year. With construction now underway and construction payments starting Administration put in the request to the Alberta Capital Finance Authority (ACFA) to fund our debenture on June 15<sup>th</sup>, 2020. On June 8<sup>th</sup> we received our debenture certificate which confirmed the borrowing rate we received, which is 2.638%. This rate is slightly higher than the “indicative rate” provided by ACFA when drafting the 2020 budget, however is still significantly below the 4% noted in the bylaw and is significantly lower than other long-term (15+ year) debentures we currently have, and is locked in for the full 30 year term of the loan.

A brief summary of all our current outstanding loans as at June 22, 2020 are as follows:

Year Issued	Purpose	Term (yrs)	Year Discharged	Original Loan	Rate	Current Outstanding
2004	Sewer Upgrades	20	2023	1,000,000	5.875%	299,903
2008	Pine Coulee Water Project	25	2033	4,000,000	5.240%	2,770,521
2011	Golf Course Expansion	10	2021	970,000	2.306%	160,049
2018	Sewer Main (Airport to Lagoons)	10	2028	400,000	3.007%	347,339
2020	Multi-use Buildings Project	30	2050	2,800,000	2.638%	2,800,000
						6,377,812

Payments are semi-annual, therefore we will have only one payment in 2020 on Dec 15<sup>th</sup>, with 2 payments per year thereafter. Semi-annual payments are \$67,835. Interest portion in the 2020 payment is \$36,932.

#### ATTACHMENTS:

- 1.) Debenture Certificate

#### APPLICABLE LEGISLATION:

- 1.) Bylaw 1674 – Multi-use Buildings Borrowing Bylaw
- 2.) MGA Section 251-258 “Borrowing”

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 16, 2020

---

\$2,800,000.00

ACCOUNT # 4002755

CANADA  
PROVINCE OF ALBERTA  
TOWN OF CLARESHOLM

2.63800%

DUE: 15-Jun-2050

TOWN OF CLARESHOLM

*For value received, promises to pay to the  
ALBERTA CAPITAL FINANCE AUTHORITY  
or its registered assigns, the principal sum of*

*---Two Million Eight Hundred Thousand---00/100 Dollars*

*(\$2,800,000.00) in lawful money of Canada, with interest thereon at the rate of 2.63800% per annum. These payments are to be made in Sixty (60) consecutive installments of Principal and Interest combined, in accordance with the repayment schedule endorsed hereon and forming part of this Debenture.*

*The sum of \$2,800,000.00 has been borrowed by the Town of Claresholm under the authority, and in accordance with terms of the said By-laws listed and numbered below for the specific purposes listed therein.*

By-law 1674

15-Oct-2019

\$2,800,000.00

*This Debenture is made pursuant to and hereby incorporates the terms and conditions of the Master Loan Agreement between Alberta Capital Finance Authority and Town of Claresholm made effective 25-Apr-2018 except as expressly modified by this Debenture.*

*IN TESTIMONY whereof and under the authority of the By-laws listed above this debenture is sealed with the Seal of the Town of Claresholm and signed by the  
Mayor and Chief Administrative Officer thereof, this 9 day of  
June, 2020*

  
Signing Authority

  
Signing Authority

Town of Claresholm

ISSUED:15-Jun-2020

LOAN REPAYMENT SCHEDULE FOR: \$2,800,000.00

TO ALBERTA CAPITAL FINANCE AUTHORITY

Account No. 4002755

Payment Number	Date	Payment Amount	Principal	2.63800% Interest	Outstanding Principal
1	15-Dec-2020	\$67,834.94	\$30,902.94	\$36,932.00	\$2,769,097.06
2	15-Jun-2021	\$67,834.94	\$31,310.55	\$36,524.39	\$2,737,786.51
3	15-Dec-2021	\$67,834.94	\$31,723.54	\$36,111.40	\$2,706,062.97
4	15-Jun-2022	\$67,834.94	\$32,141.97	\$35,692.97	\$2,673,921.00
5	15-Dec-2022	\$67,834.94	\$32,565.92	\$35,269.02	\$2,641,355.08
6	15-Jun-2023	\$67,834.94	\$32,995.47	\$34,839.47	\$2,608,359.61
7	15-Dec-2023	\$67,834.94	\$33,430.68	\$34,404.26	\$2,574,928.93
8	15-Jun-2024	\$67,834.94	\$33,871.63	\$33,963.31	\$2,541,057.30
9	15-Dec-2024	\$67,834.94	\$34,318.39	\$33,516.55	\$2,506,738.91
10	15-Jun-2025	\$67,834.94	\$34,771.05	\$33,063.89	\$2,471,967.86
11	15-Dec-2025	\$67,834.94	\$35,229.68	\$32,605.26	\$2,436,738.18
12	15-Jun-2026	\$67,834.94	\$35,694.36	\$32,140.58	\$2,401,043.82
13	15-Dec-2026	\$67,834.94	\$36,165.17	\$31,669.77	\$2,364,878.65
14	15-Jun-2027	\$67,834.94	\$36,642.19	\$31,192.75	\$2,328,236.46
15	15-Dec-2027	\$67,834.94	\$37,125.50	\$30,709.44	\$2,291,110.96
16	15-Jun-2028	\$67,834.94	\$37,615.19	\$30,219.75	\$2,253,495.77
17	15-Dec-2028	\$67,834.94	\$38,111.33	\$29,723.61	\$2,215,384.44
18	15-Jun-2029	\$67,834.94	\$38,614.02	\$29,220.92	\$2,176,770.42
19	15-Dec-2029	\$67,834.94	\$39,123.34	\$28,711.60	\$2,137,647.08
20	15-Jun-2030	\$67,834.94	\$39,639.38	\$28,195.56	\$2,098,007.70
21	15-Dec-2030	\$67,834.94	\$40,162.22	\$27,672.72	\$2,057,845.48
22	15-Jun-2031	\$67,834.94	\$40,691.96	\$27,142.98	\$2,017,153.52
23	15-Dec-2031	\$67,834.94	\$41,228.69	\$26,606.25	\$1,975,924.83
24	15-Jun-2032	\$67,834.94	\$41,772.49	\$26,062.45	\$1,934,152.34
25	15-Dec-2032	\$67,834.94	\$42,323.47	\$25,511.47	\$1,891,828.87
26	15-Jun-2033	\$67,834.94	\$42,881.72	\$24,953.22	\$1,848,947.15
27	15-Dec-2033	\$67,834.94	\$43,447.33	\$24,387.61	\$1,805,499.82
28	15-Jun-2034	\$67,834.94	\$44,020.40	\$23,814.54	\$1,761,479.42
29	15-Dec-2034	\$67,834.94	\$44,601.03	\$23,233.91	\$1,716,878.39
30	15-Jun-2035	\$67,834.94	\$45,189.31	\$22,645.63	\$1,671,689.08
31	15-Dec-2035	\$67,834.94	\$45,785.36	\$22,049.58	\$1,625,903.72
32	15-Jun-2036	\$67,834.94	\$46,389.27	\$21,445.67	\$1,579,514.45
33	15-Dec-2036	\$67,834.94	\$47,001.14	\$20,833.80	\$1,532,513.31
34	15-Jun-2037	\$67,834.94	\$47,621.09	\$20,213.85	\$1,484,892.22
35	15-Dec-2037	\$67,834.94	\$48,249.21	\$19,585.73	\$1,436,643.01
36	15-Jun-2038	\$67,834.94	\$48,885.62	\$18,949.32	\$1,387,757.39
37	15-Dec-2038	\$67,834.94	\$49,530.42	\$18,304.52	\$1,338,226.97
38	15-Jun-2039	\$67,834.94	\$50,183.73	\$17,651.21	\$1,288,043.24
39	15-Dec-2039	\$67,834.94	\$50,845.65	\$16,989.29	\$1,237,197.59
40	15-Jun-2040	\$67,834.94	\$51,516.30	\$16,318.64	\$1,185,681.29
41	15-Dec-2040	\$67,834.94	\$52,195.80	\$15,639.14	\$1,133,485.49
42	15-Jun-2041	\$67,834.94	\$52,884.27	\$14,950.67	\$1,080,601.22
43	15-Dec-2041	\$67,834.94	\$53,581.81	\$14,253.13	\$1,027,019.41
44	15-Jun-2042	\$67,834.94	\$54,288.55	\$13,546.39	\$972,730.86
45	15-Dec-2042	\$67,834.94	\$55,004.62	\$12,830.32	\$917,726.24
46	15-Jun-2043	\$67,834.94	\$55,730.13	\$12,104.81	\$861,996.11
47	15-Dec-2043	\$67,834.94	\$56,465.21	\$11,369.73	\$805,530.90
48	15-Jun-2044	\$67,834.94	\$57,209.99	\$10,624.95	\$748,320.91
49	15-Dec-2044	\$67,834.94	\$57,964.59	\$9,870.35	\$690,356.32
50	15-Jun-2045	\$67,834.94	\$58,729.14	\$9,105.80	\$631,627.18
51	15-Dec-2045	\$67,834.94	\$59,503.78	\$8,331.16	\$572,123.40
52	15-Jun-2046	\$67,834.94	\$60,288.63	\$7,546.31	\$511,834.77
53	15-Dec-2046	\$67,834.94	\$61,083.84	\$6,751.10	\$450,750.93
54	15-Jun-2047	\$67,834.94	\$61,889.54	\$5,945.40	\$388,861.39
55	15-Dec-2047	\$67,834.94	\$62,705.86	\$5,129.08	\$326,155.53
56	15-Jun-2048	\$67,834.94	\$63,532.95	\$4,301.99	\$262,622.58
57	15-Dec-2048	\$67,834.94	\$64,370.95	\$3,463.99	\$198,251.63
58	15-Jun-2049	\$67,834.94	\$65,220.00	\$2,614.94	\$133,031.63
59	15-Dec-2049	\$67,834.94	\$66,080.25	\$1,754.69	\$66,951.38
60	15-Jun-2050	\$67,834.94	\$66,951.38	\$883.56	\$0.00
		\$4,070,096.40	\$2,800,000.00	\$1,270,096.40	



**Claresholm**

# INFORMATION BRIEF

Meeting: June 22, 2020  
Agenda Item: 18

---

## **BYLAW #1534 “Unsightly Premises and Snow Removal” UPDATE**

---

### **DESCRIPTION / BACKGROUND:**

Bylaw #1534 was put into effect on November 23<sup>rd</sup> 2009, which includes both Unsightly Premises and Snow Removal. Bylaw #1534 is currently under review and Administration will be proposing some changes to the Bylaw.

With this current review, Administration will also be looking to define less subjective criteria as to what does and does not constitute “unsightly” both for consistency and ease of enforcement and to strengthen our case should any unsightly order go before the courts. The Bylaw and Economic Development departments are working together to investigate how other municipalities have adapted and modernized Unsightly Premises bylaws to have more clearly defined rules within the bylaw for residents to follow without the concern of personal perception being involved in regards to enforcement.

Administration is requesting Council input on other criteria they would like addressed in the bylaw.

### **ATTACHMENTS:**

1.) N/A

### **APPLICABLE LEGISLATION:**

1.) Section 546 of the Municipal Government Act, R.S.A. 2000 , c.M-26, Section 546 (1) , Section 546 (0.1)

PREPARED BY: Ryan Rasmussen, Community Peace Officer

---

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 17, 2020

---



# CAO REPORT

June 22, 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](#)

---

# RECREATION

[See enclosed report](#)

# UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM  
CAO



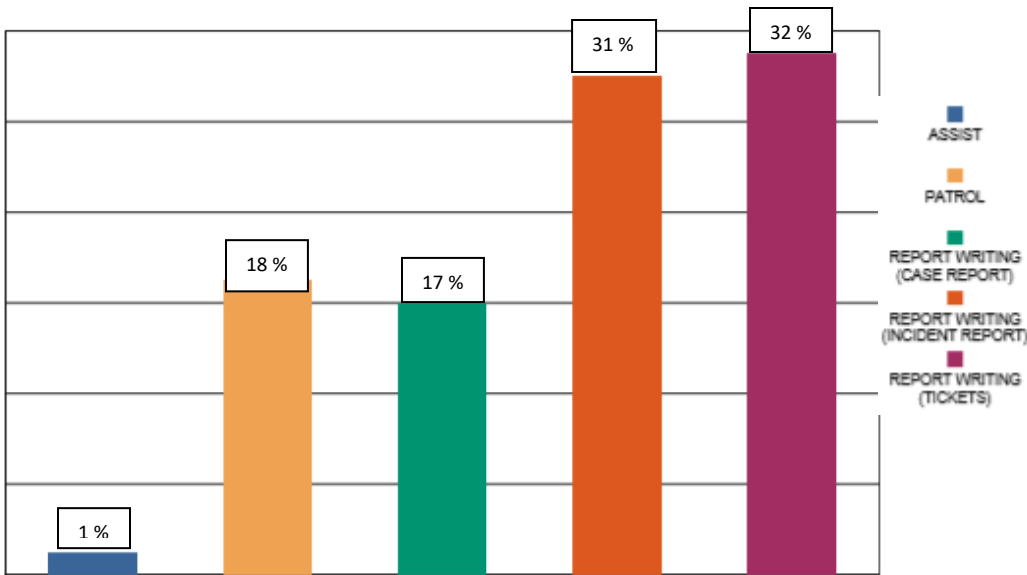


# INFORMATION BRIEF

Meeting: June 22, 2020  
 Agenda Item: CAO REPORT

## BYLAW ENFORCEMENT REPORT MAY 2020

### Community Engagement in MAY 2020



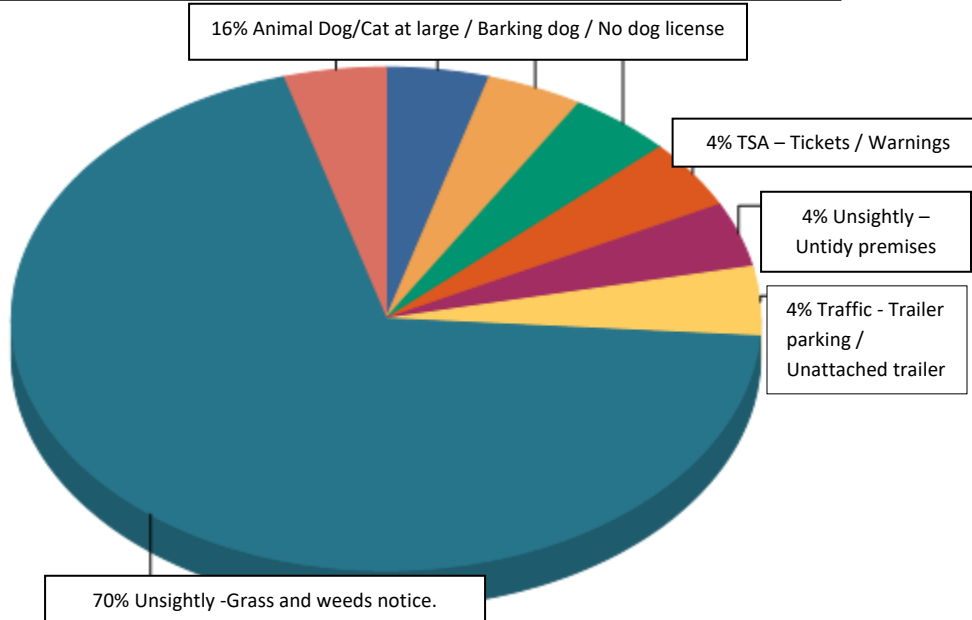
### May newspaper Highlights:

- Reminder to residents and property owners that spring is here and the grass is growing and they are responsible to keep their property maintained.

### May Enforcement Highlights:

1. Work with public on information around Covid 19 restrictions and what is and or is not allowed at the moment. Still getting public questions on Covid 19 restrictions.
2. TSA tickets issued = \$1008.00
3. With Covid restrictions being lifted, a increase in roadway traffic. Finding time to keep a presence on the highway and around town for traffic issues.
4. Still having conversations with a residents on camper trailer parking, where they can and cannot park their trailers
5. With sunshine and some rain, the grass and weeds are growing. Served 16 notices Grass and weeds
6. Responded to assist the Fire Dept for a structure fire.

### Bylaw Infractions/Complaints/Actions in MAY



## DIRECTOR OF CORPORATE SERVICES - UPDATE



**Claresholm**

*For: 5/25/2020 - 6/19/2020*

### Financial

- April bank reconciliation has been completed, and Council's April Financial Statement was presented at the June 8<sup>th</sup> Council meeting. May month end and bank reconciliation is underway.
- On June 15<sup>th</sup> we received our \$2.8M loan to help finance the Multi-Use Buildings Project (both the Admin/Community Building and the Daycare/Playschool Building). Both buildings are well underway.

### General

- Tara and myself are continuing to work closely with Tricon on the Multi-use Buildings Project as we try to work towards finalizing everything from interior and exterior color schemes and materials to IT and electrical wiring requirements and layout details. We are also starting to reach out to office furniture dealers to work on furnishing requirements and details and work towards a preliminary budget for such prior to going out for official bids or quotes.
- With the launch of Phase 2, there has been a number of meetings and tasks with regards to communicating to the citizens of Claresholm what this means for Claresholm facilities, as well as ensuring the Town is still following all the protocols and safety measures for existing facilities and newly opened facilities with the launch of Phase 2.
- Resuming annual reviews which got interrupted or put on hold back in March due to COVID-19. Approximately half were completed back in Feb/March and the rest should be completed by the end of next week.
- Continuing to make progress with our electronic archival processes and paperless workflow. Working through our first AP Paperless workflow batch this week and working out the glitches:
  - It was also pretty exciting to find the original proclamation from the North West Territories in 1905 of Claresholm becoming a Town. I have attached here for your viewing.

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

"A"  
Hott.

copy

sgd

G. E. Forges

Lieutenant Governor.

LO

CANADA.

North West Territories.

P R O C L A M A T I O N .

To all to whom these presents shall come,

GREETING, .....

sgd  
J. W. G. Haretain  
Attorney General.

( WHEREAS satisfactory proof having been furnished  
(  
( that the preliminary acts and requirements requisite  
(  
( to the erection of the hereinafter described  
(  
( area into a town as prescribed by The Municipal  
(  
( Amendment Ordinance, 1901, have been complied with

NOW KNOW YE that by and with the advice of the Executive Council for the Territories, I do, by this MY PROCLAMATION, declare that on, from and after the Thirty-first day of August, 1905, the said area be erected into a Town Municipality to be known as

THE TOWN OF CLARESHOLM,

and that the area of the said Town of Claresholm consist of Section 26, Township 12, Range 27, West of the Fourth Meridian in the District of Alberta in the North West Territories of Canada; and that Harry O. Haslam, of Claresholm, be named as the returning officer for the holding of the first election for Mayor and Councillors for the said Town.

OF WHICH all persons whom these presents may concern are hereby required to take notice and govern themselves accordingly. Given under the hand and His Honour the Lieutenant Governor and issued under the seal of the North West Territories at Regina this nineteenth day of August one thousand nine hundred and five and in the fifth year of His Majesty's reign.

sgd. G. H. V. Bullock  
Territorial Secretary.

# DEVELOPMENT OFFICER REPORT

For: 5/20/2020 - 6/17/2020



## Development Permits

- ❖ 10 permit applications received.
- ❖ 5 development permits closed.

## Compliance Requests

- ❖ 6 compliance requests received.

## Miscellaneous

- ❖ MPC meeting – June 12, 2020.
- ❖ Local Press Ads: Land Use Bylaw Amendment Public Hearing notices, Off-site levy bylaw notification, Alberta One Call and permit reminders.
- ❖ Weekly Emergency Management zoom meetings (staff updates).
- ❖ Completed a course in the NACLAA program, through the U of A extension campus on Information Access and Protection of Privacy Foundations (IAPP). The theory and key concepts relevant for the appropriate administration of access and privacy legislation was examined. Access and privacy concepts and principles were examined using federal, provincial and municipal legislation. In response to information requests, administrators are responsible for interpreting and applying IAPP legislation to records in the custody or under the control of an organization. Efficient records management principles ensure rapid access to sensitive information. Fair information practices ensure data handling is in compliance with the legislation.

## On-going projects

- ❖ IDP meeting held May 20, 2020. Administration currently working with ORRSC on policy options.
- ❖ Multi-use Community Building Project – construction has commenced, continued work with the school division on transfer agreements, etc. Fortis right of way agreement executed and sent for registration. Discussion has commenced regarding electrical plans, needs for the building, potential interior color schemes, etc. Adhoc committee meeting was held May 27, 2020. The committee approved the additional scope of work for Tricon to complete the parking lots and sidewalks at both locations (asphalt, line painting, and accessible stalls). This additional scope of work is within budget, and will ensure the full site work is completed prior to move in (this does not include landscaping).
- ❖ Road closure project and re-zoning (LUB amendment) complete. Drainage right of way agreement sent to surveyor for submission to land titles.
- ❖ IMP (Infrastructure Master Plan) – project continues.
- ❖ Off-site levy bylaw for Starline Business Park is now complete.



Submitted by  
Tara VanDellen  
Planner/Development Officer

# Economic Development Officer's Report

Town of Claresholm

June 16, 2020



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

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

## **Economic Development Officer (EDO)**

The EDO has completed the 3-part online cyber security training recommended by administration. The EDO computer tower was replaced as per IT schedule of upgrades, the old tower is now being used by the EDA, which leaves the laptop available for off-site work and welcome sign updates.

## **Economic Development Committee (EDC):**

The Economic Development Committee met on Tuesday June 16, 2020 using Zoom online meeting platform; six of the ten members were present.

## **Chamber of Commerce**

The next Chamber of Commerce strategic planning meeting will be Wednesday June 17<sup>th</sup> at 7:00 pm on zoom. Current activities include Opportunity for Growth; 7-ways to grow your business online, June 16<sup>th</sup> 7:00 pm, the Labour Market Partnership, and discussions about getting a part-time Chamber staff person.

## **Labour Market Partnership**

An RFP has been circulated to 6-firms. An online meeting of the LMP Steering Committee to review submissions is scheduled for Wednesday June 16, 2020.

## **Rural and Northern Immigration Pilot (RNIP)**

- IRCC has reduced the time required to process temporary work permits for RNIP applicants by more than 3-months.
- Businesses that are participating in the Claresholm RNIP can still recruit workers from outside of the country within the travel restrictions framework, and following required isolation measures.
- Several documents have been created to assist with the recommendation process
  - Optional Video Submission Guidelines
  - Template for applicants to standardize CV's
  - Community Questions fillable PDF form with instructions

- One applicant that received a community recommendation during the May meeting will not be applying for Permanent Residency through the Claresholm-RNIP, because the applicant has received approval under the Express Entry immigration program.
- One Offer of Employment has been put on hold as the applicant has not been able to schedule a re-write English exam due to COVID restrictions on testing centres.
- Claresholm webpage has been updated to include Community Criteria

On June 15, 2020 the Economic Development Committee considered (3) offers of employment and approved community recommendation for each of them. There was lengthy discussion regarding applicant's community connection and intention to reside in Claresholm.

There are now 5 approved Community Recommendations, and 5 Offers of Employment awaiting consideration by the EDC. More local employers are showing interest each week. Candidates with valid open-work permits continue to relocate to Claresholm; positions at 7-Eleven, Sobey's Liquor have been filled in recent weeks, Tim Hortons is interviewing candidates.

### **Renewable Energy Sector Workshop**

An online renewable energy sector workshop is scheduled for June 23, 7:00 – 9:00 PM. Offered in partnership with the MD of Vulcan, SouthGrow, Survival Energy Partners, and PLC Recruitment. The workshop will include an overview of the industry, major projects in the region, career pathways for employment, and contract-procurement opportunities.

### **Wayfinding Signage Project**

Alberta Transportation has provided specific direction for the placement and construction of wayfinding signage on Highway-2. The local contractor has submitted a revised estimate, and the EDC has approved the construction of 4-signs to begin once required permits have been obtained.

### **Shingle Signage Program**

The EDO has received 1-new design from a company in Lethbridge and awaits a second option from a local manufacturer experiencing shipping delays for materials.

### **Welcome Signs**

Starline Signs have been hired to paint the refresh on Highway-2 and Highway-520 welcome signs. The painter has declined to do the backsides, so the EDO and EDA will be doing that themselves. Light-aluminum panels used in the billboard program will be cut to fit on the back of the LED displays, to meet permit specifications and provide a finished appearance. Public works is aware of the necessary landscaping improvements below the welcome signs.

### **Photo Contest**

The winner has been selected and announced. EDC approved the sample proof on June 15, 2020. Once the MD of Willow Creek approves the proof, the project can go to print.

**Canada Day & Fair Days**

The EDA and EDO have assisted in developing Virtual Canada Day with the Event Coordinator, creating promotional videos, developing outdoor activities, and recommending talent. Virtual Canada Day in Claresholm can be found on Facebook, join the event to receive notifications, everything starts at 11:00am, July 1, 2020.

Plans are underway for Fair Days, which will mark 115 years of the Town of Claresholm. The Event Coordinator's theme is "Experience Claresholm" with the idea of highlighting Claresholm's natural and public assets. All activities will be in accordance with COVID-19 restrictions and safe practices.

Submitted,

Brady Schnell, Economic Development Officer

## FCSS Report to Council June 2020

- This month my concentration has been on our emergency services response. I have been learning the new protocols we should have in place in case an emergency happens during a pandemic. Services will look very different for a reception centre with social distancing in place.
- Also have been working on the job chart that will be in the reception centre and will help guide volunteers as to the work they have been assigned.
- Have attended a regional meeting of Emergency Services to discuss the Best Practice Guidelines for an Evacuation that have been created by SAIT and also the Provincial Evacuation Guidelines and Best Practices (PESS). The region is preparing an emergency services resource chart so if we are in need of something during an emergency, we could borrow it from another city or town within our region.
- Was on a virtual meeting with PESS to look at the new online registration process for emergencies and staff are attending an online training for how to use the registration system this Friday.
- Attended a virtual meeting with the agencies that are part of the Family Resource Network to get updates and learn some new processes for keeping statistics for the government. Also looked over and reviewed the Well-Being and Resiliency Framework that is our guide for these Networks.
- We have made the decision to end the hampers and shopping for seniors as the Food Recovery and Food Banks are options for people and we have been referring seniors to the Senior Drop In as they are doing shopping and also preparing hot lunches.



- Made a flyer on Claresholm Food Security Options and sent to post boxes for the community. (see attached)
- Have been keeping up to date on information related to Covid and phase 2 via phone conversations with Senior's and Housing and through webinars with AUMA.
- We have been learning via webinars when we can. Erin has completed Brain Story (needed for Family Resource Network) and I have been working on a domestic violence course, children's mental health webinar and have completed Red Cross Psychological First Aid (for Covid)
- Taxes keep coming in but are slowing down. We have processed 340 to date.
- Our total for Food Hampers was 92 and even though we are finished we are still supplying families as we have dollars from the school divisions.
- We have held a couple of fun poster contests this month and we have one coming up for Canada Day. The winners are being displayed in our windows.
- We are preparing fun little packages with some things to do at home for children to help them through times with no activities. These will be ready to go soon.
- I have been reviewing the financials to see how much money will be remaining due to not hosting any programs. We are told by the province that this needs to be spent.

**Hunger is  
something  
no one  
should  
struggle  
with or be  
judged for**



## Claresholm FCSS

4925 1st Street West  
Box 1297  
Claresholm, AB  
T0L 0T0

Phone: 403-625-4417

Fax: 403-625-4851

E-mail:  
communityfcss@shaw.ca



## Claresholm Food Security Options





**Food Security is defined as having reliable access to a sufficient quantity of affordable, nutritious food.**

**Claresholm & District Family and Community Support Services believes that every individual is worthy of having access to healthy food, to feed themselves and their family.**

**With local supports and resources available, we as a community can help the Claresholm and Area citizens thrive.**

### **Claresholm Food Bank**

403-625-2092

Open Wednesdays from

9am-12pm

During COVID-19 pandemic—  
hamper delivery upon request

### **Claresholm Food Rescue**

Bay #1 4209 Third Street East

1-403-437-4984

claresholmfoodrescue@

gmail.com

Register only once to have your  
name added to the list

### **Meals on Wheels**

403-625-3526

Meals delivered Monday-Friday

\$10/meal

Must register in advance

### **Claresholm Good Food Box**

#### **Fresh produce boxes**

Check Facebook page for more  
details

Small box (20-25lbs) = \$27

Medium box (30-35lbs) = \$32

Large box (40-45lbs) = \$37

Must preorder by dates posted  
on Facebook page

### **Claresholm Drop-In Center**

16oz. Bowl of Soup & Bun  
delivered to seniors

Tuesday & Friday

403-625-2877

cholmseniors@gmail.com

Call or email to preorder



## **Claresholm Fire Report**

**May 21, 2020 to June 17, 2020**

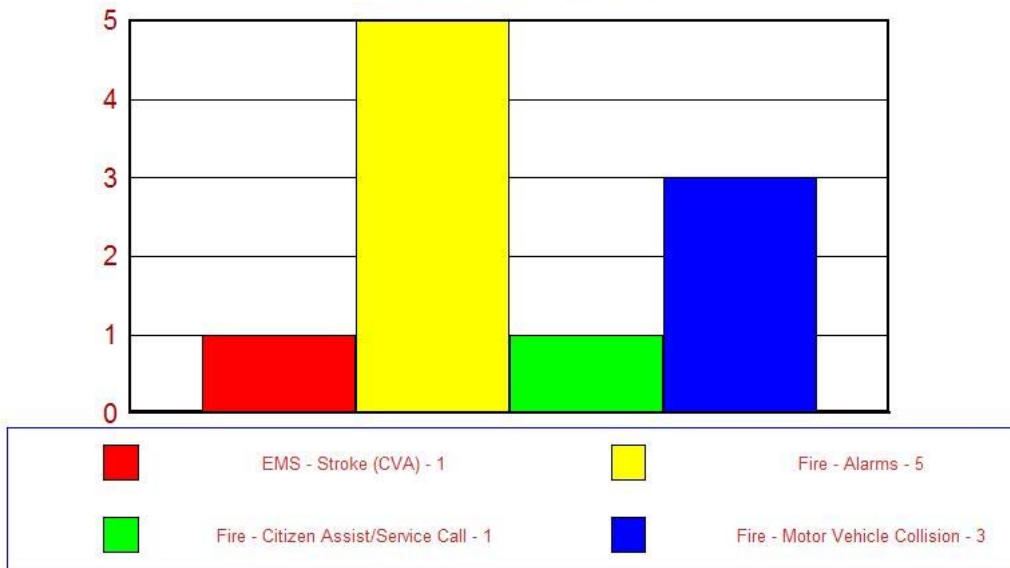
- Claresholm Fire hall remains closed to the public at this time due to COVID-19
- There are currently no members away with illness or on self-isolation
- There is currently one (1) active safety codes investigation file open.
- The Chief is currently finishing the didactic portion of his Level B-1 certification for safety codes. Following this there is a small practicum component, after which, he will be able to function independently as an investigator (for inspections/occupancies/investigations).
- Birthday parade drive-bys concluded on May 31, 2020 with the Claresholm Department performing over 50 in the past two months. These parades were well received and the Chief had a lot of positive feedback from families as well as the public.
- Plans are underway for our annual awards evening, tentatively scheduled for early August. This year we have a 35 year member and a 20 year member to acknowledge.
- Bi-weekly training will expand the week of June 15<sup>th</sup> to include all four crews. Training evolutions will be spaced to maintain physical distancing, and when that is not possible, continuous masking is being performed. Meetings are held on the apparatus floor so members can appropriately distance.

- Fire calls remain steady this reporting period (report below). The current fire hazard analysis, low to moderate (as of June 15<sup>th</sup>, 2020) in our response area; is primarily due to the recent rainfall in our area over the last couple days. These conditions can, and do change rapidly, and if windy conditions persist the danger will escalate quickly.

Respectfully submitted,

Craig White; BA, ACP  
Fire Chief

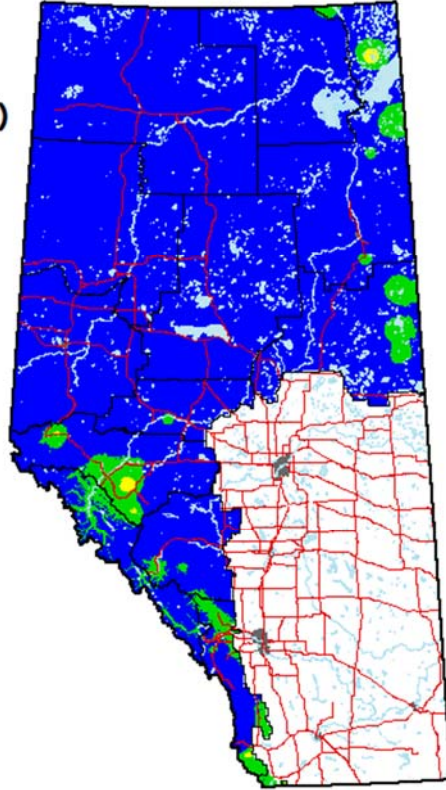
**Claresholm Fire Calls by Type**  
*Period of: May 21 20 to Jun 17 20*



# Alberta

**Fire Danger (Fire Weather Index)**  
for June 15, 2020

-  Low
-  Moderate
-  High
-  Very High
-  Extreme
-  No Data



# JUNE 2020 H/R TAXATION REPORT

## Prepared by Lisa Chilton Human Resources

With the announcement that pools can open soon, we have anticipated that Denise Spencer will return to her duties as Recreation Manager. Although a date for opening has not been determined, we have advertised, again, for a Gardener. The posting closes on June 22<sup>nd</sup> and hopefully we are successful in finding a good candidate.

We advertised for a seasonal labourer and were successful in hiring Payton Watt, also a layed off lifeguard, to fill the position. Payton started on June 16<sup>th</sup> and will continue on until the end of the summer.

### Assessment and Taxation

With the mailing of tax notices on May 15<sup>th</sup>, there have been some inquiries regarding the increase of taxes. A majority of the substantial increases are due to the change in assessment values in some classes of properties. When we are unable to satisfy the questions, Logan, at Benchmark Assessments, has been really great in explaining to people the details of their assessment and the reasons for the increases. We do not have any formal appeals to date. The complaint date is July 24<sup>th</sup>, 2020. All appeals, including proper completed forms and payment, must be in to the clerk by 4:00 p.m. on that date.

Below is the amount of outstanding taxes, at June 16<sup>th</sup>, 2020, not including TIPPS Participants. Taxes outstanding are **\$2,178,454.64** summarized as follows:

\$ 2,086,975.76	Current Taxes Outstanding
\$ 66,191.72	Arrears including penalties
\$ 4,828.25	On 2019 Arrears List. Subject to auction Sept 22 <sup>nd</sup> , 2020
\$ 2,031.81	Property under tax agreement
\$ 18,427.10	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 31<sup>st</sup>, 2021. There were 9 properties registered of which 4 have been paid in full or within current.

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

The auction date for the property that is outstanding on the Tax Arrears List of 2019, has been set for September 22<sup>nd</sup>, 2020. All of the pertinent information and processes will be carried out within the MGA regulations.

The first of the processes is the Council's setting of the reserve bid and verifying the actual auction date. That will take place at the June 22<sup>nd</sup>, 2020 council meeting in order for administration to meet all of the required advertising dates. There is currently one (1) property that would potentially be auctioned. The property owner has expressed their intention to pay before the auction but it currently remains unpaid.

# CLARESHOLM RECREATION

May-June 2020



Authored by: Denise Spencer





# CLARESHOLM RECREATION

## ARENA

- Ice Arena user meeting is scheduled for July 8, 2020, 6-7pm.
  - Groups were passed the newest guidelines to review, and a link to Alberta Biz Connect in case they change.
- Arena staff, Director of infrastructure and Rec Manager are meeting within the next week to discuss the Guidelines for Sport, Physical Activity and Recreation, and set up a plan for the facility
  - Occupancy numbers, signage, sanitation stations, how do we assign someone to be a dedicated Covid person are a few of the questions we will cover.
- A Claresholm Minor Hockey team requested the use of the facility to hold a ceremony for raising the banner, and presenting the youth with their mini banners. Recommended that they hold it in a park, and do the banner raising at a later date as the Parks and Rec staff have been busy in other areas of the community, and we do not have a set plan or staffing in place to ensure Guidelines are met.

## CAC

AHS maintenance is currently doing shutdown maintenance, tiling will be complete by June 17, with a 1 week cure June 24, 2-3 days to fill, 3-4 days for water treatment. The facility will not be opened until after AHS makes a decision as they are currently on lockdown and screening procedures with only one access at the main gates for the Claresholm Center for Mental Health and Addictions.

- Contractor has installed the plexi-glass for the counter.
  - Shelf system in the equipment room will be installed at a later date.
- Reservation system is being considered for when the pool reopens. Currently there are 3 options we are looking a.
- Lifeguards will be required to have their own dedicated container and label their water containers.
- Lockers will be off limits
- The First Aid Room will not be used to store personal items in.
- Staff training and advanced courses to become a lifeguard will be a priority as soon as there is a tentative opening date.
- The Audit scheduled for June has been postponed until the last week in August.
- Schedule updated to allow for more time for cleaning
- Draft reopening procedure is in progress, this will be shared with AHS after proofed to help determine a reopening date.

Soft Launch- JULY-AUGUST 2020 Draft

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
6-7:30	Fitness							
7:30-8	Closed for Cleaning							
8-9	Aquafit	P/R Lesson	Aquafit	P/R Lesson	Aquafit			
9-9:30	Closed for Cleaning							
9:30-11	10-10:30 P/R Lesson 10:15-10:45 NL/LSI Training Time							
11-11:30	Closed for Cleaning							
11:30-12:30	Fitness							
12:30-1	Closed for Cleaning							
1-2	Aquafit	CCC	Aquafit	CCC	Aquafit			Fitness
2-2:30	Closed for Cleaning							
2:30-3:30	Fitness							
3:30-4	Closed for Cleaning							
4-5:30	JLC	JLC	JLC	JLC				
5:30-6	Closed for Cleaning							
6-7	CCC	Boot Camp	CCC	Boot Camp				
7-7:30	Closed for Cleaning							
7:30-8	Fitness							

## Webinars:

June 4: Virtual meet and greet with staff over Zoom

- Requested availability, touched base on how everyone is, what their future plans are.

June 12: Annual General Meeting with Lifesaving Society

June 12: Alberta Aquatic Association of Professionals

- New ASSA recommendations should be ready by Friday June 19, 2020. This is for summer swim clubs, eg. Krakens.
- All guidelines are to work in conjunction with each other
  - Lifesaving Society has a 36 page Re-Activating Aquatics in Alberta, Guidelines for Aquatic Operations and Programs Manual
  - Alberta Health is 6 pages, plus screening document
- Changes will likely be coming within the next week to the Guidelines that Alberta Health has put out.

June 12: Ask the Experts: What Stage 2 means to municipal & community services.

- **How do we manage physical distancing in multi-use facilities with the different conditions and activities?**  
*Need to try keep some consistency in the numbers and how to open safely. It may be necessary to look at various guidance documents and bring all the operators together in a masterplan. There may need to be an integration of plans or phasing in of services/activities while the new norms are learned by the staff and public. Check in meetings to see what is working and how to adapt may be necessary. It will really depend on the purpose for the gathering and what are the activities. Just because Stage 2 allows us to reopen, doesn't mean we need to fully open right away.*
- Alberta BizConnect website has various signage available for recreation and other

June 15; Omnify-Reservation Program Demo

## Ball Diamonds:

On June 10, 2020 spoke with Minor Ball President Glenn Ring. He said that Minor Ball typically is finished mid-June. He reached out to parents from past years to determine how much interest there is for this season, and found a lukewarm response. The Sport Recreation Guidelines say a cohort group can be a maximum of 50 people within a town or region, there may be interest within the MD of Willow Creek for a few teams, which will enable the youth to play.

- User Meeting scheduled for July 8, 2020 from 5:30-6pm

## Farmers Market:

The organizer was excited about holding the Farmers Market in Claresholm, She picked up the Guiding documents from the Town Office on June 16, 2020. After reading them over she discovered that as the organizer she would be responsible if there was an issue relating to the Guidelines for Farmers Markets not being adequately met. She has decided not to go ahead with the Farmers Market after reading through the guidelines as the responsibility was significantly larger than anticipated.

## The Range Gravel Experience

- The MD of Willow Creek gave the event the go ahead, and it will run with 80 participants who are registered.
- There will not be a celebration scheduled at the community center, they will be using the Community Center Parking lot for parking only.

## Tone Disc Golf

An updated proposal for Patterson Park has been sent to the Town.

### *Dog Park*

Had a meeting with the Dog Park Fence organizers on June 9, 2020. They stated that the Lions Club will sponsor them. There is currently no documentation stating this.

### *Sidewalk stencils*

- One of the stencils is ready although it does not have the writing that goes with it completed.

### *Grad Banners*

- Ready Thursday June 11, they were put up at the New Town Civic Centre site, and at the south end of Town on the Triple T fence. (The downtown parking lot would not work as originally decided upon).
- The banner on the south end of town was destroyed in a windstorm on June 13, 2022.

### *Gardener*

- Draft Gardening Handbook is ready to be reviewed by the Director of Infrastructure.
- The Karma Garden bed needs extensive weeding (Fas Gas)
- There is a list of trees and shrubs that need to be removed, the 2019-20 winter was tough on a lot of plants.



**Claresholm**



**UTILITY SERVICES REPORT**  
**JUNE 2020**



---

# Utility Services Manager

## Brad Burns

3700 8<sup>th</sup> 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

***“40% of Canada’s boundary with the United States is  
composed of water”***

### 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.
- Two CIP's on both racks to lower transmembrane pressure and increase permeability.
- Drain and clean CIP tanks.
- Adjust pump motor set points on neutralization pump VFD's.
- Clear Water Controls onsite inspecting double back check valves and servicing chlorine gas system.
- PARCON Construction onsite replacing citric acid line and checking water seepage issue in DAF area.
- CHAMCO onsite to replace SULLAIR compressor coupling.
- Inspect blowers to lake, cooling fans and piping.
- Install and calibrate upgraded Carbon Dioxide alarm.
- CLEARTECH technician onsite calibrating UVT meter.
- PALL Annual service inspection booked for membrane control and operational improvements.

---

## 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.

## Training and Continuing Education Credits

- Staff training suspended during Covid-19.

## Meetings

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

## 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.
- Bulk load delivery of CPAC-180 poly-aluminum chloride.
- Continued contact with chemical suppliers to discuss Covid-19 possible impact on chemical supply and delivery.

## Pumping Stations and Reservoirs

### Highway Pump Station

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Clear Water Controls double back check valve service.

### 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.
- Required chlorine and bacteriological testing will be taken onsite due to the Covid-19.

### Airport

- Onsite meeting with M.D Superintendent and MPE Engineering.

---

## Hamlet of Granum

- Check meter vault and check electrical and telemetry equipment.
- Check supply line as required.
- Onsite visits as per AEP code of practice and M.D of Willow Creek/Town of Claresholm service agreement.
- Onsite meeting with PARCON Construction and MPE Engineering.

## 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.
- Clear Water Controls onsite to service double back check valves.

## 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.
- Clean acreage vault instrumentation and PRV.

### 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.
- CHAMCO onsite inspecting pump check valve issues in lift station.

## Raw Water Supply

### Pine Coulee Reservoir

- Pine Coulee Reservoir **99.32%** level 1052.53 geodetic meters, 50253.40 (dam3).
- Chain Lakes Reservoir **102.20%** 1297.22 geodetic meters, 14729.59 (dam3).

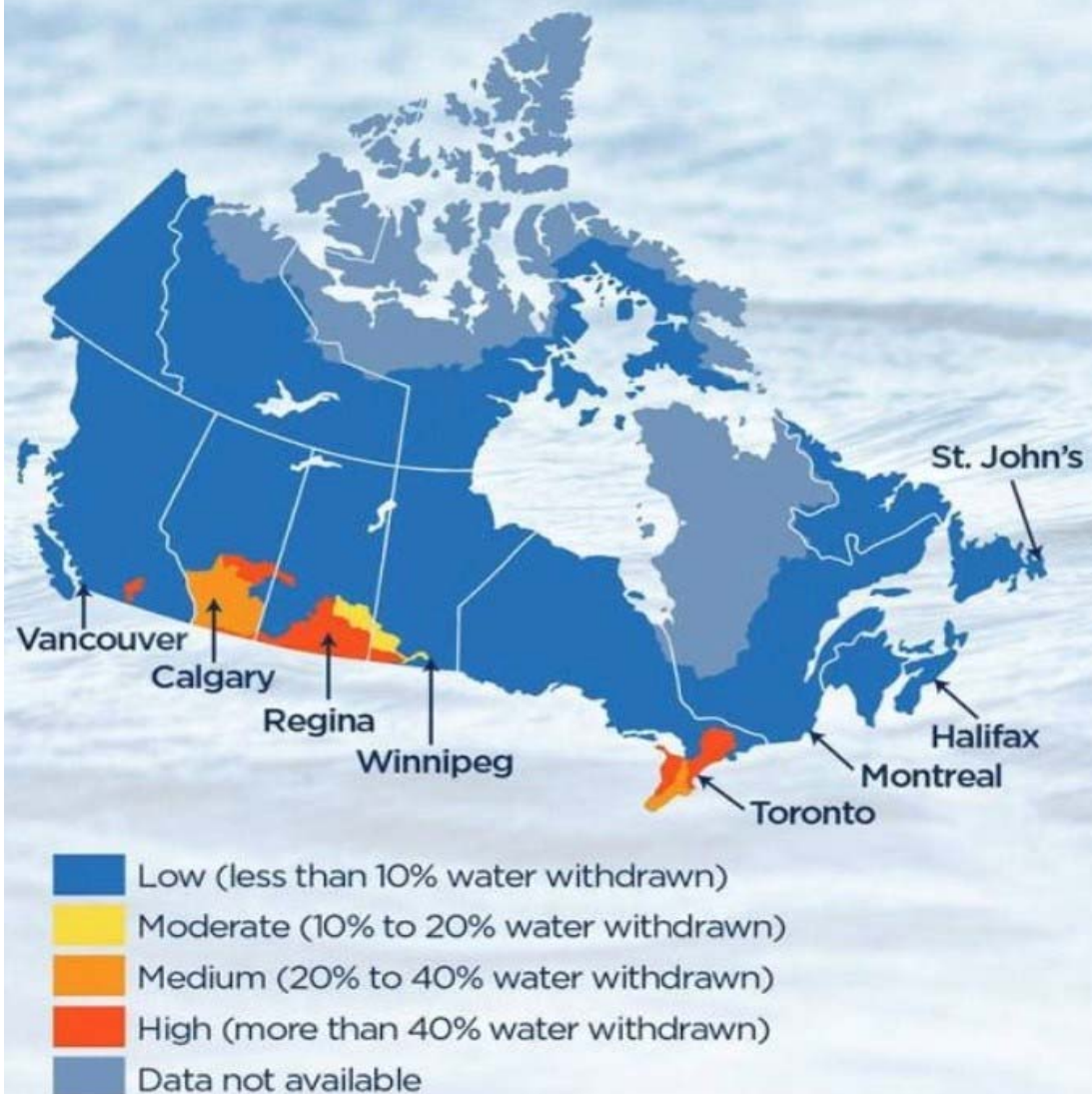
### Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir **6440** mm.
- Check blowers to lake daily.
- Leak on fill line from WTP vault to onsite reservoir located.

### Golf Course

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

# Water Availability in Canada





# INFORMATION BRIEF

Meeting: June 22, 2020

Agenda Item: 20

## 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 - May 11, 2020				
10	Delegation Response: Moved by Councillor Moore to refer this request to Administration to work with the group that proposed the Disc Golf Tones Course in Claresholm to address any issues that may be attached to the installation of the course and to recommend that Patterson Park be suggested as the best location. CARRIED MOTION #20-068	Mike/Denise	Updated proposal on June 22 Agenda	Complete
15	CORRES: AUMA - Moved by Councillor Cutler to refer the physician funding changes to the Claresholm Physician Recruitment Committee to discuss the matter further. CARRIED MOTION #20-069	Blair	Meeting held June 17.	Complete
Regular Scheduled Meeting - June 8, 2020				
1	BYLAW #1698 Moved by Councillor Carlson to give Bylaw #1698, an Off-Site Levy Bylaw, 2nd Reading. CARRIED Moved by Councillor Schulze to give Bylaw #1698, an Off-Site Levy Bylaw, 3rd & Final Reading. CARRIED	Tara	Bylaw printed and signed	Complete
4	RFD: Appointing Assessor - Moved by Councillor Cutler to appoint the Town's current Assessor, Logan Wehlage, an employee of Benchmark Assessments Consultants Inc, as the Assessor for the Town of Claresholm for the 2020 Assessment year. CARRIED MOTION #20-077	Lisa	Assessor appointed	Complete
5	RFD: Federation of Canadian Municipalities Grant - Moved by Councillor Schlossberger to commit to participation, with a minimum of one staff member, in the Rural Municipalities Association of Alberta (RMA) Asset Management Cohort with the Town of Pincher Creek. CARRIED MOTION #20-078	Blair	Application completed	Complete
6	RFD: Claresholm Medical Clinic Taxes - Moved by Councillor Zimmer to cancel the municipal portion of the 2020 property taxes levied on the property owned by the MD of Willow Creek located at 4215 Fairway Drive in the amount of \$6,280.10. CARRIED MOTION #20-079	Lisa/Karine	Letter sent. Taxes Cancelled	Complete

7	RFD: Economic Development 3-Year Business Plan - Moved by Councillor Schlossberger to adopt the updated Economic Development 3-Year Business Plan 2020-2023, as presented. CARRIED MOTION #20-080	Brady	Document ready to be signed	Complete
8	RFD: Selfie-Spot Signage - Moved by Councillor Cutler to place selfie spot signage around Claresholm at strategic locations as part of the Canada Day and Fair Days celebrations. CARRIED MOTION #20-081	Brady	Signage is being made, locations are selected	Complete
9	RFD: 2020 Spring Clean-up Options - Moved by Councillor Carlson to cancel the Spring cleanup for the 2020 year. CARRIED MOTION #20-082	Karine/Mike	Cancellation has been communicated to the public	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 18, 2020

# INFORMATION ITEMS



# MUNICIPAL PLANNING COMMISSION MINUTES

May 1, 2020

Town of Claresholm – Zoom Meeting

**Attendees:** Doug MacPherson – Mayor  
Brad Schlossberger - Council Member (Chairperson)  
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 – Local Press,  
Cam Burbank – Rowan House Society

---

9:02 a.m.	<b>Call to Order /Adoption of Agenda</b>	<b>Motion to adopt the agenda by Mayor MacPherson</b>
		<b>Seconded by Doug Priestley</b>
		<b>CARRIED</b>

---

<b>Adoption of Minutes</b>	<b>Motion to adopt the Meeting Minutes By Keith Carlson</b>
<ul style="list-style-type: none"><li>• March 27, 2020</li></ul>	
	<b>Seconded by Jeff Kerr</b>
	<b>CARRIED</b>

---

<b>Item 1: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to approve with conditions by Jeff Kerr</b>
	File: D2020.031 Applicant/Owner: Rowan House Society/1981447 Alberta Ltd. Address: 42 Harvest Square, Claresholm Legal: Lot 21, Block 2, Plan 1014361 Regarding: Discretionary change in use: vacant duplex to group home	<b>Seconded by Doug Priestley</b>
	<b>Conditions:</b>	<b>CARRIED</b>
	<ol style="list-style-type: none"><li>1. Occupancy permit and dwelling completion is required prior to commencement of use.</li><li>2. Any further change in use (additions, renovations, or intensifications of use) will require a new permit application.</li></ol>	

---



# MUNICIPAL PLANNING COMMISSION MINUTES

May 1, 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**

**Motion to approve with  
conditions by  
Keith Carlson**

File: D2020.032

Applicant/Owner: Patricia Jordan (Pj's Pet Parlor)/852984  
Alberta Ltd.

Address: 4605 1 St W, Claresholm

Legal: Lots 1-7, Block 5, Plan 147N

Regarding: Discretionary change in use: add animal care  
service, minor

**Seconded by  
Mayor MacPherson**

**CARRIED**

**Conditions:**

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

---

9:27 a.m.

**Motion to adjourn by  
Jeff Kerr**

---

**Claresholm Child Care Society Meeting**  
**Approved Minutes**  
 May 12, 2020 19:00 hrs  
 Teleconference via Google hangouts

Executive and Board Members:

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

Day Care and Kid Zone Representatives:

✓	Kim Gugala	✓	Kate Mackrel
✓	Della Christman		Minna Martineau

Guests:

1.0 Call to Order 7:01 pm

2.0 Adoption of agenda : Jordan

3.0 Approval of Minutes April 15, 2020 meeting: Lise

4.0 Reports

4.1 Financial report: Travis

- Report is in May folder
- Financially we are good
- We were approved for the 75% wage subsidy, will keep applying

4.2 Executive Director Reports

- Kate read daycare report – report is in the May folder
- Kim read the Kid Zone report – report is in the May folder
- Kim –executive director report, fund for unused spaces will stop on May 14, 2020 when daycares are allowed to re-open. There are a few one-time payments of approximately 8400\$. Changes to the guidelines – no more cohort changes, must stay in the same classroom, same for staffing. This make staffing more challenging.
- Currently with the numbers we have, we will not be able to sustain staffing/expenses.



- We are allowed 24 full time spaces at daycare and 16 at Kid Zone
- Options were presented and will be examined with Blair, Travis, Kim and Kate and brought back to the board. Need to know the minimum numbers to pay the bills before approaching parents
- Survey parents, returning, paying for their spot or giving up their spot
- How much notice do we need to give parents? We will discuss more when we have numbers.
- Service lines – phone and internet are in the dig area for the new building, need help calling Telus to change landline to cell with the same number (Temp while construction is happening). Jordan will call

#### 5.0 New Business

##### 5.1 Fundraising policy/Direct Deposit-email sent by Chelsae?

- Has not been sent out yet, to come out shortly

##### 5.2 Copier options

- Options: new copier quote. Current is 160\$ a month plus toner, new option includes toner, 3 free payments on the new lease (57 rather than 60 payments)
- Motion to upgrade: Chelsea
- Seconded: Mireille

##### 5.3 ECE appreciation Day: taking the funds out of the budget for the treats

#### 6.0 Correspondence:

##### 6.1 New food service in town, forward names to Chelsea

#### 7.0 Next meeting: June 9, 2020

#### 8.0 Adjournment

Pursuant to section 6.1.6.7 of the Claresholm Child Care Society bylaws all matters regarding personnel / legal matters will be discussed by the board of directors in a private session of the board meeting. Please respect the sensitive and confidential nature of these discussions; all motions must be considered during the regular (public) session of the board meeting.

**From:** Alberta Seniors & Housing <seniorsinformation@gov.ab.ca>  
**Sent:** Friday, June 5, 2020 3:13 PM  
**To:** Karine Keys  
**Subject:** Newsletter - Alberta Seniors and Housing

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

# Age-Friendly Alberta Newsletter

Alberta



## Message from Honourable Josephine Pon Minister of Seniors and Housing June 5, 2020

### **Special Minister's Statement on COVID-19**

We all knew that Seniors' Week would be a little different this year, and that pandemic-related restrictions would prevent some of the traditional large gatherings that are such a part of this wonderful Alberta tradition.

However, the spirit of Seniors' Week is as strong as ever. I am so grateful – and impressed – to see the creative and caring ways that individuals and communities are recognizing seniors.

In Rocky Mountain House, Clearwater Regional Family and Community Support Services (FCSS) set up an "appreciation parade." Staff and volunteers visited seniors, displaying "thank-you" signs on their vehicles and dropped off "appreciation bags" full of goodies.

I know that many seniors look forward to attending Seniors' Week teas every year. Unfortunately, the pandemic forced the cancellation of these events. No matter, the clever FCSS volunteers delivered tea bags and honey, and seniors enjoyed a special cup of tea at home.

In Fort Macleod, FCSS volunteers decorated the sidewalks outside of seniors residences, using their talents with chalk to offer words of encouragement, respect and thanks.

What lovely ways to recognize and celebrate seniors.

On June 4, I was so pleased to have Premier Kenney join me at the Westend Seniors Activity Centre in Edmonton. Premier Kenney and I had a chance to visit, at a distance of course, with some of the seniors and recognize volunteers.

Premier Kenney and I also had the opportunity to assist with a generous donation of face masks and sanitizer from Westend Seniors Activity Centre for Drive Happiness and their volunteers as part of the “We Deliver Happiness” campaign.

Seniors’ Week is about recognizing and celebrating all that seniors have contributed to making our families, communities and province so much stronger. Thank you to all those who went the extra mile during these challenging times to make Seniors’ Week 2020 a wonderful success.

### **Minister’s Seniors Service Awards**

I know that seniors have been deeply affected by the COVID-19 pandemic, and that many have required support.

It is gratifying that so many individuals – including many seniors – and organizations across Alberta have stepped up to ensure seniors have the supports they need during the pandemic. These individuals and organizations are investing their time, energy and resources, and, while they do not pitch in and help for a pat on the back, it is important to recognize these outstanding Albertans.

I encourage all Albertans to nominate an individual, business or nonprofit organization for a Minister’s Seniors Service Award. This year, we will recognize efforts that have exemplified leadership and compassion to serve Alberta seniors during the COVID-19 pandemic.

We all know people like this in our communities. They are the people, nonprofits and businesses who, during this pandemic, are taking time to make sure seniors are getting their groceries, offering enhanced services for free, or are taking the time to check-in with a senior and make sure they are okay.

Please consider nominating an individual, business, or an organization for a Minister’s Seniors Service Award. The deadline is August 11.

### **CORE Alberta**

CORE Alberta is a hub for community-based seniors-serving (CBSS) organization staff, volunteers, and allied professionals engaged in efforts to support and promote healthy aging. This web-based platform and related initiatives are designed to foster connections, communication, coordination, collaboration, and capacity building to help strengthen individual organizations and the CBSS sector at large.

Please consider attending a CORE 101 virtual open house. The open house will include information about the efforts to create a coordinated CBSS sector, and explore what CORE can offer you.

Go to [healthyaging@calgaryunitedway.org](mailto:healthyaging@calgaryunitedway.org) to arrange a tailored CORE 101 session and for more info on upcoming sessions.

I am pleased that CORE membership continues to grow. More than 80 CBSS organizations and partners have participated in online discussions so far. Recent online discussions have focused on issues like business continuity, transportation and food security.

I encourage all seniors-serving organizations to register for CORE Alberta so they can get involved. To do so, follow these steps:

1. Visit <https://corealberta.ca/>.
2. Sign up for a free membership and create a profile.
3. Once your account has been validated by the CORE Alberta team, you will be able to log in, explore the full site, access groups that you can join, and register for upcoming Zoom Forum discussions.
4. Subscribe to the bi-weekly [CORE Alberta newsletter](#).

### Current information

As always, please visit [alberta.ca/COVID19](http://alberta.ca/COVID19) for the most up-to-date information on the Government of Alberta's comprehensive response to the COVID-19 pandemic, including details on the measures in place to help prevent spread and support Albertans. Additionally, please visit the ongoing implementation of [Alberta's Relaunch Strategy](#) – a safely staged COVID-19 recovery plan to relaunch our economy.

I appreciate the opportunity to inform you of our government's ongoing pandemic response as it relates to seniors-serving organizations and housing providers. By continuing to work together, we can keep our most vulnerable citizens safe, even as we continue the province's transition to a new normal.

Thank you.

Josephine Pon  
Minister of Seniors and Housing

June 5, 2020



[Website](#)



[Email](#)

For a print-friendly version click on "Read it online" at the top of the page.

Alberta Seniors & Housing  
600-10405 Jasper Avenue  
Edmonton Alberta T5J 4R7

This email is intended for [info@claresholm.ca](mailto:info@claresholm.ca).

[Update your preferences](#) or [Unsubscribe](#)

delivered by  
 Campaigner

**From:** Alberta Seniors & Housing <seniorsinformation@gov.ab.ca>  
**Sent:** Friday, June 12, 2020 3:51 PM  
**To:** Karine Keys  
**Subject:** Newsletter - Alberta Seniors and Housing

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

# Age-Friendly Alberta Newsletter

Alberta



Message from  
Honourable Josephine Pon  
Minister of Seniors and Housing  
June 12, 2020

## **Special Minister's Statement on COVID-19**

### **Stage two relaunch underway**

It is good news that Alberta has entered stage two of our relaunch, but safety remains the top priority.

As Chief Medical Officer of Health Dr. Deena Hinshaw said, "Think of the people in your life who may be at high risk of COVID-19 and protect all those around you as you would want your loved ones protected."

I am thinking of seniors. I know that many seniors are eager to return to normal activities. That means taking the grandchildren to the park, getting back to regular exercise classes or art lessons and having lunch with friends. Social connections are essential to good health for us all.

As the economy opens up, we know that Albertans over the age of 50 remain at a higher risk of becoming seriously ill with COVID-19. Seniors, and in particular, those with underlying medical conditions, should stay cautious and limit their activities.

We encourage seniors who are healthy and feeling well to continue to adhere to public health guidelines and restrictions, while starting to resume their regular activities. Remember to maintain physical distance and wear a mask if you can't stay two metres

apart from others at the store or on the bus. Use pick-up and delivery services whenever possible for shopping and other services.

If you go out, please be safe and go to [alberta.ca/COVID19](https://alberta.ca/COVID19) for the most up-to-date information.

Premier Kenney said Albertans have demonstrated the care and common sense needed to move forward with stage two of our relaunch. If we continue to exercise caution, we can keep more people safe and continue our gradual return to regular activity.

### **Free masks**

Remember that you can pick up four free non-medical masks per person at any Alberta A&W, McDonald's Canada and Tim Hortons drive-thru locations.

Masks are not available inside restaurants or at locations without drive-thrus. No purchase required.

If you can't access a participating drive-thru location, a family member, friend or neighbour could pick up your four masks. You can also call 211 for help.

Masks are also available to the following groups to distribute to community members:

- Communities more than 50 km from a drive-thru location.
- Long-term care and seniors facilities.
- Groups and organizations that support vulnerable Albertans.
- First Nations and Metis Settlement communities.
- Calgary Transit and Edmonton Transit Service (for transit users).
- Places of worship.

Government helped distribute masks to seniors with mobility or transportation challenges by providing more than 118,000 masks to seniors-serving organizations to distribute as part of their ongoing outreach and engagement with seniors. Masks will be packaged in bundles of four and distributed to seniors in regions more affected by COVID-19 with assistance from the Kerby Centre, Calgary Seniors Resource Society, Calgary Chinese Elderly Citizens Association, the Golden Circle Senior Resource Centre in Red Deer, the Edmonton Seniors Coordinating Council, the Lethbridge Senior Citizens Organization and others.

Specialized distribution of masks is similarly occurring with community organization support to other vulnerable populations.

### [Communities and organizations distributing masks](#)

### **World Elder Abuse Awareness Day – June 15, 2020**

Every year, on June 15, we recognize World Elder Abuse Awareness Day to highlight the importance of preventing elder abuse. We mark this day to help reduce the stigma around elder abuse, tell people they are not alone, and that help is available.

There is heightened concern during the COVID-19 pandemic for a potential increase of elder abuse. The need for isolation and distancing increases the risk of financial, physical, and emotional abuse, as well as neglect. Our government will do everything it can to prevent and end elder abuse, and to ensure the safety and security of Alberta seniors.

On June 15, wear purple to help draw attention and raise awareness of this important issue.

Call 911 if you or someone you know is in immediate danger. Police and RCMP will

respond even if you have COVID-19 or are in self-isolation or quarantine and experiencing symptoms.

Information and resources are available by calling 211, the Family Violence Info Line at 310-1818, or at <https://www.alberta.ca/get-help-elder-abuse.aspx>.

### **Health Quality Council of Alberta COVID-19 experiences and impact survey**

The Health Quality Council of Alberta (HQCA) is conducting a survey to find out what Albertans think about public health measures, health system access, as well as the support available to stay informed, well and protected during the pandemic.

The survey asks questions about your experiences during the pandemic and should only take about 15 minutes to complete. All Albertans over the age of 16 are invited to participate.

Your survey responses will be analyzed along with those of other Albertans. The HQCA will share findings with Albertans, key decision makers in government and healthcare, as well as other jurisdictions across Canada.

The survey is available at <https://hqca.ca/COVID-19>

### **CORE Alberta**

CORE Alberta is a hub for community-based seniors-serving (CBSS) organization staff, volunteers, and allied professionals engaged in efforts to support and promote healthy aging. This web-based platform and related initiatives, which were introduced last month, are designed to foster connections, communication, coordination, collaboration, and capacity building to help strengthen individual organizations and the CBSS sector at large.

Please consider attending a CORE 101 virtual open house. The open house will include information about the efforts to create a coordinated CBSS sector, and explore what CORE can offer you.

Go to [healthyaging@calgaryunitedway.org](mailto:healthyaging@calgaryunitedway.org) to arrange a tailored CORE 101 session and for more info on upcoming sessions.

I am pleased that CORE membership continues to grow. More than 80 CBSS organizations and partners have participated in online discussions so far. Recent online discussions have focused on issues like business continuity, transportation and food security.

I encourage all seniors-serving organizations to register for CORE Alberta so they can get involved. To do so, follow these steps:

1. Visit <https://corealberta.ca/>.
2. Sign up for a free membership and create a profile.
3. Once your account has been validated by the CORE Alberta team, you will be able to log in, explore the full site, access groups that you can join, and register for upcoming Zoom Forum discussions.
4. Subscribe to the bi-weekly [CORE Alberta newsletter](#).

### **Current information**

As always, please visit [alberta.ca/COVID19](http://alberta.ca/COVID19) for the most up-to-date information on the Government of Alberta's comprehensive response to the COVID-19 pandemic, including details on the measures in place to help prevent spread and support Albertans. Additionally, please visit the ongoing implementation of [Alberta's Relaunch Strategy](#) – a safely staged COVID-19 recovery plan to relaunch our economy.

I appreciate the opportunity to inform you of our government's ongoing pandemic response as it relates to seniors-serving organizations and housing providers. Now that we are in stage two of our relaunch, let's keep working together and keep our most vulnerable citizens safe.

Thank you.

Josephine Pon  
Minister of Seniors and Housing

June 12, 2020



**Website**



**Email**

For a print-friendly version click on "Read it online" at the top of the page.

Alberta Seniors & Housing  
600-10405 Jasper Avenue  
Edmonton Alberta T5J 4R7

This email is intended for [info@claresholm.ca](mailto:info@claresholm.ca).

[Update your preferences](#) or [Unsubscribe](#)

delivered by  
 **Campaigner**





OLDMAN RIVER REGIONAL SERVICES COMMISSION

**MINUTES - 3 (2020)**

**EXECUTIVE COMMITTEE MEETING  
Thursday, April 9, 2020 at 6:00 p.m.**

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

**EXECUTIVE COMMITTEE:**

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

Ian Sundquist (remotely)  
Jennifer Crowson (remotely)  
Margaret Plumtree (remotely)

**STAFF:**

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

**AGENDA:**

1. **Approval of Agenda** – April 9, 2020 .....
2. **Approval of Minutes** – February 13, 2020 ..... (attachment)
3. **Business Arising from the Minutes**
4. **New Business**
  - (a) KPMG LLP – Auditors’ Report and Financial Statements 2019 ..... (handout)
  - (b) Draft ORRSC 2019 Annual Report ..... (attachment)
  - (c) Business Continuity .....
  - (d) Night Deposit Motion for ATB Financial.....
  - (e) Subdivision Activity 2020 ..... (attachment)
  - (f) Fee For Service 2020 ..... (handout)
  - (g) Proposed Meeting with County of Newell Council .....
5. **Accounts**
  - (a) Office Accounts – February 2020 ..... (attachment)
6. **Director’s Report** .....
7. **Executive Report**.....
8. **Adjournment** .....

---

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

**1. APPROVAL OF AGENDA**

**Moved by: Don Anderberg**

THAT the Executive Committee approve the agenda, as amended:

ADD: 5(g) Proposed Meeting with County of Newell Council

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Doug MacPherson**

THAT the Executive Committee approve the minutes of February 13, 2020, as presented. **CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

- None.

**4. NEW BUSINESS**

**(a) KPMG LLP – Auditors’ Report and Financial Statements 2019**

- Derek Taylor of KPMG LLP reviewed the Auditors’ Report and Financial Statements which were prepared in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations. He reported that the financial statements present fairly, in all material respects, the financial position of the ORRSC for the year ending December 31, 2019 and that there were no areas of concern with the audit. Deficiency of revenues over expenses for the year totalled \$42,313.

**Moved by: Don Anderberg**

THAT the Executive Committee accept the Auditors’ Report and Financial Statements for the year ending December 31, 2019 prepared by KPMG LLP. **CARRIED**

**(b) Draft ORRSC 2019 Annual Report**

- The Draft ORRSC 2019 Annual Report was circulated with the agenda containing the following information for the past year: Message from the Chair and Director, Board of Directors, Executive Committee, Staff, Municipal Projects and Subdivision Statistics.

**Moved by: Doug MacPherson**

THAT the Executive Committee accept the Draft ORRSC 2019 Annual Report, which will be combined with the Auditors’ Report and Financial Statements for the year ending December 31, 2019, and referred to the Board of Directors for ratification at their next meeting.

**CARRIED**

**(c) Business Continuity**

- The ORRSC office has remained open during the current COVID-19 pandemic, and our staff continue to provide planning, GIS, subdivision and administrative services to our member municipalities and the public. To limit exposure to the virus, meetings are being held remotely, where possible. Several staff are working from home and those in the office are maintaining social distancing. If this situation is prolonged, we may have to make some adjustments, such as postpone the Annual General Board of Directors' meeting scheduled for June 4.
- On March 25, 2020, a Ministerial Order was issued by the Minister of Alberta Municipal Affairs extending appeal timelines for all subdivisions and developments to October 1, 2020. Because this change has stalled all development until October, the MD of Willow Creek has requested an amendment to the Ministerial Order timeline. Approval of some subdivision applications has been postponed while we wait for an amendment to be announced.

**(d) Night Deposit Motion for ATB Financial**

- ATB Financial has recently closed some of its branches and changed procedures for making deposits due to the COVID-19 situation. To enable the bookkeeper to make night deposits if necessary, an agreement signed by the Chair and Director is required.

**Moved by: Jim Bester**

THAT the Executive Committee authorize the Chair and Director to sign the ATB Financial Night Depository Agreement form. **CARRIED**

**(e) Subdivision Activity 2020**

- 13 subdivision applications were received in February and an additional 16 in March for a total of 56 applications and revenue of \$83,682.50 in the first quarter of 2020. A new line 'Subdivision Activity at this time Last Year' has been added to the attachment which indicates 53 applications and \$93,757.50 in revenue were received during the same period last year.

**(f) Fee For Service 2020**

- Most of the remaining plans required by the province are nearing completion and deadlines have been extended on some projects. Staff are working hard to meet these deadlines while continuing to provide day-to-day planning services to their municipalities.

**(g) Proposed Meeting with County of Newell Council**

- Consensus of the Board of Directors at their March 5, 2020 meeting was that the Executive should reach out to County of Newell Council again in an attempt to meet together to understand and resolve the issues leading to terminating the planning services agreement with ORRSC. Don Anderberg offered to contact Board member Clarence Amulung to determine Council's willingness to arrange a meeting with the Executive Committee to discuss the issue.

**Moved by: Jim Bester**

THAT Don Anderberg reach out to Board Member Clarence Amulung to request a meeting between the County of Newell Council and all available ORRSC Executive Committee members regarding their intent to terminate planning services. **CARRIED**

**5. ACCOUNTS**

**(a) Office Accounts – February 2020**

5150	Staff Mileage .....	Gavin Scott .....	\$	53.50
5151	Vehicle Gas & Maintenance .....	Enterprise Rent-A-Car .....		133.50
5170	Staff Conference & Out of Area .....	Madeleine Baldwin .....		42.00
5280	Janitorial Services .....	Madison Ave Business Services .....		425.00
5285	Building Maintenance .....	Wild Rose Horticultural .....		300.00
5285	Building Maintenance .....	Cam Air Refrigeration .....		269.80
5310	Telephone .....	Bell Mobility .....		594.04
5310	Telephone .....	Bell Mobility .....		590.84
5310	Telephone .....	Shaw Business .....		180.90
5320	General Office Supplies .....	Desjardin Credit Services .....		58.16
5380	Printing & Printing Supplies .....	Desjardin Credit Services .....		499.44
5330	Dues & Subscriptions .....	The Bulletin .....		61.90
5330	Dues & Subscriptions .....	AUMA .....		55.00
5380	Printing & Printing Supplies .....	Peak Vocational Services .....		114.00
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....		23.00
5440	Land Titles Office .....	Minister of Finance .....		333.00
5470	Computer Software .....	Digitex .....		130.60
5470	Computer Software .....	ESRI .....		3,386.56
5470	Computer Software .....	Safe Software .....		1,720.00
5470	Computer Software .....	Whipcord .....		8,525.10
5470	Computer Software .....	Whipcord .....		1,262.80
5490	Consultants .....	Brown Okamura & Associates .....		1,132.00
5500	Subdivision Notification .....	Lethbridge Herald .....		523.60
5510	Insurance .....	AMSC Insurance Services .....		13,507.82
5520	Meetings .....	Real Canadian Superstore .....		40.20
5570	Equipment Repairs & Maintenance .....	Digitex .....		720.00
5570	Equipment Repairs & Maintenance .....	Digitex .....		90.00
5570	Equipment Repairs & Maintenance .....	Xerox .....		741.32
1160	GST Receivable .....	GST Receivable .....		1,088.68
		<b>TOTAL</b>		<b><u>\$36,602.76</u></b>

**Moved by: Jennifer Crowson**

THAT the Executive Committee approve the Office Accounts of February 2020 (\$36,602.76), as presented. **CARRIED**

**6. DIRECTOR'S REPORT**

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

**7. EXECUTIVE REPORT**

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

**8. ADJOURNMENT**

**Moved by: Gordon Wolstenholme**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:10 p.m. until **Thursday May 14 , 2020 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: 