



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JUNE 8, 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 – MAY 25, 2020

ACTION ITEMS:

1. **BYLAW #1698 – Off Site Levy Bylaw**
RE: 2nd & 3rd Readings
2. **CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs**
RE: Ministerial Order No. MAG:015/20
3. **CORRES: Dr. Deena Hinshaw, Alberta Chief Medical Officer of Health**
RE: Municipal Council and Committee Meetings
4. **REQUEST FOR DECISION: Appointing Assessor**
5. **REQUEST FOR DECISION: Federation of Canadian Municipalities Grant**
6. **REQUEST FOR DECISION: Claresholm Medical Clinic Property Taxes**
7. **REQUEST FOR DECISION: Economic Development 3 Year Business Plan**
8. **REQUEST FOR DECISION: Selfie Spot Signage – Canada Day & Fair Days**
9. **REQUEST FOR DECISION: 2020 Spring Clean-up Options**
10. **FINANCIAL REPORT: Statement of Operations – April 30, 2020**
11. **INFORMATION BRIEF: Strategic Plan Report**
12. **INFORMATION BRIEF: Council Resolution Status**
13. **ADOPTION OF INFORMATION ITEMS**

INFORMATION ITEMS:

1. Oldman River Regional Services Commission – Notice of Application for Subdivision of Land – May 26, 2020
2. Age Friendly Alberta Newsletter – May 29, 2020
3. The Municipal District of Willow Creek No. 26 – Notice of Municipal Planning Commission Meeting – June 10, 2020
4. Service Canada – Result of Canada Summer Jobs Application – June 1, 2020
5. Natural Resources Conservation Board – Courtesy Notice of Application LA20004
6. Concrete Alberta – Requesting support in stimulating local construction activity

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MAY 25, 2020

Place: **Electronic Only due to COVID-19 Pandemic**

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

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

ABSENT: None

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

MEDIA PRESENT: None

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

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

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

CARRIED

MINUTES: **REGULAR MEETING – MAY 11, 2020**

Moved by Councillor Zimmer that the Regular Meeting Minutes of May 11, 2020 be accepted as presented.

CARRIED

PUBLIC HEARING: **BYLAW #1689 – Land Use Bylaw Amendment**

Moved by Councillor Cutler to adjourn the regular meeting to hold the Public Hearing at 7:02 p.m.

CARRIED

Moved by Councillor Carlson to open the Public Hearing regarding Bylaw #1689 at 7:02 p.m.

CARRIED

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

Marian Carlson read a letter submitted by Rick Batchelor, a Claresholm resident, regarding his concerns about this Bylaw.

No other comments were received from the public regarding Bylaw #1689.

Moved by Councillor Moore to close the Public Hearing at 7:08 p.m.

Moved by Councillor Schlossberger to reconvene to the regular meeting at 7:09 p.m.

ACTION ITEMS:

1. BYLAW #1689 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings

Moved by Councillor Schlossberger to give Bylaw #1689, a Land Use Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1689, a Land Use Bylaw Amendment, 3rd & Final Reading.

CARRIED

2. BYLAW #1690 – Land Use Bylaw Amendment
RE: 1st Reading

Moved by Councillor Schlossberger to give Bylaw #1690, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

3. BYLAW #1705 – Fire Protection Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Carlson to give Bylaw #1705, the Fire Protection Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Schulze to give Bylaw #1705, the Fire Protection Bylaw, 3rd and Final Reading.

CARRIED

**4. BYLAW #1706 – Land Use Bylaw Amendment
RE: 1st Reading**

Moved by Councillor Zimmer to give Bylaw #1706, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

**5. CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs
RE: 2020 MSI Allocation**

Received for information.

**6. CORRES: Alberta Seniors and Housing
RE: Seniors Week – June 1-7, 2020**

Received for information.

7. REQUEST FOR DECISION: Request for Tax Waiver – Royal Canadian Legion

MOTION #20-073 Moved by Councillor Carlson to cancel the municipal portion of the 2020 property taxes levied on the property located at 414 – 53rd Avenue East in the amount of \$1,238.96.

CARRIED

8. REQUEST FOR DECISION: Regional Assessment Review Board

MOTION #20-074 Moved by Councillor Schulze to enter into the Agreement for Assessment Review Services with the Oldman River Regional Services Commission as presented.

CARRIED

MOTION #20-075 Moved by Councillor Cutler to appoint Lenze Kuiper as the Clerk of the Regional Assessment Review Board.

CARRIED

MOTION #20-076 Moved by Councillor Zimmer to appoint Doug Kemery as the Chairman of the Regional Assessment Review Board.

CARRIED

9. INFORMATION BRIEF: Amundsen Park Update

Received for information.

10. INFORMATION BRIEF: Chamber of Commerce CIP Grant

Received for information.

11. INFORMATION BRIEF: CAO Report

Received for information

12. INFORMATION BRIEF: Council Resolution Status

Received for information.

13. ADOPTION OF INFORMATION ITEMS

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

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 7:26 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 7:27 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

ACTION ITEMS



REQUEST FOR DECISION

Meeting: June 8, 2020
Agenda Item: 1

BYLAW No. 1698 – OFF-SITE LEVY BYLAW

BACKGROUND / DESCRIPTION:

May 11, 2020 Town Council gave first reading to Bylaw No. 1698, to establish an off-site levy bylaw for phase 1 of the Starline Business Park (east industrial area). The Municipal Government Act (section 648) allows municipalities to implement off-site levy bylaws. An off-site levy helps pay for road and municipal utility systems required outside or "off" the site of a particular development or subdivision that will directly or indirectly serve that development. The off-site levy rates are calculated by unit (per acre of developable land, less any other benefitting area) in order to ensure each development bears an equal share of costs associated with needs of a specified area.

Notice must be given in accordance with MGA Section 606 for the consideration of the off-site levy bylaw. The notice of bylaw resolution was circulated in the Local Press Town News May 27th and June 3rd, 2020 and sent to the landowners. The bylaw was also reviewed by Gavin Scott, Planner, ORRSC, with no additional comments made.

RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1698, 2nd and 3rd readings for the purpose of establishing an off-site levy for phase 1 of the Starline Business Park Area.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1698, an Off-site Levy Bylaw, 2nd Reading.

Moved by Councillor _____ to give Bylaw No. 1698, an Off-site Levy Bylaw 3rd and final Reading.

ATTACHMENTS:

- 1.) Bylaw No.1698

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 648 – Off-site levy.

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 3, 2020



TOWN OF CLARESHOLM BYLAW #1698

Claresholm

A BYLAW OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AN OFF-SITE LEVY FOR SPECIFIC LAND THAT IS TO BE SUBDIVIDED OR DEVELOPED WITHIN THE TOWN OF CLARESHOLM.

WHEREAS the *Municipal Government Act*, R.S.A.2000, Chapter M-26 permits a Council to impose a levy known as an Off-Site Levy in respect of land to be developed or subdivided within a Town's limits, and to authorize an agreement to be entered into for payment of the levy;

AND WHEREAS Council deems it necessary to establish an Off-Site Levy to pay for the capital costs of new and expanded facilities for the storage and transmission of water, new and expanded facilities for the movement and disposal of sanitary sewage, new or expanded storm water drainage, roadways, and the land required in connection with these infrastructure facilities;

AND WHEREAS the Council received advice and reports respecting upgrades to Offsite Infrastructure which set out a fair and equitable calculation of Off-Site Levies in accordance with the purpose of the *Municipal Government Act*;

AND WHEREAS Council has advertised its intention to consider the provision of this Bylaw pursuant to the requirements of the *Municipal Government Act*;

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

1. Definitions

1.1 For the purposes of this Bylaw, the following terms shall have the following meanings assigned:

- (a) "Act" means the **Municipal Government Act, R.S.A. 2000, Chapter M-26**, as amended;
- (b) "Council" means the Town of Claresholm Council;
- (c) "Developable Land" means all land contained within a portion of the Starline Business Park Area Structure Plan (ASP) noted on Schedule "A";
 - i) upon which Development takes place after the date of passing of this Bylaw; or
 - ii) for which Subdivision approval is obtained after the date of passing of this Bylaw; excluding all Developed Land;
- (d) "Developed Land" means land that has been subject to development or a subdivision prior to the date of passing of this Bylaw, and in respect of which Off-Site Levies for the same services as are provided for under this Bylaw have been collected;
- (e) "Development" means "development" as defined in the Act;

- (f) **“Development Agreement”** means “development agreement” as referred to in Part 17 of the Act;
- (g) **“Growth”** means the creation of new serviced, industrial lots through subdivision and the occurrence of development;
- (h) **“Off-Site Infrastructure”** means those infrastructure components and projects referred to in Schedule “B” & “D”;
- (i) **“Off-Site Levy”** means the off-site levy imposed pursuant to this Bylaw;
- (j) **“Regulations”** means the principles and criteria for Off-Site Levies Regulation AR 48/2004;
- (k) **“Reports”** means the following reports:
 - Starline Business Park ASP prepared by WSP, dated December 10, 2018;
 - Opinion of Probable Costs prepared by WSP, dated December 10, 2019
 - All of which are attached as Schedule “D”;
- (l) **“Subdivision”** means “subdivision” as defined in the Act; and
- (m) **“Town”** means the Town of Claresholm.

2. Imposition of Levy

- 2.1 There is hereby imposed a levy which shall be known as an Off-Site Levy in respect of all developable land that is to be subdivided or developed within the mapped area of Starline Business Park (shown on Schedule “A”), where no previous off-site levies have been collected for the same services under any previous Bylaw.
- 2.2 The amount of the Off-Site Levy imposed is as calculated in Schedule “C”.
- 2.3 The Off-Site Levy is comprised of the Off-Site Infrastructure, and pursuant to the calculation details contained in the reports.
- 2.4 The Off-site Levy will be assessed on all developable land within the Starline Business Park (shown on Schedule “A”) excluding those portions of developable land that are designated pursuant to a subdivision as:
 - (a) Environmental Reserve; or
 - (b) Municipal Reserve.

3. Objects, Principles and Criteria

- 3.1 The objects, principles and criteria of the Off-Site Levy shall be in accordance with the following:
 - (a) The purpose of the Off-site Levy is to provide funds for the construction of infrastructure required for growth.

- (b) Development in new growth area through Off-site Levies will provide the capital that will fund the infrastructure required for growth. Those who benefit from the infrastructure, which is defined by the developable land in the Starline Business Park ASP, should share proportionally for related infrastructure costs.
- (c) Provisions of infrastructure by developers of developable land will not create an advantage or penalty due to the time or location of development.
- (d) Infrastructure will be provided to maintain sustainable, cost effective and orderly growth.
- (e) The calculation of the Off-site Levy should be an open and transparent process.
- (f) The management of the Off-site Levy account should be an audited process, with reports available to the public and industry.
- (g) The Off-Site Levy will help allow the Town to recover the cost of infrastructure required for growth:
 - i) Using financing strategies that remain sustainable;
 - ii) Facilitating development by reducing risk on early developers and ensuring future developers share the costs of the facilities from which they benefit; and
 - iii) Promoting cost effective and orderly development.

3.2 The Off-Site Levy will help promote orderly development by:

- (a) Providing off-site infrastructure, once the appropriate planning is in place, and when warranted in development; and
- (b) Providing infrastructure for contiguous development.

3.3 The Off-Site Levy will help create a transparent process by:

- (a) Providing opportunity for industry input into the levy, its definition and administration;
- (b) Conforming with the Act and the Regulations; and
- (c) Providing an annual report on levies.

4. Development Agreements

- 4.1 The entering into of a Development Agreement with respect to, amongst other things, the collection of an Off-Site Levy is hereby authorized.
- 4.2 Council may from time to time adopt policies or guidelines for the assistance and direction of the Town's Administration in determining which development and subdivision applications shall require a Development Agreement.
- 4.3 Where it is determined that a Development Agreement is appropriate for an application for development or subdivision, the applicant or the owner, as the case may be, shall enter into a Development Agreement with the Town and such Development Agreement shall ensure:

- (a) That provision be made for the payment of Off-Site Levies as specified in this Bylaw; or;
- (b) That provision may be made for the deferring of payment of the Off-Site Levies to a future time certain or uncertain; and
- (c) That no further off-site levies shall be required to be paid where off-site levies have been previously collected in full in respect to all of the lands which are the subject of the development or subdivision application.

4.4 Unless otherwise agreed to, the Off-site Levy will become due upon execution of the Development Agreement.

4.5 All funds collected pursuant to this Bylaw shall be accounted for in a special fund and expended only as permitted under the provisions of the Municipal Government Act.

5. General

5.1 Nothing in this Bylaw precludes the Town from:

- (a) imposing further or different levies, duly enacted by bylaw, on any portion of the developable lands in respect of which the Town has not collected levies;
- (b) deferring collection of the Off-site Levy for the stated objects of this Bylaw, on any portion of developable lands in respect of which the Town has not collected levies, including requiring security for payment of such deferred levies;
- (c) reducing or forgiving payment of the levies required pursuant to this Bylaw, or otherwise providing for credits for other Off-site or Oversize infrastructure constructed by a developer in calculating and/or collecting the levies that become payable pursuant to this Bylaw.

5.2 If at any time, any provision of this Bylaw is declared or held to be illegal, invalid or *ultra vires*, in whole or in part, then that provision shall not apply and the remainder of this Bylaw shall continue in full force and effect and shall be construed as if it had been enacted without the illegal, invalid or *ultra vires* provision.

5.3 This Bylaw shall take effect and come into force effective after final reading and signature thereof by the Chief Administrative Officer, or their authorized delegates.

Read a first time in Council this **11th** day of **May** 2020 A.D.

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

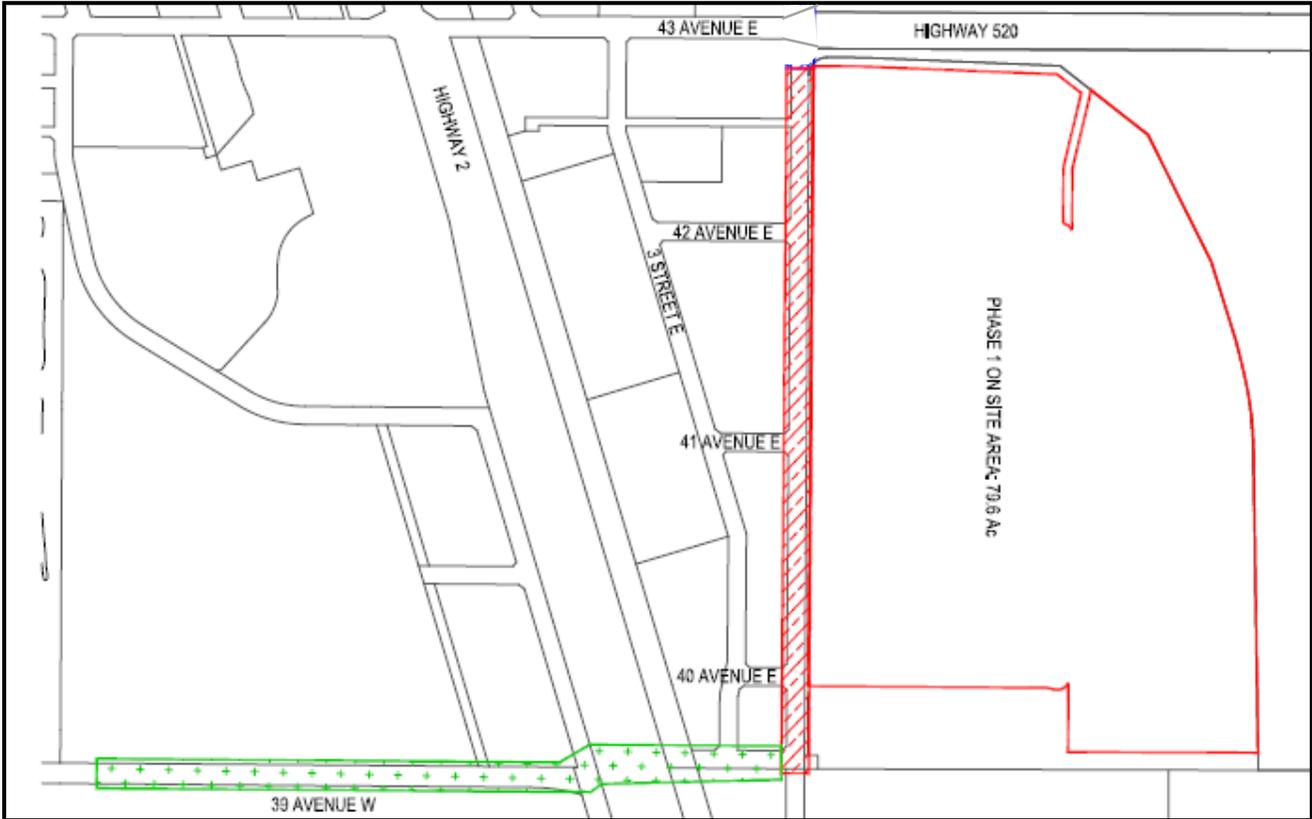
Read a third time in Council and finally passed in Council this day of 2020 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

SCHEDULE "A"

MAP (PHASE 1)



LEGEND



PHASE 1 BOUNDARY



SANITARY UPGRADE BOUNDARY

SCHEDULE "B"

SUMMARY OF COSTS

Offsite Costs - Sanitary Sewer Upgrade			
	Sanitary Sewers	359,143.00	
	Road Removal & Rehab	125,218.00	
	Survey & Materials Testing	29,062.00	
	Miscellaneous/Restoration	10,450.00	
Subtotal			523,873.00
	Engineering (9%)		47,148.00
	Contingency (25%)		130,968.00
Grand Total			701,989.00
Applicable Total	*Less 20% existing benefitting area		*561,591.20

Offsite Costs - 5th Street East			
1 Underground			
	Sanitary Sewers	228,768.00	
	Storm Sewers	499,304.00	
	Water	405,675.00	
	Shallow Utility Conduit	31,925.00	
	Survey & Materials Testing	69,940.00	
Subtotal Underground			1,235,612.00
2 Surface			
	Paved Roads	741,008.00	
	Curb & Gutter, Swales, Ditches	247,535.00	
	Survey & Material Testing	59,313.00	
Subtotal Surface			1,047,856.00
Total 1 & 2			
	Engineering (9%)		205,512.00
	Contingency (25%)		570,867.00
Grand Total			3,059,847.00

Offsite Costs – Storm Ditch Work			
	General	45,000.00	
	Ditch regrading & rehab	51,875.00	
	Surveying & Materials Testing	5,812.00	
Subtotal			102,687.00
	Engineering		9,242.00
	Contingency (25%)		25,672.00
Grand Total			137,601.00
Applicable Total	*Less 20% future benefitting area		*110,080.80

SCHEDULE "C"

Off- site Levy Calculation Summary (Phase 1)		
	Total	OSL/ac (79.6)
5th Street Upgrades	\$ 3,059,847.00	\$ 38,440.28
Sanitary Sewer Upgrade	\$ 561,591.20	\$ 7055.16
Storm Ditch Work	\$ 110,080.80	\$ 1382.92
TOTAL COST	\$ 3,731,519.00	\$ 46,878.36

SCHEDULE “D”

REPORTS

**(STARLINE BUSINESS PARK AREA STRUCTURE PLAN
& OPINION OF PROBABLY COSTS – WSP)**



ALBERTA
MUNICIPAL AFFAIRS

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

MINISTERIAL ORDER NO. MAG:015/20

I, Kelechi Madu, QC, Minister of Municipal Affairs, pursuant to Section 359.4 of the *Municipal Government Act (MGA)*, make the following order:

The amount of the requisitions payable under Section 326(1)(a)(vi) of the *MGA*, by the municipalities listed in the attached Appendices are cancelled or reduced by the amounts set out in Appendix A for the 2018 and 2019 taxation years, Appendix B for the 2020 taxation year, and Appendix C for the 2019 taxation year.

Dated at Edmonton, Alberta, this 20th day of May, 2020.

Kelechi Madu, QC
Minister of Municipal Affairs

2020 Designated Industrial (DI) Property Tax Requisitions (Under \$1,000)

Tax Year	Municipality	2019 DI Property Assessment	2020 DI Property Requisition Tax Rate/\$1,000	2020 DI Property Tax Requisition
2020	Town of Crossfield	7,446,620	0.0760	\$565.94
2020	Town of Sexsmith	7,558,970	0.0760	\$574.48
2020	Town of Claresholm	7,904,630	0.0760	\$600.75
2020	Town of Didsbury	7,985,680	0.0760	\$606.91
2020	Town of Westlock	8,269,650	0.0760	\$628.49
2020	Town of Hanna	8,318,030	0.0760	\$632.17
2020	Village of Boyle	8,361,100	0.0760	\$635.44
2020	Town of Turner Valley	8,860,460	0.0760	\$673.39
2020	Town of Coaldale	9,082,980	0.0760	\$690.31
2020	Town of Swan Hills	9,504,140	0.0760	\$722.31
2020	Town of St. Paul	9,555,530	0.0760	\$726.22
2020	Village of Wabamun	10,129,070	0.0760	\$769.81
2020	Town of Banff	10,439,670	0.0760	\$793.41
2020	Town of Carstairs	10,548,300	0.0760	\$801.67
2020	Town of Ponoka	10,616,240	0.0760	\$806.83
2020	Town of Redcliff	11,033,300	0.0760	\$838.53
2020	Municipal District of Acadia No. 34	11,643,300	0.0760	\$884.89
2020	Town of Rocky Mountain House	11,645,000	0.0760	\$885.02
2020	Town of Stettler	12,101,920	0.0760	\$919.75
2020	Town of Slave Lake	12,113,190	0.0760	\$920.60
2020	Town of Morinville	12,143,450	0.0760	\$922.90
2020	Town of Sundre	12,821,930	0.0760	\$974.47
2020	Town of Bonnyville	12,892,290	0.0760	\$979.81
Total		517,193,770	0.0760	\$39,306.73

Memorandum

May 26, 2020

Subject: Municipal Council and Committee Meetings

Thank you to those who participated in the municipal telephone town hall last week and, most importantly, thank you for taking the necessary steps to keep your community members healthy as we work together to stop the spread of COVID-19.

Since our last meeting, I have received a few questions about whether or not the restrictions on indoor gatherings also apply to municipal council and committee meetings. I would like to clarify that, similar to the provincial government, municipal council and committee meetings can take place in-person with more than 15 people in one indoor location, as long as physical distancing of two metres can be maintained between participants. In addition, high-touch surfaces must be cleaned and disinfected regularly, good hand hygiene should be encouraged and hand sanitizer should be available for participants. It is also important that there is a mechanism in place for ensuring anyone who is ill does not attend in-person.

At this time, public attendance at council meetings should continue to be facilitated through virtual means.

All workplaces, including municipal governments, are expected to develop and implement policies and procedures to address COVID-19. [General workplace guidance](#) for business owners re-opening or continuing operations are available on Alberta Biz Connect: www.alberta.ca/biz-connect.aspx.

Thank you for your continued efforts as we work to prevent the spread of COVID-19.

Yours truly,



Dr. Deena Hinshaw, BSc, MD, MPH, CCFP, FRCP
Chief Medical Officer of Health



Claresholm

REQUEST FOR DECISION

Meeting: June 8, 2020
Agenda Item: 4

Appointing an Assessor by name

DESCRIPTION:

Each year, to ensure our records are current and the appointment isn't missed, Council should pass a motion to appoint the Town's Assessor.

BACKGROUND:

The Town is currently in contract with Benchmark Assessment Consultants Inc. for assessment services. The current contract term is until July 31, 2023 (for the 2022 Assessment/2023 Tax Year). Logan Wehlage is the Assessor from Benchmark Assessment Consultants Inc. that is assigned to the Town of Claresholm.

Section 284.2 (1) of the MGA states "A municipality must appoint **a person** having the qualifications set out in the regulations to the position of designated officer to carry out the functions, duties and powers of a municipal assessor under this Act".

Proposed Resolution:

Moved by Councillor _____ 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.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) Section 284.2 (1) and (2) of the Municipal Government Act

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 3, 2020



REQUEST FOR DECISION

Meeting: June 8, 2020
Agenda Item: 5

FEDERATION OF CANADIAN MUNICIPALITIES GRANT

DESCRIPTION:

The Federation of Canadian Municipalities (FCM) has a grant program, Municipal Asset Management Program (MAMP), which provides grant funding for projects related to Asset Management. To support small municipalities in embracing asset management the Rural Municipalities of Alberta (RMA), in collaboration with Alberta Urban Municipalities Association (AUMA) and Infrastructure Asset Management Alberta (IAMA), are offering asset management capacity-building cohorts in 2020 and 2021, utilizing FCM MAMP grant funding. These cohorts are a training/working group to help individual municipalities to support one another in creating, at minimum, their own individual internal Asset Management Team, develop an Asset Management Policy and develop and Asset Management Strategy. The cost of participating is free, other than travel costs.

Participation in the Cohort will include three in-person workshops, to be hosted on a rotational basis by participating municipalities, as well as more frequent conference calls.

The Town of Claresholm is proposing joining the Town of Pincher Creek in their application to participate in the Cohort, along with a number of other municipalities in the area (11 Municipalities in total) which will assist in assuring most, or all, our cohort is relatively local, reducing travel costs. The Town of Pincher Creek is also spearheading all the planning and application process for this project.

As part of the application the Town of Pincher Creek just requires proof of commitment from each participating municipality, in the form of a Council resolution.

Participating in this training cohort does not affect our ability to separately apply for our own FCM MAMP grant which we are currently investigating.

PROPOSED RESOLUTION:

Moved by Councillor _____ to commit to participation, with minimum of 1 staff member, in the Rural Municipalities Association of Alberta (RMA) Asset Management Cohort with the Town of Pincher Creek.

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 3, 2020



REQUEST FOR DECISION

Meeting: June 8, 2020
Agenda Item: 6

REQUEST FOR TAX WAIVER CLARESHOLM MEDICAL CLINIC

DESCRIPTION:

The Town of Claresholm has received a request from the MD of Willow Creek regarding the property taxes for the Claresholm Medical Clinic located at 4215 Fairway Drive.

BACKGROUND:

Council reviewed the request in 2018 and carried a motion to waive the municipal portion of the taxes in the spirit of cooperation in the amount of \$6,387.79, as the MD of Willow Creek supports the Town of Claresholm by way of their unconditional recreation grant in the amount of \$50,000.

The municipal portion of property taxes was again waived in 2019 in the amount of \$6,087.60.

Should Council decide to waive the municipal portion of the property taxes on this property, it is important to note the *Municipal Government Act (MGA)* in regards to this request.

PART 10 TAXATION

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

(b) cancel or refund all or part of a tax.

In order to waive the municipal portion of the property taxes, the property taxes must first be levied. It must also be determined why "Council considers it equitable to do so" and it must state that in the motion. This waiver must be revisited on an annual basis to determine whether or not the conditions for the waiver still exist.

PROPOSED RESOLUTION:

Moved by Councillor _____ 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.

ATTACHMENTS:

- 1.) MD of Willow Creek request letter
- 2.) 2020 Taxation Notice & Property Assessment

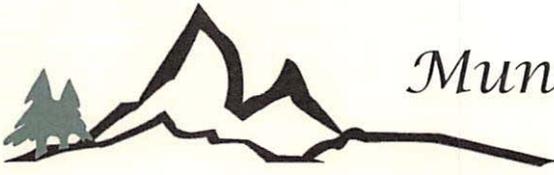
APPLICABLE LEGISLATION:

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

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 3, 2020



Municipal District of Willow Creek

Office of the Administrator

www.mdwillowcreek.com
273129 SEC HWY 520
Claresholm Industrial Area
Box 550, Claresholm Alberta T0L 0T0

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

May 21, 2020

Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Marian Carlson, CLGM
Chief Administrative Officer

RE: CLARESHOLM MEDICAL CLINIC PROPERTY TAXES

The MD of Willow Creek No. 26 requests a waiver of the municipal portion of the 2020 property taxes levied on the property owned by the MD of Willow Creek, The Claresholm Medical Clinic located at 4215 Fairway Drive in the amount of \$6,280.10.

Please advise of the outcome on your decision.

Yours truly,

Derrick Krizsan C.L.G.M.
Chief Administrative Officer

DK/jh

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
11573000	0	YB: 1978			0	0	0	0
SUBDIVISION NAME								
CIVIC ADDRESS								
Medical Clinic 4215 FAI								
MORTGAGE NUMBER		PLAN	BLOCK	LOT				
7711577			B	2				
MORTGAGE COMPANY NAME								

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

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

MUNICIPAL DISTRICT OF WILLOW
CREEK
BOX 550
CLARESHOLM, AB T0L 0T0
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMMERCIAL IMPROV	534,000	COMMERCIAL IMPROVE	552,000
TOTAL ASSESSMENT	534,000	TOTAL ASSESSMENT	552,000
		EXEMPT	0
		TAXABLE	552,000

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 taxes and charges applied to tax accounts unpaid after Dec 31, 2020.

EDUCATION TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res		0.003733900	24.29119	2,061.11
TOTAL 2020 EDUCATION TAXES				2,061.11
SUB TOTAL 2020 TAXES				2,061.11

MUNICIPAL AND OTHER TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged		0.000260500	1.69475	143.80
Municipal Tax - Non- Res		0.011377000	74.01405	6,280.10
TOTAL 2020 MUNICIPAL AND OTHER TAXES				6,423.90
SUB TOTAL 2020 TAXES				8,485.01

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	707.08
	0.00

TOTAL 2020 TAXES	8,485.01
CURRENT OUTSTANDING	0.00
TOTAL CURRENT TAXES PAYABLE FOR 2020	8,485.01
AMOUNT DUE AFTER DECEMBER 30th, 2020	9,672.91

FOR COMPARISON 2019 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	
	8,110.13

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

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

TOWN OF CLARESHOLM

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



ROLL NUMBER	11573000
LAST DATE BEFORE PENALTY	2020-Jun-30

2020

**TAXATION NOTICE
& PROPERTY ASSESSMENT**

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	8,485.01	8,485.01

AMOUNT DUE PLEASE PAY	8,485.01
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

MUNICIPAL DISTRICT OF WILLOW
CREEK
BOX 550
CLARESHOLM, AB T0L 0T0
Canada

11573000



REQUEST FOR DECISION

Meeting: June 8, 2020
Agenda Item: 7

ECONOMIC DEVELOPMENT 3-YEAR BUSINESS PLAN 2020-2023

DESCRIPTION:

On May 19, 2020 the Economic Development Committee approved the revised 3-Year Business Plan which was originally adopted by the EDC and Town Council in January-February 2019, respectively.

The Economic Development 3-Year Business Plan was created in coordination with the Town of Claresholm Strategic Plan. This updated version continues in the direction that was determined, building on what has been learned and what has been accomplished.

Although COVID-19 has impacted daily life and business life in Claresholm, the Economic Development Committee believes the priorities of the business plan largely remain the same. Fundamental concepts such as business retention and expansion, investment attraction, and community economic development are the backbones of this document.

The plan will continue to be monitored by the Economic Development Committee, updated on an annual basis, and provided to Town Council for consideration.

RECOMMENDED ACTION:

Council pass a motion to adopt the updated Economic Development 3-Year Business Plan 2020-2023, as presented.

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt the updated Economic Development 3-Year Business Plan 2020-2023, as presented.

ATTACHMENTS:

- 1.) EDC 3-Year Business Plan 2020-2023

APPLICABLE LEGISLATION:

- 1.)

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 4, 2020

TOWN OF CLARESHOLM ECONOMIC DEVELOPMENT
3-YEAR BUSINESS PLAN, 2020-2023



Claresholm

Where **Business** Takes Root

January 21, 2019

Updated: May 19, 2020

Brady Schnell, Economic Development Officer

OBJECTIVE #1 - COORDINATED MARKETING & COMMUNICATION STRATEGY

The Town of Claresholm communicates through a number of channels including tourism, recreation, economic development, parks, public works, policy, governance, and others. While internal and external marketing strategies often coincide, the desired outcomes for each department are unique. The coordinated strategy will identify what approaches are available and effective, what methods the Town is currently using, and provide a strategy for the next 3-years.

ACTION ITEMS

3-YEAR MARKETING STRATEGY (2020-2023)

ONGOING

- Use a coordinated internal and external marketing and communications strategy.
 - Include the Communications Administrator, Museum Executive Director & Recreation Manager

- Develop key messaging for the town including a variety of statistics
 - Continue to utilize the branding guidelines; logo, slogan, colours
 - Create a series of short community videos promoting Claresholm

- Develop an investment attraction strategy for Starline Business Park
- Market to our commuting workforce to consider Claresholm as home
- Market to millennials (closer to downtown/higher density housing is attractive)
- Act as a conduit for current commercial, industrial, and residential opportunities
- Continue to evolve the social media strategy; Facebook, Instagram, and YouTube
- Make improvements to the Town website as needed and/or become available
- Develop a plan to communicate progress and momentum to residents and business
 - Create awareness of metrics that reflect EDO/EDC progress
- Designated page on the website for site-selectors
- Report twice each year on the progress of the 3-year marketing plan.

OBJECTIVE #2 – REVITALIZE DOWNTOWN & HIGHWAY CORRIDOR

Maintenance and revitalization of Claresholm’s Downtown and Highway-2 corridor highlights the values and beauty of the Town of Claresholm to thousands of people that pass through every day. The task of creating an environment that supports sustainable business most often falls to the local government and economic organizations.

ACTION ITEMS

GATEWAY WELCOME SIGNS COMPLETE AUGUST 30TH 2020

- Cover the backside of the LED’s on HWY-2 welcome signs
- Fresh paint on all three welcome signs
- Repairs to landscaping

COMMUNITY ADVERTISING PROGRAM ONGOING
HIGHWAY-2 BILLBOARDS

- Continue to monitor the Highway-2 billboard lease agreements and renew based on demand and availability.

SIGNAGE PHASE-3, WAYFINDING PROJECT JUNE-AUGUST 2020

- Branded directional signage at key points in the community to identify public facilities, parks, and event centers
 - Project plan and RFP are complete
 - Phase-1, (4) signs on Highway-2 Corridor to begin June 2020
 - Up to (6) additional signs to be phased-in, based on funding

OBJECTIVE #3 - RELATIONSHIP BUILDING

Successful economic development organizations utilize networking and partnerships in their economic development plan. Strategic alliances are political partnerships that are effective in increasing capacity, accessing human and capital resources, identifying opportunities, and marketing.

ACTION ITEMS

COLLEGE/ADULT LEARNING

ONGOING

- Continue to cultivate relationships with regional post-secondary institutions to identify opportunities.
 - Identify opportunities for practicum, internship, and co-op placements.
 - Build existing relationship with University of Lethbridge and Lethbridge College
 - Contact post-secondary institutes in the Calgary region and Saskatchewan

CHAMBER OF COMMERCE

QUARTERLY

- Opportunities for Growth.
 - In partnership, continue to host quarterly events that are focused on learning, leadership, business and industry.
 - Marketed regionally to business, residents, and community groups
- Claresholm Employment Fair
 - Using the data and funding made available by the Labour Market Partnership Grant, pivot from a business conference into an Employment Fair, to be held January 2021.

AGRICULTURE

2 EVENTS ANNUALLY

- Build relationships with farmers and ranchers through initiatives such as feast of Claresholm, Made in Alberta Awards, the REDA priorities, and Chamber partnership events.
- Focus on current and future needs for farming, ranching, and food processing in our region.
- Monitor the food value chain and look for opportunity to attract investment to Claresholm
- Investigate opportunities for the Ag value-chain, especially with the possibility for Claresholm to be an Ag Service Centre.
- Investigate opportunities related to Agri-plex.
- Investigate opportunities around specialty crops such as cannabis and others

SERVICE GROUPS

ONGOING

- Create opportunities to work with service groups, and continue to support Winter Festival

COMMUNICATION AND EVENTS

ONGOING

- Continue to bring people together using the telephone and internet
- Offer online workshops and information sessions that benefit the community economic development of Claresholm
- Increase the use of emails to communicate with local businesses

OBJECTIVE #4 – INDUSTRIAL OPPORTUNITIES

The completion of the Planning for Growth Project provides almost 170 acres of Industrial, Service-Industrial, and Highway-Commercial lands available for development in Claresholm.

ACTION ITEMS

STARLINE BUSINESS PARK

FALL 2020

- Support Town Council in their decision making for development and infrastructure
- Use the information and resources available to:
 - Develop an investment attraction strategy.
 - Market the lands available at every opportunity

CLARESHOLM INDUSTRIAL AIRPORT

ONGOING

- Continue to act as a conduit to industrial investment with the MD of Willow Creek
- Assist site-selectors in obtaining information and contacts

OBJECTIVE #5 - BUSINESS RETENTION AND EXPANSION

BR&E is an ongoing cooperative effort between business, local government and other organizations in the community. The purpose is to identify ways to assist with local businesses expansion, the retention and creation of jobs, and the diversification of the local economic base.

ACTION ITEMS

SUPERVISE THE BUSINESS LIFECYCLE IN CLARESHOLM

BEGINNING JULY 2020

- Develop a strategy for challenging land owners.
 - Start the conversation with owners, conduct a SWOT of each property.
 - Understand the land owners' motivations.
 - Understand and consider the obstacles.
 - Consider and record possibilities for each property.
- Investigate assistance programs to influence development and beautification
- Use the Labour Market Partnership to help gather information and evaluate

LABOUR MARKET PARTNERSHIP

BEGINNING JUNE 2020

- Fulfil the partnership between Southwest Community Futures, the Claresholm & District Chamber of Commerce, and the Ministry of Labour and Immigration as outlined in the, "Claresholm; A Dynamic Labour Market" approved project proposal.
 - EDO to serve as Chairperson for the LMP Steering Committee
 - Adapt to the COVID-19 restrictions guidelines
 - Continue to liaise with the Ministry throughout the project
 - Includes marketing assistance for the Rural and Northern Immigration Pilot
 - Includes funding for Employment Conference in January 2021.

DEVELOP A BUSINESS RETENTION AND EXPANSION PLAN

JANUARY-MARCH 2021

- Identify current and future barriers to local businesses operating or expanding.
- Catalogue resources that can be provided to business, and keep updated.
 - Planning, funding, real estate, partnerships, problem solving.
- Costs to doing business.
 - Investigate how bureaucracy can be reduced when starting/expanding a business.
 - Investigate business-assistance programs to influence development and beautification.
- Succession Planning Resources.
 - Increase the awareness and support for succession planning.

BUSINESS VISITATIONS- COMPREHENSIVE CAMPAIGN

BEGINNING JULY 2021

- This will be accomplished using the Labour Market Partnership while abiding by the restrictions and guidelines of COVID-19 pandemic

OBJECTIVE #6 - INVESTMENT ATTRACTION

Business investment and attraction is focused on encouraging the flow of investment from existing business, and attracting new investment into our community from external sources. For external investment, in addition to having the land, infrastructure, natural resources, housing, and labour force available, offering fast and accurate information to site-selectors and other investors is important.

ACTION ITEMS

ECONOMIC ASSETS & STATISTICAL DATA BASE

ONGOING

- Maintain contact information for realtors, landowners, property owners, and employers
- Maintain a database of community assets including facilities, parks, events, services, business and industry.
- Maintain a list of vacant properties, land for development, and have an awareness of residential availability.
- Use Destination Development and Townfolio.
- Identify optimal sectors, industries, and businesses, with a focus on job creation and town growth.

RURAL AND NORTHERN IMMIGRATION PILOT

FEB. 2020- DEC.2022

- Continue to manage the RNIP by connecting employers with the opportunity to hire immigrants for full time permanent positions that would otherwise go unfilled.
- Orientations for new employers
- Connecting workers with job opportunities
- Manage website updates and recruiting-tracking software for the program
- Manage the investment attraction that results from the program
- Fulfill the obligations to the Immigration Refugee and Citizenship Canada for the duration of the 3-year pilot program and beyond.

OBJECTIVE #7 - ENTREPRENURIAL DEVELOPMENT

Vibrant and sustainable communities foster entrepreneurial culture and a sustainable business sector. Economic growth from ‘within’ a community is the financial foundation that spurs the overall quality of life.

ACTION ITEMS

EDUCATION

UPDATE IN NEW OFFICE SPACE

- Catalogue resources that can be provided to entrepreneurs and youth.
- Connect people with training, education, and mentorship.
- Use Community Futures, Business Link and Tech-Connect, and other resources.

ATTRACTION

FOCUS IN 2022

- Incorporate entrepreneurial attraction in the employment conference
- Consider other opportunities.

Adopted by the Claresholm Economic Development Committee on this ___ day of _____, 20__.

EDC Chairperson (print) _____

(sign) _____

Economic Development Officer (print) _____

(sign) _____

Adopted by the Town of Claresholm Council on this ___ day of _____, 20__.

Town Council Mayor (print) _____

(sign) _____

Chief Administrative Officer (print) _____

(sign) _____

SELFIE SPOT SIGNAGE – CANADA DAY & FAIR DAYS

12 Inches

DESCRIPTION:

With the recommendation from the Government of Alberta to keep outdoor events under 50 people, the Economic Development Department and the Event Coordinator are finding creative ways to engage residents for the upcoming Canada Day and Fair Days celebrations. Selfie Spots are small signs that encourage residents and visitors to take selfies, tag the Town of Claresholm social media pages, and post their photos using #claresholm. The signs will be placed in front of distinctive and aesthetically pleasing locations. In Claresholm these signs will be placed at the Claresholm & District Museum, The Bridges at Claresholm Golf Course, Frog Creek Wetlands, Ring Rose Park, Centennial Park, the Water Tower, Kin Trail, Patterson Park, the 8th Street Waking Paths, and the murals located downtown and on the highway. The signs will be made of alu-lite with vinyl printing and fixed to wooden stakes or attached to structures at the proposed locations. The signs will be placed for Canada Day and the locations will be changed for Fair Days. For all locations, pedestrian safety, visibility, flow of traffic, and parking will be first priority. Expenses for Canada Day are lower than past years, so the cost of the signs will come from the Canada Day Event budget. These signs will be able to be used year after year.



RECOMMENDED ACTION:

Council pass a motion to place selfie spot signage around Claresholm at strategic locations as part of the Canada Day and Fair Days celebrations.

PROPOSED RESOLUTION:

Moved by Councillor _____ to place selfie spot signage around Claresholm at strategic locations as part of the Canada Day and Fair Days celebrations.



REQUEST FOR DECISION

Meeting: June 8, 2020
Agenda Item: 9

2020 Spring Clean-up Options

BACKGROUND / DESCRIPTION:

For the last number of years, the Town has done an annual residential spring clean-up in May, where home owners were allowed to set out selected items for a few weeks and the Town crews would pick up and remove them to the landfill. Metal items were also collected and recycled by our crew. This work involved the entire Public Works (PW) crew and the Sanitation crew for two weeks. East side of Town one week and West side of Town the other. This was done as an extra service for residents and to assist with property clean-ups, or those who are unable to bring loads to the landfill themselves.

With the COVID-19 disruptions, our spring clean-up was postponed due to ½ staff limitations. Since work rules also presented some problems with crew size, we have only now started to get back to full staff strength. This has set the crew back with normal activities and many usual work tasks are behind.

The PW calendar is full for the next 12 weeks. Also, in the next 12 weeks, a total of 21 weeks of holidays have been booked, leaving some crews a man short. With the backlog in work and additional projects scheduled for the 2020-year (servicing/new buildings), work has been delayed to the point that Infrastructure Services feels it may be difficult to incur another 2-week delay in maintenance operations and cancellation of the spring clean-up for the 2020 year may be warranted.

OPTIONS:

1. Delay any clean-up and revisit the program at the end of the summer depending on workload and crew availability. (fall clean-up?)
2. Cancel spring clean-up for the 2020 year with plans to continue the program in 2021, if feasible.
3. Permit some people to include minor spring cleanup items within their regular garbage pickup (no metal, or large items so 2 men can load). This could be only on a case by case basis for those unable to bring items to the landfill. In discussions with the landfill they have seen an increase in people bringing items as more people are home cleaning up and with no cleanup programs running. Additionally, with garage sales being able to proceed under guidelines, there may be opportunity for those sales to assist with items that may have been put out at spring cleanup time.

POSSIBLE RESOLUTIONS:

Moved by Councillor _____ to cancel cleanup for the 2020 year. **or**

Moved by Councillor _____ to proceed with a limited clean-up for minor items that the regular shift can accommodate. **or**

Moved by Councillor _____ to re-evaluate post summer, to potentially complete a fall clean-up if crews are available.

ATTACHMENTS:

- 1.) N/A

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 3, 2020



Town of Claresholm
Income Statement by Function
April 30, 2020

Revenue	APRIL	2020 YTD	2020 BUDGET
Tax and requisition revenue	(25,779.55)	184,220.80	(3,668,935.00) ¹
General administration revenue	(268,683.28)	(280,184.41)	(522,571.00)
Police	(746.32)	(5,207.97)	(33,000.00)
Fire	(25.78)	(3,590.23)	(17,040.00)
Bylaw enforcement	(832.68)	(8,124.03)	(38,000.00)
Roads, streets, walks, lighting	-	-	(75,000.00)
Airport	(2,767.60)	(8,302.80)	(2,500.00)
Storm sewers and drainage	-	-	(1,306,751.00)
Water supply and distribution	(45,110.68)	(274,714.65)	(1,996,900.00)
Wastewater treatment and disposal	(13,526.88)	(91,640.57)	(406,162.00)
Garbage Collection	(17,019.27)	(88,237.50)	(426,000.00)
Recycling	(7,131.65)	(51,334.45)	(243,000.00)
FCSS	(43,875.07)	(89,600.99)	(267,641.00)
Cemetery	(200.00)	(1,400.00)	(18,500.00)
Economic development	(5,750.00)	(97,550.00)	(131,200.00)
Land use planning, zoning and development	(494.00)	(13,515.50)	(66,600.00)
Parks and recreation	(3,396.30)	(411,980.59)	(844,177.00)
Culture - libraries and museum	-	(1,525.50)	(9,500.00)
	<u>(435,339.06)</u>	<u>(1,242,688.39)</u>	<u>(10,073,477.00)</u>
Expenses			
Legislative	5,865.87	21,838.73	109,000.00
Administration	83,014.38	509,033.26	1,276,922.00
Police	-	-	73,730.00
Fire	(6,617.29)	52,632.73	206,430.00
Bylaw enforcement	7,249.40	39,014.24	124,445.00
Common and equipment pool	42,176.22	161,485.62	537,081.00
Roads, streets, walks and lighting	48,011.18	142,139.54	836,521.00
Airport	415.99	3,867.58	15,840.00
Storm sewers and drainage	875.77	2,997.89	284,317.00
Water supply and distribution	46,096.68	175,821.85	1,273,556.00
Wastewater treatment and disposal	6,958.94	29,774.60	513,005.00
Garbage Collection	25,838.19	92,614.82	391,982.00
Recycling	5,354.83	60,525.39	244,499.00
FCSS	58,930.14	102,897.19	289,749.00
Daycare	6,367.00	12,734.00	38,202.00
Cemetery	470.64	3,046.28	18,973.00
Physician recruitment	-	-	3,000.00
Economic development	14,008.94	55,974.18	309,689.00
Agriculture - weed and pest control	117.65	917.43	44,750.00
Land use planning, zoning and development	7,075.80	74,337.92	200,212.00
Parks and recreation	42,086.61	218,774.07	982,988.00
Culture - libraries and museum	5,089.94	91,802.99	364,433.00
	<u>399,386.88</u>	<u>1,852,230.31</u>	<u>8,139,324.00</u>
Net Income	<u>(35,952.18)</u>	<u>597,237.93</u>	<u>(1,934,153.00)</u>

Notes:

¹ Negative tax revenue is related to education tax requisition amounts paid prior to collecting any tax.



Town of Claresholm
Income Statement by Object
April 30, 2020

Revenue	APRIL	2020 YTD	2020 BUDGET
Net municipal taxes	-	314,017.38	(3,336,644.00) 1
Special assessments	(309.66)	(309.66)	(12,935.00)
User fees and sales of goods	(353,922.30)	(818,236.56)	(3,006,760.00)
Government transfers for operating	(8,769.00)	(134,750.42)	(379,131.00)
Investment income	(5,293.16)	(21,448.72)	(60,000.00)
Penalties and costs of taxes	(1,225.65)	(28,508.98)	(104,100.00)
Licenses and permits	(1,309.00)	(40,556.45)	(97,000.00)
Other local government transfers	(26,846.07)	(26,846.07)	(188,116.00)
Proceeds from disposal of capital assets	-	77,857.15	(75,000.00) 2
Franchise and concession contracts	(20,144.74)	(85,460.88)	(212,491.00)
Rental	(7,479.48)	(44,174.18)	(123,257.00)
Other	(10,040.00)	(23,894.34)	(32,500.00)
Government transfers for capital	-	(410,376.66)	(2,445,543.00)
	<u>(435,339.06)</u>	<u>(1,242,688.39)</u>	<u>(10,073,477.00)</u>
Expenses			
Salaries, wages and benefits	207,719.20	858,889.23	2,896,836.00
Contracted and general services	25,593.31	506,434.72	1,636,489.00
Materials, goods, supplies, and utilities	119,189.19	332,176.72	1,281,940.00
Bank charges and short-term interest	(557.75)	321.75	-
Interest on long-term debt	-	-	214,059.00
Other expenditures	572.00	4,074.59	27,690.00
Transfers to organizations and others	46,870.93	150,333.30	382,732.00
Amortization	-	-	1,699,578.00
	<u>399,386.88</u>	<u>1,852,230.31</u>	<u>8,139,324.00</u>
Internal Transfers			
Internal transfers	-	(12,303.99)	- 3
Net Income	<u>(35,952.18)</u>	<u>597,237.93</u>	<u>(1,934,153.00)</u>
Other			
Transfers to/from reserves	-	-	523,045.00
Capital expenditures	203,657.91	406,438.08	5,527,542.00
Debt Proceeds	-	-	(2,800,000.00)
Debt Principal Repayment	-	-	383,144.00
Amortization addback	-	-	(1,699,578.00)
	<u>167,705.73</u>	<u>1,003,676.01</u>	<u>-</u>

Notes

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

Strategies

MULTI-YEAR		Assigned to	Update on Progress
POLICY & PLANNING			
3 Year Operations Plan and 5 Year Capital Plan			
	Revise 3 Year Operations Plan and 5 Year Capital Plan	Blair	Updated plans for 2021 forward have been adopted by Council on April 14th, 2020
Community Center			
	Enhance Community Center	Mike	Project complete, continued work with hall board as required.
Multi Use Community Facility			
	Tender Project for 2020	Mike	Tender awarded to Tricon Developments.
	Begin construction in 2020	Mike	Footings and foundation complete.
	Complete construction 2021	Mike	Schedule still on track.
Intermunicipal Development Plan (IDP)			
	Complete IDP by April 1, 2020 deadline	Tara	Still ongoing, Provincial deadline changed to April 1, 2021.
Intermunicipal Collaboration Framework (ICF)			
	Complete ICF by April 1, 2020 deadline	Marian	Complete. Notice sent to the Minister March 26, 2020
Stormwater Infrastructure			
	Apply for grant funding for Phase 2 and beyond	Blair/Mike	Funding possibilities still being investigated.
Development Processes			
	Continue with Land Use Bylaw updates as necessary	Tara	Ongoing as required.
	Update Signage Schedule of Land Use Bylaw	Tara	Currently on hold until IDP is completed, plans for 2020 amendment.
	Develop Off-site Levy Bylaw	Tara	Bylaw has received first reading. Notification completed.
	Continue review of processes	Tara	Policies all updated, process review ongoing.
	Complete Infrastructure Master Plan	Mike/Tara	Building inspections, road assessments completed. Sidewalk inspections completed. All surveying complete.
	GIS updates	Tara	Ongoing, IMP will complete a thorough update.

Strategies

MULTI-YEAR

MULTI-YEAR		Assigned to	Update on Progress
Encourage Residential Development			
	Review Land Use Bylaw and Planning documents	Tara/Brady	Reviews completed annually.
	Investigate incentive opportunities	Tara/Brady	Investigations ongoing.
	Complete a Housing Needs Assessment	Tara/Brady	The Alberta Rural Development Networks needs assessment was considered, but not recommended. The EDO will investigate other approaches to housing needs assessments.

ECONOMIC & COMMUNITY DEVELOPMENT

Support the Economic Development Committee			
	Update 3 year Economic Development Business Plan	Brady	EDC adopted the updated 3-Year Business Plan on May 19th. The document will be presented to Council on June 8, 2020.
	Strategy for Challenging Land Owners	Brady	Investment Attraction; maintain accurate information and contacts for commercial and industrial properties in Claresholm. Connected buyers, sellers and investors whenever possible.
	Revitalize Downtown and Highway Corridor	Brady	Improved software and new breaker installed to the Welcome Sign LED's, back covers are in the que, with plans to refresh the paint in June 2020. Community Advertising Project highway billboards continues, EDO taking steps to delagate parts of the process to private partners. Wayfinding Signage project was awarded in February, work to begin this spring with focus on highway corridor.
	Develop/Review policies pertaining to unsightly premises and vacant lands and buildings in retail, commercial and industrial areas	Brady/Ryan	Ongoing, EDC Agenda for May 18, 2020
	Address revitalization in 3 year Economic Development Business Plan	Brady	Scheduled for April 20, 2020 EDC online meeting
	Finish/paint entrance signs	Brady/Mike	Potential completion summer 2020.

Strategies

MULTI-YEAR

	Assigned to	Update on Progress
	Brady/Tara	Contacted developers to ensure communication is ongoing for potential development initiation. New conversations began in May 2020.
	Brady/Tara	Conversation ongoing.
Sound, Responsible Governance and Strengthen Internal Operations		
	Karine/Marian	Using the new software program (Connect) as well as social media, the website and the local press, to inform residents during the COVID 19 pandemic.
	Karine/Marian	Open House held February 27, 2020. Open House scheduled for May 7 has been cancelled by Council due to COVID 19. Will schedule the next one when allowed

Strategies

MULTI-YEAR		Assigned to	Update on Progress
	Continue to review and update Administration and Council policies	Blair/Marian	Have successfully reviewed and updated approximately 75% of Town Policies. Work will continue in the 2nd quarter of 2020.
	Address legislative changes in a timely fashion	Marian	Continue to report changes to Council and implement changes
	Succession planning for the CAO	Marian	In progress
PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS			
Build Government Relations at All Levels			
	Look for opportunities to collaborate	All departments	Working with various community groups/societies on grant applications for various municipal/partnership projects.
Strengthen Stakeholder Relationships			
	Encourage presentations to Council, visit organizations to build relationships and have a presence in the community	Council	
	Develop relationships with Land Developers in order to progress on residential development	Council/Brady	The EDO, and Development Officer continue to communicate with residential developers and potential investors.
Relationships with AHS and Other Service Providers			
	Continue to Enhance Relationships with AHS and Other Service Providers	Council	
VIBRANT COMMUNITY, QUALITY OF LIFE			
Housing			
	Investigate opportunities for various types of housing	Tara/Brady	Opportunities sought out and working with inquiries as presented.
Traffic			
	Continue work with Alberta Transportation and RCMP on enforcement measures on highway #2	Ryan	Ongoing, trying to keep a presence on the highway to slow traffic. Using welcome sign LED's to encourage slow and safe driving.

Strategies

MULTI-YEAR

MULTI-YEAR		Assigned to	Update on Progress
Improvement of Parks			
	Admundsen Park upgrades 2020/2021/2022	Mike	Some tree removal, repositioning, and new planting in 2020. Funding sources sought out for project phases, still waiting on grant notification.
	Tennis Courts 2020	Mike	Project to be reviewed in 2021, waiting on grant notification.
	Work with Dog Park committee to create design and identify funding options	Denise	Unsuccessful with our application to the Rural Communities Foundation (UFA) Grant. There is currently no Society backing this project. We are continuing to look for other funding options.
	Extend pathway system 2021	Mike	Will prepare for 2021.
Support the Arts Community		Council	



INFORMATION BRIEF

Meeting: June 8, 2020

Agenda Item: 13

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	Working with the delegation to get plans in place for Patterson Park	In progress
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 to be scheduled	In progress
Regular Scheduled Meeting - May 25, 2020				
1	BYLAW #1689 - Moved by Councillor Schlossberger to give Bylaw #1689, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1689, a Land Use Bylaw Amendment, 3rd & Final Reading. CARRIED	Tara	Bylaw printed and signed, sent to ORRSC for updating the LUB.	Complete
2	BYLAW #1690 - Moved by Councillor Schlossberger to give Bylaw #1690, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Karine	Bylaw on the June 22 Agenda for 2nd & 3rd Readings	Complete
3	BYLAW #1705 - Moved by Councillor Carlson to give Bylaw #1705, the Fire Protection Bylaw, 2nd Reading. CARRIED Moved by Councillor Schulze to give Bylaw #1705, the Fire Protection Bylaw, 3rd and Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
4	BYLAW #1706 - Moved by Councillor Zimmer to give Bylaw #1706, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Karine	Bylaw on the June 22 Agenda for 2nd & 3rd Readings	Complete
7	RFD: Request for Tax Waiver - Royal Canadian Legion - Moved by Councillor Carlson to cancel the municipal portion of the 2020 property taxes levied on the property located at 414 – 53rd Avenue East in the amount of \$1,238.96. CARRIED	Lisa/Blair	Letter issued Taxes Cancelled	Complete

8	RFD: Regional Assessment Review Board - Moved by Councillor Schulze to enter into the Agreement for Assessment Review Services with the Oldman River Regional Services Commission as presented. CARRIED	Lisa	Agreement signed & sent to ORRSC for signatures	Complete
8	RFD: Regional Assessment Review Board - Moved by Councillor Cutler to appoint Lenze Kuiper as the Clerk of the Regional Assessment Review Board. CARRIED	Lisa	Letter sent to ORRSC	Complete
8	RFD: Regional Assessment Review Board - Moved by Councillor Zimmer to appoint Doug Kemery as the Chairman of the Regional Assessment Review Board. CARRIED	Lisa	Letter sent to ORRSC	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE:

INFORMATION ITEMS

Meeting Date: **July 8, 2020** *Note that meeting dates are subject to change. It is advisable to contact the M.D. of Willow Creek No. 26 three (3) days prior to the meeting for times and to confirm that this application is on the agenda.*

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

Planner's Preliminary Comments:

This proposal would subdivide an existing 160.0 quarter section to create a 4.02 acre parcel for country residential use. As this proposal is the first subdivision from the quarter section, the proposal would comply with the M.D.'s subdivision policies. The site contains a house with an attached garage, a shop and 3 small sheds.

The planner will be recommending approval for this subdivision subject to standard planning conditions and a surveyor's sketch.

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

1. Payment of any outstanding property taxes to the M.D. of Willow Creek No. 26.
2. Provision of a development agreement with the M.D. of Willow Creek No. 26.
3. Pertinent comments and information provided by adjacent landowners and by referral agencies.
4. Provision of a surveyor's sketch which provides the location of improvements and parcel dimensions.

RESERVE:

Municipal Reserve is not applicable as this is the first parcel from the quarter section.

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



**APPLICATION FOR SUBDIVISION
RURAL MUNICIPALITY**

FOR OFFICE USE ONLY	
Zoning (as classified under the Land Use Bylaw):	
Fee Submitted: \$1040.00	File No: 2020-0-063
APPLICATION SUBMISSION	
Date of Receipt: April 21, 2020	Received By: <i>[Signature]</i>
Date Deemed Complete: April 22, 2020	Accepted By: <i>[Signature]</i>

1. CONTACT INFORMATION

Name of Registered Owner of Land to be Subdivided: Myrna Yvonne Glimsdale
 Mailing Address: Box 812 City/Town: Clareholm
 Postal Code: T0L 0T0 Telephone: (403) 625-2213 Cell: (403) 625-0477
 Email: glimsdale@telusphnet.net Preferred Method of Correspondence: Email Mail
 Name of Agent (Person Authorized to act on behalf of Registered Owner): Donald L. Glimsdale
 Mailing Address: as above City/Town: _____
 Postal Code: _____ Telephone: _____ Cell: _____
 Email: _____ Preferred Method of Correspondence: Email Mail
 Name of Surveyor: _____
 Mailing Address: _____ City/Town: _____
 Postal Code: _____ Telephone: _____ Cell: _____
 Email: _____ Preferred Method of Correspondence: Email Mail

2. LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED

a. All/part of the NE ¼ Section 12 Township 13 Range 28 West of 4th Meridian (e.g. SE¼ 36-1-36-W4M)
 b. Being all/part of: Lot/Unit _____ Block _____ Plan _____
 c. Total area of existing parcel of land (to be subdivided) is: _____ hectares 4 acres
 d. Total number of lots to be created: _____ Size of Lot(s): _____
 e. Rural Address (if applicable): _____
 f. Certificate of Title No.(s): 791 129 905A

3. LOCATION OF LAND TO BE SUBDIVIDED

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

4. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe:

- a. Existing use of the land residential
- b. Proposed use of the land residential

5. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

- a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) flat (some rolling)
- b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.)
grass
- c. Describe the kind of soil on the land (sandy, loam, clay, etc.) loam
- d. Is this a vacant parcel (void of any buildings or structures)? Yes No
If "no", describe all buildings and any structures on the land. Indicate whether any are to be demolished or moved.
House with attached garage / shop / 3 small sheds
- e. Is there a Confined Feeding Operation on the land or within 1.6 kilometres (1 mile) of the land being subdivided? Yes No
- f. Are there any active oil or gas wells or pipelines on the land? Yes No
- g. Are there any abandoned oil or gas wells or pipelines on the land? Yes No

6. WATER SERVICES

- a. Describe existing source of potable water well
- b. Describe proposed source of potable water well

7. SEWER SERVICES

- a. Describe existing sewage disposal: Type septic tank & field Year Installed 1976
- b. Describe proposed sewage disposal: Type as above

8. REGISTERED OWNER OR PERSON ACTING ON THEIR BEHALF

I Myrna Yvonne Glimsdale hereby certify that

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

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

Signed: Myrna Glimsdale Date: April 21, 2020

9. RIGHT OF ENTRY

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

Myrna Glimsdale April 21/20
Signature of Registered Owner(s)

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



LAND TITLE CERTIFICATE

S
 LINC SHORT LEGAL TITLE NUMBER
 0021 620 281 4;28;13;12;NE 791 129 905 A .

LEGAL DESCRIPTION
 MERIDIAN 4 RANGE 28 TOWNSHIP 13
 SECTION 12
 QUARTER NORTH EAST
 EXCEPTING THEREOUT ALL MINES AND MINERALS
 AREA: 64.7 HECTARES (160 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
791 129 905	10/08/1979		\$48,000	

OWNERS

MYRNA YVONNE GLIMSDALE (FARMER)
 OF CLARESHOLM
 ALBERTA

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
741 112 532	10/12/1974	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED. "20 FT STRIPS"
761 140 054	12/11/1976	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.
841 017 667	31/01/1984	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

791 129 905 A .

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

081 016 591 11/01/2008 CAVEAT
RE : LEASE INTEREST UNDER 20 ACRES
CAVEATOR - THE TOWN OF CLARESHOLM.
P.O. BOX 1000, CLARESHOLM
ALBERTA T0L0T0
AGENT - EDWARDS LAND SERVICES LTD.

091 123 637 06/05/2009 UTILITY RIGHT OF WAY
GRANTEE - THE TOWN OF CLARESHOLM.

TOTAL INSTRUMENTS: 005

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 11 DAY OF MARCH,
2020 AT 10:38 A.M.

ORDER NUMBER: 38994121

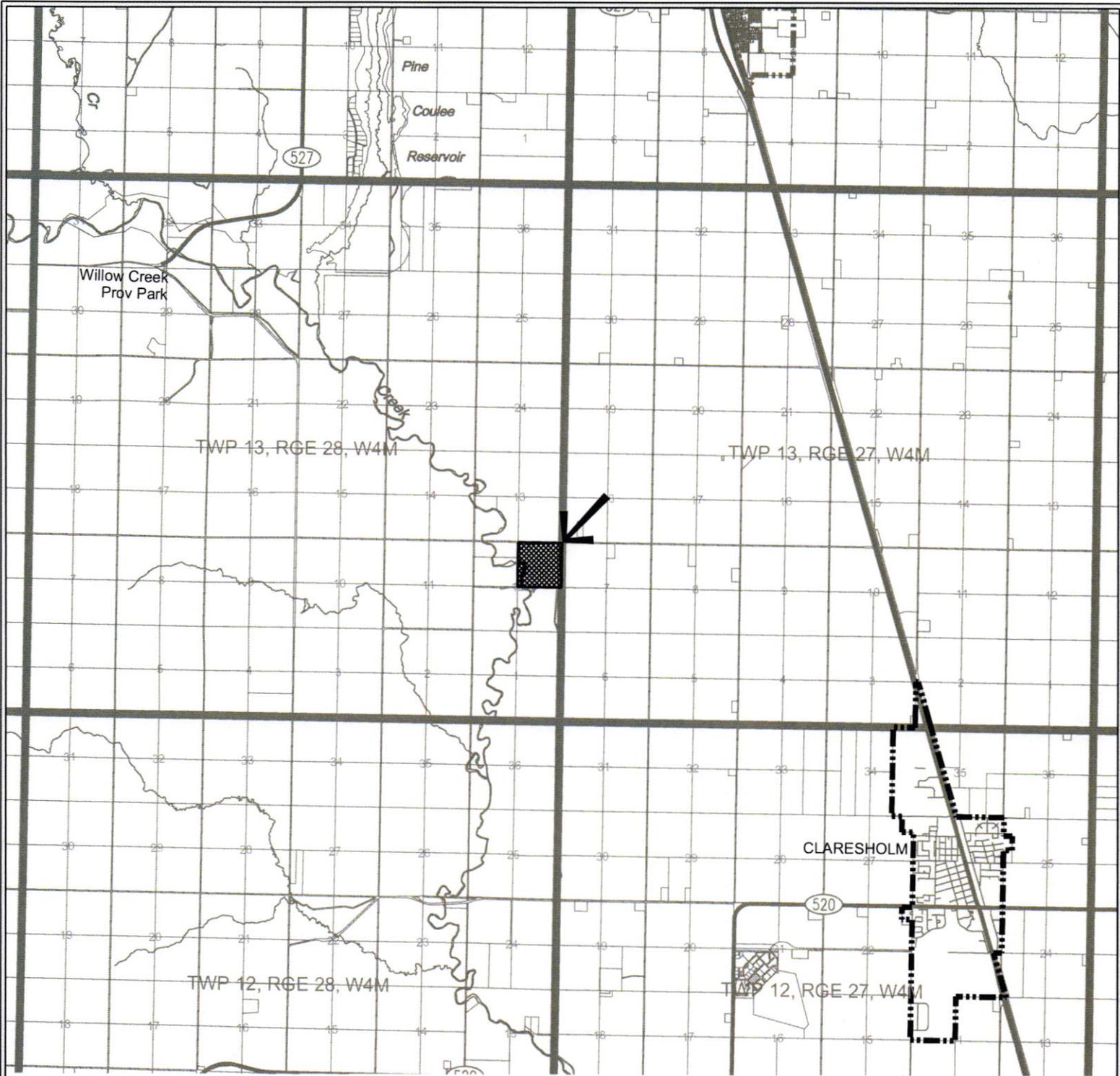
CUSTOMER FILE NUMBER:



END OF CERTIFICATE

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

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



SUBDIVISION LOCATION SKETCH
NE 1/4 SEC 12, TWP 13, RGE 28, W 4 M
MUNICIPALITY: M.D. OF WILLOW CREEK NO. 26
DATE: APRIL 27, 2020
FILE No: 2020-0-063

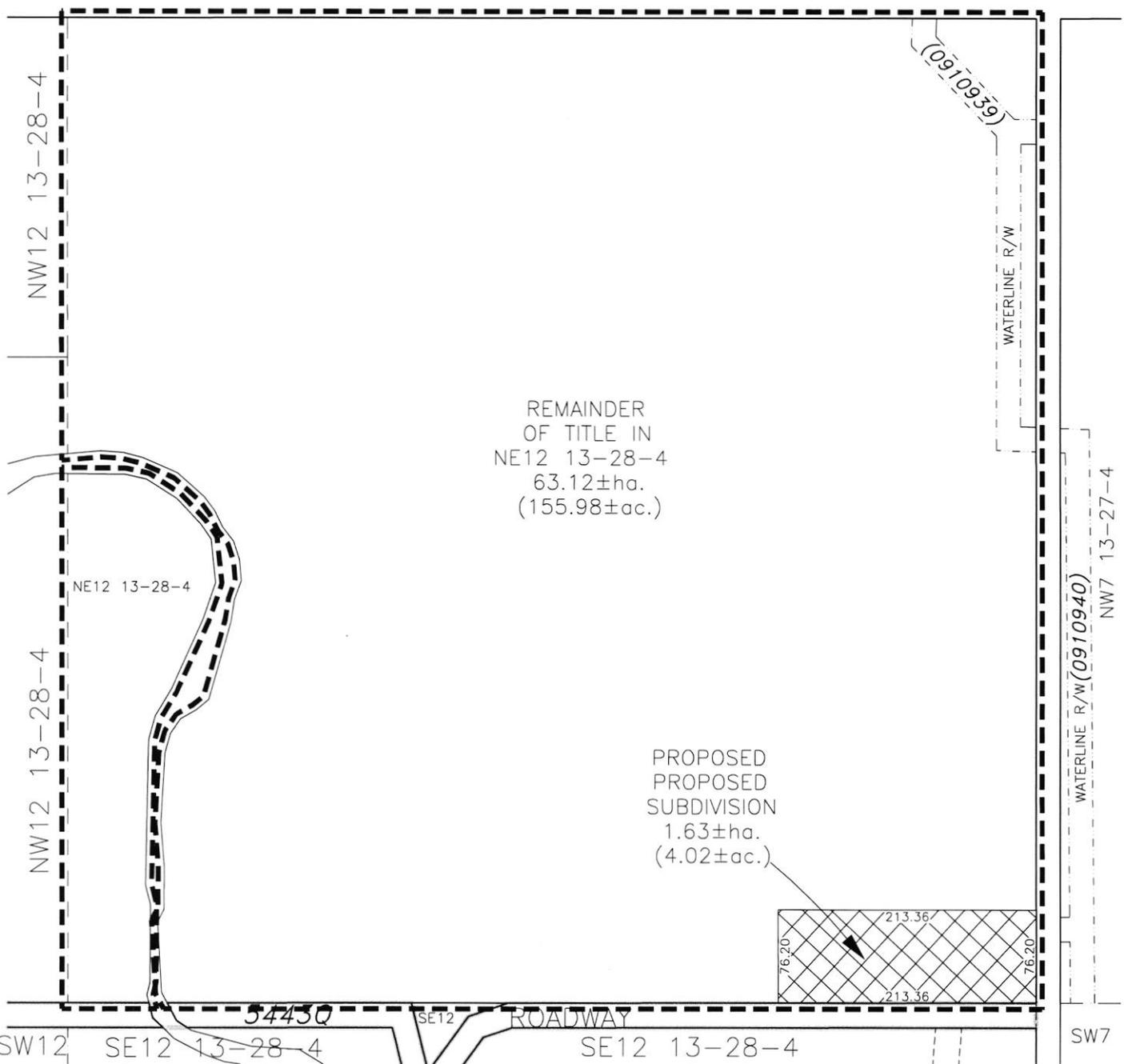
MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 3008 10th AVENUE NORTH, LETHBRIDGE, AB T1Y 0B8
 NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



SW13

SE13 13-28-4

SW18



REMAINDER
OF TITLE IN
NE12 13-28-4
63.12±ha.
(155.98±ac.)

PROPOSED
PROPOSED
SUBDIVISION
1.63±ha.
(4.02±ac.)

SUBDIVISION SKETCH

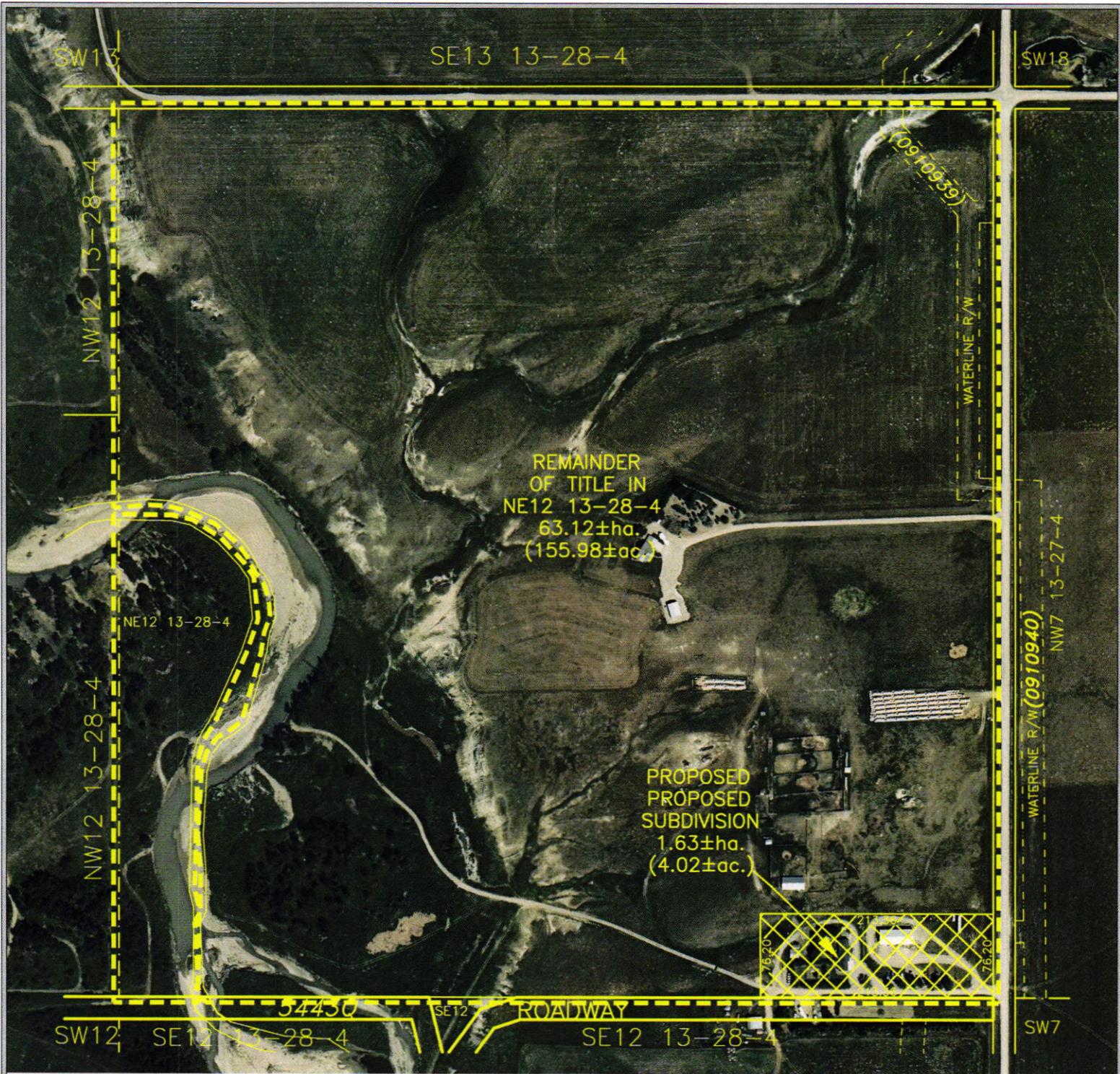
NE 1/4 SEC 12, TWP 13, RGE 28, W 4 M

MUNICIPALITY: M.D. OF WILLOW CREEK NO. 26

DATE: APRIL 27, 2020

FILE No: 2020-0-063





SUBDIVISION SKETCH

NE 1/4 SEC 12, TWP 13, RGE 28, W 4 M

MUNICIPALITY: M.D. OF WILLOW CREEK NO. 26

DATE: APRIL 27, 2020

FILE No: 2020-0-063



From: Alberta Seniors & Housing <seniorsinformation@gov.ab.ca>
Sent: Friday, May 29, 2020 7:14 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 May 29, 2020

Special Minister's Statement on COVID-19

The first week of June is a special time for me, my ministry and all Albertans. It is Seniors' Week. We have been working hard to ensure Seniors' Week 2020 is safe and special for all seniors, and that the celebration respects the public health restrictions during the COVID-19 pandemic.

We know that this Seniors' Week will be a little different from any other in the 34 years of Alberta's wonderful tradition. This year, pandemic-related restrictions will prevent large gatherings for celebratory BBQs and other social events.

But the spirit of Seniors' Week is as strong as ever. I know we will find fun, creative and innovative ways to celebrate and recognize the seniors in our lives – and all Alberta seniors. I encourage you to:

- Leverage technology to connect with the seniors in your lives – many seniors are tech-savvy.
- Offer to run errands for seniors, or offer to take care of outdoor chores like mowing their lawns.
- Check in with the seniors you know and make sure they are OK.

Seniors' Week is about recognizing and celebrating all that seniors have contributed to making our families, communities and province so much stronger.

More than 640,000 seniors live in Alberta, and that population is growing. They are vital members of our communities and they make a difference in our daily lives. Seniors have lived through difficult times. They have much to share with us.

Although we cannot all be together right now, we want to ensure all seniors feel valued by family, friends and Albertans. Seniors truly are the strength of Alberta.

Intergenerational Day

We are also celebrating Intergenerational day on June 1, an occasion that promotes the rich and sustainable connections that exist between generations. There are many great virtual ways for people of different ages to connect without putting loved ones at risk.

Grandchildren can challenge grandparents to an online dance-off, parents can share stories from their youth with their children, and older adults can teach younger family members new skills or vice versa. It is amazing what we can do together, from a distance, using our smart phones and computers.

Town hall for seniors-serving organizations

On May 28, I hosted a telephone town hall with Dr. Deena Hinshaw, the chief medical officer of health.

We heard from a variety of organizations that serve seniors in communities throughout Alberta. Seniors organizations have played a critical role in keeping seniors safe and socially connected during the pandemic. They are providing some of the most important supports for seniors.

Great progress has been made in our province's fight against COVID-19, but we must remain vigilant and our actions must be guided by the data and the science. We know seniors are among those most at-risk. We are recommending anyone over the age of 60, as well as other vulnerable Albertans, continue to stay home as much as possible, and they should:

- Limit their contact with anyone outside their immediate household.
- Maintain physical distance, and observe all public health directives.
- Use pick-up and delivery services for groceries and medications wherever possible, as well as order products online.

Many good questions were raised by seniors-serving organizations during the town hall, and my ministry is busily responding to them.

At the town hall, we also talked about our new online hub to help connect with one another to coordinate community services for seniors. CORE – Collaborative Online Resources and Education – was launched about two weeks ago, and you can read more about it below. It will enable organizations to better coordinate support for seniors with key COVID-19 issues, like transportation, tax filing, food security and social isolation.

Based on our town hall discussions, we will be updating the newly developed guidelines for seniors-serving organizations, to assist in a safe and successful relaunch. More information is available at [Alberta.ca/COVID](https://alberta.ca/COVID).

Thank you to all who participated.

Online financial assistance tool for Canadians

The Government of Canada has launched an [online benefits finder tool](#) to help Canadians impacted by COVID-19. It is intended to help people determine which federal, provincial and territorial government benefit programs best meet their needs. To use the tool, individuals are asked to answer a few simple questions and are then given a personalized list of financial benefits that could be available to them. The tool will be updated as needed, as government continues to support Canadians during this challenging time.

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.

Membership of this platform 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 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 also visit the ongoing implementation of [Alberta's Relaunch Strategy](#) – a safely staged COVID-19 recovery plan to relaunch our economy.

Thank you for continuing to read my regular messages. I want to keep you informed 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

May 29, 2020

RECEIVED

MAY 29 2020

THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

#26-Hwy 520, Claresholm Industrial Area, Box 550, Claresholm, Alberta T0L 0T0

Phone: (403) 625-3351 Fax: (403) 625-3886

Email: development@mdwillowcreek.com

NOTICE OF MUNICIPAL PLANNING COMMISSION MEETING

Form B

Application No. 032-20

TO: 1 Mile Radius

Notice is hereby given that an application is being made for a development permit with regard to the following:

NAME OF APPLICANT: Southline Real Estate Ltd. – Frank Klaassen

TYPE OF DEVELOPMENT: Construct a 120 ft. x 360 ft. Concrete Manufacturing facility.

LEGAL DESCRIPTION OF SITE: Lot 6, Block 10, Plan 7910032-Claresholm Industrial Area

PLACE OF MEETING: Municipal Administration Building, Claresholm

TYPE OF MEETING: Regular Municipal Planning Commission – LIVESTREAM

DATE OF MEETING: Wednesday, June 10, 2020 at 9:00 a.m.

LIVESTREAM LINK: <https://www.youtube.com/channel/UCVZxms3RipHOS5smjlwRwNA>

This development application and all associated information are available for viewing at the Municipal Office at the address shown above during normal hours of operation, or website at www.mdwillowcreek.com.

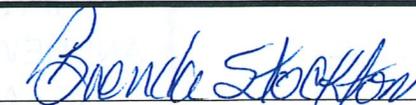
*** Pursuant to Order in Council 099/2020, this Notice is hereby given that the June 10th, 2020, Municipal Planning Commission (MPC) meeting will be conducted electronically with MPC members, Administration and the Public participating by electronic means due to the State of Public Health Emergency declared by the Province of Alberta on March 19, 2020. The MPC meeting agenda for June 10th, 2020 is available for viewing by the Public on the Municipal District of Willow Creek website: www.mdwillowcreek.com. Any information submitted will become available to the public and also shared with the applicant and appropriate government/other agencies, and is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP). If you have any questions, please contact The Municipal District of Willow Creek No. 26. ***

Submit comments by email, fax, or mail. All written comments MUST be submitted to the Development Officer and received by:

June 5, 2020 (10 consecutive days from the date of this notice)

DATE: May 28, 2020

SIGNED: _____



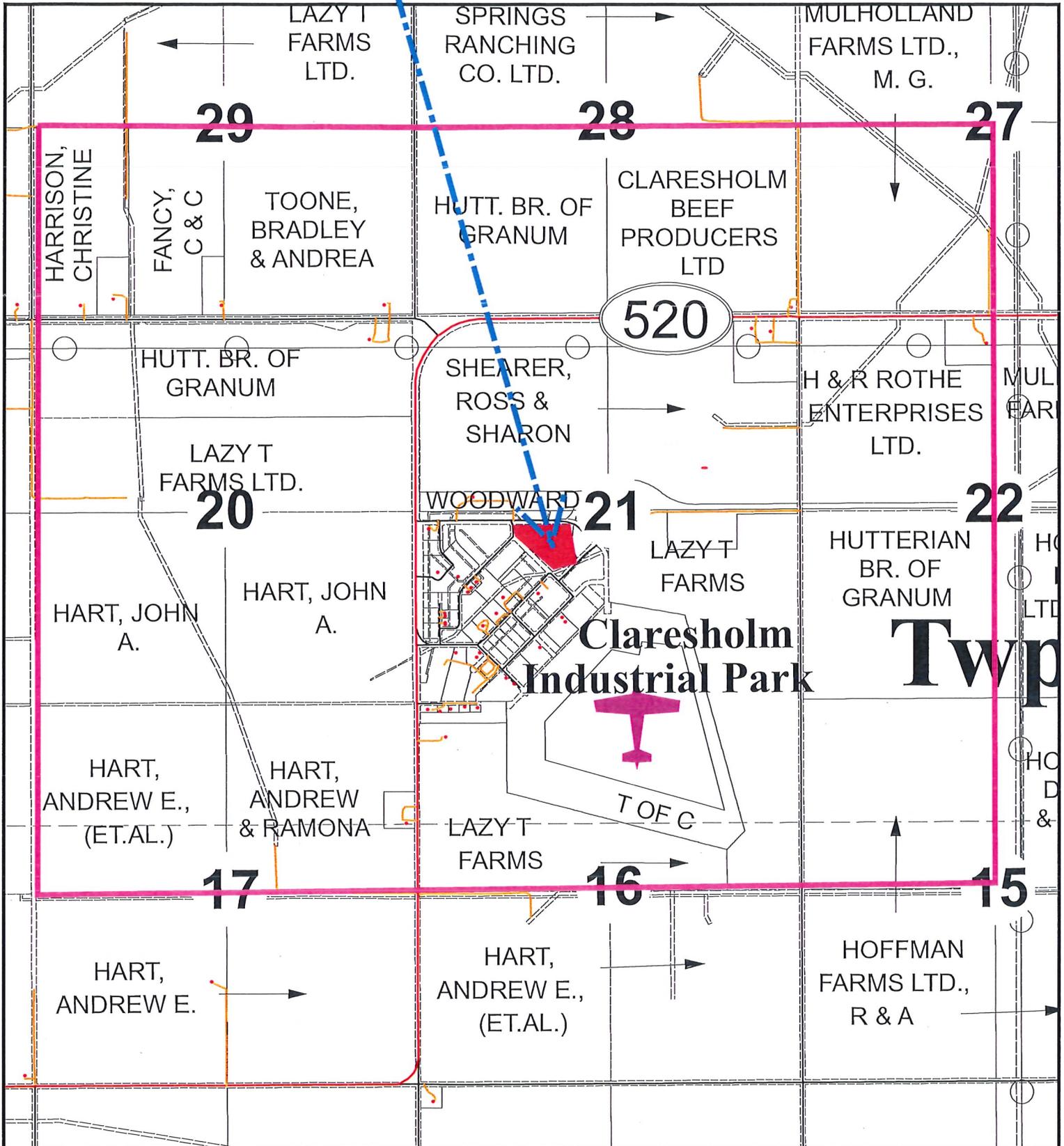
Brenda Stockton
Development Officer
MD of Willow Creek No. 26



Development Permit No. 032-20

Location: Lot 6, Block 10, Plan 7910032

Claresholm Industrial Area



Applicant: Southline Real Estate Ltd. - Frank Klaassen

RECEIVED

THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26
#26-Hwy 520, Claresholm Industrial Area, Box 550, Claresholm, Alberta
Phone: (403) 625-3351 Fax: (403) 625-3886
Email: development@mdwillowcreek.com

TOL OTO MAY 29 2020

NOTICE OF MUNICIPAL PLANNING COMMISSION MEETING

Form B

Application No. 033-20

TO: 1 Mile Radius

Notice is hereby given that an application is being made for a development permit with regard to the following:

NAME OF APPLICANT: Southline Real Estate Ltd. – Frank Klaassen

TYPE OF DEVELOPMENT: Construct a 65 ft. x 80 ft. office building, and a 80 ft. x 285 ft. Woodwork and Maintenance Shop

LEGAL DESCRIPTION OF SITE: Lot 7, Block 10, Plan 7910032 Claresholm Industrial Area

PLACE OF MEETING: Municipal Administration Building, Claresholm

TYPE OF MEETING: Regular Municipal Planning Commission – LIVESTREAM

DATE OF MEETING: Wednesday, June 10, 2020 at 9:10 a.m.

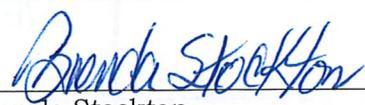
LIVESTREAM LINK: <https://www.youtube.com/channel/UCVZxms3RipHOS5smjlwRwNA>

This development application and all associated information are available for viewing at the Municipal Office at the address shown above during normal hours of operation, or website at www.mdwillowcreek.com.

*** Pursuant to Order in Council 099/2020, this Notice is hereby given that the June 10th, 2020, Municipal Planning Commission (MPC) meeting will be conducted electronically with MPC members, Administration and the Public participating by electronic means due to the State of Public Health Emergency declared by the Province of Alberta on March 19, 2020. The MPC meeting agenda for June 10th, 2020 is available for viewing by the Public on the Municipal District of Willow Creek website: www.mdwillowcreek.com. Any information submitted will become available to the public and also shared with the applicant and appropriate government/other agencies, and is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP). If you have any questions, please contact The Municipal District of Willow Creek No. 26. ***

Submit comments by email, fax, or mail. All written comments MUST be submitted to the Development Officer and received by:
June 5, 2020 (10 consecutive days from the date of this notice)

DATE: May 28, 2020

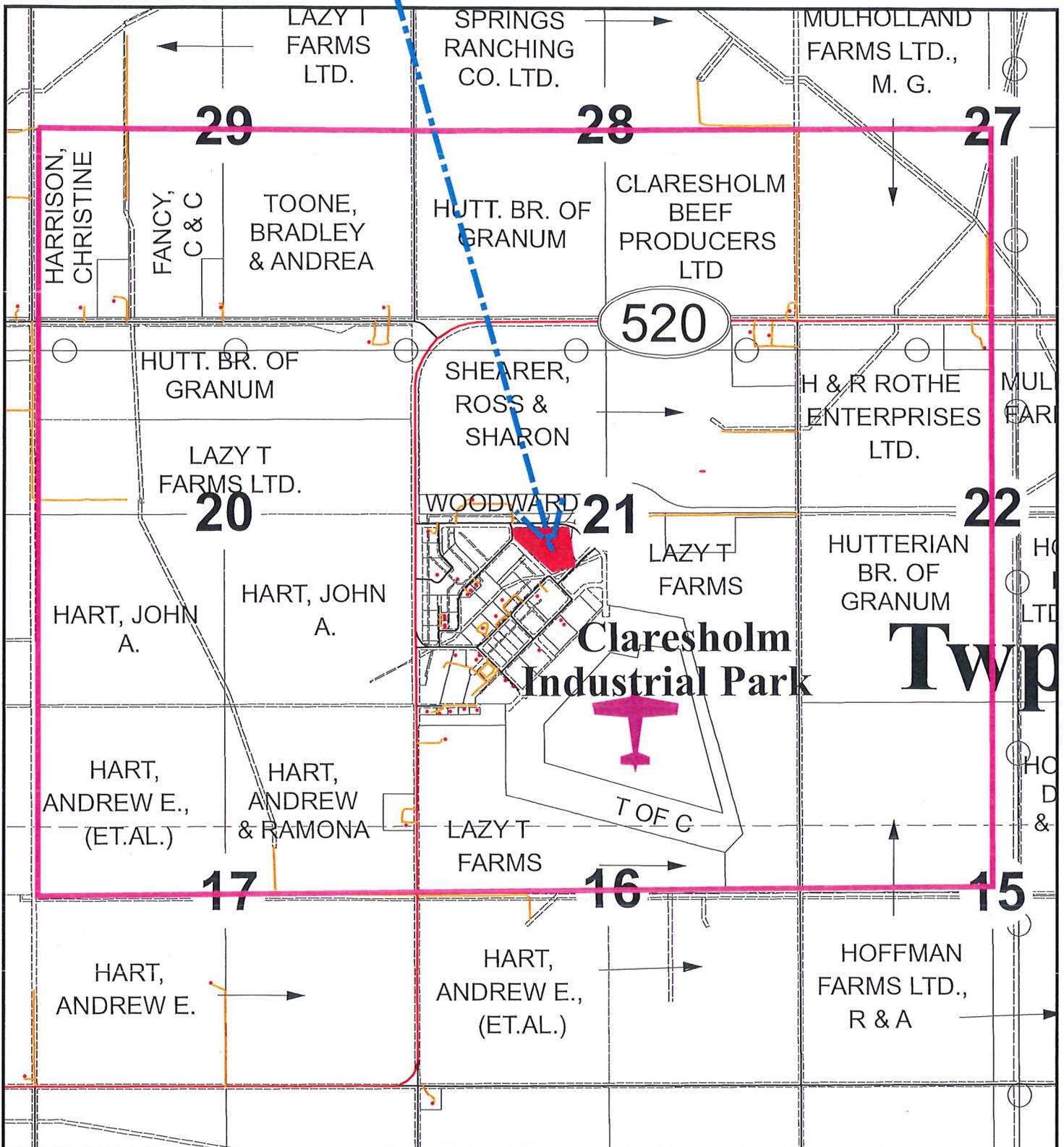
SIGNED: 
Brenda Stockton
Development Officer
MD of Willow Creek No. 26



Development Permit No. 033-20

Location: Lot 7, Block 10, Plan 7910032

Claresholm Industrial Area



Applicant: Southline Real Estate Ltd. - Frank Klaassen

From: SV-SF-CSOS [<mailto:no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca>]

Sent: June 1, 2020 3:15 PM

To: Blair Bullock <Blair@claresholm.ca>

Subject: Result of the assessment of your Canada Summer Jobs application

*****This is a system generated e-mail. Please do not reply*****

2020-06-01

Blair Bullock
Town of Claresholm
221 45TH AVE W
CLARESHOLM AB T0L 0T0

Project Number: #017129313

Constituency: Foothills

Subject: Result of the assessment of your Canada Summer Jobs application

Each year, the funding requests received by the Canada Summer Jobs program exceed the program budget. We have completed the assessment of your application and I regret to inform you that Service Canada is unable to offer you Canada Summer Jobs funding for summer 2020 at this time. If you are still interested in being considered should funding become available, please send me an email at the address below, within 5 business days, with the following information:

1. Taking into account the ongoing COVID-19 pandemic and the [CSJ 2020 temporary flexibilities](#), are you still able to offer work placements to youth this year if you receive funding? (Yes or No)
2. If funded, will you be able to offer the number of job placements for which you initially requested funding? (Yes or No)
3. If funded, when do you plan to begin the work placements? (Please provide the earliest date at which you feel you can begin offering a job)
4. If funded, will you require an extension to the end date indicated in your application? (Please provide a date no later than February 28, 2021)
5. If funded, will you offer part-time placements instead of full-time placements? (Yes or No)
6. If funded, will you make changes to the project and job activities contained in your initial application in order to support the delivery of critical services? If yes, please describe the changes.
7. If funded, will you require an advance? (Yes or No)

8. Do you have additional comments or considerations regarding your application to CSJ 2020 in the context of COVID-19?

If you do not provide a response to the above questions within 5 business days, it may impact your ability to receive funding this year should funds become available.

We encourage you to apply for future funding opportunities that may be found by visiting <https://www.canada.ca/en/employment-social-development/services/funding.html>

Also, the Government of Canada is taking action to support Canadians and businesses facing hardship as a result of the pandemic. For information on programs that may benefit your organization, please visit the [Canada's COVID-19 Economic Response Plan](#).

We appreciate your interest in the Canada Summer Jobs program.

If you have any questions, please contact me at (587) 233-8081

Sincerely,

Mbaga Quist, Pamela
Service Canada
220 4TH AVENUE SOUTHEAST
Calgary AB T2G 4X3
pamela.mbagaquist@servicecanada.gc.ca

May 24, 2020

Dear Neighbors,

To help you be informed, the Granum Hutterian Brethren have applied to the Natural Resources Conservation Board to build a 4500 head feedlot on the old Jack Yorgenson place, just north of Allan Minor's. In compliance with the regulations, the Hutterite Brethren did post an ad in a local paper; they chose to put that in the Fort Macleod Gazette.

In the event you would like to submit a statement of why this is a poor location for a feedlot (eg. No access to the feedlot for a few days during flood times, or any other way it may affect you) you can send it by email to carina.weisbach@nrcb.ca
Please refer to attached letter for further details.

Any questions contact Allan Minor or Don Chatterton

May 13, 2020

To: Landowner or Resident

**Re: Application LA20004 – Courtesy Notice
Hutterian Brethren Church of Granum
SW 31-11-27 W4M**

The Natural Resources Conservation Board (NRCB) has received an application from Hutterian Brethren Church of Granum to construct a new confined feeding operation at SW 31-11-27 W4M. The application is to construct three catch basins and eighteen pens (60.96 m x 60.96 m each) for 4,500 beef finishers.

This letter is being sent to all parties that own or reside on land within two miles of the proposed facility. Under the *Agricultural Operation Practices Act (AOPA)*, parties that are considered affected are entitled to receive notice of the application. The location of your land or residence is within the "affected party" distance from the proposed facility, as set out by the act.

Under AOPA, the NRCB is responsible for regulating confined feeding operations (CFOs) in Alberta. The NRCB will conduct a detailed technical review of the application to ensure it meets the requirements of the act and regulations. The enclosed fact sheet provides information about how applications are reviewed.

If the approval officer issues a permit, Hutterian Brethren Church of Granum will be required to comply with the permit's terms and conditions.

The application is available for viewing on the NRCB website at www.nrcb.ca under Confined Feeding Operations / Applications & Decisions / Notice of Applications. Until further notice, the application will not be available for viewing at the Lethbridge office of the NRCB as this office is closed to the public due to the COVID-19 pandemic. **The official notice of the application will be published in the May 20, 2020 issue of the Macleod Gazette as long as the Macleod Gazette continues to distribute in the community**

If you would like to submit a statement that expresses your concern or support for the application under AOPA, please send it by email to carina.weisbach@nrcb.ca. Your statement must be received in writing by email) on or before June 17, 2020. Your statement must include:

- your name
- the legal land description of your residence and/or landholdings
- your contact information (mailing address, phone number, and email address)
- an explanation of how you would be directly affected by the proposed development (see enclosed fact sheet), and
- an explanation of your support or concern (including any supporting documents)

Please be aware that your statement is a public document. A copy will be given to the applicant. If your statement includes concerns that do not fall under the authority of the NRCB, it may be forwarded to other agencies. If you have any questions or concerns please contact me at 403-381-5422 or by email at carina.weisbach@nrcb.ca.

Yours truly,

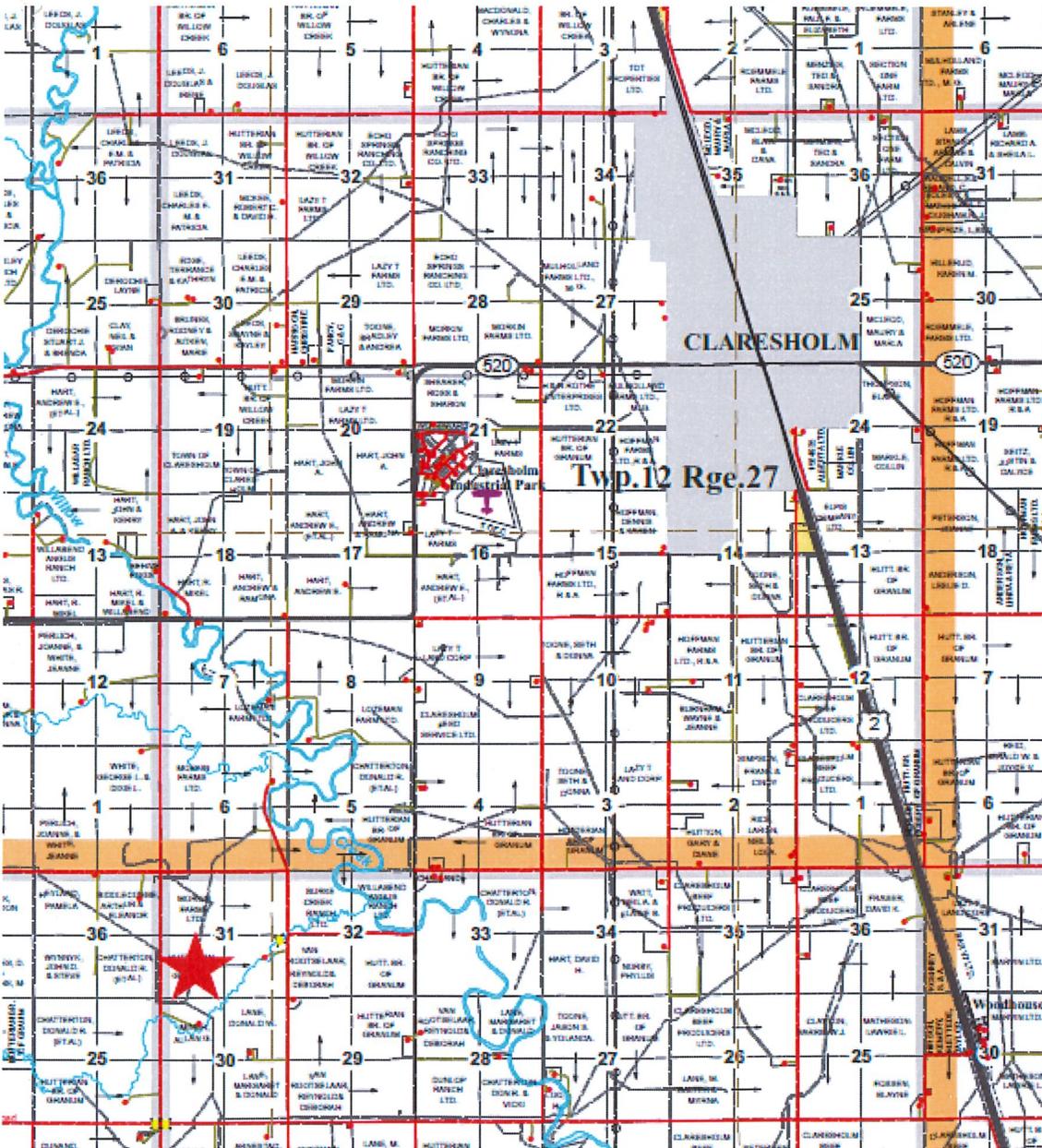


Carina Weisbach
Approval Officer

Encl.

Marian Carlson

From: Tara VanDellen
Sent: May 25, 2020 1:28 PM
To: Marian Carlson
Subject: Map - NRCB application location



Tara VanDellen
Planner/Development Officer

June 3, 2020

*Via email: doug.macpherson@claresholm.ca
cc: marian@claresholm.ca*

Mayor Doug MacPherson
Town of Claresholm
PO Box 1000
Claresholm, Alberta T0L 0T0

Mayor MacPherson,

We are writing on behalf of the concrete and cement industry in Alberta to ask for your support in stimulating local construction activity as you continue to mitigate the unprecedented health and economic impacts of COVID-19.

With over 110 concrete plants and two cement plants in Alberta, our industry has a significant local presence in virtually all Alberta communities. Our industry is founded on local jobs, using local sand, gravel, and water in addition to Alberta produced cement, to produce sustainable, long-lasting concrete building materials. We are a critical part of the local economic structure, supporting up to 34,000 direct and indirect jobs across the province.

In these difficult times, it is vital that all levels of government continue to stimulate local economic activity by proceeding with infrastructure projects that will get local construction businesses back in operation and employees back to work. More than ever, shovel-ready and shovel-worthy projects and simplified procurement and tendering processes will be of immediate advantage in stimulating your local construction activity and economic supply-chain channels.

Concrete plays an essential role in ensuring the infrastructure you build on behalf of your residents will serve your community now and for generations to follow, manufactured in an environmentally responsible manner using materials such as lower carbon cements. Concrete is resilient in the harshest of conditions; strong enough to resist impacts, strong winds, blasts and natural catastrophes like earthquakes, tornadoes and floods (concrete does not swell, warp or rot when wet). Concrete is durable in all environments, maintaining a finish resistant to damage from direct exposure to fire, rain, hail, UV rays, airborne pollutants and other persistent weathering conditions.

A road made of concrete provides the potential for cost savings when lifecycle costs are considered, and almost always provides significant savings on maintenance costs.

- Over a 50-year period, a concrete road requires only a third of the maintenance of an asphalt road.
- Concrete pavements require significantly less energy and base material (stone, sand and gravel) than asphalt pavements.
- Concrete's light colour and natural reflectance brightens roads, parking areas and sidewalks, reducing exterior lighting requirements at night by up to 24%.
- Concrete pavement keeps communities cooler by reducing the urban heat island effect.

As all levels of government move forward with economic recovery plans in response to the COVID-19 pandemic, and you begin to make decisions on stimulus funding for strategic capital investments, the concrete and cement industry in Alberta encourages you to ensure that concrete is strongly considered as the building material of choice.

Specifically, for roads and pavements, we ask that you consider concrete as an alternative to asphalt. Alberta Transportation has recently confirmed concrete as a potential alternative paving material for roundabouts and other slow-moving, heavy-traffic applications (turning lanes, intersections, etc.). We ask that municipalities do the same and consider concrete pavement as long-lasting solution to your pavement projects. There are numerous success stories of concrete pavements in communities across Alberta, Canada and the United States. Attached are only a few of those examples. Our industry is available to you as a resource for any questions you may have regarding this approach.

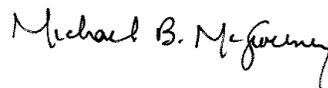
It is important that we highlight how our industry has implemented extraordinary measures to support your efforts and those of local health authorities to stop the spread of COVID-19. Our new health and safety protocols are designed to protect our employees, our construction colleagues and the communities in which they operate.

We are committed to working with you and our provincial and federal partners to stimulate local economic activity and your municipality's shovel-ready infrastructure projects. Please contact Concrete Alberta at dan.hanson@concretealberta.ca or (780) 436-5645 at your earliest convenience so that we can discuss how we can best work through this unprecedented crisis and economic recovery together.

Sincerely,



Dan Hanson
Executive Director
Concrete Alberta
4944 Roper Road NW
Edmonton, AB T6B 3T7



Michael McSweeney
President and CEO
Cement Association of Canada
86 Elgin Way SE
Calgary, AB T2Z 3Y8

Attachment: Concrete Pavement in Alberta Case Studies