



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MARCH 23, 2020
AGENDA**

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA:

ADOPTION OF AGENDA

MINUTES:

REGULAR MEETING – MARCH 9, 2020

DELEGATION:

1. **DIRECTOR OF EMERGENCY MANAGEMENT – Jason Hemmaway**
RE: Update on the Town's COVID-19 Response
2. **AVAIL LLP – Darren Adamson, CPA, CA**
RE: 2019 Financial Statements

ACTION ITEMS:

1. **REQUEST FOR DECISION: 2019 Reserve Transfers & Bad Debt**
2. **REQUEST FOR DECISION: 2019 Audited Financial Statements**
3. **BYLAW #1693 – Non-Residential Tax Incentive Bylaw**
RE: 1st Reading
4. **BYLAW #1694 – Intermunicipal Collaboration Framework Bylaw**
RE: 2nd & 3rd Readings
5. **BYLAW #1695 – Consolidation of Bylaws**
RE: 2nd & 3rd Readings
6. **BYLAW #1696 – Water & Sewer Bylaw Amendment**
RE: 2nd & 3rd Readings
7. **BYLAW #1697 – Procedural Bylaw Amendment**
RE: 2nd & 3rd Readings
8. **BYLAW #1699 – Community Peace Officer Bylaw**
RE: 1st Reading
9. **MEDIA RELEASE : Alberta Urban Municipalities Association (AUMA)**
RE: Statement from AUMA President Barry Morishita
10. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE: Letter to Hon. Kaycee Madu, Minister of Municipal Affairs
11. **CORRES: Granum & District Canada Day Society**
RE: Canada Day Festivities
12. **REQUEST FOR DECISION: ICF Committee Appointments**
13. **REQUEST FOR DECISION: Columbarium Locations**
14. **REQUEST FOR DECISION: Suspension of Utility Penalties and Shut-offs**
15. **REQUEST FOR DECISION: Claresholm Child Care Society Request**
16. **REQUEST FOR DECISION: Arena Roof Mezzanine**
17. **REQUEST FOR DECISION: North Industrial Paving**
18. **REQUEST FOR DECISION: Tennis Courts Resurfacing**
19. **FINANCIAL REPORT: Statement of Operations – January 31, 2020**
20. **INFORMATION BRIEF: Letter of Support – Community Foundation Grants**
21. **INFORMATION BRIEF: CFEP Grant Notifications**
22. **INFORMATION BRIEF: Enabling Accessibility Grant**
23. **INFORMATION BRIEF: Pitch-in Canada**
24. **INFORMATION BRIEF: CAO Report**
25. **INFORMATION BRIEF: Council Resolution Status**
26. **ADOPTION OF INFORMATION ITEMS**
27. **IN CAMERA:**
 - a. **LAND – FOIP Section 16**
 - b. **LAND – FOIP Section 16**

INFORMATION ITEMS:

1. Oldman River Regional Services Commission Annual Organizational Board Meeting Minutes – December 5, 2019
2. Alberta SouthWest Regional Alliance Board Meeting Minutes – February 2, 2020
3. Alberta SouthWest Bulletin – March 2020
4. Sustainable Destination Awards & Tourism – Alberta SouthWest Crown of the Continent wins 3rd Place Award
5. Shannon Stubbs, MP – Private Members Bill C-221, *The Environmental Restoration Incentive Act*
6. Oldman River Regional Services Commission – Subdivision application – MD of Willow Creek No. 26.
7. Claresholm & District Transportation Society Meeting Minutes – January 16, 2020
8. Claresholm Animal Rescue Society Board Meeting Minutes – January 16, 2020

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MARCH 9, 2020

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

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

ABSENT: None

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

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

CARRIED

MINUTES: REGULAR MEETING – FEBRUARY 24, 2020

Moved by Councillor Zimmer that the Regular Meeting Minutes of February 24, 2020 be accepted as presented.

CARRIED

DELEGATION: MUNICIPAL DISTRICT OF WILLOW CREEK
RE: Airport

The Municipal District of Willow Creek is concerned about the condition of the runway and taxiways at the Claresholm Industrial Airport. Speaking on behalf of the M.D. was Councillor Darry Markle. The M.D. has obtained quotes for airport maintenance and are requesting the Town of Claresholm cost share 50% with them. The belief is that this maintenance work will help to preserve the airport in a condition that will slow degradation and extend the life span of airport infrastructure.

MOTION #20-038 Moved by Councillor Schlossberger to direct administration to schedule a Joint Economic Development Initiative meeting with the M.D. of Willow Creek at the earliest possible convenience to discuss their proposal regarding the Claresholm Industrial Airport.

CARRIED

ACTION ITEMS:

1. BYLAW #1694 – Intermunicipal Collaboration Framework Bylaw
RE: 1st Reading

Moved by Councillor Schulze to give Bylaw #1694, the Willow Creek Regional Intermunicipal Collaboration Framework Bylaw, 1st Reading.

CARRIED

2. BYLAW #1695 – Consolidation of Bylaws
RE: 1st Reading

Moved by Councillor Schlossberger to give Bylaw #1695, the Consolidation of Bylaws Bylaw, 1st Reading.

CARRIED

3. BYLAW #1696 – Water & Sewer Bylaw Amendment
RE: 1st Reading

Moved by Councillor Cutler to give Bylaw #1696, the Water & Sewer Bylaw Amendment, 1st Reading.

CARRIED

4. BYLAW #1697 – Procedural Bylaw Amendment
RE: 1st Reading

Moved by Councillor Schlossberger to give Bylaw #1697, the Procedural Bylaw Amendment, 1st Reading.

CARRIED

5. CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs
RE: Budget 2020

Received for information.

**6. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: AUMA's Preliminary Budget Report 2020**

Received for information.

**7. CORRES: Alberta Municipal Affairs
RE: Municipal Accountability Program (MAP) Review**

MOTION #20-039 Moved by Councillor Carlson to accept the Municipal Accountability Program (MAP) Review as presented.

CARRIED

**8. CORRES: SouthGrow Regional Initiative
RE: Invitation – SouthGrow Economic Summit**

Received for information.

**9. CORRES: Rowan House
RE: Fundraising Gala**

Received for information.

**10. CORRES: Claresholm Community Centre Association
RE: Fundraising Dinner and Concert – April 18, 2020**

Received for information.

11. REQUEST FOR DECISION: Chinook Intermunicipal Subdivision & Development Appeal Board

MOTION #20-040 Moved by Councillor Zimmer to appoint Darcy Erickson as a member-at-large and Councillor Gaven Moore to the Chinook Intermunicipal Subdivision and Development Appeal Board.

CARRIED

12. REQUEST FOR DECISION: Letter of Support – Co-op Community Spaces Grant (Revised)

MOTION #20-041 Moved by Councillor Cutler to rescind Motion #20-031.

CARRIED

MOTION #20-042 Moved by Councillor Schlossberger to write a letter of support towards the Claresholm Community Centre Association's application to the Co-op Community Spaces Grant for the purpose of renovating and upgrading the entryway and washroom facilities at the Claresholm Community Centre.

CARRIED

13. REQUEST FOR DECISION: Community Foundation Grant Partnership

MOTION #20-043 Moved by Councillor Schulze to partner with the Claresholm Southern Alberta Summer Games Society in support of their application to the Community Foundation of Lethbridge & Southwestern Alberta for the purpose of painting lines on the track located at Willow Creek Composite High School.

CARRIED

14. REQUEST FOR DECISION: Signage Over Public Property

MOTION #20-044 Moved by Councillor Schlossberger to approve the location (over the public sidewalk, for the flag signage) at 4817 – 1st Street West, on the condition of a waiver of liability for the Town of Claresholm.

CARRIED

15. INFORMATION BRIEF: Letter of Support – Co-op Community Spaces Grant

Received for information.

16. INFORMATION BRIEF: Council Resolution Status

Received for information.

17. ADOPTION OF INFORMATION ITEMS

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

CARRIED

18. IN CAMERA:

- a. LAND – FOIP Section 16
- b. Local Public Body Confidences – FOIP Section 23
- c. Local Public Body Confidences – FOIP Section 23
- d. PERSONNEL – FOIP Section 17

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

- a. LAND – FOIP Section 16
- b. Local Public Body Confidences – FOIP Section 23
- c. Local Public Body Confidences – FOIP Section 23
- d. PERSONNEL – FOIP Section 17

CARRIED

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

Moved by Councillor Cutler to come out of In Camera at 9:26 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:26 p.m.

CARRIED

18. IN CAMERA:

d. PERSONNEL – FOIP Section 17

MOTION #20-045

Moved by Councillor Moore to appoint Margaret Lane to the Claresholm & District Museum Board.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:27 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:27 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DRAFT

DELEGATIONS



Claresholm

INFORMATION BRIEF

Meeting: March 23, 2020
Agenda Item: DELEGATION

COVID-19 UPDATE

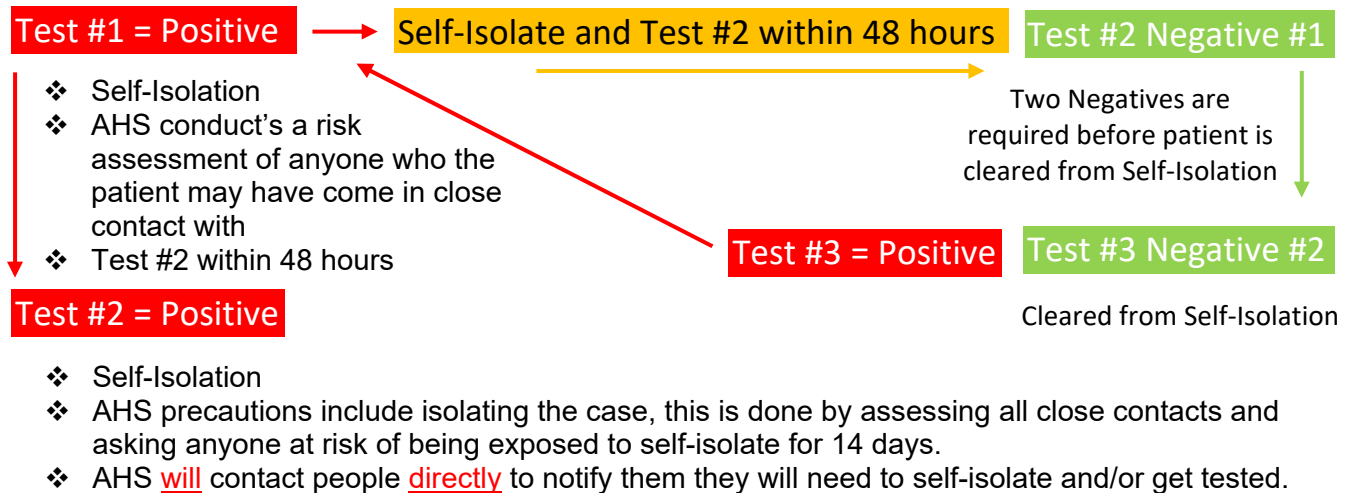
BACKGROUND:

- December 31, 2019, a pneumonia outbreak was identified in Wuhan, China.
- January 30, 2020 the Provincial Operations Centre (POC) elevated to **Operational Level 2** in support of the lead ministry of Alberta Health, for the Novel Coronavirus (COVID-19) event.
- March 11, the World Health Organization (WHO) declared a pandemic globally.
- March 14, due to the widespread nature of these cascading effects impacting the public, multiple municipalities, and the economy across Alberta; the POC made the decision to elevate to **Operational Level 3**.
- March 15, all provincial schools were closed to students to reduce the possibility of spread.
- March 17, a State of Public Health Emergency was declared in Alberta and the POC was elevated to **Operational Level 4** (the highest level).

ACTIONS TAKEN

- March 10, the POC initiated a conference call with DEM's and DDEM's across the province to give an update on the seriousness of the situation, to request municipalities develop Business Continuity Plans (B.C. plan) and develop procedures to ensure staff safety, the delivery of essential services and community safety.
 - ❖ We complied with this request the same day, circulated the AHS good hygiene recommendations, talked to the staff about the importance of open communication with their managers, explained the process of self-isolating immediately if symptoms become present and utilizing the 811 AHS number.
- March 16, an informal Emergency Command Centre (ECC) is established for the town at the Town Office. The 5 primary priorities are:
 1. The health, welfare and safety of staff and residents.
 2. Monitor and respond to the provincial recommendations and requests.
 3. The sharing of information from AHS, the POC, AEMA and our municipal partners.
 4. The development of plans and responses to the COVID-19 threat in our community.
 5. To create open and collaborative communication with:
 - a) AEMA, the POC and AHS
 - b) The CAO and the DDEM's
 - c) Town of Claresholm staff that play primary roles in emergency management.
 - d) The Fire Chief and the Deputy Fire Chief
 - e) The DEM/Emergency Services Manager for the M.D. of Willow Creek #26,
 - f) RCMP,
 - g) LRSD,
 - h) Mayor and Council,
 - i) Our municipal partners,
 - j) Local businesses and economic partners.

- March 16, the community is responding very well to the AHS recommendations and is cancelling events and large/small gatherings.
- March 16, the Fire Chief and Deputy Fire Chief developed a business continuity plan complete with a decontamination protocol.
- March 17, the DEM/Emergency Services Manager for the M.D. of Willow Creek #26 shares their COVID-19 Protection Measures and Activation Response plan – I copy the plan and adopt it.
- March 17, the POC initiated a second conference call, present for the call is the Mayor, DDEM, CPO1, Fire Chief, Deputy Fire Chief and Director of Corporate Services (acting CAO).
- March 17, Mayor and Council made the decision to close the office to the public, with staff reporting to work and doing everything by way of phone calls and/or IT solutions starting on March 19.
- March 18, investigation/conversation with AHS into the procedures for testing, the timelines associated with testing and who will contact people if a person tests positive for COVID-19.
 - ❖ The following is a basic explanation of the AHS investigative process:



CONCLUSION

We are currently not initiating a fully activated ECC or initiating a SOLE because we do not need any additional staff or resources. As a team we have met any and all challenges and done an excellent job sharing information, building additional plans, taking necessary precautionary measures and responding to any concerns or issues.

This event is evolving and changing daily, the critical message is that it can be stopped, with the practise of good hygiene. This includes:

- cleaning your hands regularly for at least 20 seconds,
- avoiding touching your face,
- coughing or sneezing into your elbow or sleeve,
- disposing of tissues appropriately, and
- staying home and away from others if you are sick.

Anyone who has health concerns or is experiencing symptoms of COVID-19 should complete an online COVID-19 self-assessment (a link is on our website) and for recommendations on protecting yourself and your community, visit alberta.ca/COVID19 (a link is on our website).

PREPARED BY: Jason Hemmaway, Utilities Operator 1/Director of Emergency Management (DEM)/Safety Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 19, 2020

ACTION ITEMS



REQUEST FOR DECISION

Meeting: March 23, 2020
Agenda Item: 1

Reserve Transfers & Bad Debt – December 31, 2019

DESCRIPTION:

Administration requires a motion of Council in order to allocate unrestricted funds to restricted funds (Reserves) included in the draft 2019 Financial Statements.

BACKGROUND:

On March 17, 2020, the Audit & Finance Committee and Administration reviewed the draft 2019 Audited Financial Statements received from Darren Adamson, CPA, CA from Avail CPA LLP. After an in depth review of the statements with committee presented by Administration, a discussion was held regarding transactions that have occurred during the year as well as what reserves exist, what they are for, and what the current balances are. A discussion was then had as to what transfers the committee wanted to recommend to council. Many of these reserve transfers were already approved in the 2019 budget or approved by Council Resolution during the year for specified projects and then there was a few year-end transfers into reserves to reserve 2019 surpluses for future use.

COSTS / SOURCE OF FUNDING:

The committee made a recommendation to Council for a year-end transfers to or from reserves as follows, which includes amounts in the 2019 budget:

- Transfers from Operational Reserves in the amount of \$173,378, which includes carry-forward projects from 2018 such as the CARES grant project for the Skyline Industrial Park, Claresholm LED highway signs, funds used to pay down debt, and a couple other items.
- Transfers into Operational Reserves in the amount of \$53,056 which includes carrying forward unutilized 2019 budgeted amounts into 2020 for the completion of the Intermunicipal Collaboration Framework (ICF) and 2019 surpluses to cover the estimated principal payments required on the new Multi-use Building Debt in 2020. There is also \$9,831 of interest earned on reserve funds that are being transferred into reserve.
- Transfers from Capital Reserves in the amount of \$333,347, which includes utilizing reserves for the replacement of the sewer line on 49th Avenue West, new water meter reader hardware, upgrades to the CPO vehicle, purchase of a new columbarium at the cemetery, and costs for demolition of the old elementary school building.
- Transfers into Capital Reserves of \$341,624 which includes transfers of utility services surpluses for future utility capital costs such as replacement of mains, annual savings for large future capital purchases such as a fire truck, CPO vehicle, etc., and transfer of Arena advertising revenue for future Arena upgrades. There was also 22,839 of interest earned on these reserve funds transferred back into the reserves. The remaining \$54,410 of 2019 surplus was recommended to be transferred just into the General Capital reserve for future unspecified capital costs.

Also included in the 2019 year-end is the write-off of balances owing on a single utility account that can't be transferred to taxes as the property is not within the boundaries of the Town of Claresholm. An allowance for bad debt was already set up in 2018 and there has still be no progress made on collections. Administration is therefore looking for a motion from Council to formally write this amount off. The amount owing that we are looking to write off is \$5,310.56. The Audit & Finance Committee also recommended this write-off on March 17, 2020.

RECOMMENDED ACTION:

Council pass a motion to approve the transfers as presented as well as the write off of one utility account.

PROPOSED REOLUTIONS:

Moved by Councillor _____ to transfer out of reserve funds for 2019 operational and capital purposes in the amount of \$506,725 for the year ended December 31, 2018 as follows:

Transfers from Operating Reserves

General – \$85,835
Debt reduction – \$50,000
Physician Recruitment - \$1,050
Economic Development - \$29,579
Museum – \$6,275
Planning & Development – \$639

Transfers from Capital Reserves

General – \$100,002
Multi-use Community Building – \$3,091
Water and sewer – \$219,945
Enforcement vehicle - \$10,309

Moved by Councillor _____ to transfer 2019 unrestricted surplus funds of \$394,680 to Reserves for the year ended December 31, 2019 as follows:

Transfers to Operating Reserves

General – \$15,559
Debt reduction – \$34,726
Trust account - \$1,040
Economic Development - \$579
Office - \$583
Fill dirt - \$232
Museum – \$123
Cemetery - \$15
Planning & Development – \$200

Transfers to Capital Reserves

General – \$57,902
Arena – \$8,360
Multi-use Community Building – \$60
Fire Truck - \$13,417
Parks and pathways - \$1,071
Water and sewer – \$210,502
Land & Development – \$5,633
Garbage & recycling equipment – \$35,403
Acreage assessment - \$825
Tamarack Subdivision - \$510
Playground rehabilitation – \$1,013
Enforcement vehicle - \$2,374
Tax recovery land - \$240
Cemetery - \$5,100
Museum - \$18

Moved by Councillor _____ to approve the write-off of uncollected amounts for Utility account number 9013.001 in the amount of \$5,310.56 for the year ended December 31, 2019.

Attachments:

Reserve Schedule

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 19, 2020

**TOWN OF CLARESHOLM
RESERVES
FOR THE YEAR ENDED DECEMBER 31, 2019**

NAME	BALANCE DEC 31/18	INCREASES (Budget / Motions during the year)	DECREASES (Budget / Motions during the year)	INCREASES (Yearend Motion)	INCREASES - Interest (Yearend Motion)	BALANCE DEC 31/19
General Reserves						
General	192,611.47		(85,835.24)	11,400.00	4,159.03	122,335.26
Debt reduction	145,383.45		(50,000.00)	31,825.00	2,901.24	130,109.69
Physician recruitment fund	15,801.21		(1,050.00)			14,751.21
Trust accounts	52,139.69				1,040.49	53,180.18
Economic development	29,000.00		(29,578.72)		578.72	(0.00)
Office	29,218.36				583.07	29,801.43
Fill dirt	11,600.54				231.50	11,832.04
Museum	6,152.27		(6,275.04)		122.77	0.00
Cemetery	733.51				14.64	748.15
Planning & Development	10,000.00		(639.00)		199.56	9,560.56
	492,640.50	0.00	(173,378.00)	43,225.00	9,831.02	372,318.52
Capital Reserves						
General	134,441.65		(100,002.41)	54,409.55	2,682.89	91,531.68
Arena	20,044.55	7,960.00			400.00	28,404.55
Multi-Use Community Building	3,030.12		(3,090.59)		60.47	0.00
Fire Truck	171,237.71	10,000.00			3,417.18	184,654.89
Parks and pathways	53,664.72				1,070.92	54,735.64
Water and sewer	238,256.32	205,746.93	(219,944.98)		4,754.59	228,812.86
Land & development	282,289.95				5,633.31	287,923.26
Garbage & Recycling equipment	86,901.31	33,669.00			1,734.18	122,304.49
Acreage assessment	41,341.16				824.99	42,166.15
Tamarack subdivision	25,532.07				509.51	26,041.58
Playground Rehabilitation	50,761.33				1,012.98	51,774.31
Enforcement vehicle	18,751.24	2,000.00	(10,309.08)		374.20	10,816.36
Tax recovery land	12,033.57				240.14	12,273.71
Cemetery	5,000.00	5,000.00			99.78	10,099.78
Museum	1,172.59				23.40	1,195.99
	1,144,458.29	264,375.93	(333,347.06)	54,409.55	22,838.54	1,152,735.25
	1,637,098.79	264,375.93	(506,725.06)	97,634.55	32,669.56	1,525,053.77



REQUEST FOR DECISION

Meeting: March 23, 2020
Agenda Item: 2

2019 AUDITED FINANCIAL STATEMENTS

DESCRIPTION:

Council must pass a motion to accept the Audited Financial Statements for the year ended December 31, 2019.

BACKGROUND:

Darren Adamson, CPA, CA from Avail CPA LLP will present the draft Financial Statements for the year ended December 31, 2019 to Council with transfers to reserves included as noted in the 2019 Reserve Transfers RFD.

RECOMMENDED ACTION:

Council pass a motion to accept the Audited Financial Statements for the year ended December 31, 2019 as presented.

PROPOSED RESOLUTION:

Moved by Councillor _____ to accept the Audited Financial Statements for the year ended December 31, 2019 as presented.

Attachments:

2019 Draft Financials

Applicable Legislation:

Municipal Government Act, RSA 2000, Chapter M-26 Section 276 to 281

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 19, 2020

TOWN OF CLARESHOLM
Consolidated Financial Statements
For the year ended December 31, 2019

Draft - March 13, 2020

TOWN OF CLARESHOLM
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For the year ended December 31, 2019

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Draft - March 13, 2020



CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To: The Mayor and Members of Council of
the Town of Claresholm

Opinion

We have audited the consolidated financial statements of the Town of Claresholm which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of operations, change in net financial debt and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Town of Claresholm as at December 31, 2019, the results of its operations, change in its net financial debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

INDEPENDENT AUDITOR'S REPORT, continued

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

- Debt Limit Regulation:
In accordance with Alberta Regulation 255/2000, we confirm that the Town is in compliance with the Debt Limit Regulation. A detailed account of the Entity's debt limit can be found in note 17.
- Supplementary Accounting Principles and Standards Regulation:
In accordance with Alberta Regulation 313/2000, we confirm that the Town is in compliance with the Supplementary Accounting Principles and Standards Regulation and note the information required can be found in note 16.

Lethbridge, Alberta

March 23, 2020

Chartered Professional Accountants

MANAGEMENT REPORT

The consolidated financial statements are the responsibility of the management of the Town of Claresholm.

These consolidated financial statements have been prepared from information provided by management. Financial statements are not precise since they include certain amounts based on estimates and judgments. Management has determined such amounts on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly, in all material respects.

The Town maintains systems of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and that the Town's assets are properly accounted for and adequately safeguarded.

The elected Council of the Town is responsible for ensuring that management fulfils its responsibilities for financial statements. Council carries out its responsibility principally through the Finance and Administration and General Services committees.

The Council meets annually with management and the external auditors to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, and to satisfy itself that each party is properly discharging its responsibilities. Council also considers the engagement or re-appointment of the external auditors. Council reviews the monthly financial reports.

The consolidated financial statements have been audited by Avail LLP Chartered Professional Accountants, the external auditors, in accordance with Canadian generally accepted auditing standards on behalf of the Council, residents and ratepayers of the Town. Avail LLP has full and free access to the Council.

Chief Administrative Officer

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31, 2019

	2019	2018
Financial assets		
Cash and temporary investments (note 2)	\$ 3,466,495	\$ 4,255,801
Taxes and grants in place of taxes receivable (note 3)	160,132	157,651
Trade and other receivables (note 4)	583,750	1,212,867
Land held for resale	122,820	122,820
	4,333,197	5,749,139
Liabilities		
Accounts payable and accrued liabilities	380,949	548,180
Employee benefit obligations (note 6)	350,544	332,472
Deposits	10,505	17,590
Deferred revenue (note 7)	681,161	1,817,229
Long-term debt (note 8)	3,817,778	4,254,702
	5,240,937	6,970,173
Net financial debt	(907,740)	(1,221,034)
Non-financial assets		
Prepaid expenses	39,335	24,891
Inventory for consumption	130,535	133,395
Tangible capital assets (schedule 2)	29,594,400	32,725,626
	29,764,270	32,883,912
Accumulated surplus (note 9 and schedule 1)	\$ 28,856,530	\$ 31,662,878

Commitments and contingencies (note 22)

Approved on behalf of Council:

Councillor _____

Councillor _____

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF OPERATIONS
For the year ended December 31, 2019

	Budget (Unaudited)	2019	2018
Revenue			
Net municipal taxes (note 12)	\$ 3,226,286	\$ 3,205,440	\$ 3,150,673
User fees and sales of goods	2,595,840	2,467,818	2,254,249
Government transfers for operating (note 13)	612,189	540,123	801,104
Franchise and concession contracts	206,609	210,387	207,637
Other	37,650	70,178	145,996
Penalties and costs of taxes	126,000	81,514	120,393
Rental	113,250	147,406	119,867
Licenses and permits	99,300	83,719	105,290
Investment income	70,000	85,765	86,794
Gain on disposal of capital assets	40,000	19,960	46,743
	7,127,124	6,912,310	7,038,746
Expenses (note 14)			
Legislative	113,500	113,159	113,342
Administration (note 15)	1,321,232	4,130,465	1,321,079
Fire	275,145	256,619	250,322
Bylaw enforcement	112,475	130,392	116,905
Common and equipment pool	582,687	540,248	628,296
Roads, streets, walks and lighting	808,845	858,715	838,854
Airport	16,077	15,987	12,163
Storm sewers and drainage	280,265	274,796	246,112
Water supply and distribution	1,316,199	1,271,425	1,287,594
Wastewater treatment and disposal	534,436	541,140	453,720
Solid waste management	391,734	415,873	427,600
Recycling program	173,437	178,735	176,132
Family and community support services	314,109	261,156	245,475
Day care	38,202	38,202	38,202
Cemeteries and crematoriums	20,661	23,847	18,520
Other public health and welfare	3,000	1,050	9,969
Planning and development	535,052	473,809	481,181
Parks and recreation	1,033,039	1,032,847	1,084,397
Culture - libraries, museums and halls	379,930	378,345	368,602
	8,250,025	10,936,810	8,118,465
Deficiency of revenue over expenses before other	(1,122,901)	(4,024,500)	(1,079,719)
Other			
Government transfers for capital (note 13)	3,380,331	1,218,152	3,692,960
Excess (deficiency) of revenue over expenses	2,257,430	(2,806,348)	2,613,241
Accumulated surplus, beginning of year	31,662,878	31,662,878	29,049,637
Accumulated surplus, end of year	\$ 33,920,308	\$ 28,856,530	\$ 31,662,878

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL DEBT
For the year ended December 31, 2019

	Budget (Unaudited)	2019	2018
Excess (deficiency) of revenue over expenses	\$ 2,257,430	\$ (2,806,348)	\$ 2,613,241
Acquisition of tangible capital assets	(6,800,331)	(1,587,880)	(5,289,241)
Amortization of tangible capital assets	1,861,047	1,790,253	1,726,563
Loss (gain) on disposal of tangible capital assets	-	2,870,008	(46,743)
Proceeds on disposal of tangible capital assets	-	58,845	258,147
	(4,939,284)	3,131,226	(3,351,274)
Net change in inventory for consumption	-	2,860	87,041
Net change in prepaid expense	-	(14,444)	394
	-	(11,584)	87,435
Decrease in net financial debt	(2,681,854)	313,294	(650,598)
Net financial debt, beginning of year	(1,221,034)	(1,221,034)	(570,436)
Net financial debt, end of year	\$ (3,902,888)	\$ (907,740)	\$ (1,221,034)

Draft - March 13, 2020

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF CASH FLOW
For the year ended December 31, 2019

	2019	2018
Operating transactions		
Excess (deficiency) of revenue over expenses	\$ (2,806,348)	\$ 2,613,241
Adjustments for items which do not affect cash		
Loss (gain) on disposal of tangible capital assets	2,870,008	(46,743)
Amortization of tangible capital assets	1,790,253	1,726,563
	1,853,913	4,293,061
Net change in non-cash working capital items		
Taxes and grants in place of taxes receivable	(2,481)	72,429
Trade and other receivables	629,117	(586,735)
Inventory for consumption	2,860	87,041
Prepaid expenses	(14,444)	394
Accounts payable and accrued liabilities	(167,231)	(398,115)
Employee benefit obligations	18,072	53,755
Deposits	(7,085)	5,400
Deferred revenue	(1,136,068)	(2,087,154)
Cash provided by operating transactions	1,176,653	1,440,076
Capital transactions		
Proceeds on disposal of tangible capital assets	58,845	258,147
Acquisition of tangible capital assets	(1,587,880)	(5,289,241)
Cash applied to capital transactions	(1,529,035)	(5,031,094)
Financing transactions		
Proceeds of long-term debt	-	400,000
Repayment of long-term debt	(436,924)	(389,365)
Cash applied to financing transactions	(436,924)	10,635
Decrease in cash and temporary investments	(789,306)	(3,580,383)
Cash and temporary investments, beginning of year	4,255,801	7,836,184
Cash and temporary investments, end of year	\$ 3,466,495	\$ 4,255,801

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

1. Significant accounting policies

The consolidated financial statements of the Town of Claresholm are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Town are as follows:

(a) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenue and expenses, changes in fund balances and change in financial position of the reporting entity which comprises all of the organizations that are owned or controlled by the Town and are, therefore, accountable to the Council for the administration of their financial affairs and resources.

Taxes levied also includes requisitions for educational, health care, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

(b) Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expense during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

(d) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

1. Significant accounting policies, continued

(e) Debt charges recoverable
Debt charges recoverable consist of amounts that are recoverable from municipal agencies or other local governments with respect to outstanding debentures or other long-term debt pursuant to annexation orders or joint capital undertakings. These recoveries are recorded at a value that equals the offsetting portion of the unmatured long-term debt, less actuarial requirements for the retirement of any sinking fund debentures.

(f) Requisition over-levy and under-levy
Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(g) Inventories for resale
Land held for resale is recorded at the lower of cost and net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping, and leveling charges. Related development costs incurred to provide infrastructure such as water and waste water services, roads, sidewalks, and street lighting are recorded as physical assets under their respective function.

(h) Tax revenue
Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

(i) Contaminated sites liability
Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

(j) Government transfers
Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

1. Significant accounting policies, continued

(k) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Debt for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized over the estimated useful life as follows:

	Years
Land improvements	10-25 straight line
Buildings	25-50 straight line
Engineered structures	5-75 declining balance
Machinery and equipment	5-40 declining balance
Vehicles	10-25 declining balance

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(iv) Inventories

Inventories held for consumption are recorded at the lower of cost or net realizable value with cost determined by the average cost method.

(v) Cultural and historical tangible capital assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

2. Cash and temporary investments

	2019	2018
Cash	\$ 1,693,764	\$ 439,875
Temporary investments	1,772,731	3,815,926
	\$ 3,466,495	\$ 4,255,801

Included in cash and short-term investments is \$10,505 (2018- \$17,590) of deposit liability funds which are not available for current purposes.

Temporary investments consist of one month term deposits with varying interest rates of 2.5% to 2.6% if held to maturity.

3. Taxes and grants in place of taxes receivables

	2019	2018
Current year	\$ 121,022	\$ 104,570
Arrears	39,110	53,081
	\$ 160,132	\$ 157,651

4. Trade and other receivables

	2019	2018
Trade accounts	\$ 376,156	\$ 320,923
Local improvement levies	62,507	75,442
Due from Provincial government	46,988	518,354
GST receivable	37,958	271,634
Due from local governments	33,243	26,514
Under-levied Alberta School Foundation Fund tax requisition	26,898	-
	\$ 583,750	\$ 1,212,867

5. Temporary Loans

A temporary loan has been authorized by Alberta Treasury Branches to a maximum of \$450,000 which bears interest at prime less 0.50%.

Security pledged on this loan includes a general security agreement. As at December 31, 2019 there was no balance outstanding on the loan.

Subsequent to year end, the Town closed the temporary loan with Alberta Treasury Branches and obtained new financing through the Bank of Montreal with similar terms.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

6. Employee benefit obligations

	2019	2018
Vacation	\$ 203,727	\$ 203,137
Sick time	146,817	129,335
	\$ 350,544	\$ 332,472

Vacation and sick time

The employee benefit obligations liability is comprised of the vacation and sick time that employees are deferring to future years. Employees have either earned the benefits (and they are vested) or are entitled to these benefits within the next budgetary year.

7. Deferred revenue

The deferred revenue balance represents funds received for specific purposes that have not been spent by year end. Deferred revenue consists of the following:

	2019	2018
Sundry trust	\$ 205,868	\$ 180,550
Alberta Community Resilience Program	122,425	576,745
Cemetery	109,666	106,620
Offsite levies	65,990	65,808
MSI/FGTF capital grants	59,411	721,686
Family and Community Support Services	56,028	11,739
Subdivision fund	38,163	38,058
Taxi token prepayments	5,486	5,016
Fire services study	5,040	65,069
Winter festival	4,266	4,350
Parking fund	3,896	3,816
Parks Society	2,819	2,819
Walking path fund	2,103	2,075
Alberta Economic Development and Trade	-	32,878
	\$ 681,161	\$ 1,817,229

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

8. Long-term debt

	2019	2018
Utility supported debentures	\$ 3,505,591	\$ 3,740,015
Tax supported debentures	212,187	314,687
Southcal Development Inc.	100,000	200,000
	\$ 3,817,778	\$ 4,254,702
Current portion	\$ 451,319	\$ 436,924

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2020	\$ 451,319	\$ 179,633	\$ 630,952
2021	366,405	164,547	530,952
2022	272,418	149,364	421,782
2023	286,448	135,335	421,783
2024	214,919	120,562	335,481
Thereafter	2,226,269	559,995	2,786,264
	\$ 3,817,778	\$ 1,309,436	\$ 5,127,214

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at rates ranging from 2.306% to 5.875% per annum, before Provincial subsidy, and matures in periods 2021 through 2033. The average annual interest rate is 4.11% (4.11% for 2018). For qualifying debentures, the Province of Alberta rebates 60% of interest in excess of 8%, 9%, and 11% to a maximum annual rate of 12.5%, depending on the date borrowed. Debenture debt is issued on the credit and security of the Town of Claresholm at large.

The promissory note payable to Southcal Development Inc. in the amount of \$100,000 is payable at \$100,000 per year at 0% interest and is due in 2020.

Interest on long-term debt amounted to \$192,451 (2018 - \$193,571). The Town's total cash payments for interest in 2019 were \$194,028 (2018 - \$194,974).

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

9. Accumulated surplus

Accumulated surplus consists of internally restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2019	2018
Unrestricted surplus	\$ 1,554,855	\$ 1,554,855
Internally restricted surplus (reserves) (note 11)	1,525,053	1,637,099
Equity in tangible capital assets (note 10)	25,776,622	28,470,924
	\$ 28,856,530	\$ 31,662,878

10. Equity in tangible capital assets

	2019	2018
Tangible capital assets (schedule 2)	\$ 94,030,581	\$ 96,074,302
Accumulated amortization (schedule 2)	(64,436,181)	(63,348,676)
Long-term debt (note 8)	(3,817,778)	(4,254,702)
	\$ 25,776,622	\$ 28,470,924

11. Reserves

Reserves for operating and capital activities are as follows:

	2019	2018
Operating		
Debt reduction	\$ 130,110	\$ 145,383
General	122,335	192,611
Trust accounts	53,180	52,140
Office	29,801	29,218
Physician recruitment fund	14,751	15,801
Fill dirt	11,832	11,601
Planning and development	9,561	10,000
Cemetery	748	734
Economic development	-	29,000
Museum	-	6,152
	372,318	492,640

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

11. Reserves, continued

	2019	2018
Capital		
Land and development	287,923	282,290
Water and sewer	228,813	238,256
Fire truck	184,655	171,238
Garbage and recycling equipment	122,304	86,901
General	91,532	134,442
Parks and pathways	54,736	53,664
Playground rehabilitation	51,774	50,761
Acreage assessment	42,166	41,341
Arena	28,405	20,045
Tamarack subdivision	26,041	25,532
Enforcement vehicle	10,816	18,752
Tax recovery land	12,274	12,034
Cemetery	10,100	5,000
Museum	1,196	1,173
Multi-use Community Building	-	3,030
	1,152,735	1,144,459
	\$ 1,525,053	\$ 1,637,099

12. Net municipal property taxes

	Budget (Unaudited)	2019	2018
Taxation			
Real property taxes	\$ 4,300,159	\$ 4,323,877	\$ 4,218,057
Linear property taxes	108,128	108,127	104,832
Government grants in place of property taxes	39,616	34,312	40,228
Special assessments and local improvements	12,934	-	-
	4,460,837	4,466,316	4,363,117
Requisitions			
Alberta School Foundation Fund	1,121,579	1,148,477	1,102,791
Porcupine Hills Lodge	112,972	112,399	109,653
	1,234,551	1,260,876	1,212,444
	\$ 3,226,286	\$ 3,205,440	\$ 3,150,673

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

13. Government transfers

	Budget (Unaudited)	2019	2018
Transfers for operating:			
Provincial government	\$ 390,713	\$ 358,053	\$ 506,267
Other local governments	221,476	182,070	294,837
	612,189	540,123	801,104
Transfers for capital:			
Provincial government	3,163,831	1,151,252	3,358,144
Federal government	216,500	66,900	334,816
	3,380,331	1,218,152	3,692,960
	\$ 3,992,520	\$ 1,758,275	\$ 4,494,064

14. Expenses by object

	Budget (Unaudited)	2019	2018
Salaries, wages and benefits	\$ 3,065,388	\$ 3,034,854	\$ 2,869,216
Contracted and general services	1,335,577	1,312,559	1,446,055
Materials, goods, supplies and utilities	1,360,626	1,311,033	1,487,179
Bank charges and short-term interest	-	477	3
Interest on long-term debt	194,030	192,451	193,571
Other expenditures	31,440	43,911	56,165
Transfers to organizations and others	401,917	361,049	339,713
Provision for allowances	-	255	-
Loss on disposal of tangible capital assets	-	2,889,968	-
Amortization of tangible capital assets	1,861,047	1,790,253	1,726,563
	\$ 8,250,025	\$ 10,936,810	\$ 8,118,465

15. Administration expense

Included in the \$4,130,465 of administration expenses is a loss on the disposal of the old elementary school of \$2,876,665, which includes costs of demolition. The building was originally received by the Town in 2016 for \$1, and was recorded as a donated asset at the estimated fair value of \$2,611,830. Due to code changes and updated costing estimates the renovation project was cancelled and the building costs were written off.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

16. Salary and benefits disclosure

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	(1)	(2)	2019	2018
	Salary	Benefits & allowances		
Council				
Mayor MacPherson	\$ 15,983	\$ 395	\$ 16,378	\$ 17,317
Councillor Carlson	12,370	591	12,961	13,205
Councillor Cutler, M	12,377	100	12,477	2,388
Councillor Moore	11,703	100	11,803	13,282
Councillor Schlossberger	14,819	3,042	17,861	15,538
Councillor Schulze	12,069	689	12,758	13,204
Councillor Zimmer	10,842	591	11,433	12,766
Councillor Courage	-	-	-	8,372
Chief Administrative Officer	132,250	7,927	140,177	137,929
Designated Officers (2019: 5 positions, 2018: 5 positions)	\$ 399,855	\$ 99,805	\$ 499,660	\$ 468,931

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Benefits and allowances include the employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long- and short-term disability plans, professional memberships, and tuition.

Benefits and allowances also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances, and club memberships.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

17. Debt limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town be disclosed as follows:

	2019	2018
Total debt limit	\$ 10,368,467	\$ 10,558,119
Total debt	3,817,778	4,254,702
	\$ 6,550,689	\$ 6,303,417
Debt servicing limit	\$ 1,728,078	\$ 1,759,687
Debt servicing	630,952	630,952
	\$ 1,097,126	\$ 1,128,735

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

18. Local authorities pension plan

Employees of the Town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pensions Plans Act. The plan serves about 265,000 people and 421 employers. The LAPP is financed by the employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Town is required to make current service contributions to the LAPP of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.84% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable salary and 12.84% on pensionable salary above this amount.

Total current service contributions by the Town to the LAPP in 2019 were \$166,397 (2018 - \$191,139). Total current service contributions by the employees of the Town to the LAPP in 2019 were \$149,936 (2018 - \$174,013).

At December 31, 2018, the LAPP disclosed an actuarial surplus of \$3.469 million.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

19. Financial instruments

The Town's financial instruments consist of cash and temporary investments, accounts receivable, accounts payable, and accrued liabilities, employee benefit obligations, deposit and long-term debt. It is management's opinion that the Town is not exposed to significant interest or currency risk arising from these financial instruments.

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

20. Approval of financial statements

These financial statements were approved by Council and Management.

21. Budget amounts

The 2019 budget for the Town was approved by Council on May 13, 2019 and has been reported in the consolidated financial statements for information purposes only. These budget amounts have not been audited, reviewed, or otherwise verified.

The approved budget contained reserve transfers, capital additions and principal payments on debt as expenditures. Since these items are not included in the amounts reported in the consolidated financial statements, they have been excluded from the budget amounts presented in these financial statements.

Budgeted surplus per financial statements	\$ 2,257,430
Less: Capital expenses	(6,800,331)
Long-term debt repayments	(436,924)
Transfers to reserves	(394,600)
Add: Amortization	1,861,047
Transfers from reserves	713,378
Proceeds from long-term debt	2,800,000
<hr/>	
Equals: Balanced budget	\$ -
<hr/>	

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

22. Commitments and contingencies

The Town is a member of the Alberta Municipal Insurance Exchange (MUNIX) which provides liability insurance. Under the terms of membership, the Town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

The Town has made a commitment to the Municipal District of Willow Creek to pay for one half of the costs for monitoring and maintenance of the Municipal District of Willow Creek's landfill for the next 2 years.

The Town has a future commitment to complete the Multi-use Community Building project starting in 2020. This project is expected to be funded by \$2,800,000 of debt and \$1,000,000 of grants.

The Town has entered into agreements with the MD of Willow Creek #26 for the conveyance and supply of potable water as well as the conveyance and treatment of sanitary sewer for various properties on the outskirts of Claresholm, Claresholm Airport and the Hamlet of Granum. The agreement also includes providing the MD with certified operators for testing and maintenance services for these utilities.

23. Contaminated sites liability

The Town has adopted PS3260 liability for contaminated sites. The Town did not identify any financial liabilities in 2019 (2018 - nil) as a result of this standard.

24. Comparative figures

Certain comparative figures have been reclassified to conform to the financial statement presentation adopted in the current year.

TOWN OF CLARESHOLM
SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

Schedule of changes in accumulated surplus	Schedule 1				
	Unrestricted	Restricted	Equity in tangible capital assets	2019	2018
Balance, beginning of year	\$ 1,554,855	\$ 1,637,099	\$ 28,470,924	\$ 31,662,878	\$ 29,049,637
(Deficiency) excess of revenue over expenses	(2,806,348)	-	-	(2,806,348)	2,613,241
Unrestricted funds designated for future use	(394,679)	394,679	-	-	-
Restricted funds used for operations	213,658	(213,658)	-	-	-
Restricted funds used for tangible capital assets	-	(293,067)	293,067	-	-
Current year funds used for tangible capital assets	(1,226,152)	-	1,226,152	-	-
Disposal of tangible capital assets	2,860,192	-	(2,860,192)	-	-
Amortization of tangible capital assets	1,790,253	-	(1,790,253)	-	-
Long-term debt repaid	(436,924)	-	436,924	-	-
Change in accumulated surplus	-	(112,046)	(2,694,302)	(2,806,348)	2,613,241
Balance, end of year	\$ 1,554,855	\$ 1,525,053	\$ 25,776,622	\$ 28,856,530	\$ 31,662,878

Draft - March 13, 2020

TOWN OF CLARESHOLM
SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

Schedule of tangible capital assets

Schedule 2

	Land	Land improvements	Buildings	Engineered structures	Machinery and equipment	Vehicles	Construction in progress	2019	2018
Cost:									
Balance, beginning of year	\$ 1,204,040	\$ 1,872,320	\$ 15,571,940	\$ 73,346,580	\$ 1,864,963	\$ 1,615,928	\$ 598,530	\$ 96,074,302	\$ 93,126,308
Acquisitions	-	66,900	89,700	1,165,091	115,487	137,309	13,393	1,587,880	5,289,241
Transfers	-	6,633	-	147,534	26,090	-	(180,257)	-	-
Disposals	-	-	(2,680,490)	(466,993)	(110,856)	(46,496)	(326,766)	(3,631,601)	(2,341,247)
Balance, end of year	1,204,040	1,945,853	12,981,150	74,192,212	1,895,684	1,706,741	104,900	94,030,581	96,074,302
Accumulated amortization:									
Balance, beginning of year	-	745,910	6,333,977	54,051,073	1,210,633	1,007,083	-	63,348,676	63,751,956
Annual amortization	-	108,669	261,413	1,072,170	163,447	184,554	-	1,790,253	1,726,563
Disposals	-	-	(130,591)	(464,381)	(67,050)	(40,726)	-	(702,748)	(2,129,843)
Balance, end of year	-	854,579	6,464,799	54,658,862	1,307,030	1,150,911	-	64,436,181	63,348,676
Net book value	\$ 1,204,040	\$ 1,091,274	\$ 6,516,351	\$ 19,533,350	\$ 588,654	\$ 555,830	\$ 104,900	\$ 29,594,400	\$ 32,725,626
2018 net book value	\$ 1,204,040	\$ 1,126,410	\$ 9,237,963	\$ 19,295,508	\$ 654,331	\$ 608,845	\$ 598,530	\$ 32,725,626	

TOWN OF CLARESHOLM
SCHEDULE TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

Schedule of segmented disclosure

Schedule 3

	General government	Protective services	Transportation services	Environmental services	Public health services	Planning and development	Recreation and culture	Total
Revenue								
Net municipal taxes	\$ 3,205,440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,205,440
User fees and sales of goods	9,992	9,679	9,968	2,243,475	18,953	4,290	171,461	2,467,818
Government transfers for operating	124,016	67,323	-	-	246,535	35,906	66,343	540,123
Investment income	85,765	-	-	-	-	-	-	85,765
Penalties and costs of taxes	55,417	26,097	-	-	-	-	-	81,514
Licenses and permits	25,760	6,183	-	-	-	51,776	-	83,719
Gain on disposal of capital assets	-	-	18,233	-	-	-	1,727	19,960
Franchise and concession contracts	210,387	-	-	-	-	-	-	210,387
Rental	25,266	-	2,000	-	-	27,333	92,807	147,406
Other	38,288	21,900	-	-	1,800	-	8,190	70,178
	3,780,331	131,182	30,201	2,243,475	267,288	119,305	340,528	6,912,310
Expenses								
Salaries, wages and benefits	725,108	200,238	425,285	717,779	179,043	186,007	601,394	3,034,854
Contracted and general services	411,486	100,825	146,656	224,776	45,140	257,956	125,720	1,312,559
Materials, goods, supplies and utilities	81,719	58,685	517,372	457,453	9,980	2,463	183,361	1,311,033
Bank charges and short-term interest	477	-	-	-	-	-	-	477
Interest on long-term debt	-	-	-	185,879	-	-	6,572	192,451
Other expenditures	42,197	483	-	-	1,231	-	-	43,911
Transfers to organizations and others	87,147	-	-	-	88,627	-	185,275	361,049
Provision for allowances	-	-	-	255	-	-	-	255
Amortization of tangible capital assets	18,826	26,780	600,433	807,726	235	27,383	308,870	1,790,253
Loss on disposal of tangible capital assets	2,876,664	-	-	13,304	-	-	-	2,889,968
	4,243,624	387,011	1,689,746	2,407,172	324,256	473,809	1,411,192	10,936,810
(Deficiency) excess of revenue over expenses before other	(463,293)	(255,829)	(1,659,545)	(163,697)	(56,968)	(354,504)	(1,070,664)	(4,024,500)
Other								
Government transfers for capital	-	-	474,751	697,631	-	-	45,770	1,218,152
(Deficiency) excess of revenue over expenses	\$ (463,293)	\$ (255,829)	\$ (1,184,794)	\$ 533,934	\$ (56,968)	\$ (354,504)	\$ (1,024,894)	\$ (2,806,348)



REQUEST FOR DECISION

Meeting: March 23, 2020

Agenda Item: 3

BYLAW No.1693 – Non-Residential Tax Incentive Bylaw

DESCRIPTION/BACKGROUND:

The Alberta Government presented Bill 7: Municipal Government (Property Tax Incentives) Amendment Act, 2019 on June 4, 2019 for first reading. The bill received Royal Assent on June 28th, 2019. This bill in short allows a municipality to, by Bylaw, provide for a full or partial exemption or deferral of property tax for non-residential properties. The bylaw must set criteria to be met by the non-residential property to qualify, establish a process for the submission and consideration of applications, as well as other criteria.

DISCUSSION/OPTIONS:

Administration has prepared Bylaw #1693 – Non-Residential Tax Incentive Bylaw to utilize the updated legislation brought in by Bill 7. This Bylaw allows non-residential properties to qualify for tax exemptions for development or redevelopment of properties that have increased assessment value by a minimum of 25%. Council can then take other factors into consideration when considering whether or not to grant such exemptions, such as the employment or economic benefits the development brings into the community.

The exemption is a 3 year benefit with a 75% exemption in year one (1), 50% in year two (2), and 25% in year three (3), on the taxes that result from the increased assessment value due to the development or redevelopment.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw # 1693 – Non-Residential Tax Incentive Bylaw, first (1st) Reading.

ATTACHMENTS:

- 1.) Draft Bylaw #1693 – Non-Residential Tax Incentive Bylaw

APPLICABLE LEGISLATION:

- 1.) Bill 7: Municipal Government (Property Tax Incentives) Amendment Act, 2019

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 20,2020

**TOWN OF CLARESHOLM
BYLAW #1693**

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

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

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

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

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

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

1. Application

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

2. Definitions

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

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

3. Criteria

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Procedures

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

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

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

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

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

Mayor Doug MacPherson

Marian Carlson, Chief Administrative Officer

SCHEDULE "A"

TAX INCENTIVE FOR NON-RESIDENTIAL PROPERTIES - APPLICATION FORM

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

BY-LAW #1694

WHEREAS Section 708.28(1) of the *Municipal Government Act*, being Chapter M-26 of the Statutes of Alberta, as amended, mandates that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each Municipality, which services are best provided on an intermunicipal basis, which services are best provided by a third party, and how services and any changes to them will be transitioned, implemented, delivered and funded;

AND WHEREAS Municipal District of Willow Creek No. 26 shares a common border with each of Town of Claresholm, Town of Fort Macleod, Town of Nanton, and Town of Stavely ;

AND WHEREAS Municipal District of Willow Creek No. 26, Town of Claresholm, Town of Fort Macleod, Town of Nanton, and Town of Stavely (the “**Municipalities**”) share common interest and are desirous of working together to provide services to their residents;

AND WHEREAS The Municipalities consulted with residents of all of the Municipalities;

AND WHEREAS The Municipalities have mutually developed the Intermunicipal Collaboration Framework, attached to and forming part of this By-law, including any or all schedules forming a part thereof (the “**Willow Creek Regional Intermunicipal Collaboration Framework**”);

NOW THEREFORE pursuant to the authority conferred upon it by the laws of the Province of Alberta, the Town of Claresholm Council duly assembled enacts as follows:

TITLE

1. This Bylaw shall be known as the “Willow Creek Regional Intermunicipal Collaboration Framework Bylaw”.

PURPOSE

2. The purpose of this bylaw is to adopt the Willow Creek Regional Intermunicipal Collaboration Framework, pursuant to the *Municipal Government Act*, being Chapter M-26 of the Statutes of Alberta 2000, and amendments thereto.

DEFINITIONS

3. Unless specifically defined within this Bylaw, or unless the context otherwise requires, all capitalized terms used within this Bylaw shall have the meaning provided for within the Willow Creek Regional Intermunicipal Collaboration Framework, including any or all schedules forming a part thereof.

ADOPTION

- 4. The Council of the Town of Claresholm, in the Province of Alberta, hereby adopts the Willow Creek Regional Intermunicipal Collaboration Framework.

ADMINISTERING THIS BYLAW

- 5. The Chief Administrative Officer is authorized to administer this Bylaw, as well as supervise, control and direct the participation of the Town of Claresholm within the Intermunicipal Collaboration Framework, subject always to reporting to and receiving instructions from the Council of the Town of Claresholm.

SEVERABILITY

- 6. Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

COMING INTO FORCE

- 7. This Bylaw shall come into full force and effect on the day that it is finally passed by Council by giving it third and final reading and it is signed in accordance with the *Municipal Government Act*.

READ A FIRST TIME IN COUNCIL this 9th day of March, 2020.

READ A SECOND TIME IN COUNCIL this ____ day of _____, 2020.

READ A THIRD TIME IN COUNCIL AND PASSED this ____ day of _____, 2020.

Mayor Doug MacPherson

CAO Marian Carlson

Date Bylaw Signed

INTERMUNICIPAL COLLABORATION FRAMEWORK

BETWEEN:

MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

- and -

TOWN OF CLARESHOLM

- and -

TOWN OF FORT MACLEOD

- and -

TOWN OF NANTON

- and -

TOWN OF STAVELY

WHEREAS Part 17.2 of the *Municipal Government Act* requires municipalities with common boundaries to create an Intermunicipal Collaboration Framework with each other;

AND WHEREAS Municipal District of Willow Creek No. 26 and each of Town of Claresholm, Town of Fort Macleod, Town of Nanton, and Town of Stavely (collectively, the “**Municipalities**”) share a common boundary;

AND WHEREAS the Municipalities share common interests, have a long history of working collaboratively on projects, and are desirous of working together to provide services to their ratepayers;

AND WHEREAS the Municipalities wish to advance, promote, and encourage opportunities and programs for collaboration amongst the Municipalities for their joint benefit, as well as the ultimate benefit of the residents of the respective Municipalities and the surrounding communities;

AND WHEREAS the Municipalities wish to, where possible, provide for integrated and strategic planning, delivery and funding of intermunicipal services;

AND WHEREAS the Municipalities wish to steward scarce resources efficiently in providing local services;

AND WHEREAS the Municipalities recognize that different municipalities have different resources and funding to contribute to services that benefit their residents, but wish to ensure municipalities contribute to services that benefit their residents;

AND WHEREAS the Municipalities recognize that due to a variety of factors including, without restriction, location, accessibility, capacity, usefulness, and affordability of Services, each Municipality may not participate within each or every one of the current Intermunicipal Services which have already been

implemented, proposed Intermunicipal Services which are yet to be implemented, or Intermunicipal Services which are proposed and/or recommended in the future under this Intermunicipal Collaboration Framework;

AND WHEREAS the Municipal Government Act stipulates that municipalities that have a common boundary must create a framework with each other that identifies the services provided by one or more of the Municipalities that benefit residents in more than one of the Municipalities that are parties to this Intermunicipal Collaboration Framework ;

AND WHEREAS the Municipalities are committed to participating, co-operating and coordinating with each other on an on-going basis, as further contemplated within this framework, for the joint benefit of the Municipalities;

AND WHEREAS each of the Municipalities has consulted with their respective residents with respect to collaborations with and amongst the Municipalities;

AND WHEREAS the Municipalities have mutually developed this Intermunicipal Collaboration Framework to be effective and applicable to the framework required for each common boundary amongst the Municipalities;

NOW THEREFORE, by mutual covenant of the Municipalities hereto it is agreed as follows:

1. DEFINITIONS & SCHEDULES

1.1 In this Intermunicipal Collaboration Framework, the following capitalized terms shall be defined as follows:

- (a) **“Area Structure Plans”** means the area structure plans implemented by each of the Municipalities pursuant to the provisions of the *Municipal Government Act*, and **“Area Structure Plan”** means any one of them;
- (b) **“Capital Project”** means capital infrastructure whose purpose, either in whole or in part, is to provide, or contribute to the delivery of, any one or more of the Services or an portion thereof;
- (c) **“Collaboration Principles”** means the principles under which the Municipalities agree to collaborate pursuant to this Intermunicipal Collaboration Framework, consisting of:
 - (i) **Appropriateness** – the collaboration amongst the Municipalities must be suitable for and beneficial to the Municipalities participating in the aspect of the collaboration;
 - (ii) **Adaptability** – the collaboration amongst the Municipalities must be multi-dimensional and flexible to change, participation and future growth;
 - (iii) **Accessibility** – the benefits of the collaboration amongst the Municipalities must be accessible by all of the Municipalities, at their option;
 - (iv) **Affordability** – the participation of aspects of the collaboration amongst the Municipalities must be efficient in planning; and economical to implement and/or operate, while maximizing the synergies for the Municipalities;
 - (v) **Accountability** – the benefits and burdens of the collaboration amongst the Municipalities must be shared by the Municipalities proportionately to their benefit and may be provided by services in kind or monetary value;

- (vi) **Respectful** – the processes amongst the Municipalities will be respectful and the contributions amongst the Municipalities towards services will respect that the ability to contribute differs amongst the Municipalities;
- (vii) **Reasonableness** – the Municipalities will act reasonably in discussions, negotiations, granting of consents, and completion of any agreement, as contemplated within this Intermunicipal Collaboration Framework including, without restriction, renewals, extensions or replacements of Implementation Agreements.
- (d) **“Councils”** means the elected councils of the Municipalities pursuant to the provisions of the *Municipal Government Act*, and **“Council”** means any one of them;
- (e) **“Dispute Resolution Procedure”** means dispute resolution procedure attached as **Schedule “G”** to this Intermunicipal Collaboration Framework
- (f) **“ICF Committee”** means the committee established pursuant to Article 4;
- (g) **“ICF Subcommittee”** means a subcommittee established by the ICF Committee pursuant to Article 4, and **“ICF Subcommittees”** means two or more of them;
- (h) **“Implementation Agreement”** means a binding agreement between Two (2) or more of the Municipalities necessary for the implementation, management, governance, operation, delivery and funding of an Intermunicipal Service, as contemplated within any Implementation Plan or as agreed upon by the participating Municipalities from time to time;
- (i) **“Implementation Plan”** means the initial implementation plan attached as **Schedule “F”** to this Intermunicipal Collaboration Framework, together with such additional and other implementation plans established from time to time by the ICF Committee as contemplated within this Intermunicipal Collaboration Framework;
- (j) **“Individual Municipal Services”** means all those Services listed within **Schedule “C”** attached to this Intermunicipal Collaboration Framework Services as being Services that are currently, shall continue to be, and/or shall transition so as to become, provided by the respective Municipalities within their own respective boundaries on an individual and separate basis;
- (k) **“Intermunicipal Collaboration Framework”** means this collaboration framework document, as amended from time to time;
- (l) **“Intermunicipal Development Plans”** means intermunicipal development plans which may be implemented by each of the Municipalities pursuant to the provisions of the *Municipal Government Act*, and **“Intermunicipal Development Plan”** means any one of them;
- (m) **“Intermunicipal Services”** means all those Services listed within **Schedule “D”** attached to this Intermunicipal Collaboration Framework Services as being Services that are currently, shall continue to be, and/or shall transition so as to become, provided by the Municipalities on an inter-municipal basis;
- (n) **“Municipal Development Plans”** means the municipal development plans implemented by each of the Municipalities pursuant to the provisions of the *Municipal Government Act*, and **“Municipal Development Plan”** means any one of them;
- (o) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c. M-26,

as amended or replaced from time to time;

- (p) “**Municipalities**” means, collectively, Municipal District of Willow Creek No. 26, Town of Claresholm, Town of Fort Macleod, Town of Nanton, and Town of Stavely , and “**Municipality**” means any one of them;
- (q) “**Regulations**” means any regulations created pursuant to Section 708.52 of the *Municipal Government Act*, as amended or replaced from time to time;
- (r) “**Services**” means collectively, all those services being provided within the boundaries of the Municipalities consisting of Individual Municipal Services, Intermunicipal Services, and Third Party Services, and listed within **Schedule “A”** attached to this Intermunicipal Collaboration Framework, and “**Service**” means any one of them;
- (s) “**Third Parties**” means, collectively, any persons other than the Municipalities, and “**Third Party**” means any one of them; and
- (t) “**Third Party Services**” means all those Services listed within **Schedule “E”** attached to this Intermunicipal Collaboration Framework Services as being Services that are currently, shall continue to be, and/or shall transition so as to become, provided by Third Parties within all or any of the boundaries of the Municipalities.

1.2 As of the effective date of this Intermunicipal Collaboration Framework, the schedules attached to and forming a part of this Intermunicipal Collaboration Framework are as follows:

- Schedule “A”** - Inventory of Services
- Schedule “B”** - ICF Committee Procedures
- Schedule “C”** - Services Delivered or to be Delivered on an Individual Basis
- Schedule “D”** - Services Delivered or to be Delivered on an Intermunicipal Basis
- Schedule “E”** - Services Delivered or to be Delivered by Third Parties
- Schedule “F”** - Initial Implementation Plan
- Schedule “G”** - Dispute Resolution Procedure

1.3 The Municipalities acknowledge and agree that:

- (a) the Services provided by the Municipalities as contemplated within **Schedule “A”** may change from time to time, and at any time, by virtue of each Municipality’s own discretions and decision making; and
- (b) the Services identified within each of **Schedule “C”**, **Schedule “D”** and **Schedule “E”** may change from time to time including, without restriction, as a result of the operation of the provisions of Section 2.4 and Article 7 of this Intermunicipal Collaboration Framework.

2. ESTABLISHMENT, TERM AND REVIEW

2.1 In accordance with the *Municipal Government Act*, as well the Regulations, this Intermunicipal Collaboration Framework shall come into force on final passing of matching bylaws by each

Municipality that contain this Intermunicipal Collaboration Framework.

- 2.2** This Intermunicipal Collaboration Framework may be amended by mutual consent of all of the Municipalities unless specified otherwise in this Intermunicipal Collaboration Framework.
- 2.3** Without restricting the foregoing, any Two (2) of the Municipalities sharing a common boundary may amend or replace this Intermunicipal Collaboration Framework by passage of the appropriate bylaw.
- 2.4** In accordance with the *Municipal Government Act*, and the Regulations, this Intermunicipal Collaboration Framework:
- (a) must be reviewed once every Five (5) years, or sooner if requested by any of the Municipalities; and
 - (b) where, during a review, any Municipality does not agree that the framework continues to serve the interests of the Municipality, the Municipality must create a replacement framework in accordance with this Part 17.2 of the *Municipal Government Act* with any of the Municipalities that share a common boundary.
- 2.5** Accordingly, this Intermunicipal Collaboration Framework shall continue in full force and effect as between all of the Municipalities unless and until:
- (a) replaced by a framework created in accordance with this Part 17.2 of the *Municipal Government Act*, which replacement:
 - (i) may or may not contemplate more than just the Municipalities that share a common boundary (e.g. may consist of a bilateral framework, as between Two (2) Municipalities that share a common boundary, or otherwise); and
 - (ii) may necessitate changes to the applicable Intermunicipal Development Plans, and/or any other affected statutory plans, to reflect or accommodate the replacement framework being implemented;
 - (b) amended or replaced so as to exclude any Municipality or Municipalities who have opted to create such a separate replacement framework under subsection (a) above.
- 2.6** Without restricting any of the forgoing, the Municipalities agree that the ICF Committee shall meet at least once every Five (5) years commencing no later than April 1, 2024, to commence the review of the terms and conditions of this Intermunicipal Collaboration Framework for the purposes of Section 2.4 above.
- 2.7** In the event that any of the Municipalities have determined that a replacement framework is necessary as contemplated within Section 2.4 and 2.5 above, and are unable to agree upon a replacement framework and/or the amendments necessary to this Intermunicipal Collaboration Framework, unless otherwise required by the provisions of the *Municipal Government Act* and/or the Regulations, the Dispute Resolution Procedure of this Intermunicipal Collaboration Framework will apply in order to resolve any disputes or disagreements preventing the establishment of any replacement framework or any amendment to this Intermunicipal Collaboration Framework.

3. INTERMUNICIPAL COOPERATION

- 3.1** This Intermunicipal Collaboration Framework identifies the Services provided by each Municipality, the Services which are best provided on an intermunicipal basis, the Services which are best provided

by Third Parties, and how Services and any changes to them will be transitioned, implemented, delivered and funded.

3.2 The Municipalities agree to equitable service delivery. Where shared Services are provided, residents and ratepayers of the Municipalities will be afforded, as far as practical, the same Services at the same costs, including user fees for the Services provided by other Municipalities.

3.3 For clarity, due to a variety of factors including, without restriction, location, accessibility, capacity, usefulness, and affordability of any Intermunicipal Service:

- (a) each Municipality may or may not participate within each or every existing or proposed Intermunicipal Service or portion thereof; and
- (b) to the extent reasonably practical and possible, the Implementation Plan and/or Implementation Agreement(s) for existing or proposed Intermunicipal Services will contemplate the opportunity and option to opt in and/or opt out by each Municipality;

subject always to the terms of the Implementation Agreement applicable to the Intermunicipal Service or portion thereof.

4. ICF COMMITTEE

4.1 The Municipalities agree to create a joint committee known as the ICF Committee, to operate in accordance with the procedures provided for within **Schedule “B”** attached to this Intermunicipal Collaboration Framework.

4.2 The ICF Committee will meet on or before June 1, 2020, in order to establish:

- (a) establish the first chairperson of the ICF Committee for the forthcoming year, and the order of annual rotation for the chairperson thereafter, as contemplated within **Schedule “B”** attached to this Intermunicipal Collaboration Framework;
- (b) the goals and priorities for the ICF Committee; and
- (c) the agenda for ICF Committee meetings for the forthcoming year; and
- (d) the mandate and terms of reference for ICF Subcommittees;
- (e) the mandate for an ICF Subcommittee to review, report upon, and provide recommendations to the ICF Committee regarding, regional recreation services, which is to be completed on or before June 1, 2021.

4.3 The ICF Committee will meet at least once annually, and otherwise on an “as required” basis, and may develop recommendations to the Councils on matters of intermunicipal strategic direction and cooperation affecting residents and ratepayers, such as:

- (a) review of existing shared intermunicipal services, or the potential for new shared intermunicipal services;
- (b) receipt and review of reports, recommendations or suggested agenda items from the Municipalities respecting issues impacting some or all of the Municipalities, as well as individual, intermunicipal and/or regional delivery of the Services;

- (c) review of individual, intermunicipal and regional issues regarding:
 - (i) transportation, including transportation and utility corridors and truck routes;
 - (ii) recreation services;
 - (iii) family and community support services;
 - (iv) emergency services; and
 - (v) economic development;
- (d) periodic review of this Intermunicipal Collaboration Framework including, without restriction, any changes to the body and Schedules to this Intermunicipal Collaboration Framework, and as required under Section 2.4; and
- (e) consideration of impacts to any Intermunicipal Development Plans resulting from the provisions of this Intermunicipal Collaboration Framework, as well as changes to this Intermunicipal Collaboration Framework, as contemplated under Section 5.2.

4.4 The ICF Committee shall consist of Ten (10) members, being Two (2) elected officials appointed by each Municipality.

4.5 The Chief Administrative Officer, and/or his or her designate, from each Municipality will serve as advisory staff to the ICF Committee, and be responsible to:

- (a) provide background information and recommendations on all matters before the ICF Committee; and
- (b) as the Chief Administrative Officer of the host Municipality for meetings of the ICF Committee, prepare agendas, record the recommendations of the ICF Committee, and forward all recommendations from the ICF Committee to the respective Councils, as contemplated within **Schedule “B”** attached to this Intermunicipal Collaborative Framework.

4.6 For the purposes of carrying out any activity or responsibility contemplated within this Intermunicipal Collaboration Framework, the ICF Committee may create any number of ICF Subcommittees which may be charged with and responsible for:

- (a) the review of, and development of recommendation for, and/or the implementation of, any proposed new Service, Capital Project and/or change of Service identified pursuant to the provisions of Article 7;
- (b) the on-going review, evaluation, reporting, improvement, evolution, and/or expansion of individual, groups or areas of Intermunicipal Services, and the development of recommendations for the Intermunicipal Collaboration Committee and consideration by the Municipalities in the form of proposed new Service, Capital Project and/or change of Service contemplated within Article 7; and
- (c) any other activity, process or undertaking related to Intermunicipal Services which the ICF Committee may from time to time identify;

and otherwise be subject to such terms of reference or scope of work as may be identified by the ICF Committee. Unless otherwise agreed to or directed by the ICF Committee, any Subcommittee will be

bound by and will follow the same procedures as provided for the ICF Committee within **Schedule “B”** attached to this Intermunicipal Collaboration Framework.

5. INTERMUNICIPAL DEVELOPMENT PLAN

- 5.1** The Municipalities may adopt an Intermunicipal Development Plan by bylaw, in accordance with the *Municipal Government Act*.
- 5.2** Each of the Intermunicipal Development Plan, where applicable, will be reviewed by the applicable Municipalities from time to time as provided for within the applicable the Intermunicipal Development Plan including, without restriction, as may be necessary as a result of the impact of the provisions of this Intermunicipal Collaboration Framework, or any review of or amendment to this Intermunicipal Collaboration Framework.

6. FRAMEWORK FOR MUNICIPAL SERVICES

- 6.1** The Municipalities have reviewed the Services offered to ratepayers, and determined which of the Services are best provided by each Municipality individually, which of the Services are best provided on an intermunicipal basis, and how Services to be provided on an intermunicipal basis will be delivered and funded.
- 6.2** The Services which the Municipalities have determined are best provided by each Municipality on an individual basis are set forth within **Schedule “C”** attached to this Intermunicipal Collaboration Framework.
- 6.3** The Services which the Municipalities have determined are best provided on an intermunicipal basis are set forth within **Schedule “D”** attached to this Intermunicipal Collaboration Framework.
- 6.4** The Services which the Municipalities have determined are best provided by Third Parties are set forth within **Schedule “E”** attached to this Intermunicipal Collaboration Framework.
- 6.5** The Municipalities acknowledge that in addition to the Implementation Agreements in place between the Municipalities, they each have independent agreements with other regional partners which remain unaffected by this Intermunicipal Collaboration Framework.

7. FUTURE SERVICES, CHANGES AND AGREEMENTS

- 7.1** Any Municipality, as well as the ICF Committee, may initiate the development of the delivery of a new Service, a new Capital Project, or change to the manner in which a Service is to be provided as contemplated within this Intermunicipal Collaboration Framework (including, without restriction, a desire to opt in or opt out of an Intermunicipal Service). In the event of a Municipality initiating a proposed new Service, Capital Project and/or change of Service, the Municipality will provide notice in writing to:

- (a) the other Municipalities; and
- (b) the ICF Committee;

providing reasonable details regarding the proposed new Service, Capital Project and/or change of Service, together with any available proposed costs, cost sharing, and timing of implementation or expenditures.

- 7.2** Unless otherwise unanimously agreed to by the Municipalities, the ICF Committee will meet to

discuss the proposed new Service, Capital Project, and/or change of Service initiated by a Municipality, at the earlier of:

- (a) at the next scheduled meeting of the ICF Committee; or
- (b) within Ninety (90) days of the notice contemplated within Section 7.1 above;

and may schedule subsequent meetings as needed.

7.3 The ICF Committee shall assess and review all proposed new Service, Capital Project, and/or change of Service in good faith, and in a collaborative manner, acting in a manner consistent with the Collaboration Principles, and considering all impacts to the Municipalities and residents including, without restriction:

- (a) the relationship to and/or impact upon the Intermunicipal Development Plans, Area Structure Plans, and any other municipal planning document prepared and adopted by the Municipalities;
- (b) the nature and extent of consultation required with affected residents;
- (c) the level of community support and the nature of demonstrated public needs;
- (d) the projected costs and contemplated funding options;
- (e) the nature and levels of municipal debt limit of the Municipalities;
- (f) the projected use by and benefit to residents and ratepayers of the Municipalities; and
- (g) the requirements and practical impacts of any Implementation Plan applicable to the proposed new Service, Capital Project, and/or change of Service.

7.4 The ICF Committee will review, and negotiate, the terms related to the proposed new Service, Capital Project and/or change of Service, including the cost sharing arrangement of the applicable Service. The ICF Committee will provide a recommendation for consideration by the Councils of the Municipalities including, without restriction, recommendations respecting a proposed Implementation Plan respecting the proposed new Service, Capital Project, and/or change of Service.

7.5 Upon agreement by the Municipalities wishing to participate in any proposed new Service, Capital Project, and/or change of Service the participating Municipalities, and/or any ICF Subcommittee established by the ICF Committee, shall proceed to finalize and carry out the Implementation Plan respecting the proposed new Service, Capital Project, and/or change of Service.

7.6 Unless otherwise contemplated within the Implementation Plan applicable to the proposed new Service, Capital Project, and/or change of Service which has been agreed upon by the participating Municipalities, where the proposed new Service, Capital Project, and/or change of Service contemplates:

- (a) a new or amended capital contribution; and/or
- (b) a new or amended on-going operational cost contribution;

from the Municipalities, the capital contribution and/or operational cost contribution may be

negotiated independently of the ICF Committee decision making process, as part of the new or amended Implementation Agreement applicable to the proposed new Service, Capital Project, and/or change of Service.

7.7 For clarity, due to a variety of factors including, without restriction, location, accessibility, capacity, usefulness, and affordability of the proposed new Service, Capital Project, and/or change of Service:

- (a) each Municipality may or may not be benefited by each or every proposed new Service, Capital Project, and/or change of Service, as contemplated within Part 17.2 of the *Municipal Government Act*;
- (b) each Municipality may or may not participate within each or every proposed new Service, Capital Project, and/or change of Service; and
- (c) to the extent reasonably practical and possible, the Implementation Plan and/or Implementation Agreement(s) for any proposed new Service, Capital Project, and/or change of Service, will contemplate the opportunity and option to opt in and/or opt out by each Municipality;

subject always to the terms of the new or amended Implementation Agreement applicable to the proposed new Service, Capital Project, and/or change of Service.

7.8 In the event that:

- (a) the ICF Committee is unable to reach an agreement on a recommendation to provide to the Councils of the Municipalities within One Hundred and Eighty (180) days of receipt of the initiation of the proposed new Service, Capital Project, and/or change of Service, and does not collectively agree to extend the time period; or
- (b) the municipal Councils are unable to reach an agreement on the adoption or implementation of the recommendation of the ICF Committee in respect of a proposed new Service, Capital Project, and/or change of Service within One Hundred and Eighty (180) days of the issuance of the recommendation of the ICF Committee, and do not jointly agree to extend the time period; or
- (c) there exists a disagreement or dispute as to whether or not a Municipality is or may be benefited by proposed new Service, Capital Project, and/or change of Service, or whether or not a Municipality should participate in any proposed new Service, Capital Project, and/or change of Service;

then any unresolved issues shall be dealt with through the Dispute Resolution Procedure. If urgency is needed, the initiating Municipality must note this in the initial notice, and the receiving Municipalities will make best efforts to accommodate a compressed timeframe.

8. IMPLEMENTATION PLAN

8.1 The initial plan for implementing the delivery of Services on an intermunicipal basis is attached as **Schedule “F”** to this Intermunicipal Collaboration Framework.

8.2 In respect of any changes to the delivery of Services as contemplated under this Intermunicipal Collaboration Framework including, without restriction, new Service, Capital Project, and/or change of Service contemplated under Article 7:

- (a) any recommendation of the ICF Committee; and/or
- (b) any agreement of the Municipalities respecting such new Service, Capital Project, and/or change of Service;

may include a schedule for implementation of the new Service, Capital Project, and/or change of Service. The schedule for implementation of the proposed new Service, Capital Project and/or change of Service may, upon being agreed to by the Municipalities, be deemed to form part of the Implementation Plan contemplated within this Intermunicipal Collaboration Framework.

9. CONFLICT

9.1 If any provision of this Intermunicipal Collaboration Framework conflicts with any provisions of an existing agreement between all or any of the Municipalities, the affected Municipalities shall:

- (a) direct the respective appropriate representatives of the affected Municipalities to meet as soon as reasonably possible following the identification of the dispute, for the purposes of resolving the conflict;
- (b) act reasonably and negotiate in good faith in order to address and/or accommodate the conflict including, without restriction, altering or rescinding the agreement that conflicts with this Intermunicipal Collaboration Framework; and
- (c) in the event that the affected Municipalities are unable to reach an agreement within One Hundred and Eighty (180) days of the identification of the conflict, the outstanding matters in dispute shall be referred to be resolved under the Dispute Resolution Procedure.

9.2 In the event that the affected Municipalities determine that this Intermunicipal Collaboration Framework requires alteration in order to address and/or accommodate the conflict, the Municipalities shall:

- (a) direct the respective appropriate representatives of the Municipalities to meet as soon as reasonably possible following the identification of the need for alteration to this Intermunicipal Collaboration Framework, for the purposes of resolving the conflict;
- (b) act reasonably and negotiate in good faith in order to address and/or accommodate the conflict including, without restriction, altering this Intermunicipal Collaboration Framework; and
- (c) in the event that the Municipalities are unable to reach an agreement within One Hundred and Eighty (180) days of the identification of the need for alteration to this Intermunicipal Collaboration Framework, the outstanding matters in dispute shall be referred to be resolved under the Dispute Resolution Procedure.

9.3 In any negotiation amongst all or any of the Municipalities as contemplated above, the Municipalities shall have regard to, and be guided by, the Collaboration Principles.

10. DISPUTE RESOLUTION

10.1 Without limiting the application of the provisions of Part 17.2 of the *Municipal Government Act* including, without restriction, Division 2, the Municipalities are committed to resolving any disputes in a timely, non-adversarial, and cost-effective manner.

10.2 Without restricting anything contained within the Schedules to this Intermunicipal Collaboration

Framework, if any dispute arises between the Municipalities regarding:

- (a) the interpretation, implementation or application of this Intermunicipal Collaboration Framework or any agreement identified in this Intermunicipal Collaboration Framework;
- (b) any alleged contravention of this Intermunicipal Collaboration Framework;
- (c) the inability of the Municipalities to agree upon reviews to and/or revisions of this Intermunicipal Collaboration Framework and any Schedules as required or contemplated from time to time;

the dispute will be resolved through the process and provisions outlined in the Dispute Resolution Procedure.

- 10.3** The Dispute Resolution Procedure will include negotiation, mediation, and arbitration as progressive steps available to the Municipalities in their efforts to resolve a dispute. If a dispute proceeds to arbitration, the arbitrator's award will be considered final and binding upon the Municipalities, subject to a judicial review on a question of jurisdiction only.
- 10.4** If the Municipalities become involved in a Dispute Resolution Procedure, they each shall continue to perform their obligations described in this Intermunicipal Collaboration Framework until the Dispute Resolution Procedure is complete, and subsequently, will comply with the agreed resolution or arbitration award.
- 10.5** In any Dispute Resolution Procedure the Municipalities, their representatives, any mediator, and any arbitrator, shall have regard to, and be guided by, the Collaboration Principles.
- 10.6** Upon the issuance of an arbitrator's award, or upon a negotiated or mediated agreement, the Municipalities will promptly update this Intermunicipal Collaboration Framework and their respective Bylaws, as well as address any resulting change that may apply to any Intermunicipal Development Plan that may be impacted, and/or any other affected statutory plans, to reflect any necessary changes including any applicable Implementation Plan.
- 10.7** Notwithstanding any of the foregoing and the contents of **Schedule "G"** attached to this Intermunicipal Collaboration Framework, pursuant to Part 17.2 of the *Municipal Government Act* in the event that any participants to proceedings under the Dispute Resolution Procedure are unsuccessful in resolving the dispute within **One (1) year** after starting the Dispute Resolution Process, the affected Municipalities must refer the matter to an arbitrator in accordance with the provisions of Division 2 of Part 17.2 of the *Municipal Government Act*.

11. NOTICES

- 11.1** All notices related to this Intermunicipal Collaboration Framework or any related agreement may be sent in written or electronic form and shall be addressed as follows:

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

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

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

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

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

11.2 Each Municipality may amend its address for notice and/or primary contact set forth above from time to time, upon providing notice in writing to the other Municipalities providing the new municipal address and/or primary contact information.

SCHEDULE "A"

INVENTORY OF SERVICES

As of the effective date of the Intermunicipal Collaboration Framework, the Services consist of the following:

1. **Transportation** – consisting of services, equipment and facilities required or related to the transportation of vehicles, persons and goods including, without restriction:
 - (a) road and sidewalk construction, repair, maintenance and service;
 - (b) bridge inspection and maintenance;
 - (c) street cleaning;
 - (d) snow clearing and grading; and
 - (e) public transit and handibus operation;

2. **Water and Wastewater** – consisting of services, equipment and facilities required or related to the treatment and delivery of potable water and the collection and disposal of wastewater including, without restriction:
 - (a) water treatment and potable water supply and servicing including, without restriction:
 - (i) water treatment and storage of potable water;
 - (ii) transmission and distribution of potable water;
 - (iii) intermunicipal supply of potable water; and
 - (iv) construction, operation and maintenance of water treatment and potable water storage and distribution facilities;
 - (b) wastewater collection, treatment and disposal including, without restriction:
 - (i) collection and transmission of wastewater;
 - (ii) treatment, storage and disposal of wastewater;
 - (iii) intermunicipal transmission and acceptance of wastewater for treatment and disposal; and
 - (iv) construction, operation and maintenance of wastewater collection, transmission, treatment, storage and disposal facilities (including sewer flushing);

3. **Solid Waste & Recycling** – consisting of services, equipment and facilities required or related to the management and handling of solid waste and recyclables including, without restriction:
 - (a) residential curbside pickup, and commercial collection of solid waste;
 - (b) construction, operation and maintenance of solid waste transfer stations;

- (c) transportation of solid waste to landfill facilities;
- (d) collection, sorting, sales and disposal of recyclables;
- (e) construction, operation and maintenance of landfill facilities;
- (f) closure and post-closure operation and maintenance of landfill facilities including ground water monitoring;
- (g) construction, operation and maintenance of composting facilities; and
- (h) coordination of toxic waste round-ups;

4. Emergency Services – consisting of services, equipment and facilities required or related to the response to emergencies including, without restriction:

- (a) fire suppression, including the application of equipment and training to extinguish fires either on land or in structures;
- (b) emergency response, including
 - (i) vehicle extraction;
 - (ii) swift water rescue;
 - (iii) HAZMAT response and containment;

together with other response to sudden unexpected happening or unexpected occasion for action in which events require trained firefighters to use their skill and judgment in the application of firefighting equipment or rescue equipment and techniques to manage the emergency scene;

- (c) construction, operation and maintenance of fire halls;
- (d) emergency preparedness and disaster management;
- (e) safety code inspections;
- (f) fire investigations;
- (g) establishment of standard operating guidelines;
- (h) training and certification of firefighters relating to all or any of the above; and
- (i) review, evaluation, testing, repair, replacement, certification and/or bulk purchase of equipment relating to all or any of the above;

5. Recreation – consisting of services, equipment and facilities that contribute to the physical, social, intellectual and creative well-being of individuals and/or the community including, without restriction:

- (a) establishment, construction, operation and maintenance of:

- (i) parks (including spray parks);
 - (ii) recreational and sports facilities (including ice rinks, curling rinks, ball diamonds, sports fields, golf courses);
 - (iii) community halls and centres;
 - (iv) shooting and archery ranges;
 - (v) senior's drop in centres;
 - (vi) agriplex;
 - (vii) aquatic centre;
 - (viii) libraries;
 - (ix) museums;
 - (x) campgrounds;
- (b) programs and activities that take place within the identified facilities;
 - (c) special, heritage and cultural events;
6. **Drainage** – consisting of services, equipment and facilities required or related to the management of drainage including, without restriction:
- (a) collection transmission, storage and release of storm/drainage;
 - (b) construction, operation and maintenance of storm/drainage collection, transmission, treatment, storage and disposal facilities (including storm water ditch maintenance);
7. **Social Services** – consisting of services, equipment and facilities that contribute to the social and family supports including, without restriction:
- (a) Family and Community Support Services;
 - (b) day care centre;
 - (c) playschool; and
 - (d) animal shelter (CAREs);
8. **Planning, Development & Licensing** – consisting of services, equipment and facilities required or related to planning, development, licensing and permitting including, without restriction:
- (a) all development authority processes, including development permit applications and issuances;
 - (b) all subdivision authority processes, including subdivision applications and approvals;
 - (c) development agreements and management of construction of municipal infrastructure;

- (d) subdivision and development appeals;
 - (e) issuance of business licenses and other permits or licenses;
9. **Safety Codes** – consisting of services, equipment and facilities required or related to administration of safety codes including, without restriction:
- (a) building permit applications and approvals;
 - (b) building and safety code inspections;
 - (c) safety code compliance sand enforcements;
10. **Community Peace Officers & Enforcement** – consisting of services, equipment and facilities required or related to bylaw enforcement and community peace officer including, without restriction:
- (a) bylaw and traffic enforcement;
 - (b) community peace officer (bylaw enforcement, animal protection, dangerous dogs, environmental protection, fuel tax, gaming and liquor, trespass to premises, petty trespass and prevention of youth tobacco);
11. **Economic Development** – consisting of services, equipment and facilities required or related to economic development including, without restriction:
- (a) joint economic development initiatives and related activities; and
 - (b) tourism and promotion;
12. **Weed and Pest Control** – consisting of services, equipment and facilities required or related to weed and pest control including, without restriction, weed control on:
- (a) municipal property;
 - (b) public works; and
 - (c) roadways;
13. **Cemeteries** – consisting of services, equipment and facilities required or related to cemeteries including, without restriction:
- (a) ownership, operation, and funding of cemeteries; and
 - (b) sales and management of cemetery plots;
14. **Medical Clinic** – consisting of services, equipment and facilities required or related to local medical clinics including, without restriction:
- (a) facilitation of medical clinic and family practices;
 - (b) ownership, operation, and leasing/licensing of medical clinic premises; and

(c) physician recruitment and retention programs;

15. Airport – consisting of services, equipment and facilities required or related to airports including, without restriction:

(a) ownership, operation, maintenance, and leasing/licensing of airport facilities and related premises; and

(b) snowplowing and weed control;

16. Information Technology and Communications – consisting of services, equipment and facilities required or related to information technology (IT) and communications including, without restriction:

(a) construction, ownership, operation, maintenance, and leasing/licensing of communications towers, facilities and related premises; and

(b) shared and/or intermunicipal IT support services;

together with such further and other aspects of the implementation, management, governance, operation, delivery and funding of the foregoing services which from time to time may be undertaken and/or provided by the Municipalities individually, intermunicipally, or through Third Parties.

SCHEDULE “B”

ICF COMMITTEE PROCEDURES

1. ICF Committee

The ICF Committee shall be made up of **Two (2)** elected representatives of each of the Municipalities, together with the Chief Administrative Officers of each the Municipalities in an advisory role, for the purposes of carrying out the responsibilities contemplated within Article 4 of this Intermunicipal Collaborative Framework and this Schedule.

2. Chair of the ICF Committee

Unless otherwise unanimously agreed to by the Municipalities:

- (a) the Chair of the ICF Committee shall rotate on an annual basis between each of the Municipalities;
- (b) the Chair for the first year will be a representative elected by the members of the ICF Committee at the first meeting of the ICF Committee following the effective date of this Intermunicipal Collaborative Framework;
- (c) thereafter the Chair shall rotate through the representatives of the Municipalities in an order agreed upon by the ICF Committee; and
- (d) the Chair for the first meeting of the ICF Committee following the effective date of this Intermunicipal Collaborative Framework will be Chief Administrative Officer of the Municipal District of Willow Creek No. 26.

3. Representatives

The Municipalities may each appoint alternate representatives to act on the ICF Committee in substitution for their appointed representative. Each of the Municipalities may at any time and from time to time by written notice replace its representative appointed by it, and any representative so replaced shall cease to be an ICF Committee member upon the giving of such notice. Copies of written notices shall be given to the other Municipalities, the individual so appointed as a new ICF Committee member, and the ICF Committee member who has been replaced.

4. Vacancies

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

5. Quorum of ICF Committee

Quorum of the ICF Committee shall be satisfied where Seven (7) members of the ICF Committee are present, and each of the Municipalities is represented.

6. Decision Making

The ICF Committee will make decisions and provide recommendations to the Councils of the Municipalities by way of consensus, and evidence unanimous approval by all members of the ICF Committee as and when circumstance may require.

7. Referral to Dispute Resolution

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

8. ICF Committee Meetings

The ICF Committee shall meet at least **One (1) time a year**, or more as the ICF Committee determines.

9. Notice of Meetings

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

10. Calling Meetings

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

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

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

11. Attendance at Meetings

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

12. Location, Host Municipality and Costs of Meetings

Unless otherwise unanimously agreed to by the Municipalities:

- (a) the location of meetings of the ICF Committee shall rotate on a meeting by meeting basis between each of the Municipalities;

- (b) the municipality within which the meeting of the ICF Committee occurs will be the host Municipality, responsible for arranging the venue and other facilities required in order to carry out the meeting;
- (c) the Chief Administrative Officer of the host Municipality will coordinate the meeting dates, creation and circulation of agendas, and facility requirements with the Chair of the ICF Committee;
- (d) the costs of hosting a meeting of the ICF committee will be the responsibility of each host Municipality; and
- (e) the location and host Municipality for the first meeting of the ICF Committee will be the Municipal District of Willow Creek No. 26.

13. Records

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

All records of the ICF Committee will be retained at the offices of the Chair of the ICF Committee.

14. Limitation of Liability

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

15. Remuneration of Committee Representatives

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

Combined Services List

Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Clinic	Claresholm Medical Clinic	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Roads	Maintaining Roads, 2,200 kms with various surfaces (Pavement, Oil, Gravel)	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Bridges	Inspections & Bridge Rehab & Replacement	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Recycling Collection	Recycle Trailer	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Tower & Maintenance Support	To maintain MD Communications & facilitate internet service	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Disaster Management	Emergency Response	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Rental Equipment	Agricultural Equipment Rentals	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Business Licenses, Development Permits, planning services	Provide services to ratepayer	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Pine Coulee, Clear Lake, Willow Creek and John Zoeteman	Municipal Parks	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Garbage Collection	Curbside garbage collection to residential and commercial/industrial properties. This service is provided to the Residents of Claresholm as well as some MD residents (i.e. At Claresholm Airport)	Town of Claresholm	Town Staff	Town Revenues
CAReS	Animal Shelter	Town of Claresholm	Town Staff	Town Revenues
Street Maintenance	Town of Claresholm maintains all the streets within the Town of Claresholm. This includes snow clearing, street sweeping, and generally minor road repair.	Town of Claresholm	Town Staff	Town Revenues
Business Licenses, Development Permits	Provide services to ratepayer	Town of Claresholm	Town Staff	Town Revenues

SERVICES DELIVERED OR TO BE DELIVERED ON AN INDIVIDUAL BASIS

SCHEDULE "C"

Combined Services List

Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Compost	Town of Claresholm maintains a compost area where residents can dump/dispose of yard waste such as grass clippings, small trees/branches (i.e. Christmas trees), etc. Residents can then also take compost to fertilize their yard/gardens.	Town of Claresholm	Town Staff	Town Revenues
CPO I	Town of Claresholm employees their own Peace Officer primarily to enforce and educate on Bylaws and public Safety.	Town of Claresholm	Town Staff	Town Revenues
Claresholm & District Museum	Claresholm operates a Museum and Visitor Information Centre	Town of Claresholm	Town Staff	Town Revenues
Aquatic Centre	Provide an indoor pool for residents in the community and surrounding area in partnership with AHS.	Town of Claresholm	Town Staff	Town Revenues
Ice Arena	Provide an ice arena for residents in the community and surrounding area.	Town of Claresholm	Town Staff	Town Revenues
Ball Diamonds	Provide ball diamonds for residents in the community and surrounding area.	Town of Claresholm	Town Staff	Town Revenues
Other Parks including spray park	Provide parks and playgrounds for residents in the community and surrounding area.	Town of Claresholm	Town Staff	Town Revenues
			Town Staff	Town Revenues

Combined Services List

Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Street Maintenance	Town of Fort Macleod maintains all the streets within the municipal boundaries. This includes snow clearing, street sweeping, and general minor road repair.	Town of Fort Macleod	Town Staff	Town Revenues
Business Licenses, Development Permits	Provide services to ratepayer	Town of Fort Macleod	Town Staff	Town Revenues
Compost	Town of Fort Macleod maintains a compost area where residents can dump/dispose of yard waste such as grass clippings, small trees/branches (i.e. Christmas trees), etc. Residents can then also take compost to fertilize their yard/gardens.	Town of Fort Macleod	Town Staff	Town Revenues
A CPO I and a CPO II	Town of Fort Macleod employs their own Peace Officers primarily to enforce and educate on Bylaws and public Safety and social issues in the community.	Town of Fort Macleod	Town Staff	Town Revenues
Pool	Provide an outdoor pool for residents in the community and surrounding area in partnership.	Town of Fort Macleod	Town Staff	Town Revenues
Ice Arena	Provide an ice arena for residents in the community and surrounding area.	Town of Fort Macleod	Town Staff	Town Revenues
Ball Diamonds	Provide ball diamonds for residents in the community and surrounding area.	Town of Fort Macleod	Town Staff	Town Revenues

Combined Services List

Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Other Parks including spray park	Provide parks and playgrounds for residents in the community and surrounding area.	Town of Fort Macleod	Town Staff	Town Revenues
Water Treatment & Distribution	Provide safe, secure potable water to the residents of the municipality.	Town of Fort Macleod	Town Staff	Town Revenues
Sewer Collection & Treatment	Provide sewer collection and treatment to the residents of the municipality.	Town of Fort Macleod	Town Staff	Town Revenues
Community Halls	Provide community halls to the residents of the municipality and surrounding area.	Town of Fort Macleod	Town Staff	Town Revenues
Cemetery	Provide cemetery plots to interested customers.	Town of Fort Macleod	Town Staff	Town Revenues
Airport	Provide airport to interested customers.	Town of Fort Macleod	Town Staff	Town Revenues
			Town Staff	Town Revenues

Combined Services List

Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Garbage Collection	Curbside garbage collection to residential and commercial/industrial properties	Town of Stavely	Town Staff	Town Revenues
Water supply	The Town operates a water plant constructed in 2004 that supplies treated water to all the residents and businesses in the Town.	Town of Stavely	Town Staff	Town Revenues
Sewer	The Town operates a lagoon system which provides sewer services for all residents and businesses within the Town.	Town of Stavely	Town Staff	Town Revenues
Roads / Sidewalks	The Town maintains all of the roads and sidewalks within the Town. This includes plowing and clearing snow in the winter on the roads and small patching to the roads in the summer. Any other works is contracted out.	Town of Stavely	Town Staff	Town Revenues
Parks	The Town maintains a small fully serviced campground along with a park and a number of small green spaces.	Town of Stavely	Town Staff	Town Revenues
Emergency Mgmt.	The Town can if necessary provide emergency management services such as an EOC and reception center.	Town of Stavely	Town Staff	Town Revenues
Water	The Town operates a water plant that supplies treated water to all residents	Town of Nanton	Town Staff	Town Revenues
Wastewater	The Town operates a new wastewater treatment facility that provides wastewater services for all residents in Nanton	Town of Nanton	Town Staff	Town Revenues

Combined Services List

Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Roads / Sidewalks	The Town maintains all of the roads and sidewalks within the Town. This includes plowing and clearing snow in the winter on the roads and small patching to the roads in the summer. Any other works is contracted out.	Town of Nanton	Town Staff	Town Revenues
Business Licenses, Development Permits	The Town provides this services to ratepayers	Town of Nanton	Town Staff	Town Revenues
Emergency Mgmt	The Town can provide if necessary Emergency Mgmt services - reception center, etc.	Town of Nanton	Town Staff	Town Revenues
Ice Arena	Provide ice arena and raquetball courts for community and surrounding area residents	Town of Nanton	Town Staff	Town Revenues
Ball Diamonds	Provide ball diamonds for residents in the community and surrounding area.	Town of Nanton	Town Staff	Town Revenues
Other Parks	Provide parks and playgrounds for residents in the community and surrounding area.	Town of Nanton	Town Staff	Town Revenues

Combined Services List

Services Provided Intermunicipally

Service	Description	Lead/Provider	How The Service Will Be Provided	How The Service Will Be Funded
Stavelly Municipal Complex	The MD owns 2/3 of the facility and the Town of Stavelly owns 1/3	Town of Stavelly	per service agreement	per service agreement
Volunteer Fire Service	Nanton, Claresholm, Stavelly, Fort Macleod.	All Towns	per service agreement	per service agreement
Fire Training	Train the Trainer, First Aid, All Training Courses	MD	per service agreement	per service agreement
FireHall	The Town owns the Firehall	Claresholm	per service agreement	per service agreement
QMP	Level of Fire Service & Safety Codes inspections & Fire Investigations	MD	per service agreement	per service agreement
Mutual Aid	Director of Emergency Management Services	MD	per service agreement	per service agreement
CPO	Bylaw & Traffic Enforcement for the Town of Nanton/ Town of Stavelly	MD	per service agreement	per service agreement
Weed Control	Weed contract with the Town of Fort Macleod & The Claresholm Lagoons	MD	per service agreement	per service agreement
IT Services	IT Support for Town of Nanton/ Town of Claresholm	MD	per service agreement	per service agreement
Waste Collection	MD ratepayers are able to drop off garbage & Recycling weekly at designated site	Towns of Fort Macleod, Nanton, & Stavelly	per service agreement	per service agreement

SERVICES DELIVERED OR TO BE DELIVERED ON AN INTERMUNICIPAL BASIS

SCHEDULE "D"

Combined Services List

Services Provided Intermunicipally

Service	Description	Lead/Provider	How The Service Will Be Provided	How The Service Will Be Funded
Toxic Ewaste Roundup	Town of Claresholm/ Town of Fort Macleod Toxic E Waste Roundup on a 50/50 basis	MD	per service agreement	per service agreement
Ground Water Testing	Groudwater monitoring at the old landfill for 25 years. Cost shared 50/50	MD	per service agreement	per service agreement
Recycling of cardboard	The Town accepts the delivery of cardboard from the Town of Stavelly weekly.	Claresholm	per service agreement	per service agreement
Terminal building	The Town maintains and operates the Airport terminal building for all users.	Claresholm	per service agreement	per service agreement
Runway maintenance	Inspection and pavement maintenance done by the Town and snow plowing of the runways by MD	Claresholm	per service agreement	per service agreement
Cemetary	Provide annual grants to help with maintenance cost	MD	per service agreement	per service agreement
Libraries	Grant funding for Towns , which MD Ratepayers use	MD	per service agreement	per service agreement
Recreation	Grant funding for Town's which MD Ratepayers use facilities	MD	per service agreement	per service agreement
Canada Day Celebration	Grant funding to support Canada Day in each town	MD	per service agreement	per service agreement

Combined Services List

Services Provided Intermunicipally

Service	Description	Lead/Provider	How The Service Will Be Provided	How The Service Will Be Funded
Special Levies , Capital Grants and Municipal Reserve Funding	Claresholm Curling Rink, Claresholm Community Hall Roof and parking lot paving, Claresholm Skating Rink, Fort Macleod Curling Rink, Fort Macleod Hall Renovations and Equipment purchase, Fort Macleod playground, Stavely Joint Use Facility, Stavely Hall Roof, Sold MD building to Stavely Ag. Society for \$10.00, Stavely and District Ag Society Roof, Nanton Hall Kitchen Renovation, Nanton Hall Washroom and Bar Renovation, Tom Hornecker Roof Replacement, to name but a few. This list does not include multiple requests for funding by service clubs, societies, and associations located in the rural and urban municipalities.	MD	per service agreement	per service agreement
FCSS	Family and Community Support Services - Province/80% MD/20%	MD	per service agreement	per service agreement
Airport	Treated water system for the Claresholm Industrial Area and Pipeline Water Cooperative	Claresholm	per service agreement	per service agreement
Water/Sewer Services	Town of Claresholm owns and operates both a water treatment plant and a sewage lagoon. We have our own trained and certified operators as well as service and maintain all our T&D assets. Claresholm then provides treated water to Portions of the MD, including the Hamlet of Granum, as well as sewage treatment for portions of the MD	Claresholm	per service agreement	per service agreement
Sewer flushing	Maintenance of sewer system in MD's Airport industrial area	Claresholm	per service agreement	per service agreement

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Combined Services List

Services Provided Intermunicipally

Service	Description	Lead/Provider	How The Service Will Be Provided	How The Service Will Be Funded
Storm water ditch maintainance	The Town maintains the drainage ditch through the MD to the creek 7K south of town	Claresholm	per service agreement	per service agreement
Handi Bus Transportatuion	Grant funding to support Handi Bus Service in each town	MD	per service agreement	per service agreement
Physician Retention Program	Attract Doctors into Town often through monetary subsidies	Claresholm	per service agreement	per service agreement
Clinic	Nanton Medical Clinic		per service agreement	per service agreement

Combined Services List

Services Provided by a 3rd Party

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Assessment Services	Assessment services contract includes representing the MD at assessment appeals	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Safety Codes Services	All Safety Code Discipline	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Municipal Planning	Municipal Planning	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Engineering	Engineering Services as needed	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Contractors for rehab & rebuild	Contractors Tendered as needed	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Moon River Estates	Treated water system for hamlet residents	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Moon River Estates	Treated water system for hamlet residents.	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Assessment Services	Assessment services for purposes of property taxes. Contract also includes representing the Town in assessment appeals	Town of Claresholm	per service agreement	Town Revenues
Campground Attendant	Contract an individual or couple during May to October to manage the campground, taking reservations, check-in/check-out, cleaning facilities, etc.	Town of Claresholm	per service agreement	Town Revenues
General Contractor	Lawn/Weed maintenance, clearing of sidewalks, etc.	Town of Claresholm	per service agreement	Town Revenues
Municipal Planning	Municipal planning services for land development	Town of Claresholm	per service agreement	Town Revenues
GIS	GIS Mapping and support	Town of Claresholm	per service agreement	Town Revenues
Building Permits and Inspections		Town of Claresholm	per service agreement	Town Revenues
Community Centre	Gun Range and 2 halls (small and large) with stage and kitchen for rental for events etc.	Town of Claresholm	per service agreement	Town Revenues
Senior's Drop-in Centre	Facility to house seniors group events and gatherings.	Town of Claresholm	per service agreement	Town Revenues

SERVICES DELIVERED OR TO BE DELIVERED BY THIRD PARTIES

SCHEDULE "E"

Combined Services List

Services Provided by a 3rd Party

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Agriplex	Grounds and horse arenas for indoor rodeos and events.	Town of Claresholm	per service agreement	Town Revenues
Curling Rink	Provide a curling rink for residents in the community and surrounding area.	Town of Claresholm	per service agreement	Town Revenues
Golf Course	Provide golf course for residents in the community and surrounding area.	Town of Claresholm	per service agreement	Town Revenues
Day Care	Claresholm Child Care Society operates a year round day care operation, municipally subsidized.	Town of Claresholm	per service agreement	Town Revenues
Playschool	Two year playschool	Town of Claresholm	per service agreement	Town Revenues
Recycling Collection	Curbside recycling collection for residential properties and sorting facility for drop off for commercial/residential properties.	Town of Claresholm	per service agreement	Town Revenues
Garbage Collection	Curbside garbage collection to residential and commercial/industrial properties. This service is provided to the residents of Fort Macleod.	Town of Fort Macleod	per service agreement	Town Revenues
Recycling Collection	The Town has a trailer and bins for cardboard at the arena parking lot for residents to drop off their recycling.	Town of Fort Macleod	per service agreement	Town Revenues
Museum	Fort Macleod Historical Association operates the museum on behalf of the Town.	Town of Fort Macleod	per service agreement	Town Revenues
Curling Rink	Fort Macleod Curling Club provides a curling rink for residents in the community and surrounding area.	Town of Fort Macleod	per service agreement	Town Revenues
Library	Fort Macleod Library Board operates the library on behalf of the Town.	Town of Fort Macleod	per service agreement	Town Revenues
Assessment Services	Assessment services for purposes of property taxes. Contract also includes representing the Town in assessment appeals	Town of Fort Macleod	per service agreement	Town Revenues

Combined Services List

Services Provided by a 3rd Party

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Development	Municipal planning services for land development	Town of Fort Macleod	per service agreement	Town Revenues
Development	GIS Mapping and support	Town of Fort Macleod	per service agreement	Town Revenues
Development	Building Permits and Inspections	Town of Fort Macleod	per service agreement	Town Revenues
Assessment Services	Assessment services for purposes of property taxes. Contract also includes representing the Town in assessment appeals	Town of Stavely	per service agreement	Town Revenues
Safety Code Services	Compliance monitoring in the areas of building, electrical, plumbing & gas.	Town of Stavely	per service agreement	Town Revenues
Planning Services	Planning, GIS mapping and assessment review services as needed.	Town of Stavely	per service agreement	Town Revenues
Recreation	The arena, golf course, archery lanes and Golden Age Center are situated on Town owned property. The Town has lease agreements in place with each of the groups that they operate the facilities for the benefit of the community and surrounding area.	Town of Stavely	per service agreement	Town Revenues
Engineering	Engineering services as needed	Town of Stavely	per service agreement	Town Revenues
Safety Code Services	Safety code services for building, electrical, plumbing and gas.	Town of Nanton	per service agreement	Town Revenues
Assessment Services	Assessment services for purposes of property taxes. Contract also includes representing the Town in assessment appeals	Town of Nanton	per service agreement	Town Revenues
Solid Waste & Recycling Collection	Curbside garbage and recycling pickup	Town of Nanton	per service agreement	Town Revenues
Planning Services	Planning, GIS mapping and assessment review services as needed.	Town of Nanton	per service agreement	Town Revenues
Recreation	Campground, Golf Course & Ag grounds	Town of Nanton	per service agreement	Town Revenues

Combined Services List

Services Provided by a 3rd Party

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Senior's Drop-in Centre	Facility to house seniors group events and gatherings.	Town of Nanton	per service agreement	Town Revenues
Engineering	Engineering Services as needed	Town of Nanton	per service agreement	Town Revenues
Community Centre	2 halls (upstairs and downstairs) with stage and kitchen for rental for events etc.	Town of Nanton	per service agreement	Town Revenues
FCSS	Family & Community Support Services	Town of Nanton	per service agreement	Town Revenues
Curling Rink	Provide a curling rink for residents in the community and surrounding area.	Town of Nanton	per service agreement	Town Revenues

SCHEDULE “F”

INITIAL IMPLEMENTATION PLAN

1. **Existing Intermunicipal Services** – all Intermunicipal Services listed within **Schedule “D”** attached to this Intermunicipal Collaboration Framework which are shown as currently being provided on an intermunicipal basis are:

- (a) provided intermunicipally on a shared basis amongst the Municipalities listed within the “Shared With” column of the Intermunicipal Services list;
- (b) delivered by the Municipality noted as the lead or provider Municipality within the “Lead/Provider” column of the Intermunicipal Services list; and
- (c) funded on a shared costs basis (i.e. proportionate to benefit, use, service level, population base, or other basis negotiated from time to time) and/or on a fee for service basis;

all as more particularly defined within the specific Implementation Agreement applicable to each such Intermunicipal Service, and subject to amendments to or replacements of such Implementation Agreements from time to time;

2. **Planned Intermunicipal Services** – all Intermunicipal Services listed within **Schedule “D”** attached to this Intermunicipal Collaboration Framework which are shown as planned to become provided on an intermunicipal basis after the establishment of this Intermunicipal Collaboration Framework are:

- (a) planned to be:
 - (i) provided intermunicipally on a shared basis amongst the Municipalities listed within the “Shared With” column of the Intermunicipal Services list;
 - (ii) delivered by the Municipality noted as the lead or provider Municipality within the “Lead/Provider” column of the Intermunicipal Services list; \
 - (iii) funded on a shared costs basis (i.e. proportionate to benefit, use, service level, population base, or other basis negotiated from time to time) and/or on a fee for service basis;

all as more particularly defined within the specific Implementation Agreement applicable to each such planned Intermunicipal Service, and subject to amendments to or replacements of such Implementation Agreements from time to time;

- (b) planned to be discontinued by each participating Municipality on an individual or Third Party basis, as the case may be, upon:
 - (i) the commencement of the corresponding Intermunicipal Service by the Lead/Provider Municipality under the applicable Implementation Agreement;
 - (ii) if applicable, the transfer or other sharing arrangement for assets, facilities and/or staff necessary or convenient for the delivery of the Service on a intermunicipal basis; and

- (iii) the coordinated termination of any Third Party Service or Individual Municipal Service;

as more particularly agreed upon by the participating Municipalities within the specific Implementation Agreement applicable to each such proposed Intermunicipal Service; and

- (c) to be implemented under an Implementation Agreement within the time frame identified for each such proposed Intermunicipal Service within **Schedule “C”** attached to this Intermunicipal Collaboration Framework, unless extended by agreement of the participating Municipalities pursuant to the specific Implementation Agreement applicable to each such planned Intermunicipal Service, or otherwise;

and may be subject to such additions or revisions to the Implementation Plan as may be further agreed upon by the Municipalities participating within the each such planned Intermunicipal Service.

3. Future Intermunicipal Services – all future Intermunicipal Services which are proposed by a Municipality and/or the ICF Committee pursuant to the processes of Sections 7.1 to 7.8 of this Intermunicipal Collaboration Framework shall be implemented pursuant to an Implementation Plan agreed upon by the Municipalities participating in the future Intermunicipal Service, which process and plan may, without restriction, include and/or contemplate the following:

- (a) **ICF Subcommittee** – following the identification of a potential future Intermunicipal Service, the ICF Committee may create a subcommittee to:

- (i) review the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service;
- (ii) review the individual and intermunicipal needs for the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service;
- (iii) review the merits of the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service
- (iv) develop a more detailed recommendation respecting the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service, for consideration by the Municipalities;
- (v) seek and obtain any advice of consultants or advisors which are determined to be necessary or valuable for the purposes of the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service;
- (vi) undertake any other activity regarding the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service, as the ICF Committee may identify as terms of reference or scope of work for the identified subcommittee;

- (b) **Regional Services Study** – the undertaking of any number of regional service studies or investigations for the purposes of determining key facts, statistics, or other information relevant to the discharge or performance of the ICF Subcommittee’s duties, responsibilities, terms of reference and/or scope of work including, without restriction:

- (i) assessment of any proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service;
 - (ii) development of recommendations for the ICF Committee; and
 - (iii) development of any plans for implementation of the proposed future Intermunicipal Service;
- (c) **Schedule** – a schedule for the review, recommendation, implementation, and commencement of the proposed future Intermunicipal Service;
- (d) **Implementation Plan** – development of an Implementation Plan to be agreed upon by the participating Municipalities, which plan may include, without restriction:
 - (i) identification of the Municipalities participating in the proposed future Intermunicipal Service;
 - (ii) identification of the lead/provider Municipality or Municipalities, that will deliver of the proposed future Intermunicipal Service;
 - (iii) proposed start date(s) that the change or new Service will take effect;
 - (iv) strategy used to fund the applicable Service, including any Capital Project associated with the proposed future Intermunicipal Service;
 - (v) plans for carrying out any Capital Project associated with the proposed future Intermunicipal Service;
 - (vi) plans to phase out the existing Service delivery and to initiate the new mode of Service delivery;
 - (vii) plans for the phasing in or out of cost sharing, or other financial arrangements;
 - (viii) plans for any necessary changes to the applicable Intermunicipal Development Plans, and/or any other affected statutory plans, to reflect or accommodate the change of new Service being implemented;
 - (ix) review dates to evaluate the efficiency and/or effectiveness of the change and/or new Service, and the strategy used to fund the applicable Service; and
 - (x) whether or not, and/or the extent to which, the implementation shall be completed by an Implementation Agreement.

SCHEDULE “G”

DISPUTE RESOLUTION PROCEDURE

1. **Dispute** – In this Dispute Resolution Procedure, the term “Dispute” means and includes:
 - (a) any disagreement or controversy between the Municipalities concerning any matter arising out of this Intermunicipal Collaborative Framework including, without restriction, where:
 - (i) the ICF Committee is unable to reach an agreement on a recommendation to provide to the Councils of the Municipalities pursuant to Section 7.8 of this Intermunicipal Collaboration Framework; and
 - (ii) the municipal Councils of the Municipalities are unable to reach an agreement on the adoption or implementation of the recommendation of the ICF Committee pursuant to Section 7.8 of this Intermunicipal Collaboration Framework;
 - (b) any disagreement or controversy between Two (2) or more of the Municipalities concerning any matter arising out of this Intermunicipal Collaborative Framework including, without restriction, where:
 - (i) Two (2) or more of the Municipalities are unable to reach an agreement on an Implementation Agreement necessary to implement an Intermunicipal Service; and
 - (ii) Two (2) or more of the Municipalities are unable to resolve a disagreement or controversy arising from, within or under an Implementation Agreement;
2. **Dispute Process** – In the event of any Dispute, the Municipalities agree that prior to commencing litigation, they shall undertake a process to promote the resolution of a Dispute in the following order:
 - (a) first, by negotiation amongst the Municipalities involved in the Dispute;
 - (b) second, by review, discussion and negotiation of the ICF Committee;
 - (c) third, by way of Mediation; and
 - (d) fourth, by arbitration, if mutually agreed to in writing at the time of the Dispute, by the Municipalities.

Negotiation, mediation or arbitration shall refer to, take into account, and apply the intentions and principles stated by the Municipalities within this Intermunicipal Collaboration Framework including, without restriction, the Collaboration Principles.
3. **Negotiation** – A Municipality may give written notice (“**Dispute Notice**”) to the other Municipality or Municipalities involved in a Dispute, which notice will outline in reasonable detail the relevant information concerning the Dispute. Within seven (7) days following receipt of the Dispute Notice, the Municipalities identified in the Dispute Notice shall each appoint a representative to meet and attempt to resolve the Dispute through discussion and negotiation. If the Dispute is not resolved within Thirty (30) days of receipt of the Dispute Notice, unless otherwise extended and/or agreed to by the Municipalities involved in the Dispute the negotiation shall be deemed to have failed.
4. **ICF Committee** – If the representatives cannot resolve the Dispute within such Thirty (30) day

period by way of negotiation, then the Dispute shall be referred to the ICF Committee:

- (a) each Municipality involved in the Dispute will provide the ICF Committee with written notice outlining in reasonable detail the relevant information concerning the Dispute and the details of the matters in Dispute that are to be resolved, within Thirty (30) days after the date that negotiation has been deemed to have failed;
- (b) the ICF Committee will meet within Sixty (60) days from the date that negotiation has been deemed to have failed;
- (c) the ICF Committee will discuss the Dispute, negotiate (with or without the assistance of a facilitator) and attempt to resolve the Dispute; and
- (d) if the Dispute is not resolved within Sixty (60) days of the date that negotiation has been deemed to have failed, unless otherwise extended and/or agreed to by the Municipalities involved in the Dispute the attempted resolution of the Dispute by or through the ICF Committee shall be deemed to have failed.

5. Mediation – In the event the ICF Committee is unable to resolve the Dispute within such Sixty (60) day period, then the Dispute shall be referred to mediation:

- (a) if the Municipalities involved in the Dispute are unable to agree on the name of a mediator within Thirty (30) days from the date of the last meeting of the ICF Committee, any Municipality may apply to the Minister of Municipal Affairs to appoint a mediator;
- (b) the Municipalities involved in the Dispute will provide to the mediator with written notice specifying the subject matters remaining in Dispute, and the details of the matters in Dispute that are to be mediated, within Thirty (30) days after the mediator is agreed to or appointed;
- (c) the Municipalities involved in the Dispute will meet with the mediator within Sixty (60) days after the mediator is agreed to or appointed and will attempt to resolve the Dispute;
- (d) the costs of mediation shall be shared equally between the Municipalities participating in the mediation;
- (e) the mediator will prepare a report outlining any agreements between the Municipalities and a list of any outstanding items;
- (f) in the event that:
 - (i) Municipalities involved in the Dispute have failed to meet with the mediator within Sixty (60) days after the mediator is agreed to or appointed; or
 - (ii) the mediator is unsuccessful in resolving all matters comprising the Dispute by agreement of the Municipalities within Sixty (60) days from the date of the first meeting with the mediator;

unless otherwise extended and/or agreed to by the Municipalities involved in the Dispute the attempted resolution of the Dispute by or through mediation shall be deemed to have failed.

6. Arbitration – In the event a Dispute cannot be resolved through the foregoing negotiation and mediation, then the Dispute may be referred to arbitration:

- (a) any Municipality involved in the Dispute may refer the Dispute to arbitration by a single arbitrator by giving written notice (“**Arbitration Notice**”) to the other Municipalities involved in the Dispute, which notice:
 - (i) must be given within Sixty (60) days of the last meeting of the mediation; and
 - (ii) will specify the subject matters remaining in Dispute and the details of the matters in Dispute that are to be arbitrated;
- (b) if the Municipalities involved in the Dispute are unable to agree on the name of a single arbitrator within Thirty (30) days from the date of the Arbitration Notice, any Municipality may apply to the Minister of Municipal Affairs to appoint an arbitrator;
- (c) the Municipalities involved in the Dispute will provide to the arbitrator a copy of the mediator's report;
- (d) the decision of the arbitrator shall be final and binding upon Municipalities involved in the Dispute;
- (e) the *Municipal Government Act* and the Regulations in force from time to time shall apply to powers of the arbitrator and to arbitration proceedings commenced pursuant to this Intermunicipal Collaboration Framework ;
- (f) the costs of arbitration shall be shared equally between the Municipalities participating in the arbitration, subject to any award on costs by the arbitrator.



TOWN OF CLARESHOLM BYLAW #1695

A BYLAW OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE CONSOLIDATION OF BYLAWS.

WHEREAS, Part 3, Division 7 of the *Municipal Government Act* RSA 2000, c.M-26, as amended, grants the Council the authority to consolidate all or any of the bylaws of a municipality;

AND WHEREAS, Council deems it expedient to consolidate bylaws of the Town;

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

1. Definitions

1.1. “CAO” means the Chief Administrative Officer of the Town of Claresholm.

2. Application

2.1. The CAO, or designate, is authorized to consolidate the Town of Claresholm’s bylaws by:

2.1.1. Incorporating all amendments and;

2.1.2. Omitting any repealed or expired provisions.

2.2. The CAO, or designate, is responsible to decide which bylaws are to be consolidated and when they are to be consolidated.

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

Read a first time in Council this 9th day of March, 2020.

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

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

Mayor Doug MacPherson

CAO Marian Carlson



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1696**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to amend Bylaw #1659 respecting water-works, sewers and plumbing in the Town of Claresholm.

WHEREAS the Municipal Government Act, Chapter M-26 and amendments thereto, authorizes a Municipal Council to pass Bylaws pertaining to public utilities;

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

1. The Town of Claresholm Water & Sewer Utility Bylaw #1659 shall be amended as follows:

REMOVE: Current Section 4.4

- 4.4 Any owner who requires water for construction or other similar purposes will apply for water service by written application to the Town for a development permit. Application for water will be accompanied by a service charge plus a fee, in accordance with Schedule "A" attached hereto. In special circumstances, where the provisions of the Bylaw do not appear equitable to Council, Council, by resolution may alter the water usage fee, as it sees fit, for each particular situation.

ADD: Revised Section 4.4

- 4.4 Any owner who requires water for construction or other similar purposes will apply for water service by written application to the Town for a development permit. Application for water will be accompanied by a service charge plus a fee, in accordance with Schedule "A" attached hereto.

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

Read a first time in Council this **9th** day of **March** 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



REQUEST FOR DECISION

Meeting: March 9, 2020
Agenda Item: 7

BYLAW #1697 – PROCEDURAL BYLAW AMENDMENT

DESCRIPTION/BACKGROUND:

During the March 9th, 2020 Council Meeting, council gave Bylaw #1697 – Procedural Bylaw Amendment first reading. This amendment was to address a concern noted during the Municipal Accountability Program (MAP) review conducted in December 2019.

In light of the current COVID-19 Pandemic and the importance of social distancing to help control and limit the spread of the virus additional amendments are being proposed to allow for electronic (video conferencing) attendance to Council Meetings.

DISCUSSION/OPTIONS:

Administration has prepared additional amendments in Bylaw #1697 – Procedural Bylaw Amendment (noted in **Red**) to allow for electronic attendance to Council Meetings in light of the COVID-19 Pandemic. If Council chooses to add these amendments into Bylaw #1697 a motion of Council must be made prior to 2nd and 3rd reading to add these amendments to the bylaw.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to amend Bylaw #1697 – Procedural Bylaw Amendment prior to 2nd and 3rd reading by adding: remove the current section 2.1 (cc) from Bylaw 1647 – the Procedural Bylaw and add the revised section 2.1 (cc) to read **“Quorum” is a majority of those Members elected and serving on Council, including the Mayor, for clarity, this number is currently four. A quorum of Council may be achieved even if a council member or multiple council members attend the meeting through electronic communication as defined by Section 199 of the Municipal Government Act.** And add a new section 5.1 (e) to read **“Council meetings may be conducted through electronic communications as prescribed within Section 199 of the Act with allowance for public participation.”**

Moved by Councillor _____ to give Bylaw # 1697 – Procedural Bylaw Amendment, second (2nd) Reading.

Moved by Councillor _____ to give Bylaw # 1697 – Procedural Bylaw Amendment, third (3rd) and Final Reading.

ATTACHMENTS:

- 1.) Draft Bylaw #1697 – Procedural Bylaw Amendment

APPLICABLE LEGISLATION:

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

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 20, 2020



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1697**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to amend Bylaw #1647 a Bylaw to deal with procedure and the transaction of business by the Council of the Town of Claresholm.

WHEREAS the Municipal Government Act, Chapter M-26 and amendments thereto, authorizes a Municipal Council to pass Bylaws pertaining to procedures to be followed by Council, Council committees and other bodies established by Council;

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

1. The Town of Claresholm Procedural Bylaw #1647 shall be amended as follows:

REMOVE: Current Section 2.1 (cc)

- 2.1 cc) "Quorum" is a majority of those Members elected and serving on Council, including the Mayor, for clarity, this number is currently four.

ADD: Revised Section 2.1 (cc)

- 2.1 cc) "Quorum" is a majority of those Members elected and serving on Council, including the Mayor, for clarity, this number is currently four. A quorum of Council may be achieved even if a council member or multiple council members attend the meeting through electronic communication as defined by Section 199 of the Municipal Government Act.

REMOVE: Current Section 3.2

- 3.2 Suspension of Rules
Council may suspend any provision of this Bylaw by Special Resolution except:
 - a) the provisions about statutory hearings;
 - b) the provisions for amending or repealing this Bylaw; and
 - c) those provisions originating in Provincial Legislation.

REMOVE: Current Section 5.1(c), (d)

- 5.1 c) The time and date of the regular meeting of Council and the meeting location may be changed by two-thirds (2/3) of all Members of Council.
d) Any scheduled regular meeting of Council may be cancelled by consent of two-thirds (2/3) of all Members of Council.

ADD: Revised Section 5.1(c), (d) and new section 5.1(e)

- 5.1 c) The time and date of the regular meeting of Council and the meeting location may be changed by a resolution of Council carried by two-thirds (2/3) of all Members of Council.
d) Any scheduled regular meeting of Council may be cancelled by resolution of Council carried by two-thirds (2/3) of all Members of Council.
e) Council meetings may be conducted through electronic communications as prescribed within Section 199 of the Act with allowance for public participation.

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

Read a first time in Council this **9th** day of **March** 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



REQUEST FOR DECISION

Meeting: March 23, 2020
Agenda Item: 8

BYLAW No.1699 – Community Peace Officer Bylaw

DESCRIPTION/BACKGROUND:

As part of the Municipal Accountability Program (MAP) review conducted in December 2019, it was noted that Section 69 of the *Municipal Government Act* (MGA) requires that a bylaw is needed to specify the power and duties as well as disciplinary procedures for misuse of power of a bylaw enforcement officer. The Town of Claresholm employs and utilizes Community Peace Officers (CPO) for bylaw enforcement and the procedures, policies, and agreements with the Solicitor General already covers these issues in length for CPO's. The Town therefore just requires a bylaw to tie these CPO policies and procedures into a bylaw of the Town.

DISCUSSION/OPTIONS:

Administration has prepared Bylaw #1699 – Community Peace Officer Bylaw, which dictates the power and duties as well as disciplinary procedures for misuse of power.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw # 1699 – Community Peace Officer Bylaw, first (1st) Reading.

ATTACHMENTS:

- 1.) Draft Bylaw #1699 – Community Peace Officer Bylaw

APPLICABLE LEGISLATION:

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

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 9, 2020



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1699**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to provide for discipline procedure for misuse of power, including penalties and an appeal process applicable to misuse of power by Peace Officers.

WHEREAS Section 556 of the *Municipal Government Act* R.S.A. 2000 Chapter M-26, states that Council must by bylaw establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers;

AND WHEREAS Council of the Town of Claresholm has adopted, by approving this Bylaw, the Government of Alberta, Solicitor General and Public Security, Public Security Peace Officer Program, "Policy and Procedures Manual" which provides guidance in meeting Provincial mandates.

AND FURTHER laying out protocols, expectations and discipline action with penalties and appeal processes within stipulated situations.

AND WHEREAS this Bylaw further specifies Appointments under the Peace Officer Act that is currently enforced and available within their scope of employment, approved by the Department of Justice and Solicitor General:

- Animal Protection Act
- Dangerous Dog Act
- Environmental Protection and enhancement Act, Part 9, Division 2
- Gaming, Liquor, and Cannabis Act
- Highways Development and Protection Act
- Innkeepers Act
- Petty trespass Act
- Provincial Offences Procedure Act
- Tobacco and Smoking Reduction Act
- Traffic Safety Act
- Trespass to Premises Act
- Weed Control Act

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

SECTION 1 NAME OF BYLAW

- 1.1 This Bylaw may be cited as the "**Community Peace Officer Bylaw.**"

SECTION 2 ENACTMENT

- 2.1 The Chief Administrative Officer (CAO) or designate will be responsible for the discipline of a Community Peace Officer(s) in accordance with the Government of Alberta Solicitor General, Public Security Peace Officer Program, "Policy and Procedures Manual" as well as the following Town of Claresholm policies:
- a) 5.3.03 – CPO Code of Conduct Policy
 - b) 5.3.04 – CPO Notebook Policy
 - c) 5.3.16 – CPO Incident Capture System (ICS) Policy
 - d) 5.3.25 – CPO Use of Force Policy
 - e) 5.3.30 – CPO Complaint Process Policy
 - f) 5.3.35 – CPO Safety Policy
- 2.2 The Government of Alberta Solicitor General, Public Security Peace Officer Program, "Policy and Procedures Manual" as well as the following Town of Claresholm policies form part of this Bylaw:
- a) 5.3.03 – CPO Code of Conduct Policy
 - b) 5.3.04 – CPO Notebook Policy
 - c) 5.3.16 – CPO Incident Capture System (ICS) Policy
 - d) 5.3.25 – CPO Use of Force Policy

- e) 5.3.30 – CPO Complaint Process Policy
- f) 5.3.35 – CPO Safety Policy

SECTION 3 PASSAGE OF BYLAW

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

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

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

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

Doug MacPherson, Mayor

Marian Carlson, CAO

DRAFT



A statement from AUMA President Barry Morishita: AUMA supports provincial government's amendment of Emergency Management Act

Alberta's municipalities and AUMA fully support the provincial government's recent announcement to amend the *Emergency Management Act* to remove unnecessary red tape for municipalities during this time of uncertainty due to the COVID-19 pandemic.

Municipalities and the provincial government enjoy a strong working relationship with emergency management, and we are pleased that the changes to the *Emergency Management Act* will allow locally- and provincially-declared states of emergencies to run concurrently during this unprecedented time.

Prior to this change to the legislation, if the provincial government declared a state of emergency, then they would have to go through a process to authorize each local state of emergency to be in effect concurrently. Alternatively, without this authorization process, the provincial state of emergency would supersede any municipally-declared states of emergency and make them ineffectual.

Removing the need for this process helps all orders of government quickly and responsively address quickly-emerging issues. We applaud the provincial government for this strategic amendment in response to the COVID-19 pandemic. This *Emergency Management Act* change is a welcome example of red tape reduction that will allow municipalities to autonomously manage their local needs and states of emergency.

Currently, the Alberta Emergency Management Agency (AEMA) indicates there are about 25 local states of emergency declared in communities across the province, as municipalities enact measures to ensure they can provide critical services.

Municipalities share the same ambition as the provincial government for a strong and prosperous Alberta, and we look forward to sharing in brighter times ahead once we have weathered this time of uncertainty.

Media contact:

[Michael Hogan](#)

Senior Director, Communications and Marketing, AUMA
587.987.2865



March 19, 2020

Honourable Kaycee Madu
Minister of Municipal Affairs
132 Legislature Building
10800-97 Street
Edmonton, Alberta T5K 2B5

Dear Minister Madu:

AUMA is ready to collaborate with the Government of Alberta to support our communities during the current public health emergency. We applaud the \$60 million investment by the province in community services to support our most vulnerable citizens.

This balance of this letter will communicate to the Minister, AUMA's position for:

- A. The identification of opportunities for collaboration now and in the long-term.
- B. Identify previous Municipal Affairs priority initiatives that should be delayed allowing the Ministry and Municipalities to focus on and address the COVID-19 crisis and subsequent community recovery.

A. The identification of opportunities for collaboration now and in the long-term.

- Pandemic Response
 - Emergency Management – AUMA appreciates the willingness of the province and the Alberta Emergency Management Agency to share information with municipal associations as trusted stakeholders so we can better serve our members.
 - Residential and Business Support – together we can seek solutions to ensure Alberta's residents and businesses receive the essential services they rely on and to reduce their financial hardships.
- Infrastructure Investments
 - AUMA can help the province get infrastructure investments flowing quickly for shovel-ready projects. This includes leveraging the Investing in Canada Infrastructure Program and the Housing Partnership Framework to kick start our economy, while at the same time, addressing aging infrastructure in this province and ensuring all Albertans have access to safe and affordable housing.
 - AUMA also recommends that brownfield remediation and redevelopment should be considered as part of the province's infrastructure investment plan. More than 1,700 brownfields sit abandoned on Alberta main streets. Cleaning up these properties generate local economic activities and encourage long-term economic development.
- Relationship Development and Cultivation
 - The current public health crisis highlights the necessity of on-going government-to-government collaboration. AUMA is ready to collaborate with provincial ministries to

develop solutions and program changes that benefit both municipal and provincial governments.

- Long-term collaboration is essential and collaborating to address this crisis can facilitate a long-term relationship between AUMA and the Ministry. Solutions should be developed together, and other provincial ministries should be required to present and discuss programs or changes that could affect municipalities with both AUMA and the Ministry of Municipal Affairs.
- Red Tape Reduction
 - As part of this partnership, we should work together to identify and eliminate any red tape that interferes with a seamless approach to emergency management.

B. Identify previous Municipal Affairs priority initiatives that should be delayed allowing the Ministry and Municipalities to focus on and address the COVID-19 crisis and subsequent community recovery.

1. Further review and amendment to the *Local Authorities Elect Act* should be conducted following the 2021 local elections.
2. Further review of aspects of the *Municipal Government Act*, such as planning and development originally anticipated to take place this spring, should be delayed until the fourth quarter of 2020.
3. The deadline for Intermunicipal Collaboration Frameworks (ICFs) should be extended to April 1, 2021.
4. The Regulated Assessment Model Review should be put on hold. Instead, the municipal and industry associations should develop a temporary solution to assist the oil and gas sector while prices are low.
5. The invoicing of funds from municipalities under the new police funding model should be delayed until the province's 2021-22 fiscal year. This will properly align the flow of police funding from municipalities, to the actual implementation of additional police resources, which for all practical purposes will also occur in 2021.

AUMA looks forward to discussing how we can best support Albertans during this difficult time. If you would like to discuss this matter further, please feel free to contact me by email at president@auma.ca or on my cell phone at (403) 363-9224.

Sincerely,



Barry Morishita
AUMA President

Cc:

Honourable Jason Kenney, Premier of Alberta
Honourable Doug Schweitzer, Minister of Justice and Solicitor General
Honourable Travis Toews, Minister of Treasury Board and Finance
Mayor Don Iveson, City of Edmonton
Mayor Naheed Nenshi, City of Calgary

March 11, 2020



**GRANUM & DISTRICT
CANADA DAY SOCIETY**

Granum & District Canada Day Society
P.O. Box 381
Granum, Alberta T0L 1A0
Email: canadaday@granum.community

Town of Claresholm

221 – 45 Avenue West
PO Box 1000
Claresholm, AB T0L 0T0

Dear Mayor and Council,

Granum has become the place for Canada Day Fireworks in our region of Southwestern Alberta. We are welcoming our neighbouring municipalities to come together in celebration of Canada's 153rd Birthday.

We will wrap all our activities around this year's theme "The Roaring 20's" which include: a pancake breakfast at the Granum Drop-In Center, followed by the annual Canada Day Parade through the streets of Granum. Further activities will include the Remington Carriage ride, food, fun, games, entertainment, and birthday cake at Granview Park. These festivities will be followed by supper at the Golf Club House, which has the best location for viewing for fireworks show.

We are combining forces with the Granum Historical Board who are hosting their second annual Bike Show.

We are reaching out for sponsorships and we hope we can count on you to help make our 2020 event our best one yet! You could sponsor our children's activities, the Circus Entertainment, the Pipe Band, our Indigenous Entertainment or some of the Fireworks. Any donation, large or small, is greatly appreciated and will be recognized.

We would also like to invite the Mayor & Councillors to take part in the festivities. We would like very much to have you as dignitaries in our Parade and the Cake Cutting Ceremony.

We thank you in advance for your support of this small-town community event celebrating all things Canadian!

Sincerely,

A handwritten signature in blue ink, appearing to read "Wendy Kennedy".

Wendy Kennedy
Secretary
Granum & District Canada Day Society
(403) 687-2115
canadaday@granum.community
www.granum.community/canadaday



REQUEST FOR DECISION

Meeting: March 23, 2020
Agenda Item: 12

ICF COMMITTEE APPOINTMENTS

DESCRIPTION / BACKGROUND:

On March 9, 2019, Council gave first reading to Bylaw #1694, the Willow Creek Regional Intermunicipal Collaboration Framework Bylaw. The Bylaw is presented on this Agenda for 2nd & 3rd Readings. Once the bylaw has been passed, the Town of Claresholm must appoint two committee members to the ICF Committee per Schedule "B" and can appoint an alternate.

1. *ICF Committee*

The ICF Committee shall be made up of Two (2) elected representatives of each of the Municipalities, together with the Chief Administrative Officers of each of the Municipalities in an advisory role, for the purposes of carrying out the responsibilities contemplated within Article 4 of this Intermunicipal Collaborative Framework and this Schedule.

3. *Representatives*

The Municipalities may each appoint alternate representatives to act on the ICF Committee in substitution for their appointed representative.

The Mayor has suggested that the Mayor should be on the committee along with Councillor Mike Cutler, and that Councillor Lise Schulze should be the alternate.

PROPOSED RESOLUTION:

Moved by Councillor _____ to appoint Mayor Doug MacPherson and Councillor Mike Cutler to represent the Town of Claresholm on the ICF Committee, and to appoint Councillor Lise Schulze as the alternate representative on the ICF Committee.

APPLICABLE LEGISLATION:

- 1.) Bylaw #1694
- 2.) MGA Section 708.28(1)

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

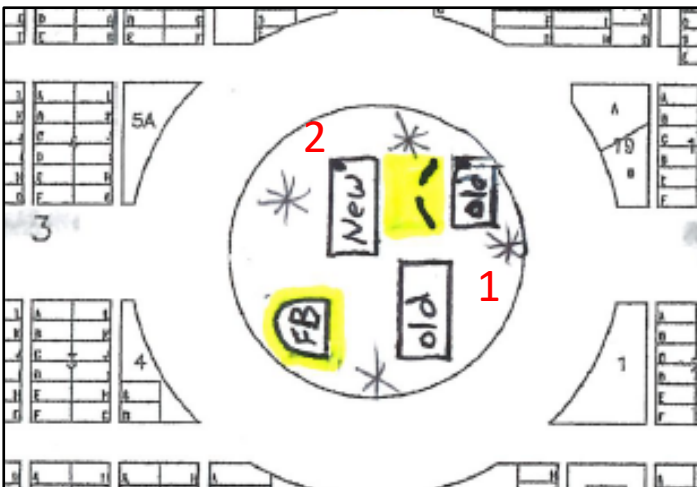
DATE: March 19, 2020

COLUMBARIUM LOCATIONS

BACKGROUND / DESCRIPTION:

At the November 25, 2019 Council meeting a motion was carried to work with Willow Creek Funeral Home (now Zentner Funeral Home) for the purchase and installation of an additional columbarium at the cemetery. This allows the option for engraving, as well as the bronze plaque through the Town's columbarium.

Administration has discussed options with the Funeral Home and together have identified locations for Council to review. The Funeral Home is prepared to install a 30-niche columbarium and facilitate the sale, opening, closing and maintenance until such a time as it is fully occupied and/or turned over the Town. This will be part of a letter of understanding between the Town and the Funeral Home (draft agreement attached).



Option 1: shown below.

Option 2: north side of new columbarium.

If the columbarium is placed adjacent to the new installed columbarium there may be an opportunity in the future for another one on the other side (with the relocation of the flower bed).



The Funeral Home is prepared to install a concrete pad 24 inches on either face and 12 inches along the sides, if there was connectivity or larger pads that Council wished to have installed that can be discussed within the operational budget discussions.

PROPOSED RESOLUTIONS:

Administration requires Council approve a location within the cemetery for the Funeral Home to install and operate a columbarium.

RECOMMENDED ACTION:

Moved by Councillor _____ to approve the _____ location for the installation of a columbarium to be operated by Zentner Funeral Home as per the letter of understanding.

ATTACHMENTS:

- 1.) Draft Letter of Understanding

APPLICABLE LEGISLATION:

- 1.) Draft Town of Claresholm Cemetery Bylaw No. 1650.

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 19, 2020

LETTER OF UNDERSTANDING

BETWEEN:

The Town of Claresholm
(the "Town")
Box 1000, 221 – 45th Avenue West
Claresholm, AB T0L 0T0

AND:

Zentner Funeral Homes
(the "Funeral Home")
Box 751
Claresholm, AB T0L 0T0

WHEREAS the purpose of this letter of understanding:

- For the Town and the Funeral Home to agree that it is in the best interest for both parties to enter into this agreement for the installation & maintenance of the Columbarium located at the "Town of Claresholm Cemetery" shown in Schedule A.

WHEREAS in consideration of the covenants and other good and valuable consideration herein contained, the parties hereto agree as follows:

1. **Term**

- 1.1 The Town & the Funeral Home hereby agree that the agreement will be continuous without any rental or lease fees applied, until the columbarium is fully occupied, and interments completed, unless:
- (a) Written notice is given by the Town or the Funeral Home that different terms and conditions require negotiation; or
 - (b) Written notice is given by the Funeral Home that the agreement is to be transferred to another party.
 - (c) Upon full occupancy the Town will accept full ownership of the columbarium. Full occupancy means interments and engraving have been completed.

2. **Town's Responsibilities**

- 2.1 The Town agrees to maintain the grass and grounds surrounding the columbarium as part of the routine maintenance of the cemetery grounds.
- 2.2 The Town shall have full authority to remove any artificial flowers as deemed required.
- 2.3 The Town is not liable for any damages or losses resulting from theft, vandalism or natural causes to the

columbarium or parts thereof, or any other article placed on or to the columbarium itself.

2.4 If the Town is requested to open and close the Funeral Homes columbarium (by the Funeral Home's request only), the fees for service are as per the Town Cemetery Bylaw No. 1650 (as amended).

3. **Zentner Funeral Homes Responsibilities**

3.1 The Funeral Home will be responsible for all costs associated with the installation and ongoing maintenance of the columbarium. All concrete work for the placement of the columbarium and replacement or removal of any vegetation, if applicable, in the approved location.

3.2 The Funeral Home will be responsible for any maintenance, opening and closing, and coordination of fee payment until the columbarium is fully occupied.

3.3 The Funeral Home is responsible to carry adequate insurance for any damage that may occur to the structure while the Funeral Home maintains ownership of the columbarium.

3.4 The Funeral Home at all times shall follow and adhere to the guidelines presented within the Town of Claresholm Cemetery Bylaw No. 1650 (as amended).

IN WITNESS WHEREOF the Attendants have hereunto affixed its seal as witnessed by the hands of its proper signing officers duly authorized in that behalf as of the day and year first above written.

THE TOWN OF CLARESHOLM

Date

Per: _____

Per: _____

ZENTNER FUNERAL HOME

Date

Per: _____

Per: _____

SCHEDULE A

LEGAL: BLOCK 1, PLAN 9210486





REQUEST FOR DECISION

Meeting: March 23, 2020
Agenda Item: 14

SUSPENSION OF UTILITY PENALTIES AND SHUT-OFFS

BACKGROUND:

Jason Kenney, Alberta's Premier, in a press release on Wednesday March 18, 2020 announced numerous measures the Alberta Government is taking to help Albertan's through the financial difficulties presented by the COVID-19 Pandemic.

Among other measures the government is promising to help citizens through the deferral of electricity and natural gas charges and asks municipalities to offer similar protection for water charges.

DISCUSSION:

Administration is recommending that the Town suspend all utility penalties for non-payment as well as water shutoffs for non-payment until the end of June (which could be extended at a later date if this continues). There would be no forgiveness or waiving of the utility bills themselves, so utility customers would still need to be prepared to pay their full owing balance before this suspension lifts or penalties will be applied at that time on all unpaid balances, however we want to provide some relief where we can.

RECOMMENDED ACTION:

Approve the temporary suspension of penalties and utility shut-offs for non-payment until June 30, 2020 in response to the financial difficulties presented by COVID-19

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the temporary suspension of utility penalties and utility shutoffs until June 30, 2020 in response to the financial difficulties presented by COVID-19.

ATTACHMENTS:

- CTV news article from March 18, 2020 on Jason Kenney Press Release

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 19, 2020

[< Home](#)



BREAKING

Trudeau says Canada-U.S. border likely to close by the weekend due to COVID-19

WATCH LIVE

CTV News Channel ongoing coverage and updates on the COVID-19 outbreak

EDMONTON | News

Alberta announces \$50M for those in self-isolation, deferral of utility payments

Alex Antoneshyn

Digital Journalist

 [@AAntoneshyn](#) | [Contact](#)

Published Wednesday, March 18, 2020 3:38PM MDT

Last Updated Wednesday, March 18, 2020 7:02PM MDT

1 2

SHARE  319 |   

EDMONTON -- The Alberta government is promising to help citizens through the economic repercussions of COVID-19 with cash for those in self-isolation, **deferral of electricity and natural gas charges** and a six-month interest-free moratorium on student loan payments.

"To be blunt, the challenge that we face as Albertans' elected representatives is that much of our economy is moving into hibernation right now and so there's very limited policy levers to stimulate an immediate increase in demand, when in fact there is enormous momentum in the opposite direction," Premier Jason Kenney said in the legislature on Wednesday.

"And so Alberta's government in the immediate term will focus on the immediate imperative of doing everything we can to keep cash in people's bank accounts, to maintain the ability of households to pay their bills, to defer their bills wherever possible, and the ability of businesses to maintain at least basic operations."

Related Stories

- **PM: Canada-U.S. border closing; \$27B in direct aid, \$55B to businesses**
- **22 new COVID-19 cases in Alberta; Hinshaw says community spread is 'concerning'**
- **'We are in uncharted territory': ATB Financial steps in to help Albertans**

'THERE IS RELIEF': KENNEY

Albertans will be able to apply online for and receive \$572 from the emergency isolation support package starting next week, Kenney said, which is meant to act as a backstop until federal payments come in April. Eligibility will be based on the Government of Alberta's criteria for self isolation, and include those who are the sole caregiver of a dependent who is in self-isolation.

In addition to a deferral of utility charges for residential, farm and small commercial customers, Alberta says it has asked municipalities to offer similar protection for water charges.

ATB Financial customers will be able to apply for deferrals on their loans, lines of credit, and mortgages for six months. Kenney said "further solutions" were being discussed for other and agriculture businesses.

Credit union members were advised to talk to their institutions about options that would be available to them.

And, Kenney said, to give Alberta the greatest chance of mitigating the economic effects of the pandemic, the province will be deferring corporate income tax balances and instalment payments between March 19 and Aug. 31.

"The bottom line for Albertans who are feeling anxious right now is that they need to know there is relief."

Opposition NDP leader Rachel Notley was pleased with some of the government's announcements. But she wants more protections for renters, who she says are more vulnerable than people who own their homes.

"We are disappointed that we've not yet seen movement to pass a law banning evictions," Notley said. "We've seen both the federal and provincial governments encourage and in fact ensure actions are taken to protect homeowners through the process of mortgage deferral. But the same actions have not been taken for home renters."

Notley also called for the \$573 payment for anyone self-isolating to be made weekly, instead of just once.

MORE TO COME, KENNEY SAYS

Kenney called the moves only the beginning of his government's response, and asked citizens to keep in mind long-term virus projections.

The Alberta premier said he's been told not to expect a decline in the virus spread for four or five weeks, throughout which protective measures will remain in place.

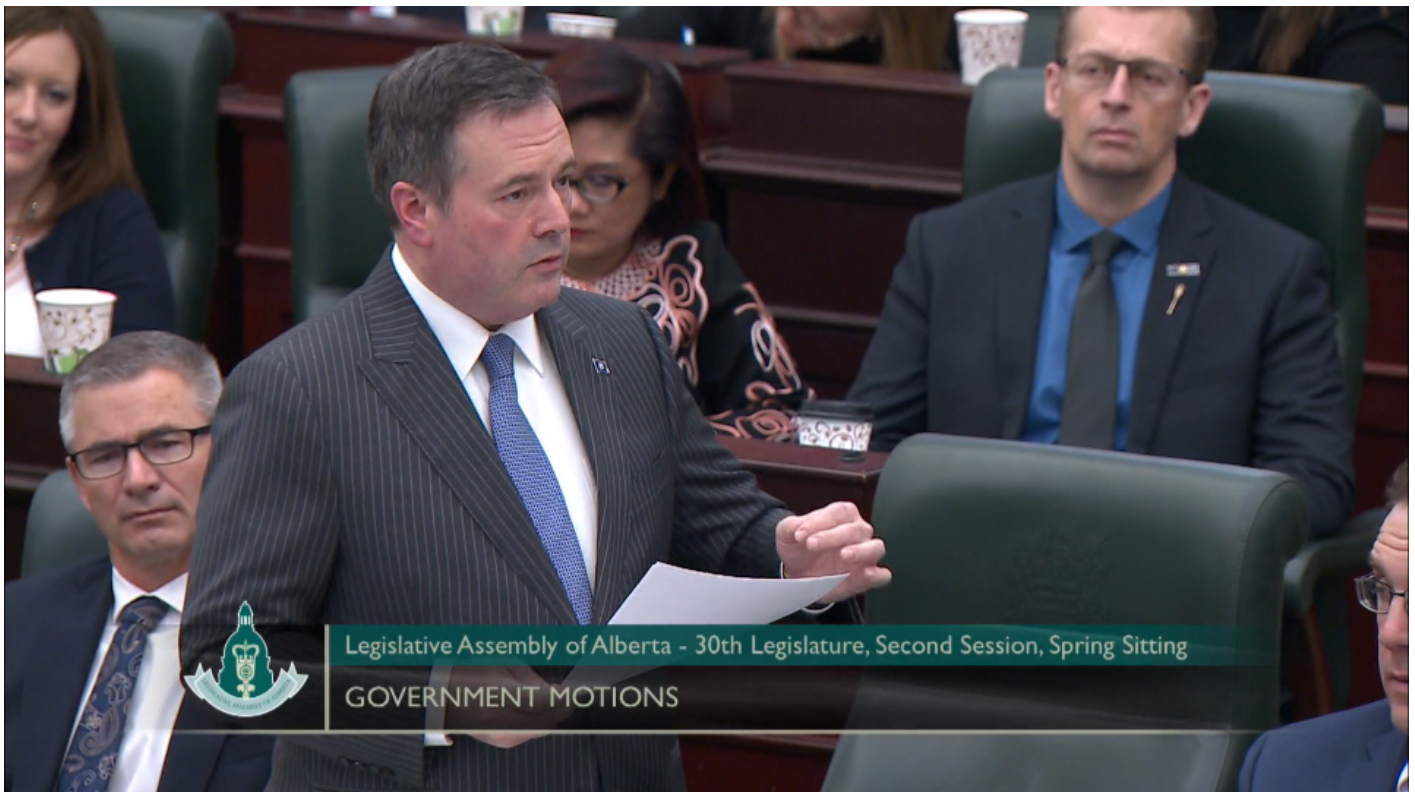
"This is going to take some time, and I think Albertans need to start to wrap their heads around that."

He was scheduled to meet Wednesday night with a newly created economic recovery council about strategizing for the future.

More announcements would be made Thursday and Friday, Kenney promised, including details in the future on the "likely most robust counter-cyclical stimulus package in the fiscal history of this province."

Earlier Wednesday, Canada announced it'd be closing its border with the U.S. for non-essential travel and providing about \$82 billion in direct aid and stimulus in response to the outbreak.

RELATED IMAGES



Premier Jason Kenney announces several measures to provide financial security for struggling Albertans amid the COVID-19 pandemic. March 18, 2020. (CTV News Edmonton)

SHARE  319 |   

 Report Error

 Editorial standards and policies



REQUEST FOR DECISION

Meeting: March 23, 2020
Agenda Item: 15

CLARESHOLM CHILDCARE SOCIETY REQUEST

BACKGROUND/DISCUSSION:

The Town of Claresholm has received a request from the Claresholm Childcare Society for a reprieve (waive) rent for the daycare facility. Their facilities are located at 221 45 ave West and the Kidszone (before and after school childcare) adjacent to the West Meadow Elementary School. They are requesting the waiver during their closure.

The Childcare Society is a not-for-profit society offering licensed daycare and before and after school programming to the community. With the mandatory closure of all licensed facilities they are no longer operating until further notice.

COSTS/ SOURCE OF FUNDING:

The total estimated rental fees are \$750 per month, which includes \$100 rent for the daycare facility, \$250 rent for the kidzone facility, and \$400 utilities for the kidzone facility.

RECOMMENDED ACTION:

Option 1: Carry a motion to reprieve the rent owed to the Town of Claresholm for the Claresholm Childcare Society until they are operational.

Option 2: Do not approve the request.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to waive the rental and utility fees for the Claresholm Childcare Society for the period of time that they are not operational due to the provincial wide closure on all licensed daycare facilities.

Or

Moved by Councillor _____ to deny the request by the Claresholm Childcare Society to waive the rental & utility fees during the closure.

ATTACHMENTS:
Request letter

APPLICABLE LEGISLATION:
N/A

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 19, 2020



Claresholm Child Care Society

Box 271 ~ 221 - 45 Ave. W.

Claresholm, AB

TOL OTO

March 19, 2020

Dear Town Council

I am writing to you on behalf of the Claresholm Child Care Society. Currently our business has temporarily closed do to the Covid-19 pandemic and our current cash flow has come to a halt.

We are asking the Town of Claresholm to suspend the rent at the CCCS Daycare and to suspend utilities at the CCCS Kid Zone while this pandemic is forcing closure of our facilities. Once the public health and economic disruption ceases we would resume payments as before.

Thank you for your time and consideration.

Sincerely,

Claresholm Child Care Society



REQUEST FOR DECISION

Meeting: March 23, 2020
Agenda Item: 16

ARENA ROOF AND MEZZANINE FLOOR

BACKGROUND:

The flat portion of the Arena roof is overdue for replacement, having outlived its useful life, and has developed some significant leaks that have damaged the mezzanine floor in the Arena building. Council has included the Arena roof (just the flat portion) and mezzanine floor replacement for 2020.

DISCUSSION:

Our Infrastructure Services department has reached out to 3 different contractors for quotes on doing the Arena roof replacement (as project costs are less than \$200K a public posting to APC was not required). All three quotes came from contractors located in Lethbridge that are experienced in this type of project. Quotes ranged from \$72,000 to \$136,000. An additional \$3,900 is required for replacing the sky lights (\$1,300 each)

This project is budgeted to be funded from both Community Facility Enhancement Program (CFEP) grant funds with matching funds from Federal Gas Tax Funds (FGTF) grant, \$85,000 each. The CFEP grant application has been submitted and we are hopeful that funding will come through, however due to a number of CFEP grants already being declined this year we realistically can't rely on those funds.

As the grant application has already been submitted, we can move forward with the project without jeopardizing the eligibility to utilize the funding if received. However the roof requires replacement regardless of the grant outcome. It is therefore recommended that we proceed with the low quote noted above for the replacement of the roof. The roof replacement is below the budgeted amount for FGTF alone.

The mezzanine flooring requires replacement before it can be used, due to water damage, but delaying its repair would simply mean a delay in being able to utilize that part of the building, and doesn't risk further damage to the building. Administration is looking for direction from Council on whether we should be moving forward with the whole project at this time, despite the uncertainty with CFEP, or hold off on the mezzanine portion of the project until we receive word on the CFEP grant.

COSTS/ SOURCE OF FUNDING:

The total approved budget for this project is \$170,000 which was set based on the initial budgetary quotes we received. The additional quotes received for the roof replacement significantly reduces the expected cost of this project, down from \$170,000 to \$110,000 (could be slightly higher or lower based on updated quotes for mezzanine floor).

As noted above budgeted funding is \$85,000 CFEP and \$85,000 FGTF. Based on updated quotes we would be looking at \$54,500 CFEP and \$54,500 FGTF for the whole project, or if we are unsuccessful needing to identify another \$24,000 over the 85,000 FGTF currently budgeted.

As the contracts are below \$200,000 and are within budget (despite the uncertainty of the CFEP funds) a motion of Council is not required to award the contract. Administration is just looking for a motion of Council of whether or not to proceed with the project at this time despite the unawarded CFEP grant.

RECOMMENDED ACTION:

Option 1: Do not proceed until such time as we receive word on the CFEP grant application.

Option 2: Proceed with the Arena roof replacement at this time and delay the mezzanine floor portion of the project until such time as we receive word on the CFEP grant application.

Option 3: Proceed with the full project despite the uncertainty of the CFEP grant application. If the CFEP grant application is unsuccessful, approve the additional \$25,000 required for the full project from FGTF grant.

PROPOSED RESOLUTIONS:

Option 1:

Moved by Councillor _____ to direct Administration to not proceed with the Arena Roof and Mezzanine Floor Project until such time as we receive word on the CFEP grant application.

Option 2:

Moved by Councillor _____ to direct Administration to proceed with only the Arena Roof replacement portion of the Arena Roof and Mezzanine Floor Project until such time as we receive word on the CFEP grant application.

Option 3:

Moved by Councillor _____ to direct Administration to proceed with the full project and to approve additional Federal Gas Tax Fund grant funding to the amount of \$25,000 if the CFEP grant application is unsuccessful.

ATTACHMENTS:
N/A

APPLICABLE LEGISLATION:
Municipal Government Act, RSA 2000, Chapter M-26 Section 248 – Expenditure of money

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 19, 2020

NORTH INDUSTRIAL PAVING

BACKGROUND:

The North Industrial area has been scheduled for paving for many years, but has consistently been postponed or put off due to budgetary concerns. During the 2020 budgeting discussions Administration was asked to obtain quotes on paving this area. Due to current oil prices and labour market, the price has come down significantly from previous quotes. As such, Council included this project in the 2020 capital budget.

The engineering firm, ISL Engineering and Land Services Ltd, hired to manage this project, assisted the Town in the tender process, for the paving project in the North Industrial area (Saskatchewan Crescent). The tender closed on March 11, 2020 with 7 proposals being submitted. Prices came in a little higher than budgeted (which was \$450,000), with quotes ranging from \$439,518.43 to \$558,175.54 (not including GST).



DISCUSSION:

As per the attached letter from ISL, they are recommending the low bidder, Professional Excavators and Construction Inc., be awarded the project, at the price of \$439,518.43 plus GST. This price does include contingency and our Director of Infrastructure also believes gravel quantities in the quote are high (due to inability to properly survey at this time of year with snow and ice coverage). Quantities will be billed on actuals, so some cost savings may be seen.

ISL's Calgary office has worked with this contractor before as well as checked an additional reference and they have no concerns with the ability of the contractor to complete the work in a satisfactory manner.

COSTS/ SOURCE OF FUNDING:

ISL Engineering and Land Services Ltd.'s contract for this project is \$15,990. This plus Professional Excavators and Constructions Inc.'s quote would put the project total, before GST, at \$455,508.43.

Total approved budget for this project is \$450,000. This proposal would then put the project over budget by \$5,508.43, or an increase of 1.2%. As noted previously, we may see some cost savings or unused contingency that could keep this project within budget. To ensure the job is completed properly Administration recommends approving the over budgeted amount for the instance that it may be required, and for the overbudgeted expenditure to be funded from Federal Gas Tax Fund (FGTF) grant.

This would update the total approved funding for this project to be \$225K from MSI Capital Grant and \$230.5K from FGTF.

RECOMMENDED ACTION:

Council award the North Industrial Paving Project to Professional Excavators and Construction Inc. in the amount of \$439,518.43, plus GST.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to award the North Industrial Paving Project to Professional Excavators and Construction Inc. in the value of \$439,518.43, plus GST

ATTACHMENTS:

- 1.) ISL Recommendation Letter

APPLICABLE LEGISLATION:

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

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 19, 2020

416B Stafford Drive South, Lethbridge, AB T1J 2L2 T: 403.327.3755 F: 403.327.3454

March 17, 2020

Our Reference: 27527

Town of Claresholm
 221, 45th Avenue West
 Claresholm, AB
 T0L 0T0

Attention: Mike Schuweiler, Director of Infrastructure

Dear Sir:

Reference: Recommendation for Award – RFQ-INFRA20-123 – Claresholm Saskatchewan Crescent Paving Project

ISL Engineering and Land Services Ltd. (ISL) is pleased to provide this recommendation to award letter in regard to the Town of Claresholm (Town) – Saskatchewan Crescent Paving project.

Seven (7) quote submittals were received on March 11, 2020 for this project and evaluations of each submittal was completed by ISL.

The highest evaluated quote of \$461,494.35 (Including provision items, contingency and GST) was submitted by Professional Excavators and Construction Inc. The quote is 19.2% lower than the Engineer's Estimate of \$550,148.00, which was based on recent industry tender pricing.

A comparison of bids is summarized in the following table.

Contractor	Quoted Price (Provisional Items, 10% Contingency & GST Included)	% Difference from Eng. Est.	Evaluation Ranking (Out of 100)
Professional Excavators and Construction Inc.	\$461,494.35	-19.2%	95.0
Bowmark Paving	\$472,894.19	-16.3%	93.8
East Butte Contracting Ltd.	\$476,370.97	-15.5%	85.9
Tollestrup Construction Inc.	\$488,084.69	-12.7%	89.8
McNally Contractors Ltd.	\$506,413.22	-8.6%	88.1
Con Site Construction Limited	\$526,585.29	-4.5%	83.8
Rubydale Asphalt Works Ltd.	\$586,084.32	+6.1%	84.4

Our review of the individual unit prices and totals identified differences in Professional Excavators and Construction Inc. bid versus the Engineer's Estimate.

Professional Excavators and Construction Inc. bid for Safeguarding Work Areas, Traffic Accommodation, Survey Requirements and Environmental Requirements is significantly lower than the engineers estimate. The low lump sum bid amount for these items may not cover the costs to complete these items satisfactory to the Town.

Professional Excavators and Construction Inc. bidder's information and mandatory information sheets were completed satisfactorily.

We recommend that the Town award this contract to Professional Excavators and Construction Inc. under the following condition:

- They acknowledge and agree that the unit for Bid Item 1.2 Safeguard Work Areas shall include all labor, materials and equipment necessary to protect pedestrian and vehicular traffic from entering construction areas. The Contractor shall submit a Safeguard Work Areas plan to the Engineer for review and approval prior to construction.
- They acknowledge and agree that the unit for Bid Item 1.3 Traffic Accommodation shall include all costs associated with the preparation of an approved Traffic Accommodation Strategy plan and providing traffic accommodation for the work site. The Contractor shall submit a Traffic Accommodation Strategy for the Engineer to review and approve prior to construction within existing roadways.
- They acknowledge and agree that the unit for Bid Item 1.4 shall include all costs associated with construction survey and quantity surveys required to complete the project as specified.
- They acknowledge and agree that the unit for Bid Item 1.5 Environmental Requirements shall include all costs associated with environmental requirements related to the project.

If you have any questions or require further information, please do not hesitate to contact us at your convenience.



Evan Abramenko, P. Tech. (Eng.)
ISL Engineering and Land Services Ltd.



REQUEST FOR DECISION

Meeting: March 23, 2020
Agenda Item: 18

TENNIS COURT RESURFACING

BACKGROUND:

Claresholm has received the bid to host the 2021 Southern Alberta Summer Games. In preparation for this event our Tennis Courts by the High School are in need of resurfacing.

DISCUSSION:

Our Infrastructure Services department has reached out to 2 different contractors for quotes on doing the Tennis Court Surfacing project and the low bid is \$65,448 before GST which is well below the budgeted amount approved in the 2020 capital budget, \$85,000. That being said the project was budgeted to be funded 50% by CFEP grant, which we haven't received notice on yet and don't expect to hear before its too late to schedule the work to be done in 2020.

We have also not heard any confirmation as to whether we will be receiving funding from the Southern Alberta Recreation Association (SARA) to host the games, therefore the \$15,000 budget from SARA is also in question.

COSTS/ SOURCE OF FUNDING:

The funding for this \$85,000 approved project in the 2020 interim budget is as follows:

- \$42,500 Community Facility Enhancement Program (CFEP) Grant
- \$27,500 Federal Gas Tax Fund (FGTF) Grant
- \$15,000 Southern Alberta Recreation Association (SARA)

If we are unsuccessful in our CFEP grant application and do not receive funding from SARA, and based on the underbudget project costs, the project will be underfunded by \$38,000 (\$37,948).

RECOMMENDED ACTION:

Option 1: Do not proceed until such time as we receive word on the CFEP grant application.

Option 2: Proceed with the project despite the uncertainty of the CFEP grant application. If the CFEP grant application is unsuccessful and SARA funding is not received, approve the additional \$38,000 required for the full project from FGTF grant.

PROPOSED RESOLUTIONS:

Option 1:

Moved by Councillor _____ to direct Administration to not proceed with the Tennis Court Resurfacing Project until such time as we receive word on the CFEP grant application & SARA funding.

Option 2:

Moved by Councillor _____ to direct Administration to proceed with the Tennis Court Resurfacing Project and to approve additional Federal Gas Tax Fund grant funding to the amount of \$38,000 if the CFEP grant application is unsuccessful and SARA funding is not received.

ATTACHMENTS:

N/A

APPLICABLE LEGISLATION:

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

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 20, 2020



Town of Claresholm
Income Statement by Function
January 31, 2020

Revenue	JANUARY	2020 YTD	2020 BUDGET
Tax and requisition revenue	(49,128.98)	(49,128.98)	(3,609,193.00)
General administration revenue	(15,568.86)	(15,568.86)	(196,300.00)
Police	(1,645.45)	(1,645.45)	(33,000.00)
Fire	(7,293.47)	(7,293.47)	(52,174.00)
Bylaw enforcement	(5,556.55)	(5,556.55)	(38,000.00)
Roads, streets, walks, lighting	-	-	(80,000.00)
Airport	-	-	(2,500.00)
Storm sewers and drainage	-	-	(3,034,263.00)
Water supply and distribution	(519.13)	(519.13)	(2,090,990.00)
Wastewater treatment and disposal	(3,869.85)	(3,869.85)	(401,912.00)
Garbage Collection	352.36	352.36	(413,500.00)
Recycling	(13.88)	(13.88)	(243,000.00)
FCSS	(46,491.42)	(46,491.42)	(222,001.00)
Cemetery	-	-	(17,500.00)
Physician recruitment	-	-	-
Economic development	(87,300.00)	(87,300.00)	(62,260.00)
Land use planning, zoning and development	(6,028.85)	(6,028.85)	(66,600.00)
Parks and recreation	(244,774.45)	(244,774.45)	(912,677.00)
Culture - libraries and museum	-	-	(38,500.00)
	<u>(467,838.53)</u>	<u>(467,838.53)</u>	<u>(11,514,370.00)</u>
Expenses			
Legislative	-	-	109,000.00
Administration	116,091.35	116,091.35	1,311,904.00
Fire	3,781.60	3,781.60	247,599.00
Bylaw enforcement	9,798.66	9,798.66	123,062.00
Common and equipment pool	32,650.52	32,650.52	558,509.00
Roads, streets, walks and lighting	25,561.41	25,561.41	824,758.00
Airport	238.06	238.06	15,844.00
Storm sewers and drainage	1,110.98	1,110.98	199,301.00
Water supply and distribution	39,989.26	39,989.26	1,311,699.00
Wastewater treatment and disposal	9,056.73	9,056.73	488,057.00
Garbage Collection	21,023.10	21,023.10	419,139.00
Recycling	698.67	698.67	244,487.00
FCSS	15,815.69	15,815.69	242,885.00
Daycare	3,183.50	3,183.50	38,202.00
Cemetery	1,044.52	1,044.52	19,057.00
Physician recruitment	-	-	3,000.00
Economic development	20,257.86	20,257.86	240,837.00
Agriculture - weed and pest control	-	-	44,756.00
Land use planning, zoning and development	43,617.01	43,617.01	198,283.00
Parks and recreation	86,437.16	86,437.16	1,038,233.00
Culture - libraries and museum	65,654.34	65,654.34	376,099.00
	<u>496,010.42</u>	<u>496,010.42</u>	<u>8,054,711.00</u>
Net Income	<u>28,171.89</u>	<u>28,171.89</u>	<u>(3,459,659.00)</u>

Notes:



Town of Claresholm
Income Statement by Object
January 31, 2020

Revenue	JANUARY	2020 YTD	2020 BUDGET
Net municipal taxes	0.01	0.01	(3,262,718.00)
Special assessments	-	-	(12,935.00)
User fees and sales of goods	(20,258.20)	(20,258.20)	(2,801,780.00)
Government transfers for operating	(117,383.42)	(117,383.42)	(358,659.00)
Investment income	(8,167.63)	(8,167.63)	(75,000.00)
Penalties and costs of taxes	(22,300.51)	(22,300.51)	(107,100.00)
Licenses and permits	(24,748.85)	(24,748.85)	(100,000.00)
Other local government transfers	(16,131.47)	(16,131.47)	(150,476.00)
Proceeds from disposal of capital assets	-	-	(80,000.00)
Franchise and concession contracts	(19,977.85)	(19,977.85)	(208,675.00)
Rental	(2,942.36)	(2,942.36)	(116,757.00)
Other	(4,449.19)	(4,449.19)	(53,000.00)
Government transfers for capital	(231,479.06)	(231,479.06)	(4,187,270.00)
FCSS	-	-	-
	<u>(467,838.53)</u>	<u>(467,838.53)</u>	<u>(11,514,370.00)</u>
Expenses			
Salaries, wages and benefits	303,192.01	303,192.01	2,944,567.00
Contracted and general services	84,114.95	84,114.95	1,504,283.00
Materials, goods, supplies, and utilities	15,164.78	15,164.78	1,305,443.00
Bank charges and short-term interest	307.25	307.25	-
Interest on long-term debt	-	-	214,059.00
Other expenditures	1,344.00	1,344.00	27,690.00
Transfers to organizations and others	91,887.43	91,887.43	339,202.00
Purchases from other governments	-	-	-
Amortization	-	-	1,719,467.00
	<u>496,010.42</u>	<u>496,010.42</u>	<u>8,054,711.00</u>
Net Income	<u>28,171.89</u>	<u>28,171.89</u>	<u>(3,459,659.00)</u>
Other			
Transfers to/from reserves	-	-	383,713.00
Capital expenditures	945.00	945.00	7,212,270.00
Debt Proceeds	-	-	(2,800,000.00)
Debt Principal Repayment	-	-	383,144.00
Amortization addback	-	-	(1,719,468.00)
	<u>29,116.89</u>	<u>29,116.89</u>	<u>-</u>

Notes



INFORMATION BRIEF

Meeting: March 23, 2020
Agenda Item: 20

LETTERS OF SUPPORT COMMUNITY FOUNDATION GRANT

DESCRIPTION:

The Claresholm Child Care Society (Daycare) and the Claresholm Animal Rescue Society (CAREs) have applied to the Community Foundation grant program. Daycare for furnishings at the new location (located adjacent to the West Meadow Elementary School) and CAREs for a cat spay/neuter program for low-income individuals. Both are seeking the support of Council as the landowner and to accept the grant funds on behalf of the societies.

BACKGROUND:

The Claresholm Child Care Society has submitted the application to the Community Foundation for \$15,000.00 towards furnishing their new building.

Claresholm Animal Rescue Society has submitted the application to the Community Foundation for \$3,000 for a cat spay/neuter program to help control the cat population in the community.

The deadline for applications was March 16, 2020.

Neither society is asking for any monetary commitment from the Town of Claresholm. The letter was sent March 12, 2020 and March 16, 2020 respectively as there was insufficient time to present the request prior to the deadline. The letters sent are attached for Council's information, no other action is required of Council at this time.

APPLICABLE LEGISLATION:

- Town Policy 3.0.10 – Grant Funding Policy

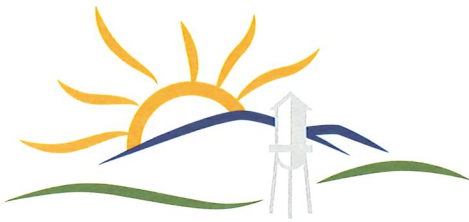
ATTACHMENTS:

- Grant Support Letter – Claresholm Child Care Society
- Grant Support Letter – Claresholm Animal Rescue Society

PREPARED BY: Tracy Stewart, Administrative Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: March 19, 2020



Claresholm

Where **Community** Takes Root

March 12, 2020

COMMUNITY FOUNDATION
LETHBRIDGE & SW ALBERTA
404 – 8 STREET SOUTH
LETHBRIDGE AB T1J 2J7

Original sent via mail: care of Claresholm Child Care Society

RE: MUNICIPAL LETTER OF SUPPORT – Claresholm Child Care Society

Please consider this letter of support from the Town of Claresholm regarding the grant application being submitted by the Claresholm Child Care Society for the purpose of furnishing their new building. Many families depend on the society for quality day care services.

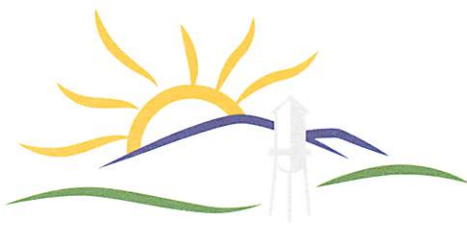
The Town of Claresholm has the ability to accept the funding on behalf of the Child Care Society. The Town of Claresholm as the landowner works/partners with the society on various activities and projects, and support the work they do in the community. We fully support this application.

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

Yours truly,

Marian Carlson, CLGM
Chief Administrative Officer
Town of Claresholm





Claresholm

Where **Community** Takes Root

March 16, 2020

COMMUNITY FOUNDATION
LETHBRIDGE & SW ALBERTA
UNIT 50, 1202 2ND AVE S
LETHBRIDGE, AB T1J 0E3

[Sent via email to: office@cflsa.ca]

**RE: MUNICIPAL LETTER OF SUPPORT
COMMUNITY FOUNDATION OF LETHBRIDGE**

Please accept this letter of support for the Claresholm Animal Rescue Society (CAREs) grant application to the Community Foundation of Lethbridge. We wish to notify you that the Town of Claresholm is in support of this low income spay/neuter program that CAREs is trying to start to help control the population of cats in our community.

The Town of Claresholm has the ability to accept the funding on behalf of CAREs. The Town of Claresholm as the landowner works/partners with the society on various activities and projects, and support the work they do in the community. It should be noted that in the opinion of the Town of Claresholm, CAREs provides a tremendous service in our community and we fully support their operations and application.

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

Yours truly,

Marian Carlson, CLGM
Chief Administrative Officer
Town of Claresholm

MC/bb



Town of Claresholm, PO Box 1000, 221 45 Ave. W., Claresholm, AB T0L 0T0



www.claresholm.ca



info@claresholm.ca



403.625.3381



403.625.3869



INFORMATION BRIEF

Meeting: March 23, 2020
Agenda Item: 21

CFEP GRANT NOTIFICATIONS

DESCRIPTION:

The Claresholm Child Care Society and the Claresholm Lions Club have both received notification that their grant applications were unsuccessful to the Community Facility Enhancement Program.

The Child Care Society had applied for their new facility (subdivision, servicing and fencing costs). They have received funding from the program previously for the project, so this application was for costs that were not previously associated with their already approved application. The Multi-Use project has alternative budget funding sources approved, so that project will proceed as budgeted.

The Lions Club had applied for a gazebo and entrance modification to the north east corner at Amundsen Park. The Amundsen Park project will need to be discussed as part of budget discussions to determine how to fund that project moving forward.

As funding sources, parameters, and government priorities have changed, grants funds may become more and more competitive. In order to align with current priorities, projects directly related to culture, status of women, indigenous projects, or multi-cultural projects have higher priority. Administration will continue to work with community groups to find alternative funding sources or assist with grant applications as required in the future.

ATTACHMENTS:

- Lions Club Grant Notification letter
- Claresholm Child Care Society Grant Notification letter

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: March 19, 2020

March 9, 2020

Mr. Jeffery Kerr
Claresholm Lions Club
PO Box 222
Claresholm, AB T0L 0T0

Dear Mr. Kerr,

RE: Community Facility Enhancement Program (CFEP) Small

Community Grants provides funding through the Community Facility Enhancement Program (CFEP) Small for local community initiatives throughout Alberta. Each year CFEP Small funds hundreds of community projects across Alberta. CFEP Small applications are reviewed against program criteria outlined in the CFEP Small guidelines.

Your CFEP-081742 application requesting \$22,500 for facility construction has been reviewed and unfortunately declined. Funding is provided to projects that most closely align with the program criteria and funding priorities. If you would like to discuss your grant application, please contact the Community Grants office at 1.800.642.3855 for a debrief meeting or conversation.

Although we are not able to provide the requested assistance through CFEP Small, I wish you every success with your future endeavours.

Yours Sincerely,



Karen Lamothe
Director, Community Grants Unit

March 9, 2020

Mrs. Mireille Rigaux
Claesholm Child Care Society
PO Box 271
Claesholm, AB T0L 0T0

Dear Mrs. Rigaux,

RE: Community Facility Enhancement Program (CFEP) Small

Community Grants provides funding through the Community Facility Enhancement Program (CFEP) Small for local community initiatives throughout Alberta. Each year CFEP Small funds hundreds of community projects across Alberta. CFEP Small applications are reviewed against program criteria outlined in the CFEP Small guidelines.

Your CFEP-081754 application requesting \$23,869 for facility upgrades has been reviewed and unfortunately declined. Funding is provided to projects that most closely align with the program criteria and funding priorities. If you would like to discuss your grant application, please contact the Community Grants office at 1.800.642.3855 for a debrief meeting or conversation.

Although we are not able to provide the requested assistance through CFEP Small, I wish you every success with your future endeavours.

Yours Sincerely,



Karen Lamothe
Director, Community Grants Unit



INFORMATION BRIEF

Meeting: March 23, 2020
Agenda Item: 22

ENABLING ACCESSIBILITY FUND

DESCRIPTION:

Town Administration applied to the Government of Canada Enabling Accessibility Fund in July 2018 for the construction and installation of the elevator for the Multi-Use Community Building (when the project was a renovation). Initially the Town was unsuccessful in that grant application. However, Administration received notice there were still funds available if the Town still required them for the project. As the renovation was not proceeding as had been applied for, Administration altered the application to include all the accessibility features of the new builds (at both the daycare/playschool and the Multi-use building). The scope change and funds were approved with the new cost estimates provided.

This fund supports the capital costs of construction, renovation and/or retrofit activities in workplaces, and community facilities where people with disabilities work or could work in the future. The Town included all access doors, parking lot (for accessible stalls), curb and ramp modification, and accessible washrooms within the application.

Municipalities with a population under 125,000 are eligible to apply to a project maximum of \$100,000. The municipal contribution required for the project is 35%. The budget for the project is \$85,823.00; with the grant funding approved at \$55,784.95.

<https://www.canada.ca/en/employment-social-development/programs/enabling-accessibility-fund.html>

ATTACHMENTS:

- 1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: March 19, 2020



INFORMATION BRIEF

Meeting: March 23, 2020

Agenda Item: 23

PITCH-IN CANADA WEEK 2020

DESCRIPTION:

Pitch-in Canada Week is April 19 – 26, 2020. The Town of Claresholm has held a town-wide clean-up every year for many years to help clean-up our community.

BACKGROUND:

For Pitch-in Canada Week, Administration had designated Saturday, April 25, 2020 as our town-wide clean-up day. Our meeting place is normally the downtown parking lot at 10:00 am where bags are distributed as well as gloves.

At this time, Administration is recommending that we postpone the town-wide clean-up until such a time when it is acceptable to proceed. Although the clean-up is done outdoors and does not require large groups to be together, it is not recommended to promote the gathering of people in our community at this time for any reason. Plans will continue for the clean-up when it is determined to be safe to do so.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 19, 2020



CAO REPORT

March 23, 2020

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

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

HR/TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

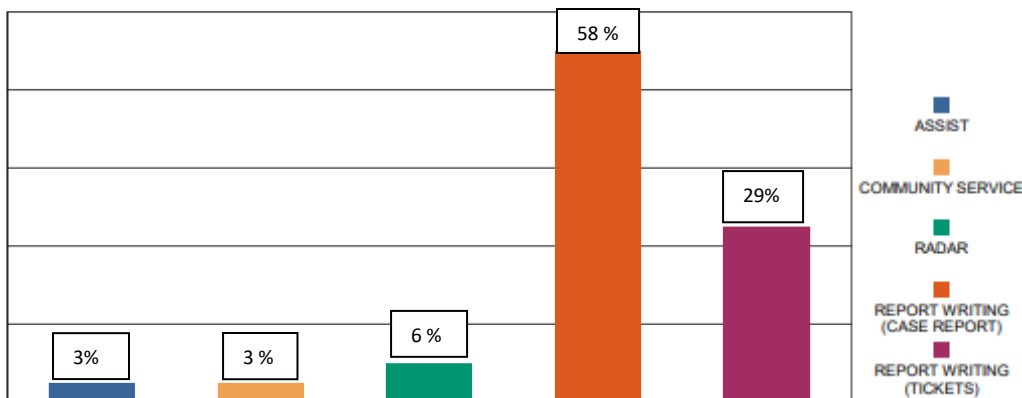


INFORMATION BRIEF

Meeting: March 23, 2020
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT February 2020

Community Engagement in February 2020



February newspaper Highlights:

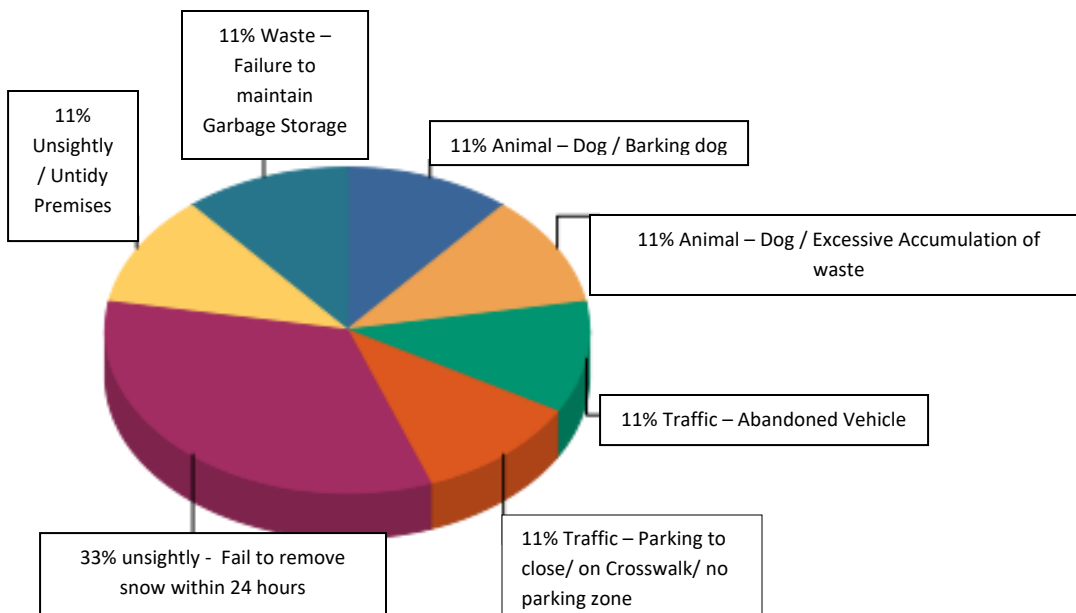
- Reminder to clear snow and ice from the sidewalk within 24 hours of a snow deposit.
- Reminder on Dog & Business Licenses

February Enforcement

Highlights:

1. Work with RCMP during Alpha Bull event here in Claresholm.
2. TSA tickets issued = \$583.00
3. Moved Speed information signs to random locations to try and slow down traffic to posted speed limit signs.
4. Risk Reduction Workshop was February 13, Grade 12 students presentation was on costs of insurance after either a DUI or Distracted Driving ticket.
5. Served many notices for Snow removal. A few had to be cleared by contractor.
6. Moved speed sign to different location to try and keep speeds down in town.
7. Working with the MD of Willow Creek on animals being dropped in the MD and in Claresholm from out of both municipal boundaries

Bylaw Infractions/Complaints/Actions in February



DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 2/24/2020 - 3/20/2020

Financial

- Draft Audited Financials are complete and ready for Council Approval.
- Onboarding of new Employee Benefits Provider occurred on February 1, 2020. There were a couple hiccups however things seem to be going smoothly at this point.
- Received some exciting news on the awarding of a Federal Accessibility Grant that we had applied for in 2017, already been declined for, and they came back to us indicating there was still funds available. We had to pull some information together fairly quickly to get that all updated based on the changes to our Multi-use Building Project (no longer a renovation), but were successful in doing so, awarding us \$55,785.
- Unfortunately there has been lots of grant notices we have received that grant applications have been unsuccessful, including the CARES grant for our Infrastructure Master Plan, CFEP grants, etc.
- Working on updating the 2020 budget for final review and adoption by Council prior to the Tax Rate Bylaw being presented to Council on April 27th. Will be having Facility and Infrastructure Planning Committee and Audit and Finance Committee meetings in late March and early April to discuss these Operational and Capital Budgets, as well as our three (3) year operational plans and five (5) year capital plans.

General

- With the retirement of Darlene Newson, Tracy Stewart has been hired as her replacement. Tracy is fitting in well and learning quickly to fill that role.
- Dissolution of Granum occurred, effective Feb 1. 2019 yearend is complete, auditors have finished their fieldwork, and just awaiting draft audited financials to be finalized prior to completing their January 2020 stub yearend up to date of dissolution.
- Awaiting next Admin Services committee meeting to finalize some bylaw updates on solid waste management and clearing of curbs and gutters.
- With the development of the COVID-19 Pandemic, we have postponed the opening of the Museum until further notice, which includes the postponement of any summer hiring at the Museum.
- Administration Office and FCSS have been closed to public access until further notice.

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

DEVELOPMENT OFFICER REPORT

For: 2/20/2020 - 3/19/2020



Claresholm

Development Permits

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

Compliance Requests

- ❖ 6 compliance requests received.
- ❖ 1 Environmental/Information search letter request received.

Miscellaneous

- ❖ Annual Internal Audit completed in conjunction with Superior Safety Codes and the Town Fire department, submitted and approved by Safety Codes Council. This is an annual requirement under the QMP (Quality Management Plan) Below is the 2019 operational activity by Superior and the Town Fire Department. The Town receives and reviews all the reports once closed and they are added to each individual property file.

Operational Activity

Activity	Building	Electrical	Fire	Gas	Plumbing	PSDS	Total
Permits Issued	52	70	0	37	15	0	174
Permits Closed	63	70	0	36	23	0	192
Permits Open	36	19	0	10	3	0	68
Inspection Completed	132	98	16	41	25	0	312
Orders Issued	0	0	0	0	0	0	0
Orders Closed	0	0	0	0	0	0	0
Orders Outstanding	0	0	0	0	0	0	0
Variances Issued	0	0	0	0	0	0	0

- ❖ Local Press Ads: Business License reminders and other permit requirement reminders.
- ❖ February 25, 2020, Webinar – Tamarack Institute: "Asking our Communities: A Journey to Understand Participation and Involvement". Discussion regarding ways to create access to local projects and events in order to increase participation. The solution is to not just entertain but to allow more participation, to create a new level of creativity in responding to community and involving groups and residents. Discussion also around how municipalities can encourage conversation but it is up to all in the community to keep participation and events going. Communities need to build capacity for residents to contribute and provide interesting spaces for things to do and look at. This can reduce isolation and broaden involvement to have generational participation in community life.
- ❖ Lots of phone calls received, public notices/connect, etc. sent out with COVID-19 updates.
- ❖ Land transfers completed: MD airport pump house transfer, and clean-up along 3A St West (remnant parcel).

- ❖ March 12, 2020, Webinar, Lessons Learned from Municipal Energy Projects: The City of Edmonton and Town of Canmore shared their insights into how and why they got into renewable energy development, and the successes and challenges along the way. This webinar explored outcomes to date and provided an indication to where things are headed and what municipalities and small to medium enterprises can do to get involved. The Business Renewable Centre offers assistance for municipalities navigating a complicated energy landscape. Municipalities can start by having sustainability or climate change action plans and policies in place, retrofit existing buildings for energy efficiency, utilize existing roofs for solar projects to reduce energy demands. Also, municipalities can work with others on a VPPA (Virtual Power Purchase Agreement) to buy electricity from a renewable energy source provider. The BRC can connect buyers to producers and assist to identify risks. <https://businessrenewables.ca/>

On-going projects

- ❖ Planning for Growth Project – Appraisal received and discussion ongoing. Off-site levy bylaw reviewed.
- ❖ Framework for Growth project (Infrastructure Master Plan & Water Study). February 27, 2020 kick off meeting, contract executed, investigative work has commenced.
- ❖ Intermunicipal Development Plan – February 24, 2020 Council meeting held to discuss boundaries and mapping. March 2, 2020 meeting held with MD Council. Draft document with changes being completed by ORRSC.
- ❖ Multi-use Community Building Project – open house held February 27, 2020. Building plans presented. Continued work with Tricon on construction drawings, coordination of utilities, grant office updates and information provided, etc. Geo-tech reports completed and sent to Tricon. Subdivision at the school has been finalized and sent for registration at land titles.

New address assigned: 111, 55 Ave West



New address assigned: 5895, 8 St West



Submitted by
Tara vanDellen
Planner/Development Officer

Economic Development Officer's Report

Town of Claresholm

March 19, 2020



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

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

Economic Development Committee (EDC):

The EDC scheduled for March 16, 2020 was postponed, and a conference call is being planned for later in the month.

Labour Market Partnership

The next steps will be to circulate an RFP for project management of the 18-month plan.

Claresholm; A Dynamic Labour Market will include research and analysis of: industry, labour-force, and workforce using a comprehensive business visitation program, focus groups, mail-out surveys, and public events. It also includes funding for an employment conference, strategic planning support, and marketing dollars (website) for the Claresholm RNIP.

Rural and Northern Immigration Pilot

The Government of Canada has suspended entrance to non permanent residents that do not have immediate family relationship with a Canadian Citizen. The Claresholm RNIP project has been put on hold for all applicants outside of Canada. Only those applicants who have already received offers of employment, and currently live and work in Claresholm, will be considered for community recommendation. No other offers of employment will be accepted at this time.

Chamber of Commerce

The Chamber has suspended meetings, and I am in discussions with them about how we can address the local economic impact.

Economic Impact of COVID-19

Businesses are suffering as a result of public closures and safety recommendations. The EDC will be discussing potential measures to assist at this time.

Submitted,

Brady Schnell, Economic Development Officer

FCSS Report to Council for March

- Arranged for Youth of Tomorrow to take a field trip to The Rec Room and Flying Squirrel in Calgary. They had a great time.
- Met with the Outcome Measures Trainer for the province. We went over some of the measures I am using at present and discussed why the report is not available online as yet.
- Attended a Summer Games meeting. Town of Claresholm will be hosting Summer Games July 7 to 10 2021, so planning is underway. We were able to get a casino date Sept 23 and 24 2020 and we are looking for volunteers to help out. Let me know if anyone would like to help.
- Most of this month has been spent preparing for the auditors. Blair helped me to set up a spreadsheet that would make it easier to work out all my finances. I will have to include the Granum money in my financials this year as well so it is a learning curve as to how this will work. The annual return for the province has not been uploaded to the site yet, but when it is I will be ready!
- Spent a lot of time getting the funding applications for both Claresholm and Granum organized and looking over the new proposals. The board of directors approved 11 applications totaling \$25000.00 in funding. The approved programs are: Adult Learning for tutor training; Griefshare and Chaplaincy; Fair Days Bench Show; Drop-In Centre for Variety Show; Kidz Zone for summer fun; Fetal Alcohol prevention at high school; Mothers of Preschoolers; The Station; Junior Achievement; culinary arts therapy for caregivers and grief and Inclusion Foothills for special needs. Have given out money to 4 applications so far in Granum. More are coming in. We can continue to accept applications until all the deferred dollars are spent.
- Attended the final two days of training for the Rural Mental Health Project. Gabrielle and I have plans for having discussions with many community members about their feelings of mental health and what it means to each individual but we will not be doing anything until the Coronavirus is under control.
- FCSS staff attended a Lunch and Learn on domestic violence. The presenter is from DVAT (Domestic Violence Action Team) out of Lethbridge and was extremely knowledgeable. He is also a member on the Safe at Home Project.
- Attended the Coordinated Community Response to Elder Abuse meeting. Planning to offer cupcakes again for World Elder Abuse Awareness Day and hopefully do a purple ribbon campaign
- Attended a viewing of Resiliency movie in Fort Macleod. This movie is based on the findings of Adverse Childhood Effects on children. The Children's Services Grant requires

all staff to have knowledge of ACES and be certified with the Brain Story course. I have my certification on this and two new staff are currently working on the online program.

About the movie:

“Researchers have recently discovered a dangerous biological syndrome caused by abuse and neglect during childhood. As the new documentary Resilience reveals, toxic stress can trigger hormones that wreak havoc on the brains and bodies of children, putting them at a greater risk for disease, homelessness, prison time, and early death”.

- Volunteer Tax services are still ongoing. We are up to almost 200 filed. The program began March 2. We are being very conscious of clients in our office and respectful of our space. We are cleaning the office spaces that are touched consistently and washing our hands constantly. We did have a conversation with Jason about our safety and feel there is no other way to approach this during tax time.
- We have chosen to cancel the Women’s Conference planned for April 4. The teen group has stopped meeting until further notice. Our Interagency this month has been canceled. I have notified all the participants of Caregivers Group that we will not be meeting until things calm down but I am available to chat via phone.
- We were awarded the Children’s Services Grant which will help to keep Holly in a full time position. We are being spoke to the Town of High River with our services as a Resource Centre and children’s programs. I am working on the reports at present for this grant and will expect the contract soon.



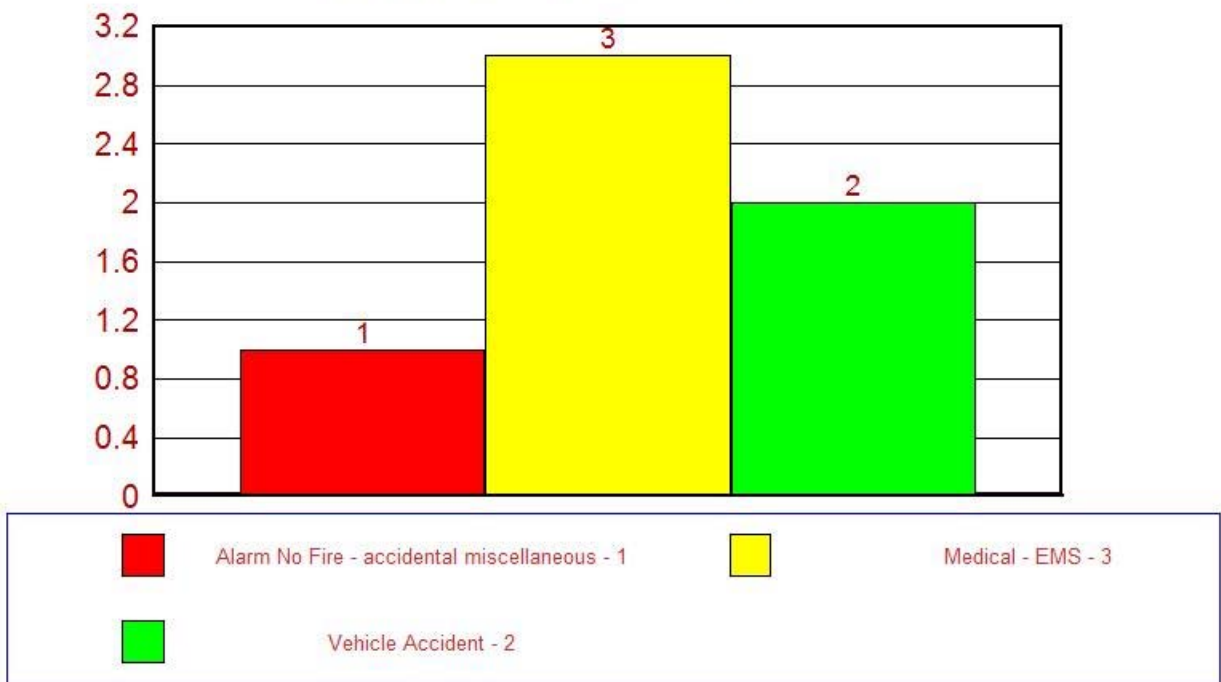
Claresholm Fire Report February 20 – March 18, 2020

1. Claresholm Fire participated in yet another successful Risk Reduction program for the Grade IX students at Willow Creek Composite High on March 4th, 2020.
2. A select group of firefighters made some visits to members of the community who are shut-in or isolating and did sidewalk cleaning after the last snow event.
3. We were offered seats in the Vulcan Fire 1051 (Wildland Fire Suppression) class, 1 member enrolled, but the class was postponed due to the pandemic.
4. Our 10-01 Level 2 students have had their course suspended for one month due to the evolving COVID-19 pandemic
5. Claresholm Fire has developed and implemented a continuity plan in response to the COVID-19 pandemic; this plan includes response to events, utilization of enhanced personal protection equipment, and decontamination post-event.
6. Claresholm Fire will be suspending regular training meetings after this weeks (March 18th, 2020) meeting (which will deal directly with COVID-19).
7. There are currently 0 open safety code files/investigations open, and 1 request for an occupancy that has been delayed due to COVID-19. Chief White has written his last two exams for his Level-A Safety Codes Officer and will be seeking designation with the Town. Sean Kelly will still be responsible for duties outside of

Chief White's designation; however, Chief White is hoping to start work on his Level-B as soon as possible.

- 8. We have identified strategies to aide in our recruitment strategies, however, since they would involve large public groupings they will be delayed until the current pandemic ceases.
- 9. Claresholm Fire calls were lower for this reporting period as you can see on the graph below, although the recent uptick in COVID-19 preparedness has kept the Chiefs and Officer group busy.

Claresholm Fire Responses
From Feb 20 20 to Mar 19 20



MARCH 2020 H/R TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

Due to the COVID-19 situation it was necessary to close our Aquatic Centre. All the part time staff are laid off at this time. The one full time employee has been given modified duties elsewhere.

The hiring process for the museum staff has been postponed until further notice. If the museum opens later in the season, we will address the staffing at that time.

Assessment and Taxation

Benchmark Assessments declared our assessment to ASSET on February 28th and we have received our new assessments. Our assessment numbers balance with Benchmark.

Below are the current outstanding taxes, except for the Tax Installment Payment Plan participants, at March 19th, 2020.

Taxes outstanding are **\$133,999.06** summarized as follows:

\$ 92,057.29	Arrears including penalties
\$ 39,488.52	Properties on 2019 Tax Arrears List. Subject to auction in 2020.
\$ 2,453.25	Property under tax agreement

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

The 2020 Tax Arrears List is being prepared and will be at Land Titles by March 31st, 2020..

Infrastructure Services



MARCH 2020

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Airport

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

Arena

The Arena doors were closed March 13th, all programs were cancelled. The Ice Plant was shut down March 18th and the ice was removed on March 19th. The building was cleaned and disinfected and remains closed to all bookings. Arena customers with bookings up to the end of June, have been contacted and advised to cancel their scheduled events.

Town Buildings

The regular monthly inspection of Town owned buildings continues.

Cemetery

As always, the snow causes problems finding plots and extra time is spent at the cemetery during the winter. We met on site with the owner of the funeral home to look at locations to place a new columbarium, and his proposal will be presented to Council March 23rd for approval.

Equipment

Maintenance and repairs continue weekly. All equipment is operational at this time. Our new loader has arrived and staff is getting used to the new machine.

Garbage

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

Sidewalks

Some complaints about heaving of the sidewalks with the frost so deep have been received. A new complete evaluation of the entire sidewalk system will be done this spring as part of the Infrastructure Master Plan.

Streets

No reported problems at this time. Public works have been working on potholes.

Sanitary Sewers

One house had a sewer blockage/backup reported. Monthly flushing of the sewer system in the Town's problem areas continues.

Water Distribution

Two water main leaks in the last month, caused by electrolysis, (Corrosion) have been repaired. Two curb stops were also replaced for malfunction.

Storm Water Drainage

Cleaning of ice covered catch basins as needed, we also have had a few frozen storm sewer lines in the last month. None at this time to report.

Parks

Tree maintenance still not completed on Town owned boulevard trees, to remove broken or dead limbs. Elm maintenance must be completed by end of March.

Recycling

Still schedule confusion. Working to inform everyone of days and time for collection. Having collection issues still with missed streets, as they train new drivers.

Staff

Working with staff on scheduling and shifting working hours to help employees with children manage the closure of the schools/daycares. All staff training, certification exams, and required courses have been cancelled and will now need to be rebooked in the coming months.

CLARESHOLM RECREATION

February-March 2020



Authored by: Denise Spencer



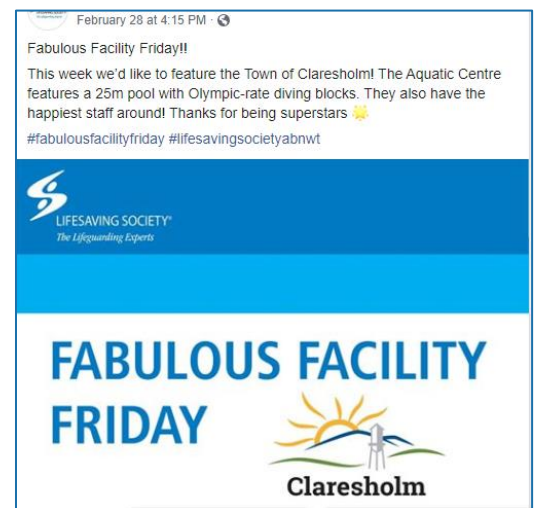
CLARESHOLM RECREATION

ARENA

- Concerns brought forward by Arena staff, and others that out of town user groups are bringing in food, which is impacting the sales at the concession.
 - Action to be taken: Contact email and menu to be provided with out of town bookings, with initial package. Prior to this local restaurants and hotels were attached with package.
- Spring-Summer Bookings: Cancelled/postponed March 16, 2020
 - Claresholm Gun Show: April 18-19, set up April 17
 - CARES Garage Sale is booked for May 22-23, set up May 21
 - Gymnastics Showcase: May 31, 2020
 - Lacrosse: Annual General Meeting scheduled at the Arena for March 19
 - Board has stated that they need new members or likely to fold in Claresholm
- Pricing comparisons of Arena fees have been updated; included are Calgary, Medicine Hat and Lethbridge in addition to other communities of similar population
 - Do not recommend price increases at this time

CAC

- Lifesaving Society Provincial at Max Bell Pool, Lethbridge AB. April 3-5- Cancelled
 - *On 16 March 2020, the Lifesaving Society Canada Board of Directors approved a motion to withdraw Team Canada from the Lifesaving World Championships (Riccione, Italy from 15 September - 4 October 2020) amid the COVID-19 crisis.*
- On Friday February 28 the Lifesaving Society did a shout out to the Claresholm Aquatic Centre for Fabulous Facility Friday
- Lessons and programs have been cancelled, possibly rescheduled. No refunds at this time
 - *Staff have been asked to prorate remaining lessons in preparation for either credits or refunds if required.*
 - *Lesson cards are being completed and mailed out*
- Pool rentals have been cancelled, refunds will be issued
- Staff have been requested to do extra cleaning and organizing for the week of March 16-March 21
- A new Junior Lifeguard was hired
- A senior guard has now completed her training in youth leadership in Red Cross, which will enable CAC to provide more programming options
- Program guide is prepared and ready for distribution, although uncertain at this time when it will be distributed
- Fee increases: do not recommend at this time
- Point of Sale System: The Claresholm Aquatic Centre will need a new system due to upgrades with our debit system, and the cash register being archaic (not computerized)
 - Went to a supplier in Lethbridge February 27 to look at what would be appropriate for the facility, he recommended a touch screen system. Stating that it is heavy duty enough to withstand the restaurant industry, does not require upkeep after the initial install, there are some in Lethbridge that are in operation after 15 years, the computer software is from Global Payments, who distribute from suppliers
 - He was going to email a quote, and after following up still has not done so.



Community Wellness Challenge

The Claresholm Community Wellness Challenge: Postponed until Fall 2020

- Packages completed, include watch dog tickets, registration packages
- Lions Club letter sent out for wrap up breakfast June 13 at Frog Creek Storm Ponds
- Community Groups, businesses contacted to see if they'd like to participate in some aspect
- Posters ready, promotion began in local press
- Identification bracelets ordered for the event.
- All costs for the Challenge were to be budgeted for through registration fees

Willow Creek Soccer

- CKSA League cancelled
- Minutes from 2020 AGM prepared, 2019 information (minutes & registration packages) sent to new President and board

SASG-Southern Alberta Summer Games

- Claresholm Summer Games Society organizational meeting February 25, 2020: discussion:
 - reach out to community members to become chair persons for events asap
 - Talk re: volleyball nets and heights to ensure they are regulation
 - Group to consider grant for Track painting
 - Talk of making the 2021 SASG regional, eg. Triathlon and running events in fort Macleod, cycling in Stavely area, contact Granum Rec for recreation event during the games, reach out to Nanton to see what they could provide for events.
- Sent out Sara Manual to secretary and president, this manual states the role of Directors and communities, and gives timelines and additional information for hosting games in a community
 - Manual is being updated in 2020 by SARA
- Copied 2016-2019 Southern Alberta Summer Games pictures to disk for Claresholm Summer Games promotion, and distributed to admin for Facebook page

The Range Gravel Experience

- Garth Stott update from Sunday March 15:
 - *The Range is still planned for July 25, 2020. In response to COVID 19, we are proceeding with event preparation in order to hold a smaller event, if necessary on this date. Currently events over 250 people are not permitted in Alberta.*
 - *The max registration was 300 across all distances. We have 71 participants so far and will limit the registration to 200 to be able to proceed under the 250-event limit (riders + volunteers) on July 25, 2020.*
 - *If restrictions are lifted, we will increase registration back to 300.*
 - *If events smaller than 250 are banned, we will reschedule the event or provide a roll-over to 2021.*
 - *The Range will definitely happen! There has been so much interest and support for the event, we are truly grateful and excited to bring this great experience to the riders and community.*
 - *Race preparations are proceeding. Emergency Response Plan is being finalized. 20 volunteers have come forward. Increased interest from vendors (more to come soon)!*
 - *New: We are planning to add a 5th aid station at KM 130. Therefore an aid station will be every 20-40 kms on the 160 km course to support riders through the day. This station was the idea of a local Ranch, on route, that wants to support the event. (The support has been amazing!!)*
 - *Training: A training ride on course is planned for June 28th, 2020. Please follow the Ride The Range Facebook group for time and route details. We'll be riding the West part of the course.*
 - *Lastly, during this uncertain time please continue to support local businesses. Continuing with normal activities, such as gravel riding when safe to do so, is very important for ourselves and community.*
- Letter drafted and sent for 520 road support

Skatepark Association

- Group approached to be the MD of Willow Creek Southern Alberta Summer Games Coordinators for 2020, then 2021
 - Would be a paid undertaking, proceeds to go to building the new Skatepark
- Voted yes to being the coordinator/regional directors
- Meeting minutes attached

Cyber Security

- Training program completed February 26, 2020

Frisbee Golf

- On March 1, 2020 was approached by a community member regarding donating a Frisbee Gold 9 "Tone" course to the Town of Claresholm, with Centennial Park as the location
 - Tone: this is a 6 ¾" diameter pipe that is used in place of a basket
- The course has been mapped out
- The proposal will be in place for the next council meeting



Claresholm

Utility Services Report

March 2020

3700 8th Street West

Work# 1-403-625-3381

brad.burns@claresholm.ca

Box 1000 T0L-0T0

Cell # 1-403-625-1687

www.claresholm.ca

Claresholm, Alberta

Fax # 1-403-625-3869

Utility Services Manager, Brad Burns

Regional Water Treatment Plant

Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Carbon Dioxide (Co2) alarm housing sent to ANALYGAS for repair.
- Repair East side reservoir (UFA) entrance gate due to break in to UFA.
- MPE technician onsite to repair 40-Net WI-FI system to enable SCADA VNC remote viewing.
- **Contacted MPE to discuss Covid-19 possible impact on service.**

Alberta Parks and Environment Requirements

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

Training and Continuing Education Credits

- All utility services staff completed the Online Cyber Security workshop.
- Jason completed two day Operator entry level training course.
- Bruce attended AWWOA yearly water course and trade show.

Meetings

- Bi-weekly management meetings.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- M.D Willow Creek Service Agreement Meetings as requested.
- Onsite meeting at the Stavelly Water Plant with Town Foreman to discuss possible Covid-19 impact on operations.

Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Check Co2 detector monthly.
- Check emergency lighting monthly.
- Complete required hazard assessments.
- Tool box meetings for weekly jobs to be done.
- Fire extinguisher inspected all buildings.
- Safety meeting with Utility Services staff to discuss Covid-19 possible impact.

Chemical

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

Pumping Stations and Reservoirs

Highway Pump Station

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

East Side Reservoir (UFA)

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

M.D Willow Creek

Chlorine Booster Station

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

Airport

- Replaced Town of Claresholm lock on newly acquired M.D Airport Pump House Station.

Hamlet of Granum

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

West Water CO-OP

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

Water Distribution

Universal Metering

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

Government Compliance

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

Meter Vaults

- Check acreage meter vault bi-weekly.

Distribution Lines

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

Lagoon and Wastewater Collection

Government Compliance

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

Harvest Square Lift Station

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

Lagoons

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

Raw Water Supply

Pine Coulee Reservoir

- Pine Coulee Reservoir 52% level 1047.88 geodetic meters.
- Chain Lakes Reservoir 100% 1297.18 geodetic meters.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir 6480 mm.
- Check blowers to lake daily.

Golf Course

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



INFORMATION BRIEF

Meeting: March 22, 2020

Agenda Item: 25

COUNCIL RESOLUTION STATUS

	Description	Assigned	Comments	Status
Regular Scheduled Meeting - January 27, 2020				
2	Delegation Response: Claesholm 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 - February 10, 2020				
5	CORRES: Alberta Municipal Affairs - Moved by Councillor Carlson to submit an application to the Minister's Award for Municipal Excellence in the categories of Building Economic Strength and Smaller Municipalities for the Rural & Northern Immigration Pilot Project. CARRIED MOTION #20-027	Brady/Karine	Application process begun	In progress
Regular Scheduled Meeting - March 9, 2020				
DEL	MD of Willow Creek RE: Airport - Moved by Councillor Schlossberger to direct administration to schedule a Joint Economic Development Initiative meeting with the M.D. of Willow Creek at the earliest possible convenience to discuss their proposal regarding the Claesholm Industrial Airport. CARRIED MOTION #20-038	Marian	Email sent to Derrick March 10th	In progress
1	BYLAW #1694 - Moved by Councillor Schulze to give Bylaw #1694, the Willow Creek Regional Intermunicipal Collaboration Framework Bylaw, 1st Reading. CARRIED	Karine	On the March 24th Agenda for 2nd & 3rd Readings	Complete
2	BYLAW #1695 - Moved by Councillor Schlossberger to give Bylaw #1695, the Consolidation of Bylaws Bylaw, 1st Reading. CARRIED	Karine	On the March 24th Agenda for 2nd & 3rd Readings	Complete
3	BYLAW #1696 - Moved by Councillor Cutler to give Bylaw #1696, the Water & Sewer Bylaw Amendment, 1st Reading. CARRIED	Karine	On the March 24th Agenda for 2nd & 3rd Readings	Complete
4	BYLAW #1697 - Moved by Councillor Schlossberger to give Bylaw #1697, the Procedural Bylaw Amendment, 1st Reading. CARRIED	Karine	On the March 24th Agenda for 2nd & 3rd Readings	Complete
7	CORRES: Alberta Municipal Affairs - Moved by Councillor Carlson to accept the Municipal Accountability Program (MAP) Review as presented. CARRIED MOTION #20-039	Marian	Working on rectifying non-compliant issues	In progress

11	RFD: Chinook Intermunicipal SDAB - Moved by Councillor Zimmer to appoint Darcy Erickson as a member-at-large and Councillor Gaven Moore to the Chinook Intermunicipal Subdivision and Development Appeal Board. CARRIED MOTION #20-040	Tara	List updated. ORRSC has record of the training completed.	Complete
12	RFD: Letter of Support - Moved by Councillor Cutler to rescind Motion #20-031. CARRIED MOTION #20-041 Moved by Councillor Schlossberger to write a letter of support towards the Claresholm Community Centre Association's application to the Co-op Community Spaces Grant for the purpose of renovating and upgrading the entryway and washroom facilities at the Claresholm Community Centre. CARRIED MOTION #20-042	Karine	Letter sent	Complete
13	RFD: Community Foundation Grant Partnership - Moved by Councillor Schulze to partner with the Claresholm Southern Alberta Summer Games Society in support of their application to the Community Foundation of Lethbridge & Southwestern Alberta for the purpose of painting lines on the track located at Willow Creek Composite High School. CARRIED MOTION #20-043	Karine	An application was deemed not to be suitable at this time.	Complete
14	RFD: Signage Over Public Property - Moved by Councillor Schlossberger to approve the location (over the public sidewalk, for the flag signage) at 4817 – 1st Street West, on the condition of a waiver of liability for the Town of Claresholm. CARRIED MOTION #20-044	Tara	Notified the business, liability waiver received.	Complete
18d	IN CAMERA - Personnel - Moved by Councillor Moore to appoint Margaret Lane to the Claresholm & District Museum Board. CARRIED MOTION #20-045	Karine	Letter sent	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 19, 2020

INFORMATION ITEMS



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES – 4 (2019)

ANNUAL ORGANIZATIONAL BOARD OF DIRECTORS’ MEETING

Thursday, December 5, 2019 – 7:00 p.m.

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

BOARD OF DIRECTORS:

Kevyn Stevenson (absent)	Village of Arrowwood	Brad Koch (absent)	Village of Lomond
Delbert Bodnarek (absent)	Village of Barnwell	Richard Van Ee	Town of Magrath
Ed Weistra	Village of Barons	Peggy Losey	Town of Milk River
Tom Rose	Town of Bassano	Sheldon Walker (absent)	Village of Milo
Norman Gerestein	City of Brooks	Victor Czop - alternate	Town of Nanton
Jim Bester	Cardston County	Clarence Amulung	County of Newell
Richard Bengry	Town of Cardston	Marinus de Leeuw	Village of Nobleford
Peggy Hovde	Village of Carmangay	Henry de Kok	Town of Picture Butte
Jamie Smith (absent)	Village of Champion	Bev Everts (absent)	M.D. of Pincher Creek
Doug MacPherson	Town of Claresholm	Don Anderberg	Town Pincher Creek
Butch Pauls	Town of Coaldale	Ronald Davis (absent)	M.D. of Ranchland
Elizabeth Christensen	Town of Coalhurst	Stewart Foss	Town of Raymond
Tanya Smith	Village of Coutts	Don Norby	Town of Stavely
Warren Mickels (absent)	Village of Cowley	Matthew Foss	Village of Stirling
Dave Filipuzzi	Mun. Crowsnest Pass	Jennifer Crowson	M.D. of Taber
Dean Ward	Mun. Crowsnest Pass	Margaret Plumtree	Town of Vauxhall
Kole Steinley	Village of Duchess	Jason Schneider	Vulcan County
Gordon Wolstenholme	Town of Fort Macleod	Lyle Magnuson	Town of Vulcan
Gerry Carter	Village of Glenwood	David Cody	County of Warner
Suzanne French	Village of Hill Spring	Marty Kirby	Village of Warner
Morris Zeinstra (absent)	Lethbridge County	Darry Markle (councillor)	M.D. Willow Creek

STAFF:

Lenze Kuiper	Director	Gavin Scott	Senior Planner
Mike Burla	Senior Planner	Max Kelly	Assistant Planner
Bonnie Brunner	Senior Planner	Jennifer Maxwell	Subdivision Technician
Diane Horvath	Senior Planner	Barb Johnson	Executive Secretary
Steve Harty	Senior Planner		

AGENDA:

1. **Approval of Agenda** – December 5, 2019
2. **Approval of Minutes** – September 5, 2019 (attachment)

- 3. **Business Arising from the Minutes**
- 4. **Recognition of Members and Alternate Members for 2019/2020** (attachment)
- 5. **Appointment of Officers and Executive Committee for 2019/2020** (attachment)
 - (a) Election of Chair
 - (b) Election of Vice-Chair
 - (c) Election of Executive Committee
 - (d) Destruction of Ballots
- 6. **Reports**
 - (a) Executive Committee Report..... (attachment)
 - (b) GIS Newsletter (handout)
- 7. **Business**
 - (a) Proposed 2020 Budget..... (attachment)
 - (b) Municipal Development Plan and Intermunicipal Development Plan Update
 - (c) Assessment Review Board Update
- 8. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the 10-month period:
January 1 - October 31, 2019..... (attachment)
- 9. **Adjournment**

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:02 P.M.

1. APPROVAL OF AGENDA

Moved by: Ed Weistra

THAT the Board of Directors approve the agenda of December 5, 2019, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Richard Bengry

THAT the Board of Directors approves the minutes of September 5, 2019, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. RECOGNITION OF MEMBERS AND ALTERNATE MEMBERS FOR 2019/2020

- The following list of Members and Alternate Members was included in the agenda. Board members were asked to review the list and report any corrections, if any, to the Executive Secretary.

Municipality	Member	Alternate Member
Arrowwood – Village	Kevyn Stevenson	Matt Crane
Barnwell – Village	Delbert Bodnarek	Ian Matheson
Barons – Village	Ed Weistra	Ron Gorzitza
Bassano – Town	Tom Rose	Ron Wickson
Brooks – City	Norman Gerestein	—
Cardston – County	Jim Bester	Roger Houghton
Cardston – Town	Richard Bengry	—
Carmangay – Village	Peggy Hovde	JoAnne Juce
Champion – Village	Jamie Smith	Trevor Wagenvoort
Claresholm – Town	Doug MacPherson	Brad Schlossberger
Coaldale – Town	Butch (Henry) Pauls	—
Coalhurst – Town	Elizabeth Christensen	—
Coutts – Village	Tanya Smith	Marvin Bohne
Cowley - Village	Warren Mickels	—
Crowsnest Pass – Municipality	Dave Filipuzzi & Dean Ward	—
Duchess – Village	Kole Steinley	Tina Preston
Fort Macleod – Town	Gordon Wolstenholme	Brent Feyter
Glenwood – Village	Gerry Carter	—
Hill Spring – Village	Suzanne French	—
Lethbridge – County	Morris Zeinstra	—
Lomond – Village	Brad Koch	—
Magrath – Town	Richard Van Ee	—
Milk River – Town	Peggy Losey	—
Milo – Village	Sheldon Walker	Scott Schroeder
Nanton – Town	Beryl West	Victor Czop
Newell – County	Clarence Amulung	Tracy Fyfe
Nobleford – Town	Marinus de Leeuw	Corne Mans
Picture Butte – Town	Henry de Kok	Teresa Feist
Pincher Creek – M.D. No. 9	Bev Everts	Quentin Stevick
Pincher Creek – Town	Don Anderberg	Brian McGillivray
Ranchland – M.D. No. 66	Ronald Davis	Harry Streeter
Raymond – Town	Stewart Foss	—
Stavely – Town	Don Norby	—
Stirling – Village	Matthew Foss	Rob Edwards
Taber – Municipal District	Jennifer Crowson	Tamara Miyanaga
Vauxhall – Town	Margaret Plumtree	Marilyn Forchuk
Vulcan – County	Jason Schneider	Doug Logan
Vulcan – Town	Lyle Magnuson	Paul Taylor

Warner – County No. 5	David Cody	Morgan Rockenbach
Warner – Village	Marty Kirby	Sandi Hedin
Willow Creek – M.D. No. 26	Ian Sundquist	Maryanne Sandberg

5. APPOINTMENT OF OFFICERS AND EXECUTIVE COMMITTEE FOR 2018/2019

- A list of members who wished to let their names stand for election for the positions of Chair, Vice-Chair and Executive Committee was included in the agenda package.

(a) Election of Chair

Advance Nominations: Gordon Wolstenholme (Town of Fort Macleod)

Nominations from the floor: None

Gordon Wolstenholme was elected Chair by acclamation.

(b) Election of Vice-Chair

Advance Nominations: Jim Bester (Cardston County)

Nominations from the floor: None

Jim Bester was elected Vice-Chair by acclamation.

(c) Election of Executive Committee

Advance Nominations: Ian Sundquist (M.D. of Willow Creek)
Don Anderberg (Town of Pincher Creek)
Jennifer Crowson (M.D. of Taber)
Margaret Plumtree (Town of Vauxhall)
Doug MacPherson (Town of Claresholm)

Nominations from the floor: None

Ian Sundquist, Don Anderberg, Jennifer Crowson, Margaret Plumtree and Doug MacPherson were all elected to the Executive Committee by acclamation.

Therefore, the following members will serve as the Executive Committee from December 5, 2019 to December 3, 2020:

Gordon Wolstenholme – Chair
Jim Bester – Vice-Chair
Ian Sundquist
Don Anderberg
Jennifer Crowson
Margaret Plumtree
Doug MacPherson

- (d) **Destruction of Ballots** – None (all elected by acclamation)

6. REPORTS

(a) Executive Committee Report

Moved by: Don Anderberg

THAT the Board of Directors approve the Executive Committee Report for the meetings of September 12 and October 10, 2019, as presented. **CARRIED**

(b) GIS Newsletter

- The current version of GIS platform is approaching 6 years old, so a decision was made to stay on the cutting edge of GIS delivery by moving to a new, fresh product in 2020. The enhanced Geocortex viewer will provide users with a new set of tools and features that were not available in the current iVault GIS. New features include:
 - a user's ability to apply transparencies,
 - re-order and filter layers,
 - import and export spatial files,
 - attach user files (pdf),
 - edit attribute and spatial data,
 - snapping while drawing and measuring, and
 - the ability to create a variety of charts based on input data.
- In addition to the Geocortex GIS viewer, all member municipalities will have the ability to have custom web apps built for a variety of purposes. We envision having a public facing GIS portal in Geocortex which will be similar in scope to the public version currently provided but, in addition, offer custom web mapping applications that only serve a specific purpose with limited information. These could include a web application that shows information such as plowing priorities, recreation facilities, walking/hiking trails, parade routes, cemeteries, or a tour map that takes users on a walking route that identifies historical buildings, tourist locations or capital projects.
- ORRSC GIS staff has begun work on the new sites and hope to start releasing them early in 2020.

7. BUSINESS

(a) Proposed 2020 Budget

- ORRSC is a knowledge-based organization and our greatest asset is our staff and the value they bring. Staff presently consists of:
 - 7 Planners and 3 Assistant Planners (4 Masters of Planning)
 - 2 GIS Analysts and 3 GIS Technologists (1 CET)
 - 5 Administrative Staff
- The Executive Committee has recommended two budget options be considered by the Board, the only difference being that Option 1 includes a 2% staff salary increase and Option 2 includes a 1.5% increase (with corresponding increases to staff benefits).
- Highlights of the proposed 2020 Budget are as follows:

2020 Budget Highlights

▶ Revenue:

- ▶ Membership fees recommended to increase by 1% raising \$981,549
 - ▶ (floor & ceiling remain but are adjusted to reflect average increase)
- ▶ GIS fees recommended to increase by 1% raising \$600,330
 - ▶ (\$5.84/capita & \$5.32/capita)
- ▶ Fixed Revenues need to meet Fixed Expenses
- ▶ \$50,000 (directly from Membership Fees) allocated evenly between Operating & Capital Reserves until target is met (\$460,000 and \$200,000 respectively).
- ▶ Subdivision fees recommended to increase by 1% and revenue is expected to remain stable.
- ▶ Fee for Service hourly fees recommended to increase by 1% and expected to remain stable.

Membership Fees

- ▶ 2019 Total Equalized Assessment x Mill Rate = 2020 Requisition
- ▶ Rural & Urban Mill Rate applied
- ▶ Floor of \$2,119
- ▶ Ceiling of \$68,987
- ▶ Budget 2020 Membership Fees = \$981,549

- ▶ GIS Fees
- ▶ Population x Per Capita Rate (non-member rate differential)
- ▶ Budget 2020 GIS Fees = \$600,330

2020 Budget Highlights

► Expenses:

- Staff Salaries recommended to Increase by 1.5% or 2.0% adjustment
 - (corresponding increase to Staff Benefits)
- Computer Hardware & Software costs continue to Increase
- **All other expenses held**
- Planned replacement of a fleet vehicle in summer
- Building Maintenance and Infrastructure increases due to age of building and mechanicals.

- The proposed increases to Subdivision Approval Fees and Fee-For-Service Member hourly rates recommended by the Executive Committee will require approval from the Board.
- Membership Fees have been increased by 1% as well as the floor and ceiling rates. Matthew Foss (Stirling) expressed that he favors a higher increase to the ceiling for larger municipalities and discussion of the pros and cons followed.

Moved by: Matthew Foss

THAT the Board direct administration and the Executive Committee to review the fee ceiling for both Planning and GIS services. **CARRIED**

Moved by: Elizabeth Christensen

THAT the Board approve subdivision fees effective January 1, 2020, as follows:

- Application Fee – \$710
- Per Lot Fee – \$330
- Per Lot Endorsement – \$205
- Extension Fee – 1st \$330, 2nd \$430, 3rd \$530

CARRIED

Moved by: David Cody

THAT the Board approve hourly Fee-For-Service Member rates effective January 1, 2020, as follows:

- Planning – \$80
- Administrative/Technical – \$70

CARRIED

Moved by: Doug MacPherson

THAT the 2020 Budget **Option 2** (1.5% staff salary increase), as presented, be approved by the Board, as recommended by the Executive Committee. **CARRIED**

(b) Municipal Development Plan and Intermunicipal Development Plan Update

- Multiple plans are currently in progress and staff are trying to put additional Land Use Bylaws, etc. on the back burner until these plans are completed:
 - 3 Urban Land Use Bylaws
 - 11 Urban Municipal Development Plans (2021 deadline)
 - 1 urban Area Redevelopment Plan
 - 1 Area Structure Plan
 - 2 Rural Land Use Bylaws
 - 3 Rural Municipal Development Plans
 - 39 Intermunicipal Development Plans (2020 deadline)

(c) Assessment Review Board Update

- 32 municipalities currently subscribe to ORRSC's Assessment Review Board service. In 2019, 25 complaints were scheduled (11 resolved or withdrawn) and 14 hearings were completed (12 LARB and 2 CARB).
- Training for new Board members will be held April 21-23, 2020 in the ORRSC Conference Room.

8. ACCOUNTS

**(a) Summary of Balance Sheet and Statement of Income for the 10-month period:
January 1 - October 31, 2019**

Moved by: Peggy Losey

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 10-month period: January 1 - October 31, 2019. **CARRIED**

9. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the Annual Organizational Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:25 p.m. until **Thursday, March 5, 2020 at 7:00 p.m.** **CARRIED**

/bj

CHAIR:





Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday February 2, 2020 –Stockmans Grill, Fort Macleod

Board Representatives

Barney Reeves, Waterton Park
Brent Feyter, Fort Macleod
Jim Bester, Cardston County
Blair Painter, Crowsnest Pass
Beryl West, Nanton
Bev Everts, MD Pincher Creek
Dale Gugala, Stavely
John Van Driesten, MD Willow Creek
Dennis Barnes, Cardston
Ron Davis, MD Ranchland

Resource Staff and Guests

Roger Reid, MLA, Livingstone-Macleod
Jennifer Handley, Nanton
Lori Hodges, LRSD
Linda Erickson, AEDTT
Carolyn Bester, Cardston County
Bev Thornton, Executive Director, AlbertaSW

1. Call to Order and Welcome Chair, Barney Reeves, called the meeting to order.
2. Approval of Agenda Moved by Blair Painter THAT the agenda be approved.
Carried. [2020-02-679]
3. Approval of Minutes Moved by Beryl West THAT the minutes of January 8, 2020 be approved as presented.
Carried. [2020-02-680]
4. Approval of Cheque Register Moved by Dale Gugala THAT cheques #2740 to #2756 be approved as presented.
Carried. [2020-02-681]
5. REDA sponsorship EDA 2020 Moved by Dennis Barnes THAT AlbertaSW share with other REDAs, the cost of a EDA Conference Bronze sponsorship, up to \$250.
Carried. [2020-02-682]
6. MLA Roger Reid Roger Reid, MLA, Livingstone-Macleod, presented a report from the province, and positive discussion on shared goals and issues.
7. Southwest Succession Partnership AlbertaSW, Community Futures Southwest and Community Futures Crowsnest Pass will partner to pilot a succession matching project to support businesses that are in transition or are interested in continuity planning. In addition to individual coaching the project will offer on-line webinars and in-person workshop.
8. 10 Year Tourism Strategy Further information forthcoming from consultation sessions.
9. Energizing Agricultural Transformation The Resource Round Table met for the second time on the afternoon of January 8, 2020. InnoVisions and Associates presented a “what we heard” report, summarizing interviews and research completed to date. Contact Bev if you would like a copy of the presentation.

- 10. Update reports
 - o Mayors and Reeves
 - o Highway 3 TDANo updates: meetings to be held later this week.

- 11. Executive Director Report Accepted as information.

- 12. Round table updates Accepted as information.

- 13. Board Meetings
 - March 4, 2020-Stavely, Golden Age Centre
 - April 1, 2020: NO MEETING (EDA conference begins April 1)
 - May 6, 2020-Cardston, Cobblestone Manor
 - June 3, 2020-AGM-tentatively Crowsnest Pass

- 14. Adjournment Moved by Brent Feyter THAT the meeting be adjourned.
Carried. [2020-02-683]

Approved March 4, 2020

Chair

Secretary/Treasurer

Alberta SouthWest Bulletin March 2020

Regional Economic Development Alliance (REDA) Update

❖ Global Recognition

AlbertaSW is a Top 3 Finalist for the “Best of the Americas” Award.

<https://greendestinations.org/2020-sustainable-destination-awards-and-tourism2030-itb-berlin/>

- First place winner: Vail Colorado
- Second place: Guyana
- **Third place:** Alberta SouthWest Crown of the Continent, Canada

The annual ITB Berlin Conference attracts 10,000 exhibitors and 113,000 attendees from 180 countries.

✓ Thank you to **Travel Alberta**, who had planned to represent us at the award ceremony on March 4th. But, due to COVID-19 measures, the conference was cancelled at the last minute.

“AlbertaSW Crown of the Continent” was named a “Global Top 100 Sustainable Destination” in October 2019, in line with UN Sustainability Goals and Global Sustainable Tourism Council. <http://sustainabletop100.org/>

✓ Thank you to Green Destinations Canada for their time, expert guidance and assistance to research to prepare the application.

✓ Thank you to MLA Roger Reid for sharing the news in the Alberta Legislature and providing an overview of AlbertaSW and the many successes of community and multi-regional collaboration. Much appreciated!

❖ SouthWest Succession Partnership:

AlbertaSW, Community Futures Crowsnest Pass and Community Futures Southwest ... have combined resources to pilot a “How to Sell or Buy a Business” project, to raise awareness of succession planning best practices and provide support for business transitions.

- March 9-12: **Succession Planning Summit:** sign up; access on-line video lessons, at your convenience;
- March 24: **Succession Planning Workshop** Heritage Inn, 12:30pm;
- Ongoing: **One-on-one Coaching** with identified businesses; and
- Ongoing: **Coupon Codes** and support for on-line buyer-seller matching.

Contact bev@albertasouthwest.com for more details and find out how to participate.

REMINDER:

❖ *Invest in Alberta* magazine 2020 is available in hard copy and two on-line versions

“Peaks to Prairies” display ad on page 88!) Flip through the pages of the magazine at

<http://www.edaalberta.ca/Invest-In-Alberta> or visit the microsite at <https://investalbertamag.ca/>

UPCOMING:

- ❖ **EAT Resource Roundtable** Thursday March 12, 2020, 2:30pm MD Willow Creek Administrative office
- ❖ **Economic Developers Alberta (EDA) Conference** ... April 1-3, 2020, Kananaskis www.edaalberta.ca
- ❖ **Business of Outdoor Recreation Summit** ... September 14-16, 2020, Civic Center, Great Falls, Montana

Alberta SouthWest Regional Economic Development Alliance

International Economic Development Council (IEDC) Accredited Economic Development Organization (AEDO)

Green Destinations Top 100 Sustainable Global Tourism Destination

Box 1041 Pincher Creek AB T0K 1W0

403-627-3373 (office) 403-627-0244 (cell)

bev@albertasouthwest.com

www.albertasouthwest.com



Sustainable Destination Awards & Tourism2030

PRESS INFORMATION

-FOR IMMEDIATE RELEASE-

4 March 2020 - Palais am Funkturm, ITB Berlin

ALBERTA SOUTHWEST CROWN OF THE CONTINENT WINS 3rd PLACE IN “BEST OF THE AMERICAS” CATEGORY AT THE SUSTAINABLE TOP 100 DESTINATION AWARDS

Alberta SouthWest is very proud to have been chosen from the list of Top 100 destinations to be one of the Top 3 Finalists in “Best of the Americas” category. The winners are :

First place: Vail Colorado

Second place: Guyana

Third place: Alberta SouthWest Crown of the Continent, Canada

<https://greendestinations.org/2020-top-100-awards-itb-berlin/#1583158799195-c57b4aea-5e52>

Alberta SouthWest had previously been named as a Global Top 100 Sustainable Destination in October 2019.

From those 100 destinations, 50 sustainable tourism stories were chosen. www.sustainable_top_100.org.

Winners and finalists were then selected by a panel of experts representing 12 international organisations.

AlbertaSW has made its place among global destinations that strive to be more sustainable for the benefit of travellers and local communities, and to preserve, enhance and celebrate our iconic character of place.

ITB Berlin annually hosts the globally prestigious Awards Ceremony for Sustainable Destinations. The conference features 10,000 exhibitors and attracts over 113,000 visitors from 180 countries. Due to COVID-19 measures, the 2020 conference was cancelled at the last minute. The Awards were announced via e-mail and on-line notifications.

About Alberta SouthWest Crown of the Continent

Alberta SouthWest is a partnership of 16 communities located within the northeast corner of the “Crown of the Continent,” which is a larger transboundary region encompassing the Waterton-Glacier International Peace Park, and the surrounding areas of Alberta, British Columbia and Montana. Some key historic milestones include:

1932: Waterton-Glacier International Peace Park becomes world’s first international peace park and has been the model for over 150 peace parks world-wide.

1979: Waterton Biosphere Reserve (WBR) designated by UNESCO; it is one of only 18 biosphere reserves in Canada.

1981: Head-Smashed-In Buffalo Jump designated as a UNESCO World Heritage Site.

1993: The first commercial wind farm was built in Alberta SouthWest, making the region the birthplace of the wind industry in Canada.



Sustainable Destination Awards & Tourism2030

1995: Waterton-Glacier International Peace Park designated as a UNESCO World Heritage Site.

2017: Castle Provincial Park and Castle Wildlife Provincial Park designated by Alberta Provincial Government.

2017: Waterton-Glacier International Peace Park declared a Provisional International Dark Sky Park by the International Dark-Sky Association, the first such designation that spans an international boundary.

2020: multi-partner Peaks to Prairies Electric Vehicle Charging Station Network completed and launched.

Bev Thornton, Executive Director of AlbertaSW extends a thank you to the staff of Green Destinations for their many hours of time to support the research and writing of the submission, and to the unfailing encouragement of the Travel Alberta team. Thornton observes, "This global recognition is a reflection of international, provincial and municipal level commitment to grow prosperous communities that celebrate the important connection to our landscapes, history and culture".

About the Green Destinations Foundation

Green Destinations has developed an assessment and reporting system to assess current tourism policy, management and sustainability performance on relevant sustainability themes. The Green Destinations Assessment and Certification Program is a collaborative initiative of [Green Destinations](#), the [European Centre for Eco and Agro Tourism](#) (ECEAT) and the [Coastal & Marine Union](#) (EUCC). The system consists of the Green Destinations Standard, which is a collection of criteria to assess sustainable destination management and policy and the Green Destinations Database which is a collection of sustainability and quality performance indicators fed by a variety of third-party data sources.

www.albertasouthwest.com

www.CrownoftheContinent.NatGeotourism.com

For further information contact:
Bev Thornton, Executive Director
Alberta SouthWest Regional Economic Development
403-627-0244
bev@albertasouthwest.com



Address: Rapenburg 8 | The Netherlands

Skype: greendestinations

Contact: events@greendestinations.org | greendestinations.org | SustainableTop100.org



Karine Keys

From: Shannon.Stubbs.C1A@parl.gc.ca
Sent: Wednesday, March 11, 2020 2:15 PM
To: Karine Keys
Subject: Bill C-221

March 6, 2020

Reeve and Council,

On February 25th, 2020, I introduced my Private Members Bill C-221, *The Environmental Restoration Incentive Act*. It will be considered in the House of Commons in coming weeks.

Canadian oil and gas producers are world leaders in environmental remediation and reclamation. But a combination of economic, policy, legislative, and regulatory factors has led to a historic collapse in investment, businesses, and jobs in Canada's energy sector. One consequence is that record bankruptcies have caused the number of orphan wells to increase by over 300% since 2015. This is an urgent economic and environmental challenge in rural municipalities, in particular – for municipal governments, for landowners, on crown land, and for indigenous communities.

Small and medium sized oil and gas producers are the backbone of the sector, and want to fulfil their remediation and reclamation obligations, but have been hardest hit. The Supreme Court's 2019 *Redwater decision* makes it more difficult for financially vulnerable and at-risk producers to raise capital because lenders and investors know returns may be delayed or never recouped.

The Environmental Restoration Incentive Act will help struggling small and medium oil and gas producers, specifically, to decommission old and inactive wells. Rural Municipalities face significant economic impacts with over \$173 million in unpaid property taxes. While this bill will not immediately recover all the taxes owing to municipalities, the benefits of Bill C 221 to municipalities are twofold: first, this bill will help producers to continue operating and paying taxes; secondly, this bill will help producers permanently decommission wells they no longer use, reducing future environmental liabilities in your community.

The current orphan well system is overwhelmed, and risks costing taxpayers 100% of associated costs for well closure, remediation, and reclamation – which is currently estimated between *\$30 billion and \$70 billion*, overall. Bill C-221 enables small producers to raise money from investors exclusively for decommissioning oil and gas wells. It will incentivize and ensure private sector proponents *can* fulfil environmental responsibilities at the lowest public cost. This will be accomplished using something called flow-through shares, which Bill C 221 requires the government to consider and report on.

Flow-through shares allow a company to attach a tax credit to a specific stock. In this way, the benefit of the tax credit 'flows through' to the purchaser of the stock which is typically an investment fund. The tax credit creates the profit margin on a stock that is not growing in value, creating an incentive for external investors to invest in companies with low growth potential to raise money from the private sector – Bill C 221 creates the specific tax credit for well decommissioning costs that will be attached to flow-through shares, which will be of immediate benefit.

Bill C 221 proposes the flow-through share ability as a short-term measure, ending by 2026, to encourage immediate action and job creation, and to deal with the pressing crisis of suspended and inactive wells. This bill applies only to small and medium producers, responsible for about one quarter of total Canadian oil production, and which have, on average, one well for every ten wells of large and multinational companies that don't qualify for this tax credit.

A real difference can be made right away, with a tax credit that can only be used the year a well is decommissioned and will only be for small and medium producers that need it the most. It will help steward the environment, create jobs for oil and gas workers right away, and protect taxpayers.

My bill is not a perfect remedy to this complex challenge, which requires cooperation and multi pronged action from both federal and provincial governments. Because of limits on the scope and power of Private Member's Bills, Bill C-221 cannot singlehandedly create the tax credit *with* flow through shares enacted immediately, but I am working in collaboration with all Members of Parliament of all parties and independents to secure support and to urge the timely implementation of flow-through shares for this credit.

While I am an aggressive advocate for Lakeland and for Alberta, I have a track record of working with other parties on previous initiatives. What matters most to me is doing the right thing and the advancement of meaningful initiatives, not politics. In the previous term, I accepted significant amendments from another party to my Motion 167 on rural crime, and it ultimately received unanimous support in the House of Commons from all parties.

Similarly, the current situation with orphan wells is escalating, with many different impacts, and I believe Members of Parliament are morally, politically, and philosophically obligated to find common ground to address this challenge.

In summary, my bill will incentivize and ensure private sector proponents *can* fulfill environmental responsibilities at the *lowest* public cost.

Please discuss Bill C 221 with your colleagues, and with your constituents. You may consider passing a resolution in support of Bill C-221, *The Environmental Restoration Incentive Act*, or contact me with your individual and/or collective support. I would appreciate it if you could scan and send a copy of your resolution to Shannon.Stubbs@parl.gc.ca and send an original copy to my office at:

Shannon Stubbs, MP

House of Commons
Ottawa, ON K1A 0A6

If you require any additional information, please contact my office at 613-992-4171, or Shannon.Stubbs@parl.gc.ca.

Thank you for your consideration.

A handwritten signature in blue ink that reads "Shannon Stubbs". The signature is written in a cursive style.

Shannon Stubbs
Member of Parliament for Lakeland
Conservative Shadow Minister for Natural Resources

Below is a link to our social media video:

<https://www.facebook.com/ShannonLakeland/videos/1102140823511931/?t=30>



3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344
Toll-Free: 1-844-279-8760
E-mail: subdivision@orrsc.com
Website: www.orrsc.com

SUBDIVISION APPLICATION DECISION

Our File: 2020-0-011
Your File: H41919

NOTICE DATE: March 12, 2020

TO: Town of Claresholm c/o Frank Klassen, Structural Precast, Michael A. Thompson, A.L.S., , M.D. of Willow Creek No. 26, Livingstone Range School Division, AltaLink, FortisAlberta, TELUS, ATCO Gas, ATCO Pipelines, AB Health Services - Calgary, AB Environment & Parks - K. Murphy, AB Transportation, AER, NAV Canada, Transport Canada

RE: Lots 1-4, Block 10, Plan 7910032 and Lot 1, Block 11, Plan 7910032 within SW1/4 21-12-27-W4M / M.D. of Willow Creek No. 26

DECISION: APPROVED ON CONDITION
(See attached resolution for conditions)

DECISION DATE: March 11, 2020

Your subdivision application has been *Approved on Condition* and a copy of the decision is attached.

We advise that it is the applicant's responsibility to ensure that all conditions of approval have been met. This process will require coordination between yourself, your surveyor, ORRSC and your municipality.

The subdivision may be finalized following the required 14-day appeal period as outlined below. If no appeals have been filed within the specified time period, you may proceed with the finalization. You have **one year from the approval date** to finalize your subdivision. *(If you are unable to finalize the subdivision within this time frame please contact the ORRSC in order to request a possible time extension. A minimum extension fee of \$330.00 will be required.)*

Right to Appeal

Pursuant to the Municipal Government Act, the applicant, government departments, and local authorities have a right to appeal the decision or any conditions of the subdivision **within 14 days of receipt of this notice** to the appropriate appeal board. The date of receipt of the decision is deemed to be 7 days from the date the decision is mailed.

You may also appeal any reserve requirement (land or money) established by the subdivision authority. The appeal may be commenced by providing a written statement of the grounds of appeal to:

M.D. of Willow Creek No. 26 Subdivision and Development Appeal Board
Derrick Krizan, CAO
Box 550, Claresholm AB T0L 0T0

The appeal board must receive your notice of appeal within 21 days of the date of this letter informing you of the subdivision authority's decision. ***(Please contact the municipality to determine any applicable fees.)***

In order for your surveyor to register your subdivision at the Land Titles Office, they must receive an "Endorsement" document from our office. ORRSC will provide the Endorsement upon receipt of the following:

- **Finalization fee** – pay to ORRSC the finalization fee of \$205.00 for each new lot to be created by the subdivision.
- **Fulfilling the Conditions** – ensure that all the conditions of your approval have been met (*refer to attached Resolution*) and provide the Oldman River Regional Services Commission documented evidence to that effect.
- **Surveyor's package** which includes the Plan of Survey, signed consents, etc. (or your separation of title document as prepared by your lawyer or surveyor).

After endorsement, we will return the documents to your surveyor who will register them with the Land Titles Office.

Should you require any further clarification please contact ORRSC at (403) 329-1344 or visit our website at www.orrsc.com for more details regarding the finalization process.

Yours truly,



Mike Burla
Senior Planner

MB/jm
Attachment

RESOLUTION

2020-0-011

M.D. of Willow Creek No. 26 Claresholm Industrial Area subdivision of Lots 1-4, Block 10 and Lot 1, Block 11, Plan 7910032 within SW1/4 21-12-27-W4M

THAT the Claresholm Industrial Area subdivision applied for of Lots 1-4, Block 10 and Lot 1, Block 11, Plan 7910032 within SW1/4 21-12-27-W4M to create eight (8) lots ranging in size from 1.0 to 3.48 acres from titled areas comprising 15.12 acres (Certificate of Title Nos. 791 002 677 AA, 791 002 677Y, 791 002 677 AB, 791 002 677 X and 791 002 677 Z); BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the M.D. of Willow Creek No. 26.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with the M.D. of Willow Creek No. 26 which shall be registered concurrently with the final plan against the title(s) being created.
3. That, ATCO Gas requires a Utility Right-of-Way be registered prior to finalization.
4. That, any existing services and/or infrastructure be protected by registering easements or Utility Right-of-Ways prior to finalization.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(d) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

- (e) ATCO Gas requires a Utility Right of Way as shown on the hi-lighted on the attached plan. The utility right of way should be 3.5 meters in width. All easements are to be registered as a general utility right of way granted to the Municipality and are to be registered concurrently with the legal plan of subdivision. No structures or portion thereof may be erected within the right of way without prior written consent for the Company. See attached diagram.
- (f) ATCO Transmission high pressure pipelines has no objections. Questions or concerns can be forwarded to hp.circulations@atco.com.
- (g) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

“Reference your file to create eight (8) industrial parcels at the above noted location.

The proposal is contrary to Section 14 and subject to the requirements of Section 15(2) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017 (“the regulation”).

Alberta Transportation’s primary objective is to allow subdivision and development of properties in a manner that will not compromise the integrity and associated safe operational use or the future expansion of the provincial highway system.

To that end, currently and as proposed the parcels to be created will gain indirect access to the provincial highway system solely by way of the local road system. Given this, strictly from Alberta Transportation’s point of view, we do not anticipate that the creation of the eight (8) industrial parcels as proposed would have any appreciable impact on the highway.

Therefore, pursuant to Section 16 of the regulation, in this instance Alberta Transportation grants a waiver of said Sections 14 and 15(2).

Notwithstanding the foregoing, the applicant would also be advised that any future development/subdivision of the subject property would be subject to the terms and conditions of the “Memorandum of Agreement” (“the agreement”) that was ratified by the Minister of Transportation and the Municipal District of Willow Creek No. 26 on September 26, 2001.

Pursuant to the agreement, provided that no new access to the highway is proposed and the minimum development setback as defined in the agreement is maintained, future development proposals could proceed under the direction, control and management of the municipal district. The applicant could contact Alberta Transportation through the undersigned, at Lethbridge 403/381-5426, in this regard.

Alberta Transportation accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the subdivision/development design.

Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 5(5)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. Moreover, as far as Alberta Transportation is concerned an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application.”

(h) Adjacent Municipality, Claresholm, comments by Tara VanDellen Planner, Development Officer:

“I had a question in regards to the airport subdivision that Frank has submitted. There are utility right of ways on a registered plan, but they do not appear to have been caveated on title? It appears that only Canadian Western Natural Gas is listed as a caveat on title. Since the MD owns the infrastructure out there now and if he wants to tie into that line running across the property a condition of subdivision may be to have those registered. You may already have that on there, but let me know if you have any questions. Mike said he was okay to abandon that line as well, but it is still connected to the system and could be utilized for development if desired.”

NW21 12-27-4

RW423 C P R SPUR
SEWER LINE R/W

(1310633)

R2

12

1

LANCASTER DR

LANCASTER DR

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

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

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

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

PROPOSED LOT 9
BLOCK 10
0.52±ha.
(1.29±ac.)

7910032

ROYCE DR

ROYCE DR

ROYCE DR

(7910033)
UTILITY R/W

C
4117JK

4117JK

TIGERMOTH CRES

TIGERMOTH CRES

CESSNA DR

8810634

1311562

SUBDIVISION SKETCH - PROPOSED

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

ATCO GAS



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 50 100 150 200 Metres

January 15, 2020 N:\Subdivision\2020\2020-0-011.dwg



LEGAL DESCRIPTION OF PROPERTY: LOTS 1-4, BLOCK 10, PLAN 791 0032

MUNICIPAL ADDRESS: CLIENT MUNICIPAL DISTRICT OF WILLOW CREEK NO. 10-11, PLAN 791 0032 TOWN OF WILLOW CREEK DATE OF SURVEY: DEC 12, 2019

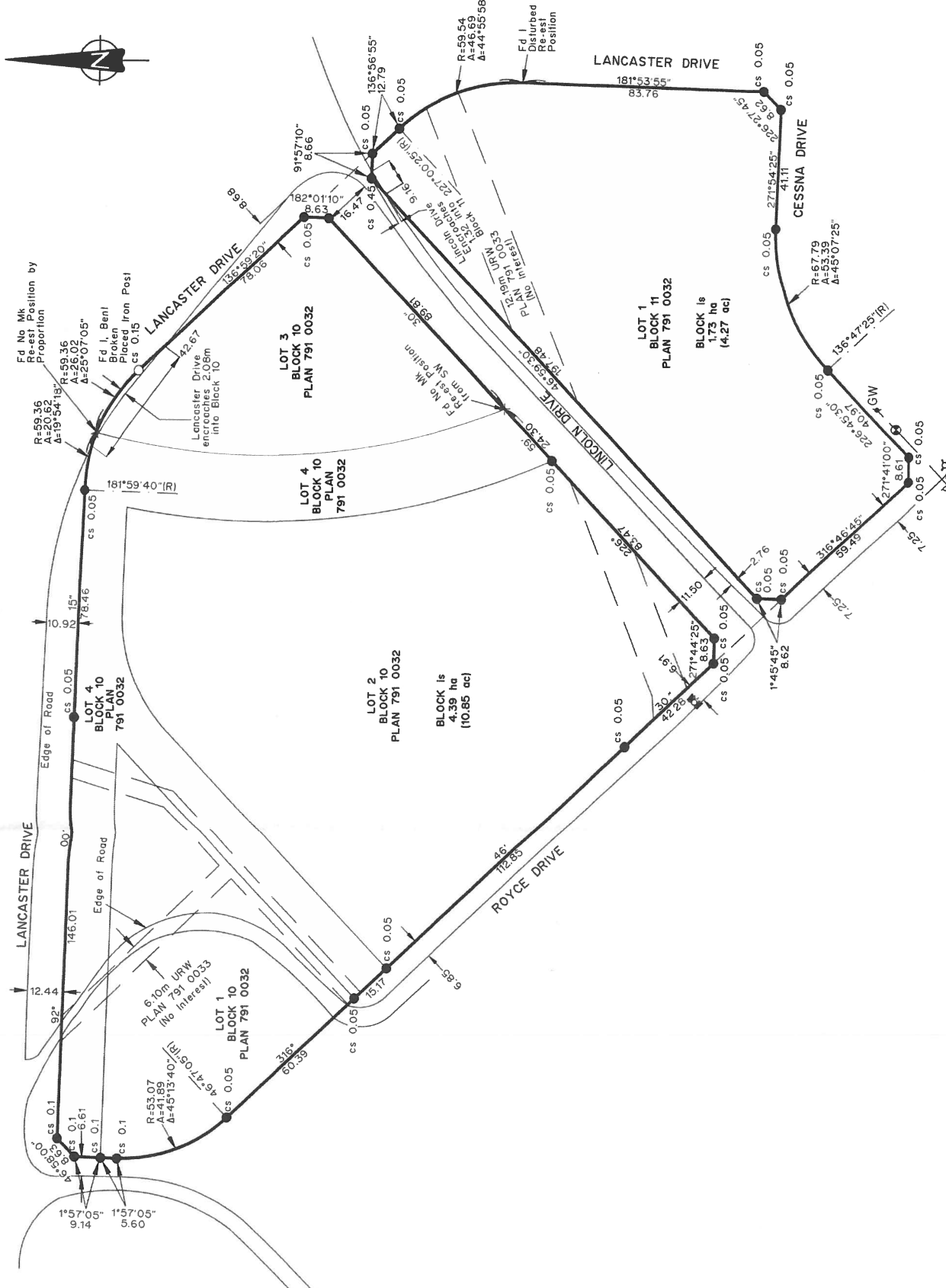
CERTIFICATION: I hereby certify that this report, which was prepared and performed under my personal supervision, complies with the standards and procedures of the Manual of Standard Practice of the Alberta Land Surveyors Association.

- 1. The plan illustrates the boundaries of the property, registered encroachments and right-of-way at the date of survey.
- 2. No visible encroachments exist on the property by adjoining property.
- 3. No visible encroachments exist on the property by adjoining property which encroach from Lancaster Drive into Block 10.
- 4. No visible encroachments exist on registered easements.

PURPOSE: This report and related plan have been prepared for the purpose of providing a true and accurate copy of the land conveyance, support of a subdivision or other land use, and for the benefit of these parties, and only for the purposes stated herein. Where applicable, registered encroachments and utility markers have not been placed during the survey. The attached plan should not be used to establish interpretation or measurement error by the use of the information shown on this Registered Property Report as of the date of survey only. Users are advised to consult the original Registered Property Report updated for future requirements.

LEGEND

- Statutory iron post found.....
- Water Outlet.....
- Utility Pole.....
- Light Standard.....
- Distances are ground and are expressed in metres unless otherwise specified, the dimensions of distances from property boundaries to the line of the survey are dimensioned to the line of the survey.
- Fence lines are within 0.20 metres of property boundaries.
- 5181 JM - Governed Re. Easement
- This Report deals with Five (5) Separate Co-



DATED AT LETHBRIDGE, ALBERTA, THIS 19th DAY OF DECEMBER, 2019.

MICHAEL A. THOMPSON

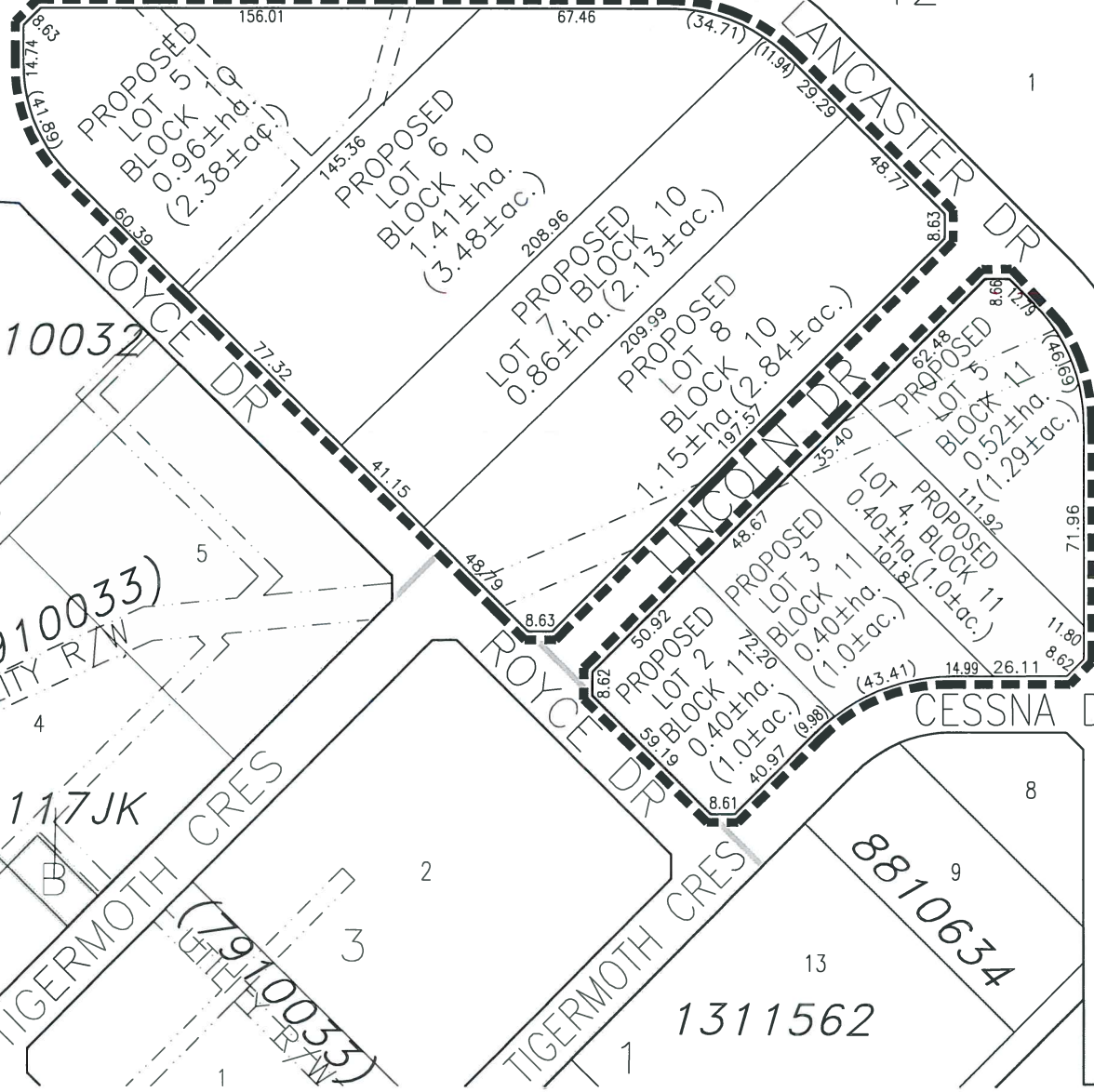
NW21 12-27-4

RW423 C P R SPUR
SEWER LINE R/W

(1310633)

LANCASTER DR

12



7910032

(7910033)
UTILITY R/W

4117JK

(7910033)
UTILITY R/W

1311562

8810634

C
4117JK

SUBDIVISION SKETCH - PROPOSED

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

DATE: JANUARY 15, 2020

FILE No: 2020-0-011



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



APPROVED

- Approved
- Approved subject to revised parcel configuration

Approved Subdivision is subject to the conditions listed in the Approval Letter attached.

Halma Thompson
 Oldman River Regional Services Commission

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY

Board of Directors, January 16, 2020

ATTENDEES: Howard Paulson – Lay Representative
Brydon Saunders- Lay Representative
Lise Schultz – Town of Claresholm
Jason Schneider – Vulcan County
Ian Sundquist – MD of Willow Creek
Cindee Schlossberger – Lay Representative
Shirley Isaacson – Office Staff
Sandra Hillis – Office Staff

REGRETS: Brian Comstock – Lay Representative
Gabrielle Kirk – Calgary Primary Rural Care Network

Howard Paulson-Chair called the meeting to order at 11:00 a.m.

1.0 APPROVAL OF AGENDA

Moved by Lise Schultz to accept the agenda as presented. Carried.

2.0 APPROVAL OF MINUTES

Moved by Jason Schneider that the minutes of the November 21, 2019 meeting be accepted as presented. Carried.

3.0 BUSINESS ARISING FROM MINUTES

3.1 Disposal of Old Van – Starling Auctions will promote the sale of the van at their next auction on March 21, 2020. ✓

3.2 Sandy checked on the price of new tires \$800.00 for 4 tires. Need winter tires which will be changed to summer tires when needed. ✓

4.0 CORRESPONDENCE:

4.1 Notice of a Grant Writing Informatin Session with with Community Foundation in Lethbridge on February 12, 2020. Sandy and Shirley will attend.

5.0 REPORTS:

5.1 Financial –Sandy was informed that when we send invoices for approval and payment to AISH that if we do not have the Social Workers name or number on the form it sits in a basket and is probably not looked at. Sandy is working on collecting the Accounts Receivable, but is finding that some say they have been paid. At present we are doing okay for funds, the ridership has been holding its own. Sandy moved acceptance of her report, Brydon Saunders seconded the motion. Carried.

5.2 Chairman's Report – A picture will be taken of everyone who has donated

towards the Transportation Society, including the Co-operators and all the Board of Directors.

Howard had a call from the Credit Union and we had an old account – Elite Savings with \$11.00 in it. This was transferred to our chequing account.

6.0 OLD BUSINESS:

6.1 Already discussed above.

7.0 NEW BUSINESS:

7.1. Need to have a policy on pets riding in the vans. Service Dogs will be allowed if they have the certificate.

7.2 Send a letter to all service clubs.

7.3 Have not heard anything on grants – have Gabrielle come to the next meeting.

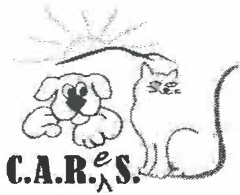
8.0 IN CAMERA:

9.0 NEXT MEETING DATE: Thursday February 20, 2020.

The meeting was adjourned by Ian Sundquist at 11:30 a.m.

SIGNED:

SIGNED:



Claresholm Animal Rescue Society

Board Meeting

MINUTES

Thursday, January 16, 2020

Claresholm Public Library

Board Members:

Lorraine Norgard -P	Judy Lelek-P	Doreen VanLangen-P	Sylvia Giroux-A
Leslie Baker-A	Lise Schulze-P	Denise Peters-P	Karen Thompson-P
Dave Hatch-P	Diane Lockhart-P	Crystal Kennard-P	Maurice Beebe-P

1. Call Meeting to Order

The meeting was called to order at 6:50 pm.

2. Approval/Adoption of Agenda

Lise Schultz moved the agenda be adopted as amended, 2nd by Dave Hatch, carried.

9.4 Donations – Judy

9.5 Dogs – Lorraine

9.6 Raffle – Dave

3. Approval of Minutes

The November 21, 2019 minutes were approved as corrected to include Diane Lockhart in attendance. Moved by Doreen VanLangen, seconded by Dave Hatch.

4. Treasurer's Report

Doreen read her Treasurer's report

We need to watch our spending very carefully.

5. Adoption/Surrender & Volunteer Report

Diane presented stats for the last period back to November's last meeting:

Volunteer hours – 1,905

Adoptions since Nov 21 – cats/kittens thru shelter 13, PS Lethbridge 8, PS Okotoks 9, 2 dogs but one returned, and one rabbit.

Intake – 4 dogs, 18 cats and one rabbit.

6. Scheduling Report

Judy reported that we have two volunteers presently off on sick leave and thanked everyone who has stepped up to plate to help cover those shifts. NAPS has older kids coming in to help with cats and kittens and may be something we need to consider.

7. Fundraising Reports

7.1 Sales at Sparta & Lockharts'

Last reporting period over \$1,000 in sales which is great! ☺

7.2 Claresholm Trade Fair (Jan 31/Feb 1)

Denise will head it up and be there both days, but looking for others to come in and spell her off. Judy and Joan will also come in; thank you everyone. Every bit helps.

7.3 Garage Sale

Denise has booked the Skating Arena for May 23rd – agreed that its a lot of work but well worth it in the piggy-bank for us. Again, we need volunteers to help with that.

Rent is large expense to this fundraiser so we will write a letter asking for Town to assist/cover the rent. Lorraine will let Agriplex know that we will need the tables again for those days.

8. Old Business

8.1 Casino Update

Judy Z that was our manager was excellent to work for. Doreen will let us know when money arrives.

8.2 Pet First Aid Course

We did have enough interest to go forward with it. Lorraine will contact the lady to set dates in late February or March.
Lorraine

8.3 Cat Feed Amounts/Wastage & Not by Water Dish and Water not by Litter Box

Denise moved we put dry food wastage in a pail and she will pick it up to take to feral kittens and cats in industrial area. Seconded by Doreen, carried.

Reminder not to set dry food beside the water dish (water splashes in dry food dish and makes it soft and moldy) and not the water dish by the litter box (gets feces and/or pellets in water). Thank you.

9. New Business

9.1 Lethbridge Vet Clinic Quotes

Diane reviewed the two quotes she received, as looking further as we are not happy with Ranch Docs. One more quote to come in yet. Will decided when 3rd quote comes to compare them all.
Diane

9.2 Review (increase?) adoption fees?? Reinstate surrender fee??

We lose money on each adoption and most surrenders by the time vetting is all done. Denise moved we increase the fees on cats from \$120 to \$140 and 2 from \$200 to \$250 for Feb 1-29, and review for feedback. Seconded by Karen, carried. Dogs will be left at current fees for now. For info: rabies shot alone is \$58, and a microchip is \$40. That's without other shots or any other treatments, spay/neuter.

Denise moved we reinstate a surrender fee of \$50 if they can afford it, seconded by Karen, carried. (We had it at \$90, then removed it however again, we lose money on practically every surrender animal that we take/place.

9.3 Who doing what while Diane is away Jan 26 – April 1(+/-) & Sylvia Off

Agreed that Laura Markle can use Diane's key and code while Diane away in order to do vaccinations. Barb & Karen will be helping her with this.

Diane suggested Doreen, Leslie and perhaps Kathy Lyster to do adoption fair at PS Okotoks February 29-March 1. They will arrange amongst themselves and if need more help, holler!

Barb will organize appointments for cats at the vets until Sylvia returns.

Denise & Bob can do extra make runs to PetSmart. Lorinda will also take cats back & forth to PS Okotoks when coming down/going home. If the

Barb & Karen will look after fostering cats program.

Lorraine will email vet bills to Diane, Barb & Doreen for approval and refunding.

9.4 Donations/Receipts

Judy asked who/how receipts and acknowledgements are made to donors/payments. There are envelopes to put \$ received in, on the desk. Always ask the people if they want a receipt or not and tick the correct box so Doreen knows whether to send them one or not. If people bring items in to donate, and they would like a card or receipt, write a note complete with their name and address and what they brought in and put it in the Treasurer's folder on wall, so Doreen is made aware of items coming in.

9.5 Dogs

Lorraine asked for quotes from Claresholm Vet and would like to see routine care of the dogs moved to Claresholm Vet. After discussion, Dave move dog care to Claresholm Vet and cats will remain with Willow Creek Vet or Edgewater, etc. Emergency visits will go where available. Seconded by Karen, carried.

9.6 Raffle

Dave suggested we have a raffle to fundraise. Denise said historically we have Raise the Woof every two years and a raffle the year we don't have Raise the Woof. Agreed we will have a raffle later this year as Raise the Woof was in 2019.

9.7 Pet Alerts

Discussion held regarding KC and Lucky.

10. Next Meeting:

Thursday –February 20, 2020 at 6:45 pm **Claresholm Public Library**

11. Adjournment

Carly phoned that the breakers have blown with the two room heaters going. Lise contacted the Town's maintenance for assistance. Breakers turned back on. The meeting was adjourned at 8:45 p.m.

Note: After talking with Town Maintenance – we are not allowed to run the room heaters as they are fire hazards. We have just bought two new ones, so if you would like to buy one, contact Doreen as to how much we paid for them and pay same amount.