



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

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

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – NOVEMBER 9, 2020

ACTION ITEMS:

1. **BYLAW #1713 – Mayor & Council Remuneration Bylaw**
RE: 2nd & 3rd Readings
2. **BYLAW #1714 – Water & Sewer Utility Amendment Bylaw**
RE: 2nd & 3rd Readings
3. **BYLAW #1715 – Fire Protection Amendment Bylaw**
RE: 2nd & 3rd Readings
4. **CORRES: Hon. Tracy Allard, Minister of Municipal Affairs**
RE: 2020/21 Alberta Community Partnership Program
5. **CORRES: Calgary Region Airshed Zone (CRAZ)**
RE: Membership Request
6. **CORRES: Rural Municipalities of Alberta (RMA)**
RE: Benefits of Membership
7. **REQUEST FOR DECISION: Zero Emission Vehicle Infrastructure Program**
8. **REQUEST FOR DECISION: Christmas Eve Operations**
9. **INFORMATION BRIEF: ICF Recreation Sub-Committee**
10. **INFORMATION BRIEF: CAO Report**
11. **INFORMATION BRIEF: Council Resolution Status**
12. **ADOPTION OF INFORMATION ITEMS**
13. **IN CAMERA**
 - a. **LAND – FOIP Section 16.1**

INFORMATION ITEMS:

1. Alberta SouthWest Bulletin – November 2020
2. Alberta SouthWest Regional Alliance Board Meeting Minutes – October 7, 2020
3. Oldman River Regional Services Commission Executive Committee Meeting Minutes – October 8, 2020
4. Fort Macleod Santa Claus Parade Press Release – November 18, 2020

ADJOURNMENT



Claresholm

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

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

Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/live>

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

ABSENT: None

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

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin immediately at 7:04 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 7:04 p.m. by Mayor MacPherson.

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

CARRIED

MINUTES:

1. ORGANIZATIONAL MEETING – OCTOBER 26, 2020

Moved by Councillor Moore that the Organizational Meeting Minutes of October 26, 2020 be accepted as presented.

CARRIED

2. REGULAR MEETING – OCTOBER 26, 2020

It was noted that the Regular Meeting Minutes of October 26, 2020 had Mayor MacPherson providing notice that livestreaming and recording of the meeting would begin, however Mayor MacPherson was absent from the meeting and Deputy Mayor Schlossberger was chair of the meeting.

Moved by Councillor Zimmer that the Regular Meeting Minutes of October 26, 2020 be accepted as amended.

CARRIED

3. SPECIAL MEETING – NOVEMBER 2, 2020

Moved by Councillor Schlossberger that the Special Meeting Minutes of November 2, 2020 be accepted as presented.

CARRIED

ACTION ITEMS:

**1. BYLAW #1713 – Mayor & Council Remuneration Bylaw
RE: 1st Reading**

Moved by Councillor Moore to give Bylaw #1713, the Mayor & Council Remuneration Bylaw, 1st Reading.

CARRIED

**2. BYLAW #1714 – Water & Sewer Utility Amendment Bylaw
RE: 1st Reading**

Moved by Councillor Schulze to give Bylaw #1714, a Water & Sewer Utility Amendment Bylaw, 1st Reading.

CARRIED

**3. BYLAW #1715 – Fire Protection Amendment Bylaw
RE: 1st Reading**

Moved by Councillor Zimmer to give Bylaw #1715, the Fire Protection Amendment Bylaw, 1st Reading.

CARRIED

**4. DELEGATION RESPONSE: Claresholm & District Museum Board
RE: Museum Storage Building**

MOTION #20-170

Moved by Councillor Carlson to inform the Claresholm & District Museum Board that at this point, the Town of Claresholm is not prepared to further this project due to financial constraints, however it could possibly be reviewed in the future.

CARRIED

**5. CORRES: Hon. Tracy Allard, Minister of Municipal Affairs
RE: Infrastructure and Operating Spending**

Received for information.

6. **CORRES: Hon. Prasad Panda, Minister of Infrastructure**
RE: Update

Received for information.

7. **CORRES: Hon. Josephine Pon, Minister of Seniors and Housing**
RE: Amalgamation of Housing Management Bodies

Received for information.

8. **CORRES: Hon. Leela Sharon Aheer, Minister of Culture, Multiculturalism and Status of Women**
RE: Community Facility Enhancement Program (CFEP) Small Grant

Received for information.

9. **CORRES: Fort Macleod Santa Claus Parade Committee**
RE: Invitation to 39th Annual "Reverse" Parade

Received for information.

10. **CORRES: Claresholm Fire Department**
RE: Use of Downtown Parking Lot – November 14, 2020

MOTION #20-171 Moved by Councillor Zimmer to allow the Claresholm Fire Department to use the downtown parking lot on November 14, 2020 from 11:00 a.m. to 3:00 p.m. to sell their fundraising calendars.

CARRIED

11. **REQUEST FOR DECISION: Parking Request**

MOTION #20-172 Moved by Councillor Carlson to deny the request for parking of a trailer owned by Quintin Fisher on the boulevard located adjacent to 430 – 50th Avenue East.

CARRIED

12. **REQUEST FOR DECISION: New Years Skate – 2020/2021**

MOTION #20-173 Moved by Councillor Moore to approve the New Year's Eve Skate to be held at the Arena on Thursday, December 31, 2020 to be open to the public at 5:50 p.m., closing to the public no later than 9:00 p.m., with all current provincial and federal health and safety protocols in place to prevent the spread of COVID-19, including 40-minute scheduled time slots with 30 minute buffers between each group, a safe exit and sanitization, and a maximum of 50-people in the building at any time.

CARRIED

13. **REQUEST FOR DECISION: Bylaw Enforcement Officer Position**

MOTION #20-174 Moved by Councillor Schlossberger to hire a Bylaw Enforcement Officer instead of a Community Peace Officer, and to begin the hiring process immediately.

CARRIED

14. **INFORMATION BRIEF: Stockpile Enforcement – SDAB Appeal**

Received for information.

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

Received for information.

16. **ADOPTION OF INFORMATION ITEMS**

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

CARRIED

17. **IN CAMERA:**

- a. **LAND – FOIP Section 16.1**
- b. **LAND – FOIP Section 16.1**

Moved by Councillor Cutler to go In Camera at 7:46 p.m. for the following items:

- a. **LAND – FOIP Section 16.1**
- b. **LAND – FOIP Section 16.1**

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 7:46 p.m.

Moved by Councillor Zimmer to come out of In Camera at 8:07 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:07 p.m.

a. LAND – FOIP Section 16.1

MOTION #20-175 Moved by Councillor Cutler to accept the offer from Stone Concepts Ltd in the amount of \$10,500.00 for Lot 8, Block 1, Plan 7910032, on the condition that the lot be consolidated with the adjacent lots.

CARRIED

b. LAND – FOIP Section 16.1

MOTION #20-176 Moved by Councillor Schlossberger to provide an extension to January 31, 2021 to Krishna Metals Ltd. on the purchase of 8.58 acres approved by Council at the August 17, 2020 regular Council meeting, with the understanding that any new offers that are presented to the Town of Claresholm for this property, a seven day right of first refusal will be given to Krishna Metals Ltd. before being sold to another party.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:09 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:09 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DRAFT

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1713**

A Bylaw of the Town of Claresholm to provide for fees and expenses to the Mayor and each Councillor for attending meetings and performing duties on behalf of the Town of Claresholm.

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 provides that the Council may provide for the payment of remuneration to the Mayor and members of Council for attending meetings of the Council and the committees thereof or for assuming or performing any additional duties.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act the Council of the Town of Claresholm duly assembled hereby enacts:

Title

1. This Bylaw may be cited as the “**Mayor and Council Remuneration Bylaw**”.

Remunerations

2. That the Mayor be paid a salary of \$8,800.00 per year.
3. That each Councillor be paid a salary of \$6,160.00 per year.
4. That the Mayor and each Councillor attending the Council Meeting shall be paid \$154.00 for each Council meeting attended.
5. That the Mayor and each Councillor receive reimbursement for valid receipts.
6. That when any member of Council spends one full day on Town business (ie. seminars, conferences, training), they shall be paid \$253.00 or \$126.50 for half a day plus vouchered expenses.
7. ½ day defined as greater than four (4) hours and up to six (6) hours
8. full day is greater than six (6) hours
9. That mileage shall be paid to a member of Council attending meetings outside Claresholm at a rate based on Canada Revenue Agency’s (CRA) suggested vehicle rates per the CRA’s website (ie. 2013 rate in Alberta is \$.54 per kilometer). This rate will be updated on January 1st of each year based on the CRA’s changes.
10. That the Mayor or a member of Council shall be allowed \$25.30 per hour for attending to Council business less than four (4) hours (ie. committee meetings, community development events, etc). Each hour to be documented.
11. That the Mayor and each Councillor shall have group life insurance coverage.
12. That the fees and expenses paid to Council members shall be reviewed annually.

General

13. Bylaw #1589 is hereby rescinded.
14. This Bylaw will take effect on November 1, 2021.

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



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1714**

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 hereto, 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:

REPLACE: Schedule “D”

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

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

TOWN OF CLARESHOLM
Bylaw No. 1714
SCHEDULE “D”
WATER & SEWER RATE TABLES

Rates are effective January 1 of each year.

Residential Rates (Monthly)			
	2020	2021	2022
Basic Water Charge	\$35.00	\$35.00	\$35.70
Basic Water Consumption Inclusion (cubic meters)	5.00	-	-
Water Consumption Charge (per cubic meter)	\$1.65	\$1.65	\$1.68
Basic Sewer Charge	\$15.00	\$16.50	\$16.83
Basic Sewer Usage Inclusion (cubic meters)	7.50	-	-
Sewer Usage Charge (per cubic meter) – charged on 50% of water consumption for residential users.	\$0.72	\$0.90	\$0.92

Non-Residential – Water Basic Charge No Consumption Included			
	2020	2021	2022
½”, 5/8”, ¾”	\$44.00	\$44.88	\$45.78
1 INCH	\$70.40	\$71.81	\$73.25
1 – ½ INCH	\$162.80	\$166.06	\$169.38
2 INCH	\$246.40	\$251.33	\$256.36
3 INCH	\$836.00	\$852.72	\$869.77
4 INCH	\$1,452.00	\$1,481.04	\$1,510.66
6 INCH	\$3,432.00	\$3,500.64	\$3,570.65

Non-Residential – Sewer Basic Charge No Usage Included			
	2020	2021	2022
½”, 5/8”, ¾”	\$17.75	\$18.11	\$18.47
1 INCH	\$23.53	\$24.00	\$24.48
1 – ½ INCH	\$47.35	\$48.30	\$49.27
2 INCH	\$64.62	\$65.91	\$67.23
3 INCH	\$161.53	\$164.76	\$168.06
4 INCH	\$244.39	\$249.28	\$254.27
6 INCH	\$465.87	\$475.19	\$484.69

Consumption Amount (m³)	Consumption Charge – Water		
	2020	2021	2022
16	0.75	0.765	0.780
180	0.58	0.592	0.604
Thereafter	0.55	0.561	0.572

Usage Amount (m³)	Usage Charge – Sewer		
	2020	2021	2022
16	0.51	0.83	0.847
180	0.40	0.67	0.683
Thereafter	0.29	0.40	0.408

Bulk Water Station	2020	2021	2022
	\$3.30	\$3.30	\$3.36

Sewer usage is unmetered, and is therefore assumed at 100% of water consumption for non-residential users and 50% for residential users.



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1715**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to amend Bylaw 1705 respecting protection and preservation of life and property within the municipality from fire.

WHEREAS the Municipal Government Act, Chapter M-26 and amendments hereto, authorizes a Municipal Council to pass Bylaws for the safety, health and welfare of people and the protection of people and property for services provided by or on behalf of the municipality;

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

1. The Town of Claresholm Fire Protection Bylaw 1705 shall be amended as follows:

REPLACE: Schedule “A” as attached.

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

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

**TOWN OF CLARESHOLM
BYLAW NO. 1715
SCHEDULE "A"
FIRE PROTECTION CHARGES**

Burning Permit – No Charge

Fire truck and rescue van (flat rate includes manpower) \$300.00 per hour per unit

Where a vehicle is used only for transportation of firemen \$100.00 per hour per unit

Any material used shall be billed at cost.

A \$300.00 credit shall be allowed on the first call out to any residential or commercial call, including false alarms, per calendar year. This credit shall apply only to fire fighting charges. Credits are not cumulative.

From: acp.grants@gov.ab.ca <acp.grants@gov.ab.ca>

Sent: November 17, 2020 5:02 PM

To: Marian Carlson <Marian@claresholm.ca>

Subject: 2020/21 Alberta Community Partnership Program

Dear Chief Elected Official:

Our government is committed to supporting strong, resilient communities where Albertans, and businesses, can succeed. The Alberta Community Partnership (ACP) enables municipalities to collaborate with their neighbours on local and regional priorities, which is particularly important as we work together to address challenges related to Alberta's economic recovery and emergency preparedness.

I am pleased to advise that applications are now being accepted for all components under the 2020/21 ACP program. Applications must be submitted through ACP Online; access is through MAConnect at www.maconnect.alberta.ca.

The program guidelines include updates for the program year. In particular, the Intermunicipal Collaboration (IC) component evaluation criteria has been expanded to focus on pandemic-related and other risk-mitigation support, including intermunicipal emergency preparedness and business continuity. On-time reporting is encouraged under the IC by the implementation of phased funding, whereby 25 per cent of funding will be withheld until all requirements are fully met. The formula for transitional and infrastructure funding under the Municipal Restructuring (MR) component has been adjusted to provide funding neutrality between the dissolution and amalgamation processes. Regional governance studies will also be supported through phased funding.

Please note, IC applications are due by January 5, 2021; Mediation and Cooperative Processes, MR, and Strategic Initiatives applications are accepted up to February 5, 2021. Confirmation of the Municipal Internship (MI) application deadline will be announced in the formal MI invitation email.

Details on the above and other program updates, including guidelines, are available at www.alberta.ca/alberta-community-partnership.aspx.

I look forward to continuing to work with you to strengthen Alberta's communities.

Sincerely,

Tracy L. Allard

Minister

cc: Chief Administrative Officer



November 16th, 2020

As 2020 is coming to a close, the Calgary Region Airshed Zone would like to ask you for your membership and commitment to air quality in our region.

We are very excited to announce 3 new initiatives for CRAZ municipal members in 2021:

- ❖ A new initiative with Environment Canada (ECCC) that will help CRAZ deliver new Purple Air Sensors to our member municipalities. The data collected will assist municipalities in decision making during air quality events. The sensors will be collecting Particulate Matter_{2.5} and this data will be available online for the municipality to view.
- ❖ The Municipal Air Quality Management Toolkit will be available in 2021 for all municipal members of CRAZ. The Toolkit has been designed to help municipalities develop municipal air quality management plans and take action to improve local ambient air quality in alignment with Clearing the Air: Alberta's Renewed Clean Air Strategy (CAS), the South Saskatchewan Regional Plan, 2014-2024 (SSRP), the SSRP Air Quality Management Framework, and the Canadian Ambient Air Quality Standards (CAAQS).
- ❖ A working group has been created with CRAZ multi-stakeholders and they are creating a new Wildfire Smoke and Health Toolkit. This Toolkit will guide municipalities on how to prepare, communicate and educate citizens in their region about the health effects of smoke due to wildfires. This toolkit is being developed and will be available free of charge to CRAZ members in 2021.
- ❖ The Portable Air Monitoring Lab (PAML) is deployed on a four-year monitoring operation. PAML is currently located in the City of Chestermere and will be completing monitoring in Aldersyde, and Canmore in 2021/2022. [PAML Deployment](#)

Being a CRAZ member, you help lead our path in creating a vision to have great air quality in our region. This allows us to react and prepare to Provincial and Federal government guidelines, educate the public in your region and be your air quality specialists.

CRAZ requires municipal membership fees to continue to undertake the work we do on your behalf. Your municipal membership and support are important for CRAZ to continue to operate. To learn more about CRAZ and membership please visit us www.craz/membership

Sincerely,

Jill Bloor

Jill Bloor, B.A., M.N.A., RSW
Executive Director

craz.ca

Attached: Purple Air Project Information Sheet

Calgary Region Airshed Zone – Purple Air Project

PURPLE AIR PROJECT

The Calgary Region Airshed Zone is collaborating with Environment and Climate Change Canada (ECCC) to bring Purple Air Monitoring to the region.

Purple Air Monitors are low cost sensors that are used to supplement government air data to provide a better understanding of local-scale air pollution. The level of pollution can change quickly and vary within the same neighbourhood, these monitors provide air quality maps for communities to better protect vulnerable populations.

PURPLE AIR SENSORS

The PA-II is an air quality sensor that measures real-time PM_{2.5} concentrations. Built-in WiFi enables the sensor to transmit data to the [PurpleAir](#) map, where it is stored and made available to any smart device.

Dimensions: 3.5 in x 3.5 in x 5 in (85 mm x 85 mm x 125 mm)

SERVING THE COMMUNITY

Information available during smoke events to protect vulnerable populations.

Advise to modify activity (ex., cancel kids sports), stay indoors, or seek clean air shelters.

BENEFITS

Low Cost

Small Footprint

Ease of use – only needing power outlet and WiFi

Augments existing air quality technology and helps monitoring gaps in existing network

Real time data available at

<https://www2.purpleair.com/>

WHAT IS PARTICULATE MATTER _{2.5}?

Particulate Matter _{2.5} is tiny airborne particles that can be inhaled deep into the lungs. These particles can either be emitted directly by vehicles, industrial facilities, or natural sources like forest fires, or formed indirectly as a result of chemical reactions from other pollutants.

WHAT ARE THE HEALTH EFFECTS OF PM _{2.5}?

The smaller size of fine particulate matter allows it to penetrate deep into the lungs and can cause:

Aggravation of asthma, lung or heart disease in people who already suffer from these problems.

Difficulty in breathing in children and the elderly.

Irritation of eyes, throat, skin and nose.

WHO IS THE MOST AFFECTED?

People with heart or lung disease, older adults and children are considered at greater risk from particles, especially when they are physically active. Exercises and physical activity can cause people to breathe faster and more deeply and to take more particles into their lungs.

HOW CAN YOU REDUCE PARTICULATE MATTER _{2.5} IN THE AIR?

Drive efficiently, idle less and maintain your vehicle.

Take public transit, carpool, bike or walk.

Conserve energy use in your home by turning off lights and using energy efficient appliances.

Reduce and recycle.

Reduce use of gas-powered garden equipment.



www.craz.ca



Town of Claresholm

Mayor/Reeve and Councilors

RE: Benefits of membership with the Rural Municipalities of Alberta (RMA)

The Board of Directors and staff of the RMA are pleased to provide valued services to our members. From power to grader blades, pens to fire trucks, tires to fuel, advocacy to insurance – your best interests are at the heart of all programs and activities.

The **External Relations & Advocacy Department** is your voice to the government. We provide information and advocacy based on the resolutions made by you at our semi-annual conventions. We work hard to create and maintain positive relationships with the provincial and federal governments and participate in governmental committees to ensure the rural perspective is always represented.

In 2019/20, we worked on 32 resolutions and participated on numerous committees.

Our **Trade Division** provides Alberta local governments and affiliated organizations with access to a wide variety of products at competitive prices, while also offering a streamlined and convenient system for invoicing and payment. Members participating in the trade program receive an annual patronage refund reflecting their share of the profits realized by RMA through the operations of our RMA Trade Division and RMA Insurance subsidiary.

This year you received \$128.89 for the 2019/20 patronage refund.

RMA Insurance continues to provide Alberta local governments and affiliated organizations with an unparalleled program of comprehensive and cost-effective risk management services. RMA Insurance is also providing qualified members with nearly \$370,000 in RiskPro credits this year.



continues to provide stable premiums with access to all the coverage you need.

Your municipality has added \$ 0.00 in Risk Pro credits to use this year.

RESOURCEFUL. RESPONSIVE. RESILIENT.

2510 Sparrow Drive
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639
FAX: 780.955.3615
RMAAlberta.com



RMA Fuel is your supplier of fuel and lubricants at discounted prices across Canada. We provide bulk purchasing pricing without the minimum purchase requirements and find the best supplier to suit your needs. Call us for a cost analysis to see how much you could save.

In 2019/20, we supplied over 57 million litres of fuel to our members.

The success we continue to experience is largely due to the strength and commitment of our membership. We wish to express our sincere thanks for your support of the RMA Trade, Insurance, and Fuel divisions. With your ongoing support, we will continue to grow and adapt to changing local government and market circumstances while improving the services and benefits available to our members.

If you have any questions or concerns with respect to any of our programs, please call our main number to be directed to the best person to serve you at (780) 955-3639.

Yours truly,

A blue ink signature of Paul McLauchlin, consisting of a stylized 'P' followed by a horizontal line.

Paul McLauchlin
President

A brown ink signature of Gerald Rhodes, written in a cursive style.

Gerald Rhodes CLGM, MBA, CAE
Executive Director

A blue ink signature of Duane Gladden, written in a cursive style.

Duane Gladden, MBA
Director of Business Services

A blue ink signature of Tasha Blumenthal, written in a cursive style.

Tasha Blumenthal, MBA
Director of External Relations & Advocacy

A blue ink signature of Olly Morrison, written in a cursive style.

Olly Morrison, CMA, CPA
Director of Corporate Services

RESOURCEFUL. RESPONSIVE. RESILIENT.

2510 Sparrow Drive
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639

FAX: 780.955.3615

RMAAlberta.com



REQUEST FOR DECISION

Meeting: November 23, 2020
Agenda Item: 7

ZERO EMISSION VEHICLE INFRASTRUCTURE PROGRAM

BACKGROUND / DESCRIPTION:

SouthGrow is applying to deliver a national infrastructure program for Natural Resources Canada in Southern Alberta. The Zero Emission Vehicle Infrastructure Program aims to deploy nation-wide charging infrastructure to support federal targets for zero emission vehicles (100% of light duty vehicles by 2040). The program will support deployments with 50% matching funding, up to \$50,000 per station.

If SouthGrow is successful, members will have an opportunity to get half the cost of chargers paid for. Communities across Canada have been installing charging infrastructure at municipal facilities, tourist sights, and on main street at increasing rates. To be successful in the application, SouthGrow needs expressions of interest for at least 20-stations. The Town's expression of interest at this time is not legally binding nor does it require any financial commitment.

Electric Vehicles are now available in passenger, street sweeper, ice-resurfacers, bobcats, mowers, and other equipment often used by municipalities. Eliminating gasoline and propane reduces risk and long-term costs. Programs such as the Municipal Climate Change Action Centre (MCCAC) provide 50% of the cost of an electric vehicle up to \$50,000. In some cases, funds from different programs can be combined.

The cost-benefit of EV-Charging stations and fleet vehicles needs to be considered on a case-by-case basis, and with the available funding programs at the time. If SouthGrow is successful in its bid to the Zero Emission Infrastructure Program, it will provide Claresholm with another avenue to consider EV charging and fleet vehicles.

PROPOSED RESOLUTIONS:

1. Moved by Councillor _____ to approve the submission of a letter of interest as demonstration of the Town of Claresholm's support of SouthGrow Regional Initiative's application to the Natural Resources Canada, Zero Emission Infrastructure Program.
2. Moved by Councillor _____ to decline, at this time, the submission of a letter of interest as demonstration of the Town of Claresholm's support of SouthGrow Regional Initiative's application to the Natural Resources Canada, Zero Emission Infrastructure Program.

ATTACHMENTS:

- 1.) Letter of Interest template, provided by SouthGrow

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Economic Development Officer, Brady Schnell

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: November 20, 2020

[INSERT ORGANIZATION NAME]

[ORGANIZATION ADDRESS]

[ORGANIZATION ADDRESS]

RE: ZERO EMISSION INFRASTRUCTURE PROGRAM

To Whom it Concerns,

On behalf of [INSERT NAME OF ORGANIZATION] Please accept this letter as demonstration of our interest in participating in the deployment of EV charging stations in partnership with the SouthGrow Regional Initiative as part of the NRCAN Zero Emission Infrastructure Program.

Our organization is specifically exploring the deployment of:

[###] x 50 kw fast charging station(s)

[###] x Under 50 kw fast charging station (s)

[###] x level 2 charger(s)

Thank you in advance for providing this opportunity to our organization.

Sincerely,

[Organization Representative]



Claresholm

REQUEST FOR DECISION

Meeting: November 23, 2020
Agenda Item: 8

TOWN OPERATIONS – CHRISTMAS EVE

DESCRIPTION:

Administration is asking Council's permission to discontinue operations at 12 Noon on Thursday, December 24, 2020 in the spirit of the season. Regular operations should be completed by noon including garbage pickup. Closing early will give all Town staff the opportunity to be with their loved ones.

Many municipalities close their offices during the holiday season. In 2019, the MD of Willow Creek was open December 23rd and then closed from December 24th to December 27th inclusive. The Town of Nanton closed at noon on December 24th. The Town of Fort Macleod was closed at noon on December 24th and at 3:00 p.m. on December 31st.

Council generously allowed staff to be off at noon on December 24, 2019, and it was very appreciated by all.

PROPOSED RESOLUTION:

Moved by Councillor _____ to discontinue Town operations at 12 Noon on December 24th, 2020 in the spirit of the season and to allow staff to be with their families and loved ones.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: November 18, 2020



INFORMATION BRIEF

Meeting: November 23, 2020
Agenda Item: 9

ICF RECREATION SUB-COMMITTEE

BACKGROUND / DESCRIPTION:

The Intermunicipal Collaboration Framework (ICF) Recreation Sub-Committee met on November 10, 2020 to begin discussion on the recreation agreement. A Working Group was established comprising of the CAO's and they will complete the leg work and report back to the sub-committee.

The Committee also identified the areas for further discussion/exploration and negotiation which include:

- Ice Arenas
- Curling Rinks
- Community Halls/Centers
- Senior Drop In Centers
- Aquatic Centers
- Campgrounds
- Cemeteries
- Canada Day Celebrations
- Performing Arts Centers
- Summer Games

The Working Group had their initial meeting on November 10th as well and have begun the process. A further 6 meetings are scheduled prior to the next Sub-Committee meeting on January 12, 2021.

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: November 18, 2020



CAO REPORT

November 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.

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

HR/TAXATION

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 10/26/2020 - 11/20/2020

Financial

- The Facility and Infrastructure Planning Committee (FIPC) for capital budget and the Audit and Finance Committee for Operating Budget have both passed motions to recommend the draft budget to Council for approval for the 2021 year. This is being presented to Council at the December 7th Council Meeting.
- In relation to the budget process a number of policies and bylaws with financial impacts were reviewed with some policies and bylaws being recommended by the Audit and Finance Committee to be amended. The Fire Protection Bylaw, the Mayor and Council Remuneration Bylaw, and the Water and Sewer Utility Bylaw were all updated or amended for changes to rates, as well as the Miscellaneous Fees Policy.
- Starting preparation and meetings to continue the Intermunicipal Collaboration Framework (ICF) process with the Recreation Subcommittee. We have been drafting financial reports with several years of history to help inform this process. First meeting will occur on Nov 27th.

General

- We have been working on a new draft Unsightly Bylaw as per direction from the Municipal Planning Committee (MPC). The first draft was reviewed by MPC. After recommended changes from that committee were made a draft was sent to Legal for review and an updated draft will be presented to the MPC committee this week.
- Still awaiting reviewing and signing of lease agreement from the Claresholm Child Care Society for the Kidz Zone modular building and the new building that is under construction.
- We continue to make excellent progress digitizing Town records, still utilizing one public works staff member who is on modified duties due to an injury.
- As a result of extra precautions administration is taking to ensure business continuity amidst the current spike in COVID cases, Lisa and myself are still working from home. We remain available via email and phone, and we are keeping in regular contact with other staff members.

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

DEVELOPMENT OFFICER REPORT



Claresholm

For: 10/21/2020 - 11/18/2020

Development Permits

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

Compliance Requests

- ❖ 4 compliance requests received.

Miscellaneous

- ❖ MPC meetings – October 30 & November 20, 2020.
- ❖ Local Press Ads: MPC approved developments ads.
- ❖ Completed NACLAA course – Municipal Law 1 - Discusses the provincial and federal laws that affect municipalities. Topics addressed include the election and operation of council; drafting, enacting and enforcing bylaws; reasons for bylaw validity, municipal contracts and tendering, and municipal liability.
- ❖ Participated in the Applied Land Use Planning Advisory Committee meeting for the U of A extension campus. This group of peers and other professionals review material and make recommendations of program outcomes, etc.

On-going projects

- ❖ IDP – MD Council landowner meetings and Council review taking place.
- ❖ Continued review and options presented to committee for Land Use Bylaw signage amendment and Unsightly bylaw.
- ❖ IMP (Infrastructure Master Plan) – project ongoing.
- ❖ Working with assessors to review 2020 permits thus far for inspection/updates on assessments.
- ❖ Multi-use Community Building Project – Construction is progressing, final interior details being completed. Work on AV and discussions regarding Council Chamber furnishings taking place. Daycare/playschool interior further ahead, flooring complete. Multi-use building interior drywall/painting complete.



Submitted by
Tara VanDellen
Planner/Development Officer

Economic Development Officer's Report

Town of Claresholm

November 19, 2020



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

Since the submission of my October 21, 2020 report I continue to perform the duties as outlined in my employment contract and directed by the Chief Administrative Officer and Economic Development Committee. The following is a summary of the current projects and activities.

Economic Development Committee (EDC):

The EDC met Tuesday October 27th, and November 16th 2020 using Zoom meeting platform; 8 of the 10 members were present for both meetings. Next meeting is scheduled for January 19th, 2021. The Economic Development Committee approved the detailed 2021 EDC Operating Budget at the November meeting. In consideration of the current COVID recommendations the members of the EDC decided having a Christmas gathering was not appropriate this year.

SouthGrow Regional Initiative & Alberta Southwest

SouthGrow continues to provide contacts, potential investment, and sound advice on economic development in the region. Peter Casurella has recently asked for expressions of interest in SouthGrow's application to the Natural Resources Canada, Electric Vehicle Charging program.

In 2020, there were 45 local contractors that benefited from the Regional Business Licensing program provided by Alberta Southwest.

Rural and Northern Immigration Pilot (RNIP)

Over the past 8-months 13 different employers in Claresholm have participated in the RNIP program. The EDC considered 19 Offers of Employment, all of which were provided with a community recommendation. With one-transfer of employment and one-withdrawn application, there are 17 current candidates, with close to half of them already living and working in Claresholm today. These candidates come from the Philippines, India, Pakistan, Hong Kong, Ukraine, Zambia, and Nigeria.

Labour Market Partnership; Dynamic Claresholm

More than 120 businesses participated in the Dynamic Claresholm Business Survey and the data is being process by Factor-5 Group. This is a huge success and good momentum for the resident survey that will launch in conjunction with the Town utility billing cycle at the end of December. A first draft of a new Chamber of Commerce Strategic Plan has been circulated.

Welcoming Claresholm Project; Willow Creek Immigrant Services

The Welcoming Claresholm Committee is planning a Christmas activity; November 27th at 6:00 pm people are invited to hang a home-made Christmas ornament, with your first name, on the Christmas Tree in the downtown parking lot. CCIS is currently advertising for a 0.5 FTE worker to directly assist with the RNIP program in Claresholm. The EDO and CCIS are in discussions about a second round of Settlement Integration and Languages Partnership funding that is available now.

Chamber of Commerce

The Chamber of Commerce held a regular meeting in October at which MLA Roger Reid attended to discuss UCP announcements and take questions, 12-14 people in attendance. The Chamber met online in November at which time updated financial records were presented by the new Treasurer, as well as a brand new set of Policies and Bylaws presented by the President and new Secretary. The Chamber of Commerce is down to 45 members from the previous 90+, however recent work by the volunteer executive is positioning the organization for future success. The EDO presented the third draft of a shared-staffing proposal to the Chamber Executive and all members were in favor of the proposal. With SouthWest Community Futures contributing \$30,000 over 2-years, the partnership has the potential to benefit the Town and the Chamber. Next steps are to develop a detailed job description and draft contract for the proposed 2-year position.

Wayfinding Signage Project

Alberta Transportation has issued permits, and the local contractor was approved to order materials and begin fabrication of the 4-wayfinding signs in August 2020. No progress to-date, the EDO will be approaching the contractor with a formal contract with expectations and timelines.

Shingle Signage Program

Town Council approved the new design and updated policy on September 28th, 2020. The three participating businesses have been notified, and the process for replacement signs is underway.

Welcome Signs

Remote access is a project that has been included in the 2021 budget. When the Town moves to the new office there is an opportunity to set up remote access when IT is reconfiguring internet service between facilities. This would save a lot of time and some unnecessary risk.

Ministry of Jobs, Economy and Innovation

Global news covered the story on the Town of Claresholm's recent call to action for the Ministry of Jobs Economy and Innovation to restore full funding to the Regional Economic Development Alliances.

Community Advertising Program

In 2019, the CAP collected more than \$27,000 from 12-local businesses, and re-invested those dollars locally. \$21,000 was paid to the owner of the highway-2 billboards, Claresholm Land Corp., who leased almost 2,500 square-feet of advertising space with lighting. An additional \$4,844 was spent on services and materials at KFJ Signs, Claresholm Rentals, Home Hardware, and another local-contractor. At the end of 2019 the program was showing \$1,489 revenue, with approximately the same liabilities for take-downs upon lease expiry. Although the owner of Claresholm Land Corp. does not reside in Claresholm, he has developed several commercial properties in town, owns the Wilshire Hotel & Suites, and continues to invest in the community. In 2019 Claresholm Land Corp spent close to \$15,000 on billboard improvements. The program has continued its success in 2020 and there will be an update available in January.

Other items

- Currently in conversations with site-selectors from seed cleaning, shipping logistics, and aluminum recycling
- Attended Lethbridge College Community Advisory Meeting
- In discussion with NorQuest College, Lethbridge College, and University of Lethbridge regarding COOP placements for students, and recruiting international graduates.
- EDO has been working with the Lethbridge Community Advisory Council on their own application to the provincial LMP grant program, which was recently approved.
- As member of the Claresholm Health and Safety Committee the EDO completed 4-hours of AMHSA training; Worksite-inspections, and Incident/Accident Investigations.

Submitted,
Brady Schnell, Economic Development Officer

FCSS Report to Council for November

- Completed five weeks of courses for Emotional Safe Spot training. This course is for helping professionals to better support community members with emotional and mental wellness until further direction can be taken.
- After a discussion with John, we decided to shut down Youth of Tomorrow temporarily until it can be a safer environment for the group to meet. We will meet again at the end of November to assess the situation.
- FCSS hosted the Home Alone and Babysitting courses in November. Both classes were full at 12 students each. FCSS subsidizes this course that is taught by Oakfield Safety to make it affordable for all families.
- Attended a zoom meeting with Lethbridge College for the Claresholm Advisory Council. The college continues to have a presence in the community with a space at the Claresholm Library. The committee shared the information from our community with the college and asked to have more meetings in the future.
- Attended via Zoom the Safe at Home by Rowan House meeting. This is a rural pilot project using an alternative approach to helping families experiencing domestic violence. We were updated on the project and they shared a guideline book (this is available from me if you would like to read it) with us. There is a new program manager in place and staff has been hired. The group home is complete and ready to open with two beds for clients and some outreach programming as well.
- Had a meeting with the new Family Liaison counsellor at the high school and shared some of our programs that can assist the teens.
- FCSS office assisted the town Halloween Event by putting together the bags of candies and goodies for the evening. We assembled 350 bags full of donated candy and all the bags were successfully given away that evening. We had great help by three members of the Claresholm Fire Department.
- The Children's Services Family Resource Network continues to take up a lot of my time to get it organized. There are many meetings with the staff at Children's Services and meetings with the Hub and other Spokes in my region. We also have been involved in the Standards of Practice meetings to help with input.
- Holly and I attended the regional Calgary Bow FCSS meeting. We have scheduled another one as there was no time for sharing with other programs about what we have been up to and how we have been coping, which is the best part of the meeting.
- We continue to meet as Porcupine Hills Early Childhood Coalition even though the funding has ended. We have updated our Terms of Reference and we are coming up with many ideas to help the 0 to 6 years to continue to learn, thrive and grow in our community.

- Met with Maxine, Local Press and My City Care to prepare for the upcoming Christmas season. Shop of Wonders will be hosted by appointment (applications are online) again this year on Dec. 16, 17, and 18th. Hamper applications are available at FCSS. The hampers will be delivery only (on Dec. 18) this year due to COVID. Deadline for applications is December 11th
- We continue to post many helping agencies or help line numbers on our Facebook page. We have shared about RISE , a program run by medical students and they make calls to people in need of some communication to help them get over their issues and fears. There are a few counselling agencies that are helping people virtually for free or very low cost and there is a new AHS program called Togetherall that hosts virtual group sessions for any mental unwellness you may be experiencing. It is completely anonymous so may be encouraging to those who don't want community members to know.
- Helping on the Christmas planning committee for Willow Creek Immigrant Society. We are planning to have immigrants bring an ornament or drawing that relates to their culture and display them either on the tree or in the window at WCIS. There will also be a scavenger hunt to participate in for prizes.
- Caregiver's Support Group is starting up again on Nov. 24th. It is important that we meet even in this trying time and follow masking and distancing. People looking after sick loved ones are feeling more helpless and isolated at this time. Rob interviewed me for an article about this.
- The Family Centre from High River that supplies us outreach for children of 0 to 6 years is suspending their activity in Claresholm until COVID risk subsides.
- Our office is decorated for Christmas and we are all trying to stay cheery during this time.

Stay safe everyone!

TOWN OF CLARESHOLM FIRE DEPARTMENT

MONTHLY UPDATE

FOR THE PERIOD OF: October 21, 2020 to November 18, 2020

1. Calls were up slightly from the last reporting period, and unfortunately, we have yet another structure fire to report. This latest fire is still under investigation.
2. The end of October brought to a close our “2019-2020 Fire-Year”, which runs Nov 1 – Oct 31. This Fire Year, Claresholm Fire responded to 179 events. Down slightly from 2018-19, but with COVID cutting back on our medical responses for a portion of the year, we are pretty much on-par with the average; a full year end report with statistics will be provided at the end of 2020.
3. The spring 2020 10-01 Level-2 class held their final skill testing and exam on November 7th at the Vulcan tower. Despite the cold and wintry weather all Claresholm Fire members testing that day were successful! A new crop of seven (7) of Claresholm Fire’s finest begin their 10-01 Level-1 training in January of 2021.
4. October saw some changes at the leadership level at Claresholm Fire; Captain Kris Benna resigned his Captaincy, returning to Firefighter status, and Lieutenant George Douros was promoted to Captain. The search for a new Lieutenant will begin shortly.
5. We do have one vacancy for a Firefighter, and recruitment efforts are ongoing.
6. In respect to Fire Safety Codes inspections this reporting cycle:

- a. There are currently 16 open investigations
- b. And 4 closed investigations

The bulk of these inspections are on the Town owned buildings, with the remainder being licensing and complaints / inquiries. The Town buildings selected for this round were those that were evaluated by the Engineering firm earlier this year. Next spring, a new selection of buildings will be scheduled for inspection.

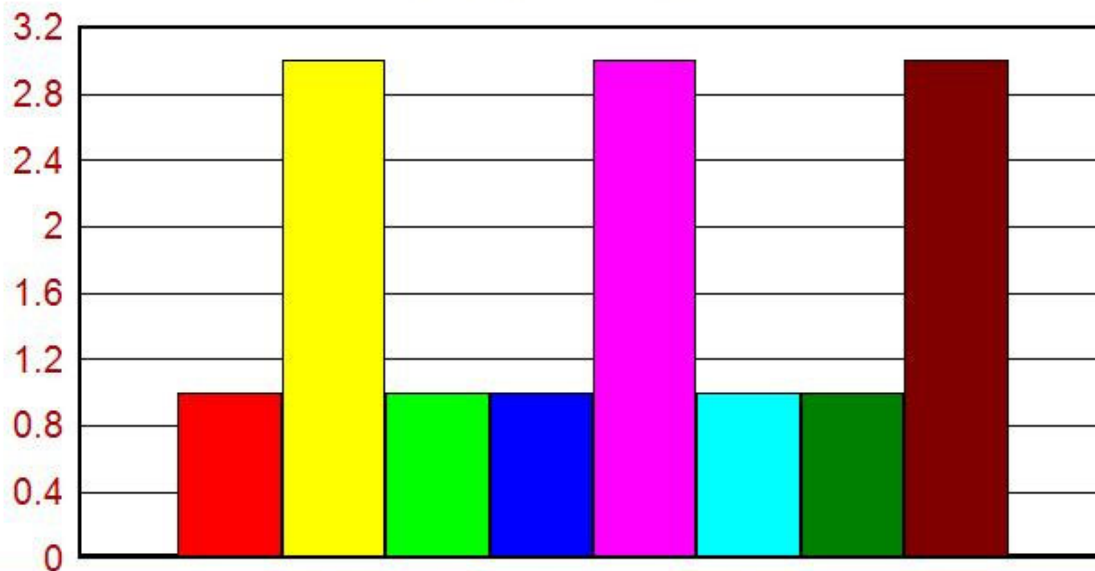
7. Our 2021-22 Firefighter calendar sales launched the first week of November and many members have already sold their initial supply of calendars! Many thanks to Mayor & Council for the use of the downtown parking lot on Saturday November 14th, in just 4 short hours we were able to raise over \$1100.00! Funds raised are going to support the purchase of rope-rescue / slope-rescue equipment which supports our level of service in the Intermunicipal Fire Agreement.
8. There are currently no Fire Bans or Restrictions in the Town of Claresholm or M.D. of Willow Creek.

Respectfully submitted,

Craig White
Fire Chief
Town of Claresholm

Claresholm Fire Responses

Oct 21, 2020 to Nov 18, 2020



Alarm No Fire - detector activated - 1	Alarm No Fire - smoke or steam mistaken - 3
Fire Outside - 1	Fire Structure - 1
Medical - EMS - 3	Public Hazard - hazardous object removed - 1
Public Service - miscellaneous - 1	Vehicle Accident - 3





NOVEMBER 2020 HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

The job posting for a Municipal Bylaw Enforcement Officer has been posted internally. The posting closes November 24th. It will be posted externally after that if a suitable candidate has not come forward within the current employees.

I am continuing to work from home and thank you to all that have assisted in making my home experience workable.

No other developments in the HR Department.

Assessment and Taxation

There are three (3) formal appeals. ORSCC is handling the appeal process for the Town, however they have not set a date for the appeals yet. I am gathering information this week regarding the appeal dates.

Below is the amount of outstanding taxes, at November 17th, 2020, not including TIPPS Participants.

Taxes outstanding are **\$404,201.83** summarized as follows:

\$ 340,124.98	Current Taxes Outstanding
\$ 48,216.22	Arrears including penalties
\$ 1,073.23	Property under tax agreement
\$ 14,787.40	On 2020 Tax Arrears List. Subject to auction in 2021.

There are still 4 properties subject to auction next year as they are on the 2020 Tax Arrears List. Tax penalty reminder letters have been mailed as of November 12th reminding tax payers of the payment due dates for this year.

We have begun advertising, in the newspaper and on the website, and will continue in November and December, to remind people of the December 30th deadline on current taxes.

CLARESHOLM RECREATION

October-November 2020



Authored by: Denise Spencer



CLARESHOLM RECREATION

ARENA

- The Arena staff are appreciating the Omnify Reservation System because they can work on the Mezzanine or other areas of the arena between bookings, and have the doors of the arena locked at that time.
- The Mezzanine renovation is moving along, the 20+ year puck board paneling has been removed, painting of the walls and posts is in progress. New white paneling will be added when the painting is complete.
- Changes made to streamline the entry point exclusively to the front doors has been helpful with the screening process at the door. An additional binder has been added at the screening table to speed up the process.
 - Questions have risen about adding spectators for the games to the Omnify Reservation system to keep spectator capacity to under 100 bodies to be within the guidelines set by Alberta Health.
- Minor Hockey has faced scheduling challenges due to isolation requirements for teams (14 days between games), as well as team members having to isolate due to potential exposures. They are doing their best to play the same teams twice within a weekend, but it's challenging as the schedule can be undecided until last minute.
- With the new Covid-19 Enhanced Restrictions there have been questions regarding who is able to play at the Arena. Staff and Minor Hockey are all aware that no one outside of the MD of Willow Creek can book a rental at the Arena.



CAC

- Winter plan: this has worked very smooth so far. There was some initial push back from patrons who did not want to wear the mask upon arrival, the last few weeks have been smoother. Key points for staff are to ensure they're educating the customer that due to the confined space in the hallway the use of the mask offers some protection for everyone in that space.
- The screening process has been simplified (to save paper), and staff are ensuring the screening process is adhered to.
- Inservice October 23, 2020
 - Staff watched a OHS Winter Ready video provided by the Health and Safety Committee
 - COVID protocol review & Town action plan
 - Deep water Aquafit Training
 - Next inservice scheduled December 18, WHMIS. This was initially planned for early spring of 2020
 - Rise Login, new software
- Advanced Aquatic Courses have been going full stream since we reopened July 17, 2020
 - Standard First Aid & CPR Recertification October 23, 2020 - 4 registrants
 - National Lifeguard Recertification Course October 25, 2020 - 7 registrants
 - Standard First Aid & CPR November 12 & 13, 2020 – 8 registrants
 - National Lifeguard Course November 20-22 & 27-29, 2020 4 registrants *limited due to enhanced restrictions, all registrants are within the MD of Willow Creek

The next set of training programs will run over the Christmas Holidays.
- Our Parent Assisted lessons (Preschool 1-Swimmer 2) have been met with some resistance from parents. Because there is no viewing area within the pool area parents are unable to have siblings wait in the pool area as it's a safety concern
- The second session of JLC Sport-Rookie-Ranger-Star has 9 youth enrolled, and our Viking JLC team is disappointed with not competing this year.

- The 'Online Competition' that Lifesaving Society was going to roll out for this season has not materialized
- Audit: The Final report was forwarded November 2, 2020 from the Audit completed August 26 & 27. These audits are mandated by the Lifesaving Society, and they let us know that as a facility in good standing we are required to have an Audit every 5 years. The last one that was scheduled was in 2009
 - The audit team followed a process that included:
 - On-site safety inspection of the aquatic facility.
 - Supervision Evaluation and Enhancement (SEE) audits of both instructor and lifeguard teams.
 - Interviews with staff at various levels within the organization.
 - A review of existing documentation provided concerning the operation of aquatics in the centre.
 - Completion of a draft and final report.
 - The document is being reviewed and an action plan for the Aquatic Centre employees will be put in place to take care of the priority concerns that we are able to address.
 - Many of the Priority Recommendations that the document details are regarding signage, which is due to be updated. They recommend Pictogram images to ensure they do not create language barriers. For a price we can work with Lifesaving society and they will provide the pictograms to us.

Dog Park

- The Claresholm Kinsmen sent a letter dated October 19, 2020 offering support for the Fenced in Dog Park. The organizer spoke with the Kinsmen representative after the letter was received, and they stated there would be a cheque sent to go towards the fencing.

Southern Alberta Summer Games

- The City of Medicine Hat has received their letter from the SARA Board. The agreement is currently being drafted, and then sent out November 30th. The SASG will be dependent on the restrictions due to Covid-19. It is likely there'll be changes to the format of the event, one possibility is allowing a more virtual competition.

The Range-Gravel Road Experience

- Changes to the routes have been announced, they can be viewed at <https://thegravelexperience.com/> along with some amazing footage.

Choosewell Awards 2020

- Wrote an application for this year's award for biggest impact on a community on behalf of Claresholm Food Rescue .



Claresholm



Utility Services Report November 2020



Utility Services Manager

Brad Burns

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Box 1000 TOL-0T0 Cell # 1-403-625-1687 www.claresholm.ca
Claresholm, Alberta Fax # 1-403-625-3869

In order to improve the quality of the water, both for the town and the Air Force station (located at the airport), a joint cost sharing of a new Water Treatment Plant was undertaken. The plant was the first of its type in Western Canada. The plant is fully equipped and capable of treating just about any type of water. The new plant was opened in 1957 with a treatment capacity of 1,100 gallons per minute.

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.
- CIP feed/filtrate clean on both racks to lower transmembrane pressure and increase permeability.
- Drain and clean CIP tanks.
- Test SCADA alarm callout, text messaging and email contacts.
- Clear Water Controls delivery of chlorine room valves.
- BMS heater fan and radiant heater service and cleaning.
- HACH onsite replacing DWS in particle counters under warranty.
- Replace generator room lights with LED.
- Christian Electric annual crane inspection (PAC room, Lagoons and PW truck crane).

Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.

Training and Continuing Education Credits

- Online courses available.
- Boots on the Ground Coaching zoom meetings with operators on engaging employment and ensuring consistent execution.
- AWWOA Level 1 (WD, WWC) certification preparation course attended and passed by operator in training.

Meetings

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

Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Check Co2 detector monthly.
- Check emergency lighting monthly.
- Complete required hazard assessments.
- Tool box meetings for weekly jobs to be done.
- Fire extinguisher checks all buildings.
- Fire Chief on site for annual building inspection.
- Fitness for work screening questionnaire mandatory (contact by phone prior) for contactors.
- Ongoing discussions with Utility Services staff to discuss Covid-19 possible impact and wellness checks.
- Employees working in close contact to wear masks until further notice.

Chemical

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

Pumping Stations and Reservoirs

Highway Pump Station

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

East Side Reservoir (UFA)

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

M.D Willow Creek

Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Bacteriological, THM and Lead samples as per AEP code of practice.
- Check building daily and record as per AEP code of practice.
- Clean chlorine line, injection quill and replace pump tube as required.
- M.D checking overhead heater.
- Discussions with Capitol Controls on chlorine pump issue and replacement.

Airport

- Provide information during transition of Airport system takeover of the M.D of Willow Creek.
- Construction continues on the fire suppression upgrades.
- Distribution water break due to contractor hitting line near Fire Pump house.
- Distribution line tie-in to M.D Fire Pump House Reservoir.
- Airport reservoir fill prior to fire backup system going on line.

PRV Meter Vault

- Check PRV meter vault operating pressure.

Hamlet of Granum

- Check water supply meter vault, electrical and telemetry equipment.
- Power outage and SCADA issue.

West Water CO-OP

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

Water Distribution

Universal Metering

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.
- **Personal masks and gloves to be worn when entering homes for meter issues during Covid-19 Step 2.**

Government Compliance

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

Meter Vaults

- Check acreage PRV vault bi-weekly.

Distribution Lines

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

Lagoon and Wastewater Collection

Government Compliance

- Code of practice for wastewater systems using a wastewater lagoon daily monitoring requirements.
- Lagoon clear water holding cells being released to Willow Creek as per AEP code of practice.

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, vales and gauges daily.
- CHAMCO onsite to replace main sewage pump back check valves.
- SCADA HMI screen system fail.
- Lagoon clear water holding cells released to Willow Creek valve shut Oct 27th.
- Lagoon inter-cell vault replacement project sent out for tendered.

Raw Water Supply

Pine Coulee Reservoir

- Pine Coulee Reservoir **76.60%** level 1050.50 geodetic meters, 38760.48 (dam3).
- Chain Lakes Reservoir **81.61%** 1296.22 geodetic meters, 11763.13 (dam3).
- No water is being released from the dam into Willow Creek to supply irrigation needs downstream prior to Willow Creek entering the Oldman River.

Pine Coulee Supply Line

- Visually check supply line valve, hydrants air release valves, vaults bi-weekly.
- Turn water off and pump out standing water in meter vaults.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir **6705** mm.
- Check blowers to lake daily.

Golf Course

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



INFORMATION BRIEF

Meeting: November 23, 2020

Agenda Item: 10

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - August 17, 2020				
22	IN CAMERA: LAND - Moved by Councillor Zimmer to accept the offer from Krishna Metals Ltd. to purchase the following parcels: Lot 6, Block 4, Plan 7910032; Lot 7, Block 4, Plan 7910032; Lot 8, Block 4, Plan 7910032; and Lot 9, Block 4, Plan 7910032 for \$147,810 with the sale to be as is where is and the condition that a development permit be in place within one year. CARRIED MOTION #20-133	Tara/Brady	Purchaser is out of the country, but arranging for signatures.	In progress
Regular Scheduled Meeting - September 14, 2020				
14	RFD: Claresholm Child Care Society - Moved by Councillor Schulze direct administration to work with the Claresholm Child Care Society to draft a new lease agreement between the Town and the Claresholm Child Care Society for the facilities located 5895 - 8th Street West effective September 1, 2020, based on a flat monthly rent which includes all utility services. CARRIED MOTION #20-143	Blair	Finalized Draft was sent for signing. Awaiting signed copy to be received back.	In progress
Regular Scheduled Meeting - November 9, 2020				
1	BYLAW #1713 - Moved by Councillor Moore to give Bylaw #1713, the Mayor & Council Remuneration Bylaw, 1st Reading. CARRIED	Karine	On Nov 23, 2020 Agenda for 2nd & 3rd Readings	Complete
2	BYLAW #1714 - Moved by Councillor Schulze to give Bylaw #1714, a Water & Sewer Utility Amendment Bylaw, 1st Reading. CARRIED	Karine	On Nov 23, 2020 Agenda for 2nd & 3rd Readings	Complete
3	BYLAW #1715 - Moved by Councillor Zimmer to give Bylaw #1715, the Fire Protection Amendment Bylaw, 1st Reading. CARRIED	Karine	On Nov 23, 2020 Agenda for 2nd & 3rd Readings	Complete
4	Delegation Response: Claresholm & District Museum Board - Moved by Councillor Carlson to inform the Claresholm & District Museum Board that at this point, the Town of Claresholm is not prepared to further this project due to financial constraints, however it could possibly be reviewed in the future. CARRIED MOTION #20-170	Blair	Discussed with the Museum Executive Director who will take it to the Museum Board	Complete

10	CORRES: Claresholm Fire Department - Moved by Councillor Zimmer to allow the Claresholm Fire Department to use the downtown parking lot on November 14, 2020 from 11:00 a.m. to 3:00 p.m. to sell their fundraising calendars. CARRIED MOTION #20-171	Craig	Sale of calendars proceeded	Complete
11	RFD: Parking Request - Moved by Councillor Carlson to deny the request for parking of a trailer owned by Quintin Fisher on the boulevard located adjacent to 430 – 50th Avenue East. CARRIED MOTION #20-172	Tara	Letter sent	Complete
12	RFD: New Years Skate - Moved by Councillor Moore to approve the New Year's Eve Skate to be held at the Arena on Thursday, December 31, 2020 to be open to the public at 5:50 p.m., closing to the public no later than 9:00 p.m., with all current provincial and federal health and safety protocol in place to prevent the spread of COVID-19, including 40-minute scheduled time slots with 30 minute buffers between each group, a safe exit and sanitization, and a maximum of 50-people in the building at any time. CARRIED MOTION #20-173	Brady	Event coordinator notified. Planning underway	Complete
13	RFD: Bylaw Enforcement Officer - Moved by Councillor Schlossberger to hire a Bylaw Enforcement Officer instead of a Community Peace Officer, and to begin the hiring process immediately. CARRIED MOTION #20-174	Blair/Lisa	Job posted internally. If no suitable applicants apply internally it will be posted externally after Nov 24	Complete
17a	IN CAMERA: Land - Moved by Councillor Cutler to accept the offer from Stone Concepts Ltd in the amount of \$10,500.00 for Lot 8, Block 1, Plan 7910032, on the condition that the lot be consolidated with the adjacent lots. CARRIED MOTION #20-175	Tara/Brady	Letter sent	Complete
17b	IN CAMERA: Land - Moved by Councillor Schlossberger to provide an extension to January 31, 2021 to Krishna Metals Ltd. on the purchase of 8.58 acres approved by Council at the August 17, 2020 regular Council meeting, with the understanding that any new offers that are presented to the Town of Claresholm for this property, a seven day right of first refusal will be given to Krishna Metals Ltd. before being sold to another party. CARRIED MOTION #20-176	Tara/Brady	Letter sent	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: November 20, 2020

INFORMATION ITEMS

Alberta SouthWest Bulletin November 2020

Regional Economic Development Alliance (REDA) Update

❖ Peaks to Prairies information webinar and marketing activities

The EV Charging Station Network has put southern Alberta at the forefront with a networked system that connects our communities. This creates the opportunity for our communities and regions to highlight attractions and amenities.

Contest: Electric Vehicle Association of Alberta (EVAA), is inviting submissions to an “EV Common Questions” Video Contest

Entries can be posted at this link: <http://videosubmission.albertaev.ca>

Winners will be chosen by EVAA and Peaks to Prairies in mid-November.



Video clips: Marketing plan will include video clips highlighting the host communities; we will be contacting communities for photos and ideas.

Webinars: You can watch the first **P2P Information Webinar** held November 5, 2020, 11:00am:

Recording is posted at: <https://www.communityenergy.ca/e-mobility-in-southern-alberta-peaks-to-prairies-webinar/>

Hosted by Community Energy Association the presenters include:

- ✚ Bev Thornton, Alberta Southwest – Partnerships, Innovation, and the Visitor Economy
- ✚ William York, ATCO and EVAA – Peaks to Prairies Operational update and industry trends
- ✚ Calvin Lechelt, Municipal Climate Change Action Centre (MCCAC) – Electric Vehicles for Municipalities Program
- ✚ Peter Casurella, SouthGrow – How to Take Advantage of the Surge in Funding Incentives



Peaks to Prairies Website: <https://peakstoprairies.ca/>

Ongoing updates: If you and your staff or council are interested in receiving reports and updates about the EV project, the metrics, marketing or future funding options, please contact bev@albertasouthwest.com

Visionary Award: Regional Districts of Central Kootenay, East Kootenay, and Kootenay Boundary, BC



Congratulations to the *Accelerate Kootenays* project, a network of more than 50 electric vehicle (EV) charging stations in rural communities in the Kootenays region of BC.

Peaks to Prairies has built upon this expertise to extend a network into southern Alberta.

❖ How to Sell Your Business

Contact AlbertaSW or your Community Futures office to learn more about access to *free* information sessions, coaching, and connection to buyer/seller network. It is never too soon to begin to plan, with the end in mind!



❖ Ministry Meet-ups

EDA (Economic Developers Alberta) has arranged a series of on-line meetings with Ministers and senior officials.

Next event: **December 9, 2020, 12:00noon-1:00pm**; \$15.00; details at <http://edaalberta.ca/event-3953080>

Session will feature speakers from Global Affairs Canada and Export Development Canada.

UPCOMING: Economic Developers Alberta (EDA) Conference (on-line)

November 25-27, 2020. www.edaalberta.ca

Alberta SouthWest Regional Economic Development Alliance

International Economic Development Council (IEDC) Accredited Economic Development Organization (AEDO)

Green Destinations Top 100 Sustainable Global Tourism Destination and Top 3 Best of the Americas

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Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday October 7, 2020 - Town Council Chambers - Fort Macleod



Board Representatives

Jim Bester, Cardston County
Brent Feyter, Fort Macleod
Scott Korbett, Pincher Creek
Brad Schlossberger, Claresholm
Rick Lemire, MD Pincher Creek
Blair Painter, Crowsnest Pass
Victor Czop, Nanton (alt)

Dennis Barnes, Cardston
John Van Driesten, MD Willow Creek
Tim Lauscher, Waterton (alt)

Resource Staff and Guests

Linda Erickson, Jobs, Economy, and Innovation
Tony Walker, CF Southwest
Lori Hodges, LRSD
Bev Thornton, AlbertaSW

1. Call to Order and Welcome Vice-Chair, Jim Bester, called the meeting to order.
2. Approval of Agenda Moved by Blair Painter THAT the agenda be approved.
Carried. [2020-10-702]
3. Approval of Minutes Moved by Brad Schlossberger THAT the minutes of September 2, 2020 be approved as amended.
Carried. [2020-10-703]
4. Approval of Cheque Register Moved by Rick Lemire THAT cheques #2843 to #2852 be approved as presented.
Carried. [2020-10-704]
5. Town of Claresholm letter to Minister Town of Claresholm has sent a letter of support for REDAs to The Hon. Doug Schweitzer, new Minister of Alberta Jobs, Economy, and Innovation. A copy of the letter and request to also send letters has been circulated for consideration to all member municipalities.
6. Government of Alberta update MLA Martin Long has been appointed to new position as Parliamentary Secretary for Small Business and Tourism. REDA three-year agreements are prepared and being processed.
7. REDA Continuity & Communications 2019-2020 Year-end Report reflects metrics and key outcomes that offer relevant messaging and information for our communities.
8. Alberta Health Services Programs Alberta Health Services seeking applications for Advisory Council members from the regions. There will also be upcoming community input sessions on October 28, 2020. Call Bev for details.
9. CF Southwest Update Tony Walker provided an overview of Community Futures annual operations and upcoming programs. Accepted as information.
10. Alberta Parks Update Shalane Friesen provided a written update of recent happenings in southern provincial parks. Accepted as information

- | | |
|-------------------------------|--|
| 11. LRSD Update | School Board Chair Lori Hodges provided an update of school re-opening activities. Accepted as information. |
| 12. Executive Director Report | Accepted as information. |
| 13. Round Table Updates | Accepted as information. |
| 14. Upcoming Events | ❖ Business of Outdoor Recreation Summit: October 13-15, 2020
On-line event details in development.

❖ EDA Conference: November 25-26, 2020
On-line event. www.edaalberta.ca |
| 15. Board Meetings | ➤ November 4, 2020- Fort Macleod, in person, if possible
➤ December 4, 2020-TBD-Organizational Meeting |
| 16. Adjournment | Moved by John Van Driesten THAT the meeting be adjourned.
Carried. [2020-10-705] |

Approved November 4, 2020

Chair

Secretary/Treasurer



EXECUTIVE COMMITTEE MEETING MINUTES
October 8, 2020; 6:00 pm
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, October 8, 2020, at 6:00 pm, in the Conference Room of the ORRSC Administration Building.

Attendance:

Executive Committee:

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

Staff:

Lenze Kuiper, Director
Tara Cryderman, Executive Assistant

Chairman Wolstenholme called the meeting to order, the time being 6:07 pm.

1. Approval of Agenda

Moved by: Ian Sundquist

THAT the Executive Committee approve the October 8, 2020 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Jennifer Crowson

THAT the Executive Committee approve the August 13, 2020 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

None

4. New Business

a. Staff Update

The Executive Committee was reminded of the retirement of Barb Johnson and was informed of the hiring of Tara Cryderman for the position of Executive Assistant.

The Committee was also reminded of the resignations of Erin Graham and Bonnie Andres from July. These two positions will not be filled at this time.

The potential retirement date for Senior Planner Mike Burla was also mentioned. Mr. Burla has informed the Director of his intentions to retire in 2021.

b. Draft 2021 Budget

The Draft 2021 Budget, the 2021 Membership Fees Review and the 2021 GIS Fees Review were presented for first review and initial discussions.

The following provides a synopsis of the discussion:

- The approval fees revenue was discussed. The revenue is projected to be \$300,000 in 2021. This was felt to be too high.
ACTION: After discussion, consensus of the Committee was to budget the Approval Fees Revenue at \$250,000.
- There was no increase to membership fees budgeted for 2021.
ACTION: After discussion, consensus of the Committee was to increase membership fees by 1%.
- Computer Software expenses are double what was budgeted for 2020. This is due to the number of subscriptions necessary, mainly for GIS Services. The GIS Fees for 2021 was budgeted with no increase to fees.
ACTION: After discussion, consensus of the Committee is to pass this increase onto our clients and to increase the fees accordingly.
- Fleet replacement was discussed.
It was budgeted to replace a vehicle in 2021.
ACTION: After discussion, consensus of the Committee was to delay purchase of a new fleet vehicle until 2022.
ACTION: Compare the costs associated with owning and maintaining a fleet inventory versus paying mileage for travel.
- Another suggestions was to review computer software. Perhaps there are cost saving alternatives available, such as Google Docs instead of Microsoft.
- Equipment items, such as a new Air Conditioning Unit and new computer systems were budgeted in 2021. These items were included as an "in case" instance. The actual replacement schedule is undetermined.
ACTION: After discussion, consensus of the Committee was to remove these items from the 2021 budget, and should there be a need to replace these items in 2021, that they be purchased using funds from the Reserve account. The reserve account has been established for this reason.

- The Reserve Account was discussed.
ACTION: After discussion, the consensus of the Committee was to not allocate funds to the reserve account for 2021.
- Postage was discussed, with relation to mailing out Agenda Packages to the Board of Directors and the Executive Committee.
ACTION: After discussion, the consensus of the Committee is to discontinue mailing a hard copy of the Agenda Package to the Executive Committee but rather, email the package and provide a hard copy the night of the meeting.
ACTION: Add discussion on postage and the mailing of Agenda Packages to the next Board of Directors Meeting.

c. Strategic Plan Review

The Strategic Plan 2016 - 2026 was reviewed.

Member Services

Objective #1 - Add New Member Services

- A Regional SDAB has been established
- Drone Imagery is now offered
- There is a possibility to increase services, and revenue, by renting out office space to organizations within the area.

ACTION: After discussion, it was suggested that SouthGrow be contacted to investigate the possibility of utilizing office space.

Objective #2 - Add New Planning Members

- The Village of Dutchess has joined
- The Town of Bow Island has been in discussions regarding membership

Objective #3 - Add New GIS Members

- The Village of Dutchess and the City of Brooks are now utilizing this service
- Will continue to seek out additional municipalities

Objective #4 - Strengthen Member Relationships

- The Bylaw requires amendment. This will provide an opportunity to update membership agreements and power of attorney agreements.

Object #5 - Secure Data & Provide Modern Access to Information and Data

- Continue to digitalize files

Fiscal Sustainability

Objective #1 - Review and Define the Business Model Ensuring ORRSC Maintains Fiscal Sustainability

- Annual review and adoption of the budget

Objective #2 - Communicate the Value of ORRSC to Member Municipalities

- Continue to communicate the value of ORRSC to members

Objective #3 - Secure Provincial Funding

- Due to the current government, this objective is highly unlikely to be met
- Grant Funding will require municipal advocacy

Administrative Leadership

Objective #1 - Ensure Staff have Proper Work Environment and Resources to meet Member Obligations

- Ongoing Policy Manual Update
- Salary Review and Comparisons Review ongoing
- Risk Management Annual update

Governance

Objective #1 - Ensure our Board and Executive remain Effective and Relevant

- Solid understating of roles by Directors and Executive Members
- ORRSC Bylaws will be updated in 2021

Survey Summary

The last survey dates back to 2016.

- ACTION: Perform another Member Survey.

d. Subdivision Activity 2020

The subdivision activities for August and September 2020 were reviewed. Subdivision fees are still almost \$34,000 less than this time last year.

e. Fee For Service – Current Projects

The current projects were reviewed.

Estimated costing vs actual costing was discussed.

5. Accounts

a. Office Accounts
i. July 2020

Office Accounts - July 2020

Account Number	Account	Reference	Amount
5150	Staff Mileage	Diane Horvath	\$96.00
5280	Janitorial Services	Madison Ave Business Services	\$475.00
5320	General Office Supplies	Madison Ave Business Services	\$24.34
5285	Building Maintenance	Isaac Witkowski	\$50.00
5310	Telephone	Bell Mobility	\$590.84
5310	Telephone	Shaw Cablesystems	\$180.90
5310	Telephone	Shaw Cablesystems	\$180.90
5320	General Office Supplies	Total Office Plus	\$57.48
5380	Printing and Printing Supplies	Total Office Plus	\$143.98
5320	General Office Supplies	Desjardin Credit Services	\$129.44
5380	Printing and Printing Supplies	Desjardin Credit Services	\$301.76
5380	Printing and Printing Supplies	Total Office Plus	\$58.99
5380	Printing and Printing Supplies	Lethbridge Mobile Shredding	\$23.00
5430	Aerial Photos and Maps	MD of Willow Creek	\$100.00
5440	Land Titles Office	Minister of Finance	\$180.00
5490	Consultants	Brown Okamura & Associates	\$359.00
5500	Subdivision Notifications	Lethbridge Herald	\$360.40
5570	Equipment Repairs and Maintenance	Xerox	\$689.38
5570	Equipment Repairs and Maintenance	Digitex	\$720.00
5570	Equipment Repairs and Maintenance	Whipcord	\$1,262.80
5570	Equipment Repairs and Maintenance	Whipcord	\$1,262.80
1160	GST Receivable	GST Receivable	\$322.46
Total			\$7,569.47

i. August 2020

Office Accounts - August 2020

Account Number	Account	Reference	Amount
5150	Staff Mileage	Gavin Scott	\$53.50
5280	Janitorial Services	Madison Ave Business Services	\$425.00
5320	General Office Supplies	Madison Ave Business Services	\$38.50
5320	General Office Supplies	CarbonGraphics	\$29.71

5320	General Office Supplies	Desjardin Credit Services	\$88.96
5380	Printing and Printing Supplies	Desjardin Credit Services	\$45.49
5330	Dues and Subscriptions	Taber Times	\$46.00
5380	Printing and Printing Supplies	Lethbridge Mobile Shredding	\$43.00
5440	Land Titles Office	Minister of Finance	\$227.00
5500	Subdivision Notification	Lethbridge Herald	\$190.40
5570	Equipment Repairs and Maintenance	Xerox	\$1,083.96
5570	Equipment Repairs and Maintenance	Digitex	\$720.00
5570	Equipment Repairs and Maintenance	Whipcord	\$1,262.80
1160	GST Receivable	GST Receivable	\$198.20

Total **\$4,452.52**

Moved by: Margaret Plumtree

THAT the Executive Committee approve the Office Accounts for July 2020 (\$7,569.47) and August 2020 (\$4,452.52), pending clarification regarding the double payment to Whipcord in the month of July for the amount of \$1,262.80.

CARRIED

b. Financial Statements

Moved by: Don Anderberg

THAT the Executive Committee approve the January 1 - July 31, 2020 and January 1 - August 31, 2020 unaudited Financial statements, as presented.

CARRIED

6. Director's Report

The Director provided an update on his activities since the last Executive Committee Meeting.

7. Executive Report

Members of the Executive Committee provided updates on their activities, and information regarding their Municipalities.

8. In Camera

Moved by: Doug MacPherson

THAT the Executive Committee move In-Camera, the time being 7:56 pm, pursuant to provisions of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

9. **Moved by: Doug MacPherson**

THAT the Executive Committee move out of In-Camera, the time being 8:04 pm.

CARRIED

10. **Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 8:05 pm.

CHAIR: _____





Fort Macleod Santa Claus Parade

PRESS RELEASE

WEDNESDAY, NOVEMBER 18th, 2020

PARADE CANCELLED!

It is with great sadness that I announce that the difficult decision has been made to cancel our 39th Annual Santa Claus Parade. After all the cancelled events and activities we have endured this year, I had high hopes that we were going to be able to pull this off and provide some normalcy to our community. A lot of work, planning and thought had gone into this event to ensure that it followed the Provincial guidelines regarding the pandemic situation, thinking outside of the box to allow for this fun tradition to continue on and bring some much-needed Christmas cheer. But unfortunately, with the increasing cases of COVID-19 in our Municipality as well as the enhanced gathering restrictions and guidelines that our area is now under, we can't in good conscience risk the spread of the infection and safety of our community.

I wish to thank Town Council for supporting our reverse parade idea when we first approached them and express my understanding that circumstances have now changed that are out of any of our control. I am grateful to our parade committee members and volunteers for all their efforts in planning this event and willingness to help on parade day. It wouldn't be possible each year without them! Thank you to everyone who had registered and were planning what I know would have been some fantastic floats! I completely understand and empathize with the disappointment we all feel to be unable to attend our Santa Claus Parade as we do each year with our families and friends. We do love our Hollywood Christmas theme though and plan to carry that forward to next year's parade, so save those ideas and join us on **Saturday, November 27th, 2021 at 11:00 am!**

We have had generous donations of candy for the treat bags for children and I thank all of our sponsors for those offerings as well as for the financial support for the parade. We do plan to have Santa make a socially distanced stop at our local regional schools to deliver these goodies to the children and bring some smiles to their faces. Any other donations sent to the parade will cover costs incurred thus far and be utilized next year, unless instructed otherwise by the donor.

Thank you for your understanding and I hope you have a safe and happy Christmas,

Ashley Nelson
Parade Coordinator