



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
JUNE 14, 2021  
AGENDA**

Time: 7:00 P.M.  
Place: Council Chambers  
Town of Claresholm Multi-Use Community Building  
111 – 55 Avenue West  
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNLIKA/live>

**NOTICE OF RECORDING**

**CALL TO ORDER**

**AGENDA: ADOPTION OF AGENDA**

**MINUTES: REGULAR MEETING – MAY 25, 2021**

**ACTION ITEMS:**

1. **BYLAW #1725 – Unsightly Premises and Property Standards Bylaw Amendment**  
RE: 1<sup>st</sup> Reading
2. **BYLAW #1726 – Traffic & Highways Bylaw Amendment**  
RE: 1<sup>st</sup> Reading
3. **DELEGATION RESPONSE: Atrum Coal**  
RE: Proposed Elan Metallurgical Coal Project
4. **CORRES: Shannon Stubbs, MP Lakeland (Alberta)**  
RE: Bill C-21
5. **CORRES: Mayor Donna Buchinski, Town of Falher**  
RE: Support for the RCMP
6. **CORRES: Mayor Janet Jabush, Town of Maverthorpe**  
RE: Royal Canadian Mounted Police and Provincial Policing
7. **CORRES: Chair Dave Schebek, Improvement District No. 9, Banff National Park**  
RE: Alberta Provincial Police Service (APPS)
8. **CORRES: Mayor Craig Lukinuk, Smoky Lake County**  
RE: Letter of Support to Retain the RCMP in Alberta
9. **CORRES: Mayor Jim Wood, Red Deer County**  
RE: Proposed Alberta Provincial Police Service
10. **CORRES: Mayor Scott Schroeder, Village of Milo**  
RE: Support for the RCMP
11. **CORRES: Lifesaving Society**  
RE: Proclamation Request – National Drowning Prevention Week
12. **CORRES: SouthGrow Regional Economic Development**  
RE: SouthGrow Annual General Meeting – June 23, 2021
13. **CORRES: Granum & District Canada Day Society**  
RE: Canada Day Celebration
14. **CORRES: Claresholm and Area Palliative Care Committee**  
RE: Christmas Cruise Drive Thru Light Display – December 2021
15. **CORRES: Claresholm Curling Club**  
RE: Municipal Portion of 2021 Property Taxes
16. **CORRES: The Bridges at Claresholm Golf Club**  
RE: Municipal Portion of 2021 Property Taxes
17. **CORRES: Sharon Hinkle**  
RE: Water & Sewer Bills
18. **REQUEST FOR DECISION: Insurance Reimbursement Policy**

19. **REQUEST FOR DECISION: Canada Day 2021**
20. **REQUEST FOR DECISION: C.O.L.A. Program**
21. **REQUEST FOR DECISION: Request to Use Amundsen Park – Such Drama**
22. **REQUEST FOR DECISION: Request to Use Amundsen Park – WC Gymnastics**
23. **REQUEST FOR DECISION: Letter of Support – Bridges at Claresholm Golf Club**
24. **REQUEST FOR DIRECTION: Fair Days 2021**
25. **FINANCIAL REPORT: Statement of Operations – April 30, 2021**
26. **INFORMATION BRIEF: Skatepark Construction Plans**
27. **INFORMATION BRIEF: Auction Sale of Excess Equipment**
28. **INFORMATION BRIEF: Strategic Plan Report**
29. **INFORMATION BRIEF: Council Resolution Status**
30. **ADOPTION OF INFORMATION ITEMS**
31. **IN CAMERA:**
  - a. **PERSONNEL – FOIP Section 17**
  - b. **CONTRACTS – FOIP Section 16**

**INFORMATION ITEMS:**

1. **Municipal Planning Commission Meeting Minutes – April 30, 2021**
2. **Oldman River Regional Services Commission (ORRSC) Annual Board Meeting Minutes – January 7, 2021**
3. **Alberta SouthWest Bulletin – June 2021**

**ADJOURNMENT**



# Claresholm

**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**MAY 25, 2021**

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, Councillor Lise Schulze and Craig Zimmer

**ABSENT:** None

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

**MEDIA PRESENT:** None

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

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

**AGENDA:** Moved by Councillor Moore for unanimous consent to add the following to the Agenda:

**13. CORRES: Claresholm Response to Elder Abuse Coalition**  
**RE: Raising Awareness of Elder Abuse**

**CARRIED**

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

**CARRIED**

**MINUTES: REGULAR MEETING – MAY 10, 2021**

Moved by Councillor Zimmer that the Regular Meeting Minutes of May 10, 2021 be accepted as presented.

**CARRIED**

**DELEGATIONS:**

**1. ATRUM COAL – Andy Caruso, CEO**  
**RE: Proposed Elan Metallurgical Coal Project**

Andy Caruso, CEO and Tony Mauro of Atrum Coal, spoke to Council about the proposed Elan Metallurgical Coal Project. The project area is located approximately 40 kilometres north of Coleman, Alberta and proposes a mine site covering approximately 2,000 acres. More information can be found at [www.elancoalproject.ca](http://www.elancoalproject.ca).

**2. RECREATION SURVEY – Denise Spencer, Recreation Manager**

Denise Spencer, Recreation Manager presented the results from a recent survey posed to the public about recreation in the Town of Claresholm. This survey will help populate the updated Recreation Master Plan.

**ACTION ITEMS:**

**1. BYLAW #1723 – Intermunicipal Development Plan Bylaw**  
**RE: 2nd & 3rd Readings**

Moved by Councillor Cutler to give Bylaw #1723, the Intermunicipal Development Plan Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Schlossberger to give Bylaw #1723, the Intermunicipal Development Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**2. CORRES: Hon. Ric McIver, Minister of Municipal Affairs**  
**RE: Municipal Sustainability Initiative (MSI) Funding**

Received for information.

**3. CORRES: Mayor Craig Snodgrass, Town of High River**  
**RE: Proposed Alberta Coal Restriction Policy**

Received for information.

**4. CORRES: Mayor Jim Depew, Town of Raymond**  
**RE: Alberta Provincial Police Force**

Received for information.

**5. CORRES: Mayor Dwight Kilpatrick, Town of Redcliff**  
**RE: Support for the RCMP**

Received for information.

**6. CORRES: Mayor James Verquin, Village of Rycroft  
RE: Support for the RCMP**

Received for information.

**7. CORRES: Alberta Recreation & Parks Association  
RE: June is Recreation and Parks Month Proclamation**

Received for information.

**8. CORRES: Chris Sadleir  
RE: WALK to BREATHE – July 2021**

MOTION #21-094 Moved by Councillor Carlson to direct administration to work with community groups and economic development to support the Walk to Breathe project coming to Claresholm in July of 2021 by assisting with promotion and education of the project, by assisting to facilitate a gathering in Amundsen Park, and by ensuring that all public health guidelines are followed.

**CARRIED**

**9. CORRES: Farm Safety Centre  
RE: Sustainable Farm Families**

Received for information.

**10. CORRES: Red Arrow  
RE: Request for Letter of Support**

MOTION #21-095 Moved by Councillor Cutler to write a letter of support for Red Arrow's initiative to extend Ebus' bus service from British Columbia into Alberta as requested.

**CARRIED**

**11. CORRES: Claresholm & District FCSS  
RE: Invitation to Seniors' Event – June 10, 2021**

Received for information.

**12. CORRES: Jeff Kerr  
RE: Unsightly Premises and RV Parking Bylaw**

Received for information.

**13. CORRES: Claresholm Response to Elder Abuse Coalition  
RE: Raising Awareness of Elder Abuse**

MOTION #21-096 Moved by Councillor Schlossberger to allow the Claresholm Response to Elder Abuse Coalition to conduct a Purple Ribbon campaign in Claresholm by tying purple ribbons and elder abuse brochures on lights posts along 50th Avenue West to raise awareness on elder abuse by June 7, 2021 to commemorate Seniors Week June 7-13 and World Elder Abuse Day on June 15<sup>th</sup>.

**CARRIED**

**14. REQUEST FOR DECISION: EOC Communication System**

MOTION #21-097 Moved by Councillor Schulze to approve the out-of-budget expenditure in the amount of \$4,810 for the purchase and installation of an AFRACS radio system for the Emergency Operations Center, with funding to come from general reserves.

**CARRIED**

**15. REQUEST FOR DECISION: Daycare CFEP Grant Application**

MOTION #21-098 Moved by Councillor Schulze to write a letter of support for the Claresholm Childcare Society's application to the Community Facility Enhancement Program for the purpose of constructing a new playground and additional outdoor space improvements for their new facility located at 5895 - 8 Street West.

**CARRIED**

**16. REQUEST FOR DECISION: Request for Tax Waiver - MD of Willow Creek**

MOTION #21-099 Moved by Councillor Zimmer to cancel the municipal portion of the 2021 property taxes levied on the property owned by the MD of Willow Creek located at 4215 Fairway Drive in the amount of \$6,634.51 in the spirit of cooperation with our municipal neighbour. This cancellation is equitable to the parties involved in recognition of the support the MD of Willow Creek provides to the Town of Claresholm by way of the unconditional recreation grant and the Town's support of public health by way of supporting the Claresholm Medical Clinic.

**CARRIED**

**17. REQUEST FOR DECISION: Request for Tax Waiver - Royal Canadian Legion**

MOTION #21-100 Moved by Councillor Carlson to cancel the municipal portion of the 2021 property taxes levied on the property located at 414 – 53rd Avenue East in the amount of \$1,304.86.

**CARRIED**

**18. REQUEST FOR DECISION: Tracking Comments of RV Parking**

MOTION #21-101 Moved by Councillor Schlossberger to direct Administration to do a review of Bylaw #1711 regarding the RV parking restrictions and to come back to Council with recommendations for review at a future meeting.

**CARRIED**

**19. REQUEST FOR DECISION: Bylaw #1710 – Street Parking**

MOTION #21-102 Moved by Councillor Carlson to direct Administration to amend Bylaw #1710 – Traffic and Highways Bylaw to allow for 48 hour RV parking the same as commercial vehicles as noted in Section 29 as well as address other errors and issues including Municipal Enforcement.

**CARRIED**

**20. REQUEST FOR DECISION: Demolition Tender – 221-45 Avenue West**

MOTION #21-103 Moved by Councillor Zimmer to award the contract for the demolition of the Old Administration Building located at 221 - 45 Avenue West to TR3 Energy for \$141,860.

**CARRIED**

**21. REQUEST FOR DECISION: CAO Hiring Committee**

MOTION #21-104 Moved by Councillor Carlson to appoint Mayor MacPherson, Councillor Schulze and Councillor Schlossberger to the Adhoc CAO Hiring Committee to find a replacement for Marian Carlson.

**CARRIED**

**22. REQUEST FOR DECISION: Council Evaluation Session**

MOTION #21-105 Moved by Councillor Cutler to set June 14, 2021 at 5:00pm as the date to hold a Council Evaluation Session in person at the new Town Administration Building located at 111 – 55<sup>th</sup> Avenue West, as this location allows for physical distancing and will be conducive to having open, candid and productive conversations.

**CARRIED**

**23. INFORMATION BRIEF: Grant Letters of Support**

Received for information.

**24. INFORMATION BRIEF: MD Subdivision Decision**

Received for information.

**25. INFORMATION BRIEF: CAO Report**

Received for information.

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

Received for information.

**27. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**28. IN CAMERA**

**a. PERSONNEL – FOIP Section 17**

**b. Intergovernmental Relations – FOIP Section 21**

Moved by Councillor Moore to go In Camera at 9:21 p.m. for the following items:

**a. PERSONNEL – FOIP Section 17**

**b. Intergovernmental Relations – FOIP Section 21**

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson stated that the live stream has ended at 9:21 p.m.

Moved by Councillor Schulze to come out of In Camera at 9:44 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:44 p.m.

**a. PERSONNEL – FOIP Section 17**

MOTION #21-106 Moved by Councillor Moore to appoint Earl Taylor to the Claresholm & District Museum Board.

**CARRIED**

MOTION #21-107 Moved by Councillor Schulze to appoint Cynthia Wannamaker to the Claresholm & District Museum Board.

**CARRIED**

MOTION #21-108 Moved by Councillor Zimmer to appoint Kelsey Hipkin to the Claresholm Public Library Board.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Zimmer that the meeting adjourn at 9:46 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson noted that recording ceased at 9:46 p.m.

# ACTION ITEMS



# REQUEST FOR DECISION

Meeting: June 14, 2021  
Agenda Item: 1

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## BYLAW No. 1725 – PROPOSED AMENDMENTS TO BYLAW No. 1711

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At the May 25, 2021 Council meeting, Council referred Bylaw No. 1711 – Unsightly Premises and Property Standards Bylaw, back to Administration/MPC to review and propose any changes to Council in light of discussions and comments with residents.

### **RECOMMENDATION:**

MPC reviewed the options that were within the report to Council on May 25, 2021 and have recommended the proposed changes below. This accommodates corner lots that do not have sightline or drifting concerns, but can reduce and help to alleviate safety and neighbor concerns of sightlines and drifting, especially in the winter months.

Recommended amendments:

- Amend the time frame of when parking in the front yard is allowed: from the current May to September to April to October 31.
  - better accommodates those early/late campers
  - still addresses the concern of snow drifting as typically there is little snow during this period
  - reduces the period of year where sightline issues are addressed
- Any storage of RV's within the secondary front yard (corner lots) must remain on or inside property lines and cannot extend to the boulevards within the winter months (and the 1m in the summer months).
  - allows for increased sightlines
  - increases the options and ability of residents on corner lots to continue parking their RV's on their property.
- Amend the RV section of Bylaw No 1711 to increase the distance from the sidewalk or curb (setback) from the current 1 meter to 3 meters in the winter months.
  - allows for slightly increased sightlines
  - decreases some of the drifting effects on sidewalks/driveways
  - may completely restrict some larger trailers/RVs in front of houses
  - smaller trailers, boats, etc. would still fit or larger units that are parked at the side of house where they stick out a bit beyond the front of a dwelling.

MPC then carried a motion to refer the recommended bylaw changes noted above to Council for review. Some examples are shown below. (The photos below are not from the Town of Claresholm, but are shown to reflect the proposed changes.)

Blue: permitted year-round (No change from previous bylaw)

Green: permitted summer months on a hard-surfaced, gravel, or rock parking area at min 1m from curb or sidewalk. (No change from previous bylaw)

Orange: secondary front yard - permitted winter months on a hard-surfaced, gravel, or rock parking area (within property boundaries). (Proposed amendment – would not have been previously permitted)

Purple: winter months front yard parking permitted on a hard-surfaced, gravel, or rock parking area at minimum 3 m from curb or sidewalk. (Proposed amendment – would not have been previously permitted)



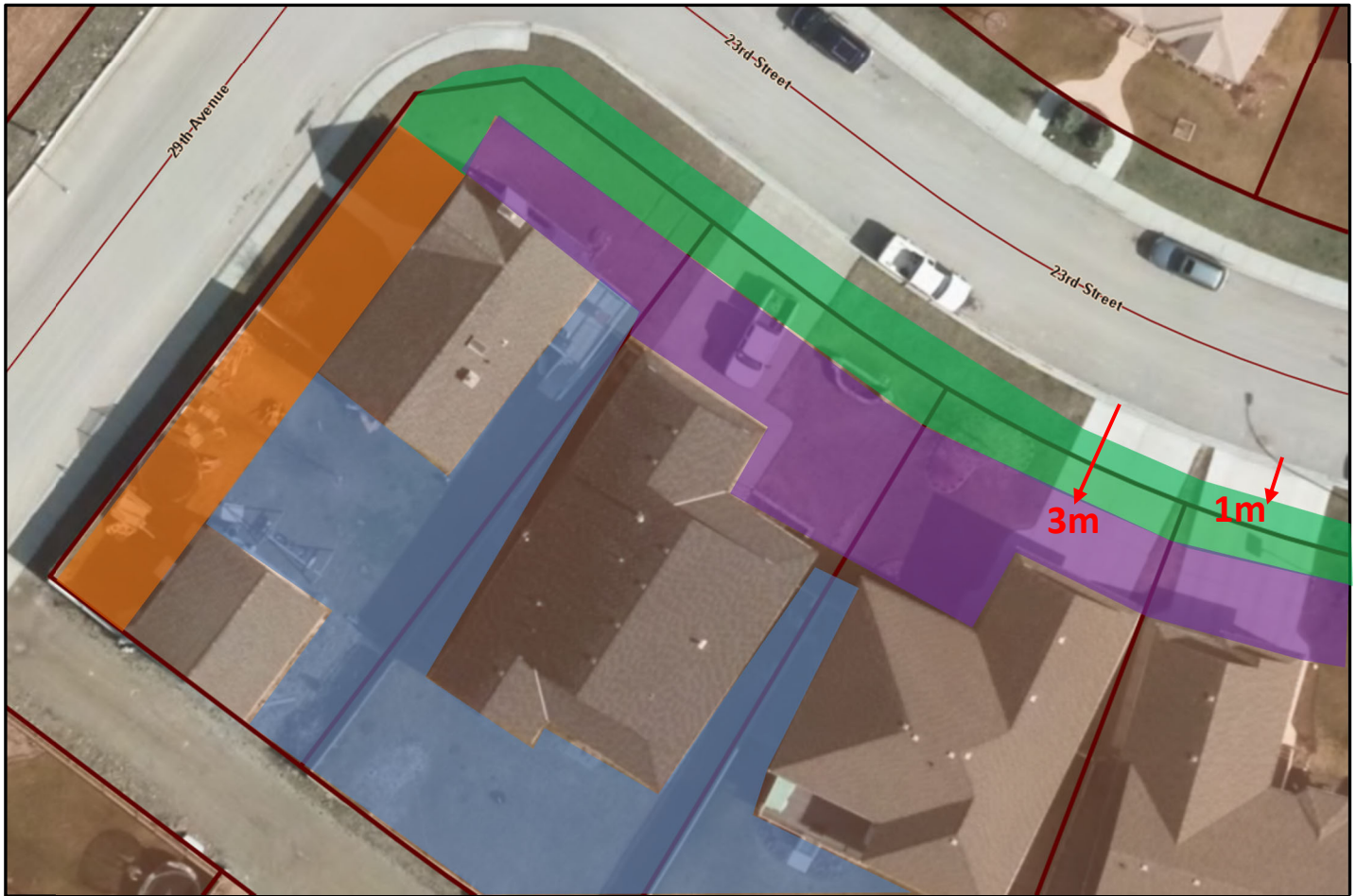


**Blue:** permitted year-round (no change from previous bylaw)

**Green:** permitted summer months on a hard-surfaced, gravel, or rock parking area at min 1m from curb or sidewalk. (no change from previous bylaw)

**Orange:** secondary front yard - permitted winter months on a hard-surfaced, gravel, or rock parking area (within property boundaries). (Proposed amendment – would not have been previously permitted)

**Purple:** winter months front yard parking permitted on a hard-surfaced, gravel, or rock parking area at minimum 3 m from curb or sidewalk. (Proposed amendment – would not have been previously permitted)



### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to give first reading to Bylaw No. 1725, a bylaw to amend Bylaw No. 1711 The Town of Claresholm Unsightly Premises & Property Standards Bylaw.

#### ATTACHMENTS:

- 1.) Draft Bylaw No. 1725

#### APPLICABLE LEGISLATION:

- 1.) Bylaw No. 1711 – Unsightly Premises and Property Standards Bylaw

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 8, 2021



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1725**

**A Bylaw of the Town of Claresholm to amend Bylaw 1711, the Unsightly Premises and Property Standards Bylaw.**

**WHEREAS** pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Unsightly Premises and Property Standards Bylaw, Bylaw #1711; and

**WHEREAS** Council deems it necessary to amend the existing Bylaw #1711;

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

1. The Town of Claresholm Unsightly Premises and Property Standards Bylaw #1711 shall be amended as follows:

**REMOVE Current Section 3.1:**

- 3.1 No Person shall keep or permit on any Residential Development or Property any Recreational Vehicle unless the Recreational Vehicle is parked:
- a) During the months of May to September inclusive, in a Front Yard or a Secondary Front Yard and located on a hard-surfaced, gravel, or rock parking area with a setback of at least 1.0 m from the sidewalk or curb if there is no sidewalk abutting the road; and
  - b) At any time during the year, in a Rear Yard or Side Yard and maintained to prevent the tracking of mud or debris onto adjacent roadways.

**ADD Revised Section 3.1:**

- 3.1 No Person shall keep or permit on any Residential Development or Property any Recreational Vehicle unless the Recreational Vehicle is parked:
- a) During the months of April to October inclusive, in a Front Yard or a Secondary Front Yard and located on a hard-surfaced, gravel, or rock parking area with a setback of at least 1.0 m from the sidewalk or curb if there is no sidewalk abutting the road; and
  - b) During the months of November to March inclusive, in a Front Yard and located on a hard-surfaced, gravel, or rock parking area with a setback of at least 3.0 m from the sidewalk or curb if there is no sidewalk abutting the road, or a Secondary Front Yard if located on a hard-surfaced, gravel, or rock parking area to be fully maintained on property and not to extend onto the municipal boulevard in anyway; and
  - c) At any time during the year, in a Rear Yard or Side Yard and maintained to prevent the tracking of mud or debris onto adjacent roadways.

2. This bylaw comes into full force and effect upon third and final reading.

3. Bylaw #1711 is hereby amended.

Read a first time in Council this            day of            2021 A.D.

Read a second time in Council this            day of            2021 A.D.

Read a third time in Council and finally passed in Council this            day of            2021 A.D.

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**Doug MacPherson, Mayor**

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**Marian Carlson, CAO**



# REQUEST FOR DECISION

Meeting: June 14, 2021  
Agenda Item: 2

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## BYLAW No. 1726 – PROPOSED AMENDMENTS TO BYLAW No. 1710

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At the May 25, 2021 Council meeting, Council referred Bylaw No. 1710 back to Administration to review and propose any changes to Council.

### **RECOMMENDATION:**

Administration reviewed the options and have recommended the proposed changes below. This provides clarification for non-residential parking for RV's and clarifies the enforcement of municipal tags by the Bylaw Officer and provincial enforcement for Peace Officers under the Traffic Safety Act.

Recommended amendments:

- Definition of Peace Officer to include Municipal Bylaw Officer or Municipal Enforcement Officer.
  - As we no longer employ a Peace Officer the current wording of the bylaw does not provide any indication or implication that a Bylaw Officer or Municipal Enforcement Officer can enforce this bylaw. This needs to be updated.
- Section 38 & 39 updated as per Council motion on May 25, 2021
  - Update section references in these sections which missed being updated during the last bylaw update.
  - Update section to allow RV's to park on commercial roads in town. Previous wording of the Bylaw would only allow RV's to park adjacent to the owner's residence, or on Hwy #2. This now allows them to also park on Hwy 520 as well as in the North and South industrial areas, etc.
- Section 80 update to for Municipal Enforcement.
  - Similar to the definition noted above, section 80 in the enforcement section of the bylaw implied that anyone who didn't pay the fine within the allotted time, would get their notice or tag converted to a provincial violation ticket. As the Town now only has a Municipal Enforcement (Bylaw) Officer we do not have the power to convert such ticket to a provincial violation tag. As such the wording needs to be amended to be able to continue enforcement under this bylaw, with still allowing RCMP, Peace Officers, Etc. to covert to a provincial ticket if they so choose.

### **PROPOSED RESOLUTIONS:**

Moved by Councilor \_\_\_\_\_ to give first reading to Bylaw No. 1726, a bylaw to amend Bylaw No. 1710 The Town of Claresholm Traffic and Highways Bylaw.

#### ATTACHMENTS:

- 1.) Draft Bylaw No. 1726

#### APPLICABLE LEGISLATION:

- 1.) Bylaw No. 1710 – Traffic and Highways Bylaw

PREPARED BY: Kyle Aikema, Bylaw Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 8, 2021

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**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1726**

**A Bylaw of the Town of Claresholm to amend Bylaw 1710, the Traffic & Highways Bylaw.**

**WHEREAS** pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Traffic & Highways Bylaw, Bylaw #1710; and

**WHEREAS** Council deems it necessary to amend the existing Bylaw #1710;

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

1. The Town of Claresholm Traffic and Highway Bylaw #1710 shall be amended as follows:

**REMOVE Current Section 2 (dd):**

- 2 (dd) **“Peace Officer”** means:
- i. a member of the Royal Canadian Mounted Police (RCMP)
  - ii. a member of a municipal police service
  - iii. an Alberta Peace Officer
  - iv. a park warden appointed pursuant to the National Parks Act (Canada), while he is in the exercise or discharge of his powers or duties in a national park established under that Act.

**ADD Revised Section 2 (dd):**

- 2 (dd) **“Peace Officer”** means:
- i. a member of the Royal Canadian Mounted Police (RCMP)
  - ii. a member of a municipal police service
  - iii. an Alberta Peace Officer
  - iv. a Municipal Bylaw Officer or Municipal Enforcement Officer

**REMOVE Current Sections 38 and 39:**

- 38 A recreation vehicle parked pursuant to Section 33:
- a. shall not be parked for more than 48 consecutive hours; and
  - b. shall be removed to an off-highway location for at least 72 consecutive hours before it may be parked again on a highway
- 39 Regulations set out under Section 33 & 34 shall not apply to Provincial Highway #2 (1<sup>st</sup> STREET WEST). All other regulations are still in effect.

**ADD Revised Sections 38 and 39:**

- 38 A recreation vehicle parked pursuant to Section 37:
- a. shall not be parked for more than 48 consecutive hours; and
  - b. shall be removed to an off-highway location for at least 72 consecutive hours before it may be parked again on a highway
- 39 Regulations set out under Section 37 & 38 shall not apply if the vehicles is parked on the below, unless signage states otherwise:
- a. Provincial Highway #2 (1<sup>st</sup> STREET WEST)
  - b. Provincial Highway #520 (43<sup>rd</sup> Avenue)
  - c. 2<sup>nd</sup> Street E – between 43<sup>rd</sup> Avenue and 50<sup>th</sup> Avenue
  - d. 3<sup>rd</sup> Street E – between 39<sup>th</sup> Avenue and 43<sup>rd</sup> Avenue
  - e. Alberta Road
  - f. Saskatchewan Crescent
  - g. Columbia Drive

**REMOVE Current Section 80:**

80 If the person upon whom any such notice or tag is served fails to pay the said sum within the time allotted, the provisions of this bylaw shall no longer apply.

**ADD Revised Section 80:**

80 If the person upon whom any such notice or tag is served fails to pay the said sum within the time allotted, a Peace Officer may cancel the municipal notice or tag and issue a Provincial Violation ticket pursuant to the Traffic Safety Act to the person to whom the municipal notice or tag was issued.

a. Notwithstanding the above, a Peace Officer may immediately issue a provincial Violation ticket pursuant to the Traffic Safety Act

2. This bylaw comes into full force and effect upon third and final reading.

3. Bylaw #1710 is hereby amended.

Read a first time in Council this            day of            2021 A.D.

Read a second time in Council this            day of            2021 A.D.

Read a third time in Council and finally passed in Council this            day of            2021 A.D.

\_\_\_\_\_  
**Doug MacPherson, Mayor**

\_\_\_\_\_  
**Marian Carlson, CAO**

Hello Marian and thanks again to you and Council for taking the time to meet with us.

As promised, attached is the slide deck we reviewed along with the 11 second video.

We have also recently launched our project specific website where some additional project information can be found, The website link is

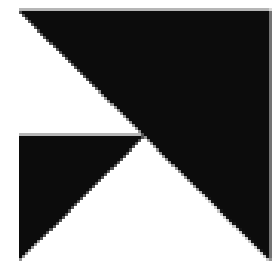
[www.elancoalproject.ca](http://www.elancoalproject.ca)

Please let us know if there are any follow-up questions you or Council may have.

Best regards,  
Andy

Andy Caruso  
Managing Director and CEO  
Atrum Coal Ltd.  
[Andy\\_Caruso\\_CEO@atrumcoal.com](mailto:Andy_Caruso_CEO@atrumcoal.com)  
Tel: +1 (403) 510 9270  
[www.atrumcoal.com](http://www.atrumcoal.com)





# Atrum Coal

COAL FOR STEEL

THE ELAN PROJECT PRESENTATION TO THE TOWN OF CLARESHOLM

May 25, 2021



# Who is Atrum Coal?

**We are a responsible mineral developer of metallurgical coal in Alberta and British Columbia.**

- Our approach involves sustained, open and transparent communication with stakeholders and governments.
- Our employees live, work and raise families in Alberta.
- We are committed to conservational stewardship and minimizing our environmental footprint.
- The metallurgical coal from the Elan Project will be used to produce steel, not to generate electricity.





# Protecting the Environment

**We prioritize the mitigation of potential impacts from our mining operations on the environment.**

- To ensure this objective we follow strong environmental management practices and procedures as a part of our daily business.
- Baseline environmental studies (air quality, surface and ground water assessments, vegetation mapping, soils testing, wildlife and land resource studies) provide a comprehensive understanding of the existing natural conditions around the mine site and surrounding area.
- These studies are not only required by provincial and federal regulators, but they are valuable for the operation and the end of mine life rehabilitation.



# Protecting the Environment – Diverting Water

**Alberta Environment and Parks has stated that water allocations within the Oldman River have not changed, and no new allocations will be granted to mining projects.**

- Alberta's priority system ensures existing water users such as municipalities, ranchers and farmers maintain the priority of their licenses and always have access to their water allocation.
- We will carefully follow provincial guidelines so that water flows always meet the provincial requirements to ensure availability for all existing users.



# Protecting the Environment – Water & Selenium

**We take the protection and conservation of water very seriously.**

- Selenium is a naturally occurring, non-metallic mineral that is found in rocks, soils and water.
- Our project design and operations will prioritize maintaining water quality parameters (including selenium and nitrates) at their natural levels.
- Our plans do not call for any release of untreated water through the twenty-plus year life of our proposed project.
- We will work with the regulators to ensure that any discharge of treated water meets the stringent parameters established by both provincial and federal authorities.

# Protecting the Environment – Land Use

**As a responsible mineral developer, our planning starts with the return of the proposed mine site to a natural habitat able to support sustainable, multi-generational land use.**

- Our process is designed with the end of mine life in mind, leaving a rehabilitated site that does not look out of place with the surrounding natural landscape.
- We incorporate stakeholder and Indigenous knowledge in all phases of the mining life cycle in our projects.

# Protecting the Environment



# Environmental Legislation & Regulations

**Canada's stringent environmental legislation and regulation ensures leading protections and sustainable land use practices. The following is a partial list of the existing protections we are required to meet with the Elan Project:**

- Responsible Energy Development Act (Alberta)
- Coal Conservation Act and Regulations (Alberta)
- Mines and Minerals Act (Alberta)
- Environmental Protection and Enhancement Act (Alberta)
- Public Lands Act (Alberta)
- Water Act (Alberta)
- Conservation and Reclamation Regulation (Alberta)
- Alberta Environmental Flows Program (Alberta)
- South Saskatchewan Regional Plan (Alberta)
- Weed Control Act (Alberta)
- Livingstone – Porcupine Hills Land Footprint Management Plan (Alberta)
- Coal Mining Effluent Regulations (Canada)
- Impact Assessment Act (Canada)
- Species at Risk Act (Canada)
- Navigable Waters Act (Canada)
- Fisheries Act (Canada)
- Migratory Bird Convention Act (Canada)
- Waste Control Regulation (Alberta)
- Railway Safety Act (Canada)
- Explosives Act (Canada)

# The Elan Project Benefits Albertans

**We will work closely with the province, First Nations, regulators and local communities to ensure ethically sourced steelmaking coal can be produced, with meaningful economic benefits for Albertans.**

- The Elan Project brings hundreds of ongoing jobs and employment opportunities to southwestern Alberta.
- Elan Project royalties, structured the same as for the oilsands, will provide a meaningful 20+ year contribution to the Province of Alberta.
- Significant annual operating spending associated with mining projects will be a direct benefit to local businesses of many descriptions, their employees and contracted service providers.
- Taxation (property or income) created by the Elan Project will be a further support to local, provincial, and national budgets.

# Your Feedback and Questions?

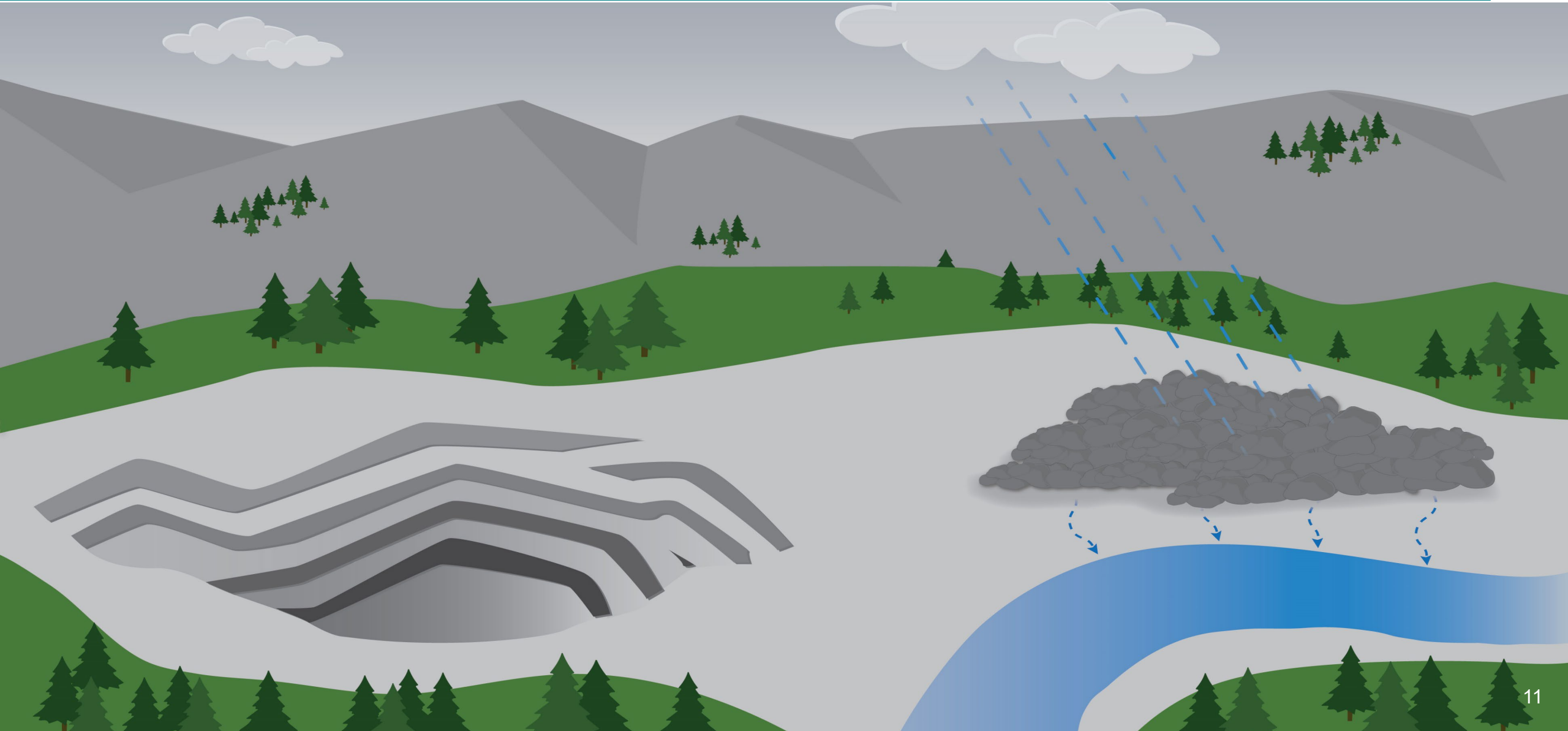


[www.elancoalproject.ca](http://www.elancoalproject.ca)



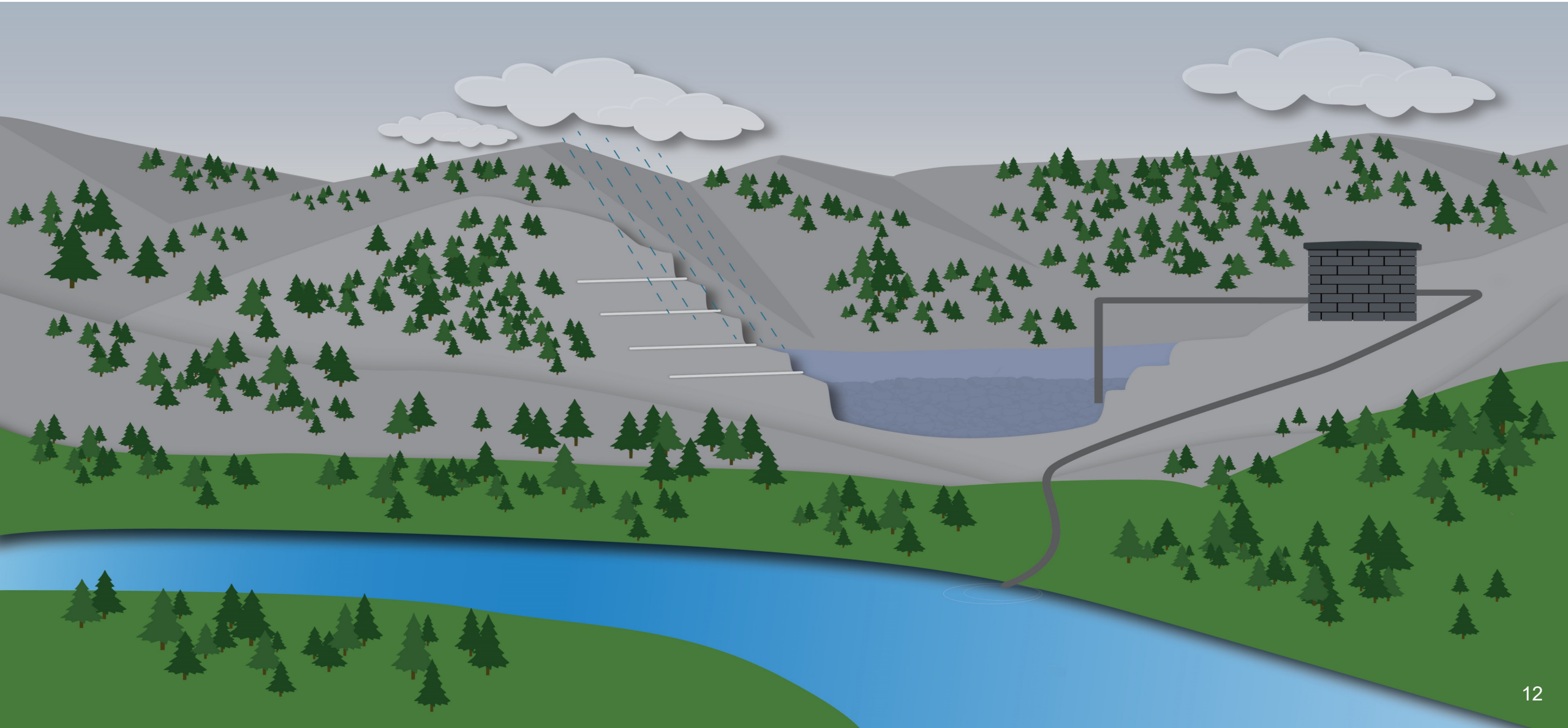


Historical Mining Practices allowed water affected by mining to be released directly into the environment  
(this is no longer permitted by regulators)



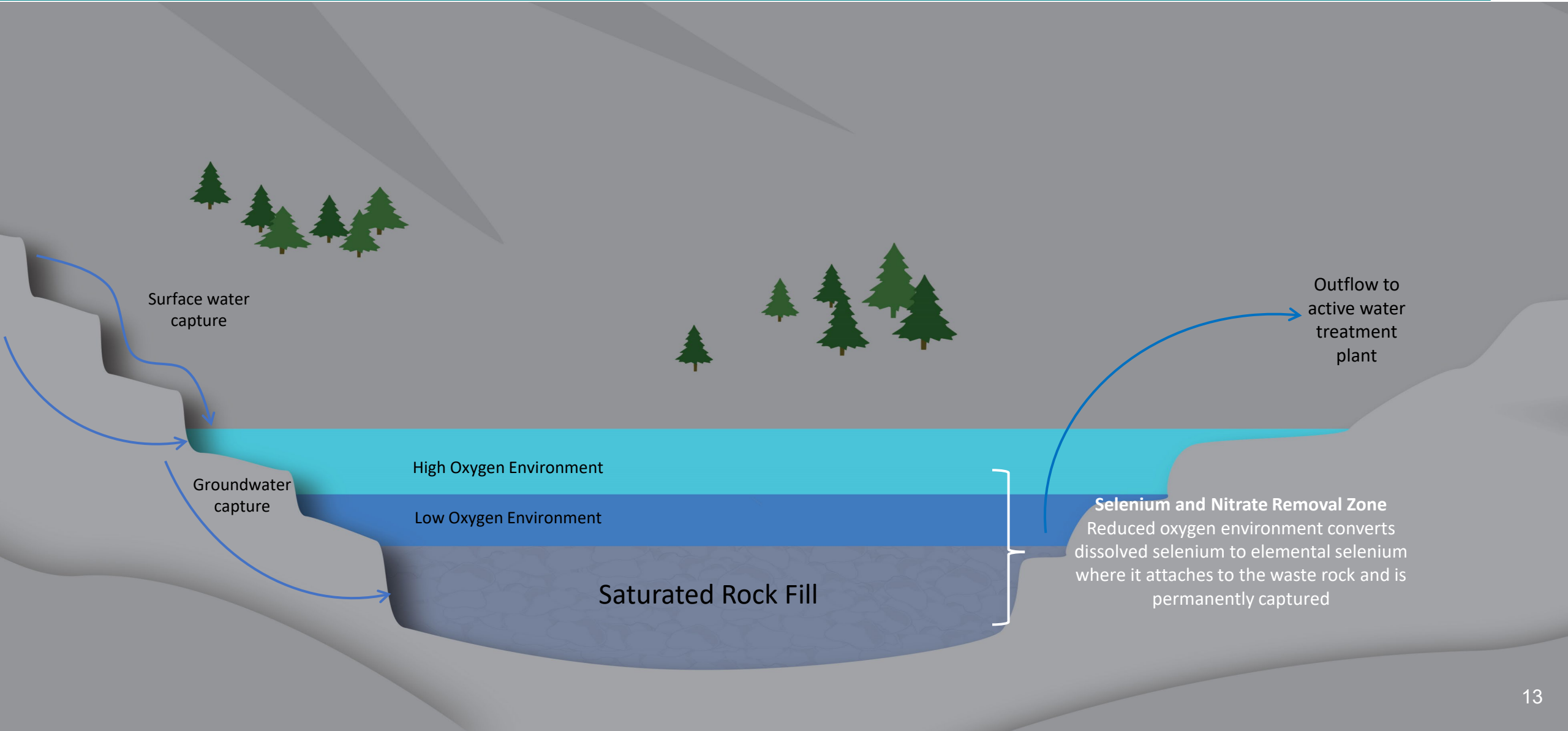


# Modern Mining Practices capture and treat water affected by mining





# Primary Water Treatment – Saturated Rock Fill



## Karine Keys

---

**From:** Warawa, Tina (Stubbs, Shannon - MP) <tina.warawa.725@parl.gc.ca>  
**Sent:** May 28, 2021 3:44 PM  
**Subject:** C-21 update for Municipalities  
**Attachments:** C21 Municipalities infomration update.docx; Kingsville C-21 Resolution.pdf

Good afternoon,

We have had several municipalities contact us asking about Bill C-21 and it's impact on municipalities so we wanted to give a follow up. Please provided to your council members the copy of a letter from MP Stubbs and the example of the Kingsville resolution referenced in the letter.

Thank you

*Tina Warawa*

Executive Assistant

Office of Shannon Stubbs, M.P. | Bureau de Shannon Stubbs, députée

Shadow Minister of Public Safety and Emergency Preparedness

Lakeland (Alberta)

E: [tina.warawa.725@parl.gc.ca](mailto:tina.warawa.725@parl.gc.ca)

T: 780-657-7075

F: 780-657-7079





Shannon Stubbs, MP  
Lakeland

May 28, 2021

Mayor and Council/Reeve and Council,

On February 16, 2021 Bill C-21, a bill that makes changes to the Criminal Code and the Firearms Act, and targets law abiding firearms owners, was introduced and is being debated in the House of Commons. Conservatives constitutently call for cracking down on illegal gun smuggling, trading, gang and crime gun use, but Bill C-21 misses the mark if the aim really is to improve and protect the personal and public safety of Canadians. Bill C-21 focuses on the wrong people and groups, while also creating uncertainty and adding undo pressure on other levels of government.

Bill C-21 includes provision to allow municipalities to create handgun bylaws, which would place conditions on federal firearms licenses relating to handgun use, storage, or transportation within municipalities that have passed such bylaws.

Residents in cities and other places, with ever increasing gang shootings and violence rightfully expect their government ought to be taking action to keep them safe, but a regulation that gives municipalities the ability to pass bylaws does not do that. The municipal provision in Bill C-21 would be a bylaw on licenses, so this measure literally, specifically, and only targets Canadians who have licenses. This does nothing to stop dangerous criminals who certainly would never comply with a municipal bylaw when they do not obtain their guns legally, do not get licenses and who frankly do not care about criminal laws. What this purposed municipal bylaw section would do is lead to yet another layer of confusing, overlapping regulations and a patchwork of rules for already law-abiding Canadians within and between communities, while violations could result in two years imprisonment or permanent license revocations.

I have been hearing from municipalities concerned with being tasked by the Federal government to create these types of bylaws. They are sharing fears about economic and housing impacts by the perception that one community has higher safety standards than others, or that law-abiding firearms citizens will literally be unaware they are in violation just by crossing a municipal boundary that has different bylaws.

Some municipalities are saying that they do not have the expertise to create these bylaws and certainly would not have the resources to enforce such regulations. They are also concerned these bylaws potentially violate their own provinces' jurisdiction. Some provinces in opposition to the federal legislation have already passed or are proposing laws that would prohibit this type of power to shift to individual municipalities. Saskatchewan has already passed such a provincial law, and Alberta's bill received royal assent on April 29, 2021.

Due to these concerns, some municipalities have already opposed Bill C-21 and have taken the steps to pass resolutions in opposition to this potential new power that they neither requested, nor have the resources to impose and enforce.

I have attached a copy of the resolution passed by the council in Kingsville, Ontario. I encourage you to seek feedback from your rate payers, and to discuss this issue in council. You may decide to pass a similar resolution on behalf of your community. Please feel free to advise my office if you do so, and to reach out if you require any additional information on Bill C-21.

Sincerely,

Thank you



Shannon Stubbs, MP  
Lakeland



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
Phone: (519) 733-2305  
www.kingsville.ca  
kingsvilleworks@kingsville.ca

Sub-Item 3

**SENT VIA EMAIL**

March 25, 2021

The Right Honourable Justin Trudeau, MP  
Prime Minister of Canada  
Langevin Block  
Ottawa, Ontario K1A 0A2

Prime Minister:

**RE: Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms)**

At its Regular Meeting held on March 8, 2021 Council of the Town of Kingsville passed the following Resolution:

**"205-2021**

**Moved By** Councillor Thomas Neufeld, **Seconded By** Councillor Larry Patterson

A Resolution concerning Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms), specifically Amendment 26, Section (58.01 (1-8), Conditions-by-law.

WHEREAS municipalities have never been responsible for gun control laws in Canada;

AND WHEREAS law abiding Kingsville residents who own legal handguns have already been thoroughly vetted through the CFSC, PAL and ATT applications;

AND WHEREAS illegal gun owners and smugglers do not respect postal codes;

AND WHEREAS if one municipality enacts a ban and not a neighbouring municipality, this will create a patchwork of by-laws;

AND WHEREAS a municipal ban would be difficult to enforce and easy to get around.

NOW THEREFORE BE IT RESOLVED that The Corporation of the Town of Kingsville is OPPOSED to the adoption of any by-laws restricting the possession, storage and transportation of legally obtained handguns;

AND BE IT FURTHER RESOLVED that this resolution be forwarded to the following public officials: MP Chris Lewis-Essex, MPP Taras Natyshak-Essex, Premier of Ontario The Honourable Doug Ford, Leader of the Official Opposition Andrea Horwath, Prime Minister of Canada The Honourable Justin Trudeau, and Leader of Official Opposition The Honourable Erin O'Toole."

If you require any further information, please contact the undersigned.

Yours very truly,



Sandra Kitchen  
Deputy Clerk-Council Services  
Legislative Services Department  
skitchen@kingsville.ca

cc: Hon. Doug Ford, Premier  
cc: Hon. Andrea Horwath, Official Leader of the Opposition  
cc: Hon. Erin O'Toole, Official Leader of the Opposition  
cc: MP Chris Lewis- Essex  
cc: MPP Taras Natyshak-Essex  
cc: Hon. Bill Blair, Minister of Public Safety and Emergency Preparedness  
cc: MP Shannon Stubbs  
cc: Mayor Aldo DiCarlo, Town of Amherstburg  
cc: Mayor Larry Snively, Town of Essex  
cc: Mayor Tom Bain, Town of Lakeshore  
cc: Mayor Marc Bondy, Town of LaSalle  
cc: Mayor Hilda MacDonald, Municipality of Leamington  
cc: Mayor Gary McNamara, Town of Tecumseh  
cc: all Municipalities in Ontario

[premier@ontario.ca](mailto:premier@ontario.ca)  
[horwatha-qp@ndp.on.ca](mailto:horwatha-qp@ndp.on.ca)  
[erin.otoole@parl.gc.ca](mailto:erin.otoole@parl.gc.ca)





Town of  
Ville de **FALHER**  
*"Honey Capital of Canada"*

May 20, 2021

Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800-97 Avenue  
Edmonton, Alberta T5K 2B6

**RE: Town of Falher Support for the RCMP**

Dear Minister Madu,

This letter is presented as a token of support on behalf of the Town of Falher towards the Royal Canadian Mounted Police (RCMP) and also as a motion of opposition to the Provincial Government's recent proposal for an Alberta Provincial Police Force.

Upon review of information made available by AUMA it has become abundantly clear to our entire council that blindly forging forward would come at an enormous cost to our province, and specifically its residents. The newly established Police Funding Model has already delivered a hit to small rural urban municipal budgets with a relatively small impact felt in terms of day to day deliverables in our communities. Continuing with a Provincial Police Force would come at an exorbitant cost with no assurance with a benefit in service.

Just today, S&P Global Ratings has downgraded Alberta's credit rating from 'A+' to 'A' while cautioning that additional downgrades in the near future are very possible if new fiscal measures are not adopted in a post-COVID19 Alberta. The exploration of an Alberta based Police Force was merely financial as there is no evidence suggesting a dissatisfaction with the quality of service offered by the RCMP to the magnitude that would warrant such an expense. To ask any and all residents of this province to fund such an ill-advised endeavour can only be viewed as an un-sound decision based on an act of ignoring facts, and more importantly, the voice of Albertans.

With the Provincial Government's reduction into MSI funding over the next few years and considering the infrastructure maintenance investments that all Canadian municipalities face over the coming years, local government budgets are already being stretched beyond their limits. Where exactly does the Provincial government envision the funding of a Provincial Police Service coming from? Undoubtedly, they will ask municipalities to pay, ultimately forcing local councils to play 'bad cop' by increasing municipal taxes in order to fund Provincial downloading. It is our opinion that the Provincial government needs to seriously re-evaluate its priorities.

The Town of Falher council stands with:

- The 65% of respondents to the Fair Deal Panel survey that voiced opposition to a Provincial Police Force.
- The County of Paintearth No.18
- The County of St.Paul
- Municipality of Crowsnest Pass
- Town of Didsbury
- Town of Magrath
- Town of Edson
- Village of Hill Spring
- Town of Morinville
- Town of Redcliff
- Village of Rycroft
- Any and all other citizens, municipalities, and organizations who have not voiced their opinions, **yet.**

The Provincial Government continually encourages (and legislatively mandates) that municipal governments work together in a cohesive manner, perhaps they should take a page from their own book rerouting the funds allocated for research of an Alberta Police Service towards building stronger relationships with the RCMP and with Federal Partners.

Sincerely,



Donna Buchinski  
Mayor

cc: The Honourable Jason Kenney, Premier  
The Honourable Ric McIver, Minister of Municipal Affairs  
Rachel Notley, Leader of the Official Opposition  
Todd Loewen, MLA Central Peace-Notley  
AUMA Members  
RMA Members



# Mayerthorpe

May 25, 2021

Premier Jason Kenney  
Office of the Premier  
307 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta T5K 2B6

Dear Premier Kenney,

**Re: Royal Canadian Mounted Police and Provincial Policing**

Council for the Town of Mayerthorpe strongly opposes the establishment of a provincial police force and unanimously supports the continuation of the Royal Canadian Mounted Police (RCMP) as Alberta's primary law enforcement agency.

The Royal Canadian Mounted Police are the foundational law enforcement agency in our nation and in Alberta. The RCMP are as iconic and recognized as the Canadian Flag. The Royal Canadian Mounted Police service continues to be a beacon for people of all nationalities fleeing from the lawlessness of other countries. The agency continues to be held in a position of utmost respect throughout the world.

Mayerthorpe Town Council does not support the Fair Deal Panel recommendation to establish a provincial police force. We acknowledge that the Province has contracted Price Waterhouse Coopers to complete an analysis and we anticipate further information on this topic.

Respectfully,

  
Janet Jabush  
Mayor

cc. Ric McIver, Minister of Municipal Affairs  
Barry Morishita, President of Alberta Urban Municipalities Association  
Paul McLaughlin President of Rural Municipalities Association  
Kacee Madu, Minister of Justice & Solicitor General  
Shane Getson MLA, Parkland Lac Ste. Anne  
Alberta Municipalities



May 31<sup>st</sup>, 2021

Honourable Kaycee Madu  
Minister Justice and Solicitor General  
Office of the Minister  
#424 Legislature Building, 10800 97 Ave, Edmonton AB T5K 2B6

Dear Minister Madu,

Re: Alberta Provincial Police Service (APPS)

At the Regular Council meeting for Improvement District No. 9 on May 13<sup>th</sup>, 2021, Council reviewed the plan proposed by the Government of Alberta to replace the RCMP in Alberta with a Provincial Police Service. Please be advised that the Municipal Council for ID9 is strongly opposed to the creation of this proposal. After reviewing the Fair Deal Panel's Report to Government (as well as the many letters currently circulating from Municipal elected officials) ID9 Council is voicing its firm opposition to the APPS. There are several particularly concerning items identified in the Fair Deal Panel's report, namely:

- the Fair Deal Panel's recommendation to proceed with developing a proposal for a Provincial Police Force, despite only 35% of Albertans believing the police force would contribute to the desired outcome of helping Alberta better assert itself with the Canadian federation.
- Provincial and municipal governments possibly absorbing \$112.4 million policing costs currently covered by the federal government (which would be in addition to the increasing policing costs incurred by municipalities under the Police Funding Model).

Furthermore, and perhaps most importantly, we have an excellent relationship with our local RCMP detachment and feel no need to replace them with a Provincial force. The RCMP in Lake Louise and Banff have always been responsive to community needs and feedback, and have consistently delivered professional, quality public safety services in our communities. In addition, ongoing collaboration between both Detachments and ID9 Council has resulted in a positive and adaptive presence in the region.

We have not been provided with adequate proof that the formation of the APPS would result in better outcomes for Albertans, especially when considering the increased costs to our rate payers. ID9 Council is urging the Government of Alberta to listen to Municipal Leaders as well as the results of the Fair Deal Panel's report and shift efforts to improving RCMP relationships and resources in the Province. Please do not hesitate to contact me with any comments or concerns.

Respectfully,

Chair Dave Schebek

CC: *Honourable Jason Kenney, Premier*  
*MLA Miranda Rosin*  
*AUMA & RMA Memberships*

DAVE SCHEBEK, CHAIR  
Improvement District No. 9, Banff National Park  
[daveschebek@improvementdistrict9.ca](mailto:daveschebek@improvementdistrict9.ca)  
PO Box 58, Lake Louise AB | TOL 1E0



# Smoky Lake County

P.O. Box 310  
4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0

Phone: 780-656-3730  
1-888-656-3730

Fax: 780-656-3768  
[www.smokylakecounty.ab.ca](http://www.smokylakecounty.ab.ca)

May 31, 2021

Hon. Kaycee Madu  
Minister of Justice and Solicitor General, Deputy House Leader  
424 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

Email: [ministryofjustice@gov.ab.ca](mailto:ministryofjustice@gov.ab.ca)

Sent Via: E-Mail

**Re: Letter of Support to retain the Royal Canadian Mounted Police (RCMP) in Alberta**

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Minister,

On behalf of Smoky Lake County Council, I am writing to express our ongoing support for the Royal Canadian Mounted Police (RCMP) as our province's police force. In doing so, I note that we are joining dozens of other rural and urban municipalities in expressing deep concern at the prospect of replacing the same with an Alberta provincial police service (APPS), which the province is currently studying.

During your presentation at the AUMA/RMA Policing Summit in February of 2021, you spoke of Albertans "*demanding democratic, community—based policing, a renewed commitment to improving policing in the province, and the need for police to work with community partners and citizens to ensure effective community policing.*" Minister, I am pleased to say that our community enjoys democratic, community—based policing. Our local RCMP detachment meets with us regularly as part of their commitment to optimal two—way communication that invites, welcomes, and listens to our input, and our detachment also works with our municipality and our citizens as community partners.

The Policing Transition Study being undertaken by our province is in response to the Fair Deal Panel's (FDP recommendation #14: Create an APS to replace RCMP. The FDP reported that 68.5% of respondents were) from Calgary and Edmonton regions. Calgary and Edmonton have their own police services, which should be considered when studying the transition from the RCMP. Another FDP finding was that only 35% of respondents supported the idea of creating an APS.

Finally, in the Alberta Police Federation survey from October of 2020, it was found that "replacing the RCMP is viewed as a least helpful measure tested to improve Alberta's place in Canada." Only 8% say replacing the RCMP helps a lot, only 6% support replacing the RCMP, 81% of Albertans

served by RCMP are satisfied with the service they receive, and 70% of Albertans oppose replacing the RCMP with an expensive new provincial police service.

There is so much convincing support for the RCMP in Alberta, and, with the strong and effective RCMP that serve us well in Alberta. Our Council supports the programs, initiatives, and progress of the RCMP in meeting our community's policing demands. We certainly have not seen compelling evidence that replacing the RCMP would result in better outcomes, particularly considering potentially increased operational (and transitional) costs.

Direct consultation with municipalities regarding the creation of an APPS has been inadequate. If municipalities who are served by RCMP detachments are excluded from this conversation, valuable information and feedback is left.

The Alberta Government already implemented a new police funding model which requires that communities under 5,000 such as ours are already increasingly paying substantially more for policing. Continually doing more with less is untenable.

In closing, I again reiterate our Council's support for the RCMP remaining as Alberta's police force. Smoky Lake County enjoys a positive and collaborative relationship with our local RCMP detachment, and we hope that the province will heed the concerns of many communities, rescind the ongoing study, and instead focus on other more productive options moving forward.

If we can provide any further clarity on this matter, please do not hesitate to contact myself, or Smoky Lake County CAO Gene Sobolewski at 780-656-3730.

Sincerely,



**Craig Lukinuk, Reeve  
Smoky Lake County**

p: 780-656-3730 / c: 780-656-5449

e: [clukinuk@smokylakecounty.ab.ca](mailto:clukinuk@smokylakecounty.ab.ca)

cc: Hon. Jason Kenney, Alberta Premier <[premier@gov.ab.ca](mailto:premier@gov.ab.ca)>  
Hon. Rick McIver, Interim Minister of Municipal Affairs <[minister.municipalaffairs@gov.ab.ca](mailto:minister.municipalaffairs@gov.ab.ca)>  
Glen vanDijken, MLA for Barrhead-Athabasca-Westlock <[Athabasca.Barrhead.Westlock@assembly.ab.ca](mailto:Athabasca.Barrhead.Westlock@assembly.ab.ca)>  
Frank Bosscha, QC, Deputy Minister, Justice & Solicitor General <[JSG.DMO@gov.ab.ca](mailto:JSG.DMO@gov.ab.ca)>  
Douglas Morgan, Project Principal, Alberta Provincial Police Service Transition Study, <[douglas.morgan@gov.ab.ca](mailto:douglas.morgan@gov.ab.ca)>  
Cheryl Beck, Director, Contract Policing and Policing Oversight <[cheryl.beck@gov.ab.ca](mailto:cheryl.beck@gov.ab.ca)>  
Smoky Lake County Council <[council@smokylakecounty.ab.ca](mailto:council@smokylakecounty.ab.ca)>  
Gene Sobolewski, CAO, Smoky Lake County <[cao@smokylakecounty.ab.ca](mailto:cao@smokylakecounty.ab.ca)>  
Mr. Curtis Zablocki, Commanding Officer for Alberta, RCMP  
RMA & AUMA Members



**OFFICE OF THE MAYOR**  
38106 Range Road 275  
Red Deer County, AB T4S 2L9  
Phone: 403.350.2152  
Fax: 403.350.2164

June 4, 2021

sent via email: [ministryofjustice.gov.ab.ca](mailto:ministryofjustice.gov.ab.ca)

Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

Dear Minister Madu

**RE: Proposed Alberta Provincial Police Services**

Red Deer County stands in solidarity with fellow municipalities across Alberta in our support of the Royal Canadian Mounted Police (RCMP) as the premier choice for our province's police force. In reviewing *the Fair Deal Panel: Report to Government*, it is with displeasure that Council notes the proposal did not consider current provincial challenges such as struggling economies and tighter budget realities. Please be advised that Council vehemently opposes the creation of an Alberta Provincial Police Service (APPS).

Council has concerns that the Alberta government would charge forward with a plan to replace the RCMP with APPS when the National Police Federation notes that a new provincial force would cost Alberta taxpayers at least \$112 million more a year than they are currently paying. Focused efforts should not be on causing further economic burden to County residents and ratepayers. The implementation of the Police Funding Model (PFM) in April 2020 has already stripped our municipality and many others of the opportunity for input and consultation powers with regard to local policing through the suspension of municipally-funded enhanced policing positions.

The Fair Deal Panel recommendation is to proceed with developing a proposal for a provincial police force, despite only 35% of Albertans believing it would contribute to the desired outcome of helping Alberta improve its position in the federation.

In addition, the 2020 Alberta Police Federation survey concluded that "replacing the RCMP is viewed as a *least helpful* measure tested to improve Alberta's place in Canada." Eighty-one percent of Albertans served by the RCMP are satisfied with the service they receive, and 70% of Albertans oppose replacing the RCMP with an expensive new provincial police service.

Honourable Kaycee Madu  
June 4, 2021  
Page 2

In closing, Red Deer County Council does not foresee where a new police force would improve efficiency or quality of life for our residents and ratepayers. In fact, as economic challenges remain coming out of a pandemic, changing out of the current system would only increase economic burden on our municipality and taxpayers in the Province of Alberta.

Red Deer County wholeheartedly appreciates our strong working relationships with all five (5) of our local RCMP detachments, recognizing the hard work over the years building trust and working relationships on the foundation of respect. We ask that the Government of Alberta reassess priorities and abandon the transition study through the Police Act review to focus efforts towards upgrades to the criminal justice and social support systems in the Province to achieve better outcomes.

There needs to be an opportunity for open dialogue between the Province and municipal stakeholders on this issue – we strongly encourage all efforts should be focused on working with the RCMP to achieve the desired community results all Albertans need.

Yours truly

RED DEER COUNTY



Jim Wood, Mayor

c Alberta Municipalities





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May 25, 2021

Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800-97 Avenue  
Edmonton, Alberta T5K 2R6

**RE: Village of Milo Support for the RCMP**

Dear Minister Madu,

This letter is presented as a token of support on behalf of the Village of Milo towards the Royal Canadian Mounted Police (RCMP) and also as a motion of opposition to the Provincial Government's recent proposal for an Alberta Provincial Police Force.

Upon review of information made available by AUMA it has become abundantly clear to our entire council that blindly forging forward would come at an enormous cost to our province, and specifically its residents. The newly established Police Funding Model has already delivered a hit to small rural urban municipal budgets with a relatively small impact felt in terms of day-to-day deliverables in our communities. Continuing with a Provincial Police Force would come at an exorbitant cost with no assurance with a benefit in service.

Just today, S&P Global Ratings has downgraded Alberta's credit rating from 'A+' to 'A' while cautioning that additional downgrades in the near future are very possible if new fiscal measures are not adopted in a post-COVID 19 Alberta. The exploration of an Alberta based Police Force was merely financial as there is no evidence suggesting a dissatisfaction with the quality of service offered by the RCMP to the magnitude that would warrant such an expense. To ask any and all residents of this province to fund such an ill-advised endeavor can only be viewed as an un-sound decision based on an act of ignoring facts, and more importantly, the voice of Albertans.

With the Provincial Government's reduction into MSI funding over the next few years and considering the infrastructure maintenance investments that all Canadian municipalities face over the coming years, local government budgets are already being stretched beyond their limits. Where exactly does the Provincial government envision the funding of a Provincial Police Service coming from? Undoubtedly, they will ask municipalities to pay, ultimately forcing local councils to play 'bad cop' by increasing municipal taxes in order to fund Provincial downloading. It is our opinion that the Provincial government needs to seriously re-evaluate its priorities.

The Village of Milo council stands with:



- 
- The 65% of respondents to the Fair Deal Panel survey that voiced opposition to a Provincial Police Force.
  - Town of Falher
  - The County of Paintearth No. 18
  - The County of St. Paul
  - Municipality of Crowsnest Pass
  - Town of Didsbury
  - Town of Magrath
  - Town of Edson
  - Village of Hill Spring
  - Town of Morinville
  - Town of Redcliff
  - Village of Rycroft
  - Any and all other citizens, municipalities, and organizations who have not voiced their opinions, yet.

The Provincial Government continually encourages (and legislatively mandates) that municipal governments work together in a cohesive manner, perhaps they should take a page from their own book rerouting the funds allocated for research of an Alberta Police Service towards building stronger relationships with the RCMP and with Federal Partners.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Schroeder", written over a horizontal line.

Scott Schroeder  
Mayor

cc: The Honourable Jason Kenney, Premier  
The Honourable Ric Mciver, Minister of Municipal Affairs  
Rachel Notley, Leader of the Official Opposition  
Todd Loewen, MLA Central Peace-Notley  
AUMA Members  
RMA Members

## Karine Keys

---

**From:** Lifesaving Society <experts@lifesaving.org>  
**Sent:** May 28, 2021 2:40 PM  
**To:** Karine Keys  
**Subject:** Proclamation Request- National Drowning Prevention Week  
**Attachments:** image005.emz



**LIFESAVING SOCIETY®**

*The Lifeguarding Experts*

May 28, 2021

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

Dear Mayor,

We are excited to announce the United Nations has adopted a Resolution on Drowning Prevention, of which Canada was a co-sponsor and lead supporter. This Resolution will not only bring more awareness to this preventable problem, but urgency for stakeholders to act. This will include policy development, research and support for community-based drowning prevention action.

Canada faces a major problem – and a preventable one: over 400 people die every year from drowning. On behalf of the Lifesaving Society Alberta and Northwest Territories Branch, I am writing to ask that you proclaim July 18-24, 2021 as NATIONAL DROWNING PREVENTION WEEK in the Town of Claresholm.

The Lifesaving Society is a national, charitable organization working to prevent drowning and reduce water-related injury through our training programs, Water Smart® public education, drowning research and aquatic safety standards. The Lifesaving Society also certifies Canada's National Lifeguards.

National Drowning Prevention Week is one of the Society's leading public education initiatives, with events taking place across the country to focus media and community attention on the drowning problem and drowning prevention. During this week, the Society urges individuals to:

- Supervise children in and around the water.
- Refrain from behaviors that may result in intoxication while participating in aquatic activities.
- Wear a lifejacket when boating.

If every Canadian followed these steps, we could greatly reduce Canada's drowning rate.

A proclamation from the Town of Claresholm would give greater exposure of our lifesaving efforts to the residents of the Town of Claresholm. I hope you will consider our request. A template can be found here: [Proclamation Template 2021](#)

If you have any questions or would like to submit a proclamation, please contact our Drowning Prevention Coordinator at [kelseyl@lifesaving.org](mailto:kelseyl@lifesaving.org).

Sincerely,



Kelly Carter  
Chief Executive Officer



**Kelsey Lalonde**

Drowning Prevention Coordinator

Lifesaving Society Alberta and Northwest Territories

13123-156 Street | Edmonton, AB | T5V 1V2 | Canada

Tel: 780 415 1755 | Fax: 780 427 9334

E-mail: [kelseyl@lifesaving.org](mailto:kelseyl@lifesaving.org) | Web: [www.lifesaving.org](http://www.lifesaving.org)

***Canada's Drowning Prevention Charity***



**From:** Peter Casurella <[peter.casurella@southgrow.com](mailto:peter.casurella@southgrow.com)>  
**Sent:** June 1, 2021 9:31 AM  
**Subject:** Invitation to SouthGrow Annual General Meeting 2021

Dear SouthGrow CAO's,

**Please consider this an invitation for yourselves and to be forwarded to all of Council.**

You are cordially invited to attend the **SouthGrow Annual General Meeting on June 23rd from 6 - 8 PM**. We look forward to hosting you online at the Zoom link below and reporting on the progress our association has made over the past year, and the **unprecedented level of work** ahead of us.

We are delighted to have Mr. Todd Hirsch attend again this year as our keynote speaker to present to us on considerations for the provincial and our regional economy in wake of the COVID-19 crisis.

Please RSVP by emailing [peter.casurella@southgrow.com](mailto:peter.casurella@southgrow.com) and feel free to invite your fellow council members and friends.

Sincerely,

Peter Casurella, BA, BA, MA.  
Executive Director  
SouthGrow Regional Economic Development





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

June 7, 2020

**Town of Claresholm**

Town Office  
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.

After a year of living through isolation the Granum & District Canada Day Society believes we are all in need of a Canada Day celebration on July 1<sup>st</sup>. We are keeping it limited to a Parade and Fireworks. The Parade is scheduled to start at 7:30 pm. It will be wheels and hooves only. No one will be walking. The Fireworks will follow at dark.

We are requesting, if possible, that the Town of Claresholm float be added to the Parade.

Please understand - we are confident that this can happen safely, but we will be subject to and respect any health restriction at that time due to COVID-19.

If you have any questions regarding the parade, please contact Fran Hanson at 403-687-3867 or email [hansonfr@gmail.com](mailto:hansonfr@gmail.com).

We hope to see you there!

Sincerely,

*Wendy*

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

May 25,2021

Mayor MacPherson & Council

Claresholm Town Council

Claresholm, AB

ToLoTo

Mayor and Councillors;

We are writing this letter on behalf of the Claresholm and Area Palliative Care Committee. The committee is comprised of health care staff from acute care, long term care, home care, physicians and community members. Our goal is to fundraise and support enhancements to end of life care for our patients and their loved ones.

We are asking permission from the town to use the Centennial Campground for three weekends in the evenings of December (9,10,11,16,17,18 and 22,23,24) for the Christmas Cruise Drive Thru light display. We would request the use of the campground with access to the electrical plugs ins/electricity and to have the roads cleared for the event. Similar to last year we will have the campsites decorated with lights by community groups or businesses. We have had interest from groups who participated last year and have plans to return as well as other groups who would like to join our event. Each group will be responsible for setting up and taking down their display. The Palliative Care Committee and volunteers would supervise the set up and take down as well as the event with the traffic flowing from the 4th Street entrance through the campground and exiting by Parkside Manor. An entrance fee donation will be collected and there will be opportunities for corporate sponsorship (a business could have a spot and display their signage along with a light display) with the proceeds going to our committee's work. The Town would be recognized as a sponsor and would be welcome to decorate one of the campsites.

We would like to thank the mayor, council and town staff for their support of our event last year which was an overwhelming success and we anticipate that the event will continue to grow this year.

If you have any questions or need more information don't hesitate to contact any one of us.

Yours truly,

Lori Hoff                      Natalie Wright

403-682-3715                  (403)315-4606



RECEIVED

JUN 09 2021

2021 June 08

To: Town of Claresholm Town Council

On behalf of the Claresholm Curling Club I am asking for forgiveness of the municipal portion of the 2021 taxes in the amount of \$994.71.

Our tax roll # is 11917000.

Sincerely,

Tricia Burgess, Treasurer



**TOWN OF CLARESHOLM**

BOX 1000  
111 - 55 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381



**2021**

**TAXATION NOTICE  
& PROPERTY ASSESSMENT**

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

DATE OF MAILING	2021-May-12
NOTICE OF ASSESSMENT	2021-May-20
<b>DUE DATE</b>	<b>2021-Jun-30</b>

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2021-Jul-19

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

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	1,147,600	COMMERCIAL IMPROVE	85,760
COMMERCIAL IMPROV	90,400	COMM ASSOC IMPROVE	1,094,240
<b>TOTAL ASSESSMENT</b>	<b>1,238,000</b>	<b>TOTAL ASSESSMENT</b>	<b>1,180,000</b>
		EXEMPT	1,094,240
		TAXABLE	85,760

IMPORTANT PENALTY INFORMATION
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Wednesday, June 30th, 2021. A penalty of 14% will be applied on any current outstanding balance after June 30th, 2021. A further 14% penalty will be assessed on all charges applied to tax accounts unpaid after Dec 31, 2021.

EDUCATION TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res		0.003014800	20.28177	258.55
<b>TOTAL 2021 EDUCATION TAXES</b>				<b>258.55</b>
<b>SUB TOTAL 2021 TAXES</b>				<b>258.55</b>

MUNICIPAL AND OTHER TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged		0.000251000	1.68891	21.53
<b>Municipal Tax - Non- Res</b>		<b>0.011598800</b>	<b>78.02932</b>	<b>994.71</b>
<b>TOTAL 2021 MUNICIPAL AND OTHER TAXES</b>				<b>1,016.24</b>
<b>SUB TOTAL 2021 TAXES</b>				<b>1,274.79</b>

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	106.23
	0.00

TOTAL 2021 TAXES	1,274.79
CURRENT OUTSTANDING	0.00
<b>TOTAL CURRENT TAXES PAYABLE FOR 2021</b>	<b>1,274.79</b>
AMOUNT DUE AFTER JUNE 30th, 2021	<b>1,453.26</b>

FOR COMPARISON 2020 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	1,389.57
---	----------

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

Your property has been assessed as shown for the above taxation year. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and appropriate assessment fee on or before July 19th, 2021 to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert.) To request a receipt for tax payment call 403-625-3381 or e-mail info@claresholm.ca.

**TOWN OF CLARESHOLM**

BOX 1000  
111 - 55 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381



ROLL NUMBER	11917000
LAST DATE BEFORE PENALTY	2021-Jun-30

**2021**

**TAXATION NOTICE  
& PROPERTY ASSESSMENT**

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	1,274.79	1,274.79

AMOUNT DUE PLEASE PAY	1,274.79
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

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

11917000



June 4, 2021

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

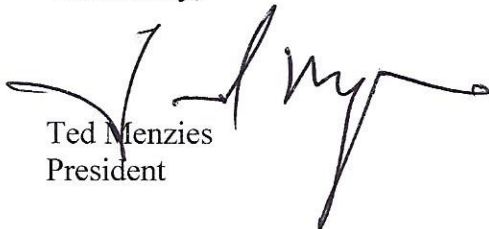
**Re: Request to Waive the Municipal Portion of the 2021 Property Taxes**

Dear Mayor MacPherson and Council,

The Bridges at Claresholm Golf Club executive would like to make a request to the Town Council for a waiver of the municipal portion of Golf Course taxes in the amount of \$2,963.49 of the 2021 property taxes. We understand that we must pay the remaining portion in the amount of \$834.41.

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

Yours truly,



Ted Menzies  
President

**TOWN OF CLARESHOLM**

BOX 1000  
111 - 55 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381



**2021**

**TAXATION NOTICE  
& PROPERTY ASSESSMENT**

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

DATE OF MAILING	2021-May-12
NOTICE OF ASSESSMENT	2021-May-20
<b>DUE DATE</b>	<b>2021-Jun-30</b>

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2021-Jul-19

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

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	2,355,000	COMMERCIAL IMPROVE	255,500
COMMERCIAL IMPROV	255,000	COMM ASSOC IMPROVE	2,332,500
<b>TOTAL ASSESSMENT</b>	<b>2,610,000</b>	<b>TOTAL ASSESSMENT</b>	<b>2,588,000</b>
		EXEMPT	2,332,500
		TAXABLE	255,500

**IMPORTANT PENALTY INFORMATION**  
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Wednesday, June 30th, 2021. A penalty of 14% will be applied on any current outstanding balance after June 30th, 2021. A further 14% penalty will be assessed on all charges applied to tax accounts unpaid after Dec 31, 2021.

EDUCATION TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res		0.003014800	20.28173	770.28
<b>TOTAL 2021 EDUCATION TAXES</b>				<b>770.28</b>
<b>SUB TOTAL 2021 TAXES</b>				<b>770.28</b>

MUNICIPAL AND OTHER TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged		0.000251000	1.68856	64.13
<b>Municipal Tax - Non- Res</b>		<b>0.011598800</b>	<b>78.02970</b>	<b>2,963.49</b>
<b>TOTAL 2021 MUNICIPAL AND OTHER TAXES</b>				<b>3,027.62</b>
<b>SUB TOTAL 2021 TAXES</b>				<b>3,797.90</b>

<b>TOTAL 2021 TAXES</b>				<b>3,797.90</b>
<b>CURRENT OUTSTANDING</b>				<b>0.00</b>
<b>TOTAL CURRENT TAXES PAYABLE FOR 2021</b>				<b>3,797.90</b>
<b>AMOUNT DUE AFTER JUNE 30th, 2021</b>				<b>4,329.61</b>

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	316.49
	0.00

FOR COMPARISON 2020 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE 3,919.71

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

Your property has been assessed as shown for the above taxation year. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and appropriate assessment fee on or before July 19th, 2021 to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert.) To request a receipt for tax payment call 403-625-3381 or e-mail info@claresholm.ca.

**TOWN OF CLARESHOLM**

BOX 1000  
111 - 55 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381



ROLL NUMBER	11630000
LAST DATE BEFORE PENALTY	2021-Jun-30

**2021**

**TAXATION NOTICE  
& PROPERTY ASSESSMENT**

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	3,797.90	3,797.90

AMOUNT DUE PLEASE PAY	3,797.90
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

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

11630000

## Karine Keys

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**From:** Sharon Hinkle <swhinkle@gmail.com>  
**Sent:** June 1, 2021 7:07 PM  
**To:** Karine Keys  
**Subject:** Water

I'm so disgusted with the new water and sewer bills. Are you serious about these new water and sewer bills. Do you want our town to look like a hay field or a rock cemetery. The seniors have taken pride in looking after their homes and yards, and you are enforcing a bill that so many can't afford. I'm speaking for many old and young those on fixed incomes. When you put these meters in you almost doubled our bills. You the town council need to get in the touch with the people of Claresholm. Many think you are putting the new town office on the backs of Claresholm. Please re address this at your next council meeting. We voted you in so do the right thing.

Sent from my iPad



# REQUEST FOR DECISION

Meeting: June 14, 2021  
Agenda Item: 18

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## COMMUNITY ORGANIZATIONS INSURANCE REIMBURSEMENT POLICY UPDATE – POLICY 5.1.05

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During the 2021 budget discussions Council gave direction to Administration to approach all the community organizations for which the Town has in the past reimbursed for insurance, cancelled taxes, or not charged Town utility charges regarding ending these practices. This was due to the difficult financial position all municipalities are being put in with the province continuing to download more responsibilities and costs to municipalities, such as policing costs, and cutting funding or transfers from the province. The Town's ability to cover such costs for other non-profit organizations is diminishing without significant property tax rate increases.

As part of this process our policy regarding the community organization insurance reimbursement needs to be amended. Previously the policy allowed for the reimbursement of commercial general liability insurance for six (6) different community organization. This update reduces that to only one (1) for which there is a separate agreement for outside of the policy. The policy just draws attention to that agreement and denies administration from reimbursing any others without separate Council motion (this option is not specified).

A resolution of Council is required to amend the policy.

### **Potential Resolutions:**

Moved by Councillor \_\_\_\_\_ to adopt the updated policy 5.1.05 (v2.0) Community Organization Insurance Reimbursement Policy, as presented, effective June 14, 2021.

### ATTACHMENTS:

- 1.) Community Organization Insurance Reimbursement Policy 5.1.05 v2.0

### APPLICABLE LEGISLATION:

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 8, 2021

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		<b>Community Organizations Insurance Reimbursement</b>		<b>Policy #5.1.05</b>	
Department Owner:		Finance			
Policy Applies To:		Non-Profit Community Organizations			
Date Created:		May 25, 2021	Date Approved By Council:		
Version #:		2.0	Resolution #:		
Last Review Date:		May 25, 2021	Policy(ies) Replaced/Rescinded:		V1.0

**Intent:**

To establish a policy and guidelines relating to the insurance carried by organizations that are not controlled by the Town of Claresholm.

**Policy:**

1. Administration is only authorized by Council to reimburse commercial general liability insurance each year for organizations that have an agreement with the Town for such. At this time this would only include the Claresholm and District Agricultural Society. No other insurance policies will be reimbursed by the Town.
  
2. No other organizations that are NOT controlled by the Town of Claresholm will be reimbursed for their commercial general liability insurance.



# REQUEST FOR DECISION

Meeting: June 14, 2021  
Agenda Item: 19

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## Canada Day 2021

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The Town of Claresholm Economic Development department has been communicating with Alberta Health Services, and monitoring the COVID public safety measures very closely. Alberta is on track to reach 70% of the eligible population being vaccinated, which would mean that public gatherings of up to 150 people may be permitted by July 1, 2021. The department has been planning the July 1<sup>st</sup> Canada Day celebration and the proposed details are outlined below.

### **Proposed Schedule**

**Thursday July 1, 2021**

#### **Claresholm Centennial Park**

- 9:00 am Pancake Breakfast at Amundsen Park
- 11:00 am Flag ceremony at Centennial Park
- 11:30 am Canada Day Cupcakes handed out by Council
- 12:00 pm Entertainment, music, and activities

In addition to the Legion Members performing the raising of the flag we would like to extend an invitation for Mayor MacPherson, members of Council, RCMP, MLA Roger Reid, and new Canadian Citizens or Permanent Residents to be special guests at the ceremony. A designated handicap parking area for senior citizens or persons with mobility challenges will be provided near the flag raising and stage.

Following the flag raising, Mayor and Council will be invited to distribute Canada Day cupcakes. An outdoor market, food truck, talent show and beer garden are proposed events. Activity bags with Canada Day goodies for children will be distributed. Additional washrooms and hand washing stations will be onsite during the event.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to approve Town of Claresholm Canada Day Event, to be held at Centennial Park, Thursday July 1, 2021 open to the public at 9:00 am, closing to the public no later than 7:00 pm, with all current provincial and federal health and safety protocols in place to prevent the spread of COVID-19, including distancing, sanitization and availability of masks.

**PREPARED BY:** Brady Schnell, Economic Development Officer & Sheila Karsten, Economic Development Assistant

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**APPROVED BY:** Marian Carlson, CLGM – CAO

**DATE:** June 8, 2021

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# REQUEST FOR DECISION

Meeting: June.14, 2021  
Agenda Item: 20

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## Claresholm Off Leash Ambassador Program

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### DESCRIPTION:

Bylaw Officer, Kyle Aikema is presenting to Council an RFD for the Claresholm Off Leash Ambassador program (COLA). The COLA program would be implemented for use in the off-leash dog parks in Claresholm. The purpose of the COLA program would be to create a sense of community at the off-leash parks, encourage communication between park users and the Town, assist Bylaw with identifying problems and concerns and provide an orientation and training to increase dog safety. The COLA program will start as a 6-month pilot program with the goal of being a volunteer run program within a year with Bylaw solely as a consultant. Kyle will be looking into potential sponsorship from local businesses for supplies needed as well as grants that could be accessed to fund the program.



### Role of COLA:

1. No Hourly commitment required by volunteers, be a presence while enjoying the park.
2. Bi-weekly or monthly rotations of volunteers
3. Be a welcoming host at off leash parks (offering doggie bags, offer to walk with, etc.)
4. Be positive role models, promoting responsible pet ownership, positive pet interactions and safety in our off-leash parks.
5. Provide information when asked by pet owners.
6. Be a model of responsible dog ownership and stewardship.
7. Take note of and report park maintenance concerns.
8. Report observations and concerns or complaints to the Bylaw Officer.
9. Always be positive and courteous when interacting with the public.
10. Refrain from enforcing or reprimanding other users when witnessing infractions.
11. Promote Town and CARES services such as animal adoption and licensing.
12. Organize Community Dog Park cleanups
13. Continued Education on Dog Bylaw #1709



**COST OF PROGRAM:**

Bylaw will look into potential sponsorship for the donation of equipment needed and grants for funding. If sponsorship or Grants are not acquired then costs of program would be approximately \$520 total, which includes:

Hi Visibility Vests: 10 Pack \$60  
Gloves: 100 pack \$30  
Doggie Bags: 60 rolls \$30  
Bandanas for Dogs: \$100  
Dog Trainer: (\$300) -estimate



**Recommendation:**

This pilot project was presented before the Emergency Services Committee on June 2/2021 and they have recommended this project to Council for approval.



**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to authorize the Bylaw Officer to implement the Claresholm Off Leash Ambassador (COLA) program as a pilot project.

PREPARED BY: Kyle Aikema, Bylaw Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 10, 2021



# REQUEST FOR DECISION

Meeting: June 14, 2021

Agenda Item: 21

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## USE OF AMUNDSEN PARK FOR DRAMA CLUB EVENT

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Email request: My name is Christin, I am the director at SUCH Drama out of Stavely. I would like to make a request for a small event in Amundson Park. Depending on restrictions, it would be a socially distanced, up to 50 person event. It is a Blanket demonstration and education on the Indigenous culture, and relationship renewal. I think just a section of it would be perfect, as we just need space for a large circle, a little sound booth, and a table for take aways. The event would take place Saturday, July 24! I have attached more information, and really appreciate your consideration of our request!

<https://www.facebook.com/245861675499080/videos/1667846956633871>

Thank you for your time, Christin Slevin

### **DISCUSSION:**

The Town of Claresholm Council has established a policy that sets out consistent strategy/procedure regarding the use of Municipal Park Facilities by the public for the purpose of charity or non-profit events (see attached). If provincial guidelines permit and protocols are followed, events in community parks enhance the quality of life, provide entertainment, promote local economic health, attract visitors, and contribute to the dynamic atmosphere of the community.

The coordinator of the event would be responsible to ensure that keys are signed out (and returned to the Town Office for the washrooms, any sound equipment they would be responsible for). The coordinator would also be responsible to ensure that the facilities / park is cleaned up after the event. The park would also be open to the public as well during the event. The event must adhere to applicable Provincial, Federal and Municipal regulations.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to approve the use of Amundsen Park for Such Drama's community event, subject to public health orders in effect for July 24<sup>th</sup>, 2021.

#### ATTACHMENTS:

- 1.) Policy #5.7.01

PREPARED BY: Tara VanDellen, Planner/Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 9, 2021

---



# Municipal Park Events

## Policy #REC 07-14

**PURPOSE:** To establish a consistent policy regarding the use of Municipal Park Facilities by the public for the purpose of charity or non-profit events. Events in community parks enhance the quality of life, provide entertainment, promote local economic health, attract visitors, and contribute to the dynamic atmosphere of the community.

**POLICY:**

In addition to the normal use of municipal parks, these areas are also meant to be used for special events. Not-for-profit organizations (or charity groups), may use the municipal park facilities at the discretion of the Chief Administrative Officer (CAO) of the Town of Claresholm.

**PARAMETERS:**

Formal requests to use any Municipal Park for any event must be presented to the CAO in writing (email or letter). The request must include details of the event such as:

- Date(s) and time(s) of the event
- Location(s) of the event
- Exact premises involved (use of structures of facilities, ex: restrooms)
- The name(s) of the individuals and/or groups involved
- The exact reason for the event
- The signatures of all parties involved

Requests should be submitted 14 days prior to the scheduled event to allow the Town of Claresholm appropriate amount of time for review and preparation of the municipal park facilities accordingly. Requests submitted on a shorter timeframe will still be considered, but restrictions may apply. A detailed sketch may be required with the request if you plan to use an outdoor tent, equipment, trailers, stages etc. Any requests for the use of Municipal Park Facilities that are for profit purposes or private functions will be referred to Town Council for approval. All users, regardless of usage, may be required to enter into a User Agreement.

**NOTE:**

The Town of Claresholm Administration will review each request and provide written response to the involved parties. The event must adhere to applicable Provincial, Federal and Municipal regulations. If an event is found to contravene Provincial, Federal or Municipal regulations, bylaws or policies, the event may be shut down immediately and future use of these municipal park facilities may be restricted from the user.

**EFFECTIVE DATE: JULY 15, 2014**



# REQUEST FOR DECISION

Meeting: June 14, 2021

Agenda Item: 22

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## USE OF AMUNDSEN PARK FOR TOWN WATER FIGHT

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### **BACKGROUND:**

The Town has received a request for the use of Amundsen Park for a water fight put on by the Willow Creek Gymnastics Team. This would be a free event from 10am to 4pm on July 17<sup>th</sup>, 2021. They are requesting permission to put up obstacles the night before if possible (consideration should be taken as to if there should be items left in the park overnight). There will be a bbq/drinks station as well as a photo booth set up. The Town would be providing the water to fill the troughs at the location.

### **DISCUSSION:**

The Town of Claresholm Council has established a policy that sets out consistent strategy/procedure regarding the use of Municipal Park Facilities by the public for the purpose of charity or non-profit events (see attached). This is put on by the team, even though they are not a non-profit group, the event is a free community event. If provincial guidelines permit and protocols are followed, events in community parks enhance the quality of life, provide entertainment, promote local economic health, attract visitors, and contribute to the dynamic atmosphere of the community.

The coordinator of the event would be responsible to ensure that keys are signed out (and returned to the Town Office for the washrooms). The coordinator would also be responsible to ensure that the facilities / park is cleaned up after the event. The park would also be open to the public as well during the event, so extra caution as to not have water unintentionally on the general public would be a consideration, as well as ensuring indoor areas (washrooms) are not slippery. The event must adhere to applicable Provincial, Federal and Municipal regulations.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to approve the use of Amundsen Park for a Water Fight Event (within Amundsen Park only) put on by the Willow Creek Gynmastics Team, subject to public health orders in effect for July 17<sup>th</sup>, 2021, with permission to set up the night before (July 16<sup>th</sup>, 2021).

Or

Moved by Councillor \_\_\_\_\_ to approve the use of Amundsen Park for a Town Water Fight put on by the Willow Creek Gynmastics Team, subject to public health orders in effect for July 17<sup>th</sup>, 2021, with set up only permitted on the morning of July 17<sup>th</sup>, 2021.

### **ATTACHMENTS:**

- 1.) Letter request from Willow Creek Gymnastics
- 2.) Policy #5.7.01

PREPARED BY: Tara VanDellen, Planner/Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 9, 2021

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RECEIVED

JUN 09 2021

Permission Event Letter to the Town of Claresholm

Date June 9, 2021

Barbara Livie

Business: Willow Creek Gymnastics inc.

4209 3<sup>rd</sup> street e claresholm

wcgymnastic@outlook.com

403 383 5506

Att: To whom it may concern:

RE: request to hold a town wide water fight at the admuston park downtown claresholm.

The willow creek gymnastics team would like to hold a fundraiser of a free town wide water fight from the hours of 10:00 am to 4:00 pm in admuston park on July 17<sup>th</sup> 2021. We are asking for everyone to bring their own guns, obstacles will be set up the night before if possible, a bbq/drinks station and a photo prop booth. Big water troughs filled up with water will be the re fill stations and it will be a come and go attendance.

If this is something the town will allow, I will look forward to some positive feedback and start advertising asap!

Thank you

Owner/ceo willow creek gymnastics

Barbara Livie



# REQUEST FOR DECISION

Meeting: June 14, 2021  
Agenda Item: 23

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## LETTER OF SUPPORT – BRIDGES AT CLARESHOLM GOLF CLUB

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### **BACKGROUND:**

The Bridges at Claresholm Golf Club is again applying for a grant under the Healthy Communities Initiative, which is a \$31 million investment from the Government of Canada to transform public spaces in response to COVID-19. They applied in the first round back in March but were unsuccessful.

They are not asking for any monetary commitment from the Town of Claresholm, only a letter of support at this time.

Organizations can apply for the second round between May 14<sup>th</sup> and June 25<sup>th</sup>, 2021.

The golf club is applying for funds to start replacing the irrigation system on the original 9 holes as it was installed in the 1980's.

More information on the program can be found at <https://communityfoundations.ca/initiatives/chci/>

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to write a letter of support towards the Bridges at Claresholm Golf Club's application to the Canada Community Foundation, Healthy Communities Initiative Grant, for the purpose of replacement of the irrigation system on the original 9 holes of the golf course.

### **ATTACHMENTS:**

- 1) Letter requesting support from the Bridges at Claresholm Golf Club
- 2) Canada Healthy Communities Initiatives Grant information

PREPARED BY: Karine Keys, BA, CLGM, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 10, 2021

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June 10, 2021

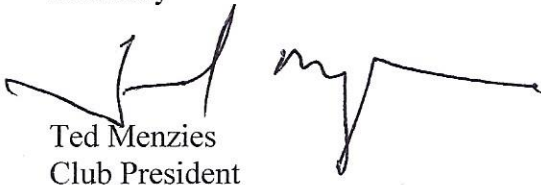
Mayor Doug MacPherson  
Town of Claresholm  
Box 1000  
Claresholm, AB  
T0L 0T0

Dear Doug,

The Bridges at Claresholm Golf Club is applying to the Canada Healthy Communities Initiative Grant to hopefully help us start the replacement of our irrigation system on the original 9 Holes which was built in the 1980's. As with other grants letters of support need to be included with the grant application. We are hoping the Town of Claresholm would be willing to give us a letter of support to go along with our application. Our deadline for Grant application is Wednesday, June 30.

We thank you for your consideration to this letter and other letters of support we have received from the Town of Claresholm and look forward to your response.

Sincerely



Ted Menzies  
Club President



# Canada Healthy Communities Initiative

**The Healthy Communities Initiative is a \$31 million investment from the Government of Canada to transform public spaces in response to COVID-19.**

Public spaces are the glue to our communities: they enable a feeling of belonging, of social cohesion and encourage our sense of collective identity. COVID-19 has seriously constrained our access and use of these spaces in communities across Canada. Impacts of the virus have also been extraordinarily uneven, underscoring inequalities across communities and disproportionately impacting those who are already experiencing vulnerability as a result of systemic inequalities.

In the face of these challenges, communities have been extraordinarily resourceful and resilient in improvising temporary and longer-lasting solutions to the challenges of COVID-19. Many are undertaking work for immediate needs but also thinking about how to build pandemic-resilient spaces for the future. We are seeing new digital solutions, that allow people and communities to feel connected, safe and healthy all while respecting public health measures and norms such as physical distancing and mask-wearing.

The Healthy Communities Initiative will provide funding to a broad range of organizations, including local governments, charities, Indigenous communities and nonprofits, for projects, programming and services that help communities :



**create safe and vibrant public spaces**



**improve mobility options**



**provide innovative digital solutions**

The application portal will open for Round 2 on May 14, 2021, at 9:00 AM AST. Applications must be submitted by June 25, 2021, at 5:00 PM PST. Applicants who did not receive funding in round one may re-apply to round two but will not be guaranteed funding. Review committees will start meeting on July 23rd, 2021 and all applicants will receive results by September 16th, 2021, at the latest.



# REQUEST FOR DIRECTION

Meeting: June 14, 2021

Agenda Item: 24

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## FAIR DAYS 2021

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### **DESCRIPTION / BACKGROUND:**

Administration is seeking Council's direction regarding Fair Days 2021. Scheduled every year the second weekend in August, planning for Fair Days typically takes several weeks. For clarification, Fair Days weekend is decided upon the second Saturday in August. This was confirmed by Syd Gray, a long-time member of the Claresholm Fair Board. Fair Days would be August 13, 14, & 15, 2021.

With ongoing public health restrictions, Fair Days will likely not be allowed to proceed in its typical format, however it is possible that restrictions may be eased prior to that weekend.

Granum is hosting their parade on Canada Day with "wheels and hooves" only and no one allowed to walk. The Calgary Stampede parade is being held on July 9. It will be virtual and will still include floats, marching bands and riders travelling through the Stampede grounds. Some direction regarding having a parade for Fair Days would be appreciated.

Council already gave the Porcupine Hills Classic Cruisers permission at the April 26<sup>th</sup> meeting to have their annual show and shine on Sunday, August 8<sup>th</sup> provided that public health regulations allow it and they follow all current public health regulations at that time. I have spoken to Dave Wasylyshen and he is working on seeing if they can switch to August 15<sup>th</sup> as they were incorrect in their request. If they can't switch dates, they will still have some type of participation in Fair Days.

The Claresholm Fair Board should be printing new catalogues in 2021, however they have not been preparing a new catalogue yet. They are short on volunteers but they would like to put something together. They would like to have the Bench Show and will be getting back to us with more information.

The Claresholm & District Museum is planning the opening of a new exhibit during Fair Days weekend. "Claresholm in the War Years" official opening could take place after the parade with MP John Barlow and MLA Roger Reid being invited. The color guard from the Royal Canadian Legion will also tentatively be in attendance.

Friends of the Museum may still be hosting Tea on the Lawn, but they are in the planning stages. They like to have teacups and teapots along with period costumes, however this may not be possible with public health restrictions.

The Claresholm Ministerial Association is planning to have a church service on Sunday, August 15<sup>th</sup> and will plan according to what public health restrictions allow.

There has not been any contact from any other groups at this time regarding their plans for Fair Days, but they are probably just waiting to see what the Town's decision is and if public health protocols will allow events to take place.

PREPARED BY: Karine Keys, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 10, 2021

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**Town of Claresholm**  
**Income Statement by Function**  
**April 30, 2021**

<b>Revenue</b>	<b>APRIL</b>	<b>2021 YTD</b>	<b>2021 BUDGET</b>
Tax and requisition revenue	(28,025.31)	167,056.87	(3,991,683.00) <sup>1</sup>
General administration revenue	(2,883.29)	(64,174.12)	(125,764.00)
Police	(198.00)	(977.40)	(15,000.00)
Fire	1,200.00	(425.78)	(12,000.00)
Bylaw enforcement	(255.00)	(6,154.60)	(38,000.00)
Roads, streets, walks, lighting	(439,867.92)	(439,867.92)	(75,000.00)
Storm sewers and drainage	(408,022.00)	(408,022.00)	(1,601,926.00)
Water supply and distribution	(212,487.49)	(833,656.81)	(2,377,951.00)
Wastewater treatment and disposal	(80,252.10)	(174,665.66)	(421,976.00)
Garbage Collection	(53,811.35)	(126,100.51)	(429,000.00)
Recycling	(39,028.48)	(91,162.32)	(300,000.00)
FCSS	(15,711.62)	(87,881.98)	(234,846.00)
Cemetery	(500.00)	(3,325.00)	(18,500.00)
Economic development	(1,450.00)	(303,244.00)	(247,027.00)
Land use planning, zoning and development	(4,158.00)	(36,828.56)	(72,100.00)
Parks and recreation	(10,301.72)	(52,477.58)	(928,355.00)
Culture - libraries and museum	-	(600.00)	(67,000.00)
	<u>(1,298,752.28)</u>	<u>(2,465,507.37)</u>	<u>(10,956,128.00)</u>
<b>Expenses</b>			
Legislative	209.04	20,290.44	115,000.00
Administration	119,169.42	477,181.46	1,390,238.00
Police	74,746.00	19,448.50	112,119.00
Fire	9,005.07	51,955.43	218,363.00
Bylaw enforcement	6,401.54	23,952.72	111,295.00
Common and equipment pool	42,316.02	168,000.59	656,656.00
Roads, streets, walks and lighting	33,690.08	85,697.03	852,848.00
Airport	17,250.00	19,922.63	17,250.00
Storm sewers and drainage	73.04	1,058.89	286,112.00
Water supply and distribution	62,103.32	189,489.84	1,278,366.00
Wastewater treatment and disposal	8,506.22	34,004.92	509,933.00
Garbage Collection	27,565.59	103,687.77	391,700.00
Recycling	25,838.28	86,076.56	302,000.00
FCSS	14,941.57	86,445.33	251,441.00
Daycare	3,183.50	12,734.00	38,202.00
Cemetery	530.36	4,446.67	20,136.00
Physician recruitment	-	-	3,000.00
Economic development	14,817.49	45,849.90	421,856.00
Agriculture - weed and pest control	279.90	1,206.05	44,916.00
Land use planning, zoning and development	15,081.11	88,345.95	206,563.00
Parks and recreation	71,899.82	170,709.56	991,255.00
Culture - libraries and museum	87,752.86	114,440.53	366,657.00
	<u>635,360.23</u>	<u>1,804,944.77</u>	<u>8,585,906.00</u>
<b>Net Income</b>	<u><b>(668,884.54)</b></u>	<u><b>(666,055.09)</b></u>	<u><b>(2,370,222.00)</b></u>

**Notes:**

- <sup>1</sup> Net expense vs revenue due to payment of first quarter education requisition payment prior to tax notices going out; therefore no tax revenue recorded yet.



**Town of Claresholm**  
**Income Statement by Object**  
**April 30, 2021**

<b>Revenue</b>	<b>APRIL</b>	<b>2021 YTD</b>	<b>2021 BUDGET</b>
Net municipal taxes	-	295,226.11	(3,532,178.00) <sup>1</sup>
Special assessments	(25.00)	(25.00)	(5,140.00)
User fees and sales of goods	(397,108.49)	(960,213.33)	(2,871,852.00)
Government transfers for operating	(3,000.00)	(327,899.50)	(422,923.00)
Investment income	(4,672.70)	(13,293.84)	(60,000.00)
Penalties and costs of taxes	(2,306.86)	(33,339.74)	(88,100.00)
Licenses and permits	(4,838.00)	(63,018.56)	(103,000.00)
Other local government transfers	(15,711.62)	(44,846.48)	(200,839.00)
Proceeds from disposal of capital assets	-	-	(75,000.00)
Franchise and concession contracts	(20,818.75)	(82,617.66)	(214,616.00)
Rental	(2,334.58)	(9,866.15)	(109,080.00)
Other	(46.36)	(5,223.30)	(77,500.00)
Government transfers for capital	(847,889.92)	(1,220,389.92)	(3,195,900.00)
	<u>(1,298,752.28)</u>	<u>(2,465,507.37)</u>	<u>(10,956,128.00)</u>
<b>Expenses</b>			
Salaries, wages and benefits	220,132.58	825,739.06	3,058,879.00
Contracted and general services	164,157.55	511,033.11	1,795,226.00
Materials, goods, supplies, and utilities	124,854.69	306,612.71	1,307,500.00
Bank charges and short-term interest	62.25	273.77	500.00
Interest on long-term debt	-	-	232,220.00
Other expenditures	732.96	4,349.80	121,090.00
Transfers to organizations and others	125,420.20	156,936.32	344,626.00
Amortization	-	-	1,725,865.00
	<u>635,360.23</u>	<u>1,804,944.77</u>	<u>8,585,906.00</u>
Internal Transfers			
Internal transfers	(5,492.49)	(5,492.49)	-
<b>Net Income</b>	<u><b>(668,884.54)</b></u>	<u><b>(666,055.09)</b></u>	<u><b>(2,370,222.00)</b></u>
<b>Other</b>			
Transfers to/from reserves	-	-	(587,374.00)
Capital expenditures	396,488.90	613,579.16	5,004,022.00
Debt Proceeds	-	-	(750,000.00)
Debt Principal Repayment	-	-	429,439.00
Amortization addback	-	-	(1,725,865.00)
	<u><b>(272,395.64)</b></u>	<u><b>(52,475.93)</b></u>	<u><b>-</b></u>

**Notes**

<sup>1</sup> Net expense vs revenue due to payment of first quarter education requisition payment prior to tax notices going out. There has been no tax revenue recorded yet.

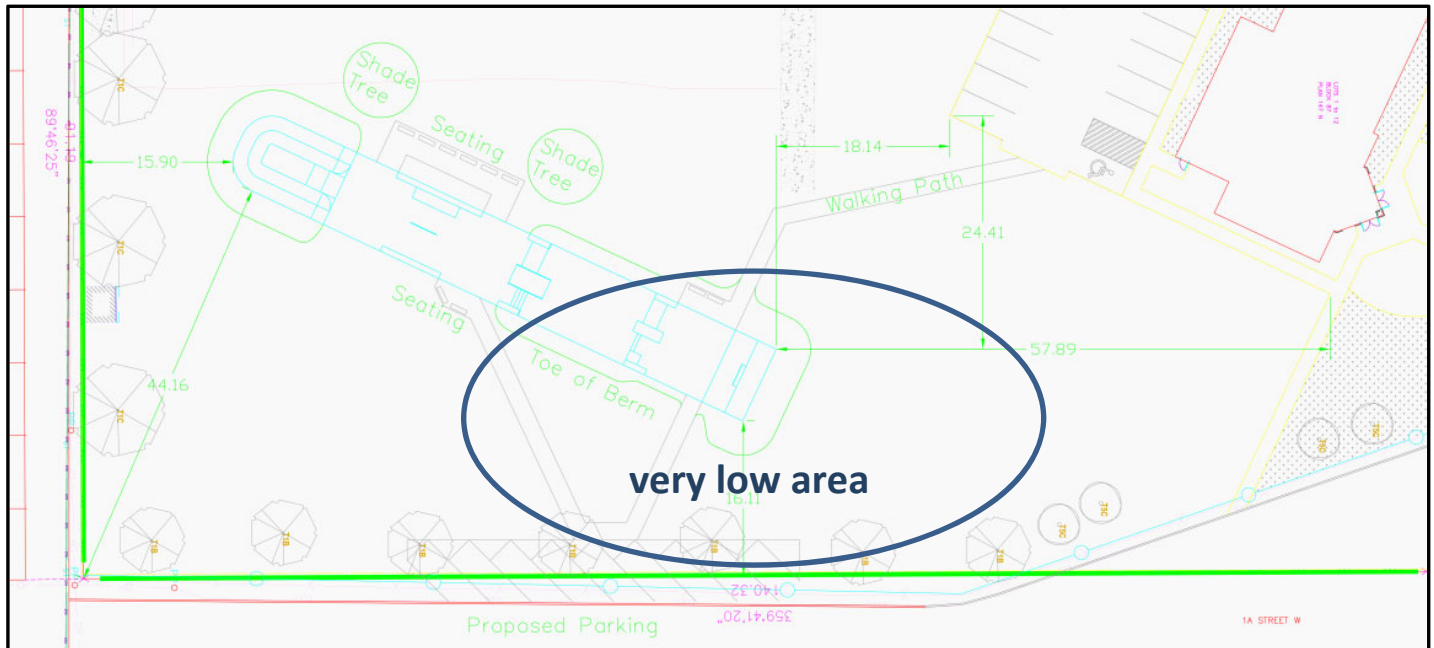
## SKATEPARK DRAWINGS UPDATE

The Claresholm Skatepark Association has continued to work on design drawings to have their project shovel ready when grant applications are successful, and they continue to fundraise and work on submissions for upcoming grants as well.

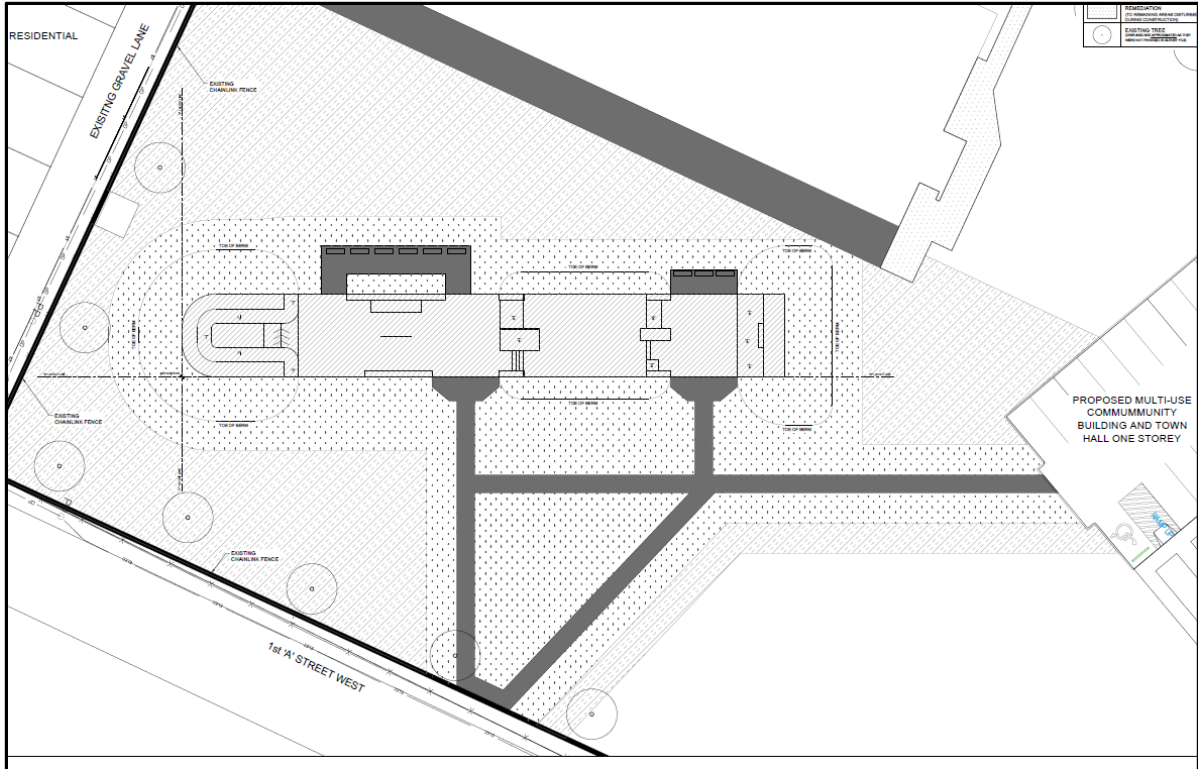


When the design company went further in the process of detailed design from the concept plan it was found that the fill required to align the park at the current angle intended was cost prohibitive. However, by simply switching the layout to the opposite way the grades work better for construction without the requirement for as much fill. No action is required of Council at this point, the group just wanted to keep Council updated throughout the process of any changes. The Infrastructure Department has reviewed the plans and at this point have no concerns with the alignment changes. Landscaping, pathways, and screening (trees) will also be discussed and planned upon construction commencing.

Previous site plan (skate park was in line with multi-use building):



Revised site plan (been shifted to be visible, but avoid the very low area to reduce the fill required):



PREPARED BY: Tara VanDellen Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 8, 2021



**Claresholm**

# INFORMATION BRIEF

Meeting: June 14, 2021  
Agenda Item: 27

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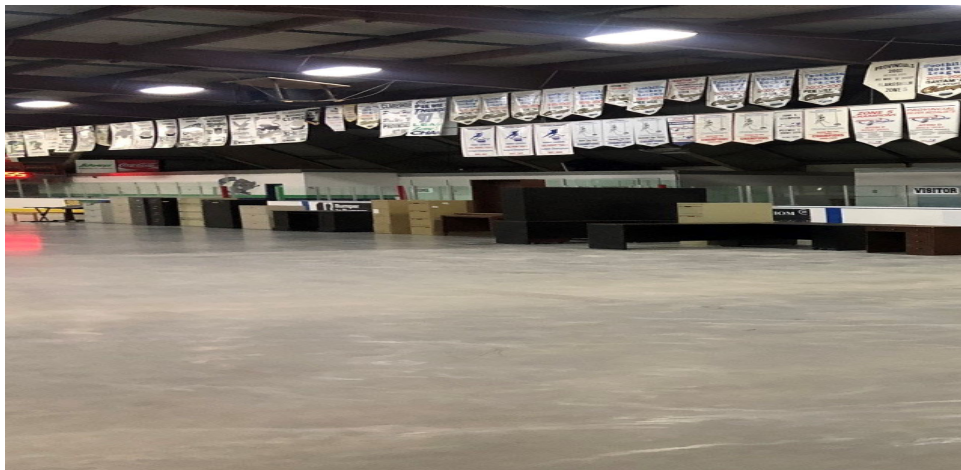
## Sale of Old Office Furniture and Building Contents

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### DESCRIPTION / BACKGROUND:

The items from the old building, including shelves, filing cabinets, chairs, desks and other office hardware that was removed and was not wanted by other Town departments were taken to the arena for sale. All the good desks were sold, (Flexhaug family, Transportation Society, Cares) or used by other Town depts. (EDO, Waterplant.)

The remaining items have been posted online for auction, with Starling Auctions for the next sale on June 18<sup>th</sup>, 2021. The fee for this service is 30% of sales.



### DISCUSSION :

All used items could have been sold at a Town operated garage sale, however with the current staffing schedules, Covid regulations and quality of materials to be sold, Infrastructure services recommended auction of items, for these reasons.

- No staff time needed for pricing and selling.
- Selling during the week day, working hours, doesn't get a good draw of people for garage sale type of sales.
- Hagglng over pricing puts staff in a tight spot.
- Hoping to sell more items, to reduce storage.

PREPARED BY: Mike Schuweiler, Infrastructure services dept.

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 9, 2021

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Strategies

<b>MULTI-YEAR</b>		<b>Assigned to</b>	<b>Update on Progress</b>
<b>POLICY &amp; PLANNING</b>			
<b>3 Year Operations Plan and 5 Year Capital Plan</b>			
	Revise 3 Year Operations Plan and 5 Year Capital Plan	Blair	2021 budget passed. Draft 2022-2024 3 Year Operations Plan and 2022-2026 5 Year Capital Plan are being drafted for Committee review. Delayed due to IMP.
<b>Community Center</b>			
	Enhance Community Center	Mike	Project complete, continued work with hall board as required.
<b>Multi Use Community Facility</b>			
	Tender Project for 2020	Mike	Tender awarded to Tricon Developments.
	Begin construction in 2020	Mike	Construction started in 2020.
	Complete construction 2021	Mike	Daycare/Playschool completed & turned over to the Town in January 2021. Operating from this location as of February 2, 2021. Administration Building is complete. Building operational date was April 6, 2021.
<b>Intermunicipal Development Plan (IDP)</b>			
	Complete IDP by April 1, 2020 deadline	Tara	Bylaws complete, notification sent to the Minister of Municipal Affairs.
<b>Intermunicipal Collaboration Framework (ICF)</b>			
	Complete ICF by April 1, 2020 deadline	Marian	Complete. Notice sent to the Minister March 26, 2020
<b>Stormwater Infrastructure</b>			
	Apply for grant funding for Phase 2 and beyond	Blair/Mike	Funding possibilities still being investigated. Current grant/funding availability is very limited.
<b>Development Processes</b>			
	Continue with Land Use Bylaw updates as necessary	Tara	Ongoing as required.
	Update Signage Schedule of Land Use Bylaw	Tara	Complete.
	Develop Off-site Levy Bylaw	Tara	Complete.
	Continue review of processes	Tara	Policies all updated, process review ongoing.
	Complete Infrastructure Master Plan	Mike/Tara	Final Document presented to Council May 10, 2021. Data to be sent to GIS provider. Complete

Strategies

MULTI-YEAR		Assigned to	Update on Progress
	GIS updates	Tara	Asset management project moving forward, new GIS provider supplied with all the information from the IMP, updates complete, training on program commencing.
<b>Encourage Residential Development</b>			
	Review Land Use Bylaw and Planning documents	Tara/Brady	Reviews completed annually.
	Investigate incentive opportunities	Tara/Brady	Non-Residential Tax incentive Bylaw #1693 adopted. Investigations for other options and ideas ongoing.
	Complete a Housing Needs Assessment	Tara/Brady	The Alberta Rural Development Networks needs assessment was considered, but not recommended. Administration is considering other options.
<b>ECONOMIC &amp; COMMUNITY DEVELOPMENT</b>			
<b>Support the Economic Development Committee</b>			
	Update 3 year Economic Development Business Plan	Brady	2021-2023 Business Plan was reviewed and updated by the Economic Development Committee and EDO January 2021.
	Strategy for Challenging Land Owners	Brady	Investment Attraction; maintain accurate information and contacts for commercial and industrial properties in Claresholm. Connect buyers, sellers and investors whenever possible. Non-Residential Tax incentive Bylaw #1693 adopted. The EDO is investigating other incentives and/or penalties for consideration.
	Revitalize Downtown and Highway Corridor	Brady	Community Advertising Program continues with 6-billboard agreements. Wayfinding Signage graphics delayed at the printer, install to be complete before June 30, 2021. Shingle-sign has 3 participants and program is running. Summer markets being considered by Council.
	Develop/Review policies pertaining to unsightly premises and vacant lands and buildings in retail, commercial and industrial areas	Brady/Kyle	New Unsightly and Property Standards Bylaw passed on January 11, 2021. Other policies reviewed May 18, 2020. No EDC recommendations at this time.
	Address revitalization in 3 year Economic Development Business Plan	Brady	Investigating incentives for revitalization ongoing.
	Finish/paint entrance signs	Brady/Mike	Complete.

Strategies

MULTI-YEAR	Assigned to	Update on Progress
Continue to work with landowners to identify opportunities to develop residential land resulting in diverse housing	Brady/Tara	Conversation ongoing. Supplying information and assisting with inquiries.
Continue to work with landowners to develop light industrial Starline Business Park	Brady/Tara	Continued attempts to engage in conversation to move project forward.
<b>Sound, Responsible Governance and Strengthen Internal Operations</b>		
Ensure ongoing public participation	Karine/Marian	Using the new software program (Connect) as well as social media, the website and the local press, to inform residents during the COVID 19 pandemic.
Continue with quarterly open houses	Karine/Marian	Open House held February 27, 2020. Open House scheduled for May 7 has been cancelled by Council due to COVID 19. Will schedule the next one when allowed
Continue to review and update Administration and Council policies	Blair/Marian	Have successfully reviewed and updated approximately 80% of Town Policies. Remaining 20% are under review.
Address legislative changes in a timely fashion	Marian	Continue to report changes to Council and implement changes
Succession planning for the CAO	Marian	In progress
<b>PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS</b>		
<b>Build Government Relations at All Levels</b>		
Look for opportunities to collaborate	All departments	Working with various community groups/societies on grant applications for various municipal/partnership projects.
<b>Strengthen Stakeholder Relationships</b>		
Encourage presentations to Council, visit organizations to build relationships and have a presence in the community	Council	
Develop relationships with Land Developers in order to progress on residential development	Council/Brady	The EDO, and Development Officer continue to communicate with residential developers and potential investors.
<b>Relationships with AHS and Other Service Providers</b>		
Continue to Enhance Relationships with AHS and Other Service Providers	Council	

Strategies

MULTI-YEAR		Assigned to	Update on Progress
<b>VIBRANT COMMUNITY, QUALITY OF LIFE</b>			
<b>Housing</b>			
	Investigate opportunities for various types of housing	Tara/Brady	Working with inquiries as presented and providing information when requested. Harvest Square developments underway. Ongoing discussions with developers and additional opportunities sought out.
<b>Traffic</b>			
	Continue work with Alberta Transportation and RCMP on enforcement measures on highway #2	Kyle	With 2021 budget the Town no longer employes a CPO officer to assist with traffic control on Hwy #2. Will continue to utilize Radar Speed Signs to slow traffic and will communicate with RCMP regarding statistics collected from radar signs regarding any speeding trends seen to help direct their efforts.
<b>Improvement of Parks</b>			
	Admundsen Park upgrades 2020/2021/2022	Mike	Some tree removal, repositioning, and new planting in 2020. This is also planned for 2021. Funding sources sought out for project phases, still waiting on grant notification. Park lights to be replaced in 2021. Working with Fortis on this project.
	Tennis Courts 2020	Mike	Project is scheduled to be completed in 2021, deposit to Tomko Sports has been paid. Work scheduled to be done in June or July, weather dependant.
	Work with Dog Park committee to create design and identify funding options	Denise	Fencing will commence July or August 2021 dependant on contractor's availability.
	Extend pathway system 2021	Mike	Grant funding has not yet been awarded and project is dependant on grant funding. Not included in 2021 budget.
<b>Support the Arts Community</b>		Council	Public Art Policy adopted for Town controlled buildings.



# INFORMATION BRIEF

Meeting: June 14, 2021

Agenda Item: 29

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - April 26, 2021				
17	CORRES: 2021 WCCHS Grad Parents - Moved by Councillor Schulze to provide a gift basket worth approximately \$100 to the WCCHS Best Ball Golf Scramble to be held on May 29, 2021 at the Bridges at Claresholm Golf Club. CARRIED MOTION #21-073	Erin	Scramble postponed to June 12th. Basket is complete.	Complete
Regular Scheduled Meeting - May 25, 2021				
1	BYLAW #1723 - Moved by Councillor Cutler to give Bylaw #1723, the Intermunicipal Development Plan Bylaw, 2nd Reading. CARRIED Moved by Councillor Schlossberger to give Bylaw #1723, the Intermunicipal Development Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed, signed & sent to ORRSC.	Complete
8	CORRES: Chris Sadlier - Moved by Councillor Carlson to direct administration to work with community groups and economic development to support the Walk to Breathe project coming to Claresholm in July of 2021 by assisting with promotion and education of the project, by assisting to facilitate a gathering in Amundsen Park, and by ensuring that all public health guidelines are followed. CARRIED MOTION #21-094	Brady/Sheila	In Brady's absence, Sheila and David will coordinate with local groups to prepare a reception at Amundsen Park, on-about July 8th. Zoom planning meeting scheduled for June 16.	In progress
10	CORRES: Red Arrow - Moved by Councillor Cutler to write a letter of support for Red Arrow's initiative to extend Ebus' bus service from British Columbia into Alberta as requested. CARRIED MOTION #21-095	Karine	Letter sent	Complete
13	CORRES: Claresholm Response to Elder Abuse Coalition - Moved by Councillor Schlossberger to allow the Claresholm Response to Elder Abuse Coalition to conduct a Purple Ribbon campaign in Claresholm by tying purple ribbons and elder abuse brochures on lights posts along 50th Avenue West to raise awareness on elder abuse by June 7, 2021 to commemorate Seniors Week June 7-13 and World Elder Abuse Day on June 15th. CARRIED MOTION #21-096	Mike/Karine	Email sent	Complete
14	RFD: EOC Communication System - Moved by Councillor Schulze to approve the out-of-budget expenditure in the amount of \$4,810 for the purchase and installation of an AFRACS radio system for the Emergency Operations Center, with funding to come from general reserves. CARRIED MOTION #21-097	Jason	System has been ordered	In progress

15	RFD: Daycare CFEP Grant Application - Moved by Councillor Schulze to write a letter of support for the Claresholm Childcare Society's application to the Community Facility Enhancement Program for the purpose of constructing a new playground and additional outdoor space improvements for their new facility located at 5895 - 8 Street West. CARRIED MOTION #21-098	Tara	Support letter sent	Complete
16	RFD: Request for Tax Waiver - MD of Willow Creek - Moved by Councillor Zimmer to cancel the municipal portion of the 2021 property taxes levied on the property owned by the MD of Willow Creek located at 4215 Fairway Drive in the amount of \$6,634.51 in the spirit of cooperation with our municipal neighbour. CARRIED MOTION #21-099	Lisa	Municipal taxes for 2021 have been cancelled	Complete
17	RFD: Request for Tax Waiver - Royal Canadian Legion - Moved by Councillor Carlson to cancel the municipal portion of the 2021 property taxes levied on the property located at 414 – 53rd Avenue East in the amount of \$1,304.86. CARRIED MOTION #21-100	Lisa	Municipal taxes for 2021 have been cancelled	Complete
18	RFD: Tracking Comments of RV Parking - Moved by Councillor Schlossberger to direct Administration to do a review of Bylaw #1711 regarding the RV parking restrictions and to come back to Council with recommendations for review at a future meeting. CARRIED MOTION #21-101	Tara/Kyle	Discussed at MPC on May 28, 2021. Recommendation and options on June 14th Council agenda.	Complete
19	RFD: Bylaw #1710 - Street Parking - Moved by Councillor Carlson to direct Administration to amend Bylaw #1710 – Traffic and Highways Bylaw to allow for 48 hour RV parking the same as commercial vehicles as noted in Section 29 as well as address other errors and issues including Municipal Enforcement. CARRIED MOTION #21-102	Kyle/Blair	Bylaw #1726 to amend Bylaw #1710 is on the June 14th Agenda for 1st Reading	Complete
20	RFD: Demolition Tender - 221 - 45 Avenue West - Moved by Councillor Zimmer to award the contract for the demolition of the Old Administration Building located at 221 - 45 Avenue West to TR3 Energy for \$141,860. CARRIED MOTION #21-103	Mike	Notification sent	Complete
21	RFD: CAO Hiring Committee - Moved by Councillor Carlson to appoint Mayor MacPherson, Councillor Schulze and Councillor Schlossberger to the Adhoc CAO Hiring Committee to find a replacement for Marian Carlson. CARRIED MOTION #21-104	Marian/Lisa	In progress	
22	RFD: Council Evaluation Session - Moved by Councillor Cutler to set June 14, 2021 at 5:00pm as the date to hold a Council Evaluation Session in person at the new Town Administration Building located at 111 – 55th Avenue West, as this location allows for physical distancing and will be conducive to having open, candid and productive conversations. CARRIED MOTION #21-105	Marian	Calendar invite sent to Council and meeting room booked.	Complete
28a	PERSONNEL - Moved by Councillor Moore to appoint Earl Taylor to the Claresholm & District Museum Board. CARRIED MOTION #21-106	Karine	Email sent & committee listing updated	Complete
28a	PERSONNEL - Moved by Councillor Schulze to appoint Cynthia Wannamaker to the Claresholm & District Museum Board. CARRIED MOTION #21-107	Karine	Email sent & committee listing updated	Complete
28a	PERSONNEL - Moved by Councillor Zimmer to appoint Kelsey Hipkin to the Claresholm Public Library Board. CARRIED MOTION #21-108	Karine	Email sent & committee listing updated	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 10, 2021

# INFORMATION ITEMS



# MUNICIPAL PLANNING COMMISSION MINUTES

**April 30, 2021**

**Town of Claresholm – Zoom Meeting**

**Attendees:** Brad Schlossberger - Council Member (Chairperson)  
Doug Priestley - Member-at-Large  
Doug MacPherson – Mayor  
Jeff Kerr – Member-at-Large

**Staff:** Tara VanDellen – Planner/Development Officer  
Brady Schnell – Economic Development Officer  
Tracy Stewart - Administrative Assistant

**Regrets:** Kieth Carlson – Council Member

**Public Present:** Delegation: Les Wilson

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**8:59 a.m.**

**Call to Order /Adoption of Agenda**

**Motion to adopt the  
Agenda by  
Doug Priestley**

**Seconded by  
Jeff Kerr**

**CARRIED**

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**Adoption of Minutes**

- March 26, 2021

**Motion to adopt the  
Meeting Minutes  
By Mayor MacPherson**

**Seconded by  
Jeff Kerr  
CARRIED**

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**Item 1: ACTION**

**DEVELOPMENT PERMIT**

File: D2021.031  
Applicant/Owner: 1981447 Alberta Ltd.  
Address: 35 & 37 Harvest Square  
Legal: Lots 9 & 10, Block 1, Plan 1014361  
Regarding: New multi-unit dwelling (3 units) with variance to lot coverage

**Motion to approve with  
conditions by  
Mayor MacPherson**

**Seconded by  
Doug Priestley**

**CARRIED**

**Condition(s):**

1. *The Applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. The building permit application has been submitted on your behalf. For further information please contact Superior Safety Codes Inc. at 403-320-0734. Plumbing, electrical and gas permits can be obtained directly through Superior Safety Codes Inc.*





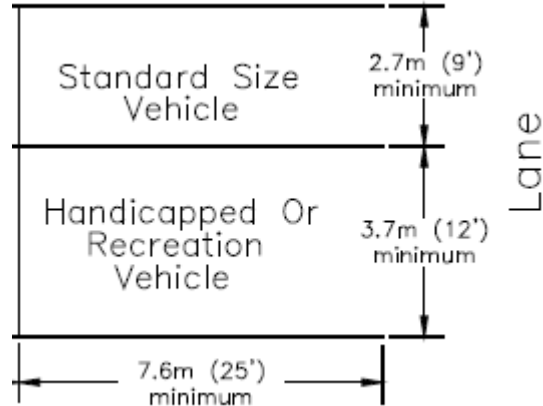
# MUNICIPAL PLANNING COMMISSION MINUTES

April 30, 2021

Town of Claresholm – Zoom Meeting

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2. *The rear/side yard parking spaces sizes are to be increased as noted below (2 stalls at min. 9' x 25'):*



3. *The Applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.*
4. *Any contractors or trades people are required to obtain a Town of Claresholm Business License. For more information, please contact the Town of Claresholm Administration Office (403) 625-3381.*
5. *The Applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*
6. *As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the exterior of the development with materials to match the residential character of the neighborhood.*
7. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE0409, Planning and Development Fees, the applicant shall provide either:*
- a) *An irrevocable letter of credit, or*
  - b) *A deposit,*
- In the amount of \$2,000 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as security to ensure that the applicant adheres to the conditions of the permit. The security may be refunded in stages corresponding with the completion of the project:*
- a) *\$750 – Adherence to the site plan is demonstrated.*
  - b) *\$750 – Final grades are achieved and demonstrated.*
  - c) *\$500 – Completion of landscaping and building exterior.*

8. *The Applicant shall be responsible to contact the Town of Claresholm Utility Department to make necessary arrangements for water meter installation, connection and payment of applicable fees. Please contact Marianna Orge at 403-625-3381.*
-



# MUNICIPAL PLANNING COMMISSION MINUTES

April 30, 2021

Town of Claresholm – Zoom Meeting

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9. Pursuant to the Town of Claresholm Land Use Bylaw No. 1525, Schedule 9 - Landscaping Standards, at least one tree shall be planted in the front yard.
10. The Applicant shall be responsible to contact the Director of Infrastructure Services for a final inspection (please allow 48 hours' notice) of sanitary service connection prior to back filling. Please contact Mike Schuweiler at 403-625-0200.
11. As per the Town of Claresholm Servicing Standards for Municipal Improvements the applicant shall adhere to storm drainage system requirements and direct all storm water to the storm drains, as well as, the lot shall be graded to the standards set forth in the Servicing Standards for Municipal Improvements.
12. Any further changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.
13. This approval is for three units only (corner lot main floor and basement units, interior lot main floor only). The interior lot has not been approved for any basement completion; a new permit will be required.

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## Item 2: ACTION

## DEVELOPMENT PERMIT

File: D2021.036

Applicant/Owner: 1981447 Alberta Ltd.

Address: 86 & 88 Harvest Square

Legal: Lots 7 & 8, Block 1, Plan 1014361

Regarding: New multi-unit dwelling (3 units) with variance to lot coverage

**Motion to approve with  
conditions by Jeff Kerr**

**Seconded by  
Mayor MacPherson**

**CARRIED**

## Condition(s):

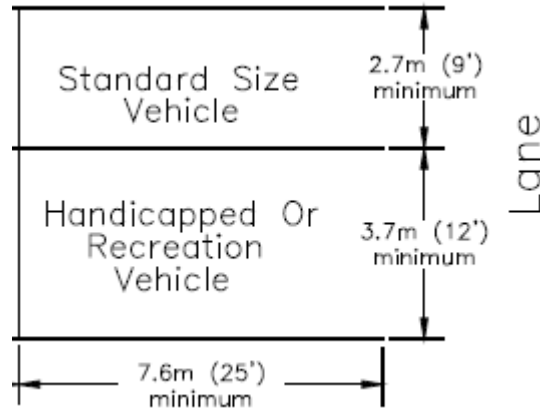
1. The Applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. The building permit application has been submitted on your behalf. For further information please contact Superior Safety Codes Inc. at 403-320-0734. Plumbing, electrical and gas permits can be obtained directly through Superior Safety Codes Inc.
  2. The rear/side yard parking spaces sizes are to be increased as noted below (2 stalls at min. 9' x 25'):
-



# MUNICIPAL PLANNING COMMISSION MINUTES

April 30, 2021  
Town of Claresholm – Zoom Meeting

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3. *The Applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.*
  4. *Any contractors or trades people are required to obtain a Town of Claresholm Business License. For more information, please contact the Town of Claresholm Administration Office (403) 625-3381.*
  5. *The Applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*
  6. *As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the exterior of the development with materials to match the residential character of the neighborhood.*
  7. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE0409, Planning and Development Fees, the applicant shall provide either:*
    - a) *An irrevocable letter of credit, or*
    - b) *A deposit,*

*In the amount of \$2,000 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as security to ensure that the applicant adheres to the conditions of the permit. The security may be refunded in stages corresponding with the completion of the project:*

    - a) *\$750 – Adherence to the site plan is demonstrated.*
    - b) *\$750 – Final grades are achieved and demonstrated.*
    - c) *\$500 – Completion of landscaping and building exterior.*
  8. *The Applicant shall be responsible to contact the Town of Claresholm Utility Department to make necessary arrangements for water meter installation, connection and payment of applicable fees. Please contact Marianna Orge at 403-625-3381.*
  9. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525, Schedule 9 - Landscaping Standards, at least one tree shall be planted in the front yard.*
-



# MUNICIPAL PLANNING COMMISSION MINUTES

April 30, 2021  
Town of Claresholm – Zoom Meeting

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10. *The Applicant shall be responsible to contact the Director of Infrastructure Services for a final inspection (please allow 48 hours' notice) of sanitary service connection prior to back filling. Please contact Mike Schuweiler at 403-625-0200.*
11. *As per the Town of Claresholm Servicing Standards for Municipal Improvements the applicant shall adhere to storm drainage system requirements and direct all storm water to the storm drains, as well as, the lot shall be graded to the standards set forth in the Servicing Standards for Municipal Improvements.*
12. *Any further changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.*
13. *This approval is for three units only (corner lot main floor and basement units, interior lot main floor only). The interior lot has not been approved for any basement completion; a new permit will be required.*

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## Item 3: ACTION

## DEVELOPMENT PERMIT

File: D2021.040  
Applicant/Owner: 1981447 Alberta Ltd.  
Address: 74 & 76 Harvest Square  
Legal: Lots 1 & 2, Block 1, Plan 1014361  
Regarding: New multi-unit dwelling (3 units) with variance to lot coverage

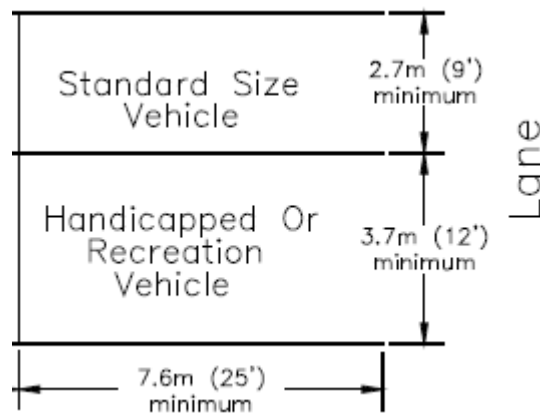
**Motion to approve with  
conditions by  
Doug Priestley**

**Seconded by  
Jeff Kerr**

**CARRIED**

## Condition(s):

1. *The Applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. The building permit application has been submitted on your behalf. For further information please contact Superior Safety Codes Inc. at 403-320-0734. Plumbing, electrical and gas permits can be obtained directly through Superior Safety Codes Inc.*
2. *The rear/side yard parking spaces sizes are to be increased as noted below (2 stalls at min. 9' x 25'):*





# MUNICIPAL PLANNING COMMISSION MINUTES

April 30, 2021  
Town of Claresholm – Zoom Meeting

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3. *The Applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.*
  4. *Any contractors or trades people are required to obtain a Town of Claresholm Business License. For more information, please contact the Town of Claresholm Administration Office (403) 625-3381.*
  5. *The Applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*
  6. *As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the exterior of the development with materials to match the residential character of the neighborhood.*
  7. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE0409, Planning and Development Fees, the applicant shall provide either:*
    - a) *An irrevocable letter of credit, or*
    - b) *A deposit,*

*In the amount of \$2,000 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as security to ensure that the applicant adheres to the conditions of the permit. The security may be refunded in stages corresponding with the completion of the project:*

    - a) *\$750 – Adherence to the site plan is demonstrated.*
    - b) *\$750 – Final grades are achieved and demonstrated.*
    - c) *\$500 – Completion of landscaping and building exterior.*
  8. *The Applicant shall be responsible to contact the Town of Claresholm Utility Department to make necessary arrangements for water meter installation, connection and payment of applicable fees. Please contact Marianna Orge at 403-625-3381.*
  9. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525, Schedule 9 - Landscaping Standards, at least one tree shall be planted in the front yard.*
  10. *The Applicant shall be responsible to contact the Director of Infrastructure Services for a final inspection (please allow 48 hours' notice) of sanitary service connection prior to back filling. Please contact Mike Schuweiler at 403-625-0200.*
  11. *As per the Town of Claresholm Servicing Standards for Municipal Improvements the applicant shall adhere to storm drainage system requirements and direct all storm water to the storm drains, as well as, the lot shall be graded to the standards set forth in the Servicing Standards for Municipal Improvements.*
  12. *Any further changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.*
-



# MUNICIPAL PLANNING COMMISSION MINUTES

April 30, 2021  
Town of Claresholm – Zoom Meeting

13. *This approval is for three units only (corner lot main floor and basement units, interior lot main floor only). The interior lot has not been approved for any basement completion; a new permit will be required.*

## Item 4: ACTION

## DEVELOPMENT PERMIT

**Motion to approve with conditions by Mayor MacPherson**

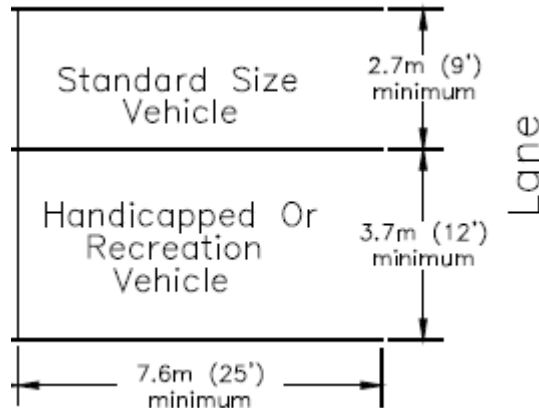
File: D2021.041  
Applicant/Owner: 1981447 Alberta Ltd.  
Address: 47 & 49 Harvest Square  
Legal: Lots 15 & 16, Block 1, Plan 1014361  
Regarding: New multi-unit dwelling (3 units) with variance to lot coverage

**Seconded by Doug Priestley**

**CARRIED**

### Condition(s):

1. *The Applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. The building permit application has been submitted on your behalf. For further information please contact Superior Safety Codes Inc. at 403-320-0734. Plumbing, electrical and gas permits can be obtained directly through Superior Safety Codes Inc.*
2. *The rear/side yard parking spaces sizes are to be increased as noted below (2 stalls at min. 9' x 25'):*



3. *The Applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.*
4. *Any contractors or trades people are required to obtain a Town of Claresholm Business License. For more information, please contact the Town of Claresholm Administration Office (403) 625-3381.*
5. *The Applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*



# MUNICIPAL PLANNING COMMISSION MINUTES

**April 30, 2021**  
**Town of Claresholm – Zoom Meeting**

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6. *As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the exterior of the development with materials to match the residential character of the neighborhood.*
  7. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE0409, Planning and Development Fees, the applicant shall provide either:
    - a) *An irrevocable letter of credit, or*
    - b) *A deposit,*  
*In the amount of \$2,000 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as security to ensure that the applicant adheres to the conditions of the permit. The security may be refunded in stages corresponding with the completion of the project:*
      - a) *\$750 – Adherence to the site plan is demonstrated.*
      - b) *\$750 – Final grades are achieved and demonstrated.*
      - c) *\$500 – Completion of landscaping and building exterior.**
8. *The Applicant shall be responsible to contact the Town of Claresholm Utility Department to make necessary arrangements for water meter installation, connection and payment of applicable fees. Please contact Marianna Orge at 403-625-3381.*
9. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525, Schedule 9 - Landscaping Standards, at least one tree shall be planted in the front yard.*
10. *The Applicant shall be responsible to contact the Director of Infrastructure Services for a final inspection (please allow 48 hours' notice) of sanitary service connection prior to back filling. Please contact Mike Schuweiler at 403-625-0200.*
11. *As per the Town of Claresholm Servicing Standards for Municipal Improvements the applicant shall adhere to storm drainage system requirements and direct all storm water to the storm drains, as well as, the lot shall be graded to the standards set forth in the Servicing Standards for Municipal Improvements.*
12. *Any further changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.*
13. *This approval is for three units only (corner lot main floor and basement units, interior lot main floor only). The interior lot has not been approved for any basement completion; a new permit will be required.*

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**Item 5: ACTION**

**DEVELOPMENT PERMIT**

File: D2021.034  
Applicant/Owner: HC Customs & Fabrications Ltd. (Landon & Brittany Flynn)  
Address: 4073 3 Street E

**Motion to approve with  
conditions by  
Jeff Kerr**

**Seconded by  
Mayor MacPherson**

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# MUNICIPAL PLANNING COMMISSION MINUTES

April 30, 2021

Town of Claresholm – Zoom Meeting

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Legal: Lot 12, Block 1, Plan 0811187  
Regarding: Change in use – vacant to mini-storage (RV Storage  
approx. 100 units)

**CARRIED**

**Condition(s):**

1. *Any further change in use (additions or intensifications of use) will require a new permit application.*
2. *Approval of this application does not include any new signs. The owner/tenant is responsible to obtain any relevant permits in regards to signage as per Schedule 2 of the Land Use Bylaw No. 1525.*
3. *The business will require a license from the Town of Claresholm; please contact the Administration Office for further information.*
4. *The lot is to be graveled and maintained to prevent the tracking of mud or debris onto adjacent roadways and to provide for orderly parking and permit adequate drainage, snow removal and maintenance.*

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**Item 6: ACTION**

**DEVELOPMENT PERMIT**

File: D2021.039  
Applicant/Owner: Gayatri Investments Claresholm Inc.  
Address: 4725 1 Street W  
Legal: Lot N 20' of 9 and all of 10, Block 1, Plan 147N  
Regarding: Change in use – vacant to take-out restaurant with caretaker's suite

**Motion to approve with  
conditions by  
Doug Priestley**

**Seconded by  
Jeff Kerr**

**CARRIED**

**Condition(s):**

*Approval for take out restaurant and caretaker suite – for owner/operator/employees only. This approval is not for any type of rental suites.*

1. *The applicant shall obtain any relevant Safety Code Permits and approvals from Superior Safety Codes Inc. Please direct any inquiries to Superior Safety Codes Inc. at 403-320-0734. The use may not commence until all renovations are complete and occupancy has been granted by Superior Safety Codes Inc.*
  2. *Any further change in use (additions, renovations, or intensifications of use) will require a new permit application.*
  3. *The applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.*
  4. *This application is for a change in use only, any proposed signs will require a separate application.*
  5. *Any contractors or trades people are required to obtain a Town of Claresholm Business License. For more information, please contact the Town of Claresholm Administration Office (403) 625-3381.*
  6. *The applicant must hold a valid Town of Claresholm business license prior to operating.*
  7. *The caretakers' suites are valid/approved as long as the business remains operational. Any change in operations or upon the cessation of the business, the residential suites would also require cessation.*
  8. *The applicant shall be responsible for making arrangements with the Town of Claresholm Utility Department regarding the*
-





# MUNICIPAL PLANNING COMMISSION MINUTES

April 30, 2021  
Town of Claresholm – Zoom Meeting

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*connection to municipal water services, including the procurement of the water meter. Please contact Marianna Orge at the Town Office 403-625-3381.*

9. *The applicant shall adhere to Schedule 8 Parking and Loading requirements (sizes, loading)-specifically but not limited to:*
- a. *Provide one barrier free parking space: located closest to the entrance of the building, to be identified by and sign and/or pavement markings.*
  - b. *Ensure all parking areas are upgraded (paved and stalls delineated) to provide for orderly parking and permit adequate drainage, snow removal and maintenance.*
  - c. *Ensure sight lines around the corner for any pedestrian and vehicular traffic.*
- 

## Item 7: ACTION

### DEVELOPMENT PERMIT

File: D2021.037  
Applicant/Owner: Roy's Place/1384442 Alberta Ltd.  
Address: 5008 1 Street W  
Legal: Lot 2, Block 8, Plan 8810926  
Regarding: Add temporary use: outdoor patio

**Motion to approve with  
amended conditions by  
Mayor MacPherson**

**Seconded by  
Doug Priestley**

**CARRIED**

### Condition(s):

1. *The temporary use permit for outdoor patio as per the submitted site plan is approved: expiring on **October 31 2021**.*
  2. *A new permit application will be required for any change, extension and/or intensifications or use.*
  3. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 temporary use applications shall be subject to the following conditions:*
    - a. *the applicant is liable for any costs involved in the cessation or removal of any development at the expiration of the permitted period;*
  4. *All materials must be contained within the boundaries of the property and the applicant is required to be fully remove the same from the property upon the expiration of the permitted period.*
- 

## Item 8: DISCUSSION

### In Camera – discussion

1. **FOIP – Land (section 16.1), delegation:  
Claresholm Land Corp.**

**Motion to go in camera by  
Mayor MacPherson**

**Seconded by  
Jeff Kerr  
CARRIED**

**Motion to come out of  
camera by  
Jeff Kerr**

**Seconded by  
Mayor MacPherson**

**CARRIED**

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# MUNICIPAL PLANNING COMMISSION MINUTES

**April 30, 2021**  
**Town of Claresholm – Zoom Meeting**

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**10:42 a.m.**

**Motion to adjourn by  
Jeff Kerr**

**CARRIED**

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**ANNUAL GENERAL BOARD OF DIRECTORS' MEETING MINUTES**

**Thursday, January 7, 2021 – 7:00 p.m.**

Via Go To Webinar

**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 (Absent) ..... Town of Milk River
Tom Rose (Absent) .....Town of Bassano	Sheldon Walker ..... Village of Milo
Norman Gerestein.....City of Brooks	Victor Czop (Absent)..... Town of Nanton
Jim Bester (Absent) ..... Cardston County	Marinus de Leeuw ..... Village of Nobleford
Richard Bengry ..... Town of Cardston	Henry de Kok ..... Town of Picture Butte
Peggy Hovde ..... Village of Carmangay	Bev Everts ..... M.D. of Pincher Creek
Jamie Smith (Absent).....Village of Champion	Don Anderberg ..... Town Pincher Creek
Doug MacPherson (Absent).....Town of Claresholm	Ronald Davis (Absent) ..... M.D. of Ranchland
Elizabeth Christensen (Absent)..... 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 (Absent) .....Village of Glenwood	David Cody..... County of Warner
Suzanne French (Absent)..... Village of Hill Spring	Marty Kirby ..... Village of Warner
Morris Zeinstra (Absent)..... Lethbridge County	Ian Sundquist ..... M.D. Willow Creek

**STAFF:**

Lenze Kuiper.....Director	Tara Cryderman ..... Executive Assistant
Jaime Thomas..... GIS Analyst	

Chair Gordon Wolstenholme called the meeting to order, the time being 7:00 pm.

**1. APPROVAL OF AGENDA**

**Moved by: Jennifer Crowson**

THAT the Board of Directors approve the agenda of January 7, 2021, as presented. **CARRIED**

## 2. RECOGNITION OF MEMBERS AND ALTERNATE MEMBERS FOR 2021

The following list of Members and Alternate Members was presented to the Board for information.

<b>Municipality</b>	<b>Member</b>	<b>Alternate Member</b>
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
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	Victor Czop	Beryl West
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

### 3. APPOINTMENT OF OFFICERS AND EXECUTIVE COMMITTEE FOR 2021

#### 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: Jennifer Crowson (MD of Taber)  
Doug MacPherson (Town of Claresholm)  
Margaret Plumtree (Town of Vauxhall)  
Ian Sundquist (MD of Willow Creek)  
Don Anderberg (Town of Pincher Creek)  
Richard Bengry (Town of Cardston)

Nominations from the Floor: None

Executive Committee Member Margaret Plumtree removed herself from the nominations, stating that due to the upcoming Municipal Elections, she was willing to remove herself to allow candidate Richard Bengry to join the Executive Committee.

As an election for Executive Committee Members was no longer required, the following were elected by acclamation to the Executive Committee:

Jennifer Crowson (MD of Taber)  
Doug MacPherson (Town of Claresholm)  
Ian Sundquist (MD of Willow Creek)  
Don Anderberg (Town of Pincher Creek)  
Richard Bengry (Town of Cardston)

**4. APPROVAL OF MINUTES**

**Moved by: Richard Bengry**

THAT the Board of Directors approve the minutes of September 3, 2020, as presented. **CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

**6. REPORTS**

**a. Executive Committee Report**

The Executive Committee Report, for meetings from August 2020 to December 2020, was presented for information.

**7. BUSINESS**

**a. Proposed 2021 Budget**

The 2021 Budget was presented to the Board of Directors.

Director Lenze Kuiper explained the rationale of the budget, including the loss of members (both Planning and GIS), the decrease in revenue throughout the year, the capital reserve status, and other challenges from 2020.

Mr. Kuiper updated the Board on the proposed expenses for 2021, such as current staffing, new cost savings initiatives, and reductions in expenses for the upcoming year. There will be no staff salary increases for 2021, which is an additional cost savings.

**Moved by: Margaret Plumtree**

THAT the Board of Directors approve the 2021 Budget, as presented.

**CARRIED**

**8. ACCOUNTS**

**Moved by: Don Anderberg**

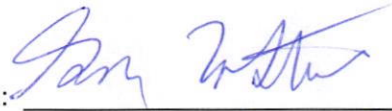
THAT the Board of Directors accept the Summary of Balance Sheet and Income Statement for the 10-month period of January 1 - October 31, 2020.

**CARRIED**

9. **ADJOURNMENT**

With nothing further to discuss, Chair Gordon Wolstenholme, at 7:41 pm, adjourned the Annual General Board of Directors' Meeting of the Oldman River Regional Services Commission, until Thursday, March 4, 2021, at 7:00 p.m.

CHAIR: \_\_\_\_\_



# Alberta SouthWest Bulletin June 2021

## Regional Economic Development Alliance (REDA) Update

### ❖ International Economic Development Week

What are the goals of #EconDevWeek?

- **Articulate:** Voice the role and value of economic development in our local economy;
- **Organize:** Strengthen support for the work of our economic development organizations;
- **Amplify:** Spread the message and celebrate our economic developers!

AlbertaSW participated in Economic Developers Alberta (EDA) celebrations the week of May 9-15, 2021. The EDA goal was to have 25 communities, province-wide, formally proclaim Economic Development Week .... 34 municipal councils joined in! <https://www.edaalberta.ca/Economic-Development-Week>



Communities and regions also celebrated in unique ways, including AlbertaSW!

Our municipalities took time to “Shine a Light on Economic Development” by painting the EDA logo in the snow at **Pass Powderkeg** ski hill; lighting up town marquee in **Cardston** and **Stavely**; incorporating the EDA logo into a photo of the **Hill Spring** solar farm, into an iconic landscape in the **MD of Pincher Creek**; in the clouds over **Waterton Park**, and in the grip of the **Cowley** dinosaur. Very creative and fun! See all the great photos posted at this link! <https://www.edaalberta.ca/resources/Documents/AlbertaSW%20Shines%20a%20Light%20on%20EDA.pdf>

### ❖ Economic Developers Alberta “Outstanding Young Professional 2021”

Congratulations to **Marie Everts**, Marketing, Events and Economic Development Officer for the Town of Pincher Creek for receiving this honour at the recent EDA conference. <https://www.edaalberta.ca/2021-Awards-of-Excellence-Winners>

**Brady Schnell**, EDO, Town of Claresholm was also recognized by AlbertaSW and SouthGrow for contributions to his community and to our regions.

AlbertaSW is the big winner with such creative and dedicated economic developers!



### ❖ Another AlbertaSW AGM Zooms by

2021 AGM held on June 2, was a short meeting on a hot evening!

Board reviewed and accepted financial statements, year end reports and operations plan.

If you wish information about, or copies of, these reports, contact [bev@abertasouthwest.com](mailto:bev@abertasouthwest.com)

We hope to have a regional gathering in the fall to celebrate some great outcomes in a challenging year.

## Thank you

to the guidance and commitment from the AlbertaSW Board, our Councils, CAOs, municipal staff, EDOs, EDCs, Community Futures, Chambers, federal and provincial government agencies, and industry partners who help make our region a success!

Alberta SouthWest Regional Economic Development Alliance

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

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

Box 1041 Pincher Creek AB T0K 1W0  
403-627-3373 (office) 403-627-0244 (cell)  
[bev@abertasouthwest.com](mailto:bev@abertasouthwest.com)  
[www.abertasouthwest.com](http://www.abertasouthwest.com)

