



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JUNE 28, 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/UCe3OPyLhTzPajvPVAtnL1KA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – JUNE 14, 2021

DELEGATION: THE STATION – Kale Hayes

ACTION ITEMS:

1. BYLAW #1725 – Unsightly Premises and Property Standards Bylaw Amendment
RE: 2nd & 3rd Readings
2. BYLAW #1726 – Traffic & Highways Bylaw Amendment
RE: 2nd & 3rd Readings
3. CORRES: Alberta Environment and Parks, Regulatory Assurance Division
RE: Application for a License for the Purpose of Recreation
4. CORRES: Mayor Jennifer Handley, Town of Nanton
RE: Support for the RCMP
5. CORRES: Mayor Debra Smith, Village of Lougheed
RE: Support for the RCMP
6. CORRES: Mayor Gale Katchur, City of Fort Saskatchewan
RE: Support for the RCMP
7. CORRES: Reeve Dan Hamilton, Cypress County
RE: Support for the RCMP
8. CORRES: Mayor Rod Raymond, Town of Thorsby
RE: Support for the RCMP
9. CORRES: Amanda Cox, CAO, Village of Holden
RE: Support for the RCMP
10. CORRES: Mayor Darcy Burke, Village of Rockyford
RE: Support for the RCMP
11. CORRES: Mayor Omer Moghrabi, Lac La Biche County
RE: Support for the RCMP
12. CORRES: Reeve Steve Wikkerink, County of Forty Mile
RE: Support for the RCMP
13. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: AUMA's Summer 2021 Municipal Leaders' Caucuses
14. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Access to Mobile COVID-19 Mobile Vaccination Clinics
15. CORRES: Spock Days Committee
RE: Spock Days Parade August 14, 2021 in Vulcan
16. CORRES: United Way of Lethbridge & South Western Alberta
RE: Reopening Stream of Covid-19 Relief & Recovery Funding

17. CORRES: Megan McClung and Naomi Bullock
RE: Permission to use Centennial Park
18. CORRES: Office of the Chief Medical Officer of Health
RE: Exemption Requests – Order 31-2021
19. REQUEST FOR DECISION: Closure of 49th Avenue West – Fair Days
20. REQUEST FOR DECISION: Open Mic Night
21. REQUEST FOR DECISION: Request for Proposals – Safety Codes Services
22. REQUEST FOR DECISION: Intermunicipal Emergency Services Agreement
23. FINANCIAL REPORT: Statement of Operations – May 31, 2021
24. INFORMATION BRIEF: Walk to Breathe
25. INFORMATION BRIEF: Claresholm Seniors Drop-in Centre
26. INFORMATION BRIEF: CAO Report
27. INFORMATION BRIEF: Council Resolution Status
28. ADOPTION OF INFORMATION ITEMS
29. IN CAMERA:
 - a. LAND – FOIP Section 16
 - b. LAND – FOIP Section 16
 - c. Intergovernmental Relations – FOIP Section 21
 - d. PERSONNEL – FOIP Section 17

INFORMATION ITEMS:

1. Municipal Planning Commission Meeting Minutes – May 28, 2021
2. Claresholm Public Library Board Meeting Minutes – November 19, December 17, 2019; January 21, February 18, March 19, April 21, May 8, May 19, June 16, September 15, October 20, November 19, 2020; January 19, February 16, March 16, April 20, May 18, 2021
3. Alberta Seniors & Housing – Age-Friendly E-News June 23, 2021

ADJOURNMENT



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

Place: Council Chambers
Town of Claresholm Multi-Use Community Building
111 – 55 Avenue West

Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAatNL1KA/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 Cutler that the Agenda be accepted as presented.

CARRIED

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

Moved by Councillor Zimmer that the Regular Meeting Minutes of May 25, 2021 be accepted as presented.

CARRIED

ACTION ITEMS:

1. **BYLAW #1725 – Unsightly Premises and Property Standards Bylaw Amendment**
RE: 1st Reading

Moved by Councillor Schlossberger to give Bylaw #1725, the Unsightly Premises and Property Standards Bylaw Amendment, 1st Reading.

CARRIED

2. **BYLAW #1726 – Traffic & Highways Bylaw Amendment**
RE: 1st Reading

Moved by Councillor Schulze to give Bylaw #1726, the Traffic & Highways Bylaw Amendment, 1st Reading.

CARRIED

3. **DELEGATION RESPONSE: Atrum Coal**
RE: Proposed Elan Metallurgical Coal Project

Received for information.

4. **CORRES: Shannon Stubbs, MP Lakeland (Alberta)**
RE: Bill C-21

Received for information.

5. **CORRES: Mayor Donna Buchinski, Town of Falher**
RE: Support for the RCMP

Received for information.

6. **CORRES: Mayor Janet Jabush, Town of Mayerthorpe**
RE: Royal Canadian Mounted Police and Provincial Policing

Received for information.

7. **CORRES: Chair Dave Schebek, Improvement District No. 9, Banff National Park**
RE: Alberta Provincial Police Service (APPS)

Received for information.

8. **CORRES: Mayor Craig Lukinuk, Smoky Lake County**
RE: Letter of Support to Retain the RCMP in Alberta

Received for information.

9. **CORRES: Mayor Jim Wood, Red Deer County**
RE: Proposed Alberta Provincial Police Force

Received for information.

10. **CORRES: Mayor Scott Schroeder, Village of Milo**
RE: Support for the RCMP

Received for information.

**11. CORRES: Lifesaving Society
RE: Proclamation Request – National Drowning Prevention Week**

Received for information.

**12. CORRES: SouthGrow Regional Economic Development
RE: SouthGrow Annual General Meeting – June 23, 2021**

Received for information.

**13. CORRES: Granum & District Canada Day Society
RE: Canada Day Celebration**

MOTION #21-109 Moved by Councillor Moore to send the Town of Claresholm float to the Canada Day Celebrations in Granum on July 1st and to follow all public health guidelines in place at that time.

CARRIED

**14. CORRES: Claresholm & Area Palliative Care Committee
RE: Christmas Cruise Drive Thru Light Display – December 2021**

MOTION #21-110 Moved by Councillor Schlossberger to allow the Claresholm & Area Palliative Care Committee to use Centennial Park Campground for a Christmas light display as a fundraiser, to allow them to use the Town's power supply for their display, and to ensure that the roads are clear of snow for their event.

CARRIED

**15. CORRES: Claresholm Curling Club
RE: Municipal Portion of 2021 Property Taxes**

MOTION #21-111 Moved by Councillor Moore to forgive the municipal portion of the 2021 property taxes of the Claresholm Curling Club in the amount of \$994.71.

CARRIED

**16. CORRES: The Bridges at Claresholm Golf Club
RE: Municipal Portion of 2021 Property Taxes**

MOTION #21-112 Moved by Councillor Cutler to forgive the municipal portion of the 2021 property taxes of the Claresholm Golf Club in the amount of \$2,963.49.

CARRIED

**17. CORRES: Sharon Hinkle
RE: Water & Sewer Bills**

Received for information.

18. REQUEST FOR DECISION: Insurance Reimbursement Policy

MOTION #21-113 Moved by Councillor Schulze to adopt the updated policy 5.1.05 (v2.0) Community Organization Insurance Reimbursement Policy, as presented, effective June 14, 2021.

CARRIED

19. REQUEST FOR DECISION: Canada Day 2021

MOTION #21-114 Moved by Councillor Moore to approve Town of Claresholm Canada Day Event, to be held at Centennial Park on 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.

CARRIED

20. REQUEST FOR DECISION: C.O.L.A. Program

MOTION #21-115 Moved by Councillor Cutler to authorize the Bylaw Officer to implement the Claresholm Off Leash Ambassador (COLA) program as a six-month pilot project.

CARRIED

21. REQUEST FOR DECISION: Request to Use Amundsen Park – Such Drama

MOTION #21-116 Moved by Councillor Carlson to approve the use of Amundsen Park for Such Drama's community event, subject to public health orders in effect for July 24th, 2021.

CARRIED

22. REQUEST FOR DECISION: Request to Use Amundsen Park – Willow Creek Gymnastics

MOTION #21-117 Moved by Councillor Moore to approve the use of Amundsen Park for a Water Fight Event (within Amundsen Park only) put on by the Willow Creek Gymnastics Team, subject to public health orders in effect for July 17th, 2021 with permission to set up the night before, that they ensure the park is well cleaned up following the event, and the Town will donate the water for this event.

CARRIED

23. REQUEST FOR DECISION: Letter of Support – Bridges at Claresholm Golf Club

MOTION #21-118 Moved by Councillor Zimmer 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.

CARRIED

24. REQUEST FOR DIRECTION: Fair Days 2021

MOTION #21-119 Moved by Councillor Schlossberger to allow planning for Fair Days on August 13, 14 & 15, 2021 to continue as usual with as many events as possible to proceed dependent on current public health guidelines at that time.

CARRIED

25. FINANCIAL REPORT: Statement of Operations – April 30, 2021

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended April 30, 2021 as presented.

CARRIED

26. INFORMATION BRIEF: Skatepark Construction Plans

Received for information.

27. INFORMATION BRIEF: Auction Sale of Excess Equipment

Received for information.

28. INFORMATION BRIEF: Strategic Plan Report

Received for information.

29. INFORMATION BRIEF: Council Resolution Status

Received for information.

30. ADOPTION OF INFORMATION ITEMS

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

CARRIED

31. IN CAMERA

a. PERSONNEL – FOIP Section 17

b. CONTRACTS – FOIP Section 16

Moved by Councillor Zimmer to go In Camera at 7:54 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 7:54 p.m.

Moved by Councillor Cutler to come out of In Camera at 8:23 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:23 p.m.

a. PERSONNEL – FOIP Section 17

MOTION #21-120 Moved by Councillor Cutler to appoint Vonda Chatterton to the Claresholm Housing Authority Board.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:24 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:24 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DELEGATIONS

From: Kale Hayes <k.hayes@familyties.ca>
Sent: May 11, 2021 1:16 PM
To: Tara VanDellen <Tara@claresholm.ca>
Subject: The Station: Presentation Request

Hello Tara,

Thank you again for your assistance in extending our lease. Our board has met and feel it would be beneficial for us to present to town council regarding the purpose of 'The Station', the barriers to moving into the new facility, and to discuss potential solutions to these concerns. Ideally, we would be able to present prior to council breaking for the summer. Would it be in any way possible to be included on the agenda for the meeting occurring in June?

Thank you very much and I hope you are having a great day,

Kale Hayes
BHSc-Addictions Counselling
The Station-President
Program Supervisor-Family Ties Association
Cell: 403-715-5750 Office: 403-320-8888

This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, re-transmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

ACTION ITEMS

BYLAW No. 1725 – 2nd & 3rd READINGS

At the June 14, 2021 Council meeting, Council passed 1st reading on Bylaw No. 1725 a bylaw to amend Bylaw No. 1711 in regards to RV parking. Within Bylaw No. 1711 it was also noted that the restrictions on RV parking came into effect October 1st, 2021. As Council has now extended that timeframe, that portion of the bylaw could also be amended for clarity, to come into effect November 1st, 2021. This will require a motion of Council to accept this change in Bylaw No. 1725 prior to second reading.

Recap on amendment:

- Amend the time frame of when parking in the front yard is allowed: from the current May to September to April to October 31.
- Any storage of RVs 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).
- 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.
- **Amend the date section 3.7 comes into effect from Oct 1, 2021 to November 1, 2021.**

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). NEW

Purple: winter months front yard parking permitted on a hard-surfaced, gravel, or rock parking area at minimum 3 m from curb or sidewalk. NEW



A new information sheet can be sent to residents with the residential water bills that will be sent out this week for education purposes.

Additionally, it was noticed that when amending Bylaw 1534 to Bylaw 1711 a section was not carried forward into the new bylaw in regards to landscaping/trees/etc. on boulevards and/or interference with public utilities. For clarity for residents and enforcement Administration requests Council also add the section 3.8 into the bylaw (noted below).

PROPOSED RESOLUTIONS:

Moved by Councillor _____ that prior to 2nd Reading, Bylaw No. 1725, a bylaw to amend Bylaw No. 1711 the Town of Claresholm Unsightly Premises & Property Standards, be amended as follow:

ADD Section 3.8:

3.8 Every occupant of any property or premises within the Town shall:

- a) Prune or remove any and all trees located on the premises that, due to a deterioration of condition or for any other reason, interfere with any public utility or public works, or are a public safety hazard; and
- b) Where branches, foliage or other parts of trees, shrubs, or other vegetation on premises extend beyond the property lines of the subjects' premises, and interfere with or obstruct any public utility of the Town, including power lines, traffic signage, street lighting, and the safe movement of vehicular and pedestrian traffic within the Town, the Chief Administrative Officer may authorize the immediate removal, without notice, or any such interferences and obstructions; and
- c) Where the Town carries out any remedial measures as required pursuant to Section 3.8 of this Bylaw, neither the Town or any employees or contractors shall be held liable in any way in relation to any such remedial actions taken.

Moved by Councillor _____ that prior to 2nd Reading, Bylaw No. 1725, a bylaw to amend Bylaw No. 1711 The Town of Claresholm Unsightly Premises & Property Standards, be amended as follows:

REMOVE Current Section 13.2:

13.2 Section 3.7 of this Bylaw shall come into effect on October 1, 2021.

ADD Revised Section 13.2:

13.2 Section 3.7 of this Bylaw shall come into effect on November 1, 2021.

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

Moved by Councillor _____ to give third and final reading to Bylaw No. 1725, a bylaw to amend Bylaw No. 1711 The Town of Claresholm Unsightly Premises & Property Standards Bylaw.

ATTACHMENTS:

- 1.) 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 23, 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 3.7:

- 3.7 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 3.7:

- 3.7 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.

ADD Section 3.8:

- 3.8 Every occupant of any property or premises within the Town shall:
- a) Prune or remove any and all trees located on the premises that, due to a deterioration of condition or for any other reason, interfere with any public utility or public works, or are a public safety hazard; and
 - b) Where branches, foliage or other parts of trees, shrubs, or other vegetation on premises extend beyond the property lines of the subjects' premises, and interfere with or obstruct any public utility of the Town, including power lines, traffic signage, street lighting, and the safe movement of vehicular and pedestrian traffic within the Town, the Chief Administrative Officer may authorize the immediate removal, without notice, or any such interferences and obstructions; and

- c) Where the Town carries out any remedial measures as required pursuant to Section 3.8 of this Bylaw, neither the Town or any employees or contractors shall be held liable in any way in relation to any such remedial actions taken.

REMOVE Current Section 13.2:

13.2 Section 3.7 of this Bylaw shall come into effect on October 1, 2021.

ADD Revised Section 13.2:

13.2 Section 3.7 of this Bylaw shall come into effect on November 1, 2021.

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 **14** day of **June** 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



**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 (1st 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 (1st STREET WEST)
 - b. Provincial Highway #520 (43rd Avenue)
 - c. 2nd Street E – between 43rd Avenue and 50th Avenue
 - d. 3rd Street E – between 39th Avenue and 43rd 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 **14th** day of **June** 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

June 23, 2021

File No.: 19444

Marian Carlson
Town of Claresholm
PO Box 1000
CLARESHOLM AB T0L 0T0

Dear Sir/Madam:

**RE: Application under the *Water Act* for a Licence
For the Purpose of Recreation (Golf Course Watering)
at NW 35-013-28-W4**

Enclosed is Licence No. 00409449-00-00 authorizing the operation of works and the diversion of up to 185,185 cubic metres annually at NW 35-013-28-W4 for the purpose of Recreation (Golf Course Watering). Also enclosed are copies of Plan No.'s 19444-11, 19444-12, 00261922-P002 and 00261922-P003.

The *Water Act* provides a right to appeal this decision. Notice of appeal must be submitted no later than 30 days after receipt of this notice to:

Chair
Environmental Appeals Board
3RD FLOOR, PEACE HILLS TRUST TOWER
10011 – 109 ST
EDMONTON, AB T5J 3S8
Telephone: 780-427-6207
Fax: 780-427-4693

Please note that the License's Monitoring and Reporting Condition requires the reporting of the total number of cubic metres of water diverted from the source of water on a yearly basis while water is being diverted using the Water Use Reporting Website: <https://www.alberta.ca/water-use-reporting-system.aspx>

Please contact the Water Use Reporting Coordinator by email at waterusereporting@gov.ab.ca if you have any questions or concerns.

Please notify Environment & Parks in writing should there be a change in the ownership of the land to which this licence is attached or an increase in water use.

If you have any questions, please contact Mitchell Seward at 403-381-5285.

Sincerely,

Judy
Digitally signed
by Judy Tumm
Date:
Tumm 2021.06.23
14:05:01 -06'00'
Judy Tumm
Water Application Coordinator

Enclosure

cc: Mitchell Seward, Southern Region, Lethbridge Office



Town of Nanton

1907 21 Avenue, PO Box 609, Nanton, Alberta T0L 1R0
P 403.646.2029 F 403.646.2653 nanton.ca

June 9th, 2021

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

E-mail: ministryofjustice@gov.ab.ca

Dear Honourable Minister:

RE: Town of Nanton Support for the RCMP

As similarly noted by many other municipalities in recent weeks, Council is disappointed by the Province of Alberta's reluctance to acknowledge the outcome of its own consultative process by continuing with apparent plans to replace the RCMP with an Alberta Provincial Police Service. In this context, we add our support to those positions critical of such plans.

There is little doubt that those employed by either service would provide an acceptable level of police services to Albertans, but the rationale for a transition like this, and the costs it brings, is not at all clear. The local detachment model for small town and rural policing is hanging by a thread – would that be any different under an Alberta Provincial Police Service? Would it generate any more 'boots on the ground' in towns with a population of less than 5,000 or lead inexorably to the precise same urban hub centralization pressures that we are witnessing right now? *If effectively recruited and staffed, Nanton's RCMP detachment would serve the local area's needs perfectly well – the hub model of service delivery also deserves a chance to prove itself for regions of the Province where recruitment is really struggling.*

The Province's approach to funding the Rural Crime Initiative is arguably a greater threat to local services than the RCMP continuing as the provider of police services. The creation of the "Police Chargeback", which inexplicably lacks the fiscal transparency of a property tax requisition, will eventually hit our municipal tax base hard when the tax room generated by the 2020 cut to the Alberta Schools Foundation Fund requisition in Nanton shrinks further in 2022-23. Including this year, provincial requisitions and charges have represented 20-23 per cent of Nanton's overall property tax bill for the last three years. The journey toward 30 per cent likely begins next year when the Police Chargeback is again increased significantly. This charge has been introduced without evidence or guarantee of any improvement to police services in Nanton. *The Police Chargeback would presumably remain whether or not the RCMP remained the provider of police services in rural Alberta.*

You are encouraged to once again review the findings of the Fair Deal Panel's consultations and instead work with the RCMP to boost recruitment, retention and commitment to its detachments in such a way that makes the Police Chargeback look like a fiscally defensible fee for service in our communities.

Yours sincerely,
Town of Nanton



Jennifer Handley
Mayor

:NS

cc: Roger Reid, MLA Livingstone Macleod
John Barlow, MP
AUMA President and Board
RMA President and Board
MD of Willow Creek
Chief Superintendent Trevor Daroux
S/Sgt Greg Redl



Village of Lougheed

P.O. Box 5, Lougheed, AB T0B 2V0
Ph: 780-386-3970 - Fax: 780-386-2136
Email: info@lougheed.ca

May 22, 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 Village of Lougheed 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.

Village of Lougheed 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.

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." 81 % 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.

In closing, Village of Lougheed 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 on our municipality and taxpayers in the Province of Alberta.

We ask 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.

Yours truly,

A handwritten signature in blue ink that reads "Debra Smith". The signature is written in a cursive, flowing style.

Village of Lougheed

Debra Smith, Mayor

Cc: Alberta Municipalities

CITY of FORT SASKATCHEWAN



Gale Katchur
Mayor

10005 - 102 STREET
FORT SASKATCHEWAN, ALBERTA
CANADA T8L 2C5
TEL 780.992.6220
FAX 780.998.4774
gkatchur@fortsask.ca
www.fortsask.ca

June 8, 2021

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

RE: City of Fort Saskatchewan Support of the RCMP

Honourable Minister Madu,

City of Fort Saskatchewan City Council unanimously supports the RCMP as our City's law enforcement agency. This letter is in opposition of the Alberta Government's proposed provincial police force.

As the City of Fort Saskatchewan has a long-standing history and relationship with the RCMP, we have no desire to transition to a new model. We have an excellent working relationship with our Detachment and the Officer in Charge who consults council annually for our priorities for our community and provides regular and appropriate updates. Community challenges are addressed collaboratively and citizen respect and support for the RCMP remains high in Fort Saskatchewan. Our city has the longest serving police committee in the province which services as an additional community referent group for the RCMP. We find the RCMP to be progressive and receptive in meeting the needs of our city.

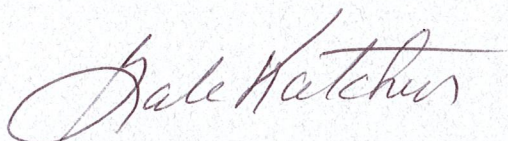
As Alberta looks at recovering from the pandemic economy, we strongly believe any efforts focused on a provincial police force are not what municipalities in Alberta need right now. The cost of a provincial police force is not something that municipalities can withstand and nor are we interested in exploring it any further. The City of Fort Saskatchewan currently pays 90 percent of our policing costs and we believe that investment serves our community well now and in the future. We believe the decision of our police force should remain at the local level.

The Alberta Police Federation Survey from October of 2020 found that replacing the RCMP is viewed as the least helpful measure tested to improve Alberta's place in Canada. Only 8 percent say replacing the RCMP helps a lot, only 6 percent support replacing the RCMP, and 81 percent of Albertans served by RCMP are satisfied with the service they receive.

The survey also stated that 70 percent of Albertans opposed replacing the RCMP with an expensive new provincial police force. We are with the majority of Albertans in stating that we have no interest in the creation of a new provincial police force.

In closing, we confirm our support of the RCMP and are opposed to any further exploration of a provincial police force.

Respectfully

A handwritten signature in cursive script that reads "Gale Katchur".

Gale Katchur
Mayor of Fort Saskatchewan

cc: The Honourable Jason Kenney, Premier
The Honourable Ric Mclver, Minister of Municipal Affairs
Barry Morishita, President Alberta Urban Municipalities Association
Paul McLaughlin, President of Rural Municipalities Association
Rachel Notley, Leader of the Official Opposition
Jackie Armstrong-Homeniuk, MLA Fort Saskatchewan-Vegreville



CYPRESS COUNTY

816 - 2nd Avenue, Dunmore, Alberta T1B 0K3

Phone: (403) 526-2888

Fax: (403) 526-8958

www.cypress.ab.ca

June 16, 2021

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

RE: Cypress County Support for the RCMP

Dear Minister Madu:

On behalf of Cypress County Council, I am writing to express our support for the continuation of the Royal Canadian Mounted Police as our provincial police force.

After reviewing the Fair Deal Panel: Report to Government, along with the many letters we have now received from other municipalities, Cypress County will stand with those municipalities in opposition of creating an Alberta Provincial Police Service.

The recommendation to create a provincial police service despite only 35% of respondents supporting the idea is troubling, especially coupled with an increase in cost to our ratepayers with no guarantee of any advancement in service. Alberta is a democracy, asking Albertans to fund a police service they are opposed to goes against the basic definition of democracy, to 'rule by the people'. We ask you to listen to your constituents and be our voice.

In Cypress County we are appreciative of the relationship we have with our local RCMP detachment and enhanced officer. We wish to continue this relationship for many years. We ask the Government of Alberta to listen to Albertans, continue forward with the RCMP and build an improved more cohesive relationship.

Sincerely,

Dan Hamilton, Reeve
Cypress County

cc. The Honourable Jason Kenney, Premier
The Honourable Ric McIver, Minister of Municipal Affairs
Drew Barnes, MLA Cypress-Medicine Hat
Michaela Glasgow, MLA Brooks-Medicine Hat
RMA Members



May 31, 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

This letter is presented as a token of support on behalf of the Town of Thorsby 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.

After reviewing the Fair Deal Panel's Report to Government (as well as the many letters currently circulating from Municipal elected officials) the Council of Town of Thorsby is voicing its firm opposition to the APPS (Alberta Provincial Police Service).

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 Town of Thorsby 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 Detachment and Thorsby's 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 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. Town of Thorsby 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 resource in the Province. Please do not hesitate to contact me with any comments or concerns.

Respectfully,

Rod Raymond
Mayor



cc.

- The Honourable Jason Kenney, Premier premier@gov.ab.ca
- Ric McIver, Minister of Municipal Affairs minister.municipalaffairs@gov.ab.ca
- Kacee Madu, Minister of Justice and Solicitor General
- Barry Morishita, president of Alberta Urban Municipalities Association
- Paul McLaughlin, President of Rural Municipalities Association
- RCMP Town of Thorsby Detachment: Dwayne.A.MOORE@rcmp-grc.gc.ca
- Mark Smith, MLA & Constituency, Drayton Valley-Devon: mark.smith@assembly.ab.ca
- Alberta Municipalities



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

Re: Proposed Provincial Police Force

The Village of Holden joins the many other communities, both urban and rural in voicing their opposition over the proposed Provincial Police Force. The RCMP have been a core in the Village of Holden for many years and have served our community with great distinction. They are a vital part of our community.

The Provincial Government's is reducing the MSI funding in the near future. Municipalities are already stretched thin and the cost of funding a Provincially controlled Police force would far exceed what our municipality could afford. It is our view that attention be spent on ways to tweak what is already in place in the way of making it better rather than starting with a whole new policing service.

Our Council supports the continuation of the RCMP, and opposes the APPS. It is our view there is not adequate proof to suggest that a Provincial Police Force would be better equipped and/or provide a better service to our community than the RCMP. Therefore, justification for the increased costs that would be associated with this new policing service is highly questionable.

In closing, the Village of Holden Council does not support the Fair Deal Panel recommendation to establish a provincial police force. It is our wish to protect our community from this burden due to this endeavor.

The Village of Holden stands with:

- The 65% of the 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

Village of Holden
4810 50st Holden AB
T0B 2C0
780-688-3928

- Town of Morniville
- Town of Redcliff
- Village of Rycroft
- Town of Claresholm
- Town of Mayerthorpe
- Smokey Lake County
- Any and all other citizens, municipalities, and organizations who have yet to voice their opinions.

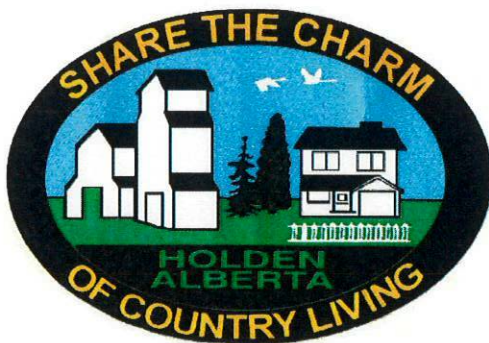
Respectfully,

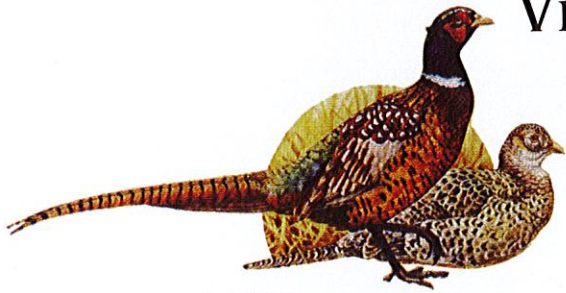


Amanda Cox
CAO for Village of Holden

cc:

The Honourable Jason Kenny, Premier
The Honourable Rick McIver, Minister of Municipal Affairs
Alberta Municipalities





Village of Rockyford

Box 294, Rockyford, Alberta T0J 2R0
Telephone: (403) 533-3950
Fax: (403) 533-3744
Email: villageofrockyford@gmail.com

June 14, 2021

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

Dear Minister Madu

RE: Support for RCMP

The Council of the Village of Rockyford has chosen to add our voices to the multiple municipalities that have spoken out in full support of the RCMP. We have an excellent working relationship with our local detachment and the costs associated with replacing them with a provincial police service are not measured in dollars alone.

We have recently had to add the cost of policing into our annual operating budget because of the funding changes and that was difficult enough, if we are now going to be expected to help bear the costs of implementing a new police service, it will stretch us beyond our ability, with no indication of what the excessive costs will actually achieve. There is no indication that a new police force will improve any aspect of policing for the citizens or the municipalities but will in fact cost us all.

The Fair Deal Panel's recommendation does not factor in any public opinion that we can see, as the number of letters that we are receiving speaking out against the proposal is indicative that a majority of the municipalities are against it. The municipal leaders are the ones that hear directly from the taxpayers on a base level and are sharing those views with you through these letters.

Respectfully,

Mayor Darcy J. Burke
Mayor
Village of Rockyford

cc: The Honourable Jason Kenney, Premier – premier@gov.ab.ca
The Honourable Ric McIver, Minister of Municipal Affairs – minister.municipalaffairs@gov.ab.ca
Nathan Cooper, MLA Olds, Didsbury, Three Hills – Nathan.Cooper@assembly.ab.ca
Mr. Martin Shields, MP – martin.shields.c1b@parl.gc.ca
K-Division, RCMP
AUMA and RMA members



Lac La Biche County
welcoming by nature.

Office of the Mayor

June 23, 2021

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

Dear Minister Madu:

On behalf of Lac La Biche County Council, I wish to express our support for the continuance of the Royal Canadian Mounted Police (RCMP) service as Alberta's primary law enforcement agency. The RCMP are an iconic and well-respected law enforcement agency that Canadians turn to in times of need throughout our country—Alberta should not be an exception to this rule.

Moreover, we are concerned that the change from RCMP services to provincial police would mean a significant increase in the amount of taxes for the average citizen, whether through a rise in provincial taxes or a new burden placed on municipalities to pay for the policing that they need. This is especially important as we aim for a significant economic recovery as the end of the COVID-19 pandemic nears.

Lac La Biche County has also spent a significant amount of time building a collaborative, productive and positive relationship with the local RCMP detachment. Introducing a new police force at this time would put the fruitful dialogue and significant improvements in our local policing in jeopardy.

We look forward to having an open dialogue with the Province as to the outcome of the continuance of the Royal Canadian Mounted Police. Thank you for taking our concerns into consideration

Sincerely,

Omer Moghrabi
Mayor, Lac La Biche County

cc: Lac La Biche County Council

Ken Van Buul, Chief Administrative Officer

Premier Jason Kenney

MLA Laila Goodridge, Fort McMurray – Lac La Biche

MP David Yurdiga, Fort McMurray – Cold Lake

Barry Morishita, President, Alberta Urban Municipalities Association (AUMA)

Paul McLauchlin, President, Rural Municipalities of Alberta (RMA)

Honourable Ric McIver, Minister of Municipal Affairs

RMA Members

AUMA Members



County of Forty Mile No. 8

June 23, 2021

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

Dear Minister Madu;

RE: SUPPORT FOR THE ROYAL CANADIAN MOUNTED POLICE

The County of Forty Mile No. 8 Council stand alongside our neighboring municipalities in the province in saying we strongly oppose the creation of an Alberta Provincial Police Service and feel that working towards revising the current Police Act would be far more advantageous for Albertans in improving current policing strategies in the province. Council is also concerned that despite the fact that 65% of respondents are not in support of creating an Alberta Provincial Police Service that the current level of funding being provided by the federal government will, along with transitioning costs which are unknown at this time, be borne by municipalities, whom are already bearing additional policing costs.

The County of Forty Mile has developed a positive relationship with the local detachments in our community and are satisfied with their efforts towards response times and the level of service currently provided, we continue to look forward to collaborating with the RCMP and urge the Government of Alberta to abandon the study to transition to a Provincial Police Service and put their efforts into working towards improving the current RCMP service.

Sincerely,

Steve Wikkerink, REEVE
County of Forty Mile No. 8



County of Forty Mile No. 8

SW/jv

Cc: Premier Jason Kenny
Minister of Municipal Affairs, Ric McIver
Minister of Finance, Travis Toews
MLA Warner -Taber, Grant Hunter
RMA Members

From: Exec. Assistant on behalf of Dan Rude <EA_DRude@auma.ca>
Sent: June 16, 2021 9:13 AM
To: Marian Carlson <Marian@claresholm.ca>
Subject: Registration open for Summer 2021 Municipal Leaders' Caucus

[Registration is now open](#) for AUMA's Summer 2021 Municipal Leaders' Caucuses! This year, AUMA is visiting the following five communities:

- July 20 – Bow Island (Bow Island Multiplex)
- July 21 – High River (Heritage Inn Hotel & Convention Centre)
- July 27 – Sexsmith (Civic Centre)
- July 28 – Redwater (Pembina Place)
- July 29 – Wetaskiwin (Best Western Wayside Inn)
 - July 29th will also be offered virtually

While indoor gatherings are currently restricted, as we move closer to Stage 3, and restrictions lift, we are confident we will be able to move forward with in-person events.

Caucus will consist of a one-day program that will run from 10 a.m. to 2 p.m., and the schedule and agenda will be the same at all locations. Registration for in-person attendance is \$100 for the day and includes light breakfast refreshments and lunch. Doors will open at 9:30 a.m.

The session on July 29 will be streamed on Zoom to allow for members to participate who are not able to attend in-person, at a cost of \$25.

Stay tuned to the Digest for program details, which will be available soon. We hope to see you there!

Dan Rude | Chief Executive Officer
ALBERTA URBAN MUNICIPALITIES ASSOCIATION

D: 780.431.4535 | C: 780.951.3344 | E: drude@auma.ca
Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | 877-421-6644 | www.auma.ca



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From: President <President@auma.ca>
Sent: June 23, 2021 4:40 PM
To: Marian Carlson <Marian@claresholm.ca>
Subject: Access to Mobile COVID-19 Mobile Vaccination Clinics

Hello Municipal Colleagues:

As COVID restrictions are being removed and we move into summer I want to share an initiative that may be helpful to members. For a variety of reasons, some communities are seeing a low uptake of the COVID-19 vaccine. The 19 to Zero organization [Home | 19 to Zero](#) would like to offer regional or local presentations and are looking for local contacts or municipal leaders to facilitate the sharing of information.

As importantly, 19 to Zero ([Home | 19 to Zero](#)) is also ramping up opportunities to arrange mobile vaccination clinics to come to your community.

So, if your community has lower vaccine uptakes, and education or access to a vaccination clinic is a barrier to achieving those higher vaccination rates, please connect with 19 to Zero about these opportunities. This can be done by contacting Jia Hu, Chair of 19 to Zero at jia.hu@19tozero.ca, or by phone at 587-596-2294 for more information. I'm currently on my summer tour and if I haven't already, I hope to connect with as many of you as possible very soon!

Barry Morishita | President
Mayor, City of Brooks

Toll Free: 310-AUMA | 877-421-6644 | www.auma.ca



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NOTE: 58% of residents in the Claresholm area have been vaccinated with at least one dose.

RECEIVED

JUN 17 2021



On behalf of the Spock Days Committee,
you are invited to participate in the
Spock Days Parade on
Saturday Aug 14th, 2021

2021 is seeing the return of some of the fun things we used to take for granted. We are planning on a revised version of the Town of Vulcan's Spock Days, our annual community event organized by the Vulcan Spock Days Committee that will take place August 14th. We are hoping to bring some joy and happiness back into the community and we would like you to join with us to do it through our parade.

You are welcome to enter a float, vehicle (large/ small, new/antique) animals, family float, decorated bikes, and recorded music on your float, just about anything that will bring a smile and some happiness to those along the route is welcome. Our parade is a candy parade, and you are encouraged to hand out candy by someone walking beside your parade entry. No liquid treats preferred. **If there is Covid concerns, we will not hand out candy during the parade.**

Let us know that you are intending to join us and tell us what you are entering by sending your reply to Elaine at the Vulcan Tourist Centre and remember there no cost to participate. **Line up starts at 9:30 am August 14th in the parking lot at the Vulcan Ice Arena located at 705 Elizabeth Street. The parade will start at 10 am and there will be a parade route map available on site.**

Thanks so much for helping to bring back the smiles and fun into our community by being part of our annual Spock Days Parade! If you have any question or comments, please contact [Elaine at \[ekoskela@townofvulcan.ca\]\(mailto:ekoskela@townofvulcan.ca\)](mailto:ekoskela@townofvulcan.ca) or call 403-485-2994.

Live Long and Prosper

Bonnie Ellis
Town of Vulcan
Community Services Manager
Spock Days Committee Member

Karine Keys

From: Connolly Tate-Mitchell <communications@lethbridgeunitedway.ca>
Sent: June 16, 2021 8:00 AM
To: Connolly Tate-Mitchell
Cc: Vincent Varga; Community Development
Subject: United Way Reopening Stream of Covid-19 Relief & Recovery Funding

Dear Friends,

Alberta is approaching the final stages of its reopening plans, but United Way recognizes that many organizations may still need help to support clients who are affected by Covid-19, after-effects of Covid-19, and also those who may not yet feel safe returning to an in-person world...

This is why United Way is re-opening a stream of General Covid-19 Relief & Recovery Funding and **will be distributing approximately \$80,000 to registered Canadian charities** in Lethbridge & South Western Alberta. As we enter the "recovery" stages, we will need to be flexible and adaptable to what comes next for our community. We hope this funding will help ease the transition.

Forms and guidelines are available now at <https://www.lethbridgeunitedway.ca/covid-19-funding>. The deadline to submit is 5:00pm on Thursday, July 15, 2021.

Please feel free to share this information with other organizations, and don't hesitate to reach out if you have questions or need assistance. Thank you for all you do!

--

Connolly Tate-Mitchell (she/her)

Marketing and Communications Coordinator

United Way of Lethbridge

& South Western Alberta

B: 403-327-1700 | communications@lethbridgeunitedway.ca

#203 B, 542 - 7 Street South Lethbridge, AB, T1J 2H1



#UNIGNORABLE | #LocalLove

We acknowledge that we are on Blackfoot land, and give recognition to the Blackfoot people, past and present.

Dear Claresholm Town Council,

We have come up with the idea of creating a market solely for kid vendors. We've called it the "Young Creators" kids business extravaganza. The purpose of the market is to create an opportunity for children and youth under the age of 18 to try their hands at business, be it selling something they have made themselves, finding customers to take advantage of a service they offer (like mowing lawns or walking dogs), or buying something wholesale and selling it at a markup (like frozen treats or cotton candy) ... the possibilities are endless. We even have some young people eager to help organize the behind the scenes for the event and hope that one day they will be the ones running and organizing this event with us simply there as support, wouldn't that be exciting!

Our reason for approaching council with this idea is that we would like permission to use Centennial Park as the location for our proposed market. The market would run on August 21, 2021 from 10AM – 3PM. We would also need permission for use of the area before and after so that we could have time to set up and take down. Although we can use other space in town we feel that this location would be ideal. This allows vendors with other siblings that might like to play on the park throughout the day or

We believe that this market will be a great success. When we announced our idea on social media this last week the response we received was amazing, there was so much excitement. I only posted the registration information this afternoon and have already received multiple messages from people whose children are super excited to take part. Penny Lane has done a couple of markets over the past year that have drawn people from Calgary to Cardston and Lethbridge and various towns in between. At these markets, she has had a few children vendors and they all did very well. Her customers loved getting to support the young entrepreneurs and commented on how much they enjoyed supporting them. The attic also carries some things made by children in our area and is excited to support the market. This is an exciting opportunity for Claresholm, not only does it offer something that is unique, but it allows the town to stand out as one that is actively engaged in helping build young entrepreneurs.

Many who have learned about the possibility of this market are excited and we hope you will be too. We thank you for considering our request and look forward to hearing back from you soon.

Sincerely,

Megan McClung and Naomi Bullock

June 25, 2021

RE: EXEMPTION REQUESTS – ORDER 31-2021– ACCESS TO RESPITE FROM HEAT WAVE, BETWEEN THE DATES OF JUNE 25, 2021 AND JUNE 30, 2021.

Whereas the Chief Medical Officer of Health (CMOH) initiated an investigation into the existence of COVID-19 within the Province of Alberta.

Whereas the investigation has confirmed that COVID-19 is present in Alberta.

Whereas under section 29(2)(b)(i) of the *Public Health Act*, the CMOH may make an order pursuant to her authority under section 29(2.1) of the *Public Health Act*.

Further to the above, the CMOH, pursuant to her authority under section 29(2.1) of the *Public Health Act*, made

- CMOH Order 31-2021, which rescinds CMOH Orders 30-2021, 19-2021, 20-2021, and 29-2021, and identifies businesses or entities allowed to offer goods and services at locations accessible to the public as well as any other steps to lessen the impact of a public health emergency when offering those goods or services at any place in Alberta.

The Office of CMOH has received a request from the City of Calgary to be exempt from the capacity limit on public indoor venues during a heat wave forecast, between June 25 and June 30, 2021. A class exemption is being issued based on the weather forecast for all of Alberta during this period, with the assumption that other municipalities within Alberta may be required to provide similar services due to extreme heat.

Currently, indoor businesses or entities must limit capacity of an indoor venue or retail venue to thirty-three percent of the total operational occupant load as determined in accordance with the Alberta Fire Code and the fire authority having jurisdiction, as stated in Section 6.2 of Order 31-2021.

The CMOH may, pursuant to section 15.1 of the Order, exempt in writing persons or classes of persons from the operation of Order 31-2021.

Pursuant to section 15.1 of Order 31-2021, I am satisfied that an exemption from section 6.2 of Order 31-2021 is in the public interest and be granted to the following persons upon the following conditions:

- I. Public indoor venues owned or controlled by the local municipality or other public entity, including, but not limited to, recreation centres, libraries, or schools, when the venue is used as a location to grant members of the

public respite from extremely hot weather between June 25, 2021 and June 30, 2021.

- II. The operators and staff of the locations described in paragraphs I and II shall also comply with any relevant Alberta Health guidance found on: <https://www.alberta.ca/biz-connect.aspx>.
- III. Exempted facilities and persons must follow any further public health conditions or requirements that relate to public health and safety that may be provided in writing by Alberta Health or Alberta Health Services.

All persons who are identified in this exemption from Order 31-2021 must continue to promote appropriate hygiene, physical distancing, and abide by other measures identified by public health authorities to protect these persons and other Albertans from further transmission of COVID-19.

Although the persons, businesses and entities identified above are exempt per section 15.1 of Order 31-2021, all persons, businesses and entities who are identified in this exemption are subject to the appropriate hygiene, masking and other barriers or PPE as appropriate to the activity, distancing of a minimum of two metres from any other persons, and all other measures identified by public health authorities to protect these persons and other Albertans from further transmission of COVID-19.

This exemption may be terminated or modified by the CMOH in writing without notice and for any reason as determined by the CMOH.

This exemption comes into effect on June 25, 2021.

We trust this is satisfactory.

Yours Sincerely,



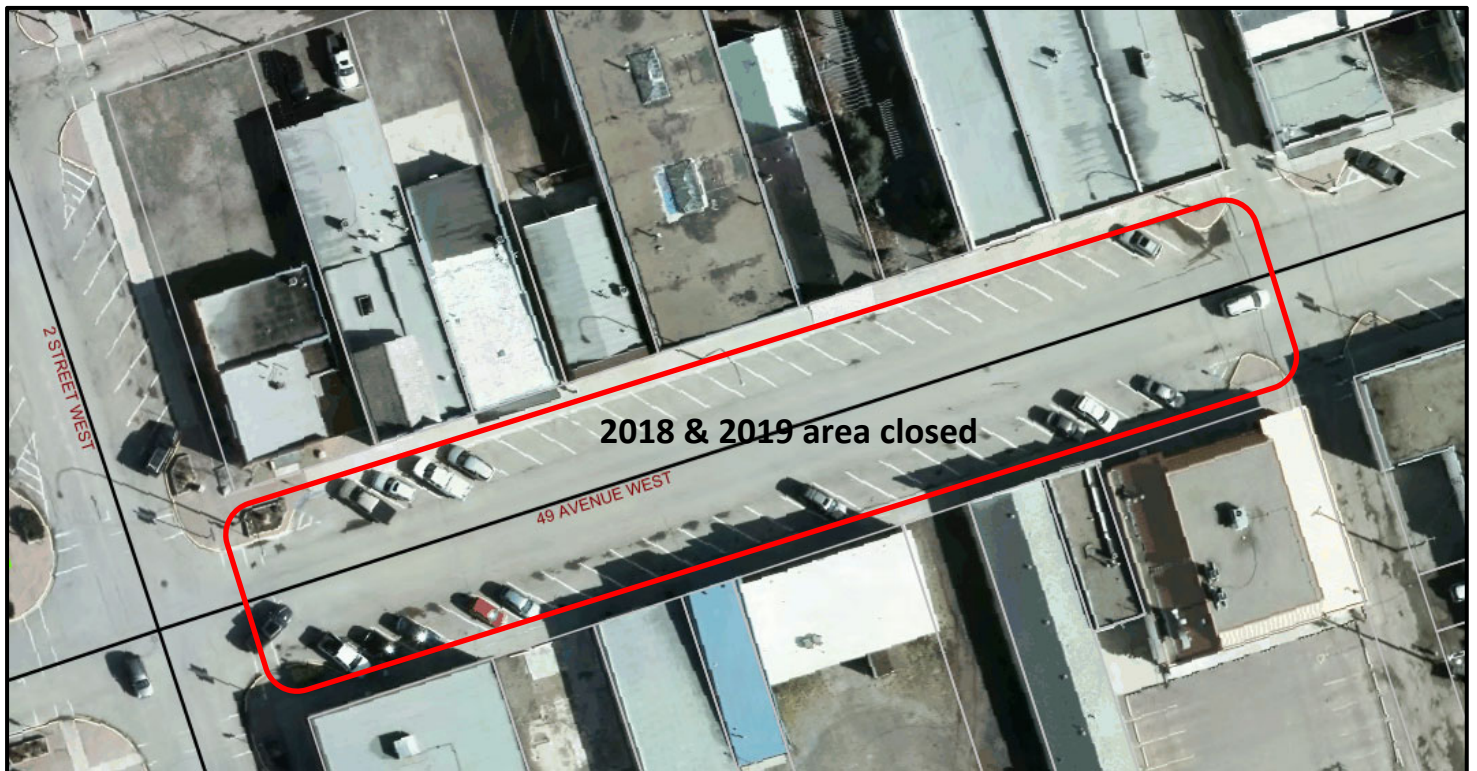
Deena Hinshaw, BSc, MD, MPH, CCFP, FRCP
Chief Medical Officer of Health

CLOSURE OF 49TH AVENUE WEST FOR FAIR DAYS

Lauren Billey (and other businesses within the downtown core) are requesting that Council agrees to once again close a portion 49th Avenue West on Saturday, August 14th for Fair Days. The purpose of the closure would be to facilitate a downtown market, with sidewalk sales, food trucks and live entertainment. All COVID procedures required will be followed. This portion of the road has been closed in 2018 & 2019, but not in 2020 due to COVID-19 restrictions.

In past years 49th Avenue West was chosen as the appropriate street for closure for the following reasons;

- More small retailers who would benefit directly from the increased foot traffic.
- 50th Avenue has the only set of traffic lights in town for crossing from the east to west sides and for turning off the highway (experiences more traffic).
- People are familiar as this street has been closed before. This closure/event can permit additional outdoor events to take place during Fair Days.



OPTIONS:

1. Approve the closure & use of 49th Ave West as per the photo above.

or

2. Do not approve the closure & use of 49th Ave West.

COSTS/ SOURCE OF FUNDING (if applicable):

There will be no expenses associated with closing the avenue for this period of time, other than the provision of barricades and staff to drop off and pick-up.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve closure of 49th Avenue from the 2nd Street West intersection to the north-south alley that runs adjacent ATB and Pharmasave for a period of up to 12 hours as required for Fair Days, subject to public health orders in effect for August 14th, 2021.

Or

Moved by Councillor _____ to deny the request to close of a portion of 49th Avenue.

ATTACHMENT:

- 1.) Letter from Lauren Billey & other downtown businesses

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 23, 2021

ms. [unclear]

Mayor and Town Council
Town of Claresholm
Box 1000, 111 55 Avenue West
Claresholm, AB, T0L 0T0

DATE

Lauren Billey
The Attic
121 49th Ave
403 332 0942

RE: 2021 Downtown Market

Dear Mayor and Council,

I would love to see our downtown become a place where community comes together to support one another.

Myself and the businesses on 49th Ave have a proposal of a Covid19 Safe Downtown Market. We would like to shut down the street from the alley by Pharmasave to the Bargain Store to host food trucks, live entertainment, and sidewalk sales.

This is going to be successful because of the businesses on this street wanting to work together not only for the safety of our community but for the livelihoods of some of our businesses not only local but local to Alberta.

Sanitizing stations will be provided at every corner, table, and store. We will also be ensuring everyone is social distancing, and not mingling.

This is something the businesses downtown would love to see and put together.

Sincerely,

Proposed date: August 14th

Lauren Billey
The Attic

121 49th Ave West

~~Salon Luna~~

Salon Luna
490 9 1st west.

Sharon Clay
Willowtree Designs
128-49 Ave.

Hayley Whelpton
WILLOW CREEK QUILTS

Pharmasave
Dana Slovak (Dollar Store)

R. Wallace

Bargain Shop,
Charlotte Beda-Brown
139 49 Ave West
52876 @ Red Apple Stores .com



REQUEST FOR DECISION

Meeting: June 28, 2021
Agenda Item: 19

OPEN MIC NIGHT

DESCRIPTION:

A group of citizens banded together in 2017 to bring the Farmers Market to the downtown core and started an "Open Mic Night" on Wednesdays in order to attract more interest in the downtown area. Prior to his election, Councillor Gaven Moore was involved in this initiative from its inception as a host and received compensation through the Town of Claresholm's Economic Development Committee. He was involved again with Council's approval in 2018 and 2019, and would like to be involved again this season.

This event was well received in our community in 2017, 2018 and 2019, and many people positively responded to it. Councillor Moore was a large part of the event's success. Due to COVID-19, there was no Open Mic Night in 2020.

Councillor Moore is asking for Council's permission to host Open Mic in Ringrose Park again this summer coinciding with Farmers Market on Wednesday evenings, July through September, 5pm to 8pm, for a cost of \$500.00.

COSTS/ SOURCE OF FUNDING (if applicable):

Councillor Moore was compensated \$500 in 2017, \$832 in 2018 and \$750 in 2019, which was funded through the Economic Development Committee budget.

PROPOSED RESOLUTION:

Moved by Councillor _____ to support the continuation of contracting the services of Gaven Moore to host Open Mic Night in the downtown parking lot on Wednesday evenings from June to September 2021 to a maximum amount of \$500.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 24, 2021



REQUEST FOR DECISION

Meeting: June 28, 2021

Agenda Item: 20

REQUESTS FOR PROPOSALS - SAFETY CODES SERVICES

Administration, on the recommendation by the Audit & Finance Committee has sent out a request for proposals for the contract to provide Safety Codes Services and inspection services for the Building, Electrical, Plumbing, and Gas disciplines under the Safety Codes Act for the Town. The Town of Claresholm is currently accredited for all five disciplines; fire, building, electrical, plumbing, and gas. The current agreement with Superior Safety Codes Inc. was executed August 1, 2015, for a three-year term ending July 31, 2018. Then in 2018, the agreement was executed for an additional three-year term that ends July 31, 2021.

Administration extended an invitation to submit a proposal to the three accredited companies within our area, and all three (Davis Inspection Services Ltd, Park Enterprises Ltd and Superior Safety Codes Inc.) have submitted proposals; which have been reviewed and graded based on the criteria noted below.

Evaluation Criteria	Weight
A. Organizational Profile	10.0%
B. Response to Requirements:	42.5%
i. Scope of Services	5.0%
ii. Performance	5.0%
iii. Personnel	10.0%
iv. Quality Management Plan Training	2.5%
v. Records	5.0%
vi. Order Procedures	2.5%
vii. Alternative Solutions / Variance	2.5%
viii. Compliance Monitoring	10.0%
C. Municipal Consultation	15.0%
D. Fee Schedule	15.0%
E. Insurance	2.5%
F. References	10.0%
G. Corporate Disclosure	2.5%
H. Transition Plan	2.5%
TOTAL:	100.0%

Superior Safety Codes Inc. scored the highest by both reviewers. The table below outlines the minimum current and proposed fees as proposed by Superior Safety Codes Inc. This means that the fees have not increased for residents and the permit process will remain in essence the same. The Development Department has been satisfied with Superior, the permit process, reporting, and their SCO's.

Town of Claresholm Fees (to remain)
Building - \$5.50 per \$1000.00 value
Electrical - up to 1000 sq ft \$125.00
Plumbing - 1 fixture \$75.00
Gas - 1 outlet \$75.00

Services included under the current fee schedule include compliance, emergency, investigation, appeal and enforcement (up to 8 hrs.). The agency also provides consultative services to municipal residents, including; technical advice, and advice and interpretation on related codes and standards. The Agency also will continue to collect permit fees and on a monthly basis, pays the Municipality for their share of the issued permit fees (40%), this is a proposed change from the current 25% the Municipality is issued. The Agency will also remit the Safety Codes Levies to the Safety Codes Council, assist with audits, training for staff and continue to provide consultation with the public.

OPTIONS:

1. Accept the Proposal and fee schedule as presented by Superior Safety Codes Inc.

OR

2. Present an amended fee schedule to Superior Safety Codes Inc. for their review.

RECOMMENDATION:

Administration recommends accepting the proposal from Superior Safety Codes Inc.

PROPOSED RESOLUTION:

Moved by Councillor _____ to accept the Proposal from Superior Safety Codes Inc. as presented.

ATTACHMENTS:

1.) N/A

APPLICABLE LEGISLATION:

1.) Town of Claresholm QMP

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 23, 2021



REQUEST FOR DECISION

Meeting: June 28, 2021
Agenda Item: 21

INTERMUNICIPAL EMERGENCY SERVICES AGREEMENT

DESCRIPTION/BACKGROUND:

The MD of Willow Creek and the Town's of Claresholm, Fort Macleod, Nanton and Stavely entered into an Intermunicipal Emergency Services Agreement (IMESA) on July 22, 2020. The IMESA outlines the compensation for specific activities within the Fire Departments across the region as well as the percentage of shared costs.

The Emergency Services Committee consisting of the Fire Chief and CAO's from each jurisdiction are required to meet on a bi-annual basis to review the activities of the Fire Chief's Committee and to review the planning, operation and management of the departments and the agreement. This committee met on June 22, 2021 and it was identified that there was an oversight in Schedule "F" of the agreement, relating to compensation for quarterly Officer meetings. It was recommended that the schedule be amended to include compensation for these Officer meetings.

As the IMESA is part of the overarching Intermunicipal Collaboration Framework (ICF), the recommendation was then presented to the ICF committee on June 23, 2021. There was a motion passed by the ICF committee to recommend amendment of the Intermunicipal Emergency Services Agreement to each of the municipal Councils.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the amending agreement to the Intermunicipal Emergency Services Agreement, to amend Section 2, of Schedule "F" to include Quarterly Officer Meetings.

ATTACHMENTS:

- 1.) Amending Agreement

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 24, 2021

THIS AMENDING AGREEMENT TO THE INTERMUNICIPAL EMERGENCY SERVICES AGREEMENT, made this _____ day of _____, 2021.

BETWEEN:

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

-and-

TOWN OF CLARESHOLM
(hereinafter referred to as “Claresholm”)

-and-

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

-and-

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

-and-

TOWN OF STAVELY
(hereinafter referred to as “Stavely”)

WHEREAS the parties hereto executed the Intermunicipal Emergency Services Agreement on July 22, 2020, pursuant to the Willow Creek Regional Intermunicipal Collaboration Framework Agreement dated April 1, 2020.

AND WHEREAS the Parties have agreed to amend Schedule “F” of the Intermunicipal Emergency Services Agreement, pursuant to the terms of this Agreement.

IT IS THEREFORE AGREED that in consideration of the mutual covenants and agreements herein set forth, that:

1. Section 2, of Schedule “F”, Emergency Services Personnel Training Costs, is hereby amended by including the words “and meeting” in the section heading, and within the main body of the text, and including a row for “Quarterly Officer Meetings” in the table, as further noted below:

2. Emergency Services Personnel Training and Meeting Costs

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

Course	Town	Town	MD	MD	Comments
	50%	100%	50%	100%	
NFPA 1006 Rescue Courses	X		X		Awareness or ops in consultation and approval of MDWC for cost sharing
NFPA 1001 – Level 1 - 472 Awareness				X	\$1000 once completed + Exam Costs
NFPA 1001 – Level 2 – 472 Ops				X	
Station Training Nights	X		X		MDWC to compensate Up to 2 training nights per month – max 2 hours each night. Additional Training at each community’s discretion and cost
Quarterly Officer Meetings	X		X		Pay to a maximum of 2 hours in total per meeting (1 hour to be paid for by Town and 1 hour to be paid for MDWC)
Entry Level Training					At firefighters own cost
NFPA 1021 level 1 - Fire Officer Course				X	WC to pay for course instruction and materials
NFPA 1051 - Forestry Firefighting Course				X	WC to pay for course instruction and materials
S 100 G - Grassland firefighting course				X	Training nights
NFPA 1002 - Pump Course				X	WC to pay for course instruction and materials
Basic Safety Codes Officer	X		X		1 per station (beginning 2020)
NFPA 1031					Each Municipality pays own costs for all training and recertification
NFPA 1033					Each Municipality pays own costs for all training and recertification
NFPA 1041 Level 1	X		X		Two Officers per Station within Training budget
Urban and Wildland Search and Rescue				X	In house training within annual budget parameters
NFPA 1521 – Fire Department Health and Safety Officer	X		X		To a maximum of one per Station for cost share within training budget
ATV Course				X	Only for Stations with ATV’s within existing training budget
PWC COURSE (JET SKI)				X	Only for Stations with PWC within existing training budget
PWC COURSE (BOAT)				X	Only for Stations with PWC within existing training budget

Car Seat Technician		X		X	Towns and MDWC to certify own technicians at own cost
Public Relations	X		X		AEMA PIO Course – 2 per Station max.
Incident Command System				X	Level 100 as part of Level 1 - 1001, Level 200 within training budget. Additional levels at each municipality sole cost.
Critical Incident Stress Management (CISM)	X		X		2 Per Station within Training Budget
Farm Extrication				X	Within training budget
Di-hydrogen sulfide training	X		X		Within training budget as part of 1001 course in 472 ops requirement
'Q' Airbrake endorsement	X		X		Within training budget
First Aid – CPR (HCP)	X		X		MDWC will teach – 50%/50% cost share for supplies
Swift/still Water Rescue courses				X	100% WC Within training budget
EMR	X		X		Dues and Training Within training budget
PCP	X		X		Dues only (training at cost of member) Within training budget
ICE Rescue Course				X	Within training budget
Livestock Emergency Handling Course				X	Within training budget
Class 3 Drivers License				X	
Class 4 Drivers License	X		X		
Drivers License - Annual Medical	X		X		
Fire Conference					All combined training cost and certifications within annual training budget.
Individual S-Series courses				X	WC to train and to pay for course material
Traffic control course					Training nights

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

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

2. Except as expressly amended, modified and supplemented hereby, the provisions of the Intermunicipal Emergency Services Agreement are and shall remain in full force and effect and shall be

read with this Agreement, *mutatis mutandis*. Where the terms of this Agreement are inconsistent with the terms of the Intermunicipal Emergency Services Agreement (prior to its amendment hereby), the terms of this Agreement shall govern to the extent of such inconsistency.

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

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

Per: _____

Per: _____

TOWN OF FORT MACLEOD

Per: _____

Per: _____

TOWN OF STAVELY

Per: _____

Per: _____

TOWN OF CLARESHOLM

Per: _____

Per: _____

TOWN OF NANTON

Per: _____

Per: _____



Town of Claresholm
Income Statement by Function
May 31, 2021

Revenue	MAY	2021 YTD	2021 BUDGET
Tax and requisition revenue	(4,911,078.27)	(4,744,021.40)	(3,991,683.00) ¹
General administration revenue	(8,458.85)	(72,632.97)	(125,764.00)
Police	307.72	(669.68)	(15,000.00)
Fire	(200.00)	(625.78)	(12,000.00)
Bylaw enforcement	(567.72)	(6,722.32)	(38,000.00)
Roads, streets, walks, lighting	-	(439,867.92)	(75,000.00)
Storm sewers and drainage	(1,318.67)	(409,340.67)	(1,601,926.00)
Water supply and distribution	(64,163.73)	(897,820.54)	(2,377,951.00)
Wastewater treatment and disposal	(21,971.31)	(196,636.97)	(421,976.00)
Garbage Collection	(19,765.76)	(145,866.27)	(429,000.00)
Recycling	(8,025.60)	(99,187.92)	(300,000.00)
FCSS	(12,106.62)	(99,988.60)	(234,846.00)
Cemetery	(3,825.00)	(7,150.00)	(18,500.00)
Economic development	(2,870.00)	(306,114.00)	(247,027.00)
Land use planning, zoning and development	(10,775.44)	(47,604.00)	(72,100.00)
Parks and recreation	(84,878.15)	(137,355.73)	(928,355.00)
Culture - libraries and museum	(5,193.70)	(5,793.70)	(67,000.00)
	<u>(5,154,891.10)</u>	<u>(7,620,398.47)</u>	<u>(10,956,128.00)</u>
Expenses			
Legislative	7,308.92	27,599.36	115,000.00
Administration	183,022.04	660,203.50	1,390,238.00
Police	-	19,448.50	112,119.00
Fire	14,545.25	66,500.68	218,363.00
Bylaw enforcement	5,922.29	29,875.01	111,295.00
Common and equipment pool	48,400.97	216,401.56	656,656.00
Roads, streets, walks and lighting	50,604.31	136,301.34	852,848.00
Airport	-	19,922.63	17,250.00
Storm sewers and drainage	109.71	1,168.60	286,112.00
Water supply and distribution	64,651.72	254,141.56	1,278,366.00
Wastewater treatment and disposal	13,012.75	47,017.67	509,933.00
Garbage Collection	68,018.10	171,705.87	391,700.00
Recycling	19,903.11	105,979.67	302,000.00
FCSS	10,392.78	96,838.11	251,441.00
Daycare	3,183.50	15,917.50	38,202.00
Cemetery	3,046.37	7,493.04	20,136.00
Physician recruitment	-	-	3,000.00
Economic development	26,562.69	72,412.59	421,856.00
Agriculture - weed and pest control	240.08	1,446.13	44,916.00
Land use planning, zoning and development	15,012.56	103,358.51	206,563.00
Parks and recreation	41,759.42	212,468.98	991,255.00
Culture - libraries and museum	21,823.44	136,263.97	366,657.00
	<u>597,520.01</u>	<u>2,402,464.78</u>	<u>8,585,906.00</u>
Net Income	<u>(4,563,377.36)</u>	<u>(5,229,432.45)</u>	<u>(2,370,222.00)</u>

Notes:

¹ Overbudget due to requisition payments still to be processed which will reduce this net municipal tax revenue.



Town of Claresholm
Income Statement by Object
May 31, 2021

Revenue	MAY	2021 YTD	2021 BUDGET
Net municipal taxes	(4,885,098.25)	(4,589,872.14)	(3,532,178.00) 1
Special assessments	(5,140.83)	(5,165.83)	(5,140.00)
User fees and sales of goods	(124,799.52)	(1,085,012.85)	(2,871,852.00)
Government transfers for operating	(8,493.70)	(336,393.20)	(422,923.00)
Investment income	(4,227.39)	(17,521.23)	(60,000.00)
Penalties and costs of taxes	(419.93)	(33,759.67)	(88,100.00)
Licenses and permits	(11,950.44)	(74,969.00)	(103,000.00)
Other local government transfers	(84,011.62)	(128,858.10)	(200,839.00)
Proceeds from disposal of capital assets	-	-	(75,000.00)
Franchise and concession contracts	(20,422.70)	(103,040.36)	(214,616.00)
Rental	(3,295.94)	(13,162.09)	(109,080.00)
Other	(7,030.78)	(12,254.08)	(77,500.00)
Government transfers for capital	-	(1,220,389.92)	(3,195,900.00)
	<u>(5,154,891.10)</u>	<u>(7,620,398.47)</u>	<u>(10,956,128.00)</u>
Expenses			
Salaries, wages and benefits	216,857.69	1,042,596.75	3,058,879.00
Contracted and general services	118,181.66	629,214.77	1,795,226.00
Materials, goods, supplies, and utilities	153,919.35	460,532.06	1,307,500.00
Bank charges and short-term interest	67.96	341.73	500.00
Interest on long-term debt	-	-	232,220.00
Other expenditures	105,009.59	109,359.39	121,090.00
Transfers to organizations and others	3,483.76	160,420.08	344,626.00
Amortization	-	-	1,725,865.00
	<u>597,520.01</u>	<u>2,402,464.78</u>	<u>8,585,906.00</u>
Internal Transfers			
Internal transfers	(6,006.27)	(11,498.76)	-
Net Income	<u>(4,563,377.36)</u>	<u>(5,229,432.45)</u>	<u>(2,370,222.00)</u>
Other			
Transfers to/from reserves	-	-	(587,374.00)
Capital expenditures	240,872.93	854,452.09	5,004,022.00
Debt Proceeds	-	-	(750,000.00)
Debt Principal Repayment	-	-	429,439.00
Amortization addback	-	-	(1,725,865.00)
	<u>(4,322,504.43)</u>	<u>(4,374,980.36)</u>	<u>-</u>

Notes

1 Overbudget due to requisition payments still to be processed which will reduce this net municipal tax revenue.



Information Brief

Meeting: June 28, 2021

Agenda Item: 23

Walk to Breathe 2021

The Town of Claresholm Economic Development department has been communicating with the Alberta Lung Association, Chris Sadler and community partners to organize a reception for his Walk to Breathe. We request Mayor MacPherson and Council members to attend and for Mayor MacPherson to provide the official welcome at the reception at Amundsen Park.

Proposed Schedule
Friday July 9, 2021
Claresholm Amundsen Park

You are invited to join Chris Sadler on Friday, July 9th as he makes the Claresholm stop on his Walk to Breathe...a walk from Lethbridge to Edmonton (Claresholm is the 90 kilometer mark) to raise funds and awareness for the Alberta Lung Association.

Mayor MacPherson is requested to walk with Chris from the Lutheran Church, and to provide an official welcome to Claresholm to Chris at a reception at Amundsen Park.

Chris will arrive at the Lutheran Church parking lot at 2:30 on July 9th and at Amundsen Park at 3 pm where the reception to offer him encouragement as he heads off to complete his journey will be held. The Kinsmen will be serving up hot dogs and the Alberta Lung Association will be on hand with information and handouts.

PREPARED BY: Sheila Karsten, Economic Development Assistant & David Poulsen, Engagement Coordinator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 22 2021



INFORMATION BRIEF

Meeting: June 28, 2021
Agenda Item: 24

CLARESHOLM SENIORS DROP-IN CENTRE

DESCRIPTION:

Administration has received an update from the Claresholm Senior's Drop-in Centre with regards to their Annual General Meeting (AGM). They have not held one since the beginning of the pandemic, but with restrictions lifting they have scheduled their AGM for June 29 at 2PM.

They have a couple items that will be on the Agenda related to updates to their lease agreement. The attached email correspondence on February 3rd, 2021 from the Claresholm Seniors Drop-in Centre references those questions that will be posed to the membership with regards to that lease agreement.

Administration will provide another update after their AGM on the results from that meeting.

ATTACHMENTS:

- 1.) E-mail – February 3 – Claresholm Seniors Drop-in Centre

APPLICABLE LEGISLATION:

- 1.) Community Offices Rent Policy

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 23, 2021

Blair Bullock

From: Claesholm Senior Drop-In <cholmseniors@gmail.com>
Sent: February 3, 2021 12:21 PM
To: Blair Bullock
Subject: Claesholm Senior Citizens Drop-In Centre

Hi Blair;

Our Board had a meeting yesterday and voted for the following;

~Agreeable to absorb the cost of Town utilities (water, sewer, garbage, recycling).

~Agreeable to giving the Town a copy of our 2019 Annual Return and Financial statement. Will have the membership vote, when we have our AGM, as to whether they want to continue to produce Annual Returns and Financial Statements to the Town.

~Agreeable to allowing a Town Councillor to sit on our Board as a non-voting member. However, this will need to go to the membership at AGM to be voted upon, prior to implementation.

It is the Board's hope that the Town will recognize that we are now a group that has a vested interest in the Centre and our community, and that we are taking positive steps forward. We also hope that these concessions will be an indication to the Town of our commitment.

--

Kindly,

*Lynn Starr - Manager
Claesholm Seniors Drop-In Centre
cholmseniors@gmail.com
PH: 403.625.2877*



CAO REPORT

June 28, 2021

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

BYLAW

See enclosed report

CORPORATE SERVICES

See enclosed report

DEVELOPMENT

See enclosed report

FCSS

See enclosed report

FIRE

See enclosed report

HR/TAXATION

See enclosed report

INFRASTRUCTURE SERVICES

See enclosed report

RECREATION

See enclosed report

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

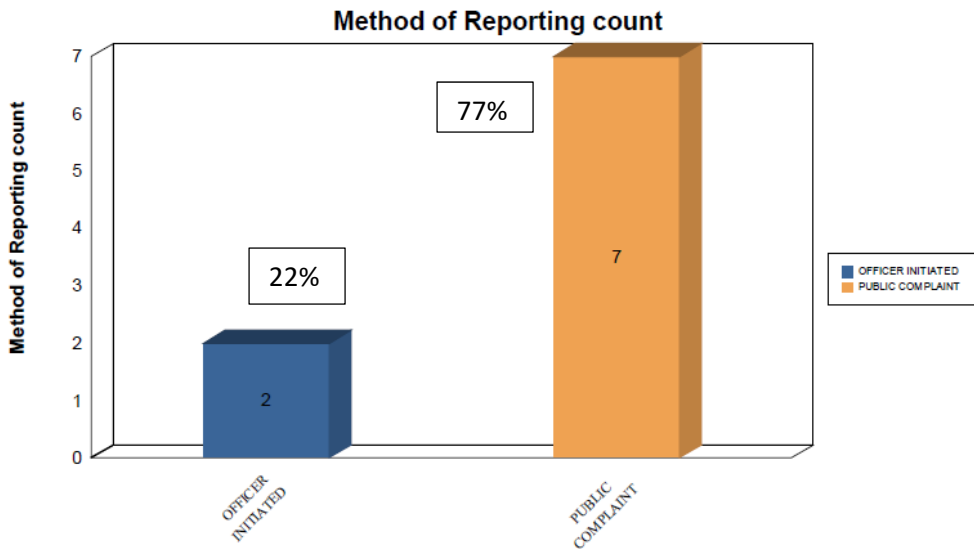


INFORMATION BRIEF

Meeting: June.28, 2021
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT May 2021

Activity for May



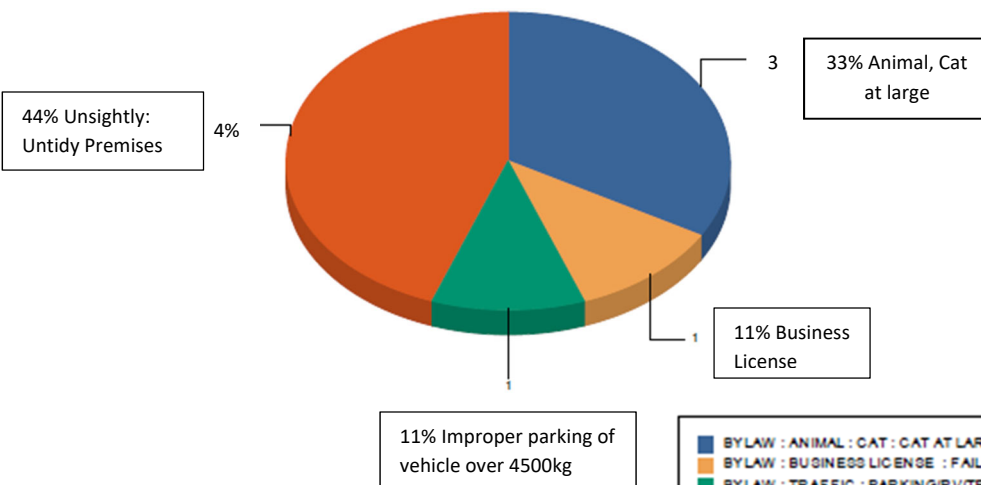
May newspaper Highlights:

- Continue to seek input of public about updated Unsightly Bylaw #1711

May Bylaw Highlights:

- Met with MPC to advise on proposed changes to Bylaw #1711.
- 4 Animals brought into Shelter
 - 4 Cats
 - 1 Dog
 - Dog claimed by owner
- Increase in visitors and holiday traffic, parking complaints have been on the rise.
- Complaints about Cats at large continue all over town. Advising residents of the Cat bylaw and fines within it.
- TNR Program will be taking place in July.
- Increase in Unsightly complaints.

Bylaw Infractions/Complaints/Actions in May



Information for Council:

Due to the Bylaw Officer being off for half of May reflects the decreased volume of files initiated and submitted.

BYLAW : ANIMAL : CAT : CAT AT LARGE	3
BYLAW : BUSINESS LICENSE : FAILURE TO OBTAIN	1
BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS : IMPROPER PARKING OF VEHICLE OVER 4500KG	1
BYLAW : UNSIGHTLY + SNOW & ICE : UNSIGHTLY : UNTIDY PREMISES	4
Total:	9

DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 5/24/2021 - 6/25/2021

Financial

- Facility and Infrastructure Planning Committee and Audit and Finance Committee meetings are scheduled for July 15th to present the draft 5 year capital plan and 3 year operational plan. Depending on input from those committees these will hopefully be presented to Council at the July 19th public Council Meeting.
- Completed May month end and bank reconciliation including Council financial report which is included in the Council Agenda Package and sent budget to actual reports to each department head.
- Property tax deadline is approaching at the end of the month and tax payments are coming in.

General

- We have moved all our records and documents, along with other items in storage, out of the old building in preparation for asbestos remediation and demolition. Some of the currently unused community space in the Multiuse Community Building has had to be utilized for these boxes of documents that were still in storage that have yet to be scanned/archived. We are still making good progress on this project, but still a ways to go.
- Drafted a couple Bylaw Amendments, including a bylaw amendment for the Unsightly and Property Standards Bylaw (for adjustments to RV parking and to add back pruning of trees etc. that interfere with public utilities) as well as a bylaw amendment for the Traffic Bylaw to address items presented to Council at the May 24th Council meeting.
- Our MuniSight GIS is now active and training has been provided to much of our staff to utilize this new system. This new system comes with numerous new functionality including a mobile app for our public works staff, requests and work orders, etc. Staff are all excited about this new system. We are now working with MuniSight on the Asset Management side of our contract with them.
- Museum is getting ready to open for the first time in over a year and a half. They will be continuing with the enhanced social media presence that they started with last year during the pandemic shutdown, but they are looking forward to being open to in person visitation and have made some significant changes throughout the museum. Changes include both new and enhanced exhibits as well as social distancing and hands free operations.
- Drafted new contract for Playschool lease for the new building. Playschool board is currently reviewing that contract.

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

DEVELOPMENT OFFICER REPORT



Claresholm

For: 5/20/2021 - 6/23/2020

Development Permits

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

Compliance Requests

- ❖ 7 compliance requests received.

Miscellaneous

- ❖ MPC meetings – May 28 & June 11, 2021
- ❖ Local Press Ads – MPC approved developments ad, continued Eco-tips, permit reminders.
- ❖ Emergency Management debriefs held on May 26th, 2021, with AUMA field rep Garry Dzioba on the MD wildfire and the RCMP assisted event.
- ❖ June 16, 2021 – meeting with landowner in regards to potential land development.
- ❖ June 23, 2021 – Alberta Emergency Management Agency hosted a Disaster Relief Program workshop for DEM's, DDEM's, and Finance Managers to update on the provincial program.
- ❖ June 23rd and 24th, 2021 MuniSight GIS training.

On-going projects

- ❖ IDP (Intermunicipal Development Plan with the MD of Willow Creek) – complete, bylaws signed and sent to ORRSC, final documents delivered to our office and notification sent to the Minister of Municipal Affairs on the completion.
- ❖ Skatepark development – detailed construction drawings are currently being developed. Meeting on June 9th with Newline in regards to the site and drawing update. The group continues to work on grant applications and finding funding sources.
- ❖ Safety Codes Audit with the Alberta Safety Codes Council for building, electrical, gas, and plumbing held on June 14-18. Final report with any recommendations will be forthcoming.
- ❖ Request for proposals to administer the Town of Claresholm Safety Codes (building, plumbing, electrical, gas) closed on June 15th. Three proposals received and graded. Recommendation on Council agenda for June 28th, 2021.
- ❖ Asset Management South Cohort workshop on June 2, 2021. This was the final workshop to complete a draft asset management strategy, terms of reference, and policy development. Draft policy sent to the consultants for review prior to presenting to FIPC and Council.
- ❖ Multi-use Community Building Project – parking lot and landscaping complete, continued work on final items to be moved and cleared from old office in preparation for demolition. Ongoing discussions with adjacent property owner as to the sale of land upon the completion of demolition.
- ❖ IMP (Infrastructure Master Plan) – complete, sent to GIS provider & ORRSC & developers who have requested the information, and utilized in the development of the asset management plan/strategy (currently working on this with MuniSight as part of the FCM grant).
- ❖ New ortho photos have been uploaded into GIS. The previous photos were from 2017. The new ones were captured in April to allow for the least amount of tree cover to make yards, etc. visible. This assists with planning and development questions. (Harvest square shown right in 2017 and 2021)



FCSS Report to Council for June 2021

- Holly and I did a couple of Facebook live videos; one was an introduction to our new space and the other was during Emergency Preparedness week showing what goes into a 72 hour kit.
- Held 2 Aging Parents support groups via zoom. They went well. Lynn Heward came to second one to talk about guilt.
- Met with John in regards to starting up Youth of Tomorrow with outside activities. Will be starting June 22 at the disc golf course.
- Held the senior's Drive Thru Brunch. There were about 80 seniors that attended and the remaining food was shared with Senior Housing.
- They held the Director's Network virtually this year. I tried to participate but the office was too busy to engage the whole time.
- Met with FRN specialist to go over my annual report. We are looking at cutting back on what I report on as she feels it is too much for the small amount dollars I receive.
- Working on the Outcome Measures report which is due the end of July. Not too many to report as we did not hold too many events due to COVID restrictions.
- Met with Blair for my performance review. It went well.
- Greater Foothills Family Centre (part of FRN) was putting together summer fun bags so we donated some Frisbees and some cold/hot packs (with Town and FCSS logos) to include. Also attended the meeting of our Hub region to discuss what is happening in our area.
- Attended the Parents Empowering Parents webinar and am meeting with ED of PEP in August to chat about getting more help for our families.
- Holly, Jason and I took the emergency services training for MAERS. This is a computer system where evacuees can self-register during an emergency situation. Jason and I are discussing how this will look to get community members trained to use it. Holly and I have also taken a facility management course for ESS.
- Have ordered a few drums and percussion instruments so we can host Mental Wellness Events in the community. This is funded by a grant from Rural Mental Health Project. The order is trickling in so hopefully we can plan some events this summer.
- Attended an online webinar on hoarding. Very useful information was shared by Hoarding Foundation of Alberta.
- Hosted the Home Alone and Babysitting courses virtually. Both classes were full with 12 each.
- Handed out 12 activity kits for 3 to 6 year olds. Planned this activity for the park but were unable to meet so we sent the supplies home.
- Also organized a Fairy Garden Workshop but the kits were sent home to make the garden with parents. Pictures were shared with us.
- Holly has been trained in Mental Health First Aid. This course comes in very handy in dealing with some of our clients that we see.
- Have been working on some handout information for the community on emergency management. Jason has created a brochure on evacuations and I am looking into getting the

document bags and some info sheets on what to put into a 72 hour kit. We plan to hand these out at various events and hopefully at some e-prep events in the future.

- I have chatted with Lashauna Smith about getting her to update our website and help with the Facebook page. She will start in September.
- We are handing out applications for the Kinette's Backpack Program that we run every year. My City Care will set up the 'store' with supplies and parents get appointments to come in and 'shop' for what their children need to begin school.
- We have applications for Summer Lunch Box for families to access two times per month for July and August to help with feeding their children over summer months. My City Care was given some extra money through the FCSS COVID funding and we felt this would be good use of the dollars as the school supplies many children with lunches and when they are not in school we fear they are not being fed properly.

-

TOWN OF CLARESHOLM FIRE DEPARTMENT
MONTHLY UPDATE
FOR THE PERIOD OF: 17-MAY-2021 TO 17-JUNE-2021

1. Call volume is steady at 19 calls when compared to last reporting period.

Medical calls are again starting to lead the way in our responses; additionally, we responded to 2 structure fires as well as 2 outside fires during this reporting period.

2. The MD of Willow Creek held their After-Action Review for the Wildfire Event from the week of 28-March-2021 this past month. As with our own review, there were many positives that came out of the event, but a lot of good take-away information to be better prepared for the next event.

3. The Chief has finished his Safety Codes Officer Level C-1 (Level 1 Investigator) studies and is applying for his C-1 designation with Safety Codes Alberta at this time. This will allow the Chief to investigate the origin & cause of fires (above what he is currently allowed to investigate), where:

- i. Loss is estimated to be less than \$2 Million
- ii. No death has occurred, and
- iii. Fire is not suspected to be arson.

4. There are currently only 2 open safety codes investigations, and one will most likely be concluded this week. The Fire Chief also completed an occupancy request from the Willow Creek Composite High School for their upcoming graduation ceremonies. With the Province now in Phase 2 of their reopening, indoor events (with the appropriate spacing) can take place. I am pleased to report that each graduand will be able to have four persons attend the ceremony based on space & current restrictions.
5. The Claresholm Solar Project invited the Chief, as well as the MD Deputy Chief to tour the operational solar farm east of Claresholm a couple weeks ago. The Solar Farm played a large role in stopping the wildfires of 28-March; this was due in large part to the limited combustibile material that is present in the Solar Farm. A great deal of information was gained from this tour, including access points, hazard identification, crucial assets to be defended in the event of an incident etc. A department training night will now be scheduled for a tour and information session at the Solar Farm so all responding personnel will have this same information. The Solar Farm is also supplying site maps to the Chief so they can be uploaded into our dispatching program so responding crews have all available information at their finger tips – this information is also available to our mutual-aid

partners who operate the same dispatching / crew resource management program.

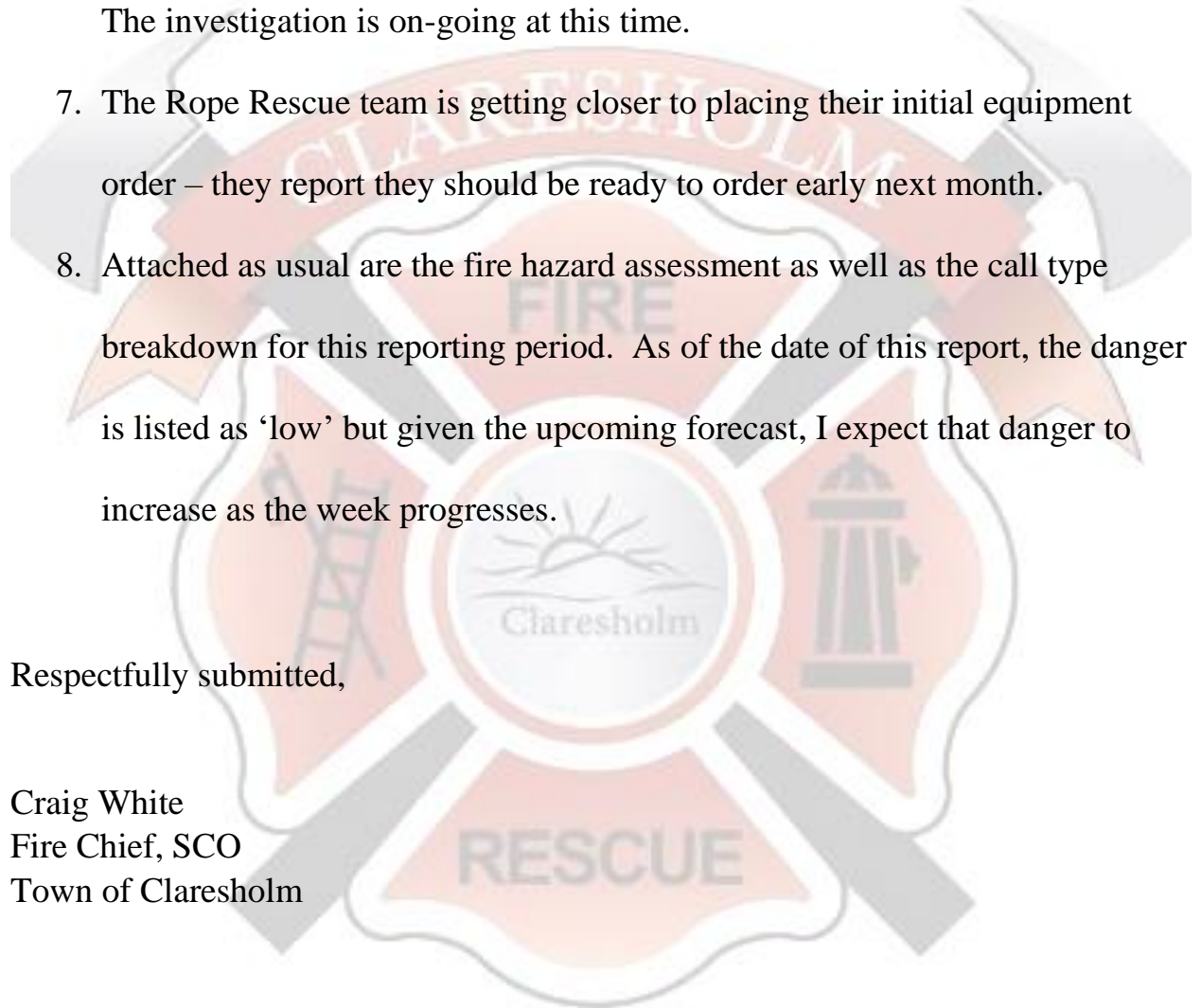
6. There is currently one suspicious fire under investigation by the Chief as well as the RCMP; it occurred sometime over the weekend of 4-June-2021.

The investigation is on-going at this time.

7. The Rope Rescue team is getting closer to placing their initial equipment order – they report they should be ready to order early next month.
8. Attached as usual are the fire hazard assessment as well as the call type breakdown for this reporting period. As of the date of this report, the danger is listed as ‘low’ but given the upcoming forecast, I expect that danger to increase as the week progresses.

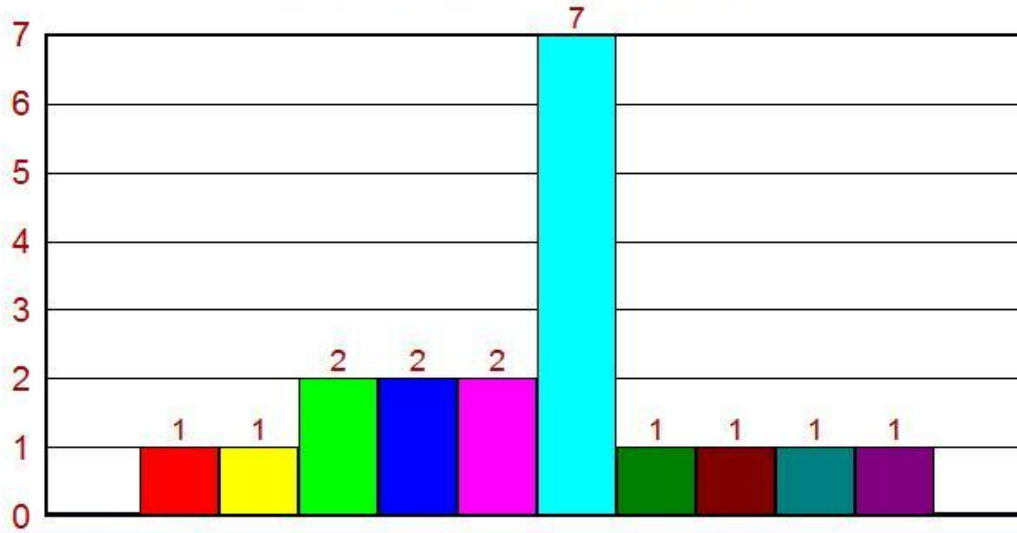
Respectfully submitted,

Craig White
Fire Chief, SCO
Town of Claresholm



CFD Call Breakdown

From May 17 21 to Jun 17 21



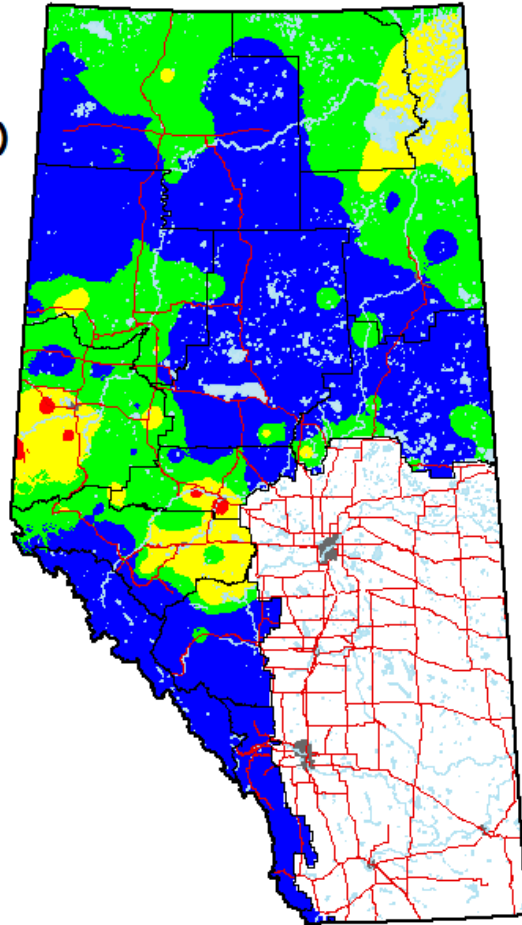
■ Alarm No Fire - accidental miscellaneous - 1	■ Alarm No Fire - detector activated - 1
■ Alarm No Fire - smoke or steam mistaken - 2	■ Fire Outside - 2
■ Fire Structure - 2	■ Medical - EMS - 7
■ Public Hazard - miscellaneous - 1	■ Public Service - assist police or other agency - 1
■ Public Service - miscellaneous - 1	■ Vehicle Accident - 1



Alberta

Fire Danger (Fire Weather Index) for June 20, 2021

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



Alberta  Government

© 2021 Government of Alberta

Map created on Jun-20 at 14:07



JUNE 2021

HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

Chief Administrative Officer hiring is close to complete.
There are some staff shortages coming up at the Aquatic Centre which will be filled shortly.

Assessment and Taxation

The 2019 Composite Assessment Review Board hearings were held on May 4th via zoom. We received the decisions back and both assessments were upheld as originally assessed. The request by Benchmark to recover \$1500.00 in costs, however, was not successful.

The 2021 Combined Tax and Assessment Notices have been sent out. The due date is back to June 30th and the complaint, or appeal, date is July 19th.

Below is the amount of outstanding taxes, at June 23rd, 2021 not including TIPPS Participants. Taxes outstanding are **\$2,461,315.98** summarized as follows:

\$ 2,353,017.15	Current Taxes Outstanding
\$ 49,374.26	Arrears including penalties
\$ 19,770.03	3 properties on Tax Agreement from 2020 Arrears List
\$ 39,154.54	On 2021 Tax Arrears List. Subject to auction in 2022.

There still remains six properties on the 2021 Tax Arrears List.

Infrastructure Services



JUNE 2021

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Arena

The arena is closed, booking for events.

Town Buildings

The landscaping of the administration building has been completed with the irrigation system and sod installed. Asbestos remediation starts June 21, and will last 10-14 days at the old administration building.

Cemetery

No complaints to report. Our seasonal student has started mowing.

Equipment

All equipment is operational at this time.

Garbage

Our garbage collection program is working with Public works staff still filling in. The spring cleanup, ½ price dumpster rental program is completed.

Streets/Sidewalks

Tender for the 2021 sidewalk replacement program has been awarded and the Contractor (East-Butte) has started with sidewalk replacement. Trip hazards were removed in another 100+ sidewalk locations. This is where there was an exposed edge of concrete more than 10mm in height difference, it was ground off flush.

Sanitary Sewers

Monthly maintenance of the sewer system, in the Town's problem areas continue. One home reported sewer backup, and it was a main line problem. Unknown blockage was quickly cleaned out by staff and no other damage was reported.

Water Distribution

A leak in the distribution system has been discovered, it is following the piping, into a meter vault. Location of leak is not known, yet, but we are monitoring the area. It is at the trailer park by Agri-plex. A direct bury meter has failed and must be dug up and replaced.

Storm Water Drainage

No problems at this time to report. Tree planting at the Storm water ponds, for plant warranty has been completed. 150 new trees were planted.

Parks

Grass cutting fulltime has started as we start over every week cutting over 55 acres. Weed spraying is every day the wind isn't blowing, we try to do some, but falling behind. A contractor has been hired to spray the Town's weeds, in the larger areas and parks staff will look after the small areas and Town buildings.

Recycling

Compost area is busy with trees, branches and yard debris getting dropped off. No complaints this month on recycling, with the switching to a 2 day pickup, from 3 days a week.

Staff

Nothing new to report. Holidays are affecting staff #'s and two additional members are off with medical reasons.

CLARESHOLM RECREATION

May-June Recreation Report



Authored by: Denise Spencer

June 22, 2021

CLARESHOLM ARENA MEZZANINE RENTALS 2021-22

Mezzanine
Day Rental \$60.60 + GST
Hourly Rental \$20.00 + GST up to 2.5 hours

Lobby with Mezzanine
Day Rental \$110.25 + GST
Evening Rental \$55.20 + GST

Arena Floor-Summer Rental
Day Recreation \$285.00 + GST
Hourly Recreation \$41.00 + GST
*Non Profit Rates Available**

Group Rentals Available
Classes
Dance
Workshops
Recreation
Newly Renovated

Claresholm.ca | 403-625-2172 - 403-625-3381 | rec@claresholm.ca

ARENA

- The Parks and Recreation Crew updated the green colour at the arena, painting doors to match the new Claresholm Minor Hockey Thunders Colours
- CARes Garage Sale: Rescheduled for July 24, with set up July 22 & 23
- Ice will go in the week of September 20th
- Gunshow: Tentatively Scheduled September 11, 2021

CAC

- Pool Signage:
 - Pool signage proofs have been completed, edits sent back. The facility will be using pre-existing signage boards to keep costs down.
- The Pool reopened June 14, 2021
- June and July schedules & program guide are posted at Claresholm.ca
- The facility will remain closed on

Sundays until attendee numbers are increased

- Registration system will continue to be used going forward.
- Claresholm Kraken Swim Club is using 3 hours of pool time per day, Monday through Friday
- Fort Macleod Sharks are renting the pool 2 times per week.
 - The Fort Macleod Pool is tentatively scheduled to open July 19
- The NL course (National Lifeguard) had 6 participants (current maximum) all candidates passed their exams. We have focussed on advanced training, as a need was recognized.

Lifesaving Society Awards June 18, 2021 for 2020:

- Governor Bruce Hogle Lifesaving Program Recognition Award #1 in a population less than 7,500 with the largest Lifesaving Program
- Terry Cavanaugh Junior Lifeguard Recognition Award #2 in a population less than 7,500 with the largest Junior Lifeguard Club (Pincher Creek was #1)
- William Patton First Aid Recognition Award #1 in a population less than 7,500 with the largest First Aid Program
- Marlin Moore National Lifeguard Recognition Award #1 in a population less than 7,500 with the largest NL Program
- Paul (Skip) Hayden Canadian Swim Patrol Recognition Award

ADMISSION POLICY

- Children under 8 require active supervision at all times; Caregivers must be 14 years or older, in the water, and within arm's reach
- 1 caregiver is required for every 3 children under the age of 5
- 1 caregiver is required for every 4 children under the age of 8 if all children are in lifejackets
- Children 0-3 years and anyone incontinent must wear a water resistant diaper; Individuals who have experienced diarrhea in the past 2 weeks should not use the pool
- Consult your doctor prior to use of the pool if you have a serious medical condition
- Children must be 8 or older to access the facility alone
- People who appear to be afflicted with cuts, skin disease, communicable diseases, colds, fever, infection or other physical ailments are prohibited from entering the water
- Individuals under the influence of alcohol or drugs should not use the facility
- Abusive language or treatment of others will not be tolerated

RULES WILL BE ENFORCED FOR YOUR SAFETY AND ENJOYMENT

EMERGENCY INFORMATION

- Notify staff in the event of injury or emergency
- Notify staff of medical conditions
- Fire alarm pull stations are located next to all emergency exits
- An AED is located in the first aid station by the family room
- Emergency telephone is located by the office door
- 1 long whistle blast - clear the pool immediately

The Town of Claresholm is an affiliate delivery partner of the Lifesaving Society, Canada's Drowning Prevention. *Clarity*

#1 in a population with less than 7,500 with Largest Canadian Swim Patrol Program

#3 in the Province operating an indoor pool

- Anne Resek Swim for Life Recognition Award
- #2 in a population with less than 7,500 with the largest Swim for Life program
- #3 in the whole province (behind Okotoks & Rocky Mountain House)

Ball Diamonds

Minor Ball

- Tball is at the diamonds by the spray park from 5:00 to 5:45 - ending June 23rd
- Coach pitch - centennial East - 5:45-6:45 - ending June 30th
- Minors - centennial west - starts at 5:30 - ending June 30th
- Majors - Millennium SE - starts at 5:45 - ending end of July (days depending on schedule)
- Intermediate- Moffat - starts at 5:30 - ending end of July (days depending on schedule)
- Juniors - Millennium SW - starts at 6:30- ending end of July (days depending on schedule)
- Softball Coach Pitch (girls)- Millennium NW - starts at 5:30 - ending
- Softball Juniors (girls) - Millennium NE - starts at 5:30- ending TBD

Co- Ed Recreation Slo-Pitch

- Pick-up games are being planned by teams for Tuesdays and Wednesdays, this is open to everyone interested. There is no organized Slo Pitch this year.

Disc Golf Course-

- Edmond Duguay, course designer and planter is independently working on grants to provide irrigation to the disc golf course. Our hot spring and early summer have impacted the plantings at park.
- Pop up Tournament June 19, 2021- while this was not well attended the organizer said he was pleased with the conversations he had with residents and visitors of the park.
- Claresholm Youth of Tomorrow are incorporating Disc Golf into their programming, they played June 22, 2021

Patterson Pathway Expansion

- Canada Healthy Communities Initiative Grant Application has been submitted, deadline was June 25, 2021 for this round of applications.
- Rural Communities Foundation Grant Application is due August 31, 2021. Proposal is in the works for Pathway signage for Claresholm.

Gardens & Planting

- Some of the bushes planted in May have succumbed to the heat, at this time the Gardener has been advised to continue watering as it's possible they will still bounce back.
- Scheduled to add mulch to Karma Garden, then the Xeriscape garden. Gardens downtown still need mulch added
 - Gardener advised to touch base with the Cemetery maintenance person to assist with placing mulch on these areas. Much faster and easier with someone sharing the work load.

Pickleball

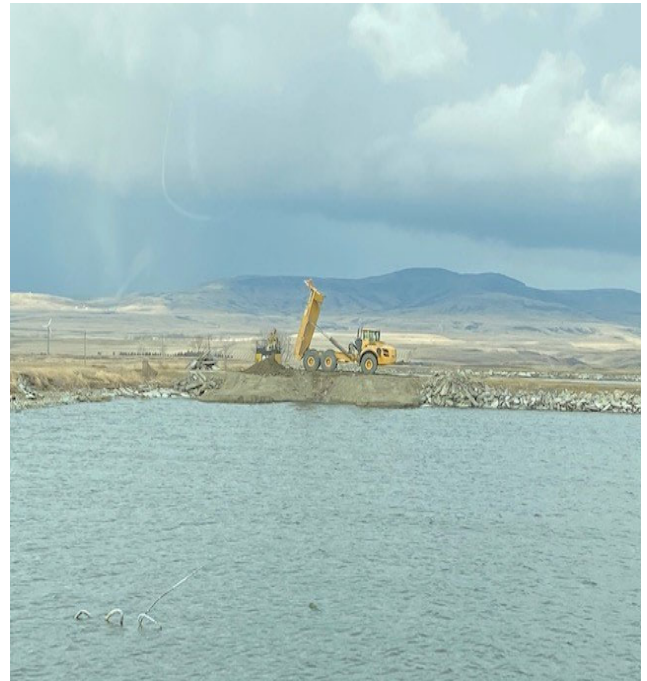
- Drop in Monday and Wednesdays 6-9pm from June 14-September 2. This program is organized by volunteers, equipment and nets are stored on site
- Court is scheduled to be resurfaced in the summer, will be approximately 3 weeks
- Account is being set up with the Town for the volunteers to deposit the drop in fees that have been collected.
 - Funds will be set aside for equipment purchase and windscreen

Skate Park

- Fundraiser with Claresholm, IGA, ran May 17-31, donate \$2 towards the new Skate Park
- Newline has updated the site design, and angle where the park will be situated in the green space



Claresholm



Utility Services Report June 2021



Utility Services Manager

Brad Burns

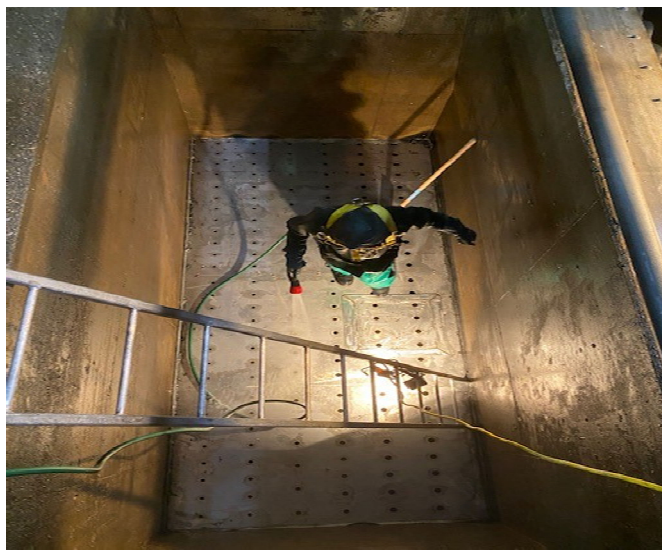
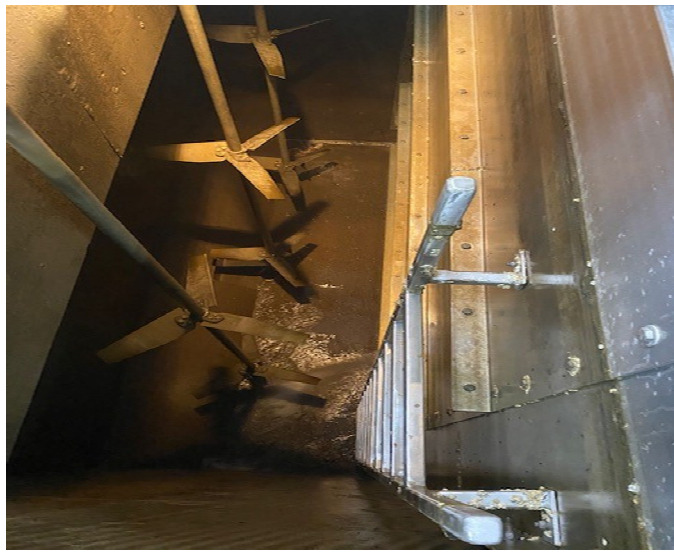
3700 8th Street West brad.burns@claresholm.ca
Box 1000 TOL-0T0 Cell # 1-403-625-1687
Claresholm, Alberta

Regional Water Treatment Plant

Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Membrane Rack # 1 and # 2 CIP (Clean in place membrane microfiber wash).
- MPE Engineering and Corona Electric onsite working on SCADA migration communications firmware upgrade.
- Clean and inspect Dissolved Air Floatation #1 and #2.
- PARCON Construction onsite to extend coagulant vent line through BMS area to roof.
- CHAMCO onsite for annual compressor service.
- Clean neutralization tank and check pump bowls and shafts.
- Change BMS hydronic filters.

Dissolved Air Flotation (DAF) Annual Inspection and Cleaning



Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Managing lead in municipal drinking water systems Phase 1.

Training and Continuing Education Credits

- Online courses available.
- Basic and advanced MuniSight training.

Meetings

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

Safety

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

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- Bulk load CPAC-181 coagulant delivered.
- Bulk delivery of Powered Activated Carbon (taste and odor control).

Pumping Stations and Reservoirs

Highway Pump Station

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Install backup air compressor for pneumatic fill valve control.
- Clean and replace inline air filter prior to reservoir fill valve and check compressor.

East Side Reservoir (UFA)

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

M.D Willow Creek

Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Bacteriological, THM and Lead samples as per AEP code of practice.
- Check building daily and record as per AEP code of practice.
- Clean chlorine line, injection quill and replace pump tube as required.

Airport

- Provide help with the Airport system as per service agreement.

PRV Meter Vault

- Check PRV meter vault operating pressure.

Hamlet of Granum

- Check water supply meter vault, electrical and telemetry equipment.

West Water CO-OP

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

Water Distribution

Universal Metering

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

Government Compliance

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

Meter/PRV Vaults

- Check acreage PRV vault bi-weekly.

Distribution Lines

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

Lagoon and Wastewater Collection

Government Compliance

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

Harvest Square Lift Station

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

Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Whissell Construction onsite replacing inter-cell structures.

Whissell Construction Onsite Replacing Inter-cell Vaults









Raw Water Supply

Pine Coulee Reservoir

- Pine Coulee Reservoir **77.85%** level 1050.62 geodetic meters, 39392.39 (dam3).
- Chain Lakes Reservoir **100.72%** 1297.16 geodetic meters, 14516.83 (dam3).

Pine Coulee Supply Line

- Visually check supply line valve, hydrants air release valves, vaults bi-weekly.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir **6247** mm.
- Check blowers to lake daily.
- Addition of Polydex algaecide to control taste and odor.

Golf Course

- Backwash water from process continues through the neutralization system to the golf course holding ponds.
- May water raw water usage from onsite ponds 15,355 m3.

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 25, 2021				
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	Zoom planning meeting was held on June 16. Reception at Amundsen Park on July 9th at 3:00pm.	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
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	
Regular Scheduled Meeting - June 14, 2021				
1	BYLAW #1725 - Moved by Councillor Schlossberger to give Bylaw #1725, the Unsightly Premises and Property Standards Bylaw Amendment, 1st Reading. CARRIED	Karine/Tara	on Council agenda for the June 28, 2021 meeting	Complete
2	BYLAW #1726 - Moved by Councillor Schulze to give Bylaw #1726, the Traffic & Highways Bylaw Amendment, 1st Reading. CARRIED	Karine	On the July 28, 2021 Agenda for 2nd & 3rd Readings	Complete
13	CORRES: Granum & District Canada Day Society - Moved by Councillor Moore to send the Town of Claresholm float to the Canada Day Celebrations in Granum on July 1st and to follow all public health guidelines in place at that time. CARRIED MOTION #21-109	Karine	Mel Lyster has agreed to take the float, to be arranged with public works	Complete
14	CORRES: Claresholm & Area Palliative Care Committee - Moved by Councillor Schlossberger to allow the Claresholm & Area Palliative Care Committee to use Centennial Park Campground for a Christmas light display as a fundraiser, to allow them to use the Town's power supply for their display, and to ensure that the roads are clear of snow for their event. CARRIED MOTION #21-110	Mike/Karine	Letter sent	Complete
15	CORRES: Claresholm Curling Club - Moved by Councillor Moore to forgive the municipal portion of the 2021 property taxes of the Claresholm Curling Club in the amount of \$994.71. CARRIED MOTION #21-111	Lisa	Letter written and mailed taxes cancelled	Complete

16	CORRES: The Bridges at Claresholm Golf Club - Moved by Councillor Cutler to forgive the municipal portion of the 2021 property taxes of the Claresholm Golf Club in the amount of \$2,963.49. CARRIED MOTION #21-112	Lisa	Letter written and mailed taxes cancelled	Complete
18	RFD: Insurance Reimbursement Policy - Moved by Councillor Schulze to adopt the updated policy 5.1.05 (v2.0) Community Organization Insurance Reimbursement Policy, as presented, effective June 14, 2021. CARRIED MOTION #21-113	Blair	Policy updated, put into Laserfiche	Complete
19	RFD: Canada Day 2021 - Moved by Councillor Moore to approve Town of Claresholm Canada Day Event, to be held at Centennial Park on 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. CARRIED MOTION #21-114	Brady/Sheila	pancake breakfast, flag raising, cupcakes, petting zoo, Farmers Market, fire truck confirmed. Planning is ongoing.	In progress
20	RFD: C.O.L.A. Program - Moved by Councillor Cutler to authorize the Bylaw Officer to implement the Claresholm Off Leash Ambassador (COLA) program as a six-month pilot project. CARRIED MOTION #21-115	Kyle	Working on securing sponsors	In progress
21	RFD: Request to use Amundsen Park - Moved by Councillor Carlson to approve the use of Amundsen Park for Such Drama's community event, subject to public health orders in effect for July 24th, 2021. CARRIED MOTION #21-116	Tara	letter sent	Complete
22	RFD: Request to use Amundsen Park - Moved by Councillor Moore to approve the use of Amundsen Park for a Water Fight Event (within Amundsen Park only) put on by the Willow Creek Gymnastics Team, subject to public health orders in effect for July 17th, 2021 with permission to set up the night before, that they ensure the park is well cleaned up following the event, and the Town will donate the water for this event. CARRIED MOTION #21-117	Tara	letter sent	Complete
23	RFD: Letter of Support - Moved by Councillor Zimmer 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. CARRIED MOTION #21-118	Tara	letter sent	Complete
24	Request for Direction: Fair Days 2021 - Moved by Councillor Schlossberger to allow planning for Fair Days on August 13, 14 & 15, 2021 to continue as usual with as many events as possible to proceed dependent on current public health guidelines at that time. CARRIED MOTION #21-119	Brady/Sheila	Planning for Fair Days is ongoing	In progress
31a	IN CAMERA: PERSONNEL - Moved by Councillor Cutler to appoint Vonda Chatterton to the Claresholm Housing Authority Board. CARRIED MOTION #21-120	Karine	Email sent & committee listing updated	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 24, 2021

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

May 28, 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
Kieth Carlson – Council Member

Staff: Tara VanDellen – Planner/Development Officer
Blair Bullock – Director of Corporate Services
Kyle Aikema – Bylaw Officer
Tracy Stewart - Administrative Assistant

Public Present: Ron & Cheryl Rezewski

9:02 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the Agenda by Doug Priestley
		Seconded by Jeff Kerr
		CARRIED

Adoption of Minutes	Motion to adopt the Meeting Minutes By Jeff Kerr
<ul style="list-style-type: none">• April 30, 2021	
	Seconded by Doug Priestley
	CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT	Motion to approve with conditions by Doug Priestley
	File: D2021.048 Applicant: Ron & Cheryl Rezewski Owner: Scott Anderson Address: 4704 2 St E Legal: Ptn Block 35, Plan 147N Regarding: Change in use – food processing facility, minor – with variance to minimum lot size (storage of products)	
	Condition(s):	Seconded by Kieth Carlson
	<ol style="list-style-type: none">1. <i>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 occupancy has been granted by Superior Safety Codes Inc.</i>2. <i>Any further change in use (additions, renovations, or intensifications of use) will require a new permit application.</i>	CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

May 28, 2021

Town of Claresholm – Zoom Meeting

3. *This application is for a change in use only, any proposed signs will require a separate application.*
 4. *The applicant must hold a valid Town of Claresholm business license prior to operating.*
 5. *The applicant shall be responsible for making arrangements with the Town of Claresholm Utility Department regarding the connection to municipal water services, including the procurement of the water meter (if required). Please contact Marianna Orge at the Town Office 403-625-3381.*
-

Item 2: DISCUSSION

**In Camera – discussion re: Recreational Vehicle
Parking Bylaw # 1711**

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

**Seconded by
Jeff Kerr
CARRIED**

**Motion to come out of
camera by
Mayor MacPherson**

**Seconded by
Doug Priestley**

CARRIED

**Motion by Jeff Kerr to
refer to Council a draft
amendment to Bylaw
#1711 as follows:**

- 1. No person shall keep or permit on any residential development or property any RV unless the RV is parked:
 - a. During the months of April to October inclusive, in a front yard or a secondary front yard and 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;**
 - 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****
-



MUNICIPAL PLANNING COMMISSION MINUTES

May 28, 2021
Town of Claresholm – Zoom Meeting

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.

Seconded by
Doug Priestley

CARRIED

10:13 a.m.

Motion to adjourn by
Doug Priestley

CARRIED

Claresholm Public Library Board
Regular Meeting
November 19th, 2019

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Casey Arnestad, Darry Markle, Gaven Moore, Barry Pratte and Holly Ottewell

Regrets: Lindsay Watson

1. CALL TO ORDER – Meeting called to order at 5:03pm

2. APPROVAL OF AGENDA – Motioned that the agenda be approved by Barry Pratte. Carried.

3. APPROVAL OF MINUTES

3.1 October 15th, 2019 REGULAR MEETING MINUTES

Motioned that the minutes be approved as presented by Darry Markle. Carried.

4. FINANCIAL

5.1 3 Month Financial Statement

Motioned by Marika Thyssen that the financial statement be approved as presented. Carried.

5. COMMITTEE REPORTS

5.1 Librarian's Report and Librarian's Committee Meeting Report

Motioned by Casey Arnestad that the Librarian's Report and Committee Meeting Report be approved as presented. Carried.

5.2 Chinook Arch Regional Library System Report – Reported that Tony Hamlyn will replace Kathy Davies on Board, waiting for town council to respond

6. OLD BUSINESS:

6.1 Library Board Committee Reports

- Finance Committee – nothing to report.
- Policy Review Committee – nothing to report.
- Personnel Committee – nothing to report.
- Plan of Service Committee – Met Friday October 25th, reviewed Plan of Service Draft. Will review new logo next meeting.

7. NEW BUSINESS

7.1 Bylaws of the Town of Claresholm Municipal Library – Will be sent in before November 30th, 2019

7.2 2020 Annual Financial Report – Tentatively approved by Town, will have final approval December 2019

8. CLOSED SESSION

8.1 Tony Hamlyn motioned to go into Closed Session citing 24(1)(b1) Officers/Employees of a public body under FOIP 5:36pm

Tony Hamlyn motioned to come out of Closed Session 5:47pm

9. ADJOURNMENT – Motioned by Darry Markle to adjourn at 5:50pm. Carried.

Next Meeting: DECEMBER 17, 2019 at 6:30 p.m.

Claresholm Public Library Board
Regular Meeting
December 17, 2019

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Casey Arnestad, Darry Markle, Gaven Moore, and Holly Ottewell

Absent: Lindsay Watson and Barry Pratte

1. **CALL TO ORDER** Meeting called to order at 6:40pm
2. **APPROVAL OF AGENDA** - Motioned that the agenda be approved by Darry Markle. Carried.

3. APPROVAL OF MINUTES

3.1 November 19, 2019 REGULAR MEETING MINUTES

Motioned that the minutes be approved as presented by Darry Markle. Carried.

4. FINANCIAL

5.1 3 Month Financial Statement

Motioned by Marika Thyssen that the financial statement be approved as presented. Carried.

5. COMMITTEE REPORTS

5.1 Librarian's Report and Librarian's Committee Meeting Report

5.2 Chinook Arch Regional Library System Report

Granum is dissolving, M.D. will form a board and keep library open.

Tony Hamlyn joined Finance and Personnel Committee, and Executive.

6. OLD BUSINESS:

6.1 Library Board Committee Reports

- Finance Committee - 2020 financial report
Will respond to Town via letter from Board.
- Policy Review Committee - update by-laws
Will respond to Town via letter from Board.
- Personnel Committee - nothing to report.
- Plan of Service Committee
Will review final draft of Plan of Service 2020-2024 January Meeting.

7. NEW BUSINESS

7.1 AED

7.2 Membership Fees - Will be responding to Town Council via Letter from Board

8. CLOSED SESSION

8.1 Darry Markle motioned to go into Closed Session citing 24(1)(b1) Officers/Employees of a public body under FOIP 7:50pm

Tony Hamlyn motioned to come out of Closed Session 7:56pm

9. ADJOURNMENT - Motioned by Tony Hamlyn to adjourn at 7:58pm. Carried.

Next Meeting: January 21st, 2020 at 6:30 p.m.

Claresholm Public Library Board
Regular Meeting
January 21st, 2020

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Gaven Moore, Holly Ottewell,
Lindsay Watson and Barry Pratte
Regrets: Casey Arnestad

1. **CALL TO ORDER** Meeting called to order at 6:40pm
2. **APPROVAL OF AGENDA** – Motioned that the agenda be accepted as presented by Marika Thyssen. Carried.
3. **APPROVAL OF MINUTES**
 - 3.1 January 21st, 2020 REGULAR MEETING MINUTES
Motioned that the minutes be approved as read by Barry Pratte. Carried.
4. **FINANCIAL**
 - 5.1 3 Month Financial Statement
Motioned by Marika Thyssen that the financial statement be approved as read. Carried.
5. **COMMITTEE REPORTS**
 - 5.1 Librarian’s Report and Librarian’s Committee Meeting Report
 - ALTA membership renewal approved by the board
 - New logo approved with the removal of the image of the grain elevator and addition of a book image
 - Holly Ottewell to write an anti-bullying policy to be presented at the February Board meeting
 - 5.2 Chinook Arch Regional Library System Report – no report
Motioned by Darry Markle that the reports be approved as read. Carried.
6. **OLD BUSINESS**
 - 6.1 Library Board Committee Reports
 - Finance Committee
 - Policy Review Committee
 - Personnel Committee
 - Plan of Service Committee
Plan of Service 2020–2024 approved, committee now retired for 4 (four) years

7. NEW BUSINESS

7.1 AED –to be installed

7.2 Membership Fees –letter accepted by Town Council, fees will remain as is.

7.3 Holly Ottewell to check apps for panic button use.

8. ADJOURNMENT – Motioned by Tony Hamlyn to adjourn at 7:35pm. Carried.

Next Meeting: February 18th, 2020 at 4:30 p.m.

Claresholm Public Library Board
Regular Meeting
February 18th, 2020

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Holly Ottewell, Lindsay Watson

Regrets: Barry Pratte

Absent: Casey Arnestad, Gavin Moore

1. CALL TO ORDER Meeting called to order at 4:37pm

2. APPROVAL OF AGENDA – Motioned that the agenda be accepted with one change by Darry Markle. Carried.

3. APPROVAL OF MINUTES

3.1 January 21st, 2020 REGULAR MEETING MINUTES

Motioned that the minutes be approved as read by Marika Thyssen. Carried.

4. FINANCIAL

5.1 3 Month Financial Statement

Motioned by Lindsay Watson that the financial statement be approved as read. Carried.

5. COMMITTEE REPORTS

5.1 Librarian's Report and Librarian's Committee Meeting Report

5.2 Chinook Arch Regional Library System Report – no report

Motioned by Lindsay Watson that the reports be approved as read.
Carried.

6. OLD BUSINESS

6.1 Library Board Committee Reports

- Finance Committee
- Policy Review Committee
- Personnel Committee
- Plan of Service Committee

Plan of Service 2020–2024 approved, committee now retired for 4 (four) years

7. NEW BUSINESS

7.1 WCB personal coverage – Board agreed not to follow up with WCB

7.2 Meeting time is changed to 4:30

- 7.3 Online Panic button app very expensive, Jay has no concern by herself, leave for now.
- 7.4 Careers contract added a clause to include a one-month cancellation available to both parties. Motioned by Lindsay Watson that the new clause in the Career Contract be approved. Carried.

7. CLOSED SESSION – Tony Hamlyn motioned to go into Closed Session citing 24(1)(b1) Officers/Employees of a public body under FOIP 4:59pm

Tony Hamlyn motioned to come out of Closed Session 5:01 pm

8. ADJOURNMENT – Motioned by Darry Markle to adjourn at 5:05pm. Carried.

Next Meeting: February 18th, 2020 at 4:30 p.m.

Claresholm Public Library Board
Regular Meeting
March 19th, 2020

MINUTES

1. **CALL TO ORDER** Meeting **CANCELLED**

2. **APPROVAL OF AGENDA.**

3. **APPROVAL OF MINUTES**

4. **FINANCIAL**

5.1 3 Month Financial Statement

5. **COMMITTEE REPORTS**

5.1 Librarian's Report and Librarian's Committee Meeting Report

5.2 Chinook Arch Regional Library System Report

6. **OLD BUSINESS**

6.1 Library Board Committee Reports

- Finance Committee
- Policy Review Committee
- Personnel Committee
- Plan of Service Committee

7. **NEW BUSINESS**

8. **CLOSED SESSION**

9. **ADJOURNMENT**

Next Meeting: April 21st, 2020 at 4:30 p.m.

Claresholm Public Library Board
Regular Meeting
April 21st, 2020

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Holly Ottewell, Lindsay Watson
Barry Pratte, Casey Arnestad and Gavin Moore

1. **CALL TO ORDER** – Meeting called to order at 4:37
2. **APPROVAL OF AGENDA** – Motioned by Gaven Moore that the agenda be approved as presented. Carried.
3. **APPROVAL OF MINUTES**
 - 3.1 February 18th, 2020 REGULAR MEETING MINUTES
 - 3.2 March 17th, 2020 DELAYED MEETING MINUTES – Motioned by Marika Thyssen that the minutes be accepted as presented. Carried.
4. **FINANCIAL**
 - 5.1 3 Month Financial Statement – Motioned that the Financial Statement be accepted by Barry Pratte. Carried.
5. **COMMITTEE REPORTS**
 - 5.1 Librarian’s Report and Librarian’s Committee Meeting Report
 - 5.2 Chinook Arch Regional Library System Report – Motioned by Casey Arnestad that the Committee Reports be accepted. Carried.
6. **OLD BUSINESS**
 - 6.1 Library Board Committee Reports
 - Finance Committee – nothing to report
 - Policy Review Committee – nothing to report
 - Personnel Committee – nothing to report
7. **NEW BUSINESS**
 - 7.1 Honourable Minister Madu letter – receiving the expected dollars early
 - 7.2 Application for Financial Assistance (3 forms) – require the final budget from the Town to complete.
8. **ADJOURNMENT** – Meeting adjourned at 4:59PM

Next Meeting: May 19th, 2020 at 4:30 p.m.

Claresholm Public Library Board
SPECIAL Meeting
May 8th, 2020

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Lindsay Watson,
Barry Pratte and Casey Arnestad
Absent: Gaven Moore

1. **CALL TO ORDER** – Meeting called to order at 10:08AM
2. **CLOSED SESSION** – Barry Pratte motioned to go into Closed Session citing 24(1)(b1)
Officers/Employees of a public body under FOIP at 10:09AM
– Casey Arnestad motioned to leave closed session at 10:28AM
3. **NEW BUSINESS**
 - 7.1 Paint Purchase for Library – Marika Thyssen motioned that Claresholm Library Staff be allowed to purchase requested paint for interior painting.
Carried.
4. **ADJOURNMENT** – Meeting adjourned at 10:38AM

Next Meeting: May 19th, 2020 at 4:30 p.m.

Claresholm Public Library Board
Regular Meeting
May 19, 2020

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Holly Ottewell, Lindsay Watson
Barry Pratte, Casey Arnestad and Gavin Moore

1. **CALL TO ORDER** Meeting called to order at 4:35pm
2. **APPROVAL OF AGENDA** – Motioned by Barry Pratte that the agenda be approved with added amendments by Tony Hamlyn. Carried.

3. APPROVAL OF MINUTES

3.1 April 21st, 2020 REGULAR MEETING MINUTES

Motioned by Marika Thyssen that the minutes be accepted as presented.
Carried.

3.2 May 8th, 2020 SPECIAL MEETING MINUTES

Motioned by Casey Arnestad that the minutes be accepted as presented.
Carried.

4. FINANCIAL

4.1 3 Month Financial Statement – Motioned that the Financial Statement be accepted by Marika Thyssen. Carried.

5. COMMITTEE REPORTS

5.1 Librarian’s Report and Librarian’s Committee Meeting Report

5.2 Chinook Arch Regional Library System Report

Motioned by Marika Thyssen that the Committee Reports be accepted. Carried.

6. OLD BUSINESS:

6.1 Library Board Committee Reports

- Finance Committee – n/a
- Policy Review Committee – n/a
- Personnel Committee – n/a
- Plan of Service Committee – n/a

7. NEW BUSINESS (amended)

Tony Hamlyn will be having a call with the lawyer at noon May 20th, if there is anything to discuss a meeting will be scheduled after that time.

8. CLOSED SESSION (if needed) – n/a

9. ADJOURNMENT – Meeting adjourned at 4:53pm

Next Meeting: June 16th, 2020 at 4:30 p.m.

Claresholm Public Library Board
Regular Meeting
June 16th, 2020

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Holly Ottewell, Lindsay Watson
Barry Pratte

Regrets: Casey Arnestad, Gavin Moore

1. **CALL TO ORDER** Meeting called to order at 4:34pm
 2. **APPROVAL OF AGENDA** – Motioned by Barry Pratte that the agenda be approved.
Carried.
 3. **APPROVAL OF MINUTES**
 - 3.1 May 19th, 2020 Regular Meeting Minutes – Motioned by Lindsay Watson that the minutes be approved. Carried.
 4. **FINANCIAL**
 - 4.1 3 Month Financial Statement – Motioned that the Financial Statement be accepted by Darry Markle. Carried.
 5. **COMMITTEE REPORTS**
 - 5.1 Librarian's Report and Librarian's Committee Meeting Report
 - 5.2 Chinook Arch Regional Library System Report – no meeting to reportMotioned by Marika Thyssen that the Committee Reports be accepted. Carried.
 6. **OLD BUSINESS:**
 - 6.1 Library Board Committee Reports – n/a
 7. **NEW BUSINESS**
 - 7.1 Tony Hamlyn informed the Board that Casey Arnestad has resigned from the Board and is applying for the advertised Library position.

Darry will take the information to the next MD meeting. Hold off advertising for the new Board member until decision made.
 8. **ADJOURNMENT** – Meeting adjourned at 5:02 pm
- Next Meeting: September 15th, 2020 at 4:30 p.m.

Claresholm Public Library Board
Regular Meeting
September 15th, 2020

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Holly Ottewell, Gaven Moore, and Barry Pratte

Absent: Lindsay Watson

Guest in Attendance: Ashley Oliver

1. **CALL TO ORDER** Meeting called to order at 4:40pm
2. **APPROVAL OF AGENDA** – Motioned by Barry Pratte that the agenda be approved.
Carried.
3. **APPROVAL OF MINUTES** – Motioned by Marika Thyssen that the minutes be approved. Carried.

3.1 June 16th, 2020 REGULAR MEETING MINUTES

4. **FINANCIAL** – Motioned by Marika Thyssen that the financial statement be approved.
Carried.

4.1 3 Month Financial Statement

5. COMMITTEE REPORTS

- 5.1 Librarian's Report and Librarian's Committee Meeting Report
- 5.2 Chinook Arch Regional Library System Report

Motion by Gaven Moore that the committee reports be approved as presented. Carried.

6. OLD BUSINESS:

6.1 Library Board Committee Reports

- Finance Committee
- Policy Review Committee
- Personnel Committee

7. NEW BUSINESS

- 7.1 Darry Markle motions that Ashley Oliver's name be brought to council for appointment to Library Board. Tony Hamlyn carries.

8. **ADJOURNMENT** – Meeting adjourned at 5:17pm.

Next Meeting October20th, 2020 at 4:30 p.m.

Claresholm Public Library Board
Regular Meeting
October 20th, 2020

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Holly Ottewell, Gaven Moore, and Barry Pratte, Ashley Oliver, Lindsay Watson

1. CALL TO ORDER

Meeting called to order at 4.05pm

2. APPROVAL OF AGENDA

Motioned by Barry Pratte that the agenda be approved. Carried.

3. APPROVAL OF MINUTES

3.1 September 15th, 2020 REGULAR MEETING MINUTES

Motioned by Darry Markle that the minutes be approved. Carried.

4. FINANCIAL

4.1 3 Month Financial Statement

4.2 Updated 2021 Budget presented by Holly Ottewell. All library boards are to meet at a round table to discuss

Motioned by Lindsay Watson that the financial statements be approved.
Carried.

5. COMMITTEE REPORTS

5.1 Librarian's Report and Librarian's Committee Meeting Report

5.2 Chinook Arch Regional Library System Report –meeting next week

Motioned by Marika Thyssen that the committee reports be approved as presented.
Carried.

6. OLD BUSINESS:

6.1 Library Board Committee Reports

- Finance Committee
- Policy Review Committee – will not need to meet for 2 1/2 years
- Personnel Committee – struck again with Gaven Moore, Darry Markle, Tony Hamlyn

6.2 Correspondence

- Holly Ottewell has submitted a letter of resignation with two weeks notice.

Claresholm Public Library Board
Regular Meeting
November 19th, 2020

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Gaven Moore, Ashley Oliver, Lindsay Watson, Jay Sawatzky

Absent: Barry Pratte

1. CALL TO ORDER

Meeting called to order at 4.35pm

2. APPROVAL OF AGENDA

Motioned by Gaven Moore that the agenda be approved. Carried.

3. APPROVAL OF MINUTES

3.1 October 20th, 2020 REGULAR MEETING MINUTES

Motioned by Darry Markle that the minutes be approved. Carried.

4. FINANCIAL

4.1 3 Month Financial Statement – delayed

5. COMMITTEE REPORTS

5.1 Librarian's Report and Librarian's Committee Meeting Report

Motioned by Marika Thyssen that the Committee Report be approved. Carried.

6. OLD BUSINESS:

6.1 Library Board Committee Reports

- Finance Committee
- Policy Review Committee – will not need to meet for 21/2 years
- Personnel Committee

6.2 Correspondence

- Letter from Municipal District of Willow Creek appointing Darry Markle and Ashley Oliver as District representatives for the ensuing year

6.3 Protective glass at reception desk discussed. Jay Sawatzky to follow up with Claresholm Glass. Suspended from the ceiling with cut out at the bottom.

7. NEW BUSINESS

7.1 Tony Hamlyn motioned that signing authority be granted to Jay Sawatzky for the Claresholm Library at Chinook Financial. Carried.

7.2 Tony Hamlyn will also look after getting a Credit Card in Jay Sawatzky's name, to represent the Claresholm Library

7.3 Ashley Oliver requested a copy of The Mission Statement and the Plan of Service

8. **ADJOURNMENT** – Meeting adjourned at 4:58pm.

Next Meeting January 19th, 2021 at 4:30 p.m.

Claresholm Public Library Board

Regular Meeting

January 19, 2021

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Gaven Moore, Barry Pratte, Ashley Oliver and Jay Sawatzky

Regrets: Lindsay Watson

1: CALL TO ORDER

Meeting called to order at 4:33

2: APPROVAL OF AGENDA

Motion made by Barry Pratte that the agenda be approved. Carried.

3: APPROVAL OF MINUTES

3.1 December 17, 2020 REGULAR MEETING MINUTES

Motion made by Gaven Moore that the minutes be approved. Carried.

4: CORRESPONDENCE

The letter from A. Thompson was discussed. As there was no return address and no first name to try find exactly who this letter is from it was deemed for information only.

5: FINANCIAL

5.1 2020 Financial Year End Report

5.2 2021 Budget Proposal

The 2020 Year End report discussed. Tony noted the amount spent on books was quite a bit less than budgeted and wondered if patrons had noticed this. Jay replied she had not seen this to be a huge issue. Ashley asked if the plexiglass for the front counters had been purchased and installed. The answer was yes; it was recorded under furniture and equipment for 2020.

There were uncategorized items in the 2020 finances due to previous manager's errors in the monthly financial reconciliation. A new software program was purchased (for less \$ annually) and the year of financials was reinput. There are slightly more dollars in the credit and debit miscellaneous categories as a result. Procedures and monthly audit will mitigate this risk going forward.

Regarding the 2021 Budget Proposal Jay noted that in 2020 the amount budgeted for the Rural Services Library Grant was zero; it was not known at that time what the amount would be. The M.D. of Willow Creek formed a Library Board following Granum no longer having a classification of "town". This affected the amount libraries in the M.D. receive from this grant. The money Claresholm received for

2020 was \$1,337.45 and was received in December of 2020. Because of this, Jay asked for the proposed 2021 Budget be amended to include \$1,300 from the Rural Services Library Grant. The amount we are to receive from the M.D. of Willow Creek be changed from \$13,000 to \$12,000 as we had only received \$12,052 from them in 2020.

A motion was made by Marika Thyssen that both financial statements be accepted including the changes suggested by Jay and the Library's Proposed Budget for 2021 be sent to the Town of Claresholm and Jay prepare a financial statement for the 2020 finances.

Motion carried.

6: COMMITTEE REPORTS:

Tony would like clarification as to the Levy reduction Chinook Arch is giving to Libraries as our cost for 2021 is the same as 2020. Jay will contact Robin at Chinook Arch regarding this.

Motion made by Darry Markle to accept the reports as presented. Carried.

7: NEW BUSINESS

It was agreed Jay would send letter to Town along with the Budget proposal for 2021

8: CLOSED SESSION

At 5:14 Tony Hamlyn made a motion to go into Closed Session citing 24(1)(b1) Officers/Employees of a public body under FOIP

At 5:27 Tony Hamlyn made a motion to come out of closed session.

9: ADJOURNMENT

At 5:27 Tony Hamlyn made a motion to adjourn.

Next meeting: February 16, 2021 at 4:30 pm.

Claresholm Public Library Board
Regular Meeting
February 16, 2021

Minutes

Present: Tony Hamlyn, Darry Markle, Marika Thiessen, Jay Sawatzky, Ashley Oliver, Gaven Moore

Regrets: Lindsay Watson

Absent: Barry Pratte

1. **CALL TO ORDER:** Tony Hamlyn called the meeting to order at 4:37 pm Feb 16, 2021.

2: **APPROVAL OF AGENDA:** Darry Markle motioned to accept the agenda as presented.
Carried.

3: APPROVAL OF MINUTES

3.1 JANUARY 19, 2021 REGULAR MEETING MINUTES

Ashley Oliver motioned to accept the minutes of the Jan 19, 2021 regular meeting minutes.
Carried.

4: CORRESPONDENCE

4.1 Letter from UFA Calgary – letter attached. We have thanked in a letter. Jay reached out to some of the families with kids who are home schooled and asked if they could use anything. She has since purchased some books that will be labelled as donated on behalf of UFA.

4.2 Letter from the M.D. of Willow Creek Library Board – attached.

5: FINANCIAL

5.1 January 2021 Financial Statement

5.2 Library Reserve Funds

Marika Thyssen motioned to accept the Financial Statement as presented. Carried.

Gaven Moore made a motion to transfer \$50K from the chequing account into the Elite Savings account for Temporary Reserves until such time as the funds are required for expenses as outlined. Carried.

6: COMMITTEE REPORTS

6.1 Librarian's report

6.2 Librarians' Committee Meetings Reports

Claresholm Public Library Board
Regular Meeting
February 16, 2021

Minutes

6.3 Chinook Arch Regional Library System Report – verbal report.
Darry Markle motioned to accept the Committee Reports as presented. Carried.

7: NEW BUSINESS

7.1 Annual Report for 2020 needs approval.

Marika Thyssen motioned to approve the Annual Report for 2020 with the one change of saying Yes Darry Markle is on council. Carried.

8: CLOSED SESSION (if needed)

Tony Hamlyn made a motion to go into closed session at 5:14, citing 24(1)(b1) Officers/Employees of a public body under FOIP.

Tony Hamlyn made a motion to come out of closed session at 5:29.

9: ADJOURNMENT – Ashley Oliver motioned to adjourn at 5:30.

Next Meeting March 16th, 2021 at 4:30 p.m.

Claresholm Public Library Board

Regular Meeting

March 16, 2021

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Ashley Oliver and Jay Sawatzky

Regrets: Lindsay Watson, Barry Pratte, Gaven Moore

1: CALL TO ORDER

Meeting called to order at 4:35

2: APPROVAL OF AGENDA

Motion made by Darry Markle that the amended agenda be approved. Carried.

3: APPROVAL OF MINUTES

3.1: Approval of Minutes from February 16, 2021 Regular Board Meeting

Motion made by Ashley Oliver that the minutes be approved. Carried.

4: CORRESPONDENCE

4.1: Letter from Minister of Alberta Municipal Affairs. The letter confirms that the funding from the Government of Alberta for 2021 will be the same as 2020. Ashley Oliver asked for the amount the Library will receive in 2021. It will be the same as 2019 and 2020: \$20,587.00.

4.2: Community Foundation Statement: Tony reports that there is \$26,749.12 in the fund with \$1286 available to the Library if they wished to use it.

5: FINANCIAL

5.1 January/February 2021 Financial Statement: Marika wondered why there was no entry for January for Atco. January is empty because the 2020 December payment came out in December so it could be included in the 2020 year end. The payment for January was made in February and on the statement it is recorded as \$956.19 as the GST was recorded separately to make it easier when applying for the GST rebate.

5.2 Library Reserve Funds – Jay confirms that \$50,000 was moved from the Community Account to the Elite Savings account on February 26.

A motion was made by Marika to accept the financial statement with amendments requested. Carried.

5.3 Amend 2021 Financial Budget: it was decided that the Board Finance Committee will meet to possibly amend the 2021 Financial Budget as some of our needs have changed since it was first approved.

6: COMMITTEE REPORTS:

Tony made a verbal report of the last Chinook Arch Regional Library System Meeting on Feb. 18 and said that the Finance Committee has approved using some of the funds of the 2020 budget surplus to give some money back to member libraries. More details will be forthcoming once Chinook Arch's annual audit is completed. Also, a letter was sent from the Board to the City of Lethbridge asking for better communication between the two. No response as of yet. The next Board meeting will be on March 18.

Darry made a motion to accept the reports. Carried.

7: CLOSED SESSION

At 5:05 Tony Hamlyn made a motion to go into Closed Session citing 24(1)(b1) Officers/Employees of a public body under FOIP.

At 5:13 Tony Hamlyn made a motion to come out of closed session.

8: ADJOURNMENT

At 5:13 Tony Hamlyn made a motion to adjourn.

Next meeting: April 20, 2021 at 4:30 pm.

Claresholm Public Library Board
Regular Meeting
April 20, 2021

Minutes

Present: Tony Hamlyn, Marika Thyssen, Ashley Tebbutt, Gaven Moore, Jay Sawatzky

Regrets: Darry Markle

Absent: Lindsay Watson

1. **CALL TO ORDER:** Tony Hamlyn called the meeting to order at 4:35 pm April 20, 2021.

2: **APPROVAL OF AGENDA:** Gaven Moore motioned to accept the agenda as presented.
Carried.

3: **APPROVAL OF MINUTES**

3.1 March 15, 2021 REGULAR MEETING MINUTES

Ashley Tebbutt motioned to accept the minutes of the March 16, 2021 regular meeting minutes. Carried.

4: **CORRESPONDENCE**

4.1 Barry Pratte letter of resignation

Boardchair Tony Hamlyn will contact the Town of Claresholm office to have them advertise for another Town board representative. She will also contact board member Lindsay Watson to see when she will be returning from the U.S.

5: **FINANCIAL**

5.1 Honorarium for Kathy Davies

A payment of \$5000 will be made to Kathy for all the hours she has volunteered over the last several months helping with the Library finances.

5.2 Roof Repairs

Jay advised the board that the roof needed to be completely retiled and the cost would be \$50,000 and it is unknown at this time if the Town will ask the Library to help cover the cost.

5.3 Finance Committee Meeting

The committee met April 14th and discussed and approved the honorarium for Kathy Davies. They also decided that the members of the committee will take turns each month conducting

Claresholm Public Library Board
Regular Meeting
April 20, 2021

Minutes

the financial audit. Jay will create a log to be signed each month to show the audit was done.

5.4 Town Grant Meeting

Tony Hamlyn and Gaven Moore met with the Town of Claresholm on Tuesday April 20th. The Town will receive less funding from the provincial government this year and inquired as to whether the Library could function without a degradation to services if we only received \$160,000 in funding from the Town for 2021. The funding should be back up in the coming years. After discussion with the board it was agreed 2020 and 2021 are very abnormal years because of the pandemic and we can handle it this year. We will let the town know this.

They also let us know that going forward the Library will now have to cover the cost of our Town utilities.

5.5 March Financial Statement

Marika Thyssen motioned to accept the Financial Statement as presented. Carried.

6: COMMITTEE REPORTS

6.1 Librarian's report – provided

6.2 Librarians' Committee Meetings Reports – provided

6.3 Chinook Arch Regional Library System Report

Tony Hamlyn verbally provided the Chinook Arch Regional Library report: attended the Finance Committee March 18th, the Executive Committee March 25th and the Regular Board Meeting on April 1st. Summary to come.

Gaven Moore motioned to accept the Committee Reports as presented. Carried.

7: CLOSED SESSION

Tony Hamlyn made a motion to go into closed session at 5:04, citing 24(1)(b1) Officers/Employees of a public body under FOIP.

Tony Hamlyn made a motion to come out of closed session at 5:08.

9: ADJOURNMENT – Tony Hamlyn adjourned at 5:08 pm

Next Meeting May 18, 2021 at 4:30 p.m.

Claresholm Public Library Board
Regular Meeting
May 18, 2021

Minutes

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Joanna Ridley, Jay Sawatzky

Regrets: Ashley Tebbutt, Gaven Moore

1. **CALL TO ORDER:** Tony Hamlyn called the meeting to order at 4:37 p.m.

2. **APPROVAL OF AGENDA:** Darry Markle motioned to accept the agenda as presented. Carried.

3. **APPROVAL OF MINUTES**

3.1 April 20, 2021 REGULAR MEETING MINUTES

Marika motioned to accept the minutes. Carried.

4. **CORRESPONDENCE**

4.1 Letter of Resignation from the Library Board by Lindsay Watson

4.2: Letter from the Town advising of Joanna Ridley's appointment

Tony noted that Lindsay enjoyed her time on the board but wanted to travel. Tony and the other members present welcomed Joanna Ridley to the Board.

5. **FINANCIAL**

5.1 May Financial Report

5.2: 2021 Budget submission to PSLB

Marika Thyssen made a motion to accept financial report. Carried.

Marika will contact Gaven Moore and set up a time for the Finance Committee to meet sometime June 1 to 11th to go over the budget for submission to PSLB by June 15.

6. **COMMITTEE REPORTS**

6.1 Librarian's report – provided

6.2 Librarians' Committee Meetings Reports – provided

6.3 Chinook Arch Regional Library System Report – no meeting since the Claresholm Library Board last met.

Darry Markle motioned to accept the reports. Carried.

**Claresholm Public Library Board
Regular Meeting
May 18, 2021**

Minutes

7: NEW BUSINESS

Election of new secretary tabled.

8: CLOSED SESSION

Tony Hamlyn made a motion to go into closed session at 5:01, citing 24(1)(b1) Officers/Employees of a public body under FOIP.

Tony Hamlyn made a motion to come out of closed session at 5:06.

9: ADJOURNMENT – Tony Hamlyn adjourned at 5:07 pm

Next Meeting June 15, 2021 at 4:30 p.m.

Karine Keys

From: Alberta Seniors & Housing <seniorsinformation@gov.ab.ca>
Sent: June 23, 2021 9:04 AM
To: Karine Keys
Subject: Age-Friendly Alberta E-News

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

Age-Friendly E-News

Alberta

Minister's Seniors Service Awards - Only one week left!

The deadline to nominate someone for a Minister's Seniors Service Award is just over one week away, so nominate someone today!

The Minister's Seniors Service Awards are accepting nominations for Individuals, Businesses and Nonprofit Organizations who support seniors in Alberta, lead the way for improved services and contribute to strong Alberta communities.

Over the past months, there have been countless examples of individuals, nonprofit organizations and businesses stepping up in new and innovative ways to ensure seniors have the supports they need. Take a moment to nominate a business who introduced special hours for seniors, an organization that came up with an innovative way to deliver services, a senior community builder, or an Albertan who has brought joy to a senior.

We also encourage you to share these posts on your social media accounts:



The deadline to submit nominations is June 30, and it is easy to submit a nomination either [online](#), or by using the [fillable form](#). For more information about the Minister's Seniors Service Awards and to nominate an outstanding Albertan, please visit alberta.ca/MSSA.

Mental Health Supports Webinar Series - Register today!

You are invited to participate in a Seniors Mental Health Supports Webinar Series. This four-part webinar series is intended to help support the mental health and wellness of seniors, their caregivers, and service providers. These webinars focus on re-connection and re-entry as Alberta and the world transition to post-pandemic life. The first webinar takes place on June 30 to discuss *Mental Health Supports and Strategies: Managing social isolation, fear of going into the community, and how to access help*.

For more information, and to register for the webinars, please visit <https://www.alberta.ca/seniors-mental-health-support.aspx>.