



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
MARCH 22, 2021  
AGENDA**

Time: 7:00 P.M.

Place: Electronic Only due to COVID-19 Pandemic

Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAfNL1KA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA:

ADOPTION OF AGENDA

MINUTES:

REGULAR MEETING – MARCH 8, 2021

DELEGATION:

1. CLARESHOLM RCMP DETACHMENT – Sgt. Jason Cann  
RE: Annual Performance Plan
2. GREGORY HARRIMAN & ASSOCIATES LLP – Erin Gregory, CPA, CA  
RE: 2020 Financial Statements

ACTION ITEMS:

1. REQUEST FOR DECISION: 2020 Reserve Transfers
2. REQUEST FOR DECISION: 2020 Audited Financial Statements
3. NEWS RELEASE – Alberta Government, March 11, 2021  
RE: Local Measures Statutes Amendment Act
4. NEWS RELEASE – Alberta Government, March 15, 2021  
RE: Holding Elected Officials Accountable in Alberta
5. NEWS RELEASE – Alberta Government, March 17, 2021  
RE: Revitalizing Rural Health Facilities
6. CORRES: Hon. Ric McIver, Minister of Municipal Affairs  
RE: Changes to Alberta's Disaster Recovery Program (DRP)
7. CORRES: Hon. Sonya Savage, Minister of Energy  
RE: Letter Regarding Alberta's Coal Policy
8. CORRES: Alberta Urban Municipalities Association (AUMA)  
RE: AUMA's Spring Municipal Leaders' Caucus
9. CORRES: Alberta Urban Municipalities Association (AUMA)  
RE: Interim Alberta Policy Advisory Board Survey
10. CORRES: Claresholm & District Health Foundation  
RE: Annual Charity BBQ – June 16, 2021
11. CORRES: David & Shannon Yates  
RE: Parking of Recreational Vehicles
12. REQUEST FOR DECISION: Alberta Settlement and Integration Partnership
13. REQUEST FOR DECISION: The Station – Mackin Hall
14. INFORMATION BRIEF: Asset Management Training Update
15. INFORMATION BRIEF: Utility Rate Comparison
16. INFORMATION BRIEF: MD of Willow Creek Subdivision Notice
17. INFORMATION BRIEF: Claresholm Transportation Society Lease
18. INFORMATION BRIEF: New Council Chambers / Community Room Bookings
19. INFORMATION BRIEF: MSI Operational Funding
20. INFORMATION BRIEF: Municipal Emergency Plan – Council Access
21. INFORMATION BRIEF: CAO Report
22. INFORMATION BRIEF: Council Resolution Status
23. ADOPTION OF INFORMATION ITEMS
24. IN CAMERA:
  - a. LAND – FOIP Section 16.1
  - b. LAND – FOIP Section 16.1
  - c. LEGAL – FOIP Section 27
  - d. Intergovernmental Relations – FOIP Section 21
  - e. PERSONNEL – FOIP Section 17

INFORMATION ITEMS:

1. Alberta SouthWest Regional Alliance Board Meeting Minutes – February 3, 2021
2. Alberta SouthWest Bulletin – March 2021
3. Claresholm Child Care Society Regular Board Meeting Minutes – December 8, 2020
4. Claresholm & District Museum Board Meeting Minutes – January 20, 2021
5. Oldman River Regional Services Commission (ORRSC) Executive Meeting Minutes – February 11, 2021
6. Age Friendly Alberta Newsletter – March 2021

ADJOURNMENT



# Claresholm

**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**MARCH 8, 2021**

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

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

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

**ABSENT:** None

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

**MEDIA PRESENT:** None

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

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

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – FEBRUARY 22, 2021**

Moved by Councillor Schulze that the Regular Meeting Minutes of February 22, 2021 be accepted as presented.

**CARRIED**

**DELEGATION:** **BYLAW ENFORCEMENT OFFICER – Kyle Aikema**  
**RE: Introduction to Council**

Bylaw Enforcement Officer Kyle Aikema who started working for the Town on February 1, 2021, introduced himself to Council.

**ACTION ITEMS:**

1. **BYLAW #1721 – Municipal Emergency Management Bylaw**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Carlson to give Bylaw #1721, the Municipal Emergency Management Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Schlossberger to give Bylaw #1721, the Municipal Emergency Management Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

2. **NEWS RELEASE – Government of Alberta: Minister of Energy Sonya Savage**  
**RE: Coal Consultation to Start March 29<sup>th</sup>**

Received for information.

3. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**  
**RE: Budget 2021 Message**

Received for information.

4. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**  
**RE: 20th Annual Minister's Awards for Municipal Excellence**

MOTION #21-032

Moved by Councillor Schulze to submit the Rural & Northern Immigration Pilot (RNIP) Project for the 20th Annual Minister's Award for Municipal Excellence under the Building Economic Strength Category.

**CARRIED**

Councillor Zimmer joined the meeting at approximately 7:15 p.m.

5. **CORRES: Office of the Deputy Minister, Alberta Municipal Affairs**  
**RE: Disaster Funding Changes**

Received for information.

6. **CORRES: Alberta Urban Municipalities Association (AUMA)**  
**RE: Initial Assessment of Budget**

Received for information.

7. **CORRES: Rural Municipalities of Alberta (RMA) Bulletin**  
**RE: Alberta Budget Initial Analysis**

Received for information.

8. **CORRES: Westlock County**  
**RE: Concerns Regarding Proposed Changes to AER Directive 067**

Received for information.

**9. CORRES: Municipality of the Crownsnest Pass**  
**RE: Concerns Regarding the Proposed Alberta Provincial Police Force**

Received for information.

**10. CORRES: Mayor Craig Snodgrass, Town of High River**  
**RE: Coal Policy Public Consultation**

Received for information.

**11. CORRES: Royal Canadian Legion – Alberta/NWT Command**  
**RE: Commemorative History Book**

MOTION #21-033 Moved by Councillor Cutler to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$442.86 plus GST for 2022.

**CARRIED**

**12. REQUEST FOR DECISION: Letter of Support – Claresholm Skatepark Association**

MOTION #21-034 Moved by Councillor Zimmer to write a letter of support towards the Claresholm Skatepark Association's application to the Canada Community Foundation, Healthy Communities Initiative Grant, for the purpose of constructing the skatepark at 111 – 55<sup>th</sup> Avenue West (site of the new multi-use facility in which the Town has allocated land for the skatepark construction).

**CARRIED**

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

MOTION #21-035 Moved by Councillor Moore 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**

**14. REQUEST FOR DECISION: Park Benches Proposal**

MOTION #21-036 Moved by Councillor Schlossberger to approve the installation of park benches in the Frog Creek Wetlands provided by Grant and Faye Jordan, with locations to be finalized in discussions with Infrastructure Services and Administration that provide the least impact to roads and the wetlands area, and to send a thank you basket to the Jordans from the Town.

**CARRIED**

**15. REQUEST FOR DECISION: Patterson Pathways East Side Link**

MOTION #21-037 Moved by Councillor Moore to support the Town of Claresholm's Healthy Communities Initiative Grant Application for two pathways on the East Side of town.

**CARRIED**

MOTION #21-038 Moved by Councillor Cutler to amend the Recreation Master Plan to include the pathway extension on 5<sup>th</sup> Street East.

**CARRIED**

MOTION #21-039 Moved by Councillor Carlson to amend the Recreation Master Plan to include the pathway within the East Side Off-Leash Park.

**CARRIED**

**16. REQUEST FOR DECISION: Aquatic Centre Rentals**

MOTION #21-040 Moved by Councillor Schlossberger to reduce the Household Rental Fees to \$50/hour for March and April 2021 to increase rentals at the Claresholm Aquatic Centre.

**CARRIED**

**17. REQUEST FOR DECISION: Wastewater Lagoons Holding Cells Upgrade**

MOTION #21-041 Moved by Councillor Zimmer to award the Wastewater Lagoon Holding Cells Upgrade project to Whissell Contracting Ltd. in the amount of \$767,489.55 plus GST.

**CARRIED**

**18. REQUEST FOR DECISION: Transportation Society New Building Rent Request**

MOTION #21-042 Moved by Councillor Schulze to enter into a lease agreement with the Claresholm & District Transportation Society for one community office (with phone and Wi-fi) and six parking stalls at the new multi-use building located at 111 – 55<sup>th</sup> Avenue West at an annual rate of \$6,600 per year.

**CARRIED**

**19. REQUEST FOR DECISION: Rec Policy Update & Community Offices Rent Policy**

MOTION #21-043 Moved by Councillor Cutler to adopt the updated Policy 5.7.10 (v2) Rec Fees Policy, as amended (to change the hourly for-profit rental rate for Council Chambers to an additional \$20 per hour, bringing it to \$60 per hour), effective March 8, 2021.

**CARRIED**

MOTION #21-044 Moved by Councillor Carlson to adopt Policy 5.8.30 (v1) Community Offices Rental Policy, as presented effective March 8, 2021.

**CARRIED**

MOTION #21-045 Moved by Councillor Zimmer to send notification to The Station in regards to the use of Mackin Hall coming to an end, and to discontinue the use by June 30, 2021.

**CARRIED**

**20. REQUEST FOR DECISION: Town Operations – Move to a New Building**

MOTION #21-046 Moved by Councillor Cutler to allow scheduled “tours” of the new multi-use building, following all COVID procedures and guidelines, for March 24<sup>th</sup> to 26<sup>th</sup>, 2021 with additional dates of March 29<sup>th</sup> and 30<sup>th</sup> if required.

**CARRIED**

MOTION #21-047 Moved by Councillor Carlson to close the Town Administration Office on March 31<sup>st</sup> and April 1<sup>st</sup>, 2021 to allow staff to move into the new building.

**CARRIED**

MOTION #21-048 Moved by Councillor Schlossberger to send a letter of apology to the Livingstone Range School Division that they were missed in the videos regarding the construction of the new daycare / playschool facility on 8<sup>th</sup> Street West and how much their contribution to the project was appreciated.

**CARRIED**

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

MOTION #21-049 Moved by Councillor Moore to set April 17, 2021 at 9:00 a.m. as the date to hold a Council Evaluation Session in person at the new Town Administration Building located at 111 – 55<sup>th</sup> Avenue West, as this location allows for physical distancing and will be conducive to having open, candid and productive conversations.

**CARRIED**

**22. INFORMATION BRIEF: 2020 Safety Codes Internal Audit**

Received for information.

**23. INFORMATION BRIEF: Community Takes Root Project – ASIP Grant**

Received for information.

**24. INFORMATION BRIEF: Skatepark Concept Plans**

Received for information.

**25. INFORMATION BRIEF: Strategic Plan Report**

Received for information.

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

Received for information.

**27. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**28. IN CAMERA**

a. LAND – FOIP Section 16.1

b. LAND – FOIP Section 16.1

c. Intergovernmental Relations – FOIP Section 21

Moved by Councillor Moore to go In Camera at 8:40 p.m. for the following items:

a. LAND – FOIP Section 16.1

b. LAND – FOIP Section 16.1

c. Intergovernmental Relations – FOIP Section 21

**NOTICE OF RECORDING CEASED:** Mayor MacPherson stated that the live stream has ended at 8:40 p.m.

Moved by Councillor Zimmer to come out of In Camera at 9:23 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:23 p.m.

a. LAND – FOIP Section 16.1

MOTION #21-050 Moved by Councillor Cutler to allow a one-year extension to Southline Real Estate Ltd. For Plan 7910032 Block 10 Lots 1-4 to March 17, 2022, with the costs to register the extension to be borne by the owner.

**CARRIED**

MOTION #21-051 Moved by Councillor Carlson to allow a one-year extension to Southline Real Estate Ltd. For Plan 7910032 Block 11 Lot 1 to March 5, 2022, with the costs to register the extension to be borne by the owner.

**CARRIED**

b. LAND – FOIP Section 16.1

MOTION #21-052 Moved by Councillor Schlossberger to accept the offer to purchase from DJ and Terryl Woodward for the property located at Lot 3, Block 12, Plan 7910032 and the west portion of Lot 12, Block RW, Plan RW 423 (subject to subdivision) in the amount of \$20,000 (plus GST) and an access agreement to be registered on title for the purpose of continued monitoring & that all costs in regards to subdivision and registration are to be borne by the purchaser.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 9:25 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson noted that recording ceased at 9:25 p.m.

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Mayor – Doug MacPherson

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Chief Administrative Officer – Marian Carlson

DRAFT

# **DELEGATIONS**

GHA

GREGORY  
HARRIMAN  
& ASSOCIATES LLP  
CHARTERED PROFESSIONAL ACCOUNTANTS

**TOWN OF CLARESHOLM  
CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2020**

*Draft for discussion purposes only*

# Town of Claresholm

December 31, 2020

## CONTENTS

	Page
Management's Responsibility for Financial Reporting	1
Independent Auditors' Report	2 - 3
<b>FINANCIAL STATEMENTS</b>	
Consolidated Statement of Financial Position	4
Consolidated Statement of Operations	5
Consolidated Statement of Change in Net Financial Assets (Debt)	6
Consolidated Statement of Cash Flow	7
Schedule 1 - Schedule of Changes in Accumulated Surplus	8
Schedule 2 - Schedule of Tangible Capital Assets	9
Schedule 3 - Schedule of Property and Other Taxes	10
Schedule 4 - Schedule of Government Transfers	11
Schedule 5 - Schedule of Consolidated Expenses by Object	12
Schedule 6 - Schedule of Segmented Disclosure	13
Notes to Financial Statements	14 - 24



## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

Management of the Town of Claresholm is responsible for the preparation, accuracy, objectivity and integrity of the accompanying consolidated financial statements and all other information contained within this Financial Report. Management believes that the consolidated financial statements present fairly the Town's financial position as at December 31, 2020 and the results of its operations for the year then ended.

The consolidated financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).

The consolidated financial statements include certain amounts based on estimates and judgments. Such amounts have been determined on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly in all material respects.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for preparation of the consolidated financial statements.

Town Council meets annually with management and external auditors to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, and to satisfy itself that each party is properly discharging its responsibilities. Council is also responsible for the engagement or re-appointment of the external auditors. The Town Council has approved the consolidated financial statements.

The consolidated financial statements have been audited by Gregory, Harriman & Associates LLP, Chartered Professional Accountants, independent external auditors appointed by the Town. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

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Chief Administrative Officer



## INDEPENDENT AUDITORS' REPORT

### To the Members of Council:

#### *Opinion*

We have audited the consolidated financial statements of Town of Claresholm (the Municipality), which comprise the consolidated statement of financial position as at December 31, 2020, and the results of its operations, changes in its net financial assets (debt) and cash flow for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Town of Claresholm as at December 31, 2020, the results of its operations, change in its net financial assets (debt) and its cash flow for the year then ended in accordance with Canadian public sector accounting standards.

#### *Basis for Opinion*

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

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

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

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

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

#### *Auditors' Responsibility for the Audit of the Consolidated Financial Statements*

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

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

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

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

#### *Report on Other Legal and Regulatory Requirements*

- **Debt Limit Regulation:**  
In accordance with Alberta Regulation 255/2000, we confirm that the Municipality is in compliance with the Debt Limit Regulation. A detailed account of the Municipality's debt limit can be found in Note 14.
- **Supplementary Accounting Principles and Standards Regulation:**  
In accordance with Alberta Regulation 313/2000, we confirm that the Municipality is in compliance with the Supplementary Accounting Principles and Standards Regulation and note the information required can be found in Note 13.

Strathmore, Alberta

Gregory, Harriman & Associates LLP  
Chartered Professional Accountants

**Town of Claresholm  
Consolidated Statement of Financial Position  
As at December 31, 2020**

	2020	2019
<b>FINANCIAL ASSETS</b>		
Cash and temporary investments <i>(Note 2)</i>	\$ 5,492,547	\$ 3,466,495
Taxes and grants in place of taxes receivable <i>(Note 3)</i>	199,742	160,132
Trade and other receivables <i>(Note 4)</i>	673,713	583,750
Land inventory held for resale	12,845	122,820
	6,378,847	4,333,197
 <b>LIABILITIES</b>		
Accounts payable and accrued liabilities	835,786	380,949
Employee benefit obligations <i>(Note 6)</i>	368,178	350,544
Deposits	15,005	10,505
Deferred revenue <i>(Note 7)</i>	1,497,417	681,161
Long term debt <i>(Notes 8, 14)</i>	6,135,555	3,817,778
	8,851,941	5,240,937
 <b>NET FINANCIAL DEBT</b>	<b>(2,473,094)</b>	<b>(907,740)</b>
 <b>NON-FINANCIAL ASSETS</b>		
Prepaid expenses	170,956	39,335
Inventory for consumption	122,304	130,535
Tangible capital assets (Schedule 2)	32,259,548	29,594,400
	32,552,808	29,764,270
 <b>ACCUMULATED SURPLUS</b> (Schedule 1) <i>(Note 9)</i>	<b>\$ 30,079,714</b>	<b>\$ 28,856,530</b>
 <b>COMMITMENTS AND CONTINGENCIES</b> <i>(Note 19)</i>		
<b>SUBSEQUENT EVENTS</b> <i>(Note 20)</i>		

Approved by: \_\_\_\_\_ Mayor \_\_\_\_\_ Chief Administrative Officer

**Town of Claresholm**  
**Consolidated Statement of Operations**  
**For the Year Ended December 31, 2020**

	<i>Budget</i> <i>(Unaudited)</i>	<b>2020</b>	2019
<b>REVENUE</b>			
Net municipal taxes (Schedule 3)	\$ 3,349,579	\$ 3,332,116	\$ 3,205,440
User fees and sales of goods	2,975,960	3,157,324	2,467,818
Government transfers for operating (Schedule 4)	598,047	817,073	540,123
Franchise and concession contracts	212,491	217,183	210,387
Licenses and permits	97,000	106,855	83,719
Rental	123,257	76,973	147,406
Other	107,500	94,840	70,178
Investment income	60,000	60,413	85,765
Penalties and costs on taxes	104,100	57,999	81,514
Gain on disposal of capital assets	-	-	19,960
<b>TOTAL REVENUE</b>	<u>7,627,934</u>	<u>7,920,776</u>	<u>6,912,310</u>
<b>EXPENSES (Schedule 5)</b>			
Legislative	109,000	83,060	113,159
Administration (Note 12)	1,276,922	1,236,090	4,130,465
Fire	208,930	211,874	256,619
Bylaw enforcement	195,675	182,721	130,392
Common and equipment pool	537,581	667,213	540,248
Roads, streets, walks and lighting	836,521	900,808	858,715
Airport	15,840	23,271	15,987
Storm sewers and drainage	284,317	289,557	274,796
Water supply and distribution	1,273,056	1,225,217	1,271,425
Wastewater treatment and disposal	513,005	500,711	541,140
Solid waste management	391,982	410,388	415,873
Recycling program	244,499	331,813	178,735
Family and community support services	289,749	286,452	261,156
Day care	38,202	38,200	38,202
Cemeteries and crematoriums	18,973	21,089	23,847
Other public health and welfare	3,000	684	1,050
Planning and development	554,651	415,472	473,809
Parks and recreation	982,988	970,031	1,032,847
Culture - libraries, museums and halls	364,433	345,222	378,345
Loss on disposal of capital assets	-	143,113	-
<b>TOTAL EXPENSES</b>	<u>8,139,324</u>	<u>8,282,986</u>	<u>10,936,810</u>
<b>SHORTFALL OF REVENUE OVER EXPENSES - BEFORE OTHER</b>	<u>(511,390)</u>	<u>(362,210)</u>	<u>(4,024,500)</u>
<b>OTHER</b>			
Contributed assets	-	219,001	-
Government transfers for capital (Schedule 4)	2,445,542	1,366,393	1,218,152
	<u>2,445,542</u>	<u>1,585,394</u>	<u>1,218,152</u>
<b>EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES</b>	1,934,152	1,223,184	(2,806,348)
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<u>28,856,530</u>	<u>28,856,530</u>	<u>31,662,878</u>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<u>\$ 30,790,682</u>	<u>\$ 30,079,714</u>	<u>\$ 28,856,530</u>

**Town of Claresholm**  
**Consolidated Statement of Change in Net Financial Assets (Debt)**  
**For the Year Ended December 31, 2020**

	<i>Budget (Unaudited)</i>	<b>2020</b>	2019
<b>EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES</b>	<u>\$ 1,934,152</u>	<u>\$ 1,223,184</u>	<u>\$ (2,806,348)</u>
Acquisition of tangible capital assets	(5,527,542)	<b>(4,358,953)</b>	(1,587,880)
Contribution of tangible capital assets	-	<b>(219,001)</b>	-
Amortization of tangible capital assets	1,699,578	<b>1,726,949</b>	1,790,253
Loss (gain) on disposal of tangible capital assets	(75,000)	<b>143,113</b>	2,870,008
Proceeds on disposal of tangible capital assets	-	<b>42,744</b>	58,845
	<u>(3,902,964)</u>	<u><b>(2,665,148)</b></u>	<u>3,131,226</u>
Net change in inventory for consumption	-	<b>8,231</b>	2,860
Net change in prepaid expenses	-	<b>(131,621)</b>	(14,444)
	-	<b>(123,390)</b>	(11,584)
<b>INCREASE (DECREASE) IN NET ASSETS (DEBT)</b>	<u>(1,968,812)</u>	<u><b>(1,565,354)</b></u>	<u>313,294</u>
<b>NET FINANCIAL ASSETS (DEBT), BEGINNING OF YEAR</b>	<u>(907,740)</u>	<u><b>(907,740)</b></u>	<u>(1,221,034)</u>
<b>NET FINANCIAL ASSETS (DEBT), END OF YEAR</b>	<u>\$ (2,876,552)</u>	<u><b>\$ (2,473,094)</b></u>	<u>\$ (907,740)</u>

Draft for discussion purposes only

**Town of Claresholm**  
**Consolidated Statement of Cash Flow**  
**For the Year Ended December 31, 2020**

	2020	2019
<b>NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:</b>		
<b>Operating</b>		
Excess (shortfall) of revenue over expenses	\$ 1,223,184	\$ (2,806,348)
Non-cash items included in excess (shortfall) of revenue over expenses:		
Amortization of tangible capital assets	1,726,949	1,790,253
Loss on disposal of tangible capital assets	143,113	2,870,008
Tangible capital assets received as contributions	(219,001)	-
	2,874,245	1,853,913
Non-cash charges to operations (net change):		
Decrease (increase) in taxes and grants in place of taxes receivables	(89,610)	(2,481)
Decrease (increase) in trade and other receivables	(89,963)	629,117
Decrease (increase) in land inventory held for sale	109,975	-
Decrease (increase) in inventory for consumption	8,231	2,860
Decrease (increase) in prepaid expense	(131,621)	(14,444)
Increase (decrease) in accounts payable and accrued liabilities	454,837	(167,231)
Increase (decrease) in employee benefit obligations	17,634	18,072
Increase (decrease) in deposits	4,500	(7,085)
Increase (decrease) in deferred revenue	816,256	(1,136,068)
	4,024,484	1,176,653
Net cash provided by operating transactions	4,024,484	1,176,653
<b>Capital</b>		
Acquisition of tangible capital assets	(4,358,953)	(1,587,880)
Proceeds on disposal of tangible capital assets	42,744	58,845
Cash applied to capital transactions	(4,316,209)	(1,529,035)
<b>Investing</b>		
Decrease (increase) in restricted cash and temporary investments	(820,756)	1,143,153
Cash applied to capital transactions	(820,756)	1,143,153
<b>Financing</b>		
Proceeds of long-term debt	2,800,000	-
Repayment of long-term debt	(482,222)	(436,924)
Cash applied to financing transactions	2,317,778	(436,924)
Change in cash and cash equivalents during the year	1,205,297	353,847
Net Cash and Temporary Investments, beginning of year	2,774,829	2,420,982
<b>Net Cash and Temporary Investments, end of year</b>	<b>\$ 3,980,126</b>	<b>\$ 2,774,829</b>
<b>Net Cash and Temporary Investments is made up of:</b>		
Cash and temporary investments (Note 2)	\$ 5,492,547	3,466,495
Less: restricted portion of cash and temporary investments (Note 2)	(1,512,421)	(691,666)
	<b>\$ 3,980,126</b>	<b>2,774,829</b>

**Town of Claresholm**  
**Schedule of Changes in Accumulated Surplus**  
**For the Year Ended December 31, 2020**  
**(Schedule 1)**

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2020	2019
<b>BALANCE, BEGINNING OF YEAR</b>	\$ 1,554,855	\$ 1,525,053	\$ 25,776,622	<b>\$ 28,856,530</b>	\$ 31,662,878
Excess (shortfall) of revenue over expenses	1,223,184	-	-	<b>1,223,184</b>	(2,806,348)
Unrestricted funds designated for future use	(1,064,429)	1,064,429	-	-	-
Restricted funds used for operations	81,556	(81,556)	-	-	-
Current year funds used for tangible capital assets	(4,251,893)	(107,060)	4,358,953	-	-
Contributed tangible capital assets	(219,001)	-	219,001	-	-
Disposal of tangible capital assets	185,856	-	(185,856)	-	-
Annual amortization expense	1,726,949	-	(1,726,949)	-	-
Capital long term debt proceeds	2,800,000	-	(2,800,000)	-	-
Capital long term debt repaid	(482,222)	-	482,222	-	-
Change in accumulated surplus	-	875,813	347,371	<b>1,223,184</b>	(2,806,348)
<b>BALANCE, END OF YEAR</b>	<b>\$ 1,554,855</b>	<b>\$ 2,400,866</b>	<b>\$ 26,123,993</b>	<b>\$ 30,079,714</b>	<b>\$ 28,856,530</b>



**Town of Claresholm**  
**Schedule of Tangible Capital Assets**  
**For the Year Ended December 31, 2020**  
**(Schedule 2)**

	Land	Land Improvements	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	Construction in Progress	2020	2019
<b>COST:</b>									
BALANCE, BEGINNING OF YEAR	\$ 1,204,040	\$ 1,945,853	\$ 12,981,150	\$ 74,192,212	\$ 1,895,684	\$ 1,706,741	\$ 104,900	<b>\$ 94,030,580</b>	\$ 96,074,302
Acquisition of tangible capital assets	203,168	-	327,184	82,028	297,408	-	-	<b>909,788</b>	1,587,880
Construction in progress							3,668,166	<b>3,668,166</b>	-
Disposal of tangible capital assets	-	-	(210,517)	-	(259,501)	(47,809)	-	<b>(517,827)</b>	(3,631,601)
BALANCE, END OF YEAR	<u>1,407,208</u>	<u>1,945,853</u>	<u>13,097,817</u>	<u>74,274,240</u>	<u>1,933,591</u>	<u>1,658,932</u>	<u>3,773,066</u>	<b><u>98,090,707</u></b>	<u>94,030,581</u>
<b>ACCUMULATED AMORTIZATION:</b>									
BALANCE, BEGINNING OF YEAR	-	854,579	6,464,799	54,658,862	1,307,030	1,150,911	-	<b>64,436,181</b>	63,348,676
Annual amortization	-	105,030	259,194	1,043,978	171,178	147,569	-	<b>1,726,949</b>	1,790,253
Accumulated amortization on disposals	-	-	(151,936)	-	(144,739)	(35,296)	-	<b>(331,971)</b>	(702,748)
BALANCE, END OF YEAR	<u>-</u>	<u>959,609</u>	<u>6,572,057</u>	<u>55,702,840</u>	<u>1,333,469</u>	<u>1,263,184</u>	<u>-</u>	<b><u>65,831,159</u></b>	<u>64,436,181</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 1,407,208</u>	<u>\$ 986,244</u>	<u>\$ 6,525,760</u>	<u>\$ 18,571,400</u>	<u>\$ 600,122</u>	<u>\$ 395,748</u>	<u>\$ 3,773,066</u>	<b><u>\$ 32,259,548</u></b>	<u>\$ 29,594,400</u>
2019 Net Book Value of Tangible Capital Assets	<u>\$ 1,204,040</u>	<u>\$ 1,091,274</u>	<u>\$ 6,516,351</u>	<u>\$ 19,533,351</u>	<u>\$ 588,654</u>	<u>\$ 555,830</u>	<u>\$ 104,900</u>	<b><u>\$ 29,594,400</u></b>	

**Town of Claresholm**  
**Schedule of Property and Other Taxes**  
**For the Year Ended December 31, 2020**  
**(Schedule 3)**

	<i>Budget (Unaudited)</i>	<b>2020</b>	2019
<b>TAXATION</b>			
Real property taxes	\$ 4,483,044	\$ 4,477,420	\$ 4,323,877
Linear property taxes	118,909	119,157	108,127
Government grants in place of property taxes	29,090	29,090	34,312
Special assessments and local improvements	12,935	-	-
	<u>4,643,978</u>	<u>4,625,667</u>	<u>4,466,316</u>
<b>REQUISITIONS</b>			
Alberta School Foundation Fund	1,179,599	1,179,412	1,148,477
Procupine Hills Lodge	114,139	114,139	112,399
Designated Industrial Property	661	-	-
	<u>1,294,399</u>	<u>1,293,551</u>	<u>1,260,876</u>
<b>NET MUNICIPAL PROPERTY TAXES</b>	<u>\$ 3,349,579</u>	<u>\$ 3,332,116</u>	<u>\$ 3,205,440</u>

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**Town of Claresholm**  
**Schedule of Government Transfers**  
**For the Year Ended December 31, 2020**  
**(Schedule 4)**

	<i>Budget (Unaudited)</i>	<b>2020</b>	2019
<b>TRANSFERS FOR OPERATING</b>			
Provincial Government	\$ 379,931	\$ 621,221	\$ 358,053
Other Local Governments	218,116	195,852	182,070
	<u>598,047</u>	<u>817,073</u>	<u>540,123</u>
<b>TRANSFERS FOR CAPITAL</b>			
Provincial Government	1,837,757	906,150	1,151,252
Federal Government	607,785	460,243	66,900
	<u>2,445,542</u>	<u>1,366,393</u>	<u>1,218,152</u>
<b>TOTAL GOVERNMENT TRANSFERS</b>	<u>\$ 3,043,589</u>	<u>\$ 2,183,466</u>	<u>\$ 1,758,275</u>

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**Town of Claresholm**  
**Schedule of Consolidated Expenses by Object**  
**For the Year Ended December 31, 2020**  
**(Schedule 5)**

	<i>Budget</i> <i>(Unaudited)</i>	<b>2020</b>	2019
<b>CONSOLIDATED EXPENSES BY OBJECT</b>			
Salaries, wages and benefits	\$ 2,896,836	\$ 2,907,143	\$ 3,034,854
Contracted and general services	1,663,709	1,634,678	1,312,559
Materials, goods, supplies and utilities	1,252,640	1,256,240	1,311,033
Bank charges and short-term interest	-	1,386	477
Interest on long-term debt	214,059	218,532	192,451
Other expenditures	27,690	26,629	43,911
Transfers to organizations and others	384,812	368,317	361,049
Loss on disposal of tangible capital assets	-	143,113	2,889,968
Provision for allowance	-	-	255
Amortization of tangible capital assets	1,699,578	1,726,949	1,790,253
	<u>\$ 8,139,324</u>	<u>\$ 8,282,986</u>	<u>\$ 10,936,810</u>

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**Town of Claresholm**  
**Schedule of Segmented Disclosure**  
**For the Year Ended December 31, 2020**  
**(Schedule 6)**

	General Government	Protective Services	Transportation Services	Environmental Services	Public Health Services	Planning & Development	Recreation & Culture	Total
<b>REVENUE</b>								
Net municipal taxes	\$ 3,332,116	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,332,116
User fees and sales of goods	7,265	1,645	770	2,720,502	16,417	267,826	142,899	3,157,324
Government transfers for operating	441,635	13,137	-	-	243,655	59,534	59,112	817,073
Investment income	60,413	-	-	-	-	-	-	60,413
Penalties and cost of taxes	43,010	14,989	-	-	-	-	-	57,999
Licenses and permits	28,480	6,525	-	-	-	71,850	-	106,855
Franchise and concession contracts	217,183	-	-	-	-	-	-	217,183
Rental	30,350	-	-	-	-	-	46,623	76,973
Contributed assets	219,001	-	-	-	-	-	-	219,001
Government transfers for capital	487,759	-	652,707	107,743	-	-	118,184	1,366,393
Other revenues	38,447	29,067	-	-	15,851	-	11,475	94,840
	<u>4,905,659</u>	<u>65,363</u>	<u>653,477</u>	<u>2,828,245</u>	<u>275,923</u>	<u>399,210</u>	<u>378,293</u>	<u>9,506,170</u>
<b>EXPENSES</b>								
Salaries and wages	711,425	229,445	430,255	631,630	185,839	191,432	527,117	2,907,143
Contract and general services	349,589	93,903	281,882	541,001	52,335	194,236	121,732	1,634,678
Goods and supplies	86,198	50,480	545,103	391,327	10,360	2,421	170,350	1,256,239
Bank charges	1,386	-	-	-	-	-	-	1,386
Long term debt interest	40,134	-	-	174,199	-	-	4,199	218,532
Other expenses	24,957	-	-	-	1,672	-	-	26,629
Transfers to organizations and others	82,531	-	-	-	95,786	-	190,000	368,317
Provision of allowances	-	-	-	-	-	-	-	-
Loss on disposal of tangible capital assets	77,857	-	26,803	38,453	-	-	-	143,113
	<u>1,374,077</u>	<u>373,828</u>	<u>1,284,043</u>	<u>1,776,610</u>	<u>345,992</u>	<u>388,089</u>	<u>1,013,398</u>	<u>6,556,037</u>
<b>NET REVENUE, BEFORE AMORTIZATION</b>	<u>3,531,582</u>	<u>(308,465)</u>	<u>(630,566)</u>	<u>1,051,635</u>	<u>(70,069)</u>	<u>11,121</u>	<u>(635,105)</u>	<u>2,950,133</u>
Amortization expense	22,931	20,766	623,609	729,972	433	27,383	301,855	1,726,949
<b>NET REVENUE</b>	<u>\$ 3,508,651</u>	<u>\$ (329,231)</u>	<u>\$ (1,254,175)</u>	<u>\$ 321,663</u>	<u>\$ (70,502)</u>	<u>\$ (16,262)</u>	<u>\$ (936,960)</u>	<u>\$ 1,223,184</u>

Segmented Disclosure (Note 22)

**Town of Claresholm**  
**Notes to Consolidated Financial Statements**  
**For The Year Ended December 31, 2020**

**1) SIGNIFICANT ACCOUNTING POLICIES**

The Town of Claresholm ("the Town") is a Municipality in the Province of Alberta. The consolidated financial statements are the representations of management and have been prepared in accordance with Canadian generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Town of Claresholm are as follows:

**A. Reporting Entity**

The consolidated financial statements reflect the assets, liabilities, revenue and expenditures, changes in fund balances and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all the organizations that are owned or controlled by the Town and are, therefore, accountable to the Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education, health care, social and other external organizations that are not controlled by the municipal reporting entity.

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

**B. Basis of Accounting**

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

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

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

**C. Use of Estimates**

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates. The amounts recorded for valuation of tangible capital assets, the useful lives and related amortization of tangible capital assets is an area where management makes significant estimates and assumptions in determining the amounts to be recorded in the consolidated financial statements.

*continues ...*

**Town of Claresholm**  
**Notes to Consolidated Financial Statements**  
**For The Year Ended December 31, 2020**

**1) SIGNIFICANT ACCOUNTING POLICIES (continued)**

**D. Investments**

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

**E. Debt Charges Recoverable**

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

**F. Requisition Over-levy and Under-levy**

Over-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

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

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

**G. Land Inventory Held for Resale**

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

**H. Tax Revenue**

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

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

**I. Contaminated Sites Liability**

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

*continues ...*

**Town of Claresholm  
Notes to Consolidated Financial Statements  
For The Year Ended December 31, 2020**

**1) SIGNIFICANT ACCOUNTING POLICIES (continued)**

**J. Government Transfers**

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

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

**K. Non-Financial Assets**

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

**i. Tangible Capital Assets**

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

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

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

**ii. Contributions of Tangible Capital Assets**

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

**iii. Leases**

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

**iv. Inventories**

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

*continues ...*



**Town of Claresholm**  
**Notes to Consolidated Financial Statements**  
**For The Year Ended December 31, 2020**

**1) SIGNIFICANT ACCOUNTING POLICIES (continued)**

**v. Cultural and Historical Tangible Capital Assets**

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

**2) CASH AND TEMPORARY INVESTMENTS**

	<u>2020</u>	<u>2019</u>
Cash	\$ 60,424	\$ 1,693,764
Cash - savings	5,432,123	-
Temporary investments	-	1,772,731
	<u>\$ 5,492,547</u>	<u>\$ 3,466,495</u>

The Town received Government grants and funding that are restricted in their use and are to be utilized as funding for operating or capital projects. Since the projects have not been completed for which the funding has been received, \$1,497,417 (2019 - \$681,161) is not available for general use by the Town (Note 7).

Included in cash is \$15,005 (2019 - \$10,505) of deposit liability funds which are not available for current purposes.

**3) TAXES AND GRANTS IN PLACE OF TAXES RECEIVABLE**

	<u>2020</u>	<u>2019</u>
Current year	\$ 165,480	\$ 121,022
Arrears	34,262	39,110
	<u>\$ 199,742</u>	<u>\$ 160,132</u>

**4) TRADE AND OTHER RECEIVABLES**

	<u>2020</u>	<u>2019</u>
Trade accounts	\$ 447,263	\$ 376,156
GST receivable	128,543	37,958
Local improvement levies	47,172	62,507
Due from local governments	38,366	33,243
Due from Provincial government	12,369	46,988
Under-levied Alberta School Foundation Fund tax requisition	-	26,898
	<u>\$ 673,713</u>	<u>\$ 583,750</u>

**5) TEMPORARY LOANS**

A temporary loan has been authorized by Bank of Montreal to a maximum of \$450,000 which bears interest at prime plus 0%, with an effective rate of 2.45%.

A settlement risk line of credit for payroll electronic funds transfer payments has been authorized by Bank of Montreal to a maximum of \$500,000.

Security pledged on this loan includes a general security agreement. As at December 31, 2020 there was no balance outstanding on the loan.

**Town of Claresholm**  
**Notes to Consolidated Financial Statements**  
**For The Year Ended December 31, 2020**

<b>6) EMPLOYEE BENEFIT OBLIGATIONS</b>	<u>2020</u>	<u>2019</u>
Vacation	\$ 220,597	\$ 203,727
Sick time	147,581	146,817
	<u>\$ 368,178</u>	<u>\$ 350,544</u>

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

<b>7) DEFERRED REVENUE</b>	<u>2020</u>	<u>2019</u>
MSI/FGTF capital grants	\$ 811,366	\$ 59,411
Sundry trust	146,223	205,868
Cemetery	108,302	109,666
Family and Community Support Services	91,404	56,028
Municipal operating support transfer funds	73,089	-
Offsite levies	68,265	65,990
Labour market partnership project grant	60,871	-
Alberta Community Resilience Program	56,927	122,425
Subdivision fund	39,510	38,163
MSP grant	10,008	-
Community foundation grant	10,000	-
Taxi token prepayments	5,686	5,486
Enabling accessibility grant	5,414	-
Parking fund	3,953	3,896
Parks Society	2,819	2,819
Walking path fund	2,134	2,103
Winter festival	1,446	4,266
Fire services study	-	5,040
	<u>\$ 1,497,417</u>	<u>\$ 681,161</u>

Draft for discussion purposes only

**Town of Claresholm**  
**Notes to Consolidated Financial Statements**  
**For The Year Ended December 31, 2020**

<b>8) LONG TERM DEBT</b>	<b>2020</b>	<b>2019</b>
Utility supported debentures	\$ 3,259,149	\$ 3,505,591
Tax supported debentures	2,876,406	212,187
Southcal Development Inc.	-	100,000
	<b>6,135,555</b>	<b>3,817,778</b>
Less: Current portion of long term debt	<b>(429,439)</b>	<b>(451,319)</b>
	<b>\$ 5,706,116</b>	<b>\$ 3,366,459</b>

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2021	429,439	237,183	666,622
2022	337,126	220,326	557,452
2023	352,874	204,579	557,453
2024	283,109	188,042	471,151
2025	295,407	175,744	471,151
Thereafter	4,437,600	1,337,095	5,774,695
	<b>\$ 6,135,555</b>	<b>\$ 2,362,969</b>	<b>\$ 8,498,524</b>

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at rates ranging from 2.306% to 5.875% annum and matures in periods 2021 through 2050. The average annual interest rate is 3.81% (4.11% for 2019). Debenture debt is issued on the credit and security of the Town of Claresholm at large.

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

Interest on long-term debt amounted to \$218,532 (2019 - \$192,451). The Town's total cash payments for interest in 2020 were \$216,565 (2019 - \$194,028).

**9) ACCUMULATED SURPLUS**

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

	<b>2020</b>	<b>2019</b>
Unrestricted surplus	\$ 1,554,855	\$ 1,554,855
Internally restricted surplus (reserves) (Note 11)	2,400,866	1,525,053
Equity in tangible capital assets (Note 10)	<b>26,123,993</b>	25,776,622
	<b>\$ 30,079,714</b>	<b>\$ 28,856,530</b>

**10) EQUITY IN TANGIBLE CAPITAL ASSETS**

	<b>2020</b>	<b>2019</b>
Tangible capital assets (Schedule 2)	\$ 98,090,707	\$ 94,030,581
Accumulated amortization (Schedule 2)	<b>(65,831,159)</b>	(64,436,181)
Long term debt - Capital (Note 8)	<b>(6,135,555)</b>	(3,817,778)
	<b>\$ 26,123,993</b>	<b>\$ 25,776,622</b>

**Town of Claresholm**  
**Notes to Consolidated Financial Statements**  
**For The Year Ended December 31, 2020**

**11) RESERVES**

Reserves for operating and capital activities are as follows:

	<u>2020</u>	<u>2019</u>
<b>Operating</b>		
General	158,037	122,335
Trust accounts	54,000	53,180
Debt reduction	51,213	130,110
Office	30,261	29,801
Fill dirt	27,014	11,832
Museum	21,300	-
Policing costs	18,433	-
Physician recruitment fund	14,067	14,751
Aquatic centre	10,960	-
Planning and development	9,708	9,561
Cemetery	760	748
	<u>395,753</u>	<u>372,318</u>
<b>Capital</b>		
Water and sewer	804,961	228,813
Land and development	463,751	287,923
Fire truck	197,502	184,655
Garbage and recycling equipment	140,746	122,304
General	92,943	91,532
Arena	55,885	28,405
Parks and pathways	55,579	54,736
Playground rehabilitation	52,572	51,774
Enforcement vehicle	42,983	10,816
Acreage assessment	42,816	42,166
Tamarack subdivision	26,443	26,041
Cemetery	15,255	10,100
Tax recovery land	12,463	12,274
Museum	1,214	1,196
	<u>2,005,113</u>	<u>1,152,735</u>
	<u>\$ 2,400,866</u>	<u>\$ 1,525,053</u>

Draft for discussion purposes only

**Town of Claresholm**  
**Notes to Consolidated Financial Statements**  
**For The Year Ended December 31, 2020**

**12) ADMINISTRATION EXPENSE**

Included in the \$4,130,465 of administration expenses in 2019 is a loss on the disposal of the old elementary school of \$2,876,665, which includes cost of demolition. The building was originally received by the Town in 2016 for \$1, and was recorded as a donated asset at the estimated fair value of \$2,611,830. Due to code changes and updated costing estimates the renovation project was cancelled and the building costs were written off.

**13) SALARY AND BENEFITS DISCLOSURE**

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

	Salary <sup>1</sup>	Benefits and Allowances <sup>2</sup>	Total 2020	Total 2019
Council				
Mayor MacPherson	\$ 14,473	\$ 146	\$ 14,619	\$ 16,378
Councillor Carlson	9,497	415	9,912	12,961
Councillor Cutler, M	11,615	526	12,141	12,477
Councillor Moore	10,058	444	10,502	11,803
Councillor Schlossberger	11,730	842	12,572	17,861
Councillor Schulze	10,583	472	11,055	12,758
Councillor Zimmer	9,669	424	10,093	11,433
	<u>77,625</u>	<u>3,269</u>	<u>80,894</u>	<u>95,671</u>
Chief Administrative Officer	141,407	8,017	149,424	140,177
Designated Officers (2020:6 positions, 2019: 5 positions)	406,103	93,528	499,631	499,660
	<u>\$ 625,135</u>	<u>\$ 104,814</u>	<u>\$ 729,949</u>	<u>\$ 735,508</u>

- 1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.
- 2) Benefits and allowances include the employer's share of all employee benefits and contributions or payments, made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long- and short-term disability plans, professional memberships, and tuition.

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

**Town of Claresholm**  
**Notes to Consolidated Financial Statements**  
**For The Year Ended December 31, 2020**

**14) DEBT LIMITS**

Section 276(2) of the Municipal Government Act requires that debt limits as defined by Alberta Regulation 255/2000 for the Town be disclosed as follows:

	<u>2020</u>	<u>2019</u>
Total debt limit	<b>\$ 11,881,164</b>	\$ 10,368,467
Total debt (Note 8)	<b>6,135,555</b>	3,817,778
Amount of surplus debt limit	<b><u>\$ 5,745,609</u></b>	<u>\$ 6,550,689</u>
Debt servicing limit	<b>\$ 1,980,194</b>	\$ 1,728,078
Debt servicing	<b>666,622</b>	630,952
Amount of surplus debt servicing limit	<b><u>\$ 1,313,572</u></b>	<u>\$ 1,097,126</u>

The debt limit is calculated at 1.5 times revenue of the municipality, as defined in Alberta Regulation 255/2000, and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

**15) LOCAL AUTHORITIES PENSION PLAN**

Employees of the Town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pensions Plans Act. The plan serves about 274,000 people and 420 employers. The LAPP is financed by the employer and employee contributions and investment earnings of the LAPP Fund.

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

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

Total current service contributions by the Town to the LAPP in 2020 were \$181,413 (2019 - \$166,397). Total current service contributions by the employees of the Town to the LAPP in 2020 were \$163,655 (2019 - \$149,936).

At December 31, 2019, the LAPP disclosed an actuarial surplus of \$7.91 million.

**Town of Claresholm**  
**Notes to Consolidated Financial Statements**  
**For The Year Ended December 31, 2020**

**16) FINANCIAL INSTRUMENTS**

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

Credit Risk

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

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

**17) APPROVAL OF FINANCIAL STATEMENTS**

These financial statements were approved by Council and Management.

**18) BUDGET AMOUNTS**

The 2020 budget for the Town was approved by Council on April 14, 2020 and has been reported in the consolidated financial statements for information purposes only. These budget amounts have not been audited, reviewed, or otherwise verified.

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

	Budget surplus per financial statements	\$ 1,934,153
Less:	Capital expenses	(5,427,542)
	Long-term debt repayments	(483,144)
	Transfers to reserves	(716,270)
Add:	Amortization	1,699,578
	Transfers from reserves	193,225
	Proceeds from long-term debt	2,800,000
Equals:	Balanced budget	\$ -

**Town of Claresholm**  
**Notes to Consolidated Financial Statements**  
**For The Year Ended December 31, 2020**

**19) COMMITMENTS AND CONTINGENCIES**

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

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

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

**20) SUBSEQUENT EVENTS**

In March 2020, the World Health Organization declared a global pandemic due to the Novel Coronavirus (COVID-19). The situation is currently evolving, and the measures put in place are having multiple impacts on local, provincial, national and global economies.

The full impact of the COVID-19 outbreak continues to evolve throughout the world including Canada. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the impact on the organization will not be known with certainty for months to come.

Although the Town cannot estimate the length or gravity of the impact of the COVID-19 outbreak at this time, if the pandemic continues, it may have a material adverse effect on the organization's results of future operations, financial position and liquidity in fiscal year 2021.

**21) CONTAMINATED SITES LIABILITY**

The Town has adopted PS3260 liability for contaminated sites. The Town did not identify any financial liabilities in 2020 (2019 - nil) as a result of this standard.

**22) SEGMENTED DISCLOSURE**

The Town provides a range of services to its ratepayers. For each reporting segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 6).

**23) COMPARATIVE FIGURES**

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



# ACTION ITEMS



# REQUEST FOR DECISION

Meeting: March 22, 2021  
Agenda Item: 1

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## Reserve Transfers – December 31, 2020

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### **DESCRIPTION:**

Administration requires a motion of Council in order to allocate unrestricted funds to restricted funds (Reserves) included in the draft 2020 Financial Statements.

### **BACKGROUND:**

On March 16, 2021, the Audit & Finance Committee and Administration reviewed the draft 2020 Audited Financial Statements received from Erin Gregory, CPA, CA from Gregory Harriman and Associates LLP. After an in-depth review of the statements with committee presented by Administration, a discussion was held regarding transactions that have occurred during the year, including transfer out of and into reserves and what the current reserve balances are. A discussion was then had as to what transfers the committee wanted to recommend to Council. Many of these reserve transfers were already approved in the 2020 budget or approved by Council Resolution during the year for specified projects and then there was a few year-end transfers into reserves to preserve 2020 surpluses for future use.

There was also two amounts that the auditors noted were being deferred that didn't meet the definition of deferred revenue as they were only internally restricted funds. These were recognized into revenue in 2020 and then recommended for transfer into reserves.

### **COSTS / SOURCE OF FUNDING:**

The committee made a recommendation to Council for year-end transfers to or from reserves as follows, which includes amounts in the 2020 budget:

- Transfers from Operational Reserves in the amount of \$81,587, which is primarily for the payment of operational debt for recreation (golf course) and administration (new building). There was also a small amount for 2020 physician recruitment operational costs.
- Transfers into Operational Reserves in the amount of \$105,021 which includes reserving funds for future bulk gravel purchases, carrying forward unutilized 2020 budgeted amounts into 2021 for policing costs to be invoiced in 2021 and museum wages, and carrying forward general surpluses to help balance the 2021 budget. There was also nearly \$11K that had previously been deferred that was recognized into revenue and then included in these transfers being recommended to Council. In addition, there was \$5,512 of interest earned on reserve funds that are being transferred into reserve.
- Transfers from Capital Reserves in the amount of \$107,060, which includes utilizing reserves for the purchase of land for storm water collection, and matching portion of the engineering costs incurred to date on the Lagoon Holding Cell Upgrade project.
- Transfers into Capital Reserves of \$959,439 which includes transfers of utility services operational surpluses for future utility capital costs such as replacement of mains, annual savings for large future capital purchases such as a fire truck, CPO vehicle, etc., proceeds on the sale of the CPO vehicle reserved for purchase of a new Bylaw Enforcement vehicle in 2021, and transfer of Arena advertising revenue for future Arena upgrades. There was also \$22K that was previously deferred that was recognized into revenue in 2020 and then included in these recommended reserve transfers for the Arena. In addition, there was 17,771 of interest earned on these reserve funds transferred back into the reserves.

**RECOMMENDED ACTION:**

Council pass a motion to approve the transfers as presented.

**PROPOSED REOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to transfer out of reserve funds for 2020 operational and capital purposes in the amount of \$186,647 for the year ended December 31, 2020 as follows:

**Transfers from Operating Reserves**

Debt reduction – \$80,903  
Physician Recruitment - \$684

**Transfers from Capital Reserves**

Water and sewer – \$10,494  
Land & development - \$96,566

Moved by Councillor \_\_\_\_\_ to transfer 2020 unrestricted surplus funds of \$1,064,460 to Reserves for the year ended December 31, 2020 as follows:

**Transfers to Operating Reserves**

General – \$35,702  
Debt reduction – \$2,006  
Aquatic Centre - \$10,960  
Policing Costs - \$18,433  
Trust account - \$820  
Office - \$459  
Fill dirt - \$15,182  
Museum – \$21,300  
Cemetery - \$12  
Planning & Development – \$147

**Transfers to Capital Reserves**

General – \$1,411  
Arena – \$27,480  
Fire Truck - \$12,847  
Parks and pathways - \$844  
Water and sewer – \$586,642  
Land & Development – \$272,394  
Garbage & recycling equipment – \$18,442  
Acreage assessment - \$650  
Tamarack Subdivision - \$401  
Playground rehabilitation – \$798  
Enforcement vehicle - \$32,167  
Tax recovery land - \$189  
Cemetery - \$5,156  
Museum - \$18

**Attachments:**

Reserve Schedule

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

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 17, 2021

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**TOWN OF CLARESHOLM  
RESERVES  
FOR THE YEAR ENDED DECEMBER 31, 2020**

NAME	BALANCE	INCREASES (Budget / Motions during the year)	DECREASES (Budget / Motions during the year)	INCREASES (Yearend Motion)	INCREASES - Interest (Yearend Motion)	DECREASES (Yearend Motion)	BALANCE
	DEC 31/19						DEC 31/20
<b>General Reserves</b>							
General	122,335.26		31.51	33,784.46	1,885.95		158,037.18
Debt reduction	130,109.69		(80,902.94)		2,005.82		51,212.57
Aquatic Centre	-			10,960.34			10,960.34
Policing Costs				18,432.50			18,432.50
Physician recruitment fund	14,751.21		(684.40)				14,066.81
Trust accounts	53,180.18				819.85		54,000.03
Economic development	-				-		-
Office	29,801.43				459.43		30,260.86
Fill dirt	11,832.04	15,000.00			182.41		27,014.45
Museum	0.00			21,300.00	-		21,300.00
Cemetery	748.15				11.53		759.68
Planning & Development	9,560.56				147.39		9,707.95
	<u>372,318.52</u>	<u>15,000.00</u>	<u>-81,555.83</u>	<u>84,477.30</u>	<u>5,512.38</u>	<u>0.00</u>	<u>395,752.37</u>
<b>Capital Reserves</b>							
General	91,531.68				1,411.09		92,942.77
Arena	28,404.55	4,883.88		22,158.22	437.90		55,884.55
Multi-Use Community Building	0.00				-		0.00
Fire Truck	184,654.89	10,000.00			2,846.71		197,501.60
Parks and pathways	54,735.64				843.82		55,579.46
Water and sewer	228,812.86	583,114.97	(10,494.25)		3,527.46		804,961.04
Land & development	287,923.26	267,955.34	(96,565.85)		4,438.73		463,751.48
Garbage & Recycling equipment	122,304.49	16,555.85			1,885.49		140,745.83
Acreage assessment	42,166.15				650.05		42,816.20
Tamarack subdivision	26,041.58				401.47		26,443.05
Playground Rehabilitation	51,774.31				798.17		52,572.48
Enforcement vehicle	10,816.36	2,000.00		30,000.00	166.75		42,983.11
Tax recovery land	12,273.71				189.22		12,462.93
Cemetery	10,099.78	5,000.00			155.70		15,255.48
Museum	1,195.99				18.44		1,214.43
	<u>1,152,735.25</u>	<u>889,510.04</u>	<u>-107,060.10</u>	<u>52,158.22</u>	<u>17,771.00</u>	<u>0.00</u>	<u>2,005,114.41</u>
	<u>1,525,053.77</u>	<u>904,510.04</u>	<u>-188,615.93</u>	<u>136,635.52</u>	<u>23,283.38</u>	<u>0.00</u>	<u>2,400,866.78</u>



# REQUEST FOR DECISION

Meeting: March 22, 2021  
Agenda Item: 2

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## 2020 AUDITED FINANCIAL STATEMENTS

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### **DESCRIPTION:**

Council must pass a motion to accept the Audited Financial Statements for the year ended December 31, 2020.

Annually we must also pass a motion to appoint the Town's Auditor. We still have 2 more years on our contract with Gregory Harriman and Associates.

### **BACKGROUND:**

Erin Gregory, CPA, CA from Gregory Harriman & Associates LLP will present the draft Financial Statements for the year ended December 31, 2020 to Council with transfers to reserves included as noted in the 2020 Reserve Transfers RFD.

### **RECOMMENDED ACTION:**

Council pass a motion to accept the Audited Financial Statements for the year ended December 31, 2020 as presented. A second motion is also required for appointing our Auditor for the 2021 Fiscal Year.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to accept the Audited Financial Statements for the year ended December 31, 2020 as presented.

Moved by Councillor \_\_\_\_\_ to appoint Gregory Harriman and Associates LLP as the Town of Claresholm Auditor for the 2021 fiscal year.

### **Attachments:**

2020 Draft Financials

### **Applicable Legislation:**

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

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

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 17, 2021

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## Notifications

[COVID-19](#) remains a public health threat. [Mandatory measures are in effect provincewide.](#)

Close



### [Government news](#)

Mar 11, 2021

## Local Measures Statutes Amendment Act supports lives and livelihoods

Bill 56, the Local Measures Statutes Amendment Act, 2021, would enhance access to emergency services and fund needed job-creating capital projects.

### On this page:

- [Quick facts](#)
- [Related information](#)
- [Multimedia](#)

If passed, the act will support the delivery of job-creating capital support to municipalities in Budget 2021 by amending the *Local Government Fiscal Framework Act*. It extends capital funding under the Municipal Sustainability Initiative (MSI) to 2023-24 and defers the introduction of the Local Government Fiscal Framework until 2024-25.

The proposed act also protects lives by supporting the modernization of emergency 911 systems through amendments to the *Emergency 911 Act*. The act makes nine secondary 911 centres eligible for funding from a 51-cent larger wireless 911 levy.

“Upgrading 911 systems is a public safety issue. Albertans will continue to have safe, reliable services when they call 911 during an emergency. By front-loading MSI funding in 2021-22 and allowing funding to be spread over multiple years, we’re providing municipalities the flexibility to plan according to their needs.”

*Ric McIver, Minister of Municipal Affairs*

“In our experience with Alberta’s One Line for Sexual Violence, a provincial text, talk and web-chat sexual violence support and information line, this technology provides access, control, anonymity, and psychological safety for survivors that makes it easier for them to reach out. We are pleased to see enhanced access to 911 emergency services across the province through similar technological

advances. Text capability can offer survivors of domestic and sexual violence a safe and discrete option to reach out to 911 if they are in danger.”

*Debra Tomlinson, chief executive officer, Association of Alberta Sexual Assault Services*

“Sagesse supports Bill 56 and the greater access to emergency services it will provide to all Albertans, particularly the most vulnerable. We need 911 texting capability in every county, city, town and hamlet across this province. As many as one in three Albertans are not safe at home, and they need a discrete way to contact emergency services. With the COVID-19 pandemic, many victims of domestic and sexual violence have been isolated with their abusers, and the deployment of 911 texting capability will provide a safer way for them to get help.”

*Andrea Silverstone, executive director, Sagesse*

“Enhancing access to Alberta's 911 centres will help to better inform and improve emergency service response, benefit citizens by connecting them to first responders faster, while also including a texting option for individuals who need to reach out in emergency situations where they cannot safely call or talk on the phone. This progressive approach will be a game-changer for public safety and first responders.”

*Dale McFee, president, Alberta Association of Chiefs of Police*

Over the next three years, municipalities will receive an average of \$722 million per year in capital funding under MSI. This funding is front-loaded and can be spread out over five years so local governments have the flexibility to plan according to their needs.

The Local Government Fiscal Framework (LGFF) provides predictable, sustainable and legislated infrastructure funding tied to changes in provincial revenues. Under the LGFF, municipalities will receive a baseline funding level of \$722 million in 2024-25 plus an escalator based on provincial revenues.

To cover the costs of federally mandated 911 upgrades, 51 cents will be added to the existing 911 levy on monthly cellphone bills, effective Sept 1. This is in line with other provinces.

Once system upgrades are completed by 2024, Albertans will be able to text 911 in situations when they cannot call, first responders will get additional details including more accurate location information, and calls will be transferred seamlessly from one centre to another using the same technology.

## Quick facts

### Municipal funding

- Budget 2021 allocates the following MSI capital funding to municipalities:
  - \$1.2 billion in 2021-22
  - \$485 million in 2022-23
  - \$485 million in 2023-24

- Alberta's government provided \$500 million to municipalities under the Municipal Stimulus Program in 2020-21 as part of Alberta's Recovery Plan, much of which will be spent in 2021.

## Emergency 911

- Alberta's 911 centres will spend an additional \$41 million per year to modernize and meet the federally mandated Next Generation 911 (NG911) technology standard by March 30, 2024.
- Currently, the 911 levy charges cellphone users 44 cents per month.
  - An increase of 51 cents will make the monthly levy total 95 cents.
- Municipalities pay for about half the 911 costs. The remaining costs are funded through wireless and landline 911 levies.
- Primary 911 centres receive calls directly from the public and determine the nature of the emergency, caller location and what emergency service is required. Secondary centres evaluate the caller's needs and dispatch emergency services accordingly.
  - Currently, agencies that operate secondary 911 centres pay for all 911 costs.
- The new 911 Standards will apply to all primary and secondary 911 call centres in Alberta and include sections on cybersecurity requirements and timelines for call centres to upgrade to the new 911 technology.

## Related information

- [Extending funding for municipalities](#)
- [Alberta 911 program](#)
- [Emergency 911 Standards 2.0](#)
- [Municipal Sustainability Initiative](#)
- [Local Government Fiscal Framework Act \(PDF\)](#)
- [Bill 56: Local Measures Statutes Amendment Act, 2021](#)

## Multimedia

- [Watch the news conference](#)
- [Listen to the news conference](#)

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## Notifications

[COVID-19](#) remains a public health threat. [Mandatory measures are in effect provincewide.](#)

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### [Government news](#)

Mar 15, 2021

## Holding elected officials accountable in Alberta

Proposed democratic reform legislation will strengthen democracy by allowing Albertans to hold elected officials accountable throughout their terms.

### On this page:

- [Quick facts](#)
- [Related information](#)
- [Multimedia](#)

Bill 52, the *Recall Act*, would allow Albertans to initiate a process that could lead to removing and replacing elected officials including members of the legislative assembly (MLAs), municipal officials and school trustees during their term.

“Elected officials have a responsibility to Albertans, and Albertans should be able to hold those officials accountable throughout their term, not just at the ballot box. Albertans have told government for years that they want a greater say in the democratic process, and this legislation will help give them that voice.”

*Jason Kenney, Premier*

“Albertans deserve elected officials who uphold their promises and responsibilities. Through this legislation, Albertans will be able to make sure their representatives can be held even more accountable to those who voted for them.”

*Kaycee Madu, Minister of Justice and Solicitor General*

“We made a campaign promise to bring in recall legislation. This legislation applies to all elected officials and will make them more accountable to Albertans.”

*Ric McIver, Minister of Municipal Affairs*

Under the proposed *Recall Act*, recall of an elected official becomes an option 18 months after the respective provincial, municipal or school board election. An eligible Albertan could begin the process to have their MLA recalled by applying to the chief electoral officer. In the case of municipal officials, the Albertans would need to notify the chief administrative officer of the municipality. For school board officials, they would apply to the secretary of the relevant school board.

The Albertan would then have 60 days to gather signatures from 40 per cent of eligible voters in their constituency for MLAs. For elected municipal officials, the Albertan would need signatures from electors that represent 40 per cent of the population in the municipality or ward. For school board trustees, the Albertan would have 120 days to gather signatures from 40 per cent of eligible voters in that school district or ward.

If the recall petition is successful, the voters in that MLA's constituency would then vote to determine if they should be recalled. If the vote is successful, the MLA would be removed, and then a byelection would be held to choose a new representative.

If the recall petition for an elected municipal official is successful, the elected official is removed once the petition is presented at the next council meeting. If the recall petition for a school board trustee is successful, they would be removed from the board. The board would then decide if a byelection is necessary.

Introduction of the *Recall Act* fulfils a government platform commitment to “introduce a *Recall Act* based on the provisions contained in the B.C. *Recall and Initiative Act*, which allow voters to remove their MLA and force a byelection if 40 per cent of eligible voters in a constituency sign a recall petition no sooner than 18 months after an election.” The *Recall Act* is also based on a private member's bill introduced by Devon-Drayton Valley MLA Mark Smith, and adopts recommendations made by the Select Special Democratic Accountability Committee following public consultations on recall and initiative held in 2020.

## Quick facts

- Elections Alberta would need to verify the signatures to determine if a recall petition for an MLA is successful.
- There will be limits on how much Albertans and third parties, like political action committees, can spend on promoting or arguing against a recall petition and recall vote. These limits will be set in regulation.
- For a petition to recall a municipal official or school board trustee, there is a \$500 application fee.

## Related information

- [Holding elected officials accountable](#)
- [Select Special Democratic Accountability Committee](#)
- [Final Report: Citizens' Initiatives and Recall](#) (PDF)
- [Bill 52: Recall Act](#)

## Multimedia

## Notifications

[COVID-19](#) remains a public health threat. [Mandatory measures are in effect provincewide.](#)

Close



### [Government news](#)

Mar 17, 2021

## Budget 2021: Revitalizing rural health facilities

A \$50-million commitment from Alberta's government will modernize and improve rural health facilities across the province to ensure all Albertans have access to top-quality health services.

### On this page:

- [Quick facts](#)
- [Related information](#)
- [Related news](#)

The Rural Health Facilities Revitalization Fund is supporting upgrades and renovation projects in Alberta Health Services' hospitals and facilities, including emergency departments, sterilization and medical device reprocessing areas, pharmacies, EMS stations, ambulance garages and medical laboratories.

“Rural communities help make our province thrive and grow. This investment protects the lives and health of people living in these communities and also protects livelihoods by creating jobs as part of our multibillion-dollar Capital Plan to build Alberta and prepare it for recovery from COVID-19. Alberta's government is committed to spending \$50-million over three years to address often neglected rural health care needs and facilities.”

*Jason Kenney, Premier of Alberta*

“Alberta's government remains committed to rural health care and the rural hospitals so many Albertans rely on every day. Renovation projects are vital to modernizing smaller, rural facilities to ensure they offer the best and safest health services possible, in all corners of the province. This is part of our ongoing work to strengthen the public health system in Alberta.”

*Tyler Shandro, Minister of Health*

Alberta Health Services identified priority projects in all five health zones that will move forward in the next three years. The projects each ring in at \$5 million or less and are expected to create about 280 construction jobs

and stimulate the local economies.

“Wherever you live in the province, it’s important that your health-care needs can be met as close to home as possible. These renovation projects help make that a reality. The funding will have a direct impact on Albertans in these communities and allow AHS to provide better patient care in these facilities. The funds are important to the upkeep, quality of care, and the long-term sustainability of our facilities and the services we provide throughout Alberta.”

*Dr. Verna Yiu, president and CEO, Alberta Health Services*

Projects moving forward under this fund include:

#### South Zone

- \$1.6 million to upgrade the medical device reprocessing area in Brooks Health Centre
- \$1.5 million to renovate and upgrade the medical device reprocessing area in the Cardston Health Centre
- \$1.5 million to upgrade the medical device reprocessing area in Crowsnest Pass Health Centre
- \$250,000 to improve the emergency department triage area in Taber Health Centre

#### Calgary Zone

- \$1.6 million to add to the ambulance garage at Claresholm General Hospital
- \$4.2 million to renovate Didsbury hospital’s mental health and public health space, and consolidate rehabilitation medicine to one location
- \$4.7 million to renovate the medical device reprocessing area and \$1.2 million to upgrade the pharmacy in High River General Hospital

#### Central Zone

- \$650,000 to redesign and renovate the emergency department triage area and desk at Drayton Valley Hospital and Care Centre
- \$1 million to upgrade the medical device reprocessing area, including cart washers and washer disinfectors, in Olds Hospital and Care Centre
- \$3.8 million to renovate the emergency department and \$2.1 million to renovate the medical device reprocessing area at Wetaskiwin Hospital and Care Centre

#### Edmonton Zone

- \$250,000 to convert the washroom at Westview Health Centre (Stony Plain) to make it accessible to patients requiring bariatric services

#### North Zone

- \$1 million to renovate the medical laboratory in Fairview Health Complex
- \$2 million to renovate the medical device reprocessing area in Peace River Community Health Centre
- \$3.5 million to renovate the emergency department at St. Therese-St. Paul Healthcare Centre in St. Paul
- \$4.7 million to build a new larger EMS station in Slave Lake

“As a practising rural physician who knows first-hand the challenges of rural health-care delivery, I am proud to stand with rural communities in Alberta to celebrate this investment by the Government of Alberta in the revitalization of rural health-care infrastructure. RhPAP is excited about the improvements this \$50 million will bring, and we are hopeful this is a sign of many more good things to come for health care in rural Alberta.”

*Dr. Gavin G. Parker, Pincher Creek physician and board chair, Rural Health Professions Action Plan (RhPAP)*

Another \$10 million will demolish decommissioned health facilities in Claresholm, Edson and potentially elsewhere to prepare the sites for future development opportunities.

About \$5 million for the Rural Health Facilities Revitalization Fund has not been allocated at this time and is being held for future projects.

Budget 2021 protects lives and livelihoods with a historic investment in health care while laying the foundation for economic growth. Through the prudent management of tax dollars, Alberta’s government can continue to invest in priority areas to ensure Alberta emerges from COVID-19 stronger than ever.

## Quick facts

- Budget 2021 provides a three-year, \$3.4-billion commitment for health-related capital projects and programs, including:
  - \$2.2 billion for health infrastructure projects, including:
    - \$45 million over three years (\$15 million each year) for the Rural Health Facilities Revitalization Fund, on top of \$5 million provided in 2020-21.
    - \$143 million for five new projects in La Crete, High Prairie and Calgary.
    - Continued investment to complete ongoing projects such as the Calgary Cancer Centre, the Gene Zwozdesky Centre at Norwood (Edmonton) and the new Edmonton hospital.
- \$766 million for Alberta Health Services self-financed capital, for parkades, equipment and other capital requirements.
- \$343 million for capital maintenance and renewal of existing facilities.
- \$90 million for health department IT projects.

## Related information

- [Budget 2021](#)

## Related news

- [Budget 2021 Capital Plan: Creating 90,000 new jobs](#) (Feb. 25, 2021)



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
Deputy Government House Leader  
MLA, Calgary-Hays*

AR100314

Dear Chief Elected Officials:

This letter is to inform you of changes to the Government of Alberta's Disaster Recovery Program (DRP), which are in effect for DRPs that occur in 2021 and onward and are outlined in the 2021 Disaster Assistance Guidelines.

In response to the rising cost and frequency of disasters in Alberta, we have made changes to the DRP. These changes are intended to share the responsibility of disasters with all those who are impacted and to make the program more sustainable for future events. Changes will ensure that assistance is available for Albertans when they need it most.

While conditions for eligibility remain the same for qualifying applicants, the following cost-sharing arrangements and funding limits have been added to the program:

**Local authority and private sector applicants (including homeowners)**

We are implementing a 90:10 cost-sharing arrangement.

- DRP assistance is limited to 90 per cent of eligible disaster expenses, instead of 100 per cent.
- The remaining 10 per cent of eligible assistance will be subtracted from the amount payable to the applicant. No payment to the program will be required.

**Homeowners only**

We are implementing a funding limit of up to \$500,000 per homeowner application and a limit on assistance to one time per property.

- For disaster events that occur in 2021 onward, qualifying homeowner applicants will only be able to access DRP assistance once per property address. Financial assistance from the program will not be provided to future applicants who own property at the same physical location.

.../2

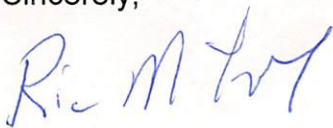
- The one-time funding limit is not cumulative. For example, if an applicant has received \$100,000 worth of assistance under the new policy, they would not qualify for any funding in the future.
- This change will not be applied retroactively. If a homeowner has received assistance before 2021, this does not count as meeting the one-time assistance limit.
- Homeowner addresses that receive DRP assistance will be posted online to the Government of Alberta website to provide transparency about DRP funding limits and up-to-date information for prospective homeowners, developers, and real estate professionals. The funding received stays with the property; therefore, a new homeowner would not be able to access disaster recovery funding for that same property in the future.

Being prepared improves individual and community resilience by lessening the impacts of disasters, shortening recovery time, and reducing economic disruption. Individuals and communities are encouraged to take measures to prepare for disasters and to look at ways of reducing their disaster risks. Learn how you can prepare for emergencies and disasters by visiting us at [alberta.ca/emergency-preparedness.aspx](http://alberta.ca/emergency-preparedness.aspx).

Please refer to the enclosed information sheet for more information on changes to the Disaster Recovery Program and the Alberta Disaster Assistance Guidelines, or visit us online at [www.alberta.ca/drp](http://www.alberta.ca/drp).

If you have any additional questions, please call 1-888-671-1111 or email [drp.info@gov.ab.ca](mailto:drp.info@gov.ab.ca).

Sincerely,



Ric McIver  
Minister

Attachment: Information Sheet

cc: Chief Administrative Officers

# Disaster Recovery Program Changes

---

## Overview

The Disaster Recovery Program (DRP) provides financial assistance to qualifying applicants to help restore uninsurable property lost or damaged by a disaster to its basic, pre-disaster functional condition.

DRPs provide financial assistance as a last resort to assist those affected by a disaster.

## Program changes

For DRPs that occur in 2021, the Government of Alberta has set homeowner funding limits and implemented cost-sharing mechanisms between the government and program applicants.

## Why changes were made

The cost and frequency of disasters in Alberta are increasing, and the province needs a more sustainable approach to disaster recovery. By implementing a stronger framework to deal with emergencies and disasters, these changes help ensure the DRP can continue to be available for Albertans when they need it most.

## Homeowner-funding limits

The province is implementing a homeowner funding limit of up to \$500,000 per application for eligible costs and a limit of one-time assistance per property, regardless of the transfer of ownership. The one-time funding limit is not cumulative, so if an applicant has received any amount of assistance under the new policy, they would not qualify for funding in the future.

Establishing a homeowner funding limit helps government reinforce the intent of the DRP, which is to contribute to a ready and resilient Alberta and be the payer of last resort. Homeowners may choose to opt out of receiving DRP assistance if they are able to cover damages on their own. This would allow their property to qualify for future assistance if a DRP is approved in their community and they meet the program qualification criteria at that time.

### Limits to properties

- Limits to assistance are applied to the property address only, not the applicant.
- A new property owner will not qualify for DRP assistance if the previous owner already accessed the one-time funding limit.

### Posting addresses online

- If a homeowner applicant accessed funding through a DRP for a disaster that occurred in 2021 and onward, the property address and legal land description will be posted on the Government of Alberta website. The post will indicate that the address (legal land description) is not eligible for future DRP funding.
- This will help prospective buyers and developers become aware of funding limits that apply to specific addresses.

## 90:10 cost-sharing

Cost-sharing mechanisms for municipalities and private-sector applicants are based on a 90:10 formula, where the province covers 90 per cent of eligible disaster costs and the applicant covers the remaining 10 per cent.



## What you can do as a community

The Alberta Emergency Management Agency encourages all Albertans and communities to:

- Purchase adequate insurance.
- Have reserve funds.
- Invest in mitigation and infrastructure maintenance.
- Restrict future property development in high-risk areas.

## Living in high-risk areas

Albertans living in high-risk areas may experience a natural disaster of one kind or another. The Government of Alberta continues to provide DRP assistance to all qualifying applicants; however, homeowners living in high-risk areas are encouraged to consider relocating or mitigating risks to their properties.

Flood maps are available at <https://floods.alberta.ca/>.

## Purchasing insurance

It is important for Albertans to become educated about their disaster risks and ensure they are adequately insured. There are more insurance options on the market now than ever before.

### High-risk areas

Homeowners living in high-risk areas who are not able to access overland flood insurance are also subject to the cost-sharing and one-time funding limit.

### Flood insurance

Financial assistance for disaster recovery continues to be available to eligible applicants to help cover costs related to uninsurable loss and damages. Albertans are advised to check with several insurance companies to compare policy coverage limits, exclusionary language (e.g. concurrent causation clauses), and premiums when purchasing any flood insurance.

## Federal government disaster assistance

Since 2015, the federal government has significantly reduced federal support through the Disaster Financial Assistance Arrangements. This has increased the provincial liability for DRP costs. In addition to this, the federal government does not typically reimburse for repeat assistance in flood-prone areas.

## Indigenous communities

The federal government continues to fund all eligible disaster-related costs on First Nations reserve land.

First Nations applicants living off reserve, as well as other members of Indigenous communities are eligible for the same benefits and limits as other Albertans applying to the DRP.

The 90:10 cost-sharing arrangements will also apply to Métis Settlement communities as it would for all other communities.

### For more information

Online: [alberta.ca/drp](https://alberta.ca/drp)

Call us: 1-888-671-1111

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



Office of the Minister  
Deputy Government House Leader  
MLA, Calgary-North West

RECEIVED  
MAR 17 2021

MAR 11 2021

AR38040

His Worship Doug MacPherson  
Mayor  
Town of Claresholm  
PO Box 1000, 221 – 45 Avenue NW  
Claresholm AB T0L 0T0

Dear Mayor MacPherson:

Thank you for your January 29, 2021, letter regarding Alberta's coal policy.

The Government of Alberta has reinstated the 1976 Coal Policy after hearing concerns raised by Albertans about surface mining in the eastern slopes. This includes reinstating the four coal categories, which stated where and how coal leasing, exploration and development could occur. Further, the government has issued a directive to the Alberta Energy Regulator (AER) indicating:

- That no mountaintop removal will be permitted in Category 2 lands and all of the restrictions under the 1976 coal categories are to apply, including all restrictions on surface mining in Category 2 lands.
- No new coal exploration approvals on Category 2 lands will be allowed, pending vigorous and widespread consultations on a modern coal policy.

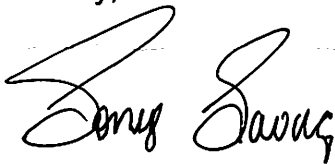
Details on the direction provided to the AER can be found in Information Letter 2021-07, available at <https://inform.energy.gov.ab.ca/Documents/Published/IL-2021-07.pdf>.

Albertans have spoken loudly and clearly and we have heard them. When we rescinded the policy, it was not our intent to have removed any restrictions on coal development. From our perspective, we saw a policy that had been made obsolete through more modern oversight, but what we did not anticipate was the unintended consequences of removing the coal categories. Our intent was to align coal with all other commodities, but we heard that Albertans expect us to manage coal differently.

.../2

Over the coming months we will take a closer look at Alberta's approach to coal development. Consultations will start March 29, with details to be announced before they begin. As part of this process, we commit to listening to the perspectives of all Albertans through widespread consultation on a new coal policy. Our goal is to help ensure the government's approach to coal development reflects the best interests of Albertans and balances stringent environmental protections with responsible resource development. Albertans interested in receiving regular updates about the process, future consultation sessions, and how to participate, can submit their contact information to [alberta.ca/coalengagement](http://alberta.ca/coalengagement).

Sincerely,

A handwritten signature in black ink, reading "Sonya Savage". The signature is written in a cursive, flowing style.

Sonya Savage  
Minister

**From:** President <[President@auma.ca](mailto:President@auma.ca)>  
**Sent:** March 10, 2021 3:19 PM  
**To:** Marian Carlson <[Marian@claresholm.ca](mailto:Marian@claresholm.ca)>  
**Subject:** Registration now open for Spring 2021 Municipal Leaders' Caucus

Mayors, Councillors, and CAOs are invited to [register for AUMA's spring Municipal Leaders' Caucus](#) being held virtually through Zoom on April 14, 15, and 16, 2021.

This year's Caucus is a great opportunity to discuss key issues affecting your community, including COVID recovery, red tape reduction, municipal finances, and the upcoming municipal election. Delegates will also have the opportunity to ask provincial Ministers questions about top-of-mind concerns on Government Day (April 16). A copy of the draft agenda for Caucus is attached.

The cost for attending the Municipal Leaders' Caucus is \$50 for regular members and \$75 for associate and non-members. [Visit the Municipal Leaders' Caucus event page](#) for more details on registration, agenda updates, and instructions on how to submit a Request for Decision (RFD) for consideration at Municipal Leaders' Caucus.

If you have any questions about spring Municipal Leaders' Caucus, please email [registration@auma.ca](mailto:registration@auma.ca) or call 780-431-4528.

Remember that you are welcome to invite your colleagues from municipal districts and counties to attend the Caucus as well.

We hope to you can join us!

**Barry Morishita** | President  
Mayor, City of Brooks

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C: 403.363.9224 | [president@auma.ca](mailto:president@auma.ca)

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6



Toll Free: 310-AUMA | [www.auma.ca](http://www.auma.ca)

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# Agenda for Spring 2021 Municipal Leaders' Caucus

April 14, 15, and 16, 2021

Via Zoom

**\*Subject to Change\***

Wednesday, April 14	
3:00 p.m.	President's Opening Remarks
3:05 p.m.	Mental Health Session
3:15 p.m.	Education/Engagement Session I – Municipalities' Role in Red Tape Reduction
4:00 p.m.	Break
4:15 p.m.	Education/Engagement Session II – COVID Recovery
5:00 p.m.	Break
5:15 p.m.	Education/Engagement Session III – Municipal Finances and Reserves
6:00 p.m.	Closing Remarks

Thursday, April 15	
9:00 a.m.	Opening Remarks
9:05 a.m.	Mental Health Session
9:15 a.m.	Opposition Leader's Remarks
9:30 a.m.	Education/Engagement Session IV – 2021 Municipal Election
10:30 a.m.	Break
10:45 a.m.	AUMA President's Report
11:15 a.m.	AUMA Board Dialogue Session
11:30 a.m.	Requests for Decision
11:55 a.m.	Closing Remarks

Friday, April 16	
9:00 a.m.	Opening Remarks
9:05 a.m.	Mental Health Session
9:15 a.m.	Minister of Municipal Affairs' Remarks and/or Premier's Remarks
9:30 a.m.	Ministers' Dialogue Session I
10:30 a.m.	Break
10:50 a.m.	Ministers' Dialogue Session II
11:50 a.m.	Closing Remarks

**From:** Exec. Assistant on behalf of Dan Rude <[EA\\_DRude@auma.ca](mailto:EA_DRude@auma.ca)>  
**Sent:** March 16, 2021 4:20 PM  
**To:** Marian Carlson <[Marian@claresholm.ca](mailto:Marian@claresholm.ca)>  
**Subject:** Interim Alberta Police Advisory Board survey on operational board governance

Dear Members:

The Interim Alberta Police Advisory Board is asking Alberta municipalities to complete a [survey](#) to help inform the Board's development of a governance structure for the permanent operational board, which will replace the advisory board later in 2021. The survey will take approximately 30 minutes to complete and is open until **April 8, 2021**.

The interim board believes it is crucial that the operational board be designed to allow for involvement from a variety of perspectives from across the province, and that that board have adequate input into shaping provincial policing priorities and other policing-related areas. AUMA agrees that the operational board has the potential to enhance municipal input into policing, and encourages members to complete the survey.

[Complete Survey](#)

If you have any questions regarding this survey, please email the Alberta Police Advisory Board at [Board@ABPoliceAdvisoryBoard.com](mailto:Board@ABPoliceAdvisoryBoard.com).

Sincerely,

**Dan Rude** | Chief Executive Officer  
**ALBERTA URBAN MUNICIPALITIES ASSOCIATION**

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

Toll Free: 310-AUMA | 877-421-6644 | [www.auma.ca](http://www.auma.ca)



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March 17, 2021

Town of Claresholm  
Box 1000  
Claresholm, AB  
T0L 0T0

**Re: The Foundation's Annual Charity BBQ – Wednesday, June 16, 2021**

Dear Mayor and Council Members,

The Foundation is planning our Annual Charity Barbecue for Wednesday, June 16, 2021. We would like to ask permission to use Amundsen Park again this year.

This BBQ is an important fundraiser for The Foundation. We truly value your support. The Town Maintenance Crew has been very helpful in assisting us to make this event happen. We greatly appreciate their efforts to accommodate us on event day. Access to the washrooms is essential, we borrow Town garbage cans and appreciate any help they are able to offer us. They are amazing to work with!

Thank you for considering this request. Kindly call me at 403-682-3739 to inform me of your decision.

Sincerely,

*Tara*

Tara Bishoff  
Foundation Coordinator

## Karine Keys

---

**From:** Tara Bishoff <Tara.Bishoff@albertahealthservices.ca>  
**Sent:** March 18, 2021 8:24 AM  
**To:** Karine Keys  
**Subject:** Fw: Special Event Organizer Notification - Claresholm & District Health Foundation BBQ submitted by Tara Bishoff

Good Morning Karine,

Please see the attached. If the Council could consider supporting The Foundation in this request "all things considered" then at least we would have it ready to go IF we get to have the event.

*Tara*

Tara Bishoff  
Foundation Coordinator, Claresholm & District Health Foundation  
214 Fairway Drive W., Claresholm, AB  
403-682-3739  
[tara.bishoff@ahs.ca](mailto:tara.bishoff@ahs.ca)  
[www.cdhealth.ca](http://www.cdhealth.ca)  
Celebrating 20 Years in 2019.

---

**From:** Cal Specialevents <Cal.Specialevents@albertahealthservices.ca>  
**Sent:** Wednesday, March 17, 2021 9:18 AM  
**To:** Tara Bishoff <Tara.Bishoff@albertahealthservices.ca>  
**Subject:** RE: Special Event Organizer Notification - Claresholm & District Health Foundation BBQ submitted by Tara Bishoff

Thank you, we have received your inquiry regarding your gathering/event, however, due to rapid changes in the COVID Restrictions, we are not able to review or advise on your gathering at this time. Please inquire within 3 weeks of the date when your gathering is to occur. Also, we are unable to keep any documentation that has been submitted prior to this date. Updated COVID Restriction changes can be found on the Alberta Government website here: [Government of Alberta | Alberta.ca](https://www.alberta.ca)

Have a wonderful day!

Special Event Team  
Environmental Public Health  
**Alberta Health Services - Calgary Zone**  
10101 Southport Road SW  
Calgary, AB T2W 3N2  
Fax: 403-943-8056



Please visit our web page at [www.ahs.ca/eph](http://www.ahs.ca/eph)

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\*Visit AHS' [COVID-19](http://ahs.ca/covid) page for the latest updates and accurate information: [ahs.ca/covid](http://ahs.ca/covid)\*

---

**From:** Tara Bishoff <noreply@jotform.com>  
**Sent:** Wednesday, March 17, 2021 8:02 AM  
**To:** Cal Specialevents <Cal.Specialevents@albertahealthservices.ca>  
**Subject:** Re: Special Event Organizer Notification - Claresholm & District Health Foundation BBQ submitted by Tara Bishoff

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PDF for submission and any attachments are attached in this email.

Link to edit this submission: [Edit Submission](#)

Link to create PDF of this submission: [Download Submission PDF](#)

**Special Event Organizer Notification for Claresholm & District Health Foundation BBQ**

Event Name:	Claresholm & District Health Foundation BBQ
Event Address:	Street Address: 215 - 50 Avenue W Street Address Line 2: Amundsen Park City: Claresholm State / Province: AB Postal / Zip Code: T0L 0T0
More information about Event Address:	Drive Thru BBQ to optimize public safety measures. Veteran volunteers will help this "annual" fundraiser be a success and be safe.
AHS Zone of event	Calgary Zone (Claresholm, Calgary, Banff, Didsbury, Gleichen)
Date	2021-06-16
Time	11:00 AM - 2:00 PM
Day 1	
Time	
Day 2	
Time	

Day 3	
Time	
If longer than 3 days, provide other dates and times	
How many people do you expect at your event each day?	500
Provide a short description of the event:	Organization Volunteers will cook and serve at the BBQ.
<b>ORGANIZER</b>	
Name	Tara Bishoff
Phone Number	(403) 625-1661
Address	Street Address: 214 Fairway Drive West Street Address Line 2: Box 2638 City: Claresholm State / Province: AB Postal / Zip Code: T0L 0T0
E-mail	<a href="mailto:tara.bishoff@ahs.ca">tara.bishoff@ahs.ca</a>
Will the organizer be on- site during event?	Yes
If no, who will be on- site?	
Position:	
Phone Number	
Additional Comments:	
Name	Tara Bishoff
Date	03-17-2021

[Edit Submission](#)

198.161.230.122

[Download Submission PDF](#)

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You can [edit this submission](#) and [view all your submissions](#) easily.

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To: Claresholm Town Council

RECEIVED  
MAR 09 2021

From: David and Shannon Yates,  
333 49<sup>th</sup> Ave W.  
Box 1886

Date: Feb 26, 2021

Subject: Bylaw #1711 regarding Parking of Recreational Vehicles

With all due respect, we protest.

Five years ago, we purchased our travel trailer new. The choice was not random. We carefully measured what would fit on our front yard. To prepare a spot, we hired a backhoe, removed caragana bushes, and had the driveway and parking spot paved. The expense was considerable.

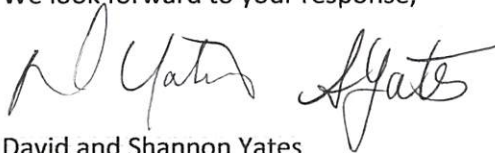
Now, five years later, through a by-law (and, to the best of my knowledge, without consultation), we're told that it no longer "fits" council's notion of town beautification! This newly imposed regulation will require further expenditure for us to comply. Now it is one thing to make decisions that contravene existing bylaws; it is something else to have new bylaws imposed that suddenly make previous decisions non-compliant, expensive, and wasteful. We protest! Further, we would like to know if this by-law forms part of a long-term strategy for town improvement, or is it a one-off, imported from larger centres. At the very least, a "grandfather clause" of some sort should be in place.

Our trailer is an important part of our summer activities. We travel frequently, but also use it as a guest facility for family. It is clear of the sidewalk, and is not an eyesore. On 49<sup>th</sup> Avenue in Claresholm, it is certainly **not** out of place. It harms no one, is not in the way of snow removal (which we do for ourselves anyway), and we have never had feedback from anyone that it impinges on someone's quality of life. **There are no safety issues.**

At a time when the entire province and many individuals are struggling financially, why would you impose additional inconvenience and cost on many? If there are RVs that truly present safety and access issues, or egregious ugliness, please address those individually. A blanket requirement for all, meant to deal with the problem of a few, does what it always does: engenders resentment and protest.

This blanket restriction imposes unneeded inconvenience and expense, and will not add any significant value.

We look forward to your response,



David and Shannon Yates



# INFORMATION BRIEF

Meeting: March 22, 2021  
Agenda Item: 11

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## RV PARKING RESTRICTIONS

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### DESCRIPTION:

At the January 11, 2021 regular Council meeting, Council gave third and final reading to Bylaw #1711, the Unsightly Premises & Snow Removal Bylaw.

Section 3.7 of the Bylaw references the parking of recreational vehicles on residential properties, and comes into effect on October 1, 2021.

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 anytime during the year, in a Rear Yard or Side Yard and maintained to prevent the tracking of mud or debris onto adjacent roadways.

### BACKGROUND:

Staff has been keeping track of complaints from residents regarding this new section as well as support for this new section.

In addition to the letter from David and Shannon Yates, the Town Office has received seven other complaints.

There has been one call in support of the section, and it came from a resident who lives beside a resident who complained and stated they want to continue to park their RV in their driveway. Their neighbor is not happy about the snow drifting into their driveway during the winter. There has been many calls with questions who have not stated they were for or against the rules.

This is a copy of an email from a concerned resident:

My name is [REDACTED], I live at [REDACTED]. I had to cool off before I wrote this. I think your RV and anti redneck bylaw is a bit elitist and hypocritical. Ok a lot. I won't name all the things that would put snow on a neighbour's walk because you may ban it. I like Claresholm and support it's businesses but I didn't move here for it's beauty. It seems like you all want big city. I ask, what the heck for? Add that so many home frontages including ours, faces peoples back yards. Clean lines, what a joke. My rv is stored elsewhere, but my work/utility trailer is in my driveway in accordance with the current bylaw. Have you thought or care about putting so many people out of pocket for storage or in my case removing a fence, making a gate and making a parking pad where my 74 year old mothers garden is. This house on this small over taxed lot next to low rentals has no back yard storage. I bought this house last year with the understanding I could park my utility trailer on MY driveway in accordance to the current bylaw. I will be chatting with a realtor soon. We have a bylaw officer. Use him. How about a more case by case look at the wretched unsightly ugliness you call a trailer. I look forward to having a dialog on my tax reduction for loss of another freedom. I'm quite serious about this. Your citizen and voter, [REDACTED]

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

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 18, 2021

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# REQUEST FOR DECISION

Meeting: March 22, 2021  
Agenda Item: 12

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## ALBERTA SETTLEMENT AND INTEGRATION PARTNERSHIP

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### **DESCRIPTION:**

The Town of Claresholm's application to the Alberta Settlement & Integration Partnership, Rural Capacity Building, has been selected for funding. Between March 8<sup>th</sup> and March 18<sup>th</sup>, the EDO has been in negotiations with the program director. After several meetings, and amendments, the EDO and program director have come to an agreement on all project details. The 24-month "Community Takes Roots" project is valued at \$297,625.00.

### **COMMUNITY TAKES ROOTS PROJECT:**

The following is a list of all components that will be fully-funded by the ASIP grant. All equipment and technology remain the property of the Town of Claresholm.

- Engagement Coordinator, 30hr/week, 24-months, CPP, EI, WCB
- Diversity Coordinator, 30hr/week, 24-months, CPP, EI, WCB
- Laptop computers, software, mobile phones, and phone plans for both staff
- Willow Creek Immigrant Services downtown office lease for 24-months
- Education and training for all community economic development staff
- Library-grade bookshelf, and 47 different language-learning books at the Claresholm Public Library
- 3-Wifi hotspots, 2-year data plan, 5 Google Chrome Books at the Claresholm Public Library
- Consultation and production of 16-pictograph facility signs at the Claresholm Aquatic Centre
- Economic Development Committee funding for multicultural events
- Claresholm Town Council funding for 2-annual open-house on topic of rural immigration
- Film, editing, sound, and production services by Alec Harrison Music, for 24-months
- Town of Claresholm, AB Highway-2 billboard rental for 24-months
- iPad Pro and 24-month data plan to assist with remote management of staff and events
- Event support for existing FCSS, Museum, and Town of Claresholm events
- \$26,000 to off-set Town of Claresholm Administrative expenses

### **PROPOSED RESOLUTION**

Moved by Councillor \_\_\_\_\_ to approve the final submission of the Community Takes Roots project application to the Alberta Settlement and Integration Partnership, Rural Capacity Building, and direct Administration to proceed with completing the grant agreement with the Ministry of Labour and Immigration.

PREPARED BY: Brady Schnell, Economic Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 19, 2021

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# REQUEST FOR DIRECTION

Meeting: March 22, 2021

Agenda Item: 13

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## MACKIN HALL – the Station

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### DESCRIPTION:

Administration has further reviewed the lease agreement with the Station that was entered into in 2019. The lease agreement expiration is December 31, 2021. There is also no clause to terminate the lease prior to that date as often in other lease agreements with the Town. Administration apologizes for the confusion; and therefore, Council will need to rescind the previous motion passed at the last Council meeting providing the date as of the end of June for termination. However, if the Scouts are wanting to use the facility for programming prior to the end of this year, there are a few options for Council to consider so there is less potential conflict within the space (see below). Administration will require direction moving forward.



### Options:

1. Find an alternative location for the scouts (to use while the Station completes their lease agreement) if/when they re-commence operations. (potential for in the new multi-use facility, however they have looked at the space and there is limited storage to meet their needs, and is difficult to remove all their projects, etc.)
2. Ask the Station if they would be willing to move into the new community offices and utilize the youth room (with new lease agreement for no charge, until after the current Mackin Hall lease agreement expires.)

Both organizations are valuable in the community and residents' benefit if both are able to continue operating. The Station is made up of 4 or more groups who can apply to FCSS for funding for rent or work together to rent space within the new facility once the lease agreement has concluded. An office space is \$200 per month, so each organization would pay \$50 or less depending on how many operate from Claresholm. COVID has changed their operations slightly, so we may see more programming commence as restrictions ease.

### PROPOSED RESOLUTION:

Moved by Councillor \_\_\_\_\_ to rescind motion #21-045, in regards to the termination and notice of the Station's lease for Mackin Hall.

### ATTACHMENTS:

- 1.) N/A

PREPARED BY: Tara VanDellen Planner/Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 16, 2021

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# INFORMATION BRIEF

Meeting: March 22, 2021  
Agenda Item: 14

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## ASSET MANAGEMENT TRAINING UPDATE

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### DESCRIPTION:

The Town of Claresholm has been participating in an asset management capacity-building cohort in 2020 and continuing now into 2021, utilizing FCM Municipal Asset Management Program (MAMP) grant funding. These cohorts are a training/working group to help individual municipalities to support one another in creating, at minimum, their own individual internal Asset Management Team, develop an Asset Management Strategy and draft and pass an Asset Management Policy.

Town staff have participated in two of the three workshops and the Director of Corporate Services has taken in conference calls as well. To support small municipalities in embracing asset management the Rural Municipalities of Alberta (RMA), in collaboration with Alberta Urban Municipalities Association (AUMA) and Infrastructure Asset Management Alberta (IAMA), are working together to deliver the program, along with a number of other municipalities in the area (11 Municipalities in total).

Participating in this training cohort has not affected our ability to separately apply for our own FCM MAMP grant which we are currently waiting for final approval on. Having completed two of the three workshops, the staff team is at the stage of drafting an asset management policy and look at objectives in order to create a plan moving forward.

Some of the objectives (ideal to have 3-5 objectives) the team have been focusing on to align with Council's strategic plan are as follows:

1. The municipality's Council & Staff displays organizational alignment & commitment to asset management.
2. Allocate limited resources in asset planning & decision-making processes, based on life cycle modelling, multi criteria prioritization, sustainable levels of service & risk management.
3. Provide consistent means of collecting & capturing data, both quantitative & qualitative to incorporate into the municipality's decision-making processes.
4. Provide training, support, & resources to municipal Council & staff to ensure proper development & maintenance of the asset management system.
5. Ensure infrastructure projects, investments, & commitments are resilient & withstand turnover of people & leadership.

Administration will continue to participate in the workshops and conference calls and draft an asset management implementation plan to present to the Facility and Infrastructure Planning Committee prior to presenting to Council, which will include the creation of an Asset Management Planning or Steering Committee, which we would propose would include at least one member of Council. This would then follow with an Asset Management Policy. Completion of the Infrastructure Master Plan will assist with our current infrastructure conditions and prioritization of projects assessing risk and growth requirements as well.

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PREPARED BY: Blair Bullock, CPA, CA – Dir. of Cor. Services & Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 16, 2021

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# INFORMATION BRIEF

Meeting: March 22, 2021  
Agenda Item: 15

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## UTILITY RATE COMPARISON

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### **BACKGROUND:**

In 2007 Public Sector Accounting Standards changed with regards to Tangible Capital Assets to make it necessary to record all current and historical assets owned by a municipality and to amortize those assets over the estimated useful life of those assets. This was to be in place by December 31, 2009 financial statements. This new policy was instituted to encourage better asset management practices to make it clearer to Municipalities and the public the true cost of services and assets.

In 2013 Aquaterra was engaged by the Town of Claresholm to complete a Water and Wastewater rate study. The results of that report was a pretty stark picture of how the water and wastewater rates were inadequate to provide for any replacement of tangible capital assets and that utilities services were being subsidized by taxes, however the Council of that time did not institute any utility rate increases, nor were any increases passed from that time until 2019.

In 2018 Administration did their own internal utility rate review again and in consultation with Council developed a plan to begin to address this issue that has existed for decades, and to which prior Councils had not addressed. This review utilized the information from the 2013 reports from Aquaterra however Administration and Council felt that some of the recommendations in those reports were overly aggressive and that the community would not accept the levels of increase that were suggested in those reports. The main item excluded in the recommendations in 2018 that were in those Aquaterra reports was to include a "return on capital" component on our infrastructure. Though this would be a normal practice of any other utility company to address the inflationary costs of replacing any current asset in the future, this was not done in this case. If this had been included in our current recommendations this would have approximately doubled the proposed rates.

Included in the rate proposal that was drafted with consultation of Council was to remove consumption or usage inclusions from the monthly rates. This was recommended in the 2013 Aquaterra reports from an equity perspective, which was a complaint the Town often received (i.e. "why do I pay the same amount as my neighbor when I am just one person and use 5 cubes a month and my next door neighbor waters all the time and has a family and uses 25 cubes a month"). The elimination of the consumption inclusion was also recommended due to a number of the requirements we were starting to see in several of the Town's grant conditions or evaluation criteria for competitive grants, namely of needing to show steps the Town is taking to promote water conservation.

In early 2019 the proposed rate increases from 2019 through 2021 were brought to Council in Bylaw for their adoption.

It should also be noted that the rates proposed in that 2019 Bylaw included water rate increases for 2021 consumption from the 2020 rate of \$1.65/cubic meter to \$2.08. Usage however did not drop as much as expected in 2019 and 2020 so revenue targets were above estimated and therefore Council held the consumption rate at the same \$1.65/cubic meter for 2021, however there was still the completion of the removal of any consumption/usage including in the basic charge, so there was still some increases overall seen in water rates due to this exclusion (5 cubes per month was included in 2020, NIL in 2021).



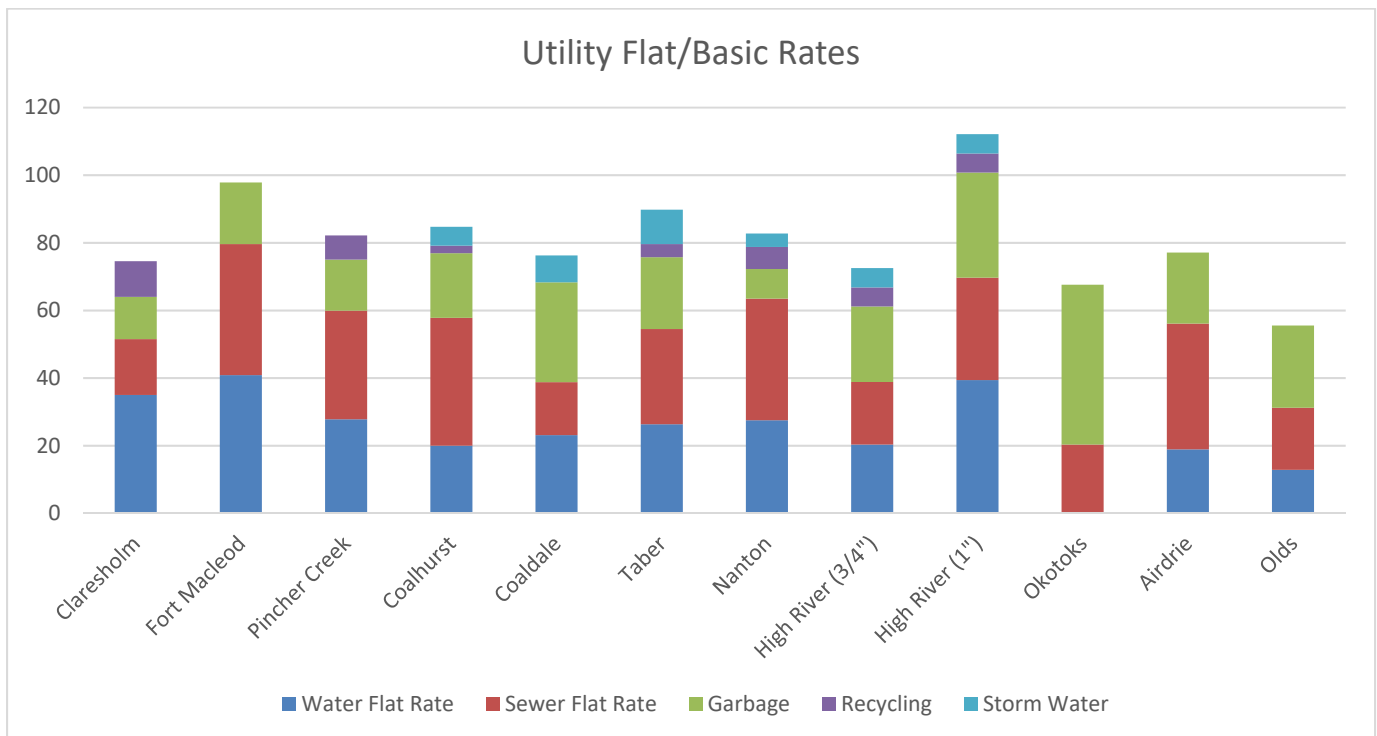
**DESCRIPTION:**

As a result of these increases and resulting complaints from the public, Council has requested an updated comparison of utility rates in Claresholm to other communities. Administration has gathered the following information for that comparison.

It should be noted in this comparison that as Claresholm had been doing for years, any number of these comparison municipalities may be continuing to under collect revenues for utility services and be either subsidizing utilities with tax revenues and/or be continuing to dig themselves into a larger infrastructure deficit for their utility services, jeopardizing the viability of these services, and these municipalities, in the future.

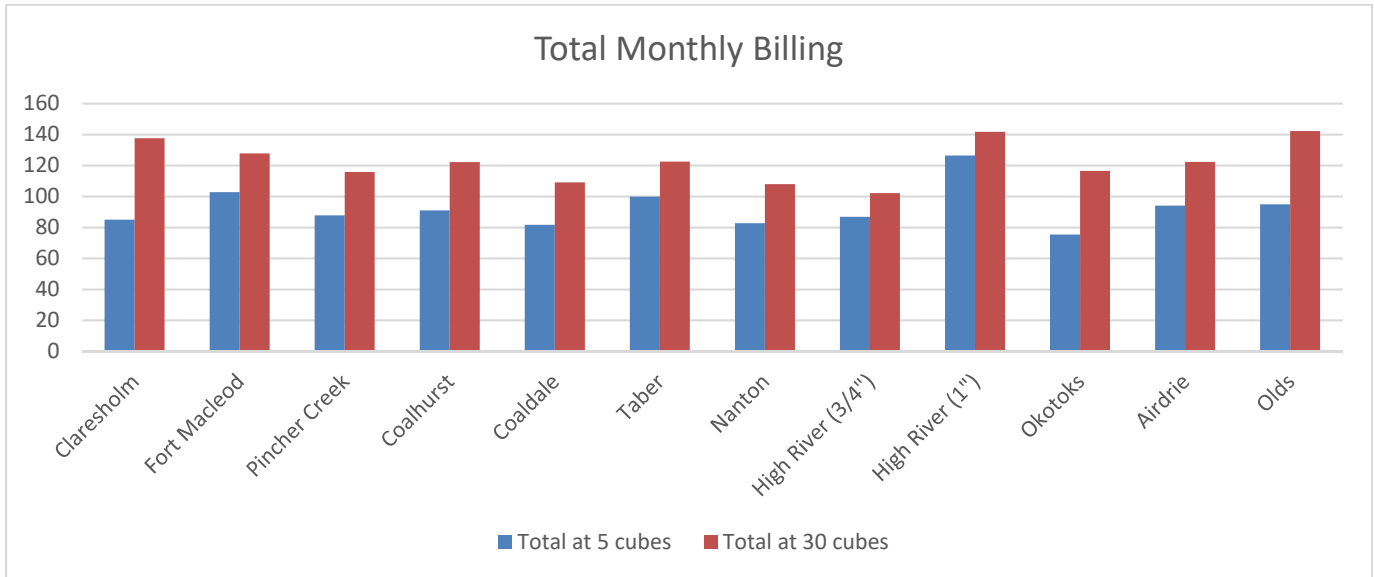
So as can be seen here comparing to other communities of comparable and larger sizes, Claresholm's overall flat rates are in the bottom half of the comparison communities. When including consumption, at only 5 cubes, Claresholm remains in the bottom half, but quickly rises towards one of the top at 30 cubes usage due to higher usage rates than many of the comparison communities.

	Claresholm	Fort Macleod	Pincher Creek	Coalhurst	Coaldale	Taber	Nanton	High River (3/4")	High River (1")	Okotoks	Airdrie	Olds
Water Flat Rate	35	40.87	27.82	20	23.1	26.32	27.5	20.35	39.39		18.9	12.83
Sewer Flat Rate	16.5	38.75	32.12	37.78	15.7	28.18	36	18.48	30.3	20.31	37.2	18.4
Garbage	12.5	18.21	15.08	19.15	29.5	21.24	8.75	22.32	31.06	47.3	21	24.3
Recycling	10.56		7.16	2.23		3.89	6.5	5.66	5.66			
Storm Water				5.57	7.95	10.14	4	5.71	5.71			
	74.56	97.83	82.18	84.73	76.25	89.77	82.75	72.52	112.12	67.61	77.1	55.53



*Some communities combine their garbage and recycling, so only a rate is shown for garbage, though it includes both.*

	Claresholm	Fort Macleod	Pincher Creek	Coalhurst	Coaldale	Taber	Nanton	High River (3/4")	High River (1")	Okotoks	Airdrie	Olds
Water Consumption Rate	1.65	1	1.12	1.25	1.093	1.09	2.1	0.96	0.96	1.55	1.507	2.89
Sewer Consumption Rate	0.45					0.93	2	1.91	1.91		1.902	4.99



*Administration did their best to gather these rates. Information was not always readily accessible and much was taken verbally, so errors may exist.*

*Comparisons were also taken for commercial rates however those are much more difficult to compare due to the wider range of rates depending on line size, industry, and more common to have graduated consumption rates, these have therefore not been presented here.*

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## SUBDIVISION REFERRAL - MD of WILLOW CREEK No. 26

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ORRSC has circulated the Town in regards to the subdivision decision regarding the lands adjacent to the Town (north of the elementary school). Correspondence in regards to the concern about future road connectivity and the allocation for connection to 59<sup>th</sup> Ave was noted in the Town's response to the application circulation. Attached is the decision for Council's information, noting that as a condition, the configuration of the subdivision is to be shifted north 10 m (not the full amount requested, but sufficient for roadway) to allow for future roadway designation.



ATTACHMENTS:

1. ORRSC – subdivision decision 2021-0-015
2. ORRSC – subdivision decision 2021-0-018

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 16, 2021



3105 - 16<sup>th</sup> Avenue North  
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344  
Toll-Free: 1-844-279-8760  
E-mail: [subdivision@orrsc.com](mailto:subdivision@orrsc.com)  
Website: [www.orrsc.com](http://www.orrsc.com)

## SUBDIVISION APPLICATION DECISION

Our File: 2021-0-015

Your File:

**NOTICE DATE:** March 15, 2021

**TO:** David Mulholland, M.D. of Willow Creek No. 26, Town of Claresholm, G. Scott - ORRSC, Livingstone Range School Division, AltaLink, FortisAlberta, TELUS, ATCO Gas, ATCO Pipelines, AB Health Services - Calgary, AB Environment & Parks - J. Wu, AB Transportation, AER, Canada Post, CNRL

**RE:** LSD 2 & 7, SE1/4 34-12-27-W4M / M.D. of Willow Creek No. 26

**DECISION:** APPROVED ON CONDITION  
(See attached resolution for conditions)

**DECISION DATE:** March 10, 2021

Your subdivision application has been *Approved on Condition* and a copy of the decision is attached.

**We advise that it is the applicant's responsibility to ensure that all conditions of approval have been met. This process will require coordination between yourself, your surveyor, ORRSC and your municipality.**

The subdivision may be finalized following the required 14-day appeal period as outlined below. If no appeals have been filed within the specified time period, you may proceed with the finalization. You have **one year from the approval date** to finalize your subdivision. *(If you are unable to finalize the subdivision within this time frame please contact the ORRSC in order to request a possible time extension. A minimum extension fee of \$330.00 will be required.)*

### Right to Appeal

Pursuant to the Municipal Government Act, the applicant, government departments, and local authorities have a right to appeal the decision or any conditions of the subdivision **within 14 days of receipt of this notice** to the appropriate appeal board. The date of receipt of the decision is deemed to be 7 days from the date the decision is mailed.

You may also appeal any reserve requirement (land or money) established by the subdivision authority. The appeal may be commenced by providing a written statement of the grounds of appeal to:

**M.D. of Willow Creek No. 26 Subdivision and Development Appeal Board**  
Derrick Krizsan, Chief Administrative Officer  
Box 550, Claresholm AB T0L 0T0

The appeal board must receive your notice of appeal within 21 days of the date of this letter informing you of the subdivision authority's decision. ***(Please contact the municipality to determine any applicable fees.)***

In order for your surveyor to register your subdivision at the Land Titles Office, they must receive an "Endorsement" document from our office. ORRSC will provide the Endorsement upon receipt of the following:

- **Finalization fee** – pay to ORRSC the finalization fee of \$205.00 for each new lot to be created by the subdivision.
- **Fulfilling the Conditions** – ensure that all the conditions of your approval have been met (*refer to attached Resolution*) and provide the Oldman River Regional Services Commission documented evidence to that effect.
- **Surveyor's package** which includes the Plan of Survey, signed consents, etc. (or your separation of title document as prepared by your lawyer or surveyor).

After endorsement, we will return the documents to your surveyor who will register them with the Land Titles Office.

Should you require any further clarification please contact ORRSC at (403) 329-1344 or visit our website at [www.orrsc.com](http://www.orrsc.com) for more details regarding the finalization process.

Yours truly,



Mike Burla  
Senior Planner

MB/jm  
Attachment

# RESOLUTION

2021-0-015

**M.D. of Willow Creek No. 26 Vacant Country Residential** subdivision of LSD 2 & 7, SE1/4 34-12-27-W4M

THAT the Vacant Country Residential subdivision of LSD 2 & 7, SE1/4 34-12-27-W4M (Certificate of Title No. 171 162 399 +3), to subdivide a vacant 5.0 acre parcel from a titled area comprising 80.0 acres for country residential use; BE APPROVED subject to the following:

**RESERVE:** The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 5.0 acres at the market value per acre with the actual acreage and amount to be paid to the M.D. of Willow Creek No. 26 to be determined at the final stage, for Municipal Reserve purposes.

## CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the M.D. of Willow Creek No. 26.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with the M.D. of Willow Creek No. 26 which shall be registered concurrently with the final plan against the title(s) being created.
3. That the configuration of the proposed parcel be shifted northerly a minimum of 10 meters (33 feet) to accommodate a logical extension of Division Avenue (59<sup>th</sup> Street) into the lands being subdivided.

## REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.

## INFORMATIVE:

- (a) The 10% reserve requirement shall be provided as money in place of land on the 5.0 acre parcel being created by this application
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) TELUS Communications Inc. has no objections.
- (e) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta. FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services. Please contact FortisAlberta land services at [landserv@fortisalberta.com](mailto:landserv@fortisalberta.com) or by calling (403) 514-4783 for any questions.

- (f) Please be advised that our existing/future gas line(s) on the subject property are protected by way of a Utility Right of Way Agreement, registered as Instrument(s) # 951 164 694.

Therefore, ATCO Gas has no objection to the proposed subdivision.

- (g) ATCO Transmission high pressure pipelines has no objections. Questions or concerns can be forwarded to [hp.circulations@atco.com](mailto:hp.circulations@atco.com).

- (h) Alberta Health Services – Jessica Lee, Public Health Inspector:

"I would like to confirm that Alberta Health Services, Environmental Public Health (AHS-EPH) has received the above-noted application (2021-0-015) and understands the proposal is to subdivide a vacant 5.0 acre parcel from a titled area comprising 80.0 acres for country residential use.

Based on the information provided, AHS-EPH provides the following comments regarding the future development of the site:

1. It was noted that the proposed source of potable water could be a well or a cistern. AHS-EPH would like to remind the Applicant that a drinking water source must conform to the most recent Canadian Drinking Water Quality Guidelines and the Alberta Public Health Act, Nuisance and General Sanitation Guideline (AR 243/2003), which states:

A person shall not locate a water well that supplies water that is intended or used for human consumption within:

- a) 10 metres of any watertight septic tank, pump out tank or other watertight compartment of a sewage or waste water system,
- b) 15 metres of a weeping tile field, an evaporative treatment mound or an outdoor toilet facility with a pit,
- c) 30 metres of a leaching cesspool,
- d) 50 metres of sewage effluent on the ground surface,
- e) 100 metres of a sewage lagoon, or
- f) 450 metres of any area where waste is or may be disposed of at a landfill within the meaning of the Waste Control Regulation (AR 192/96).

If the potable water will be provided by a cistern, please note that the Alberta Public Health Act, *Nuisance and General Sanitation Regulation* (AR 243/2003) specifies that:

*The owner of a cistern that is used to hold a potable water supply intended for consumption by the public shall ensure that the cistern*

- a) *is maintained in a clean and sanitary condition, and*
- b) *is not used for any other purpose.*

2. Any existing or future private sewage disposal systems must be completely contained within the property boundaries and must comply with the most recent Alberta Private Sewage Systems Standard of Practice. Prior to installation of any sewage disposal system, a proper geotechnical assessment should be conducted by a qualified professional engineer.
3. No soils, groundwater or surface water sources may become polluted due to the proposed development on the subject lands. All soils, potable water sources, rivers, streams, canals, lakes or any other body of water is adequately protected from any run-off, contaminants or other condition that may cause a nuisance as defined by the Alberta Public Health Act, Nuisance and General Sanitation Regulation (AR 243/2003).
4. AHS-EPH would appreciate an opportunity to review the development application and any other finalized plans prior to any development taking place. This will ensure that the requirements of the Public Health Act and its regulations will be met.

If you have any questions regarding the comments made here please contact me at 403-601-1783 or [jessica.lee6@ahs.ca](mailto:jessica.lee6@ahs.ca)."

(i) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

“Reference your file to create a parcel for country residential use at the above noted location.

The proposal is contrary to Section 14 and subject to the requirements of Section 15(2) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017 (“the regulation”).

Alberta Transportation's primary objective is to allow subdivision and development of adjacent properties in a manner that will not compromise the integrity and associated safe operational use or the future expansion of the provincial highway network.

To that end, the parcel to be created and remnant land will be well removed from Highway 2 with indirect access to the highway being gained solely by way of the local road system. As such, strictly from Alberta Transportation's point of view, we do not anticipate that the creation of the country residential parcel as proposed would have any appreciable impact on the highway.

Therefore, pursuant to Section 16 of the regulation, in this instance Alberta Transportation grants a waiver of said Sections 14 and 15(2).

Notwithstanding the foregoing, the applicant would be advised that any development within the right-of-way or within 300 metres beyond the limit of the highway or within 800 metres from the center point of the intersection of the highway and another highway would require the benefit of a permit from Alberta Transportation. This requirement is outlined in the Highways Development and Protection Regulation, being Alberta Regulation 326/2009.

The subject property is within the noted control lines however given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local road system, in this instance a permit from Alberta Transportation will not be required and development of the country residential parcel could proceed under the direction, control and management of the county. The applicant could contact the undersigned, at Lethbridge 403-388-3105, in this regard.

Alberta Transportation accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the subdivision/development design.

Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 5(5)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. As far as Alberta Transportation is concerned, an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application.”

(j) Canada Post has no comment.

(k) Town of Claresholm – Marian Carlson, Chief Administrative Officer:

“The location of this application is directly adjacent to the Town of Claresholm and as such the Town is concerned with the implications to land use planning in the area.

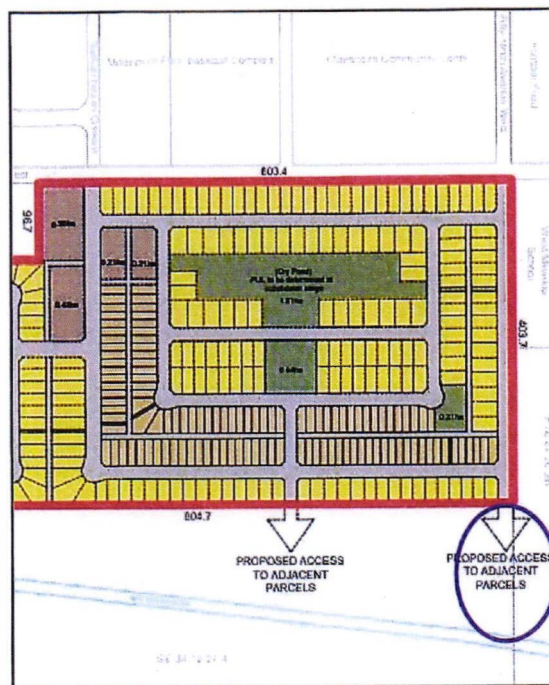
The Town has implemented two specific documents that are relevant to this application. The Town of Claresholm Municipal Development Plan (Bylaw 1644) which provides in Map 1 O: Road Hierarchy, indicates that the Town has identified the subject property as a being a natural extension of Division Avenue (59 Ave W). The map indicates that the Town envision this to be major collector linking up to both 8th St W and Highway 2 (see below).



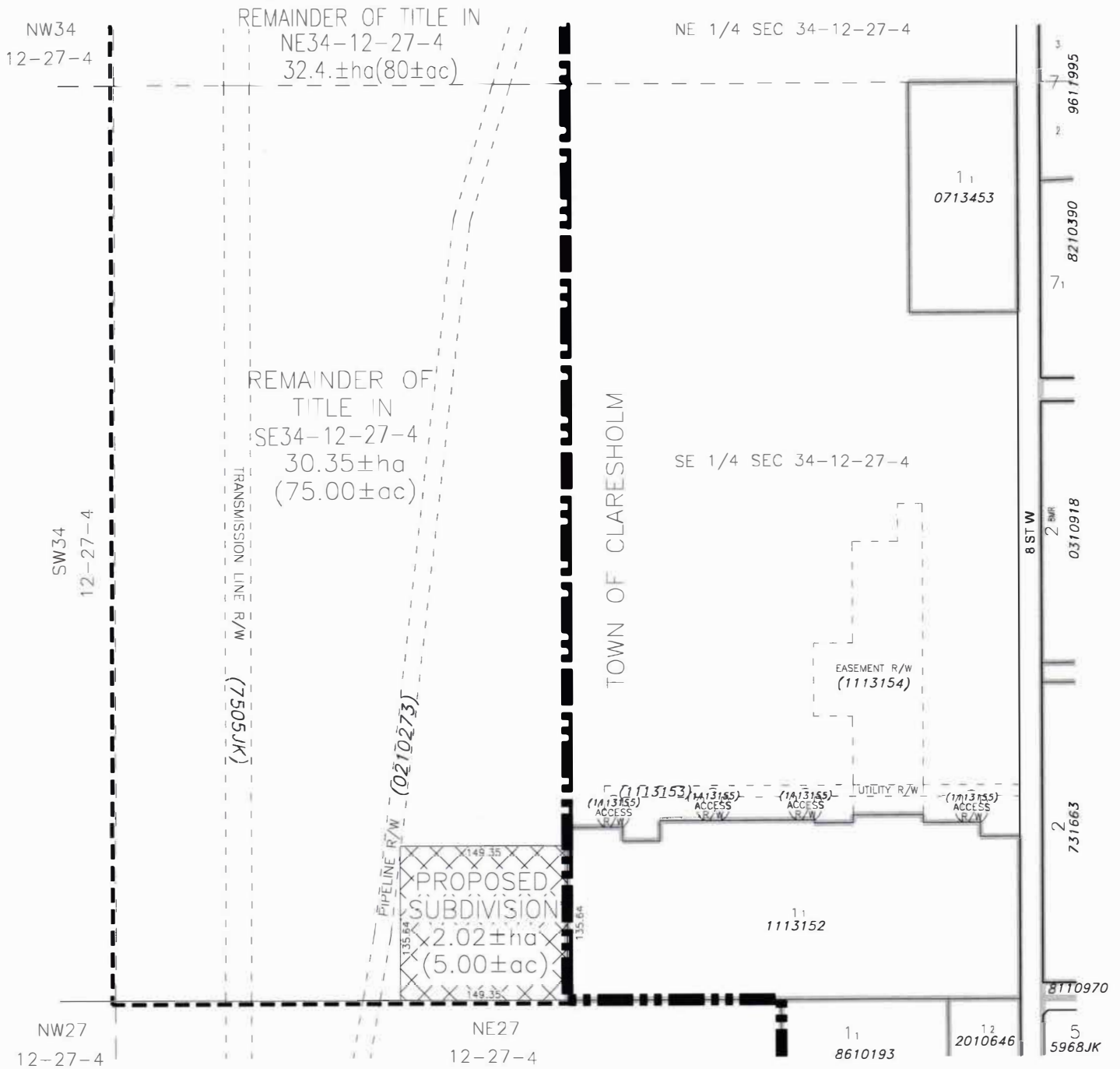


The second document pertinent to this application is the Prairie Shores Area Structure Plan (Bylaw 1536) in which the Town also worked with that planning team to ensure access was designated along the southern boundary of their 80acre parcel. Land use within this plan is designated as residential and is therefore compatible with the proposed residential subdivision.

The proposed parcel however, has not accounted for a future roadway extending through the applicants' land moving to the west (shown below). The proposed parcel as a single residential lot would actually block the capability of future extension of the road. We request that the parcel either be moved northward 20m or that a 20m road right-of-way be dedicated as part of the subdivision along the southern boundary. Also, it should be noted, the current location of the dugout may affect road connectivity/construction in the future.



If you have any questions or concerns regarding the above, please contact the Development Department at 403-625-3381 or tara@clareholm.ca at your convenience.”

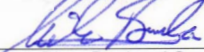


**SUBDIVISION SKETCH**  
**SE 1/4 SEC 34, TWP 12, RGE 27, W 4 M**  
**MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK**  
**DATE: JANUARY 22, 2021**  
**FILE No: 2021-0-015**

**APPROVED**

- Approved
- Approved subject to revised parcel configuration

Approved Subdivision is subject to the conditions listed in the Approval Letter attached.

  
 Oldman River Regional Services Commission





3105 - 16<sup>th</sup> Avenue North  
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344  
Toll-Free: 1-844-279-8760  
E-mail: [subdivision@orrsc.com](mailto:subdivision@orrsc.com)  
Website: [www.orrsc.com](http://www.orrsc.com)

## SUBDIVISION APPLICATION DECISION

Our File: 2021-0-018  
Your File:

**NOTICE DATE:** March 15, 2021

**TO:** David F Mulholland, M.D. of Willow Creek No. 26, Town of Claresholm, G. Scott - ORRSC, Livingstone Range School Division, AltaLink, FortisAlberta, TELUS, ATCO Gas, ATCO Pipelines, AB Health Services - Calgary, AB Environment & Parks - J. Wu, AB Transportation, AER, Canada Post, CNRL

**RE:** SE1/4 27-12-27-W4M / M.D. of Willow Creek No. 26

**DECISION:** APPROVED ON CONDITION  
(See attached resolution for conditions)

**DECISION DATE:** March 10, 2021

Your subdivision application has been *Approved on Condition* and a copy of the decision is attached.

**We advise that it is the applicant's responsibility to ensure that all conditions of approval have been met. This process will require coordination between yourself, your surveyor, ORRSC and your municipality.**

The subdivision may be finalized following the required 14-day appeal period as outlined below. If no appeals have been filed within the specified time period, you may proceed with the finalization. You have **one year from the approval date** to finalize your subdivision. *(If you are unable to finalize the subdivision within this time frame please contact the ORRSC in order to request a possible time extension. A minimum extension fee of \$330.00 will be required.)*

### Right to Appeal

Pursuant to the Municipal Government Act, the applicant, government departments, and local authorities have a right to appeal the decision or any conditions of the subdivision **within 14 days of receipt of this notice** to the appropriate appeal board. The date of receipt of the decision is deemed to be 7 days from the date the decision is mailed.

You may also appeal any reserve requirement (land or money) established by the subdivision authority. The appeal may be commenced by providing a written statement of the grounds of appeal to:

**M.D. of Willow Creek No. 26 Subdivision and Development Appeal Board**  
Derrick Krizsan, Chief Administrative Officer  
Box 550, Claresholm AB T0L 0T0

The appeal board must receive your notice of appeal within 21 days of the date of this letter informing you of the subdivision authority's decision. ***(Please contact the municipality to determine any applicable fees.)***

In order for your surveyor to register your subdivision at the Land Titles Office, they must receive an "Endorsement" document from our office. ORRSC will provide the Endorsement upon receipt of the following:

- **Finalization fee** – pay to ORRSC the finalization fee of \$205.00 for each new lot to be created by the subdivision.
- **Fulfilling the Conditions** – ensure that all the conditions of your approval have been met (*refer to attached Resolution*) and provide the Oldman River Regional Services Commission documented evidence to that effect.
- **Surveyor's package** which includes the Plan of Survey, signed consents, etc. (or your separation of title document as prepared by your lawyer or surveyor).

After endorsement, we will return the documents to your surveyor who will register them with the Land Titles Office.

Should you require any further clarification please contact ORRSC at (403) 329-1344 or visit our website at [www.orrsc.com](http://www.orrsc.com) for more details regarding the finalization process.

Yours truly,



Mike Burla  
Senior Planner

MB/jm  
Attachment

# RESOLUTION

2021-0-018

**M.D. of Willow Creek No. 26 Country Residential** subdivision of SE1/4 27-12-27-W4M

THAT the Country Residential subdivision of SE1/4 27-12-27-W4M (Certificate of Title No. 171 162 399 +5), to create a 9.86 acre parcel for country residential use; BE APPROVED subject to the following:

## CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the M.D. of Willow Creek No. 26.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with the M.D. of Willow Creek No. 26 which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submit to the Subdivision Authority a copy of the a sketch from an Alberta Land Surveyor that certifies the location and dimensions of the existing buildings and the exact dimensions of the lot to be subdivided.
4. That the easement required by FortisAlberta is established prior to finalization.

## REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.

## INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(a) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) TELUS Communications Inc. has no objections to the above noted circulation.
- (e) **Easements are required** for this development. FortisAlberta will contact the developer to initiate the process of securing an easement for the proposed subdivision. FortisAlberta is requesting that the county defer its subdivision approval until such time as this easement process is complete and the developer has entered into an appropriate easement agreement with FortisAlberta and the easement has been properly registered with Land Titles (Alberta). FortisAlberta will notify once these steps have been completed and confirm to you that FortisAlberta no longer has any concerns with approval of this subdivision.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision and for the easement by contacting FortisAlberta at 310-WIRE (310-9473) to make application. Please contact FortisAlberta land services at [landserv@fortisalberta.com](mailto:landserv@fortisalberta.com) or by calling (403) 514-4783 for any questions

- (f) Please be advised that our existing/future gas line(s) on the subject property are protected by way of a Utility Right of Way Agreement, registered as Instrument(s) [#8342LO](#).

Therefore, ATCO Gas has no objection to the proposed subdivision.

- (g) ATCO Transmission high pressure pipelines has no objections. Questions or concerns can be forwarded to [hp.circulations@atco.com](mailto:hp.circulations@atco.com).
- (h) Alberta Health Services has no concerns.
- (i) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

“Reference your file to create a parcel for country residential/farmstead use at the above noted location.

The proposal is to create a single parcel of land from an unsubdivided quarter section to accommodate an existing residence and related improvements. As such, this application is in accordance with Section 14(b) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017 (“the regulation”).

Notwithstanding the foregoing, resultant of the fact that the remnant land does have direct access to Highway 520 this application is subject to the requirements of Section 15(2) of the regulation.

Alberta Transportation’s primary objective is to allow subdivision and development of adjacent properties in a manner that will not compromise the integrity and associated safe operational use or the future expansion of the provincial highway network.

To that end, currently and as proposed the parcel to be created will gain indirect access to the highway solely by way of the local road system. Given this and that the remnant lands will remain to be an agricultural tract, strictly from Alberta Transportation’s point of view, we do not anticipate that the creation of the country residential/farmstead parcel as proposed would have any appreciable impact on the highway.

Therefore, pursuant to Section 16 of the regulation, in this instance the department grants a waiver of said Section 15(2).

Even though the waiver of Section 15(2) has been granted, the applicant is advised that no additional direct access to the highway will be allowed as a result of this application and that the existing direct accesses could remain on a temporary basis for limited agricultural use only.

Section 16 of the regulation only states that the requirements of Sections 14 and 15 may be varied. Although the waiver of Section 15(2) has been granted for this application, it has been granted under site specific circumstance (in accordance with Section 14(b), (indirect access by the local road system and the remnant lands will remain to be an agricultural tract) and it should not be construed that this variance would set precedent or be granted as a matter of course.

The applicant would also be advised that any development within the right-of-way or within 300 metres beyond the limit of the highway or within 800 metres from the centre point of the intersection of the highway and another highway would require the benefit of a permit from our department. This requirement is outlined in the Highways Development and Protection Regulation, being Alberta Regulation 326/2009.

The subject property is within the noted control lines and as such any development would require the benefit of the said permit. To ensure that any future highway expansion plans are not unduly compromised, minimum setbacks would be identified and stipulated as a condition of approval such that an adequate buffer would be maintained alongside the highway and any other highway related issues could be appropriately addressed. The applicant could contact the department through the undersigned, at Lethbridge 403-388-3105, in this regard.

Alberta Transportation accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the subdivision/development design.

Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

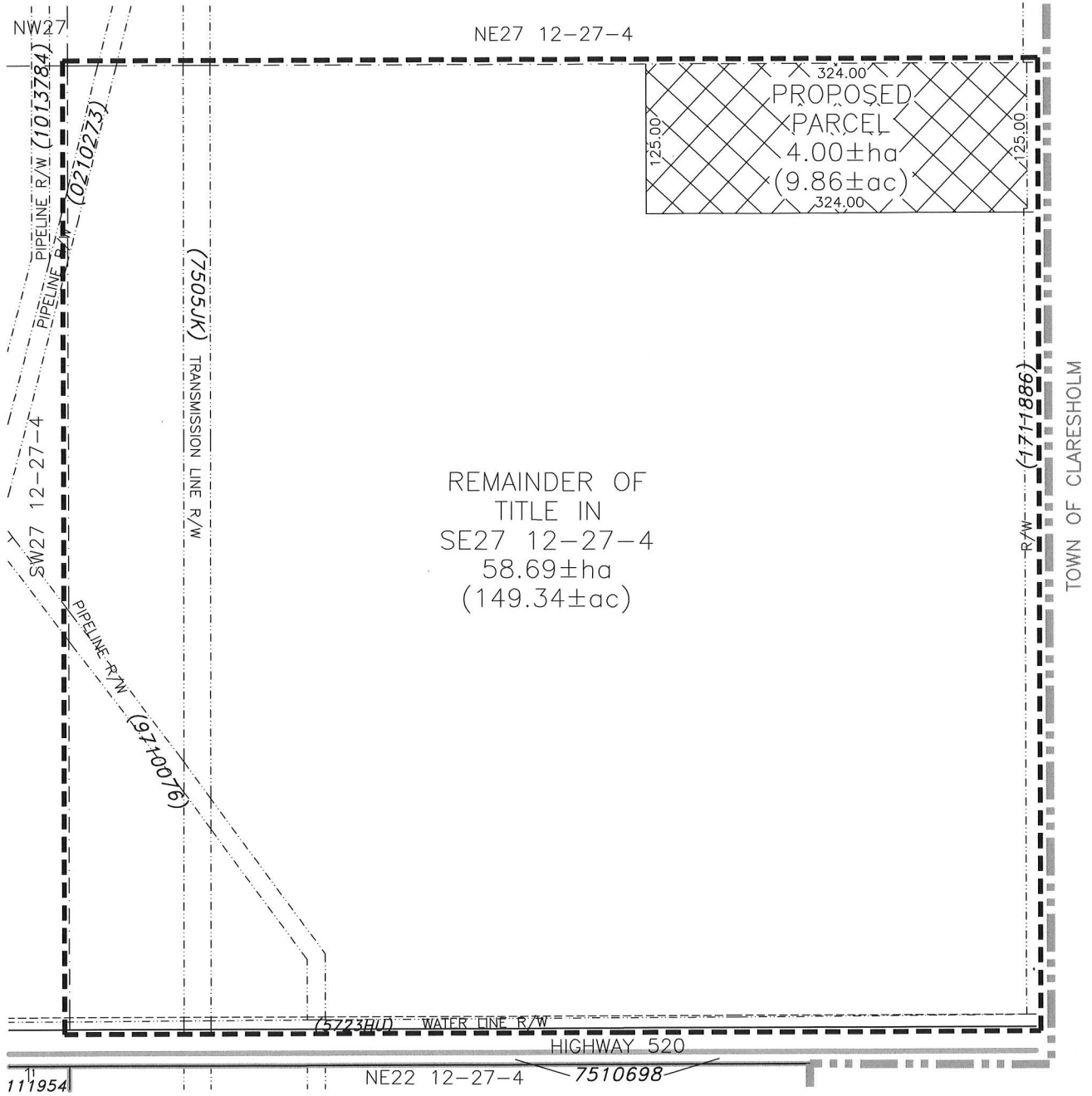
Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 5(5)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. As far as Alberta Transportation is concerned, an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application.”

(j) Canada Post has no comment.

(k) Adjacent Landowner – Jacqui Vanderfluit:

“I am writing to you today to follow up on the submission I mailed to the ORRSC, Attention: Mike Burla, in relation to my written formal request to make comments respecting the proposed Application for Subdivision of Land. Because there is a mandatory work-from-home order, I am concerned if anyone is in the office to process this request as I have not yet received confirmation to present my formal statement at the March 10, 2021 meeting. Further to the letter I received from ORRSC, you have instructed me to notify the MD of Willow Creek No. 26 Municipal Administrator at my earliest convenience. As I have not received a response to my letter requesting to appear at the March 10, 2021 via Zoom or online meeting format from ORRSC, should I proceed and book with the MD? Please advise. I sent my letter to 3105 16th Avenue North Lethbridge, AB. T1H 5E8. Was it supposed to be mailed to the MD of Willow Creek?”

In any event, I wish to appear before the Subdivision Authority. I am following up to receive confirmation that I am on the Agenda for the March 10, 2021 meeting.”



REMAINDER OF  
TITLE IN  
SE27 12-27-4  
58.69±ha  
(149.34±ac)

324.00  
PROPOSED  
PARCEL  
4.00±ha  
(9.86±ac)  
125.00

**SUBDIVISION SKETCH**

SE 1/4 SEC 27, TWP 12, RGE 27, W 4 M

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

DATE: JANUARY 27, 2021

FILE No: 2021-0-018

**APPROVED**

- Approved
- Approved subject to revised parcel configuration

Approved Subdivision is subject to the conditions listed in the Approval Letter attached.

*[Signature]*  
Oldman River Regional Services Commission







# INFORMATION BRIEF

Meeting: March 22, 2021  
Agenda Item: 17

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## TRANSPORTATION SOCIETY LEASE

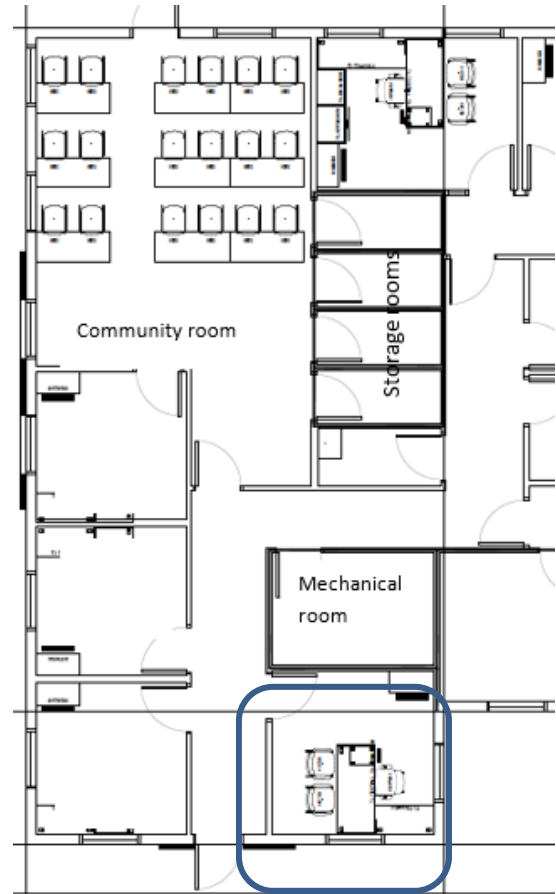
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### DESCRIPTION:

Following the Council Meeting held March 8, 2021 Administration notified the Transportation Society regarding the approved policy for fees, and their request (see the attached letter). The board reviewed the pricing as per the policy, and at this time would like to lease one community office and maintain their existing parking.

They also wanted to express their appreciation for the Town of Claresholm's consideration of their request as the board has proposed the request of \$5000 merely as a budgetary starting point as per their operations. They do understand Council's position of being fair and equitable with all groups and therefore they have decided to have their vans remain at their current location. They are looking to begin the lease agreement for the office and phone at \$250.00 per month, May 1, 2021. If in the future they do desire to have the vehicles parked at the new office location, the lease can be amended as per the policy fee schedule.

Administration has sent the lease agreement to the board for their review and signatures. Any signage proposed is to be reviewed by the Town's Development Department and installed at the Society's cost. There is no action required by Council at this time. Administration is just updating Council on the Society's decision.



### ATTACHMENTS:

- 1.) Response Letter – Transportation Society

### APPLICABLE LEGISLATION:

- 1.) Community Offices Rent Policy

PREPARED BY: Tara VanDellen, Planner/Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 18, 2021

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# INFORMATION BRIEF

Meeting: March 22, 2021  
Agenda Item: 18

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## NEW COUNCIL CHAMBERS / COMMUNITY ROOM BOOKING

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### DESCRIPTION:

Within the Rec Fees policy that has been updated to include the new multi-use building, there is noted that internal and external boards with a Town of Claresholm Council member on the board, are not subject to the rental fees for their board meetings within the Multi-use Community Building, but still must schedule the space required.

Administration has set up a calendar that we will use for bookings of both the youth/community room and the new Council Chambers. Any boards on which a Council Member sits can utilize the space as was done previously for board meetings, but they are still required to call the office to book the space to ensure there are no conflicts. If Council members on those boards can let their boards know the process that would be appreciated.

Any staff member at the office can access the calendar (403-625-3381) or please email [karine@claresholm.ca](mailto:karine@claresholm.ca) to book any of those board meetings. For any other bookings for those external committees, please email [tracy@claresholm.ca](mailto:tracy@claresholm.ca) or call the office. The policy applies to board meetings only, so any external committees who are looking to book the facility for training, conferences, workshops, etc. would need to rent the space according to the policy.

### ATTACHMENTS:

- 1.) N/A

### APPLICABLE LEGISLATION:

- 1.) Rec Policy #5.7.10

PREPARED BY: Tara VanDellen, Planner/Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 17, 2021

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# INFORMATION BRIEF

Meeting: March 22, 2021  
Agenda Item: 19

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## MSI OPERATIONAL FUNDING

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### **DESCRIPTION:**

As reported at the regular Council meeting held March 8, 2021, the Municipal Sustainability Initiative (MSI) operational funding will decrease from \$124,966 in 2020 to \$36,400 in 2021, which is a reduction of approximately 70%.

Municipal Affairs confirmed that the Sustainable Investment (SI) portion of our MSI has been eliminated for 2021 (which we received \$88,000 for in 2020). The SI portion is based on a comparison of equalized assessment across the province. The threshold to receive the SI portion of the funding is the municipality must be below 60% of the average equalized assessment provincially. In 2020, the Town of Claresholm was below that threshold at 58%, but in 2021, we are at 60.7%. There is no sliding scale, it is simply calculated on whether or not the equalized assessment for the individual municipality is below or above 60%, therefore, we do not qualify for the entire SI portion of the formula.

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

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 18, 2021

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# INFORMATION BRIEF

## Emergency Management

Meeting: March 22, 2021  
Agenda Item: 20

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### Municipal Emergency Plan – Mayor and Council Access

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#### **DESCRIPTION / BACKGROUND:**

The Municipal Emergency Plan (MEP) is a living document that is updated quarterly and has a full review yearly in March. As part of our plan, the full version of the MEP is to be available to the Mayor and Council in a secure format to access. The MEP is available online for Council on a dedicated site, and Administration will send each Council member a link to the site.

It is important that you have an awareness and understanding of what our plan entails such as our organizational structure and the hazard specific responses we have put into place.

Please, feel free to call or write me with any questions or concerns that you may have with the plan. Lastly, this document is not to be shared as some information in it is classified.

PREPARED BY: Jason Hemmaway, Director of Emergency Management

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 16, 2021

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# CAO REPORT

March 22, 2021

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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.

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## **BYLAW**

See enclosed report

## **CORPORATE SERVICES**

See enclosed report

## **DEVELOPMENT**

See enclosed report

## **ECONOMIC DEVELOPMENT**

See enclosed report

## **FCSS**

See enclosed report

## **FIRE**

See enclosed report

## **HR/TAXATION**

See enclosed report

## **INFRASTRUCTURE SERVICES**

See enclosed report

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# RECREATION

[See enclosed report](#)

# UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM  
CAO



# INFORMATION BRIEF

Meeting:  
Agenda Item: CAO REPORT

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## BYLAW ENFORCEMENT REPORT March 18, 2021

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### February Enforcement Highlights:

For your information, I have been having technical problems with the Report Exec program and am working with IT to be able to provide a proper report next month. Below is the information summarized from the month of February. Sorry for any inconvenience.

1. **68 Bylaw files were created in the month of February.**
2. File build up includes:
  - 4 Dog files
  - 55 Unsightly- Snow removal files
    - i. Contractors only needed for 4 properties
  - 5 Unsightly files
  - 1 Cat file
    - i. Warning given for cat being at large
  - 1 Noise file
  - 1 Traffic file
  - 1 Fire file
3. In The month of February 2 cats were brought into CARES. Animals were not claimed and now are up for adoption.
4. Regularly check Business Licenses to ensure that contactors are in accordance with Bylaw#1615.
5. Continued the monitor Dog parks and areas where dogs frequent for owner compliance with picking up after dogs.
6. Looking into being equipped with Naloxone in patrol vehicle and training for administration to be able to assist with medical emergencies.

## DIRECTOR OF CORPORATE SERVICES - UPDATE



**Claresholm**

*For: 2/22/2021 - 3/19/2021*

### Financial

- Draft Audited Financials were received from the Auditors this week and the Audit and Finance Committee met to review. There were some changes in the layout of the financials from our last auditors, but everything went smoothly and we were happy with the experience with our new auditors. Financials will be presented to Council on Monday for their acceptance.
- Grant reporting for year-end has been complete with SFEs for MSI Capital, MSI Operating, and FGTF Grants, and have been drafted for our ACRP grant, just awaiting a report from Associated Engineering to accompany that SFE prior to submitting. The CFEP grant reporting doesn't have a year-end timing, but we will be working on these for the Daycare and Playschool CFEP grants for the new Playschool/Daycare building, and the Skating Club CFEP grant for the Arena Mezzanine after we are in our new building and things settle down a bit.
- Due to higher usage and utilization of non-residential recycling, we are working with E360 to update our contract to accommodate these increases. Still waiting to get this finalized with E360.

### General

- Significant amount of time has been taken up lately with the new building – site checks, deficiencies, furniture, prepping for move, setting up tours, etc. We are nearly at our move date and though there have been some hiccups, it looks like everything is coming together.
- Asset Management FCM Cohort Training that was approved and supported by Council in 2019 has been moving forward. This training was postponed significantly due to COVID but myself, Tara, and Mike just completed the second session of that training/working group and we have a much clearer idea and plan to move forward with Asset Management for the Town of Claresholm, which will be crucial to the long-term viability of our Town, especially in light of decreasing funding from other levels of Government.
- In the process of switching mobility carriers for the Town of Claresholm cell phones. Should save us a few dollars, but more than that we are hoping for improved support and service. The switch will occur on March 24<sup>th</sup>.
- We are starting the processes of posting for our summer positions, both for public works, and for the Museum.

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



# DEVELOPMENT OFFICER REPORT



## Claresholm

*For: 2/17/2021 - 3/17/2020*

### Development Permits

7 permit applications received.  
6 development permits closed.

### Compliance Requests

8 compliance requests received.

### Miscellaneous

- ❖ MPC meeting – Feb 26, 2021. First Master Sign package was approved under the new land use bylaw sign schedule.
- ❖ Local Press Ads – MPC approved ad, building tours, permit reminders advertised.
- ❖ Feb 24, 2021 – Emergency Management Exercise 2021 put on by the Government of Alberta. This provided an overview of emergency departments and planning for the 2021 hazard season. Sessions included a wildfire update from Alberta Agriculture & Forestry, weather overview from Environment Canada, Provincial Security & Intelligence update, as well as COVID-19 updates.
- ❖ DEM (Director of Emergency Management) training March 10<sup>th</sup> and 11<sup>th</sup>. Completed that training successfully.
- ❖ Asset Management Cohort training with 11 other municipalities (March 11, 15, 16). Work has begun on drafting policies, and objectives around an asset management team for Council to review in the upcoming months and provide feedback on.

### On-going projects

- ❖ IDP – Meetings held with the MD of Willow Creek on March 10<sup>th</sup> and Town Council on March 16<sup>th</sup>, ongoing discussions regarding the map and uses.
- ❖ IMP (Infrastructure Master Plan)- Presented in draft format to FIPC on March 18<sup>th</sup> for review and questions.
- ❖ CPR restrictive Covenants removed. Completion of the restrictive covenants' removal has taken place. This is on the Town owned lands that were the railway. This removal provides the ability to subdivide and develop on those lands if desired in the future. Continued work to remove those from individual lands with the owners paying the costs (Town facilitating).
- ❖ Continued meeting with Skatepark association and assistance where required for grant applications.
- ❖ Multi-use Community Building Project – furniture arriving, paint touch-up being completed, tours being scheduled. Policies now created and shared with user groups or potential renters of the community offices. Tours ongoing with those organizations.



Submitted by  
Tara vanDellen  
Planner/Development Officer

# Economic Development Officer's Report

Town of Claresholm

March 17, 2021



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

Since the submission of my February 18, 2020 report I continue to perform the duties outlined in my employment contract and directed by the Chief Administrative Officer and Economic Development Committee. The following is a summary of the current projects and activities.

## **Economic Development Officer (EDO)**

The Executive Director of SouthGrow Regional Initiative nominated Brady Schnell for Economic Developer of the Year, 2020 for the Economic Developers of Alberta. Together, an application was submitted including letters of support from the President of the Claresholm & District Chamber of Commerce, the Chief Administrative Officer of the MD of Willow Creek, the Director of Alberta Southwest, and the Director of Rural with Calgary Catholic Immigration Society. Winners will be announced during the online annual conference in May, 2021.

## **Economic Development Committee (EDC)**

The EDC met on February 23, 2021 and again on March 15, 2021. The EDO would like to commend all the committee members for their dedication to the EDC.

## **SouthGrow Regional Initiative & Alberta Southwest**

I have engaged with Bev Thornton of Alberta Southwest, and Linda Erickson of AB Jobs Economy and Innovation, to assist with completing an economic impact assessment of the expansion of a local organization that wishes to remain unnamed at this time.

## **Rural and Northern Immigration Pilot (RNIP)**

At the February EDC meeting a change of employer was approved for a previous candidate, this required a new recommendation. At the same meeting the EDC voted not to approve one business's second RNIP candidate, given that there was no evidence of cash-flow and uncertainty about the company's ability to sustain long-term employment. The Director and majority shareholder of the business was invited to present to the EDC at the March meeting. The company shows great promise and the committee looks forward to monitoring its progress, however the decision not to approve a second RNIP candidate was upheld.

## **Labour Market Partnership; Dynamic Claresholm**

Winners were selected from the participants of the resident survey. With the help of the Engagement Coordinator, the EDO presented 3-community members each with \$100.00 (\$25 x 4) in local-retail gift cards.

### **Community Takes Roots; ASIP Grant**

The Town of Claresholm application to the Alberta Settlement and Integration Partnership, Rural Capacity Building stream, has been selected for funding. Of the 28 applications received by the Ministry of Labour and Immigration, only 4 were selected for funding. Between March 8<sup>th</sup> and March 17<sup>th</sup>, the EDO has been in negotiations with the program director. After several amendments, the EDO expects a grant agreement offer Friday March 19, 2020. The 24-month “Community Takes Roots” project is valued at approximately \$297,000 and includes the Library, Aquatic Center, Family Community Support Services, Willow Creek Immigration Services, Alec Harrison Music, the Economic Development Committee and the Town of Claresholm.

### **Chamber of Commerce**

The Chamber of Commerce held their Annual General Meeting on March 17, 2021. It was positive to see some new members in the online meeting, and have one of them accept the nomination for Vice President. Unfortunately, Treasurer, Liz Robichaud is moving on to another community. Liz’s contributions to the finances of the Chamber over the past 12-months are appreciated by the Chamber Board and the EDO.

### **Wayfinding Signage Project & Shingle Signage Program**

Ongoing

### **Community Advertising Program**

The EDO has 1 new sublease agreement for ½ billboard, and recently distributed 4 more to interested local businesses. Since 2018 the Town of Claresholm has collected more than \$64,000 in advertising revenue, and reinvested 100% of that money locally.

### **Building relationships with post secondary institutions**

NorQuest College is promoting a recruitment pathway for recent international student graduates into Claresholm, and there is interest already. The EDO will meet with 3-interested students of the Business Management program at Norquest College later in March. Any local company that would like to take on a 4-month management student, is eligible for 50% wage subsidy.

### **Video Production**

As requested, Alec Harrison Music provided a draft proposal for an annual contract of services for the film, editing, production of video for the Town of Claresholm. At this stage it appears this can be fully funded through the ASIP grant.

### **Other items**

- Attended the monthly interagency meeting with FCSS
- Conversations with developers of Harvest Square
- Assisting a potential tourism attraction operation at the airport
- Master of Ceremonies for 3 Lethbridge Community Partnership Council online events

Submitted,  
Brady Schnell, Economic Development Officer

## FCSS Report to Council for March

- I have been reviewing the FCSS Policy and Procedures Manual. Blair had some suggestions for updating it so I have been looking over Town of Claresholm policies that can be added to the appendices of our manual.
- Erin and I have completed our 2 days of First Aid Training and now have our up to date certificates.
- We are slowly getting organized for the move, going through files, scanning important documents, canceling the security system, photocopier, etc.
- Our Volunteer Tax Service began on March 4. The office door is locked so we can control the number of people allowed (2) into the space at once. So far we have accepted 150 clients for filing. We have 3 volunteers and one grade 12 student that is filing the taxes for our community.
- I have filed the final report for the Rural Mental Health grant that we received last March. This grant was used to train an animator to find out how to assist/improve in the mental wellness of the community. It is an ongoing process as it was interrupted by COVID.
- The annual report for Family Resource Network is due next month. This funding is for part of Holly's wages to look after Children's Services (0-18 years) clients and issues.
- Erin Thompson has accepted the position with Town of Claresholm, replacing Tilly at the front desk. We are very sad to lose Erin but thankful that this opportunity came up when it did. We were notified of losing our funding from AHS Mental Health grant (\$28290) and that was put towards some of Erin's wages. We look forward to all being together at the new town office.
- At the last FCSS Board of Directors meeting the successful external funding applicants were chosen:
  - Claresholm Chaplaincy for \$2000
  - Inclusion Foothills for \$8000
  - MOPS for \$1500
  - Junior Achievement for \$2000
  - Dad's Central for \$3380for a total of \$16880 from the budgeted amount of \$25000. The board decided to hold some of the funding back in case things start to open up again and events can resume.
- The successful funding applicants for Granum programming were:
  - Claresholm Chaplaincy for \$2000
  - Explorer's Kids Club for \$1500
  - Wellness and Health Walk for \$1000for a total of \$4500 from a budgeted amount of \$40000.
- Holly continues to create online programs for community members to attend. We have some Ladies' night activities planned, some preschool/parent activities, Bingo family nights, an upcoming speaker series on Men's mental health issues and the Senior's walking group is starting again soon.

- We are partnering with Drop In, Coordinated Community Response to Elder Abuse and Ranchland Victim Services to plan a drive through pancake breakfast for seniors to celebrate Seniors' Week. The date we planned for is June 10<sup>th</sup>. More info to follow.
- The Board of Director's has decided to postpone our Volunteer Appreciation celebration until we can hold an event in person. During the official week of April 18<sup>th</sup> to 24<sup>th</sup> we are going to celebrate via social media, by recognizing volunteers in our area using pictures.

## **TOWN OF CLARESHOLM FIRE DEPARTMENT**

### **MONTHLY UPDATE**

#### **FOR THE PERIOD OF: 17-February-2021 to 17-March-2021**

1. Call volume continues to be steady this reporting period with Claresholm Fire responding to 16 calls; including one structure fire as well as three outside fires.
2. The Fire Department has selected members interested in taking the training for the rope-rescue course. The team will also liaise with Nanton Fire to ensure similar equipment is purchased to allow for interoperability on largescale events.  
Training dates to be determined.
3. The level 1 10-01 professional firefighter winter 2021 class is approximately half way completed their training; reported that training is progressing well and students are enjoying the program.
4. One vacancy still remains on the department; we have had a few that have expressed interest; but for various reasons (live out of town, or work large portions time away from the community), we haven't found a successful candidate.
5. Claresholm Fire assisted in the search for two missing students from West Meadow Elementary a couple weeks back. Search & Rescue is coordinated via RCMP, and the children were found prior to the teams arriving from Calgary.
6. There are currently 4 open safety codes files, and the structure fire investigation has been turned over to the MD of Willow Creek as upon further investigation the land is actually in the MD although it borders the Town.

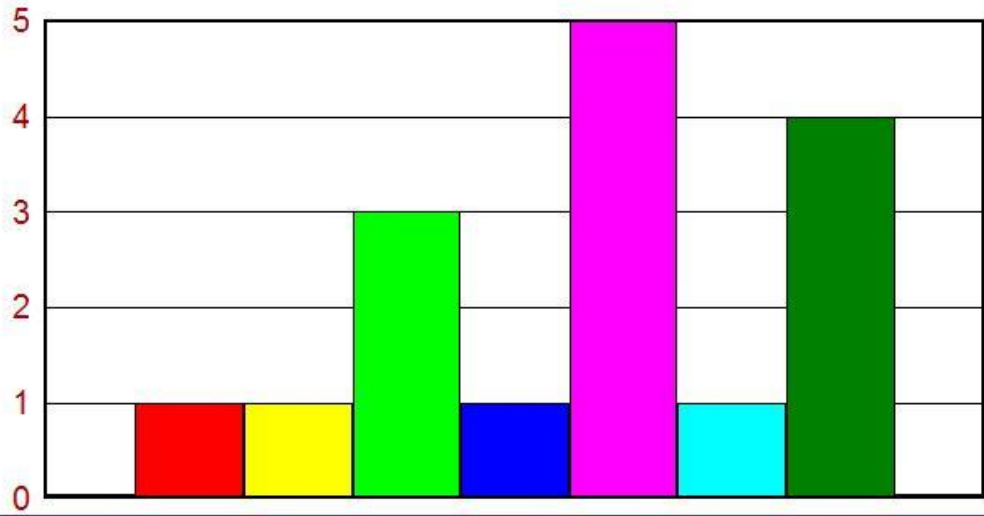
7. The Chief took part in a monthly teleconference with the AHSEMS Manager for this district last week; the conversation was largely productive, and he noted that work is being done on involving the Claresholm & District Transportation Society in more non-Ambulance transports from the local hospital. He noted there are a few issues still to be worked out – but is hopeful this will take some of the pressure of the emergency response ambulances stationed in Claresholm.
8. As noted, Claresholm Fire responded to 3 outside fires this reporting period. With the lack of any measurable precipitation these numbers are only likely to increase. The MD enacted a Fire Advisory on 17-March, burn barrels, back yard fires etc. are still allowed, but no new burn permits will be issued. I will continue to monitor for the need for such actions within the Town limits; as it stands now, any requests for open burning must be approved by the Chief prior to a permit being issued.

Respectfully submitted,

Craig White  
Fire Chief / Safety Codes Officer  
Town of Claresholm

# Call Totals By Type

From Feb 17 21 to Mar 17 21



Alarm No Fire - accidental miscellaneous - 1	Alarm No Fire - smoke or steam mistaken - 1
Fire Outside - 3	Fire Structure - 1
Medical - EMS - 5	Public Service - assist police or other agency - 1
Public Service - miscellaneous - 4	





# MARCH 2021

## HR/TAXATION REPORT

Prepared by Lisa Chilton

### Human Resources

We congratulate Tilly Wall on her recent retirement announcement. She will surely be missed.

We also congratulate Erin Thompson who will take on the Front Desk position and is happy to fill the big shoes left by Tilly.

### Assessment and Taxation

There are still two (2) formal appeals from 2020. We finally have a May 4<sup>th</sup>, 2021 date of hearing. The hearing will be held as a Virtual Meeting.

The 2020 Assessment for the 2021 taxes has been sent to us from Benchmark. We are completely balanced and ready for budget numbers and mill rate to be determined before issuing the Combined Tax and Assessment Notices for 2021. We anticipate the third and final reading of the mill rate bylaw to be no later than May 10<sup>th</sup>, 2021 in order to comply with all deadlines.

Below is the amount of outstanding taxes, at March 18<sup>th</sup>, 2021 not including TIPPS participants. Taxes outstanding are **\$185,348.54** summarized as follows:

\$ 23,152.21	Current Taxes Outstanding
\$ 143,488.39	Arrears including penalties
\$ 13,470.73	2 properties on Tax Agreement from 2020 Arrears List
\$ 5,237.21	On 2020 Tax Arrears List. Subject to auction in 2021.

There is still 1 property subject to auction this year as it is on the 2020 Tax Arrears List.

We were able to get tax agreements for 2 of the properties on the 2020 Tax Arrears List to avoid taking them to auction.

The 2021 Tax Arrears List has been prepared and sent to Land Titles before the March 31<sup>st</sup>, 2021 deadline.

Tax arrears letters were sent out at the end of January to all ratepayers in arrears.

# Infrastructure Services



**March 2021**  
**TOWN OF CLARESHOLM**  
**Mike Schuweiler**  
**Director of Infrastructure**

### **Arena**

Closed for the season. Parks and Rec. crew (3) are still working out of the Arena, to limit interaction with the other staff at the shop.

### **Town Buildings**

New building construction is completed, touchups for a few more days. Administration building was turned over Feb. 26, for the start of warranty. Some landscaping work, fence removal and some topsoil installed. Waiting on irrigation quotes. Cleanup after the winter at all facilities.

### **Cemetery**

No complaints to report. Trees and shrubs trimmed and low spots filled with soil. Seeding on all winter graves and repairs as soon as the temperature warms up.

### **Equipment**

All equipment is operational at this time, maintenance continues.

### **Garbage**

Our collection program is working with Public works staff still filling in.

### **Streets**

Streep sweeping has started and pothole repairs continue as time allows.

### **Sanitary Sewers**

Monthly maintenance of the sewer system in the Town's problem areas continue. One home has reported sewer backup in the last 4 weeks, the home owners service line

was found to be the problem. The two sewer pumps had to be unplugged, multiple times at the North lift station. Wipes were determined to be the cause of the blockage.

### **Water Distribution**

One water service was found leaking and the street was excavated to repair.

### **Storm Water Drainage**

No problems at this time to report.

### **Parks**

Tree removals of marked trees will continue now that the weather has warmed up. Bark mulch has been placed around Town trees. Gopher bait stations have been set out for another year, and are checked weekly until we remove them.

### **Recycling**

Some bins have been missed due to the truck being full before the days run is completed. 30+ tons of recycling is collected monthly, after sorting approximately 15% is found to be garbage according to the last 3 audits.

Compost area is busy with trees, branches and yard debris getting dropped off.

# CLARESHOLM RECREATION

## February-March Recreation Report



Authored by: Denise Spencer

March 17, 2020



# CLARESHOLM RECREATION

## ARENA

- Yoga starts in the Mezzanine March 21, 2020
  - All guidelines will be met
  - 4 dates are set
- Lacrosse: rental inquiry for the use of the Arena floor for practice times. This local individual was recently drafted to the SR B Mountaineers Lacrosse team.

## CAC

- Programming is set for 1 month installments due to changing regulations
- Water Movement has been added in place of Aquafit.
  - Passes are honoured for this program.
  - 8 spaces available
  - 3 time options
- Household Rentals have picked up with the updated \$50 fee
  - Additional day time rental times added for April 6-8
- CCHMA: Water Movement times have been added to the schedule. Monday & Wednesday 7-8pm and Tuesday and Thursday 1-2pm. Clients of the Center have been missing the use of the pool, and under the guidelines Water Movement classes are allowed.
- Lifeguard Fitness program was utilized for Vulcan attendees who were registered in our NL Course. With the lack of open facilities in the past year many swimmers have been missing their fitness components. This program helped ensure readiness for the fitness components of the National Lifeguard Course
- Advanced training programs have been filling quickly, many guards have moved on. We're working with Vulcan and Pincher Creek to provide training. Spoke with Pincher Creek to request they run a Bronze Medallion/Bronze Cross Course, (a prerequisite for the NL). They have lost many of their guards to other opportunities.

## Advanced Course List 2021 Updated March 11, 2021

March 5-7 & 12-13	NL, National Lifeguard
March 10	Standard First Aid Recert Staff
March 19 & 20	Standard First Aid
March 24	SFA Recert Staff & Public
March 27	NL Recert Staff & Public 8-12pm
April 6-10	LSI-Lifesaving Swim Instructor
April 11	LSI Recert-Staff & Public 12-3:30pm
April 16, 17, 18, 23, 24, 25	NL, National Lifeguard
April 30	NL, Staff Recert
May 7, 8, 9, 14, 15, 16	LSI-Lifesaving Swim Instructor
May 29 & 30	BC, Bronze Cross
June 6	NL Recert
June 11, 12, 13, 18, 19, 20	NL, National Lifeguard
July 5-9	BM & BC, Bronze Medallion & Cross
July 26-30	NL, National Lifeguard
August 16-20	LSI, Lifesaving Swim Instructor

## *Dog Park & Pathway*

- Fencing quote: Bakker Fencing & Oilfield \$9780, includes all materials. Materials may be cheaper to purchase by Town. Labour rate \$150/hr 3 man crew & equipment, 12-16 hours.
- Grant application will be sent in for the Canada Healthy Initiative Grant for May 14.
- Organizers of the Dog Park proposal received word that the Kinsmen Club of Claresholm would be donating funds.

## *Willow Creek Soccer*

- Meeting scheduled for Sunday March 21

## *The Range Gravel Experience*

- Garth Stotts again made the decision to change the format of his event for 2021
  - Set up July 21-22
  - Race July 23 & 24 , 2021
  - Take down July 25, 2021
  - Start and finish on TWP 273 to the east of the airport, west gate of the Kin Trail.
- Centennial Campground is saving sites for the riders up until May 31<sup>st</sup>, 2021. After that time they'll be first come first serve.

## *Recreation Survey*

The results are in, the long answers are still being reviewed and organized. This will take some time. The overall results were positive. The last survey in Claresholm that addressed Recreation was the FCSS Needs Assessment in 2015. After loosely evaluating the long answers it appears that Claresholm is doing really well for the most part, and our community appreciates the pathways.

- There were 2 winners of the Disc Golf Starter Kits, they picked up their prizes March 5 & 8.

Open Ended Response 'What recreational Activity would you like to see in Claresholm?'

Top 8 responses out of 118 written responses

Trails & Pathways (Perimeter, Biking, Cycling & Walking)	18
Bowling	12
Skateboard Park	8
Outdoor Skating Rink	8
Outdoor Swimming Pool	7
Fenced Dog Park	7
Drive in or Theatre	6
Toboggan Hill	4

## *Skate Park*

- March 10, 2020 Skate Park meeting
- The group is anxious to get the project moving, and work on fundraising.



**Claresholm**



**Utility Services Report**  
**March 2021**





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# Utility Services Manager

## Brad Burns

3700 8<sup>th</sup> 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.
- Confirmation of new WTP VFD communications upgrade.
- Clean CIP tank heaters and tank debris.

#### 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.
  - Working with AEP Drinking Water Specialist and MPE Engineering on THM no compliance.

### Training and Continuing Education Credits

- Online courses available.
- WTP staff member ICS 100 course.
- Attend AWWOA online virtual annual meeting and tradeshow.

### Meetings

- Bi-weekly management meetings.
- Monthly onsite safety meetings.
- M.D Willow Creek Service Agreement Meetings as requested.
- Lagoon wastewater lagoon inter-cell preconstruction meeting.

### 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.
- Review Municipal Emergency Plan.
- 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.
- Quotes from Clear-Tech and Clearwater for coagulant bulk loads.
- Bulk load delivery of sodium hydroxide.

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## 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.
- Red Cap Ventures diagnose generator and set valves to stop fuel bypass to turbo.

### East Side Reservoir (UFA)

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

## M.D Willow Creek

### Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Bacteriological, THM and Lead samples as per AEP code of practice.
- Check building daily and record as per AEP code of practice.
- Clean chlorine line, injection quill and replace pump tube as required.
- Fortis installation of new power meter.
- Install new chlorine scale.
- Capital Controls onsite setting up scale.

### 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.

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## West Water CO-OP

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

## Water Distribution

### Universal Metering

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

### Government Compliance

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

### Meter Vaults

- Check acreage PRV vault bi-weekly.

### Distribution Lines

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

## Lagoon and Wastewater Collection

### Government Compliance

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

### Harvest Square Lift Station

- Check lift station online daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.
- MPE technician onsite to program VFD's.
- Public Works install basket in manhole to catch debris prior to the lift station and clean wet well.

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## Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Lagoon wastewater lagoon inter-cell preconstruction meeting.

## Raw Water Supply

### Pine Coulee Reservoir

- Pine Coulee Reservoir **75.78%** level 1050.42 geodetic meters, 38346.11 (dam3).
- Chain Lakes Reservoir **65.16%** 1295.44 geodetic meters, 9990.94 (dam3).
- No water is being released from the dam into Willow Creek to supply irrigation needs downstream prior to Willow Creek entering the Oldman River.

### Pine Coulee Supply Line

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

### Raw Water Storage Reservoir

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

### Golf Course

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

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - January 11, 2021				
15	CORRES: Claresholm Potters Guild - Moved by Councillor Cutler to direct Administration to investigate the possible use of Mackin Hall by the Claresholm Potters Guild, and to investigate the possible amendment of policy regarding the use of Mackin Hall. CARRIED MOTION #21-002	Blair & Mike	Potters have chosen not to use Mackin Hall & are looking for another potential space	Complete
Regular Scheduled Meeting - February 8, 2021				
11	CORRES: Jacqueline L. Chalmers - Moved by Councillor Zimmer to direct Administration to develop a policy for addressing requests from the public for advertising and signage on Town fencing and Town property for Council's approval at a future meeting. CARRIED MOTION #21-015	Blair/Tara	Being referred to MPC for further discussion/guidance	In progress
16b	IN CAMERA: IG Relations - Moved by Councillor Cutler to accept the proposed Intermunicipal Collaboration Framework (ICF) Recreation funding model and direct Administration to work with the ICF Committee to prepare a draft agreement for Council approval. CARRIED MOTION #21-017	Marian	Next ICF meeting scheduled for April 28/21	In progress
Regular Scheduled Meeting - February 22, 2021				
10	CORRES: Naomi Bullock - Homeschoolers - Moved by Councillor Carlson to allow Home Schoolers in our community to use the day care space of the Town Office until the end of the school year or until such time as the building is not usable or until other alternative solutions can be found, for free of charge for their home schooling purposes. CARRIED MOTION #21-021	Denise/Mike	Due to difficulty meeting AHS requirements & with spring weather coming, they will not be proceeding at this time	Complete
Regular Scheduled Meeting - March 8, 2021				
1	BYLAW #1721 - Moved by Councillor Carlson to give Bylaw #1721, the Municipal Emergency Management Bylaw, 2nd Reading. CARRIED Moved by Councillor Schlossberger to give Bylaw #1721, the Municipal Emergency Management Bylaw, 3rd & Final Reading. CARRIED	Jason/Karine	Bylaw printed & signed (a copy is in the Emergency Plan)	Complete
4	CORRES: Hon. Ric McIver, Minister of Municipal Affairs - Moved by Councillor Schulze to submit the Rural & Northern Immigration Pilot (RNIP) Project for the 20th Annual Minister's Award for Municipal Excellence under the Building Economic Strength Category. CARRIED MOTION #21-032	Brady/Karine	Application is being worked on	In progress
11	CORRES: Royal Canadian Legion - Moved by Councillor Cutler to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$442.86 plus GST for 2022. CARRIED MOTION #21-033	Karine	Payment sent	Complete

12	RFD: Letter of Support - Moved by Councillor Zimmer to write a letter of support towards the Claresholm Skatepark Association's application to the Canada Community Foundation, Healthy Communities Initiative Grant, for the purpose of constructing the skatepark at 111 – 55th Avenue West (site of the new multi-use facility in which the Town has allocated land for the skatepark construction). CARRIED MOTION #21-034	Tara	Letter signed and submitted	Complete
13	RFD: Letter of Support - Moved by Councillor Moore 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 #21-035	Tara	Letter signed and submitted	Complete
14	RFD: Park Benches Proposal - Moved by Councillor Schlossberger to approve the installation of park benches in the Frog Creek Wetlands provided by Grant and Faye Jordan, with locations to be finalized in discussions with Infrastructure Services and Administration that provide the least impact to roads and the wetlands area, and to send a thank you basket to the Jordans from the Town. CARRIED MOTION #21-036	Mike/Tilly	Notified the Jordan's & basket has been made	Complete
15	RFD: Patterson Pathways East Side Link - Moved by Councillor Moore to support the Town of Claresholm's Healthy Communities Initiative Grant Application for two pathways on the East Side of town. CARRIED MOTION #21-037	Denise	Letter signed and submitted	Complete
15	RFD: Patterson Pathways East Side Link - Moved by Councillor Cutler to amend the Recreation Master Plan to include the pathway extension on 5th Street East. CARRIED MOTION #21-038	Denise	Update has been done	Complete
15	RFD: Patterson Pathways East Side Link - Moved by Councillor Carlson to amend the Recreation Master Plan to include the pathway within the East Side Off-Leash Park. CARRIED MOTION #21-039	Denise	Update has been done	Complete
16	RFD: Aquatic Centre Rentals - Moved by Councillor Schlossberger to reduce the Household Rental Fees to \$50/hour for March and April 2021 to increase rentals at the Claresholm Aquatic Centre. CARRIED MOTION #21-040	Denise	Rental fee decrease has been advertised	Complete
17	RFD: Wastewater Lagoons Holding Cells Upgrade - Moved by Councillor Zimmer to award the Wastewater Lagoon Holding Cells Upgrade project to Whissell Contracting Ltd. in the amount of \$767,489.55 plus GST. CARRIED MOTION #21-041	Marian/Brad	Notice sent to Engineer and to AB Transportation as the grant provider	Complete
18	RFD: Transportation Society New Building Rent Request - Moved by Councillor Schulze to enter into a lease agreement with the Claresholm & District Transportation Society for one community office (with phone and Wi-fi) and six parking stalls at the new multi-use building located at 111 – 55th Avenue West at an annual rate of \$6,600 per year. CARRIED MOTION #21-042	Tara	Letter and rental policies for new facility sent.	Complete
19	RFD: Rec Policy Update & Community Offices Rent Policy - Moved by Councillor Cutler to adopt the updated Policy 5.7.10 (v2) Rec Fees Policy, as amended (to change the hourly for-profit rental rate for Council Chambers to an additional \$20 per hour, bringing it to \$60 per hour), effective March 8, 2021. CARRIED MOTION #21-043	Blair	Policy updated, put into Laserfiche and binders updated	Complete
19	RFD: Rec Policy Update & Community Offices Rent Policy - Moved by Councillor Carlson to adopt Policy 5.8.30 (v1) Community Offices Rental Policy, as presented effective March 8, 2021. CARRIED MOTION #21-044	Blair	Policy created, put into Laserfiche and binders updated	Complete

19	RFD: Rec Policy Update & Community Offices Rent Policy - Moved by Councillor Zimmer to send notification to The Station in regards to the use of Mackin Hall coming to an end, and to discontinue the use by June 30, 2021. CARRIED MOTION #21-045	Tara	Letter and rental policies for new facility sent.	Complete
20	RFD: Town Operations - Move to a New Building - Moved by Councillor Cutler to allow scheduled "tours" of the new multi-use building, following all COVID procedures and guidelines, for March 24th to 26th, 2021 with additional dates of March 29th and 30th if required. CARRIED MOTION #21-046	Tara/Blair	online system created (phone in to pool), notification put in Town News	Complete
20	RFD: Town Operations - Move to a New Building - Moved by Councillor Carlson to close the Town Administration Office on March 31st and April 1st, 2021 to allow staff to move into the new building. CARRIED MOTION #21-047	Blair/Karine	Advertised in the Town News	Complete
20	RFD: Town Operations - Move to a New Building - Moved by Councillor Schlossberger to send a letter of apology to the Livingstone Range School Division that they were missed in the videos regarding the construction of the new daycare / playschool facility on 8th Street West and how much their contribution to the project was appreciated. CARRIED MOTION #21-048	Karine	Letter sent	Complete
21	RFD: Council Evaluation Session - Moved by Councillor Moore to set April 17, 2021 at 9:00 a.m. as the date to hold a Council Evaluation Session in person at the new Town Administration Building located at 111 – 55th Avenue West, as this location allows for physical distancing and will be conducive to having open, candid and productive conversations. CARRIED MOTION #21-049	Marian	Calendar invite sent to Council and meeting room booked.	Complete
28a	IN CAMERA: LAND - Moved by Councillor Cutler to allow a one-year extension to Southline Real Estate Ltd. For Plan 7910032 Block 10 Lots 1-4 to March 17, 2022, with the costs to register the extension to be borne by the owner. CARRIED MOTION #21-050	Tara	Notified lawyer and landowner for extension agreement.	Complete
28a	IN CAMERA: LAND - Moved by Councillor Carlson to allow a one-year extension to Southline Real Estate Ltd. For Plan 7910032 Block 11 Lot 1 to March 5, 2022, with the costs to register the extension to be borne by the owner. CARRIED MOTION #21-051	Tara	Notified lawyer and landowner for extension agreement.	Complete
28b	IN CAMERA: LAND - Moved by Councillor Schlossberger to accept the offer to purchase from DJ and Terryl Woodward for the property located at Lot 3, Block 12, Plan 7910032 and the west portion of Lot 12, Block RW, Plan RW 423 (subject to subdivision) in the amount of \$20,000 (plus GST) and an access agreement to be registered on title for the purpose of continued monitoring & that all costs in regards to subdivision and registration are to be borne by the purchaser. CARRIED MOTION #21-052	Tara	Letter sent to purchaser.	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 19, 2021



# INFORMATION ITEMS

# Alberta SouthWest Regional Alliance

## Minutes of the Board of Directors Meeting

Wednesday February 3, 2021



### Board Representatives

Barney Reeves, Waterton  
Jim Bester, Cardston County  
Scott Korbett, Pincher Creek  
Blair Painter, Crowsnest Pass  
Beryl West, Nanton  
Monte Christensen, Hill Spring  
Dennis Barnes, Cardston  
Brad Schlossberger, Claresholm

Rick Lemire, MD Pincher Creek  
Warren Mickels, Cowley  
Ron Davis, MD Ranchland

### Resource Staff and partners

Linda Erickson, AJEI  
Shalane Friesen, AEP  
Clara Yagos, LRSD  
Bev Thornton, AlbertaSW

1. Call to Order and Welcome  
Chair Barney Reeves called the meeting to order.
2. Approval of Agenda  
Moved by Dennis Barnes THAT the agenda be approved with addition of 8 g) wind turbines.  
**Carried.** [2021-02-721]
3. Approval of Minutes  
Moved by Blair Painter THAT the minutes of December 2, 2020 be approved as presented.  
**Carried.** [2021-02-722]
4. Approval of Cheque Register  
Moved by Warren Mickels THAT cheques #2877 to #2904 be approved as presented.  
**Carried.** [2021-02-723]
5. Operations and Budget Summary  
Board reviewed operations and budget for first 3 quarters of 2020-2021 fiscal year, as well as projected resources to March 2023.
6. Correspondence  
Accepted as information:  
Letter of request from MD Willow Creek and response  
Letter from Claresholm to Minister and response  
Letter from Southern Alberta Group for the Environment and response
7. Jobs Economy & Innovation update  
Jim Bester reported on the REDA Chairs and Managers meeting held January 28, 2021.  
Linda Erickson outlined some staff changes and re-organization within the department.  
Bev will follow up to arrange for a presentation from AJEI at a future meeting.
8. Project activities  
Accepted as information:  
a) NRCan Zero Emission Vehicle Infrastructure Program (ZEVIP): SouthGrow and BC Community Energy Association are awaiting approval for applications to administer the program.  
b) Economic Developers Alberta Invest in Alberta/Xperience magazine is now being distributed in hard copy and is available on-line at <https://investalbertamag.ca/digital-issue/>

c) Next steps underway regarding CARES project, Building A Sustainable Tourism Investment Opportunity Network (BASTION).

Alberta Parks offered to work with AlbertaSW to update and print a regional tourism map that was put on hold in 2019. Bev will follow up with Shalane Friesen, AEP Visitor Services and Operations, to reconnect with community contributors, review scope of options for updated content and design changes. To be ready for summer, completion deadline is before end of March.

d) Energizing Agricultural Transformation (EAT) next steps will include working with University of Lethbridge to create a speakers series to connect the regional ag businesses to the research capabilities at the university.

e) Yellowstone to Yukon has begun the preliminary economic information-gathering for this report.

f) Townfolio has been purchased by MuniSight and new features may soon be available. Communities are also directed to the data that can be accessed on the Provincial Economic Dashboard.

<https://regionaldashboard.alberta.ca/#>

g) The Southern Alberta Alternative Energy Partnership (SAAEP) has received detailed information regarding two Turbowinds T-48 600kw wind turbines for sale. Details will be shared across AlbertaSW and SouthGrow and Palliser REDA regions. Call Bev for details.

- |     |                           |   |
|-----|---------------------------|---|
| 9.  | Executive Director Report | Accepted as information.  |
| 10. | Round Table Updates       | Accepted as information.  |
| 11. | Board Meetings            | ➤ March 3, 2021-Zoom meeting<br>➤ April 7, 2021-TBD<br>➤ May 5, 2021-TBD                |
| 12. | Adjournment               | Moved by Warren Mickels THAT the meeting be adjourned.<br><b>Carried.</b> [2021-02-724] |

**Approved March 3, 2021**

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Chair

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Secretary/Treasurer

# Alberta SouthWest Bulletin March 2021

## Regional Economic Development Alliance (REDA) Update

### ❖ Financing for Savings and Sustainability

Check out Municipal Climate Change Action Centre (MCCAC) programs <https://mccac.ca/programs/> that are **still accepting applications!!** Collaboration between groups of communities and joint applications are encouraged.

🌀 [Municipal Energy Manager Program](#) \*\*Letter of interest; hire before April 31, 2021.

Get 80% of an energy manager's salary funded. Energy managers lead energy and emissions reducing projects and find cost-saving opportunities for your municipality.

🌀 [Recreation Energy Conservation Program](#) \*\*Up to \$750K for project and up to \$20K for engineering.

Install energy efficiency retrofits in your municipality's recreation facilities.

🌀 [Clean Energy Improvement Program](#) \*\* Contractors deal directly with program advisors.

Develop financing solutions for residential and commercial property owners to install renewable energy and energy efficiency retrofits in your municipality. Financing for up to 100% of project costs.

🌀 [Solar for Schools Program](#) \*\*First step: Submit a non-committal expression of interest.

Get funding to install solar PV at your school and teach your students about renewable energy.

🌀 [Alberta Municipal Solar Program](#) \*\*First step: Submit a non-committal expression of interest.

Save on energy costs and reduce your environmental impact by installing solar PV in your municipality.

🌀 [Climate Adaptation Program](#) (This program is under development.)

Investing in climate adaptation projects that protect communities from the impact of severe weather changes.

🌀 [Electric Vehicles for Municipalities Program](#)

Purchase a variety of electric vehicles, charging stations, and get a feasibility study for your municipality.

\*This could be complementary to the federal Zero Emissions Vehicle Infrastructure Program (ZEVIP).



### ❖ Small is a big deal: Community Micro-generation projects are charging ahead!

The documentary YouTube video titled "Embarrassment of Riches" highlights energy projects in Alberta and is posted in the Southern Alberta Alternative Energy Partnership (SAAEP) video room: <https://saaep.ca/news/video-room/>

There are also other videos about local solar projects. Make a bowl of popcorn and enjoy!

### ❖ Outdoor attractions in demand ... in case you missed it!

While you are in viewing mode, here is a February 20 newsclip from Global News about the demand for outdoor attractions, a trend that we are seeing throughout the region.

<https://globalnews.ca/news/7652953/crowsnest-pass-covid-19-alberta-tourism/>

### ❖ Vote for the Castle!

And while you are at your computer or on your phone, vote for Castle Mountain Resort in the "Canada's Top Peak Challenge".

Visit [mackenzietoppeak.ca](http://mackenzietoppeak.ca) and choose Castle Mountain Resort to Vote for all 4 teams!

**VOTE BEFORE MARCH 14** to ensure Castle is in the Top 10.

Post Publicly on Instagram and Twitter up to 3 times a day using the hashtags:

#TopPeakCastleMountainResort & #MackenzieTopPeakContest

At the end of the season, the winner will be awarded \$50,000 to invest back into the community.



**Alberta SouthWest Regional Economic Development Alliance**

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

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

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



# MINUTES

Claresholm Child Care Society Regular Board Meeting

December 8, 2020 6:30pm

Daycare/Teleconference via Google

In Attendance: Mireille, Travis, Dean, Jordan, Kim, Amber, Bryanna and Christy

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1.0 Call to Order 6:31 pm

2.0 Adoption of agenda - Jordan

3.0 Approval of Minutes November 18, 2020 meeting - Travis

4.0 Reports

4.1 Financial report

4.1.1 Read by Travis

4.1.1.1 Grants for payroll and core space funding

4.1.1.2 Fundraising was great

4.1.1.3 Extra expenses paid out this month

4.1.1.4 GST is being held back until filing is complete back to 1998, Blair will try and get this waived

4.1.1.5 Blair recommends investing short term and savings

- Amber will ask cooperators about interest rates

4.2 Executive Director Report

4.2.1 Evaluations – Kim completed and presented

4.2.1.1 Jen's complete Nov 26, 2020

4.2.1.2 Della's completed Nov 24, 2020

4.2.1.3 Kim sent her evaluation to the committee – will be discussed in camera

4.2.2 Daycare - Read by Kim – prepping for the move; cleaning will be done prior to the Christmas break

4.2.3 Kidz Zone – Rad by Kim – virtual inspection, considered re-licensed; Christmas cleaning complete before break

4.2.4 Staff meeting in Nov – Sept staff meeting requested paid days for the three days of Christmas break

4.2.5 PD and evaluation days – discussed days, considering school PD days would be easiest for parents to find alternate care – dates given to parents ahead of time. Feb 1, 2021 closed for evaluations; dates for the following year will be sent out the end of Dec each year

- 4.2.6 Town will no longer be ordering supplies for daycare – we will be required to order our own – Kim will look for suppliers
- 4.2.7 New building inspection beginning of Jan. Tue/thur Jan will be used for moving items but will need one day closure to move all final items
- 4.2.8 Kim will list items needed (washer/dryer, freezer)
- 4.2.9 Dec 16<sup>th</sup>, evening at new building to finalize plans
- 4.2.10 Purchase staff lunches on Dec 23 – Motioned Jordan, second Dean
- 4.2.11 Staff Christmas party moved to Jan 2021

## 5.0 Old Business

- 5.1 Painting of Kidz Zone – Ad put out in the newspaper for bid submissions; only one so far

## 6.0 New Business

- 6.1 New building opening – Feb 2, 2021 (grand opening at AGM) Advertise the opening and celebrate
- 6.2 Parents will need to wear masks for drop off and pick up – Kim will email tonight to parents
- 6.3 Paid days over Christmas – staff is requesting paid days over the break during closure – Dec 29, 30 and 31<sup>st</sup>. – decision to not pay staff these days
- 6.4 Wages
  - 6.4.1 Four staff reviews and due for raises.
  - 6.4.2 Kim recommends – Della from 18.50 raise to 19 (6.00) same as other program director: Jen raise from 17.65 (6.00) to 18.50; Minna from 15.00 (2.14) to 16.25
  - 6.4.3 Dean motions raise Della to 19, Jen to 18.50 and Minna to 16.25; Seconded by Jordan In Favour: all in favour
- 6.5 Fees
  - 6.5.1 Rates – Kim will email the averages
  - 6.5.2 Motion to bring our rates to comparable with other area centres
  - 6.5.3 Tabled for next meeting with email discussion prior
- 6.6 In camera
  - 6.6.1 Motion to go in camera – Jordan
  - 6.6.2 Motion out of camera – Travis
  - 6.6.3 Motion to give all (Kim, Della, Jen and Minna) staff .50 an hour raises as placeholder to review during budget meeting and Feb evaluations Motion Christy Seconded Jordan
  - 6.6.4 Amber motions to reverse previous raise motion; Travis seconded.

## 7.0 Correspondence

- ~~7.1 Lease~~
- ~~7.2 Letter of Understanding w/Playschool~~

## 8.0 Next meeting

8.1 Budget meeting – hold at Kids Zone or large enough space

8.2 January 12, 2021 in person 6:30 pm

## 9.0 Adjournment

Pursuant to section 6.1.6.7 of the Claresholm Child Care Society bylaws all matters regarding personnel / legal matters will be discussed by the board of directors in a private session of the board meeting. Please respect the sensitive and confidential nature of these discussions; all motions must be considered during the regular (public) session of the board meeting.

## CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Zoom Conference Call

January 20, 2021

Present: Barry Gibbs, Betty Hoare, Verne Lunan, Marg Lane, and Bill Kells.

Absent: Don Glimsdale and Gaven Moore

1. Call to order by Barry Gibbs at 3:08 PM.
2. Adoption of agenda as presented by Verne Lunan, seconded by Marg Lane.  
**CARRIED**
3. Correspondence- No correspondence.
4. Approval of minutes from December 15, 2020 as circulated made by Verne Lunan, seconded by Marg Lane. **CARRIED**
5. Executive Director's Report
  - A decision was made that the grant application for the museum station sandstone project be transferred to February 2022. The high volume of applications for 2021 and possible reduction in grant funding were leading factors. The actual sandstone project will proceed in 2021.
  - Drone photography – A new resident to the community is currently taking an advanced course to fly in proximity to an airport. He is willing to work with the museum on capturing images of buildings and structures for a then and now comparison.
  - Grant applications will be made for two Young Canada Works summer students for 2021.
  - An Archival donation of a bound set of the "Footnotes and News" was received before Christmas. These were a newsletter printed by Walt Wiig in 1969 to 1973. His newsletters were popular even though, or because of, containing controversial and opposing views on politics. His daughter Gaynor Hoglund also intends to donate Walt's typewriter.
  - Shadowlights has sent down the final video of Ben Scaman for approval.
6. Multi-purpose storage building update.
  - The building committee held a Zoom call on January 12, 2021 to discuss possible options moving forward. Everyone on the board along with the Executive Director agree that the first requirement should be actual drawings. Bill Kells has discussed the cost with Blair Bullock and that Blair saw no issue with having the



drawings produced if the funds came out of the 2020 budget. Prairie Home Designs in Stavelly and Dimensional Designs in Fort Macleod have been approached for quotes. Both estimates were in the \$3,200 to \$3,500 range with additional costs for engineer review and approval of \$500 to \$1,000. Motion made by Verne Lunan *“Bill Kells, the Executive Director be authorized to choose the company and enter into a contract based on quoted amounts for preparation of drawings for proposed multi-purpose storage building.”* Seconded by Marg Lane. **CARRIED** Everyone is aware that this is the first step that will allow fundraising and getting accurate cost estimates. Approval from Town Council has not been received. Possible joint involvement with the Seniors Centre for a shared workshop is also on hold.

7. 2021 Museum Opening – The Covid situation does not allow us to set any firm dates for opening in 2021. After a group discussion it was felt that a mid June date would be best. The board did agree that when that opening happens that Francis Wright be invited for the opening. Francis Wright was awarded the Order of Canada and in 1996 helped to establish the Famous 5 Foundation.

8. Museum Collection

- There is work needed to capture more personal stories.
- Due to the shortage of storage some displays need to be downsized.
- De-accessioning and accessioning are areas that both need work.
- Security and safeguarding are also things that need to be assessed.

9. New Board Members - As a group we need to see if we can recruit new board members. Betty Hoare will see if a notice can be put on the M. D. of Willow Creek website.

10. Motion for adjournment made by Barry Gibbs at 5:02 seconded by Verne Lunan. **CARRIED**

Next meeting February 17, 2021 at 3:00 PM



Barry Gibbs

Board Chair



OLDMAN RIVER REGIONAL SERVICES COMMISSION

## EXECUTIVE COMMITTEE MEETING MINUTES

February 11, 2021; 6:00 pm

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

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, February 11, 2021, at 6:00 pm, in the Conference Room of the ORRSC Administration Building, as well as virtually via Go To Meeting.

Attendance:

Executive Committee:

Gordon Wolstenholme, Chairman  
Jim Bester, Vice Chair, Virtually  
Don Anderberg, Virtually  
Doug MacPherson, Virtually  
Ian Sundquist, Virtually  
Richard Bengry

Staff:

Lenze Kuiper, Director  
Tara Cryderman, Executive Assistant

Absent: Jennifer Crowson

New member Richard Bengry was welcomed to the Executive Committee.

Chairman Wolstenholme called the meeting to order, the time being 6:00 pm.

### 1. Approval of Agenda

**Moved by: Richard Bengry**

THAT the Executive Committee approve the February 11, 2021 Executive Committee Meeting Agenda, as presented.

**CARRIED**

### 2. Approval of Minutes

**Moved by: Ian Sundquist**

THAT the Executive Committee approve the December 3, 2020 Executive Committee Meeting Minutes, as presented.

**CARRIED**

### 3. Business Arising from the Minutes

There was no business arising from the minutes.

4. **New Business**

a. Municipal Borrowing Bylaw – ATB Financial

**Moved by: Don Anderberg**

THAT the Executive Committee authorize the Chair and Director to endorse the 2021 Municipal Borrowing Bylaw (Revolving Line of Credit) for ATB Financial.

**CARRIED**

b. Bill 48 Update

The *Municipal Government Act* Implementation Fact Sheets were presented for information.

Key changes include:

- Municipalities are no longer permitted to seek an addition 5% Municipal and School reserve in high density developments
- The Municipal Government Board will be named the Land and Property Rights Tribunal (LPRT)
- LPRT will now hear both development AND subdivision appeals related to provincial interests, authorizations granted by special regulators and authorizations granted by the Minister of Environment and Parks
- All development and subdivision decisions must now state which Appeal Board an appeal lies with

Generally, most appeals will be forwarded to the LPRT, rather than the local SDAB.

This may be impactful to municipalities.

c. Regional Relief and Recovery Fund Grant Application

The Executive Committee was updated on the application and approval of the Regional Relief and Recovery Fund Program. ORRSC applied for and received a \$40,000 grant, in which \$30,000 must be paid back, within a specified timeline. Also, an Expansion Grant Program is available, in which ORRSC applied for and received an additional \$20,000, in which \$10,000 must be paid back, within a specified timeline.

Discussion occurred as to when the funds should be repaid.

**Moved by: Doug MacPherson**

THAT the Executive Committee direct the ORRSC Director to ensure that the required reimbursements from the Regional Relief and Recovery Fund Program and the Regional Relief and Recovery Expansion Program be repaid at the end of their respective terms.

**CARRIED**

d. Hamlet of Granum Update

Since the Town of Granum was amalgamated into the MD of Willow Creek to become the Hamlet of Granum, the GIS services for Granum are no longer a separate service, and ORRSC will no longer be providing this service, as the MD of Willow Creek has an in-house GIS department.

e. Subdivision Activity

The Subdivision Activity for December 2020 and January 2021 were presented for information.

Subdivision fees were discussed. The subdivision fees from Foothills County were mentioned, for comparison purposes. The general consensus was that ORRSC's subdivision fees were appropriate at this time.

**5. Accounts**

**a. Office Accounts**

- (i) Monthly Office Accounts - November 2020 and December 2020**
- (ii) Payments and Credits - November 2020 and December 2020**

**Moved by: Jim Bester**

THAT the Executive Committee approve the Office Accounts for November 2020, in the amount of \$8, 418.82, and the Office Accounts for December 2020, in the amount of \$8,779.20;

AND THAT the Executive Committee approve the Payments and Credits for November 2020 and December 2020.

**CARRIED**

**b. Financial Statements**

- (i) Balance Sheets - November 30, 2020 and December 31, 2020**
- (ii) Comparative Income Statement -  
Actual to November 30, 2020 and December 31, 2020**
- (iii) Consolidated Statement -  
Statement Dates - November 30, 2020 and December 31, 2020**

**Moved by: Don Anderberg**

THAT the Executive Committee approve the Balance Sheets as of November 30, 2020 and December 31, 2020;

AND THAT the Executive Committee approve the Comparative Income Statements - Actual to November 30, 2020 and December 31, 2020;

AND FURTHER THAT the Executive Committee approve the Consolidated Statements - dated November 30, 2020 and December 31, 2020.

**CARRIED**

## **6. Director's Report**

The Director reported on the following:

- Emerging Trends Workshop, scheduled for February 11 and February 18
- Weekly Planners meetings have commenced again
- Municipal orientation scheduled for the fall, following the municipal election
- Preparing for the annual financial and billing review regarding outstanding invoices
- Miistakis Project is proceeding
- Red Tape Reduction Report Card template.
  - ORRSC is averaging 47 days to make a decision. The requirement is 60 days.
  - ORRSC is averaging 4 days to deem an application complete. The requirement is 20 days.
  - ORRSC is exceeding the provincial requirements.
  - ORRSC has initiated many internal red tape reduction initiatives such as digital submission and online payments.
- Focus series
  - This will be a more academic report focusing on the aspects on planning issues. The quarterly report will be for municipalities and the public. The template is drafted, with the first edition expected in June.
- March Board of Directors Meeting. With the December Board of Director's meeting rescheduled to January, there seems to be no need for a March meeting

**Moved by: Don Anderberg**

THAT the Executive Committee authorize the cancellation of the March 4, 2021 Board of Directors Meeting.

**CARRIED**

## **7. Executive Report**

Members of the Executive Committee provided updates on their activities, and information regarding their Municipalities, and spoke to the following:

Jim Bester:

- Spoke to the Saputa Milk Processing Plant, and its scheduled closure this spring
- Infill development – people are moving into southern Alberta
- Cardston County is investing in internet infrastructure
- Grazing leases and disputes over access on grazing leases. There is discussion of a Recreation Access Management Plan

Don Anderberg:

- Recreation in the Town, with the pool being closed, the arena open and the curling club sporadic in operations
- The recent Business Support Program partnered with the Chamber of Commerce was a success and received favourable response from the community
- There were 50 new business licenses issued in 2020
- Coal Policy and Water Rights discussions ongoing
- Rural Doctors Pay Plan
- Highway 3 Twinning and the twinning from Taber to Burdett. Hoping to be shovel ready in spring 2022
- Recreation Master Plan with the MD of Pincher Creek
- Social Needs Assessment with FCSS for the area
- Economic Development Plan commencing
- Community Needs Assessment completed by AHS indicated there is a shortage of mental health and addictions support in their region

Doug MacPherson:

- Red Tape Reduction template response
- Water license final installment payment
- Local Transportation Society is meeting with AHS regarding non-medical ambulance transfers
- ICF with the MD of Willow Creek ongoing
- Completion of the day care and play school. This facility is now open to the public.
- Multi-use Building ongoing, with completion and move in date anticipated for mid-April

Ian Sundquist:

- Hamlet of Granum infrastructure improvements
- New Public Works building being constructed in the Hamlet of Granum
- Preparing a response to the Provincial Government regarding open coal mining
- Required IDPs and ICFs ongoing

Richard Bengry:

- Building permits are positive
- Residential Tax base
- Covid 19 challenges to the municipality
- Arena is still operating
- Recreation Centre Survey commencing

Gordon Wolstenholme

- ICF ongoing
- Ice plants are shut down with the ice removed
- Pool construction ongoing

**8. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:05 pm.

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

## Karine Keys

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**From:** Alberta Seniors & Housing <seniorsinformation@gov.ab.ca>  
**Sent:** March 18, 2021 2:30 PM  
**To:** Karine Keys  
**Subject:** Newsletter - Alberta Seniors and Housing

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

# Age-Friendly Alberta Newsletter

Alberta



## Message from Honourable Josephine Pon Minister of Seniors and Housing March 2021

We are now one year into the COVID-19 pandemic, and I remain in awe of our seniors-serving organizations' remarkable commitment to keeping Alberta seniors safe.

Even before the pandemic, you went above and beyond to provide the services and supports seniors rely on. COVID-19 has asked even more of you and, to your credit, you continue to step up and deliver.

Sadly, our battle against the virus is not over. In the coming weeks and months, it will be even more important for us to continue following the government's public health guidance. We must keep each other safe.

Alberta's government began vaccinating seniors in long-term care and front-line health care workers in December 2020. While vaccine supply is beyond our province's control, I can assure you we are working hard to get Albertans vaccinated as quickly and safely as possible. There is a light at the end of the tunnel. In late February, we announced Albertans born in 1946 or earlier can book their COVID-19 vaccinations. Vaccination appointments for Albertans aged 65 to 74 years can now be made online at [alberta.ca/vaccine](https://alberta.ca/vaccine) or by calling [811](tel:811). Eligible seniors may also book their vaccination appointment at participating pharmacies in Edmonton, Red Deer, and Calgary. For more information and tips on vaccination for seniors aged 75 and older, be sure to check my recent [article](#).

I have been meeting with many seniors-serving organizations since Christmas, to ensure they are kept up-to-date on the evolving COVID-19 situation, including vaccine distribution. These meetings are also an opportunity for me to hear what is working, and to understand where we may need to offer more information, guidance, or support.

These last few months have been challenging. It's normal to feel tired, discouraged, and overwhelmed. While you are taking care of Alberta seniors, please also remember to take care of yourselves.



I encourage you to take a look at the direction [Budget 2021](#) sets for Seniors and Housing. Key initiatives include: maintaining seniors' benefits, keeping seniors safe during the pandemic, boosting rental assistance, transforming affordable housing, and honouring our existing capital commitments. You can learn more [here](#).

I hope you find this issue of the Age Friendly newsletter informative and helpful. Don't forget to mark your calendars for Seniors' Week, which runs from June 7 to 13 this year.

Thank you again for everything you do for seniors.

Josephine Pon  
Minister of Seniors and Housing

March 2021

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## **In this Issue**

- Budget 2021
- Vaccination Update
- Taking Action Against Elder Abuse
- Funding Boost for Continuing Care
- Increasing Protection for Vulnerable Albertans
- Seniors' Week 2021
- Rural and Remote Alternate Transportation Providers - Second Call for Proposals
- Survey of Family Caregivers of People Living with Dementia
- RCMP Family Violence Initiative Fund

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## **Budget 2021**

*Budget 2021* focuses on stabilizing lives and livelihoods of Albertans during these difficult times. We know Albertans need support while they continue to deal with the COVID-19 pandemic and economic downturn. The Government of Alberta is carefully balancing Albertans' needs with our limited resources.

For highlights on Budget 2021: Seniors and Housing, click [here](#).

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## **Vaccination Update**

Alberta is receiving COVID-19 vaccine doses as they are approved by Health Canada. The vaccine is being distributed through a phased immunization program. Our goal is to immunize Albertans as safely and effectively as possible.

To learn more about the COVID-19 vaccine distribution plan, booking information, and for assistance with transportation, click [here](#).

To learn more about Alberta's immunization policy, click [here](#).

To access frequently asked question regarding vaccinations, click [here](#).

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## **Taking Action Against Elder Abuse**

Alberta's government is providing \$750,000 over two years to the Alberta Elder Abuse Awareness Council, to provide one-time funding to the province's 31 eligible coordinated community responses (CCRs) to elder

abuse. CCRs are multidisciplinary partnerships that can include a range of partners such as local governments, non-profit organizations, businesses, health service providers and police services.

This new funding will strengthen elder abuse prevention and intervention across the province. For more information, click [here](#).

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### **Funding Boost for Continuing Care**

Alberta seniors living in continuing care will benefit from an increase of more than \$200 million in program funding as part of *Budget 2021*.

In addition to an investment of more than \$3.5 billion in continuing care, *Budget 2021* earmarks more than \$500 million in capital spending to create more continuing care spaces.

For more information, click [here](#).

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### **Increasing Protection for Vulnerable Albertans**

Alberta's government is providing \$68.5 million to protect vulnerable Albertans and staff in continuing care and residential addiction and mental health treatment facilities, as well as home care clients, from COVID-19.

This one-time funding will support operators of non-contracted licensed supportive living and both contracted and non-contracted home care, hospices and residential addiction and mental health treatment centres.

It will help operators pay for increased staffing, additional cleaning supplies and personal protective equipment.

Information on how to apply for funding will be posted on [alberta.ca](http://alberta.ca) in the coming weeks.

To view the full news release, click [here](#).

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### **Seniors' Week 2021**

For more than 30 years, Alberta has celebrated seniors during the first week in June. Seniors' Week 2021 is June 7-13 and will be kicked off with a provincial launch event co-hosted by the Seniors Outreach Program Society in Three Hills on June 7. Seniors' Week is an opportunity for Albertans of all ages to celebrate the seniors in their lives and thank those who have made a difference in their community.

The Government of Alberta offers an online [Events Calendar](#) that can be used to post or view special events for seniors. At this time, Seniors and Housing will not be posting live events in the Events Calendar, due to restrictions on events and mass gatherings. However, Albertans are encouraged to consider other ways to recognize, celebrate and support seniors in their communities. If you are planning virtual events, please [submit](#) them for consideration.

Please visit the [Seniors' Week website](#) for more information and resources on how to celebrate seniors safely in your community!

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### **Rural and Remote Alternate Transportation Providers - Second Call for Proposals**

Applications accepted until March 31, 2021 at 5:00 p.m.

The Medically At-Risk Driver (MARD) Centre is inviting a second funding call for proposals from nonprofit alternative transportation for seniors service providers in rural and remote areas of the province. Seniors and Housing is pleased to have provided funding to support the important work of the MARD Centre. Transportation is a key enabler for access to health care, and having access to alternate transportation promotes independence for seniors, helps to prevent social isolation, and contributes to a higher quality of life. By supporting rural and remote communities where transportation options are limited, the MARD Centre will help older adults continue to access the supports and services they need to remain healthy and independent in their communities of choice.

Further information about this funding opportunity is available [here](#).

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## Survey of Family Caregivers of People Living with Dementia

The [University of Calgary is conducting a survey](#) with family caregivers of people living with dementia in Alberta during the COVID-19 pandemic. The survey builds on the pilot survey completed in summer 2020 and expands the study to the entire province of Alberta. If you completed the pilot study, you can still participate in the updated survey.

To learn more, click [here](#).

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## RCMP Family Violence Initiative Fund

**Applications accepted until March 31, 2021**

The RCMP Family Violence Initiative Fund helps communities respond to [relationship and family violence](#) and victim issues. Since 2004, the fund has supported over 400 initiatives across Canada. In 2019-20, the fund supported 34 initiatives, with a total of \$386,991.

Any questions about the fund can be sent to [RCMP.FVIF-IFMVF.GRC@rcmp-grc.gc.ca](mailto:RCMP.FVIF-IFMVF.GRC@rcmp-grc.gc.ca).

For more information, click [here](#).



[Website](#)



[Email](#)

For a print-friendly version click on "Read it online" at the top of the page.

Alberta Seniors & Housing-Engagement & Community i  
600-10405 Jasper Avenue  
Edmonton Alberta T5J 4R7  
Canada

This email is intended for [info@claresholm.ca](mailto:info@claresholm.ca).

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