



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

Time: 7:00 P.M.

Place: Electronic Only due to COVID-19 Pandemic

Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtnL1KA/live>

**NOTICE OF RECORDING**

**CALL TO ORDER**

**AGENDA:**

**ADOPTION OF AGENDA**

**MINUTES:**

**REGULAR MEETING – FEBRUARY 22, 2021**

**DELEGATION:**

**BYLAW ENFORCEMENT OFFICER – Kyle Aikema**

**RE: Introduction to Council**

**ACTION ITEMS:**

1. **BYLAW #1721 – Municipal Emergency Management Bylaw**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**
2. **NEWS RELEASE – Government of Alberta: Minister of Energy Sonya Savage**  
**RE: Coal Consultation to Start March 29<sup>th</sup>**
3. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**  
**RE: Budget 2021 Message**
4. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**  
**RE: 20<sup>th</sup> Annual Minister’s Awards for Municipal Excellence**
5. **CORRES: Office of the Deputy Minister, Alberta Municipal Affairs**  
**RE: Disaster Funding Changes**
6. **CORRES: Alberta Urban Municipalities Association (AUMA)**  
**RE: Initial Assessment of Budget**
7. **CORRES: Rural Municipalities of Alberta (RMA) Bulletin**  
**RE: Alberta Budget Initial Analysis**
8. **CORRES: Westlock County**  
**RE: Concerns Regarding Proposed Changes to AER Directive 067**
9. **CORRES: Municipality of the Crowsnest Pass**  
**RE: Concerns Regarding the Proposed Alberta Provincial Police Force**
10. **CORRES: Mayor Craig Snodgrass, Town of High River**  
**RE: Coal Policy Public Consultation**
11. **CORRES: Royal Canadian Legion – Alberta/NWT Command**  
**RE: Commemorative History Book**
12. **REQUEST FOR DECISION: Letter of Support – Claresholm Skatepark Association**
13. **REQUEST FOR DECISION: Letter of Support – Bridges at Claresholm Golf Club**
14. **REQUEST FOR DECISION: Park Benches Proposal**
15. **REQUEST FOR DECISION: Patterson Pathways East Side Link**
16. **REQUEST FOR DECISION: Aquatic Centre Rentals**
17. **REQUEST FOR DECISION: Wastewater Lagoons Holding Cells Upgrade**
18. **REQUEST FOR DECISION: Transportation Society New Building Rent Request**
19. **REQUEST FOR DECISION: Rec Policy Update & Community Offices Rent Policy**
20. **REQUEST FOR DECISION: Town Operations – Move to New Building**
21. **REQUEST FOR DECISION: Council Evaluation Session**
22. **INFORMATION BRIEF: 2020 Safety Codes Internal Audit**
23. **INFORMATION BRIEF: Community Takes Roots Project – ASIP Grant**
24. **INFORMATION BRIEF: Skatepark Concept Plans**
25. **INFORMATION BRIEF: Strategic Plan Report**
26. **INFORMATION BRIEF: Council Resolution Status**
27. **ADOPTION OF INFORMATION ITEMS**
28. **IN CAMERA:**
  - a. **LAND – FOIP Section 16.1**
  - b. **LAND – FOIP Section 16.1**
  - c. **Intergovernmental Relations – FOIP Section 21**

**INFORMATION ITEMS:**

1. **Municipal Planning Commission Meeting Minutes – January 29, 2021**

**ADJOURNMENT**



# Claresholm

**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**FEBRUARY 22, 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 Schlossberger for unanimous consent to add the following to the Agenda under Action Items:

**23. IN CAMERA**

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

**CARRIED UNANIMOUSLY**

Moved by Councillor Zimmer that the Agenda be accepted as amended.

**CARRIED**

**MINUTES: REGULAR MEETING – FEBRUARY 8, 2021**

Moved by Councillor Zimmer that the Regular Meeting Minutes of February 8, 2021 be accepted as presented.

**CARRIED**

**ACTION ITEMS:**

**1. BYLAW #1721 – Municipal Emergency Management Bylaw  
RE: 1<sup>st</sup> Reading**

Moved by Councillor Schulze to give Bylaw #1721, the Municipal Emergency Management Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

**2. NEWS RELEASE – Government of Alberta: Minister of Justice & Solicitor General  
RE: Federal Firearms Legislation**

Received for information.

**3. CORRES: Safe Roads Alberta  
RE: Freeing up police and courts to make Alberta safer**

Received for information.

**4. CORRES: Alberta Recreation and Parks Association  
RE: Communities in Bloom Alberta Program & COVID Recovery**

Received for information.

**5. CORRES: Municipal District of Bonnyville No. 87  
RE: Need for a Stronger Western Canadian Municipal Advocate**

Received for information.

**6. CORRES: Alberta Police Interim Advisory Board  
RE: February 2021 Quarterly Report**

Received for information.

**7. CORRES: Alberta SouthWest Regional Alliance  
RE: Help AlbertaSW win the Green Destination's People's Choice Award**

Received for information.

**8. CORRES: Farm Safety Centre  
RE: Update**

**MOTION #21-020** Moved by Councillor Cutler to support the Farm Safety Centre's delivery of the Safety Smarts program to children in Claresholm schools in the amount of \$300.

**CARRIED**

**9. CORRES: Rowan House Society  
RE: Official Opening of Safe at Home Facility**

Received for information.

**10. CORRES: Naomi Bullock – Homeschoolers  
RE: Request for Alternate Location**

MOTION #21-021 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**

**11. REQUEST FOR DECISION: Steering Committee for Emergency Management**

MOTION #21-022 Moved by Councillor Schlossberger to appoint Mayor Doug MacPherson as the primary member of the Steering Committee with Councillor Craig Zimmer as the alternate to the Emergency Preparedness Regional Training Exercise Steering Committee.

**CARRIED**

**12. REQUEST FOR DECISION: Kidz Zone Residing**

MOTION #21-023 Moved by Councillor Schlossberger to approve the out of budget expenditure for the re-siding of the Kidz Zone building in the amount of \$42,250 with \$10,000 to be funded by a Community Foundations Grant and the remaining funding coming from General Capital Reserves.

**CARRIED**

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

MOTION #21-024 Moved by Councillor Zimmer to write a letter of support towards the Claresholm Skatepark Association's application to the Co-op Community Spaces Grant for the purpose of constructing the skatepark at 111 - 55 Avenue West (site of the new multi-use facility in which the Town has allocated land for the Skatepark construction).

**CARRIED**

**14. REQUEST FOR DECISION: Welcoming Claresholm Logo & Website**

MOTION #21-025 Moved by Councillor Carlson to approve the domain hosting fees for the Welcoming Claresholm website, monies not to exceed \$500 and to come from the Economic Development Budget.

**CARRIED**

MOTION #21-026 Moved by Councillor Cutler to endorse the use of the new Welcoming Claresholm logo.

**CARRIED**

**15. REQUEST FOR DECISION: Use of Town Logo**

MOTION #21-027 Moved by Councillor Schlossberger to approve the use of the Town Logo by Norquest College, Lethbridge College, and the University of Lethbridge for the purpose of promoting practicum and CO-OP student work placements, as well as attracting recent graduates to live and work in Claresholm and surrounding area.

**CARRIED**

**16. REQUEST FOR DIRECTION: Public Art Policy Direction**

MOTION #21-028 Moved by Councillor Cutler to adopt Policy 5.7.25 – Public Art Policy, effective February 22, 2021.

**CARRIED**

MOTION #21-029 Moved by Councillor Schulze to permit an Artists Corner in the lobby within the Multi-use Community Building & Town Hall, for art temporarily loaned to the Town for display.

**CARRIED**

Administration noted that there was an error in Motion #21-023. Council went back to Action Item #12 regarding Kidz Zone Residing.

MOTION #21-030 Moved by Councillor Moore to rescind Motion #21-023.

**CARRIED**

MOTION #21-031 Moved by Councillor Schlossberger to approve the out of budget expenditure for the re-siding of the Kidz Zone building in the amount of \$52,250 with \$10,000 to be funded by a Community Foundations Grant and the remaining funding coming from General Capital Reserves.

**CARRIED**

**17. REQUEST FOR DIRECTION: Community Offices, Room Rentals**

Received for information.

**18. FINANCIAL REPORT: Statement of Operations – January 31, 2021**

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended January 31, 2021 as presented.

**CARRIED**

**19. INFORMATION BRIEF: Claresholm Aquatic Centre Re-opening**

Received for information.

**20. INFORMATION BRIEF: CAO Report**

Received for information.

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

Received for information.

**22. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**23. IN CAMERA**

a. LAND – FOIP Section 16.1

b. LAND – FOIP Section 16.1

c. Intergovernmental Relations – FOIP Section 21

Moved by Councillor Zimmer to go In Camera at 8:36 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 8:36 p.m.

Moved by Councillor Zimmer to come out of In Camera at 9:25 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:25 p.m.

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 9:26 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson noted that recording ceased at 9:26 p.m.

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Mayor – Doug MacPherson

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Chief Administrative Officer – Marian Carlson

# ACTION ITEMS



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1721**

**WHEREAS**, under the authority of the Municipal Government of Alberta, being Chapter M-26 of the Revised Statutes of Alberta, R.S.A. 2000 and amendments thereto, the Council of a municipality may pass bylaws for the direction and control of its emergency response;

**AND WHEREAS** the Council is required, under the Emergency Management Act, R.S.A. 2000, Chapter E-6.8 to appoint an Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency; and

**AND WHEREAS** it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

**AND WHEREAS** the Council deems it necessary and appropriate to repeal and replace the existing Municipal Emergency Management Agency Bylaw No. 1658;

**NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

**SECTION 1 TITLE OF BYLAW**

1.1 This Bylaw may be cited as the “**Municipal Emergency Management Bylaw.**”

**SECTION 2 DEFINITIONS**

2.1 In this Bylaw, unless the context otherwise requires:

- a) “**Act**” means the Emergency Management Act, R.S.A. 2000, Chapter E-6.8;
- b) “**Council**” means the Council of the Town of Claresholm;
- c) “**Director**” means the Director of Emergency Management;
- d) “**Disaster**” means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
- e) “**Emergency**” means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
- f) “**Emergency Advisory Committee**” means a committee of Council appointed by resolution;
- g) “**Minister**” means the Minister charged with administration of the Act;
- h) “**Municipal Emergency Management Agency**” means the agency established under this Bylaw;
- i) “**Municipal Emergency Plan**” means the emergency plan prepared by the Director of Emergency Management to coordinate response to any emergency or disaster; and
- j) “**Town**” means the municipal corporation of the Town of Claresholm in the Province of Alberta, or the area located within the Town of Claresholm's corporate limits, as the context so requires.

### **SECTION 3 ESTABLISHMENT OF COMMITTEE AND AGENCY**

- 3.1 There is hereby established an Emergency Advisory Committee to advise Council on the development of emergency plans and programs.
- 3.2 There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency.
- 3.3 Council shall:
- a) by resolution, appoint two (2) of its members to serve on the Emergency Advisory Committee;
  - b) provide for the payment of expenses of the members of the Emergency Advisory Committee;
  - c) by resolution, on the recommendation of the Emergency Advisory Committee, appoint a Director of Emergency Management;
  - d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town;
  - e) approve the Town's emergency plans and programs; and
  - f) review the status of the Municipal Emergency Plan and related plans and programs at least once each year.
- 3.4 Council may:
- a) by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency;
  - b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid agreements and/or regional plans and programs.
  - c) on the recommendation of the Emergency Advisory Committee, appoint one or more Deputy Director(s) of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence.
- 3.5** The Emergency Advisory Committee shall:
- a) review the Municipal Emergency Management Plan and related plans and programs on a regular basis;
  - b) advise Council, duly assembled, on the status of the Municipal Emergency Program and related plans and programs at least once a year;
  - c) provide guidance and direction to the Municipal Emergency Management Agency; and
  - d) appoint a Chair from the members for the duration of the Council term.
  - e) consist of the two (2) members of Council, the Chief Administrative Officer (CAO) and the Director and Deputy Directors of Emergency Management. Quorum of this Committee is any three (3) members.
- 3.6 The Municipal Emergency Management Agency shall:
- a) consist of:
    - i. The Chief Administrative Officer for the Town or designate;
    - ii. The Director or designate;
    - iii. the Senior Management Team, or their designates;

- b) The Director is authorized to invite the managers of Town business units or their identified designates to be members of the Agency;
- c) The Director is authorized to invite representatives from external organizations to participate in meetings, emergency responses and recovery activities;
- d) be responsible for the administration of the Town's emergency management program;
- e) review the Town's emergency plan and update the Emergency Advisory Committee on any recommended changes as well as the Agency's activities at least once per year;
- f) use a command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency.

3.7 The Director of Emergency Management shall:

- a) prepare and coordinate the Municipal Emergency Management Program and related plans and programs for the Town;
- b) act as director of emergency operations, or ensure that someone is designated under the Municipal Emergency Plan to so act on behalf of the Municipal Emergency Management Agency;
- c) authorize and coordinate all emergency services and other resources used in an emergency;
- d) delegate duties and tasks as necessary to ensure conformance with paragraphs 3.7(a)(b) and (c).

#### **SECTION 4 STATE OF LOCAL EMERGENCY**

4.1 Declaration of a SOLE:

- a) The power to declare a SOLE in Town is in accordance with Section 21 of the Act is hereby designated to the Mayor.
- b) When the Mayor is unable to act pursuant to subsection (a) or when the Mayor is unable to act, the first member of Council, described in the following list, who is present and able to act, shall act in the place and stead of the Mayor pursuant to subsection (a) during the absence of the Mayor or his inability to act;
  - i. The Deputy Mayor
  - ii. The Acting Mayor
  - iii. And every member thereafter of Council in priority according to the Deputy Mayor roster as established at the first organizational meeting after a regular election.
- c) The declaration of the SOLE under subsection (a) shall identify the nature of the emergency and the area of the Town in which it exists;
- d) The Mayor or other party declaring shall forthwith forward a copy of the declaration to the Minister;
- e) Immediately after making the declaration, the Committee shall cause the details of the declaration to be published by such means of communication as it considers is most likely to make known to the population of the Town affected by the contents of the declaration;
- f) The Mayor declaring shall report to the next meeting of Council the nature of the emergency, the reasons for so declaring and the area of the Town in which exists or existed;
- g) Upon declaration of a SOLE and for the duration of the SOLE, the Director, may, in accordance with Section 24 of the Act, exercise and perform all of the powers and duties given to the Town by the Act;



h) At all other times, and except as otherwise provided in this Bylaw, the Committee shall exercise and perform all of the powers and duties given to the Town by the Act.

**4.2 Termination of SOLE:**

- a) When, in the opinion of the local authority declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration;
- b) When a declaration of a state of local emergency has been terminated, the local authority who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

**SECTION 5 REPEAL OF PREVIOUS BYLAW**

- 5.1 Bylaw No. 1658, the “Municipal Emergency Management Agency Bylaw” and any amendments thereto, are hereby repealed.

**SECTION 6 PASSAGE OF BYLAW**

- 6.1 This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this **22<sup>nd</sup>** day of **February** 2021 A.D.

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

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

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**Doug MacPherson, Mayor**

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**Marian Carlson, CAO**

**SCHEDULE "A"**

<p><b>Municipal Emergency Management Agency</b></p>	<ol style="list-style-type: none"><li>1. Director of Emergency Management</li><li>2. Deputy Directors of Emergency Management</li><li>3. Claresholm Fire Chief or designate</li><li>4. Claresholm RCMP</li><li>5. Municipal District of Willow Creek Emergency Services Fire Chief or designate</li><li>6. Emergency Reception Centre (designated as Claresholm &amp; District FCSS Director or designate)</li><li>7. Town Office Administrative Staff<ul style="list-style-type: none"><li>• Information Officer</li><li>• Safety Officer</li><li>• Liaison Officer</li><li>• Operations Command</li><li>• Planning Command</li><li>• Logistics Command</li><li>• Finance/Administration Command</li></ul></li><li>8. Livingstone Range School Division representative (Schools)</li><li>9. Alberta Health Services representative (Multiple Facilities)</li><li>10. Volker Stevin representative (Highways)</li></ol>
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## Notifications

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

Close



### [Government news](#)

Feb 23, 2021

## Coal consultation: Minister Savage

Minister of Energy Sonya Savage issued the following statement on forthcoming public consultations with Albertans on a modern coal policy for Alberta:

“Since announcing our commitment to widespread consultation on a modern coal policy for Alberta, we have heard from many passionate Albertans and interested groups who want to be engaged.

“I’m pleased to announce these public consultations will begin on March 29. I have directed my department officials to bring forward a comprehensive consultation plan that is by Albertans and for Albertans. The details of the process will be announced before consultations begin.

“With the input of Albertans, a modern coal policy will protect the areas Albertans cherish while allowing responsible resource development in the appropriate places.

“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](https://alberta.ca/CoalEngagement).”

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[Home](#)

**From:** [municipalservicesandlegislation@gov.ab.ca](mailto:municipalservicesandlegislation@gov.ab.ca) <[municipalservicesandlegislation@gov.ab.ca](mailto:municipalservicesandlegislation@gov.ab.ca)>  
**Sent:** February 25, 2021 6:01 PM  
**To:** Marian Carlson <[Marian@claresholm.ca](mailto:Marian@claresholm.ca)>  
**Subject:** Budget 2021 Message from Hon. Ric McIver, Minister of Municipal Affairs

To: All CEOs  
cc: All CAOs

Please see the attached letter from Minister McIver regarding Budget 2021/22.

Budget information referenced in the attached letter can be accessed here:

<https://www.alberta.ca/municipal-sustainability-initiative.aspx>

<https://www.alberta.ca/federal-gas-tax-fund-funding-allocations-and-eligibility.aspx>

Thank you.



ALBERTA

MUNICIPAL AFFAIRS

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

Dear Chief Elected Officials:

I am writing to provide you with more information about Budget 2021, which my colleague, the Honourable Travis Toews, has tabled in the legislature. I would specifically like to provide you with details on the items in Municipal Affairs' Budget 2021 that affect municipalities the most.

To begin with, I am pleased to tell you that Municipal Affairs is investing more than \$1.7 billion overall to build stronger communities. Those funds will deliver important programs and services and will support effective governance and preserve public safety. I must also acknowledge that, as a result of several factors, including falling revenues and the ongoing costs of the COVID-19 pandemic, we need to reduce government spending in Alberta. Our goal is to do this while also continuing to provide significant infrastructure funding in the near term to support our economic recovery and help municipalities adjust to new levels of funding in future years.

Over the next three years, from 2021-24, as we all strive to live within our means, municipalities will receive about 25 per cent less in capital funding than they did in 2020-21. In real terms, that means Municipal Sustainability Initiative (MSI) capital funding will average \$722 million a year over that time. To support continued economic recovery and stimulus efforts, more of that funding will be made available up front, and less in subsequent years.

To help you adjust to a reduced average funding level, \$1.196 billion in MSI capital funding will be made available to municipalities and Metis Settlements in 2021, and \$485 million in each of the next two years. Additionally, municipalities and Metis Settlements will continue to receive the full \$30 million under the operating component of the MSI.

As you are aware, MSI was scheduled to conclude in 2021-22 and be replaced by legislated funding provided under the Local Government Fiscal Framework in subsequent years. Given the current circumstances and economic uncertainty, we are extending MSI for two years to stabilize provincial revenues before launching the Local Government Fiscal Framework in 2024-25. The baseline funding level for that first year of the LGFF will remain at \$722 million. We thank municipalities for understanding that this change was necessary to respond to the serious challenges we are all facing. The estimated 2021 MSI allocations are available on the program website.

.../2

I am also pleased to advise you that Alberta expects to receive \$255 million in federal funding under the Gas Tax Fund (GTF). The estimated 2020 GTF allocations are available on the program website. Links to the program websites with the MSI and GTF allocations are provided in the transmittal e-mail accompanying this letter.

MSI and GTF program funding is subject to the Legislative Assembly's approval of Budget 2021. Individual allocations and 2021 funding are subject to ministerial authorization under the respective program guidelines. Federal GTF funding is also subject to confirmation by the Government of Canada. You should expect to receive letters confirming MSI and GTF funding commitments in April.

To help municipalities respond to the requirements of the *Alberta Senate Election Act* and *Referendum Act*, our government is making \$10 million available to support costs associated with operating Senate nominee elections and referendums in conjunction with local elections. This funding will be available under the Alberta Community Partnership program, increasing the total program budget to \$25.4 million.

I am happy to say that funding to support local public library boards will remain stable, helping those groups provide a vital resource to residents through this especially trying time. I am also pleased to report that, due to some great work from our staff at the Surface Rights Board to reduce the backlog of landowner claims, we will be able to save \$600,000 in our yearly operating expenses.

This has not been, by any means, an easy time for Albertans. We understand the challenges that communities will continue to face in the months and years ahead. We remain committed to providing sustainable levels of capital funding to support critical local infrastructure, promote economic development, and enable local governments to continue to deliver the programs and services that Albertans depend on.

As Albertans, we are no strangers to adversity. We have overcome challenges in the past and we will continue to do so. I look forward to working with all of you to ensure that Alberta overcomes today's challenges and shares in a bright and prosperous future together.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver". The signature is written in a cursive style with a long, sweeping tail on the letter "v".

Ric McIver  
Minister



ALBERTA

MUNICIPAL AFFAIRS

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

AR104150

Dear Chief Elected Official:

I am pleased to invite your municipality to provide submissions for the 20<sup>th</sup> annual Minister's Awards for Municipal Excellence, which formally recognize excellence in local government practices and promotes knowledge-sharing among municipalities. These awards offer an opportunity to recognize the truly great work happening in local governments across Alberta.

For the 2021 program, submissions will be accepted in the following categories:

***Partnership (open to all municipalities)***

Award will be given for a leading municipal practice involving regional co-operation. This could involve consultation, co-ordination, and co-operation with other municipalities, agencies, non-profit organizations, community groups, and other orders of government. Submissions may be joint or individual, and consideration will be given to partnerships with formal agreements that ensure continuing co-operation and shared benefits.

***Building Economic Strength (open to all municipalities)***

Award will be given for an innovative initiative involving the municipality and business community that addresses a challenge affecting community economic strength.

***Service Delivery Innovation (open to all municipalities)***

Award will be given for an innovative initiative that improves the delivery or reduces the cost of a program or service through a more efficient process or through an alternate delivery approach.

***Enhancing Community Safety (open to all municipalities)***

Award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (e.g., lighting, accessibility, traffic calming measures), and community services initiatives.

***Smaller Municipalities (open to municipalities with populations less than 5,000)***

Award will be given for a municipal initiative that demonstrates leadership, resourcefulness, and/or innovation to better the community.

.../2

Further details about eligibility and submission requirements are available on the Minister's Awards for Municipal Excellence website at [www.alberta.ca/ministers-awards-for-municipal-excellence.aspx](http://www.alberta.ca/ministers-awards-for-municipal-excellence.aspx). The deadline for submission is March 31, 2021.

Should you have any questions regarding this program, please contact the Municipal Excellence Team, at 780-427-2225 or [municipalexcellence@gov.ab.ca](mailto:municipalexcellence@gov.ab.ca).

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities.

Sincerely,

Ric McIver  
Minister



**From:** MA Deputy Minister Office <[MA.DMO@gov.ab.ca](mailto:MA.DMO@gov.ab.ca)>

**Sent:** March 2, 2021 2:57 PM

**To:** MA Deputy Minister Office <[MA.DMO@gov.ab.ca](mailto:MA.DMO@gov.ab.ca)>

**Subject:** Disaster Funding Changes

Good afternoon,

Thank you for joining the Honourable Jason Kenney, Premier of Alberta, and the Honourable Ric Mclver, Minister of Municipal Affairs and Minister of Transportation, for the telephone town hall discussion on Budget 2021 last Friday, February 26, 2021.

Attached please find information on disaster funding changes that were discussed during the town hall. Further information will also be shared by the Minister in the coming days.

Thank you.

Office of the Deputy Minister  
Municipal Affairs



Classification: Protected A

# Disaster Funding Changes

Disaster Recovery Program (DRP) and  
Emergency Evacuation Payments (EEPs)

Municipal Affairs &  
Community and Social Services

March 2, 2021



Alberta

Classification: Protected A

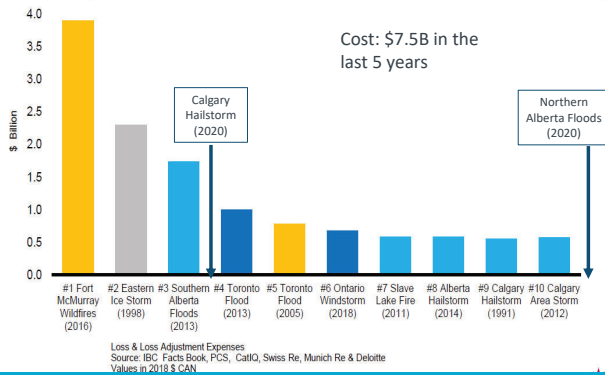
## Overview

- Disasters are becoming more expensive, creating increased liability for the Government of Alberta.
  - Six of the top 10 costliest Canadian natural disasters for insurance payouts have occurred in Alberta.
- Changes to disaster funding programs will bring Alberta in line with most other provinces and encourage provincial-municipal cooperation to reduce costs.

Alberta

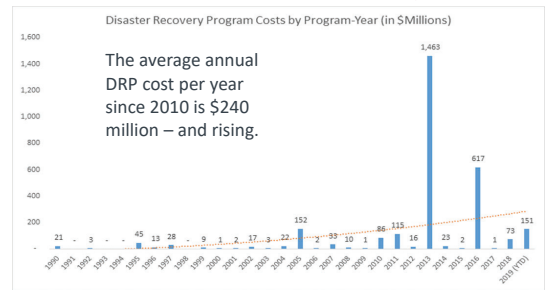
Classification: Protected A

## Canada- Top 10 Natural Disasters for Insurance Payouts



## DRP Costs by Program Year

### Alberta Uninsured Natural Catastrophic Losses



Alberta

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## Disaster Recovery Program Changes

### Beginning in the 2021 Disaster Season (FY2021-22):

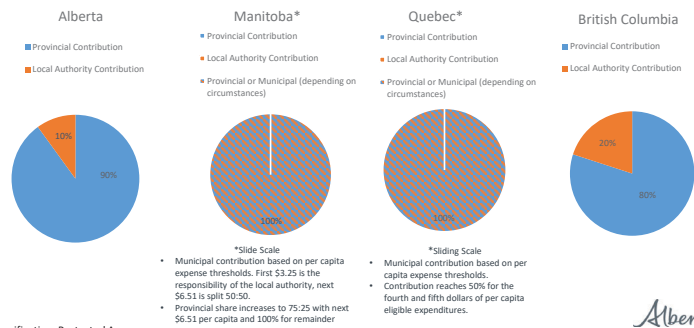
#### DRP changes

- Introducing a 90:10 cost-sharing arrangement between the GoA, municipalities, and Metis Settlements for all DRP eligible costs;
- Introducing a 90:10 cost-sharing arrangement between the GoA and all private sector applicants for all DRP eligible costs; and
- For homeowners, a funding cap of \$500,000 and a one-time assistance limit per property. The one time limit begins in 2021 and will not be applied retroactively.

Alberta

Classification: Protected A

## Jurisdictional Scan: Municipal Cost-share

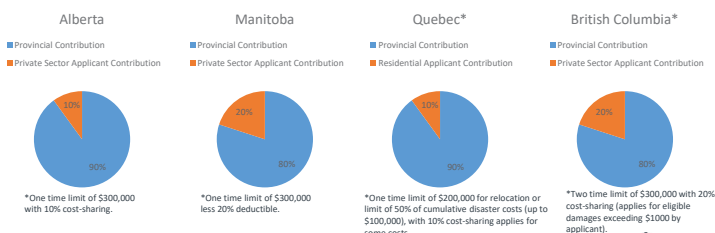


Alberta

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## Jurisdictional Scan: Private Sector Cost-sharing

Comparable disaster funding between provinces for a \$200,000 household loss that is uninsurable



Alberta

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## Jurisdictional Scan: Limits to Repeat Assistance

Limits to repeat assistance exist in other provinces, for example:

- British Columbia**
  - Two time limit of \$300,000 for homeowners (exceptions may apply if adequate mitigation measures were in place).
  - 20% cost-sharing applies for eligible damages exceeding \$1,000 by applicant.
- Manitoba**
  - One time limit of \$300,000 for private property, less the standard 20% deductible (maximum payable assistance of \$240,000).
- Quebec**
  - 50% of cumulative disaster costs up to \$100,000 for homeowners or a one time limit of \$200,000 to relocate, with 10% cost-sharing for certain costs.

Alberta

Classification: Protected A

## Emergency Evacuation Payments Changes

### Beginning in the 2021 Disaster Season (FY2021-22):

#### Emergency Evacuation Payments (EEPs)

- Payments will be issued only when a mandatory evacuation is issued and the emergency is uninsurable:
  - Payment amounts would be \$625 per adult.
  - Dependents under the age of 18 would be eligible for \$300.

## Jurisdictional Scan:

### Emergency Evacuation Payments (EEPs)

- Alberta is the only jurisdiction to provide EEPs with no conditions on how the money is spent and in the quantity that has been provided:
  - Manitoba issues cheques to evacuees: up to \$100/day/evacuee to a maximum of 28 days.
  - Other provinces and territories reimburse evacuees with receipt support or issue vouchers/authorization forms.

## Emergency Evacuation Payments Criteria

- Previously, Alberta did not have a formalized, consistent approach to EEPs for disaster events, and past decisions to implement EEPs were made on a case-by-case basis.
- New criteria:
  - Mandatory evacuation order has been issued
  - Mandatory evacuation exceeds 7 days
  - Event is uninsurable, such as overland flooding
    - Insurable events include sewer backup, fire, wind, earthquakes, and snow, hail and ice storms.
- Notwithstanding criteria above, consideration on a case-by-case basis when:
  - Environmental circumstances create a greater urgency and public safety risks, and/or
  - Affected community is unable to provide necessities of life for evacuees.

**From:** Exec. Assistant on behalf of Dan Rude <[EA\\_DRude@auma.ca](mailto:EA_DRude@auma.ca)>  
**Sent:** February 26, 2021 5:51 PM  
**To:** Marian Carlson <[Marian@claresholm.ca](mailto:Marian@claresholm.ca)>  
**Subject:** AUMA's Preliminary Budget Report 2021

Dear Mayors, Councillors & CAOs,

Thank you to those who attended our webinar this afternoon to discuss our initial assessment of Budget 2020-21. The recording of the webinar will be sent out next week.

As mentioned in the webinar, our [2021 Budget Webpage](#) has a number of resources you may be interested in:

1. [Our Preliminary Analysis Report](#)
2. [Our Media Release](#)
3. Key messages are also attached. We used these when speaking to the media, and are available for you to use if you wish.

These past months have required more resilience and perseverance than ever before, as municipalities respond to urgent resident and business needs and provide additional services with less revenue. If our communities are going to keep growing and thriving, it is going to mean working together, ensuring municipalities have the funding to invest in initiatives that contribute to the fiscal health of our province.

AUMA will continue to advocate for collaborative partnerships with municipalities to ensure that responsible investment occurs in our communities, where we can maximize the return on our investments, create jobs and stimulate our economy.

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

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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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BUDGET 2021  
Media Speaking Points

Feb 26, 2021



## Municipal Sustainability Initiative & Local Government Funding Framework

Municipalities have long sought, stable, predictable and legislated funding. The 25% reduction to MSI and the 2-year delay in implementing the LGFF is disappointing - it breaks the UCP campaign promise to “Ensure predictable, long-term infrastructure funding for municipalities.”

This is a missed opportunity to meaningfully engage municipalities in economic recovery and resiliency. And to allocate funds to those communities that need it most.

## Interference in Local Elections

Committing \$10 million to cover the costs of referenda and senate elections is a reminder the province has no interest in keeping local elections local and will proceed to push outside issues into municipal campaigns.

We have been consistent in asking the government to respect municipalities’ autonomy and the democratic process that gives municipal councils their mandate from Albertans, without introducing federal and provincial issues into local elections.

It’s disappointing that they government has again ignored our principles for democratic local government elections. They are effectively trampling on local democracy.

## Education Property Taxes

We appreciate the province’s share of Education Property Tax is frozen this year, but the province continues to take more than 30 cents of every dollar in property taxes paid by residents and businesses, removing those financial resources from our communities.

That is money that could be used to support local businesses and local economic recovery. Municipalities could use it to pay for policing, infrastructure, maintenance, and the many, many services citizens expect from their local governments.

## Opioid Crisis

I want to highlight the opioid crisis that is stalking Alberta right now. While funding for recovery and treatment is important, communities face an opioid death crisis.

- The provincial death toll surged to 997 by the end of November 2020, with one month worth of data yet to be disclosed.
- This surpasses the previous yearly record in 2018 — in which 806 deaths were recorded — by almost 24%.
- While Budget 2021 maintains the province’s original plan of allocating \$140 million over four years in addiction recovery programs, it does not address the immediate opioid crisis and skyrocketing number of deaths.

### Mental Health

We do acknowledge that the budget pledges to implement the recommendations of the Mental Health and Addiction Advisory Council to increase access to recovery-oriented addiction recovery and mental health services, while investing \$40 million to support treatment and recovery services.

Municipalities large and small are united in their concern about the mental health of their citizens and AUMA will seek ways to work with the province to other partners seek ways to enhance mental health support.

### Affordable Housing

The 2021 strategic plan states that the province is responsible for ensuring Albertans have access to high quality services such as affordable housing and supports for vulnerable and marginalized people. Despite this commitment, no funding has been allocated to the City of Edmonton to help operate the supportive housing units being built under the federal Rapid Housing Initiative.

### Policing

Budget 2021 maintains funding for police grants at the same level as in 2020: \$30 million for the Police Officer Grant and \$59.2 million for the Municipal Policing Assistance Grant. The new police funding model introduced in 2020 will raise an additional \$11.3 million in 2021. Last year, the model raised \$15.4 million, which was used to hire 76 regular members and 57 new civilian support positions in the RCMP. The \$26.7 million raised in 2021 will be used to hire 55 regular members and 42 support staff for the RCMP. AUMA is following up to determine why there will be fewer hires this year compared to in 2020, despite increased revenue.

### Maintaining Supports

After significant reductions in previous years, we are relieved that the province has held flat the funding for Grants in Place of Taxes (GIPOT), which impacts municipalities that are home to provincially-owned buildings and facilities. At the same time, we need to recognize that past reductions have already sent some small communities with a high proportion of provincially own properties, over a fiscal cliff.

### In Closing

AUMA is satisfied that the province is maintaining support levels for Family and Community Support Services (FCSS) and Library Funding.

AUMA will continue to advocate for collaborative partnerships with municipalities to ensure that responsible investment occurs in our communities, where we can maximize the return on our investments, create jobs and stimulate our economy.



February 25, 2021

## Alberta Budget 2021 - 2022: RMA Initial Analysis

*The Government of Alberta has released their 2021 - 2022 budget*

The Government of Alberta has released [Budget 2021: Protecting lives and livelihoods](#) for the 2021 - 2022 fiscal year and [2021 - 2024 Fiscal Plan](#).

RMA President Paul McLauchlin's initial reaction to the 2021 - 2022 provincial budget is as follows:

*As the province continues to deal with the fiscal impacts of COVID-19 and volatile energy prices, Alberta's rural municipalities recognize the need for the Government of Alberta to spend responsibly to maintain the province's path to balance. However, RMA is concerned with several decisions in the budget related to municipal funding. Most significant is the decision to reduce Municipal Sustainability Initiative (MSI) funding by 25% over the next three years. Changing dramatically each year over three years and not meeting the principle of being stable and predictable for the purposes of budgeting is a challenge. Rural municipalities rely on MSI funding to build and maintain core infrastructure relied on by industry, such as roads and bridges. This reduction, combined with the \$245 million unpaid oil and gas property tax burden that rural municipalities are currently facing, has left RMA concerned that some municipalities will not be able to maintain infrastructure and provide services at the level required by industry and rural residents. A solution to the unpaid tax issue would significantly soften the blow of reduced MSI funding.*

*In addition to MSI, rural municipalities rely on the Strategic Transportation Infrastructure Program (STIP) to support their road and bridge networks. The budget maintains STIP funding at existing levels for 2021 - 2022, but forecasts a reduction in future years, which could have additional impacts on rural municipal transportation networks.*

*On a positive note, RMA is pleased by the decision to maintain funding levels for libraries and Family and Community Support Services. Dedicated funding to offset municipal administrative costs related to the upcoming referendum and senate election process is also appreciated. Maintaining funding levels for Alberta's agricultural service boards is also crucial to supporting a strong agriculture industry across the province. Finally, RMA is pleased by the continued funding of the Alberta Municipal Water Wastewater Program (AMWWP) and encourages the Government of Alberta to work with municipalities to ensure AMWWP funding is allocated to support municipal water and wastewater projects.*

The 2021 - 2022 budget focuses on three key areas:

- ◆ Investment in healthcare
- ◆ Preparing for recovery
- ◆ Maintaining responsible spending

For a full breakdown of the budget and estimates, visit the [Government of Alberta's Budget 2021 webpage](#).

The following are details of the 2021 - 2022 budget that will be important for RMA members:

- ◆ The Government of Alberta's deficit is expected to be \$18.2 billion in the 2021 - 2022 fiscal year, with forecasts of \$8 billion deficit by the 2023 - 2024 fiscal year. This decline in deficit is anticipated as decreasing government expenses are anticipated as the pandemic subsidies and government continues to explore streamlines service delivery and increase revenues due to economic recovery.

- ◆ The Municipal Sustainability Initiative (MSI) program, which was to expire and be replaced by the Local Government Fiscal Framework (LGFF) following the 2020 - 2021 budget year, has been extended for two additional years, and is now scheduled to expire after the 2023 - 2024 budget year. At this point, the Government of Alberta still plans to replace the MSI program with the LGFF upon its expiry.
- ◆ The 2021 - 2022 Municipal Sustainability Initiative (MSI) funding components are as follows:
  - ◇ MSI capital funding is increasing significantly for the 2021 - 2022 budget year, from \$963 million in 2020 - 2021 to \$1.12 billion in 2021 - 2022. However, MSI capital funding will be reduced to just \$485 million in 2022 - 2023 and 2023 - 2024. This represents an overall average reduction of 25% per year for the next three budget years compared to 2020 - 2021 funding levels.
  - ◇ The MSI operating component continues to be funded at \$30 million.
- ◆ The Strategic Transportation Infrastructure Program (STIP) increases to \$43 million, which is comparable to 2020 - 2021 funding, including the economic stimulus funding. STIP is set to decrease to \$25 million in 2023 - 2024.
- ◆ Orphan Well Abandonment program funding has increased from \$69 million to \$74 million, due to a combination of an increased number of orphan wells and more efficient administration of the program.
- ◆ The Education Property Tax Requisition revenue is forecast at \$2.5 billion, as the requisition rate has been frozen and remains the same as the last two provincial budgets.
- ◆ As property assessments have fallen slightly, minor adjustments to the education property tax mill rates are required:
  - ◇ The residential / farm rate has increased from \$2.55 to \$2.56 per \$1,000 of equalized assessment, and the non-residential rate has increased from \$3.75 to \$3.76 per \$1,000 of equalized assessment.
- ◆ Funding for provincial contract policing has increased from approximately \$280 million in 2020 - 2021 to approximately \$289 million in 2021 - 2022. This is likely due to the implementation of the new police costing model in which municipalities are required to contribute 15% of frontline policing costs under the Provincial Police Services Agreement in the 2021 - 2022 provincial fiscal year. This is a 5% increase in municipal contributions compared to 2020 - 2021. According to the Government of Alberta, the model will collect \$34.9 million in costs from municipalities in 2021 - 2022, not including reductions after the application of various modifiers and subsidies. Additionally, the \$289 million amount above also includes police oversight.
- ◆ The Policing Assistance to Municipalities Grant remained steady at \$88.2 million in 2021 - 2022. This grant is provided to municipalities with a population above 5,000 to assist with municipal policing costs.

The [attached backgrounder](#) provides more budget highlights that may affect rural Alberta. The RMA will provide additional details through member bulletins as they become available. You can [view the complete budget and its supporting documents online](#).

**Gerald Rhodes**  
*Executive Director*  
[gerald@RMAAlberta.com](mailto:gerald@RMAAlberta.com)

**Tasha Blumenthal**  
*Director of External Relations & Advocacy*  
[tasha@RMAAlberta.com](mailto:tasha@RMAAlberta.com)



February 23, 2021

Alberta Energy Regulator (AER) – Directive 067 Feedback  
Suite 1000, 250 – 5<sup>th</sup> Street SW  
Calgary, AB  
T2P 0R4

Dear Regulator,

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

At the County Council Meeting of February 23, 2021 Westlock Council passed a resolution to forward a letter of concern to the AER. Westlock County has significant concerns regarding proposed changes to Directive 067 which fails to address non-payment of levied municipal taxes by Licence Holders of provincially regulated oil and gas properties.

Westlock County (for the tax years 2015 – 2019) has written off \$ 2,377,848 with an additional \$702,000 anticipated for 2020 for a total of \$3,079,848. The annual levy is approximately \$ 11,000,000.

These write-offs represent an average of 7% of our annual levy over the past four years.

Included in these write-offs is \$137,082 in uncollected School Tax and DIP Requisitions, which have been recovered through the PERC and DIRC Grant program. In addition, \$20,320 of uncollected Senior's Housing requisitions are included in the write offs and to date are not recoverable.

In principle Westlock County Council supports changes to this Directive which better protects the interests of all Alberta residents. The proposed changes to the AER that protect the required funding of the province's Orphan Well Fund and ensure the payment of all provincial fees and royalties is encouraging. It is disappointing though to see that the AER has elected to ignore calls (for more than three years now) from over eighty (80) rural municipalities seeking to ensure that the AER (and the Province of Alberta) act to protect municipal taxation and security powers relating to insolvent Licence Holders (or those continuing operations under bankruptcy protection).

Many operators are defaulting on municipal taxes owed (including School and Seniors Foundation levies) which are assessed by (and ultimately owed to) the Province of Alberta. It is disappointing that the AER has ignored these municipal calls and decided not to address these well documented and often communicated concerns.

Westlock County requests that the AER include the following three (3) necessary amendments in conjunction with the current update of Direction 067:

1. "Section 5 – Maintaining Eligibility" the AER should immediately revoke the licenses of continuing viable Licence Holders choosing not to pay all (or any) of their municipal tax obligations.
2. "Section 4.5) -Unreasonable Risk (Obtaining General Licence Eligibility)" the AER should not authorize or permit the purchase or transfer of any licences involving an existing oil or gas licence holder (or operator) currently in default of any municipal tax obligation anywhere in Alberta and
3. "Section 4.5) – Unreasonable Risk (Obtaining General License Eligibility)" the AER should initiate steps with the assistance of the Alberta Government (Municipal Affairs) to ensure that municipalities are recognized as secured creditors (through any bankruptcy involving Licence Holders) to secure and collect that municipality's (and the province's) taxes levied and owed.

Alberta's rural communities are the municipalities that own and are expected to safely maintain the important infrastructure necessary for the oil and gas industry to succeed. As a partner in this success the fair assessment and collection of municipal taxes (including provincial taxes levied for school and seniors) is foundational to the support and maintenance of this infrastructure by our municipality.

Sincerely,



Jared Stitsen  
Reeve

cc: Glenn van Dijken, MLA  
Shane Getson, MLA  
Provincial Caucus  
Member Communities – RMA  
Member Communities - AUMA

**From:** Bonnie Kawasaki <[bonnie.kawasaki@crowstpass.com](mailto:bonnie.kawasaki@crowstpass.com)>

**Sent:** March 1, 2021 12:01 PM

**To:** Marian Carlson <[Marian@claresholm.ca](mailto:Marian@claresholm.ca)>;

**Subject:** Municipality of Crowsnest Pass Concerns Regarding the proposed Alberta Provincial Police Force

Good Afternoon,

Please find attached a copy of the letter sent to the Minister of Justice and Solicitor General concerning the recent President's Summit on Policing. Please share this letter with your elected officials regarding the Municipality of Crowsnest Pass' concerns regarding the proposed Alberta Provincial Police Force .

Thank you for your kind attention in this matter.

Respectfully,



Bonnie Kawasaki

**Executive Assistant**

Municipality of Crowsnest Pass

P.O. Box 600 | Crowsnest Pass, Alberta | TOK OE0

**P** 403 563-2204 **F** 403 563-5474

**E** [bonnie.kawasaki@crowstpass.com](mailto:bonnie.kawasaki@crowstpass.com)



March 1, 2021

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

Dear Minister,

**Re: President's Summit on Policing**

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On behalf of the Council of the Municipality of Crowsnest Pass, I am writing concerning the recent President's Summit on Policing. Our Council does not support The Province of Alberta's initiative to replace the RCMP with an Alberta Provincial Police force.

We do not understand why the Province would forge ahead with this process when the Fair Deal Panel survey results clearly showed that 65% of respondents did not support this idea. These are tangible results from a provincial survey which need to be recognized by the Province as a negative response, and a clear indicator by the people of this Province that the majority is not in favor of a Provincial Police Force.

The staggering costs to implement an initiative of this nature, should be enough of a deterrent to even consider proceeding. Municipalities across this Province are struggling to determine how they will absorb the costs for the existing Police Funding Model and should not be expected to consider facing additional expenses for an initiative that is unwanted and appears to have no ceiling where potential costs are concerned.

Finally, we would like to reiterate that the Municipality of Crowsnest Pass is pleased with the level of service provided through our local RCMP. We cannot presume to speak for other communities in Alberta, however we find that the unique circumstances due to our location has fostered highly collaborative relationships between the detachments serving southeastern British Columbia and those serving our neighboring communities in southwestern Alberta. We cannot foresee that the dollars invested would result in an increased level of policing over and above the service we receive now.

We respectfully request that you reconsider replacing the RCMP with an Alberta Provincial Police Force and consider working with the RCMP to improve the service where required.

Sincerely,



Mayor Blair Painter  
Municipality of Crowsnest Pass  
403-563-0700  
[blair.painter@crowsnestpass.com](mailto:blair.painter@crowsnestpass.com)

cc: RMA Membership  
AUMA Membership

## Karine Keys

---

**From:** Louise Albert <LAlbert@highriver.ca>  
**Sent:** March 2, 2021 3:37 PM  
**To:** Karine Keys  
**Subject:** Have Your Say - Update on Alberta Coal Policy

Dear Mayor Doug MacPherson:

Further to my letter dated February 3, 2021, I confirm that the Government of Alberta reinstated the Coal Policy on February 8, 2021. While this is a positive step, we must continue to be actively involved in protecting the Eastern Slopes of the Rockies. While the Coal Policy has been reinstated, coal exploration in these areas continues, which is concerning.

The Government of Alberta has indicated that it will begin public consultation on March 29, 2021. Please continue to send letters and have your voice heard as part of these discussions. We must ensure that these lands are protected for future generations to come.

If you have any questions, please do not hesitate to contact me directly.

Thank you,  
Louise Albert on behalf of Mayor Craig Snodgrass

Craig Snodgrass  
Mayor of High River



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



## Karine Keys

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**From:** Terry Hammill <thammill@campaign-office.com>  
**Sent:** March 3, 2021 11:09 AM  
**To:** Karine Keys  
**Subject:** ALBERTA/ NWT COMMAND -ROYAL CANADIAN LEGION - MILITARY SERVICE RECOGNITION BOOK  
**Attachments:** Ratesheet.pdf



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Hello Karine

Thank you for taking a moment to talk with me today. Here is the information you have requested regarding the 15th Annual Military Service Recognition Book.

This annual publication recognizes those brave individuals who sacrificed so much for the freedoms that we enjoy today. Thousands of copies will be distributed free of charge to all Legion Branches and advertisers, select schools and libraries, and will be available on-line for anyone to view or print.

We are profoundly indebted to our Veterans. Their extraordinary service and commitment have afforded us the rights and freedoms that are merely a dream to millions of people around the globe.

The Royal Canadian Legion has honoured these deserving citizens with unwavering support. The Military Service Recognition Book is a fitting tribute to our Veterans and will be an invaluable resource to our young people, whose pride and character will be enhanced by learning about the very important role played by our Veterans, the Royal Canadian Legion, and the contributions of its members and supporters. Past copies can be viewed online by clicking here: [books](#)

We would sincerely appreciate TOWN OF CLARESHOLM's support and appreciation for our Veterans by purchasing an advertisement in our next edition. If you require any additional information, please reply to this email or phone me at our toll-free number below.

I will be in contact in a few days for your response. Thank you again for your consideration.

Respectfully,

*Terry Hammill*

Advertising Rep/Military Service Recognition Book

Alberta / NWT Command - Royal Canadian Legion

Campaign Office 1-888-404-1877





**Alberta-Northwest Territories Command  
The Royal Canadian Legion**

***“Military Service Recognition Book”***

Dear Sir/Madam:

Thank you for your interest in the **Alberta-Northwest Territories Command of The Royal Canadian Legion**, representing **Veterans** in Alberta and the NWT. Please accept this written request for your support, as per our recent telephone conversation.

The **Alberta-NWT Command** is very proud to be printing another **5,000 copies** of our 15<sup>th</sup> Annual **“Military Service Recognition Book”** that helps recognize and honour many of our brave Veterans who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and also help our Command to improve our services to **Veterans** and the more than 170 communities that we serve throughout Alberta and the NWT. The Legion is recognized as one of Canada’s largest “Community Service” organizations and we are an integral part of all the communities we serve. This project ensures the Legion’s continued success in providing very worthwhile services.

Enclosed, please find a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Alberta-NWT Command Campaign Office** toll free at **1-888-404-1877**.

Thank you for your consideration and or support.

Sincerely,

John Mahon  
President

The Town of Claresholm has supported this publication since 2008 with a 1/4 page ad.  
2008-2011: \$404.76 + GST  
2012-2016: \$423.81 + GST  
2017: \$441.76 + GST  
2018-2020: \$442.86 + GST  
No change for 1/4 page in 2021.



## Alberta-Northwest Territory Command The Royal Canadian Legion

### *“Military Service Recognition Book”*

#### Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,295.24	+ \$114.76	= \$2,410.00
Inside Front/Back Cover (Full Colour)	\$1,995.24	+ \$99.76	= \$2,095.00
Full Colour 2 Page Spread	\$3,190.48	+ \$159.52	= \$3,350.00
Full Page (Full Colour)	\$1,595.24	+ \$79.76	= \$1,675.00
Full Page	\$1,195.24	+ \$59.76	= \$1,255.00
½ Page (Full Colour)	\$895.24	+ \$44.76	= \$940.00
½ Page	\$695.24	+ \$34.76	= \$730.00
¼ Page (Full Colour)	\$542.86	+ \$27.14	= \$570.00
¼ Page	\$442.86	+ \$22.14	= \$465.00
1/10 Page (Full Colour)	\$323.81	+ \$16.19	= \$340.00
1/10 Page (Business Card)	\$271.43	+ \$13.57	= \$285.00

**G.S.T. Registration # R12 397 0410**

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year’s publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Alberta-NWT Command.



PLEASE MAKE CHEQUE PAYABLE TO:

Alberta-NWT Command  
The Royal Canadian Legion  
(AB-NWT RCL)  
(Campaign Office)  
P O Box 2275, Stn. M  
Calgary, AB T2P 2M6



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## LETTER OF SUPPORT HEALTHY COMMUNITIES (SKATEPARK)

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### **BACKGROUND:**

The Claresholm Skatepark Association is submitting a grant application to assist with funding the new skate park at the new building location of 111, 55 Ave West. This is a new funding program that was announced in February. The deadline is March 9, 2021.

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



The Community Foundations of Canada recently announced the Canada Healthy Communities Initiative which funds grant that support communities as they create and adapt public spaces, and programming and services for public spaces to respond to ongoing needs arising from COVID-19 over the next two years. Municipalities and provincially incorporated not for profits/local community, non-profit, and voluntary organizations are some of the groups that can apply. The minimum funding amount for projects is \$5,000 and the maximum funding amount is \$250,000 for each project. The Skatepark is applying for \$150,000.

Please note: a municipality can submit an application for a project and also partner with multiple organizations in their community who are submitting projects as long as the municipality is not the lead applicant on the other applications. Supporting other applications will not affect the partner's chances to receive funding on a project that they may choose to submit independently.

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

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ 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 Ave West (site of the new multi-use facility in which the Town has allocated land for the Skatepark construction).

### **ATTACHMENTS:**

- 1) Skatepark Association request email

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: March 3, 2021

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**From:** Lisa Darch <jlmcdarch@gmail.com>  
**Sent:** February 24, 2021 11:03 AM  
**To:** Tara VanDellen <Tara@claresholm.ca>  
**Subject:** Healthy Communities Grant

Hi Tara,

The Claresholm Skatepark Association will be applying for \$150,000.00 through the Canada Healthy Communities Initiative grant (Community Foundations of Canada) and would like to request a letter of support from Town Council.

If there is anything else required before March 8th please let me know.

Many thanks,  
Lisa Darch  
Claresholm Skatepark Association



# REQUEST FOR DECISION

Meeting: March 8, 2021  
Agenda Item: 13

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## LETTER OF SUPPORT – BRIDGES AT CLARESHOLM GOLF CLUB

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### **BACKGROUND:**

The Bridges at Claresholm Golf Club is applying for a grant under the Healthy Communities Initiative, which is a \$31 million investment from the Government of Canada to transform public spaces in response to COVID-19. This is the same grant that the Claresholm Skatepark Association is applying for in the previous Request for Decision. Supporting other applications will not affect the partner's chances to receive funding on a project that they may choose to submit independently.

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

Organizations can apply between February 9<sup>th</sup> and March 9<sup>th</sup>, 2021.

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

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

### **PROPOSED RESOLUTIONS:**

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

### **ATTACHMENTS:**

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

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

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: March 4, 2021

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February 19, 2021

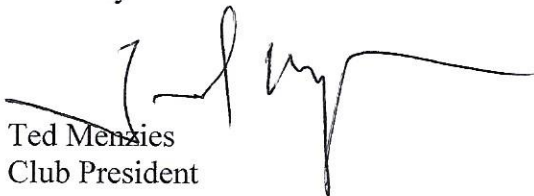
Mayor Doug MacPherson  
Town of Claresholm  
Box 1000  
Claresholm, AB  
T0L 0T0

Dear Doug,

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

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

Sincerely



Ted Menzies  
Club President





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

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

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

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

- create safe and vibrant public spaces,
- improve mobility options and
- provide innovative digital solutions to connect people and improve health.

**Organizations can apply to the Healthy Communities Initiative starting February 9, 2021, through March 9, 2021, at 5:00 PM PST.**

If you're interested in applying to the Healthy Communities Initiative we invite you to:

- Read the Applicant Guide to learn more about the Initiative and the application process;
- Visit the resource library to explore helpful tools including the Equity Guidance and a screencast of the application process;
- Sign up for community mobilization sessions to learn more about the themes of the Healthy Communities Initiative and best practices around project planning and applying for funding.

A second application round for the Healthy Communities Initiative will take place starting in May 2021.

**APPLICANT GUIDE      APPLY NOW**

**REGIONAL MAP AND CONTACTS**

## **Watch or attend a community mobilization session**

Simple Ways To Create Vibrant Safe Spaces or Adapt Public Places and Programming During a Pandemic

**WATCH**

Maintaining a Healthy Sense of Community in Indigenous Communities During a Pandemic

**WATCH**

Simple Ideas To Improve The Ways We Get Places During a Pandemic

**WATCH**

Creating safe and lively public spaces to improve mobility options

**WATCH**

How to Write a Funding Application: Tips for First Time Applicants

**WATCH**

Digital Solutions 101: Community digital solutions ideas to support people during a pandemic



# REQUEST FOR DECISION

Meeting: March 8, 2021

Agenda Item: 14

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## PARK BENCHES PROPOSAL

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### **DESCRIPTION:**

Town Administration received a proposal from Grant & Faye Jordan, residents of Claresholm, that they would like to provide materials and labour for three to four park benches to be installed in the Frog Creek Wetlands area.

### **BACKGROUND:**

At the July 20, 2020 regular Council meeting, Council discussed the placement of benches in the Frog Creek Wetlands and passed the following motion:

Moved by Councillor Moore to allow memorial benches in accordance with Policy #5.6.24 to be placed within the Frog Creek Wetlands with locations to be finalized in discussions with Infrastructure Services & Administration, to provide the least impact to roads and the wetlands area. MOTION #20-111

As the benches that the Jordans are proposing are not memorial benches, Administration would like to ensure that Council approves of this type of installation.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ 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.

### **ATTACHMENTS:**

- Letter from Grant and Faye Jordan
- Policy #5.6.24

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

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 4, 2021

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Town of Claresholm

25<sup>th</sup> Feb, 2021

RECEIVED  
FEB 26 2021

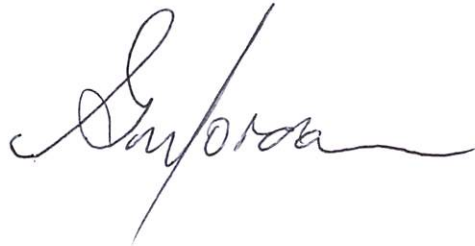
Attention Marian Carlson,


My wife and I would like to supply materials and labour to build and install three or four simple style park benches, identical to those already in use in the Willow Park.

These benches to be installed in the wetlands surge pond area and path leading to that area. The exact locations of the benches to be determined with the assistance of the Mayor.

Please advise if this would be possible.

Thank You. Grant and Faye Jordan

A handwritten signature in cursive script, appearing to read "Grant and Faye Jordan". The signature is written in black ink and is positioned to the right of the typed name.

 <b>Claresholm</b>	<b>Sponsorship Plaque/Memorial Policy</b>		<b>Policy #5.6.24</b>
	Department Owner:	Planning & Development	
Policy Applies To:	Recreational spaces signage/naming (donations/sponsors etc)		
Date Created:	March 26, 2019	Date Approved By Council:	May 13, 2019
Version #:	1.0	Resolution #:	19-068
Last Review Date:	April 29, 2019	Policy(ies) Replaced/Rescinded:	N/A

**Intent:**

The Town of Claresholm realizes it is an important and unique opportunity to recognize contributions of individuals, organizations, and/or businesses towards municipal buildings, significant infrastructure, parks or roadways, and the development of facilities and recreation within the Town of Claresholm.

The intent of this policy is to provide a consistent framework for the materials used and placement of naming or sponsorship plaques or memorials to municipally owned buildings, significant infrastructure, neighborhoods, roadways, and parks for the Town of Claresholm. All new plaques, signage, and memorials will be required to conform to this policy, with the exception of war memorials, which require approval by other authorities.

Whilst there are existing plaques, signage or memorials within the Town of Claresholm that predate this policy, an existing plaque, sign or memorial should not be taken as a precedent for future approvals.

Any decision regarding naming or sponsorship plaques and memorials needs to consider the balance between the desire to commemorate events or individuals/organizations, the ongoing enjoyment of uncluttered public space, and ensure placement hazards are adequately considered in relation to plaques and memorials on municipal land or buildings.

**Definitions:**

**CAO** means the Chief Administrative Officer as appointed by the Council of the Town of Claresholm.

**Council** means the municipal council of the Town of Claresholm.

**Memorial:** An object established to commemorate a person, group, association or event. A memorial may be a plaque or a 'living thing', such as a tree or garden.

**Municipally Owned Building** means any owned or wholly leased building by the Town of Claresholm that primarily serves the public or normally functions for the provision of offices, services, and operations; examples include, but are not limited to: Department offices, Public Works offices and shops, recreational facilities such as the swimming pool, museum, or ice arena, and other community service office buildings.

**Public Space:** All **Town of Claresholm** owned or managed land that is open or accessible to people. This includes:

- o Public open spaces, parks, and sports fields

- Land managed by the Town of Claresholm, but owned by another body
- The exterior or interior of Town of Claresholm buildings within public space
- Furniture/equipment within public space (such as benches, picnic tables, etc.)
- Any other infrastructure within public space (such as picnic shelters, playgrounds etc.)

**Town** means the Town of Claresholm.

**Infrastructure** means capital infrastructure owned by the Town that is of a magnitude that it warrants sponsorship/naming plaques; examples include, but are not limited to: paths, parks, recognition monuments, trails, subdivisions, and buildings.

**Sponsorship/Naming Plaques or “plaques”:** Flat tablet of metal, stone or other **approved material** which includes text that commemorates a person, organization’s efforts, event or historical information relevant to a particular location. The tablet may be fixed to an object, stone, building or hard ground surface located within public space. All sponsorship/organization signage will be in the form of a plaque.

## Guidelines:

- Plaques and memorials will only be considered where they are consistent with Council’s strategic plan and any proposed designs/plans for the location and in consultation with community groups or boards in charge of said lands/facilities. The proposal must be consistent with relevant Council strategies, master plans and the land’s public purpose. The siting or appearance of a plaque or memorial must not negatively impact the aesthetic or environmental value of public space, nor on the use of the space by the community.
- Plaques and memorials are to meet all relevant planning and building requirements. They are to be designed and sited in a way that will not damage the supporting structure or natural environment or create a public risk. Plaques and memorials are to be constructed in a manner that will require little ongoing maintenance and will be resistant to vandalism. Plaques attached to an asset like a seat, building, etc. must be durable and must have a life equivalent to the asset to which they are attached.
- All costs associated with the design, construction, installation and maintenance of plaques or memorials are to be paid by the person/organization making the request for the plaque or memorial. Once approved, installation of any plaque or memorial must be undertaken by the Town. Installed plaques and memorials will become the property of the Town. Maintenance of plaques and memorials will be the responsibility of the Town. There are no permits or fees required for the installation of plaques/memorials on Town property.
- The Town does not guarantee to retain plaques and memorials in perpetuity. Generally, a plaque or memorial will be retained in place for as long as practicable, with the following exceptions:
  - the area in which the item is sited is to be redeveloped;
  - ongoing maintenance costs are prohibitive;
  - in the case of a plaque, the asset to which it is attached has reached the end of its useful life; or
  - the condition of the plaque or memorial is poor as determined by the CAO or designate.

If a plaque or memorial is removed due to any of the reasons above, the Town will not guarantee replacement of the plaque or memorial, however replacement plaques or memorials of similar or different style or form may be considered. All reasonable efforts will be made to identify, contact and advise relevant stakeholders (including family members).

- Existing plaques and memorials will generally be retained in place for as long as practicable, subject to exceptions as listed above.

- Plaques may be installed by the Town on owned or managed land, buildings or structures to commemorate an opening of a new or refurbished public building or facility, or a historically significant event. The Town may seek a financial contribution from funding partners if applicable.
- Where project funding has been provided by an external agency, such as Provincial or Federal Government, and acknowledgement of the funding agreement is required in the form of a plaque, the layout and wording of the plaque will be in accordance with the funding agreement.

## **Requests for new plaques and memorials on Council owned or managed land**

- The CAO or designate will consider requests for new plaques or memorials, including those from private individuals and organizations/community groups.
- Significant donations for public space infrastructure (e.g. playgrounds, picnic shelters, etc.) may be acknowledged by mounting a plaque on or adjacent to the infrastructure.
- Plaques and memorials will only be considered where the following criteria are met:
  - Commemoration of an individual/organization that is/was strongly linked to the Town;
  - Commemoration of an individual/organization that has made a substantial contribution to the leadership, cultural and social aspects of the Town's development or shared community history;
  - Must not have been already commemorated elsewhere in Town (for naming of parks or infrastructure or memorials) unless deemed appropriate by the CAO or designate;
  - The contribution of the individual/organization must have been exceptional and extend beyond what might reasonably be expected through paid employment or voluntary contribution to the community; and
  - The subject of a requested plaque or memorial must have a clear association and strong significance to the location proposed for the plaque or memorial.
  - The community groups or boards that are in charge of the facility or lands have been consulted.
- Memorials including reserve seating with attached plaques will be considered where they meet the requirements of this policy, and are consistent with Council's strategic plans and any designs/plans for the proposed site.

## **Approval Process**

- Placement of plaques or memorials requires prior written approval from the CAO or designate. Persons making initial inquiries regarding the installation of a plaque or memorial should be referred to this policy for direction regarding applicable criteria.
- Formal requests for installation of any plaques or memorials must be presented to the CAO or designate in writing (email or letter). The request must include:
  - Demonstration of compliance with this policy.
  - Include all relevant details including proposed colors, materials, and text (limited use of logos or images should be used)
  - The preferred location for the plaque or memorial.
  - Information regarding the significance/organization or individual's contribution.
- The wording/layout may vary as appropriate based on the needs of the organization, facility, or event. However, sponsorship plaques will generally include the following:
  - Identification of facility/event/organization
  - Date (day, month, year) of event, opening, or contribution
  - Funding partner recognition (list of sponsors)
- Final approval for the design, layout, wording and location of any proposed plaque or memorial rests with the CAO or designate, and must be in compliance with any other applicable Municipal

Bylaws (ex. Land Use Bylaw). Once approved, the design, manufacture and installation will be coordinated by the Town, and all costs will be borne by the applicant/organization. In some instances, and at its sole discretion, Council may approve and contribute toward the cost of the manufacture and/or installation.

- Approval from other responsible authorities may be required if a plaque or memorial is proposed on land controlled by legislation.
- Plaques or memorials placed in the Town's public spaces without CAO's approval will be removed. All reasonable efforts will be made to identify and contact the persons responsible for placing the item to advise them of this policy and to return any removed item to them.

Examples:







# REQUEST FOR DECISION

Meeting: March 8, 2021  
Agenda Item: 15

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## Patterson Pathway & East Side Off-leash Park Link Healthy Communities Initiative Grant Application

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### **BACKGROUND**

The Healthy Communities Initiative is a \$31 million investment from the Government of Canada to transform public spaces in response to COVID-19. They are looking for communities to create safe and vibrant public spaces, improve mobility options, or provide innovative digital solutions to connect people and improve health. There are 2 funding streams, and 2 dates to apply by, the first date is March 9, 2021. Municipalities and provincially incorporated not for profits/local community, non-profit, and voluntary organizations are some of the groups that can apply. The minimum funding amount for projects is \$5,000 and the maximum funding amount is \$250,000 for each project. Please note: a municipality can submit an application for a project and also partner with multiple organizations in their community who are submitting projects as long as the municipality is not the lead applicant on the other applications. Supporting other applications will not affect the partner's chances to receive funding on a project that they may choose to submit independently. There is no requirement for matching funding. More information can be found at the link below: <https://communityfoundations.ca/initiatives/chci/>

East side residents have requested pathways on 5<sup>th</sup> street east for a number of years, and it was mentioned repeatedly as feedback from community members that the east side needs walking and biking trails. Expansion of the towns pathways are a priority for community members. Linking 47<sup>th</sup> to 53<sup>rd</sup> effectively creates a link around the east side that is appropriate and safe for youth and adults to walk, or ride bikes. Having this path paved ensures that those who are unable to walk without aids can do so in a safe manner. Additionally, with the fencing project scheduled for 2021, adding the pathway to the East Side Dog Park effectively creates a safe walking path system for East side residents without threat of dogs running loose. This will be a huge benefit for community members, and travelers or tourists who stop for their dogs. Since 2017 the Town of Claresholm has added approximately 7 km of pathways (including Frog Creek Wetlands), the majority have been situated on the West side of Claresholm.

Patterson Park, the Disc Golf course, and the Dog Park combined have created a space that is on its way to becoming a dynamic multi use green space for residents and visitors. The trees are starting to mature, with plantings in 2020, and more to come, this area has evolved quite nicely from its initial beginnings in 2010. With the expansion of these pathways residents will be sure to use or visit the space more frequently as it will more convenient to access for all ages.

### **DESCRIPTION:**

650 meters of paved pathway, on 5 Street East from 47 Avenue East to 53 Avenue, \$67,567.50 including GST. This section would link Patterson pathway, and provide 5 Street with a walking path that is off the road. 4474 Lineal Feet (1.36km) gravel pathway within the East Side Off-leash area is \$31,325 including GST. Total cost for both pathways is \$98,892.50 including tax.

Requesting that the Town of Claresholm approve the Grant Application for the proposed paved pathway along 5 Street East, including the path system in the East Side off leash area

### **ATTACHMENTS**

- 1) Patterson Pathway & Dog Park Link Map

**PROPOSED:**

Moved by Councillor \_\_\_\_\_ to support the Town of Claresholm's Healthy Communities Initiative Grant Application for 2 pathways on the East Side of Claresholm.

Moved by Councillor \_\_\_\_\_ to amend the Recreation Master Plan to include the pathway extension on 5 Street East Claresholm.

Moved by Councillor \_\_\_\_\_ to amend the Recreation Master Plan to include the pathway within the East Side Off-Leash Park.

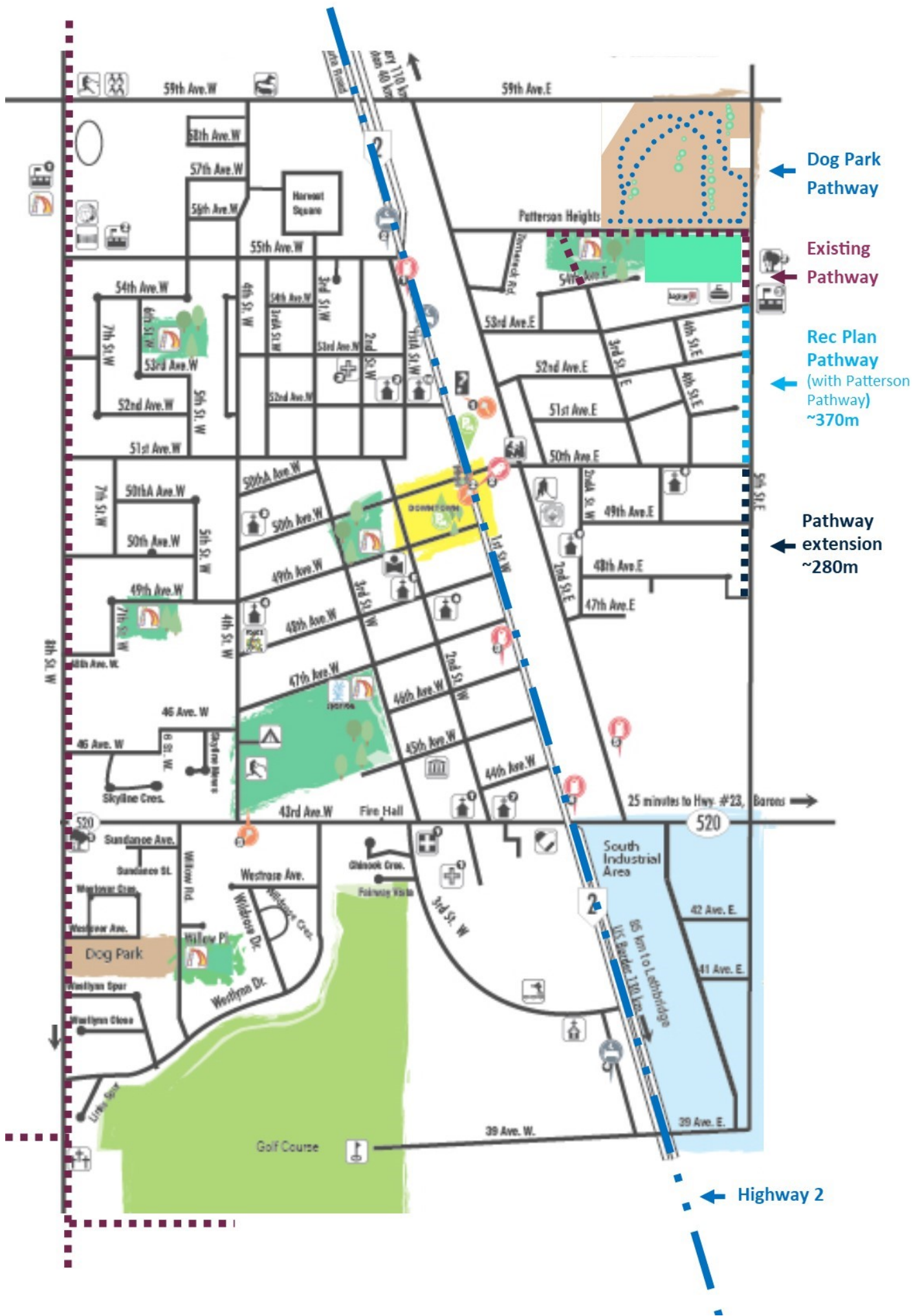
PREPARED BY: Denise Spencer, Recreation Manager

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 4, 2021

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**Claresholm**

# REQUEST FOR DECISION

Meeting: March 8, 2021  
Agenda Item: 16

## Household Aquatic Center Rental Fees-COVID 19

### BACKGROUND

Alberta Health has new Pool Guidelines, Household Rentals are now allowed. All attendees must live under the same roof. The Claresholm Aquatic Centre opened up rental times for the public starting March 1, 2021. Concerns by the public have been brought to our attention via phone calls and on Social Media. The chart on the right shows the pool fees as listed in the Town Policy Manual.

	DROP IN	10 PASS	3 MONTH
Under 3 years	Free	Free	Free
<b>Ages 3-7</b>	<b>\$2.00</b>	<b>\$14.00</b>	<b>\$28.00</b>
<b>Ages 8-17</b>	<b>\$3.25</b>	<b>\$28.00</b>	<b>\$56.00</b>
<b>Ages 18-54</b>	<b>\$5.50</b>	<b>\$48.00</b>	<b>\$96.00</b>
<b>Ages 55+</b>	<b>\$4.00</b>	<b>\$34.00</b>	<b>\$62.00</b>
<b>Family</b>	<b>\$13.00</b>	<b>\$104.00</b>	<b>\$200.00</b>
<b>Aquafit</b>	<b>\$5.50</b>	<b>\$50.00</b>	

The price difference between a Household Rental of \$90 and a Family Drop in Swim \$13, has some members of the public upset as they feel only those with money will be eligible to swim.

School Rentals and Swim Club Rental fees are \$50/hour as per policy 5.7.10

This has raised concerns for the Aquatic Centre as we would like to book the swim times, which provide the staff with hours. Rental times are currently scheduled Saturday & Sunday from 4-5pm, 5:30-6:30pm, and 7-8pm and Monday-Thursday from 7-8pm. As of March 4, 2021 there are 3 Rentals booked for the month of March.

### DESCRIPTION:

Private rentals are \$90/hour as per policy.

School and Swim Club Rentals are \$50/ hour

Requesting a price drop of ~45% to \$50.00 per hour for the months of March and April. This would be reevaluated dependent on restrictions being lifted or increased within that time frame.

Lowering the fees will ensure more people regardless of their socio economic condition have access to the facility, and increase usage for the scheduled rental time.

### PROPOSED:

Moved by Councillor \_\_\_\_\_ to reduce the Household Rental Fees to \$50/hour for March and April 2021 to increase Rentals at the Claresholm Aquatic Centre

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 4, 2021



**Claresholm**

# REQUEST FOR DECISION

Meeting: March 8, 2021

Agenda Item: 17

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## Wastewater Lagoons Holding Cells Upgrade

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### **DESCRIPTION / BACKGROUND:**

During the July 20, 2020 Council meeting Council passed a motion to approve the Lagoon/Holding Cell Upgrades project that we were notified by the Alberta Government we had been awarded Alberta Municipal Water/Wastewater Partnership (AMWWP) Grant funding for. This project was subsequently added to and approved in the 2021 capital budget.

This project went to tender in later 2020 however only a single submission was received. Administration instructed the engineering firm to not award the project due to insufficient tender submissions and to retender in 2021. The project was retendered early this year, and the tender closed on February 25<sup>th</sup>, 2021. We received 3 submissions this round, one of which was the same company that submitted the first round.

### **DISCUSSION:**

A total of 3 submissions were received ranging in price from \$767,498.55 to \$853,183.40. These submissions were all reviewed by our engineers for the project, MPE Engineering Ltd. and MPE recommends the contract be awarded to the lowest bidder, Whissell Contracting Ltd. Administration has experience with Whissell Contracting Ltd. and is comfortable with awarding the Contract to Whissell as well.

It is also worth noting the low bid is lower than the bid received in the first tender last year.

### **COSTS/ SOURCE OF FUNDING (if applicable):**

The bid submission is below budget with contingency. Budget for the project is \$1,000,000 and total estimated cost based on awarding the project to Whissell Contracting is \$933,000 (767,489.55 for Tender, \$61,544.43 in concrete structures ordered directly to reduce future delays of contractor ordering, plus estimated \$104,000 in engineering fees).

Project, as per the budget, is funded 54.1% by AMWWP grant funding with the remainder from the Water/Wastewater Capital Reserve.

### **RECOMMENDED ACTION**

As a result of receiving sufficient responses and being under budget Administration recommends Council award the contract to the low bidder as per MPE's recommendation letter.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to award the Wastewater Lagoon Holding Cells Upgrade project to Whissell Contracting Ltd. in the amount of \$767,489.55 plus GST.

ATTACHMENTS:

- 1.) MPE's Recommendation Letter

APPLICABLE LEGISLATION:

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

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

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 3, 2021

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Suite 300, 714 - 5 Avenue South  
Lethbridge, AB T1J 0V1  
Phone: 403-329-3442  
1-866-329-3442  
Fax: 403-329-9354



Town of Claresholm  
P.O. Box 1000  
Claresholm, Alberta  
T0L 0T0

February 26, 2021  
File: N:\1466\030\L01

**Attention: Ms. Marian Carlson  
Chief Administrative Officer**

Dear Madam:

**Re: Wastewater Lagoon Upgrades  
Tender Results and Recommendation**

On February 25, 2021 at 2:00 p.m., a total of three (3) Tenders were submitted online through Bids and Tenders for the above noted project. We have reviewed the tenders and have found all the supporting documents to be in compliance. The following summarizes the submitted tenders received from lowest to highest. The tender amounts include \$50,000.00 extra work allowance and 5% GST.

<u>Tenders</u>	<u>Tender Amount</u>
Whissell Contracting Ltd.	\$767,498.55
Jenex Contracting Inc.	\$829,342.50
McNally Contractors (2011) Ltd.	\$853,183.40

We have contacted Whissell Contracting Ltd. and they have not determined when they would start on the project.

Based upon the above, it is our recommendation that the work be awarded to the low bidder, Whissell Contracting Ltd., in the amount of \$767,498.55 including GST.

Should the Town of Claresholm wish to proceed with the award of the Tender, we would then prepare the necessary Contract Documents for execution by both parties.

If you have any questions, please contact the undersigned at (403) 317-3650.

Yours truly,

**MPE ENGINEERING LTD.**

A handwritten signature in black ink, appearing to read "Trevor Siemens", is written over a horizontal line.

Trevor Siemens, C.E.T., ASceT  
Project Technologist

TS:

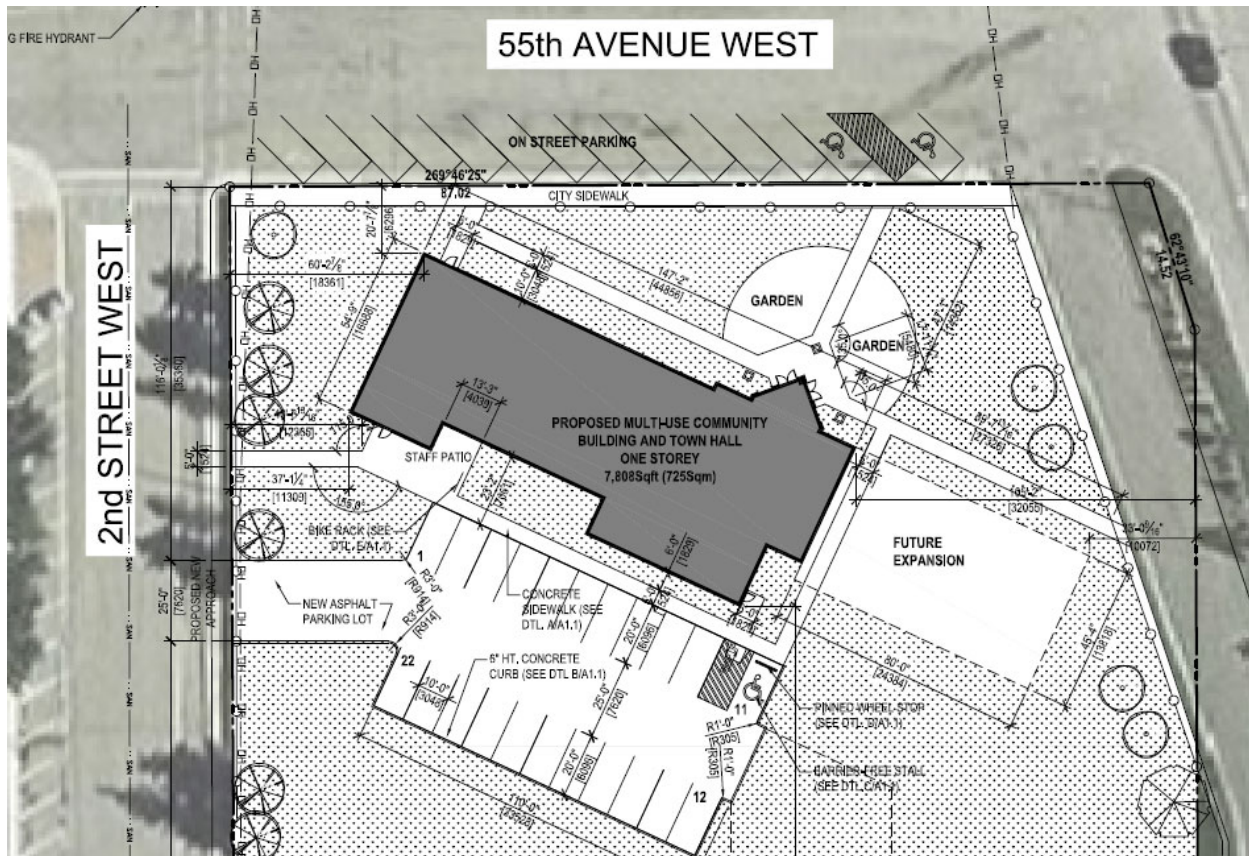
cc: Jody Petrone, Municipal Infrastructure Manager, MPE Engineering Ltd.

## TRANSPORTATION SOCIETY NEW BUILDING RENT REQUEST

Representatives from the Transportation Society came to view the new multi-use community building and are interested in renting one of the community offices. As per the attached correspondence they would like to rent an office with phone and Wi-fi. Additionally, parking their vehicles at the location will benefit the organization rather than having parking off-site. The south east community office provides a view of the parking lot where the vans can be parked.

Currently the society operates out of a downtown office and parking spaces off-site. Their current costs are approx. \$8300 per year for rent/parking (explained further within the attached correspondence. As per the draft community offices rent policy the total for parking the 6 vans (including electrical for plug ins), rent with office and phone would be \$6600 per year.

The Town of Claresholm does subsidize the society with an annual grant. This grant has traditionally been \$10,000 per year. When the Transportation Society came to the Town for additional support in 2019 due to their current financial troubles, that was increased to \$15,000.00. They also received this extra \$5,000 in 2020, however it was Administrations understanding that this increase was to be temporary.





The board has discussed their operations and viability moving forward and request Town Council consider a reduction in the grant by \$5000.00 to cover the rent, parking, etc. This was mentioned by a member of the board at the on-site meeting, and is Council's decision to reduce the grant or leave the funding and the lease separate. They would still be subject to a lease agreement and any signage at the new location would be their responsibility. Their request would make the rent to be \$5000 per year in total.

**Options/Discussion:**

The parking lot (for staff and community use) has plug ins installed along the north side that can be allocated for transportation society, however with the 6 vehicles from them and the three Town vehicles, there would be limited parking within the lot (1 or 2 stalls left on the north side). Currently Administration has 13 full time staff members, and others that come part time to use the offices. There is angle and parallel parking available along 2<sup>nd</sup> street and angle parking proposed for 55 Ave West as well. Snow removal would be done by the town, and discussions on moving the vehicles for snow removal will need to take place. The vehicles are gone frequently, but some type of signage would need to be placed in the parking lot to "reserve" those spots for the transportation society. The Transportation Society has also agreed to add the Town's logo as a "sponsor" to the vehicles. The close proximity to the highway could increase potential for theft, for the Town's vehicles as well, so there will be cameras installed at the new facility. The cost for the construction of the parking lot was \$88,000.00 and an additional \$10,500.00 to add the parking standard for plug ins.

Administration does not recommend granting a different rent amount from the policy for a single user otherwise it will open up to each user group asking for different rent agreements and the existence of the policy becomes useless. Council can however change the draft Community Office Rent Policy to reduce the cost for a parking stall rental to accommodate the Transportation Societies request, therefore keeping it equitable for all groups, or Council can keep the policy as is with the \$6600 costs being allocated to the Transportation Society for rent (which is a reduction from their current rent) and re-evaluate in a years' time. It should also be noted that Administration does not recommend reducing the Transportation Societies operating grant for the rent with a NIL cost lease agreement. Again, Administration recommends the lease agreements stay consistent across the board and completely separate from the operating grant. It is better to keep this as actual payments back and forth.

With the Transportation Society paying \$1700 per year for parking lot rental, they could continue this and reduce the costs by only moving the office to the new building. However, for operations it would be ideal for staff and drivers to be in one location. In order to reduce the rental in the policy the parking stall fee would need to be reduced from \$50 to \$28 per month per stall = cost of \$2016.00 per year plus \$3000 rent for a total of \$5016.00 per year)

**Potential Resolution:**

Moved by Councillor \_\_\_\_\_ to enter into a lease agreement with the Transportation Society for one community office (with phone and Wi-fi) and rent the 6 parking stalls to the Transportation Society at an annual rate of \$\_\_\_\_\_.

**ATTACHMENTS:**

- 1.) Correspondence from the Transportation Society (email)

APPLICABLE LEGISLATION:

- 1.) Draft Community Offices rent policy

PREPARED BY: Tara VanDellen, Planner/Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 3, 2021

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**From:** Claresholm Transportation <claresholmtransportation@gmail.com>  
**Sent:** March 4, 2021 10:10 AM  
**To:** Tara VanDellen <Tara@claresholm.ca>  
**Subject:** Proposal of fees for consideration

Dear Tara

Thank you for your emails this week regarding rent rates for the new Multi-use town building, and for the tour that you gave Howard & myself. It's definitely an asset to our town, and will attract many eyes and ears in southern Alberta as word spreads! We especially liked the possibility of renting the south east office in particular; with a birds-eye view of our vehicles, plus easy access for our drivers and members of the public who need to come into the office, it would prove a valuable opportunity & location for us.

We are doing better financially than we were previously, but we are not yet out of the woods. Being non profit, we have to watch every dime & nickel spent. Anything you can do to help us keep our monthly costs as low as possible, will help us to continue and guarantee our vital service to the community. For office space rental and 6 stalls, we would like to propose a yearly rate of \$5000 to the council. The opportunity of relocation to this new building is very exciting to the board, myself, and the drivers too, and we thank you for your consideration. We understand that this will be presented and discussed at Monday night's Council meeting.

Our average monthly expenses = \$10K, some of which include:-

Rent - \$506/mth (regular)

Parking/snow removal/elec - 142/mth (regular)

Insurance - \$1600 (regular)

Fuel - 700/mth (average)

Repairs, safety inspections, oil changes - \$1200 (average)

Wages for 1 admin & 6 drivers - \$5540/mth (average)

Our average monthly receivables from trips = \$ 6,800. As you can see from the figures we have shared, strong finance management is necessary to maintain our transportation goals, and we rely on grants, funding, and donations throughout the year to do this.

Thank you for your consideration of our proposal, and we look forward to hearing back from Town Council.

Sincerely,

Sally Morton, CAO

On behalf of the Claresholm & District Transportation Society



# REQUEST FOR DECISION

Meeting: March 8, 2021  
Agenda Item: 19

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## REC POLICY UPDATE & COMMUNITY OFFICES RENT POLICY

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Administration has revised the attached two policies as per Council's direction given at the last meeting held February 22, 2021. Additionally, as per the discussion at the last Council meeting, a decision in regards to the use of Mackin Hall (for the Station) could be discussed (whether they can continue to use or whether the approved temporary use should have an expiration date – end of summer 2021).

### **Recreation Fees Policy**

Within the Town's Recreation Fee policy another schedule has been added in regards to rental of both the youth/community room and Council Chambers. This provides a space for groups to utilize for events, training, workshops, retreats, board meetings, etc. As per Council direction the rental fee for Council Chambers was raised for profit groups. However, it should be noted that the hourly fee may require an increase from \$40 per hour to \$60 per hour so it is more in line with the increase for the daily rate.

The Town currently has a policy (policy 5.8.10 Use of Council Chambers) that use of Council Chambers shall be limited to use by Council, Council Committees, Town Administration, and Boards or Organizations where Council or Administration has representation and/or is present. There has previously been no charge for groups to use Council Chambers for their board meetings. In order to still allow internal and external boards that have Council members on them to use the space for their board meetings, a section has been added to the new policy allowing for those groups to utilize the rooms (based on availability – still required to book, but at no charge).

### **Community Office Rental Policy**

Within the new building there are four offices and four storage rooms on the community side available for groups to lease or rent. As per Council's direction the attached policy has been updated for review and adoption.

Policy includes:

- Added since Council reviewed last is the section in regards to signage (signage must be approved by the Town and costs associated with construction, installation, repair and/or removal is the tenant's responsibility. (the building committee is looking into options for monument signage that groups can utilize space on)
- 4 hours per week in the lease agreement that office renters would get to use the youth room at no additional charge.
- The offices, storage rooms, parking spaces rates, as per the policy and subject to a lease agreement. (Wi-Fi included)

**Potential Resolutions:**

**REC FEES POLICY:**

Moved by Councillor \_\_\_\_\_ to adopt the updated policy 5.7.10 (v2) Rec Fees Policy, as presented effective March 8, 2021.

Or

Move by Councillor \_\_\_\_\_ 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), effective March 8, 2021.

**COMMUNITY OFFICES RENTAL POLICY**

Moved by Councillor \_\_\_\_\_ to adopt policy 5.8.30 (v1) Community Offices Rental Policy, as presented, effective March 8, 2021.

And/or

Moved by Councillor \_\_\_\_\_ to send notification to The Station in regards to the use of Mackin Hall coming to an end, and to discontinue the use by \_\_\_\_\_.

**ATTACHMENTS:**

- 1.) Draft Recreation Fees Policy (with community rooms rental rates added)
- 2.) Draft Community Office Rent Policy

**APPLICABLE LEGISLATION:**

- 1.) 5.8.10 Use of Council Chambers

PREPARED BY: Tara VanDellen, Planner/Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 3, 2020

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		<b>Recreation Fees</b>		<b>Policy #5.7.10</b>	
Department Owner:		Parks & Recreation			
Policy Applies To:		Recreation Facility Rentals and Fees			
Date Created:		April 26, 2019	Date Approved By Council:		
Version #:		1.2	Resolution #:		
Last Review Date:		Feb 17, 2021	Policy(ies) Replaced/Rescinded:		Version 1.1

**Intent:**

To establish a policy setting recreation facility and user fees.

**Policy:**

Recreation facility and user fees rent shall be charged based on the attached schedules and shall be reviewed annually:

- Schedule A: Claresholm Arena
- Schedule B: Claresholm Aquatic Centre
- Schedule C: Claresholm Campground
- Schedule D: Claresholm Ball Diamonds
- Schedule E: Multi-use Community Building

\*(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)\*

Damage/Security Deposits are non-refundable if booking is cancelled within 2 weeks prior to scheduled rental time, otherwise the deposit is refundable less a \$50 administration fee. If cancelled within 2 business days of making the booking the administration fee will be waived.

## SCHEDULE A: CLARESHOLM ARENA

Effective Sept 1 <sup>st</sup>	2020	2021 (no change)	2022
<b>ICE RENTALS</b>			
<b>Prime Time Ice Rental (/hr)</b> <i>Youth, Minor Hockey</i>	\$69.50	\$69.50	\$70.90
<b>Prime Time Ice Rental (/hr) Adult</b>	\$100.00	\$100.00	\$105.00
<b>Non Prime Time (/hr) Youth</b>	\$45.20	\$45.20	\$47.50
<b>AA &amp; Adult (/hr)</b>	\$100.00	\$100.00	\$105.00
<b>Out Of Town (/hr) Youth</b>	\$121.25	\$121.25	\$123.65
<b>Out Of Town Adult (/hr)</b>	\$127.00	\$127.00	\$129.50
<b>Arena Floor (/hr) Non Profit</b>	\$60.60	\$60.60	\$61.80
<b>Stat Holiday Rental</b> <i>25% on top of regular fees</i>	+25%	+25%	+25%
<b>Out of Town Tournament Fee / Mezzanine Rental (/Day) Inc. Lobby</b>	\$60.60	\$60.60	\$61.80
<b>Mezzanine Hourly Rental (to 2.5 hrs)</b>	\$20.00	\$20.00	\$20.80
<b>Rental Damage / Security Deposit</b>	50% of Rental Fee to max. of \$500	50% of Rental Fee to max. of \$500	50% of Rental Fee to max of \$500
<b>LOBBY RENTAL</b>			
<b>Lobby Rental Non Profit DAY</b> <i>Includes Mezzanine</i>	\$60.60	\$60.60	\$61.80
<b>Lobby Rental Non Profit Evening</b> <i>Includes Mezzanine</i>	\$33.00	\$33.00	\$33.65
<b>Lobby Rental Profit DAY</b> <i>Includes Mezzanine</i>	\$110.25	\$110.25	\$112.45
<b>Lobby Rental Profit Evening</b> <i>Includes Mezzanine</i>	\$55.20	\$55.20	\$56.30
<b>ADMISSIONS &amp; PASSES</b>			
<b>School Use (Joint Use Agreement)</b>	NO CHARGE	NO CHARGE	NO CHARGE
<b>Open/Public Skating</b>	NO CHARGE	NO CHARGE	NO CHARGE
<b>Public Skating (Corporate Sponsors)</b>	<i>*Find Sponsor Open Skate</i>	<i>*Find Sponsor Open Skate</i>	<i>*Find Sponsor Open Skate</i>
<b>SUMMER RATES</b>			
<b>Recreational Use/Hour</b> <i>Pickleball, Ball hockey, Lacrosse</i>	\$41.00	\$41.00	\$41.80
<b>Recreational Use (/DAY)</b>	\$285.00	\$285.00	\$290.70
<b>Community Non Profit (/DAY)</b>	\$168.00	\$168.00	\$171.35
<b>Commercial Use (/DAY)</b>	\$695.00	\$695.00	\$708.90
<b>STORAGE &amp; MISC. RENTAL</b>			
<b>Arena Building Key Deposit</b>	\$50.00	\$50.00	\$50.00
<b>Concession Rental (/YR)</b>	\$1,500.00	\$1,500.00	\$1,500.00
<b>Storage (Mezzanine / Small) (/YR)</b>	\$320.00	\$320.00	\$326.40
<b>Storage (Large) (/YR)</b>	\$640.00	\$640.00	\$652.80

## SCHEDULE B: CLARESHOLM AQUATIC CENTRE

Effective May 1 <sup>st</sup>	2020 (no change)	2021 (no change)	2022
<b>LESSONS</b>			
<b>Parent and Tot</b> <i>4 lessons</i>	\$27.50	\$27.50	\$28.50
<b>Preschool 1-6</b> <i>2.5 hours-3hours, 0.5 hour sessions</i>	\$37.25	\$37.25	\$40.00
<b>Swimmer 1-4</b> <i>3.75hour-4.5hour 0.5-0.75 hour sessions</i>	\$44.00	\$44.00	\$46.00
<b>Swimmer 4-5</b> <i>3.75hour-4.5 hour 0.5-0.75 hour sessions</i>	\$44.00	\$44.00	\$46.00
<b>Swimmer 5-6</b> <i>5-6hrs 1 hour sessions</i>	\$50.00	\$50.00	\$52.50
<b>Rook/Ranger/ Star</b> <i>5-8.75 hours, 5-1 hour school sessions-6-1 hour sessions after school, 5-1.75 summer sessions,</i>	\$55.00	\$55.00	\$57.00
<b>Private (0.5 hour)</b>	\$18.00	\$18.00	\$19.00
<b>Masters/Stroke Improvement</b> <i>½ hour instruction, unless otherwise posted</i>	Reg. Admission	Reg. Admission	Reg. Admission
<b>ADVANCED COURSES</b>			
<b>Junior Lifeguard Sport</b>	\$6.00 / Session	\$6.00 / Session*	\$6.25 / Hr*
<b>Junior Lifeguard Competitive</b>	\$6.00 / Sessions + Fundraising	\$6.00 / Sessions + Fundraising	\$6.25 / Hr + Fundraising & Merchandise
<b>Bronze Star</b>	\$80.00	\$80.00*	\$84.00*
<b>Standard 1st Aid</b>	\$125.00	\$125.00*	\$130.00*
<b>SFA Recertification</b>	\$100.00	\$100.00*	\$100.00*
<b>Bronze Medallion</b>	\$130.00	\$130.00*	\$130.00*
<b>Bronze Cross &amp; Medallion</b>	\$225.00	\$225.00*	\$250.00*
<b>Bronze Cross</b>	\$125.00	\$125.00*	\$130.00*
<b>National Lifeguard (NL) (40 hrs)</b>	\$300.00	\$300.00*	\$300.00*
<b>National Lifeguard (NL) Recertification</b>	\$100.00	\$100.00*	\$100.00*
<b>Aquatic Emergency Care/ Standard First Aid (AEC)</b>	\$125.00	\$125.00*	\$125.00*
<b>Lifesaving Swim Instructor (LSI)(40hrs)</b>	\$300.00	\$300.00*	\$300.00*
<b>LSI Recertification</b>	\$100.00	\$100.00*	\$100.00*
<b>Shallow Water &amp; Amenity Attendant</b>	\$80.00	\$80.00*	\$90.00*
<b>Preschool Proficiency</b>	\$40.00	\$40.00*	\$50.00*
<b>Kayaking Instruction</b>	\$10/hr, \$25/3hrs	\$10/hr, \$25/3hrs	\$10/hr, \$25/3hrs
<b>Surf Program</b> <i>Price set by Lifesaving Society</i>			
* listed price plus materials			



<b>ADMISSIONS &amp; PASSES</b>			
<b>Shower Fees</b> <i>Fee when using shower only - no swim</i>	\$3.00	\$3.00	\$3.00
<b>Baby/ Toddler (0-2yrs)</b>	FREE	FREE	FREE
<b>Child (3-7)</b>	\$2.00	\$2.00	\$2.50
<b>Child 10 Punch Pass</b>	\$14.00	\$14.00	\$15.00
<b>Child 3 Month Pass</b>	\$28.00	\$28.00	\$30.00
<b>Youth (8-17)</b>	\$3.25	\$3.25	\$4.00
<b>Youth 10 punch pass</b>	\$28.00	\$28.00	\$30.00
<b>Youth 3 Month Pass</b>	\$56.00	\$56.00	\$58.00
<b>Adult (18-54)</b>	\$5.50	\$5.50	\$5.75
<b>Adult 10 Punch pass</b>	\$48.00	\$48.00	\$50.00
<b>Adult 3 month pass</b>	\$96.00	\$96.00	\$100.00
<b>Senior (55+)</b>	\$4.00	\$4.00	\$4.25
<b>Senior 10 Punch Pass</b>	\$34.00	\$34.00	\$36.00
<b>Senior 3 Month Pass</b>	\$62.00	\$62.00	\$65.00
<b>Family</b>	\$13.00	\$13.00	\$14.00
<b>Family 10 punch pass</b>	\$104.00	\$104.00	\$106.00
<b>Family 3 Month pass</b>	\$200.00	\$200.00	\$205.00
<b>3 MONTH PASS SPECIAL</b>			
<b>Child 3 Month Pass</b>	No Special	No Special	No Special
<b>Youth 3 Month Pass</b>	\$42.00	\$42.00	\$44.00
<b>Adult 3 Month Pass</b>	\$72.00	\$72.00	\$75.00
<b>Senior 3 Month Pass</b>	No Special	No Special	No Special
<b>Family 3 Month Pass</b>	\$150.00	\$150.00	\$158.00
<b>WATER EXERCISE RATES</b>			
<b>Aquafit/Bootcamp Drop in</b>	\$5.50	\$5.50	\$5.75
<b>Aquafit/Bootcamp 1 month session</b>	\$3.50/class	\$3.50/class	\$3.75/class
<b>Aquafit/Bootcamp 10 punch pass</b>	\$50.00	\$50.00	\$52.50
<b>Baby and Me (6 class session)</b>	\$40.00	\$40.00	\$42.00
<b>RENTALS</b>			
<b>Pool Rental (/hr) (Under 75 people)</b>	\$90.00	\$90.00	\$95.00
<b>Pool Rental (/hr) (75 - 124 people)</b>	\$180.00	\$180.00	\$190.00
<b>Key Lock Rentals</b> <i>refund of \$4.50 when lock returned</i>	\$5.00	\$5.00	\$5.00
<b>Locker rentals</b>	\$5 Small Locker \$8 Large Locker	\$5 Small Locker \$8 Large Locker	\$5 Small Locker \$8.50 Large Locker
<b>Lane Rental (/hr)</b>	\$25.00	\$25.00	\$25.00
<b>School Rental (/hr) (Under 75 people)</b>	\$50.00	\$50.00	\$50.00
<b>School Rental (/hr) (75 - 124 people)</b>	\$100.00	\$100.00	\$100.00
<b>School Program/Rental (/hr)</b>	\$55.00	\$55.00	\$55.00
<b>School Lesson (1 instructor) (/hr)</b>	\$30.00	\$30.00	\$30.00
<b>Swim Club Pool Rental (/hr)</b>	\$50.00	\$50.00	\$50.00
<b>ACTAR &amp; Equipment RENTAL</b>	\$25/Set/Day	\$25/Set/Day	\$25/Set/Day
<b>Flipper Rental</b>	\$15/Set/Week	\$15/Set/Week	\$15/Set/Week

## SCHEDULE C: CLARESHOLM CAMPGROUND


Effective January 1 <sup>st</sup>	2020	2021	2022 (no change)
30 Amp Full Service	\$35.00	\$38.00	\$38.00
Water & Power <i>No Sewer</i>	\$31.00	\$34.00	\$34.00
Un-serviced	\$21.00	\$25.00	\$25.00
Tent	\$19.00	\$20.00	\$20.00
Camp Kitchen <i>Must be reserved for use</i>	No Charge	No Charge	No Charge
Reservation Deposit <i>Long Weekends, special events</i>	\$35.00	\$38.00	\$38.00

## SCHEDULE D: CLARESHOLM BALL DIAMONDS

Effective May 1 <sup>st</sup>	2020	2021 (no change)	2022 (no change)
<b>COMMUNITY MEMBERS/ LOCAL USERS</b>			
School Groups	No charge	No charge	No charge
Minor Ball & Co-ed Recreation Ball, regular season	No charge	No charge	No charge
<b>TOURNAMENTS (Millennium Ball Complex, Weekend)</b>			
Local Users	No charge	No charge	No charge
Out of Town user groups	\$1,000.00	\$1,000.00	\$1,000.00
Out of Town Rental, 1 Diamond (Per Game) <i>(up to 6 Games / Day, then reverts to Ball Complex Rental)</i>	\$50.00	\$50.00	\$50.00
Out of Town Rental, Ball Complex per Day	\$350.00	\$350.00	\$350.00

## SCHEDULE E: MULTI-USE COMMUNITY BUILDING

	2021	2022 (no change)	2023 5% increase
<b>YOUTH &amp; COMMUNITY ROOM</b>			
Non Profit DAY (4+ hours)	\$70.00	\$70.00	\$73.50
Non Profit Hourly	\$17.50	\$17.50	\$18.40
Profit DAY (4+ hours)	\$140.00	\$140.00	\$147.00
Profit Hourly	\$35.00	\$35.00	\$36.75
Building Deposit (cleaning/fob)	\$50.00	\$50.00	\$52.50
<b>COUNCIL CHAMBERS</b>			
Non Profit DAY (4+ hours)	\$80.00	\$80.00	\$84.00
Non Profit Hourly	\$20.00	\$20.00	\$21.00
Profit DAY (4+ hours)	\$250.00	\$250.00	\$262.50
Profit Hourly	\$40.00	\$40.00	\$42.00
Building Deposit (cleaning/fob)	\$50.00	\$50.00	\$52.50

	<b>Community Office Rent Policy</b>		<b>Policy #5.8.30</b>
Department Owner:	Corporate Services		
Policy Applies To:	Not for Profit and/or Public Entities		
Date Created:	Feb. 2021	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	Feb. 8, 2021	Policy(ies) Replaced/Rescinded:	N/A

**Intent:**

To establish a policy stating community office monthly rental rates and any additional fees/deposits for public and not for profit entities use only.

**Policy:**

Rent shall be charged based on the attached schedule. All users of the offices are subject to a lease agreement which includes terms and responsibilities.

Rent shall include 4 hours per week of youth and community room use at no extra cost.

Any proposed signage must be approved by the Town of Claresholm and is the responsibility of the renter to bear the costs associated with construction, installation, removal, or repairs/replacements.

The office space is reserved for lease for community groups or societies (not for profit entities) and/or publicly funded organizations that provide a direct service to the residents and/or businesses of Claresholm and area.

**SCHEDULE OF FEES & RENT**

<b>MISCELLANEOUS FEES</b>	
<b>Key/Fob deposit (for each key/fob)</b>	\$50.00
<b>FACILITY RENT (per month)</b>	
<b>Community office space only (includes Wi-Fi)</b>	\$200.00
<b>Community office space only (includes Wi-Fi &amp; Phone)</b>	\$250.00
<b>Addition of storage room (youth room use)</b>	\$50.00
<b>Allocated parking spaces (per stall)</b>	\$50.00
<b>Door &amp;/or monument signage</b>	Full cost to the tenant



**Claresholm**

# REQUEST FOR DECISION

Meeting: March 8, 2021  
Agenda Item: 20

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## TOWN OPERATIONS – MOVE TO NEW BUILDING

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The new Multi-use Community Building and Town Hall was turned over to the Town on February 26, 2021, with a few items still to be completed (weather dependent). Items such as exterior signage, staining of the beams, and the parking lot are to be completed as soon as possible.

Furniture is anticipated to arrive mid-March, with some arriving March 22<sup>nd</sup>, and a move is scheduled at the end of March. It is anticipated it may take a few days to move over the offices, so Administration is asking Council's permission to close the Administration Office for two days prior to the Easter long weekend for the anticipated move into the new building.

This way, if there is additional work required to set up the offices to be operational, staff members can choose to work a few hours over the long weekend to complete this (any overtime would have to be approved prior to the weekend)" The office would open after Easter Monday, on Tuesday April 6<sup>th</sup>. Public works would be available during those two regular business days (March 31 and April 1) to assist.

Additionally, a video tour is being created to be shared on social media sites, as the current COVID restrictions prevents the Town from holding a regular public open house. However, the building committee has also discussed the idea of hosting scheduled "walk-throughs" by appointment, to allow for social distancing requirements. Masks would also be required. This would allow individuals (or family members within one household) to book a time to "tour" the building. This could be completed March 24-26, and if required March 29<sup>th</sup> and 30<sup>th</sup>, prior to the move. This allows people to see the building without all the staff and operations in the facility, to ensure no sensitive paperwork would be accessible, to limit close contact, and the number of people within the building. If any Council members wish to be present to act as the tour guide a schedule can be arranged. Initial thoughts would be tours can be booked from 10am until 1:40pm (break for lunch), then 3:00pm until 8:00pm. The online system used for arena bookings can be set-up for this purpose as well with the link being posted to the Town website if desired. Administration would need to set up a schedule for Councilors and/or staff if required to be present at the facility.

The Tours would follow a specified route through the building (enter from the main entrance (north east doors)) and circle through the building, and would last approximately 10-15 min, so the tours could be scheduled every 20 minutes, to ensure distancing and limit the number of people at one time. People can contact the pool office (403-625-2172) between the hours of 8:00am until 3:00pm Monday to Thursday to register for a time slot as well.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to allow scheduled "tours" of the new multi-use building, following all COVID procedures and guidelines, for March 24<sup>th</sup>-26<sup>th</sup> with additional dates of March 29<sup>th</sup> and 30<sup>th</sup> if required.

Moved by Councillor \_\_\_\_\_ 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.

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 3, 2021

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# REQUEST FOR DECISION

Meeting: March 8, 2021  
Agenda Item: 21

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## COUNCIL EVALUATION SESSION

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### **DESCRIPTION:**

Town Council as a whole has indicated that they would like to engage in a Council Evaluation Session in order to assess how the Council term has progressed over the past 3 ½ years and how Council has worked together as a team.

The Administration Office will be in the new building in a few weeks, and it may be acceptable for Council to hold this session in person as the new building allows for physical distancing. Administration is requesting that Council devise a schedule of when the session or sessions will be held.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to set \_\_\_\_\_ as the date(s) 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.

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

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: March 4, 2021

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**Claresholm**

# INFORMATION BRIEF

Meeting: March 8, 2021  
Agenda Item: 22

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## 2020 INTERNAL SAFETY CODES AUDIT

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### DESCRIPTION:

The Town of Claresholm is an accredited municipality under the Safety Codes Act responsible for administering all disciplines (building, electrical, plumbing, gas, fire). The 2020 annual internal audit has been completed in conjunction with Superior Safety Codes and the Town Fire department, and has been submitted and approved by the Safety Codes Council. This is an annual requirement under the QMP (Quality Management Plan). Below is the 2020 operational activity by Superior and the Town Fire Department. The Town receives all the reports once closed and they are added to each individual property file. Additionally, all staff in charge of administering all disciplines of the safety codes act review the QMP annually and records are kept in accordance with the QMP and Safety Codes Council requirements.

### Operational Activity

Activity	Building	Electrical	Fire	Gas	Plumbing	PSDS	Total
Permits Issued	70	48	0	31	7	0	156
Permits Closed	49	48	0	27	7	0	131
Permits Open	54	19	0	14	3	0	90
Inspection Completed	136	76	35	36	14	0	297
Orders Issued	0	0	0	0	0	0	0
Orders Closed	0	0	0	0	0	0	0
Orders Outstanding	0	0	0	0	0	0	0
Variances Issued	0	0	0	0	0	0	0

### ATTACHMENTS:

- 1.) Safety Codes Council Correspondence

PREPARED BY: Tara VanDellen Planner/Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 3, 2021

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February 25, 2021

Marian Carlson  
Chief Administrative Officer  
Town of Claresholm  
Box 1000  
Claresholm AB T0L 0T0

Dear Marian Carlson:

**RE: 2020 Annual Internal Review  
Town of Claresholm - Accreditation No: M000216**

The Town of Claresholm 2020 Annual Internal Review (AIR) for the building, electrical, fire, gas, plumbing disciplines has been approved. You can view the signed AIR document on your organization dashboard on Council Connect.

On your 2020 Annual Internal Review you noted that inspection frequency for Storage Tank Systems is “on request or complaint” and as the Town of Claresholm is not accredited for storage tanks systems this should have been left blank.

I would like to thank you for the thorough and comprehensive review and the effort put into completing the review.

Should you have any questions, please do not hesitate to call the Accreditation Department. We can be reached toll-free at 1-888-413-0099 or by email at [accreditation@safetycodes.ab.ca](mailto:accreditation@safetycodes.ab.ca).

Best wishes,



Peter Burrows  
Accreditation Coordinator

JV



# INFORMATION BRIEF

Meeting: March 8, 2021  
Agenda Item: 23

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## COMMUNITY TAKES ROOTS; ASIP GRANT

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### Background

In spring 2020, the Calgary Catholic Immigration Society received the Settlement Integration and Languages Projects, (SILP) grant offered by the Ministry of Labour and Immigration. The Town of Claresholm Economic Development Committee (EDC) supported this project which has resulted in a Community Engagement Coordinator, Community Outreach Coordinator, downtown office for Willow Creek Immigrant Services (WCIS), formation of the Welcoming Claresholm Committee, and development of a Welcoming Claresholm webpage. However, the funding for the staff, the downtown office space, and the admin support for the new committee will terminate June 30, 2021.

Fortunately, the Ministry of Labour and Immigration has continued its support by offering the Alberta Settlement and Integration Projects; Rural Capacity Building grant (ASIP). The new ASIP grant is similar to the previous SILP grant in that it has the potential to fund the Outreach Coordinator, Engagement Coordinator, and office-space. The ASIP grant is different from the SILP grant in that non-profit organizations are no longer eligible primary applicants, and Municipalities were added as eligible primary applicants.

### Update

Working with team at WCIS, on January 29, 2021, the Economic Development Officer applied for the ASIP grant with the written support of the Economic Development Committee, Chamber of Commerce, Family Community Support Services, and Calgary Catholic Immigration Services. The proposed project is titled, "Community Takes Roots" and the ask is for \$290,000 over 24-months. The Community Takes Roots project application includes two full-time settlement and integration support staff, and additional dollars that will be shared with existing community groups and organizations to specifically improve Claresholm's ability to welcome, integrate, and retain newcomers.

On March 3, 2020 the Economic Development Officer received confirmation that, *"the Community Takes Roots project, is officially being considered for funding, and the Ministry would like to complete the grant agreement no later than March 25, 2021."*

The EDO will be meeting with the settlement program specialist on Monday March 8, 2021 to begin the grant agreement negotiation process. This process will involve improvements and edits to the proposal based on the notes of the selection committee.

#### ATTACHMENTS:

- 1.) ASIP Grant Community Capacity Application Guidelines

#### APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 4, 2020

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**Claresholm**

# INFORMATION BRIEF

Meeting: March 8, 2021  
Agenda Item: 24

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## SKATEPARK CONCEPT PLANS

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### DESCRIPTION:

The Claresholm Skatepark Association has been working on concept plans since the survey and public consultation. Two different preliminary concepts were presented to the group and shared with the skaters. Attached is the concept the group has chosen. The design is a street style park designed specifically for beginner and intermediate skaters, with components that allow advanced skaters to perform more advanced tricks. The park is designed in sections to allow safety, and different groups to utilize specific areas. The site plan was designed to allow space for paths, or additional phasing or park/playground components if desired in the future. The park has been designed to follow the same angle as the multi-use community building while saving room for any proposed expansion of the building or parking lot. As per the site plan the park ends 52 feet from the south property line.

The Skatepark Association is now moving forward to fund the park by way of grant applications, and donations, and will begin work on construction drawings to ensure the project is shovel ready when funding is secured. Landscaping and screening (trees) will also be discussed and planned upon construction commencing.



### ATTACHMENTS:

- 1.) Skatepark concept plan
- 2.) Skatepark site plan

PREPARED BY: Tara VanDellen Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

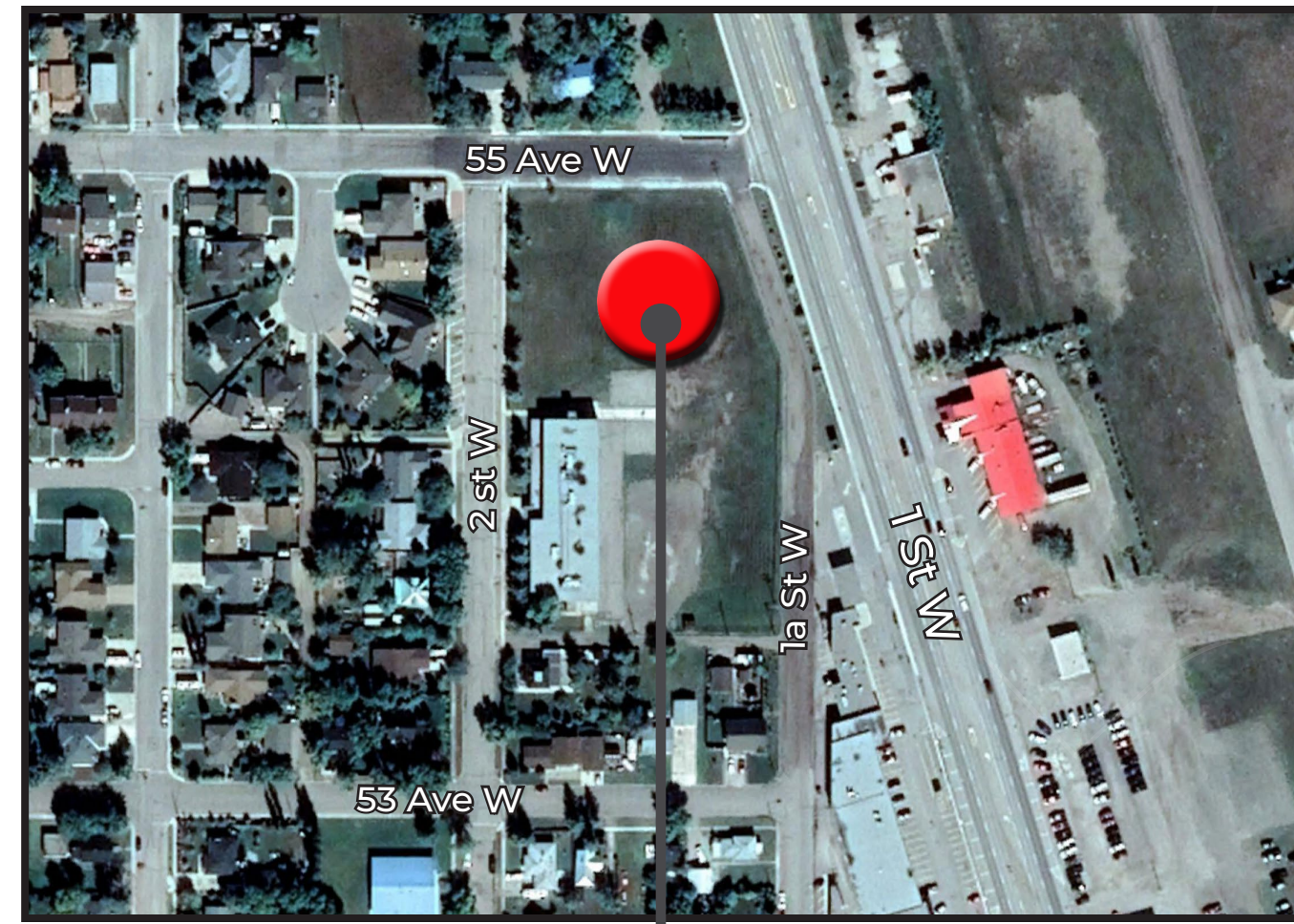
DATE: March 4, 2021

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# CLARESHOLM SKATEPARK

3D CONCEPT DESIGN - PLAN VIEW

## CONTEXT PLAN



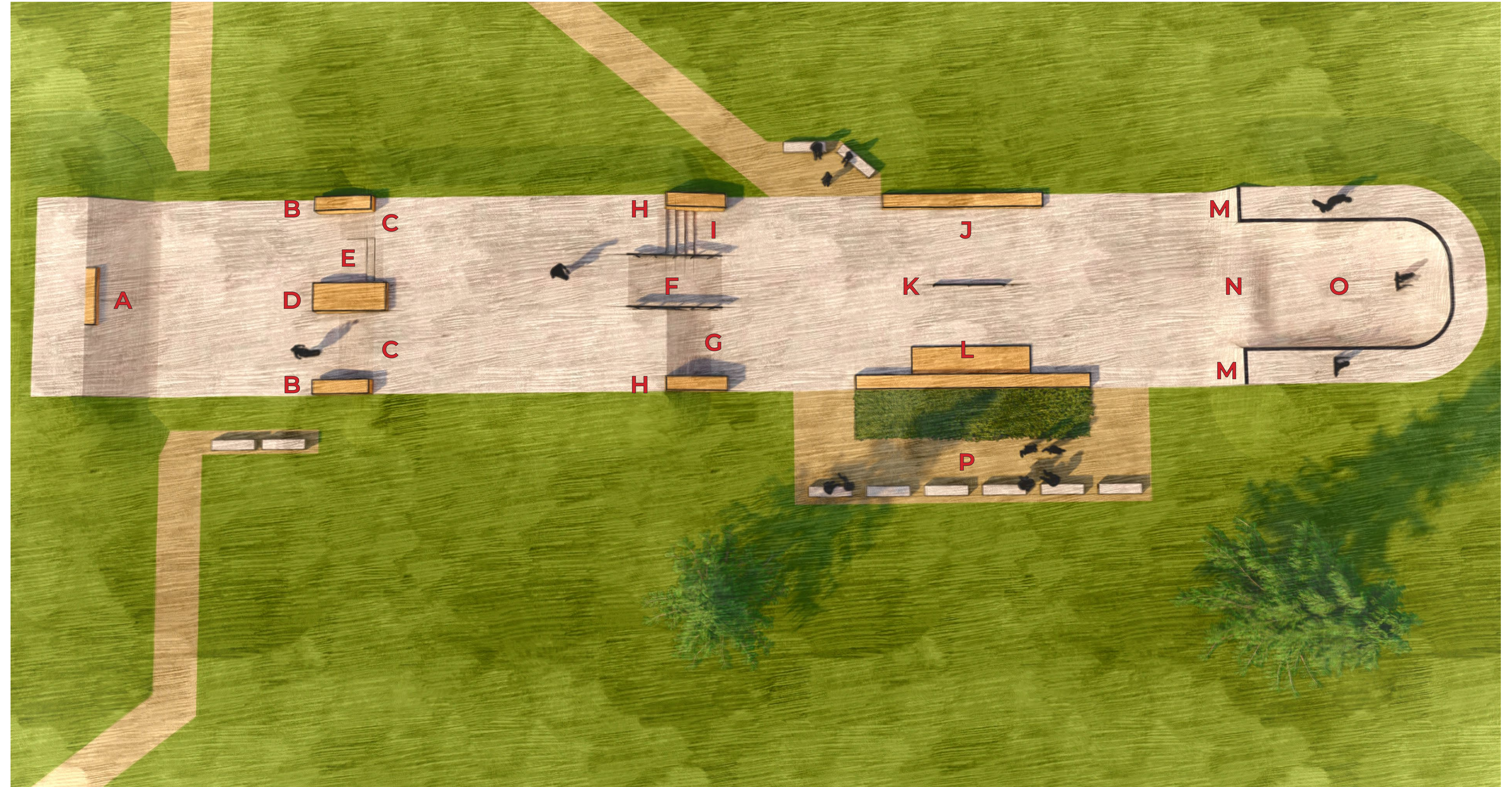
### PROPOSED LOCATION

111 - 55 Ave West, Claresholm, AB  
TOL 0T0

## SKATEPARK FEATURES

- A Bank w/ Ledge
- B Hubbas
- C Bank Ramps
- D Manual Pad / Pier 7
- E 2 Stair Set
- F Accessible Ramp w/ Rails
- G Bank Ramp
- H Hubbas
- I 2 Stair Set
- J Flat Ledge
- K Flat Rail
- L Manual Pad w/ Out Ledges
- M Transition Turn-Arounds
- N Pump Bump
- O Mini-Ramp w/ Bowled Corners
- P Proposed Seating Area

## SITE PLAN



CLARESHOLM, AB

February 2021

WWW.NEWLINEKATEPARKS.COM

# CLARESHOLM SKATEPARK

3D CONCEPT DESIGN - RENDER VIEWS



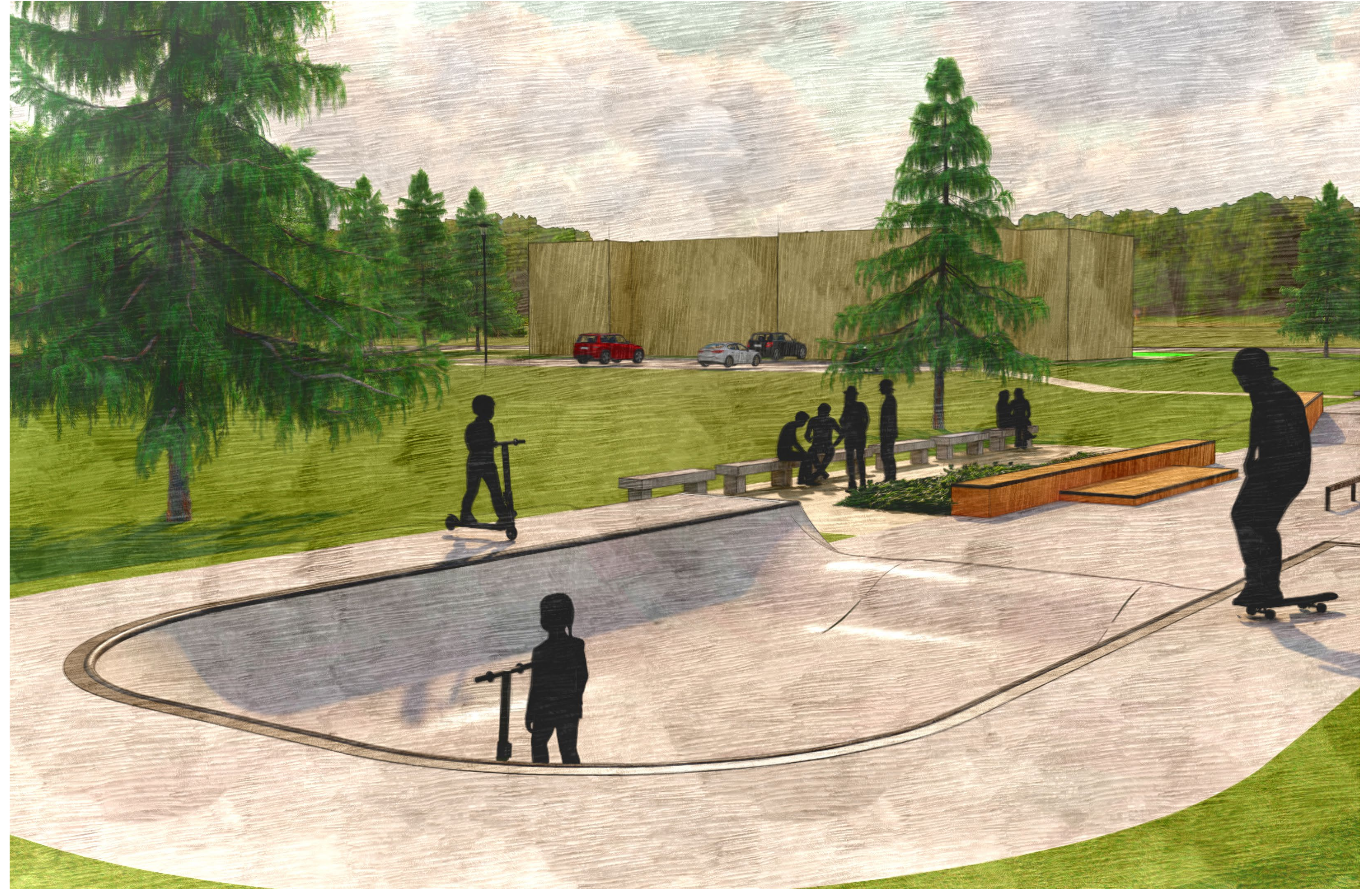
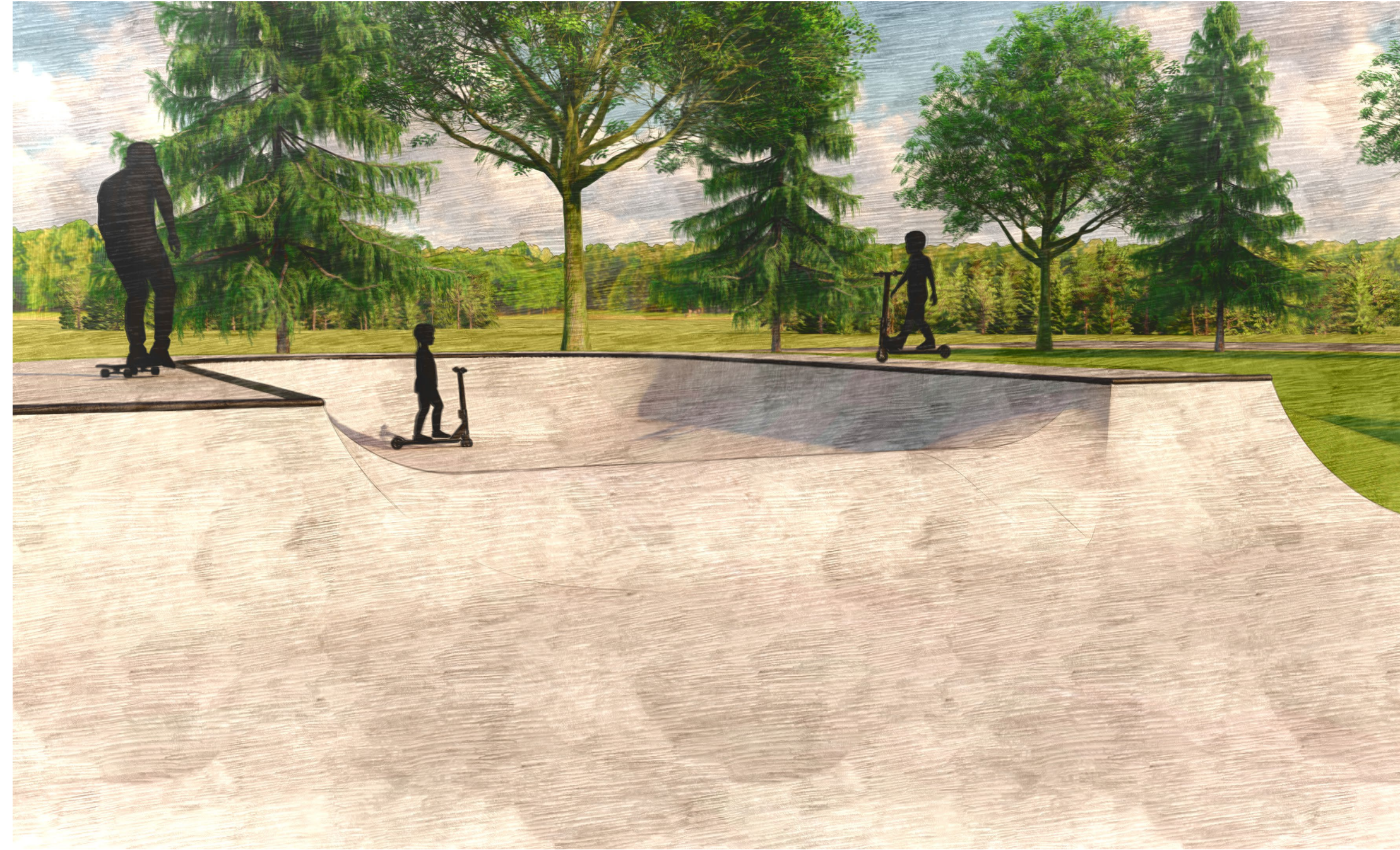
CLARESHOLM, AB

February 2021

[WWW.NEWLINEKATEPARKS.COM](http://WWW.NEWLINEKATEPARKS.COM)

# CLARESHOLM SKATEPARK

3D CONCEPT DESIGN - RENDER VIEWS



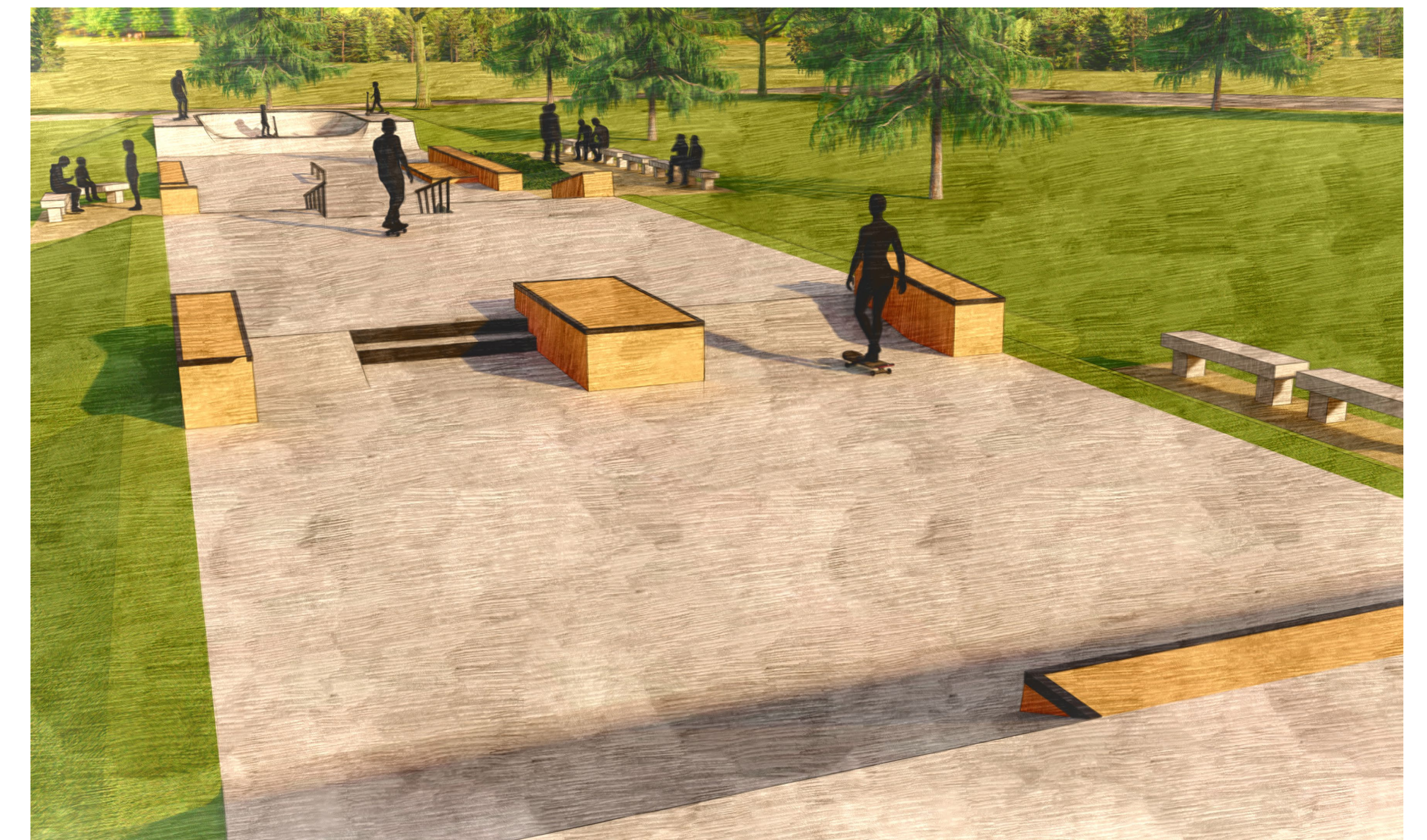
CLARESHOLM, AB

February 2021

[WWW.NEWLINEKATEPARKS.COM](http://WWW.NEWLINEKATEPARKS.COM)

# CLARESHOLM SKATEPARK

3D CONCEPT DESIGN - RENDER VIEWS



CLARESHOLM, AB

February 2021

[WWW.NEWLINEKATEPARKS.COM](http://WWW.NEWLINEKATEPARKS.COM)

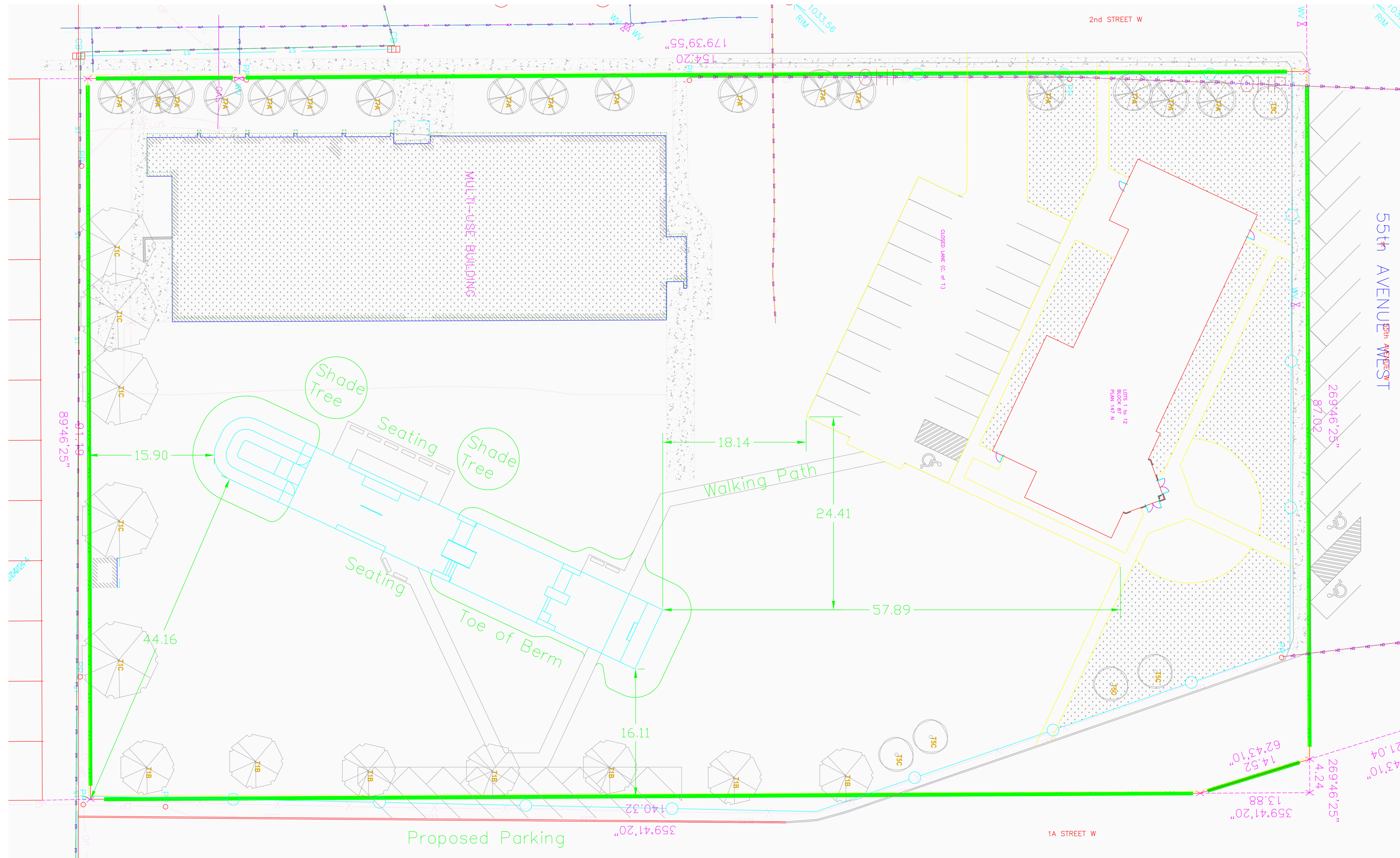
# CLARESHOLM SKATEPARK

FINAL CONCEPTUAL DESIGN

## CONTEXT PLAN



**PROPOSED LOCATION**  
111 - 55 Ave West, Claresholm, AB  
TOL OTO



**SITE PLAN**



**CLARESHOLM, AB**

March 2021

[WWW.NEWLINESKATEPARKS.COM](http://WWW.NEWLINESKATEPARKS.COM)

Strategies

<b>MULTI-YEAR</b>		<b>Assigned to</b>	<b>Update on Progress</b>
<b>POLICY &amp; PLANNING</b>			
<b>3 Year Operations Plan and 5 Year Capital Plan</b>			
	Revise 3 Year Operations Plan and 5 Year Capital Plan	Blair	Will be preparing updated plans to be passed with updated budget in April/May 2021 for 2022 forward.
<b>Community Center</b>			
	Enhance Community Center	Mike	Project complete, continued work with hall board as required.
<b>Multi Use Community Facility</b>			
	Tender Project for 2020	Mike	Tender awarded to Tricon Developments.
	Begin construction in 2020	Mike	Construction started in 2020.
	Complete construction 2021	Mike	Daycare/Playschool completed & turned over to the Town in January 2021. Operating from this location as of February 2, 2021. Administration Building is 95% complete. Anticipated move in date is April 1, 2021.
<b>Intermunicipal Development Plan (IDP)</b>			
	Complete IDP by April 1, 2020 deadline	Tara	Still ongoing, Provincial deadline changed to April 1, 2021.
<b>Intermunicipal Collaboration Framework (ICF)</b>			
	Complete ICF by April 1, 2020 deadline	Marian	Complete. Notice sent to the Minister March 26, 2020
<b>Stormwater Infrastructure</b>			
	Apply for grant funding for Phase 2 and beyond	Blair/Mike	Funding possibilities still being investigated. Current grant/funding availability is very limited.
<b>Development Processes</b>			
	Continue with Land Use Bylaw updates as necessary	Tara	Ongoing as required.
	Update Signage Schedule of Land Use Bylaw	Tara	Complete.
	Develop Off-site Levy Bylaw	Tara	Complete.
	Continue review of processes	Tara	Policies all updated, process review ongoing.
	Complete Infrastructure Master Plan	Mike/Tara	Draft plan still under review, final corrections taking place. To be presented to FIPC at an upcoming meeting.
	GIS updates	Tara	Ongoing, IMP will complete a thorough update. Investigating potential upgrades. Asset Management grant applied for, could be added to our GIS.

Strategies

MULTI-YEAR	Assigned to	Update on Progress
<b>Encourage Residential Development</b>		
Review Land Use Bylaw and Planning documents	Tara/Brady	Reviews completed annually.
Investigate incentive opportunities	Tara/Brady	Non-Residential Tax incentive Bylaw #1693 adopted. Investigations ongoing.
Complete a Housing Needs Assessment	Tara/Brady	The Alberta Rural Development Networks needs assessment was considered, but not recommended.
<b>ECONOMIC &amp; COMMUNITY DEVELOPMENT</b>		
<b>Support the Economic Development Committee</b>		
Update 3 year Economic Development Business Plan	Brady	2021-2023 Business Plan was reviewed and updated by the Economic Development Committee and EDO January 2021.
Strategy for Challenging Land Owners	Brady	Investment Attraction; maintain accurate information and contacts for commercial and industrial properties in Claresholm. Connect buyers, sellers and investors whenever possible. Non-Residential Tax incentive Bylaw #1693 adopted.
Revitalize Downtown and Highway Corridor	Brady	Community Advertising Program continues w/ billboard agreements, investigating locations for south entrance digital billboard. Wayfinding Signage; graphics at the printer, permits valid to June 30, 2021, install to begin first week of April 2021. Shingle-sign; 3-signs scheduled for install downtown March 10-15, 2021.
Develop/Review policies pertaining to unsightly premises and vacant lands and buildings in retail, commercial and industrial areas	Brady/Kyle	New Unsightly and Property Standards Bylaw passed on January 11, 2021. Other policies reviewed May 18, 2020 no recommendations at this time.
Address revitalization in 3 year Economic Development Business Plan	Brady	Investigating incentives for revitalization ongoing.
Finish/paint entrance signs	Brady/Mike	Complete.
Continue to work with landowners to identify opportunities to develop residential land resulting in diverse housing	Brady/Tara	Conversation ongoing. Supplying information and assisting with inquiries.



Strategies

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

Strategies

<b>MULTI-YEAR</b>	<b>Assigned to</b>	<b>Update on Progress</b>
Investigate opportunities for various types of housing	Tara/Brady	Opportunities sought out and working with inquiries as presented. Harvest Square developments underway. Ongoing discussions with developers.
<b>Traffic</b>		
Continue work with Alberta Transportation and RCMP on enforcement measures on highway #2	Kyle	With 2021 budget the Town no longer employs a CPO officer to assist with traffic control on Hwy #2. Will continue to utilize Radar Speed Signs to slow traffic and will communicate with RCMP regarding statistics collected from radar signs regarding any speeding trends seen to help direct their efforts.
<b>Improvement of Parks</b>		
Admundsen Park upgrades 2020/2021/2022	Mike	Some tree removal, repositioning, and new planting in 2020. This is also planned for 2021. Funding sources sought out for project phases, still waiting on grant notification.
Tennis Courts 2020	Mike	Project is scheduled to be completed in 2021, deposit to Tomko Sports has been paid.
Work with Dog Park committee to create design and identify funding options	Denise	An updated quote for fencing materials & installation is forthcoming with an expected date of installation set for 2021, dependant on when the contractor can commit to the project. Prices have increased for lumber due to demand in 2020. Proposed fencing has 2 access gates for dog walkers along Patterson Heights Blvd & 2 vehicle access gates for Town maintenance, north & south of the park.
Extend pathway system 2021	Mike	Will prepare for 2021, if budget allows.
<b>Support the Arts Community</b>		
	Council	Public Art Policy being reviewed

## 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	Investigation ongoing, group meeting to see space.	In progress
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	Email sent to CAO's within the region. Will take resolutions back to ICF meeting scheduled for Feb 24/21	In progress
Regular Scheduled Meeting - February 22, 2021				
1	BYLAW #1721 - Moved by Councillor Schulze to give Bylaw #1721, the Municipal Emergency Management Bylaw, 1st Reading. CARRIED	Karine/Jason	On the March 8, 2021 Agenda for 2nd & 3rd Readings	Complete
8	CORRES: Farm Safety Centre - Moved by Councillor Cutler to support the Farm Safety Centre's delivery of the Safety Smarts program to children in Claresholm schools in the amount of \$300. CARRIED MOTION #21-020	Karine	Donation sent	Complete
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	Space has been prepared. Home schoolers to provide COVID plan	In progress
11	RFD: Steering Committee - Moved by Councillor Schlossberger to appoint Mayor Doug MacPherson as the primary member of the Steering Committee with Councillor Craig Zimmer as the alternate to the Emergency Preparedness Regional Training Exercise Steering Committee. CARRIED MOTION #21-022	Jason	Notified Kelly Starling and Mark Murphy by email (Feb 24)	Complete

12	RFD: Kidz Zone Residing - Moved by Councillor Schlossberger to approve the out of budget expenditure for the re-siding of the Kidz Zone building in the amount of \$52,250 with \$10,000 to be funded by a Community Foundations Grant and the remaining funding coming from General Capital Reserves. CARRIED MOTION #21-031	Tara/Blair	Notified Tricon	Complete
13	RFD: Letter of Support - Moved by Councillor Zimmer to write a letter of support towards the Claresholm Skatepark Association's application to the Co-op Community Spaces Grant for the purpose of constructing the skatepark at 111 - 55 Avenue West (site of the new multi-use facility in which the Town has allocated land for the Skatepark construction). CARRIED MOTION #21-024	Tara	Letter sent	Complete
14	RFD: Welcoming Claresholm - Moved by Councillor Carlson to approve the domain hosting fees for the Welcoming Claresholm website, monies not to exceed \$500 and to come from the Economic Development Budget. CARRIED MOTION #21-025	Brady	Website under construction, EDC has also approved the funds	Complete
14	RFD: Welcoming Claresholm - Moved by Councillor Cutler to endorse the use of the new Welcoming Claresholm logo. CARRIED MOTION #21-026	Brady	Logo to be used going forward	Complete
15	RFD: Use of Town Logo - Moved by Councillor Schlossberger to approve the use of the Town Logo by Norquest College, Lethbridge College, and the University of Lethbridge for the purpose of promoting practicum and CO-OP student work placements, as well as attracting recent graduates to live and work in Claresholm and surrounding area. CARRIED MOTION #21-027	Brady	EDO to manage use of the Town logo by these institutions in the future	Complete
16	RFDirection: Public Art Policy - Moved by Councillor Cutler to adopt Policy 5.7.25 – Public Art Policy, effective February 22, 2021. CARRIED MOTION #21-028	Tara/Blair	Policy added to Laserfiche and binders updated.	Complete
16	RFDirection: Public Art Policy - Moved by Councillor Schulze to permit an Artists Corner in the lobby within the Multi-use Community Building & Town Hall, for art temporarily loaned to the Town for display. CARRIED MOTION #21-029	Tara/Blair	Location being investigated, will set up upon move.	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 4, 2021

# INFORMATION ITEMS





# MUNICIPAL PLANNING COMMISSION MINUTES

**January 29, 2021**  
**Town of Claresholm – Zoom Meeting**

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1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525. Parking of the service vehicle and trailer only and to be parked off-street. All work is to take place off-site.
2. Any intensifications of use or additional vehicles/employees will require a new application.
3. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.
4. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.

**Note(s):**

5. As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight of 4,500kg, shall not be parked on a highway any time after 10:00PM and before 7:00AM, unless it is parked in a location completely adjoining the vehicle owner's residence.
6. As per Bylaw 1550 (Traffic Bylaw), any commercial vehicle, bus, truck or truck tractor:
  - may be parked on private property as long as that vehicle does not block any sidewalk, laneway or alley and doesn't obstruct or hinder the normal flow of traffic (pedestrian or vehicular).
  - shall not be parked on a highway unless it is parked in a location completely adjoining the operator's place of residence.
  - shall not be parked for more than 48 consecutive hours and must be removed to an off-highway location for at least 72 consecutive hours before it may park there again.

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**Item 2: ACTION**

**DEVELOPMENT PERMIT**

File: D2021.012  
Applicant: 1981447 Alberta Ltd.  
Owners: MRE Developments & Scott Van Den Bussche  
Address: 75 & 77 Harvest Square  
Legal: Lots 13 & 14, Block 3, Plan 1014361  
Regarding: New duplex with variance to rear yard setback dimensions

**Conditions:**

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

**Seconded by  
Councilor Carlson  
CARRIED**

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# MUNICIPAL PLANNING COMMISSION MINUTES

**January 29, 2021**  
**Town of Claresholm – Zoom Meeting**

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1. *The Applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. The building permit application has been submitted on your behalf. For further information please contact Superior Safety Codes Inc. at 403-320-0734. Plumbing, electrical and gas permits can be obtained directly through Superior Safety Codes Inc.*
2. *The Applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.*
3. *Any contractors or trades people are required to obtain a Town of Claresholm Business License. For more information, please contact the Town of Claresholm Administration Office (403) 625-3381.*
4. *The Applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*
5. *As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the exterior of the development with materials to match the residential character of the neighborhood.*
6. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE0409, Planning and Development Fees, the applicant shall provide either:*
  - a) *An irrevocable letter of credit, or*
  - b) *A deposit,*

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

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

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**9:11 a.m.**

**Motion to adjourn by  
Doug Priestley**

**CARRIED**

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