



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MAY 10, 2021
AGENDA**

Time: 7:00 P.M.

Place: Electronic Only due to COVID-19 Pandemic

Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAatNL1KA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – APRIL 26, 2021

PUBLIC HEARING: BYLAW #1723 – Intermunicipal Development Plan (IDP) Bylaw

ACTION ITEMS:

1. BYLAW #1724 - 2021 Property Tax Rate Bylaw
RE: 2nd & 3rd Readings
2. DELEGATION RESPONSE: National Police Federation
RE: Proposed Changes to Policing in Alberta
3. NEWS RELEASE – Alberta Government, May 4, 2021
RE: New COVID-19 Restrictions to Stop the Spike
4. CORRES: Mayor Russ Barnett, Town of Magrath
RE: Town of Magrath Support for the RCMP
5. CORRES: Mayor Kevin Zahara, Town of Edson
RE: Letter in Support of the RCMP
6. CORRES: Mayor Rhonda Hunter, Town of Didsbury
RE: Alberta Provincial Police Service Transition Study
7. CORRES: Mayor Debora Dueck, Town of Tofield
RE: Rural Alberta Vaccine Provision
8. CORRES: Mayor Blair Painter, Municipality of Crowsnest Pass
RE: Eastern Slopes Coal Exploration & Public Consultation on the 1976 Coal Development Policy
9. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Return of Mental Fitness Webinars
10. CORRES: Livingstone Range School Division
RE: 2021 Local Election
11. CORRES: Rowan House Society
RE: Invitation to Rowan House's Spring Social Fundraiser
12. CORRES: Community Foundation of Lethbridge & Southwestern Alberta
RE: *Giving Together* Publication for 2021
13. CORRES: Custom Cannabis
RE: Changes to Cultivation and Processing License
14. CORRES: Ali Shivji, Optima Living
RE: Destination Development Workshop
15. CORRES: Nancy Schroeder
RE: Bylaw #1711 & Utility Rates
16. CORRES: Marian Carlson, CAO
RE: Notice of Retirement – August 1, 2021
17. REQUEST FOR DECISION: Infrastructure Master Plan
18. REQUEST FOR DECISION: GST in Policies

19. REQUEST FOR DECISION: Multi-use Building Landscaping
20. REQUEST FOR DECISION: Appointing Assessor
21. REQUEST FOR DECISION: Seniors Drop-in Grant Application
22. REQUEST FOR DECISION: Seniors Drop-in Markets
23. REQUEST FOR DECISION: Claresholm Farmers Markets
24. REQUEST FOR DECISION: The Attic Downtown Sidewalk Request
25. FINANCIAL REPORT: Statement of Operations – February 28, 2021
26. FINANCIAL REPORT: Statement of Operations – March 31, 2021
27. INFORMATION BRIEF: MD of Willow Creek Circulation Notice
28. INFORMATION BRIEF: 2020 Property Tax Arrears List
29. INFORMATION BRIEF: Strategic Plan Report
30. INFORMATION BRIEF: Council Resolution Status
31. ADOPTION OF INFORMATION ITEMS
32. IN CAMERA:
 - a. LAND – FOIP Section 16.1
 - b. PERSONNEL – FOIP Section 17

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – March 26, 2021
2. Claresholm & District Museum Board Meeting Minutes – March 17, 2021

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
APRIL 26, 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, Director of Corporate Services: Blair Bullock, 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 Schulze that the Agenda be accepted as presented.

CARRIED

MINUTES: **REGULAR MEETING – APRIL 12, 2021**

Moved by Councillor Zimmer that the Regular Meeting Minutes of April 12, 2021 be accepted as presented.

CARRIED

DELEGATION: **NATIONAL POLICE FEDERATION**

RE: Proposed Changes to Policing in Alberta

Presenting on behalf of the National Police Federation, Brian Sauve, President and Michelle Boutin, Vice President spoke to Council about their concerns with the Alberta Government's proposal to remove the RCMP from the province in favour of a provincial police force. They are asking for Council's assistance in lobbying the provincial government to keep the RCMP in our province.

ACTION ITEMS:

1. **BYLAW #1722 – Solid Waste Management Bylaw Amendment**
RE: 2nd & 3rd Readings

Moved by Councillor Cutler to give Bylaw #1722, the Solid Waste Management Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Schulze to give Bylaw #1722, the Solid Waste Management Bylaw Amendment, 3rd and Final Reading.

CARRIED

2. **BYLAW #1723 – Intermunicipal Development Plan (IDP) Bylaw**
RE: 1st Reading

Moved by Councillor Carlson to give Bylaw #1723, the Intermunicipal Development Plan (IDP) Bylaw, 1st Reading.

CARRIED

3. **BYLAW #1724 – 2021 Property Tax Rate Bylaw**
RE: 1st Reading

Moved by Councillor Carlson to give Bylaw #1724, the 2021 Property Tax Rate Bylaw, 1st Reading.

CARRIED

4. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**
RE: Supporting Alberta Business

Received for information.

5. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**
RE: Request for Extension – Intermunicipal Development Plan (IDP)

Received for information.

6. **CORRES: Federation of Canadian Municipalities (FCM)**
RE: Asset Management Framework & System Project Grant

Received for information.

7. **CORRES: Land Compensation Board, Municipal Government Board**
RE: Land and Property Rights Tribunal

Received for information.

**8. CORRES: Mayor Barry Turner, Town of Morinville
RE: Town of Morinville Support for RCMP**

Received for information.

**9. CORRES: Mayor Craig Snodgrass, Town of High River
RE: Eastern Slopes Coal Exploration & Public Consultation on the 1976 Coal Development Policy**

Received for information.

**10. CORRES: Reeve Stan Schulmeister, Town of High River
RE: Support for the RCMP**

Received for information.

**11. CORRES: Municipal District of Willow Creek No. 26
RE: Skatepark Association Financial Request**

Received for information.

**12. CORRES: Altrum Coal
RE: Elan Metallurgical Coal Project**

Referred to Administration to invite Altrum Coal to be a Delegation to a regular Council meeting.

**13. CORRES: Canadian Union of Postal Workers
RE: Delivering Community Power**

Received for information.

**14. CORRES: APWA, Alberta Chapter
RE: National Public Works Week, May 17-23 – “Stronger Together”**

Received for information.

**15. CORRES: Nanton Booster’s Club
RE: Nanton Days Parade – August 2, 2021**

Referred to Administration to inform the Nanton Booster’s Club that Mayor MacPherson will attend if public health guidelines allow.

**16. CORRES: Porcupine Hills Classic Cruisers
RE: 20th Annual Car Show ‘n’ Shine – August 8, 2021**

MOTION #21-072 Moved by Councillor Cutler to allow the Porcupine Hills Classic Cruisers to utilize Centennial Park ball diamonds on Sunday, August 8th, 2021 for the purpose of their 29th annual show and shine should public health regulations allow it, with the stipulation that they follow all current public health guidelines.

CARRIED

**17. CORRES: 2021 WCCHS Grad Parents
RE: Best Ball Golf Scramble – May 29, 2021**

MOTION #21-073 Moved by Councillor Schulze to provide a gift basket worth approximately \$100 to the WCCHS Best Ball Golf Scramble to be held on May 29, 2021 at the Bridges at Claresholm Golf Club.

CARRIED

**18. CORRES: Willow Creek Agricultural Society
RE: Letter of Support**

MOTION #21-074 Moved by Councillor Cutler to write a letter of support towards the Willow Creek Ag Society’s application to the Community Facility Enhancement Program Grant for the purpose of completing stage two of the indoor equine facility at the Claresholm Agriplex.

CARRIED

19. REQUEST FOR DECISION: Claresholm Seniors’ Drop-in Centre Markets

MOTION #21-075 Moved by Councillor Carlson to refer the matter regarding the Claresholm Seniors’ Drop-in Centre Markets to the May 25, 2021 regular Council meeting.

CARRIED

20. REQUEST FOR DECISION: ORRSC GIS Services

MOTION #21-076 Moved by Councillor Schlossberger to give notice to the Oldman River Regional Services Commission (ORRSC) of termination of contract for GIS services.

CARRIED

21. REQUEST FOR DECISION: 2021 Budget Update – Final

MOTION #21-077 Moved by Councillor Schlossberger to approve the Final 2021 Operating and Capital Budgets as presented.

CARRIED

MOTION #21-078 **22. REQUEST FOR DECISION: Tracking Comments of RV Parking**
Moved by Councillor Carlson to direct Administration to continue advertising for residents' input and tracking comments regarding RV parking, and for Council to review this issue again at the May 25, 2021 regular meeting.

CARRIED

23. INFORMATION BRIEF: Utility Summary

Received for information.

24. INFORMATION BRIEF: Bulk Water Station Upgrade

Received for information.

25. INFORMATION BRIEF: 2nd Street West Infrastructure Project

Received for information.

26. INFORMATION BRIEF: MD Subdivision Notice

Received for information.

27. INFORMATION BRIEF: CAO Report

Received for information.

28. INFORMATION BRIEF: Council Resolution Status

Received for information.

29. ADOPTION OF INFORMATION ITEMS

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

CARRIED

30. IN CAMERA

a. LAND – FOIP Section 16.1

b. PERSONNEL – FOIP Section 17

Moved by Councillor Cutler to go In Camera at 8:36 p.m. for the following items:

a. LAND – FOIP Section 16.1

b. PERSONNEL – FOIP Section 17

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:36 p.m.

Moved by Councillor Cutler to come out of In Camera at 9:08 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:08 p.m.

a. LAND – FOIP Section 16.1

MOTION #21-079 Moved by Councillor Schlossberger to enter into an encroachment agreement with Joshua Florence for the overhead power line encroachment located at Lot 4, Block 18, Plan 147N for the benefit of Lot 5, Block 18, Plan 147N.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:09 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:09 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

PUBLIC HEARING



Claresholm

**TOWN OF CLARESHOLM
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 1723

BEING a bylaw of the Town of Claresholm in the Province of Alberta, to adopt an Intermunicipal Development Plan between the Town of Claresholm and the Municipal District of Willow Creek No. 26 pursuant to sections 631 and 692 of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended;

WHEREAS municipalities are required by the province to expand intermunicipal planning efforts to address planning matters that transcend municipal boundaries through an intermunicipal development plan;

AND WHEREAS both the Councils of the Town of Claresholm and the Municipal District of Willow Creek No. 26 agree that it is to their mutual benefit to establish joint planning policies and this negotiation and agreement reflects a continuing cooperative approach between the two municipalities and the desire to see well-planned, orderly, and managed growth.

AND WHEREAS the municipality must prepare a corresponding bylaw and provide for its consideration at a public hearing.

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

1. That the Town of Claresholm and Municipal District of Willow Creek No. 26 Intermunicipal Development Plan, attached hereto, be adopted.
2. This plan, upon adoption, shall be cited as the Town of Claresholm and Municipal District of Willow Creek No. 26 Intermunicipal Development Plan Bylaw No. 1723 and Bylaw No. 1900.
3. This bylaw shall come into effect upon third and final reading thereof.

READ a **first** time this 26 day of April, 2021.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

READ a **second** time this _____ day of _____, 2021.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

READ a **third** time and finally PASSED this _____ day of _____, 2021.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson



Intermunicipal Development Plan

Municipal District of Willow Creek No. 26 Bylaw 1900

Town of Claresholm Bylaw 1723

May 2021

Prepared for:



and



By:

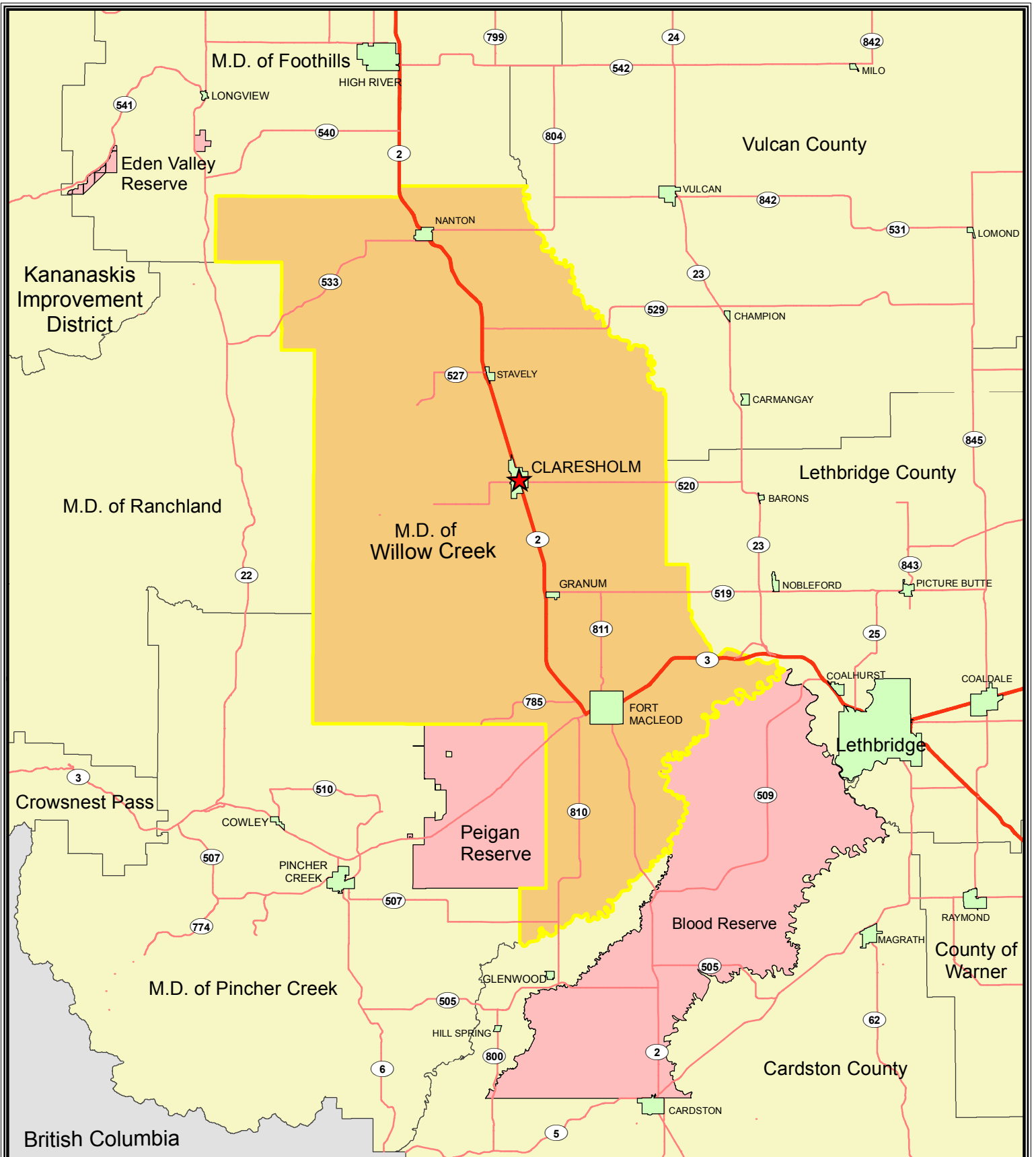


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Cover Art Courtesy of Claresholm Economic Development

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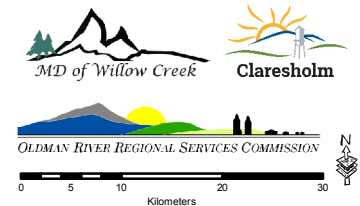
**TOWN OF CLARESHOLM
BYLAW # 1723**

**M.D. OF WILLOW CREEK No. 26
BYLAW # 1900**

**INTERMUNICIPAL DEVELOPMENT PLAN
REGIONAL LOCATION MAP**

MAP 1 APRIL 2021

-  Town of Claresholm
-  Municipal District of Willow Creek
-  Primary Highway
-  Secondary Highway



Municipal District of Willow Creek No. 26 and Town of Claresholm

INTERMUNICIPAL DEVELOPMENT PLAN

PART A: INTRODUCTION

1. BACKGROUND

An Intermunicipal Development Plan (IMDP) is a statutory document prepared for and adopted by two or more municipalities, which deals with land use planning matters of mutual interest.

The adoptions of this plan are the result of a collaborative effort by the Town of Claresholm (Town) and the Municipal District of Willow Creek (MD) in addressing sensitive land use issues in close proximity to the Town. The two municipalities with guidance from the Oldman River Regional Services Commission (ORRSC) planning staff and municipal administration have addressed land use issues within the plan boundary.

Both municipalities can be commended in their intermunicipal and municipal planning efforts as defined by their respective MDPs and Land Use Bylaws (LUB). But with the adoption of the South Saskatchewan Regional Plan and mandated Intermunicipal planning by the province under s.631 of the *Municipal Government Act (MGA)*, clearly defined plans with respect to growth directions and land management adjacent to urban areas need to be agreed upon for both urban and rural municipalities. The complexity of IMDPs requires unique problem solving, negotiation and cooperation to reach mutual agreement. This document sets out the framework for the municipalities' efforts in intermunicipal planning.

2. PLAN PREPARATION PROCESS

The Oldman River Regional Services Commission undertook a review of the present planning documents and many common areas of agreement were realized and discussed with Staff from both municipalities. The results were compiled into a document entitled "Background Report to the Intermunicipal Development Plan: Municipal District of Willow Creek – Town of Claresholm". The background report sets the stage for the creation of the Intermunicipal Development Plan.

This plan reflects the collaboration of both municipalities with input from the landowners. An open house was held early in the process in advance of a mandatory public hearing required by the *Municipal Government Act*. At the discretion of both councils, the document was then adopted by individual bylaws.

3. INTENT AND APPLICATION

The purpose of this Intermunicipal Development Plan, in accordance with the MGA, is to prescribe policy for future land use and development, and any other matters relating to the physical, social or economic development of an area that the councils of the Town and Municipal District consider necessary. As well, it plans for orderly and properly controlled development surrounding the urban area which allows for timely expansion with minimal land use conflicts. This Intermunicipal Development Plan applies to the lands as shown on the IMDP Boundaries Map, Map 2.

4. GOALS AND OBJECTIVES

GOALS

It is the intent of the councils of the Town of Claresholm and Municipal District of Willow Creek that the objectives and policies of this plan be governed by the goals stated below:

- To facilitate orderly and efficient development in the designated plan area while identifying each municipality's opportunities and concerns.
- To identify the land uses each municipality envisages for the two growth areas.
- When practical, to harmonize both municipalities' development and subdivision standards and requirements.
- To identify possible joint ventures, such as the provision of municipal services.
- To provide for a continuous and transparent planning process that facilitates ongoing consultation and cooperation among the two municipalities and affected landowners.
- To provide methods to implement and amend the various policies of the plan which are mutually agreed to by both municipalities.

OBJECTIVES

The following objectives shall be used as a framework for the policies of this plan and its implementation:

- To identify the growth strategies of the Town of Claresholm and ensure that these growth strategies are compatible with the development and land use policies of the Municipal District of Willow Creek.
- To discourage the fragmentation of agricultural land and to prevent the premature conversion of agricultural lands in the referral area or area adjacent to it to non-agricultural uses.
- To recognize the continued viability of both communities by providing development in the growth areas that:
 - (a) fosters a healthy environment, and
 - (b) seeks to minimize conflict when expansion becomes necessary.
- To direct country residential and other non-agricultural development to locations which are least disruptive to the agricultural community and to orderly urban expansion.
- To assist appropriate approval authorities to exercise control over confined feeding operations, industrial or other development which may have a potentially adverse impact on existing and/or future land use.
- To discourage development on flood-prone areas, potentially unstable slopes, undermined areas and other hazard lands and to ensure that public health and safety issues are given adequate consideration when land use and related decisions are being made.

- To maintain and promote a safe and efficient roadway network.
- To ensure development is serviced to standards appropriate to the location and type of development.

5. PLAN AREA

Both municipalities agree that the area affected by this plan includes all lands required to ensure the cooperation and coordination of land uses around the Town of Claresholm. The plan area contains two levels of planning coordination around the town. Firstly, the residential growth Area 1 and commercial/industrial growth Area 2 identified in this plan (Map 2) realistically and closely reflects the current and future needs of both the MD and Town. Secondly, a referral area as defined by Map 2 with legal descriptions below for circulating notification of land use proposals. The referral area boundary doubles as the CFO exclusion area.

The two growth area boundaries encompasses approximately 1,725 acres for future residential and 356 acres of land for commercial/industrial uses adjacent to the Town of Claresholm as illustrated in Map 2 and contains the following:

Area 1

- E ½ Sec 15, Twp 12 Rge 27 W4;
 - E ½ Sec 22, Twp 12 Rge 27 W4;
 - E ½ Sec 27, Twp 12 Rge 27 W4;
 - Portions of E ½ Sec 34, Twp 12 Rge 27 W4;
 - SE Sec 3, Twp 13 Rge 27 W4;
 - All portions of Sec 14, Twp 12 Rge 27 W4.
- All lying outside the Town corporate limits.

Area 2

- That portion of the SE Sec 24, Twp 12 Rge 27 W4 lying west of the proposed Highway 2 bypass;
 - That portion of the NE Sec 13, Twp 12 Rge 27 W4 lying between the existing alignment of highway 2 and the proposed Highway 2 bypass;
 - Those portions of Sec 35, Twp 12 Rge 27 W4 lying west of the proposed Highway 2 bypass;
 - That portion of SE Sec 2, Twp 13 Rge 27 W4 lying west of the proposed Highway 2 bypass.
- All lying outside the Town corporate limits.

Within the MD, the referral area encompasses approximately 6,901 acres of land adjacent to the Town of Claresholm including the Area 1 and 2 as described above (see Map 2) and contains the following:

- All Sec 3, Twp 13 Rge 27 W4;
- All Sec 2, Twp 13 Rge 27 W4;
- All Sec 35 Twp 12 Rge 27 W4;
- All Sec 34, Twp 12 Rge 27 W4;
- SE Sec 36 and W½ Sec 36, Twp 12 Rge 27 W4;
- E ½ Sec 25, Twp 12 Rge 27 W4;
- E ½ Sec 24, Twp 12 Rge 27 W4;
- Portions of SW24, Twp 12 Rge 27 W4;
- All Sec 22, Twp 12 Rge 27 W4;
- All Sec 27, Twp 12 Rge 27 W4;

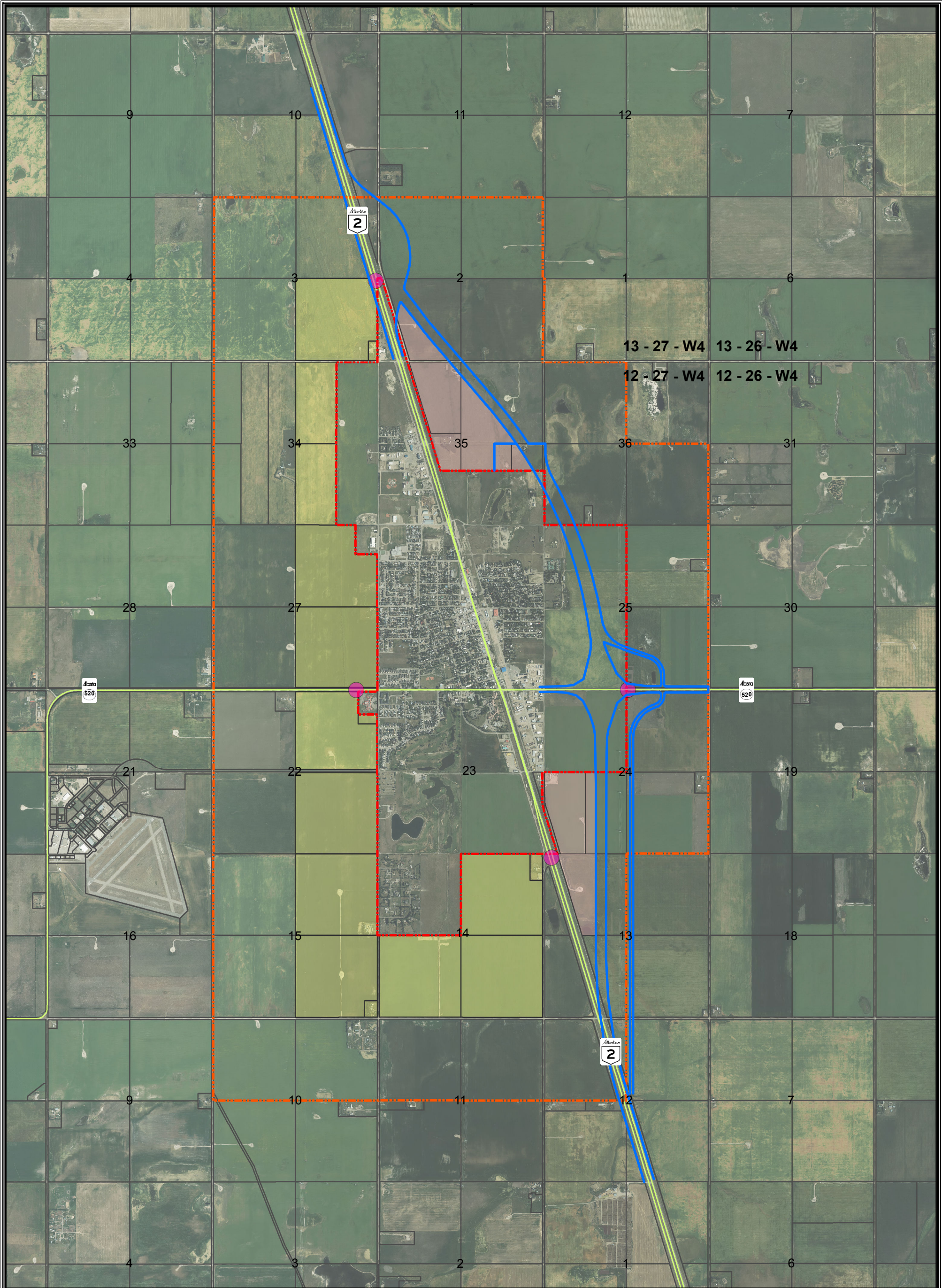
- W½ Sec 13, Twp 12 Rge 27 W4;
 - All Sec 14, Twp 12 Rge 27 W4;
 - SW14, Twp 12 Rge 27 W4;
 - NW12, Twp 12 Rge 27 W4;
 - N ½ Sec 11, Twp 12 Rge 27 W4;
 - N ½ Sec 10, Twp 12 Rge 27 W4;
 - All Sec 15 Twp 12 Rge 27 W4;
 - All Sec 22, Twp 12 Rge 27 W4.
- All lying outside the Town corporate limits.

From the perspective of both municipalities, maintaining the integrity of the Intermunicipal Development Plan is critical to the preservation of their long-term interests. This plan is based upon a shared vision of a future growth framework and reflects a mutual agreement on areas of growth for each municipality.

The main purpose of the referral boundary is to act as a mechanism to ensure dialogue between the two municipalities regarding planning processes and to act as the CFO exclusion area. It should be noted that some of the lands contained within the plan boundary may already be zoned, subdivided or developed for non-agricultural uses. It is understood that existing uses within either boundary are permitted and will continue operations.

The main purpose of the Area 1 and 2 growth boundaries is to act as a mechanism that ensures the implementation of two land use districts in the MD land use bylaw that are in keeping with the long range vision of the Town's growth objectives and provide landowners with a list of compatible land uses.

However, the expansion or intensification of existing uses shall be required to meet the policies of this IMDP and the applicable land use bylaw. Those lands that have been previously redesignated or subdivided or both need to be reviewed in the context of this plan and amendments may be required to ensure that future development will comply with the mutually agreed upon growth pattern.



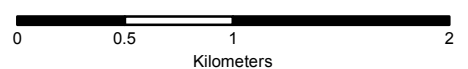
**TOWN OF CLARESHOLM
BYLAW # 1723**

**M.D. OF WILLOW CREEK No. 26
BYLAW # 1900**

**INTERMUNICIPAL DEVELOPMENT PLAN
IMDP BOUNDARY**

MAP 2 APRIL 2021

- - - - - Claresholm Municipal Boundary
- - - - - IMDP Referral Boundary / CFO Exclusion Area
- Highways
- Proposed Highway Right-of-Way
- Entranceways
- Area 1
- Area 2



PART B: POLICIES

This document outlines policies that apply to lands in both Areas 1 and 2 and the referral area boundaries and are to be used as a framework for decision making in each municipality with input and cooperation of the other jurisdiction. Each municipality is responsible for decisions within their boundaries using the plan policies and the procedures provided in the plan.

This section of policy is intended to provide guidance to decision makers when considering land use approvals within the two boundaries. Approvals shall only be given to uses that are complementary to uses located in the adjacent jurisdiction. Other sections of this plan may also apply.

1. GENERAL REFERRAL AREA LAND USE

- 1.1 This plan acknowledges land use designations for isolated commercial, industrial and residential that existed prior to the adoption of this plan. Following adoption and for the purpose of managing land use around the Town of Claresholm, the area will typically be designated to the following land use districts:
 - (a) Rural General,
 - (b) Residential Growth Area (Area 1), or
 - (c) Commercial/Industrial Growth Area (Area 2).
- 1.2 Both the Area 1 and Area 2 are established and shown on Map 2. These areas are established to allow rural landowners land use opportunities that are compatible with the long range planning for the Town.
- 1.3 Parcels within Areas 1 and 2 (Map 2) that are currently zoned Rural General - RG shall be redesignated as new districts in the Municipal District of Willow Creek Land Use Bylaw. Extensive agriculture will be the primary land use of the lands, until these lands are redesignated in a land use bylaw in accordance with this plan.
- 1.4 The list of permitted and discretionary uses within Areas 1 and 2 contained within the Municipal District of Willow Creek Land Use Bylaw has been agreed upon between the two municipalities prior to adoption (Appendix B contains the agreed upon uses for each growth area). Any amendments thereto after adoption must be addressed via separate discussion.
- 1.5 Prior to developing lands for urban residential or industrial/commercial uses, the first step may be to commence an annexation, IMDP amendment, area structure plan and redesignation process. These requirements are outlined in the following sections.

2. AGRICULTURE

- 2.1 Agriculture will continue to be the predominant land use in the Plan Area. The impact on agricultural uses should be a consideration when determining suitability of non-agricultural land uses in the Plan Area.

- 2.2 Both municipalities will strive to work cooperatively to encourage good neighbour farming practices, such as dust, soil erosion, weed and insect control, through best management practices and Alberta Agriculture guidelines.
- 2.3 If disputes or complaints in either municipality arise between landowners and agricultural operators, the municipality receiving the complaint shall strive to direct the affected parties to the appropriate agency, government department or municipality for consultation or resolution, wherever necessary.

3. CONFINED FEEDING OPERATIONS

Confined Feeding Operations (CFOs) are a land use that may have an adverse effect on the urban area, however the approval authority for these operations is the Natural Resources Conservation Board (NRCB). Policies regarding CFOs are intended to state the position of the two participating municipalities for the lands that are subject to this plan.

These policies recognize that it is important for both jurisdictions to maintain a good quality of life and high quality environment and support all types of agriculture, as both are fundamental to growth and development within each of their municipality's.

- 3.1 New confined feeding operations (CFOs) are not permitted to be established within the Intermunicipal Development Plan Confined Feeding Operation Exclusion Area as illustrated on Map 2, CFO Exclusion Area.
- 3.2 In regard to manure application on lands in the CFO Exclusion Area, the standards and procedures as outlined in the *Agricultural Operation Practices Act, Standards and Administration Regulation* shall be applied.
- 3.3 Both municipalities request the NRCB to circulate all applications for confined feeding operations' registrations or approvals within the Intermunicipal Development Plan Referral Boundary to each respective municipality.
- 3.4 Both Councils recognize and acknowledge that existing confined feeding operations located within the exclusion area will be allowed to continue to operate under acceptable operating practices and within the requirements of the *Agricultural Operation Practices Act* and its Regulations.
- 3.5 The Town agrees that it will notify and consult with the MD prior to engaging the NRCB or other provincial authorities, should a problem or complaints arise regarding a CFO operator's practices.
- 3.6 For statutory plan consistency, as required under the *Municipal Government Act*, the MD Municipal Development Plan CFO policies and associated map shall be reviewed and shall be updated to reflect the CFO Exclusion Area as defined by Map 2 within the first year of this Plan being adopted.
- 3.7 Consistent with the MD of Willow Creek's LUB and MDP, all applications regarding intensive livestock operation (ILO) and CFOs within the referral area shall be forwarded to the Town for review and comment by Town staff.

- 3.8 The Town acknowledges the benefits of ILO processing as outlined in the MD LUB and encourages the MD to continue the policy. Any Land Use Bylaw amendment affecting this policy shall be referred to the Town for comment due to the potential impact to Area 1.

4. RESIDENTIAL DEVELOPMENT

The Municipal District of Willow Creek has had a strong policy of protecting agricultural land by being very restrictive with respect to the approval of grouped country residential development, except for very specific areas of the municipality. This plan contemplates a new district which would allow fully serviced residential proposals to be considered with flexible density requirements adjacent to the Town of Claresholm.

- 4.1 A parcel or a lot that is used or intended to be used for multi-lot residential development in Area 1 shall complete an area structure plan utilizing the guidelines found in the Municipal District of Willow Creek Land Use Bylaw *Appendix F Area Structure Plan / Conceptual Scheme Guidelines*. Consideration of servicing and requirements for implementing Town Development Standards are provided in Section 6 below.
- 4.2 Any proposal for grouped country residential or multi-lot residential within the plan area, but outside Area 1 or 2 shall be required to make application to amend this plan and if adopted identify the area on Map 2 as a potential residential area.
- 4.3 Prior to giving consideration to a redesignation request for grouped country residential in the Municipal District of Willow Creek Land Use Bylaw, the Municipal District shall require the applicant to submit and have approved an area structure plan in accordance with the MD LUB.

5. COMMERCIAL AND INDUSTRIAL DEVELOPMENT

Commercial and industrial development applications can be expected and the following policies will ensure coordination with existing and future developments in the Town. The Municipal District may also benefit from development in specific locations.

- 5.1 Any proposal for commercial or industrial redesignation within the plan area, but outside Area 1 or 2 shall be required to make application to amend this plan and if adopted identify the area on Map 2 as a potential commercial or industrial area.
- 5.2 Any proposal for commercial or industrial use within the designated Commercial/Industrial Growth Area district (Area 2) or Residential Growth Area district (Area 1) shall be in accordance with the uses listed in Appendix B. Consideration of servicing and requirements for implementing Town Development Standards are provided in Section 6 below.

6. INTERMUNICIPAL AGREEMENTS AND SERVICES

A high degree of cooperation currently exists between the two jurisdictions and further opportunities for joint activities on a wide variety of issues may become available in the future.

- 6.1 Both municipalities shall ensure that land development and servicing is coordinated, recognizing that:
- (a) statutory plan compliance or amendment, land use redesignation, and subdivision to facilitate development are the first steps in land development,
 - (b) development shall be provided with suitable levels of service depending on its requirements and location, and
 - (c) the actions of regulatory authorities shall be coordinated with those of both municipalities, whenever possible.
- 6.2 It is recognized by the two municipalities that benefits can occur through cooperation and both may explore the option of sharing future services and/or revenues through an Intermunicipal Collaborative Framework. To that end, negotiation for services shall occur between the two municipalities and not with individual landowners.
- 6.3 To ensure that water and sewage disposal are given full consideration well in advance of development approval, the Town and the Municipal District agree that this shall be addressed as early as possible whenever land use decisions are being made. Where the municipalities can come to agreement on the development, any existing servicing agreements between the Town and MD shall be amended to incorporate the new proposal.
- 6.4 Where Town services for water and sewer are being considered by a developer, the developer shall obtain and utilize Town engineering standards in their plans.
- 6.5 Where the proposed roads may become part of the Town infrastructure, the Town road engineering standards should be included in the area structure plan.
- 6.6 It is agreed that if any environmental matters arise between the two municipalities within Town or plan area the administrations of either municipality will notify each other of the issue and seek a collaborative solution, where appropriate.
- 6.7 It is agreed that where intermunicipal programs relating to the physical, social and economic development of the area can be coordinated that both municipalities will seek to pursue such matters collaboratively, where appropriate.

7. SUBDIVISION CRITERIA

Although the subdivision process for the referral area may utilize the same policies as the rest of the MD, it is recognized that more evaluation may be necessary to minimize the potential for conflicts with existing or proposed uses and as outlined in this plan.

8. URBAN EXPANSION NEEDS

Identification of possible expansion areas provides an indication of lands that need to have special considerations. Policies are in place to ensure the opinion of all stakeholders into the expansion process.

- 8.1 In order to allow for the planning and installing of infrastructure, the Town has identified in the Intermunicipal Development Plan and Municipal Development Plan processes general and long-term directions of growth. Lands shown in Map 2 as Area 1 and 2 have been identified as areas which may be needed to accommodate future urban development. Annexation of these lands will occur in the framework of this and other long-range planning documents and will be based upon orderly development.
- 8.2 The process of including the above noted lands into the Town shall be commenced by the Town over a period of time after the adoption of this plan and continue as required in accordance with the *Municipal Government Act* including good faith council negotiations.
- 8.3 Annexation involves a number of stakeholders that need to be involved in the process including:
- land owners directly affected by the application must be part of the negotiation process;
 - Town of Claresholm, who must make the detailed case for annexation and be a major participant in any negotiations;
 - MD of Willow Creek, who must evaluate the annexation application and supporting documentation for the impact on its financial status and land base as well as ratepayer issues. The MD will, as part of the negotiation with ratepayers, wish to see arrangements regarding, but not limited to:
 - property taxes,
 - use of land continuing as agriculture until needed for development, and
 - ability to keep certain animals on site;
 - local authorities such as the Alberta Transportation and Alberta Environment;
 - Municipal Government Board, who will evaluate the application and responses from the stakeholders.
- 8.4 Annexation boundaries shall follow legal boundaries and natural features to avoid creating fragmented patterns of municipal jurisdiction.
- 8.5 The Town and MD shall negotiate a formula for the determination of compensation on annexation. Negotiation may occur on any or all of the following:
- revenue or tax-sharing,
 - off-site levies and levy transfers, and
 - municipal reserve transfers.

9. CREEKS AND HAZARD LANDS

Frog Creek is the main water feature in Plan Area and provides opportunity for cooperation as well as some challenges.

- 9.1 Recognizing that development near Frog Creek can impact downstream lands (and in some cases upstream lands), both municipalities agree that they will consider potential effects and discuss proposals before either undertakes development near the creek within the Town or the lands subject to this plan.

- 9.2 Both municipalities endorse the dedication of Environmental Reserve or an Environmental Reserve Easement within the Town or the lands subject to this plan along the creek and any other major natural drainage course, recognizing that the MGA authorizes:
- (a) the dedication of a minimum 6-metre strip; and
 - (b) the dedication of any lands that are unstable or subject to flooding; and
 - (c) the dedication of lands which consist of a swamp, gully, ravine, coulee or a natural drainage course.
- 9.3 Where either municipality identifies that a development, subdivision or redesignation application may occur on or in potentially hazardous land, the developer shall provide an analysis prepared by a qualified Alberta professional showing the approval is appropriate and safe at that location.

10. WIND ENERGY CONVERSION SYSTEMS (WECS)

Wind Energy Conversion Systems (WECS) are a growing industry in southern Alberta and provides economic benefits to both urban and rural municipalities. As a land use, WECS structures can be imposing due to their size. Through municipal cooperation, it is hoped that the industry can expand and grow as a compatible land use.

- 10.1 The protection of agricultural lands and associated land uses shall be considered when decisions regarding wind power generation are made.
- 10.2 No development approvals or redesignation shall be given to WECS (Category 3) within Area 1 and 2.
- 10.3 Both municipalities agree to have open dialogue on proposed developments.

11. SOLAR ENERGY SYSTEMS

Solar Energy Systems are a growing industry in southern Alberta and provides economic benefits to both urban and rural municipalities. As a land use, solar energy system, commercial/industrial can be imposing due to their land coverage. Through municipal cooperation, it is hoped that the industry can expand and grow as a compatible land use.

- 11.1 The protection of agricultural lands and associated land uses shall be considered when decisions regarding solar power generation are made.
- 11.2 No development approvals or redesignation shall be given to Solar energy system, commercial/industrial within Area 1 and 2.
- 11.3 Both municipalities agree to have open dialogue on proposed developments.

12. TRANSPORTATION CORRIDORS and COMMUNITY ENTRANCEWAYS

Transportation corridors and entranceways are key components to any land use planning document. Land use and transportation cannot be planned separately nor can two municipalities plan these components in isolation.

- 12.1 The Town and MD will cooperate on the development and approvals of all future Transportation Master Plans and Traffic Impact Assessments within the Plan Area.
- 12.2 All subdivision proposals within the plan area shall secure all right-of-way requirements for future road expansion. Particular attention should be given to major intersections requirements.
- 12.3 The MD or Town may require an agreement regarding the protection, construction, repair, and maintenance of any municipal roads, which may be impacted by subdivision or development, when the development requires access to come from the adjacent municipality's road.
- 12.4 Standards for a hierarchy of roadways should be identified and established between the two jurisdictions. Access control regulations should also be established to ensure major collectors and arterials are protected.
- 12.5 If required by Alberta Transportation or the municipality, at the time of subdivision or development, the developer shall conduct traffic studies with respect to impact and access onto Highways 2 and 520. Any upgrading identified by such studies shall be implemented by the developer at its sole cost and to the satisfaction of the municipality and Alberta Transportation.
- 12.6 Common standards of development adjacent the entranceways identified on Map 2 should be developed in each municipality's LUB and MDP. Standards should include but are not limited to landscaping, signage, screening and fencing. Architectural elements should enhance the visual appeal of intermunicipal entranceways.
- 12.7 Billboards, third party and off-premise signs along entranceways (Map 2) are prohibited.
- 12.8 Both municipalities agree to inform and invite the other municipality for all discussions with Alberta Transportation.

PART C: IMPLEMENTATION OF THE PLAN

The plan's implementation will be the ongoing responsibility of both councils whose actions must reflect the plan. The support and cooperation of each municipal staff, planning advisors, public and private organizations, and the general public will also be needed for implementation. The following guiding principles shall govern the plan's implementation:

1. The Town and Municipal District agree that they shall ensure that the policies of this plan are properly, fairly and reasonably implemented.
2. The Town and Municipal District shall monitor and review the policies of this plan on a regular basis or as circumstances warrant.
3. The Town and the Municipal District's Land Use Bylaws and Municipal Development Plans shall be amended to reflect the policies of this plan including a revised definitions as presented in Appendix C.

1. INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE POLICIES

INTENT

The implementation of this Plan is intended to be an ongoing process to ensure it is maintained and remains applicable. An Intermunicipal Development Plan Committee with joint representation will ensure continued dialogue and cooperation, as the purpose of this committee is to promote active cooperation and conflict resolution through a consensus-based approach.

POLICIES

- 1.1 For the purposes of administering and monitoring the IMDP, the Town of Claresholm and MD of Willow Creek establish the Intermunicipal Development Plan Committee (the Committee).
- 1.2 Both Councils agree the Intermunicipal Development Plan Committee will be an advisory body and may make comments or recommendations to the Town of Claresholm and MD of Willow Creek. In its advisory capacity, the Committee does not have decision making authority or powers with respect to planning matters in either municipality.
- 1.3 The Committee will be comprised of two (2) members of Council from both the Town of Claresholm and MD of Willow Creek. Each municipality may appoint an alternate Committee member in the event a regular member cannot attend a scheduled meeting. Alternate Committee members shall have standing. Quorum shall consist of four (4) voting members.
- 1.4 Members of the Committee shall be appointed by their respective Councils at the Organizational Meeting. If a Council wishes to appoint a new member to the Committee (including the alternate), they must do so by motion of Council at a regular Council meeting. The municipalities shall notify one another upon appointing members and alternate members to the Committee.
- 1.5 The municipalities agree that the purpose of the Committee is to:
 - (a) provide a forum for discussion of land use matters within the Plan Area,

- (b) provide recommendation(s) for proposed amendments to the Plan,
 - (c) discuss and address issues regarding Plan implementation,
 - (d) review and provide comment on referrals under PART C: Section 2 and any other matters referred to the Committee,
 - (e) provide recommendation(s) regarding intermunicipal issues in an effort to avoid a dispute, and
 - (f) provide a forum for discussion of any other matter of joint interest identified by either municipality.
- 1.6 Meetings of the Committee may be held at the request of either municipality to discuss land use or other planning matters, dispute resolution, or any other matter of intermunicipal importance. Additionally, any matter in PART C: Section 2 may be referred by either municipality to the Committee for comment prior to a decision being rendered.
- 1.7 A municipality may call a meeting of the Committee at any time upon not less than five (5) days' notice of the meeting being given to all members of the Committee and support personnel, stating the date, the time, purpose and the place of the proposed meeting. The five (5) days' notice may be waived with $\frac{3}{4}$ of the Committee members' agreement noted.
- 1.8 The municipality that called the meeting of the Committee shall host and chair the meeting and is responsible for preparing and distributing agendas and minutes.
- 1.9 At least one (1) member of each municipality's administrative staff shall attend each meeting in the capacity of technical, non-voting advisor.
- 1.10 Any changes to the Committee format, composition, roles, responsibilities or any aspect of its existence or operation may be requested by either municipality.
- 1.11 Where a matter has been referred to the Committee and a resolution cannot be found, the Dispute Resolution process in PART C: Section 3 of this Plan shall be adhered to.

2. REFERRALS

This plan is designed with a referral system as outlined below.

Referral Area Intent

For the Referral area land use issues are addressed at five main points in the approval system including:

- municipal development plans and amendments,
- all other statutory plans and amendments,
- land use bylaws and amendments,
- subdivision of a parcel and any appeal,
- development approval and any appeal.

Each referral shall contain all available information for review and a municipality may request further information to be provided. In the case of all referrals, a written response shall be in accordance with Section 2.12 and 2.13 below.

Referral Policies

- 2.1 As the first step in the referral process, all applications within the plan boundary or proposed documents affecting the plan boundary shall be submitted to the Town or MD for comment. The full referral process is outlined in Figure 1 – Referral Flow Chart.
- 2.2 **Municipal Development Plan Amendments**
- (a) A newly proposed MD of Willow Creek Municipal Development Plan or amendment that will have an impact on this plan shall be referred to the Town for comment.
 - (b) A newly proposed Town of Claresholm Municipal Development Plan or amendment affecting the municipal expansion policies shall be referred to the MD for comment.
 - (c) The above referrals shall be made and considered prior to a public hearing.
- 2.3 **All Other Statutory Plans and Amendments**
- (a) A newly proposed MD of Willow Creek statutory plan or amendment that will have an impact on this plan shall be referred to the Town for comment.
 - (b) A newly proposed Town of Claresholm statutory plan or amendment affecting the municipal expansion policies shall be referred to the MD for comment.
 - (c) The above referrals shall be made and considered prior to a public hearing.
- 2.4 **Land Use Bylaws and Amendments (redesignation and text amendments)**
- (a) All land use bylaw amendments in the MD of Willow Creek which change a land use district or a part of the Land Use Bylaw which would affect the policies of this plan shall be referred to the Town.
 - (b) The Town shall refer all redesignation applications that are located adjacent to the Town boundary.
 - (c) Any proposed new Land Use Bylaw in the MD or Town shall be referred to the other for comment.
 - (d) The above referrals shall be made and considered prior to a public hearing.
- 2.5 **Subdivision Applications**
- (a) The MD shall refer all subdivision applications within the referral area to the Town for comment.
 - (b) The Town shall refer all subdivision applications located on lands adjacent to the town boundary to the MD for comment. The above referrals shall be made and considered prior to a decision being made.
- 2.6 **Development applications**
- (a) The MD shall refer all discretionary use applications located in the referral area to the Town for comment and may refer permitted use applications if there are some conditions that may alleviate a perceived conflict with a Town property.
 - (b) The Town shall refer to the MD all discretionary use applications, if the application is adjacent to lands in the MD and any application involving a use of land or buildings which may have a noxious, hazardous or otherwise detrimental impact on land within the MD.
 - (c) The above referrals shall be made and considered prior to a decision being made.

- 2.7 Municipalities are encouraged to refer any requests for approval to each other in areas not contained in this plan if some impact may occur in the other jurisdiction.

IMDP Referral Area Intent

For the IMDP Referral Area land use issues are addressed for specific uses in the approval system and reflect many policies already established in the MD of Willow Creek's Municipal Development Plan and Land Use Bylaw.

Each referral shall contain all available information for review and a municipality may request further information to be provided. In the case of all referrals, a timely written response is expected.

IMDP Referral Area Policies

- 2.8 In accordance with the MD of Willow Creek MDP, all land use bylaw amendments, subdivision and non-residential discretionary use development applications within the referral area shall be referred to the Town of Claresholm. The referral area in this plan is known as the IMDP referral boundary as depicted on Map 2.

As the first step in the IMDP referral boundary process, all applications within the boundary or proposed documents affecting the plan boundary shall be submitted to the Town for comment. The full referral process is outlined in Figure 1 – Referral Flow Chart.

2.9 CFO / ILO Development applications

- (a) The MD shall refer all CFO / ILO use referrals and applications located in the IMDP referral boundary to the Town for comment.
- (b) The above referrals shall be made and considered prior to a decision being made.

2.10 Grouped Country Residential Area Structure Plan or Redesignation applications

- (a) The MD shall refer all Grouped Country Residential Area Structure Plan or Redesignation applications located in the IMDP referral boundary to the Town for comment.
- (b) The above referrals shall be made and considered prior to a decision being made.

2.11 Coordination of Transportation Planning

- (a) The MD shall refer all transportation improvements located in the IMDP referral boundary to the Town for comment.
- (b) The above referrals shall be made and considered prior to a decision being made.

Response Timelines

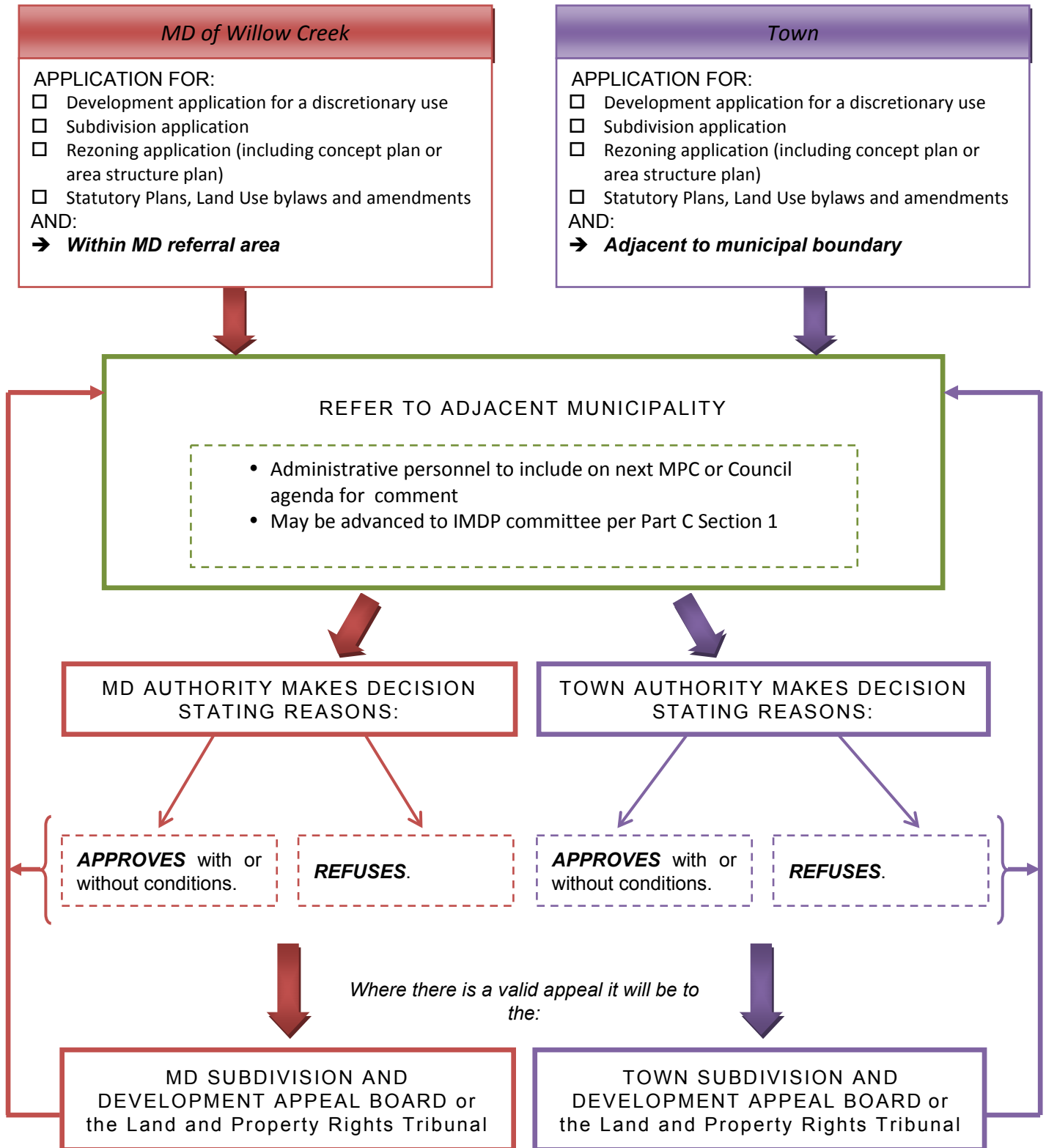
- 2.12 The responding municipality shall, from the date of mailing, have the following timelines to review and provide comment on intermunicipal referrals:
- a) 15 calendar days for all development applications,
 - b) 19 calendar days for subdivision applications, and
 - c) 30 calendar days for all other intermunicipal referrals.

- 2.13 In the event that either municipality or the Committee does not reply within, or request an extension by, the response time for intermunicipal referrals stipulated in this Section, it is presumed that the responding municipality and/or Committee has no comment or objection to the referred planning application or matter.

Consideration of Responses

- 2.14 Comments from the responding municipality and/or the Committee regarding proposed Municipal Development Plans, other statutory plans, and Land Use Bylaws, or amendments to any of those documents, shall be considered by the municipality in which the application is being proposed, prior to a decision being rendered.
- 2.15 Comments from the responding municipality and/or the Committee regarding subdivision and development applications shall be considered by the municipality in which the application is being proposed, prior to a decision being rendered on the application.

Figure 1: Intermunicipal Development Plan Referral Flowchart



3. DISPUTE SETTLEMENT

INTENT

The intent of the dispute resolution process is to maximize opportunities for discussion and review in order to resolve areas of disagreement early in the process. Despite the best efforts of both municipalities, it is understood that disputes may arise from time to time affecting land use within the Plan boundary. The following process is intended to settle disputes through consensus and minimize the need for formal mediation.

POLICIES

General Agreement

The municipalities agree that:

- 3.1 It is important to avoid dispute by ensuring that the Plan is adhered to as adopted, including full circulation of any permit or application that may affect the municipality as required in the Plan and prompt enforcement of the Plan policies.
- 3.2 Prior to the meeting of the Committee, each municipality through its administration, will ensure the facts of the issue have been investigated and clarified, and information is made available to both parties. Staff meetings are encouraged to discuss possible solutions.
- 3.3 The Committee should discuss the issue or dispute with the intent to seek a recommended solution by consensus.

Dispute Resolution

In the case of a dispute, the following process will be followed to arrive at a solution:

- 3.4 When a potential intermunicipal issue comes to the attention of either municipality relating to a technical or procedural matter, such as inadequate notification or prescribed timelines, misinterpretation of Plan policies, or a clerical error regarding the policies of this Plan, either municipality's Land Use Bylaw, or any other plan affecting lands in the Plan Area, it will be directed to the administrators of each municipality. The administrators will review the technical or procedural matter and if both administrators are in agreement, take action to rectify the matter.
- 3.5 Should either municipality identify an issue related to this Plan that may result in a dispute that cannot be administratively resolved under Section 3.4 or any other issue that may result in a dispute, the municipality should contact the other and request that an Intermunicipal Development Plan Committee meeting be scheduled to discuss the issue. The Committee will review the issue and attempt to resolve the matter by consensus.
- 3.6 Should the Intermunicipal Development Plan Committee be unable to arrive at a consensus, the administration of each municipality will schedule a joint meeting of the two Councils to discuss possible solutions and attempt to reach consensus on the issue.

- 3.7 Should the Councils be unable to resolve the matter, either municipality shall initiate a formal mediation process to facilitate resolution of the issue.

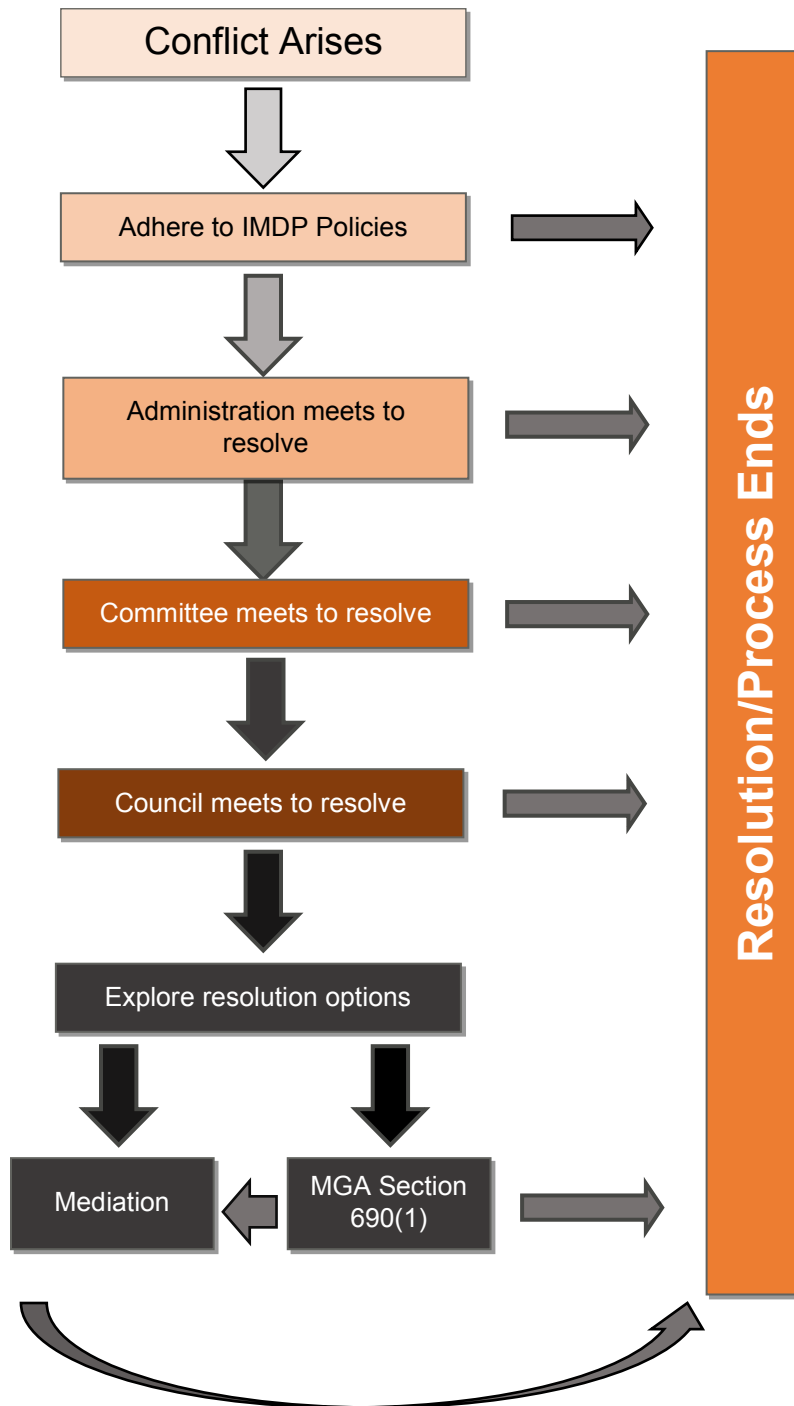
Filing an Intermunicipal Dispute under the *Municipal Government Act*

- 3.8 In the case of a dispute involving the adoption of a statutory plan, Land Use Bylaw or amendment to such, within 30 days of adoption, the municipality initiating the dispute may, without prejudice, file an appeal to the Municipal Government Board under section 690(1) of the MGA so that the provincial statutory right and timeframe to file an appeal is not lost.
- 3.9 The appeal may then be withdrawn, without prejudice, if a solution or agreement is reached between the two municipalities prior to the Municipal Government Board meeting. This is to acknowledge and respect that the time required to seek resolution or mediation may not be able to occur within the 30 day appeal filing process as outlined in the MGA.

Note: *Using section 690(1) of the MGA is the final stage of dispute settlement, where the municipalities request the Municipal Government Board to intercede and resolve the issue.*

Dispute Resolution Flow Chart

The dispute resolution flow chart presented here is for demonstration purposes only and shall not limit the ability of either municipality to explore other methods of resolution or to choose one method in place of another.



4. PLAN VALIDITY AND AMENDMENT

This plan will may require amendment from time to time to accommodate unforeseen situations, and to keep the Plan relevant.

- 4.1 This plan comes into effect on the date it is adopted by both the Town of Claresholm and Municipal District of Willow Creek.
- 4.2 Recognizing that this plan may require an amendment from time to time to accommodate an unforeseen situation, such an amendment must be adopted by both councils using the procedures established in the *Municipal Government Act*.
- 4.3 Third party applications for an amendment to this plan shall be made to both municipalities and be accompanied by the appropriate fees to each municipality.
- 4.4 Administrative staff should review the policies of the Plan annually and discuss land use matters, issues and concerns on an on-going basis. Administrative staff may make recommendations to their respective Councils for amendment to the Plan to ensure the policies remain relevant and continue to meet the needs of both municipalities.
- 4.5 That the staff of both municipalities review the plan every five years from the date of adoption and report to the respective councils. Each council shall respond within 60 days with a recommended course of action.

APPENDIX A – Definitions

Adjacent means land which is contiguous or would be contiguous if not for a river, stream, railway, road or utility right-of-way or reserve land.

Area structure plan means a statutory plan prepared in accordance with Section 634 of the *Municipal Government Act* and the Municipal Development Plan for the purpose of providing a framework for subdivision and development of land in the municipality.

Commercial means the use of land and/or building for the purpose of display, storage and wholesale or retail sale of goods and/or services to the general public. On-site manufacturing, processing or refining of goods shall be incidental to the sales operation.

Confined feeding operation (CFO) has the same meaning as in the regulations of the *Agricultural Operations Practices Act*.

Country residence means a use of land, the primary purpose of which is for a dwelling or the establishment of a dwelling in a rural area.

Development means development as defined in the MGA.

Development authority means the development authority of the Municipal District of Willow Creek No. 26 or the development authority of the Town of Claresholm, whichever development authority applies.

Extensive agriculture means the production of crops or livestock or both by the expansive cultivation or open grazing of normally more than one parcel or lot containing 160 acres (64.8 ha) more or less.

Grouped country residential means two or more contiguous country residential lots.

Industrial means development used for manufacturing, fabricating, processing, assembly, production or packaging of goods or products, as well as administrative offices, warehousing and wholesale distribution uses which are accessory to the above provided that the use does not generate any detrimental impact, potential health or safety hazard or any nuisance beyond the boundaries of the site upon which it is situated. “Noxious or hazardous industries” and Specialty manufacturing / Cottage industry” are separate uses.

Intensive livestock operation (ILO) means any land enclosed by buildings, shelters, fences, corrals or other structures which, in the opinion of the MD Municipal Planning Commission, is capable of confining, rearing, feeding, dairying or auctioning livestock, but excepting out wintering of a basic breeding herd of livestock but is less than the thresholds established by the NRCB.

Land use bylaw has the same meaning as in the *Municipal Government Act*.

May means, within the context of a policy, that the action described in the policy is discretionary.

MGA means the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, with amendments there to.

Noxious industry means an industry which is hazardous, noxious, unsightly or offensive and cannot, therefore, be compatibly located in an urban environment. Examples include, but are not necessarily limited to: abattoirs, oil and gas plants, asphalt plants, sanitary landfill sites, sewage treatment plants or lagoons, auto wreckers or other such uses determined by the Municipal Planning Commission to be similar in nature.

Redesignation "redesignate", "redistrict", or "rezone" means changing the existing land use district on the official Land Use District Map in the land use bylaw.

Residential means the use of land or buildings for the purpose of domestic habitation on a continual, periodic or seasonal basis.

Shall means, within the context of a policy, that the action described in the policy is mandatory.

Solar energy system, commercial/industrial means a system using solar technology to collect energy from the sun and convert it to energy to be used for off-site consumption, distribution to the marketplace, or a solar energy system not meeting the definition of solar energy systems, household.

Wind Energy Conversion System (WECS) means a system consisting of subcomponents which converts wind energy to electrical energy using rotors, tower and a storage system.

APPENDIX B –Growth Area Land Uses

Schedule 2

LAND USE DISTRICT REGULATIONS

RESIDENTIAL GROWTH AREA - RGA

INTENT

The intent of this land use district is to protect a designated area surrounding an incorporated urban municipality identified in an intermunicipal development plan by limiting non-agricultural, incompatible or noxious uses which may impact the long-range growth expectations of the urban community.

1. LAND USES

(1) Permitted Uses

- Accessory building
- Accessory structure
- Farmstead (existing)
- Home occupation, minor
- Mobile home
- Modular home
- Ready to move structure
- Residential addition, porch, veranda
- Sea can for storage use
- Secondary residence
- Single family dwelling
- Wind Energy Conversion System (WECS) - Category 1

(2) Discretionary Uses

- Alternative/renewable energy, household
- Animal care service, small
- Aquaculture operation, small
- Bed and breakfast
- Cabin
- Cemetery
- Church
- Community facility
- Day care facility
- Duplex
- Family campground

Food services/catering
Garage suite
Garden suite
Golf course
Greenhouse (personal)
Guest house
Home occupation, major
Intensive horticulture
Intensive livestock operation
Kennel - Category 1
Lodge
Market garden
Moved-in building
Multi-family dwelling
Office
Outside storage
Private riding arena and rodeo grounds
Public and private institutional use
Public and private utility
Public park and recreation
Recreation vehicle storage
Resort accommodation
School
Signs
Solar energy system, household
Surveillance suite
Taxidermist
Tourist home
Towers, personal
Visitor accommodation
Workshop

(3) Prohibited Uses

Any use not found in Permitted or Discretionary, and not considered a similar use, shall be prohibited, unless the lands are redesignated to accommodate the development.

INDUSTRIAL / COMMERCIAL GROWTH AREA - ICGA

INTENT

The intent of this land use district is to protect the agricultural land base of the municipality and ensure the fringe areas of urban municipalities are protected for future expansion and development while allowing non-agricultural uses that complement the area's economy and do not conflict with an urban environment.

1. LAND USES

(1) Permitted Uses

- Accessory buildings
- Accessory structures
- Farmstead (existing)
- Home occupation, minor
- Ready to move structure
- Residential addition, porch, veranda
- Sea can for storage use
- Secondary residence
- Signs

(2) Discretionary Uses

- Abattoir
- Alternative/renewable energy
- Animal care service, large
- Animal care service, small
- Aquaculture operation, large and small
- Archery range, private
- Bed and breakfast
- Building supply centre
- Campground, family
- Car wash
- Cemetery
- Church
- Commercial uses
- Community facility
- Convenience store
- Farm supplies and service
- Financial Institution
- Food processing
- Food service/catering
- Garage suite
- Garden centre
- Greenhouse
- Helipad

Heliport
Highway Commercial
Holiday trailer and RV storage
Home care service
Home occupation, major (existing residence)
Household appliance repair service
Industrial equipment sales and service
Industrial manufacturing
Intensive horticulture
Kennel - Category 1 and 2
Laundromat
Light industrial and manufacturing
Liquor store
Market garden
Modular home sales & services
Moved-in buildings
Office
Outdoor storage
Private riding stable and arena
Private rifle range
Private rodeo grounds
Public and private institutional use
Public and private recreation
Public and private utilities
Recreation vehicle storage
Residential accommodation in conjunction with an approved use
Restaurant and lounge
Retail shopping mall
Retail store
Rural industry
Sea can storage
Sod farm
Solar energy system
Solar energy system, household (existing residence)
Sports club
Surveillance suite
Taxidermy
Tower
Travel agency
Truck Transportation depot
Truck wash
Vehicle sales and rentals
Vehicle service and repair
Visitor accommodation (existing residence)
Warehouse
Warehouse store

Welding shop
Wind Energy Conversion System (WECS) - Category 1
Workshop

(3) **Prohibited Uses**

Any use not found in Permitted or Discretionary, and not considered a similar use, shall be prohibited, unless the lands are redesignated to accommodate the development.

APPENDIX C – Revised Definitions for the MD LUB

PROPOSED / REVISED DEFINITIONS

RESIDENTIAL GROWTH AREA - RGA

Discretionary Uses

- **Aquaculture operation, small** means the hatching, raising and breeding of fish or other aquatic plants or animals for sale or personal consumption requiring a body of water such as a pool, tank, pond, river, lake, estuary, waterbody or facility to sustain the operation within a structure or building of less than 700 ft² (65 m²) in size.
- **Aquaculture operation, large** means the hatching, raising and breeding of fish or other aquatic plants or animals for sale or personal consumption requiring a body of water such as a pool, tank, pond, river, lake, estuary, waterbody or facility to sustain the operation within a structure or building of 700 ft² (65 m²) or greater in size.
- **Home occupation** means the ancillary use of a dwelling unit and/or its accessory buildings or lands by any trade, profession, or craft for monetary gain involving the manufacture, processing, provision or sale of goods and/or services if the use, location, and operation is not readily apparent under normal scrutiny from the nearby lands or public roadways with the exception of signage associated with a major home occupation. Home occupations shall include, but not be limited to: basketry, weaving, small engine repair, manufacturing and/or sale of small crafts, goods and wares, sale of baked goods, ornaments, lawn decorations, garden produce, home care services, household appliance repair services, vehicle service and repair and welding shops.
- **Tower, personal** means the erection or placement of an elongated vertical structure on a lot, tract of land or agricultural operation for the purpose of providing meteorological, telecommunication, GPS information, citizen band, and/or ham radio reception for the sole use of the lot, tract of land or agricultural operation.

INDUSTRIAL / COMMERCIAL GROWTH AREA - ICGA

- **Commercial uses** means the use of land, buildings or structures for the purpose of display, storage, sale or acquisition of goods and services to the general public either by wholesale or retail means. Such uses include, but are not limited to, warehouse shipping, lumber yards, furniture galleries, clothing outlets, lighting and kitchen centers, grocery and convenience stores, services stations, restaurants, car washes, liquor stores and garden centers.
- **Industry rural** means the use of land, buildings or structures for the manufacturing, processing, refining, storage, packaging and distribution of agricultural related products, where the activities include, but are not limited to, producing potato chips, french fries, canola oil, honey, flour, sugar, condiments, juices, canned fruit and vegetables, meat and meat by-products.
- **Industry, resource extraction** means uses of land or buildings which are governed by the location of a natural resource and involve the extraction or on-site processing and/or storage of a natural resource. Resource extraction uses include, but are not limited to the following:
 - a) cement and concrete batching plants;
 - b) sand and gravel operations;
 - c) logging and forestry operations, including sawmills; and
 - d) such other uses as established by the Municipal Planning Commission to be similar to any one or all of the above uses.
- **Industry, resource processing** means the refining, stockpiling, storage, distribution and sale of natural resources including, but not limited to, fossil fuels, minerals, timber, sand and gravel and related by-products.
- **Industry, equipment sale and rental** means the sale or rental of equipment used in building, roadway, pipeline, oilfield and mining construction or agricultural production.
- **Industry, manufacturing** means the use of land, building or structures used to manufacture, fabricate, process, assemble, produce, package or distribute non-agricultural goods or products including, but not limited to, machine and automotive parts, telecommunication products, furniture, cabinets, vehicles, trailers, windows, storage structures, appliances, tools or equipment.
- **Industry, heavy** means the manufacturing, developing, creating, assembling, and fabricating of products with significant external effects or which pose significant risks due to the involvement of explosives, radioactive materials, poisons, pesticides, herbicides, or other hazardous materials used in the manufacturing process.
- **Industry, light / manufacturing** see “Industry, manufacturing”.
- **Industry, rural agriculture** see “Industry, rural”.

INDUSTRIAL / COMMERCIAL GROWTH AREA - ICGA

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- **Industry, rural agriculture** see “Industry, rural”.

ACTION ITEMS



Claresholm

TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1724

A bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2021 taxation year.

WHEREAS, the Town of Claresholm has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on April 26, 2021; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Claresholm for 2021 total \$12,885,439; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$9,353,260 and the balance of \$3,532,179 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)

Residential & Farmland	\$931,304
Non-Residential	\$310,412

Porcupine Hills Lodge Foundation (PHL)

Residential & Non-Residential	\$114,023
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Designated Industrial Property Requisition(DIP)

Designated Industrial Properties	\$626
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WHEREAS, the Council of the Town of Claresholm is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Town of Claresholm as shown on the assessment roll is:

Residential	\$346,296,040
Vacant Residential & Farmland (VR&F)	\$5,080,000
Non –Residential	\$76,767,720
Linear & Designated Industrial (DI) Property	\$7,768,820
Machinery & Equipment (M&E)	\$1,015,970
Machinery & Equipment (M&E) – Designated Industrial (DI)	\$64,050
Annexed Residential	\$1,392,580
Annexed Farmland	\$87,900
Annexed Non –Residential	\$15,766,190
Annexed Linear & Designated Industrial (DI) Property	\$198,170
Annexed Machinery & Equipment (M&E) – Designated Industrial (DI)	\$98,840
Total	\$454,536,280

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Town of Claresholm, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Claresholm:

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$2,390,135	\$346,296,040	0.0069020
VR&F	\$35,062	\$5,080,000	0.0069020
Non-Residential	\$890,414	\$76,767,720	0.0115988
Non-Residential – Provincial Grants in Lieu 50% reduction	(\$11,639)		
Linear & DI Property	\$90,109	\$7,768,820	0.0115988
M&E	\$0	\$1,015,970	0.0000000
M&E – DI	\$0	\$64,050	0.0000000
Annexed Residential	\$5,675	\$1,392,580	0.0040750
Annexed Farmland	\$684	\$87,900	0.0077830
Annexed Non –Residential	\$130,103	\$15,766,190	0.0082520
Annexed Linear & DI Property	\$1,635	\$198,170	0.0082520
Annexed M&E – DI	\$0	\$98,840	0.0000000
	\$3,532,177	\$454,536,280	
ASFF – 2020	Tax Levy	Assessment	Tax Rate
Residential & VR & F	\$927,485	\$351,376,040	0.0026396
Non-Residential	\$248,807	\$82,529,540	0.0030148
Annexed - Residential & VR & F	\$3,819	\$1,480,480	0.0025800
Annexed - Non-Residential	\$61,605	\$15,964,360	0.0038590
	\$1,241,716	\$451,350,420	
PHL	Tax Levy	Assessment	Tax Rate
Residential, Non-Residential VR & F	\$108,900	\$433,905,580	0.0002510
Annexed - Residential, Non-Residential VR & F	\$5,123	\$17,444,840	0.0002940
	\$114,023	\$451,350,420	
Designated Industrial (DI) Property Requisition	Tax Levy	Assessment	Tax Rate
Linear & DI including M&E	\$626	8,129,880	0.0000770

Note: Annexed properties are taxed at MD of Willow Creek tax rates as per Order In Council 004/2017 (until 2042) and 383/2020 (until 2030).

PROPERTY TAX RATES BY CLASSIFICATION

	RES & VR&F	NON-RES	DESIGNATED INDUSTRIAL
EDUCATION - ASFF	0.0026396	0.0030148	0.0030148
PORCUPINE HILLS LODGE REQ	0.0002510	0.0002510	0.0002510
DI PROPERTY REQUISITION			0.0000770
MUNICIPAL	0.0069020	0.0115988	0.0115988
TOTAL PROPERTY TAX RATE	0.0097926	0.0148646	0.0149416

PROPERTY TAX RATES BY CLASSIFICATION – ANNEXED LANDS

	RESIDENTIAL	NON-RESIDENTIAL	VACANT RESIDENTIAL & FARMLAND	DESIGNATED INDUSTRIAL
EDUCATION - ASFF	0.0025800	0.0038590	0.0025800	0.0038590
PORCUPINE HILLS LODGE REQUISITION	0.0002940	0.0002940	0.0002940	0.0002940
DI PROPERTY REQUISITION				0.0000770
MUNICIPAL	0.0039030	0.0080800	0.0076110	0.0080800
SPECIAL LEVY CLARESHOLM RECREATION AREA	0.0001720	0.0001720	0.0001720	0.0001720
TOTAL PROPERTY TAX RATE	0.0069490	0.0124050	0.0106570	0.0124820

2. That this bylaw shall take effect on the date of third and final reading.

READ a first time in Council this **26th** day of **April** 2021 A.D.

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

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

Doug MacPherson
Mayor

Marian Carlson
Chief Administrative Officer

Impacts of a Provincial police transition

April 26, 2021



RCMP in Alberta

- ~3,500 RCMP Members in Alberta
- Majority serve career in Alberta
- Engaged in local community
- Unique policing perspective
- History of local governance with communities and Province



Albertans Support the RCMP

FDP report survey findings (May 2020):

- 1,000 Albertans engaged in an online survey (72% from Calgary & Edmonton regions and 28% from other regions)
- "Establishing a provincial police service" ranked 14 in a list of 15 priorities
- Only 35% of respondents support the idea
- Key concerns: cost of creating an entirely new police service and community safety

Pollara Strategic Insight (October 2020, commissioned by NPF):

- 1,300 Albertans surveyed online (41% from Calgary and Edmonton regions and 53% from other regions)
- Only 6% supported replacing the RCMP, after learning about the costs

81% of Albertans served by RCMP are satisfied with the service they receive.

70% of Albertans oppose replacing the RCMP with an expensive new provincial police service.



Methodology

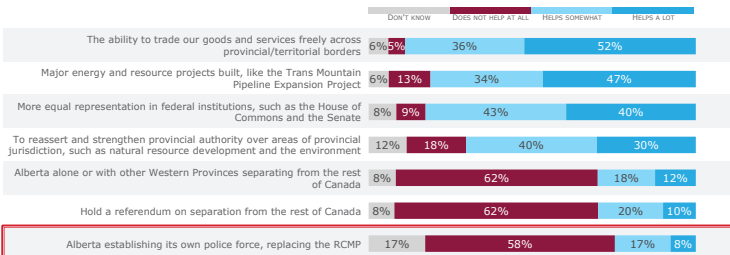
- **Methodology/Sample:** Online survey of randomly-selected sample of **1,300** adult (18+) Alberta residents
- **Field Window:** October 21 to 28, 2020
- **Reliability:** Non-probability samples cannot be assigned a margin of error. *As a relative guideline, we have provided margins of error for a probability sample of this size. Data has been weighted by region, age and gender to be representative of the population of Alberta

Region	Number of Interviews	Margin of error*
CALGARY	202	±6.9%
EDMONTON	208	±6.8%
CALGARY SUBURBS	100	±9.8%
EDMONTON SUBURBS	100	±9.8%
RURAL CENTRAL	242	±6.3%
RURAL NORTH	226	±6.5%
RURAL SOUTH	222	±6.6%
ALBERTA	1,300	±2.7%



Replacing the RCMP viewed as least helpful measure tested to improve Alberta's place in Canada

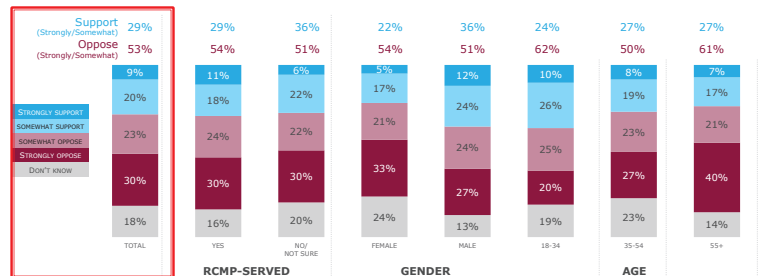
- Only 8% say replacing the RCMP helps "a lot", while about half say trading goods freely (52%) and energy and resource projects (47%) help "a lot"
- The measures tested were also part of the Fair Deal Panel consultation



Q4. Given what you currently know, how much would the following options help Alberta improve its place in Canada? A lot? Somewhat? Or not at all? (Total N=1300).

Majority oppose Fair Deal recommendation to create an Alberta police service to replace the RCMP

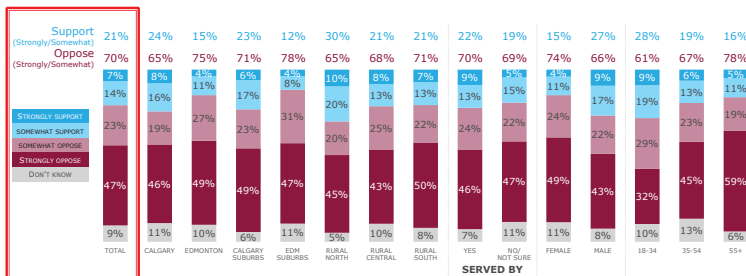
- 55+ voters more opposed (61%) than 18-34 voters (45%)



Q10. One of the Fair Deal Panel's recommendations is to create an Alberta Police service to replace the RCMP. The RCMP polices almost all communities in Alberta outside of Calgary, Edmonton, Medicine Hat, and Lethbridge. Do you support or oppose this recommendation? (Total N=1300)

After hearing arguments, opposition to replacing RCMP rises from about half to over two-thirds

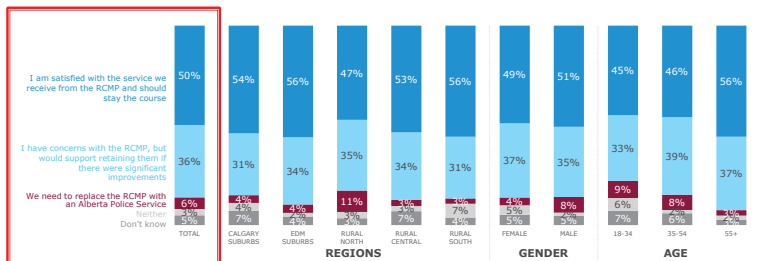
- Opposition to replacing RCMP rises from 53% in pre-test to 70% in post-test, while support decreases from 29% to 21%



Q12. Now that you reviewed additional information, do you support or oppose replacing the RCMP with an Alberta Police Service? (Total N=1300)

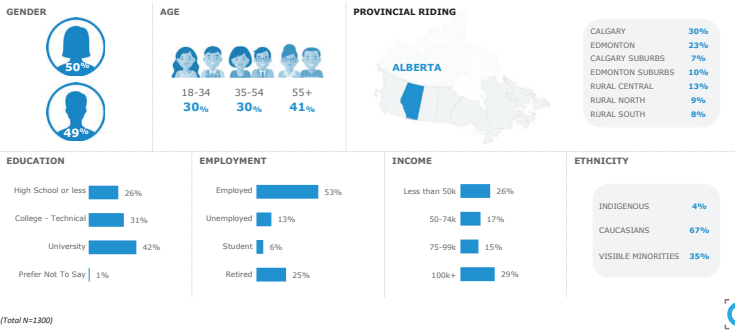
Only 6% choose outright replacement of RCMP

- Majority (50%) say "stay the course" with the RCMP, with highest levels in Edmonton suburbs, Calgary suburbs, Rural South and among 55+ age group
- Over one-third (36%) support retaining RCMP "with significant improvements", with highest level among 35-54s (39%)
- Only 6% choose replacing the RCMP among these options, with highest level among Rural North (11%) and 18-34s (9%)



Q17. Which of the following statements best reflects your viewpoints? (Rural / RCMP Communities N=809)

Demographic Profile



Costly transition

- Feds subsidize 30% or ~\$160 million annually.
- Transition would cost municipalities and province.
- PwC review needs to include a full accounting of costs.
 - One-time transition costs
 - Special units: terrorism, major crimes, forensics, Emergency Response Teams, Police Service Dogs, Explosive Disposal Units, Underwater Recovery, VIP protection
 - IM/IT
 - Pensions
 - Facilities & Maintenance
 - Ongoing recruitment & training

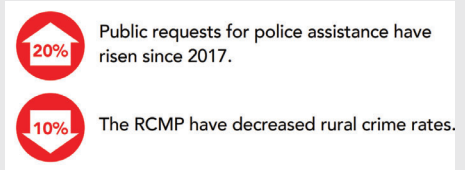


Snapshot of Provincial Police Services

	Ontario Provincial Police	Sûreté du Québec	RCMP K Division
Total annual budget (2019)	\$1.148B	\$1.110B	n/a
Number of municipalities served	324	1,039 municipalities in 86 regional counties	345
Number of detachments	163	117	113
Number of employees (uniformed & civilian)	8,700	7,903	4,555



Risks to Community Safety



An expensive new police service would put this progress at risk. A transition away from the RCMP would result in less officers, putting rural communities at risk



How YOU can help:

- Write to the Premier and Minister of Justice and Solicitor General to express your concerns.
 - Insist that the Provincial government be open and transparent with its findings and decision by making the PwC review public.
 - Hold Min. Madu to his promise that no transition would move forward if found it would be the same or higher cost.
 - Ensure the PwC review is a true feasibility study that accounts for all costs and impacts to municipalities and Albertans.



www.keepalbertarcmp.ca

@KeepAlbertaRCMP



The RCMP In Alberta

Overview

The Alberta RCMP work tirelessly supporting municipal, provincial, and federal governments policing mandates to maintain safe, livable communities of all sizes, and to improve the way police services are resourced and delivered across the province.

Albertans Support Us

81%

in RCMP-served communities satisfied with RCMP policing

78%

satisfied with RCMP policing in non-RCMP communities

75%

support a pay increase for RCMP Officers

71%

believe RCMP officers have a personal connection and are accountable to their communities



3,500
Alberta RCMP Members

800,000+
Annual calls for service

117
Alberta RCMP detachments

Serving **47**
municipalities

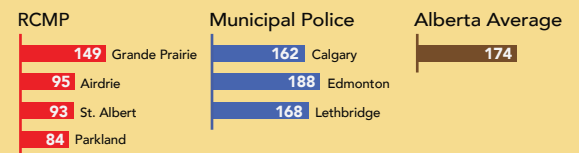
Serving **21**
First Nation communities

Services The Alberta RCMP Provide:

- Emergency Management (fire, floods)
- Contract policing
- Indigenous policing
- Gun and drug trafficking
- National security and terrorism threats
- Child exploitation
- Assistance and support to other policing services

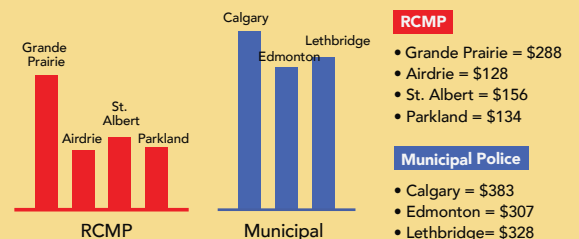
Officer Resources

Officers Per 100,000 People



* Statistics Canada, 2018

Cost Per Resident For Policing



* Based on 2018 costs

About The National Police Federation

The National Police Federation (NPF) is the sole certified bargaining agent representing close to 20,000 Members of the Royal Canadian Mounted Police (RCMP) across Canada and internationally. The NPF is the largest police labour relations organization in Canada. The NPF's mission is to provide strong, fair, and progressive representation to promote and enhance the rights of RCMP Members.



**NATIONAL
POLICE
FEDERATION**

**FÉDÉRATION
DE LA POLICE
NATIONALE**

www.keepalbertarcmp.ca

[KeepAlbertaRCMP](https://www.facebook.com/KeepAlbertaRCMP)

[Sarah Nolan | Director, Government Relations | snolan@npf-fpn.com](mailto:snolan@npf-fpn.com)

[@NPF_FPN](https://www.instagram.com/NPF_FPN)

[@NPFFPN1](https://www.twitter.com/NPFFPN1)

Why You Should Support The Alberta RCMP

The Fair Deal Panel (FDP) recommended the Government of Alberta investigate the possibility of creating a new provincial police service. The FDP's polling and third-party polling shows that this issue is not a concern for the average Albertan. In fact, only eight per cent of respondents support an outright change, and the majority said replacing the RCMP was the least helpful measure proposed by the FDP to improve Alberta's position in Canada.

At a time when Alberta's economy is hurting, and against the backdrop of COVID-19, creating a new provincial police service would waste hundreds of millions in taxpayer dollars that could be better spent elsewhere.

What Albertans Think

Majority Of Albertans Support The RCMP

- 87% in rural south communities
- 81% in rural central communities
- 78% in rural north communities
- 81% in Edmonton
- 74% in Calgary

77%

are concerned with costs associated with a transition

70%

are opposed to the FDP's recommendation to create a provincial police service

88%

support increased resources for RCMP detachments

93%

want a detailed accounting of the costs and impacts associated with a transition

* Pollara Strategic Insights Polling, Nov 2020

Considerations For A Police Transition

Paying More For Less

- The federal government pays about 30% of Alberta's RCMP policing costs – that is ~\$160 million annually.
- If Alberta were to replace the RCMP, Alberta taxpayers and local communities would be on the hook for this \$160 million, and the full cost of provincial policing, plus significant transition costs.



Risks To Community Safety



Public requests for police assistance have risen since 2017.



The RCMP have decreased rural crime rates.

An expensive new police service would put this progress at risk. A transition away from the RCMP would result in less officers, putting rural communities at risk.

We Are Here For Albertans




We want to talk to Albertans and elected officials, municipal organizations, and community leaders to hear their thoughts and ideas firsthand. We encourage everyone to participate fully in the provincial government's consideration to make sure we are not trying to fix something that isn't broken, or worse, to create a more expensive service with less police.



For more information visit www.keepalbertarcmp.ca



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 @NPF_FPN
 @NPFFPN1

Notifications

[COVID-19 updates:](#)

- [Mandatory public health measures](#) in effect provincewide. [Additional restrictions for high case regions](#) took effect May 5.
- [Get vaccinated:](#) Everyone 30+ can book now. Everyone 12+ can book starting May 10.

Close



[Government news](#)

May 04, 2021

New COVID-19 restrictions to stop the spike | De nouvelles restrictions pour freiner la hausse de cas de COVID-19

New mandatory health restrictions will help stop the spike of COVID-19 and protect the health system.

On this page:

- [Expanded public health measures](#)
- [Municipalities below the regional threshold](#)
- [Strengthening enforcement](#)
- [Quick facts: Municipalities below the regional threshold](#)
- [Related information](#)
- [Multimedia](#)
- [Nouvelles mesures de santé publique](#)
- [Municipalités en dessous du seuil régional](#)
- [Renforcer l'application de la loi](#)
- [En bref](#)
- [Renseignements connexes \(en anglais seulement\)](#)
- [Multimédia \(en anglais seulement\)](#)

More COVID restrictions to save lives: Premier – May 4, 2021



These include new restrictions on outdoor social gatherings, schools, retail, restaurants, places of worship, personal and wellness services, outdoor sports and fitness, funerals, and post-secondary institutions.

The new restrictions come into force effective May 5, unless indicated otherwise, and will remain in place for at least three weeks.

These new measures apply to all Albertans, businesses, organizations and service providers in municipalities or areas with more than 50 cases per 100,000 people and with 30 or more active cases.

“This is a last resort and a necessary step. With cases continuing to rise, we have no choice but to take serious action now or jeopardize putting the health system at risk. If we don’t do this now, if this doesn’t work, then we’ll need a much longer list of restrictions, which no Albertan wants to see. The best way to get out of this is for all Albertans to follow these new measures and get vaccinated when it’s their turn.”

Jason Kenney, Premier

“These measures are tough but have proven to work. Rising cases and hospitalizations mean we must take stricter measures in order to protect capacity in our health system. These mandatory new health measures are some of the strictest we’ve implemented, but they are absolutely critical to the future of our province.”

Tyler Shandro, Minister of Health

“I want to thank teachers, school staff, parents and of course our students for their flexibility and efforts since the start of the pandemic. The disruptions are difficult inside and outside the classroom, and this has been especially true with the recent rise of cases in the province. That said, if all Albertans do their part, this will be a temporary reset for our schools and we all can look forward to coming back to class later this spring to close out the school year.”

Adriana LaGrange, Minister of Education

“Most Albertans have gone above and beyond in making sacrifices to protect themselves and others from COVID-19, and yet there are some who refuse to follow public health orders and flaunt their non-compliance. There’s no excuse for this type of behaviour in the face of a public health crisis. The men and women of law enforcement will now have the authority to issue stiff penalties, up to \$2,000, to recalcitrant individuals and organizations. Additionally, Alberta’s government has developed a new enforcement protocol that brings together law enforcement and all relevant government agencies to effectively target the more complex and flagrant cases of non-compliance and repeat offenders.”

Kaycee Madu, Minister of Justice and Solicitor General

“I know Albertans, even those who have carefully followed the health guidance and worked to keep not only themselves but their fellow Albertans safe, are tired. But if we can muster the strength to make it through these next few weeks, we will allow our vaccination program a chance to protect more Albertans, and in end, we will get COVID-19 under control in Alberta.”

Dr. Deena Hinshaw, chief medical officer of health

Expanded public health measures

The following mandatory public health measures will apply to all communities with more than 50 cases per 100,000 people and with 30 or more active cases:

- *Outdoor social gatherings – Effective May 5*
 - All outside social gatherings must be limited to no more than five people.
 - This is a decrease from the previous 10-person limit.
 - Mandatory physical distancing must be maintained at all times between members of different households.
 - All indoor social gatherings are still prohibited.
- *Indoor fitness – Effective May 5*
 - All indoor fitness must close, including for one-on-one training.
- *Funerals – Effective May 5*
 - No more than 10 people can attend funeral services, including participants and guests.
 - This is a decrease from the current limit of 20 people, and brings funerals in line with wedding services.
 - Wedding and funeral receptions are still not permitted.
- *Retail – Effective May 5*
 - Retail services must limit customer capacity to 10 per cent of fire code occupancy (not including staff) or a minimum of five customers.
 - The 10 per cent capacity limit at shopping malls will exclude common area square footage.
 - Curbside pick up, delivery and online services are encouraged.
- *Post-secondary institutions – Effective May 5*
 - All post-secondary learning must shift to online learning only.
- *Places of worship – Effective May 5*

- Faith services are limited to in-person attendance of 15 people. This is a decrease from the previous 15 per cent capacity limit.
- Physical distancing between households must be maintained at all times.
- Virtual or online services are strongly recommended.
- Drive-in services where people do not leave their vehicles and adhere to guidance are allowed.
- *Hotels/motels – Effective May 5*
 - Hotels and motels can remain open but pools and recreation facilities must close.
- *Working from home – Effective May 5*
 - Working from home remains mandatory unless the employer requires the employee's physical presence to operate effectively.
 - Where at work for operational effectiveness, employees must mask for all indoor settings, except in work stations or where two-metre physical distancing or adequate physical barriers are in place.
- *Work place transmission – Effective May 5*
 - Any workplace, except work camps and essential and critical services, with transmission of three or more cases will be required by health officials to close for 10 days.
 - Any workplace that does not comply will be subject to enforcement.
- *Schools (K-12) – Effective May 7*
 - All kindergarten to Grade 12 students will temporarily shift to at-home learning, starting on May 7. Students will return to in-class learning on May 25. Exceptions will continue to be available for students with disabilities so they can continue to attend in-person classes as necessary.
- *Restaurants, bars, pubs, lounges and cafes – Effective at 11:59 pm on May 9*
 - In-person dining on patios is prohibited. Only take out or delivery services are allowed.
- *Personal and wellness services – Effective at 11:59 pm on May 9*
 - Hair salons, barbers, nail salons, estheticians, tattoos and piercing, must close.
 - Previously, these were allowed by appointment only.
- *Health, social and professional services – Effective at 11:59 pm on May 9*
 - Regulated health services, such as physicians, dentists and chiropractors, can remain open by appointment only.
 - Non-regulated health services, such as massage therapists and kinesiologists, can remain open by appointment only.
 - Professional services, such as lawyers and photographers, can remain open by appointment only.
 - Social services, such as shelters and not-for-profit community kitchens, can remain open.
- *Sports, performance and recreation – Effective at 11:59 pm on May 9*
 - All outdoor sports and recreation are now prohibited except with members of your household or, if living alone, two close contacts. This is a decrease from the current limit of 10 people.
 - This includes:
 - all group physical activities, such as team sports, fitness classes, training sessions
 - all one-on-one lessons and training activities
 - all practices, training and games
 - All indoor sport and recreation is prohibited, including youth sports.
 - All indoor performance activity is prohibited, including youth performances.
 - Professional sport organizations that have received an exemption can continue, provided protocols are strictly followed.

All other public health measures remain in place, including masking and physical distancing requirements.

These measures apply to any region or community except those with fewer than 50 cases per 100,000 people and fewer than 30 active cases.

This eliminates any distinction in restrictions for hot spot areas.

Municipalities below the regional threshold

Municipalities that have fewer than 50 cases per 100,000 people and/or fewer than 30 active cases will be required to return to Step 0 level restrictions. This includes:

- *Outdoor social gatherings*
 - All outside social gatherings must be limited to no more than 10 people
 - Mandatory physical distancing must be maintained at all times between members of different households.
 - All indoor social gatherings are still prohibited.
- *Funerals*
 - No more than 20 people can attend funeral services, including participants and guests.
 - This continues the current limit of 20 people, and brings funerals in line with wedding services.
 - Wedding and funeral receptions are still not permitted.
- *Indoor Fitness – Effective May 5*
 - All indoor fitness must close, including for 1-on-1 training.
- *All youth and adult indoor sport, performance and recreation activities – Effective May 5*
 - All youth and adult indoor sport, performance and recreation activities are prohibited.
 - All indoor recreation facilities must close. Outdoor recreation amenities can be open to public access unless specifically closed by public health order.
 - Outdoor recreation with up to 10 people is allowed.
- *Schools (K-12) – Effective May 7*
 - All kindergarten to Grade 12 students will temporarily shift to at-home learning, starting on May 7. Students will return to in-class learning on May 25. Exceptions will continue to be available for students with disabilities so they can continue to attend in-person classes as necessary.
- *Restaurants, bars, pubs, lounges and cafes – Effective at 11:59 pm on May 9*
 - In-person dining on patios is prohibited. Only take out or delivery services are allowed.
- *Personal and wellness services can stay open by appointment only.*

Strengthening enforcement

To reinforce the importance of following public health orders and the consequences of not doing so, fines will double to \$2,000 for Public Health Act violations. To do this, an Order in Council will amend the Procedures

Regulation of the Provincial Offences Procedure Act to enable the increased fines to take effect as soon as possible.

Repeat offenders, whether individuals, organizations or businesses, who are repeatedly or continually violating public health orders will be targeted with a new enforcement protocol. The protocol is now in place and will be used to coordinate a multi-agency response to repeat offenders.

If one organization is unable to gain compliance, a coalition of enforcement partners will work with each other to respond as quickly as possible with the most effective measures to gain compliance in that situation. The protocol also outlines steps for ongoing monitoring, which will assist authorities with deciding how to escalate legal and regulatory consequences against offenders that refuse to comply with previous enforcement measures.

Partners in the provincial group include Alberta Health Services, Occupational Health and Safety, Alberta Prosecution Service and local police services. Alberta Gaming Liquor and Cannabis will also participate when cases involve licensees or activities under its jurisdiction.

As is the case with the public health orders themselves, the goal of this enforcement protocol is to reduce the risk of COVID-19 transmission and the resulting threat to public health and strain on the health care system.

Alberta's government is responding to the COVID-19 pandemic by protecting lives and livelihoods with precise measures to bend the curve, sustain small businesses and protect Alberta's health-care system

Quick facts: Municipalities below the regional threshold

As of May 4, the following municipalities have fewer than 50 cases per 100,000 people and/or fewer than 30 active cases will be required to return to Step 0 level restrictions:

- Clear Hills County
- I.d. No. 12 (Jasper National Park)
- I.d. No. 13 (Elk Island)
- I.d. No. 24 (Wood Buffalo)
- I.d. No. 25 (Willmore Wilderness)
- I.d. No. 349
- I.d. No. 4 (Waterton)
- Municipal District of Acadia No. 34
- Municipal District of Ranchland No. 66
- Saddle Hills County
- Kananaskis Improvement District
- Birch Hills County
- City of Lloydminster
- Special Areas No. 3
- Woodlands County
- Municipality of Jasper
- Starland County
- Municipal District of Opportunity No. 17
- County of Two Hills No. 21

- County of Northern Lights
- Thorhild County
- County of Newell
- County of Forty Mile No. 8
- County of Paintearth No. 18
- Municipal District of Spirit River No. 133
- Special Areas No. 4
- Municipal District of Provost No. 52
- Municipal District of Smoky River No. 130
- Special Areas No. 2
- Municipal District of Fairview No. 136
- Vulcan County
- Municipal District of Pincher Creek No. 9
- Municipal District of Greenview No. 16
- Municipality of Crownsnest Pass
- Lamont County
- County of Minburn No. 27
- Town of Drumheller
- Smoky Lake County
- Northern Sunrise County
- Lac Ste. Anne County
- Flagstaff County
- Municipal District of Bighorn No. 8

Related information

- [Stronger public health measures](#)
- [COVID-19 info for Albertans](#)
- [COVID-19 vaccine program](#)

Multimedia

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

De nouvelles restrictions sanitaires obligatoires permettront de ralentir la propagation de la COVID-19 et de protéger le système de santé.

Ces nouvelles restrictions concernent les rassemblements à l'extérieur, les écoles, les commerces de détail, les restaurants, les lieux de culte, les services personnels et de bien-être, les sports et le conditionnement physique à l'extérieur, les funérailles, ainsi que les établissements d'enseignement postsecondaire.



P.O. Box 520
6 North 1 Street West
Magrath, Alberta T0K 1J0

Phone: 403-758-3212
Email: info@magrath.ca
Website: www.magrath.ca

April 27, 2021

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

RE Town of Magrath Support for the RCMP

Dear Minister Madu,

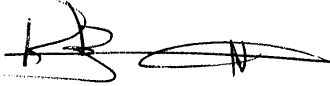
The Magrath Town Council is disappointed by the Province of Alberta's reluctance to accept the results of its own consultative process by pressing forward with an agenda that appears to want to replace the RCMP with an Alberta Provincial Police Service. Given such, we seek to add our support to the letters sent by the Municipality of Crowsnest Pass, the Town of Morinville, and the County of Paintearth No. 18.

While we are confident that through the hard work of those employed either option would provide high quality police services to Albertans, we are more than a little concerned about the bureaucratic transitional costs that would be needed to complete such a change. Our RCMP detachment serves our community's needs, is consultative with our Council, and is recognizable within our community.

It is not the RCMP, but the downloaded costs from the Province's own initiatives for the Rural Crime Initiative and Police Funding model that are having negative impacts on our municipal services. Ultimately, these provincial invoices will require additional taxation on to municipal residents just to be able to pay back the Province. In such uncertain and challenging economic times our Council feels it is unwise for you to press forward with this plan. It would show leadership for your government to, at the minimum, step back and take a pause.

Preferably, now is the time to listen to the respondents of the Fair Deal Panel's consultations, scrap this idea entirely and refocus your efforts on the issues which are of significant concern to Albertans.

Sincerely,

A handwritten signature in black ink, appearing to read 'Russ Barnett', with a long horizontal flourish extending to the right.

Russ Barnett
Mayor

CC: The Honourable Jason Kenney, Premier
Rachel Notley, Leader of the Opposition
Joseph Schow, MLA
Irfan Sabir MLA Critic for Justice and Solicitor General
AUMA Members
RMA Members



605 – 50th Street
P.O. Box 6300
Edson, AB T7E 1T7
www.edson.ca

TOWN OF EDSON
Office of the Mayor

May 5, 2021

VIA EMAIL: ministryofjustice@gov.ab.ca

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

Attention: Honourable Kaycee Madu

Dear Honourable Madu:

Re: Letter in support of the RCMP

Please accept this letter as Edson Town Council's support for the Royal Canadian Mounted Police (RCMP) and in opposition of the Provincial Government's recent proposal of an Alberta Police Force.

While the Province suggests that the switch from the RCMP to an Alberta Provincial Police Service (APPS) will not cost municipalities more financially, we do not believe this is realistic. Who will bare the cost of this service? Currently, Edson RCMP operate out of a Federally owned building. Should there be a switch to an APPS, who would assume the cost of a new detachment? Not to mention all of the other infrastructure that would be required to build an APPS. It does not seem feasible that these costs would not end up being borne by the municipality and their residents and that these would not exceed the current costs of providing RCMP services, given the significant investments that would be required and the loss of Federal Funding.

Currently, the RCMP is our largest budgetary item, and this cost only keeps growing as the Provincial Government takes away sources of revenue and downloading additional costs to us. The Province has recently decreased the percentage of revenue from fines that municipalities receive. This money was used by the Town to directly offset the cost of policing. Further, just this year we received a bill from the Provincial Government for the provincial portion of Biology Casework Analysis Agreements expenses. A cost that was not the responsibility of a municipality in the past and was given to us with little to no notice. These cuts and downloads increase costs

to our Town by ~\$350,000-\$400,000; equating to a 3.5%-4% tax increase for our residents. Given this, what protections would be in place to ensure municipalities are not continuously charged more under an APPS model? It seems more realistic that it would only be a matter of time before more costs were downloaded to municipalities for operation of the APPS.

We have worked hard as a municipality to build a strong working relationship with our local RCMP Detachment. They are our partners and an integral part of our community. We are happy with the level of service our RCMP provide and their participation within our community.

We strongly encourage the Provincial Government to use the funds dedicated to researching an APPS, towards building stronger relationships with the RCMP and the Federal government to achieve desired outcomes. The Province repeatedly encourages municipalities to work with each other and come up with new and collaborative ways to provide programs and services to our residents in a cost-effective manner. We implore your Government to do the same and work with your Federal counterparts to achieve the Province's goals related to the RCMP and Policing and to emulate the principles in which they ask of municipal governments within the Province.

Yours truly,

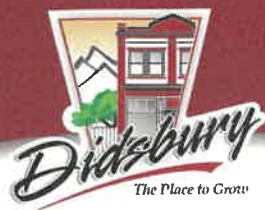
TOWN OF EDSON

Per:



Mayor Kevin Zahara
/krp

cc: The Honourable Jason Kenney, Premier
The Honourable Ric McIver, Minister of Municipal Affairs
Mr. Martin Long, MLA West Yellowhead
Mr. Gerald Soroka, MP Yellowhead
Mr. Curtis Zablocki, Commanding Officer for Alberta, RCMP
AUMA Members
RMA Members



April 6 2021

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

Dear Minister Madu,

Re: Alberta Provincial Police Service Transition Study

On behalf of Town of Didsbury Council, I am writing to advise you of our Council's ongoing support for the Royal Canadian Mounted Police (RCMP) as our province's police force of choice. As well, please know that our Council opposes the creation of an Alberta provincial service to replace the RCMP.

In listening to and reviewing the presentations from the recent AUMA/RMA Policing Summit in February of 2021, the opening presentation by you, our Minister of Justice and Solicitor General, spoke of "citizens demanding democratic, community-based policing, a renewed commitment to improving policing in the province, and the need for police to work with community partners and citizens to ensure effective community policing." Minister Madu, I am pleased to say that our community has democratic, community-based policing, our detachment meets with us regularly as part of their commitment to optimal two-way communication that invites, welcomes, and listens to our input, and our detachment also works with our municipality and our citizens as community partners. Your comment on your "Why Now" PowerPoint slide at the Summit references the "impact of George Floyd's death and public outcry," an American policing situation, "calls to defund the police," which to many means to add funds to social supports in policing situations, and "concerns of systemic racism," an issue our entire country continues to work to address and resolve. We believe there is no support shown that an Alberta police service would solve any of these issues any more effectively than the RCMP.

On your "Reforming Police - What are we doing now" slide presentation, I offer the following observations:

Improve Public Trust in Policing: We believe there is trust in our municipality and that it is not lost and/or diminishing.

Modern Governance Framework: The RCMP presentation by Deputy Commissioner was excellent; the RCMP present an impressive modern governance framework that constantly evolves with changing times, again displayed in our community.

Effective Police Complaints Process for Alberta: We all constantly work on better complaint processes, including the provincial government and our local municipal government here in Didsbury. The RCMP presentation displayed information about (and Didsbury experiences and is part of these) annual performance plans, community/detachment commander relationships, community reporting templates, and community policing advisory committees. We believe that working with the RCMP as the Alberta police force of choice is more likely to succeed than setting up yet another entity who will have to build from scratch, is costing millions to explore, and will cost hundreds of millions more to implement.



Improve relationship with Indigenous Peoples: This is an important and prioritized initiative across our country, not just in our province, and, again, the RCMP are most likely to succeed with the current initiatives they have underway in their system that display their commitment to improving relationships throughout the communities they serve.

Direct consultation with municipalities regarding the creation of an APPS has been limited. PwC's Phases, Activities, and Timelines indicate there have been envisioning workshops and interviews from October 12 through December 18, 2020. Of note our community was not invited to participate (and we have had an RCMP detachment in our town for 25+ years) and, in speaking with colleagues in our region (who have also had RCMP detachments in their towns for many years), I have heard no one indicate they participated in these workshops and interviews. If municipalities who are served by RCMP detachments are excluded from this conversation, valuable information and feedback is left unheard from affected municipalities.

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

Finally, in the Alberta Police Federation survey from October of 2020, it was found that "replacing the RCMP is viewed as a least helpful measure tested to improve Alberta's place in Canada." Only 8% say replacing the RCMP helps a lot, only 6% support replacing the RCMP, 81% of Albertans served by RCMP are satisfied with the service they receive, and 70% of Albertans oppose replacing the RCMP with an expensive new provincial police service.

There is so much convincing support for the RCMP in Alberta, and, with the strong and effective RCMP that serve us so well in Alberta, our Council supports the programs, initiatives, and progress of the RCMP in meeting our community's policing demands. I again reiterate our Council's support for the RCMP remaining as Alberta's police force of choice.

On behalf of Council,

Yours truly,

Rhonda Hunter
Mayor

Cc: Nathan Cooper, MLA Olds-Didsbury-Three Hills
Town of Didsbury Council



PO Box 30 5407 50th Street
Tofield, Alberta T0B 4J0
P 780 662 3269
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E tofieldadmin@tofieldalberta.ca
W www.tofieldalberta.ca

May 3, 2021

Honorable Tyler Shandro
Minister of Health
Office of the Minister of Health
423 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister,

Re: Rural Alberta Vaccine Provision

Minister Shandro, COVID 19, has shown no geographic limitations, nor boundaries. Rural Alberta has been affected by the pandemic on the same levels as our major urban centres, if not, in some cases worse. Rural Alberta sees the population consisting of people from the very young to those being our most vulnerable and many of these being seniors.

Living in rural Alberta provides many opportunities that our urban centres can not provide, such as, tranquility, a quieter way of life and the comfort in knowing your neighbors and surroundings. However, a large challenge has presented itself, most recently in the way of vaccine provision. Tofield has been fortunate in vaccine provision, however, continues to run out. The provision of Moderna would be ideal, as our Pharmacists have identified this as the “perfect rural vaccine” this is based upon shelf life, storage, and the ability to have these vaccines administered. However, even with this, we still have well over 400 citizens on the wait list for this vaccine.

The other conflict is administering these injections to our seniors, vulnerable, disadvantaged, and incapacitated. These people often do not have the means to access the vaccine. These people can not access services in the larger centres which have been able to secure the bulk of vaccines. Minister, frankly, this is wrong as well as very concerning that not all Albertans are provided the same opportunity. It is not easy having these vaccines available in major urban centres and expecting these people to find a way to access this service.

Many rural Alberta communities have yet to receive a single dose of vaccine. How do these people obtain a very necessary service? Please take into consideration what has just been provided, Tofield and other rural communities can not administer vaccine to those in their communities due to shortages, as

Honorable Tyler Shando
Minister of Health
Page 2

well as transportation issues, how then can communities without vaccine possibly have their citizens looked after?

With several rural towns, villages and counties being commuter communities for the purposes of work, providing essential services and people traveling to and from these communities from urban centres to get to their places of employment (E.g. Ft. MacMurray, Wainwright, Calgary, etc.)

A person would think that getting vaccines out to these areas would be considered an important resource in the effort to bend the curve. Everyone in Alberta is affected by the pandemic and everyone should be protected.

Minister Shandro, we understand the challenges that COVID has provided to your Ministry, your Government and Alberta. We understand that there are issues with supply of vaccine, however there must be a better solution for distributing a portion of what supply there is to rural Albertans. Minister, this is a plea to help those not in the urban centres. Rural Alberta is the lifeblood of our Province and can not be forgotten. Minister, we need a strategy, we need a metric to act within and we need results.

Sincerely,

Debora L Dueck

Debora Dueck

Mayor

C.C AUMA Membership
 RMA Membership
 Jackie Lovely, MLA



PO Box 30 5407 50th Street
Tofield, Alberta T0B 4J0
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May 6, 2021

Mr. Damien C. Kurek
Member of Parliament
Battle River – Crowfoot
4945 50th Street
Camrose, AB
T4V 1P9

Dear Mr. Kurek,

Re: Rural Alberta Vaccine Provision

MP Kurek, COVID 19, has shown no geographic limitations, nor boundaries throughout Canada and the world. Rural Alberta has been affected by the pandemic on a different level than our major urban centres, if not, in some cases worse. And these scenarios continue to worsen by the day. Rural Alberta sees the population consisting of people from the very young to those being our most vulnerable and many of these being seniors.

Living in rural Alberta provides many opportunities that our urban centres can not provide, such as, tranquility, a quieter way of life and the comfort in knowing your neighbors and surroundings. However, a large challenge has presented itself, most recently in the way of vaccine provision. Tofield has been fortunate in vaccine provision, however, continues to run out. The provision of Moderna would be ideal, as our Pharmacists have identified this as the “perfect rural vaccine” this is based upon shelf life, storage, and the ability to have these vaccines administered. However, even with this, we still have well over 400 citizens on the wait list for this vaccine. This number in the Tofield area alone is widespread and deeply felt.

The other conflict is administering these injections to our seniors, vulnerable, disadvantaged, and incapacitated. These people often do not have the means to access the vaccine. These people can not access services in the larger centres which have been able to secure the bulk of vaccines. MP Kurek, frankly, this is wrong as well as very concerning that not all Albertans are provided the same opportunity. It is not easy having these vaccines available in major urban centres and expecting these people to find a way to access this service.

Damien C. Kurek
Member of Parliament
Battle River - Crowfoot
Page 2

Many rural Alberta communities have yet to receive a single dose of vaccine. How do these people obtain a very necessary service? Please take into consideration what has just been provided, Tofield and other rural communities can not administer vaccine to those in their communities due to shortages, as well as transportation issues, how then can communities without vaccine possibly have their citizens looked after?

With several rural towns, villages and counties being commuter communities for the purposes of work, providing essential services and people traveling to and from these communities from urban centres to get to their places of employment (E.g. Ft. MacMurray, Wainwright, Calgary, etc.)

A person would think that getting vaccines out to these areas would be considered an important resource in the effort to bend the curve. Everyone in Alberta is affected by the pandemic and everyone should be protected.

MP Kurek, we understand the challenges that COVID has provided to your Government and Alberta. We understand that there are issues with supply of vaccine, however there must be a better solution for distributing a portion of what supply there is to rural Albertans. MP Kurek, this is a plea to help those not in the urban centres. This is a plea from your constituents.

Mr. Kurek, at this time, the feeling amongst not only Tofield, but many in rural Alberta is that both our Federal and Provincial Governments have both failed us and forgotten about us. Rural Alberta is the lifeblood of our Province and can not be forgotten. MP Kurek, we need a strategy, we need a metric to act within and we need timely results.

Sincerely,

Debora L Dueck
Debora Dueck
Mayor

C.C AUMA Membership
 RMA Membership
 Jackie Lovely, MLA



May 4, 2021

VIA EMAIL

Mr. Craig Snodgrass,
Mayor
Town of High River
309B Macleod Trail SW
High River, AB T1V 1Z5

legislativeservices@highriver.ca

Dear Mayor Snodgrass:

Re: Eastern Slopes Coal Exploration & Public Consultation on the 1976 Coal Development Policy

The Council of the Municipality of Crowsnest Pass is in receipt of your letter dated April 19, 2021 concerning the Eastern Slopes Coal Exploration & Public Consultation on the 1976 Coal Development Policy.

Further to your letter, our Council would appreciate knowing your position on coal mining in Category 3 and Category 4 lands as this was not mentioned in your letter to Premier Kenney and Minister Savage.

We are hoping that we can count on your support for the remaining mining projects as they are vitally important to the economy and sustainable future of our community. We believe that as these are previously mined areas that the projects will leave the sites in better condition than they are now due to the stringent reclamation standards which were nonexistent at the time that these sites were decommissioned.

We thank you for your kind attention in this matter and look forward to receiving your response in this regard.

Sincerely,

A handwritten signature in black ink that reads "Blair Painter". The signature is written in a cursive, flowing style.

Mayor Blair Painter
Municipality of Crowsnest Pass
403-563-0700
blair.painter@crowsnestpass.com

cc: Premier Jason Kenney
Honourable Sonya Savage
Alberta Municipalities

From: Exec. Assistant on behalf of Dan Rude <EA_DRude@auma.ca>
Sent: May 6, 2021 10:29 AM
To: Marian Carlson <Marian@claresholm.ca>
Subject: Announcing the return of our Mental Fitness webinars

Hello Mayors, Councillors and CAOs:

According to the [Mental Health Index](#), March 2021 marked the twelfth consecutive month of diminished mental health among Canadians. The effects of the COVID-19 global pandemic are continuing to create uncertainty and anxiety for many Canadians, taking a toll on our health and well-being, both at home and in the workplace.

AUMA, Alberta Municipal Health and Safety Association (AMHSA), and Dr. Bill Howatt are leading an online Maintaining Mental Fitness initiative, providing free weekly webinars which have had over 5,000 live views and over 12,000 on-demand views.

These statistics demonstrate the need for these sessions and many people have asked if we will be running them again.

I am pleased to announce that Season 2 of our free Maintaining Mental Fitness webinars will begin at 10:00 a.m. (MST), Tuesday, May 11. The sessions will run every two weeks. Please visit maintainingmentalfitness.com to register.

Each 30-minute webinar includes a 15-minute mental fitness concept or skill, followed by an interactive Q&A session for questions about mental fitness.

I encourage you to promote these sessions to your staff and council. And anyone since they are **free and open to anyone**, please do not hesitate to promote to your broader community and forward the registration link maintainingmentalfitness.com onward. You can use the following social media graphics to message these free webinars:

- [Banner](#)
- [Image 1](#)
- [Animation](#)

AUMA is proud to be associated with this very important endeavour, supporting the mental health & wellbeing of your colleagues and community. Please e-mail Maureen at moneil@auma.ca if you have any questions.

Maintaining Mental Fitness

Season 2

May 11th – Oct. 12th @ 10am (MST)

Join our free bi-weekly Mental Health Webinar Series as we examine key behaviours that organizations and individuals can do to Maintain Mental Fitness during the COVID-19 Pandemic.



maintainingmentalfitness.com

Thank you,




Dan Rude | Chief Executive Officer

ALBERTA URBAN MUNICIPALITIES ASSOCIATION

D: [780.431.4535](tel:780.431.4535) | C: [780.951.3344](tel:780.951.3344) | E: drude@auma.ca

Alberta Municipal Plac | 300-8616 51 Av Edmonton, A T6E 6E6
e e n B



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

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April 27, 2021

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

Attention: Ms. Marian Carlson, CAO

Dear Ms. Carlson,

Re: 2021 Local Election

In planning for the upcoming October 18, 2021 local elections, Livingstone Range School Division is again interested in entering into an agreement with the various municipalities within our boundaries to share costs associated with running the election.

Past practice has been where a school board election is held, to contract with the municipalities to utilize the election personnel they require on Election Day. This will result in reduced cost to all parties involved as well as eliminating redundancies in personnel.

I will again be the returning officer for the School Division and would take care of all notices and associated requirements for the School Division preceding Election Day. We would have all required School Division ballots ready for delivery to the municipalities in advance of the election. Where possible the division would be interested in having a joint ballot with the municipality. Immediately following the counting of ballots on Election Day, I would be available by phone to tabulate the vote totals for the School Division, as the various municipalities receive them and forward this information to me.

Please let me know if your municipality is interested in a similar arrangement for the 2021 elections.

In the event you are interested I have attached a formal agreement for your review and feedback.

On behalf of the School Division, I would like to thank you for your consideration in this important matter. If you have any questions, suggestions, or concerns, please give me a call.

Best regards,

A handwritten signature in black ink, appearing to read "Jeff Perry". The signature is fluid and cursive, with a prominent loop at the end.

Jeff Perry
Associate Superintendent, Business Services
Returning Officer for the Livingstone Range School Division
403-625-0353

Karine Keys

From: Ally Cramm <allyc@rowanhouse.ca>
Sent: April 22, 2021 11:17 AM
To: Karine Keys
Subject: Invitation to Rowan House's Spring Social Fundraiser
Attachments: RHS Spring Social Poster.pdf

Hello Karine,

I hope you have been keeping well!

Rowan House would like to invite the Mayor and members of council to our Spring Social Fundraiser. Of course it's not our typical gala event – but there are a few Covid-conscious ways to join in on the fun and support our work.

Because it is quite the different event again, I am not sure if it needs to be on an upcoming Agenda or just shared as information, so I am passing along for you to do with as you think is best.

Please see the attached poster for some of the details or head to <https://www.rowanhouse.ca/events/springsocial>

Kindest regards,

Ally



Ally Cramm (She/Her)
Community Relations Coordinator

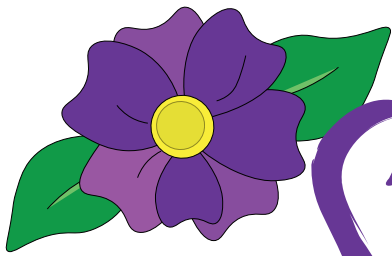
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c: 403-714-2559 (Mon-Thur)

24-Hr Help Line: 403-652-3311 (call or text)

www.rowanhouse.ca





Rowan House Society cordially invites you to join us for our

Spring Social

Fundraiser

Multi-Event, Family-Friendly FUN!

FREE Virtual Bingo Night
MAY 19 | 7-9PM

Interactive Movie Experience
at the High River Sunset Drive-In
MAY 28 | 7PM-MIDNIGHT

PLUS! Your chance to win up to \$5,000!

Details & Tickets:



www.rowanhouse.ca



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chartered professional accountants





RECEIVED
APR 26 2021

April 21, 2021

Mayor Douglas MacPherson
221 45th Ave W
PO Box 1000
Claresholm AB T0L 0T0

Dear Mayor MacPherson,

I am delighted to share with you our *Giving Together* publication for 2021. This edition highlights our work last year, including our COVID-19 Response and Recovery Grants Program, as well as our Community Priorities and Henry S. Varley Fund for Rural Life Grants Programs. On pages 9 to 13 you will find a full listing of the grants awarded by the Community Foundation in 2020, illustrating the impact we make, through the support of our donors, throughout Southwestern Alberta.

The release of this edition of *Giving Together* coincides with our 55th anniversary. Known then as the Lethbridge Foundation, we were established officially in April 1966 through an Act of the Legislative Assembly of Alberta. Our founders, a group of prominent local citizens, envisioned an organization capable of accepting donations that would be invested in perpetuity, with the investment income being a permanent source of support for the community. While much has changed over the years, including our name and our region, our work today holds true to the original vision of our founders: We provide flexible options for donors to build a strong and vibrant community through charitable giving. Thanks to the seeds planted by our founders — and the generosity of our many donors over the years — our endowment has grown to more than \$33 million, with over \$16 million in grants awarded throughout the region. I extend our sincere gratitude to our donors for their continued support of the community through our work.

In celebration of our emerald anniversary, we have launched a special grants program that will award ten \$5,500 grants to projects that support the safe re-opening of our community. Eligible charities can apply to this program with projects that create, adapt, or enhance our community spaces for safe gatherings. More information is available on our website, www.cflsa.ca, or by calling our office.

We look forward to seeing the innovative projects that come our way through this special grants program, and to supporting our community as we transition from a time of response and recovery to one of rebuilding and revitalization. We also look forward to sharing those stories with you in next year's publication. In the meantime, I hope you enjoy reading *Giving Together 2021* and seeing the impact that we can make when we give together.

Best wishes,

Charleen Davidson
Executive Director

Full publication is available at the Town Office for review.

VULCAN COUNTY



MD OF
TABER



COMMUNITY FOUNDATION
LETHBRIDGE + SOUTHWESTERN ALBERTA

LETHBRIDGE
COUNTY

GIVING TOGETHER

In a Time of COVID-19



Kainai
NATION



COUNTY OF
WARNER



CARDSTON COUNTY

April 25, 2021

Town of Claresholm
111 - 55 Avenue West
Claresholm, AB T0L 0T0

To Whom It May Concern:

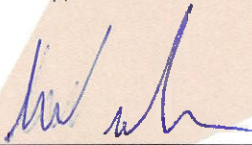
As per the Cannabis Act, we are required to notify our local government of all changes to our Cultivation and Processing Licence. Please accept this letter as notification of an amendment to our Health Canada issued licence. On April 23, 2021, our licence was amended to include the authorized activity of sale of dried cannabis and fresh cannabis products to provincially and territorially authorized retailers and to holders of a licence for sale for medical purposes.

Licence details:

Name of the licence holder: Custom Cannabis Inc.
Site address on the licence: 3905 5th Street E
Claresholm, AB, Canada, T0L 0T0
Effective date of the event: April 23, 2021

Please contact me if you have any questions related to this notification.

Yours truly,



Nicole Wherry, BSc/BSc
Director of Quality Assurance and
Regulatory Compliance, QAP, RP
P: 403.831.9468
E: nicole@customcannabis.ca
Custom Cannabis Inc.

From: Ali S <ali@shivanigroup.ca>
Sent: May 4, 2021 9:33 AM
To: Marian Carlson <Marian@claresholm.ca>
Subject: Fwd: Webinar in 2 weeks: Zoom Towns are Boomtowns - Here's how to be one

Thought of you guys with this.
Have been thinking a lot about Claresholm and how we do set you up as a Zoom Boom town as an option.

Is this something the town/council are open to?

Ali

Ali Shivji | Principal

OPTIMA LIVING
403-828.2006 | ali.shivji@optimaliving.ca

optimaliving.ca

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----- Forwarded message -----

From: Destination Development Association <team@destinationdevelopment.org>
Date: May 4, 2021, 8:56 AM -0600
To: ali.shivji@gmail.com
Subject: Webinar in 2 weeks: Zoom Towns are Boomtowns - Here's how to be one

Wednesday, 19 May 2021

8:30am PDT; 9:30am MDT; 10:30am CDT; 11:30am EDT; 12:30pm ADT

This is great news for suburban and rural communities everywhere!

In this fascinating workshop you'll visit a few Zoom Towns - Less populated cities and towns that are attracting Digital Nomads and the "Work From Anywhere Culture" that is sweeping North America. You'll see the seven ingredients needed to become the next

great Zoom Town, and how to package and market your community, attracting new start-ups, investment, and families looking to escape the urban areas for a better quality of life and a sense of belonging.

REGISTER

Not a member yet? Click [here](#) to subscribe today!



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This email was sent by:

Destination Development Association
Suite 103-487 - 24654 N. Lake Pleasant Pkwy
Peoria, AZ, 85383

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April 25,2021

Mayor, Doug Macpherson and council members, Gaven Moore, Kieth Carlson, Lise Schulze, Mike Cutler, Brad Schlossberger and Craig Zimmer

I have two concerns to address to you at this time.

First, I would like to address the new by-law 1711, "To abate nuisances and unsightly premises and regulate property standards in the community." Within this by-law you have included Rv's. I am not sure as to how this would fall under being a nuisance or unsightly? This is a small town and many people choose to keep their Rv in their yard. Weather they have chosen to have it beside their house, in front of the garage or in the back yard should not be the business of the town council. If it is parked on gravel or on concrete, or grass should also not be the concern of council. People pay their taxes and maintain their own yards.

I understand the council wanting to implement a bylaw to help enhance the beauty of our town and to encourage property owners to clean up, as this does have an impact on the value of neighboring properties as well as it may deter people looking to move here. However, I believe that an unsightly premise, and telling people what they can have parked in their yard fall under very different guidelines.

In a facebook thread councillor Keith Carlson mentioned that the bylaw was needed in order for the bylaws officer to take action. I am curious as to weather there was not a previous bylaw pertaining to unsightly premises? Last summer, I called the bylaws officer 3 times about a neighboring property where the grass and weeds were 2ft high and nothing was ever done. To my understanding there was a bylaw already in place whereas, if a property was left unattended the town would have it taken care of and the owner would be charged the cost, such as mowing, pruning trees, and snow removal.

At a time when people are faced with a pandemic, job losses and mental health issues, is this the time to start telling people that you need to pour a concrete pad for your Rv, or you need to put it in a storage yard and pay a monthly fee?

This now leads me to my second issue which is the cost of water. This being the most recent article I read in the Claresholm Press, stated by councillor Keith Carlson,

"I was the councillor that recommended this go to the vote. I am proud that I did, because now we see the downloading of cost from the current Alberta government.

Knowing that for the following two years the Town of Claresholm will have 25 per cent less funding for projects that ensure basic services like taking your sewer waste away from your home is taken care of.

However, because of the forethought of the current administration and council, Claresholm will have directed-fund reserves to maintain water and sewer. This will also mean proper fixes. That means having better roads, less patch work and a more effective and streamlined public works. So that being said, yes for the last 40 years the town covered half the cost of the water and sewer you were supplied. Yes, now some folks that use less will have savings. People like myself with a full family at home and a heavy water usage business will pay more.

Knowing that I am covering the cost of what I use makes me feel better. Understanding that it is an

extra cost that no one wants to see I definitely understand.

Hopefully knowing the money paid for the water you use is directly set for the cost of the maintenance and operations of those systems, instead of a general tax increase that can fall into general revenue and not be allocated, I hope gives some understanding of the why.

Yes, this idea had been put out for the last number of councils but would not be put in because councillors were afraid of not being re-elected. Having a council that has the ability to see the future needs of our community and are willing to accept the short-term pains of what this solution gives, means that you have a council willing to work for the betterment of our town.”

After reading this I decided to do my homework and look into the cost of other towns and cities in southern Alberta and just compare the pricing. What I found is that we are paying the highest price per m³, as we start at 0 with no reserve. For those communities that pay a higher flat rate or rate per m³ they are receiving between 18m³- 23m³, at a monthly rate and then paying per m³ if they overuse.

Yes, it can be agreed that over time the maintenance of the town water and sewer have been neglected, but is it the responsibility of the people here today to pay for that in a 3-year period? Rates can be increased, but why not over a longer period? It is not the fault of the people that the town council makes poor decisions, as we see it happening again. Many communities have actually lowered their rates this year. This now takes me back to bylaw 1711. You want to encourage clean properties, with green grass and flowers and hedges yet in southern Alberta where the wind blows 90% of the time this requires a lot of water. If you want to encourage newcomers and development within the community both residential and commercial, then the water rates need to be affordable and people are going to want to know they can park their Rv's, or utility trailers or boats in their yard.

If what councilman Keith Carlson said is true, “Having a council that has the ability to see the future needs of our community and are willing to accept the short-term pains of what this solution gives, means that you have a council willing to work for the betterment of our town,” then I believe council needs to readdress the issues of bylaw 1711 as well as the current water and sewer bylaw.

If you believe that you are a council who sees the future needs of your community, then you need to address the current needs and listen to the people. Short term pain is never a solution, not only does it create financial and emotional stresses it creates animosity within the community. A council who listens to the needs of the community will be a council that will stay in good standing and be re-elected.

Concerned Citizen

Nancy Schroeder

Marian Carlson
Claresholm, AB

April 27, 2021

Mayor & Council
Town of Claresholm
Box 1000
Claresholm, AB
TOL OTO

Dear Mayor MacPherson & Council Members:

Re: Retirement

I am writing to notify you that I am retiring and am resigning from my position as Chief Administrative Officer for the Town of Claresholm effective August 1, 2021.

I appreciate the opportunity I have been given to work for the Town of Claresholm and am especially grateful for the support of both Council and the staff.

I wish you all, and the town, the best of success in the future. With the work that has been done to date, I feel that Claresholm has a strong foundation and is poised for growth and success.

Yours truly,

A handwritten signature in blue ink that reads "Marian Carlson". The signature is fluid and cursive, with a large loop at the end.

Marian Carlson, CLGM
Chief Administrative Officer



Claresholm

REQUEST FOR DECISION

Meeting: May 10, 2021
Agenda Item: 17

TOWN OF CLARESHOLM INFRASTRUCTURE MASTER PLAN (IMP)

BACKGROUND / DESCRIPTION:

The Infrastructure Master Plan & Water Study as presented by Associated Engineering provides a general framework for the Town of Claresholm in regards to infrastructure upgrades, service levels, maintenance, and improvements required for growth. The plan was presented in detail to the Facility & Infrastructure Planning Committee on March 18, 2021. After review and correction of any errors and as per comments, the committee recommends Council accept the Infrastructure Master Plan and begin to refer the actions to budget and/or when growth is anticipated to occur.

This report provides the Town with an IMP that forms the roadmap for infrastructure needs in the Town. The IMP identifies existing system improvement requirements, rehabilitation and servicing recommendations for the infrastructure systems owned and operated by the Town. The existing system improvements and future growth area servicing requirements were established based on analyses of the transportation, water distribution, wastewater collection, and stormwater management systems. The IMP will be incorporated into the Town's long-term development/infrastructure planning and capital planning to determine the improvement areas and future developments.

PROPOSED RESOLUTIONS:

Administration recommends that Council pass a motion to accept the Infrastructure Master Plan & Water Study as presented.

RECOMMENDED ACTION:

Moved by Councillor _____ to accept the Infrastructure Master Plan & Water Study as presented.

ATTACHMENTS:

- 1.) Infrastructure Master Plan & Water Study (Associated Engineering)

APPLICABLE LEGISLATION:

- 1.) none

Full Study is available at the Town Office for anyone from the public who would like to view it. Total document is over 300 pages.

PREPARED BY: Tara VanDellen – Planner/Development Officer

APPROVED BY: Marian Carlson – CLGM, CAO

DATE: May 6, 2021



REQUEST FOR DECISION

Meeting: May 10, 2021
Agenda Item: 18

COMMUNITY OFFICES RENT POLICY UPDATE

It was noted that our policies are not clear with regards to GST on fees. The two that were immediately noted as an issue were Policy 5.7.10 - Recreation Fees and Policy 5.8.30 – Community Offices Policy.

Both of these policies have been amended to be explicit with regards to GST. In general, all goods and services related to any type of real estate or capital rentals as well as recreation user fees are taxable supplies and therefore GST must be collected and remitted to CRA on these. There is the exception of recreational programming for children or youth (14 years of age or younger). This wouldn't apply to rentals, but admissions or classes for children/youth are GST exempt. This, in general, has been the Town's practice, to charge GST as detailed in these updated policies, however the policies did not specifically state as such.

You will note that fees that are taxable for the campground and the Aquatic Centre are "GST Included" rather than "+ GST". This is due to these facilities having very little cash on hand to avoid calculating and giving back significant amounts of change.

A resolution of Council is required to amend the policies for these clarifications to the fees.

Potential Resolutions:

Moved by Councillor _____ to adopt the updated policy 5.7.10 (v2.1) Recreation Fees Policy, as presented, effective May 11, 2021.

And

Moved by Councillor _____ to adopt the updated policy 5.8.30 (v1.2) Community Offices Rental Policy, as presented, effective May 11, 2021.

ATTACHMENTS:


- 1.) Recreation Fees Policy 5.7.10 v2.1
- 2.) Community Office Rent Policy 5.8.30 v1.2

APPLICABLE LEGISLATION:

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 6, 2021

		Recreation Fees		Policy #5.7.10	
Department Owner:		Parks & Recreation			
Policy Applies To:		Recreation Facility Rentals and Fees			
Date Created:		April 26, 2019	Date Approved By Council:		
Version #:		2.1	Resolution #:		
Last Review Date:		April 30, 2021	Policy(ies) Replaced/Rescinded:		Version 2.0

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

SCHEDULE B: CLARESHOLM AQUATIC CENTRE

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

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

SCHEDULE C: CLARESHOLM CAMPGROUND


Effective January 1 st	2020	2021	2022 (no change)
30 Amp Full Service <i>(GST included)</i>	\$35.00	\$38.00	\$38.00
Water & Power <i>(GST included)</i> <i>No Sewer</i>	\$31.00	\$34.00	\$34.00
Un-serviced <i>(GST included)</i>	\$21.00	\$25.00	\$25.00
Tent <i>(GST included)</i>	\$19.00	\$20.00	\$20.00
Camp Kitchen <i>(GST included)</i> <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 st	2020	2021 (no change)	2022 (no change)
COMMUNITY MEMBERS/ LOCAL USERS			
School Groups	No charge	No charge	No charge
Minor Ball & Co-ed Recreation Ball, regular season	No charge	No charge	No charge
TOURNAMENTS (Millennium Ball Complex, Weekend)			
Local Users	No charge	No charge	No charge
Out of Town user groups	\$1,000.00 + GST	\$1,000.00 + GST	\$1,000.00 + GST
Out of Town Rental, 1 Diamond (Per Game) <i>(up to 6 Games / Day, then reverts to Ball Complex Rental)</i>	\$50.00 + GST	\$50.00 + GST	\$50.00 + GST
Out of Town Rental, Ball Complex per Day	\$350.00 + GST	\$350.00 + GST	\$350.00 + GST

SCHEDULE E: MULTI-USE COMMUNITY BUILDING

	2021	2022 (no change)	2023 5% increase
YOUTH & COMMUNITY ROOM			
Non Profit DAY (4+ hours)	\$70.00 + GST	\$70.00 + GST	\$73.50 + GST
Non Profit Hourly	\$17.50 + GST	\$17.50 + GST	\$18.40 + GST
Profit DAY (4+ hours)	\$140.00 + GST	\$140.00 + GST	\$147.00 + GST
Profit Hourly	\$35.00 + GST	\$35.00 + GST	\$36.75 + GST
Building Deposit (cleaning/fob)	\$50.00	\$50.00	\$52.50
COUNCIL CHAMBERS			
Non Profit DAY (4+ hours)	\$80.00 + GST	\$80.00 + GST	\$84.00 + GST
Non Profit Hourly	\$20.00 + GST	\$20.00 + GST	\$21.00 + GST
Profit DAY (4+ hours)	\$250.00 + GST	\$250.00 + GST	\$262.50 + GST
Profit Hourly	\$60.00 + GST	\$60.00 + GST	\$63.00 + GST
Building Deposit (cleaning/fob)	\$50.00	\$50.00	\$52.50

 Claresholm	Community Office Rent Policy		Policy #5.8.30
Department Owner:	Corporate Services		
Policy Applies To:	Not for Profit and/or Public Entities		
Date Created:	Feb. 2021	Date Approved By Council:	
Version #:	1.2	Resolution #:	
Last Review Date:	Apr 30, 2021	Policy(ies) Replaced/Rescinded:	V1.1

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.

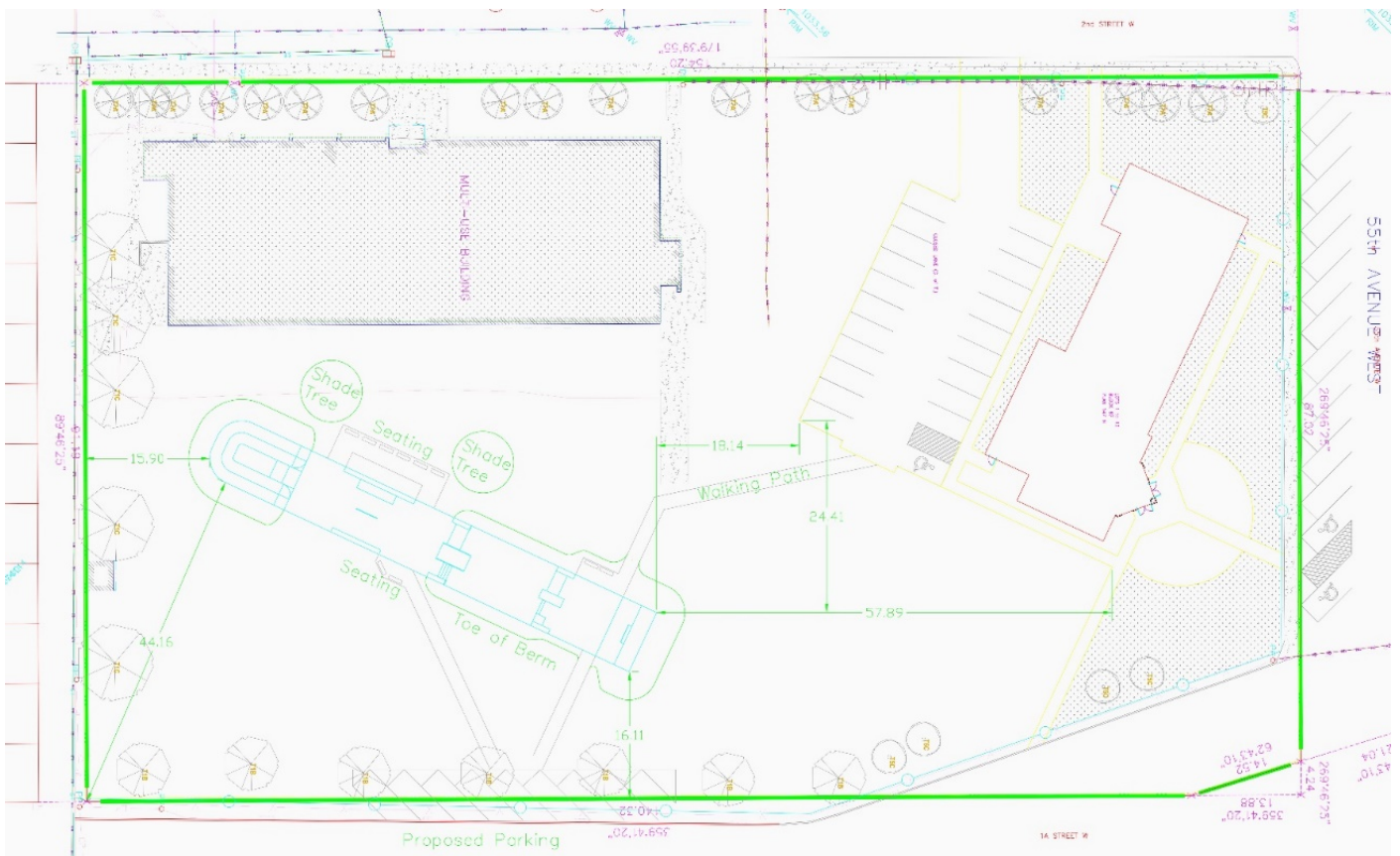
SCHEDULE OF FEES & RENT

MISCELLANEOUS FEES	
Key/Fob deposit (for each key/fob)	\$50.00
FACILITY RENT (per month)	
Community office space only (includes Wi-Fi)	\$200.00 + GST
Community office space only (includes Wi-Fi & Phone)	\$250.00 + GST
Additional phone line	\$30.00 + GST
Fax line	\$25.00 + GST
Addition of storage room (youth room use)	\$50.00 + GST
Allocated parking spaces (per stall)	\$50.00+ GST
Door &/or monument signage	Full cost to the tenant

MULTI-USE COMMUNITY BUILDING LANDSCAPING

BACKGROUND / DESCRIPTION:

With the completion of the multi-use building, landscaping is one component that still requires attention and completion. This is the only component of the project that will not fit within the original project budget, and now the budget has been essentially used up. Additional projects that were able to be completed within budget include both paved parking lots, furnishings, audio/visual, parking lot and sidewalk lighting, signage, fencing, and a garbage pad and screen fencing. The Town is able to utilize an existing flag pole and complete a multi-tenant sign for the community offices within budget as well.



Landscaping in the form of irrigation, sod, shrubs, trees, with rock around the shrubs were discussed by the building committee at their April 14, 2021 meeting. Below is the recommendation from the committee. As the skatepark is looking to construct south east of the facility, that area will remain as is for now until that development takes place, then additional connecting paths, grass, trees, etc. can be contemplated. Shrubs surrounding the building will be similar to the photos shown below (north and east side). The trees shown south of the parking lot can be added if sufficient budget allows or Fortis tree grant is successful.





RECOMMENDED ACTION:

Administration received three quotes for irrigation and sod, which the building committee reviewed and referred to Council for approval as an out of budget expenditure. In addition, there is shrubs, trees and rock required for around the shrubs. This has been estimated to be approx. \$32,500 in total.

This includes \$1,875.00 for rock, \$2,650 for the trees and shrubs, & \$27,715.00 for irrigation and sod, plus a little extra contingency/rounding. Administration recommends these costs be funded from MSI Capital Grant which is where the other funding for the Multi-use Community Building project is coming from, so it would just be a small update/increase to this overall project budget.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the out of budget expenditure in the amount of \$32,500 for the multi-use community building landscaping to be funded from the MSI Capital Grant.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 6, 2021



Claresholm

REQUEST FOR DECISION

Meeting: May 10, 2021
Agenda Item: 20

Appointing an Assessor by name

DESCRIPTION:

Each year, to ensure our records are current and the appointment isn't missed, Council should pass a motion to appoint the Town's Assessor.

BACKGROUND:

The Town is currently under contract with Benchmark Assessment Consultants Inc. for assessment services. The current contract term is until July 31, 2023 (for the 2022 Assessment/2023 Tax Year). Logan Wehlage is the Assessor from Benchmark Assessment Consultants Inc. that is assigned to the Town of Claresholm.

Section 284.2 (1) of the MGA states "A municipality must appoint **a person** having the qualifications set out in the regulations to the position of designated officer to carry out the functions, duties and powers of a municipal assessor under this Act".

Proposed Resolution:

Moved by Councillor _____ to appoint the Town's current Assessor, Logan Wehlage, an employee of Benchmark Assessments Consultants Inc, as the Assessor for the Town of Claresholm for the 2021 Assessment year.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) Section 284.2 (1) and (2) of the Municipal Government Act

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 6, 2021



REQUEST FOR DECISION

Meeting: May 10, 2021

Agenda Item: 21

GRANT SUPPORT LETTER REQUEST – SENIORS DROP IN CENTRE

BACKGROUND / DESCRIPTION:

The Seniors Drop In Centre is applying to the Lethbridge & Southern Alberta Community Foundation for a \$5500 grant to improve their outdoor space. Their project includes adding outdoor recreation opportunities as well as benches and tables to create a community space that allows for safe gathering.

They are not requesting any additional funding from the Town, just the letter of support and potentially some assistance with planning and excavation. This is not a matching grant and the grant deadline is May 17, 2021.



RECOMMENDED ACTION:

Societies can apply, however the Foundation may require the Drop In Centre to partner with the Town to manage the funds. This is often the case in other grant applications and the Town has completed this with other organizations. The requirement for reporting, etc. still falls with the society applying for the grant. Administration recommends Council carry a motion to partner (if required) and write a letter of support for the grant funding to improve the outdoor space as the Seniors Drop In Centre.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to partner with the Seniors Drop In Centre in support of their grant application to the Community Foundation of Lethbridge & Southwestern Alberta.

ATTACHMENTS:

- 1.) Request Letter

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 6, 2021



May 5, 2021

Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

RE: Outdoor Upgrade

Claresholm Senior Citizens Drop-In Centre has the opportunity to write for a grant through Lethbridge and Southern Alberta Community Foundation, for which we are hoping to obtain a Letter of Support from the Town of Claresholm.

Criteria for the grant is to encourage community participation through adapting safe gathering spaces, and must collaborate with at least one other organization to carry out the project. Funding available from the grant is \$5,500.

Our vision is to enhance the outdoor area at the Centre, by installing two horseshoe pits, one bocce court, benches/picnic tables, and landscaping. The Centre would be able to offer additional programming, however this would be a "community space", available to all. The area is frequented by many and the upgrade will provide options for outdoor activities including an area to rest or enjoy a picnic.

We would be relying largely on volunteers for labour and the grant funds for materials (with the intent of doing further fundraising if necessary). The Town of Claresholm would not be expected to contribute financially, but we would appreciate their expertise in planning, and possibly some minor excavation with Town equipment.

Obviously there are many details to work out, and we look forward to making those decisions with the Town. Unfortunately there is a very short turnaround time for this grant, and we must have a Letter of Support submitted with our application by May 17, 2021, in order to be

considered. We would appreciate Town Council considering our request and assist us in providing an appealing space for all.

Thank you,

A handwritten signature in blue ink, appearing to read 'Lynn Starr', written in a cursive style.

Lynn Starr
Manager
Claresholm Senior Citizens Drop-In Centre

SENIORS DROP IN CENTRE MARKETS

The Town has received a request from the Seniors Drop In Centre for them to host markets Thursdays, June to September from 4-7pm that was reviewed at the last Council meeting held April 26, 2021. Council referred the discussion to a future meeting once indication was made on other potential markets. Administration notified the Drop In Centre of the referral to another meeting in which they have asked to have their request reviewed again. As per the attached correspondence (email), they are trying to provide adequate time for vendors to have things in place for their markets.

They would use their own stalls/tables and have requested the use of barricades. As noted in the first request letter all AHS and provincial guidelines will be followed. Any use of public sidewalks or parking lots are subject to Council approval. The Seniors Drop In Centre being a society is exempt from requiring a business license, and is looking to fundraise through these markets. Additionally, persons selling homemade baked goods, crafts, etc. grown or produced by themselves, that do not operate a commercial business, do not require a business license. This does not remove the requirement for any type of federal or provincial inspections (for beef producers, etc.), and those requirements are not enforced by the Town.

The other market organizers have been contacted and are looking at other days, and/or other options.

No costs are associated with this request. The Town would be able to provide barricades for the parking lot, and they could be stored on site for use on Thursday's. The organizers would be responsible for any applicable liability insurance, set-up, and take-down as well as the AHS requirements for social distancing, etc.

RECOMMENDED ACTION:

Moved by Councilor _____ to approve the use of the public parking lot adjacent to the Seniors Drop In Centre located at 5009 2 St East for markets on Thursdays during the summer (approx. June – September).

ATTACHMENTS:

- 1.) Request letter & Email

APPLICABLE LEGISLATION:

- 1.) Business License Bylaw No. 1615

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 6, 2021





April 21, 2021

Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

RE: Proposed Community Market

As part of our fundraising efforts for 2021, Claresholm Senior Citizen's Drop-In Centre would like to host a Community Market, and are asking approval from Town Council to proceed.

The Market would run every Thursday, from 4pm to 7pm, beginning June 3, 2021 and ending September 30, 2021, weather permitting. Vendors would have individual stalls in our parking lot, and bathrooms would be available in the Centre. Our intention is to open the market to fruit/produce, crafts, and retail vendors.

Vendors would be responsible for acquiring their Food Permit, as required, from AHS. The Centre will be responsible for ensuring all AHS regulations are adhered to, tracing is conducted, and will provide masks and sanitizer as needed.

We would require barricades for both parking lot entrances, and hope the Town will be able to provide those for our use.

Should you require any further information, please let me know.

Thank you,

A handwritten signature in cursive script, appearing to read 'Lynn Starr', written in black ink.

Lynn Starr
Manager
Claresholm Senior Citizen's Drop-In Centre

From: Claresholm Senior Drop-In <cholmseniors@gmail.com>

Sent: April 28, 2021 11:28 AM

To: Karine Keys <Karine@claresholm.ca>

Subject: Re: Markets request

Hi Karine;

Thank you for the update. Our concern with the delay of almost a month is that most vendors are booking their markets now, and it may impede on our ability to get enough people in. Also, AHS recommended that we operate as a Community Market and not a Farmer's Market. As a Farmer's Market we would be responsible for health permits for all aspects of the market, but as a Community Market each vendor is responsible for their own permit if their product requires one. Again with this delay, our vendors may not be able to obtain permitting in time to participate, depending on turn around times with AHS.

It was also noted that at the Council meeting they were questioning whether we are operational at this time. We would appreciate if Council could be updated that we are fundraising (which our Market would play a large part) so that we can offer more programming than we had in the past when restrictions ease. Even though we are not fully operational due to AHS restrictions, the bills keep coming in, including our Town utilities. We would appreciate the opportunity to raise funds so that we can continue to serve our Senior population.

Please advise if there is any way to be heard again at the next Council meeting, and if so what we need to do for that to happen. Thank you for your assistance.



REQUEST FOR DECISION

Meeting: May 10, 2021
Agenda Item: 23

FARMERS MARKETS REQUEST

DESCRIPTION:

Organizers have requested to hold the Farmer's markets in the downtown parking lot Wednesdays for the 2021 season (July 7th to Sept. 15th from 3-7pm).

BACKGROUND:

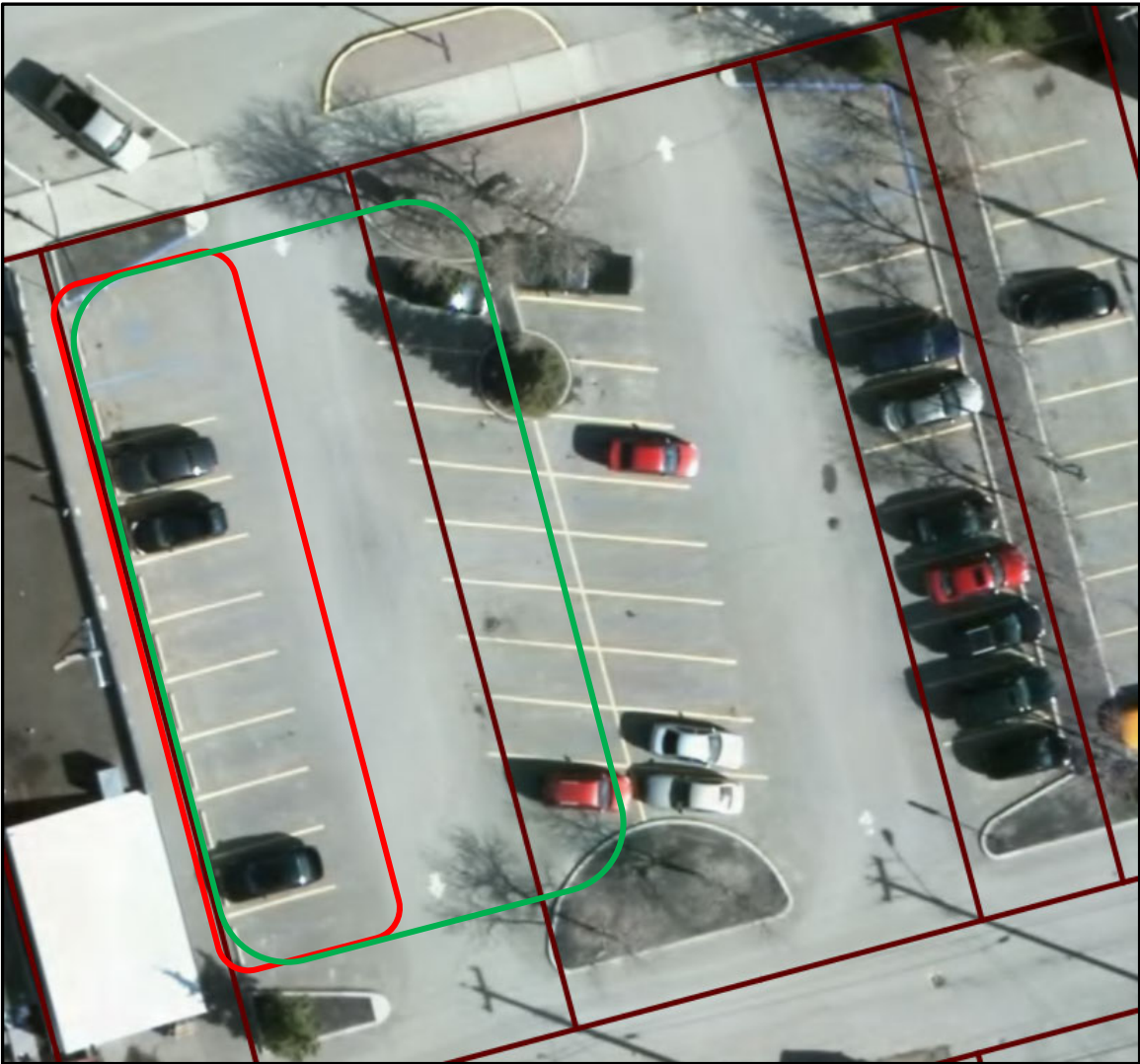
The Town will block off all west side parking stalls (along Petro's Liquor) at 7:00 a.m. on Wednesdays starting July 7th. Barricades will be stored in the downtown parking lot with the washrooms in a secure fashion. The organizers have asked for additional barricades to ensure distancing, etc. (10-12).

After the Farmers Market is complete on Wednesdays, the barricades must be stored by the organizers in the same place for use by the Saturday downtown market.

Additional/other areas can be closed if Council deems appropriate. Previously they utilized the 9 stalls and left the driving lanes open to accommodate business traffic for the day. This parking lot is well utilized and often we hear from businesses that it would be nice to be open and not closed for the day, however in order to ensure no spots are taken for the 3pm market, it must be closed at 7am. The parking blocks however did create a tripping hazard with the booths set up along the wall of the liquor store. Another option is to close the full west portion and not permit traffic to flow through that way.

PROPOSED MOTION:

Moved by Councillor _____ to allow the Claresholm Farmers Market to use the downtown parking lot (west side) between 3pm and 7pm for the Claresholm Farmer's Market for the 2021 season. The Town will provide and set up barricades.



ATTACHMENTS:

- 1.) Claesholm Farmer's Market Letter

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 6, 2021

Claresholm Farmers Market
Box 1197
Claresholm, Alberta
T0L 0T0

RECREATION BOARD
TOWN OF CLARESHOLH

May 5, 2021

Mayor and Council

I have decided to resume the Claresholm Farmers market for the summer season 2021, while following all Covid 19 procedures and protocalls.

Our market will run on Wed afternoons from July 7 to Sept 15, 2021 from 3:00 to 7:00 pm

Thank you for your help and support with the outdoor maket.

Yours truly,



Barb Uhl
403 625 2298
sec-tres

DOWNTOWN SIDEWALK REQUEST

DESCRIPTION/BACKGROUND:

The Town has received a request from Lauren Billey, operator of the Attic located at 121 - 49 Ave West for use of a portion of the public sidewalk. The Attic is proposing to have sidewalk sales throughout the summer, and host markets (not farmer's markets, but outdoor markets) during the day and into some evenings (some weekdays and/or Saturdays). They would like to use a portion of the public sidewalk.

Any use or encroachment onto public sidewalks is subject to Council approval. The Attic proposes using a 3-foot-wide portion along the sidewalk to still allow for pedestrian traffic. The Attic holds a valid Town of Claresholm business license as per the Town's business license bylaw No. 1615 and each individual vendor does not require a license. This does not remove the requirement for any type of federal or provincial inspections (for beef producers, etc.). Those requirements are not regulated/enforced by the Town.

The Attic will also apply for a temporary use for markets on the vacant lot adjacent to the building as previously used. They carry insurance for hosting markets on the lot as well.

COSTS/ SOURCE OF FUNDING (if applicable):

No costs are associated with this request. The Attic would be responsible for any applicable liability insurance, set-up, and take-down as well as the AHS requirements for social distancing, etc.

RECOMMENDED ACTION:

Moved by Councilor _____ to approve the use of a portion of the public sidewalk adjacent to the Attic & vacant lot located at 121 & 123 – 49 Avenue West for sidewalk sales/markets during the summer, following AHS protocols & guidelines and ensuring adequate pedestrian access is maintained.

ATTACHMENTS:

- 1.) Request letter

APPLICABLE LEGISLATION:

- 1.) LUB No. 1525
- 2.) Business License Bylaw No. 1615

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 6, 2021



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

DATE

Lauren Billey
The Attic
121 49th Ave West
403 332 0942

RE: 2021 Attic Summer Plans

Dear Mayor and Council,

2020 came with a huge surprise for my newly opened collaborative space downtown Claresholm, but with that came many new ways we operated, allowing us to pivot in a direction that ended up being more successful than imagined.

I am writing this letter to ask that I am able to use the sidewalk outside of my building to host sidewalk sales on a regular basis.

Last year, we hosted the Farmers Markets, only for the community to have it still happen. As it sounds like this is going to start back up in the parking lot downtown, we will not be doing Farmers Markets in an effort to collaborate and not compete. Instead, I am just asking for use of my sidewalk to host sidewalk sales during my regular hours and some evenings.

We work with volunteers from the high school to allow us to continuously keep up on all Covid cleaning protocol and making sure our numbers are staying low, people are social distancing, sanitizing and masking.

Being downtown, I am bringing in small based businesses from all over southern Alberta to have a chance at selling their product & service, being seen and while they are at it, they are continuously in awe of our little community and what we have done together in these hard times.

Sincerely,

Lauren Billey



Town of Claresholm
Income Statement by Function
February 28, 2021

Revenue	FEBRUARY	2021 YTD	2021 BUDGET
Tax and requisition revenue	(28,945.19)	(74,255.58)	(3,991,683.00)
General administration revenue	(7,879.91)	(51,605.23)	(125,764.00)
Police	(539.60)	(502.40)	(15,000.00)
Fire	(925.78)	(1,525.78)	(12,000.00)
Bylaw enforcement	(1,055.40)	(5,364.60)	(38,000.00)
Roads, streets, walks, lighting	-	-	(75,000.00)
Airport	-	-	-
Storm sewers and drainage	-	-	(1,601,926.00)
Water supply and distribution	(208,471.74)	(210,606.81)	(2,377,951.00)
Wastewater treatment and disposal	(76,708.64)	(77,350.45)	(421,976.00)
Garbage Collection	(53,800.51)	(55,031.74)	(429,000.00)
Recycling	(43,751.19)	(44,376.52)	(300,000.00)
FCSS	(8,869.00)	(31,317.50)	(234,846.00)
Cemetery	(450.00)	(450.00)	(18,500.00)
Economic development	(16,450.00)	(17,600.00)	(247,027.00)
Land use planning, zoning and development	(5,667.54)	(24,834.72)	(72,100.00)
Parks and recreation	1,297.89	(28,689.58)	(928,355.00)
Culture - libraries and museum	-	-	(67,000.00)
	<u>(452,216.61)</u>	<u>(623,510.91)</u>	<u>(10,956,128.00)</u>
Expenses			
Legislative	6,203.29	6,203.29	115,000.00
Administration	199,812.98	274,548.08	1,390,238.00
Police	-	(55,297.50)	112,119.00 ¹
Fire	25,163.90	31,962.02	218,363.00
Bylaw enforcement	5,790.62	8,887.56	111,295.00
Common and equipment pool	72,665.70	85,139.00	656,656.00
Roads, streets, walks and lighting	12,515.81	23,492.62	852,848.00
Airport	2,672.63	2,672.63	17,250.00
Storm sewers and drainage	-	-	286,112.00
Water supply and distribution	54,869.03	79,172.05	1,278,366.00
Wastewater treatment and disposal	6,573.72	10,074.53	509,933.00
Garbage Collection	34,455.61	47,902.50	391,700.00
Recycling	21,896.71	36,471.74	302,000.00
FCSS	17,566.71	34,034.95	251,441.00
Daycare	3,183.50	6,367.00	38,202.00
Cemetery	503.58	771.59	20,136.00
Physician recruitment	-	-	3,000.00
Economic development	7,927.08	20,919.29	421,856.00
Agriculture - weed and pest control	149.00	149.00	44,916.00
Land use planning, zoning and development	43,617.31	63,956.90	206,563.00
Parks and recreation	33,157.36	54,464.24	991,255.00
Culture - libraries and museum	18,326.65	20,767.38	366,657.00
	<u>567,051.19</u>	<u>752,658.87</u>	<u>8,585,906.00</u>
Net Income	<u>108,796.45</u>	<u>123,109.83</u>	<u>(2,370,222.00)</u>

Notes:

¹ Negative is due to reversing 2020 accrual for policing costs to apply estimated 2020 costs into the proper year. Invoice from the Province was expected in January that would remove this credit, however the invoice hasn't been received yet. Accrued amount in 2020 was for Apr - Dec 2020 (3/4) of total expected cost for first year of policing (April 2020 to March 2021)



**Town of Claresholm
Income Statement by Object
February 28, 2021**

Revenue	FEBRUARY	2021 YTD	2021 BUDGET
Net municipal taxes	-	373.01	(3,532,178.00)
Special assessments	-	-	(5,140.00)
User fees and sales of goods	(404,350.54)	(442,904.87)	(2,871,852.00)
Government transfers for operating	(8,769.00)	(24,617.50)	(422,923.00)
Investment income	(4,588.49)	(4,588.49)	(60,000.00)
Penalties and costs of taxes	(3,727.45)	(30,459.74)	(88,100.00)
Licenses and permits	(11,007.54)	(46,074.72)	(103,000.00)
Other local government transfers	-	(6,000.00)	(200,839.00)
Proceeds from disposal of capital assets	-	-	(75,000.00)
Franchise and concession contracts	(21,074.25)	(40,507.36)	(214,616.00)
Rental	3,394.04	(2,933.01)	(109,080.00)
Other	(2,093.38)	(3,298.23)	(77,500.00)
Government transfers for capital	-	(22,500.00)	(3,195,900.00)
	(452,216.61)	(623,510.91)	(10,956,128.00)
Expenses			
Salaries, wages and benefits	207,735.14	381,853.84	3,058,879.00
Contracted and general services	285,146.18	280,249.56	1,795,226.00 ¹
Materials, goods, supplies, and utilities	68,872.57	80,601.65	1,307,500.00
Bank charges and short-term interest	86.86	151.03	500.00
Interest on long-term debt	-	-	232,220.00
Other expenditures	1,923.01	3,331.86	121,090.00
Transfers to organizations and others	3,287.43	6,470.93	344,626.00
Amortization	-	-	1,725,865.00
	567,051.19	752,658.87	8,585,906.00
Internal Transfers			
Internal transfers	(6,038.13)	(6,038.13)	- ²
Net Income	108,796.45	123,109.83	(2,370,222.00)
Other			
Transfers to/from reserves	-	-	(587,374.00)
Capital expenditures	154,145.91	180,548.26	5,004,022.00
Debt Proceeds	-	-	(750,000.00)
Debt Principal Repayment	-	-	429,439.00
Amortization addback	-	-	(1,725,865.00)
	262,942.36	303,658.09	-

Notes

- ¹ YTD amount being less than February is due to reversing 2020 accrual for policing costs to apply estimated 2020 costs into the proper year. Invoice from the Province was expected in January that would remove this credit, however the invoice was received until April.
- ² Internal transfers are just transferred between different departments. Due to timing of recording entries this will be in a positive or negative position during different times of year. Total for the year will balance out to NIL.



**Town of Claresholm
Income Statement by Function
March 31, 2021**

Revenue	MARCH	2021 YTD	2021 BUDGET
Tax and requisition revenue	269,337.76	195,082.18	(3,991,683.00) 1
General administration revenue	(9,685.60)	(61,290.83)	(125,764.00)
Police	(277.00)	(779.40)	(15,000.00)
Fire	(100.00)	(1,625.78)	(12,000.00)
Bylaw enforcement	(535.00)	(5,899.60)	(38,000.00)
Roads, streets, walks, lighting	-	-	(75,000.00)
Airport	-	-	-
Storm sewers and drainage	-	-	(1,601,926.00)
Water supply and distribution	(410,562.51)	(621,169.32)	(2,377,951.00)
Wastewater treatment and disposal	(17,063.11)	(94,413.56)	(421,976.00)
Garbage Collection	(17,257.42)	(72,289.16)	(429,000.00)
Recycling	(7,757.32)	(52,133.84)	(300,000.00)
FCSS	(40,852.86)	(72,170.36)	(234,846.00)
Cemetery	(2,375.00)	(2,825.00)	(18,500.00)
Economic development	(284,194.00)	(301,794.00)	(247,027.00)
Land use planning, zoning and development	(7,835.84)	(32,670.56)	(72,100.00)
Parks and recreation	(13,486.28)	(42,175.86)	(928,355.00)
Culture - libraries and museum	(600.00)	(600.00)	(67,000.00)
	<u>(543,244.18)</u>	<u>(1,166,755.09)</u>	<u>(10,956,128.00)</u>
Expenses			
Legislative	13,878.11	20,081.40	115,000.00
Administration	83,463.96	358,012.04	1,390,238.00
Police	-	(55,297.50)	112,119.00 2
Fire	10,988.34	42,950.36	218,363.00
Bylaw enforcement	8,663.62	17,551.18	111,295.00
Common and equipment pool	40,545.57	125,684.57	656,656.00
Roads, streets, walks and lighting	28,514.33	52,006.95	852,848.00
Airport	-	2,672.63	17,250.00
Storm sewers and drainage	985.85	985.85	286,112.00
Water supply and distribution	48,214.47	127,386.52	1,278,366.00
Wastewater treatment and disposal	15,424.17	25,498.70	509,933.00
Garbage Collection	28,219.68	76,122.18	391,700.00
Recycling	23,766.54	60,238.28	302,000.00
FCSS	37,468.81	71,503.76	251,441.00
Daycare	3,183.50	9,550.50	38,202.00
Cemetery	3,144.72	3,916.31	20,136.00
Physician recruitment	-	-	3,000.00
Economic development	10,113.12	31,032.41	421,856.00
Agriculture - weed and pest control	777.15	926.15	44,916.00
Land use planning, zoning and development	9,307.94	73,264.84	206,563.00
Parks and recreation	44,345.50	98,809.74	991,255.00
Culture - libraries and museum	5,920.29	26,687.67	366,657.00
	<u>416,925.67</u>	<u>1,169,584.54</u>	<u>8,585,906.00</u>
Net Income	<u>(120,280.38)</u>	<u>2,829.45</u>	<u>(2,370,222.00)</u>

Notes:

- 1** Net expense vs revenue due to payment of first quarter education requisition payment prior to tax notices going out; therefore no tax revenue recorded yet.
- 2** Negative is due to reversing 2020 accrual for policing costs to apply 2020 costs into the proper year. Invoice from the Province was expected in January that would remove this credit, however the invoice wasn't received until April.



**Town of Claresholm
Income Statement by Object
March 31, 2021**

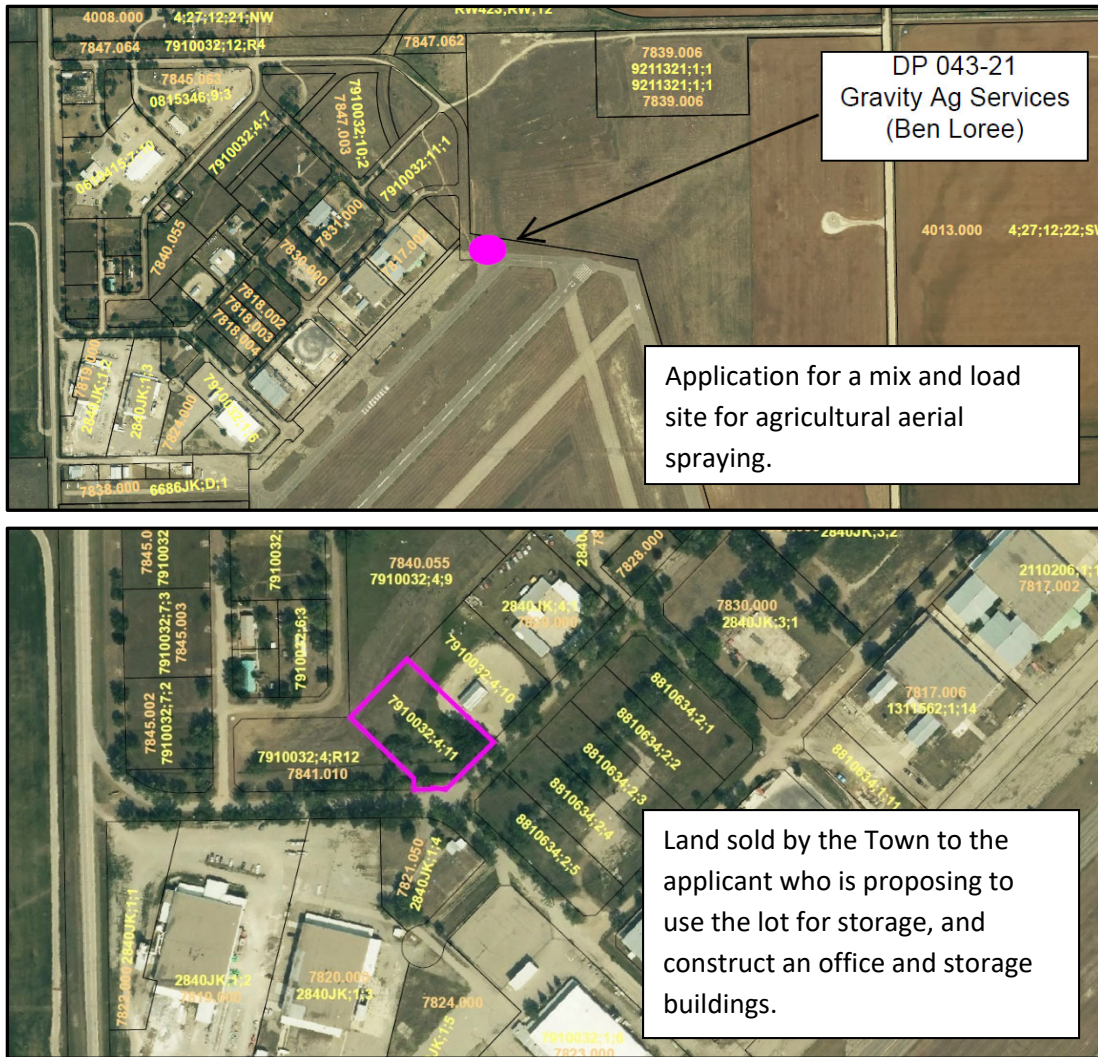
Revenue	MARCH	2021 YTD	2021 BUDGET
Net municipal taxes	294,853.10	295,226.11	(3,532,178.00) ¹
Special assessments	-	-	(5,140.00)
User fees and sales of goods	(120,199.97)	(563,104.84)	(2,871,852.00)
Government transfers for operating	(300,282.00)	(324,899.50)	(422,923.00)
Investment income	(4,032.65)	(8,621.14)	(60,000.00)
Penalties and costs of taxes	(573.14)	(31,032.88)	(88,100.00)
Licenses and permits	(12,105.84)	(58,180.56)	(103,000.00)
Other local government transfers	(23,134.86)	(29,134.86)	(200,839.00)
Proceeds from disposal of capital assets	-	-	(75,000.00)
Franchise and concession contracts	(21,291.55)	(61,798.91)	(214,616.00)
Rental	(4,598.56)	(7,531.57)	(109,080.00)
Other	(1,878.71)	(5,176.94)	(77,500.00)
Government transfers for capital	(350,000.00)	(372,500.00)	(3,195,900.00)
	<u>(543,244.18)</u>	<u>(1,166,755.09)</u>	<u>(10,956,128.00)</u>
Expenses			
Salaries, wages and benefits	223,752.64	605,606.48	3,058,879.00
Contracted and general services	66,626.00	346,875.56	1,795,226.00 ²
Materials, goods, supplies, and utilities	101,156.37	181,758.02	1,307,500.00
Bank charges and short-term interest	60.49	211.52	500.00
Interest on long-term debt	-	-	232,220.00
Other expenditures	284.98	3,616.84	121,090.00
Transfers to organizations and others	25,045.19	31,516.12	344,626.00
Amortization	-	-	1,725,865.00
	<u>416,925.67</u>	<u>1,169,584.54</u>	<u>8,585,906.00</u>
Internal Transfers			
Internal transfers	6,038.13	(0.00)	-
Net Income	<u>(120,280.38)</u>	<u>2,829.45</u>	<u>(2,370,222.00)</u>
Other			
Transfers to/from reserves	-	-	(587,374.00)
Capital expenditures	36,542.00	217,090.26	5,004,022.00
Debt Proceeds	-	-	(750,000.00)
Debt Principal Repayment	-	-	429,439.00
Amortization addback	-	-	(1,725,865.00)
	<u>(83,738.38)</u>	<u>219,919.71</u>	<u>-</u>

Notes

- ¹ Net expense vs revenue due to payment of first quarter education requisition payment prior to tax notices going out. There has been no tax revenue recorded yet.
- ² YTD amount being less than February is due to reversing 2020 accrual for policing costs to apply estimated 2020 costs into the proper year. Invoice from the Province was expected in January that would remove this credit, however the invoice was received until April.

CIRCULATION NOTICE - MD of WILLOW CREEK No. 26

The MD of Willow Creek has circulated the Town on two development permit applications at the airport.



The Town's development and infrastructure departments do not have any concerns or comments. The meeting to review the applications is Wed, May 12, 2021.

ATTACHMENTS:

1. circulation notice 043-21
2. circulation notice 049-21

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 6, 2021

THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

#26-Hwy 520, Claresholm Industrial Area, Box 550, Claresholm, Alberta T0L 0T0

Phone: (403) 625-3351 Fax: (403) 625-3886

Email: development@mdwillowcreek.com

NOTICE OF MUNICIPAL PLANNING COMMISSION MEETING

Form B

Application No. 043-21

TO: Adjacent Landowners

Notice is hereby given that an application is being made for a development permit with regard to the following:

NAME OF APPLICANT: Gravity Ag Services (Ben Loree)

TYPE OF DEVELOPMENT: A request to set up a mix and load site to support agricultural aerial spraying. On site will be a 53 ft. x 8.8 ft. x 13.6 ft. dry van trailer to store the (3) 1,300 gal water tanks, a 500 US gal fuel tank, chemical handler and solar panel connected to (3) 12 volt batteries to run fuel pump

LEGAL DESCRIPTION OF SITE: Ptn. 4117JK; A (Claresholm Industrial Area)

PLACE OF MEETING: Municipal Administration Building, Claresholm

TYPE OF MEETING: Regular Municipal Planning Commission

DATE OF MEETING: 9:00 a.m. on Wednesday, May 12, 2021

This development application and all associated information are available for viewing at the Municipal Office at the address shown above during normal hours of operation, or website at www.mdwillowcreek.com. Please go to the website for any future amendments to this notification and/or application.

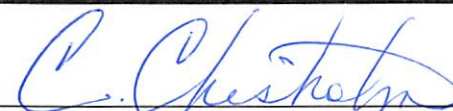
Any person affected by the said proposal has the right to present a written brief prior to the hearing and/or to be present and be heard at the meeting. Any information submitted will become available to the public and may also be shared with the applicant and appropriate government/other agencies and is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP). If you have any questions, please contact The Municipal District of Willow Creek No. 26.

Persons requesting to be heard at the meeting shall submit a written request to be heard to the development officer not later than:

(10 consecutive days from the date of this notice)

DATE: April 23, 2021

SIGNED:

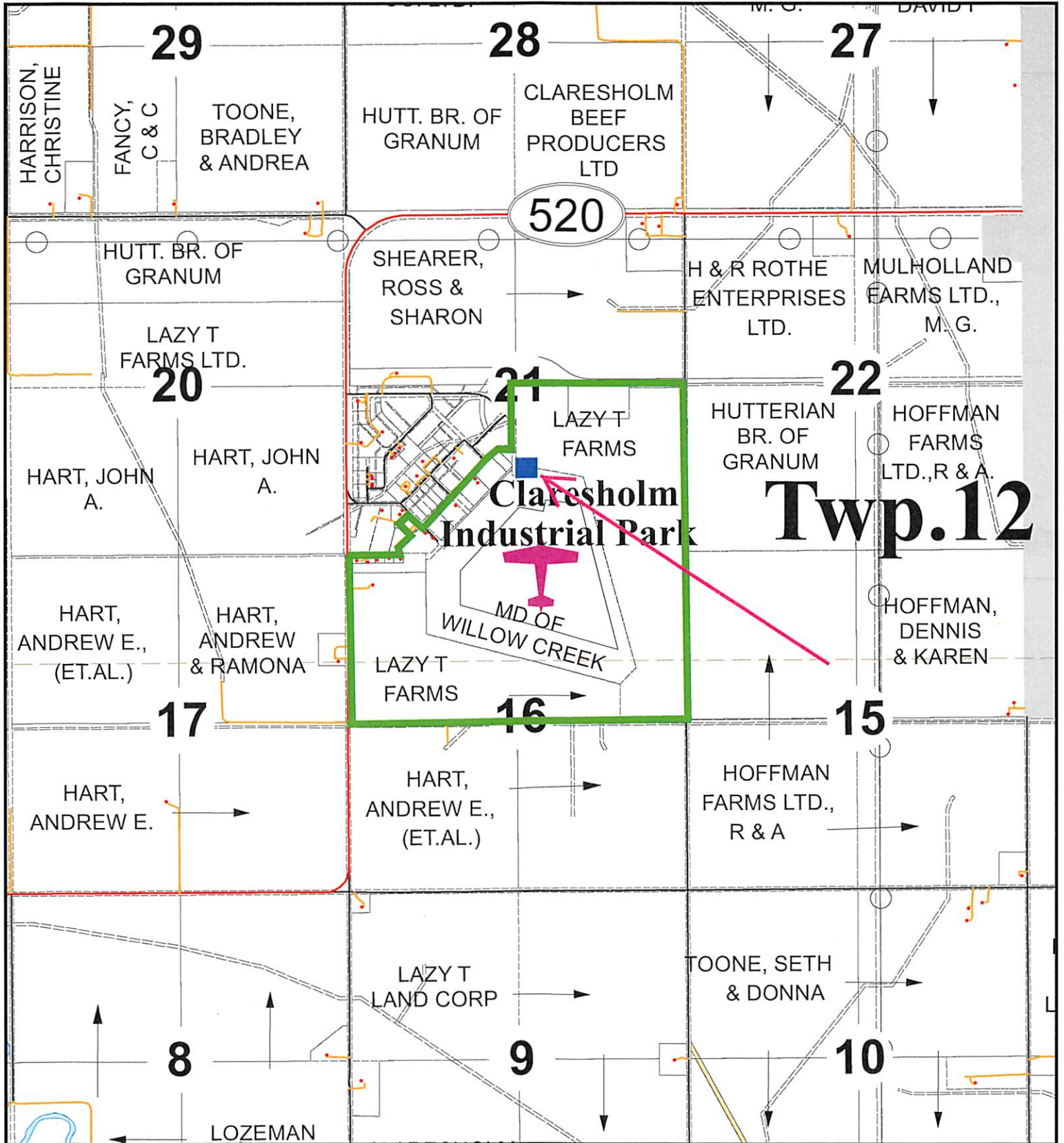


Cindy Chisholm
Development Officer
MD of Willow Creek No. 26

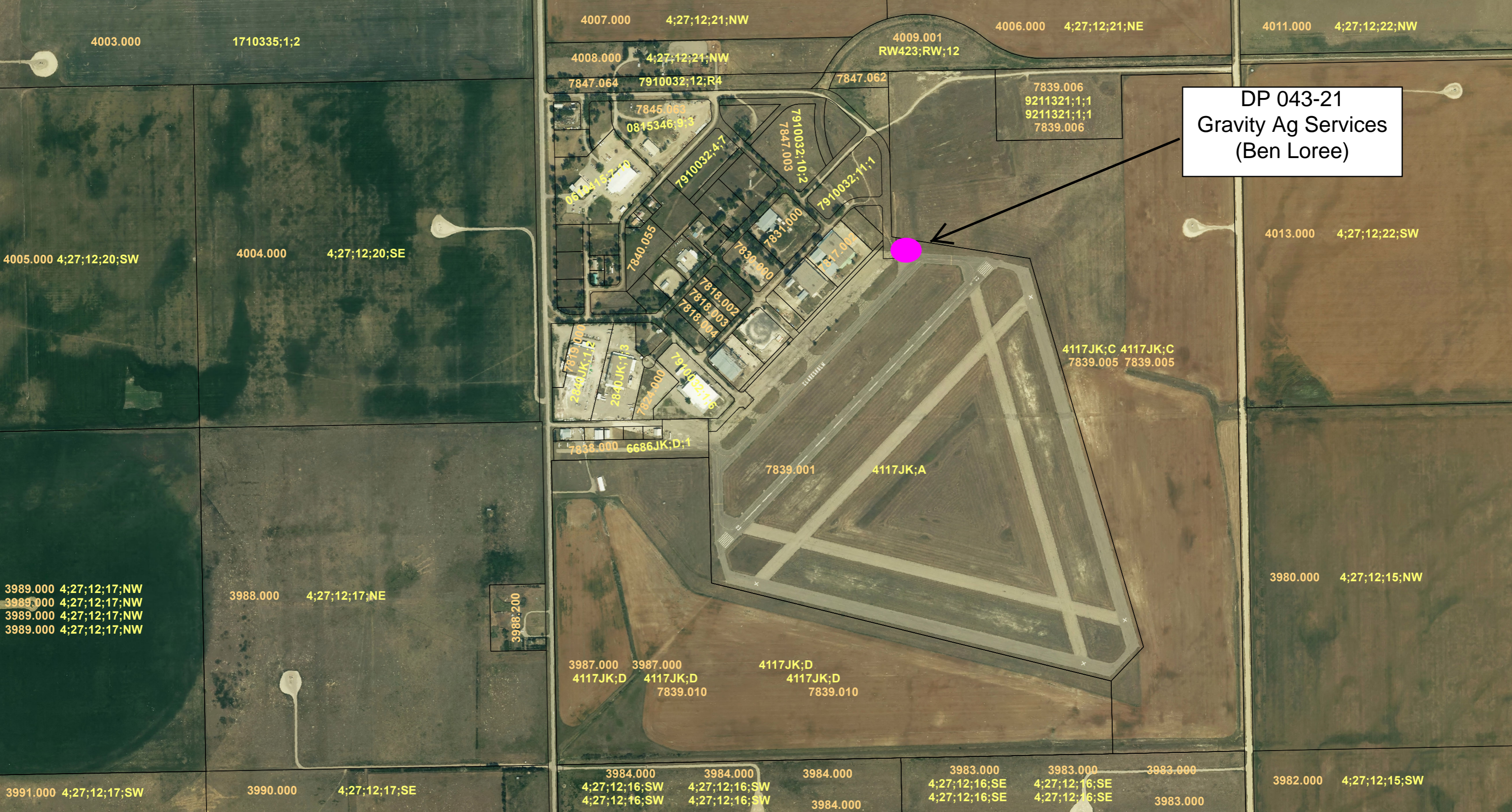


Development Permit No. 043-21

Location: 4117JK; A
(Claresholm Industrial Area)



Applicant: Gravity Ag Services (Ben Loree)



DP 043-21
Gravity Ag Services
(Ben Loree)

4003.000

1710335;1;2

4007.000 4;27;12;21;NW

4006.000 4;27;12;21;NE

4011.000 4;27;12;22;NW

4008.000 4;27;12;21;NW

4009.001
RW423;RW;12

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7847.062

7839.006
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7839.006

7845.063
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7910032;10;2
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7910032;11;1

7840.055

7839.000

7817.002

7818.002

7818.003

7818.004

7819.000
2840JK;1;2

2840JK;1;3

7824.000

7910032;15

7838.000 6686JK;D;1

7839.001

4117JK;A

4117JK;C 4117JK;C
7839.005 7839.005

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4005.000 4;27;12;20;SW

4004.000 4;27;12;20;SE

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3989.000 4;27;12;17;NW

3988.000 4;27;12;17;NE

3988.200

3980.000 4;27;12;15;NW

3987.000 4117JK;D
4117JK;D

3987.000 4117JK;D
7839.010

4117JK;D
4117JK;D
7839.010

3991.000 4;27;12;17;SW

3990.000 4;27;12;17;SE

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4;27;12;16;SW
4;27;12;16;SW

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3984.000
3984.000

3983.000
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4;27;12;16;SE

3983.000
4;27;12;16;SE
4;27;12;16;SE

3983.000
3983.000

3982.000 4;27;12;15;SW

THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26
Box 550, Claresholm, AB T0L 0T0
Phone (403) 625-3351 Fax (403) 625-3886 www.mdwillowcreek.com

FOR OFFICE USE ONLY
MPC - May 12/2021
@ 9:00am
Application No. 043-21
Fees Submitted: \$ 300.00 ✓
Site Inspection: _____

APPLICATION FOR A DEVELOPMENT PERMIT

IMPORTANT: This information may also be shared with appropriate government/other agencies (e.g. Alberta Agriculture, Food and Rural Development; Alberta Environment; the regional health authority), and may also be kept on file by those agencies. This information may also be used by and for any or all municipal programs and services. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact The Municipal District of Willow Creek No. 26.

Form A

APPLICANT: Gravity Ag Services (Ben Loree) Telephone: _____

ADDRESS: _____ Fax: _____

MUNICIPAL ADDRESS: _____ Bus/Cell: _____

REGISTERED OWNER: Ben Loree (MD of Willow Creek) Telephone: _____

LEGAL DESCRIPTION: Lot(s) Future 15 Block A Plan 4117 J.K.

OR: Quarter _____ Section _____ Township _____ Range _____ W _____ M

EXISTING USE: _____

PROPOSED USE: Aerial Application Mix Site

PARTICULARS OF PROPOSED DEVELOPMENT: See Attached page

Additional information or clarification can be helpful in processing the application without delay. You may wish to use the back of this form, or attach a separate sheet with such information. **Please fill out the Right of Entry authorization on reverse.**

REGISTERED OWNER OR PERSON ACTING ON BEHALF OF:

I/we agree to the collection and sharing of this information contained in this application, and any other information may be required to verify and evaluate this application as explained above. I have submitted particulars concerning the completion of the proposed development and agree to comply in all respects with any conditions that may be attached to any development permit that is issued and with any other bylaws that are applicable. I am aware I may be required to pay for all local improvement costs, which include drainage, sidewalks, road construction, street lighting, water and sewer main extensions, utility connection fees and installation costs at the present established rate.

I have read and understand the terms noted on the reverse side of this form and hereby apply for permission to carry out the development described above and/or on the attached plans and specifications. I further certify the registered owner(s) of the land described above is aware of this application.

DATE: April 9 2021 SIGNED: _____
Applicant

IMPORTANT: See Over

ADDITIONAL INFORMATION: _____

IMPORTANT:

1. Subject to the provisions of the Land Use Bylaw of The Municipal District of Willow Creek No. 26, the term “development” includes any change in the use of buildings or land.
2. Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as an official consent, and is without prejudice to the decision in connection with the formal application. It must be clearly understood any development by the applicant within 21 days after receipt of a Development Permit is at his own risk.
3. Please submit a plan or drawing showing locations of existing and proposed buildings, roads, services, boundaries, etc. in sufficient detail to ensure proper consideration of the application. Measurements may be metric or imperial units. It is desirable the plans and drawings should be on scale appropriate to the development, as follows:

Site plans – ratio of 1:1000 or 1:1500
Other drawings – ratio of 1:100 or 1:200

or as required by the Development Officer. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared.
4. If a decision is not made within 40 days from the date of the receipt of the application in its complete and final form, the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period unless an agreement for a time extension has been entered into with the municipality.

RIGHT OF ENTRY: I hereby authorize representatives of The Municipal District of Willow Creek No. 26 to enter my land for the purpose of conducting a site inspection in connection with this application. This right is granted pursuant to Section 542(1) of the <i>Municipal Government Act</i> .	
DATE: <u>April 9/2021</u>	LANDOWNER(S):  (Print)
	LANDOWNER(S): _____ (Print)
	SIGNED: _____ _____ Registered Landowner(s)

Particulars Of Proposed Development:

- The proposed use of Lot 15 will be a Mix site for aerial application
- The proposed structures is a 40' dry van trailer
- The dimensions of the trailer is 53' x 106" x 13'6"
- Business Operations are from June till September 7 days a week, from sun up till sun down.
- Estimated water use will be 10,000 Us Gal per year. This amount will depend on weather, commodity prices etc.
- Cardboard from the product boxes will be recycled. Empty jugs will be disposed of at the Willow Creek Regional Landfill
- Anticipated flights per day/week/month depend on the weather, commodity prices etc. Last year (summer of 2020) we flew approximately 20 flights for the year.
- Parking will be for 1-2 vehicles.
- Anticipated suppliers to our site would be approximately 10 loads per year
- We do not intend on constructing any structures at this time
- We do not intend to fence off the area
- We do not intend to have any signage
- Access to and from site will be from Lancaster Drive

Emergency Safety Plan:

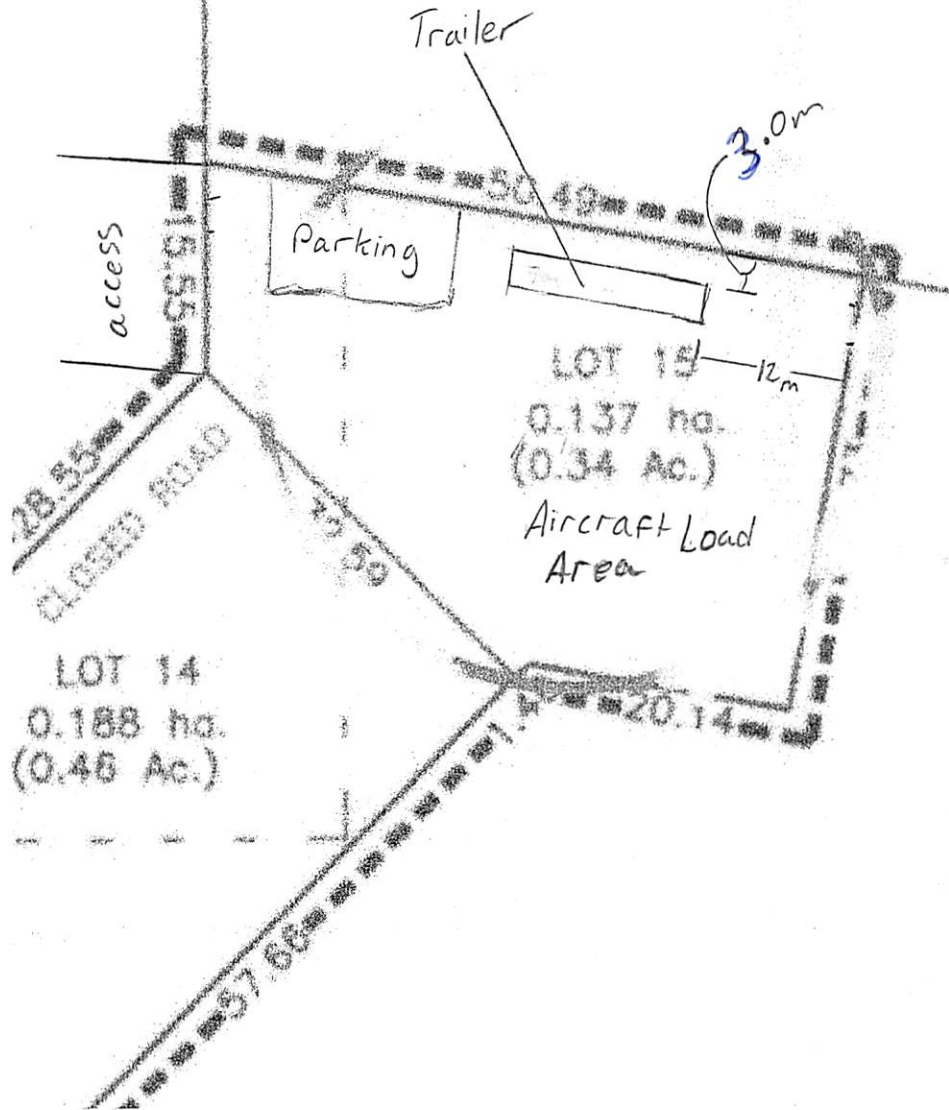
- Fuel is stored inside trailer. Tank is legal for road use.
- No products to be applied will be stored in trailer longer than it takes us to apply.

Emergency Phone Numbers:

- Gravity Ag Services Ltd (403)
- Ben Loree (403) 336-1793
- Fire Department/RCMP/Ambulance 911
- Alberta Environment 1-800-222-6514
- Poison Control 1-800-332-1414
- Canutec 1-613-996-6666

LANCASTER

BLOCK C
PLAN 4117 J.K.



THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

#26-Hwy 520, Claresholm Industrial Area, Box 550, Claresholm, Alberta T0L 0T0

Phone: (403) 625-3351 Fax: (403) 625-3886

Email: development@mdwillowcreek.com

NOTICE OF MUNICIPAL PLANNING COMMISSION MEETING

Form B

Application No. 049-21

TO: Adjacent Landowners

Notice is hereby given that an application is being made for a development permit with regard to the following:

NAME OF APPLICANT: Frank Klaassen (Southline Real Estate Ltd.)

TYPE OF DEVELOPMENT: A request to construct an office (sales center), a maintenance storage building and a storage building. Proposed buildings are ancillary to Superior Walls, across the street.

LEGAL DESCRIPTION OF SITE: Lot 11; Block 4; Plan 7910032 (CIA)

PLACE OF MEETING: Municipal Administration Building, Claresholm

TYPE OF MEETING: Regular Municipal Planning Commission


DATE OF MEETING: 9:50 a.m. on Wednesday, May 12, 2021

This development application and all associated information are available for viewing at the Municipal Office at the address shown above during normal hours of operation, or website at www.mdwillowcreek.com. Please go to the website for any future amendments to this notification and/or application.

Any person affected by the said proposal has the right to present a written brief prior to the hearing and/or to be present and be heard at the meeting. Any information submitted will become available to the public and may also be shared with the applicant and appropriate government/other agencies and is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP). If you have any questions, please contact The Municipal District of Willow Creek No. 26.

Persons requesting to be heard at the meeting shall submit a written request to be heard to the development officer not later than:
May 7, 2021 (10 consecutive days from the date of this notice)

DATE: April 26, 2021

SIGNED: 
Cindy Chisholm
Development Officer
MD of Willow Creek No. 26

DA 049-21
Frank Klaassen



Claresholm Industrial



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7847.051

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7840.005

7840.010

7840.015

7840.020

2110182;12;6

THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26
Box 550, Claresholm, AB T0L 0T0
Phone (403) 625-3351 Fax (403) 625-3886 www.mdwillowcreek.com

FOR OFFICE USE ONLY
MDC - May 12/21
7841.005
Application No. 049-21
Fees Submitted: \$ 300.00 ✓
Site Inspection: _____

APPLICATION FOR A DEVELOPMENT PERMIT

IMPORTANT: This information may also be shared with appropriate government/other agencies (e.g. Alberta Agriculture, Food and Rural Development; Alberta Environment; the regional health authority), and may also be kept on file by those agencies. This information may also be used by and for any or all municipal programs and services. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact The Municipal District of Willow Creek No. 26.

Form A

APPLICANT: FRANK KLAASSEN Telephone: _____

ADDRESS: _____ Fax: _____

MUNICIPAL ADDRESS: _____ Bus/Cell: _____

REGISTERED OWNER: SOUTHLINE REALTY LTD. Telephone: _____

LEGAL DESCRIPTION: Lot(s) 11 Block 4 Plan 791 0032

OR: Quarter _____ Section _____ Township _____ Range _____ W _____ M

EXISTING USE: UNDEVELOPED

PROPOSED USE: ACCESSORY BUILDINGS

PARTICULARS OF PROPOSED DEVELOPMENT: 3 PROPOSED BUILDINGS TO

ACT AS ACCESSORY BUILDINGS TO THE SUPERIOR WALK
PLANT ACROSS THE STREET OFFICE-SALES CENTRE,

(1) STORAGE BLDG (1) MAINTENANCE STORAGE BLDG

Additional information or clarification can be helpful in processing the application without delay. You may wish to use the back of this form, or attach a separate sheet with such information. Please fill out the Right of Entry authorization on reverse.

REGISTERED OWNER OR PERSON ACTING ON BEHALF OF:

I/we agree to the collection and sharing of this information contained in this application, and any other information may be required to verify and evaluate this application as explained above. I have submitted particulars concerning the completion of the proposed development and agree to comply in all respects with any conditions that may be attached to any development permit that is issued and with any other bylaws that are applicable. I am aware I may be required to pay for all local improvement costs, which include drainage, sidewalks, road construction, street lighting, water and sewer main extensions, utility connection fees and installation costs at the present established rate.

I have read and understand the terms noted on the reverse side of this form and hereby apply for permission to carry out the development described above and/or on the attached plans and specifications. I further certify the registered owner(s) of the land described above is aware of this application.

DATE: 4/16/21 SIGNED: _____

IMPORTANT: See Over

ADDITIONAL INFORMATION: _____

IMPORTANT:

1. Subject to the provisions of the Land Use Bylaw of The Municipal District of Willow Creek No. 26, the term "development" includes any change in the use of buildings or land.
2. Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as an official consent, and is without prejudice to the decision in connection with the formal application. It must be clearly understood any development by the applicant within 21 days after receipt of a Development Permit is at his own risk.
3. Please submit a plan or drawing showing locations of existing and proposed buildings, roads, services, boundaries, etc. in sufficient detail to ensure proper consideration of the application. Measurements may be metric or imperial units. It is desirable the plans and drawings should be on scale appropriate to the development, as follows:

Site plans – ratio of 1:1000 or 1:1500
Other drawings – ratio of 1:100 or 1:200

or as required by the Development Officer. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared.
4. If a decision is not made within 40 days from the date of the receipt of the application in its complete and final form, the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period unless an agreement for a time extension has been entered into with the municipality.

RIGHT OF ENTRY: I hereby authorize representatives of The Municipal District of Willow Creek No. 26 to enter my land for the purpose of conducting a site inspection in connection with this application. This right is granted pursuant to Section 542(1) of the <i>Municipal Government Act</i> .	
DATE: <u>4/16/21</u>	LANDOWNER(S): <u>SOUTHLINE REALTY LTD.</u> (Print)
	LANDOWNER(S): _____
	SIGNED: <u>[Signature]</u>
	_____ Registered Landowner(s)

\$5.00 From the proceeds of this report are donated to
Southern Alberta Individualized Planning Association. www.saipa.org

ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT

LEGAL DESCRIPTION OF PROPERTY: LOT 11, BLOCK 4, PLAN 791 0032

MUNICIPAL ADDRESS: 11 TIGERMOTH CRESCENT
CLIENT: TOWN OF CLARESHOLM
MUNICIPAL DISTRICT OF WILLOW CREEK No. 26, ALBERTA
DATE OF SURVEY: DEC 2, 2020 DATE OF TITLE SEARCH: NOV 30, 2020

Certification: I hereby certify that this report, which includes the attached plan and related survey, was prepared and performed under my personal supervision and in accordance with the Manual of Standard Practice of the Alberta Land Surveyors' Association and supplements thereto. Accordingly, within those standards and as of the date of this report, I am of the opinion that:

- the plan illustrates the boundaries of the property, the improvements as defined in Part D, Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice, registered easements and right-of-way affecting the extent of the title to the property;
- the improvements are entirely within the boundaries of the property except as shown;
- no visible encroachments exist on the property from any improvements situated on an adjoining property;
 - Except for part of a gravel driveway servicing LOT 10, BLOCK 4, PLAN 791 0032 and part of an asphalt road as shown;
- no visible encroachments exist on registered easements or rights-of-way affecting the extent of property, except as shown.

Purpose: This report and related plan have been prepared for the benefit of the property owner, subsequent owners, and any of their agents for the purpose of (a land conveyance, support of a subdivision application, a mortgage application, a submittal to the municipality for a compliance certificate, etc.). Copying is permitted only for the benefit of these parties, and only if the plan remains attached.

Where applicable, registered easements and utility rights of way affecting the extent of the property have been shown on the attached plan. Unless shown otherwise, property corner markers have not been placed during the survey for this report.

The attached plan should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user.

The information shown on this Real Property Report reflects the status of this property as of the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.

LEGEND

Statutory Iron post found.....●	Property Line.....—
Iron Bar Placed.....◇	Fire Hydrant.....⊕
	Property Line.....P/L

- Distances are ground and are expressed in metres and decimals thereof
- Unless otherwise specified, the dimensions shown relate to perpendicular distances from property boundaries to the greatest extent of exterior walls only at the date of survey.
- Eaves are dimensioned to the line of the fascia.
- Fence lines are within 0.20 metres of property line unless otherwise noted.
- Fence lines are measured to centerline.
- The property is subject to the following encumbrances affecting extent of title:
 - 5181 JM - Caveat - Re: Easement

DATED AT LETHBRIDGE, ALBERTA,
THIS 10th DAY OF DECEMBER, 2020.



MICHAEL A. THOMPSON
ALBERTA LAND SURVEYOR

Copyright © 2020, Halma Thompson Land Surveys Ltd.

JOB: H40820

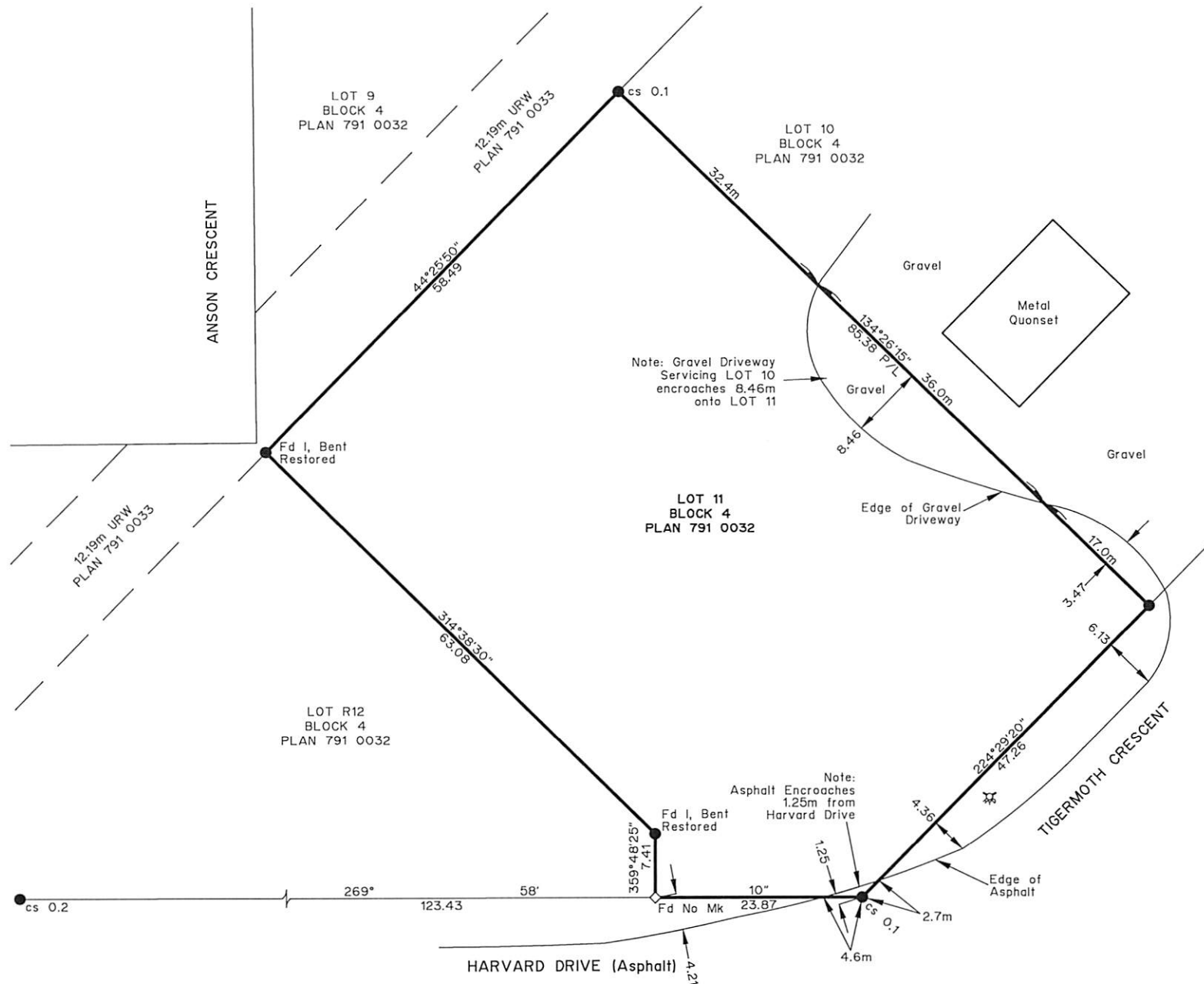


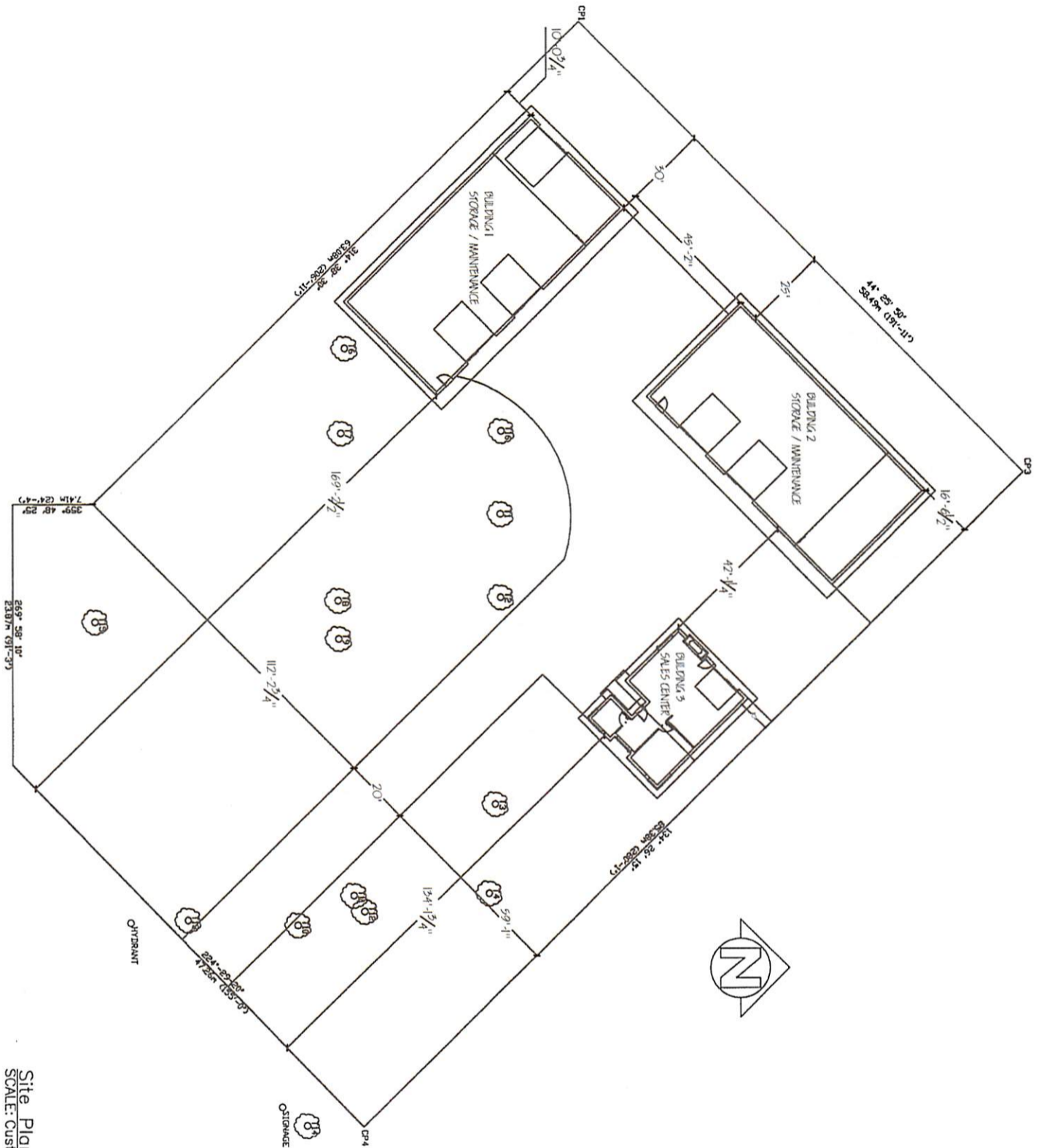
200-410 Stafford Drive S
Lethbridge AB, T1V 2L2
Phone (403) 381-1320
Fax (403) 381-1366

DRAWN BY: DAH

DRAWING: H40820RPR

SCALE: 1:500





Site Plan
SCALE: Custom

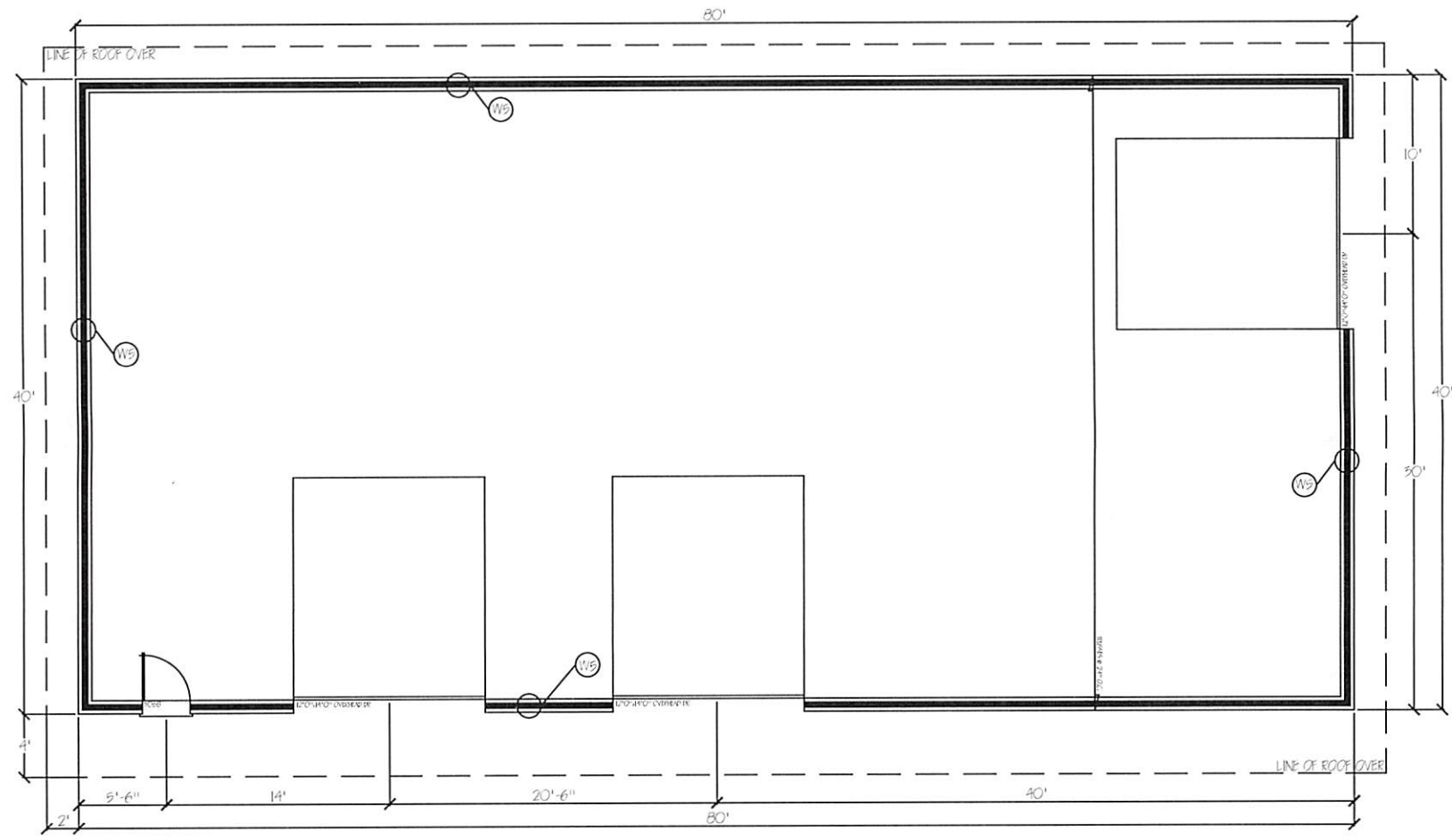
APPROVED AS PER
FRANK KLAASSEN

3.1.23 / CONTRACTOR'S CARE AND VERIFICATION. DIMENSIONS AND DETAILS PROVIDED ARE FOR CONSTRUCTION AND NOT FOR ANY OTHER PURPOSE. DESIGNER ACCEPTS LIABILITY TO CORRECTION OF PLANS ONLY.

PROJECT NAME PERSONAL STORAGE BUILDINGS	DATE APR 5, 2021	REVISIONS	ENGINEER SEAL	
	ISSUED FOR REVIEW			
PROJECT ADDRESS LOT 11 TIGERMOUTH, CLARSHOLM, ALBERTA	DRAWN BY MG			
	PAGE 15 OF 15			

BUILDING 1
3,200 SF.

- D1 CONCRETE STRIP FOOTING AS SPECIFIED BY SUPERIOR WALLS ALBERTA LTD.
- D2 PAD FOOTINGS TO BE SPECIFIED BY SUPERIOR WALLS ALBERTA LTD.
- W1 4' FOUNDATION FROST WALL - DESIGN AND SUPPLIED BY SUPERIOR WALLS ALBERTA LTD.
- W2 10' CONCRETE WALL - DESIGN AND SUPPLIED BY SUPERIOR WALLS ALBERTA LTD.
- W3 4" SOLID CONCRETE WALLS (FIREPLACE)
- W4 INTERIOR WALL - 2X4 TOP & BOTTOM PLATES, 2X4 STUDS @ 16" O.C., 1/2" GYPSUM BOARD EACH SIDE.
- W5 10" THICK SANDWICH PANEL WALLS (3/4/3)
- F1 4" THICK SLAB ON GRADE.
- F2 6" THICK SLAB ON GRADE.
- R1 METAL ROOFING, STRAFFING @ 24" O.C. TRUSSES @ 24" O.C., R40 BLOWN-IN INSULATION, POLY VAPOUR BARRIER, 1/2" GYPSUM.



Building 1 (Storage/Maintenance) – Main Plan
SCALE: 1/8" = 1'-0"



ENGINEER SEAL

REVISIONS

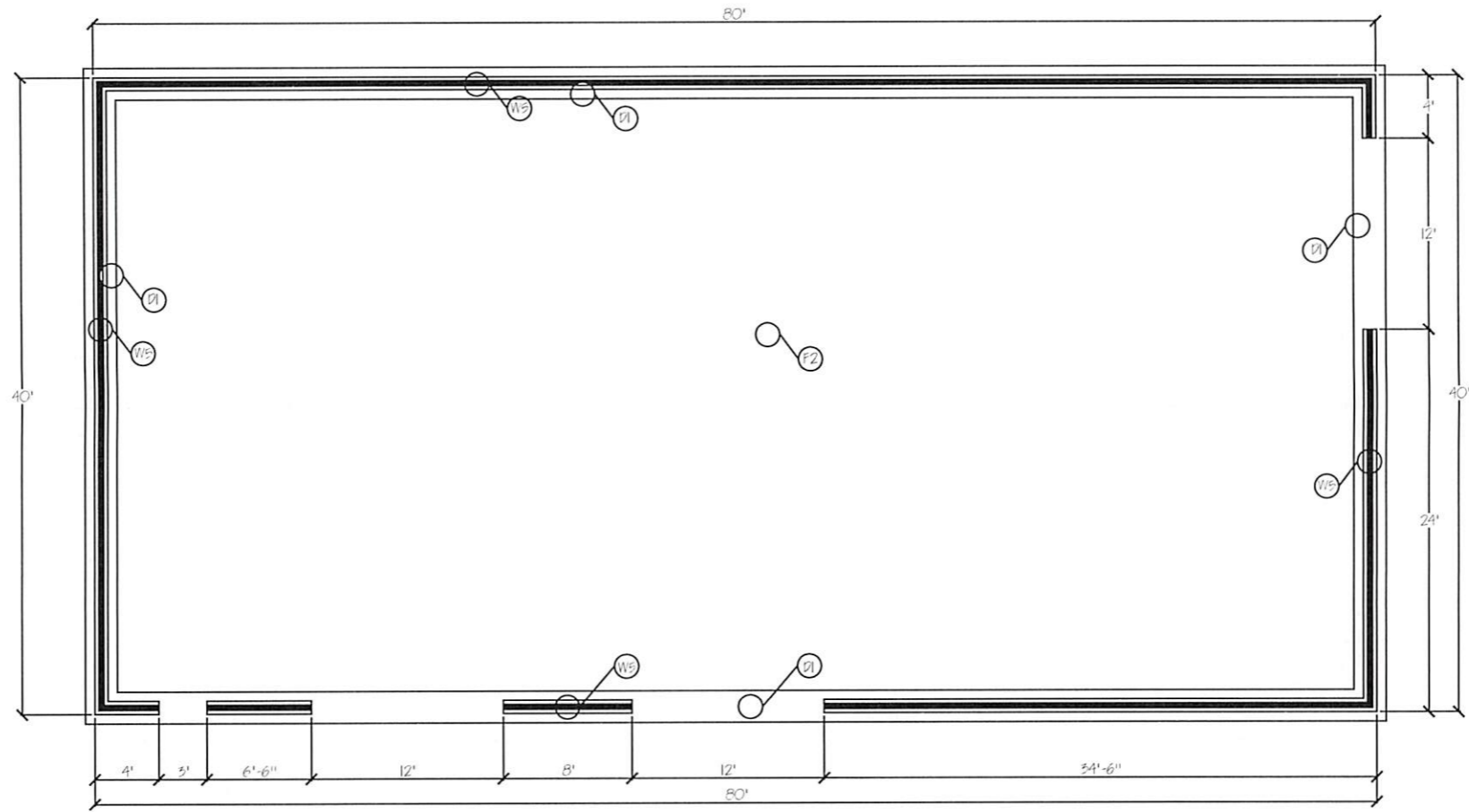
DATE	APR 5, 2021
DESIGN	FOR REVIEW
DRAWN BY	MG
PKG	PLC
LOF	1 OF 15

PROJECT NAME
PERSONAL STORAGE BUILDING

PROJECT ADDRESS
LOT 11 TURNBULL,
CLAREHOLM, ALBERTA

ALL DIMENSIONS UNLESS OTHERWISE SPECIFIED TO BE PERFORMED IN ACCORDANCE WITH THE CANADIAN NATIONAL BUILDING CODE AND ALL DIMENSIONS TO BE PERFORMED IN ACCORDANCE WITH THE CANADIAN NATIONAL BUILDING CODE.

- D1 CONCRETE STRIP FOOTING AS SPECIFIED BY SUPERIOR WALLS ALBERTA LTD.
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- W5 10" THICK SANDWICH PANEL WALLS (3/4" / 3)
- F1 4" THICK SLAB ON GRADE.
- F2 6" THICK SLAB ON GRADE.
- R1 METAL ROOFING, STRAPPING @ 24" O.C., TRUSSES @ 24" O.C., R40 BLOWN-IN INSULATION, FOLY VAPOUR BARRIER, 1/2" GYPSUM.



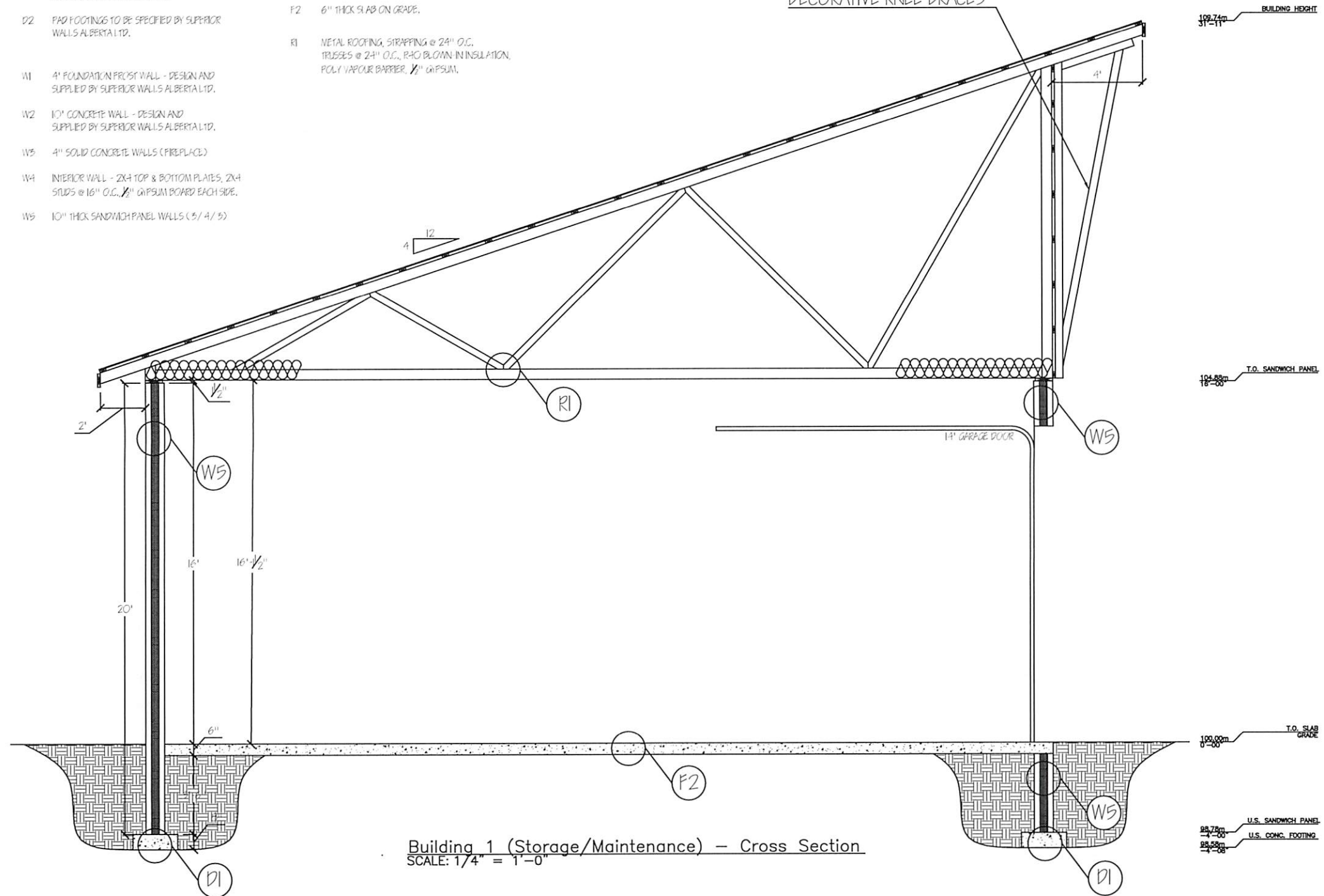
Building_1 (Storage/Maintenance) – Foundation Plan
 SCALE: 1/8" = 1'-0"

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PROJECT NAME PERSONAL STORAGE BUILDINGS	PLAN TITLE FOUNDATION PLAN
PROJECT ADDRESS LOT 11 ALBERTA, CLAREMONT, ALBERTA	REVISIONS
DATE APR 5, 2021	
DESIGNED FOR REVIEW	
DRAWN BY NG	
PAGE 2 OF 15	

- D1 CONCRETE STRIP FOOTING AS SPECIFIED BY SUPERIOR WALLS ALBERTA LTD.
- D2 PAD FOOTINGS TO BE SPECIFIED BY SUPERIOR WALLS ALBERTA LTD.
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- W5 10" THICK SANDWICH PANEL WALLS (5/4/5)
- F1 4" THICK SLAB ON GRADE.
- F2 6" THICK SLAB ON GRADE.
- R1 METAL ROOFING, STRAPPING @ 24" O.C., TRUSSES @ 24" O.C., R40 BLOWN-IN INSULATION, POLY VAPOUR BARRIER 1/2" GYP. BOARD.

DECORATIVE KNEE BRACES



Building 1 (Storage/Maintenance) – Cross Section
SCALE: 1/4" = 1'-0"

SLICE / COORDINATE / AREA / PERCENTAGE / COMMENTS / DATE / BY / CHECKED / APPROVED / SCALE / SHEET NO. / TOTAL SHEETS

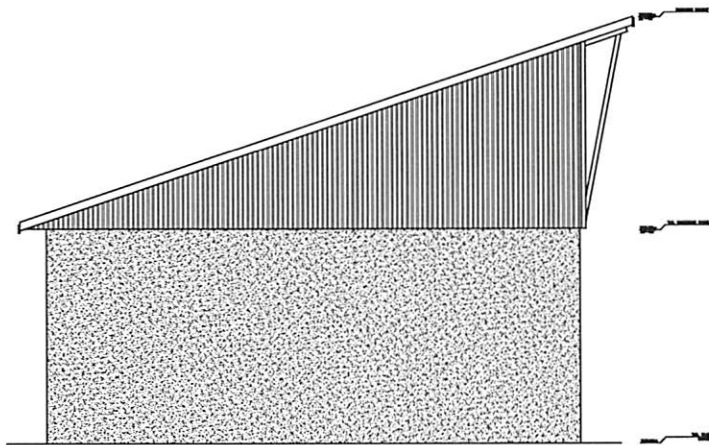
ENGINEER SEAL

REVISIONS

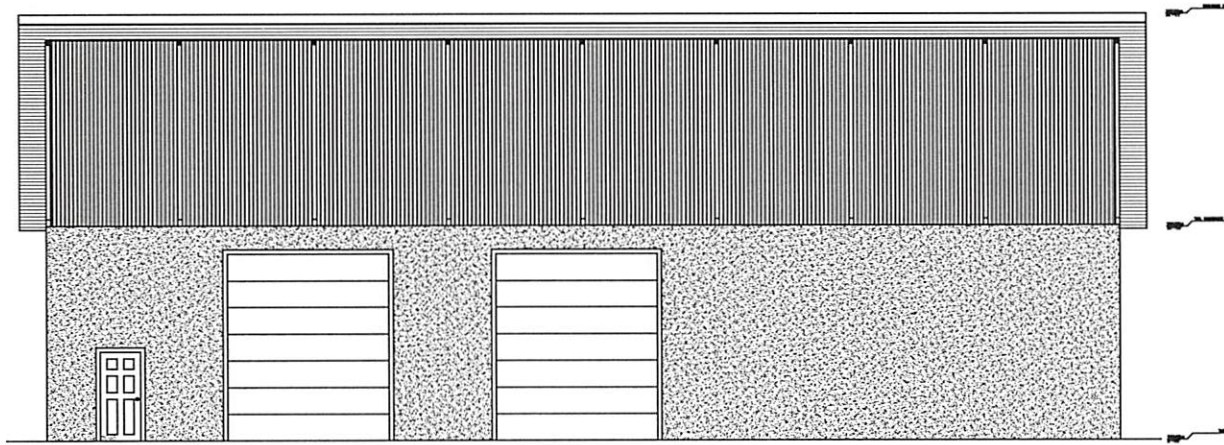
DATE	BY	CHECKED	APPROVED
APR 5, 2024	ESB		
	FOR REVIEW		
	DRAWN BY		
	MG		
	PLACED		
	5/07/15		

PROJECT NAME	PERSONAL STORAGE BUILDING
PROJECT ADDRESS	LOT 11 TILBURN CRT., CLARENZA, ALBERTA

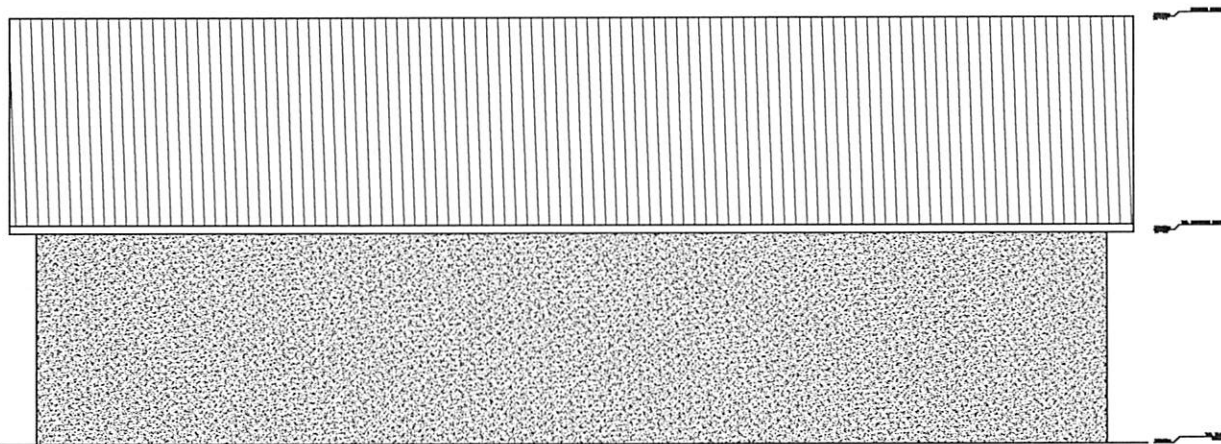




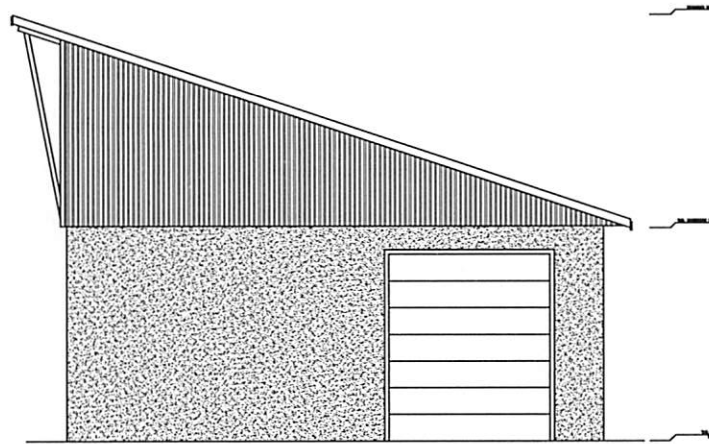
Building 1 (Storage/Maintenance) – Left Elevation
SCALE: 3/32" = 1'-0"



Building 1 (Storage/Maintenance) – Front Elevation
SCALE: 3/32" = 1'-0"



Building 1 (Storage/Maintenance) – Rear Elevation
SCALE: 3/32" = 1'-0"



Building 1 (Storage/Maintenance) – Right Elevation
SCALE: 3/32" = 1'-0"



ENGINEER SEAL

REVISIONS

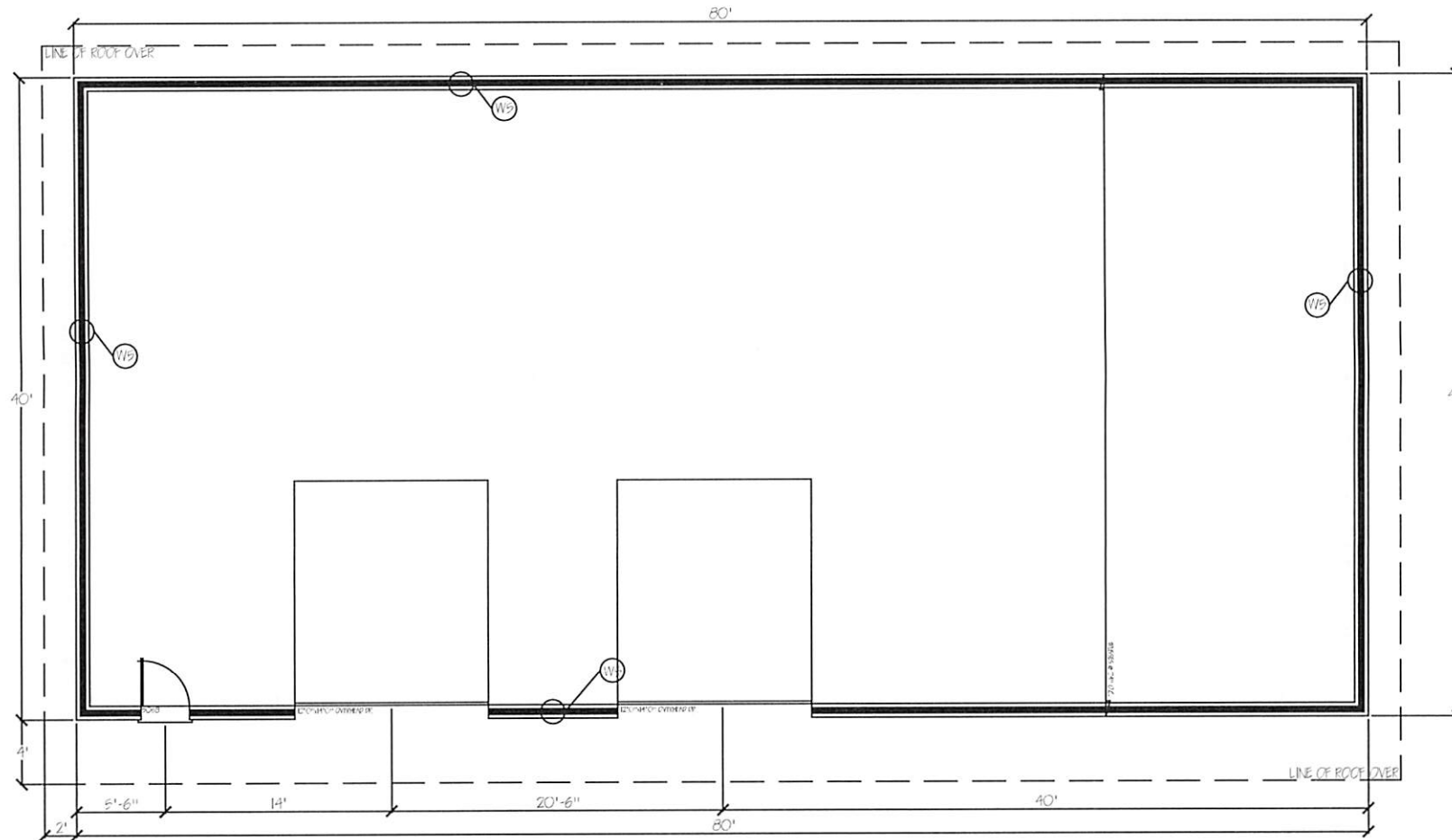
SCALE / COUNCIL OF MUNICIPAL ENGINEERS AND PROFESSIONAL ENGINEERS TO CONTROL THE DESIGN AND CONSTRUCTION OF BUILDINGS IN THE PROVINCE OF ALBERTA

DATE	APR 5, 2011
DESIGNER	FOR REVIEW
DRAWN BY	M.G.
PAGE	4 OF 15

PROJECT NAME	PERSONAL STORAGE BUILDING
PROJECT ADDRESS	LOT 11 TIVERNOCH, CLARENDON, ALBERTA

BUILDING 2
3,200 SF.

- D1 CONCRETE STRIP FOOTING AS SPECIFIED BY SUPERIOR WALLS ALBERTA LTD.
- D2 FAD FOOTINGS TO BE SPECIFIED BY SUPERIOR WALLS ALBERTA LTD.
- W1 4' FOUNDATION Frost WALL - DESIGN AND SUPPLIED BY SUPERIOR WALLS ALBERTA LTD.
- W2 10' CONCRETE WALL - DESIGN AND SUPPLIED BY SUPERIOR WALLS ALBERTA LTD.
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- F1 4" THICK SLAB ON GRADE.
- F2 6" THICK SLAB ON GRADE.
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Building 2 (Storage/Maintenance) – Main Plan
SCALE: 1/8" = 1'-0"



ENGINEER SEAL

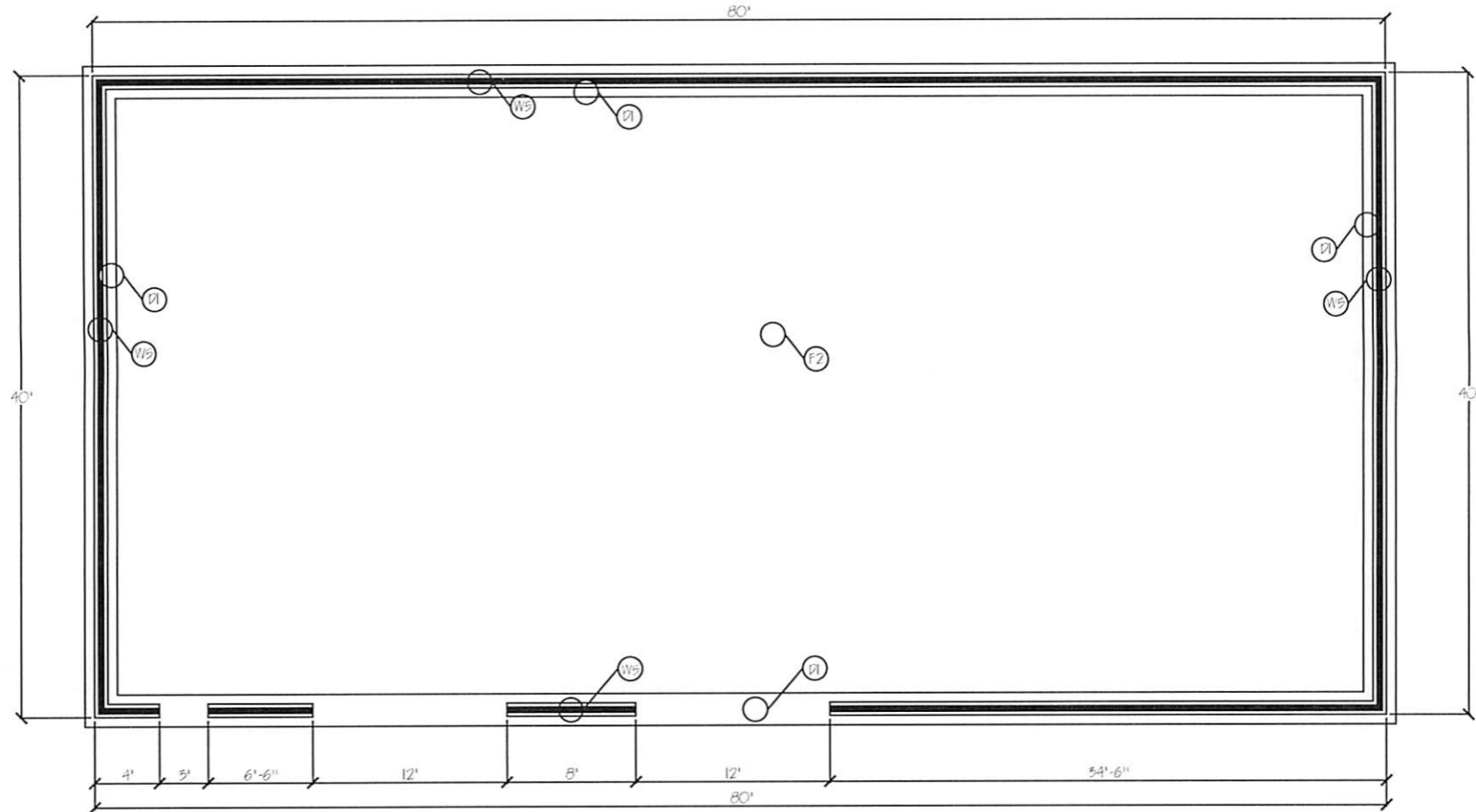
REVISIONS

DATE	APR 5, 2021
ISSUED	
FOR REVIEW	
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PAGE	5 OF 15

PROJECT NAME	PERSONAL STORAGE BUILDING
PROJECT ADDRESS	LOT 111 TIGERNOOTH, CLAREHOPE, ALBERTA

VALUE / CONSULTOR HAS GED AND VERY ALL DIMENSIONS AND DETAILS MUST TO BE CONFIRMED TO SUPERVISOR. SUPERVISOR HAS TO BE ADVISED IN ADVANCE OF THE PERIOD. IN ALL DIMENSIONS TO BE CONFIRMED TO SUPERVISOR.

- D1 CONCRETE STRIP FOOTING AS SPECIFIED BY SUPERIOR WALLS ALBERTA LTD.
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Building 2 (Storage/Maintenance) – Footing Plan
 SCALE: 1/8" = 1'-0"



ENGINEER SEAL

REVISIONS

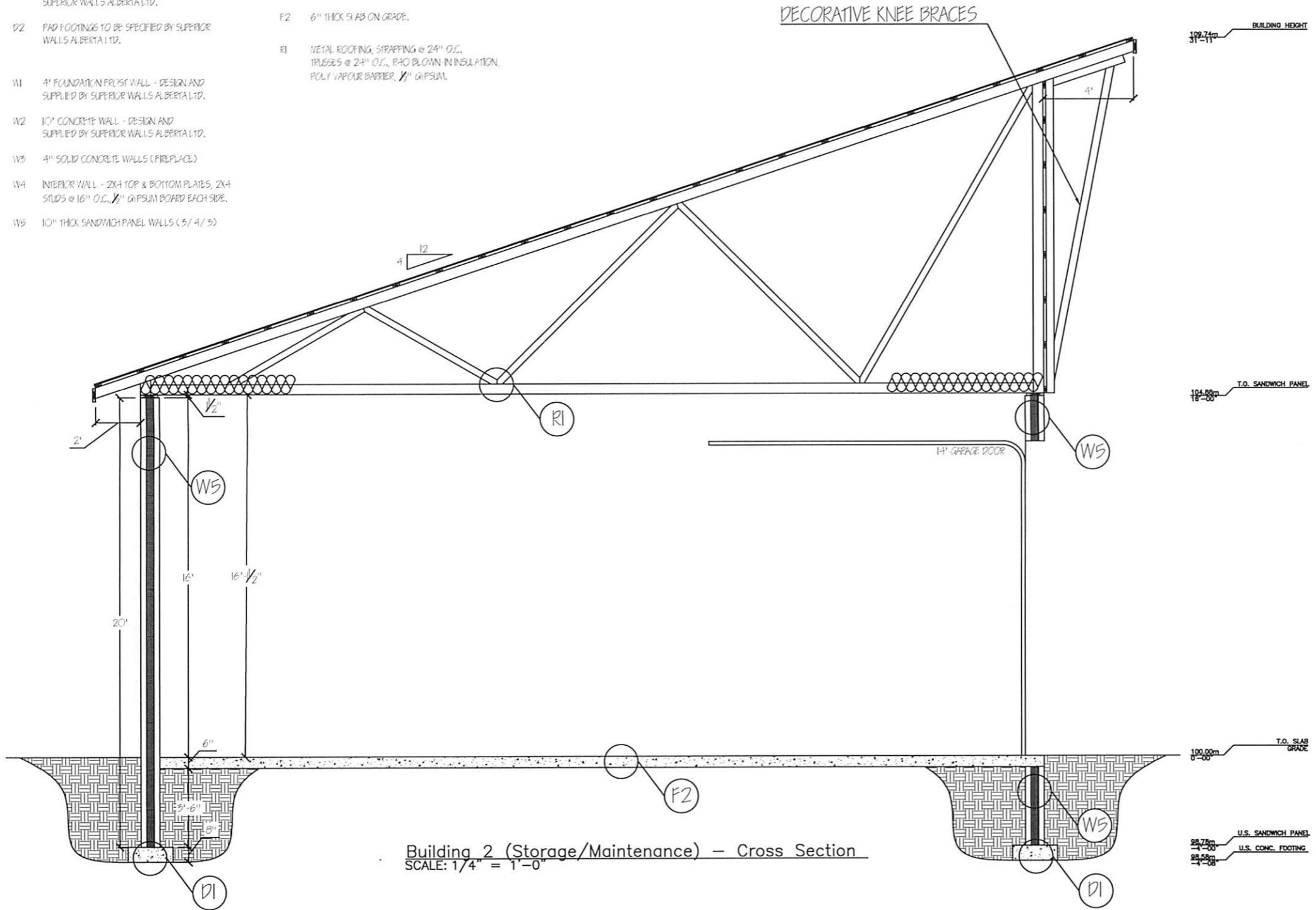
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DESIGNED	
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DRAWN BY	
N.G.	
PAGE	6 OF 13

PROJECT NAME
PERSONAL STORAGE BUILDINGS

PROJECT ADDRESS
LOT 11 TUBERNOTH,
CALGARY, ALBERTA

SCALE / COURTESY OF THE ARCHITECT / ALL DIMENSIONS AND SPACING TO BE CHECKED BY THE ARCHITECT. THE ARCHITECT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE DIMENSIONS.

- D1 CONCRETE STRIP FOOTING AS SPECIFIED BY SUPERIOR WALLS ALBERTA LTD.
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Building 2 (Storage/Maintenance) - Cross Section
 SCALE: 1/4" = 1'-0"



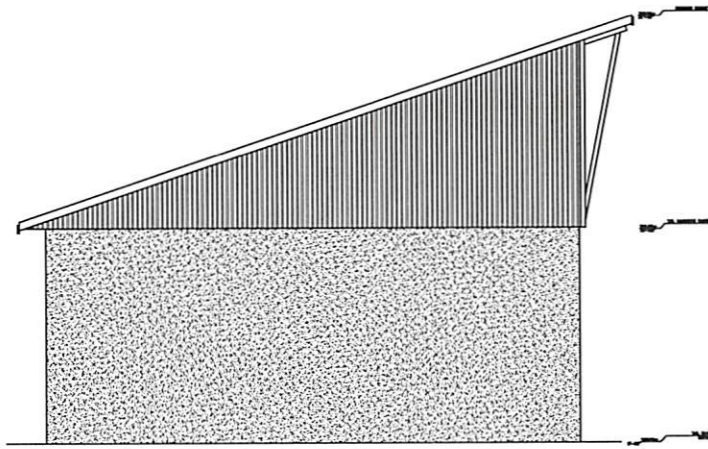
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REVISIONS

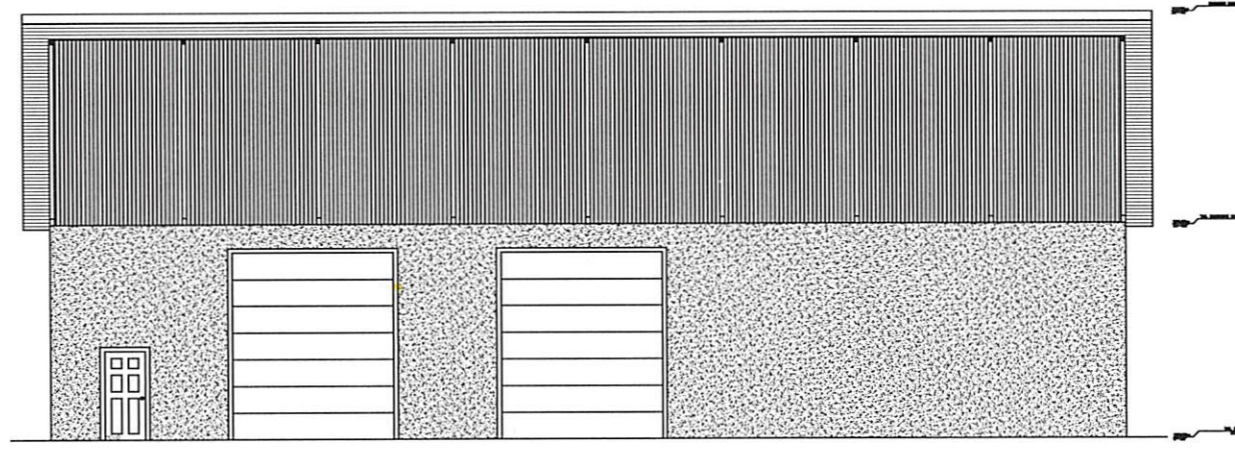
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APR 9, 2024						

PROJECT NAME	PERSONAL STORAGE BUILDING
PROJECT ADDRESS	LOT 11 TIGERNOUTH, CALGARY, ALBERTA

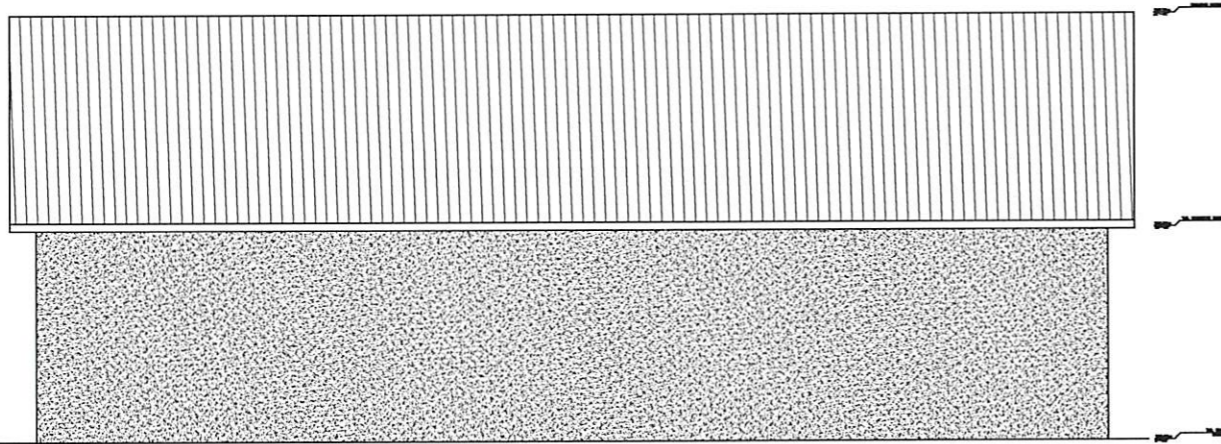
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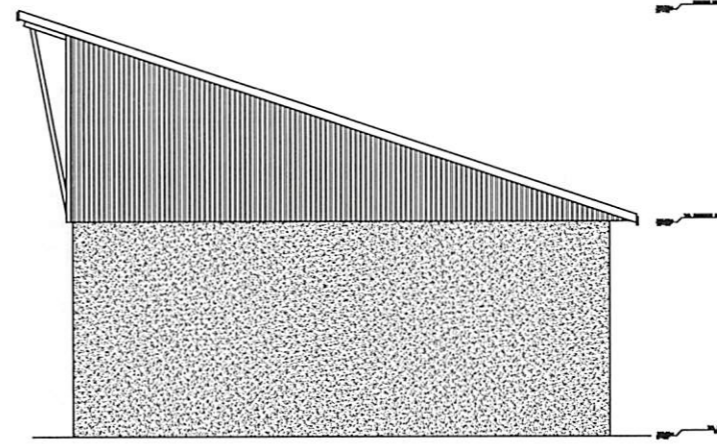
Building 2 (Storage/Maintenance) – Left Elevation
SCALE: 3/32" = 1'-0"



Building 2 (Storage/Maintenance) – Front Elevation
SCALE: 3/32" = 1'-0"



Building 2 (Storage/Maintenance) – Rear Elevation
SCALE: 3/32" = 1'-0"



Building 2 (Storage/Maintenance) – Right Elevation
SCALE: 3/32" = 1'-0"



ENGINEER SEAL

REVISIONS

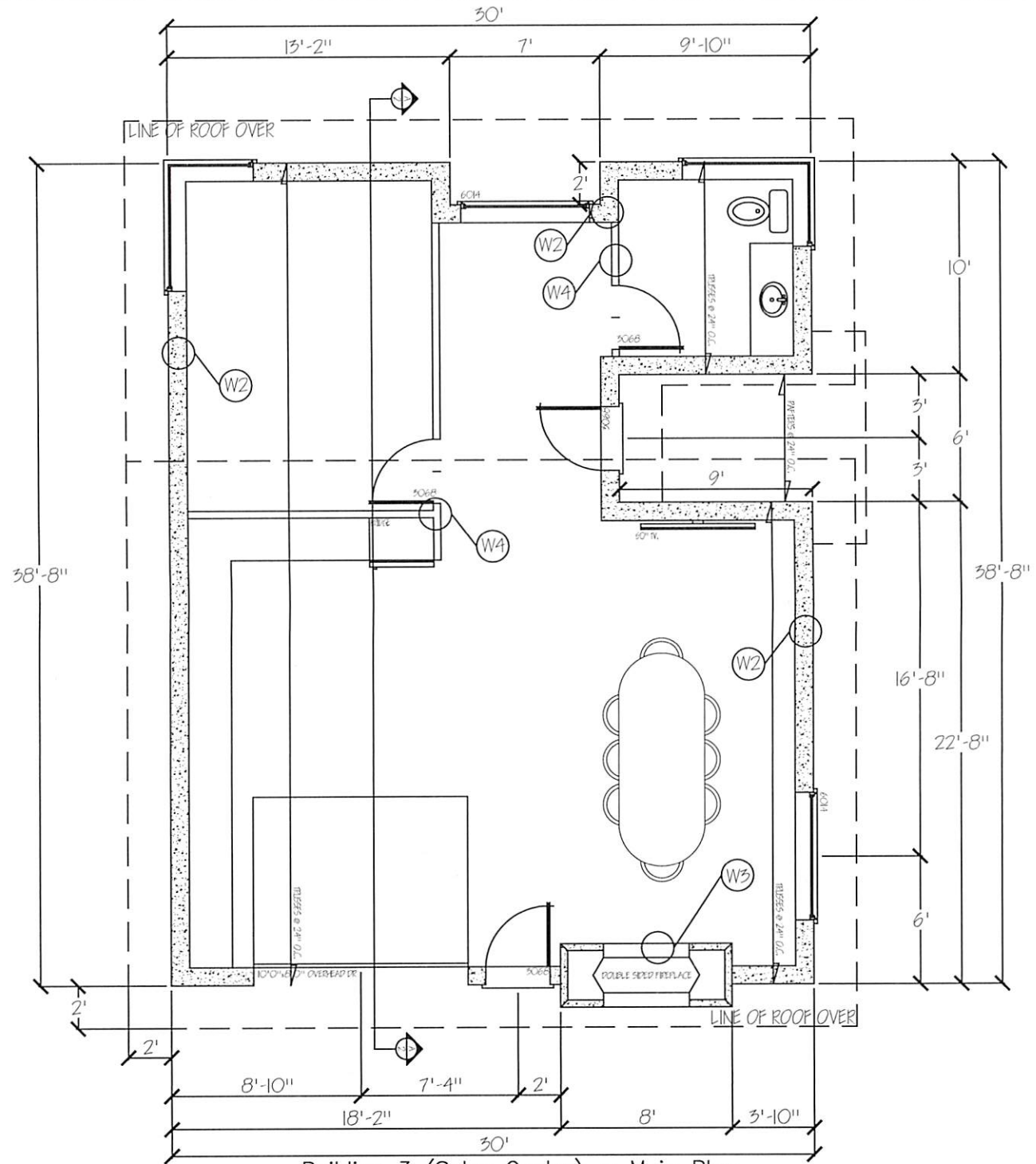
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DRAWN BY	MG
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BLT ID	

PROJECT NAME
PERSONAL STORAGE BUILDING

PROJECT ADDRESS
LOT II TURNBULL,
CALGARY, ALBERTA

SCALE / COORDINATE / AREA / PERIMETER / VOLUME / WEIGHT / FINISHES / MATERIALS / NOTES / COMMENTS / REVISIONS / DATE / DRAWN BY / CHECKED BY / APPROVED BY / PROJECT NO. / SHEET NO. / TOTAL SHEETS

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Building 3 (Sales Center) - Main Plan
SCALE: 3/16" = 1'-0"

BUILDING 3
1106 SF.



ENGINEER SEAL

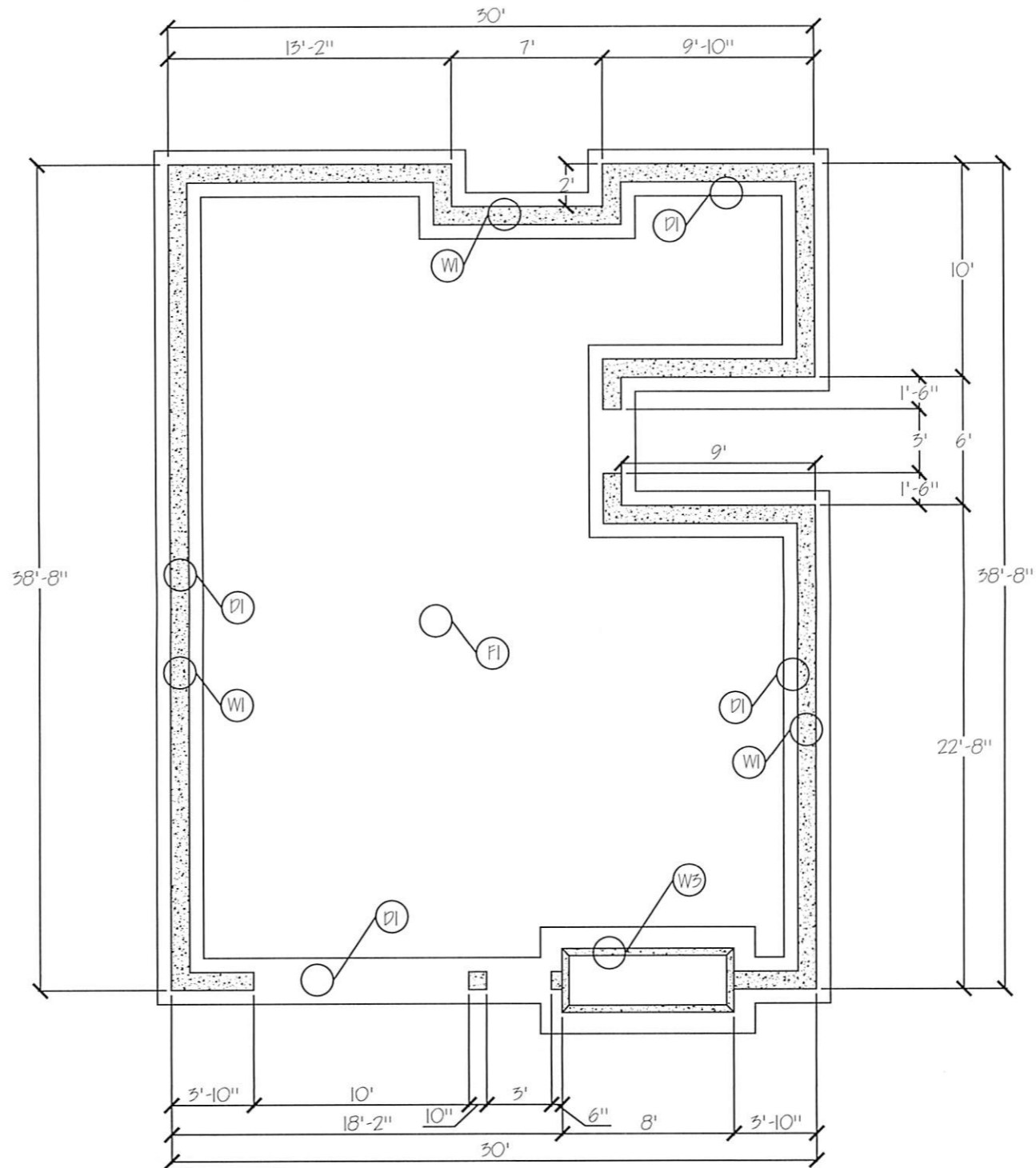
REVISIONS

DATE	BY	FOR REVIEW	DRAWN BY	SCALE
APR 5, 2021	TESTED		MLA	9 OF 15

PROJECT NAME: PERSONAL STORAGE BUILDING
PROJECT ADDRESS: LOT 111 TUCERBOTH, CLAREMONT, ALBERTA

REVIEW / CONTRACT REVISIONS / REVISIONS / DATE / BY / FOR REVIEW / DRAWN BY / SCALE / PAGE

- D1 CONCRETE STRIP FOOTING AS SPECIFIED BY SUPERIOR WALLS ALBERTA LTD.
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Building 3 (Sales Center) - Footing Plan
 SCALE: 3/16" = 1'-0"



ENGINEER SEAL

REVISIONS

DATE	APR 5, 2021
ISSUED	
FOR REVIEW	
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PAGE	10 OF 15

PROJECT NAME

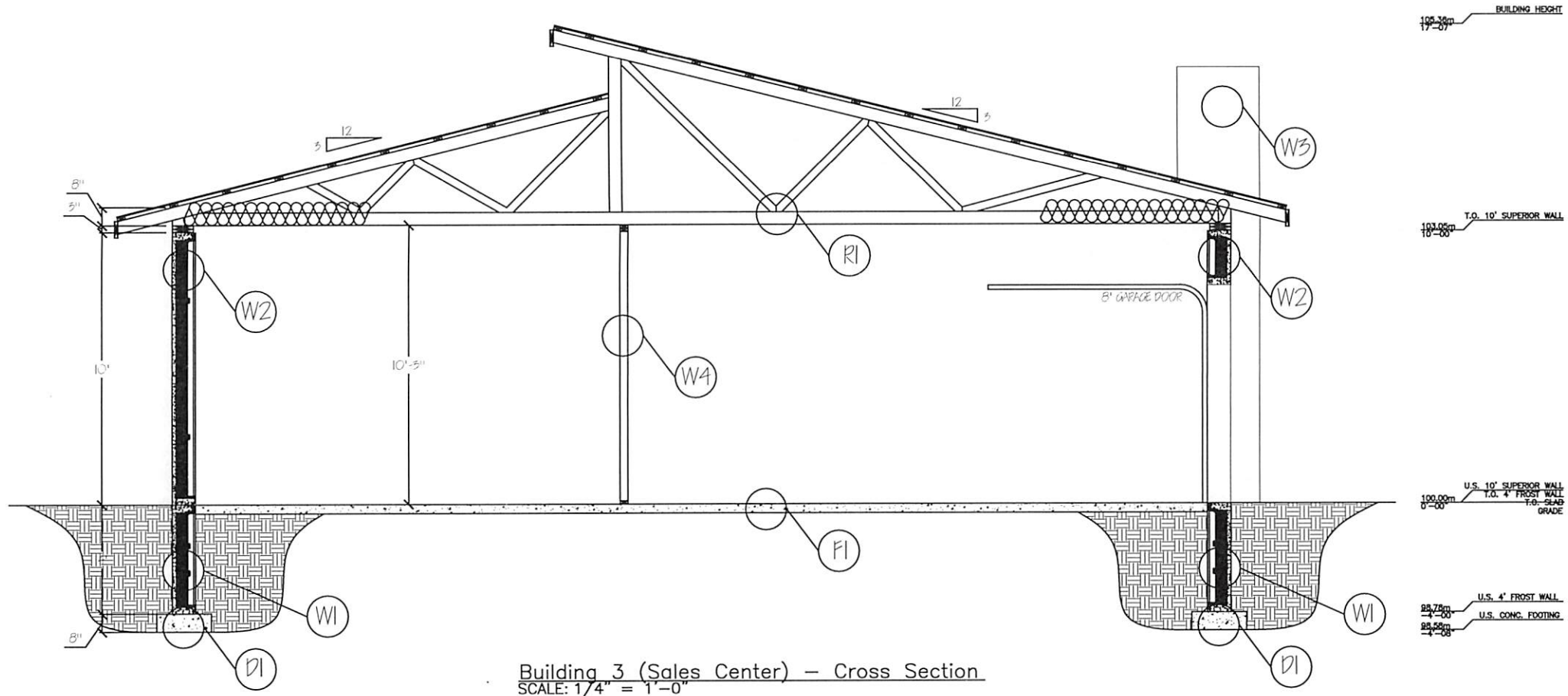
PERSONAL STORAGE BUILDINGS

PROJECT ADDRESS

LOT 11 TIBERNORTH,
 CLAPHAM, ALBERTA

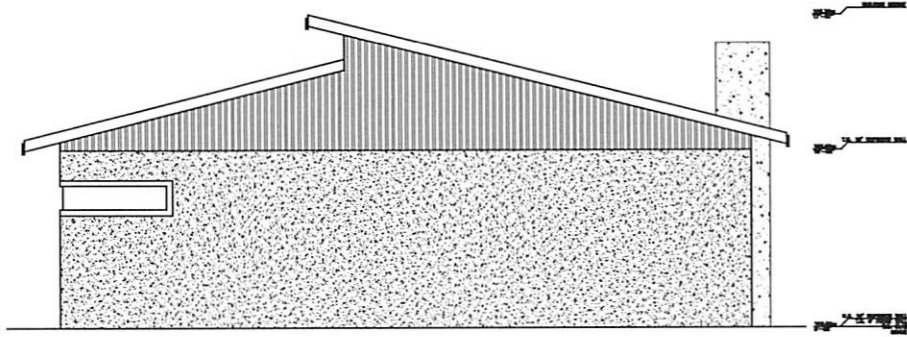
SIZE / COURTESY: MEG. ROBERTY AL. DIMENSIONS: 4.02.16.15.17.18.19.20.21.22.23.24.25.26.27.28.29.30.31.32.33.34.35.36.37.38.39.40.41.42.43.44.45.46.47.48.49.50.51.52.53.54.55.56.57.58.59.60.61.62.63.64.65.66.67.68.69.70.71.72.73.74.75.76.77.78.79.80.81.82.83.84.85.86.87.88.89.90.91.92.93.94.95.96.97.98.99.100.101.102.103.104.105.106.107.108.109.110.111.112.113.114.115.116.117.118.119.120.121.122.123.124.125.126.127.128.129.130.131.132.133.134.135.136.137.138.139.140.141.142.143.144.145.146.147.148.149.150.151.152.153.154.155.156.157.158.159.160.161.162.163.164.165.166.167.168.169.170.171.172.173.174.175.176.177.178.179.180.181.182.183.184.185.186.187.188.189.190.191.192.193.194.195.196.197.198.199.200.201.202.203.204.205.206.207.208.209.210.211.212.213.214.215.216.217.218.219.220.221.222.223.224.225.226.227.228.229.230.231.232.233.234.235.236.237.238.239.240.241.242.243.244.245.246.247.248.249.250.251.252.253.254.255.256.257.258.259.260.261.262.263.264.265.266.267.268.269.270.271.272.273.274.275.276.277.278.279.280.281.282.283.284.285.286.287.288.289.290.291.292.293.294.295.296.297.298.299.300.301.302.303.304.305.306.307.308.309.310.311.312.313.314.315.316.317.318.319.320.321.322.323.324.325.326.327.328.329.330.331.332.333.334.335.336.337.338.339.340.341.342.343.344.345.346.347.348.349.350.351.352.353.354.355.356.357.358.359.360.361.362.363.364.365.366.367.368.369.370.371.372.373.374.375.376.377.378.379.380.381.382.383.384.385.386.387.388.389.390.391.392.393.394.395.396.397.398.399.400.401.402.403.404.405.406.407.408.409.410.411.412.413.414.415.416.417.418.419.420.421.422.423.424.425.426.427.428.429.430.431.432.433.434.435.436.437.438.439.440.441.442.443.444.445.446.447.448.449.450.451.452.453.454.455.456.457.458.459.460.461.462.463.464.465.466.467.468.469.470.471.472.473.474.475.476.477.478.479.480.481.482.483.484.485.486.487.488.489.490.491.492.493.494.495.496.497.498.499.500.501.502.503.504.505.506.507.508.509.510.511.512.513.514.515.516.517.518.519.520.521.522.523.524.525.526.527.528.529.530.531.532.533.534.535.536.537.538.539.540.541.542.543.544.545.546.547.548.549.550.551.552.553.554.555.556.557.558.559.560.561.562.563.564.565.566.567.568.569.570.571.572.573.574.575.576.577.578.579.580.581.582.583.584.585.586.587.588.589.590.591.592.593.594.595.596.597.598.599.600.601.602.603.604.605.606.607.608.609.610.611.612.613.614.615.616.617.618.619.620.621.622.623.624.625.626.627.628.629.630.631.632.633.634.635.636.637.638.639.640.641.642.643.644.645.646.647.648.649.650.651.652.653.654.655.656.657.658.659.660.661.662.663.664.665.666.667.668.669.670.671.672.673.674.675.676.677.678.679.680.681.682.683.684.685.686.687.688.689.690.691.692.693.694.695.696.697.698.699.700.701.702.703.704.705.706.707.708.709.710.711.712.713.714.715.716.717.718.719.720.721.722.723.724.725.726.727.728.729.730.731.732.733.734.735.736.737.738.739.740.741.742.743.744.745.746.747.748.749.750.751.752.753.754.755.756.757.758.759.760.761.762.763.764.765.766.767.768.769.770.771.772.773.774.775.776.777.778.779.780.781.782.783.784.785.786.787.788.789.790.791.792.793.794.795.796.797.798.799.800.801.802.803.804.805.806.807.808.809.810.811.812.813.814.815.816.817.818.819.820.821.822.823.824.825.826.827.828.829.830.831.832.833.834.835.836.837.838.839.840.841.842.843.844.845.846.847.848.849.850.851.852.853.854.855.856.857.858.859.860.861.862.863.864.865.866.867.868.869.870.871.872.873.874.875.876.877.878.879.880.881.882.883.884.885.886.887.888.889.890.891.892.893.894.895.896.897.898.899.900.901.902.903.904.905.906.907.908.909.910.911.912.913.914.915.916.917.918.919.920.921.922.923.924.925.926.927.928.929.930.931.932.933.934.935.936.937.938.939.940.941.942.943.944.945.946.947.948.949.950.951.952.953.954.955.956.957.958.959.960.961.962.963.964.965.966.967.968.969.970.971.972.973.974.975.976.977.978.979.980.981.982.983.984.985.986.987.988.989.990.991.992.993.994.995.996.997.998.999.1000.

- D1 CONCRETE STRIP FOOTING AS SPECIFIED BY SUPERIOR WALLS ALBERTA LTD.
- D2 PAD FOOTINGS TO BE SPECIFIED BY SUPERIOR WALLS ALBERTA LTD.
- W1 4" FOUNDATION FROST WALL - DESIGN AND SUPPLIED BY SUPERIOR WALLS ALBERTA LTD.
- W2 10" CONCRETE WALL - DESIGN AND SUPPLIED BY SUPERIOR WALLS ALBERTA LTD.
- W3 4" SOLID CONCRETE WALLS (FIREPLACE)
- W4 INTERIOR WALL - 2X4 TOP & BOTTOM PLATES, 2X4 STUDS @ 16" O.C., 1/2" GIPSUM BOARD EACH SIDE.
- W5 10" THICK SANDWICH PANEL WALLS (5/4/5)
- F1 4" THICK SLAB ON GRADE.
- F2 6" THICK SLAB ON GRADE.
- R1 METAL ROOFING, STRAPPING @ 24" O.C., TRUSSES @ 24" O.C., R40 BLOWN IN INSULATION, POLY VAPOUR BARRIER 1/2" @ P/SUM.



REVISIONS	
ENGINEER SEAL	
DATE	APR 5, 2021
DESIGNER	EJEBZ
DRAWN BY	M.A.
PAGE	11 OF 15
PROJECT NAME	PERSONAL STORAGE BUILDING
PROJECT ADDRESS	LOT 11 TIBERNOTH, CLAREHOLM, ALBERTA

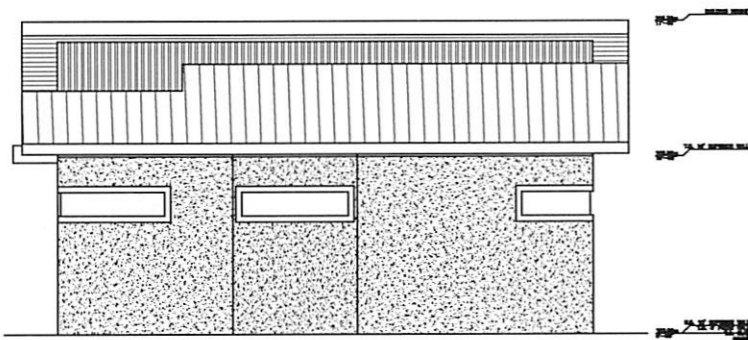
SCALE / COURTESY OF SUPERIOR WALLS ALBERTA LTD. ALL DIMENSIONS ARE TO CENTER UNLESS NOTED OTHERWISE. APPROVE TO THE PERMITS. DESIGNER'S LIABILITY LIMITED TO CONTRACT DOCUMENTS.



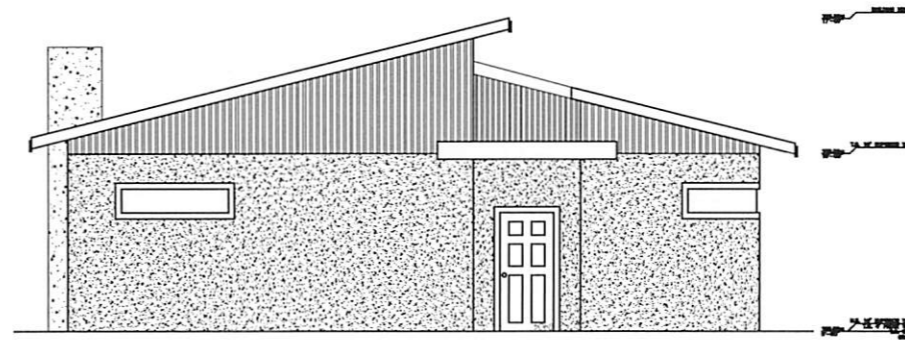
Building 3 (Sales Center) – Left Elevation
SCALE: 1/8" = 1'-0"



Building 3 (Sales Center) – Front Elevation
SCALE: 1/8" = 1'-0"



Building 3 (Sales Center) – Rear Elevation
SCALE: 1/8" = 1'-0"



Building 3 (Sales Center) – Right Elevation
SCALE: 1/8" = 1'-0"



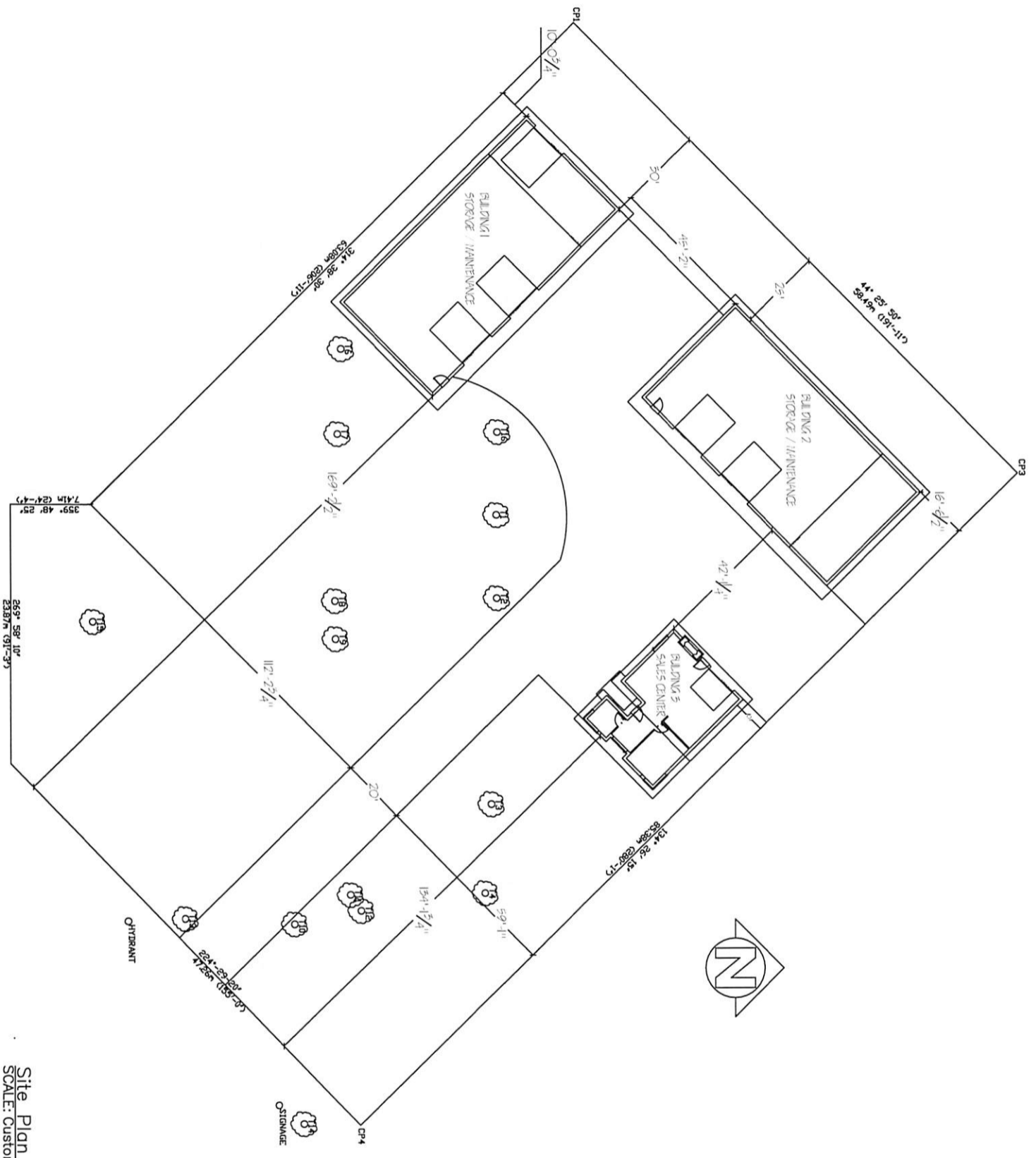
ENGINEER SEAL

REVISIONS

DATE	APR 5, 2014
ISSUED FOR REVIEW	
DRAWN BY	MG
PAGE	12 OF 15

PROJECT NAME	PERSONAL STORAGE BUILDINGS
PROJECT ADDRESS	LOT II TIGERMOH, CLARENCE, ALBERTA

I, ENGINEER, HEREBY CERTIFY THAT THE DESIGN OF THIS BUILDING IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE ALBERTA BUILDING ACT AND THE ALBERTA BUILDING CODE. I AM A MEMBER OF THE PROFESSION OF ENGINEERS AND ARCHITECTS OF ALBERTA.



Site Plan
SCALE: Custom

PROJECT NAME PERSONAL STORAGE BUILDINGS		DATE APR 5, 2021	REVISIONS	ENGINEER SEAL	
		ISSUED			
		FOR REVIEW			
		DRAWN BY NG			
PROJECT ADDRESS LOT II TIGERNOTH, CLARSHOLM, ALBERTA		PAGE 13 OF 13			

DRAWER / CONSULTANT MUST CHECK AND VERIFY ALL DIMENSIONS AND BE RESPONSIBLE TO NOTIFY CONSULTANT AND REPORT ANY DISCREPANCY TO BE RESOLVED. DIMENSIONS SHOWN ARE LIMITED TO CONSTRUCTION OF PLANS ONLY.



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0015 229 157 7910032;4;11 211 038 950

LEGAL DESCRIPTION
PLAN 7910032
BLOCK 4
LOT 11
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REFERENCE NUMBER: 791 002 677 K .

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
211 038 950	18/02/2021			

OWNERS

SOUTHLINE REAL ESTATE LTD.

ENCUMBRANCES, LIENS & INTERESTS		
REGISTRATION	DATE (D/M/Y)	PARTICULARS
NUMBER		
5181JM .	04/01/1966	CAVEAT RE : EASEMENT CAVEATOR - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.
211 038 951	18/02/2021	CAVEAT RE : PURCHASERS INTEREST CAVEATOR - THE TOWN OF CLARESHOLM. 221 45 AVE WEST, PO BOX 1000

(CONTINUED)

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

CLARESHOLM
ALBERTA TOLOTO
AGENT - JEFFREY L DANIELS

TOTAL INSTRUMENTS: 002

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 23 DAY OF APRIL,
2021 AT 10:35 A.M.

ORDER NUMBER: 41504091

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



Claresholm

INFORMATION BRIEF

Meeting: May 10th, 2021
Agenda Item: 28

2020 TAX ARREARS LIST

DESCRIPTION / BACKGROUND:

After the April 26th, 2021 Council meeting, I received an email from the last ratepayer on the 2020 Tax Arrears list. The Town was able to enter into an acceptable tax payment agreement with the homeowner and by doing so avoided an auction of property in 2021.

PREPARED BY: Lisa Chilton, Tax Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 6, 2021

Strategies

MULTI-YEAR		Assigned to	Update on Progress
POLICY & PLANNING			
3 Year Operations Plan and 5 Year Capital Plan			
	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.
Community Center			
	Enhance Community Center	Mike	Project complete, continued work with hall board as required.
Multi Use Community Facility			
	Tender Project for 2020	Mike	Tender awarded to Tricon Developments.
	Begin construction in 2020	Mike	Construction started in 2020.
	Complete construction 2021	Mike	Daycare/Playschool completed & turned over to the Town in January 2021. Operating from this location as of February 2, 2021. Administration Building is complete. Building operational date was April 6, 2021.
Intermunicipal Development Plan (IDP)			
	Complete IDP by April 1, 2020 deadline	Tara	Scheduled for Public Hearing May 10th, reading to follow.
Intermunicipal Collaboration Framework (ICF)			
	Complete ICF by April 1, 2020 deadline	Marian	Complete. Notice sent to the Minister March 26, 2020
Stormwater Infrastructure			
	Apply for grant funding for Phase 2 and beyond	Blair/Mike	Funding possibilities still being investigated. Current grant/funding availability is very limited.
Development Processes			
	Continue with Land Use Bylaw updates as necessary	Tara	Ongoing as required.
	Update Signage Schedule of Land Use Bylaw	Tara	Complete.
	Develop Off-site Levy Bylaw	Tara	Complete.
	Continue review of processes	Tara	Policies all updated, process review ongoing.
	Complete Infrastructure Master Plan	Mike/Tara	Final Document presented to Council May 10, 2021. Data to be sent to GIS provider. Complete
	GIS updates	Tara	Asset management grant moving forward, new GIS provider supplied with all the information from the IMP.
Encourage Residential Development			

Strategies

MULTI-YEAR		Assigned to	Update on Progress
	Review Land Use Bylaw and Planning documents	Tara/Brady	Reviews completed annually.
	Investigate incentive opportunities	Tara/Brady	Non-Residential Tax incentive Bylaw #1693 adopted. Investigations for other options and ideas ongoing.
	Complete a Housing Needs Assessment	Tara/Brady	The Alberta Rural Development Networks needs assessment was considered, but not recommended. Administration is considering other options.
ECONOMIC & COMMUNITY DEVELOPMENT			
Support the Economic Development Committee			
	Update 3 year Economic Development Business Plan	Brady	2021-2023 Business Plan was reviewed and updated by the Economic Development Committee and EDO January 2021.
	Strategy for Challenging Land Owners	Brady	Investment Attraction; maintain accurate information and contacts for commercial and industrial properties in Claresholm. Connect buyers, sellers and investors whenever possible. Non-Residential Tax incentive Bylaw #1693 adopted. The EDO is investigating other incentives and/or penalties for consideration.
	Revitalize Downtown and Highway Corridor	Brady	Community Advertising Program continues with 6-billboard agreements. Wayfinding Signage graphics delayed at the printer, install to be complete before June 30, 2021. Shingle-sign has 3 participants and program is running. Summer markets being considered by Council.
	Develop/Review policies pertaining to unsightly premises and vacant lands and buildings in retail, commercial and industrial areas	Brady/Kyle	New Unsightly and Property Standards Bylaw passed on January 11, 2021. Other policies reviewed May 18, 2020. No EDC recommendations at this time.
	Address revitalization in 3 year Economic Development Business Plan	Brady	Investigating incentives for revitalization ongoing.
	Finish/paint entrance signs	Brady/Mike	Complete.
	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	Continued attempts to engage in conversation to move project forward.
Sound, Responsible Governance and Strengthen Internal Operations			
	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
PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS			
Build Government Relations at All Levels			
	Look for opportunities to collaborate	All departments	Working with various community groups/societies on grant applications for various municipal/partnership projects.
Strengthen Stakeholder Relationships			
	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.
Relationships with AHS and Other Service Providers			
	Continue to Enhance Relationships with AHS and Other Service Providers	Council	
VIBRANT COMMUNITY, QUALITY OF LIFE			
Housing			

Strategies

MULTI-YEAR		Assigned to	Update on Progress
	Investigate opportunities for various types of housing	Tara/Brady	Working with inquiries as presented and providing information when requested. Harvest Square developments underway. Ongoing discussions with developers and additional opportunities sought out.
Traffic			
	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.

Strategies

MULTI-YEAR	Assigned to	Update on Progress
Improvement of Parks		
	Admundsen Park upgrades 2020/2021/2022	Mike Some tree removal, repositioning, and new planting in 2020. This is also planned for 2021. Funding sources sought out for project phases, still waiting on grant notification. Park lights to be replaced in 2021. Working with Fortis on this project.
	Tennis Courts 2020	Mike Project is scheduled to be completed in 2021, deposit to Tomko Sports has been paid. Work scheduled to be done in June or July, weather dependant.
	Work with Dog Park committee to create design and identify funding options	Denise 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 Grant funding has not yet been awarded and project is dependant on grant funding. Not included in 2021 budget.
Support the Arts Community	Council	Public Art Policy adopted for Town controlled buildings.



INFORMATION BRIEF

Meeting: May 10, 2021

Agenda Item: 30

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - February 8, 2021				
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	Agreement signed April 28/21	Complete
Regular Scheduled Meeting - April 26, 2021				
1	BYLAW #1722 - Moved by Councillor Cutler to give Bylaw #1722, the Solid Waste Management Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Schulze to give Bylaw #1722, the Solid Waste Management Bylaw Amendment, 3rd and Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
2	BYLAW #1723 - Moved by Councillor Carlson to give Bylaw #1723, the Intermunicipal Development Plan (IDP) Bylaw, 1st Reading. CARRIED	Karine	On the May 10th Agenda for the public hearing	Complete
3	BYLAW #1724 - Moved by Councillor Carlson to give Bylaw #1724, the 2021 Property Tax Rate Bylaw, 1st Reading. CARRIED	Karine	On the May 10th Agenda for 2nd & 3rd Readings	Complete
12	CORRES: Altrum Coal - Referred to Administration to invite Altrum Coal to be a Delegation to a regular Council meeting.	Marian	Scheduled for May 25th	Complete
15	CORRES: Nanton Booster's Club - Referred to Administration to inform the Nanton Booster's Club that Mayor MacPherson will attend if public health guidelines allow.	Karine	Email sent	Complete
16	CORRES: Porcupine Hills Classic Cruisers - Moved by Councillor Cutler to allow the Porcupine Hills Classic Cruisers to utilize Centennial Park ball diamonds on Sunday, August 8th, 2021 for the purpose of their 29th annual show and shine should public health regulations allow it, with the stipulation that they follow all current public health guidelines. CARRIED MOTION #21-072	Karine/Mike	Letter sent	Complete
17	CORRES: 2021 WCCHS Grad Parents - Moved by Councillor Schulze to provide a gift basket worth approximately \$100 to the WCCHS Best Ball Golf Scramble to be held on May 29, 2021 at the Bridges at Claresholm Golf Club. CARRIED MOTION #21-073	Erin	Basket is being created	In progress

18	CORRES: WC Ag Society - Moved by Councillor Cutler to write a letter of support towards the Willow Creek Ag Society's application to the Community Facility Enhancement Program Grant for the purpose of completing stage two of the indoor equine facility at the Claresholm Agriplex. CARRIED MOTION #21-074	Karine	Letter sent	Complete
19	RFD: Claresholm Seniors' Drop-in Centre - Moved by Councillor Carlson to refer the matter regarding the Claresholm Seniors' Drop-in Centre Markets to the May 25, 2021 regular Council meeting. CARRIED MOTION #21-075	Karine	Informed the Drop-in, info ready for the May 10th Agenda	Complete
20	RFD: ORRSC GIS Services - Moved by Councillor Schlossberger to give notice to the Oldman River Regional Services Commission (ORRSC) of termination of contract for GIS services. CARRIED MOTION #21-076	Blair	Letter sent	Complete
21	RFD: 2021 Budget Update - Final - Moved by Councillor Schlossberger to approve the Final 2021 Operating and Capital Budgets as presented. CARRIED MOTION #21-077	Blair	Budget has been uploaded to the website	Complete
22	RFD: Tracking Comments of RV Parking - Moved by Councillor Carlson to direct Administration to continue advertising for residents' input and tracking comments regarding RV parking, and for Council to review this issue again at the May 25, 2021 regular meeting. CARRIED MOTION #21-078	Tara	Continuing to advertise, Bylaw Officer and staff continuing to record visits, emails and phone calls.	In progress
30a	IN CAMERA: LAND - Moved by Councillor Schlossberger to enter into an encroachment agreement with Joshua Florence for the overhead power line encroachment located at Lot 4, Block 18, Plan 147N for the benefit of Lot 5, Block 18, Plan 147N. CARRIED MOTION #21-079	Tara	Agreement signed and sent to Lawyer for registration	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 7, 2021

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

March 26, 2021
Town of Claresholm – Zoom Meeting

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

Staff: Tara VanDellen – Planner/Development Officer
Tracy Stewart - Administrative Assistant

Public Present: Rob Vogt – Claresholm Local Press
Zhanna Sitovska – Home Occupation Applicant

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

Adoption of Minutes	Motion to adopt the Meeting Minutes By Mayor MacPherson
<ul style="list-style-type: none">February 26, 2021	
	Seconded by Jeff Kerr
	CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT	Motion to approve with amended conditions by Jeff Kerr
	File: D2021.027 Applicant: Westco Construction Owners: 1443581 Alberta Ltd. (Foothills Ford Sales) Address: 21 Alberta Road Legal: Lot 1, Block 8, Plan 0413176 Regarding: Sign Permit – Master Sign Plan	
		Seconded by Mayor MacPherson
		CARRIED

Condition(s):

- The applicant shall adhere to the stipulations stated in Schedule 2, of the Town of Claresholm Land Use Bylaw No. 1525 in regards to the Master Sign Plan. Any changes to the signs outside of what has been approved will require a new sign permit application.*



MUNICIPAL PLANNING COMMISSION MINUTES

March 26, 2021
Town of Claresholm – Zoom Meeting

2. *The signs are to be maintained in good condition and any flag signage shall be removed and replaced if it becomes damaged, faded, or derelict in any way.*
3. *If the portable sign inhibits vision or movement of motorists/pedestrians an alternative location may be requested. The sign must be secured to prevent tipping, blowing away, etc.*

Item 2: ACTION

DEVELOPMENT PERMIT

File: D2021.023
Applicants/Owners: Karine & Shawn Keys
Address: 52 Westlynn Spur
Legal: Lot 44, Block 2, Plan 0610901
Regarding: Development Permit – Privacy screen/fence

**Motion to approve with
conditions by
Councilor Carlson**

**Seconded by
Doug Priestley**

CARRIED

Condition(s):

1. *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.*
2. *This is for the one privacy fence only (as per the application); any further or alternative work will require a new application.*
3. *The Applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*

Item 3: ACTION

HOME OCCUPATION

File: D2021.021
Applicants: Zhanna Sitovska
Owners: Trish Dunn/Patricia & William Henry
Address: 50 Westover Crescent
Legal: Lot 25, Block 8, Plan 7810813
Regarding: Home Occupation – Acupuncture services

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

**Seconded by
Doug Priestley**

CARRIED

Condition(s):



MUNICIPAL PLANNING COMMISSION MINUTES

March 26, 2021
Town of Claresholm – Zoom Meeting

1. *The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.*
2. *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.*
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 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.*
4. *Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.*

Item 4: ACTION

In Camera – discussion

1. **FOIP advise from officials – policy review (section 24)**

**Motion to go in camera by
Councillor Carlson**

Seconded by Jeff Kerr

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

Seconded by Doug Priestley

**Motion by Jeff Kerr to refer
to council - the MPC is of
the opinion that no
additional policy is required
to regulate signage within
the Town of Claresholm**



MUNICIPAL PLANNING COMMISSION MINUTES

March 26, 2021
Town of Claresholm – Zoom Meeting

Seconded by Doug Priestley

CARRIED

9:29 a.m.

Motion to adjourn by
Mayor MacPherson

CARRIED

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Zoom Conference Call

March 17, 2021

Present: Barry Gibbs, Betty Hoare, Verne Lunan, Marg Lane, Don Glimsdale, Gaven Moore, and Bill Kells.

1. Call to order by Barry Gibbs at 3:08 PM.
2. Adoption of amended agenda by Verne Lunan, seconded by Don Glimsdale.
CARRIED
3. Correspondence- Covered in Executive Directors Report.
 - Approval of minutes from February 17, 2021 with amendments motion made by Don Glimsdale and seconded by Verne Lunan. **CARRIED**
 - Financials dated March 17, 2021 were reviewed. Carryover amounts have gone thru financial committee approval. Gaven Moore moved the financial report be accepted as reported, Don Glimsdale seconded. **CARRIED**
4. Executive Directors Report – With help from volunteers decluttering and organizing is ongoing. Metal shelving salvaged from the Town Office will be moved into the station basement to accommodate new acquisitions currently in the exhibit hall.
 - Virtual Museum, thru outsourcing this project 8 stories and 3 videos have been submitted. The goal is to go live on the VMC site on August 16, 2021, which is the 80th anniversary of the Official Grand opening of the BCATB training base in Claresholm.
 - Counter modifications in the station as well as washroom updates in both buildings should be done by April 2021.
 - Building and grounds maintenance – Thank you to the Town staff for the great work they do in keeping all the museum buildings and grounds in good shape.
 - Booth lighting upgrades in the west end of the exhibit hall that would improve the ambience of the displays was sent out for bids. Don Glimsdale made a motion that the bid in the amount of \$6,800.00 be awarded to Paul Johnson. Gaven Moore seconded the motion. **CARRIED**
 - Station Sandstone repair project - Provincial Ministerial approval was received to proceed with repairs as proposed. Shawn Thibault from Ravenstone Masonry will visit the site April 8th to meet with Provincial

conservation branch representative and town/museum staff for final review.

– Model of Avro Anson for display - A donation of \$600 from Josh Frankhauser will go towards the purchase of material for the model. Labor to be donated by Jake Gerbrand. A model kit for an Avro Anson Mark II, 84-inch wingspan, was ordered from England at a cost of £198 English or \$357 Canadian. Any additional funds to maximum of \$500 to come from museum programs.

– Exhibit Technician – A part-time position of 4 days/wk. was posted on the museum network site. Applications to close March 31, 2021.

– Multi-purpose storage building – After Bill Kells was in contact with Superior Safety Codes, he thought it was time to re-look at the scope of the project. The board and Executive Director still would like an endorsement of the project from the town council.

– Ben Scaman’s daughter has a box of personal items to donate to the museum. Any costs for duplicates if required to be carried by the museum.

5. Town Office move March 31st – There was a brief discussion on how to capture the piece of history of the old Town Office building. It was felt that hiring a professional photographer to capture the inside and the outside of the building while time allowed would be money well spent.
6. After 17 years as a museum board member, Don Glimsdale advised the board of his intention to resign. He said he would still follow thru with the Link Trainer project that he has been heading. All members expressed their thanks and were glad that he would still be willing to help where he could. Don was advised to send a letter of resignation to the Town of Claresholm.
7. Motion for adjournment made by Don Glimsdale at 5:01, seconded by Verne Lunan. **CARRIED**

Next meeting April 21, 2021 at 3:00 PM



Barry Gibbs

Chair