



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
FEBRUARY 27, 2017  
AGENDA

Time: 7:00 P.M.  
Place: Council Chambers  
Town of Claresholm Administration Office  
221 – 45 Avenue West

**CALL TO ORDER**

**AGENDA:** ADOPTION OF AGENDA

**MINUTES:** REGULAR MEETING MINUTES FEBRUARY 13, 2017

**ACTION ITEMS:**

1. DELEGATION RESPONSE: Claresholm & District Chamber of Commerce – Donna Courage  
RE: Exercise Equipment
2. BYLAW #1625 – Land Use Bylaw Amendment (Annexation)  
RE: 1<sup>st</sup> Reading
3. CORRES: Hon. Shave Anderson, Minister of Municipal Affairs  
RE: 16<sup>th</sup> Annual Minister's Awards for Municipal Excellence
4. CORRES: FortisAlberta  
RE: Earth Hour Grants
5. CORRES: Fortis Alberta  
RE: LED Streetlight Conversion Update
6. CORRES: AXIA  
RE: Update
7. REQUEST FOR DECISION: - RCMP Memorandum of Understanding
8. INFORMATION BRIEF: CAO Report
9. INFORMATION BRIEF: Council Resolution Status
10. ADOPTION OF INFORMATION ITEMS
11. IN CAMERA: Committee Appointment; Land; Contract

**INFORMATION ITEMS:**

1. AUMA Spring Mayor's Caucus
2. Municipal Planning Commission Minutes – January 27, 2017
3. Chimaera Biotech Ventures Inc. – Application – February 4, 2017
4. Canadian Postmasters & Assistants Association – Financial Services to Rural Canada – January 23, 2017

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
FEBRUARY 13, 2017

**Place: Council Chambers**  
**Town of Claresholm Administration Office**  
**221 – 45 Avenue West**

**COUNCIL PRESENT:** Mayor Rob Steel; Councillors: Jamie Cutler, Betty Fieguth, Shelley Ford, Mike McAlonan, Chris Dixon, and Lyal O'Neill.

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

**MEDIA PRESENT:** Rob Vogt, Claresholm Local Press

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

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

**CARRIED**

**MINUTES:** REGULAR MEETING – JANUARY 23, 2017

Moved by Councillor Fieguth that the Regular Meeting Minutes January 23, 2017 be accepted as presented.

**CARRIED**

**DELEGATION:** CLARESHOLM & DISTRICT CHAMBER OF COMMERCE – Donna Courage  
RE: Exercise Equipment

Donna Courage appeared on behalf of the Claresholm & District Chamber of Commerce regarding their plan to purchase two outside fitness equipment parks – one for the east side and one for the west side. Their request to the Town of Claresholm is:

1. Donation of the land for the parks to be installed on;
2. To have the Town crew build, install and inspect the parks, and maintain them on an ongoing basis;
3. A letter of support for grant applications; and
4. They are unable to apply to the Lethbridge Community Foundation grant on their own and require the Town's support in this regard.

**ACTION ITEMS:**

1. BYLAW #1624 – Land Use Bylaw Amendment (Secondary Suites)  
RE: 1<sup>st</sup> Reading

Referred to Administration for clarification on a definition within the original land use bylaw.

2. BYLAW #1625 – Land Use Bylaw Amendment (Annexation)  
RE: 1<sup>st</sup> Reading

Referred to Administration for zoning clarification within this bylaw.

3. BYLAW #1626 – Local Improvement Tax Bylaw Amendment  
RE: 1<sup>st</sup> Reading

Moved by Councillor McAlonan to give Bylaw #1626, a local improvement tax bylaw amendment, 1<sup>st</sup> Reading.

**CARRIED**

4. CORRES: Claresholm Garden Club  
RE: Downtown Planters

Referred to Administration to write a letter of thanks to the Claresholm Garden Club for their service. Referred to budget.

5. CORRES: Claresholm Animal Rescue Society (CAREs)  
RE: Animal Rescue Shelter

Referred to budget.

6. REQUEST FOR DECISION: Letter of Support – Town of Fort Macleod  
ACP Grant Application

MOTION #17-005 Moved by Councillor Cutler to participate in an application to fund the creation of intermunicipal / regional collaborative frameworks & protocols submitted by the Town of Fort Macleod under the Intermunicipal Collaboration Component of the Alberta Community Partnership Grant, and further that the Town of Claresholm, a participant, agrees to abide by the terms of the conditional grant agreement, governing the purpose and use of the grant funds.

**CARRIED**

7. **REQUEST FOR DECISION: Town of Fort Macleod / Claresholm CPO Program**  
 MOTION #17-006 Moved by Councillor Ford to enter into the proposed service agreement with the Town of Fort Macleod for the Community Peace Officer 1 Collaboration Project as presented.  
**CARRIED**
8. **REQUEST FOR DECISION: Tax Recovery Sale - #4 Skyline Crescent List Price**  
 MOTION #17-007 Moved by Councillor Cutler to reduce the listing price on 4 Skyline Crescent, Lot 16, Block 63, Plan 0110064, to the appraised value of \$520,000.00.  
**CARRIED**
9. **REQUEST FOR DECISION: #4 Skyline Crescent Real Estate Listing Extension**  
 MOTION #17-008 Moved by Councillor Cutler to amend the contract with Avison Young Lethbridge (2016) Inc. until January 31, 2018 as the Listing Agent for the tax recovery property located at #4 Skyline Crescent.  
**CARRIED**
10. **REQUEST FOR DECISION: Local Improvement Tax Reimbursement**  
 MOTION #17-009 Moved by Councillor McAlonan to reimburse the local improvement tax imposed on Lots 8 to 14, Block 7, Plan 9910869 from 2011 to 2016 in the amount of \$5,913.60.  
**CARRIED**
11. **INFORMATION BRIEF: South Saskatchewan Regional Plan**  
 Received for information.
12. **INFORMATION BRIEF: MGA Review – Draft Regulations Online**  
 Received for information.
13. **INFORMATION BRIEF: Council Resolution Status**  
 Received for information.
14. **ADOPTION OF INFORMATION ITEMS**  
 Moved by Councillor O’Neill to adopt the information items as presented.  
**CARRIED**
15. **IN CAMERA: Land (2); Legal; Personnel**  
 Moved by Councillor Ford that the meeting go In Camera at 8:04 p.m.  
**CARRIED**  
 Moved by Councillor O’Neill that this meeting come out of In Camera at 8:45 p.m.  
**CARRIED**
- MOTION #17-010 Moved by Councillor Dixon to withdraw the offer to Emercor Ltd. and ESIP Holdings Ltd. of April 21, 2016 and direct Claimspro to file for a discontinuance with the court.  
**CARRIED**
- MOTION #17-011 Moved by Councillor Fieguth that as per the Fair Hiring Policy, Council supports the appointment of Kristin Payne, to the Centennial Park Campground Attendant position effective April 1, 2017 for a period of one (1) year.  
**CARRIED**
- ADJOURNMENT:** Moved by Councillor Cutler that the meeting adjourn at 9:00 p.m.  
**CARRIED**

\_\_\_\_\_  
 Mayor – Rob Steel

\_\_\_\_\_  
 Chief Administrative Officer – Marian Carlson

# **DELEGATIONS**

### INFORMATION Notes to Town Council:

1) The CDCC is an organization of Businesses in the community of Claresholm who are devoted to making a difference and positive changes in our community.

-Our **vision** is to keep our community vibrant and healthy, for all demographics NOT just the Business Sector.

2) Our goal is to raise \$60,000 for the purchase of two Outside Fitness Equipment Parks,  
- through both **donations** and **grant** funding.

3) We are hoping to **raise 50%** of the funding that we need through community involvement.  
-If each Service club/business could find their way to donating, we would be in good standings for **Matching Grant** requirements to fund the rest.

4) Our goal is to have this exercise equipment installed on or before August 31, 2017.  
- one near the Spray Park at Centennial Park on the west side  
-and one beside Patterson Park on the east side

The reasoning for choosing these parks is due to location, accessibility, and potential usage by members of the community.

### REQUEST TO THE TOWN:

Help with fund raising and grants by "in-kind" donations of:

- 1) Donating the use of the land for both parks to build the Outdoor Fitness Parks.
- 2) Having Mike Schuweiler and his crew build, install and inspect the parks  
(maintaining them on a regular basis along with the playparks they are beside).
- 3) Letter of Support for grant applications.

### GOALS ACCOMPLISHED: So Far:

All the work required to get these parks to this point (quotes, funding, grants, etc.) has been completed by the **Chamber** without taxing any town resources or man hours.

- 1) **Funds** sponsored (to date): Legion, Chamber, and the Lions.
- 2) **Grants** started (applied for): (Lethbridge Community Foundation, CoOp 150 Community Projects Grant)
- 3) **Letters of Support** (to date): Cottonwood Village, Legion, Porcupine Hills Lodge, with more to come.

### IN CLOSING:

With very little costs to the Town, these park improvements **will greatly enhance** the utility of the current parks for the community, giving all citizens of Claresholm unlimited access to fitness equipment **free of charge**, all the while promoting a **healthy lifestyle** for our community.



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW # 1625**

**A Bylaw of the Town of Claresholm to amend Bylaw #1525 being a bylaw setting out land uses for the Town of Claresholm.**

**WHEREAS** pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted Land Use Bylaw #1525; and

**WHEREAS** it is deemed expedient and proper pursuant to the provisions of the *Municipal Government Act* that the Council of the Town of Claresholm shall issue a Bylaw to amend its existing Land Use Bylaw.

**WHEREAS** The Town of Claresholm is in receipt of Municipal Government Board Order in Council 004/2017 which approved the annexation of certain lands to the Town. The Town has determined that those lands take the land use designation legally described as follows:

**A portion of the W1/2 25-12-27 W4M;  
NW 24 12-27 W4M**

And as shown on Schedule 'A' attached hereto, from "Rural General (RG)" to "Agricultural/ Transitional A/T"; and

**Block 3,4 and 5 Plan 731633**

And as shown on Schedule 'A' attached hereto, from "Rural Small Holdings (RSH)" to "Agricultural/ Transitional A/T"; and

**NOW THEREFORE** under the authority and subject to the provisions of the *Municipal Government Act*, Council duly assembled does hereby enact the following:

1. Amendments to Land Use Bylaw # 1525 as per "Schedule A" attached.
2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1625 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

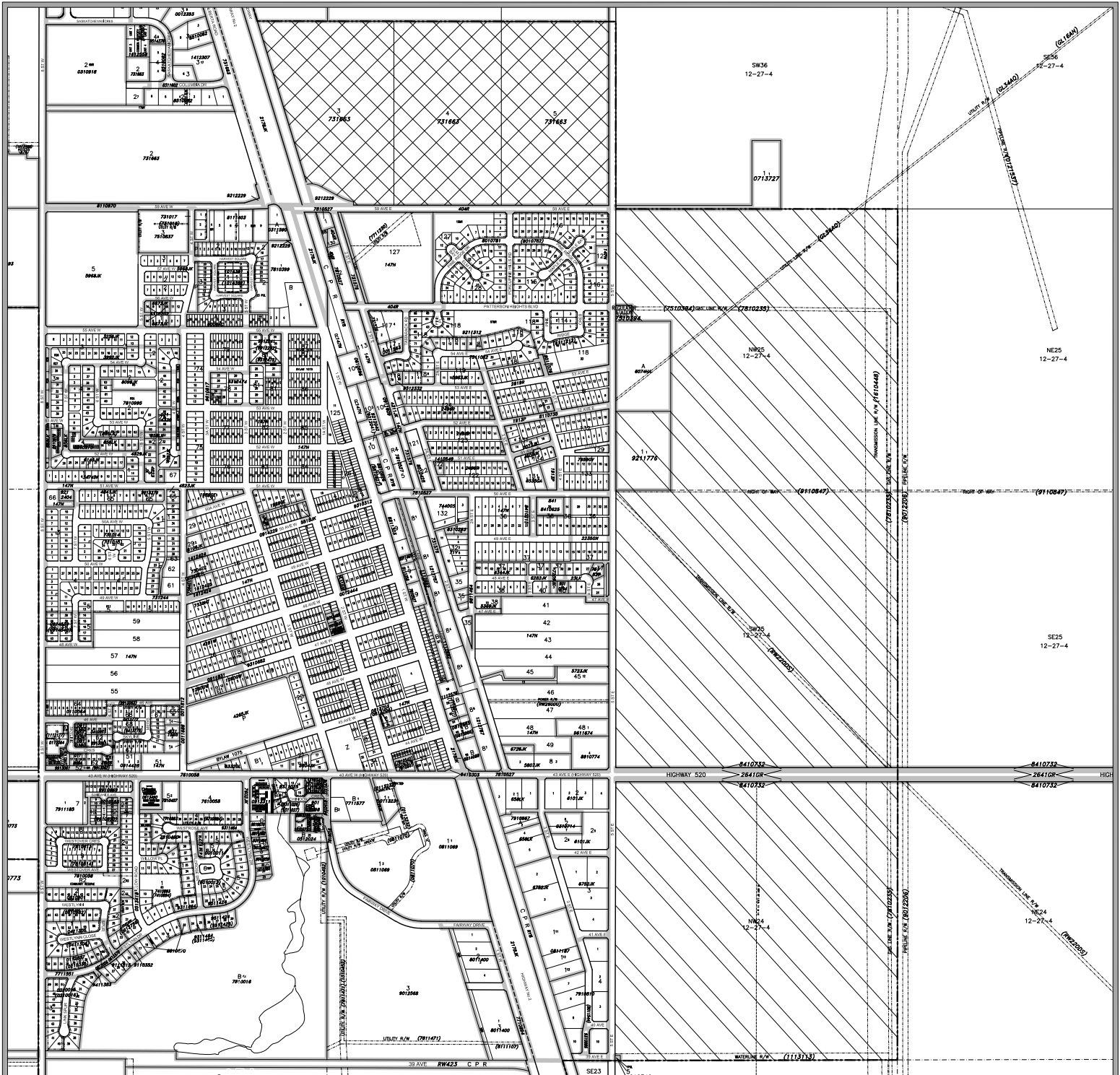
Read a first time in Council this            day of            2017 A.D.

Read a second time in Council this       day of            2017 A.D.

Read a third time in Council and finally passed in Council this       day of        2017 A.D.

\_\_\_\_\_  
Rob Steel, Mayor

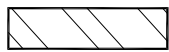
\_\_\_\_\_  
Marian Carlson, Chief Administrative Officer



# LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



BLOCKS 3-5, PLAN 731663  
FROM: Rural Small Holdings (RSH)



TO: Agricultural / Transitional A/T  
PORTIONS OF W 1/2 SEC 25, TWP 12, RGE 27, W 4 M &  
NW 1/4 SEC 24, TWP 12, RGE 27, W 4 M  
FROM: Rural General (RG)  
TO: Agricultural / Transitional A/T

MUNICIPALITY: TOWN OF CLARESHOLM  
DATE: JANUARY 24, 2017

Bylaw #: 1625  
Date: \_\_\_\_\_

MAP PREPARED BY:  
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8  
TEL. 403-329-1344  
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



# **ACTION ITEMS**





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

RECEIVED  
FEB 16 2017

AR88547

His Worship Rob Steel  
Mayor  
Town of Claresholm  
PO Box 1000  
Claresholm AB T0L 0T0

Dear Mayor Steel,

I am pleased to invite the Town of Claresholm to provide submissions for the 16<sup>th</sup> Annual Minister's Awards for Municipal Excellence, which formally recognizes excellence in local government practices and promotes knowledge sharing among municipalities. These awards offer an opportunity to recognize the truly great work being done by local governments in Alberta.

An independent review committee, comprised of representatives from various municipal associations, will recommend award recipients in five categories and one award for outstanding achievement.

Innovation – Recognizes a leading practice embodying the first use of an idea in a municipal context in Alberta.

Safe Communities – Recognizes a leading practice that promotes or improves public safety in municipalities.

Partnership – Recognizes a leading municipal practice involving consultation, co-ordination, and co-operation with other municipalities, jurisdictions, or organizations.

Smaller Municipalities – Recognizes the innovative practices developed by communities with less than 3,000 residents.

Larger Municipalities – recognizes the creative practices developed by municipalities with a population over 500,000.

Outstanding Achievement – Recognizes a municipality or municipal partnership that has helped to inspire action and change that has benefited local government practices in Alberta. This award, recommended by the review committee, recognizes the best submission from the other categories.

....2

His Worship Rob Steel

-2-

Submission forms and additional details can be found on the Municipal Excellence Network website at [www.municipalaffairs.gov.ab.ca/mc\\_municipal\\_excellence.cfm](http://www.municipalaffairs.gov.ab.ca/mc_municipal_excellence.cfm). The submission deadline is **March 31, 2017**.

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

If you have any questions regarding the Minister's Awards for Municipal Excellence or the Municipal Excellence Network, please direct them to the Municipal Excellence Team, at 780-427-2225 or [menet@gov.ab.ca](mailto:menet@gov.ab.ca).

Sincerely,



Hon. Shaye Anderson  
Minister of Municipal Affairs

**From:** "Russell, Natasha" <[natasha.russell@fortisalberta.com](mailto:natasha.russell@fortisalberta.com)>

**Date:** February 13, 2017 at 2:15:16 PM MST

**To:** "Russell, Natasha" <[natasha.russell@fortisalberta.com](mailto:natasha.russell@fortisalberta.com)>

**Cc:** ALL CA AB CS SR Managers <[ALLCAABCSSRManagers@ca.util](mailto:ALLCAABCSSRManagers@ca.util)>

**Subject: Join FortisAlberta's Earth Hour Challenge for a chance to win 1 of 3 grants!**

Good afternoon,

FortisAlberta is once again offering Earth Hour grants to enable municipalities to create or enhance energy efficiencies in their communities. First, second and third place winners will be awarded with **\$5,000, \$2,500 and \$1,500** grants respectively.

Earth Hour is a global event that takes place in March every year with the goal of encouraging people and businesses to turn off unnecessary lights, appliances and electronic devices to help conserve power and raise awareness around environmental issues.

This year, Earth Hour will take place on **Saturday, March 25, 2016 from 8:30 to 9:30 p.m.** Even though it's just one hour, it's an opportunity to be mindful of the power you use, and look for ways to reduce your energy consumption.

The deadline to apply to join FortisAlberta's Earth Hour Challenge is **March 13, 2017. Please note, only municipalities who have not won an Earth Hour grant within the last three years and that have a Franchise Agreement with FortisAlberta are able to apply.**

To apply, please complete the attached application form and send it back to me. Stay tuned for more information.

Best always,

Natasha

Natasha Russell, BCMM | Customer Communications & Energy Efficiency  
Communications Advisor, Corporate Communications

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FortisAlberta | 320 – 17<sup>th</sup> Ave SW, Calgary, AB T2S 2V1 | Tel: 403.514.4682



# 2017 Earth Hour Challenge Grant Application Form

Earth Hour is scheduled to take place on Saturday, March 25 from 8:30 to 9:30 p.m.

Municipality Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Municipality Office Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

FortisAlberta Franchise Member (Circle): Yes/No email: \_\_\_\_\_

Has this municipality won a FortisAlberta Earth Hour grant in the last three years (Circle): Yes/No

Please provide the following information: A description of (1) how the funds will be used (details, budget, benefit to community, existing energy efficiency initiatives, etc. and (2) how the municipality plans to encourage residents to save power during Earth Hour and in the future:

\_\_\_\_\_  
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**We encourage you to share your photos with us. Follow us on Twitter (@fortisalberta), Instagram (@fortisalberta), and on Facebook (facebook.com/fortisab) to see what we're doing in your community!**

If selected as a recipient of an Earth Hour grant, I understand that FortisAlberta may share the above information with the public for recognition and publicity purposes. I also acknowledge that FortisAlberta will have rights to on-site recognition of their sponsorship.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please submit your completed application form to:  
Natasha Russell, Corporate Communications Advisor  
320 - 17 Ave SW Calgary, AB T2S 2V1; or  
via email at: natasha.russell@fortisalberta.com; or  
via fax at: 403-514-5682  
Deadline: March 13, 2017**



Merlin MacNaughton  
Supervisor, Stakeholder  
Relations Manager  
Customer Relations

FortisAlberta Inc.  
1600 10 Street SE  
High River, Alberta  
403-652-5420 Direct Line  
403-816-7864 Cellular  
403-652-4519 Fax  
Merlin.MacNaughton@fortisalberta.com  
www.FortisAlberta.com

February 15, 2017

Town of Claresholm  
Attention: Marian Carlson - Chief Administrative Officer  
PO Box 1000  
Claresholm AB  
T0L 0T0

**RE: LED STREETLIGHT CONVERSION PROGRAM UPDATE**

Dear Ms. Carlson:

This letter is providing notice to you that FortisAlberta Inc. ("FortisAlberta") has filed its 2017 LED Lighting Conversion – Maintenance Multiplier Filing application with the Alberta Utilities Commission ("AUC") on February 7, 2017. This application is requesting approval to continue the use of the Maintenance Multiplier tariff mechanism for an additional 130 municipalities that have signed up for this LED streetlight conversion program. Of significance is the revised Maintenance Multiplier that is proposed to decrease from 1.10 to 1.09 pending approval from the AUC.

If approved, those communities who have had their HPS streetlights converted to LED in 2016 and are currently being billed the Maintenance Multiplier of 1.10, would see a reduction of the Maintenance Multiplier to 1.09 going forward from the date of the AUC approval. This would reduce the distribution charges by \$0.20/month /fixture.

For those municipalities that are interested in viewing FortisAlberta's application or in registering as an observer or participant in the AUC Proceeding #22381 have until February 21, 2017 to register with the AUC. More information about how to register with the AUC can be found here [http://www.auc.ab.ca/applications/filing-an-application/Documents/Quicktip2-Participate in a proceeding.pdf](http://www.auc.ab.ca/applications/filing-an-application/Documents/Quicktip2-Participate%20in%20a%20proceeding.pdf).

Please let me know if you have any further questions or concerns.

Sincerely,

Merlin MacNaughton  
Supervisor, Stakeholder Relations Manager  
Customer Relations

## Marian Carlson

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**Subject:** FW: Messaging

**From:** Jason O'Connor [<mailto:jason.oconnor@axia.com>]

**Sent:** Thursday, February 23, 2017 10:50 AM

**To:** Marian Carlson

**Subject:** RE: Messaging

Good Morning Marian,

Axia is actively looking to invest \$100M in deploying its Fibre to the Premise networks across the province. When Axia looks at prospective communities it fundamentally looks at two factors:

- Interest from the community
  - Axia measures a community's interest by accepting Expressions of Interest, when 30% of a community's serviceable addresses have effectively raised their hand to say "I would be interested in this service if it were available today", Axia will begin the evaluative process.
- Access to Municipal Rights of Way
  - Axia can deploy fibre both aerially and underground; we utilise existing pole infrastructure where possible, and where there are no poles we bury our fibre within Municipal Rights of Way. In order to do so, we require an executed Municipal Access Agreement.

With the impressive grassroots support through the lens of the Town of Claresholm's elected officials, administration, and economic development, Axia has seen compelling evidence that the residents and business community in Claresholm are not satisfied with their connectivity. With a critical mass of Expressions of Interest and an existing Municipal Access Agreement, the Town of Claresholm has done its part to attract Axia's investment. Axia will now evaluate its prospective deployment and hopes to have good news for the Town in the coming months.

I will be happy to continue to keep you apprised of information as it becomes available and look forward to working together in the years to come.

Regards,  
**Jason O'Connor**  
Community Relations

C +1 403 968 8324 [jason.oconnor@axia.com](mailto:jason.oconnor@axia.com)  
110, 220 – 12 ave SW, Calgary, AB T2R 0E9  
[Axia.com](http://Axia.com) / [LinkedIn](#) / [Facebook](#) / [Twitter](#)



Customer Support Line 1-844-276-2888



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Please consider your environmental responsibility before printing this e-mail.



# REQUEST FOR DECISION

Meeting: February 27, 2017  
Agenda Item:

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**TITLE RCMP Memorandum of Understanding**

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**DESCRIPTION/BACKGROUND:**

Section 17(1) of the *Peace Officer Regulations* requires employers of Peace Officers to enter into a Memorandum of Understanding (MOU) with the police service having jurisdiction within their municipality. The RCMP are the police service having jurisdiction in the Town of Claresholm. The previous MOU was effective January 25, 2010 and expired January of 2015. This was discovered in early February of 2017 and administration has been working with the Solicitor General's Office and the local RCMP detachment to ensure compliance with the regulations. Attached is a new agreement which would be effective January 1, 2017 through December 31, 2021.

**PROPOSED RESOLUTIONS:**

Moved by Cou. \_\_\_\_\_ to approve the Memorandum of Understanding between the Town of Claresholm and the Royal Canadian Mounted Police for the period January 1, 2017 through December 31, 2021, as presented.

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

None

**RECOMMENDED ACTION:**

Administration recommends approval of the MOU

**ATTACHMENTS:**

- 1.) MOU – Town and RCMP

**APPLICABLE LEGISLATION:**

- 1.) Alberta Peace Officer Regulation

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 23, 2017

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# Memorandum of Understanding

**THIS ARRANGEMENT**, made in duplicate as of the 8<sup>th</sup> Day of February, 2017.

## **BETWEEN**

THE ROYAL CANADIAN MOUNTED POLICE  
(Hereinafter referred to as the "**RCMP**")

## **AND**

THE TOWN OF CLARESHOLM  
as represented by the Mayor  
(Hereinafter referred to as the "**Town**")

Collectively referred to as the "Participants".

## **BACKGROUND**

WHEREAS in accordance with section 17(1) of the *Peace Officer (Ministerial) Regulation*, employers of Peace Officers in the Province of Alberta must enter into a Memorandum of Understanding (MOU) with the police service of jurisdiction in order for the services of a Peace Officer to be carried out in accordance with the said Regulation;

WHEREAS the Town is an employer of Peace Officers and as such is required to enter into a MOU with the police of jurisdiction as approved by the Minister; and,

WHEREAS the RCMP acknowledges the requirements as stated in the Peace Officer (Ministerial) Regulation, the RCMP is the police service of jurisdiction for the Town, and the Commanding Officer of the RCMP "K" Division is the person with such authority to sign such an MOU.



**THEREFORE**, be it resolved that the Participants intend as follows:

**1. DEFINITIONS:**

- a) "Act" means the *Peace Officer Act* of Alberta (proclaimed May 1, 2007, and includes its regulations).
- b) "Liaison Officer" means the RCMP representative and the Town Peace Officer representative designated under section 17(2)(c)(i) of the Regulation.
- c) "Minister" or "Responsible Minister" means the Alberta Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act.
- d) "MOU" means this Memorandum of Understanding.
- e) "Peace Officer" means a person employed or engaged by the Town and referred to in section 7(1) of *the Act*, or any other person appointed as a Peace Officer under another enactment who is designated by the Regulations as a Peace Officer to whom all or part of this Act and the regulations apply;
- f) "Police Service" means a police service as defined in the *Police Act*.
- g) "PROS" means Police Reporting and Occurrence System, the RCMP's electronic file management system.
- h) "Regulation" means the Alberta Peace Officer (Ministerial) Regulation, Alta Reg 312/2006.

**2. PURPOSE AND SCOPE:**

- 2.1 The purpose of this MOU is to satisfy the requirements set out in section 17(1) of Regulation.
- 2.2 The scope of this MOU is to establish the terms of agreement between the Participants and pertaining to community Peace Officer(s).
- 2.3 It is the intention of the Participants to operate in a cooperative environment while providing services to the community. It is acknowledged that effective communication between Participants is an important part of service delivery.
- 2.4 Nothing contained in this MOU shall imply or suggest a relationship of employment exists between the RCMP and the Town Peace Officer(s). The Peace Officer(s) are completely independent from the RCMP and its operations.

- 2.5 This MOU does not form a contractually binding agreement and the Participants acknowledge their mutual intention to resolve all matters arising from this MOU in accordance with Article 10.1 of this MOU.

### **3. OBLIGATIONS OF THE RCMP:**

- 3.1 Upon the Town or their Peace Officer(s) requesting authorization to access local RCMP radio communication frequencies, providing that the Town or their Peace Officer(s) meet the stated conditions for such, the RCMP agrees to support the Town or Peace Officer(s) in their application to Industry Canada to obtain a license to permit access to RCMP radio frequency. Such access will be through the Peace Officer(s) own established radio channels and utilizing their own radio equipment.
- 3.2 In the event that the Town or their Peace Officer(s) come to the RCMP with information on a case where it is suspected that officer safety is a concern, the RCMP shall share information where it is verified that officer's safety is in jeopardy. The release of this information will be consistent with RCMP Policy, Treasury Board Guidelines, the Province of Alberta and Government of Canada privacy laws, as well as in accordance with existing PROS Policy.

### **4. OBLIGATIONS OF THE TOWN:**

- 4.1 In accordance with section 17 of the Regulation, the Town is responsible for providing any written notice to the Minister as set out in the Regulation and for ensuring a copy of this MOU is provided to the Minister.
- 4.2 In accordance with section 5(3) of the Act, the Town is an authorized employer with authority to engage services of Peace Officer(s).
- 4.3 The Town is solely responsible for ensuring that adequate training, direct administrative supervision, and operational supervision are provided for their Peace Officer(s).
- 4.4 The Town is responsible for the purchase, maintenance and replacement of authorized equipment, vehicles, uniforms and any other items issued to a Peace Officer and required under the Act or necessary for that Peace Officer to carry out the full scope of their authority, as well as ensuring it conforms to the standards as set forth in the Act or its Regulations.
- 4.5 The Town is solely responsible for its obligations under section 15.1 of the Act as it relates to the investigation of complaints against Peace Officers under Town employment.

4.6 On request from the RCMP, within fourteen (14) days, the Town agrees to provide the RCMP with a written copy of the appointment, alteration, or enhancement to any existing appointment of any Peace Officer in their employ. Should a Peace Officer in Town employ cease to be employed or engaged by the Town in the role of a Peace Officer or have their Peace Officer appointment cancelled or suspended, without the request of the RCMP, the Town agrees to provide written notice of such change to the RCMP immediately and not later than twenty four (24) hours after the change in status has occurred.

## 5. COMMUNICATION:

5.1 Each Participant has designated a representative who is tasked with being the local Liaison Officer and responsible for facilitating the delivery of effective communication between the Participants.

5.2 The local Liaison Officers are as follows:

<b>For the RCMP:</b> Detachment Commander Claesholm Detachment 366 48 <sup>th</sup> Avenue N Claesholm, AB T0L 0T0 403-625-4445	<b>For the Town of Claesholm:</b> Chief Administrative Officer 221 – 45 Avenue West PO Box 1000 Claesholm, AB T0L 0T0 403-625-3381
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5.3 The local Liaison Officers will meet not less than quarterly and at a mutually agreed upon time and location. The purpose of the Liaison Officers meetings are to discuss any points of coordinated efforts, common service delivery and to ensure open communication channels are present amongst Participants.

5.4 Where the RCMP is responsible for providing radio communication, the Participants will establish and maintain a means of radio communication between the Peace Officers and the RCMP jurisdiction in which the Peace Officers serve, in a mutually agreeable manner that ensures adequate communication exists, having regard to the authorized scope and duties of the Peace Officers.

## 6. INFORMATION SHARING:

- 6.1 It is the intention of the Participants to share or disclose only that information which is necessary for court disclosure, or administrative penalties and enforcement orders and in the interests of providing for a coordinated and effective level of service to the community for the purposes of the authorities, duties and responsibilities set forth in the Act.
- 6.2 Secondary non-police or dissemination of any information initially lawfully disclosed to a Peace Officer, contrary to provincial or federal privacy act legislation or regulations is strictly prohibited.
- 6.3 The RCMP, through any Detachment Commander, may provide information from PROS to Town Peace Officer(s) where it is consistent with RCMP policy, any Memoranda of Understanding currently in existence or which may be agreed upon in future, Treasury Board guidelines, the Province of Alberta and Government of Canada Privacy laws, and the duties and authorization of the Peace Officer.
- 6.4 Notwithstanding Article 6.3, any information that is placed into a Special Project PROS file or identified with a higher restriction level will not be shared or disseminated without the express consent of the originating investigator/unit and/or agency.
- 6.5 Neither Participant will retain any PROS information, other than their own, in any other automated or manual information storage system without the prior knowledge and consent of the originating agency.
- 6.6 The information disclosed under this agreement will be administered, maintained, and disposed of in accordance with the law that applies to record retention and personal information and all applicable policies and guidelines. In the case of the RCMP, this includes the *Privacy Act*, the *National Archives of Canada Act* and Government Security Policy. In the case of Town Peace Officer(s), it means all the applicable laws regarding the administration, maintenance, and disposal of information within the Province of Alberta and policies applicable to the Peace Officer(s).
- 6.7 Each Participant will:
  - a. Treat information received from the other Participant in confidence and take all reasonable measures to preserve its confidentiality and integrity and to safeguard the information against accidental or unauthorized access, use or disclosure;

- b. Mark the information provided with the appropriate security classification. In the case of the RCMP, this means (Protected A, Protected B, Protected C) or classified (Unclassified, Confidential, Secret, Top Secret); In the case of Town Peace Officer(s), this means an equivalent security classification agreed upon and understood by the Participants to this MOU;
- c. Treat information received from the other Participant in accordance with the security markings on it and to undertake to provide equivalent protection to it while it is in the receiving Participant's possession;
- d. Attach terms, conditions, or caveats to the information supplied, as the supplying party deems appropriate;
- e. Abide by all caveats, conditions or terms attached to the information;
- f. Maintain appropriate records concerning the transmission and receipt of information exchanged;
- g. Not disseminate the information to any third party without the prior written consent of the supplying party except as required by law;
- h. Limit access to the information to those of its employees whose duties require such access, who are legally bound to keep confidences and who have the appropriate security clearance;
- i. Comply with the provisions governing the use, disclosure, and retention of records in the *Youth Criminal Justice Act* S.C. 2002;
- j. Promptly notify the other of any unauthorized use or disclosure of the information exchanged under this MOU and will furnish the other Participant with details of such unauthorized use or disclosure. In the event of such an occurrence the Participant responsible for the safeguarding of the information will take all reasonably necessary steps to prevent a re-occurrence;
- k. Immediately notify the other if either receives a request under the *Privacy Act*, the *Access to Information Act* or other lawful authority, for information provided under this MOU. If requested, the Participant will endeavor to protect the information from disclosure to the extent permitted by law;
- l. Return any information that should not have been provided to it by the other Participant;

- m. Use its best efforts to verify the accuracy and completeness of the information provided to the other Participant; and,
- n. Promptly notify the other Participant if it learns that inaccurate or potentially unreliable information may have been provided or received and take all reasonable remedial steps.

**7. FINANCIAL ARRANGEMENTS:**

7.1 No financial obligations on behalf of one Participant toward the other are intended to arise from this MOU.

**8. LIABILITY:**

8.1 Each Participant will be responsible for the actions, omissions or damages caused by the conduct of their employees or agents, carrying out their duties and acting within the scope of their authority.

**9. DEPARTMENTAL REPRESENTATIVES:**

9.1 The following officials are designated as the departmental representatives for purposes of this MOU and any notices required under this MOU will be delivered as follows:

<p><b>For the RCMP:</b>          District Commander          Southern Alberta District          #200, 2 Highland Park Way NE          Airdrie, AB T4A 0R1</p>	<p><b>For the Town of Claresholm:</b>          Mayor          221 – 45 Avenue West          PO Box 1000          Claresholm, AB T0L 0T0</p>
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**10. DISPUTE RESOLUTION:**

10.1 In the event of a dispute arising from the interpretation or operation of this MOU, it will be referred to the Liaison Officers set out in Article 5.2 of this MOU, who will use their best efforts to resolve the matter amicably. If such negotiation fails, the Participants intend to refer the matter to the departmental representatives in Article 9.1 as noted above for final resolution.

## **11. MONITORING:**

- 11.1 The department representatives in Article 9.1 will meet annually or as required to review and assess the operation and effectiveness of this MOU and any one of the Participants may call such a meeting to be held no later than seven (7) days after the date upon which either of the Participants makes this desire known.

## **12. TERMINATION AND TERM:**

- 12.1 This MOU may be terminated by either Participant upon ninety (90) days written notice to each Participant and notice to the responsible Minister for the Province of Alberta. Termination does not release a Participant from any obligations which accrued while the MOU was in force.
- 12.2 This MOU will commence on January 1, 2017 and will expire on December 31, 2021.

## **13. AMENDMENT TO THE MOU**

- 13.1 This MOU may only be amended or extended by the written consent of the Participants to the MOU and where so amended, excluding extension of the term of the MOU only, notification specifying what has been altered to the content of this MOU will be forwarded immediately to the Minister by the Town.

**SIGNED BY the authorized officers of the Participants:**

**For the TOWN OF CLARESHOLM:**

\_\_\_\_\_  
Rob Steel  
Mayor  
Town of Claresholm

**Date:** \_\_\_\_\_

**For the RCMP:**

\_\_\_\_\_  
M.C. (Marianne) Ryan, M.O.M.  
Deputy Commissioner  
Commanding Officer "K" Division

**Date:** \_\_\_\_\_





# CAO REPORT

February 27, 2017

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

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## **BYLAW ENFORCEMENT**

[See enclosed report](#)

## **DEVELOPMENT**

[See enclosed report](#)

## **ECONOMIC DEVELOPMENT**

[See enclosed report](#)

## **FCSS**

[See enclosed report](#)

## **HR & TAXATION**

[See enclosed report](#)

## **INFRASTRUCTURE SERVICES**

[See enclosed report](#)

## **MUSEUM**

[See enclosed report](#)

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# RECREATION

See enclosed report

Respectfully submitted by

Marian Carlson, CLGM  
CAO

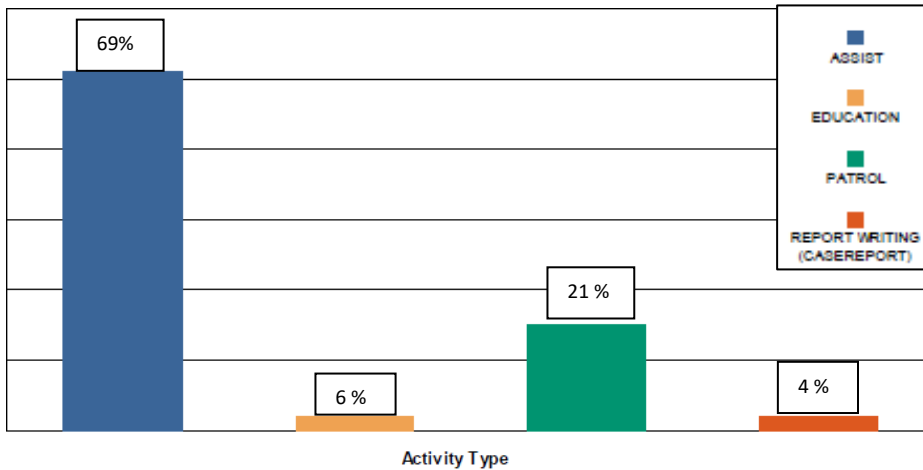


# INFORMATION BRIEF

Meeting: February 27, 2016  
 Agenda Item: CAO REPORT

## JANUARY BYLAW ENFORCEMENT REPORT

### Community Engagement



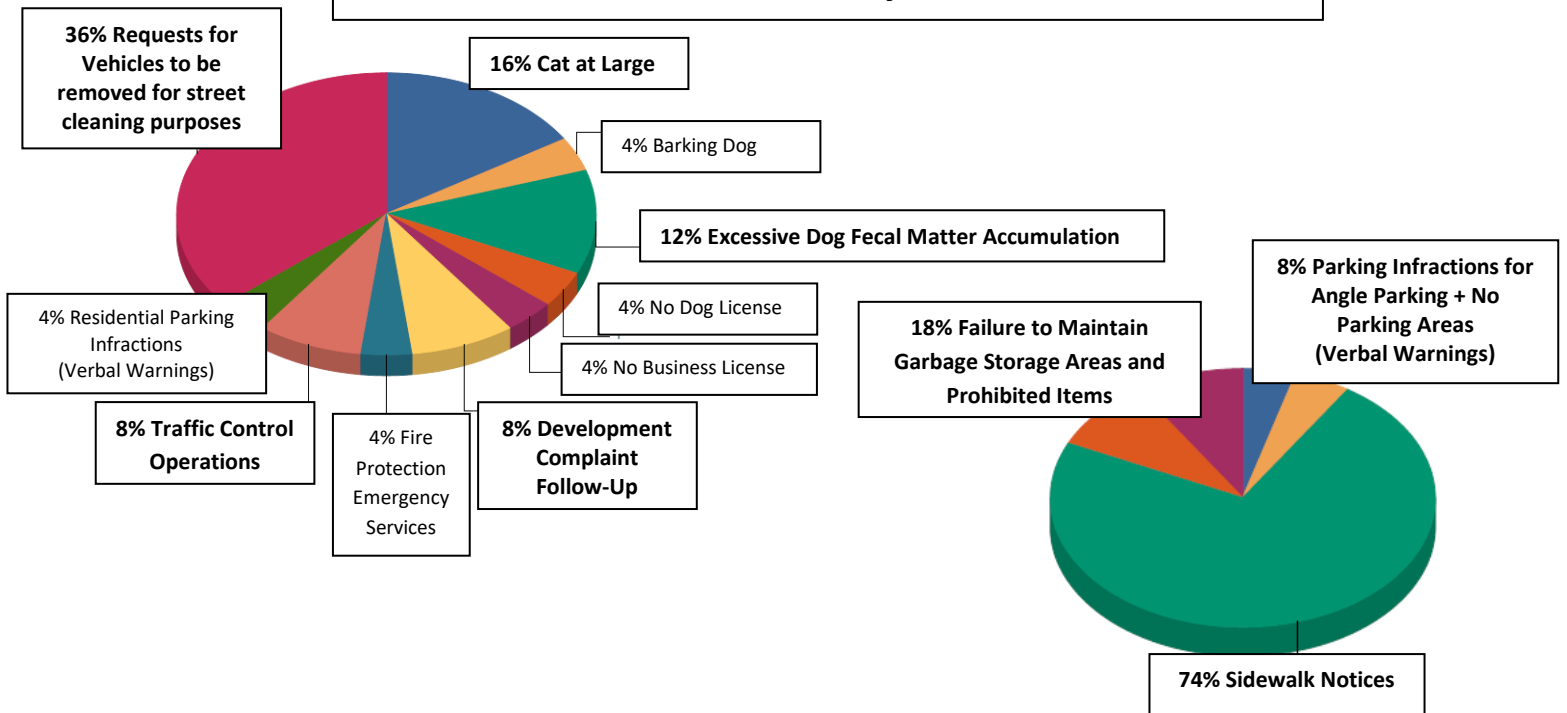
#### January Newspaper Focus:

1. Dog and Business License renewal
2. Please report Animal Control concerns to the office and/or the bylaw officer.

#### January Enforcement Highlights:

1. New Animal Control Protocols initiated and implemented in collaboration with CARES.
2. Snow fall events required Sidewalk Notices
3. Street cleaning required parking control.
4. Bylaw review initiated encompassing the Cat, Dog, Traffic and proposed Smoking Bylaw.
5. Alberta Traffic Safety Fund Grant of \$4900 was awarded to the Town for youth education safety programs such as a Bike Rodeo and the Risk Reduction Workshop.
6. Youth Safety Education program planning finalized.
7. Upgrade done to the Peace Officer reporting program, Report Exec.
8. Several follow ups required for Excessive Dog Fecal Matter Accumulation complaints.
9. School lock down procedure practiced in conjunction with the Fire Department.
10. Web Page upgrade initialized.

### Time Allocated to Community Enforcement Actions



# DEVELOPMENT OFFICER REPORT

*For: 1/20/2017 - 2/17/2016*



## **Development Permits**

- ❖ 9 permit applications received.
- ❖ 10 development permits closed.

## **Compliance Requests**

- ❖ 3 compliance requests processed.

## **Miscellaneous**

- ❖ Many business license questions asked and processing of many new licenses with the start of 2017.
- ❖ MPC meeting held February 17, 2017.
- ❖ FIPC meeting held January 30, 2017.
- ❖ Compiled annual newsletter to accompany February water bills.

## ***Continued projects/events***

### **Land Use Bylaw Amendment**

- ❖ Continued work on secondary suites land use bylaw amendment

### **Tax Recovery Sale - 4 Skyline Cres.**

- ❖ Continued work on contract extension / update on listing price with Avison Young.

### **Annexation**

- ❖ With a completed annexation roll numbers and civic addresses to parcels with a residence have been assigned.
- ❖ ORRSC has been updated with the new roll numbers and civic addresses to update the GIS system.
- ❖ Notification letters and additional information was sent to the landowners affected by the new address assignments as well as emergency services and utility companies were circulated on the changes.
- ❖ Continued work on land use designation for the properties.

*Submitted by  
Tara VanDellen  
Development Officer*



# Claresholm Economic Development

## Monthly Report

February, 2017

Prepared & Submitted By;  
Economic Development Officer

### Economic Development Officer (EDO)

- Currently completing the following University of Calgary Courses as part of the Economic Developers accreditation;
  - Business Management
  - Human Behaviour in Organizations
- Attended weekend sessions for Generative Conversations
  - Leading an ongoing discussion on the creative uses of vacant buildings
- Participated in 27 meetings between January 23 and February 23 to help move the current projects forward
- Responded to 8 requests for information and had 17 unannounced visitors to the Business Growth & Development Centre between January 23 and February 23

### Economic Development Committee (EDC)

- General Meeting on February 6
  - Claresholm: Defining a Promise
    - Branding Sessions discussed in detail and ongoing leadership team to comprise of EDC & EDO as smaller stakeholder group
    - Digital Content Library experiences identified
    - Tourism Impact Study discussed, with tracking partners and information defined
  - Capacity Building
    - Details for Social Media Training for Business confirmed
  - Investment Attraction
    - Need for a community map identified
    - Information being gathered

- EDO requested best practices through Economic Developers of Alberta
      - Some information on other community materials for investment attraction being received
  - Community Events
    - EDO is not to take lead on events, but can oversee and support the events coordinator
    - EDO & EDC will continue to take lead on Downtown Tour component of Fair Days

## Events

- As of February 21, 2017, a new Events Coordinator was hired to replace Justin Sweeney, who is focusing on his role as Economic Development Officer
  - Lauren Billey, local mother and owner of Lauren Raylene Photography and Blue Media is the new Events Coordinator
  - Lauren will work under the supervision of Justin to ensure a seamless transition and hand-off of the responsibilities
  - EDO and EDC will continue to take the lead on the 'Downtown Tour' aspect of the annual Fair Days celebration
  - Vern Lunan, recently returned resident, taking over facilitation of Fair Days parade

## Claresholm: Defining a Promise

- Application for \$25 000 through Community & Regional Economic Support Program approved
  - Announcement of receipt will take place following the Ministers announcement
  - Funding will be used to offset anticipated cost of \$49 400 to complete the municipal brand, marketing plan and website
- RFP Closed on January 27, 2017
  - Selection Committee of EDO Member Shelley Ford, EDO Chair Ali Shivji, CAO and EDO reviewed proposals and made a selection on February 1, 2017
  - Initial meeting with selected proponent Tenato Strategy Inc. on February 3, 2017
  - Project initiated on February 6, 2017

## Branding

- Municipal branding currently underway
  - Review of following past and current documents;
    - Town of Claresholm Strategic Plan (2016 - 2019)
    - Town of Claresholm Strategic Themes & Actions (2014)
    - Claresholm Community Needs Assessment (2014)
    - Business Visitation Report; Claresholm & the Municipal District of Willow Creek (2012)
    - Municipal Sustainability Plan; Community Vision (2009)

- ‘A look at Claresholm through the Eyes of a Visitor’ – Roger Brooks (2007)
- Over 15 one-on-one meetings with community stakeholders
- Visitations to community facilities
- Community Consultation Sessions
  - 99 local stakeholders present at one of two sessions held on February 16
  - Unifying themes created, as well as business and marketing concepts around unique Claresholm experiences
  - Front page coverage in Local Press for two weeks in a row
- Creative brief paragraph and sentence derived from activities to date shared via social media and e-mail to stakeholders for review and commentary

## Website

- EDO presented Claresholm: Defining a Promise project to Town of Claresholm staff on January 24
- Meetings with Departmental Leads and Managers took place between February 6 and February 10 to identify specific needs and wants for the new website
  - Needs and Wants being used as guideline to structure of site
- Departmental updates on content being completed and submitted to EDO
- Site maintenance and analytics options being reviewed for usefulness and feasibility

## Broadband

- Axia Fibre
  - Confirmation of reaching 30%+ expressions of interest received
  - Council, Residents and Economic Development have done all possible to justify investment
  - Assessment being completed and information expected in coming months
- Shaw Business
  - Following response from Government Relations within Shaw, EDO worked with Shaw Business Sales Representative to reassess the industrial locations requiring service
  - Initial meeting took place in Claresholm on February 2, 2017 and EDO facilitated connection with local businesses desiring service
  - Second meeting with Shaw Business Sales Representative, Operations Manager, business owners and local technical representative facilitated at Business Growth & Development Centre on February 17, 2017
    - Businesses required to commit to multi-year contract to ensure return on investment
    - Potential investment in to local coaxial infrastructure would be \$340 000
    - Service would be extended to industrial sector south of Route 520, and along Alberta Road
    - Business uptake is very high, and response from Shaw Business expected in coming weeks

- Focus for Shaw Business is 100% on business sectors, and not on areas of poor residential service

## Renewables

- Feasibility Assessment
  - Feasibility assessment on retrofitting municipal facilities with solar power completed at zero cost to municipality
  - Information identified 7 opportune locations and ranked in order of plausibility
    - Possible opportunity for brownfields
  - Assessments provided to CAO and Director of Infrastructure Services for further consideration
- Municipal Solar Toolkit Session
  - EDO attended a solar toolkit session on February 22, 2017
  - Toolkit being developed by province in partnership with Solar Energy Alberta and the Pembina Institute
  - Provided overview of current technologies, focus on residential builds, with brief coverage of issues facing commercial operations
  - Toolkit to provide best practices in regards to access to solar, planning, permitting, fees and engaging commercial operators

## Capacity Building

- Social Media Training for Business
  - Contracted Lethbridge College Continuing Ed to deliver two-session program to be delivered at the Claresholm Campus
  - EDC, Claresholm & District Chamber of Commerce and Community Futures Alberta Southwest each cosponsored 25% of the cost
  - Remaining 25% to be levied against participating businesses

## Other Activities

- Discovery Days
  - EDO to lead entrepreneurial program out of West Meadow Elementary School
    - Every Friday for 1.5 hours for 5 weeks
    - Looking at Junior Achievement program for resources to help instill entrepreneurial values at a young age
- Summertime Music in the Park
  - Initial meeting with local musician Gaven Moore
  - Gaven to take lead on booking musical talent and emcee the events
  - Every Wednesday, 6-8pm, during July and August
  - Venue to be requested; Use of Ring Rose Park, Amundsen Park if attendance grows
  - EDO to facilitate later evening shopping, ice-cream sales and hot-dog or other food vendor for location
- Business Visitation Program



- Themes to date being completed as possible during implementation of Claresholm: Defining a Promise
- Regional Tourism Marketing
  - EDO & EDC members Shelley Ford and Darla Slovak attended Cultural Explorer Marketing session in Pincher Creek on January 31, 2017
  - Session facilitated by Travel Alberta on behalf of Alberta Southwest and focused on the Explorer Quotient model of tourism asset development and marketing
- Workforce
  - EDO starting to work with multiple agencies to identify opportunities for short-term labour to help entice industrial developer looking at start-up at Airport

## FCSS REPORT TO COUNCIL FOR FEBRUARY 2017

- Meeting to go over Outcome Measures for Government reporting on Volunteer Income Tax Program- working on client information sheet. Trying to make the reporting easier and show the government the usefulness of this program.
- Met with EDO to go over timeline of his plans for town. –Also discussed needing our input on a new webpage for Claresholm – Museum (Ken) and I met with Justin to go over things on our websites to see if there is anything that can be shared or eliminated from the new town website.
- Held regular board meeting
- Attended Coordinated Community Response to Elder Abuse meeting. Discussion on what is abuse and what is elder. Also planned for steps needed to be done now and what can wait.
- Preparing for Generative Conversations – phone discussion with Annand to discuss last minute information and details, go over food order with caterer, sign for rental facility etc.
- Meeting for Women’s Conference. Tickets are available online at <https://cwc.wildapricot.org> – Date of event is April 8 at community centre.
- Meeting of Early Childhood Coalition
- Interview with Claresholm Local Press about Generative Conversations before and after the event.
- Hosted Interagency with 16 participants – lots of networking after the meeting.
- Meeting with representative of Canada Revenue Agency to show us new pamphlets that are available and to discuss new tax information.
- Two day Generative Conversations was held. –presentation and discussions from Unstoppable Conversations and Volunteer Alberta. Group of 30 community members came up with 5 focuses for Claresholm :
  1. We have all the facilities we need. (Spiritual, arts, health, entertainment and shopping).

2. Vacant buildings are used in innovative ways.
3. Everyone can thrive.
4. Service groups have regular meetings to set goals, prioritize, and collaborate.
5. Municipalities are working together and collaborating, barriers are gone, producing a greater community of towns.

People broke off into the groups that would interest them and are now holding conversations to work through the focuses.

We are setting up regular meeting times if people choose to attend.

- Hosted Family Day Skate at arena on Monday Feb. 20. Some of the teens volunteered to help at the event. There were 84 participants (down from last year). People enjoyed skating, ate a free lunch donated by businesses in town, face painting and Early Childhood Education had play bins for younger kids. Kidsport set up a table and skates (sharpened by Home Hardware) were available for those that needed skates.
- Working on Year End Annual Report for Government
- Getting applications organized for March board meeting that will decide which applicants will be granted money.

# February 2017 HR Report/Taxation Report

From: Lisa Chilton



## Human Resources

- Year-end procedures continue and preparation of information for the auditors and the budgeting process is on-going.
- An injury occurred to one of the Recycling Techs. He will be off for a couple of months with a broken arm.
- The process for a Director of Corporate services is ongoing.



## Taxation

- Taxes past due, and in arrears at February 22<sup>th</sup>, 2017 are:

**\$220,209.65**

Summary of outstanding taxes:

\$ 49,965.44 Tax recovery property - #4 Skyline

\$ 29,642.32 Tax Arrears List for 2016 (subject to sale after March 31<sup>st</sup>, 2017)

\$ 3,663.14 Property on Tax Agreement with the Town

**\$136,938.78 Other outstanding taxes after December 31, 2016 deadline.**

- Tax letters were issued last week for those properties scheduled for tax sale (deadline is March 31<sup>st</sup>), for those 1 year in arrears and for others that are 2 years in arrears that could potentially be on the 2017 Tax Sale List.
- It appears, at this point, there will be at least 2 properties for tax sale in 2017 from the 2016 Tax Arrears List. Of the remaining 3 properties on that list, 2 will be paid up by the mortgage companies if the owner doesn't pay and the other one has had \$2,000.00 paid towards the arrears so far with a balance of \$4,381.62 remaining.
- The one property we have on a tax agreement will be paid in full by March 31, 2017 as per the lawyer representing the mortgage company.
- The annexed properties are set to be included in our 2016 assessment for 2017 taxes.

# TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES REPORT for February 2017

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**Buildings** Regular weekly inspections and minor maintenance is completed as required. Damage to the community center eaves trough on the East side requires replacement. We will be looking into insurance as well as getting quotes for replacement.

**Sidewalks** Snow melting from properties over the sidewalks is creating a few slippery sections on residential sidewalks, as the boulevard elevations are higher in a lot of areas. As this is deemed the property owners responsibility we are going to look for a solution in the spring to see this problem resolved.

**Streets** Plowing and sanding daily as needed. The frost level is at 49 inches in residential areas, and has lifted some streets almost 100mm. This has greatly affected the drainage system and some areas are experiencing very slow/poor drainage.

**Sanitary Sewers** The rungs inside many of our sanitary sewer manholes are corroded to the point they are unsafe to use for entry. Our PW crew will be replacing them as time allows. One home is without sewer service on 53<sup>rd</sup> Ave. West due to a collapsed line on private property.

**Water Distribution** No current problems to report. PW focus will be on main valve replacements in 2017 as over 30 are not working. We have asked for money in 2017 operational budget to do 10 replacements a year for the next 3 years.

**Storm Sewer Drainage** The fast melt in January has caused minor drainage issues in Town and it will slow down work on the Frog Creek drainage project. The cleaning of the silt pond at the golf course by our PW crew is under way.

**PARKS / ARENA** The Arena is operating well. Minor Hockey Playoffs are starting for all divisions. Family day skate was well attended. Gopher bait stations are being installed in various areas in Town again to control the pests.

**RECYCLING** Program is operating well. On Feb. 17, an employee was injured after slipping on some ice and breaking his arm. We are also looking into more training for Recycling employees.

**GARBAGE** Our Collection program is running well. Our backup garbage truck broke down and parts have been ordered. Hopefully it is only down for a week.

**EQUIPMENT** Maintenance and repairs are done daily, as needed.

**STAFF** No problems to report.

This Report by  
Mike Schweiler  
Director of Infrastructure  
Town of Claresholm

# PUBLIC WORKS REPORT

February 23, 2017

To: Marian Carlson, for information to Claresholm Town Council

From: Ken Favrholdt, Claresholm & District Museum and VIC

## Overview of Partnership Project by Claresholm & District Chamber of Commerce and Claresholm & District Museum and Visitor Information Centre

The **Claresholm & District Chamber of Commerce (CDCC)** and the **Claresholm & District Museum and Visitor Information Centre (CDM and VIC)** are planning a joint project this summer to expand visitor information services in the community of Claresholm. The project is based on initiative of Alberta Culture and Tourism to increase opportunities to engage with more visitors by expanding services using multiple channels to extend the reach of the traditional Visitor information Centre.

We hope to provide tourist information and undertake visitor surveys where people gather – at community events, the Agriplex, parks, and downtown -- and collect data through visitor surveys that will be useful to the Chamber, the Museum, the Economic Development Office and the Town generally, as well as Alberta Culture and Tourism.

The project involves three sources of funding which we are applying to – **the Summer Temporary Employment Program (STEP), the Visitor Services Innovation Fund, and the Community Visitor Survey Toolkit Grant (through Chinook Country Tourist Association)**. The Chamber of Commerce is the main proponent and signee for the funding programs.

To undertake this project, the CDCC has applied for student funding under **STEP (\$4,700)**. Using funding from the **Visitor Services Innovation Fund (\$7,000)** we will purchase a portable kiosk, signage, staff uniforms, and three iPads. Funding from the **Community Visitor Survey Toolkit Grant (\$4,000)** will be used to offset staffing costs (topping off the STEP funding), travel costs and the cost of survey software for the iPads and mentoring by the Chinook Country Tourism Association. Ms. Donna Courage of the Chamber will supervise the STEP student. Mr. Favrholdt will ensure all touristic materials are provided. Museum summer staff will also be trained to administer the survey to visitors to the VIC.

We are hoping the funding we are applying for will come through for all three components of this project. We will assess what we can do if the funding is less than what we expect. However, we are not asking for any funding from the Town nor the Museum.

# RECREATION DEPARTMENT

January 2017



**TOWN OF CLARESHOLM**

February 22, 2017

Authored by: Denise Spencer





January 2017

## General Overview Facilities

### Arena:

1. Jason Bishoff, Todd Buhmiller, Mike Schuweiller, Barry Barley, Arnold Vegter and Denise Spencer met with a Bry Sand Ice Arena LTD. Representative to put together a quote with updated header information for the Arena Floor Restoration Project. Jason Bishoff has been in talks with the MD regarding funding. There is now an updated list of priorities for the Arena that include; flooring, overhead doors, painting of frame structure, change rooms, referee rooms, Dasher Boards, lineage on the floor surface to be prepared for other recreation opportunities, mezzanine repurposing, exterior signage (more visible) and other upgrades to the facility. Dean Currie, Bry Sand representative stated that the overall space in the Claresholm Arena was planned well, with room for upgrades.

We have tentatively scheduled the third week in March for addressing of envelopes for fundraising letters that will be sent out to the MD of Willow Creek and Claresholm residents. Jason Bishoff is compiling this information.

The third meeting for the Arena Restoration Project is tentatively scheduled for Monday March 27, 2017 at 6:30 pm

2. Claresholm Minor Hockey had 2 tournaments scheduled in January, Novice Hockey January 13-15, and Initiation Hockey January 27-29. A Calgary Glenlake Peewee Team tournament was scheduled for January 20-22.

3. I contacted Okotoks Minor Hockey and Hockey Canada as someone had mentioned they may have been looking for ice in March.

4. The Lethbridge Gun Club has booked the Arena for their Annual Gun Show, Thursday April 21-23

5. The Rockmen Lacrosse group has booked the Mezzanine for a meeting February 21. They will begin their season the first week of April, and will be using the Arena Tuesday and Thursdays from 4-9pm

6. CARes has booked the Arena for their annual Garage Sale May 11-13

### Aquatic Centre:

1. After conferring with AHS maintenance in 2015 and fall of 2016 we ordered lockers to replace the most severely damaged and rusting lockers in the men's room this past winter. There was an understanding from AHS Maintenance staff that we could replace lockers in a row of lockers. Maintenance determined upon installation that replacing a bunch in a row was not feasible due to how they were installed, and would cause significant damage to the cinderblocks due to the way they were anchored. Their solution was to replace shorter rows of lockers. We have now come up with a repair for the lockers we had initially wanted to repair, which will stand up until such time that we can replace the one long row which is the major issue. This repair will be under \$300, our cost. It is basically a covering for the bottom of the lockers that will be cut to fit, and screwed into place by AHS staff. I have asked AHS Maintenance to order the material needed, and bill us, as it will simplify the billing for the Town of Claresholm.

2. On February 2, 2017 I contacted Swim Alberta regarding the Swim 101 NCCP Coaching course. He agreed to have us host this course March 24-26, which will be the only one south of Edmonton this spring. We need to have a minimum of 8 attendants, and Swim Alberta lets 2 Staff members register free of charge. Our facility has 4 staff that are interested, we are looking to have these 4 staff members each pay half of the fee involved, to ensure no one is singled out.

3. Lesson's and program registrations were \$485 higher than last January, rentals were \$500 over from January 2016, and overall numbers were 485 patrons higher than last year. It was a solid busy month.

4. JLC Vikings, our competitive team had a competition in Wetaskiwin on January 28 & 29. We now have 2 provincial record holders.

5. The Stavely Elks Society has agreed to sponsor our Junior Lifeguard Team members with a \$700 dollar donation for competitions. This works out to 10 swimmers at \$70. We are so thankful for their support. I've been invited to the Elks meeting and supper on February 21, 2017 to receive the donation.

6. We are adding an Aquafit 10 Punch Pass to our line-up of passes. This pass will be \$45 for 10 punches, with a 3 month expiry date, and will offer some savings for the drop in aquafitter.

7. The JLC Vikings have been preparing for our first Annual Swim a Thon! I found a template for sponsors for each of the participants, and created one specifically for our facility, advertised through Facebook, our January schedule, and posters in our facility. There was also a write up in the Claresholm newspaper December 7, 2016 that mentioned our initiative.

The Claresholm Aquatic Centers goal for both our Junior Lifeguard Guard Clubs (Sport and Vikings) is to be inclusive to all swim abilities while keeping the fees reasonable so that economics are not a barrier for participation.

Kidsport funding is available in Claresholm, and many parents utilize this as their children love the sport, but it is limited to \$200 per year. The Vikings Competitive team has been an addition to their previous Lifesaving Award winning Junior Lifesaving Club that CAC has boasted for the years 2014 & 2015.

The Swim A Thon on Friday February 10, 2017 raised \$3,039 dollars that will be used for paying competition fees (\$65-\$75 per event). There was a total of 1,017 lengths, 14 swimmers for 25.43 kilometres. It was a fantastic event!

### **Curling Club:**

1. Bobbie Jo Penner has stepped down as president of the Curling Club and Sheri Starling will be taking over this role, with Bobbie assisting in the interim.

## **Programming**

1. **Pickle Ball:** The Pickleball workshop on January 28 had 20 participants, and 8 coaches. I had contacted High River the end of December, was put in contact with Brian Popowich and he donated his and his volunteers time to putting this event on. Irene Leeds placed posters throughout the community, and we signed people up through the Town of Claresholm Office, the Aquatic Centre and had drop in's at the site. We hosted it on a Saturday morning and the response was positive.

Pickle Ball will be outside this spring, with lines being painted onto the Tennis Courts. We will be one of the only outside Pickleball courts in Southern Alberta.

The Willow Creek Composite High School will be available in the evenings after Basketball Season ends. We are looking to book 1-2 evenings per week until the end of school. The athletic director for the school has tentatively agreed to allow the group to use the Badminton equipment in the interim until such time that a purchase of equipment is made. The Highschool gym is ideal as there are 4 courts with lines. During the summer months we are aiming to have part of the Arena Floor set up and portable pickleball nets available for use.

There are currently 24 people on the list who are interested in participating. Irene Leeds has agreed to make contact when we have confirmation on the space.

Home Hardware is looking into stocking some pickleball paddles and balls.

**2. Floor Hockey:** Mitch Griffin, originally from Calgary has expressed interest in starting Ball Hockey in our community. We have been talking regularly, I sent him information regarding weekend rates at the High School (\$50/hour) and received an email from Todd Lybbert on February 6 that stated the Gym will not be available until Basketball season is finished. So we are currently waiting on availability as well as equipment requirements that the school would need to ensure compliance with regulations. He has a group created on Facebook for Floor Hockey.

We are looking to have the Arena available during the summer for drop in times as well.

**3. Beach Volleyball:** I approached Jillisa Morkin regarding drop in beach Volleyball evening in the spring and summer. She is interested in getting this off the ground, although she is not sure if she'll have the time to commit to this.

## Marketing / Promotion

1. Program and Lesson Guide for May through August at the Claresholm Aquatic Centre is out March 15, with registrations commencing at this time.
2. Draft for the new Centennial Park Camping Brochure/ layout has started

## Progress

**Recreation Website:** I drafted a 12 page Parks and Recreation template for the Town of Claresholm based on the Okotoks Website. This template is colour coded for links, and has Town news and events on all tabs. This comprehensive template includes all facilities as well as field reports including Football and Soccer.

**Master Plan:** Draft one has been submitted to administration and is currently being reviewed. The goal is to ensure it is a comprehensive plan before being submitted to council. There is an understanding that it will require editing and revision before being presented.

**Southern Alberta Summer Games:** Claresholm Summer Games Association meeting on January 30, 2017, it was determined that Claresholm should bid for the 2020 Summer games. This will give the committee a chance to prepare the venues, and apply for funding.

**SARA:** Southern Alberta Recreation Association had its first meeting of the year on January 31, 2017 in Brooks Alberta. This summer the Southern Alberta Summer Games are being held in Brooks on July 5th-8th, 2017. This meeting had lots of valuable information, dates for packages, and future meeting dates, *please see attached*



# INFORMATION BRIEF

Meeting: February 27, 2017  
 Agenda Item:

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - February 22, 2016				
5	INFO BRIEF: Animal Control Review: Moved by Councillor Fieguth to refer to Administration to amend the Cat Bylaw to increase the fines and place a restriction of the number of pets. CARRIED MOTION #16-020.	Jason	Review was initiated, new Animal Control bylaw (Cat/Dog & All Other) has been written, needs to be reviewed/finalized – Draft to be taken to Emergency Services Committee March 7th	In progress
Regular Scheduled Meeting - September 12, 2016				
1	Delegation Response: Claresholm Public Library RE: Claresholm Calendar - Referred to Administration to expand on the Electronic Community Sign Usage Policy in the hopes that the new policy could be used in this instance.	Karine	letter sent to Library informing them of the potential new policy.	In progress
Regular Scheduled Meeting - October 11, 2016				
9	RFD: Airport Water Service. Refer to Administration to enter into contract negotiations to provide the interim testing and inspection services to the MD, as well as, continues service after the MD has taken over jurisdiction.	Marian	Met with Cindy Vizzutti Oct 17th. Currently formulating scope of work and protocol. Lawyer drafting agreement	In progress
13	Info Brief: Respectful Workplace & Progressive Discipline Policies. Referred to Administration.	Marian	Will discuss with the Administrative Services Committee when it is formed. Reviewed at Admin Services committee and recommended changes will be presented at the March 2 <sup>nd</sup> Admin Services mtg.	In progress
Regular Scheduled Meeting - November 28, 2016				
8	RFD: Community Futures Business Improvement Loans MoU - Referred to the Economic Development Committee to provide Council will an all-encompassing solution for business revitalization incentives.	Justin	Will be discussed with EDC.	In progress
Regular Scheduled Meeting - December 12, 2016				

13	INFO BRIEF: CFEP & CIP Grants - Referred to Administration to prepare grant applications for the Claresholm Arena and Multi-use Community Building and Town Hall.	Denise/Karine	Committee has met about the Arena application, which will be delayed until Oct 2016. Town Hall application submitted by Jan 15, 2017 deadline.	In progress
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Regular Scheduled Meeting - February 13, 2017				
1	Bylaw #1624 - Referred to administration & MPC	Tara	Sent to ORRSC for review.	In progress
2	Bylaw #1625 - Referred to administration & MPC	Tara	MPC reviewed options Feb 17. Gavin Scott invited to present options at an upcoming Council meeting.	In progress
3	Bylaw #1626 - Local Tax Improvement Bylaw - Moved by Councillor McAlonan to give Bylaw #1626, a local improvement tax bylaw amendment, 1st Reading. CARRIED	Karine	Bylaw prepared for 2nd & 3rd Readings at March 13, 2017 meeting.	Complete
4	CORRES: Claresholm Garden Club RE: Downtown Planters - Send thank you letter & refer to budget	Karine/Dean	Letter sent & referred to budget.	Complete
5	CORRES: CARes RE: Animal Rescue Shelter - Refer to budget	Dean	Referred to budget.	Complete
6	RFD: Letter of Support - Town of Fort Macleod ACP Grant Application - Moved by Councillor Cutler to participate in an application to fund the creation of intermunicipal / regional collaborative frameworks & protocols submitted by the Town of Fort Macleod under the Intermunicipal Collaboration Component of the Alberta Community Partnership Grant, and further that the Town of Claresholm, a participant, agrees to abide by the terms of the conditional grant agreement, governing the purpose and use of the grant funds. CARRIED MOTION #17-005	Karine	Letter of support sent.	Complete
7	RFD: Town of Fort Macleod / Claresholm CPO Program - Moved by Councillor Ford to enter into the proposed service agreement with the Town of Fort Macleod for the Community Peace Officer 1 Collaboration Project as presented. CARRIED MOTION #17-006	Jason	Documents printed both parties signing	In progress
8	RFD: Tax Recovery Sale - #4 Skyline Crescent List Price - Moved by Councillor Cutler to reduce the listing price on 4 Skyline Crescent, Lot 16, Block 63, Plan 0110064, to the appraised value of \$520,000.00. CARRIED MOTION #17-007	Tara	Notified Avison Young	Complete
9	RFD: #4 Skyline Crescent Real Estate Listing Extension - Moved by Councillor Cutler to amend the contract with Avison Young Lethbridge (2016) Inc. until January 31, 2018 as the Listing Agent for the tax recovery property located at #4 Skyline Crescent. CARRIED MOTION #17-008	Tara	Contract amendment signed and sent to Avison Young	Complete
10	RFD: Local Improvement Tax Reimbursement - Moved by Councillor McAlonan to reimburse the local improvement tax imposed on Lots 8 to 14, Block 7, Plan 9910869 from 2011 to 2016 in the amount of \$5,913.60. CARRIED MOTION #17-009	Lisa	Letter sent. Credit applied to tax accounts	Complete
15	IN CAMERA: Moved by Councillor Dixon to withdraw the offer to Emercor Ltd. and ESIP Holdings Ltd. of April 21, 2016 and direct Claimspro to file for a discontinuance with the court.	Marian	Claimspro notified	Complete

15	IN CAMERA: Moved by Councillor Fieguth that as per the Fair Hiring Policy, Council supports the appointment of Kristin Payne, to the Centennial Park Campground Attendant position effective April 1, 2017 for a period of one (1) year.	Mike	Attendant notified & agreement signed.	Complete
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PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 23, 2017

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# **INFORMATION ITEMS**



## Register now for the Spring Mayors' Caucus on March 7 and 8

February 17, 2017

Registration is open for the Spring Mayors' Caucus, taking place on March 7 and 8 in Edmonton. Click here to register. The Caucus is open to Mayors, Councillors and Chief Administrative Officers to attend.

The Caucus will begin with the Provincial Leaders' Breakfast on March 7, where we look forward to hearing from the Premier and conversing with MLAs. In addition to dialogue sessions with Provincial Ministers, the Caucus will feature working sessions and panel discussions on many topics, including MGA change management, MSI replacement funding, climate change, and legalization of marijuana. An overview of the agenda can be found here.

Given the importance of intermunicipal collaboration, we have opened the first day (March 7) to municipal counties and districts to attend. Another addition is a networking session with business and industry stakeholders that will wrap up the day on March 7.

In order to accommodate increased attendance, this year's Caucus is being held at the Shaw Conference Centre. Information about hotels is available on the AUMA website.

If you have a municipal issue or opportunity that you would like AUMA to address from a policy or advocacy perspective, you can submit a Request for Decision (RFD) by February 24 that specifies the requested action.

The RFD template can be found here. Note that your RFD must include documentation of Council approval and a representative from your Council must present the RFD at the Mayors' Caucus.

If you have any questions about Mayors' Caucus, please contact Christine Della Costa at [cdellacosta@auma.ca](mailto:cdellacosta@auma.ca) or 780-643-5638.

### Home page:

[no](#)

[Back to news](#)

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Have AUMA's newsletter sent to your inbox every week.

[Subscribe to the Weekly Digest](#)



# MUNICIPAL PLANNING COMMISSION MINUTES

**January 27, 2017**

**Town of Claresholm – Council Chambers**

**Attendees:** Lyal O'Neill - Council Member (Chairperson)  
Jamie Cutler- Council Member  
Jeff Kerr – Member-at-Large

**REGRETS:** Sharon Duncan - Member-at-Large  
Shelley Ford - Council Member

**Staff:** Tara VanDellen – Development Officer  
Darlene Newson – Infrastructure Admin Assistant

**Public Present:** Rob Vogt - Claresholm Local Press, Gavin Scott - ORRSC

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<b>8:00 am</b>	<b>Call to Order /Adoption of Agenda</b>	<b>Motion to adopt the Agenda by Jeff Kerr CARRIED</b>
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**Adoption of Minutes**

- January 13, 2017

**Motion to adopt the Meeting Minutes by Jeff Kerr**

**Seconded by Councillor Cutler**

**CARRIED**

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<b>Item 1: DISCUSSION</b>	<b>Land Use Bylaw Amendment - Secondary Suites</b>	<b>Motion to Refer to council By Councillor Cutler</b>
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**Seconded by Jeff Kerr**

**CARRIED**

**Land Use Bylaw Amendment - Annexation land use designation**

**Motion to Refer to council By Jeff Kerr**

**Seconded by Councillor Cutler**

**CARRIED**

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<b>Item 2: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to approve With amended conditions By Jeff Kerr</b>
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File: D2017.008  
Applicant: Accurate Spray Foam Ltd.  
Owner: 852984 Alberta Ltd.  
Civic: 4605 1 St West  
Legal: Lots 1-7, Block 5, Plan 147N  
Regarding: Change in Use (Grocery Store to Vehicle Service, Office & Workshop)

**Seconded by Councillor Cutler**

**CARRIED**



# MUNICIPAL PLANNING COMMISSION MINUTES

January 27, 2017  
Town of Claresholm – Council Chambers

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<b>Item 3: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to approve With amended conditions By Councillor Cutler</b>
	File: D2017.007 Applicant: 852984 Alberta Ltd. Owner: 852984 Alberta Ltd. Civic: 4605 1 St West Legal: Lots 1-7, Block 5, Plan 147N Regarding: Temporary Use – Caretaker Suite	<b>Seconded by Jeff Kerr</b>
		<b>CARRIED</b>

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<b>Item 4: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to approve With conditions By Councillor Cutler</b>
	File: D2017.004 Applicant: Paul Johnson Owner: Paul & Deborah Johnson Civic: 5407 5 St West Legal: Lot 15, Block 3, Plan 3992JK Regarding: Home Occupation – Electrician	<b>Seconded by Jeff Kerr</b>
		<b>CARRIED</b>

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<b>Item 5: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to approve With conditions by Councillor Cutler</b>
	File: D2017.010 Applicant: Drew Martin Owner: Drew Martin & Karen Bingley Civic: 316 48 Ave East Legal: Lot 31, Block 37, Plan 7209JK Regarding: Home Occupation – Re-sale of products (Hobby business)	<b>Seconded by Jeff Kerr</b>
		<b>CARRIED</b>

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<b>Item 6: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to approve With conditions By Councillor Cutler</b>
	File: D2017.011 Applicant: Nose to Toes Day Spa Owner: Ryan & Samantha Rasmussen Civic: 375 47 Ave West Legal: Lot 9, Block E1, Plan 1280GW Regarding: Home Occupation – Day Spa	<b>Seconded by Jeff Kerr</b>
		<b>CARRIED</b>

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**Adjourn 9:15 am**

**Motion  
to Adjourn  
By Councillor Cutler**

**CARRIED**

Next meeting date: February 17, 2017

RECEIVED

FEB 15 2017



10A TIGERMOTH CRESCENT  
CLARESHOLM, ALBERTA  
T0L 0T0  
T 403.926.1888  
F1.877.861.2002

2017-02-04

Mayor Rob Steel  
Town of Claresholm  
221 45 Avenue W,  
Claresholm, AB  
403-625-3381

Dear Mayor Rob Steel,

This notice is to formally inform you that we, from Chimaera Biotech Ventures Inc. are in the process of preparing an application to become a licensed producer of medical cannabis oil as per the Access to Cannabis for Medical Purposes Regulations. Our proposed site is located in Claresholm, AB. We plan to have our application submitted to the Minister of Health, Jane Philpott, Health Canada, by the spring of 2017.

We intend to possess, produce, sell, provide, ship, deliver, transport and destroy marijuana for the purpose of producing medical grade marijuana for the Canadian medical marijuana industry.

The proposed building site will be located at 10A Tigermoth Crescent, Claresholm, AB.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Helen Bing He Zhuang', is written over a horizontal line.

Helen Bing He Zhuang  
President  
Chimaera Biotech Ventures Inc.

RECEIVED

FEB 02 2017

Canadian Postmasters  
and  
Assistants Association



l'Association canadienne  
des maîtres  
de poste et adjoints

January 23, 2017

Mayor Rob Steel  
Town of Claresholm  
PO Box 1000 221 45 Ave W.  
Claresholm AB T0L 0T0

Dear Mayor Rob Steel,

The Canadian Postmasters and Assistants Association (CPAA) is the voice of rural post office employees since 1902. It is the second-largest bargaining unit under the Canada Post umbrella; representing members who work in post offices in towns, reserves and villages throughout rural Canada. We are in touch with over 6 million rural customers on a regular basis. Most often we are the only federal presence and the hub of the community.

CPAA members, 95% of them women, operate 3,260 post offices across Canada; 288 of these offices are in your province.

We write to you today to share our concerns over the Federal Government Standing Committee on Government Operations and Estimates' (OGGO) report regarding Canada Post, released on December 13, 2016. If you have not seen it yet, you can access the report at the following web address:

[http://bit.ly/OGGO\\_EN](http://bit.ly/OGGO_EN)

Amongst the many recommendations made by the Committee, most of which we support, we note the absence of a recommendation on postal banking. In your province alone 28% of the communities do not have a financial institution, yet they have a corporate post office. Often your constituents have to travel long distances to receive banking services. If your citizens have to travel out of town for banking services, it is almost certain that they will also patronize other businesses in that town or city, thereby losing earning opportunities from your own town's businesses.

We at CPAA strongly feel that the resurrection of the postal bank, which was closed in 1969 when large banks were expanding in rural Canada, is a perfect fit for Canada Post. More importantly for the businesses and the citizens of your community, it is a means to ensure access to financial services. You may remember that prior to the OGGO's report, the Government had set up a Task Force to examine the challenges of Canada Post and to provide options for the future of the Corporation. The Task Force report<sup>1</sup>, which preceded the OGGO's report, mentioned that 39% of Canadian businesses would use a postal bank. It also mentioned that 38% of Canadian citizens would use a postal bank.

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<sup>1</sup> <http://bit.ly/tpsgc>

According to the 2011 Census, Canada's rural population consisted of 6,329,414 citizens. What bank could not succeed with 38% of that number of customers?

If like us at CPAA, you feel that a postal bank would benefit your community, we ask you to write to Minister Judy Foote to voice your views and concerns. We recommend that you also copy your letter or email it to Ms. Karine Trudel, the New Democrat MP who sat on the OGGO Committee, as she was a strong supporter of the postal bank. Their postage-free addresses and email addresses are as follows:

The Honourable Judy Foote  
Minister of Public Services and Procurement  
House of Commons  
Ottawa, Ontario  
Canada K1A 0A6 or judy.foote@parl.gc.ca

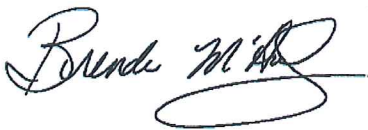
Ms. Karine Trudel (MP)  
House of Commons  
Ottawa, Ontario  
Canada K1A 0A6 or karine.trudel@parl.gc.ca

Canada Post is uniquely positioned to offer financial services to rural Canada. When Canada Post can make money, and offer more services to Canadians who need them, we have a perfect opportunity. Let's not lose it!

Thank you for your time. Should you have any questions or wish to discuss this issue with a local CPAA representative, we invite you to reach out to our Alberta, Northwest Territories and Nunavut CPAA President as follows:

President Xan Moffatt-Toews  
PO BOX 2368  
Fairview AB T0H 1L0  
(780) 835-2147  
xan@abntnucpaa.com

Sincerely,

A handwritten signature in black ink, appearing to read "Brenda McAuley". The signature is fluid and cursive, with a large loop at the end.

Brenda McAuley, CPAA National President  
281 Queen Mary St.  
Ottawa ON K1K 1X1