



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
NOVEMBER 9, 2020  
AGENDA**

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

Public Attendance is 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:**

1. ORGANIZATIONAL MEETING – OCTOBER 26, 2020
2. REGULAR MEETING – OCTOBER 26, 2020
3. SPECIAL MEETING – NOVEMBER 2, 202

**ACTION ITEMS:**

1. BYLAW #1713 – Mayor & Council Remuneration Bylaw  
RE: 1<sup>st</sup> Reading
2. BYLAW #1714 – Water & Sewer Utility Amendment Bylaw  
RE: 1<sup>st</sup> Reading
3. BYLAW #1715 – Fire Protection Amendment Bylaw  
RE: 1<sup>st</sup> Reading
4. DELEGATION RESPONSE: Claresholm & District Museum Board  
RE: Museum Storage Building
5. CORRES: Hon. Tracy Allard, Minister of Municipal Affairs  
RE: Infrastructure and Operating Spending
6. CORRES: Hon. Prasad Panda, Minister of Infrastructure  
RE: Update
7. CORRES: Hon. Josephine Pon, Minister of Seniors and Housing  
RE: Amalgamation of Housing Management Bodies
8. CORRES: Hon. Leela Sharon Aheer, Minister of Culture, Multiculturalism and Status of Women  
RE: Community Facility Enhancement Program (CFEP) Small Grant
9. CORRES: Fort Macleod Santa Claus Parade Committee  
RE: Invitation to 39<sup>th</sup> Annual “Reverse” Parade
10. CORRES: Claresholm Fire Department  
RE: Use of Downtown Parking Lot – November 14, 2020
11. REQUEST FOR DECISION: Parking Request
12. REQUEST FOR DECISION: New Years Eve Skate – 2020/2021
13. REQUEST FOR DECISION: Bylaw Enforcement Officer Position
14. INFORMATION BRIEF: Stockpile Enforcement – SDAB Appeal
15. INFORMATION BRIEF: Council Resolution Status
16. ADOPTION OF INFORMATION ITEMS
17. IN CAMERA
  - a. LAND – FOIP Section 16.1
  - b. LAND – FOIP Section 16.1

**INFORMATION ITEMS:**

1. Municipal Planning Commission Minutes – October 2, 2020

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**ORGANIZATIONAL COUNCIL MEETING MINUTES**  
**OCTOBER 26, 2020**

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

**COUNCIL PRESENT:** Deputy Mayor Brad Schlossberger; Councillors: Kieth Carlson, Mike Cutler and Gaven Moore

**REGRETS:** Mayor Doug MacPherson; Councillors: Lise Schulze and Craig Zimmer

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

**NOTICE OF RECORDING:** Deputy Mayor Brad Schlossberger provided notice that live streaming and recording of the Council meeting would begin immediately at 7:02 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 7:02 pm by Deputy Mayor Brad Schlossberger.

**1. ADOPTION OF AGENDA**

Moved by Councillor Cutler that the Agenda of the Organizational Meeting of October 26, 2020 be accepted as presented.

**CARRIED**

**2. PROPOSED COMMITTEE & ORGANIZATION STRUCTURE**

Moved by Councillor Moore that the proposed Committee Organization and Structure be accepted as presented.

**CARRIED**

**3. MEETING DATES - REGULAR**

Moved by Councillor Cutler that the Regular Council Meeting dates for 2021 be accepted as presented.

**CARRIED**

**4. APPOINTMENT OF DEPUTY MAYOR**

Moved by Councillor Moore that the Deputy Mayor appointments be accepted as presented.

**CARRIED**

**5. ANNUAL MOTIONS**

**a. Designate Municipal Office**

Moved by Councillor Cutler to designate 221 – 45 Avenue West in Claresholm, Alberta as the Town's municipal office.

**CARRIED**

**b. Designate Financial Institution**

Moved by Councillor Carlson to designate the Bank of Montreal as the Town's banking institution.

**CARRIED**

**6. ADJOURNMENT**

Moved by Councillor Carlson that this meeting adjourn at 7:05 pm.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Deputy Mayor Schlossberger noted that recording ceased at 7:05 p.m.

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**Mayor – Doug MacPherson**

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**Chief Administrative Officer – Marian Carlson**



**TOWN OF CLARESHOLM**  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
OCTOBER 26, 2020

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

Public Attendance is Electronic Only Due to COVID-19 Pandemic  
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/live>

**COUNCIL PRESENT:** Deputy Mayor Brad Schlossberger; Councillors: Kieth Carlson, Mike Cutler and Gaven Moore

**ABSENT:** Mayor Doug MacPherson; Councillors: Lise Schulze and Craig Zimmer

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

**NOTICE OF RECORDING:** Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin immediately at 7:06 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 7:06 p.m. by Deputy Mayor Schlossberger.

**AGENDA:** Moved by Councillor Moore for unanimous consent to remove the following from the Agenda:

**DELEGATIONS:**

**1. CLARESHOLM ANIMAL RESCUE SOCIETY (CAReS)**

**CARRIED UNANIMOUSLY**

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

**CARRIED**

**MINUTES: REGULAR MEETING – OCTOBER 13, 2020**

Moved by Councillor Cutler that the Regular Meeting Minutes of October 13, 2020 be accepted as presented.

**CARRIED**

**DELEGATION: (Electronic Attendance by Zoom.)**

**CLARESHOLM & DISTRICT MUSEUM BOARD**

Speaking on behalf of the Museum Board was Barry Gibbs, Board Chair and Bill Kells, Executive Director. The Museum Board is proposing that a Museum Multi-Purpose Storage Building be constructed. They are asking for approval in principal so they can start planning, they would like Council to move \$200,000 in capital budget money from 2025 to 2021 or 2022; they would like support from Council to start developing detailed drawings; and approval from Council to develop a fundraising plan to support the project.

**ACTION ITEMS:**

**1. NEWS RELEASE: Government of Canada – October 7, 2020**  
**“Canada one-step closer to zero plastic waste by 2030”**

Received for information.

**2. CORRES: Hon. Tracy Allard, Minister of Municipal Affairs**  
**RE: Municipal Stimulus Program (MSP)**

Received for information.

**3. CORRES: Hon. Tracy Allard, Minister of Municipal Affairs**  
**RE: Assessment Model Review (AMR) Communications**

Received for information.

**4. CORRES: Roger Reid, MLA, Livingstone-Macleod**  
**RE: Alberta Government’s Affordable Housing Review**

Received for information.

**5. CORRES: Alberta Police Interim Advisory Board**  
**RE: First Quarterly Report**

Received for information.

**6. CORRES: Oldman Watershed Council**  
**RE: 2019-20 Annual Report**

Received for information.

7. **CORRES: Rowan House**  
**RE: Family Violence Prevention Month**

Received for information.

8. **CORRES: Claesholm & District Transportation Society**  
**RE: Operating Space for the Society**

MOTION #20-166 Moved by Councillor Carlson to refer the requests from the Claesholm & District Transportation Society to the Audit & Finance Committee for budget discussions.

**CARRIED**

9. **CORRES: Claesholm & Area Palliative Care Committee**  
**RE: Campground Light Display**

MOTION #20-167 Moved by Councillor Cutler to allow the Claesholm & Area Palliative Care Committee to use Centennial Park Campground for a Christmas light display as a fundraiser, to allow them to use the Town's power supply for their display, and to ensure that the roads are clear of snow for their event.

**CARRIED**

10. **CORRES: Claesholm & District Museum**  
**RE: Request for Change of Use**

MOTION #20-168 Moved by Councillor Cutler to direct the request from the Claesholm & District Museum to hire a temporary part-time Collections Technician to the Audit & Finance Committee for budget discussions.

**CARRIED**

11. **REQUEST FOR DECISION: Policy Update**

MOTION #20-169 Moved by Councillor Moore to adopt the following updated policies effective October 26, 2020:

- Policy 3.2.05 – Investment Policy
- Policy 5.9.05 – Miscellaneous Fees Policy, version 1.2.

**CARRIED**

12. **FINANCIAL REPORT: Statement of Operations – August 31, 2020**

Moved by Councillor Cutler to accept the Consolidated Statement of Operations for the month ended August 31, 2020 as presented.

**CARRIED**

13. **FINANCIAL REPORT: Statement of Operations – September 30, 2020**

Moved by Councillor Moore to accept the Consolidated Statement of Operations for the month ended September 30, 2020 as presented.

**CARRIED**

14. **INFORMATION BRIEF: Brownlee LLP – Emerging Trends in Municipal Law**

Received for information.

15. **INFORMATION BRIEF: Airport Land Purchase Update**

Received for information.

16. **INFORMATION BRIEF: CAO Report**

Received for information

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

Received for information.

18. **ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

19. **IN CAMERA:**

- a. **PERSONNEL – FOIP Section 17**
- b. **PERSONNEL – FOIP Section 17**

Moved by Councillor Moore to go In Camera at 7:46 p.m. for the following items:

- a. **PERSONNEL – FOIP Section 17**
- b. **PERSONNEL – FOIP Section 17**

**CARRIED**

**NOTICE OF RECORDING CEASED:** Deputy Mayor Schlossberger stated that the live stream has ended at 7:46 p.m.

Moved by Councillor Moore to come out of In Camera at 8:06 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Deputy Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:06 p.m.

**ADJOURNMENT:** Moved by Councillor Moore that the meeting adjourn at 8:06 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Deputy Mayor Schlossberger noted that recording ceased at 8:06 p.m.

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Mayor – Doug MacPherson

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Chief Administrative Officer – Marian Carlson

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**TOWN OF CLARESHOLM**  
PROVINCE OF ALBERTA  
SPECIAL COUNCIL MEETING MINUTES  
NOVEMBER 2, 2020

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

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

**ABSENT:** None

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

**NOTICE OF RECORDING:** Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin immediately at 5:30 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 5:30 p.m. by Mayor Doug MacPherson

**AGENDA:** Moved by Councillor Cutler for unanimous consent to add the following to the Agenda:

**DELEGATION: DR. JEFF JONES**

**CARRIED UNANIMOUSLY**

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

**CARRIED**

**DELEGATION:** (Electronic Attendance by Zoom.)

**DR. JEFF JONES**

Dr. Jones, a local physician who practices medicine in our community, spoke to Council via Zoom about the importance of wearing face coverings and how it helps to protect those around you, not necessarily the person who is wearing the mask. He emphasized that it is important to follow the 3 W's: wear a mask, wash your hands, watch your distance. With the current active cases we are seeing in Claresholm, no one really knows where it started. Mandatory masks would help to slow the spread in the future.

**ACTION ITEMS:**

**1. COVID-19 PANDEMIC RESPONSE**  
**a. Mandatory Mask Bylaw**

Moved by Councillor Schlossberger to give Bylaw #1712, the Face Coverings Bylaw, 1<sup>st</sup> Reading.

**DEFEATED**

**2. COUNCIL MEETINGS VIA ELECTRONIC MEANS**

Council decided to continue to hold regular Council meetings in person with face coverings / masks being worn. The public will continue to join meetings via the livestream. Information will be provided to the public online as much as possible regarding public health guidelines.

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 6:13 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson noted that recording ceased at 6:13 p.m.

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Mayor – Doug MacPherson

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Chief Administrative Officer – Marian Carlson

# ACTION ITEMS



# REQUEST FOR DECISION

Meeting: November 9, 2020

Agenda Item: 1

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## BYLAW No.1713 – MAYOR & COUNCIL REMUNERATION BYLAW

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### **DESCRIPTION:**

This bylaw replaces Bylaw 1589 from October 2013, at the start of the Council term, not for this Council but the previous Council. It is common practice for a sitting Council to review and amend the Mayor & Council Remuneration Bylaw for the upcoming term, so they aren't just increasing their own pay, unless re-elected. This bylaw, Bylaw 1713, is likewise not scheduled to come into effect until November 1, 2021 at the beginning of the next election term.

Each Municipality will structure their remunerations differently. You will generally have three main types of remuneration:

- Salary
- Council Meeting rate (may also be a committee meeting rate)
- Hourly rate for other duties or meetings – often is combined with a half day and/or full day rate.

Some may have only a salary, or only hourly or meeting rates. Most use some combination of all three. But the weighting of the total remuneration towards hourly or per meeting compensation vs just a flat salary varies significantly. It therefore makes it difficult to do a comparison of rates across Municipalities other than comparing average annual total compensation actually received, which is public information published in each municipality's audited financial statements.

As part of the budgeting process the Mayor & Council remuneration was reviewed and compared to other Municipalities of similar size or in close proximity to Claresholm. These are noted below:

	Mayor/Reeve (2019)	% diff. from Claresholm	Councillor Average (2019)	% diff. from Claresholm
Claresholm (Current)	\$16,378		\$13,216	
Nanton	\$18,869	15.2%	\$13,434	1.6%
Cardston	\$21,325	30.2%	\$15,335	16.0%
Fort Macleod	\$23,731	44.9%	\$16,699	26.4%
Pincher Creek	\$46,408	183.4%	\$29,226	121.1%
MD of Willow Creek	\$53,109	224.3%	\$45,746	246.1%

As can be seen with no increase at the beginning of this last term (in 2017) Claresholm is now the lowest of those reviewed. Pincher Creek and the MD of Willow Creek are significantly higher, and the Town has no intention of trying to compete with them. We are however proposing a 10% increase. This will leave Claresholm still as the lowest of those compared for the Mayor's remuneration, and just above Nanton for the Councillor remuneration average. Still very conservative.

### **RECOMMENDED ACTION:**

Bylaw #1713, Mayor & Council Remuneration Bylaw, was reviewed by the Audit and Finance Committee on Nov 4, 2020 as part of budget discussions. They have recommended the bylaw to Council for review and first reading.



**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to give Bylaw #1713, Mayor & Council Remuneration Bylaw, first reading.

**ATTACHMENTS:**

1. Bylaw No. 1713, Mayor and Council Remuneration Bylaw

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

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: November 5, 2020

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**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1713**

A Bylaw of the Town of Claresholm to provide for fees and expenses to the Mayor and each Councillor for attending meetings and performing duties on behalf of the Town of Claresholm.

**WHEREAS** the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 provides that the Council may provide for the payment of remuneration to the Mayor and members of Council for attending meetings of the Council and the committees thereof or for assuming or performing any additional duties.

**NOW THEREFORE**, under the authority and subject to the provisions of the Municipal Government Act the Council of the Town of Claresholm duly assembled hereby enacts:

**Title**

1. This Bylaw may be cited as the “**Mayor and Council Remuneration Bylaw**”.

**Remunerations**

2. That the Mayor be paid a salary of \$8,800.00 per year.
3. That each Councillor be paid a salary of \$6,160.00 per year.
4. That the Mayor and each Councillor attending the Council Meeting shall be paid \$154.00 for each Council meeting attended.
5. That the Mayor and each Councillor receive reimbursement for valid receipts.
6. That when any member of Council spends one full day on Town business (ie. seminars, conferences, training), they shall be paid \$253.00 or \$126.50 for half a day plus vouchered expenses.
7. ½ day defined as greater than four (4) hours and up to six (6) hours
8. full day is greater than six (6) hours
9. That mileage shall be paid to a member of Council attending meetings outside Claresholm at a rate based on Canada Revenue Agency’s (CRA) suggested vehicle rates per the CRA’s website (ie. 2013 rate in Alberta is \$.54 per kilometer). This rate will be updated on January 1st of each year based on the CRA’s changes.
10. That the Mayor or a member of Council shall be allowed \$25.30 per hour for attending to Council business less than four (4) hours (ie. committee meetings, community development events, etc). Each hour to be documented.
11. That the Mayor and each Councillor shall have group life insurance coverage.
12. That the fees and expenses paid to Council members shall be reviewed annually.

**General**

13. Bylaw #1589 is hereby rescinded.
14. This Bylaw will take effect on November 1, 2021.

Read a first time in Council this        day of        2020 A.D.

Read a second time in Council this        day of        2020 A.D.

Read a third time in Council and finally passed in Council this        day of        2020 A.D.

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Doug MacPherson, Mayor

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Marian Carlson, Chief Administrative Officer



# REQUEST FOR DECISION

Meeting: November 9, 2020

Agenda Item: 2

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## BYLAW No.1714 – WATER & SEWER UTILITY AMENDMENT BYLAW

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### **DESCRIPTION:**

This bylaw amends Bylaw 1659 which was passed in March 2019. In March of 2019, after a significant review of the utility rates and expenses for providing utilities services Council passed Bylaw 1659 which provided for a 3-year graduated adjustment to the water and sewer utility rates, looking to achieve some form of full cost recovery of our utilities, rather than relying on tax revenue, grants, and borrowing to fund our utility systems. They also were looking to provide a more equitable rate system and promote water conservation. This was to be primarily achieved through removing any basic consumption inclusion with the basic water rate. In the past a residence that used 50 cubic meters (50,000 liters) of water in a two-month period would pay the same amount as someone who used 1 cubic meter (1,000 liters). Therefore, in essence the low use was subsidizing the high user.

Council is still committed to these goals, and therefore is continuing with much of the planned changes that were set out in 2019 in Bylaw 1659, however consumption didn't decrease as much as anticipated with increased rates, along with some other factors, we have achieved full cost recovery on our water utility sooner than expected, therefore rate increases will be decreased for the 2021 and ongoing years.

The planned reduction from 2020 to 2021 of included or basic consumption from 5 cubic meters per month to NIL will continue as planned, however the 26% increase to the consumption rate (from \$1.65 per cubic meter to \$2.08 per cubic meter) has been cancelled and the basic and consumption rates will remain unchanged from 2020 to 2021 for residential services

Non-residential services will similarly be reduced. As there was already no included consumption in the basic rates for non-residential, since Jan 1, 2020, there is no change there. Bylaw 1659 however did have a 12.5% increase in the basic rates and a 7% to a 20% increase in consumption rates (based on consumption level). These have been reduced to just a 2% inflationary increase across the board.

2022 also has a 2% increase across the board, in both residential and non-residential, which was planned for in Bylaw 1659, however the amendment bylaw 1714 now as that 2% increase on the much lower 2021 numbers.

The Sewer utility isn't in as good of a position, and the planned increased in Bylaw 1659 will still proceed as planned for, which the exception of the flat rate fees for non-residential services did not increase from 2020 to 2021 in Bylaw 1659. This was an error, so an inflationary 2% has been added to these rates as well.

### **RECOMMENDED ACTION:**

Bylaw #1713, Water and Sewer Utility Amendment Bylaw, was reviewed by the Audit and Finance Committee on Nov 4, 2020 as part of budget discussions. They have recommended the bylaw to Council for review and first reading.

**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to give Bylaw #1714, Water and Sewer Utility Amendment Bylaw, first reading.

**ATTACHMENTS:**

1. Bylaw No. 1714, Water & Sewer Utility Amendment Bylaw

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

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: November 5, 2020

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**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1714**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to amend Bylaw 1659 respecting water-works, sewers and plumbing in the Town of Claresholm.

**WHEREAS** the Municipal Government Act, Chapter M-26 and amendments hereto, authorizes a Municipal Council to pass Bylaws pertaining to public utilities;

**NOW THEREFORE** the Council of the Town of Claresholm in the Province of Alberta duly assembled enacts as follows:

1. The Town of Claresholm Water & Sewer Utility Bylaw 1659 shall be amended as follows:

**REPLACE:** Schedule “D”

2. This bylaw shall come into effect on the date of third and final reading.

Read a first time in Council this      day of      2020 A.D.

Read a second time in Council this      day of      2020 A.D.

Read a third time in Council and finally passed in Council this      day of      2020 A.D.

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Doug MacPherson, Mayor

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Marian Carlson, Chief Administrative Officer

**TOWN OF CLARESHOLM**  
**Bylaw No. 1714**  
**SCHEDULE “D”**  
**WATER & SEWER RATE TABLES**

Rates are effective January 1 of each year.

<b>Residential Rates (Monthly)</b>			
	<b>2020</b>	<b>2021</b>	<b>2022</b>
Basic Water Charge	\$35.00	\$35.00	\$35.70
Basic Water Consumption Inclusion (cubic meters)	5.00	-	-
Water Consumption Charge (per cubic meter)	\$1.65	\$1.65	\$1.68
Basic Sewer Charge	\$15.00	\$16.50	\$16.83
Basic Sewer Usage Inclusion (cubic meters)	7.50	-	-
Sewer Usage Charge (per cubic meter) – charged on 50% of water consumption for residential users.	\$0.72	\$0.90	\$0.92

<b>Non-Residential – Water Basic Charge No Consumption Included</b>			
	<b>2020</b>	<b>2021</b>	<b>2022</b>
½”, 5/8”, ¾”	\$44.00	\$44.88	\$45.78
1 INCH	\$70.40	\$71.81	\$73.25
1 – ½ INCH	\$162.80	\$166.06	\$169.38
2 INCH	\$246.40	\$251.33	\$256.36
3 INCH	\$836.00	\$852.72	\$869.77
4 INCH	\$1,452.00	\$1,481.04	\$1,510.66
6 INCH	\$3,432.00	\$3,500.64	\$3,570.65

<b>Non-Residential – Sewer Basic Charge No Usage Included</b>			
	<b>2020</b>	<b>2021</b>	<b>2022</b>
½”, 5/8”, ¾”	\$17.75	\$18.11	\$18.47
1 INCH	\$23.53	\$24.00	\$24.48
1 – ½ INCH	\$47.35	\$48.30	\$49.27
2 INCH	\$64.62	\$65.91	\$67.23
3 INCH	\$161.53	\$164.76	\$168.06
4 INCH	\$244.39	\$249.28	\$254.27
6 INCH	\$465.87	\$475.19	\$484.69

<b>Consumption Amount (m<sup>3</sup>)</b>	<b>Consumption Charge – Water</b>		
	<b>2020</b>	<b>2021</b>	<b>2022</b>
16	0.75	0.765	0.780
180	0.58	0.592	0.604
Thereafter	0.55	0.561	0.572

<b>Usage Amount (m<sup>3</sup>)</b>	<b>Usage Charge – Sewer</b>		
	<b>2020</b>	<b>2021</b>	<b>2022</b>
16	0.51	0.83	0.847
180	0.40	0.67	0.683
Thereafter	0.29	0.40	0.408

<b>Bulk Water Station</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	\$3.30	\$3.30	\$3.36

Sewer usage is unmetered, and is therefore assumed at 100% of water consumption for non-residential users and 50% for residential users.



# REQUEST FOR DECISION

Meeting: November 9, 2020

Agenda Item: 3

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## BYLAW No.1715 – FIRE PROTECTION AMENDMENT BYLAW

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### **DESCRIPTION:**

This bylaw amends Bylaw 1705, the Fire Protection Bylaw, that was just passed in May. Bylaw 1705 however maintained the same rates for equipment and personnel for response to a call. These rates have not changed in over 10 years, and are out of line with the surrounding communities. Different municipalities have additional rates for other types of equipment, but comparing just fire engines or similar and command trucks/transport vehicles a brief comparison is included below:

	Fire Truck / Rescue Van	Command Truck / Transport Vehicle
Claresholm (Current)	\$200/hr	\$100/hr
MD of Willow Creek	\$300/hr	\$100/hr
Fort Macleod	\$400/hr	\$100/hr
Nanton	\$400 first hour, \$100/hr subsequent	
Pincher Creek	\$400/hr	
Crowsnest Pass	\$450/hr	\$175/hr
Cardston	\$615/hr	

The fire department will always remain primarily a contingency asset and we will never pay for department through the collection of fees for call outs, however the cost for response to a particular incident should be largely, if not fully, covered by those responsible for the response rather than passing that cost on to the general tax payer. As such the costs need to increase to reflect that.

Claresholm wants to remain conservative and not put undue burden on individuals. The proposal is therefore to increase our fees up to equal with the next lowest municipality in our comparison, which is also the closest municipality to us, the MD of Willow Creek #26. This will increase our fees for a Fire Truck by 50% (from \$200 to \$300) and our command truck/transport vehicle rate will remain unchanged.

### **RECOMMENDED ACTION:**

Bylaw #1715, Fire Protection Amendment Bylaw was reviewed by the Audit and Finance Committee on Nov 4, 2020 as part of budget discussions. They have recommended the bylaw to council for review and first reading.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to give Bylaw #1715, Fire Protection Amendment Bylaw, first reading.

### **ATTACHMENTS:**

1. Bylaw No. 1715, Fire Protection Amendment Bylaw

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

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: November 5, 2020

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**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1715**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to amend Bylaw 1705 respecting protection and preservation of life and property within the municipality from fire.

**WHEREAS** the Municipal Government Act, Chapter M-26 and amendments hereto, authorizes a Municipal Council to pass Bylaws for the safety, health and welfare of people and the protection of people and property for services provided by or on behalf of the municipality;

**NOW THEREFORE** the Council of the Town of Claresholm in the Province of Alberta duly assembled enacts as follows:

1. The Town of Claresholm Fire Protection Bylaw 1705 shall be amended as follows:

**REPLACE:** Schedule “A” as attached.

2. This bylaw shall come into effect on the date of third and final reading.

Read a first time in Council this        day of        2020 A.D.

Read a second time in Council this        day of        2020 A.D.

Read a third time in Council and finally passed in Council this        day of        2020 A.D.

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Doug MacPherson, Mayor

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Marian Carlson, Chief Administrative Officer

**TOWN OF CLARESHOLM  
BYLAW NO. 1715  
SCHEDULE "A"  
FIRE PROTECTION CHARGES**

Burning Permit – No Charge

Fire truck and rescue van (flat rate includes manpower) \$300.00 per hour per unit

Where a vehicle is used only for transportation of firemen \$100.00 per hour per unit

Any material used shall be billed at cost.

A \$300.00 credit shall be allowed on the first call out to any residential or commercial call, including false alarms, per calendar year. This credit shall apply only to fire fighting charges. Credits are not cumulative.

DRAFT

# Claresholm & District Museum Delegation to Town Council

## October 26, 2020

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Document Submitted by:

Barry Gibb, Claresholm and District Museum Board Chair  
Bill Kells, Claresholm and District Museum Executive Director

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## Project Proposal: Museum Multi-Purpose Storage Building

### 1. Overview

A community museum's archival and artifact collections lie at the very core of everything we do. Exhibit development, interpretation, programming, and public engagement all draw on collections to help interpret and promote the rich history of our community.

Museums are legally bound by their **public trust responsibility** to provide the best level of care as possible for those collections - for the benefit of present and future generations. The control of light, temperature and humidity, coupled with proper handling and storage are the most vital considerations regarding collection care. Some artifacts, however, are less sensitive to those elements than others, for example agricultural machinery and equipment.

The Claresholm Museum has been struggling for many years to provide *appropriate* artifact storage capacity, particularly for larger vehicles and farm machinery, in addition to storage of the overall collection in general.

The museum continues to receive donations of objects with strong community **provenance** - *relevant and significant historical items related to Claresholm and the Municipal District*, compounding the facility's storage issues year on year.

Over the past year the Museum Board has once again prioritized the storage building project as imperative and a sub-committee comprised of the Board Chair Barry Gibbs, Executive Director Bill Kells and Town Council representative Gavin Moore was formed to review past documents, current challenges and bring forth recommendations to the Board for consideration.

In discussions with Director of Corporate Services, Blair Bullock, prior to the finalizing of the 2019/2020 capital budget last October, the Museum storage building was once again discussed. The Museum Board and staff were pleased and grateful to see \$200,000 allocated in the five-year Capital budget for year 2025 for that building.

If the Town of Claresholm's commitment of \$200,000 in the 5-year capital budget could be moved from year 2025 up to year 2021, the Museum Board could leverage that funding for matching grants, corporate sponsorships and fundraising initiatives. This would also allow the Museum Board to

facilitate the preparation of detailed drawings and be used to support fundraising, with a possible sod-turning in late 2021 and construction and finishing through 2022 – 2023.

The Museum Board, with the support of the Friends of the Museum, are fully committed to fundraising a portion of the project cost's, through matching grants, foundation funding, local business donations and corporate sponsorship, and through a town and district-wide fundraising campaign.

## 2. Background

Museum Board secretary Betty Hoare researched and supplied minutes from previous Board meetings which referenced the topic of an onsite museum storage building. The minutes dated back as far as 2012 which demonstrated that the challenge for storage of the larger vehicles and farm equipment as well as a proper area for storage shelving is not new. They also pointed out that the construction of a new storage building had been given serious planning consideration by previous Museum Board's as embedded in the Museum's Facilities Plan 2012 – 2016 and had received endorsement and some financial commitment from Town Council in the 2013 capital budget of \$60,000. Unfortunately, this project stalled and had not been revisited since 2016. (See End Notes for meeting minute excerpts.)

An extensive review of all the current museum storage areas, both in outside storage and within the museum proper was conducted by the Museum Executive Director in 2019 (copies can be made available) which further supports the need for a multi purpose storage building.

The immediate areas of concern are:

- a. Numerous vehicles (Tractor, fire trucks, etc.) overcrowding the east end of the exhibit hall.
- b. Exceptionally large combine harvester, mowing machine, 2 grain wagons and numerous farm implements stored both inside and outside at the Town yard.
- c. Three outside storage units (rentals) containing both agricultural related artifacts and Town/MD related artifacts.
- d. The artifact storage areas in the station building, both upstairs and in the basement, are not ideal for artifact storage, particularly for larger, heavier artifacts.

## 3. Proposed Project

*This document is in no way intended to represent detailed plans from which to calculate accurate cost estimates. It is a draft document to update Council on the Museum Board's planning considerations for the building to date. Moreover, it is an expression of serious intent on the part of the Museum Board to continue moving forward to the preparation of measured drawings and establishment of accurate cost estimates, should this concept be endorsed by all community stakeholders.*

This proposal and attached rough sketches of the *proposed* floor plans were presented to the Museum Board at their regular meeting October 20, 2020. It was agreed that the building would cost significantly more than \$200,000. The Board agreed that if fundraising is extremely successful that the building could be built and finished in its entirety as one project.

It is expected, however, that would not be the case and that a phased approach similar to what the Agri-plex is doing may be more realistic. Completing the concrete floor and building shell to lock up first to provide museum storage, then focusing on other areas as separate phases to be completed as funds become available.

The Town of Claresholm and Municipal District of Willow Creek rely heavily on agriculture as its economic base. Both in cattle ranching and farming (grain, dairy, eggs, pork etc.) and all the businesses that support the agricultural sector. Focusing the project benefits on agriculture and the agricultural community, wherever possible – *including building design* – would benefit in soliciting community support in general, as well as broad-based corporate sponsorship from the agricultural sector.

The Executive Director also identified the need for a workshop space at the Claresholm Museum for building and painting components to be used in exhibits, and artifact restoration projects. These types of activities cannot take place in either the Station Building or the Exhibit Hall because of artifact exposure to dust, chemicals, and fumes. In the past, similar projects have taken place at the Town-owned hangar at the airport, but this space is no longer available to Museum Volunteers. Therefore, adding a workshop area into the new storage building is essential.

It has come to light that the Claresholm Seniors' Centre is also considering putting an addition onto their building to house, in part, a workshop to teach classes on a variety of shop related activities and for member's general use and enjoyment.

The Museum Executive Director has been in touch with the Seniors Centre to explore the possibility of a joint venture for a workshop in the museum's new storage building. The response was one of enthusiasm and a willingness to explore the possibility. It was also seen by both parties as an opportunity for seniors from the Centre to volunteer and participate in projects associated with the development of Museum exhibits and projects.

## 4. Design Considerations

- a. The building would be located in the south east corner of the Museum property off 2<sup>nd</sup> Street, with the entry door to the workshop opening from the Seniors' Centre parking lot.
- b. The vintage barn design of building with red siding and black metal roof was once again seen as important and very appropriate to acknowledge Claresholm's and the Municipal District's rich agricultural history.
- c. The size of building was discussed, and it was agreed 30 ft wide was too narrow when considering maneuvering fire trucks, threshing machine, etc around inside it. The 40ft width proposed by previous Museum Boards was more appropriate. With the addition of the workshop, a length of 80ft was deemed desirable, which is 20 ft longer than the previous Board's proposal, creating a functional space of 3,200 sqft on each floor.

- d. Concrete floor throughout on the main floor. The area for vehicle storage does not necessarily need to be heated but the workshop, washroom, and Museum “non-artifact” and artifact storage shelving areas should be heated. In floor hot water heating was viewed as preferable to minimize the dust normally present with forced air heating. It was suggested, however, that the tubing for in-floor heating be included in the vehicle and Farm machinery storage area floor at time of construction, which could be made serviceable any time in the future.
- e. The upper floor was seen by the sub-committee as an area that could be utilized by the Museum for Museum programming and public engagement such as, school programs, senior’s programs, travelling exhibits; and by the Friends of the Museum for their Speaker Series and other annual events. Essentially, this is a way to attract more people onto the Museum site. It would also be used in a similar way as the High River, Shepard’s Park Barn as a community meeting and event space (multi-purpose space).
- f. It would be preferable that loft space be finished completely inside at the time of the building construction, if funds allowed, but could be finished later if necessary. The finished space would include a kitchen, washrooms and utility room, the remainder, Museum programming and public meeting / event space.
- g. Forced air heating on the upper floor is seen as perhaps the easiest to install. The High River facility utilizes the round galvanized larger duct work to introduce heat overhead into their loft space. Once again, this could be added later if necessary. Natural gas should be piped to the building at time of construction regardless.
- h. The previous Boards suggestion of a lean-to along the side of the barn was also seen as a possibility. This would be used for both storing and displaying farming machinery. This too could be included at time of construction or added later.
- i. The option of displaying agricultural machinery outside, in a fenced enclosure was also discussed as an option. Like what was done at the Magrath museum.
- j. Depending on how the barn building is positioned on the site, the addition of a deck from the second floor at one end is seen as a desirable feature but to also serve as a second (emergency) exit. In both the Magrath and High River barn buildings the decks were made of wood, one with a black metal railing. It was agreed the wood did not look as good as the metal after it aged and recommend black metal be used as much as possible in this application.

### 5. Fundraising Considerations

Changing the project name from **museum on-site storage building** to **museum multi purpose building** is seen as being more attractive to solicit donations, grants, and sponsorships. Focusing the project on our agricultural history as outlined above would benefit in soliciting community support.

The Executive Director reviewed the fundraising initiatives undertaken by the Magrath Museum for their facility.

Several key points:

- a. Sent letters to all the descendants of early homesteaders requesting financial support for the building, pointing out they would be recognized on a donor board located in the building. Raised \$20,000.00 through this initiative.
- b. Contacted local businesses for donations of materials or financial assistance. Again, noting acknowledgement on the donor board. Good response in both materials (financial value) and money.
- c. MD and Town of Magrath financial contributions.
- d. Federal and provincial grants.
- e. Grant from Lethbridge Foundation.
- f. Local contractor gave a deal on construction costs.
- g. Strong contribution of volunteer/donated labour

### **6. Specific Requests to Claresholm Town Council**

The Museum Board respectfully request the support and approvals from Town of Claresholm on the following requests:

- a) Request for approval, in principal, for the concept plans for the multi-purpose museum building on the Claresholm Museum grounds.
  - b) Request for approval to move the \$200,000 allocated for an artifact storage building in year 2025 of the Town capital budget forward to 2021 or 2022.
  - c) Request for approval to proceed with the development of detailed working drawings from which to solicit accurate cost of construction estimates.
  - d) Request for approval for the Museum Board to develop a fundraising plan to support, in part, the realization of this vital community project.
-

## End Notes:

### Excerpts from previous Museum Board Meeting Minutes:

#### Museum Board minutes January 9, 2013 (brainstorming meeting for building)

- Building only to be used for storage with equipment and vehicles to be rotated in and out of the museum.
- No public access
  - o Concrete floors
  - o Bathroom, Janitor room
  - o Forced air furnace/in floor heating – cost issue?
  - o Two story building – mezzanine walls min 7ft. with shelving for artifacts.
- Design – Vintage Barn style – red exterior – shingle roof
- 2<sup>nd</sup> choice - similar to the Exhibit hall – stucco walls, similar shingles.
- Location, SE corner of property with large barn door opening to the east. Set back the same as exhibit hall.
- Large door opening east – two other people doors.
- Building constructed in such a way that an extension could be added to the west end or a lien -to (cow shed) on the north side. Or an extension north making the building an L shape.
- Dimensions – 60ft. X 40ft. (Exhibit hall is 60ft. wide) total 2,400sq. ft.
- Estimated cost \$200,000.00,

#### Museum Facilities Plan 2012 – 2016

On-site storage shed

2013 – Build a storage building to accommodate vehicles and farm machinery and shelving for museum artifacts. Design building in such a way that vehicles and machinery are properly stored and also **on display for public access.**

Other considerations:

Future growth of collections.

Ownership of artifacts (several larger pieces just on loan)

Adherence to the “Care of vehicles on Display” document

#### Museum Board minutes April 20, 2016

Guest Simon Janhunnen from the Town of Claresholm addressed the board in regard to “monies in trust”. Various factors: new Town council, new board members and a new Executive Director, resulted in a miscommunication as to how the funds “monies in trust” were to be used. Simon said that a storm window project had been put on hold until the outcome of this meeting was determined. The board members asked that there be a more open line of communication between the three groups at the table.

It was also asked that Simon check into the \$60,000.00 that was approved as a capital budget item in the Claresholm town councils approved 2013 capital budget for a museum storage building. This was reported in the Claresholm Local Press on January 23, 2013. It also appears in the board minutes of January 30, 2013 *“Doug McPherson said \$60,000.00 from capital budget has been approved for the new storage building and will be carried over into this year’s budget. The estimated total cost will be closer to \$200,000.”*



## CLARESHOLM & DISTRICT MUSEUM

After Simon left the meeting the board and executive director discussed how to proceed forward. Don Glimsdale made the motion to advise the Town of Claresholm to go forward with the storm window project. Monies to come from museum trust accounts. All in favour. Motion carried.

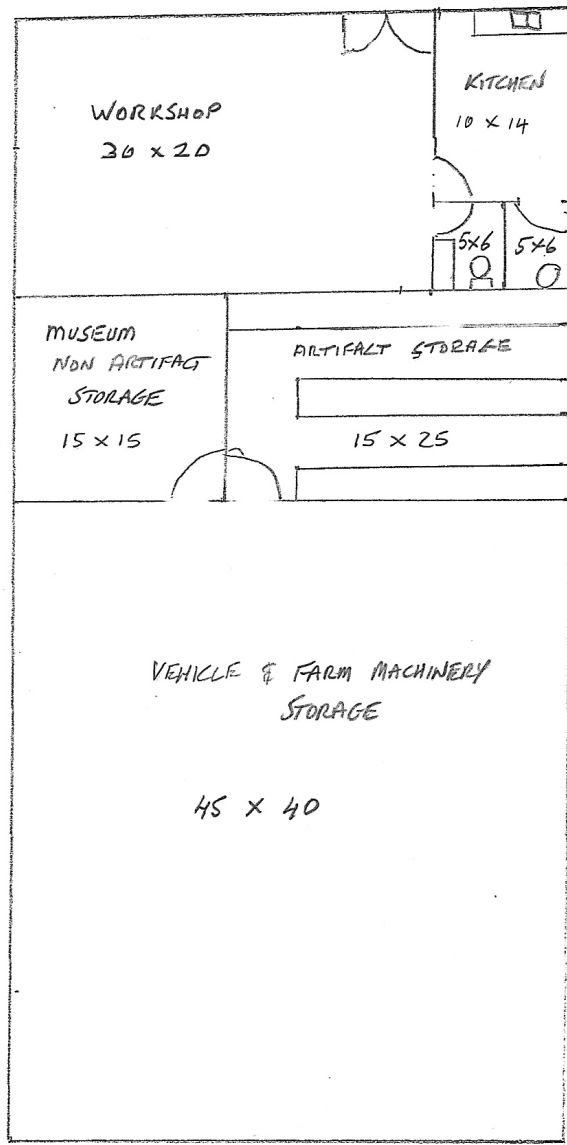
# CLARESHOLM & DISTRICT MUSEUM

## Proposed Multi-Purpose Storage Building, Claresholm Museum

DIAGRAM 3

PROPOSED

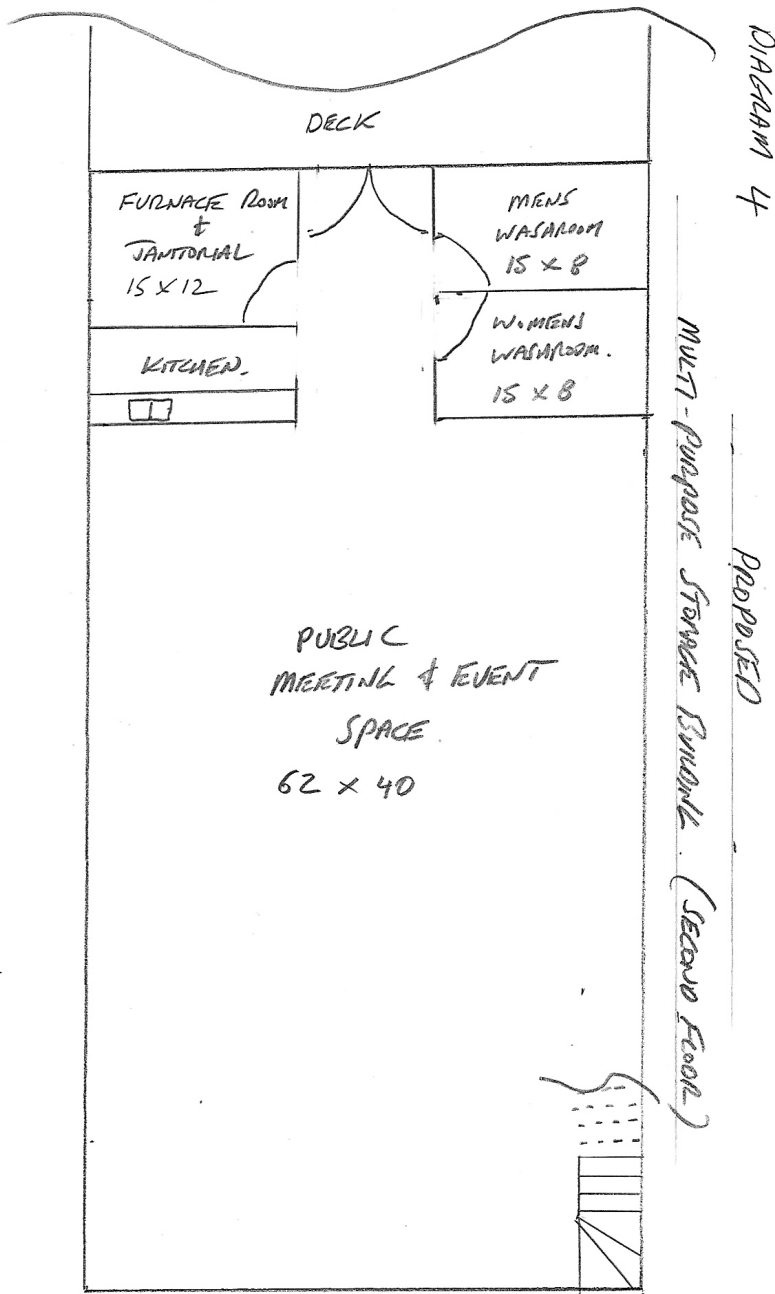
MULTI PURPOSE STORAGE BUILDING (MAIN FLOOR)



- VEHICLES & FARM MACHINERY ENTRY DOORS WILL BE DETERMINED BY THE BUILDING PLACEMENT ON SITE.
- LOCATION OF STAIRS TO SECOND FLOOR YET TO BE DETERMINED.

# CLARESHOLM & DISTRICT MUSEUM

## Proposed Multi-Purpose Storage Building - Loft, Clareholm Museum



Shepherd's Park Barn Community Space Exterior, High River, AB



Shepherd's Park Barn Community Space Loft Interior, High River, AB



Magrath Museum & Agricultural Heritage Centre, Magrath, AB





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Grande Prairie*

AR103014

Dear Chief Elected Official,

As you are aware, our province is facing some very challenging economic circumstances. Resource revenues are lower than they were in the early 1970s, while expenses are higher than anticipated due to the need to respond to the COVID-19 pandemic. This will cause financial challenges that will be felt for many years.

In light of these economic circumstances, Alberta may not be able to sustain our current levels of infrastructure and operating spending. We are already planning for Budget 2021; there will be some difficult choices the province must make to ensure Alberta's finances are sustainable over the long-term.

Having met with many municipalities recently, I understand your communities are also facing significant challenges. I will ensure your views are represented as we plan the provincial budget. In the meantime, I strongly encourage you to make certain all of your capital spending is used to support critical infrastructure that will benefit future generations of Albertans and position your community to participate in our economic recovery.

I look forward to working with you to create a sustainable and prosperous future for our province and our communities.

Sincerely,

Tracy L. Allard  
Minister

## Karine Keys

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**From:** Infrastructure Minister <Infrastructure.Minister@gov.ab.ca>  
**Sent:** October 26, 2020 1:30 PM  
**Subject:** Update from Infrastructure Minister

Dear Friends,

As Alberta's Legislative Assembly resumes for the fall sitting I wanted to share with you some of the work Alberta's government has been up to, particularly when it comes to building Infrastructure.

I recently provided an update on the Government of Alberta's website about Infrastructure's role in Alberta's recovery plan. [You can read it here.](#)

I also wanted to share with you a speech I gave in the House on our response to the Coronavirus Pandemic. [You can watch it here.](#)

I hope you and your family are staying safe.

Sincerely,



Prasad Panda  
Minister of Infrastructure

Classification: Protected A





ALBERTA  
SENIORS AND HOUSING

Office of the Minister  
MLA, Calgary-Beddington

RECEIVED

NOV 03 2020

AR50245

October 23, 2020

His Worship Doug MacPherson  
Mayor  
Town of Claresholm  
PO Box 1000  
221 - 45 Ave W  
Claresholm AB T0L 0T0

Dear Mayor MacPherson:

Thank you for your September 30, 2020 letter regarding amalgamation of housing management bodies (HMBs).

Alberta's government values its partnership with HMBs and municipalities to ensure Albertans with low income have access to safe, suitable, and affordable housing. I appreciate you sharing the Town of Claresholm's perspective on HMB amalgamation, including how it may impact rural housing operators and residents of your community.

Seniors and Housing is taking a multi-phased approach to HMB amalgamations. Department staff is working closely with HMBs, to identify opportunities for amalgamation where it makes the most sense. We will re-evaluate the approved plan each year, as well as when any new developments and opportunities are identified. Please be advised neither of the HMBs in your community has been approached to amalgamate.

Thank you for your town's commitment to supporting the housing needs of vulnerable Albertans.

Sincerely,

Josephine Pon  
Minister of Seniors and Housing



ALBERTA  
CULTURE, MULTICULTURALISM AND STATUS OF WOMEN  
*Office of the Minister*

October 21, 2020

Jeffery Kerr  
Claresholm Lions Club  
PO Box 222  
Claresholm, AB T0L 0T0

Dear Jeffery:

RE: Community Facility Enhancement Program (CFEP) Small

On behalf of the Government of Alberta, I am pleased to advise you that your Community Facility Enhancement Program (CFEP) Small Application No. CFEP-089142 to assist the Claresholm Lions Club with construction of the Amundsen Park gazebo has been approved for \$22,500. An electronic transfer of funds in the amount of \$22,500 will be sent to your bank account in the coming weeks and notification will follow.

As Minister of Culture, Multiculturalism and Status of Women, I am extremely honoured to support the work of nonprofit organizations that aim to foster healthy, vibrant communities across Alberta. The Government of Alberta is proud to support organizations that improve the quality of life in our communities.

Acceptance and use of the grant funds will confirm your agreement with the terms and conditions of the Grant Agreement in your application. The final reporting templates are available on the Alberta Culture, Multiculturalism and Status of Women website [www.alberta.ca/grants-for-non-profits.aspx](http://www.alberta.ca/grants-for-non-profits.aspx).

Please note that you will be required to file a statement of accounting and final report upon project completion or within 18 months of the payment date. If you have any inquiries, please contact program administration at 1-800-642-3855.

I wish you continued success with your important work.

Sincerely,

Leela Sharon Aheer  
Minister

cc: Roger Reid, MLA  
Livingstone-Macleod

Good Day,

September 22, 2020

On behalf of the Town of Fort Macleod and the Fort Macleod and District Chamber of Commerce, the Santa Claus Parade Committee would like to invite you to participate in this year's 39th annual Santa Claus Parade. It will take place on Saturday, Nov. 28th at 11:00 a.m. and this year's theme is **"A Hollywood Christmas"**.

Due to the current gathering restrictions and safety guidelines set by Alberta Health Services because of the global pandemic, our parade is going to look quite different this year. We plan to have a **reverse style parade**, where the floats/registrants will be parked along the parade route and the spectators will remain in their vehicles and drive by. No candy or handouts will be given out by individual floats and participants this year. **However, volunteers will be compiling goodie bags that will be handed out to the first 2,000 children at the end of the parade. If you would like to contribute, please deliver to the Hand-in-Hand child centre located at 609 – 18<sup>th</sup> Street by Friday, November 20<sup>th</sup> and we will ensure your business is listed on the donor label.** Note: If the province launches stage 3 and gathering restrictions are lifted prior to parade day, we will proceed with the parade as normal.

We encourage you to be creative and have fun incorporating the theme, "A Hollywood Christmas", into your parade entry. Because you will be parked, it will be unnecessary to decorate the passenger side of your vehicle/float. **Please remember that Santa Claus is not to be used on any floats in the décor. He has his own float at the end of the parade.**

Typically, our annual Santa Claus Parade is said to be the "Biggest and Best, West of Toronto" with up to 100 entries, including several marching bands. Crowds of around 12,000 people have come from all over Southern Alberta lining our historic Main Street to watch our hour-long parade. Although it will not be the same and likely will not have many (if any) bands this year, we are confident it will still be fun and look forward to spreading some Christmas cheer and community spirit with you!

As you can imagine the costs of hosting this event are quite significant and it is only because of your generosity that our annual parade is successful. We invite and welcome you to participate in our parade and to also become a financial sponsor by contributing an amount with which you are comfortable. We are truly grateful for any and all donations and you will receive a Certificate of Appreciation. If you choose to become a corporate sponsor, you will be fully recognized for your contribution. Donors of \$500 or more will be included in our media coverage. For those who have donated in the past, a large banner with your name on it is available to be carried in the parade by yourself or your staff to celebrate your corporate sponsorship. If you are a new donor and would like a banner to be carried in the parade these are available for an additional fee.

As a valued member of our community, we look forward to your positive response of support. Please help us to continue this wonderful tradition in Fort Macleod. Donations can be dropped off at the Chamber of Commerce, or mailed to: Santa Claus Parade, PO Box 928, Fort Macleod, Alberta, T0L 0Z0. If a tax receipt is required please make cheques payable to the "Town of Fort Macleod", if no tax receipt is required please make cheques payable to the "Santa Claus Parade." Thank you so much and hope to see you on November 28<sup>th</sup>!

Sincerely,

***Santa Claus Parade Committee***

# Parade Entry Registration Form

The Town of Fort Macleod & Fort Macleod & District Chamber of Commerce present:



**39th Annual “Reverse” Santa Claus Parade on Saturday, November 28th, 2020**

Line – Up: 10 a.m. Parade Start: 11 a.m.

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Float Category Entered:

- |   |  |
|---|--|
| <input type="checkbox"/> 1. Float                       | <input type="checkbox"/> 2. Car/Golf Cart/Bike (please circle) |
| <input type="checkbox"/> 3. Truck & Trailer             | <input type="checkbox"/> 4. Antique                            |
| <input type="checkbox"/> 5. Horse/Rider                 | <input type="checkbox"/> 6. Horse Drawn                        |
| <input type="checkbox"/> 7. Walking/Marching (in place) | <input type="checkbox"/> 8. Other, please describe on reverse  |

Will you have music? Live \_\_\_\_\_ Taped \_\_\_\_\_ None \_\_\_\_\_

~~Will Candy be given out? Yes \_\_\_\_\_ No~~

## **\*\*No candy or handouts\*\***

Volunteers will be compiling goodie bags for the first 2,000 children to be handed out safely in accordance with AHS guidelines at the end of the parade. If you would like to contribute, please drop off by Friday, Nov. 20<sup>th</sup> to Hand-in-Hand child centre (609 – 18<sup>th</sup> Street) and your business will be listed on the donor label. Thank you for your cooperation in NOT approaching the spectators vehicles!

## **\*\*Please, DO NOT use Santa Claus on Floats or other entries.\*\***

He has his own float at the very end of the parade. Thank you!

## **Floats should be at least 80% decorated**

Unless gathering restrictions are removed prior to parade day, we plan to have a reverse parade where registrants remain parked along the parade route and the spectators drive by. Due to this, it will be unnecessary to decorate the passenger side of vehicles.

**Insurance:** The Town of Fort Macleod strongly encourages participants with motorized vehicle and equestrian entries to have a minimum of \$2 million liability coverage. This request is not compulsory for 2020, but is for your own protection. Please call Kris Holbeck at 403-553-4425 ext. 222 if you require further information.

I agree to the above rules and acknowledge that a minimum \$2 million liability insurance coverage has been recommended to me:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Entries can be dropped off at The Chamber of Commerce, The Macleod Gazette, or mailed according to the information on this form. For further information please call or email Ashley Nelson.

P.O. Box 928 Fort Macleod AB T0L 0Z0

Ashley Nelson Tel: 403-715-2125

Email: [santaclausparade@fortmacleod.com](mailto:santaclausparade@fortmacleod.com)

Web: [www.facebook.com/FortMacleodSantaClausParade](http://www.facebook.com/FortMacleodSantaClausParade)

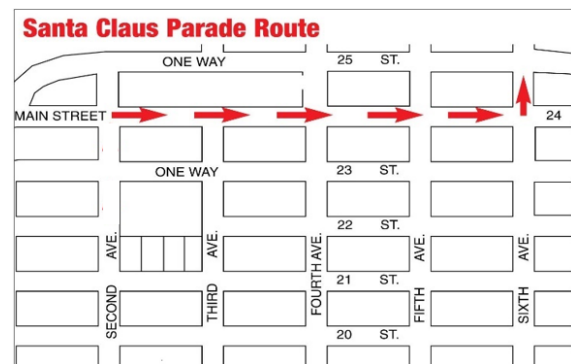
# 39<sup>th</sup> Annual “Reverse” Santa Claus Parade:



## Information Sheet

Please keep this sheet for the day of the parade!

- Due to current gathering restrictions and safety guidelines the province has in place because of COVID-19, the parade will be held in “reverse”, meaning our registrants will be parked along the parade route and spectators will drive by. Please ensure you have ample room between the other floats when you park to enable you to properly social distance with your cohort if you get out of your vehicle. **If you are feeling unwell or exhibiting symptoms, please stay home.**
- The parade starts at 11:00 a.m. on Saturday, November 28<sup>th</sup>, 2020.
- Any parade participants are asked to line-up in their designated spot starting at 10:00 a.m.
- Parade Marshalls are located at the corner of 2<sup>nd</sup> Ave and 24<sup>th</sup> Street and will direct any entrants to the location where they are to line up. The Line-up assignments are also printed in the Macleod Gazette on Wednesday, November 25<sup>th</sup>, 2020.
- If you would like to know the line-up order, please e-mail prior to the parade.
- If your business has donated to the parade and has a banner to be carried, the individuals that are carrying the banner should meet at the corner of 2<sup>nd</sup> Ave and 24<sup>th</sup> Street (Avail CPA parking lot). The banners will be waiting there and the marshal will let you know where you will be along the parade route.
- **Candy or other handouts will not be permitted to be given out at the individual floats. Please do not approach the spectator’s vehicles. We will, however, have volunteers compiling goodie bags that will be safely distributed to the first 2,000 children at the end of the parade. If your business would like to contribute, please drop off at the Hand-in-Hand Centre at 609 – 18<sup>th</sup> Street by Friday, November 20<sup>th</sup> and your name will be added to the donor label.**
- Above all, make sure to HAVE FUN and SMILE!



This map shows the route the Santa Claus Parade will follow on Saturday.



# INFORMATION BRIEF

Meeting: November 9, 2020  
Agenda Item: 9

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## 2020 FORT MACLEOD SANTA CLAUS PARADE

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### **DESCRIPTION:**

On Wednesday, November 4<sup>th</sup>, the Town of Claresholm received notification that the 2020 Fort Macleod Santa Claus Parade will be going ahead on Saturday, November 28<sup>th</sup>. This parade is being held in a “reverse” fashion, much like our Fair Days parade. Once registered, each participant is assigned a spot along the route which will also be advertised in the Fort Macleod Gazette on the Wednesday prior.

If Council agrees to send our float, there would be some decorating involved to make it fit in with this year’s theme: “A Hollywood Christmas”. Denise Spencer, Recreation Manager has some ideas as to how the float can be decorated. Town resident Mel Lyster has been taking our float to area parades for the past few years and is willing to take the float on parade day for us.

### **ATTACHMENTS:**

- Invitation from the Fort Macleod Santa Claus Parade Committee
- Registration form
- Information sheet

PREPARED BY: Karine Keys, CLGM, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: November 5, 2020

---



Craig White  
Fire Chief

## CLARESHOLM FIRE DEPARTMENT

350 43 Ave W. PO Box 433 Claresholm, AB T0L 0T0

Phone: (403) 625-3922

[www.claresholmfire.com](http://www.claresholmfire.com)

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**Claresholm**  
Where **Community** Takes Root

Dallas Woodman  
Deputy Chief

**28 October 2020**

Mayor Doug MacPherson & Town Council  
Town of Claresholm  
221-45 Ave West  
Claresholm, AB  
T0L 0T0

Dear Mayor & Council:

I am writing you this letter on behalf of the members of the Claresholm Fire Department, to request the use of a portion of the downtown parking lot on Saturday November 14<sup>th</sup>, 2020 from 11am to 3pm. The portion we are hoping to use is the bench area along the sidewalk near the map / wayfinding sign, as well, park a fire apparatus behind for visual effect.

The purpose this request is to allow our membership to fundraise by selling a "Firefighter Calendar" featuring the members of the Claresholm Fire Department. Monies raised from the sale of these calendars will go towards the purchase of rope and low-angle rescue equipment which supports our level of service as found in the Intermunicipal Fire Services Agreement.

Thank you in advance for your consideration of our request,

Craig White  
Fire Chief  
Town of Claresholm

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## PARKING REQUEST

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Administration received a request for temporary parking of a trailer on municipal property located adjacent to 309 48 Ave West. (see the attached email).

Bylaw No. 1550 section 23 states “No person shall park any vehicle on any land owned by the Town of Claresholm which the Town uses or permits to be used as a playground, recreation area, public park or public lands except on such part thereof as may be designated by the CAO with a sign or signs for vehicle parking.” & “Unless required or permitted by this bylaw or the Highway Traffic Act or by a traffic control device or in compliance with the directions of a Peace Officer or to avoid conflict with other traffic, a driver shall not stop or park his vehicle: a) on a sidewalk or boulevard,” This area is also a right of way for the power line.

### OPTIONS:

- Approve the parking request.
- or
- Deny the request.



### PROPOSED RESOLUTIONS:

Moved by Councillor \_\_\_\_\_ to approve parking of a trailer owned by Quintin Fisher on the boulevard located adjacent to 430 50 Ave East.

Or

Moved by Councillor \_\_\_\_\_ to deny the parking request.

### ATTACHMENTS:

- 1.) Email request

### APPLICABLE LEGISLATION:

- 1.) Bylaw No. 1550

PREPARED BY: Tara VanDellen, Planner/Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: November 5, 2020

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**Sent:** October 30, 2020 8:38 AM

**To:** Karine Keys <[Karine@claresholm.ca](mailto:Karine@claresholm.ca)>

**Subject:** proposal

To whom it may concern;

I am writing a proposal so I can have my trailer parked by my fence. Between my fence and fifth street as there is lots of room. There is still lots of room between my trailer and the street for snow removal and street sweeping. I can have it parked at the very south end of the fence so it doesn't restrict any view coming out of ally.

Thank you

Quintin fisher

## NEW YEARS EVE SKATE 2020-2021

For more than 5-years the Town of Claresholm has hosted a family-friendly New Year's Eve skating event at the Claresholm Arena. Reports from the former and current Event Coordinator indicate 150 people traditionally attend the 3-hour event. Guest enjoy skating, music, entertainment, and activity with the kids.

The Economic Development Officer has consulted with the Town Event Planner on what would be required to safely hold the event while maintaining recommended health and safety protocols to control the spread of COVID-19. The Event Coordinator is prepared and enthusiastic to plan and execute, and has recent experience in operating a marketplace, hosting events, and managing guest lists during this pandemic.

The Event Planner has suggested that using 40-minute pre-booked time slots, the New Year's Eve Skate could operate in much like the Claresholm Swimming Pool is operating now. Limiting attendance to a maximum of 50-people in the building at any time, and allowing 30-minutes between groups for a safe exit and sanitization of high traffic areas.

**Proposed Schedule**  
**Thursday December 31, 2020**  
**Claresholm Arena**

- 5:50 PM Group booking -1
- 6:30 PM Transition & sanitize
- 7:00 PM Group booking -2
- 7:40 PM Transition & sanitize
- 8:10 PM Group booking -3
- 8:50 PM Exit & take-down



**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to approve Town of Claresholm New Year's Eve Skate, to be held at the Arena, Thursday December 31, 2020 open to the public at 5:50 pm, closing to the public no later than 9:00 pm, with all current provincial and federal health and safety protocol in place to prevent the spread of COVID-19, including 40-minute scheduled time slots with 30 minute buffers between each group a safe exit and sanitization, with a maximum of 50-people in the building at any time.

**PREPARED BY: Brady Schnell, Economic Development Officer**

**APPROVED BY: Marian Carlson, CLGM – CAO**

**DATE: November 5, 2020**



# REQUEST FOR DECISION

Meeting: November 9, 2020

Agenda Item: 13

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## BYLAW ENFORCEMENT OFFICER

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### **DESCRIPTION:**

On October 13<sup>th</sup> 2020 Administration received notification that our Community Peace Officer was resigning his position with the Town of Claresholm. This notification came at an opportune time during our 2021 budget discussions which opened up greater freedom for the Town and Council to review the Municipal Enforcement Department, the costs associated with that department along with significant changes that were coming or were already underway. It also provided an opportunity to complete a review of the priorities of Council with regards to this department and the success of this department over the last year and a half.

Over the last year and a half with a CPO1 in the community who can enforce moving traffic violations we have definitely had an increased presence and enforcement on Hwy 2 and in the school zones which increases the safety of our community. This however has come at the cost of reduced time on bylaw enforcement and a real difficulty in managing time and resources between bylaw enforcement and traffic enforcement, and both have suffered as a result, as there is not sufficient man hours in a single position to address both in a noticeable and successful manor.

This in combination with the added costs that the Province has caused the municipality to incur for Peace Officers, from new requirements for monitoring in 2019, to new equipment and software required for electronic ticketing required for issuing Provincial tickets in 2021, has made employing a Peace Officer more and more expensive. This is in addition to the increased training required, increased equipment, and higher wages required to employ a Community Peace Officer over a just a Municipal Enforcement or Bylaw Officer. These costs in combination with the Police Funding the Province is requiring of small Municipalities the Town is finding it extremely difficult to afford a Community Peace Officer.

As such Administration is recommending taking this opportunity to cease employing a Community Peace Officer and instead employing a Bylaw Enforcement Officer. This will come at a savings of approximately \$25K per year. They would also be able to focus strictly on Municipal Bylaw Enforcement and give that the time and attention it requires to do a good job of it.

Administration would like to start hiring for this position as soon as possible.

### **RECOMMENDED ACTION:**

This recommendation was reviewed by the Audit and Finance Committee on Nov 4, 2020 as part of budget discussions. They have made a recommendation to Council to move to employing a Bylaw Enforcement Officer instead of Community Peace Officer and to begin the hiring process immediately.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to hire a Bylaw Enforcement Officer instead of a Community Peace Officer, and to begin the hiring process immediately.

### **ATTACHMENTS:**

1. N/A

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

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: November 5, 2020

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## STOCKPILE ENFORCEMENT – SDAB APPEAL

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### **BACKGROUND / DESCRIPTION:**

The appeal date in regards to the Stop order issued on Sept 9th (for the Pillar Homes stockpile of dirt) was held on October 27, 2020.

Administration has received the decision and the Appeal Board upheld the stop order and denied the appeal (see the attached notice of decision). Within the notice of decision are the reasons for the decision:

1. Given that the stockpile does indeed contravene the Land Use Bylaw and
2. The stop order was issued correctly:

Therefore, the stop order is upheld, but the SDAB did give 6 months, until March 30, 2021 to remove or level the stockpile of dirt to grade (as per the engineered grading plan) and remove the rocks.



### ATTACHMENTS:

- 1.) SDAB decision

### APPLICABLE LEGISLATION:

- 1.) LUB No. 1525

PREPARED BY: Tara VanDellen, Planner/Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: November 5, 2020

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**UPON HAVING HEARD** what was alleged by the appellant, and upon having heard what was alleged by the Development Authority and upon having read exhibits noted in Appendix A of this decision, the Subdivision and Development Appeal Board finds the facts to be as follows:

**FACTS:**

1. The subject parcel is designated as Single Detached Residential (R1) in the Town of Claresholm Land Use Bylaw No. 1525 (LUB No. 1525) Schedule 1.
2. On September 9, 2020 the Town of Claresholm Development Authority issued a stop order to Pillar Homes (1991) Ltd for the placement of a stockpile of dirt and rocks, advising the appellant to remove the stockpile of dirt and rocks within thirty (30) days of September 9, 2020.
3. On September 30, 2020 the clerk of the Board received a notice of appeal from Mr. Robert Samaska representing Pillar Homes (1991) Ltd.
4. The Town of Claresholm LUB No. 1525 does not list “stockpile”, “landscaping” or “berm” as separate permitted or discretionary uses in the Single Detached Residential (R1) land use district.
5. LUB 1525, Administration, Interpretation, Section 6: Definitions, states:

***Development means:***

- (a) *an excavation or stockpile and the creation of either of them;*
- (b) *a building or an addition to or replacement or repair of a building and the construction or placing in, on, over or under land of any of them;*
- (c) *a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or*
- (d) *a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of the use of the land or building.*

6. LUB 1525, Administration, Interpretation, Section 6: Definitions, states:

***Landscaping means the modification, beautification and enhancement of a site or development through the use of the following elements:***

- (a) *natural landscaping consisting of vegetation such as trees, shrubs, hedges, grass, flowers and other ground cover or materials;*
- (b) *hard landscaping consisting of non-vegetative materials such as brick, stone, concrete, tile and wood, excluding monolithic concrete and asphalt; and*
- (c) *excludes all areas utilized for driveways and parking.*

*See Schedule 9.*

7. LUB 1525, Administration, Interpretation, Section 6: Definitions, states:

***Berm means a dyke-like form used to separate incompatible areas or functions, or constructed to protect the site or district from vehicular road or other noise.***

8. LUB 1525, Administration, Enforcement. Section 11 states:  
*It is an offence to use residential, agricultural, public, commercial or industrial property without a valid Development Permit where the Use is not listed as a Permitted or Discretionary Use in the land use district.*
9. The MGA, section 645(1) and (2) states that, *“Despite section 545, if a development authority finds that a development, land use or use of a building is not in accordance with (a) this Part or a land use bylaw or regulations under this Part or, (b) a development permit or subdivision approval... (2) the development authority may, by written notice, order the owner, the person in possession of the land or building or the person responsible for the contravention, or any or all of them, to (a) stop the development or use of the land or building in whole or in part as directed by the notice, (b) demolish, remove or replace the development, or (c) carry out any other actions required by the notice so that the development or use of the land or building complies with this Part, the land use bylaw or regulations under this Part, a development permit or subdivision approval within the time set out in the notice.”*
10. The MGA, section 687(3)(c) states, *“In determining an appeal, the subdivision and development appeal board (c) may confirm, revoke, or vary the order, decision or development permit or any condition attached to any of them or make or substitute an order, decision or permit of its own.”*
11. The MGA, Section 687(3)(d) states, *“In determining an appeal, the subdivision and development appeal board (d) may make an order or decision or issue or confirm the issue of a development permit even though the proposed development does not comply with the land use bylaw if, in its opinion, (i) the proposed subdivision would not (A) unduly interfere with the amenities of the neighbourhood, or (B) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land, and (ii) the proposed development conforms with the use prescribed for that land in the land use bylaw.”*

**HAVING REGARD TO THE FINDINGS OF FACT;** and having regard for statutory plans, the South Saskatchewan Regional Plan, Land Use Bylaw No. 1525, Municipal Development Plan No. 1644, and the Subdivision and Development Regulation, the Subdivision and Development Appeal Board makes the following decision: that the appeal be **DENIED and that the Stop Order be UPHELD but varied to require the appellant to remove all rocks and either remove or level the dirt (soil) stockpile to grade across the subject property and any adjacent properties owned by the appellant in accordance with the approved grading plan by March 30, 2021.**

**REASONS:**

That the Subdivision and Development Appeal Board encompasses the findings of fact within these reasons, and as a result:

1. The Board has determined that the development on the subject property does not meet the definition of “landscaping” or “berm” as defined in the Town of Claresholm Land Use Bylaw 1525. As such, the Board finds the relocation of the stockpile by the appellant constitutes a breach of LUB No. 1525 as the appellant does not have an approved development permit for a use on the subject lands that would allow for stockpiling of dirt or rocks.

2. The Board has determined that the Stop Order was issued correctly and in accordance with section 18 of LUB No.1525 and sections 645(1) and (2) of the MGA whereas a development authority is authorized to issue a stop order if it finds that a development is not in compliance with the MGA, land use bylaw regulations or development approval.
  
3. The Board has varied the required date of compliance with the Stop Order to March 30, 2021 as the required date of compliance of the original order occurred prior to the date of the appeal hearing.

**INFORMATIVE:**

1. The Board determined, considering the time of year, that a reasonable timeframe for the removal of the rocks and the removal or levelling to grade of the excess dirt stockpile was six months or March 30, 2021.

**APPENDIX A**

**Documentary Material Submitted to the Board:**

<b>EXHIBIT</b>	<b>ITEM</b>
A.	Notice of Hearing and Location Sketch Map
B.	List of Persons Notified
C.	Notice of Appeal
D.	Stop Order
E.	Warning Notice
F.	Site Photos
G.	Excerpts from Town of Claresholm Land Use Bylaw 1525
H.	Submission from Tara VanDellen, Town of Claresholm Development Officer
I.	Submission from Gavin Scott, Town of Claresholm Planning Advisor



## APPENDIX B

### List of persons who gave oral evidence or made submissions at the hearing:

CAPACITY	NAME
Appellants:	Pillar Homes (1991) Ltd. Mr. Robert and Mr. John Samaska
Municipal Representatives:	Ms. Tara VanDellen, Development Officer Mr. Gavin Scott, Planning Advisor
Public Gallery:	none

**IMPORTANT:**

**This Decision of the Subdivision and Development Appeal Board is final and binding on all parties and persons, subject only to Appeal to the Provincial Court of Appeal.**



# INFORMATION BRIEF

Meeting: November 9, 2020

Agenda Item: 15

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - August 17, 2020				
22	IN CAMERA: LAND - Moved by Councillor Zimmer to accept the offer from Krishna Metals Ltd. to purchase the following parcels: Lot 6, Block 4, Plan 7910032; Lot 7, Block 4, Plan 7910032; Lot 8, Block 4, Plan 7910032; and Lot 9, Block 4, Plan 7910032 for \$147,810 with the sale to be as is where is and the condition that a development permit be in place within one year. CARRIED MOTION #20-133	Tara/Brady	Purchaser is out of the country, but arranging for signatures.	In progress
Regular Scheduled Meeting - September 14, 2020				
12	RFD: Telus Cell Tower Lease - Moved by Councillor Schlossberger to direct administration to respond to Telus that the Town is willing to renew the Cell Tower Lease Agreement, however with a rate of at least \$13,000 annually for the term January 1, 2021 to December 31, 2025 with a 2% increase each year of the term. CARRIED MOTION #20-141	Blair	Signed updated contract as requested with 13K for 2021 and 2% annual increase.	Complete
14	RFD: Claresholm Child Care Society - Moved by Councillor Schulze direct administration to work with the Claresholm Child Care Society to draft a new lease agreement between the Town and the Claresholm Child Care Society for the facilities located 5895 - 8th Street West effective September 1, 2020, based on a flat monthly rent which includes all utility services. CARRIED MOTION #20-143	Blair	Contract was drafted and sent to the Claresholm Child Care Society for review. Received some feedback and have now sent a version 2. Waiting on further feedback.	In progress
20e	IN CAMERA: PERSONNEL - Moved by Councillor Schulze to direct administration to send a letter of thanks to Darla Slovak for her many years of service on the Economic Development Committee. CARRIED MOTION #20-148	Brady	Recognition gift was presented along with the letter.	Complete

Regular Scheduled Meeting - October 26, 2020				
8	CORRES: Claesholm & District Transportation Society - Moved by Councillor Carlson to refer the requests from the Claesholm & District Transportation Society to the Audit & Finance Committee for budget discussions. CARRIED MOTION #20-166	Blair	Went to Nov 4th Audit and Finance Committee Meeting	Complete
9	CORRES: Claesholm & Area Palliative Care Committee - Moved by Councillor Cutler to allow the Claesholm & Area Palliative Care Committee to use Centennial Park Campground for a Christmas light display as a fundraiser, to allow them to use the Town's power supply for their display, and to ensure that the roads are clear of snow for their event. CARRIED MOTION #20-167	Karine	Committee has been notified, as well as the Campground	Complete
10	CORRES: Claesholm & District Museum - Moved by Councillor Cutler to direct the request from the Claesholm & District Museum to hire a temporary part-time Collections Technician to the Audit & Finance Committee for budget discussions. CARRIED MOTION #20-168	Blair	Went to Nov 4th Audit and Finance Committee Meeting	Complete
11	RFD: Policy Update - Moved by Councillor Moore to adopt the following updated policies effective October 26, 2020: <ul style="list-style-type: none"> <li>• Policy 3.2.05 – Investment Policy</li> <li>• Policy 5.9.05 – Miscellaneous Fees Policy, version 1.2. CARRIED MOTION #20-169</li> </ul>	Blair	Policy Manuals have been updated	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: November 6, 2020

# INFORMATION ITEMS



# MUNICIPAL PLANNING COMMISSION MINUTES

October 2, 2020

Town of Claresholm – Council Chambers

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

**Regrets:** Keith Carlson – Council Member

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

**Public Present:** Rob Vogt – Claresholm Local Press  
Dena Carlsen & Neil Barr

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8:58 a.m.

**Call to Order /Adoption of Agenda**

**Motion to adopt the  
agenda as amended by  
Councilor Schlossberger**

**Seconded by  
Jeff Kerr**

**CARRIED**

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**Adoption of Minutes**

- August 28, 2020

**Motion to adopt the  
Meeting Minutes  
By Doug Priestley**

**Seconded by  
Mayor MacPherson**

**CARRIED**

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**Item 1: ACTION**

**DEVELOPMENT PERMIT**

File: D2020.084  
Applicant: Dena Carlsen & Neil Barr  
Owners: 852984 Alberta Ltd.  
Address: 4605 1 Street W, Claresholm  
Legal: Lots 1-7, Block 5, Plan 147N  
Regarding: Change in use with minor renovations, add  
caretaker's suite

**Motion to approve as  
amended for temporary use  
with conditions  
by Doug Priestley**

**Seconded by  
Jeff Kerr**

**CARRIED**

**Conditions:**

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# MUNICIPAL PLANNING COMMISSION MINUTES

October 2, 2020

## Town of Claresholm – Council Chambers

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1. The temporary use of caretaker suite (for the portion of the building as per the submitted plan only) is approved for one (1) year.
2. The applicant is liable for any costs involved in the cessation or removal of any development at the expiration of the permitted period.
3. The applicant shall obtain any relevant Safety Code Permits and approvals from Superior Safety Codes Inc. Please direct any inquiries to Superior Safety Codes Inc. at 403-320-0734. The use may not commence until all renovations are complete and occupancy has been granted by Superior Safety Codes Inc.
4. Any further change in use (additions, renovations, or intensifications of use) will require a new permit application.
5. 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.
6. Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE0409, Planning and Development Fees, the applicant shall provide either:
  - a) An irrevocable letter of credit, or
  - b) A deposit,  
In the amount of \$1,000 to the Town of Claresholm to guarantee the cessation or removal of the temporary use.

**Notes:**

7. Renewal of any use will be subject to the land use bylaw current at the time of application.
8. Any new application would be required prior to the expiration of the temporary use with sufficient time for processing (60 days).

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### Item 2: ACTION

### DEVELOPMENT PERMIT

File: D2020.090

Applicant: Claresholm Motor Products Ltd.

Owner: 1206577 Alberta Ltd.

Address: 5115 1 Street W, Claresholm

Legal: Lots 1-6, Block 126, Plan 147N

Regarding: Change in use from vacant retail to vehicle sales

**Conditions:**

1. *This application is for the use of Vehicle Sales for the sale of used vehicles only; any change or additions/intensifications would require a new application.*
2. *This application is for a change in use only, any renovations or signs will require a separate application.*
3. *The applicant shall obtain all relevant Safety Code Permits and approvals. Please contact Superior Safety Codes Inc. directly at 403-320-0734 [www.superiorsafetycodes.com](http://www.superiorsafetycodes.com).*
4. *The applicant shall obtain applicable licensing from the Alberta Motor Vehicle Industry Council (AMVIC) and provide the Town of Claresholm with a copy.*
5. *The applicant shall adhere to Schedule 8 Parking and Loading requirements -specifically but not limited to:*
  - a. *Ensure all parking areas provide for orderly parking and permit adequate drainage, snow removal and maintenance.*
  - b. *Ensure sight lines around the corner for any pedestrian and vehicular traffic. (Vehicles on display must remain on property and not to be parked on any boulevard, or too close to corner for sightlines).*

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

**Seconded by  
Doug Priestley**

**CARRIED**

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# MUNICIPAL PLANNING COMMISSION MINUTES

October 2, 2020

Town of Claresholm – Council Chambers

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**Item 3: ACTION**

**HOME OCCUPATION**

File: D2020.083

Applicant: The Orange Door Day Home (Tisha Glimsdale)

Owner: Steven Tyler Glimsdale

Address: 18 Tamarack Rd E, Claresholm

Legal: Lot 70, Block 118, Plan 8010781

Regarding: Home occupation – day home

**Motion to approve  
with conditions  
by Jeff Kerr**

**Seconded by  
Mayor MacPherson**

**CARRIED**

**Conditions:**

1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.
2. 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.

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

**Seconded by  
Doug Priestley  
CARRIED**

**Motion to come out of  
camera by  
Doug Priestley**

**Seconded by Mayor  
MacPherson**

**CARRIED**

**Motion to refer review of  
caretaker's suite  
use/definition and fee  
schedule policy to Town  
Council by  
Jeff Kerr**

**Seconded by Doug Priestley  
CARRIED**

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9:45 a.m.

**Motion to adjourn by  
Mayor MacPherson  
CARRIED**

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