



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

Time: 7:00 P.M.

Place: Electronic Only due to COVID-19 Pandemic

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – FEBRUARY 8, 2021

ACTION ITEMS:

1. **BYLAW #1721 – Municipal Emergency Management Bylaw**
RE: 1st Reading
2. **NEWS RELEASE – Government of Alberta: Minister of Justice & Solicitor General**
RE: Federal Firearms Legislation
3. **CORRES: Safe Roads Alberta**
RE: Freeing up police and courts to make Alberta safer
4. **CORRES: Alberta Recreation and Parks Association**
RE: Communities in Bloom Alberta Program & COVID Recovery
5. **CORRES: Municipal District of Bonnyville No. 87**
RE: Need for a Stronger Western Canadian Municipal Advocate
6. **CORRES: Alberta Police Interim Advisory Board**
RE: February 2021 Quarterly Report
7. **CORRES: Alberta SouthWest Regional Alliance**
RE: Help AlbertaSW win the Green Destinations's People's Choice Award
8. **CORRES: Farm Safety Centre**
RE: Update
9. **CORRES: Rowan House Society**
RE: Official Opening of Safe at Home Facility
10. **CORRES: Naomi Bullock – Homeschoolers**
RE: Request for Alternate Location
11. **REQUEST FOR DECISION: Steering Committee for Emergency Management**
12. **REQUEST FOR DECISION: Kidz Zone Residing**
13. **REQUEST FOR DECISION: Letter of Support – Claresholm Skatepark Association**
14. **REQUEST FOR DECISION: Welcoming Claresholm Logo and Website**
15. **REQUEST FOR DECISION: Use of Town Logo**
16. **REQUEST FOR DIRECTION: Public Art Policy Direction**
17. **REQUEST FOR DIRECTION: Community Offices, Room Rentals**
18. **FINANCIAL REPORT: Statement of Operations – January 31, 2021**
19. **INFORMATION BRIEF: Claresholm Aquatic Centre Re-opening**
20. **INFORMATION BRIEF: CAO Report**
21. **INFORMATION BRIEF: Council Resolution Status**
22. **ADOPTION OF INFORMATION ITEMS**
23. **IN CAMERA:**
 - a. **LAND – FOIP Section 16.1**
 - b. **LAND – FOIP Section 16.1**

INFORMATION ITEMS:

1. Claresholm & District Museum Board Meeting Minutes – November 17, 2020
2. Alberta SouthWest Bulletin – February 2021
3. Alberta SouthWest Regional Alliance Board Meeting Minutes – December 2, 2020
4. MD of Ranchland & MD of Pincher Creek – Letter to Roger Reid, MLA – February 1, 2021
5. Oldman River Regional Services Commission Executive Meeting Minutes – December 3, 2020
6. Thank you from West Meadow Elementary School's Kindergarten Class

ADJOURNMENT



Claresholm

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

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

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

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

ABSENT: None

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

MEDIA PRESENT: None

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin immediately at 7:11 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 7:11 p.m. by Mayor MacPherson.

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

DELEGATION: Mr. Roger Reid, MLA Livingstone-Macleod

RE: Alberta's Coal Policy

CARRIED UNANIMOUSLY

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

CARRIED

MINUTES: **REGULAR MEETING – JANUARY 25, 2021**

Moved by Councillor Zimmer that the Regular Meeting Minutes of January 25, 2021 be accepted as presented.

CARRIED

DELEGATION: **MR. ROGER REID, MLA – Livingstone-Macleod**

RE: Alberta's Coal Policy

Mr. Roger Reid, MLA for Livingstone-Macleod, joined Council by Zoom after Mayor MacPherson invited him to provide some updates. Mr. Reid thanked Council for all the work they have been doing to help deal with the COVID-19 pandemic. The plan was for Mr. Reid to speak about the 1976 Coal Policy, however the Alberta Government reinstated it earlier in the day with plans to undergo public consultation prior to any more changes being made.

Moved by Councillor Cutler to adjourn the regular meeting to hold the Public Hearing at 7:31 p.m.

CARRIED

PUBLIC HEARINGS:

- 1. BYLAW #1718 – Land Use Bylaw Amendment**
- 2. BYLAW #1719 – Land Use Bylaw Amendment**

Moved by Councillor Zimmer to open the Public Hearing regarding Bylaws #1718 and #1719 at 7:32 p.m.

CARRIED

Gavin Scott, Planner from the Oldman River Regional Services Commission (ORRSC) presented Bylaw #1718, a Bylaw to amend Bylaw #1525, being a bylaw setting out land uses for the Town of Claresholm.

The purpose of the Bylaw is to accommodate the construction of a proposed shop with office for trailer sales.

Mayor MacPherson asked if there were any comments from the public.

Marian Carlson, CAO, did have one resident who expressed concern regarding drainage along the corridor on the west side of the highway. Josh Thiessen from Gerto Cabinets would like storm water dealt with in an effective manner.

No other comments were received from the public regarding Bylaw #1718.

Gavin Scott, Planner from the Oldman River Regional Services Commission (ORRSC) presented Bylaw #1719, a Bylaw to amend Bylaw #1525, being a bylaw setting out land uses for the Town of Claresholm.

The purpose of the Bylaw is to change a certain section of annexed lands from Rural Commercial (RC) to Industrial (I1).

Mayor MacPherson asked if there were any comments from the public.

No comments were received from the public regarding Bylaw #1719.

Moved by Councillor Carlson to close the Public Hearings at 7:37 p.m.

CARRIED

Moved by Councillor Zimmer to reconvene to the regular meeting at 7:37 p.m.

CARRIED

ACTION ITEMS:

**1. BYLAW #1718 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings**

Moved by Councillor Cutler to give Bylaw #1718, a Land Use Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Schlossberger to give Bylaw #1718, a Land Use Bylaw Amendment, 3rd and Final Reading.

CARRIED

**2. BYLAW #1719 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings**

Moved by Councillor Zimmer to give Bylaw #1719, a Land Use Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Moore to give Bylaw #1719, a Land Use Bylaw Amendment, 3rd and Final Reading.

CARRIED

**3. BYLAW #1720 – Business License Bylaw Amendment
RE: 1st Reading**

Moved by Councillor Schulze to give Bylaw #1720, a Business License Bylaw Amendment, 1st Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1720, a Business License Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Schlossberger for unanimous consent to give Bylaw #1720, a Business License Bylaw Amendment, 3rd & Final Reading at the same meeting.

CARRIED UNANIMOUSLY

Moved by Councillor Zimmer to give Bylaw #1720, a Business License Bylaw Amendment, 3rd & Final Reading.

CARRIED

**4. CORRES: Mayor Craig Snodgrass, Town of High River
RE : Reinstatement of the 1976 Coal Development Policy**

Received for information.

**5. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Regional Partnerships and Collaboration Course**

Received for information.

**6. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: 2021 Insurance Renewal**

Received for information.

**7. CORRES: Crime Stoppers
RE: Request for Advertising**

Received for information.

**8. CORRES: TELUS
RE: Universal Broadband Fund – Letter of Support**

MOTION #21-013

Moved by Councillor Schlossberger to write a letter of support for TELUS's application to the Canadian Government's Universal Broadband Fund for a financial contribution to improve access to wireless services within Claresholm.

CARRIED

**9. CORRES: FortisAlberta
RE: Approved FortisAlberta 2021 Distribution Rates**

Received for information.

**10. CORRES: Naomi Bullock
RE: Public Space for Home Schoolers**

MOTION #21-014

Moved by Councillor Cutler to allow Home Schoolers in our community to use the arena mezzanine for the remainder of the 2021 school year if they so choose, for free of charge for their home schooling purposes.

CARRIED

**11. CORRES: Jacqueline L. Chalmers
RE: Request to Install "Protect Alberta Water" Banners**

MOTION #21-015 Moved by Councillor Zimmer to direct Administration to develop a policy for addressing requests from the public for advertising and signage on Town fencing and Town property for Council's approval at a future meeting.

CARRIED

12. REQUEST FOR DECISION: MD of Willow Creek – Notice of Application for Subdivision

MOTION #21-016 Moved by Councillor Schlossberger to direct Administration to write a letter to the MD of Willow Creek in regards to the proposed subdivision 2021-0-015 outlining the points within the comments from Gavin Scott, Planner with the Oldman River Regional Services Commission (ORRSC).

CARRIED

13. INFORMATION BRIEF: Strategic Plan Report

Received for information.

14. INFORMATION BRIEF: Council Resolution Status

Received for information.

15. ADOPTION OF INFORMATION ITEMS

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

CARRIED

16. IN CAMERA

- a. DELEGATION - Faith Community Baptist Church: LAND – FOIP Section 16.1
- b. Intergovernmental Relations – FOIP Section 21
- c. Intergovernmental Relations – FOIP Section 21
- d. Local Public Body Confidences – FOIP Section 23
- e. LAND – FOIP Section 16.1
- f. LEGAL – FOIP Section 27
- g. LEGAL – FOIP Section 27

Moved by Councillor Zimmer to go In Camera at 8:14 p.m. for the following items:

- a. DELEGATION - Faith Community Baptist Church: LAND – FOIP Section 16.1
- b. Intergovernmental Relations – FOIP Section 21
- c. Intergovernmental Relations – FOIP Section 21
- d. Local Public Body Confidences – FOIP Section 23
- e. LAND – FOIP Section 16.1
- f. LEGAL – FOIP Section 27
- g. LEGAL – FOIP Section 27

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:14 p.m.

Moved by Councillor Moore to come out of In Camera at 9:44 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:44 p.m.

- b. Intergovernmental Relations – FOIP Section 21

MOTION #21-017 Moved by Councillor Cutler to accept the proposed Intermunicipal Collaboration Framework (ICF) Recreation funding model and direct Administration to work with the ICF Committee to prepare a draft agreement for Council approval.

CARRIED

- c. Intergovernmental Relations – FOIP Section 21

MOTION #21-018 Moved by Councillor Zimmer to direct Administration to work with the Town of Stavelly in order to assist them in improving their recycling program by allowing them to share in Claresholm's hauling company for recyclables.

CARRIED

- g. LEGAL – FOIP Section 27

MOTION #21-019 Moved by Councillor Carlson to direct Administration to send a letter to the Willow Creek Agricultural Society regarding utilities and insurance charges.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:47 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:47 p.m.

ACTION ITEMS



REQUEST FOR DECISION

Meeting: February 22, 2021
Agenda Item: 1

Municipal Emergency Management Bylaw – Amendments

BACKGROUND / DESCRIPTION:

The Alberta Emergency Management Agency (AEMA) conducts a yearly review of our emergency plan and supporting documents. In this review it was recommended by the AEMA field representative that a few amendments should be made to our bylaw, those include the:

- a) The issuance and termination of SOLE section revision,
- b) The Emergency Management Agency makeup,
- c) The Emergency Advisory Committee make-up & quorum, and
- d) Removing the provincial legislation from the bylaw that is covered by Emergency Management Act.

The emergency advisory committee passed a Motion to refer the Bylaw amendments to Council for review and reading.

PROPOSED RESOLUTIONS:

Administration requires Council to review the changes to the Emergency Management Bylaw, and if so willing bring the bylaw into effect.

RECOMMENDED ACTION:

Moved by Councillor _____ to give first reading to Bylaw #1721, the Town of Claresholm Municipal Emergency Management Bylaw.

ATTACHMENTS:

- 1.) Draft Bylaw # 1721
 - Suggested amendments in yellow highlight

APPLICABLE LEGISLATION:

- 1.) Bylaw #1658 (current Municipal Emergency Management Bylaw)

PREPARED BY: Jason Hemmaway, Director of Emergency Management

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 17, 2021



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1721

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

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

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

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

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

SECTION 1 TITLE OF BYLAW

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

SECTION 2 DEFINITIONS

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

SECTION 3 ESTABLISHMENT OF COMMITTEE AND AGENCY

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

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

3.7 The Director of Emergency Management shall:

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

SECTION 4 STATE OF LOCAL EMERGENCY

4.1 Declaration of a SOLE:

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

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

4.2 Termination of SOLE:

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

SECTION 5 REPEAL OF PREVIOUS BYLAW

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

SECTION 6 PASSAGE OF BYLAW

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

Read a first time in Council this ____ day of _____ 2021 A.D.

Read a second time in Council this ____ day of _____ 2021 A.D.

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

Doug MacPherson, Mayor

Marian Carlson, CAO

SCHEDULE "A"

<p>Municipal Emergency Management Agency</p>	<ol style="list-style-type: none">1. Director of Emergency Management2. Deputy Directors of Emergency Management3. Claresholm Fire Chief or designate4. Claresholm RCMP5. Municipal District of Willow Creek Emergency Services Fire Chief or designate6. Emergency Reception Centre (designated as Claresholm & District FCSS Director or designate)7. Town Office Administrative Staff<ul style="list-style-type: none">• Information Officer• Safety Officer• Liaison Officer• Operations Command• Planning Command• Logistics Command• Finance/Administration Command8. Livingstone Range School Division representative (Schools)9. Alberta Health Services representative (Multiple Facilities)10. Volker Stevin representative (Highways)
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Notifications

[COVID-19](#): State of public health emergency. [Mandatory measures remain in effect provincewide.](#)

Close



[Government news](#)

Feb 16, 2021

Federal firearms legislation: Minister Madu

Minister of Justice and Solicitor General Kaycee Madu issued the following statement on proposed federal firearms legislation:

“While the new federal firearms legislation may include some useful measures, it appears once again that Ottawa is more interested in targeting law-abiding Canadians rather than the criminals who recklessly endanger public safety by ignoring all laws.

“We know that the overwhelming majority of guns used in committing crimes in Canada are illegally smuggled over the United States border, and we fully support efforts to crack down on smuggled guns. We wish Ottawa paid more attention to this very real issue, rather than trying to score cheap political wins.

“The federal government seems to be obsessively focused on duly-licensed Canadian firearms owners. Hundreds of thousands of Canadians purchased their property legally, and have used that property legally and safely for many years. These citizens should not be treated like criminals by their own federal government.

“We are also bewildered by the supposed provision for municipal bylaw gun bans. Albertans are smart enough to know that made-in-Toronto calls for city gun bans are futile, since criminals flagrantly using guns won't follow such a bylaw anyways. In addition, a patchwork approach of policy varying by invisible municipal boundaries would create obvious confusion in enforcement, and the federal government clearly knows that.

“The Constitution is clear that municipalities fall under the jurisdiction of the provinces. In fact, municipalities in Alberta are a creation of the provincial government. The federal bill has just been introduced, but should it pass, Alberta would vigilantly defend its jurisdiction.

“I'd also note that MLA Michaela Glasgo has introduced private member's Bill 211, which would limit municipalities' ability to pass bylaws on these matters. The Government of Alberta will expedite that bill, and remains on track to appoint Alberta's Chief Firearms Officer.”

SafeRoads Alberta

Freeing up police and courts to make Alberta safer

The Justice Transformation Initiative (JTI) is tasked with restoring justice system capacity, improving public safety, and enhancing accessibility for Albertans.

On December 1, 2020, the *Provincial Administrative Penalties Act* came into force paving the way for a simplified, accessible and swift system for the enforcement of many provincial regulatory matters through administrative penalties. This act introduced the enhanced Immediate Roadside Sanctions program with serious, immediate and escalating consequences for all impaired drivers. It also created SafeRoads Alberta, an administrative system that has been proven to significantly reduce impaired driving in other jurisdictions. Under this new model, non-criminally-charged drivers can quickly and easily review their tickets online and have their matter completed within 30 days.

What is next for the Justice Transformation Initiative?

In late 2021, SafeRoads Alberta will be expanded to resolve most other *Traffic Safety Act* contraventions, excluding serious matters like those that result in bodily harm or death, removing approximately 2 million tickets from Alberta's court system. This will free up more than 30,000 hours of law enforcement officer time – ensuring police are on the streets protecting Albertans and communities.

In addition, the JTI will coordinate the provincial adoption of electronic issuance for all administrative penalties.

This phase of the project will not include other regulatory matters, or bylaw enforcement at this time.

What does this mean for municipalities?

Law enforcement agencies and authorized employers will be required to adhere to the electronic issuance requirement of these administrative penalties. While some agencies have the ability to issue tickets electronically, administrative penalties are issued and information collected through APIS, the Administrative Penalties Information System, and no longer JOIN. There will be no paper issuance of administrative penalties accepted.

Nothing will change when it comes to the distribution of fine revenue to municipalities, Fine revenue will continue to be distributed to the municipalities in the same way they are for tickets today.

Automated Traffic Enforcement will be included in the administrative penalties, and as such, it is critical for conversations to begin with these vendors to ensure a smooth transition from the current data collection model to what will be required in the future.

Conversations continue with law enforcement agencies and authorized employers on these changes.

To find out more information, please visit [SafeRoads Alberta](https://www.saferoads.com).

Contact

SafeRoads Alberta: saferoads@gov.ab.ca

From: Steve Allan <cboorse@arpaonline.ca>
Sent: February 12, 2021 1:31 PM
To: Marian Carlson <Marian@claresholm.ca>
Subject: Communities in Bloom Alberta Program and COVID Recovery

February 12, 2021

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

Dear Mayor Doug MacPherson & Councillors,

RE: Communities in Bloom Alberta Program and COVID Recovery

The Communities in Bloom (CiB) program has been providing municipalities across Canada with community enhancement since 1975. Alberta Recreation and Parks Association (ARPA) has coordinated the provincial program in Alberta since 2006.

This past year has been especially hard for municipalities with communities across Alberta being impacted by not only the COVID pandemic but the downturn of the oil and gas economy. Your participation in the CiB Alberta program may be one of the highest impact and most economical investments that your municipality could make to sustain community engagement and lead your community through COVID recovery initiatives.

The Communities in Bloom Alberta program is a volunteer based program focused on providing expertise and support to communities of all sizes. The program is committed to enhancing and beautification of communities as well as mobilizing volunteers.

Please find attached a 2-pager outlining the many benefits that the Alberta Communities in Bloom program can provide to your community as we move into a recovery phase – from economic as well as social and mental health perspectives.

We will be hosting informational webinars over the coming weeks – [Feb 24 10-11 AM](#) and [March 10 10-11 AM](#). Click on the dates to register. These webinars will provide additional information on the CiB program and answer any questions you may have.

We know that the conflux of the COVID pandemic and the downturn in the economy has placed intense pressure on municipal budgets. We believe that the CIB Alberta program can offer your municipality a program that requires a small investment but can provide a high return on that investment from both economic, community enhancement and quality of life perspectives.

If you have any questions or are interested in learning more about this opportunity, please contact Karen Snethun, Communities in Bloom Alberta Coordinator at ksnethun@arpaonline.ca or (780) 909-7730.

Sincerely,



Steve Allan

Executive Director

Alberta Recreation and Parks Association

(780) 644-4798

sallan@arpaonline.ca

www.arpaonline.ca



ARPA would like to acknowledge the First Nations, the Métis, and all of the people across Alberta who share a history and a deep connection with this land. We dedicate ourselves to moving forward in partnership with Indigenous communities in the spirit of reconciliation and collaboration.



Communities in Bloom Alberta

Presented by

COMMUNITIES IN BLOOM ALBERTA & FORTIS ALBERTA

People, Plants, Pride...Growing Together!

Your Partner in Municipal COVID Recovery

Communities in Bloom (CiB) has been serving municipalities across Canada with successful Community Enhancement since 1975. Communities are now facing one of the most challenging times in recent history with the onset of COVID 19.

Your participation in the CiB Alberta program may be one of the highest impact and most economical investments that your municipality could make to sustain community engagement and lead your community through your COVID recovery initiatives.

A small investment (as little as \$400 for an Evaluated registration) will obtain the following benefits:

- Access to professional municipal sector judges who will communicate with and advise your staff and volunteers including Council and community stakeholders through an evaluation and report process on best practices in 7 key areas of your service delivery.
- Consulting, facilitation, and networking services valued at \$5,000 for smaller municipalities to \$30,000 in larger municipalities.
- Guidance and successful volunteer recruitment and management strategies.
- Volunteer training and recognition opportunities. Related to the above point.
- Cross-departmental staff engagement and synergy development supporting a common community-focused service delivery model.
- A template on how to celebrate and acknowledge staff and volunteers for their leadership and commitment to their community.
- Assessment of current service delivery as a benchmark against other similar sized municipalities complete with recommendations for improvements and sharing of sector proven solutions.
- Virtual and in person training, (where appropriate due to COVID-19) to assist, encourage and make the participation an enjoyable, productive and educational celebration of community successes.
- A means to rebuild a challenged volunteer base and foster a new sense of excitement for staff and volunteers as their services and actions are noticed and celebrated.

COVID has placed intense pressure on Municipal budgets. That is why CiB Alberta is taking this proactive approach to offer your Municipality a program that may well be the smallest item in your budget yet bring the highest return on investment.

**FORTIS
ALBERTA**



At this crucial time in our Municipal history, please join us in providing your staff and volunteers this inexpensive and morale-boosting opportunity as part of your COVID Recovery plans.

CiB Alberta is planning a regular CiB program in 2021 (with slight adaptations where required in the event of COVID-19 restrictions). Since judging will be conducted in July and August 2021 and will take place outdoors, CiB Alberta will attempt to adjust aspects such as physically distancing, no indoor events, masks, etc. should these measures be required. We will also be hosting informational webinars over the coming weeks – [Feb 24 10-11 AM](#) and [March 10 10-11 AM](#). Click on the dates to register. These webinars will provide additional information on the CiB program and answer any questions you may have.

On behalf of our Alberta Recreation & Parks Association and Communities in Bloom Alberta, we hope you will include us in your plans to Celebrate, Educate and Support your valued staff and volunteers.

For more complete information please visit our website at <https://arpaonline.ca/program/cib>.





RECEIVED
JAN 29 2021

January 20, 2021

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

Attn: Mayor and Council

RE: Need for a Stronger Western Canadian Municipal Advocate

The past few years have presented convincing evidence of the continued lack of advocacy and blatant disregard at the federal level for Western Canada's needs and one of its highly significant industries that impacts us all: the natural resources industry. Our Council here at the Municipal District of Bonnyville (M.D.) is beyond frustrated with this lack of effective representation that Western Canadian municipalities receive.

Currently, our only voice at the national table is that of the Federation of Canadian Municipalities (FCM). From their website, FCM states they "...advocate for municipalities to be sure their citizens' needs are reflected in federal policies and programs. Year after year, our work benefits every municipal government and taxpayer in Canada, and our programming delivers tools that help municipalities tackle local challenges."

Question: Do you feel that FCM advocates for the needs of your municipality or western Canada?

Question: Does the annual FCM Conference agenda/tours provide relevant value for your municipality?

Question: Are the needs of western Canada different than those of eastern Canada, and if so, is it time we entertain the idea of a WCM (Western Canadian Municipalities)?

To their credit, FCM did add a Western Economic Solutions Taskforce as one of their 15 program areas. Unfortunately, this initiative – which was created to mitigate the genuine alienation and hostility western Canadian municipalities experienced at the 2019 FCM Annual Conference held in Quebec City – has not produced any real results.

Our hope is that this letter will spark the much-needed conversation and potential solution to this long-standing issue. We sincerely request that you and your Council take the time to truly reflect on the level of service you are receiving from your current federal advocate. Are they truly the federal voice advocating for your citizens and your municipality?



The M.D. and many other communities across Alberta and western Canada are proud supporters and partners of the oil and gas industry. We wish to be a part of a solution that supports industry competitiveness rather than be forced to absorb Ontario's and Quebec's concepts of crippling changes that impact our municipal sustainability.

Thank you in advance for your Council's reflection on this topic and we look forward to hearing any feedback you may have.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "G. Sawchuk", is written over the typed name.

Greg Sawchuk
Reeve

cc: Mr. Barry Morishita, President, Alberta Urban Municipalities Association
Mr. Paul McLauchlin, President, Rural Municipalities of Alberta

/eq

From: Exec. Assistant on behalf of Dan Rude <EA_DRude@auma.ca>
Sent: February 18, 2021 2:22 PM
To: Marian Carlson <Marian@claresholm.ca>
Subject: February 2021 Alberta Police Interim Advisory Board Quarterly Report

Good afternoon,

Please find attached the Alberta Police Interim Advisory Board's (APIAB) first quarterly report, sent on behalf of APIAB Chair Tanya Thorn. If you have any questions, feel free to reach out to one of the APIAB members below:

Councillor Tanya Thorn, Town of Okotoks – tthorn@okotoks.ca
Councillor Trina Jones, Town of Legal – tjones@legal.ca
Mayor Tyler Gandam, City of Wetaskiwin – tyler.gandam@wetaskiwin.ca
Deputy Mayor Angela Duncan, Village of Alberta Beach – duncan.angela.ad@gmail.com

Best regards,

Dan Rude | Chief Executive Officer
ALBERTA URBAN MUNICIPALITIES ASSOCIATION

D: 780.431.4535 | C: 780.951.3344 | E: drude@auma.ca

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

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



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587.892.7874 | aapg.ca



310.AUMA | auma.ca



780.955.3639 | RMAAlberta.com

February 15, 2021

Dear Mayors, Reeves, and CAOs:

The Alberta Police Interim Advisory Board (APIAB) wants to ensure that municipalities continue to have an understanding of the work the Board is doing. This quarterly update outlines the work that the Interim Board has undertaken since we last reported October 20th.

Interim Board's Mandate

The APIAB was established by the Minister of Justice and Solicitor General (JSG). Our work is two-fold: to share the municipal perspective on policing priorities with the RCMP and Government of Alberta, while developing the governance structure for the permanent Board. As determined by JSG, the Interim Board is comprised of representatives from the RMA Board, the AUMA Board and the Alberta Association of Police Governance Executive, with specific representation identified by each association. The Interim Board's mandate concludes at the end of November 2021. Based upon the Minister of JSG accepting the recommendations for the governance structure of the permanent Board, the recruitment and selection process for the permanent Board will commence in the Fall 2021.

Interim Board's Focus

Since the last report, the Interim Board has held six meetings. All of our meetings have been held virtually due to COVID-19. JSG staff and the RCMP continue to be active participants in these meetings.

The Interim Board has been making progress on both aspects of its mandate. During this quarter, our primary focus has been on reviewing the results of the policing priorities survey sent to you in October. Your input has been integral in developing the priorities for the RCMP moving forward in 2021/2022. Attached to this update is the letter and report sent to the Minister on January 29, 2021, outlining the Interim Board's recommendations for the 2021-22 policing priorities.

Interim Board's Engagement with Municipalities

The APIAB has now shifted its focus to the governance of the permanent Board, with the next steps being to finalize the following related to the Board structure and scope:

- Size

- Representation
 - Public versus elected officials
 - Members at large
 - Voting and non-voting status of various members
- Member criteria/qualifications/competencies to ensure necessary skill sets, experience and diversity
- Recruitment strategy
- Selection process
- Appointment terms
- Knowledge transfer and membership shifts
- Board responsibilities and duties (including process for alternates, termination of member, etc.)
- Terms of Reference
- Code of Conduct
- Code of Ethics

In the coming weeks a survey will be circulated for input from municipalities on some of these issues in order to ensure that the permanent Board represents municipal needs and preferences.

RCMP Update on Resourcing

As of February 8, 2021 the RCMP advised that 66 of 76 new regular member positions had been filled. The remaining 10 positions are pending within the staffing process. As well, of the 57 public service employee positions, a total of 28 positions have been filled to date, and the remaining 29 positions are pending within the staffing process. See the attachment titled "PPSA Police Funding Model Positions February 2021" for further details.

The Interim Board has reviewed many different resourcing options with RCMP "K" Division over this last quarter. There are many different options, other than front-line policing, as to how new resources can be allocated. Attached is a brief outline of some of those options to help provide clarity on what these other programs provide to overall community safety. The Interim Board will continue to work with JSG and the RCMP to ensure our provincial policing resources continue to grow in ways that improve community safety throughout Alberta. We have recommended that the RCMP continue to balance front-line policing, support programs and civilian resourcing to meet the priority recommendations of the Interim Board.

We have also provided recommendations on the report templates that Detachment Commanders should provide to municipalities. We expect that councils and administration will begin seeing reports in this format on a quarterly basis moving forward.

In conclusion, I and my fellow Interim Board members are pleased with the engagement of the RCMP and JSG in our discussion and our progress to date. We continue to see the potential of this Board to increase the municipal voice in policing across the province. Please contact me or my Board colleagues with any questions or concerns, and I look forward to providing you with the next quarterly update in a few months.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Thorn', with a long horizontal flourish extending to the right.

Tanya Thorn
Board Chair, Alberta Police Interim Police Advisory Board
403-860-7342
Board@ABPoliceAdvisoryBoard.com



587.892.7874 | aapg.ca



310.AUMA | auma.ca



780.955.3639 | RMAAlberta.com

January 29, 2021

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

Dear Minister Madu:

On behalf of the Alberta Police Interim Advisory Board, please find attached the Board's report on recommendations for 2021-22 policing priorities. This report fulfills the following two mandate items from the Board's Terms of Reference:

- *Provide a report detailing the Interim Board's recommendations and advice on the JSJ/RCMP "K" Division Multi-year Financial Plan by January 31, 2021; and*
- *Provide a report detailing the Interim Board's recommendations and advice on provincial policing priorities by January 31, 2021.*

Please note that we have combined our recommendations on the multi-year financial plan and provincial policing priorities into the same document.

Thank you again for the opportunity to provide these recommendations. We would be happy to meet with you if you would like to discuss our recommendations in greater detail. The Board is now working on creating the governance recommendations for the operational Board to complete our final mandate items.

If you have any questions or suggestions at this time, please feel free to contact me at tthorn@okotoks.ca.

We look forward to engaging with you soon!

Sincerely,

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

Tanya Thorn
Chair
Alberta Police Interim Advisory Board

cc: Paul McLaughlin, President, Rural Municipalities of Alberta
Barry Morishita, President, Alberta Urban Municipalities Association
Terry Coleman, Chair, Alberta Association of Police Governance
Deputy Commissioner Curtis Zablocki, "K" Division RCMP
Marlin Degrand, Justice & Solicitor General

Encl: (2)

Full report is available to view at the
Claresholm Town Office.

From: Bev Thornton <bev@albertasouthwest.com>

Sent: February 16, 2021 8:47 PM

Subject: Please help AlbertaSW Win the 2021 Green Destinations People's Choice Award!

Importance: High

Dear AlbertaSW Board and CAOs,

Alberta SouthWest Crown of the Continent is one of the **2020 Green Destinations Top 100 Sustainable Global Destinations**.

A **FIRST EVER "PEOPLE'S CHOICE" AWARD** invites on-line VOTES for nominated destinations.

Please help our region and the province of Alberta receive positive global attention!

Voting is now OPEN and **will close at 4:00pm MST on the Wednesday March 3, 2021.**

1. Just click on the link, below; enter e-mail address (system will count only one vote per e-mail); click NEXT.

2. Select "North America" as the location; click NEXT.

3. Select "AlbertaSW Crown of the Continent", at the top of the list of the 6 nominees; click SUBMIT. That's it, thank you!

<https://greendestinations.org/peoples-choice-award/>

PLEASE FORWARD THIS REQUEST TO OTHERS IN YOUR NETWORKS ... FRIENDS, RELATIVES AND WHOMEVER YOU CAN THINK OF! 🙏

Please help us win the Green Destination: People's Choice Award!

The destination that receives the most votes will be recognized at the 2021 Green Destinations Awards ceremony on the 12th of March at 2pm CET.

Green Destinations Foundation is a non-profit organization for sustainable destination development and recognition, based in the Netherlands.

Together with partners the Foundation supports more than 200 destinations in 60 countries to deliver responsible tourism, based upon globally recognized principles and the United Nations Sustainable Development Goals (USNDG).

Contact me if you would like more information. Thanks for your participation; would be fun for our destination to win!

Bev Thornton

Executive Director, Alberta SouthWest Regional Alliance

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

2020 Top 100 Global Sustainable Destination and Top 3 Best of the Americas

Box 1041, Pincher Creek AB T0K 1W0

403-627-3373

bev@albertasouthwest.com

www.albertasouthwest.com

Past President, Economic Developers Alberta





RECEIVED
FEB 18 2021

265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0
Tel: 403 752-4585 – Fax: 403 752-3643 – Website: www.abfarmsafety.com

February 12, 2021

Claresholm CAO
Marian Carlson
Box 1000
Claresholm, AB T0L 0T0

The Town of Claresholm has supported this initiative in the past with donations of \$300 in 2013, 2018 and 2019.

I apologize in advance for the length of this correspondence, but the challenges and changes caused by COVID and other circumstances are many. Acknowledging the burden of budget deliberations and the fact that choices between good, better, and best can be difficult; a certain amount of detail and explanation are needed at this time.

From the beginning of the 2019-2020 school year in September 2019 until school classes in Alberta were suspended in mid-March 2020 - 40,662 rural children in 339 schools had already received our in-class farm safety presentations. Students in an additional 152 schools were booked for Safety Smarts delivery during the remaining months of the school year. A full 2019-2020 year-end report can be accessed on our website: abfarmsafety.com

In April 2020 we began working to add content to our website which would allow students to access interactive farm safety learning tools during the COVID disruption in school attendance. By the first week of May two of the game-based teaching activities typically used in-class had been adapted and made available on our website: abfarmsafety.com
Parent feedback has been very positive.

With the return of in-person program delivery uncertain, the following activities were completed between Apr - Oct 2020

- Hundreds of farm safety related still images gathered over time have been tagged, for improved access/use
- Video resources developed previously by the Centre have been reformatted to allow on-line, web-based access
- Re-formatted video resources have all been tagged, for improved access/use in adapted program delivery
- Safety Smarts materials, models, tools etc. have been gathered from regional instructors across the province
- Sorting and cleaning of models, displays and other in-class teaching materials gathered from regional instructors
- Adaptation of some existing personal experience safety videos to make them more virtual delivery friendly
- Gathering of an additional 18 personal experience safety videos – for use virtually and face to face
- Remake of the Welcome to the Farm video with both female and male youth narrators
- Completion of new K/Gr 1 book – for virtual use. Available in hardcopy when in-person delivery resumes
- Development of 65+ new age and topic specific activity sheets – for virtual and in-person use
- Adaptation of Safety Smarts presentations to make them accessible/usable virtually
- Launch of updated website to better support schools, families and organizations looking for farm safety materials
- Procurement of PPE in anticipation of new disease prevention protocols when in-person delivery resumes

We did not begin reaching out to schools in September 2020, as it seemed apparent that COVID had greatly complicated their day-to-day responsibilities in the new 2020-2021 school year. School contacts began in October as we inquired about their interest in continued farm safety learning. Without exception schools suggested we wait until 2021 to attempt any sort of outreach again.

Research into virtual delivery possibilities began in October 2020, with the purchasing of video conferencing equipment for November trials. Extensive training of delivery contractors, for potential video conferenced (Zoom) Safety Smarts delivery began in December 2020 and continued into January 2021.

In late January rural schools were made aware of our intention to attempt virtual delivery of adapted Safety Smarts presentations. Actual Zoom delivery began on February 1, 2021 and by the second week of the month 80+ school had already set up delivery schedules. Over the coming weeks we will get a better idea how virtual engagement is working and what improvements are needed to make the most of the precious classroom time invested by rural schools. We anxiously await the opportunity to again meet with students in-person, but until that is possible, we will continue with the steep learning curve of the virtual COVID world.

A few other items of note:

In October of 2020, the Farm Safety Centre was informed by GOA representatives that ALL their involvement in and support of farm safety learning and extension would end in December 2020. Their departmental staff were laid off and online resources were withdrawn at the end of the year. A portion of the printed materials and learning models they had on-hand were sent to the centre. We intend to make them available to rural Albertans in the coming weeks and months.

In December of 2020, an updated website was launched by the Farm Safety Centre. It is extremely straightforward to navigate and has many new resources available for schools, families, and organizations. Portions are still under constructions, but I would encourage you to spend a few minutes reviewing what is available. We would be happy to promote any of your upcoming happenings in our News & Events section, or on our social media platforms.

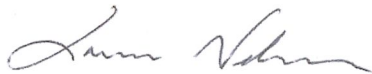
In January of 2021, the organization began a strategic assessment of our strengths, weaknesses, opportunities, and risks/threats. We anticipate some findings by mid-April. Results will be available on our website in "About Us" section. Since inception in the early 1990's the FSC has had eye-to-eye learning moments with more than 780,000 rural individuals. What will and should the next 20+ years include, to ensure we continue serving rural Albertans in a meaningful way? This is THE question....

In March of 2021, I will be retiring as Executive Director after 20 wonderful years. I very much appreciate the enriching interactions I have had with exceptional individuals across the province. Jordan Jensen will be stepping in as the new Executive Director. He can be reached at j.jensen@abfarmsafety.com or 403 593-8960 (cell) or 403 752-4585 (office).

And lastly, the Farm Safety Centre is hopeful that in 2021 your organization will consider supporting our extension efforts. **Within the financial realities of an economically challenged province, any financial support supplied in 2021 would be greatly appreciated.**

Exactly how farm safety learning will evolve moving forward, is uncertain at this time but our organization is doing all it can to prepare itself to continue helping things go right for farmers and their families across our amazing province.

Sincerely,



Laura Nelson
Outgoing Executive Director
Farm Safety Centre



February 17, 2021

Dear Mayor MacPherson and Members of Council,

On behalf of the Rowan House Society, I am pleased to announce the official opening of our Safe at Home facility in the Town of Claresholm on March 1, 2021. It has been a long journey since we first presented our proposal to Town Council way back in the fall of 2019. There have been hurdles to get over but your community has stuck with us and believed in this project and are the reason we have been successful in getting to this point.

A Quick Overview - Safe at home is a 4-year pilot project, located in Claresholm, Alberta. It is the first of its kind in a rural setting and made possible through funding from Women and Gender Equality Canada.

Safe at Home is designed to be an alternative approach to serving families experiencing domestic abuse and violence, where the abusive partner is the one to move to an off-site facility or independent living, while women and children maintain the stability of their home and support networks. The program will also work with the impacted families to connect them to local resources to support them in their own safety and healing.

Safe at Home is a 52-week program designed to help participants accept responsibility for their abusive behaviour while developing skills to self-intervene in the abuse cycle and build healthy relationships.

The program operates within a mixed setting with transitional housing, which can house up to two residents at a time, and community-based services.

Our goal is to approach this issue in a wholistic way in order to break the cycle of domestic abuse in our communities. Rowan House believes that we can all thrive in safe and empowering relationships and we feel this program is an important step in the journey to healing families.

Thank you again for your support through this process and we will ensure that we communicate key milestones with you to share with your constituents.

In Gratitude,



Timmi Shorr
Chief Executive Officer
Direct: 403-336-5192
Email: timmis@rowanhouse.ca
www.rowanhouse.ca

Karine Keys

From: Naomi Bullock <naomi.bullock@gmail.com>
Sent: February 18, 2021 12:57 PM
To: Karine Keys
Subject: Homeschool space
Attachments: Gmail - Mezzanine use.pdf

Dear Council,

First off I would like to express my sincere gratitude for your support and decision last meeting to provide a space for homeschooling families to meet and share in educational learning opportunities. Due to current COVID regulations the mezzanine area is considered part of a recreation facility and therefore can only be used for recreational purposes, as per the attached email from Jessica at AHS. We would like to seek permission to instead use the old daycare facility at no charge until the end of this school year. I have gotten confirmation from Kim Gugala, the Executive Director of the Claresholm Childcare Society, that they have completely emptied out this space of their stuff, except for a couple couches they are trying to sell, and that they have no issue with our using this space. The old Playschool space is not yet emptied and won't be for some weeks yet as per Carol with the Claresholm Learn-A-Lot Playschool Society.

I have been lobbying the government for opportunities for our homeschooling children and have met wall after wall. It was at the end of January that they finally recognized the needs of homeschooling children in creating the updated regulations to allow for group learning for homeschoolers. When we received the response from Jessica, it came as an unexpected blow. I honestly cannot express well enough my gratitude for Denise Spencer's support in trying to utilize the mezzanine. She very quickly went to bat for me with Jessica at AHS to try to get permission for our use of this space by explaining the situation. She also right away provided me with a letter of support so that I could include it with my request for exemption. She was very understanding of our situation and wonderful to work with.

Once again thank you for your support and assistance in this matter.

Sincerely,

Naomi Bullock



Naomi Bullock <naomi.bullock@gmail.com>

Mezzanine use

Jessica Lee <Jessica.Lee6@albertahealthservices.ca>

Tue, Feb 16, 2021 at 9:11 AM

To: Denise Spencer <Denise@claresholm.ca>, Naomi Bullock <naomi.bullock@gmail.com>

Cc: Jason Hemmaway <jason@claresholm.ca>, Mike Schuweiler <mike@claresholm.ca>

Hi Denise,

Sorry for the delay!

We have gotten confirmation from Alberta Health that the use of the mezzanine area in the arena cannot be used as a meeting place for regular school work for home school. They could use the facility for their physical and/or performance activities related to their curriculum however, using the space for regular school work is not permitted. This is due to the fact that the rec centre is supposed to closed except for accepted physical activities.

Let me know if you have any further questions or concerns.

Thank you!

Jessica

From: Denise Spencer <Denise@claresholm.ca>**Sent:** Thursday, February 11, 2021 3:56 PM**To:** Jessica Lee <Jessica.Lee6@albertahealthservices.ca>; Naomi Bullock <naomi.bullock@gmail.com>**Cc:** Jason Hemmaway <jason@claresholm.ca>; Mike Schuweiler <mike@claresholm.ca>**Subject:** RE: Mezzanine use

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message.

[Quoted text hidden]



Naomi Bullock <naomi.bullock@gmail.com>

Mezzanine use

Denise Spencer <Denise@claresholm.ca>

Tue, Feb 16, 2021 at 10:00 AM

To: Jessica Lee <Jessica.Lee6@albertahealthservices.ca>, Naomi Bullock <naomi.bullock@gmail.com>

Cc: Jason Hemmaway <jason@claresholm.ca>, Mike Schuweiler <mike@claresholm.ca>, Marian Carlson <Marian@claresholm.ca>

Hi Jessica,

The Mezzanine is an open space that is intended for meetings, dance classes, functions, etc. It is not a gymnasium area, nor part of a recreation center, it is above the lobby of the Arena, which has windows with a view of the Arena. This is not intended as a sports area.

The group who requested this will be setting up stations for group activities that apply to the education components set out by Home Education Guidelines. Would you please revisit this with Alberta Health? Our community is quite small, and there is not another space that would be suitable under the guidelines listed.

Thank you,

[Quoted text hidden]



Naomi Bullock <naomi.bullock@gmail.com>

Mezzanine use

Naomi Bullock <naomi.bullock@gmail.com>
To: Denise Spencer <Denise@claresholm.ca>

Tue, Feb 16, 2021 at 11:26 AM

Denise you are so wonderful. Thank you thank you thank you for going to bat for us. I wanted to cry when I read her letter. That was kind of you to not just take her answer and to respond asking for her to revisit the request with the new information. I can't thank you enough.

Naomi

Sent from my iPhone

On Feb 16, 2021, at 10:00 AM, Denise Spencer <Denise@claresholm.ca> wrote:

Hi Jessica,

The Mezzanine is an open space that is intended for meetings, dance classes, functions, etc. It is not a gymnasium area, nor part of a recreation center, it is above the lobby of the Arena, which has windows with a view of the Arena. This is not intended as a sports area.

The group who requested this will be setting up stations for group activities that apply to the education components set out by Home Education Guidelines. Would you please revisit this with Alberta Health? Our community is quite small, and there is not another space that would be suitable under the guidelines listed.

Thank you,

<image001.png>

Denise Spencer

Recreation Manager

Phone: 403.625.2172 | Fax: 403.625.3869

PO Box 1000, 5318 - 2nd Street W, Claresholm, AB T0L 0T0www.claresholm.ca[Claresholm Rec](#) on Facebook



Naomi Bullock <naomi.bullock@gmail.com>

Mezzanine use

Jessica Lee <Jessica.Lee6@albertahealthservices.ca>

Tue, Feb 16, 2021 at 11:37 AM

To: Denise Spencer <Denise@claresholm.ca>, Naomi Bullock <naomi.bullock@gmail.com>

Cc: Jason Hemmaway <jason@claresholm.ca>, Mike Schuweiler <mike@claresholm.ca>, Marian Carlson <Marian@claresholm.ca>

Hi Denise,

Unfortunately the mezzanine is still part of the recreation centre and cannot be used for anything else at the moment other than what has been listed as a permitted activity.

A church basement or renting out a daycare could be a potential option for the home school.

Any exemptions can be proposed to BizConnect@gov.ab.ca

If anything changes, I will be sure to let you know. If you or Naomi receives an exemption from Alberta Health, please let me know.

[Quoted text hidden]



REQUEST FOR DECISION

Meeting: February 22, 2021
Agenda Item: 11

Steering Committee – Municipal Emergency Management

DESCRIPTION / BACKGROUND:

The Emergency Advisory Committee is tasked under the Emergency Management Act and the Emergency Management Bylaw with meeting yearly to review and approve the Town of Claresholm's Municipal Emergency Plan (MEP) and in addition any emergency management programs. The committee met on February 8, 2021 and there were three (3) orders of business:

1. The review of the MEP

The committee reviewed the layout of the plan, how it is intended to function and overall formatting of the plan. Conversation occurred regarding how to present the MEP to the public in specific the MEP's evacuation plan. An open house to reveal the evacuation plan and how to build 72-hour E-Prep kits has been planned but facilitation depends on COVID restrictions and the safety of citizens. Also discussed was how and when the MEP emergency contacts and phone numbers are updated. Contacts and their numbers are the part of the plan that changes the most. A review is done every quarter. Lastly, in 2021 the social services agreements within the MEP will be reviewed and updated. Those are the agreements that the municipality has with local businesses for guaranteed services during and emergency. It was moved by Councillor Zimmer to approve the plan as presented and send a report to Council that the MEP has been reviewed, and there are no recommendations for any changes at this time.

2. Bylaw Amendments

The committee reviewed the proposed amendments that the Alberta Emergency Management Agency (AEMA) yearly audit recommended for the Emergency Management Bylaw # 1658. It was moved by Councillor Zimmer to refer Bylaw amendments as presented to Council for review and 1st reading (the RFD package has been prepared for Council).

3. Steering Committee (Emergency Preparedness Regional Training Exercise Program)

The Emergency Preparedness Regional Training Exercise Program is a three-year plan complete with a mock disaster that is the result of a successful grant application made by M.D. of Willow Creek and all the urban municipalities within the M.D. Part of the process for this plan requires a steering committee consisting of one member of Council from each municipality. It was moved by Councillor Zimmer to recommend the appointment of Mayor MacPherson as the primary member of the steering committee with Councillor Zimmer as the alternate.

RECOMMENDED ACTION:

Administration requires Council to consider the Emergency Advisory Committee's recommendation and appoint a member of council plus an alternate to the Steering Committee.

PROPOSED RESOLUTION:

Moved by Councillor _____ to appoint Mayor Doug MacPherson as the primary member of the Steering Committee with Councillor Craig Zimmer as the alternate to the Emergency Preparedness Regional Training Exercise Steering Committee.

ATTACHMENTS:

1.) N/A

APPLICABLE LEGISLATION:

1.) N/A

PREPARED BY: Jason Hemmaway, Director of Emergency Management

APPROVED BY: Marian Carlson, CLGM – CAO

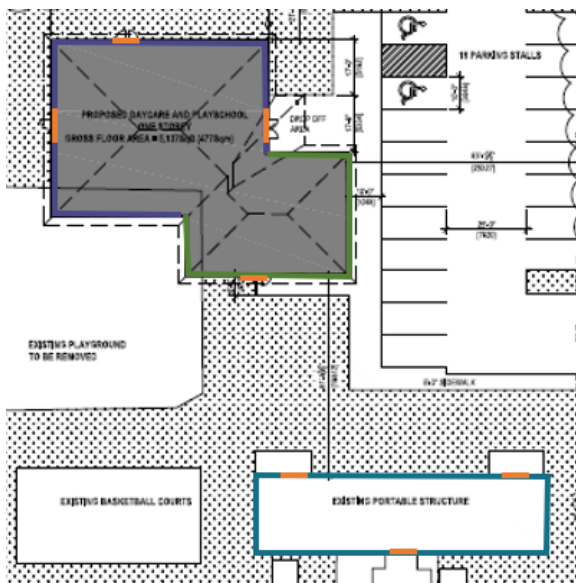
DATE: February 16, 2021

KIDZ ZONE RE-SIDING

BACKGROUND / DESCRIPTION: Existing building condition:



With the Daycare being successful in partial funding for the re-siding project through the Community Foundation of Lethbridge and SW Alberta the building committee has asked for new quotes to be provided for the project. Tricon recommends removing the concrete board to ensure over the long term there are less issues. The downspouts will be the wicker color (the same as the other building), and the doors painted orange. There was left over material (purple) but not quite enough to complete the building. The original color scheme intended for the portables to be re-sided in blue with orange doors on both buildings.



Claresholm
 Daycare & Playschool
 Exterior Paint Options

Paint Option C
 Playful mid-tones, colourful tones with a more subtle feel.



RECOMMENDED ACTION:

The building committee carried a motion at their meeting held Feb 9, 2021 to complete the project, with Tricon, in order to utilize the grant funds and keep the building from more weather exposure, with the funding to come from the Community Foundation Grant, and remaining funding from the general capital reserves. If there is a preference as to which sides of the building are blue and which sides are purple, direction can be given by Council to Administration who will pass that along to the contractors. (unsure if door/window placement change this in the sides which the purples material will fit)

As the project is not within the scope of the borrowing bylaw (Multi-use project) the remaining funding must come from another source. Administration received three quotes, and are recommending proceeding with the quote from Tricon. This utilizes the remainder of the purple siding (already paid for), removes the existing concrete board and re-strap the building, and then the blue color can be installed on two of the walls. The board can be painted, so the other two purples sides can be painted blue to fit within the originally approved color scheme if desired in the future.

\$10,000 grant funded
\$42,250 remaining to be funded from general capital reserves.

PROPOSED RESOLUTIONS:

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

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 17, 2021

LETTER OF SUPPORT CO-OP GRANT (SKATEPARK)

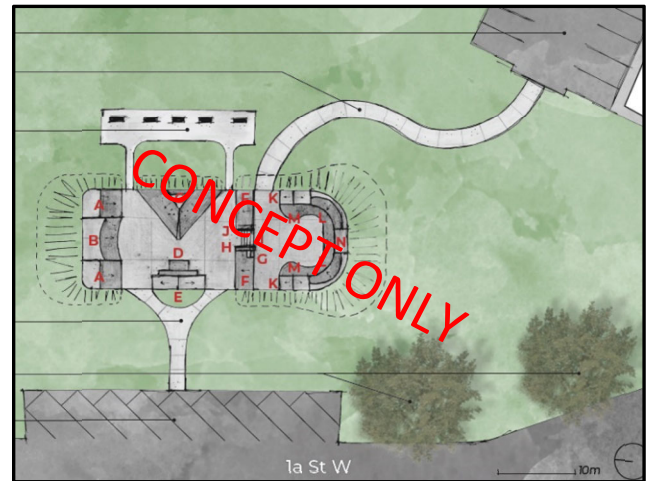
BACKGROUND:

The Claresholm Skatepark Association is submitting an application to the Co-op Community Spaces grant, which awards \$1 million to projects across Western Canada each year and supplies up to \$150,000 per project. The deadline for applications is March 1, 2021. There are three main categories, one of which is recreation.

For further information regarding this grant, please visit their website:

<https://www.co-op.crs/communityspaces/funding>.

They are not asking for any monetary commitment from the Town of Claresholm, only a letter of support at this time. This would provide half of the funds required for phase 1, so they may have an opportunity to stack with other grant applications as well. Additionally, if the grant application is successful the Skatepark Association may request in kind donation of labor and equipment for stripping the site, leveling and grading. This in kind donation can ensure that the funds received go towards the actual facility costs (concrete and skatepark equipment).



PROPOSED RESOLUTIONS:

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

ATTACHMENTS:

- 1) Skatepark Association request email

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: February 17, 2021

From: Lisa Darch

Sent: Friday, February 5, 2021 1:41 PM

To: Marian Carlson <Marian@claresholm.ca>; Tara VanDellen <Tara@claresholm.ca>

Subject: Grant application requirements skatepark

Hi Tara and Marian,

I'm looking at putting some grant applications together, one of which is the Co-op Community Spaces and they require a letter of support from the local municipality, as well as a proof of land acquisition agreement. I'm sure I'll be running into this request often; can these be put together when you get a moment and sent to this email?

Many thanks!

Lisa Darch

Claresholm Skatepark Association



REQUEST FOR DECISION

Meeting: February 22, 2021

Agenda Item: 14

WELCOMING CLARESHOLM LOGO & WEBSITE

DESCRIPTION:

Using funding from the Alberta Labour and Immigration, Settlement Integration and Languages Partnership grant, the Willow Creek Immigration Services staff are managing the creation of a welcoming Claresholm website. This site is focused on welcoming immigrants and new Canadians to Claresholm. The Economic Development Officer is working closely to ensure this site complements the services and information offered at the Town of Claresholm website, and that it does not duplicate.

The one-time expense of website creation and content development has been covered by the WCIS grant project. However, domain fees to host the site will be required after the funding has ended. Therefore, at the request of the Welcoming Claresholm Committee, the Economic Development Committee approved the expense of hosting domain registration from the existing Economic Development Budget, for a period of 3-years, total cost not to exceed \$500.00.

The Economic Development Officer is investigating the use of a sub-domain under the Claresholm.ca primary domain, as well as the use of a unique domain if required.

- a) Sub-domain (if available) www.welcoming.claresholm.ca
- b) Unique domain www.welcomingclaresholm.ca

The Welcoming Claresholm Committee, which was created in September 2020, has selected a new logo to represent the organization and its efforts. The Committee is looking for the support of the Town of Claresholm Council in using this logo for the Welcoming Claresholm website and the activities and functions of the committee.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the domain hosting fees for the welcoming Claresholm website, monies not to exceed \$500.00 and to come from the Economic Development Budget.

Moved by Councillor _____ to endorse the use of the new Welcoming Claresholm logo.

ATTACHMENTS:

- 1.) Welcoming Claresholm Logo

1.)

PREPARED BY: Brady Schnell, EDO

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 18, 2021

Town of Claresholm Council
RFD Attachment, February 22, 2021
Welcoming Claresholm Committee Logo



Welcoming
Claresholm



Welcoming
Claresholm



REQUEST FOR DECISION

Meeting: February 22, 2021
Agenda Item: 15

USE OF THE TOWN OF CLARESHOLM LOGO

DESCRIPTION:

The Economic Development Officer is working with Lethbridge College, Norquest College, and the University of Lethbridge to establish pathways for practicum and CO-OP students to be connected to local employers for work experience terms. These work terms are generally 4-months, and often come with wage subsidy for the employers. Although the work term is temporary these placements often result in full-time employment. In addition, the EDO is working with the same post-secondary institutions to establish pathways for international student graduates to accept full-time permanent employment in Claresholm. Because the EDC can offer Permanent Residency through the RNIP program, Claresholm has competitive advantage in attracting international graduate students.

Marketing and branding is becoming more collaborative, and cross promotion between different organizations more common. To assure that the use of the Town of Claresholm Logo is appropriate the Economic Development Officer is seeking approval of Council, for the use of the logo with the following organizations:

- Norquest College, Edmonton www.norquest.ca/home.aspx
- Lethbridge College www.lethbridgecollege.ca
- University of Lethbridge www.ulethbridge.ca

PROPOSED RESOLUTION:

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

ATTACHMENTS:

- 1.) Norquest College, COOP Highlights Document

PREPARED BY: Brady Schnell, EDO

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 18, 2021

NorQuest students are ready and willing



Bring it on 2021

We recognize in these uncertain times that it can be difficult to plan so far ahead (especially during a pandemic).

With changing work environments and everyone adjusting to the “new normal”, NorQuest College students are now, more than ever, pivotal to the success of the Alberta economy. As you start planning for next summer, we hope you will consider students from our Business Administration program for co-op opportunities.

Whether it be in-person or virtual work placement, our students are ready and willing.

They are engaged, driven, and looking to add value to your organization in human resources, accounting, finance, operations, or entrepreneurship.

Co-op highlights:

- 480 hours total (paid work)
- Available to work from May to August 2021
- Competitive process to ensure highly motivated applicants
- Great opportunity for summer cover off, special project support, or supervisory training

Work-integrated learning is an essential component of student success and provides a great benefit to our employer-partners.

If you are interested in hosting a student or would like more information, contact:

Carol Spence

780.718.4092

carol.spence@norquest.ca

norquest.ca/wil



REQUEST FOR DIRECTION

Meeting: February 22, 2021
Agenda Item: 16

PUBLIC ART POLICY DIRECTION

The Town has received a donation request for Art within the new facility. Administration is requesting direction from Council on the attached policy and direction in regards to public art.

Discussion

One way to facilitate art within public spaces (which would include parks, etc.) is to adopt a Public Art Policy. This promotes/supports local artists and public art, and creates uniformity in ways requests are evaluated. A policy could encompass all public art on public lands, and within Municipal Buildings, as currently there is no policy in regards to this. This would only be for parks and buildings the Town directly controls, and not buildings under lease agreements with Societies. Boards such as the Community Centre Board and Golf Club would be able to control the art within their facilities, for instance. *Note: mural signs are regulated within the Land Use Bylaw, but not public art murals.*

As per the attached draft policy, Council would review any and all request for permanent public art, for example an art installation at a public park. Having a policy in place that includes inside the multi-use building would allow the Town to use the opportunity to showcase local artists, if desired, in an “artists corner” where artists could loan their works to display in a specified area. So, by resolution, Council could set up an “artists corner” in any area (lobby or Council Chambers) without having each individual request come back to Council for each art piece. Alternatively, if there was a donation for one specific art piece that would stay in any Town controlled building, that would be reviewed by Council, with the policy in mind (historical or geographic relevance, etc.).

The building committee carried a motion at their meeting held Feb. 9, 2021 to refer the attached draft policy for discussion to Council. If there are additional ideas or points to add/change Administration can re-draft and have the policy return to an upcoming agenda for adoption.

Potential Resolutions:

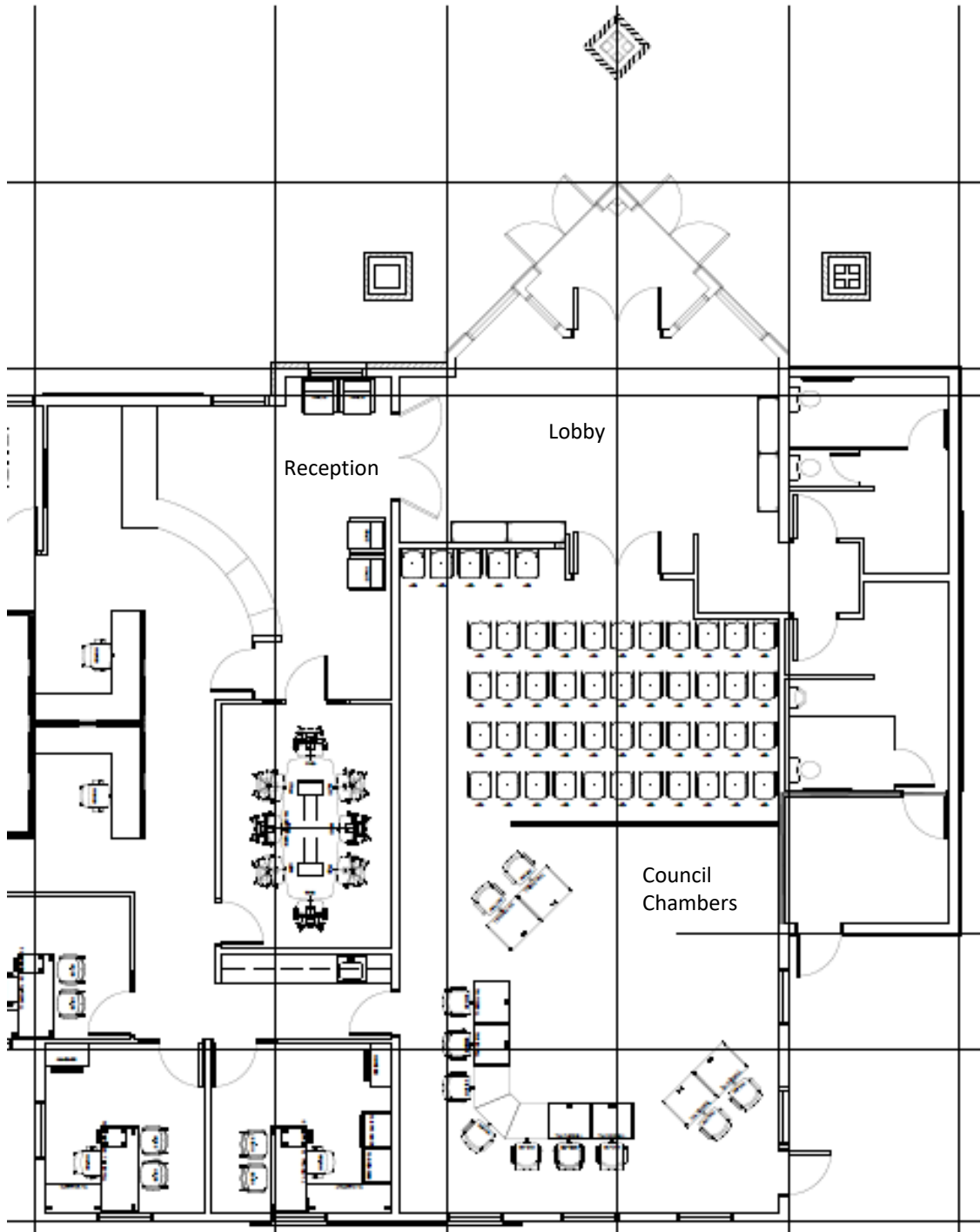
Direct Administration to revise the attached policy to add points discussed.

Or

Moved by Councillor _____ to adopt policy 5.7.25 – Public Art Policy, effective February 22, 2021.

And/or

Moved by Councillor _____ to permit an Artists corner in the _____ within the Multi-use Community Building & Town Hall, for art temporarily loaned to the Town for display.



ATTACHMENTS:

- 1.) Draft Art Policy


APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 17, 2021

	Public Art		Policy #5.7.25
Department Owner:	Recreation & Culture		
Policy Applies To:	Public Art		
Date Created:	Feb. 8, 2021	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	Feb. 22, 2021	Policy(ies) Replaced/Rescinded:	N/A

Intent:

To guide the loaning, acquisition, and placement of all public art located on and/or inside municipal property. The intent of this Policy is to ensure a fair and consistent selection/placement process whether the art is permanent or temporary.

Definition of Public Art

Public Art refers to visual works, which are displayed in public areas including, but not limited to:

- Sculpture – free standing, wall supported or suspended, kinetic, electronic in any material or combination of materials;
- Paintings or murals in any variety of materials;
- Displays of an illustrative nature that interprets the historical significance of a site;
- Architectural embellishments, street inlays or landscaping features with artistic intent.
- Signage and art pieces on private property are not considered public art and are not covered by this policy.

Benefits of Public Art

- Increases public appreciation and awareness of art.
- Contributes to economic development and tourism.
- Support the Arts Community, as noted within the Town’s Strategic Plan.

Guiding Policies

The guiding principles of the Public Art Policy shall be that public art:

- Be accessible and encourage a diversity of artwork.
- Provide for the conservation and ongoing maintenance of permanent pieces of public art.
- Embrace good design principles (engineering, structural, aesthetic, and safety) and comply with any applicable Town Bylaws.
- Encourage collaboration between the public agencies, private sector and the arts community.

Responsibilities

Town Council:

- Reviews and approves all proposed Public Art acquisition and placement.
- Promote public art components at potential public art sites.
- Reviews and approves all proposed gifts, bequests, fundraising, and donations of artworks.
- Determines de-accessioning (removing) and/or relocation of public art works.
- Council approval is required for all public art projects/displays/installations on Town controlled property. (This does not include inside municipal buildings under lease agreements with separate boards, unless major renovations or structural changes are

required).

- The Town has the right to remove public art wherever the municipality deems necessary for public safety, costly ongoing maintenance, demolition of site, and/or expiry of project lifespan. All reasonable efforts shall be made to rectify problems or re-site art where appropriate.

Guidelines and criteria for public art

Evaluation and approval of all proposed public artworks will be based on the following criteria:

- Relevance to the objectives and actions of the Strategic plan and other relevant Council documents.
- Relevance and appropriateness of the work to the context of its site.
- Consideration of public safety and the public's access to and use of the public domain.
- Consideration of maintenance and durability.
- Non-duplication of monuments commemorating the same or similar events.
- Evidence of funding source and satisfactory budget including an allocation for ongoing maintenance.
- The Town of Claresholm does not have adequate storage for any type of donated art collection, so any art within Municipal Buildings should be considered for temporary display only. (This does not include the museum)

Funding

- Requests for any type of funding or contributions in-kind must be approved by Town Council during the regular annual budget process or by separate motion.
- Community partners should investigate and/or provide funds/matching funds where possible with any potential grant funding.
- The final artwork, if any, will become the property of the Town, unless the Town agrees otherwise. The Town is not subject to any type of rental fees or monies owing for artwork on loan within municipal buildings.
- The Town will attempt to assist any groups and individuals to apply for appropriate grant funding for Public Art Projects.



REQUEST FOR DIRECTION

Meeting: February 22, 2021
Agenda Item: 17

COMMUNITY OFFICES, ROOM RENTALS

There have been inquiries as to the rental of the community spaces and community offices within the new building. Administration is requesting direction from Council on the attached policies and discussion regarding options, fees for rental spaces, etc.

Recreation Fees Policy

With the new multi-use building nearing completion, fees in regards to the rental of the space should be adopted by policy. Within the Town's Recreation Fee policy another schedule can be added in regards to both the youth/community room and Council Chambers. This would provide a space for groups to utilize for events, training, workshops, retreats, board meetings, etc. Administration is looking for feedback from Council as to the structure/amount for the rental fees.

Administration has looked at other fee structures for rental spaces (Community Centre and Arena mezzanine – listed in the rec policy) and have proposed the chart below for discussion. Currently the arena lobby/mezzanine has two fees; one for non-profit groups and one for-profit groups. There have been no complaints over the division of fees. Some options to discuss would be if Council wanted the building to be available at the same rate to all groups, or a division for not-for-profit groups. There is a deposit for the return of a fob (key signed out by the rental group)

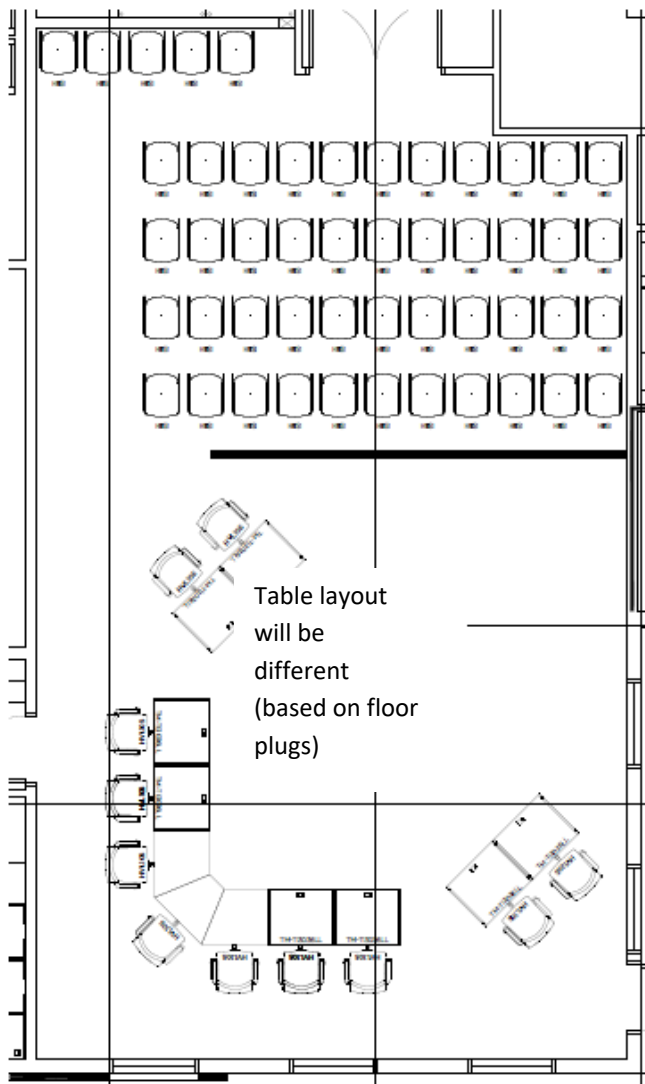
SCHEDULE E: MULTI-USE COMMUNITY BUILDING

	2021	2022 (no change)	2023 5% increase
YOUTH & COMMUNITY ROOM			
Non Profit DAY (4+ hours)	\$70.00	\$70.00	\$73.50
Non Profit Hourly	\$17.50	\$17.50	\$18.40
Profit DAY (4+ hours)	\$140.00	\$140.00	\$147.00
Profit Hourly	\$35.00	\$35.00	\$36.75
Building Deposit (cleaning/fob)	\$50.00	\$50.00	\$52.50
COUNCIL CHAMBERS			
Non Profit DAY (4+ hours)	\$80.00	\$80.00	\$84.00
Non Profit Hourly	\$20.00	\$20.00	\$21.00
Profit DAY (4+ hours)	\$160.00	\$160.00	\$168.00
Profit Hourly	\$40.00	\$40.00	\$42.00
Building Deposit (cleaning/fob)	\$50.00	\$50.00	\$52.50

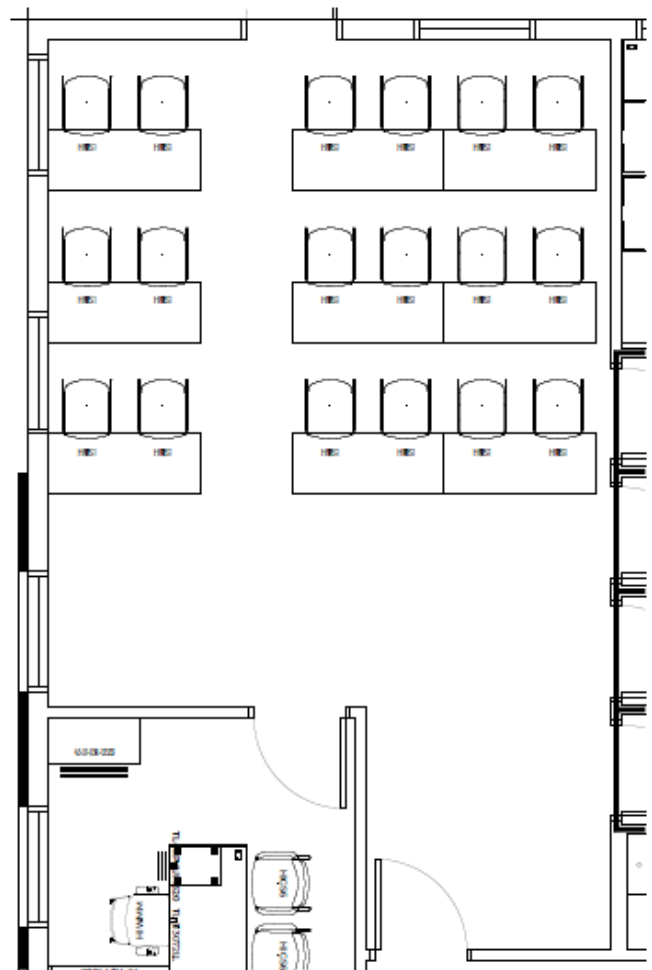
The Town currently has a policy (policy 5.8.10 Use of Council Chambers) that use of Council Chambers shall be limited to use by Council, Council Committees, Town Administration, and Boards or Organizations where Council or Administration has representation and/or is present. There has previously been no charge for groups to use Council Chambers for their board meetings. As noted during the November 12, 2019 Council Meeting when this policy was updated, this policy is very restrictive regarding the current use of Council Chambers due to security concerns of not being able to segregate access to Council Chambers from access to the rest of the Town administration building. It is Administrations assumption that this policy will be replaced or rescinded to allow for more liberal use of the new Council Chambers.

Below are the floor plans for the youth/community room and Council Chambers. The furniture will be provided to the room, and is moveable if required. Council Chambers also has a screen that groups can use with a laptop and projector. Discussion is taking place that in the youth/community room a smart board or screen will be added as well.

The Claresholm Community Centre rents the Lodge Room (north hall) at a rate of \$220.00 (with kitchen) and the meeting room has a rate of \$137.50.



1 Council Chamber
A3.2 3/16"=1'-0"



1 Meeting Room 111
A3.7 1/4"=1'-0"

Community Office Rental Policy

Within the new building there are four offices and four storage rooms (shown right) on the community side available for groups to lease or rent. Discussion as to the fees/lease agreements is required. The building committee referred this discussion to Council for options.

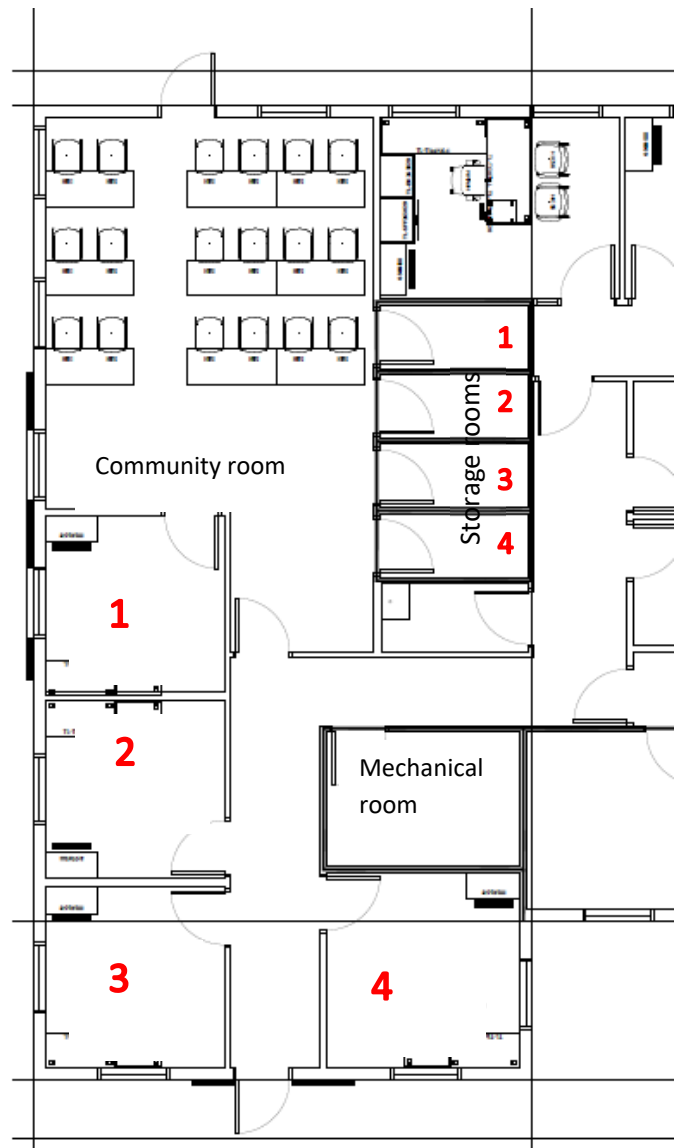
Options/Discussion:

Administration and the Building committee agree that the offices should be for not-for profit or public groups providing a service to the community. Initial discussions have mentioned potentially between \$200-\$300 per month for the office space, includes Wi-fi and phone and potential preferred booking, rates, or some included hours in the Youth/Community room.

If designated parking stalls were required (i.e. for Transportation Society) or one of the storage rooms, these could be added into the lease at an additional rate (uncertain on the parking spaces with plugs, storage rooms could be \$25 – 50 per month). Two of these storage rooms may already be utilized (one for FCSS teen group and one for tables and chairs).

Most of the groups who have expressed interest in leasing office space in the building would also want use of the Youth/Community Room for different programming, meetings, activities, etc. Administration would recommend not providing unlimited unpaid access to the Youth/Community Room for this groups to avoid any one group monopolizing access to the room making it largely unavailable to other groups or rentals. All bookings would be coordinated through the administration office. Options could include:

- Including maybe 4-8 hours per week in the lease agreement that they would get to use the room at no additional charge
- Not including any hours in the lease, but allow them to book the room at a preferred rate (50-75% normal rates)
- Allow them to utilize the room anytime there isn't another booking, but if someone else books they have to vacate – if they want to guarantee the use of the room they have to book and pay the rates (limit this type of use to only daytime hours when use of the room will likely be limited – 8AM to 4PM).



Groups who have inquired about space within the building are:

- The Station
- The Chamber (position shared with Economic Development Assistant)
- Lethbridge College
- Claresholm & District Transportation Society

The Station's preference would be to remain in Mackin Hall as this space has been provided free of charge. However, when the Station approached Council for the use of Mackin Hall that approval was granted on a temporary basis. The Multi-use facility is fully accessible (no stairs) and also has private storage space that may be more suitable to that group moving forward, rather than out within the larger space at Mackin Hall. Mackin Hall can then remain the space focused on youth as per policy, for groups such as the Scouts or potentially any other groups (such as the home school group) moving forward. Mackin hall is not set up to work well as shared "office" and "play" space, and there is concern over utilizing this same space for both purposes. It is therefore recommended that we send notification to The Station of when they are required to be out of Mackin Hall (i.e. when the new building is available).

Potential Resolutions:

Direct Administration to revise the attached rec policy to add points/fees discussed.

Direct Administration to revise the attached community office rental policy to add fees as discussed.

Or

Moved by Councillor _____ to adopt the updated policy 5.7.10 (v2) Rec Fees Policy, as presented effective February 22, 2021.

Or

Moved by Councillor _____ to adopt policy 5.8.30 (v1) Community Offices Rental Policy, as presented, effective February 22, 2021.

And/or

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

ATTACHMENTS:

- 1.) Draft Recreation Fees Policy (with community rooms rental rates added)
- 2.) Draft Community Office Rent Policy
- 3.) 5.8.10 Use of Council Chambers


APPLICABLE LEGISLATION:

- 1.) 5.8.10 Use of Council Chambers

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 17, 2021

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

Intent:

To establish a policy setting recreation facility and user fees.

Policy:

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

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

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

SCHEDULE A: CLARESHOLM ARENA

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

SCHEDULE B: CLARESHOLM AQUATIC CENTRE

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

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

SCHEDULE C: CLARESHOLM CAMPGROUND


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

SCHEDULE D: CLARESHOLM BALL DIAMONDS

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

SCHEDULE E: MULTI-USE COMMUNITY BUILDING

	2021	2022 (no change)	2023 5% increase
YOUTH & COMMUNITY ROOM			
Non Profit DAY (4+ hours)	\$70.00	\$70.00	\$73.50
Non Profit Hourly	\$17.50	\$17.50	\$18.40
Profit DAY (4+ hours)	\$140.00	\$140.00	\$147.00
Profit Hourly	\$35.00	\$35.00	\$36.75
Building Deposit (cleaning/fob)	\$50.00	\$50.00	\$52.50
COUNCIL CHAMBERS			
Non Profit DAY (4+ hours)	\$80.00	\$80.00	\$84.00
Non Profit Hourly	\$20.00	\$20.00	\$21.00
Profit DAY (4+ hours)	\$160.00	\$160.00	\$168.00
Profit Hourly	\$40.00	\$40.00	\$42.00
Building Deposit (cleaning/fob)	\$50.00	\$50.00	\$52.50

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

Intent:

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

Policy:

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

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

SCHEDULE OF FEES & RENT

MISCELLANEOUS FEES	
Key/Fob deposit (for each key/fob)	\$50.00
FACILITY RENT (per month)	
Community office space only (includes Wi-Fi)	\$200.00
Community office space only (includes Wi-Fi & Phone)	\$250.00
Addition of storage room (youth room use)	\$50.00
Allocated parking spaces (per stall)	\$50.00

		Use of Council Chambers Policy		Policy #5.8.10	
Department Owner:		Administration			
Policy Applies To:		Boards, Committee, and Organizations			
Date Created:		May 2000	Date Approved By Council:		November 12, 2019
Version #:		1.0	Resolution #:		19-179
Last Review Date:		October 21, 2019	Policy(ies) Replaced/Rescinded:		GA 05-00

Intent:

To establish a policy for the use of the Council Chambers by groups and organizations.

Policy:

1. Use of Council Chambers shall be limited to use by Council, Council Committees, Town Administration, and Boards or Organizations where Council or Administration has representation and/or is present.

2. Groups who do not have a Council or Town Administration representative shall be requested to find other accommodations for their meetings.



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

Revenue	JANUARY	2021 YTD	2021 BUDGET
Net municipal taxes	373.01	373.01	(3,502,439.00)
Special assessments	-	-	(5,140.00)
User fees and sales of goods	(38,554.33)	(38,554.33)	(2,885,852.00)
Government transfers for operating	(15,848.50)	(15,848.50)	(325,691.00)
Investment income	-	-	(60,000.00)
Penalties and costs of taxes	(26,732.29)	(26,732.29)	(88,100.00)
Licenses and permits	(35,067.18)	(35,067.18)	(100,000.00)
Other local government transfers	(6,000.00)	(6,000.00)	(175,891.00)
Proceeds from disposal of capital assets	-	-	(105,000.00)
Franchise and concession contracts	(19,433.11)	(19,433.11)	(214,616.00)
Rental	(6,327.05)	(6,327.05)	(112,430.00)
Other	(1,204.85)	(1,204.85)	(25,500.00)
Government transfers for capital	(22,500.00)	(22,500.00)	(2,420,825.00)
	<u>(171,294.30)</u>	<u>(171,294.30)</u>	<u>(10,021,484.00)</u>
Expenses			
Salaries, wages and benefits	172,893.55	172,893.55	3,008,326.00
Contracted and general services	(4,896.62)	(4,896.62)	1,642,216.00 1
Materials, goods, supplies, and utilities	11,729.08	11,729.08	1,272,600.00
Bank charges and short-term interest	64.17	64.17	500.00
Interest on long-term debt	-	-	232,220.00
Other expenditures	1,408.85	1,408.85	25,490.00
Transfers to organizations and others	3,183.50	3,183.50	367,626.00
Amortization	-	-	1,695,368.00
	<u>184,382.53</u>	<u>184,382.53</u>	<u>8,244,346.00</u>
Internal Transfers			
Internal transfers	-	-	5,000.00 2
	<u>13,088.23</u>	<u>13,088.23</u>	<u>(1,772,138.00)</u>
Net Income			
	<u>39,490.58</u>	<u>39,490.58</u>	<u>(27,871.00)</u>
Other			
Transfers to/from reserves	-	-	(117,803.00)
Capital expenditures	26,402.35	26,402.35	3,878,000.00
Debt Proceeds	-	-	(750,000.00)
Debt Principal Repayment	-	-	429,439.00
Amortization addback	-	-	(1,695,369.00)
	<u>39,490.58</u>	<u>39,490.58</u>	<u>(27,871.00)</u>

Notes

- 1** Negative contracted and general services is due to reversing 2020 accrual for policing costs to apply estimated 2020 costs into the proper year. Invoice from the Province was expected in January that would remove this credit, however the invoice hasn't been received yet.
- 2** Internal transfers are just transferred between different departments. Due to timing of recording entries this will be in a positive or negative position during different times of year. Total for the year will balance out to NIL.



Town of Claresholm
Income Statement by Function
January 31, 2021

Revenue	JANUARY	2021 YTD	2021 BUDGET
Tax and requisition revenue	(45,310.39)	(45,310.39)	(3,838,855.00)
General administration revenue	(43,725.32)	(43,725.32)	(196,766.00)
Police	37.20	37.20	(15,000.00)
Fire	(600.00)	(600.00)	(12,000.00)
Bylaw enforcement	(4,309.20)	(4,309.20)	(38,000.00)
Roads, streets, walks, lighting	-	-	(105,000.00)
Airport	-	-	-
Storm sewers and drainage	-	-	(861,318.00)
Water supply and distribution	(2,135.07)	(2,135.07)	(2,348,898.00)
Wastewater treatment and disposal	(641.81)	(641.81)	(421,976.00)
Garbage Collection	(1,231.23)	(1,231.23)	(429,000.00)
Recycling	(625.33)	(625.33)	(300,000.00)
FCSS	(22,448.50)	(22,448.50)	(255,416.00)
Cemetery	-	-	(18,500.00)
Economic development	(1,150.00)	(1,150.00)	(113,100.00)
Land use planning, zoning and development	(19,167.18)	(19,167.18)	(69,600.00)
Parks and recreation	(29,987.47)	(29,987.47)	(931,055.00)
Culture - libraries and museum	-	-	(67,000.00)
	<u>(171,294.30)</u>	<u>(171,294.30)</u>	<u>(10,021,484.00)</u>
Expenses			
Legislative	-	-	115,000.00
Administration	74,735.10	74,735.10	1,298,316.00
Police	(55,297.50)	(55,297.50)	110,674.00 ¹
Fire	6,798.12	6,798.12	209,921.00
Bylaw enforcement	2,121.79	2,121.79	97,062.00
Common and equipment pool	12,473.30	12,473.30	542,604.00
Roads, streets, walks and lighting	10,976.81	10,976.81	834,781.00
Airport	-	-	17,250.00
Storm sewers and drainage	-	-	284,461.00
Water supply and distribution	24,053.02	24,053.02	1,276,852.00
Wastewater treatment and disposal	3,500.81	3,500.81	509,797.00
Garbage Collection	13,446.89	13,446.89	389,458.00
Recycling	14,575.03	14,575.03	301,501.00
FCSS	16,468.24	16,468.24	273,011.00
Daycare	3,183.50	3,183.50	38,202.00
Cemetery	268.01	268.01	20,106.00
Physician recruitment	-	-	3,000.00
Economic development	12,992.21	12,992.21	308,329.00
Agriculture - weed and pest control	-	-	44,906.00
Land use planning, zoning and development	20,339.59	20,339.59	195,896.00
Parks and recreation	21,306.88	21,306.88	996,182.00
Culture - libraries and museum	2,440.73	2,440.73	377,037.00
	<u>184,382.53</u>	<u>184,382.53</u>	<u>8,244,346.00</u>
Net Income	<u>13,088.23</u>	<u>13,088.23</u>	<u>(1,772,138.00)</u>

Notes:

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



Information Brief

Meeting: February 22, 2021
Agenda Item: 19

The Claresholm Aquatic Centre Reopening 2021

Alberta Health has reduced some restrictions for recreation facilities, which means the Claresholm pool will be able to reopen. There are new restrictions and guidelines that the facility has to follow.

Screening requirements at the door for all attendees, cleaning protocol breaks between programs, distancing measures, and mask use will continue as prior to shutdown December 12, 2020. The pool schedule will be reduced in hours due to staff availability. The following standard and programs will occur at the facility.

Advanced training: This will be a source of revenue as the Claresholm Aquatic Centre will be one of the few facilities offering advanced training.

- Standard First Aid, Bronze Medallion and Cross, National Lifeguard and Lifesaving Swim instructor

Private Lessons: One on one training, youth and adults.

- There is no drop-in programming or self-directed activity permitted at this time.

Junior Lifeguard Club: Group Training under 18 years of age

- All youth must be capable of swimming independently, and require minimal direction due to the expectations of 3 meters distancing
- Coaches and instructors may be over the age of 18 and are included in the 10 person limit.
- Our facility would allow for 8 swimmers, one lap, walk around and repeat to ensure the 3 meter spacing requirement is met. Swim Alberta Guidance would be used.

Schools Livingstone Range School Division made the decision early in school year not to have off site activities.

- Email Confirmation from West Meadow Elementary School February 11, 2021

Family/Household Rentals: *Confirmation February 16, 2021*

ARPA meeting Confirmed February 11, 2021, Guidance Documents on Alberta.ca released February 16, 2021

- Family/Household rentals will be allowed. This is limited to families who reside in the same household and cannot include extended family. Staff would only be scheduled for the blocks that are necessary.

Kraken Swim Club: ASSA

- Start May 1st, *hours of use may be reduced*. Swimmers would be ready to swim when entering, robe up on deck, and leave through Hot Tub door, no use of change rooms besides washroom

ATTACHMENTS:

- 1.) N/A
-

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 18, 2021



CAO REPORT

February 22, 2021

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.

COVID 19

We continue to comply with the Public Health Order and have several staff members working from home when possible. We continue to be engaged with the provincial government on matters relating to the pandemic and are opening facilities when permissible. We will re-evaluate the operational efficiency at the end of February to determine if we will continue with staff working from home and having the office closed with entry by appointment only.

Municipal Law Seminars

I participated in both the RMRF and Brownlee LLP municipal law seminars over the past two weeks. There were several topics of interest with emerging trends in municipal issues.

AUMA – Provincial Policing

I have attended 2 sessions with AUMA regarding the government’s investigation of creating a Provincial Police Force to replace the RCMP. It is my opinion that this is a matter that Council needs to keep informed about as it has very extensive implications for municipalities. The consultants report is due to be presented to the province on April 30, 2021.

BYLAW

See enclosed report

CORPORATE SERVICES

See enclosed report

DEVELOPMENT

See enclosed report

ECONOMIC DEVELOPMENT

See enclosed report

FCSS

See enclosed report

FIRE

See enclosed report

HR/TAXATION

See enclosed report

INFRASTRUCTURE SERVICES

See enclosed report

RECREATION

See enclosed report

UTILITY SERVICES

See enclosed report

Respectfully submitted by

Marian Carlson, CLGM
CAO



INFORMATION BRIEF

Meeting:
Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT February, 2021

February Enforcement Highlights: First Month

My name is Kyle Aikema, I started in the position of Bylaw Enforcement on February 1st. Prior to working for the Town of Claresholm I worked as a Disability Service Worker helping with those with mental disabilities who were transient and or addicted to substances and connecting them to community resources to promote a healthy lifestyle. I have volunteered as a hockey coach for years and always take pride in seeing young athletes develop their skills and take the talents they learn as being a part of a team and apply it to their own lives.

1. On February,8/2021 had potentially 29 properties to issue sidewalk notices to. After 24-hour notices were given, contractor only had to be sent in to clean 2 properties.
2. Number of calls regarding dog owners failing to pick up after their dogs have decreased over the past 2 weeks.
3. Initiated utilizing a waste receptacle at the ball diamond by the Community Centre and dog owners have been using the receptacle and have not been leaving bags in either dugout since.
4. Initiated having another dog poop bag dispenser on the east side of Willow Park Dog Park and have seen an increase of bags being filled and placed into the garbage bins and less fecal matter found in the dog park.
5. Trained with Jason Hemmaway every afternoon for the first week of February and since have consulted with Jason either via text or phone call to answer questions regarding Bylaw enforcement techniques, rules and guidelines to do the job of a Bylaw officer as proficiently as possible.
6. I have met with other emergency services in the town including the RCMP and local fire department.
7. I have been training to use Laserfiche, Report Exec, Muniware, GIS, email and work phone to meld them together to access the information available to me to do my job with efficiency.
8. Actively patrolled dog parks and areas in town known to have dogs and their owners frequent.
9. Introduced myself to as many members of the public and encouraged them that if they had any questions or concerns to call or email.
10. Updated bylaw documentation with newly updated bylaws including 1709, 1710, 1711 and other outdated documentation to make these resources as useful as possible.
11. Have issued 30-day warnings for 3 properties that are the subject of Unsightly Property complaints.

DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 1/25/2021 - 2/19/2021

Financial

- Auditors were onsite for their “fieldwork” for the 2020 Audit last week. This is our first year with our new auditors, Gregory, Harriman & Associates LLP, and the transition seems to be going smoothly. Our current proposed schedule is to have draft audited financials ready for presentation to the Audit and Finance Committee on the week of March 15th and ready for presentation and adoption by Council on March 22nd.
- Yearend grant reporting and statements of funding and expenditures have been drafted along with the yearend. These will be submitted once we have draft audited financials to ensure the auditors don’t identify any required adjustments prior to submitting. The CFEP grant reporting hasn’t been started yet, however financial information for those reports has been drafted and we will just need to pull the information together (two CFEP grants for the Daycare/Playschool building and one for the Arena Mezzanine room and floor)
- January month end is completed and council Financials are prepared for councils review and acceptance.
- Due to higher usage and utilization of non-residential recycling, we are working with E360 to update our contract to accommodate these increases. We should have something before committee on this within the coming month.

General

- Kyle Aikema is fitting in well in his new position as our Bylaw/Municipal Enforcement Officer. Jason Hemmaway as a prior Bylaw and Peace Officer has assisted with his training and he is performing excellently.
- Daycare & Playschool have moved into their new building and are enjoying their new space.
- Multiuse Community Building is scheduled to be turned over to the Town with substantial completion on Feb 26th. Over the month following we will be working to get the building furnished, computers and network set up, audio/visual equipment installed, etc.
- As a result of extra precautions administration is taking to ensure business continuity amidst the current spike in COVID cases, Lisa and myself are still working from home. We remain available via email and phone, and we are keeping in regular contact with other staff members. I have been in a bit here and there with the Audit and such, however primarily am still working from home.

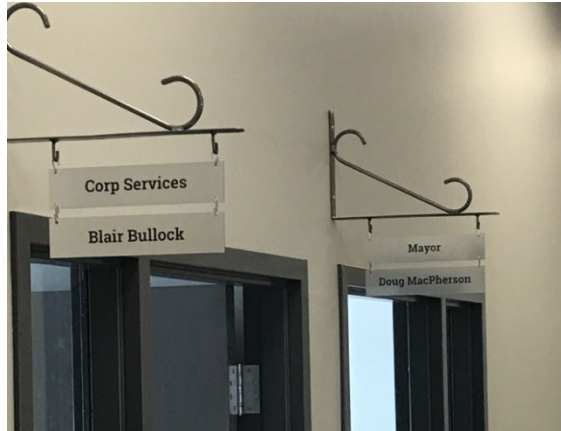
Submitted by
Blair Bullock, CPA, CA
Director of Corporate Services

DEVELOPMENT OFFICER REPORT



Claresholm

For: 1/15/2021 - 2/17/2020



Development Permits

- ❖ 12 permit applications received.
- ❖ 8 development permits closed.

Compliance Requests

- ❖ 6 compliance requests received.

Miscellaneous

- ❖ MPC meeting – January 29, 2021.
- ❖ Local Press Ads – Land use bylaw amendment notifications, business license renewal notifications.
- ❖ Emergency Management Committee meeting Feb 8, 2021 – annual review of Municipal Emergency Plan completed.
- ❖ RMRF Law seminar – Feb 4 & 5, 2021 – Topics included environmental compliance, case law, liability with development or subdivision decisions & contract issues.
- ❖ Brownlee Law Seminar Feb 11, 2021 – Topics included development agreements, COVID liability, tax incentives, and legislation updates & relevant case law.
- ❖ Webinar Feb 10, 2021 - Making the Case for Arts-Based Community Engagement. The Arts brings life to our communities. Discussion surrounding how the arts can be integrated within community engagement and what barriers or myths we need to break down. What do arts-based practices offer that is unique from traditional community engagement? What are the barriers? What is needed to expand arts-based engagement practices?
- ❖ Webinar – Canada Healthy Communities Initiatives – public spaces during COVID. The Healthy Communities Initiative will provide funding to a broad range of organizations, including local governments, charities, Indigenous communities and non-profits, for projects, programming and services that help communities: create safe and vibrant public spaces, improve mobility options and provide innovative digital solutions to connect people and improve health. Grant program deadline March 9, 2021. The Rec department and Skatepark association are looking into potential applications. https://communityfoundations.ca/initiatives/chci/?mc_cid=e2c9d3c2e5&mc_eid=2a1f89d3c0

On-going projects

- ❖ IDP – Waiting for a response from MD following the Town's last correspondence.
- ❖ Unsightly Bylaw education – A brochure has been developed that will be mailed out at the end of February (with residential utility billing). This brochure has information in regards to the changes to the bylaw.
- ❖ Land Use Bylaw sign schedule amendment – project is complete, the land use bylaw has been updated.
- ❖ Multi-use Community Building Project – Building Committee meeting held Feb 9, 2021. Daycare/Playschool moved in and operating. Waiting for adequate weather to complete signage (addresses) for each building.
- ❖ IMP (Infrastructure Master Plan) – project ongoing, final draft being completed.

Submitted by
Tara vanDellen
Planner/Development Officer

Economic Development Officer's Report

Town of Claresholm

February 18, 2021



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

Since the submission of my January 20, 2020 report I continue to perform the duties outlined in my employment contract and directed by the Chief Administrative Officer and Economic Development Committee. The following is a summary of the current projects and activities.

Economic Development Committee (EDC):

The EDC meeting scheduled for February 16th 2021 was postponed to February 23, 2021 to allow more time for review RNIP applications that had been received.

SouthGrow Regional Initiative & Alberta Southwest

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

Rural and Northern Immigration Pilot (RNIP)

The fourth Cultural Competency and RNIP Orientation workshop took place on February 10, 2021 with close to 20 participants, including 5 business owners/managers, members of the EDC, Chamber of Commerce, and FCSS. These 2.5-hour workshops build community capacity in the areas of welcome, inclusivity, and accepting attitudes. In the last 12-months 29 employers have completed the training, with the latest being 2 cleaning companies, an auto mechanic shop, and an aviation training facility.

I am engaged with a number of employers regarding Offers of Employment, some applications are complete and others require more documentation. The EDC will continue to evaluate complete applications for a Community Recommendation, as they are available.

Labour Market Partnership; Dynamic Claresholm

More than 300 residents have participated in the Labour Market survey that closed January 31, 2021. Next steps are evaluation of all the data collected and delivery of a report by Factor-5 Group. With that data the partners will plan the Employment Conference and Job Fair (working title).

Welcoming Claresholm Project; Willow Creek Immigrant Services

I completed a 25-page grant application to the Alberta Settlement and Integration Partnership program for 24-months of funding to continue the welcome and inclusivity work that began in August 2020. If successful this will include related-resource funding for multiple community organizations.

Under the umbrella of Calgary Catholic Immigration Society, the Foothills Community Immigrant Services out of High River, and the new Willow Creek Immigrant Services in Claresholm now provide a network of five (5) staff that are working to benefit Claresholm.

- Lisa Degenstein, Team Lead, Settlement Worker
- Susan Kolpak-Jarvis, Community Engagement Coordinator
- Martina McGarry, Community outreach Coordinator
- Roan Santos, Settlement Councillor
- Marie Schooten, Canada Connects Coordinator & Councillor

Chamber of Commerce

The Chamber of Commerce met February 17, 2021 and approved the updated policies and bylaws.

Wayfinding Signage Project & Shingle Signage Program

Need to follow up with contractor on this project.

Community Advertising Program

There are 2-local businesses that will begin 2-year advertising lease agreements beginning March 1, 2021 (pending the graphics designer's ability to make the deadline)

Building relationships with post secondary institutions

Norquest College and Lethbridge College are prepared to formalize a process whereby the Town of Claresholm Economic Development can help promote the placement of practicum and CO-OP students with local employers in Claresholm. These 4-month work-terms are typically subsidized in some way, can lead to permanent positions. NorQuest College would also like to help promote a recruitment pathway for recent international student graduates into Claresholm.

History of Claresholm PodCast; Canadian History Ehx

In August 2020 the EDC agreed to fund a podcast about the history of Claresholm. The podcast will be launched on Apple Podcasts February 18, 2021, and is available for Town of Claresholm use on the webpage, social media and other mediums. The 35-minute episode is now complete and available at: <https://pdcn.co/e/traffic.libsyn.com/secure/canadahehx/Claresholm.mp3>

Video Production

Working with Alec Harrison Music on the production of multiple videos in relation to the daycare, playschool, multiuse building, and the welcoming Claresholm website. Also, in discussions about annual contract of services for the video and interview production, editing, and related services.

Other items

- Attended the monthly interagency meeting with FCSS
- Investment Inquiries in the areas of, indoor growing, home décor manufacturing, electric trailer harness manufacturing, and transportation/logistics.

Submitted,
Brady Schnell, Economic Development Officer

FCSS Report to Council

- Watched a webinar about an online program called Togetherall. Great for connection and help with mental wellness. We are promoting it on our Facebook page.
- Erin has prepared letters of support for Ranchlands Victims Services for multiple grants, Minor Hockey for new Zamboni and EDO for a grant for immigration. (I just sign my name and she makes me look good!)
- Erin has been going over our receipts in preparation for audit
- Catching up on CVITP webinars and anything that may be new for tax filing this year.
- Continue attending monthly meetings with Provincial emergency management, community response to elder abuse, early childhood committee, FRN, Parents Empowering Parents, and Welcoming Claresholm Committee.
- Worked with staff to go over our part in the mockup of an emergency for Town of Claresholm. Went quite well! Jason did a table top review to go over the situation with us and all of the decisions and tasks. It was a great practice to see if we could manage in a real situation.
- We will be planning to do a live Facebook on the “72 hour kit” for individuals and families. We will explain why it is important to have it and what should go into it.
- Erin and I got a tour of the new Town office. Holly got to see it at a later time as she was away. I have asked Blair for approval to not move in until the end of April as we will be just starting tax time in March. We feel it would be too confusing for clients. We hope to get over the biggest batch of taxes and then it will be easier for us to move.
- Attended a mini meeting with Lethbridge College Advisory Board. We felt that once per year was just not enough so we will meet every 6 months moving forward.

- Reached out to Caregivers group to possibly meet virtually. Does not seem to be a good time for most of the participants.
- Baptist Church has contacted us with a project they would like to plan for the spring. We will work with them to get this organized.
- After many attempts I think the budget for Children's Services grant has finally been approved. Many changes were needed over this past month to meet their approval.
- Some very sad news – we no longer will be receiving the AHS, Mental Health grant of \$28,000. The government has cut the funding for this grant and there is nothing else being added to compensate for this. This funding went towards part of the resource coordinator position (Erin).
- Attended the Safe at Home meeting. They have set the date to open the home in Claresholm for March 1. They are also offering a community based program for men to help deal with issues around domestic violence.
- Met with Gabrielle Kirk to go over a grant proposal for a Rural Mental Health project we are planning.
- We postponed our Family Day event as we knew the weather was going to be too cold and the health inspector told us that organized events were prohibited.
- With Blair's assistance we put together spreadsheets for the auditors and from those I am working on the FCSS Annual Report. The system for 2020 is not up and running yet.
- We continue to come up with ideas to engage the community using virtual events. Some of the events are BINGO for families, a speaker series with an author, kids cooking class, and surprise a senior.
- Our external funding year end reports are due so I have been going over those as they come in. New funding applications are due the end of February so I am looking over those and getting them ready for our board meeting.

TOWN OF CLARESHOLM FIRE DEPARTMENT

MONTHLY UPDATE

FOR THE PERIOD OF: 1-January-2021 to 17-February-2021

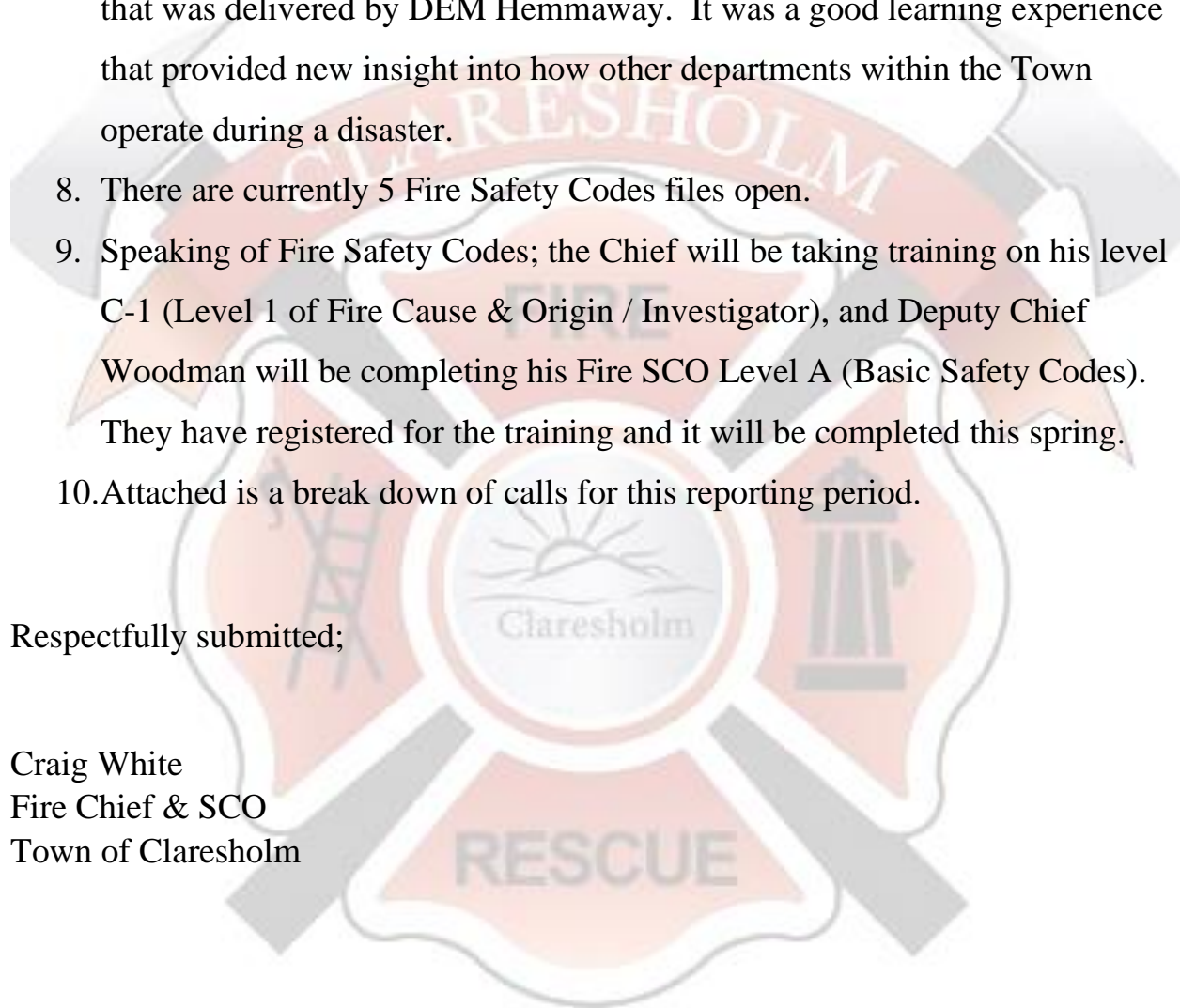
1. Call volume is steady for the first six weeks of 2021. The crews responded to the Larson Feedlot fire in early January and were on site for two days with extinguishment and clean up. That same evening, crews responded to another grass fire between Claresholm and Granum. The Larson event saw crews from all 5 departments in the MD of Willow Creek respond. It was a good example of the power of the Intermunicipal Fire Services agreement in action! As well, a testament to the inter-department training that occurs at the various courses offered throughout the year and especially the 1001 professional firefighter course that is always well attended every time it is offered.
2. The investigation regarding the last structure fire of the 2020 calendar year in Claresholm has been closed by the RCMP.
3. Support from the community for the Firefighter fundraiser calendar was amazing, to date we've raised over \$7000 (net) to put towards our goal of low-slope rope rescue equipment for our station. This is outside of paying for the cost of production of the calendars, which when factored in, puts the members raising over \$11,000! (gross).
4. The Officer vacancy at the Lieutenant level was filled by Firefighter Shayne Leeds. Shayne has over 10years on the department – welcome to the Officer ranks Shayne!
5. The vacancy that existed at the time of the last report was filled by Duncan McLean. Unfortunately, we had another member resign early in 2021 (due

to medical reasons), and as a result we are actively looking for a new member.

6. Bi-weekly training resumed on 20-January-2021 with appropriate precautions in place.
7. The Chief & Deputy took part in the “virtual table-top / disaster exercise” that was delivered by DEM Hemmaway. It was a good learning experience that provided new insight into how other departments within the Town operate during a disaster.
8. There are currently 5 Fire Safety Codes files open.
9. Speaking of Fire Safety Codes; the Chief will be taking training on his level C-1 (Level 1 of Fire Cause & Origin / Investigator), and Deputy Chief Woodman will be completing his Fire SCO Level A (Basic Safety Codes). They have registered for the training and it will be completed this spring.
10. Attached is a break down of calls for this reporting period.

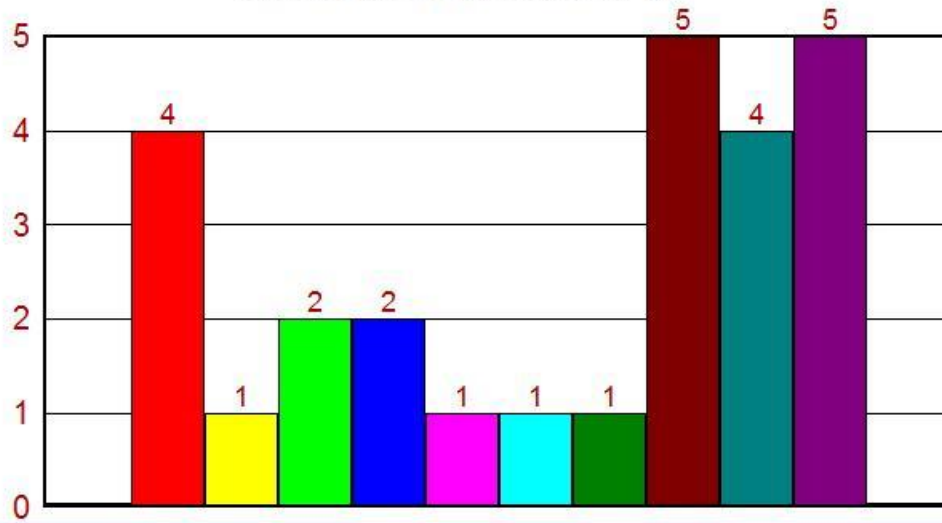
Respectfully submitted;

Craig White
Fire Chief & SCO
Town of Claresholm



CFD Responses by Type

From Jan 1 21 to Feb 17 21



■ Alarm No Fire - accidental miscellaneous - 4	■ Alarm No Fire - detector activated - 1
■ Alarm No Fire - miscellaneous - 2	■ Alarm No Fire - smoke or steam mistaken - 2
■ Alarm No Fire - sprinkler surge or discharge - 1	■ Fire Outside - 1
■ Fire Structure - 1	■ Medical - EMS - 5
■ Public Service - miscellaneous - 4	■ Vehicle Accident - 5



FEBRUARY 2021

HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

Kyle Aikema, our new Bylaw Officer, started on February 1st and is settling in nicely.

The Janitor position has been filled. The new employee is Tyawna Edmonds. The position was vacant for a bit so it will take some time to catch up but I'm sure she is up for the task.

The year-end and audit are in process now. The auditors were here last week to do their inhouse processes.

T4's have been issued. All employees should have theirs by now.

Assessment and Taxation

There are still two (2) formal appeals, one (1) was settled. ORSCC has apparently got an order from the provincial government for an extension. We have not seen anything formally yet but it looks like there has been some progress. Marian has been keeping on top of things with ORSCC to keep this process moving forward.

Below is the amount of outstanding taxes, at February 17th, 2021 not including TIPPS Participants.

Taxes outstanding are **\$338,781.95** summarized as follows:

\$ 26,427.55	Current Taxes Outstanding
\$ 292,876.21	Arrears including penalties
\$ 14,240.98	2 properties on Tax Agreement from 2020 Arrears List
\$ 5,237.21	On 2020 Tax Arrears List. Subject to auction in 2021.

There is still 1 property subject to auction next year as it is on the 2020 Tax Arrears List. We were able to get tax agreements for 2 of the properties on the 2020 Tax Arrears List to avoid taking them to auction.

The 2021 Tax Arrears list will be prepared, and sent, to Land Titles by March 31st, 2021.

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

Our 2020 assessment for 2021 taxes will be declared, by February 28th, 2021, to ASSET.

It will be available to the Town by March 1st.

Infrastructure Services



February 2021
TOWN OF CLARESHOLM
Mike Schuweiler
Director of Infrastructure

Arena

Closed for the season, the ice was removed last week in January. End of season maintenance has been completed, painting of dressing rooms completed.

Town Buildings

New building construction is completed, touchups for a few more days. Daycare building Keys have been turned over to the Town. Administration building to be turned over Feb. 26, for the start of warranty. Some landscaping to be completed when the weather warms up at both sites. Campground Office furnace quit and parts were ordered and installed asap.

Cemetery

Nothing to report at this time.

Equipment

All equipment is operational at this time, Diesel engine work and new turbo installed on garbage truck, All 5 trucks to be safety inspected this month, no major problems to report, so far.

Garbage

Our collection program is working with Public works staff filling in for the last six + months due to injury.

Streets

Sanding completed as needed. Salt is not effective below -10, so extra sand has been needed. Frost levels are down almost 4' with the cold weather.

Sanitary Sewers

Monthly maintenance of the sewer system, in the Town's problem areas continues. One home has reported sewer backup in the last 4 weeks, the home owners service line was found to be the problem. One of the two sewer pumps had to be replaced at the North lift station.

Water Distribution

All other work was put on hold while we correct issues within our system to limit disruption. We have repaired one indoor water line at the Arena, that was frozen and broke, The Curling rink was also frozen up with some damage to the meter and lines. Numerous reports of frozen mobile homes. No frozen services at this time. Water main break at the Airport, town staff assisted the MD and supplied the repair parts to be replaced later by MD.

Storm Water Drainage

No problems at this time to report.

Parks

Tree removals of marked trees will continue now that the weather has warmed up.

Recycling

All is going well with the program overall. Most complaints involve the wind, and I have no solutions at this time. Very few are missed, but service was slower due to the colder weather.

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

CLARESHOLM RECREATION

January-February Recreation Report



Authored by: Denise Spencer

January 19, 2021

ARENA

- The Arena Ice was removed the week of January 25-29
- On February 6 Alberta Health made changes to the restrictions for recreation which would've allowed minor teams to practice at a limited capacity
- The Mezzanine was approved by Council to be used as a space for Home School Education on February 8, 2021.
 - On February 16, 2021 we received word from Alberta Health that the space was not approved, and would not be suitable due to it being in a recreation facility. The organizer has decided to look for another space for the time being.



CAC

- Equipment Room and First Aid room purged, and organized. This is done yearly, and 2020 was missed as our shutdown was during lockdown
- A new reopening plan has been completed. New restrictions will not allow fitness swimmers, program/training times for those who participate in Aquafit, or Senior's times. Restrictions allow for one on one training, or group training for those under the age of 18. Household rentals have been confirmed with Alberta Health.
- Staff have been contacted for their availability.
- Advanced training programs will be going forward as training facilities are in short supply in Southern Alberta.

Dog Park & Pathway

- Currently waiting on an updated quote for fencing, costs have risen considerably in the last year for materials.
- One of the concerns brought up by residents on the east side is there is no pathway from 47 Avenue to 53 Avenue East
- Applying for the Community Initiative Grant for the pathways, 2 dates to apply this year, first application for March 9, 2021

Willow Creek Soccer

- With the changes to restrictions Soccer can go forward for youth this year, at a limited capacity possibly just in house.
- Willow Creek Soccer has reached out to parents, and is in need of board members and volunteers

Ball Hockey

- With restrictions for indoor activities still in place, this group will be encouraged to play outside for 2021 as per Alberta Health restrictions

SASG-Southern Alberta Summer Games

- The Southern Alberta Recreation Association has officially cancelled the Southern Alberta Summer Games for 2021. Medicine Hat had stepped up for 2021 after Raymond decided that they would not be able to facilitate them with the restrictions in place. Medicine Hat had the space, and the finances to go forward. The Medicine Hat SASG Host Committee made the decision in January that there were too many factors to consider, which included the volunteers that commit to the games.

The Range Gravel Experience

- Garth Stotts made the decision to change the format of his event for 2021, the original plans included staging grounds at Centennial Park, including the Start and Finish. Changes include:

- Giving attendees a range of dates to complete a course, July 22-24 , 2021
- The start and finish of the timing would be on a Willow Creek Road outside Claresholm,
- They complete the course with their own GPS device (like a phone or Garmin), then load the file onto the event page creating a Virtual Leaderboard
- Awards and prizes - mailed out.

Recreation Survey

- This is running from February 3-26
- Community input will be valuable in determining what the needs of the community members are, and what areas the town should concentrate on, ie. Pathways, marketing
- The last Survey that covered recreation in Claresholm was the Needs Assessment by FCSS in 2015. This information was used to determine what community members wanted in Claresholm, and the results were posted in the Recreation Master Plan

Webinars

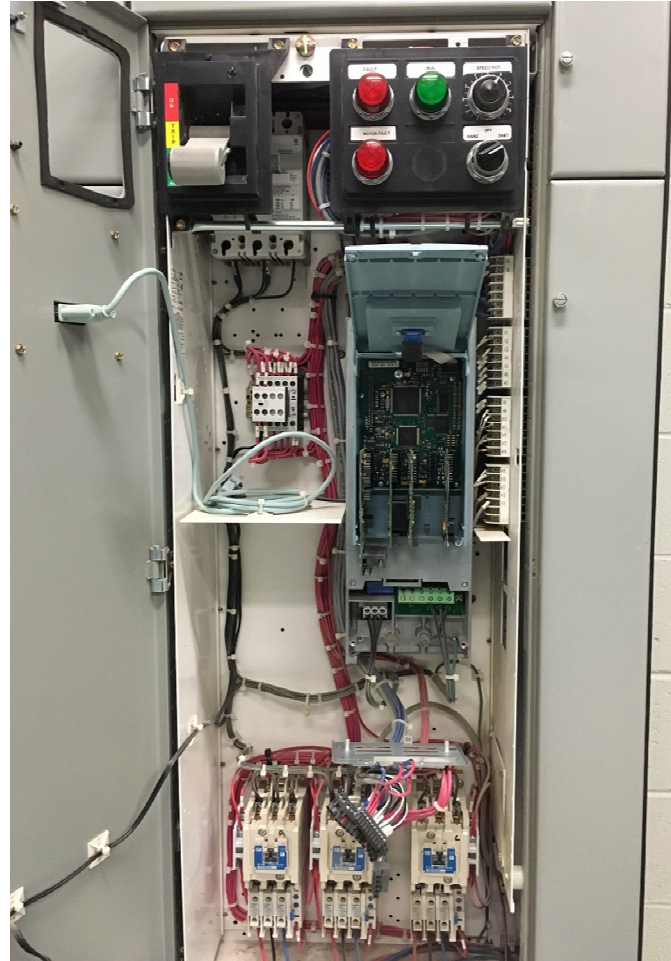
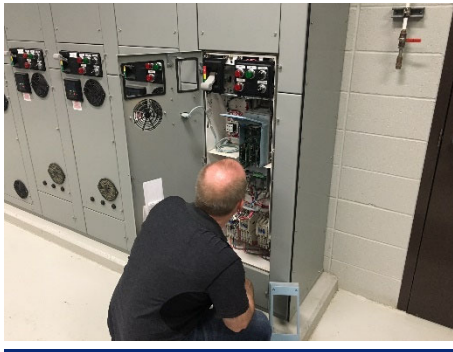
- *January 19-Red Cross: Waterworks, check in with facilities and the changes in the industry due to Covid-19*
- *February 8- AARPF Town Hall with AHS regarding recreation and clarity on restrictions*
 - *Emphasis on screening and preventative hygiene*
 - *Exemptions*
 - *One on one training*
- *February 11 – Recreation Town Hall, hosted by ARPA, focus on Aquatics*

Skate Park

- February 3, 2021 Zoom meeting regarding the 2 designs by Newline
- Association Members discussed what elements they'd like to see at the park, and made suggestions to ensure the Skate Park would have elements for beginners as well as those with a higher skills
- These are 2 preliminary concepts that the Newline team came up with. Focus is on the elements as opposed to the landscaping and pathways.
- Initial budget has been drafted, with request form for in kind donations
- With restrictions expected to last through the summer, fundraising efforts for the project have been stalled significantly



Claresholm



Utility Services Report February 2021



Utility Services Manager

Brad Burns

3700 8th Street West brad.burns@claresholm.ca
Box 1000 TOL-OT0 Cell # 1-403-625-1687
Claresholm, Alberta

Regional Water Treatment Plant

Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Replace module #18 O-Rings on PALL Rack #1
- Setup new HQ440d pH lab meter.
- Clean coagulant room lines and fittings.
- Security camera system updated and recording tested.
- Replace UPS battery for SCADA WIFI backup.
- Update Drinking Water Safety Plan key risks.
- Clean sodium hydroxide CIP day tank for valve replacement.

Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Working with AEP Drinking Water Specialist and MPE Engineering on THM no compliance.
- Report Water Use Reporting System numbers from 2020.

Training and Continuing Education Credits

- Online courses available.

Meetings

- Bi-weekly management meetings.
- Monthly onsite safety meetings.
- M.D Willow Creek Service Agreement Meetings as requested.

Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Check Co2 detector monthly.
- Check emergency lighting monthly.
- Complete required hazard assessments.
- Tool box meetings for weekly jobs to be done.
- Fire extinguisher checks all buildings.
- Fitness for work screening questionnaire mandatory (contact by phone prior) for contactors.
- Ongoing discussions with Utility Services staff to discuss Covid-19 possible impact and wellness checks.
- Employees working in close contact inside to wear masks until further notice.

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.

Pumping Stations and Reservoirs

Highway Pump Station

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- MPE technician onsite adding UPS alarm and testing reservoir fill valve fail protocol.

East Side Reservoir (UFA)

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

M.D Willow Creek

Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Bacteriological, THM and Lead samples as per AEP code of practice.
- Check building daily and record as per AEP code of practice.
- Clean chlorine line, injection quill and replace pump tube as required.
- MPE technician onsite setting chlorine pump to settings from commissioning.
- Capital Controls onsite checking chlorine pump setting.

Airport

- Provide help with the Airport system as per service agreement.
- Increased pressure after PRV vault to older airport distribution area.
- Bacteriological samples collected after distribution valve cluster replaced.
- Notify M.D of increased water usage readings (water break).
- Shawnee Construction distribution line repair east of Fire Pump House reservoir.

PRV Meter Vault

- Check PRV meter vault operating pressure.

Hamlet of Granum

- Check water supply meter vault, electrical and telemetry equipment.
- Help operator review yearend report for AEP.

West Water CO-OP

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

Water Distribution

Universal Metering

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

Government Compliance

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

Meter Vaults

- Check acreage PRV vault bi-weekly.

Distribution Lines

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

Lagoon and Wastewater Collection

Government Compliance

- Code of practice for wastewater systems using a wastewater lagoon daily monitoring requirements.
- Report Wastewater Systems Effluent Regulation 2020 numbers.

Harvest Square Lift Station

- Check lift station online daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.
- Replace sewage pump #2
- Clean wet well pump area and pump out debris.

Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.

Raw Water Supply

Pine Coulee Reservoir

- Pine Coulee Reservoir (no data available for update) **76.60%** level 1050.50 geodetic meters, 38760.48 (dam3).
- Chain Lakes Reservoir **68.96%** 1295.62 geodetic meters, 9939.50 (dam3).
- No water is being released from the dam into Willow Creek to supply irrigation needs downstream prior to Willow Creek entering the Oldman River.

Pine Coulee Supply Line

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

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir **6566** mm.
- Check blowers to lake daily.

Golf Course

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



INFORMATION BRIEF

Meeting: February 22, 2021

Agenda Item: 21

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - January 11, 2021				
15	CORRES: Claresholm Potters Guild - Moved by Councillor Cutler to direct Administration to investigate the possible use of Mackin Hall by the Claresholm Potters Guild, and to investigate the possible amendment of policy regarding the use of Mackin Hall. CARRIED MOTION #21-002	Blair & Mike	Investigation ongoing, group meeting to see space.	In progress
Regular Scheduled Meeting - February 8, 2021				
1	BYLAW #1718 - Moved by Councillor Cutler to give Bylaw #1718, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Schlossberger to give Bylaw #1718, a Land Use Bylaw Amendment, 3rd and Final Reading. CARRIED	Tara	Printed, signed and sent to ORRSC.	Complete
2	BYLAW #1719 - Moved by Councillor Zimmer to give Bylaw #1719, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Moore to give Bylaw #1719, a Land Use Bylaw Amendment, 3rd and Final Reading. CARRIED	Tara	Printed, signed and sent to ORRSC.	Complete
3	BYLAW #1720 - Moved by Councillor Schulze to give Bylaw #1720, a Business License Bylaw Amendment, 1st Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1720, a Business License Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Schlossberger for unanimous consent to give Bylaw #1720, a Business License Bylaw Amendment, 3rd & Final Reading at the same meeting. CARRIED UNANIMOUSLY Moved by Councillor Zimmer to give Bylaw #1720, a Business License Bylaw Amendment, 3rd & Final Reading. CARRIED	Blair/Marianna	Bylaw printed & signed	Complete
8	CORRES: TELUS - Moved by Councillor Schlossberger to write a letter of support for TELUS's application to the Canadian Government's Universal Broadband Fund for a financial contribution to improve access to wireless services within Claresholm. CARRIED MOTION #21-013	Marian	Letter sent	Complete
10	CORRES: Naomi Bullock - Moved by Councillor Cutler to allow Home Schoolers in our community to use the arena mezzanine for the remainder of the 2021 school year if they so choose, for free of charge for their home schooling purposes. CARRIED MOTION #21-014	Karine/Marianna	Location not suitable due to AHS Guidelines	Complete
11	CORRES: Jacqueline L. Chalmers - Moved by Councillor Zimmer to direct Administration to develop a policy for addressing requests from the public for advertising and signage on Town fencing and Town property for Council's approval at a future meeting. CARRIED MOTION #21-015	Blair/Karine	Policy being developed	In progress

12	RFD: MD of Willow Creek Subdivision - Moved by Councillor Schlossberger to direct Administration to write a letter to the MD of Willow Creek in regards to the proposed subdivision 2021-0-015 outlining the points within the comments from Gavin Scott, Planner with the Oldman River Regional Services Commission (ORRSC). CARRIED MOTION #21-016	Tara	Letter sent to ORRSC.	Complete
16b	IN CAMERA: IG Relations - Moved by Councillor Cutler to accept the proposed Intermunicipal Collaboration Framework (ICF) Recreation funding model and direct Administration to work with the ICF Committee to prepare a draft agreement for Council approval. CARRIED MOTION #21-017	Marian	Email sent to CAO's within the region. Will take resolutions back to ICF meeting scheduled for Feb 24/21	In progress
16c	IN CAMERA: IG Relations - Moved by Councillor Zimmer to direct Administration to work with the Town of Stavely in order to assist them in improving their recycling program by allowing them to share in Claresholm's hauling company for recyclables. CARRIED MOTION #21-018	Marian/Mike	Letter sent Feb 10/21	Complete
16g	IN CAMERA: LEGAL - Moved by Councillor Carlson to direct Administration to send a letter to the Willow Creek Agricultural Society regarding utilities and insurance charges. CARRIED MOTION #21-019	Marian	Letter sent Feb 10/21	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 18, 2021

INFORMATION ITEMS

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Zoom Conference Call

November 17, 2020

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

Absent: Ryan McKirdy

1. Call to order by Barry Gibbs at 2:03 PM.
2. Adoption of agenda as amended by Verne Lunan, seconded by Don Glimsdale. **CARRIED**
3. Approval of minutes from October 20, 2020 as circulated made by Don Glimsdale, seconded by Gaven Moore. **CARRIED**
4. Financial Report – Bill Kells reviewed the circulated financials dated November 16, 2020. Gaven Moore moved the financial report be accepted as reported, Verne Lunan seconded. **CARRIED**
5. Chair report – Barry Gibbs and Bill Kells reported on their presentation to town council regarding a multi-purpose building on October 26, 2020. A reply from council is as follows:

Motion from November 9th Town Council Meeting

DELEGATION RESPONSE: *Claresholm & District Museum Board RE: Museum Storage Building.*

MOTION #20-170 *Moved by Councillor Carlson to inform the Claresholm & District Museum Board that at this point, the Town of Claresholm is not prepared to further this project due to financial constraints, however it could possibly be reviewed in the future.*

In the minutes from the boards May 12, 2010 it stated that in the towns 5-yr capital budget it included \$200,000 for a storage building in 2025. The breakdown of the \$200,000 is \$85,000 Capital funding thru Municipal Sustainability Initiative (MSI); \$100,000 Community Facility Enhancement Program (CFEP) and \$15,000 from fund raising.

Verne Lunan made a motion and Don Glimsdale seconded that a letter be sent to Town Council thanking them for considering the proposal and ask for a

letter of support in-principal for the Storage Building. This would allow the board and The Friends of the Museum to fundraise. **CARRIED**

Collections Technician position – Bill Kells reported after talking to Blair Bullock, funds from 1 summer student position would be used for a Collections Technician.

Sandstone Repair – a recent visit from Alberta Culture and discussion with Mike Schuweiller has taken place.

Accessioning Committee will be moving to Zoom conference calls so that progress can be made.

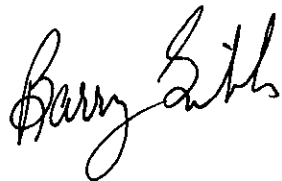
The Friends of the Museum will hold their annual meeting thru Zoom call on November 26, 2020. The same executive board will be in place for 2021.

Old fashion Christmas is cancelled. Decorations to the outside of museum to be completed by volunteers.

The board approved a banner for the front of the museum for holiday greetings and information on what is coming in 2021.

Motion for adjournment made by Verne Lunan at 3:24 seconded by Gaven Moore. **CARRIED**

Next meeting December 15, 2020 at 2:00 PM

A handwritten signature in black ink, appearing to read "Barry Gibbs". The signature is written in a cursive, flowing style.

Barry Gibbs

Board Chair

Alberta SouthWest Bulletin February 2021

Regional Economic Development Alliance (REDA) Update

❖ Invest in Alberta/Xperience Magazine

This Annual Economic Developers Alberta (EDA) publication for 2021 is a “double feature” to highlight industries, experiences and investment opportunities across the province. **A copy has been sent to each AlbertaSW CAO. 15,000 hard copies are distributed; digital version is available at: <https://investalbertamag.ca/digital-issue/>

- Invest in Alberta section features a short profile of each REDA (pages 17-21).
- Xperience Alberta section has a feature story about Peaks to Prairies EV Charging Station Network (pages 14-17); a mention that AlbertaSW Crown of the Continent is a Top 100 Sustainable destination (page 27); and, an ad placed by the Regional Innovation Network of Southern Alberta (RINSA), on behalf of all partners (pages 40-41).

❖ Energizing Agricultural Transformation (EAT)

On Ag awareness Day, February 23, the University of Lethbridge will announce new initiatives and a speaker series that is intended to help connect research programs to producers and businesses in our regions. This will address next steps identified by the AlbertaSW EAT Resource Roundtable and will extend to include RINSA partners to reach a broader southern Alberta audience. Watch for details!



❖ Alberta Regional Dashboard

We are ever more needful of data to help identify trends and develop next steps. We are turning new attention to information available via the Alberta Regional Dashboard. This provincial resource can be “sliced and diced” in different ways, by municipality or by pre-defined regions. Check it out at <https://regionaldashboard.alberta.ca/#>

❖ Comments and trends in municipalities in AlbertaSW

- infrastructure projects include municipal upgrades, solar installations, residential subdivisions
- summer demand for outdoor recreation has continued into the winter; ski hills are having a successful season
- communities note an increase in number of businesses licenses and new development
- residential real estate sales have increased by as much as double in some communities



❖ Crown of the Continent Geotourism Council completing strategic plan

The planning for 2021 was addressed in two on-line sessions with partners from British Columbia, Alberta and

Montana. All partners have fewer resources, and it is valuable to have clear, shared priorities. We appreciate having Alberta Environment and Parks, Alberta Jobs, Economy and Innovation, Travel Alberta, Oldman River Regional Services Commission (ORRSC), and Parks Canada contributing ideas and perspective from our region.

❖ Southern Alberta Business Succession Partnership

“Begin with the end in mind”.

On average, a business takes 5 to 7 years to sell. Start planning the path now.

Community Futures offices offer services FREE OF CHARGE to support business continuity.

Information videos, workshops, one-on-one coaching and consulting will help businesses prepare to sell or transition AND connect buyers and sellers utilizing an innovative, “match-making” on-line global network. Program services will be available until March 2022. Contact bev@albertasouthwest.com for additional details.



Alberta SouthWest Regional Economic Development Alliance

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

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

Box 1041 Pincher Creek AB T0K 1W0
403-627-3373 (office) 403-627-0244 (cell)
bev@albertasouthwest.com
www.albertasouthwest.com



Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday December 2, 2020 - Zoom



Board Representatives

Barney Reeves, Waterton
Jim Bester, Cardston County
Brent Feyter, Fort Macleod
Blair Painter, Crowsnest Pass
Victor Czop, Nanton (alt)

Dennis Barnes, Cardston
John Van Driesten, MD Willow Creek
Warren Mickels, Cowley

Resource Staff

Bev Thornton, AlbertaSW

1. Call to Order and Welcome
Executive Director called the Organizational Meeting to order, to appoint Executive Officers and Signing Authorities.
2. Election of Executive
Moved by Victor Czop THAT the current Executive representatives continue in their respective positions for another term.
Carried. [2020-12-713]
The AlbertaSW Executive Officers for the upcoming term are:
Dr. Brian (Barney) Reeves, Chair
Mr. M.J. (Jim) Bester, Vice-Chair
Mr. Scott Korbett, Secretary Treasurer
3. Appointment of Signing Authority
Moved by Brad Schlossberger THAT the current Designated Signing Authorities be appointed for another term.
Carried. [2020-12-714]
The AlbertaSW Designated Signing Authorities remain as:
Dr. Brian (Barney) Reeves
Mr. M.J. (Jim) Bester
Mr. Scott Korbett
Mr. Brent Feyter
4. Approval of Agenda
Moved by Dennis Barnes THAT the agenda be approved with addition of letter from MW Willow Creek ICF Subcommittee.
Carried. [2020-12-715]
5. Approval of Minutes
Moved by Jim Bester THAT the minutes of November 4, 2020 be approved as presented.
Carried. [2020-12-716]
6. Approval of Cheque Register
Moved by Brad Schlossberger THAT cheques #2863 to #2876 be approved as presented.
Carried. [2020-12-717]
7. Yellowstone to Yukon proposed project
This proposed project is still in development and AlbertaSW participation still to be determined. Additional information will continue to be shared with the Board and stakeholders.
8. Letter from MD-WC ICF Subcommittee
As part of the MD of Willow Creek Intermunicipal Collaboration Framework, a Regional Economic Development Subcommittee has written to the AlbertaSW Board with an invitation to be part of the

discussion and determine how to work together on next steps.
Moved by Blair Painter THAT the Board accept that invitation with appreciation for the opportunity to support the collaboration.
Carried. [2020-12-718]

9. Regional Promotion update Accepted as information.
10. EV Funding follow-up SouthGrow is in process of applying to be an administrator for Natural Resources Canada Zero Emission Vehicle Infrastructure Program.
The Community Energy Association, our partners in British Columbia, are also applying for the same program.
Since these are different provinces applying for federal funds, it is felt there is no conflict in providing letters of support for both applications.
Moved by Dennis Barnes THAT we send a letter of support for each project.
Carried. [2020-12-719]
11. Government of Alberta update Jim Bester provided a report of the December 1, 2020 on-line meeting with the Hon. Doug Schweitzer, Minister of Jobs, Economy, and Innovation, MLA Martin Long, Parliamentary Secretary for Small Business and Tourism, REDA Chairs and Managers and senior department staff.
12. Executive Director Report Accepted as information.
13. Round Table Updates Accepted as information.
14. Board Meetings
 - January 6, 2021-no meeting scheduled
 - February 3, 2021-Zoom meeting
 - March 3, 2021-Zoom meeting (TBD)
15. Adjournment Moved by Blair Painter THAT the meeting be adjourned.
Carried. [2020-12-720]

UNAPPROVED

Chair

Secretary/Treasurer



February 01, 2021

Mr. Roger Reid, MLA,
Livingstone – MacLeod Constituency
618 Centre Street, SE
High River, Alberta
T1V 1E9

Dear Roger,

RE: Oldman River Basin Water Allocation Order – Alberta Regulation 109/2010

The Councils of the Municipal District of Ranchland and the Municipal District of Pincher Creek have grave concerns surrounding the recent discussions and apparent direction on the part of the Province of Alberta to dismantle the very meaningful water allocation provisions that were set out in the above-cited Order.

The Order was created through a prerequisite process, that ensured extensive consultations with the immediately impacted municipalities. It is deeply troubling to see that this Order appears to be in the process of being dismantled, effectively with no consultation. What appears to be passing for consultation, is a rapid “drive-by” where provincial officials appear to be merely giving notice as to what is going to happen, as opposed to seeking meaningful input from the residents and jurisdictions impacted.

One of the original intents of the Order was to compensate those jurisdictions upstream from the Oldman River Dam for the impact due to the creation of the Dam project. A number of agriculture operations were moved out of the Oldman Dam footprint. The entire transportation network in the area was altered in a negative way, creating more time and expense for residents, and requiring them to go around the reservoir area. The intent of the Order was for the bulk of the water allocation to be used to enhance the irrigation potential in the upstream municipalities. In addition, the creation of the dam and reservoir displaced some existing irrigation operations that were already in place. It is very disappointing that the foundational principle of the Order seems to now have been forgotten or ignored.

Additionally, there is very little data on the potentially negative impacts of large industrial uses and withdrawal of water on the headwater tributaries and instream flows. We strongly believe that current stream flow testing should be conducted to establish baseline data for future reference. Decisions being contemplated to dismantle and arbitrarily remove sections of the Order, without first understanding the upstream usage and instream flow requirements for a healthy ecosystem are short-sighted and potentially detrimental.

Given the multitude of problems with the process to date, we respectfully but very strongly request that you cease any proposed changes to the existing Water Allocation Order – Alberta Regulation 109/2010.

It is critical that the Government of Alberta honour its past commitments and seek meaningful input from the residents and jurisdictions impacted by this Order, before even considering altering it in the future.

Sincerely,



Reeve, MD of Ranchland No.66



Reeve, MD of Pincher Creek No.9

cc.

Premier of Alberta, Honourable Jason Kenney

Minister of Environment and Parks, Honourable Jason Nixon

Minister of Energy, Honourable Sonya Savage



OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES

December 3, 2020; 6:00 pm

Virtual Meeting

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, December 3, 2020, at 6:00 pm virtually via GoTo Meeting.

Attendance:

Executive Committee:

Gordon Wolstenholme, Chairman, Remotely
Jim Bester, Vice Chair, Remotely
Don Anderberg, Remotely
Jennifer Crowson, Remotely
Doug MacPherson, Remotely
Margaret Plumtree, Remotely
Ian Sundquist, Remotely

Staff:

Lenze Kuiper, Director
Tara Cryderman, Executive Assistant

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

1. Approval of Agenda

Moved by: Ian Sundquist

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

CARRIED

2. Approval of Minutes

Moved by: Jennifer Crowson

THAT the Executive Committee approve the November 12, 2020 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

None

4. New Business

a. Draft 2021 Budget

The Budget notes were presented and discussed.

The reserve account was discussed.

A mid-year subdivision fee adjustment was discussed, should there be an absolute need. ORRSC does bill quarterly, so we could go back to the membership mid-year for adjustments if needed.

The Community Futures loan program was mentioned.

ACTION: To further investigate the Community Futures loan option to determine applicability to ORRSC, and if applicable, the Director is to apply.

The Regional Assessment Review Board information was presented and discussed. It was suggested to leave the RARB as it is currently offered to the membership.

The 2021 Draft Budget, the 2021 Membership Fees and the 2021 GIS Fees were presented and discussed.

Moved by: Don Anderberg

THAT the Executive Committee approve the 2021 Draft Budget, as presented;

And that the proposed 2021 Budget be forwarded to the Board of Directors, at their Annual Organization Meeting, scheduled for January 7, 2021, for further deliberation.

CARRIED

b. Covid 19 Update

An update on the Covid 19 mitigation measures for the Administrative Office were discussed.

As of November 27, 2020, the ORRSC Administration Building remains opens by appointment only. Appointments can be made by calling to main office.

The Planners are encouraged to attend as many meetings as possible virtually.

All appeals are encouraged to occur virtually whenever possible.

Some staff members are working from home, as encouraged by the Alberta Government.

c. Bill 48 Update

An update on Bill 48 was provided.

Bill 48 is part of the Red Tape Reduction Implementation Act.

The changes, and their impacts, to ORRSC, and in general, were discussed.

Staff are monitoring the process of this bill.

d. Annual Organizational Board of Directors Meeting

The annual Organizational Board of Directors Meeting is scheduled on January 7, 2021 completely virtually via GoTo Webinar.

This platform has the capacity to allow the entire membership to participate, as well as a polling feature for voting.

e. Subdivision Activity 2020

The subdivision activities up to November 30 were reviewed.

There has been a total of \$217,980 in Subdivision Fees collected in 2020.

5. Accounts

a. Office Accounts

i. Monthly Office Accounts, October 2020

Moved by: Doug MacPherson

THAT the Executive Committee approve the Office Accounts for October 2020, for the amount of \$10,139.35.

CARRIED

ii. Payments and Credits for September 2020

Moved by: Jennifer Crowson

THAT the Executive Committee approve the Payments and Credits for September 2020.

CARRIED

b. Financial Statements

(i) Balance Sheet as of October 31, 2020 and Comparative Income Statement - Actual to October 31, 2020

Moved by: Margaret Plumtree

THAT the Executive Committee approve the Balance Sheet as of October 31, 2020, and the Comparative Income Statement - Actual to October 31, 2020, as presented.

CARRIED

(iii) Details of Account - October 31, 2020

The details of account, as of October 31, 2020, was presented for information.

6. Director's Report

The Director provided an update on his activities since the last Executive Committee Meeting:

- Monitoring financial situation
- Policy updates ongoing
- Bylaw update ongoing
- Vehicle maintenance / winter tires
- GIS roll out training ongoing
- Grant writing

7. Executive Report

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

Ian Sundquist:

- New business within the region
- Development application for an expansion of an agricultural operation being presented at an upcoming MPC meeting
- ICF Committee discussions ongoing

Margaret Plumtree:

- Covid-19 impacts and restrictions being monitored
- Mandatory Mask Bylaw discussions ongoing
- Grant funding for a new initiative within the Town

Doug MacPherson:

- Daycare will be complete by end of year; opening in January 2021
- Administration Office project will be completed by March 2021
- ICF discussions ongoing

Jennifer Crowson:

- Mandatory Mask Bylaw passed
- Covid-19 impacts and restrictions being monitored

Don Anderberg:

- Mandatory Mask Bylaw discussions ongoing
- Dairy Queen construction has begun
- Several other businesses are either opening or investigating the area
- NE Area Structure Plan public consultation stage
- Recreation Master Plan ongoing
- Business licenses have increased
- Budget deliberations

Jim Bester:

- Requested clarification on a rezoning procedure

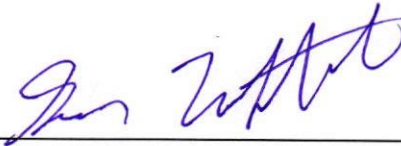
Gordon Wolstenholme:

- Car Wash is not open
- Covid-19 impacts and restrictions being monitored

8. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:21 pm.

CHAIR: _____



Hello,

Our Kindergarten class has been learning about
Community Helpers and their roles in our town.

The students wanted to write a letter to thank you for
being a community helper.

Ms. McGrattan's Tuesday/Thursday Kindergarten class.
West Meadow Elementary School.

Dr. McGrattan

Dear Community Helper,

Thank you for helping us.

Thank you for working so hard.

Thank you for keeping us safe.

Thank you for keeping us healthy.

Thank you for being a community helper.

We appreciate everything you do for us!



*Ms. McGrattan's Kindergarten class,
West Meadow Elementary School*

Handwritten scribbles in blue and green ink, including a large blue 'X' and a green 'S'.

kenzie

Bailey
Alice

Frank

Handwritten scribbles in blue ink, including a large 'A' and 'B'.

Sloan

Talon

Frankie

Keith

Ceili
Myrah

Lincoln

Mrs. Sundquist

Ms. McGrattan

Daniel