



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JANUARY 25, 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 – JANUARY 11, 2021

DELEGATIONS:

1. **THE HONOURABLE SALMA LAKHANI, Lieutenant Governor of Alberta**
RE: Introduction
2. **WILD ROSE COMMUNITY CONNECTIONS: Marianne Dickson & Chanice Tarasoff**
RE: Programs in Claresholm

ACTION ITEMS:

1. **CORRES: Sharon Senderek**
RE: Dog Bylaw
2. **BYLAW #1709 – Dog Bylaw**
RE: 2nd & 3rd Readings
3. **NEWS RELEASE: Alberta Energy**
RE: Coal leases: Minister Savage
4. **CORRES: Hon. Doug Schweitzer, Minister of Jobs, Economy and Innovation**
RE: Alberta's Regional Economic Development Alliances (REDAs)
5. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE: 2021 AUMA President's Summit on Policing
6. **CORRES: Wild Rose Community Connections**
RE: Snack Shack Initiative
7. **REQUEST FOR DECISION: Monthly Utility Billing**
8. **REQUEST FOR DECISION: Arena Advertising**
9. **REQUEST FOR DECISION: Family Day Event**
10. **REQUEST FOR DECISION: Recreation Survey**
11. **INFORMATION BRIEF: Transportation Society**
12. **INFORMATION BRIEF: Airport Road Plan Notification**
13. **INFORMATION BRIEF: MD of Willow Creek LUB Amendment**
14. **INFORMATION BRIEF: CAO Report**
15. **INFORMATION BRIEF: Council Resolution Status**
16. **ADOPTION OF INFORMATION ITEMS**

INFORMATION ITEMS:

1. Chinook Arch Regional Library System Board Report – December 3, 2020
2. Oldman River Regional Services Commission Annual Board Meeting Minutes – September 3, 2020

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JANUARY 11, 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 and Craig Zimmer

ABSENT: Councillor Lise Schulze

STAFF PRESENT: Director of Corporate Services: Blair Bullock, Finance Assistant: Karine Keys

MEDIA PRESENT: None

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin immediately at 7:00 p.m. and that recording would continue until such time as the meeting goes In Camera and/or is adjourned.

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

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

CARRIED

MINUTES: **REGULAR MEETING – DECEMBER 7, 2020**

Moved by Councillor Moore that the Regular Meeting Minutes of December 7, 2020 be accepted as presented.

CARRIED

Moved by Councillor Schlossberger to adjourn the regular meeting to hold the Public Hearing at 7:01 p.m.

CARRIED

PUBLIC HEARING: **BYLAW #1667 – Land Use Bylaw Amendment**

Moved by Councillor Moore to open the Public Hearing regarding Bylaw #1667 at 7:02 p.m.

CARRIED

The Director of Corporate Services presented Bylaw #1667, 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 update the sign sections of the land use bylaw.

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

No comments were received from the public regarding Bylaw #1667.

Moved by Councillor Schlossberger to close the Public Hearing at 7:03 p.m.

CARRIED

Moved by Councillor Zimmer to reconvene to the regular meeting at 7:03 p.m.

CARRIED

DELEGATION: **WILLOW CREEK IMMIGRANT SERVICES – Susan Kolpak-Jarvis**
RE: Rural & Northern Immigration Pilot & Welcoming Claresholm Project

Susan Kolpak-Jarvis joined the meeting to discuss what is currently happening with Willow Creek Immigrant Services and their purpose in Claresholm.

ACTION ITEMS:

1. BYLAW #1667 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings

Moved by Councillor Schlossberger to amend Bylaw #1667 in the fourth paragraph to say “the purpose of the amending Bylaw No. 1667” prior to 2nd Reading.

CARRIED

Moved by Councillor Cutler to give Bylaw #1667, a Land Use Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1667, a Land Use Bylaw Amendment, 3rd & Final Reading.

CARRIED

2. BYLAW #1709 – Dog Bylaw

Moved by Councillor Moore to give Bylaw #1709, the Dog Bylaw, 1st Reading.

CARRIED

**3. BYLAW #1710 – Traffic & Highways Bylaw
RE: 2nd & 3rd Readings**

Moved by Councillor Schlossberger to give Bylaw #1710, a Traffic & Highways Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Zimmer to give Bylaw #1710, a Traffic & Highways Bylaw, 3rd and Final Reading.

CARRIED

**4. BYLAW #1711 – Unsightly Premises & Property Standards Bylaw
RE: 2nd & 3rd Readings**

Moved by Councillor Carlson to give Bylaw #1711, an Unsightly Premises & Property Standards Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Zimmer to give Bylaw #1711, an Unsightly Premises & Property Standards Bylaw, 3rd & Final Reading.

CARRIED

**5. BYLAW #1716 – BMO Operational Borrowing Bylaw
RE: 2nd & 3rd Readings**

Moved by Councillor Cutler to give Bylaw #1716, the BMO Operational Borrowing Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Schlossberger to give Bylaw #1716, the BMO Operational Borrowing Bylaw, 3rd & Final Reading.

CARRIED

**6. BYLAW #1717 – AMSC Operational Borrowing Bylaw
RE: 2nd & 3rd Readings**

Moved by Councillor Zimmer to give Bylaw #1717, the AMSC Operational Borrowing Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1717, the AMSC Operational Borrowing Bylaw, 3rd & Final Reading.

CARRIED

**7. BYLAW #1718 – Land Use Bylaw Amendment
RE: 1st Reading**

Moved by Councillor Schlossberger to give Bylaw #1718, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

**8. BYLAW #1719 – Land Use Bylaw Amendment
RE: 1st Reading**

Moved by Councillor Carlson to give Bylaw #1719, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

**9. NEWS RELEASE: Alberta Municipal Affairs
RE: Fiscal report card improves local decision-making**

Received for information.

**10. CORRES: Hon. Tracy Allard, Minister of Municipal Affairs
RE: MSP Red Tape Reduction**

Received for information.

**11. CORRES: Hon. Tyler Shandro, Minister of Health
RE: HEMS Review / 2020 Air Ambulance Review Update**

Received for information.

**12. CORRES: Reynolds Mirth Richards & Farmer LLP
RE: 36th Annual Municipal Law Seminar**

Received for information.

**13. CORRES: Oldman Watershed Council
RE: On-going Support**

MOTION #21-001

Moved by Councillor Carlson to support the Oldman Watershed Council with a donation of \$1,777 to continue their efforts towards watershed health in our region.

CARRIED

**14. CORRES: City of Cold Lake
RE: Letter to Minister Shandro about COVID-19 Alert App**

Received for information.

**15. CORRES: Claresholm Potters Guild
RE: Use of Mackin Hall**

MOTION #21-002 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

16. REQUEST FOR DECISION: Kinsmen Club Grant Application - Playground

MOTION #21-003 Moved by Councillor Moore to write a letter of support for the Kinsmen Club of Claresholm's application to the Community Facility Enhancement Program grant for the purpose of constructing a new playground at Amundsen Park and to provide the matching funds/in-kind donation of \$72,334.

CARRIED

17. REQUEST FOR DECISION: Minor Hockey Grant Application - Zamboni

MOTION #21-004 Moved by Councillor Cutler to write a letter of support for the Claresholm Minor Hockey Association's application to the Community Facility Enhancement Program small stream grant and provide the matching funds in the amount of \$51,272 for the purchase of a Zamboni.

CARRIED

18. REQUEST FOR DECISION: Ortho Photography Project

MOTION #21-005 Moved by Councillor Cutler to participate in an application for the 2021 South Region Urban Orthophotography Project submitted by the Town of Fort Macleod under the Intermunicipal Collaboration component of the Alberta Community Partnership Grant, and as a participant agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

CARRIED

19. FINANCIAL REPORT: Statement of Operations – November 30, 2020

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

CARRIED

20. INFORMATION BRIEF: 2020 Healthy Community Award Winners

Received for information.

21. INFORMATION BRIEF: Foreclosure & Debt Recovery

Received for information.

22. INFORMATION BRIEF: Arena Operations

MOTION #21-006 Moved by Councillor Schlossberger to authorize Administration to remove the Claresholm Arena ice if the Alberta government does not allow the use of recreation facilities in our province after January 21, 2021 and/or the restrictions continue, and to leave the ice out until the 2021/2022 season in the fall of 2021.

CARRIED

23. INFORMATION BRIEF: Council Resolution Status

Received for information.

24. ADOPTION OF INFORMATION ITEMS

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

CARRIED

25. IN CAMERA

- a. Intergovernmental Relations – FOIP Section 21
- b. Local Public Body Confidences – FOIP Section 23

Moved by Councillor Zimmer to go In Camera at 8:30 p.m. for the following items:

- a. Intergovernmental Relations – FOIP Section 21
- b. Local Public Body Confidences – FOIP Section 23

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:30 p.m.

Moved by Councillor Zimmer to come out of In Camera at 9:01 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:01 p.m.

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:01 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:02 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DRAFT

DELEGATIONS



“First Years for Families” Home Visitation

- **Strengthen Caregiver Capacity**
- Child Development & Well Being
- Build Social Connections & Supports

“First Years for Families” (FYFF) is a family capacity building Home Visitation program. The Early Intervention and Prevention nature of the program supports expectant parents and those with newborns and young children in the context of their family and environment. The program is a targeted service for families facing challenges that may place their child(ren) at risk.

FYFF supports families to improve their parenting skills and provide a safe, stimulating and nurturing environment for their children by strengthening protective factors and reduce the impact of risk factors.

The overall goal is to give their children a healthy start during these critical years to increase the opportunities for reaching their full potential. Supports can be available to the family until the child reaches 6 years.

Supports are voluntary with weekly visits in the family’s home. FYFF supports families to improve their parenting skills to provide a safe, stimulating and nurturing environment for their children. Family Support Workers connect caregivers with other community resources as well counselling supports if needed.

FYFF has a partnership with Insight Counselling & Therapy Centre to provide counselling to assist families in addressing issues impacting their family and supporting their goals with FYFF. The counsellors providing these supports are Interns under clinical supervision. Cost is based on a sliding scale, but if a family cannot afford to pay, the costs are waived.

First Years for Families uses the following frameworks and models to guide their work in building parenting capacity.

- **Core Stories** – FSW’s integrate Brain Architecture information into the visits with families. The use of on-line and practical resources help caregivers engage in “Serve and Return” interactions that will shape their child’s developing brain.
- **Ages & Stages (ASQ)** – Caregivers participate in completing ASQs to broaden their understanding of developmental milestones and gauge their child’s progress. Learning Activities and “Hand In Hand Development Support Plans” are provided to promote child development.
- **Nurturing Parenting**: The Nurturing Parenting Programs target all families at risk for abuse and neglect with children birth to 18 years. The programs feature activities to foster positive parenting skills with nurturing behaviors, promote healthy physical and emotional development, and teach appropriate role and developmental expectations.
- **Great Kids Inc.** is an evidenced based Home Visitation model used to guide the intervention with families in a planned and purposeful manner. This model supports parents to form secure attachment relationships, be involved in their child’s development, strengthen the foundations of their family and solve their problems.
- **Smarter Parenting** (Teaching-Family Model) FSWs work with parents to teach positive discipline strategies with children 2-6 years. This is an online resource as well that parents can access post intervention as their children grow up to age 18.

Referrals- Self referral; supported referral from High River and Area FRN; Public Health; Community Networks, schools, day cares and other community agencies/professionals.

- Youngest child needs to be under the age of 5 to start services.
- Supports can remain in place until the child turns 6 years.

Communities served: High River Area -Foothills County (Cayley, Nanton, Turner Valley, Black Diamond, Blackie, Longview) Claresholm, Stavely, Vulcan County.

- *Referrals can be made by calling the office, coming into the office, email or making a request for contact through the website.*

www.wildrosecommunityconnections.com admin@wildrosecc.com

403 601-2910

#2, 127 – 3 Avenue SW High River, AB

May 2020



Wild Rose Food Connections



Claresholm & Area

"Food security exists when all people, at all times, have physical and economic access to sufficient, safe and nutritious food to meet their dietary needs and food preferences for an active and healthy life." ~ World Food Summit, 1996

Food Rescue: Food is rescued from local grocery stores/businesses/restaurants/events that otherwise would have been thrown out due to damage, excess or imminent best before dates.

"Markets" are held at 4209 3rd Street E to give out the food that is rescued.

- Items often include free milk, yogurt, fresh produce, cheese, bread as well as non-perishable foods
- Packages will be put together every Monday, Wednesday and Friday. Phone calls will be made to people between 10:30-11:30 am on those days to let them know what time to pick up their package
- Packages will be placed outside of the Food Rescue building every five-minutes for pick up to ensure adequate social distancing. More information can be found on our Facebook Page

Snack Shacks - Snack Shacks are free standing self-serve storage units that contain a bin full of non-perishable food items such as granola bars, bears paws, crackers, juice and fruit snacks. The food can be accessed anonymously at any time during school breaks.

To access the Food Rescue or if you would like to help or have questions about our programs, please contact claresholmfoodrescue@gmail.com or call/text Chanice at 403-437-4984



Wild Rose Food Connections and claresholmfoodrescue

2020 Stats:

- **Food Rescued between May and December 2020 in Claresholm: 17,388 lbs**
- **# of new, unique individuals signing up for Food Packages in Claresholm: 122**
- **# of Food Packages in Claresholm: 1015**



Wild Rose Community Connections is reaching out to our Foothills, Claresholm and Vulcan County communities

www.wildrosecommunityconnections.com Check out the Caring Connections page



“Caring Connections” Program

Contact us at **403 437-4984 Monday – Friday 10:00 – 5:00** or by email at admin@wildrosecc.com

Caring Connections is an *Emotional Safe Spot* for anyone feeling disconnected, alone or just need to chat. We hope we can make your day a little bit brighter and help connect you to other resources.

We want to hear from you so that we can be here for you!

What can you expect from “Caring Connections”



- **Individuals** - Check in and have a conversation about how things are going. We can start with a “How’s Your 5” check in: How is your Work, Love, Play, Sleep and Eat going? Then we can go from there and have daily or weekly check ins and chats if you want to continue the conversations.
 - **Seniors** – We have a real soft spot for supporting our seniors in our community. Join our “Soup for the Soul” club and have a volunteer come for a visit and leave you with some Soup and a Bun (and some other goodies) to enjoy later. We can also have your groceries delivered to you. We would love to hear your experiences & wisdom and share them on our website.
 - **Youth** – LUNCH in a CRUNCH Text 403 813-9819 and type in LUNCH (High River only) We will connect with you and let you know where to pick up your free lunch. Available during school breaks (Easter; Summer; Christmas)
- **Families** – Parenting is a daily adventure complete with daily challenges. We all need a little help now and then. We can help get more smiles from the kids!



Nobody’s Perfect -1:1 Parent Support and Groups for parents with children 0 -5 years.



Smarter Parenting – Support and strategies for parents of children 3 -18 years to create more harmony in your home.



- **Food Security Resources** for **Families, Seniors, Youth, Individuals** - We will help connect you with food resources in your community.

- **Connections to Resources** - Connect you to other local agencies and resources who may be able to address your other needs.

STATS from April to December 2020! (Funded by United Way; Family & Community Support Services Assoc. of Alberta FCSSAA)

# of hours:	890
# of Unique individuals served:	647
- Children & Youth	311
- Adults	250
- Seniors	86
# of Total connections (contacts):	1024

Types of Services Provided

Social Emotional:	53%
Parenting Supports:	24%
Basic Needs:	24%
Seniors Supports:	19%
Transportation:	2% (Started this in September)

Demographics

Domestic Violence:	4%
Food Insecurity:	15%
Social Isolation:	25%
New Comers:	28%
Seniors:	26%
Visible Disability:	13%

NOTE: We are building our supports to seniors by partnering with the Kirby Center. They have given permission for us to post their on-line programs on our website so that we can broaden the reach to our rural seniors.

We are connecting with Calgary Alzheimer's Society to train staff and volunteers.



DAD'S CENTRAL

Program:

- *Offer an active and practical approach to providing fathers with an opportunity to get into the community and participate in events with their children*
- *Engage in sports, games and other play-based activities as the primary focus of events*
- *Offering parenting advice and guidance “on the move” – as dads are interacting with their children at the events, trained facilitators are there to answer questions, address concerns and teach some parenting strategies that will build on their parenting capacity*
- *Focus on day to day activities to promote relationships in the home*
- *Provide 1:1 Outreach support for dads who interested in more parenting support*

Long Term Goals:

- *Enhance a father-child relationship.*
- *Enhance easily transferable parenting skills to different situations*
- *Enrich a child’s bond with their dad (or significant male in their life)*
- *Create lasting change that will affect father-child relationships progressively in their day-to-day lives.*
- *Children who have grown up with a positive relationship with their dad will be better able to pass this on with their own kids and thus creating a repetitive cycle of enhanced father-child relationships.*
- *Work with other community agencies to enhance father-friendly environment*

WHO?

- *Fathers (and any significant male caregiver) in developing positive relationships with their children.*
- *Uncles, Grand dads, Step-Dads, family friend, other male relatives*

WHY?

- *"The more time fathers spend in enriching, stimulating play with their child—such as playing pretend or sharing stories—the better the child's math and reading scores are at 10 and 11 years old."*
- *"Children with involved fathers tend to be more patient; and, when they are older, they can handle the stresses and frustrations associated with schooling more easily than children with less involved fathers."*
- *Adolescents who strongly identify with their fathers as a positive influence were 80% less likely to have been in jail; and*
- *75% less likely to have become young teen parents*

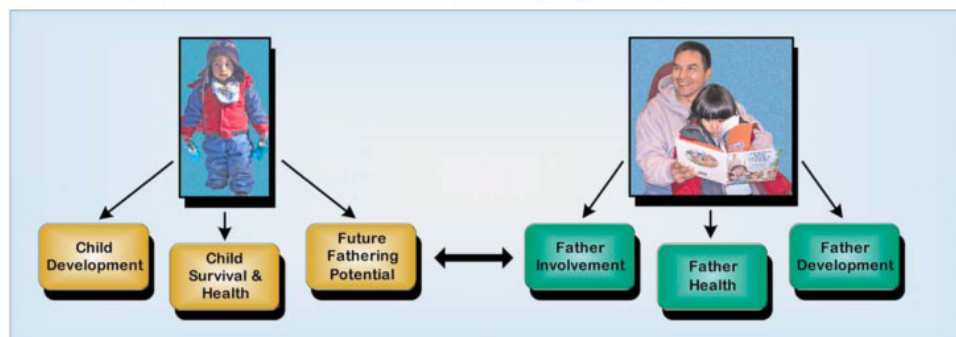
Cognitive: *More cognitively competent; School performance & enjoyment; Problem solving abilities*

Emotional: *Locus of control; Less impulsive; Manage emotions; esteem*

Social: *Positive peer relations; Less aggression; Tolerance; Empathy*

Benefits to Kids ~ Benefits to Dads

Research has shown that positive father involvement can protect children against delayed development, smoking, criminality, promiscuity, depression, and anxiety, and can reduce children's risk of developing an addiction later in life.



Father's Involvement as a Determinant of Child Health

Jessica Ball, M.P.H., Ph.D.; Ken Moselle, Ph.D.; Steve Pedersen, M.P.H.

ACTION ITEMS

From: Sharon Senderek <smsenderek2@outlook.com>
Date: January 24, 2021 at 5:07:04 PM MST
To: Doug MacPherson <doug.macpherson@claresholm.ca>
Subject: Dog Bylaws

Mr. Mayor,

I appreciate that the town council of Claresholm is addressing issues of animal control in our town. It is timely given a recent unfortunate incident in our town involving aggressive dogs.

I do want to offer my reaction as a resident of Claresholm to the proposed changes as outlined in a recent article in the Local Press. I believe that there are some “holes” in this bylaw as presented in the local paper. I realize that second and third readings will be forthcoming soon.

Firstly, I am pleased to see that the owner of an aggressive dog will be fined and charged. However, I fail to understand why it is condoned that people have aggressive dogs at all unless they are used for commercial surveillance purposes. Some breeds are known to have tendencies towards aggression so perhaps control over the types of dogs within our town might be considered.

It appears also that there must be an incident before an owner needs to have an aggressive/dangerous dog permit. Only then do they need to demonstrate there is adequate constraints? Surely, dog owner knows if their dog is aggressive or not. Who determines if the dog is deemed aggressive? The person or animal attacked will see the dog as aggressive and/or dangerous. Is that not evidence enough? It sounds like the animal control officer must agree with the owner before euthanasia is considered. Shouldn't it be the other way around?

I also feel that saying there is a opportunity for second, third and subsequent offences makes me uncomfortable. One offense is really one too many, especially if there is evidence that the dog was not constrained and was unprovoked, and someone – person or animal- was injured. A second chance may be warranted if there is unclear evidence as to what caused the dog to be aggressive. Third and subsequent offences – really?

What about the rights of the victim? How comfortable are victims if they know that the animal could do the same thing again? There are many seniors in this town who love to walk. How comfortable are they to head out when there is potential to fear what some dogs might do?

Who is going to monitor the dogs in town and ensure that dogs, of all kinds, are constrained, leashed when out with the owner and not impacting the safety and enjoyment of all residents. What are the additional “avenues” available to deal with aggressive or dangerous dogs? How accessible are Animal Control Officers?

Thank you for your time in consideration of my input.

Sharon Senderek

Sent from [Mail](#) for Windows 10



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1709**

A Bylaw of the Town of Claresholm to provide for the regulation and control of dogs, within the Town of Claresholm.

WHEREAS, pursuant to Section 7 of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, a Council may, pass bylaws for municipal purposes respecting wild and domestic animals and activities in relation to them;

NOW THEREFORE, the Town of Claresholm, in the Province of Alberta, duly assembled hereby enacts the following:

Title

1. This Bylaw may be cited as the Dog Bylaw.

Definitions

2. In this Bylaw:
 - a. “Aggressive or Dangerous Dog” means any dog, whatever its age, whether on public or private property, which has:
 - i. without provocation chased, injured or seriously bitten any other domestic animal or human,
 - ii. without provocation damaged, or destroyed any public or private property,
 - iii. without provocation threatened or created the reasonable apprehension of a threat to other domestic animals or humans and which in the opinion of a Justice, presents a threat of serious harm to other domestic animals or humans,
 - iv. has been previously determined to be a dangerous dog under a Provincial Dog Act or by the Courts.
 - b. “Animal Control Officer” means any person, **Bylaw Officer, Peace Officer, RCMP Officer**, firm or corporation, appointed by Council to carry out the provisions of this Bylaw.
 - c. **“CAO” means the Chief Administrative Officer appointed by the Council of the Town of Claresholm.**
 - d. “Council” means the Council of the Town of Claresholm.
 - e. “Dog” shall mean either a male or female dog over the age of three (3) months.
 - f. “Dog Breeder” means any person, group of persons or corporation engaged in the commercial business of breeding, buying, selling, or boarding of dogs.
 - g. “Dog Breeding Facility” means the physical premises where dogs are harbored by a dog breeder.
 - h. “Holding Period” means a period of time being of three (3) business days.
 - i. “Off Leash Area” means an area designated by Council for the respectable enjoyment of dogs permitted to exercise in an open space free of a leash.
 - j. “Owner” means the person who has legal title to a dog and includes any person who has the possession or custody of the dog, or harbours the dog, or suffers the dog to remain on his/her premises.
 - k. “Pound” means a place designated by Council as a place where dogs may be placed and kept impounded under humane conditions.

- l. “Running At Large” means a dog found on any public street, lane, alley or other public place in the Town or is on private property without the permission of the occupant or owner thereof.
- m. “Town” means the Town of Claresholm.
- n. “Dog Fancier Permit” means a permit issued annually to an owner permitting the keeping or harbouring, on land or premises occupied by the owner, of up to five (5) dogs over the age of three (3) months.

Licensing

3. No person shall own, keep or harbor any dog within the Town limits unless such dog has been licensed with the Town, paid the appropriate fee, and the following information about the dog has been collected:
 - a. described as to color, age, breed and sex,
 - b. residing address,
 - c. **proof of spay or neutering.**
4. License fees are determined by way of Schedule “A” set from time to time by the Town Council.
5. Licenses or Permits are required as set out below:
 - a. A Dog license for every dog residing in the Town of Claresholm over the age of three (3) months.
 - b. A Dog Fancier Permit for any single dwelling or household housing in excess of three (3) dogs.
 - c. **An Aggressive or Dangerous Dog license if the dog is determined to be aggressive or dangerous.**
6. Any person requesting a Dog Fanciers Permit shall submit an application to the Bylaw Enforcement Department, or it’s designate. All applications shall disclose:
 - a. Location for permit
 - b. Purpose (breeders will require a business license)
 - c. Breed and sex of dogs
 - d. Type of facilities
7. An Animal Control Officer shall not issue a Dog Fanciers Permit without first inspecting the proposed location and circulating adjacent property owners.
8. An Animal Control Officer shall not issue a Dog Fanciers Permit if, in their opinion, the site or conditions are unsuitable.
9. An Animal Control Officer may remove the Dog Fanciers Permit upon receipt of bona fide complaints from two (2) or more neighbors residing within sixty (60) meters of the residence of the permit.
10. The act of engaging in dog breeding and/or having a dog breeding facility must comply with the Town of Claresholm Land Use and Business License Bylaw.
11. Dog owners have one (1) month to comply with the licensing requirements upon possession of a dog or upon taking up residence in the Town of Claresholm. Dog owners issued a warning to purchase a dog license or a dog fancier permit will be granted fourteen (14) days to comply excepting when a dog has been impounded. Impounded dogs shall be required to be licensed before being released to the owner.
12. Annual license renewal fee is due before the last day of January for each year.
13. Upon payment of the required license fee, the owner will be supplied with a license tag stamped with a number and the year of the license. Every owner shall ensure that the license tag is securely fastened to a collar or harness which must be worn by the dog at all times when the dog is off the premises of the owner.

14. The owner of a dog will be permitted to pay a license fee of one half the annual rate if such owner takes up residence or such dog is acquired on or after the 1st of October in any one year.
15. No refund of license fees shall be made during any one year, except if documentation is provided from a veterinarian that the dog was neutered or spayed after the purchase of the license, then the difference in the license fee will be refunded.

Offences

16. The following constitutes an offence for the owner, which may result in a notice, fine and if necessary, may result in the capture and impoundment of a dog. Offences are as follows:
 - a. an owner who has failed to purchase a valid dog license and/or whose dog is not displaying a valid dog tag,
 - b. a dog who is off the premises of the owner, is not in an off-leash area, is not on a leash and under other immediate, continuous and effective control by the owner,
 - c. a dog in an off-leash area that is not under immediate, continuous and effective control by the owner,
 - d. a dog running at large,
 - e. a dog chasing, worrying or annoying any person and/or domestic animal on property other than that belonging to the owner of the dog,
 - f. a dog which causes damage to private or public property within the Town,
 - g. a dog which barks, howls or otherwise disturbs any person or persons,
 - h. a dog which has bitten, is biting or is about to bite or attempting to bite any person, upon any street, park or other public place within the Town,
 - i. a dog deemed **aggressive or** dangerous in nature
 - j. a dog in heat upon any public lands or highway,
 - k. a dog left unattended in any motor vehicle without suitable ventilation,
 - l. a dog named or described or otherwise designated in a complaint made pursuant to The *Dangerous Dog Act*,
 - m. a dog affected with rabies or any other contagious disease.
 - n. a person who removes or attempts to remove any dog from the possession of the Animal Control Officer while in the pound or while being transported to the pound,
 - o. a person who hinders, delays or obstructs any such Animal Control Officer in the performance of any duty imposed upon them by this bylaw,
 - p. an owner who fails to remove defecated matter which the owner has permitted or caused the dog to deposit on public property, the off-leash area or upon the lands or premises of any person other than the owner.
 - q. an owner who has in excess of three (3) dogs in a single-family dwelling or household without a Dog Fancier Permit, or in excess of five (5) dogs with an authorized Dog Fancier Permit, over three (3) months old.
17. The residences or grounds where any dogs are kept shall at all times be maintained in a clean, sanitary and inoffensive condition, satisfactory to the Animal Control Officer. An owner or occupant of private property must not allow animal feces to accumulate on the property so as to create a health hazard. The Animal Control Officer may serve an owner or occupant of private property with a notice to remove all animal feces from the property within 72 hours of service of the notice. The Town may remove the feces from the property if the person to whom the request is made fails to remove the feces within 72 hours, or after reasonable inquiry, the whereabouts of the owner or occupant of the property cannot be determined. If the Town carried out the work, the costs and expenses may be added to the tax roll and form part of the taxes owing on the land whereon the work was done.

18. The owner of a dog shall ensure that such dog shall not:
 - a. bite or injure a person or persons whether on the property of the owner or not unless an unlawful act is being committed,
 - b. chase or otherwise threaten a person or persons whether on the property of the owner or not, unless the person chased or threatened is a trespasser on the property of the owner.
19. Where the owner of a dog provides for a dog run or enclosure on the property that dog run or enclosure shall be no closer than one (1) foot from the adjoining property. This dog run must be secure and of an adequate height and size for the dog being housed

Communicable Disease

20. The Animal Control Officer shall immediately segregate from other animals and restrain any dog brought to the pound if it has or appears to have rabies or any other communicable disease.
21. The Animal Control Officer shall report any apparent illness, communicable disease, injury or unhealthy condition of any dog to a veterinarian.
22. The owner of a dog, which is suffering any communicable disease shall not permit or allow the dog to be:
 - a. in any public place,
 - b. in contact with or in proximity to any other dog,
 - c. shall keep the dog locked or tied up,
 - d. shall immediately report the matter to a veterinarian,
 - e. shall immediately report the matter to the Animal Control Officer or the RCMP.
23. Any dog known to be rabid shall be immediately euthanized in a humane manner.

Aggressive or Dangerous Dogs

24. At the conclusion of an investigation into a complaint and/or incident complete with a signed statement concerning a dog in the Town, the CAO or their designate may declare a dog to be an Aggressive or Dangerous dog. The CAO will issue an Aggressive or Dangerous Dog designation for the dog in question, provided that the CAO is satisfied that the dog constitutes an ongoing potential danger to persons, property, or domestic animals.
25. The owner of a dog alleged to be Aggressive or Dangerous shall be issued a fine as outlined in Section 35 of this Bylaw and shall be charged under the *Alberta Dangerous Dog Act*.
26. The owner of an alleged Aggressive or Dangerous dog, shall surrender the dog to the Animal Control Officer immediately and the dog shall be held pending the outcome of the investigation and/or a Provincial Court hearing.
27. If a dog is declared to be an Aggressive or Dangerous Dog by the Justice and not ordered to be destroyed, the CAO or their designate shall give the owner written notice of such declaration containing the following details:
 - a. requiring that if the Aggressive or Dangerous Dog is off the owner's property, it shall be in a bite inhibition mechanism, under control, and on a permitted leash held by a competent person who is able to control the Aggressive or Dangerous Dog,
 - b. inform the owner the Aggressive or Dangerous Dog is not permitted in the off-leash area,
 - c. requiring the owner to install signage a minimum of 25cm by 25 cm, with 5 cm lettering, warning of the Aggressive or Dangerous dog, installed every fifty (50) feet or fifteen (15) meters on the perimeter of owner's property that is accessible by the general public.
28. The owner of an Aggressive or Dangerous Dog shall obtain an Aggressive or Dangerous Dog license immediately after the dog is determined to be Aggressive or Dangerous. This shall be done on the first official business day following the dog being classified as such.

29. The owner of an Aggressive or Dangerous Dog shall ensure that:
 - a. the dog does not, without provocation:
 - i. chase a person; or
 - ii. injure a person; or
 - iii. bite a person; or
 - iv. chase other domestic animals; or
 - v. injure other domestic animals; or
 - vi. bite other domestic animals.
 - b. the dog does not damage or destroy public or private property.
 - c. when the dog is on the property of the owner:
 - i. the dog is either confined indoors; or
 - ii. when the dog is outdoors it is in a locked pen or other structure, constructed to prevent the escape of the Aggressive or Dangerous Dog and capable of preventing the entry of any person not in control of the dog, and
 - iii. the locked pen or other structure shall not be within one (1) meter of the property line or within five (5) meters of a neighboring dwelling unit.
30. No person shall sell a dog that is found to be Aggressive or Dangerous.
31. An Aggressive or Dangerous Dog order pursuant to this Bylaw continues to apply if the dog is given or transferred to a new owner.

Capture and Impoundment

32. An assistant or employee of the Animal Control Officer may do any act which the Animal Control Officer is obliged or permitted to do.
33. The Animal Control Officer, or any person or persons as shall be authorized or appointed by the CAO, may capture a dog that is in contravention of this bylaw by using any humane method and shall deliver said dog to the pound, where it shall be held for the holding period to ascertain the owner.
34. When any dog wearing a Town dog license tag is captured, the Animal Control Officer shall ascertain from the Town records the name and address of the owner and attempt to reunite the dog with its owner.
35. The Animal Control Officer shall, when the name and address of the owner of a dog are not known, post a notice on the door of the pound to inform the general public of the impoundment.
36. Unless the owner of a dog makes arrangements with the Animal Control Officer for the further retention of the dog, an Animal Control Officer may sell, transfer to a new owner or destroy all unclaimed dogs which have been in impoundment for:
 - a. seven (7) days if the dog has a current license or the owner can otherwise be identified (ie. Tatoo); or
 - b. seventy-two (72) hours if the dog does not have a current license.
37. Notwithstanding subsection 36 (a) & (b) above an Animal Control Officer may euthanize a dog after a shorter period of time, if humane purposes warrant.
38. When an Animal Control Officer agrees with an owner to euthanize a dog, the owner shall pay to the Town all costs related to such.
39. The Animal Control Officer may, in their discretion, continue to keep a dog in the pound for a longer period than the holding period provided:
 - a. the owner verifies their ownership and requests that the dog be kept there for a longer period,
 - b. a pending investigation requires the extension of the holding period.

Notice

40. If a notice is not served personally on an owner or occupant of private property, then a copy of the notice shall be sent by registered mail to the owner of the property at the mailing address shown on the last assessment roll of the Town. A notice sent by registered mail is deemed to have been received on the fifth (5th) day following the date of its mailing.

Impound Fees

41. Each dog impounded under the provisions of this Bylaw shall be subject to impounding fees at the rate of:
 - a. \$20.00 per day for each day the dog has been impounded, plus
 - b. \$35.00 – First (1st) offence
 - c. \$100.00 - Second and each subsequent offence
42. Any dog impounded under the provisions of this Bylaw shall not be released until such time as the owner can:
 - a. present proof of ownership to the satisfaction of the Animal Control Officer,
 - b. pay all licensing fees, offence fines and impounding charges and/or fees.

Fines

43. Any person violating any of the provisions of this Bylaw or any other person responsible for such violation shall be liable to a penalty of:
 - a. Warning – First (1st) offence
 - b. \$100 – Second (2nd) offence
 - c. \$250 – Third (3rd) offence
 - d. \$500 – Fourth (4th) and subsequent offences
44. Any Person violating any provisions of this bylaw where the dog has been deemed Aggressive or Dangerous in nature or any other persons responsible for such violations shall be liable to a penalty of:
 - a. \$300– First (1st) Offence
 - b. \$500 – Second (2nd) Offence
 - c. \$1,000 – Third (3rd) and Subsequent Offences

This Bylaw shall take effect on the date of final passage.

Bylaw #1628, Bylaw #1688 are hereby repealed.

Read a first time in Council this **11th** day of **January** 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 2021 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



**BYLAW# 1688
SCHEDULE "A"**

FEES

	Fee
Dog License (Spay/Neuter) – per dog	\$15/year
Dog License (Intact) – per dog	\$40/year
Dog Fancier Permit application fee – per household *	\$50
Dog Fancier Permit annual renewal fee – per household*	\$20
Aggressive or Dangerous Dog License	\$200

*Does not include dog licenses for additional dogs



**BYLAW# 1688
SCHEDULE "B"**

APPLICATION FOR DOG FANCIER PERMIT

Name of applicant: _____ Date: _____

Address: _____ Postal code: _____

Phone:
(Res.) _____
(Bus.) _____
(Cell.) _____

CATEGORY
 Breeder (# of times per year ___ Bus. Lic #: _____
 Show Dogs
 Pets
 Kennel operation Bus. Lic #: _____

DESCRIPTION OF DOGS

Dog	Breed	Colour	Sex	Age	Altered (Y/N)

TYPE OF FACILITES

	Yes	No
Enclosed yard with fence?		
Enclosed kennel and dog run?		
Will the dogs be kept indoors during the period in when no one is home?		
Will the dogs be kept indoors at night?		
If "NO", will they be kept in a closed kennel or dog run?		

I understand that before this application can be approved, the Animal Control Officer must first inspect the proposed location to ensure the site and conditions are suitable. I further understand the Animal Control Officer will circulate adjacent property owners and advise them of the application, allowing for a period of response. The Animal Control Officer shall not issue a dog fancier permit if the site or conditions are not suitable.

Signature

Notifications

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

Close



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Jan 18, 2021

Coal leases: Minister Savage

Minister of Energy Sonya Savage issued the following statement on the decision to cancel 11 recently issued coal leases and pause any future coal lease sales in former Category 2 lands:

“We have listened carefully to the concerns raised in recent days, and thank those who spoke up with passion.

“As a result, we will pause future coal lease sales in former Category 2 lands. The coal leases from the December 2020 auction will be cancelled.

“I want to be absolutely clear: Under the current terms, just as it was under the 1976 coal policy, coal leases do not allow for exploration, development or production without a comprehensive regulatory review. A lease holder has no more right to set foot on lease property than any other Albertan. The same rules apply now, as before.

“This pause will provide our government with the opportunity to ensure that the interests of Albertans, as owners of mineral resources, are protected.

“Coal development remains an important part of the Western Canadian economy, especially in rural communities, but we are committed to demonstrating that it will only be developed responsibly under Alberta’s modern regulatory standards and processes.

“This decision has no impact on existing coal projects currently under regulatory review.”

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INFORMATION BRIEF

Meeting: January 25, 2021

Agenda Item: 2

COAL PROJECTS IN ALBERTA

DESCRIPTION:

At the July 20, 2020 regular meeting of Council, Council discussed a letter received from the Alberta Chapter of the Wildlife Society dated June 30, 2020 that was directed to the Alberta Energy Regulator and the Minister of Environment and Parks (attached). This letter expressed concern about two coal exploration projects that were recently proposed following the cancellation of the 1976 Coal Policy for Alberta.

It was Council's direction at the July 20th meeting to write a letter to the Alberta Energy Regulator and the Minister of Environment stating the Town of Claresholm's position is that the promotion of exploration of coal in Alberta is not conducive to the protection of our environment, and that these actions are harmful to the environment, our waterways and our wildlife.

Residents of Claresholm and many in Southern Alberta have shown increasing dismay at the way coal exploration and projects are being handled in our province.

The News Release from January 18, 2021 indicates that a decision was made to "cancel 11 recently issued coal leases and pause any further coal lease sales in former Category 2 lands." The Grassy Mountain Coal Project is not one of the cancelled projects.

Benga Mining Limited, a wholly owned subsidiary of Riversdale Resources Limited, is proposing to construct and operate an open-pit metallurgical coal mine near the Crownsnest Pass, approximately seven kilometres north of the community of Blairmore, in southwest Alberta. As proposed, the production capacity of the project would be a maximum of 4.5 million tonnes of processed coal per year, over a mine-life of about 25 years.

January 15, 2021 — The Joint Review Panel has closed the record. The Joint Review Panel is preparing its report that will be submitted to the Minister of Environment and Climate Change.

<https://iaac-aeic.gc.ca/050/evaluations/proj/80101>

News story on this issue:

<https://www.cbc.ca/news/canada/calgary/alberta-coal-lease-pause-1.5878364>

CBC's the Current's story:

<https://www.cbc.ca/radio/thecurrent/the-current-for-jan-18-2021-1.5877269>

The Town of Nanton discussed this issue at their last regular meeting on January 18, 2021 and passed the following motion:

Whereas Council wishes to express its concerns over the safety and quality of regional water resources that supply Nanton's water license allocations, it directs the Chief Administrative Officer to draft a letter to Premier Jason Kenney for signature by the Mayor:

- requesting a new and comprehensive consultation process subsequent to the Government of Alberta's rescindment of the 1976 Coal Policy on June 30, 2020;
- seeking a more thorough analysis of the local hydrological, environmental and economic impacts of any watershed changes;
- requesting further local public presentation and discussion prior to any further consideration or action regarding applications for open pit mining to the Alberta Energy Regulator.

K11_U0W110d0e

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 21, 2021



ALBERTA CHAPTER OF THE WILDLIFE SOCIETY

Laurie Pushor
President and Chief Executive Officer of Alberta Energy Regulator
Suite 1000 250 – 5th Street SW
Calgary, Alberta
T2P 0R4

Honorable Jason Nixon
Alberta Environment and Parks
323 Legislature Building
10800 - 97 Avenue NW
Edmonton, AB
Canada T5K 2B6

June 30, 2020

Re: Proposed Cabin Ridge Coal 2020 Exploration Drilling Program (Application # A10104523) and Elan Coal Ltd. 2020-2025 Isolation South Coal Exploration Program (Application # A10104623).

Dear President Pushor and Minister Nixon:

The Alberta Chapter of The Wildlife Society is concerned with two coal exploration projects that have recently been proposed following the cancellation of the 1976 Coal Policy for Alberta. These programs fall within the Northwest Branch of the Oldman Watershed in southwestern Alberta, an area covered by the Livingstone/Porcupine Hills Sub-Regional Plan (LPSRP). This area is known for its recreational opportunities, grazing lands, fish and wildlife resources and most importantly, it's major contribution to water quality and quantity for southern Alberta.

The Cabin Ridge project is proposing 199 drill sites accessed by bulldozing reclaimed trails from the early 1970's and constructing 166 new trails. The Elan Coal project is requesting 458 drill sites accessed by 29.7 km of previously disturbed/existing access and 66.4 km of new access road. The LPSRP designated this area as important for bull trout, westslope cutthroat trout, and grizzly bears. It also provides important range for elk, and Cabin Ridge is essential winter range for our provincial mammal, bighorn sheep. The increasing linear disturbance created by reactivating these reclaimed trails and building new roads will further impact a landscape that in many areas already exceeds linear disturbance thresholds for grizzly bears and westslope cutthroat trout, both of which are threatened under the Alberta Wildlife Act. The Ministry of Environment and Parks is compelled to recover species that are listed at risk; these coal projects will reduce the efficacy of existing government efforts and species recovery programs.



ALBERTA CHAPTER OF THE WILDLIFE SOCIETY

Alberta's Land-use Framework (2008) consists of seven strategies including using cumulative effects management at the regional level to manage the impacts of development on land, water and air. The LPSRP indicates that a Cumulative Effects Management Decision Tool will be used by the three land-use agencies (Alberta Energy Regulator, Alberta Environment and Parks, Alberta Agriculture and Forestry) to evaluate new projects in terms of cumulative effects management indicators and thresholds. We are interested in the outcome of this tool relative to the aforementioned species and in light of these new coal exploration project proposals. We recently released a cumulative effects assessment of the Bow and Oldman watersheds along the Eastern Slopes conducted by ALCES™¹. The timber harvest that has occurred in the Upper Oldman watershed combined with the existing access development already puts trout in this watershed in a precarious position. These coal exploration programs will exceed responsible conservation requirements for bull trout, westslope cutthroat trout, grizzly bears, elk, and bighorn sheep.

Moreover, the Eastern Slopes in southwestern Alberta provides essential downstream water resources for 45% of Albertans. A Policy for Resource Management of the Eastern Slopes (1978, modified in 1984) has long recognized that watershed management is the primary consideration for the mountains and foothills of Alberta. The South Saskatchewan Regional Plan reinforced this watershed management priority. Selenium effluent leaching into streams from coal mining activities continues to be unmanageable throughout Alberta despite research efforts over the last 20 years. Most recently, the US Environmental Protection Agency demanded that the BC Government provide data explaining why Teck Resources coal mines in southern BC are allowed to exceed guidelines for toxic metals, particularly selenium (May 11, 2020 Toronto City News). The Teck mines are located immediately adjacent to the Upper Oldman watershed on the west side of the Continental Divide and the BC government has a responsibility to our neighbors in the United States to maintain requirements for water quality. Alberta has the same responsibility to our neighbors to the south and the east through its transboundary obligations under the Master Agreement on Apportionment and the Boundary Waters Treaty.

The LPSRP indicates that "land managers and regulators must operate with a common objective to minimize footprint". This responsibility is to be reinforced through integrated management, the precautionary principle and evidence-based decision making. Consequently, we would like to meet to discuss our assessment of these coal exploration programs and the implications of mining including a railway from the Crowsnest Pass that would cross other important watersheds such as Racehorse Creek, Dutch Creek, and others. In the interim, we respectfully request that these coal exploration programs be denied at this time.

¹ A copy of this report was sent to your Ministry and other senior level bureaucrats on June 24, 2020. The report has been posted to our website and can be downloaded via [this link](#).



ALBERTA CHAPTER OF THE WILDLIFE SOCIETY

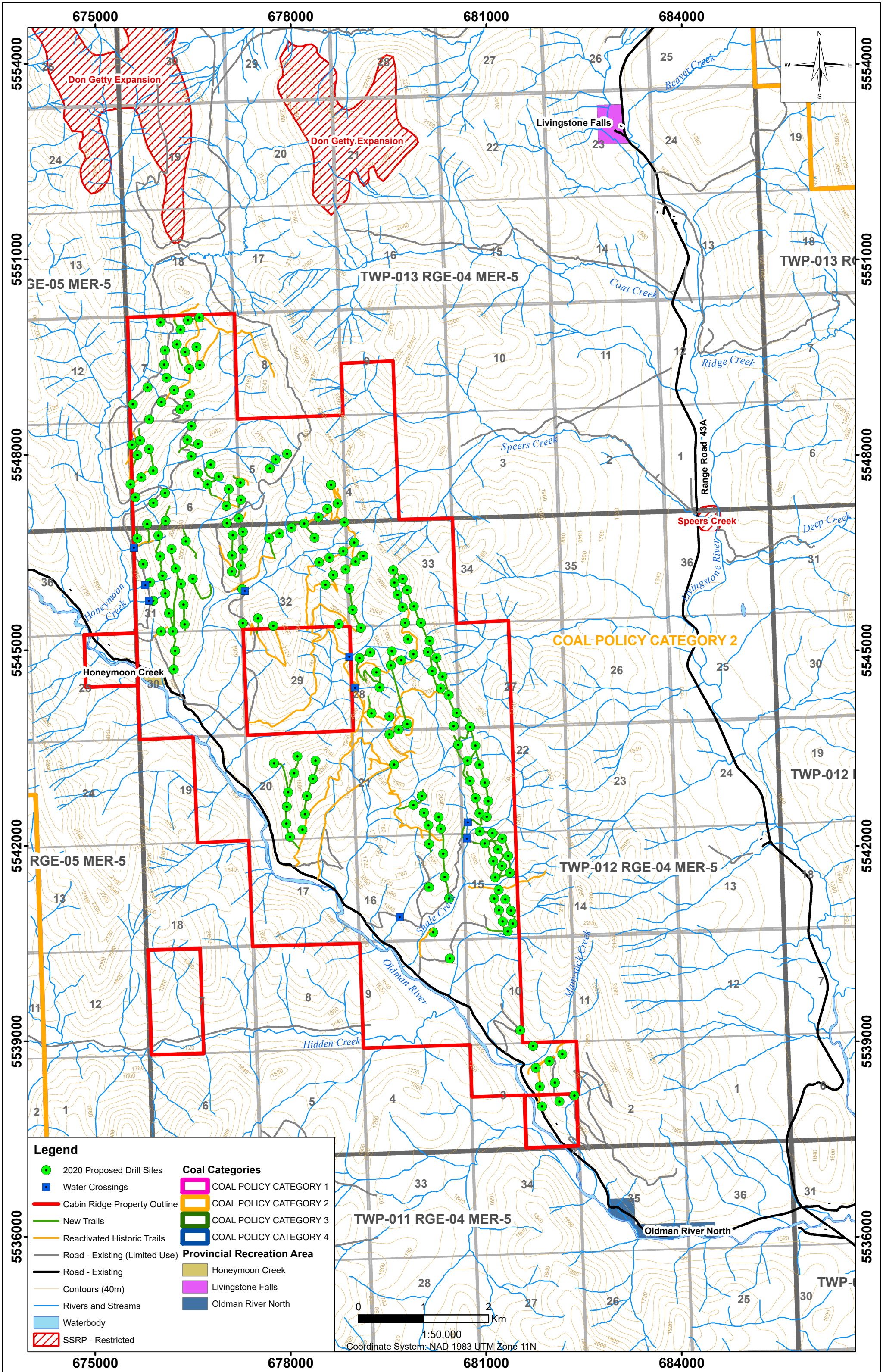
We look forward to a reply at your earliest convenience.

Respectfully,

Alex Beatty

Alberta Chapter of The Wildlife Society President

cc: Roger Reid, UCP MLA, Livingstone-McLeod
Rachael Notley, Leader of the Opposition
Irfan Sabir, Energy Critic
Marlin Schmidt, Environment Critic



Legend

- 2020 Proposed Drill Sites
 - Water Crossings
 - Cabin Ridge Property Outline
 - New Trails
 - Reactivated Historic Trails
 - Road - Existing (Limited Use)
 - Road - Existing
 - Contours (40m)
 - Rivers and Streams
 - Waterbody
 - SSRP - Restricted
-
- Coal Categories**
 - COAL POLICY CATEGORY 1
 - COAL POLICY CATEGORY 2
 - COAL POLICY CATEGORY 3
 - COAL POLICY CATEGORY 4
-
- Provincial Recreation Area**
 - Honeymoon Creek
 - Livingstone Falls
 - Oldman River North

0 1 2 Km
 1:50,000
 Coordinate System: NAD 1983 UTM Zone 11N



ALBERTA

JOBS, ECONOMY AND INNOVATION

*Office of the Minister
MLA, Calgary-Elbow*

January 21, 2021

AR 80503

His Worship Doug MacPherson
Mayor
Town of Claresholm
info@claresholm.ca

Dear Mayor MacPherson,

Thank you for your email regarding funding for Alberta's Regional Economic Development Alliances (REDAs).

As you may be aware, the Ministry of Jobs, Economy and Innovation (JEI) is charged with implementing Alberta's Recovery Plan. We know that our success is dependant on all regions of Alberta working together, focused on building on our strengths, and growing our innovation eco-system. The Government of Alberta values the work that REDAs do to promote long-term economic development and prosperity in their regions, and they will continue to have an important role to play as we recover, and eventually grow our economy.

Given Alberta's fiscal situation, programs and services across government were evaluated, and some difficult decisions were made. This included re-evaluating the funding agreement with REDAs. I am pleased that JEI has finalized the three-year grant agreement with targeted outcomes for each of the nine REDAs, and I look forward to their continued excellent work.

I was pleased to meet with Alberta's REDAs at the virtual roundtable on December 1, 2020. My understanding is that arrangements are being made to have regular check-ins with government. The sharing of information, challenges, and opportunities are of great value, and I appreciate your continued input and suggestions as we move forward.

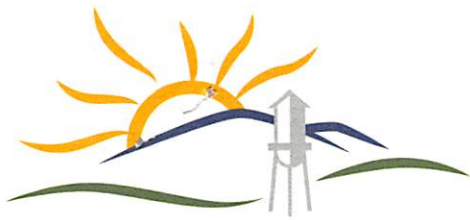
In the meantime, if you require additional information or assistance, contact Tammy Powell, Regional Economic Development Services, at 780-712-1601 or tammy.powell@gov.ab.ca.

Thank you again for taking the time to share your thoughts.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Doug Schweitzer'.

Doug Schweitzer, Q.C.
Minister of Jobs, Economy and Innovation



8053

NOV 26 2020

Claresholm

Where **Community** Takes Root

September 30, 2020

Honourable Doug Schweitzer
Minister of Jobs, Economy and Innovation
425 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

RE: INVESTEMENT & GROWTH; ALBERTA REGIONAL ECONOMIC DEVELOPMENT ALLIANCES

Dear Minister:

Alberta's Regional Economic Development Alliances (REDAs) were created to stimulate long-term economic development and growth strategies in Alberta's rural and urban communities. Now, after 20-years of collaboration and team work the nine Alberta REDA's celebrate 250-community members and industry partners.

In conjunction with membership fees and strategic partnerships, the Alberta REDA's have survived and progressed by leveraging the provinces annual investment. REDAs provide customized service to communities and industry, they have a proven track-record of attracting investment into key-markets, and consistently bring new technologies and innovation into the strategic plans of municipalities. The coordination of REDA's provides strength, increases capacity, and attracts investment that was previously considered out of reach.

The Town of Claresholm has been a member Alberta Southwest since its inception nearly 20-years ago. In early 2019, the Town Council agreed to join South-Grow Regional Initiative and become one of the first communities in Southern Alberta to hold dual REDA membership. The decision to invest capital in two REDA's during such an uncertain economic time was met with no resistance. It was a decision based on the practical benefits of teamwork, leveraging the limited resources available, and the impressive performance that is still being delivered today. Alberta Southwest and SouthGrow have allowed Claresholm Economic Development to thrive.

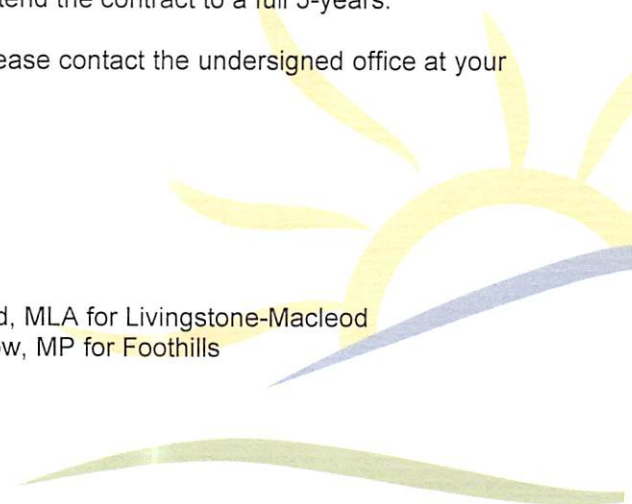
Reducing the REDA investment by 50%, and limiting the agreement to 3-years will diminish returns at even greater proportions. The Town of Claresholm Council and the Claresholm Economic Development Committee urge the Honourable Doug Schweitzer, Minister of Jobs Economic and Innovation, to work with our governments and industries to carry out the investment and growth strategy and restore the full \$100,000 annual investment to the nine Regional Economic Development Alliances' of Alberta, and extend the contract to a full 5-years.

If you have any further questions or concerns regarding this matter, please contact the undersigned office at your convenience.

Yours Sincerely,

Doug MacPherson
Mayor
Town of Claresholm
403-652-6870

Cc: Mr. Roger Reid, MLA for Livingstone-Macleod
Mr. John Barlow, MP for Foothills



From: President <President@auma.ca>
Date: January 18, 2021 at 4:03:22 PM MST
Subject: 2021 AUMA President's Summit on policing

Dear Mayors, Councillors, and CAOs:

I am emailing to invite you to the 2021 AUMA President's Summit on policing. This event will take place as two online Zoom sessions:

- February 4, 2021 from 4:00 to 6:30 p.m. – Updates on the Police Act Review and the work of the Alberta Police Advisory Board
- February 17, 2021 from 3:00 to 6:00 p.m. – Information and discussion on the feasibility of establishing a provincial police service

The summit is an opportunity to share your thoughts and guide AUMA's advocacy on policing in Alberta. A high-level agenda is attached for your information.

To register for the President's Summit (either one or both sessions), please click [this link](#).

As this is a virtual event, there is no registration fee and no limit on the number of municipal representatives that can attend. Registrants will receive a package of pre-reading materials approximately one week prior to each session to support an informed discussion. Please note that media may be in attendance at both sessions.

I look forward to hearing from you at this important advocacy event.

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca
Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-AUMA | www.auma.ca

President's Summit on Policing
February 4 and 17, 2021
Via Zoom
Subject to Change

Thursday, February 4	
4:00 to 6:30 p.m.	<p>Police Act Review</p> <ul style="list-style-type: none">• Provide an update on AUMA's most recent submission for the Police Act Review.• Share information on the provincial Police Act and the federal RCMP Act and what each Act covers.• Share information about next steps for the Review (potential guest speaker Jessica Thomson, Director of Engagement and Strategy with Justice and Solicitor General). <p>Interim Police Advisory Board</p> <ul style="list-style-type: none">• Provide an update on the Board's recommendations for 2021 provincial policing priorities (potential guest speaker Tanya Thorn, Board Chair).• Survey members to gather feedback on governance models for the operational Board.
Wednesday, February 17	
3:00 to 6:00 p.m.	<p>Provincial Police Service</p> <ul style="list-style-type: none">• Provide information on funding models for provincial police services in other jurisdictions (Ontario, Quebec).• Provide information on the experience of other municipalities who have transitioned (or considered transitioning) from the RCMP to a municipal police service (Richmond, Surrey, Red Deer).• Provide information on the province's engagement process for the provincial police service feasibility study (potential guest speaker Douglas Morgan, Executive Director of the Alberta Provincial Police Service Transition Secretariat, Justice and Solicitor General).• Hear from other key stakeholders about their positions on provincial police (potential guest speaker Deputy Commissioner Curtis Zablocki, Commanding Officer of the Alberta RCMP).• Survey members to hear their thoughts on a provincial police service, particularly what they see as key risks, benefits, and concerns.



Wild Rose Community Connections
#2, 127 – 3rd Avenue SW
P.O. Box 5714 High River, AB T1V 1P3
Ph: 403 601-2910 Fax: 403 652-1124 admin@wildrosecc.com www.wildrosecommunityconnections.com

January 11, 2020

Town of Claresholm Mayor and Council
P.O. Box 1000, 221-45th Ave. West
Claresholm , AB T0L 0T0

Attention Karine Keys

Re: Snack Shack Initiative

In August 2020, Wild Rose Community Connections proposed the snack shack initiative to counsel for a three-month trial period. A snack shack is similar to a book bungalow structure that holds a variety of snacks for the public to access at any time. The proposition was for the snack shack to be located at the current skate park, where it is likely that youth and other members of the public would access this support. Due to a variety of circumstances, WRCC was unable to successfully complete the installation of the snack shack at this location. With the positive feedback from the other snack shack located at the library, WRCC would still like to pursue this initiative.

With the new town building close to completion and a new skate park being built in the future, WRCC is proposing a location change to the new town building property. With support from FCSS to refer their cliental to this support and the future home of the skate park, this location seems ideal for the snack shack to be easily accessed by community members needing the support.

We request your feedback on this proposition and will be happy to continue with the previous proposed location or another location in the Town of Claresholm if suggested.

Any questions or concerns can be directed to Chanice Tarasoff at 403-497-4984. Thank you for your consideration.

Chanice Tarasoff

Claresholm Food Rescue Coordinator
Coordinator

Sarah Bruinsma

Wild Rose Food Connections Project





WILD ROSE
Community Connections

Wild Rose Community Connections

#2, 127 – 3rd Avenue SW

P.O. Box 5714 High River, AB T1V 1P3

Ph: 403 601-2910 Fax: 403 652-1124 admin@wildrosecc.com www.wildrosecommunityconnections.com

August 12, 2020

Town of Claresholm Mayor and Council
P.O. Box 1000, 221-45th Ave. West
Claresholm , AB T0L 0T0

Attention Town of Claresholm Mayor and Council

Re: Snack Shack Initiative

Wild Rose Community Connections has been an active participant in addressing the social needs of Claresholm and Area for over 20 years. WRCC is one of the participating agencies that started The Station Association for Claresholm and Area in 2015. The Station became a registered Society in response to better meet some of the unmet community social needs. The Town of Claresholm has recently partnered with the Station and has provided the space at Mackin Hall.

WRCC continues to be an active participant in moving the mission of both the Station and WRCC forward by building on our agency's programs to benefit the community. We have collaborated with Claresholm FCSS, IGA and Roy's Place to bring Food Rescue to Claresholm.

WRCC opened the Claresholm Food Rescue program in May 2020 with grant funding. The space, located at 4209 3rd Street E has been generously donated as a free lease.

Since the program opened in May:

- **66** unique participants have accessed Food Rescue
- **219** hampers were distributed
- **63** hamper deliveries for those unable leave their homes / lack transportation
- **17** additional deliveries of bread, produce, cleaning supplies to low income seniors housing
- **10** additional deliveries of bread to apartment buildings; seniors housing
- **7082 lbs** of food rescued from the landfill and distributed to the community



The Claresholm Food Rescue program is looking to provide an additional food security initiative to the community – **Snack Shacks**. Wild Rose Community Connections (WRCC) is proposing to have a Snack Shack located at the skate park in the Town of Claresholm. WRCC has been operating Snack Shacks in High River for the last two years with great success.

Snack Shacks are intended to fill the gaps of food security programming during school holidays and the summer months; times when children are unable to access the school food programming. Snack Shacks are free standing self-serve storage units that contain a bin full of non-perishable food items such as granola bars, bears paws, crackers, juice and fruit snacks. The food can be accessed anonymously at any time. All snacks come in individual packaging and are contained in a pest free container. The shacks are checked every 24 hours by a food rescue employee or volunteer and filled accordingly. The Snack Shacks are disinfected and cleaned each time they are refilled. Snacks will be purchased from the local IGA.

When the program was being created in High River, Alberta Health Services (AHS) were included in the program design and implementation. They visited the sites and provided recommendations for how to safely run this program, which were then followed accordingly. The program in High River has not experienced any vandalism and the only issue that has arose is on occasion is the whole bin of snacks has been taken. To alleviate large losses of food, we now keep only 8-10 items in the bins at any given time and re-fill them frequently.

We have partnered with the Claresholm Library to provide a Shack there and would like to propose having another at the skate park. Both locations are ideal in that they are heavily attended by children and teens.

We would like to propose a 3-month pilot project to see how well the Snack Shacks are received by the community. At this time, we will look for funding to expand the program to include the possibility of more Snack Shack locations as well as a to include a refrigerator at the library which allows for more healthy alternatives, such as fruit and yogurt to be provided.

We are proud to be working in conjunction with the Claresholm FCSS, Claresholm Library and hopefully the Town of Claresholm on this innovative project.

Any questions or concerns can be directed to Chanice Tarasoff at 403-497-4984.

Thank you for your consideration.

Chanice Tarasoff

Claresholm Food Rescue Coordinator
Coordinator

Sarah Bruinsma

Wild Rose Food Connections Project
Coordinator



INFORMATION BRIEF

Meeting: January 25, 2021

Agenda Item: 5

WILD ROSE COMMUNITY CONNECTIONS SNACK SHACK PROPOSAL

DESCRIPTION:

At the August 17, 2020 regular meeting of Council, Wild Rose Community Connections joined the meeting by Zoom as a Delegation to discuss their Snack Shack proposal.

At the September 14, 2020 regular meeting of Council, Council passed the following motion:

Moved by Councillor Cutler to allow Wild Rose Community Connections a three-month trial of their Snack Shack Initiative in Claresholm at the Claresholm Skate Park and have them report back after that time with an update. MOTION #20-134

As per this new letter being presented to Council, they would like to adjust the location for the Snack Shack and are looking for Council's approval.

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Blair Bullock, CPA, CA – Director of Corporate Services DATE: January 20, 2021



REQUEST FOR DIRECTION

Meeting: January 25, 2021
Agenda Item: 6

MONTHLY UTILITY BILLING

BACKGROUND / DESCRIPTION:

The Town of Claresholm has issued bi-monthly utility bills for residential users for many years, however with the changes to utility rates over the last few years there has been an increase in the request for monthly billing. This has been requested both from a financial/payment perspective as well as from a water usage/monitoring perspective.

In early 2019 the biggest concern seemed to be regarding larger lump sum (bi-monthly) payments so in August 2019, Bylaw #1673 was passed which allowed for the monthly payments to be collected as part of the Utility Payment Plan program (UPPs). So half is paid by the normal due date and the second half is postponed to the next month without penalty, similar to the TIPP's program. This helped to address the issue of larger payments every other month that was concerning to some individuals. This was a relatively low cost adjustment, administrative time required (couple hours to process payments). This however doesn't address the issue of monitoring usage which is a much more significant cost implications to the Town.

DISCUSSION:

Monthly billing is of course a possibility, and is already done for commercial (non-residential) users, however there are significant cost implications to doing so. Due to our Muniware software system it isn't realistic to allow for any sort of opt in or opt out of monthly billing, so if we were to move to monthly billing it would have to be everyone that moves to that monthly billing. Estimated financial and man hour cost to monthly billing would be as follows:

- Residential billings still has approximately 600 paper bills being sent out each billing period. This would mean an addition of 3,600 bills mailed out each year if changed to monthly, at a previously estimated cost of \$1.50 per bill – majority of which is postage. So this is an additional cost of \$5,400 annually to the Town. Now this largely is a non-issue for the Town as this cost is recouped through paper statement fees, but this is an additional cost/increase that would be borne by residents (additional \$9/year per household for those who still receive paper bills).
- There would also be additional man hours in processing bills monthly. Estimated man hours to complete a bill run is 14 hours. It is estimated about 60% - 70% of this time is in the processing (printing, folding, stuffing, mailing) physical bills, but there is still 4-6 hours per billing run in processing the bills in Muniware, reviewing/updating consumptions, running reports, attaching any PDF "stuffers", and emailing out bills. This is a cost that isn't recouped in additional fees.
- Monthly meter readings are already completed, so no extra time or cost there. Just the manhours already included above of uploading those readings as part of the processing of the bills.

It should also be noted that for the approximate 120 individuals that are currently enrolled in the UPPs Monthly Payment program, switching to monthly bills will result in a double up for one month due to the timing issue. Currently, for example, the second payment for the Jan/Feb bill would be drawn until April, which is the same time the March bill would be due when it switches to monthly.

Looking at other communities most communities we looked at do have a monthly billing cycle. Nanton was the only other one noted that has a bi-monthly billing cycle.

- Nanton – Bi-monthly
- Fort Macleod - Monthly
- Cardston – Monthly
- Strathmore – Monthly
- Taber – Monthly
- Barnwell – Monthly
- Magrath – Monthly

RECOMMENDATION:

Administration doesn't have a recommendation on this matter. Monthly billing provides more transparency and a higher level of service; however, it comes at an increased cost to both the Town and the residents directly through increased paper statement fees.

PROPOSED RESOLUTION:

Moved by Councillor _____ to direct Administration to amend the Water and Sewer Utility Bylaw to adjust the utility billing cycle for residential users to monthly.

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

APPROVED BY: Blair Bullock, CPA, CA – Dir of Corp Serv

DATE: January 21, 2021



REQUEST FOR DECISION

Meeting: January 25, 2021
Agenda Item: 7

Arena Advertising Fees

DESCRIPTION / DISCUSSION

In August Council approved an adjustment to Arena Advertising Fees to be 50% of fees charged in the 2019-2020 season. This was primarily motivated by wanting to support local businesses with the COVID pandemic and recognizing that many businesses are struggling at this time. At the time of these fees being set however there was still the hope and expectation of some reopening of facilities and some hockey/skating season being realized for the 2020-2021 season.

In light of the significant restrictions to date, the long periods of complete closure, and now as of January 21st removing the ice 2 months early, this 50% fee for advertising for the 2020-2021 season seems like less of a deal. This was echoed by one advertiser when trying to collect amounts owing stating "Why would we advertise when there is nothing going on and it is closing on Jan 21."

This, as well as the struggle businesses are facing, is evidenced by the limited payments received for advertising. Most arena advertising was invoiced in October, and as at December 31 \$3,540 of the total 5,128 invoiced had not yet been collected. This is less than 40% paid.

RECOMMENDATION

Administration is recommending that in light of the early seasonal closure of the arena, limited time it has been open during the season, and restrictions in place during that time that the 2020-2021 advertising fees, totaling \$5,128.10 including GST, be refunded in full for those that have paid, or invoices cancelled for those that have not yet paid. For those that have paid they will have the option of either having the fees reimbursed or holding the credit to be applied against their 2021-2022 season arena advertising.

PROPOSED RESOLUTION:

Moved by Councillor _____ to cancel all 2020-2021 arena advertising fees, in light of the early closure and limited availability of the arena due to the pandemic and health restrictions, and to credit or refund fees for those who have already paid.

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

APPROVED BY: Blair Bullock, CPA, CA – Dir of Corp Serv

DATE: January 21, 2021



REQUEST FOR DECISION

Meeting: January 25, 2021
Agenda Item: 8

USE OF PATTERSON PARK FOR FCSS EVENT

BACKGROUND:

For many years, Claresholm & District FCSS has booked the Claresholm Arena for the annual Family Day Skate. With the current government restrictions in place regarding social gatherings in indoor facilities, we would like our event to be held elsewhere in Claresholm.

DISCUSSION:

If government restrictions lift in regards of allowing a certain amount of people at an outdoor event, we would still like to host a community event for Family Day, as we believe it is important for our community members to be engaged and involved, especially in these trying times. FCSS is requesting the use of Patterson Park to host our event, where strict social distancing measures will be put in place. We would like to have access to the Disc Golf Course for families to take part in a game that involves only their cohort at each post.

Our event will be held on Monday, February 15, 2021.

RECOMMENDED ACTION:

Council approve for FCSS to host an event in Patterson Park on Monday, February 15, 2021.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the use of Patterson Park for Claresholm & District FCSS community event, subject to public health orders in effect on Monday, February 15, 2021.

PREPARED BY: Holly Gillespie – FCSS Community Outreach Coordinator

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

DATE: January 13, 2021



REQUEST FOR DECISION

Meeting: January 25, 2021
Agenda Item: 9

Recreation Survey

BACKGROUND

The Town of Claresholm is currently updating the Recreation Master Plan which outlines our current parks, pathways, facilities and future direction for parks, pathways and recreation within the community. In 2017, information from the 2016 FCSS Needs Survey was used to help determine what the town's residents thought regarding current facilities and parks, and what the town's focus should be in the future.

DESCRIPTION:

Attached is a comprehensive survey for residents of Claresholm that would be posted on social media through Survey Monkey. Looking for feedback to ensure that it thoroughly covers the recreation outlets in our community.

Requesting that this survey be allowed to go forward for February 2021.

PROPOSED:

Moved by Councillor _____ to allow a Recreation Survey to be posted on the website and advertised on the Town's social media accounts to receive feedback on recreation outlets in our community.

ATTACHMENTS:

- 1.) Draft Survey

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Blair Bullock, CPA, CA – Dir. of Corp. Serv.

DATE: January 21, 2021

2021 Town of Claresholm Recreation Survey

Please mark the best answer or answers to the questions

What is your age?

Under 18

18-24

25-34

35-44

45-54

55-64

65-75

75+

What trails do you use the most? Please mark all that apply

Frog Creek Wetlands

Kin Trail

Town sidewalks & Paths

Where are these trails, and how do I find more information?

Other:

What are you and/ or your family using our parks and green spaces for? Please mark all that apply

Playing an organized sport

Playing a recreational activity (ball, Frisbee, etc)

Play on play structures

Outside is not fun

Other:

Fitness Equipment at Patterson Park and Centennial Park

I've used this equipment

I have seen this equipment, but haven't used it

We have Fitness equipment at these parks?

Other:

Claresholm Arena, how do you use this facility? Please mark all that apply

Hockey League

Skate recreationally

Claresholm Minor Hockey

Claresholm Skating Club

Organized dance

Claresholm Gunshow

Involved with Lacrosse

Ball Hockey

Bench Show with submissions, judging or organizer

I do not use the Arena

Other:

Curling Rink, Please mark all that apply

League Play

Play in Bonspiels

Spectator

Private Function

I do not use the Curling Rink

Other:

Bridges of Claresholm Golf Course, Please mark all that apply

Play recreationally
Play in a league
Driving range or putting green
Special events
Dining
Dart League
I do not golf
I'm interested in lessons
Other:

Claresholm Aquatic Centre, Please mark all that apply

Swim Lanes
Swimming lessons
Swim Recreationally during Public Swim Times
I attend Free Swims
Water Exercise or organized class
Junior Lifeguard Club
Kraken Swim Club
I do not use the pool
Other:

Tennis Courts, Please mark all that apply

Tennis
Pickleball
Ball Hockey
I didn't know we had Tennis Courts in Claresholm, and do not use them
Other:

Millennium Ball Diamonds, Please mark all that apply

Minor League
Adult League
School League
Recreation
Spectator
I do not use the ball diamonds, where are these located?
Other:

Centennial Ball diamonds, Please mark all that apply

Minor League
Adult Rec League
School League
Recreation
Spectator
I do not use the ball diamonds, where are these located?
Other:

Claresholm Spray Park

I use this regularly with family or friends
I do not use this
We have a spray park?
Other:

Moffat Park Baseball diamond (located behind the Community Center) Please mark all that apply

Minor League
Adult Rec League
School League
Recreation
I walk my dog here
I do not use Moffat Park
Other:

Community Center, Please mark all that apply

Community Theatre
Craft Show
Trade Show
Functions
Fundraisers
Rental of Facility
I do not use the Community Center in any way
Other:

Claresholm Agriplex, Please mark all that apply

Train
Compete
Attend Events
Horse Boarding
I do not use the Agriplex, and do not attend events
Other:

Willow Road Dog Park

Do you have a dog Yes/ No
Dog exercise
I do not use the dog park other than to admire the trees
Other:

Patterson Dog Park, east side

I have a dog
Dog exercise
I am aware there is a proposal to fence this space
Other:

Skate Park

I use the skate park
My children use the skate park
I am excited that there are plans to build a new skate park near the new Town Multi Use Facility
Other:

Legion, Please mark all that apply

I am a member
I attend special functions
I participate in Dart League
I support their pancake breakfast and/or steak dinners
Other:

Library, Please mark all that apply

I have a membership
I attend meetings in the board rooms
I attend programming

I do not use the Library

Other:

Museum

I visit the museum

I do not visit the museum

I am involved with the museum as a volunteer

Other:

9 Tone Disc Golf Course, East Patterson Park

I've

Mackin Youth Hall

I have participated in programming here

My child(ren) have participated in programming here

I have attended an event or program

I have never heard of this building before

Other:

Which of the following local campgrounds have you supported within the last 3 years (2 parts)

Centennial Campground

The MD of Willow Creek

Pine Coulee

Granview Park

Other within the MD of Willow Creek:

Other:

What activities do you do most while at these campgrounds?

Camp

Water activities

Boating

Fishing

Hiking/ walking

Other:

What recreational activities in Claresholm do you participate in? Please write up to 5

1.

2.

3.

4.

5.

What out of town recreational activities do you participate in? Please write up to 5

1.

2.

3.

4.

5.

What recreational activity would you like to see in our community?

Please write any feedback regarding current recreation in the Town of Claresholm



INFORMATION BRIEF

Meeting: January 25, 2021

Agenda Item: 10

ALBERTA HEALTH SERVICES CLARESHOLM & DISTRICT TRANSPORTATION SOCIETY

DESCRIPTION:

At the December 7, 2020 regular meeting of Council, Council discussed a letter received from Hon. Tyler Shandro, Minister of Health dated November 25, 2020. This letter was in response to a letter that the Town of Claresholm sent to the Minister regarding the Claresholm & District Transportation Society. His letter encouraged the Town to contact Darren Sandbeck, Senior Provincial Director and Chief Paramedic at AHS to discuss the Society's capacity to provide additional transportation services.

It was Council's direction at the December 7th meeting to write a letter to Darren Sandbeck to advocate on behalf of the Claresholm & District Transportation Society and their capacity to complete patient transfers in Claresholm between facilities, and to request an in-person meeting with Council as soon as possible.

The letter sent to Darren Sandbeck was forwarded to Curtis Swanson, Associate Executive Director (interim) for Calgary Zone EMS Operations. Curtis made contact with Mayor Doug MacPherson and there has been a plan formulated to address this issue over the next month.

BACKGROUND:

Trip information:

Alberta Health to Calgary - \$438

Transportation Society regular appointment in Calgary - \$138

Alberta Health to Lethbridge - \$365

Transportation Society regular trip to Lethbridge - \$112

Alberta Health to High River - \$340

Transportation Society regular trip to High River - \$112

Alberta Health in Claresholm - \$73

Transportation Society regular in Claresholm - \$22

Transportation Society - waiting time in Calgary and Lethbridge over 5 hours - \$20 per hour

Transportation Society - waiting time for other closer areas over 4 hours - \$20 per hour

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Blair Bullock, CPA, CA – Dir of Corp Serv

DATE: January 19, 2021



INFORMATION BRIEF

Meeting: January 25, 2021
Agenda Item: 11

AIRPORT ROAD PLAN NOTIFICATION

DESCRIPTION:

The MD of Willow Creek is creating a roadway along the runways adjacent to the existing hangars (shown approx. below in red and on the attached proposed road plan). This is to provide access to the properties. The Town of Claresholm was circulated as an adjacent property owner. This is just for Council's information and will connect to the two existing roadways within the road plan.



ATTACHMENTS:

- 1.) Correspondence from MD of Willow Creek

PREPARED BY: Tara VanDellen Planner/Development Officer

APPROVED BY: Blair Bullock, CA, CPA- Director of Corporate Services

DATE: January 20, 2021



Municipal District of Willow Creek

www.mdwillowcreek.com
273129 Sec Hwy 520
Claresholm Industrial Area
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351
Fax: (403) 625-3886
Shop: (403) 625-3030
Toll Free: 888-337-3351

January 13, 2021

RECEIVED

JAN 15 2021

Attention: Owner

Reference: Roadway Notification

The Municipal District of Willow Creek No. 26 hereby provides notification to the property owner that a public roadway is being established adjacent to your property. The plan of survey is enclosed herein.

Please contact me at (403) 625-3351 ext. 265 if you have any questions or concerns regarding this notification.

Sincerely,

Craig Pittman, CST
Director of Infrastructure
Municipal District of Willow Creek No. 26



Claresholm

INFORMATION BRIEF

Meeting: January 25, 2021
Agenda Item: 12

MD APPROVAL CIRCULATION – BYLAW No. 1887

The MD of Willow Creek had circulated the Town of Claresholm on a re-designation bylaw No. 1887 for a parcel of land for intended subdivision adjacent to the Town of Claresholm. The re-designation was from “Rural General” to “Vacant Country Residential”. As the deadline for responses was prior to a Council meeting, an email was sent out to Town Council in regards to the circulation, and a response was submitted (see the attached response letter).



The Bylaw was passed by the MD of Willow Creek on January 13, 2021, and the Town received the notification on January 18, 2021. (see the attached notice). There is no action required at this time and is presented for Council’s information only.

ATTACHMENTS:

1. MD circulation of public hearing – Dated December 21, 2020
2. Town circulation response letter – Dated January 8, 2021
3. MD circulation approval notice – Dated January 14, 2021

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Blair Bullock, CPA, CA – Director of Infrastructure Services DATE: January 21, 2021



NOTICE OF PUBLIC HEARING
THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26
IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1887

1:30 p.m. on Wednesday, January 13, 2021

at

The Municipal District of Willow Creek No. 26 Council Chambers

PURSUANT to sections 230, 606, and 692 of the Municipal Government Act, Statutes of Alberta, Chapter M-26, 2000, as amended, the Council of the Municipal District of Willow Creek No. 26 in the Province of Alberta hereby gives notice of its intention to consider an application submitted by Dave Mulholland to amend Bylaw No. 1887, being the municipal Land Use Bylaw.

THE PURPOSE of the proposed land use bylaw amendment is to redesignate 5.0 acres (2.02 ha) of land contained within the titled 80.0 acre parcel in a portion of the west ½ of SE 34-12-27-W4M (as shown on the map in Schedule A), from 'Rural General – RG' to 'Vacant Country Residential - VCR'. The redesignation would accommodate a subdivision application, to create a 5.0 acre parcel, for country residential use.

THEREFORE, TAKE NOTICE THAT a public hearing to contemplate the proposed land use bylaw amendment will be held in the Municipal District of Willow Creek No. 26 Council Chambers at **1:30 p.m. on Wednesday, January 13, 2021.**

AND FURTHER TAKE NOTICE THAT documents relating to this matter may be viewed on the Municipal District's website www.mdwillowcreek.com or at the Municipal District Administration Office, 273129 Hwy 520 West, Claresholm, during normal business hours. Both written and/or verbal presentations may be given at the public hearing. Written submissions are to be forwarded to the Development Officer at Box 550, Claresholm, Alberta T0L 0T0 or via email at development@mdwillowcreek.com, **no later than 4:00 p.m. on the 8th day of January, 2021.** Any information submitted will become available to the public and is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

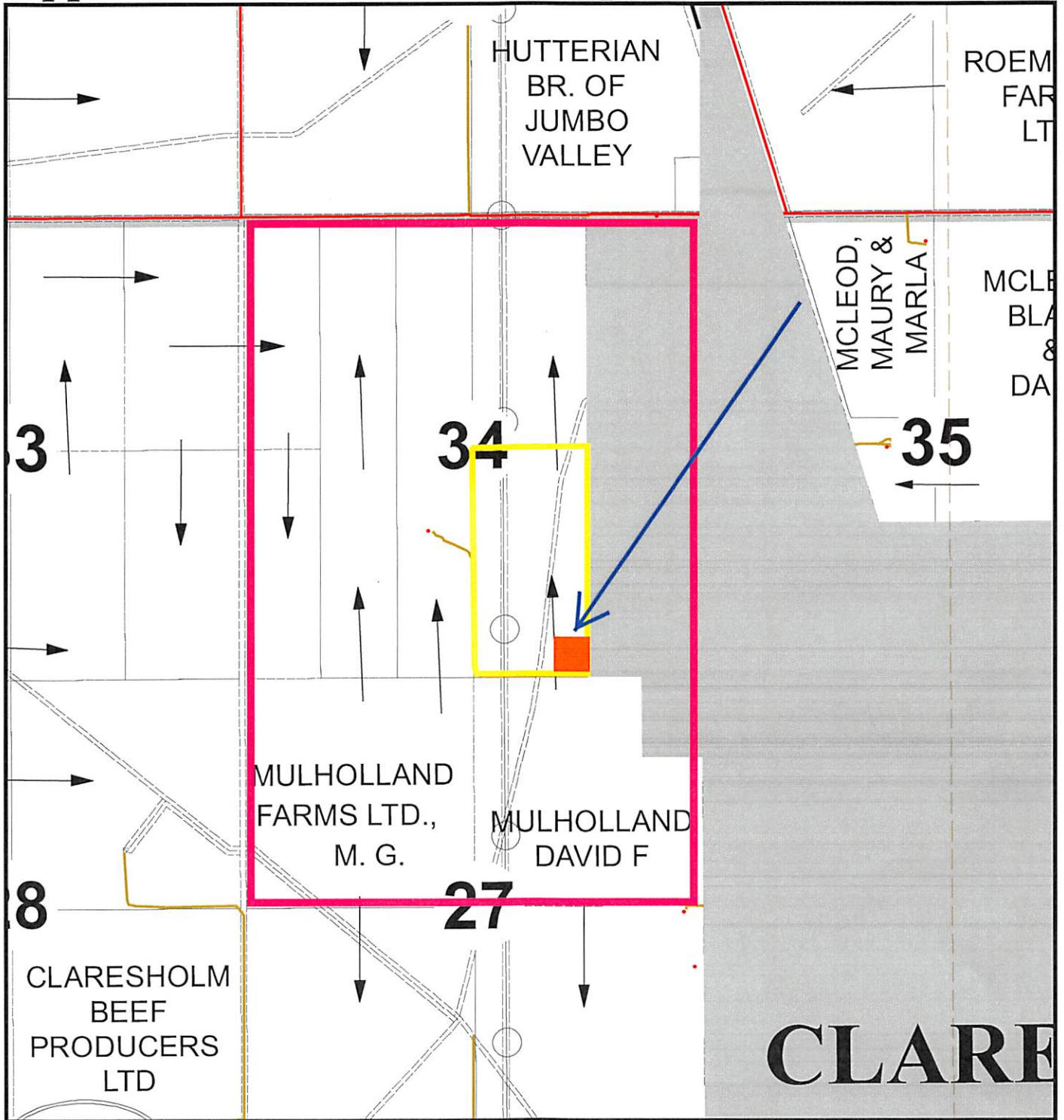
Any future changes or notices regarding this Notice of Public Hearing can be viewed on the municipal website.

DATED at the Town of Claresholm in the Province of Alberta this 21st day of December, 2021.

Cindy Chisholm
Manager of Planning and Development
MD of Willow Creek No. 26

LAND USE BYLAW AMENDMENT

Application No. A-08-20 / Proposed Bylaw No. 1887

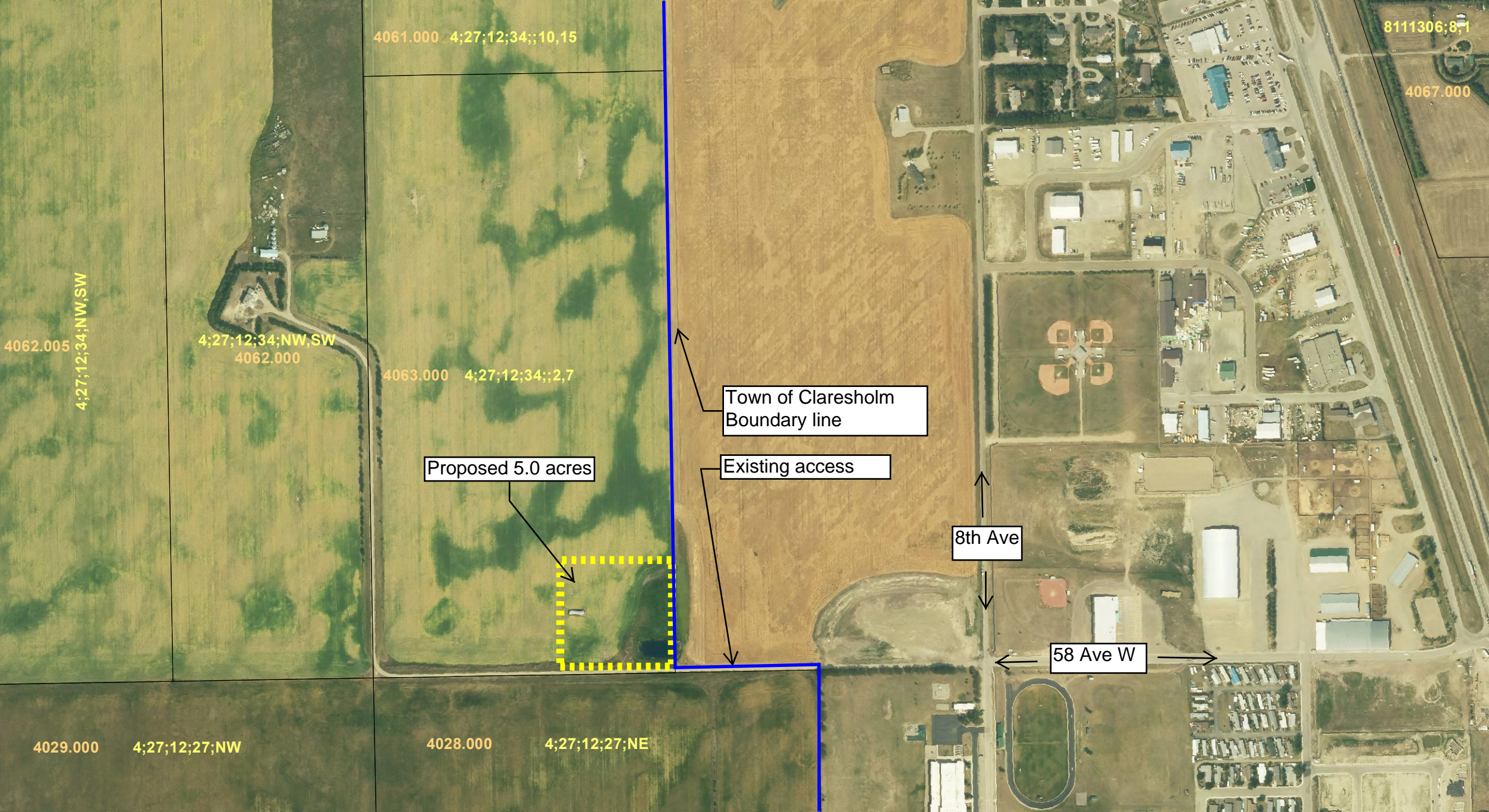


..... SCHEDULE 'A'

LAND USE BYLAW AMENDMENT FROM:
'RURAL GENERAL-RG' to
'VACANT COUNTRY RESIDENTIAL-VCR
SE.W 34-12-27-W4M; LSD 2 AND 7 (5.0 ACRES)



Date: December 21, 2020



4061.000 4;27;12;34;;10,15

8111306;8;1

4067.000

4062.005

4;27;12;34;NW,SW

4;27;12;34;NW,SW
4062.000

4063.000 4;27;12;34;;2,7

Proposed 5.0 acres

Town of Claresholm
Boundary line

Existing access

8th Ave

58 Ave W

4029.000

4;27;12;27;NW

4028.000

4;27;12;27;NE

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

FOR OFFICE USE ONLY
Rct# 4063.000
Bylaw No. 1887 (Proposed)

Application No. A-08-20
Fees Submitted: \$2,500.00
Site Inspection: _____

**APPLICATION FOR A
LAND USE BYLAW AMENDMENT**

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

Form I

APPLICANT: David Mulholland Telephone: _____

ADDRESS: _____ Fax: _____

_____ Bus/Cell: _____

REGISTERED OWNER: David Mulholland Telephone: _____

LEGAL DESCRIPTION: Lot(s) _____ Block _____ Plan _____

OR: Quarter SE Section 34 Township 12 Range 27 W 4 M

PROPOSED AMENDMENT:

From: Rural General

To: Vacant Country Residential

APPLICANT'S SUBMISSION: Please state your reasons for applying for this amendment and if applicable, supply details of future plans/development, complete with sketches that illustrate the proposal. Attaching separate sheets will be necessary.

Please see the attached sheet.

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

I have read and understand the terms noted above and hereby apply for that described above and/or on the attached plans and specifications. I further certify the registered owner(s) of the land described above is aware of this application.

DATE: 15 Dec 2020 SIGNED: _____

David Mulholland
Applicant(s)

ADDITIONAL INFORMATION: _____

IMPORTANT:

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

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

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

RIGHT OF ENTRY:

I hereby authorize representatives of The Municipal District of Willow Creek No. 26 to enter my land for the purpose of conducting a site inspection in connection with this application.

This right is granted pursuant to Section 542(1) of the *Municipal Government Act*.

DATE: 15 Dec 2020 SIGNED: _____
David Mulholland
Registered Landowner(s)

The purpose of this application is to request an amendment to the current land use designation from "Rural General" to "Vacant Country Residential" with the intention of creating a 5 acre subdivision from the 160 acre parcel. There is easy access from 8 Street W. and a private road with a registered easement in place. This road does not form part of the proposed subdivision. If the subdivision were to ever be sold, we would grant an easement for access.

There is a pipeline on this quarter (see sketch and pipeline layout). We have made sure our subdivision is approximately 32 ft east of the center of the pipeline right of way, thus providing a clean, unencumbered title. Upon legal surveying, if our measurements need to be adjusted for any reason, we respectfully ask that they be extended to the north to maintain a 5 ac. parcel. There are no abandoned wells or pipelines on the proposed 5 acres.

There is a good water well about ¼ mi. to the northwest, and evidence of an unused well casing nearby to the east. There is a large dugout included in the 5 ac. parcel. If needed, there is a good possibility of drilling a good well there, or a cistern could be used for domestic purposes.

We have enclosed:

- a sketch of the proposed 5 ac.
- a satisfactory soil evaluation
- a provision for a domestic water supply
- a current land title certificate
- CNRL pipeline layout
- an application fee of \$2500

I am available to answer any questions or concerns regarding this application.

Thank you for your service.

Sincerely,

David Mulholland
15 December 2020



Septic Site Evaluation for SE 34-12-27 W4

David Mulholland

Report 100517 Samples 2012090003-0008

On December 9th, 2020, the field evaluation of SE 34-12-27 W4 near Fort Macleod was conducted for septic field suitability. The site was evaluated by two test pits. The property is located west of Highway 2.

The building size is undetermined at this point. This evaluation is for a subdivision.

The weather was a cold December day that had large snowflakes falling. The temperature was around 0°C. There are no neighboring wells that are listed on the homeowner form. The water supply will be from a well.

Road access is from the southern edge of the property. The utilities will likely be brought in from along the road to the south.

Two test pits were dug and documented on the lot to try to find good soil. This was done to give a good indication of the soil variations or lack thereof for the homeowner.

The overall topography of this property is fairly flat. Use a topographical map or other means to determine the actual slope of the property.

There were occasional rocks visible on the surface. A very small number of rocks were evident in the two pits. The soil was dry through the profile in both test pits.

For vegetation, the property was mainly covered in stubble.

The root depth was around 35" inches at the holes with a few there.

Mulholland Property Soil Assessment												
Legal Land Location							Test Pit GPS Coordinates					
LSD-1/4	Sec	Twp	Rg	Mer	Lot	Block	Plan	Easting	Northing			
SE	34	12	27	4				113.60327	50.03469			
Investigation Date: December 9 th , 2020		Vegetation notes: Stubble				Overall site slope %		<5%				
						Slope position of test pit:		<5%				
Test hole No.	Soil Subgroup	Parent Material				Drainage	Depth of Lab sample #1		Depth of Lab sample #2			
Test Pit #1		Orthic Dark Brown Chernozem										
Horizon	Depth (in)	Texture	Lab or HT	Efferescence	Colour	Gleying	Mottling	Structure	Grade	Consistence	Moisture	% Coarse Fragments
A	Surface to 8 in.	L	HT	None	10YR3/2 Very Dark Grayish Brown	None	None	Granular	3	Friable	Dry	<5
B	8 to 13 in.	L	HT	None	10YR3/3 Dark Brown	None	None	Blocky	2	Friable	Dry	<5
C	13 to 20 in.	L	HT	Weak	10YR4/3 Brown	None	None	Blocky	3	Friable	Dry	<5
	20 to 40 in.	L	Lab	Weak	10YR6/2 Light Brownish Gray	None	None	Blocky	2	Friable	Dry	<5
	40 to 108 in.	L	Lab	Weak	10YR5/2 Grayish Brown	None	None	Blocky	2	Friable	Dry	<5
Depth to Groundwater			w/a			Restricting Soil Layer Characteristic			w/a			
Depth to Seasonally Saturated Soil			w/a			Depth to restrictive Soil Layer			w/a			
Site Topography			Quite Flat			Depth to Highly Permeable Layer Limiting Design			w/a			
Key Soil Characteristics applied to system design effluent loading			Use L as loading rate									
Weather Condition notes: Cold December day with snow- no rain or other conditions that would impact soils assessment were encountered.												
Comments (such as root depth and abundance or other pertinent observations): Lowest Root depth was 35" with several roots at that level.												

Mulholland Property Soil Assessment													
Legal Land Location								Test Pit GPS Coordinates					
LSD-1/4	Sec	Twp	Rg	Mer	Lot	Block	Plan	Easting	Northing				
SE	34	12	27	4				113.60288	50.03500				
Investigation Date: December 9 th , 2020			Vegetation notes: Stubble				Overall site slope %		<5%				
						Slope position of test pit:		<5%					
Test hole No.	Soil Subgroup	Parent Material				Drainage	Depth of Lab sample #1			Depth of Lab sample #2			
Test Pit #2		Orthic Dark Brown Chernozem											
Horizon	Depth (in)	Texture	Lab or HT	Efferescence	Colour	Gleying	Mottling	Structure	Grade	Consistence	Moisture	% Coarse Fragments	
A	Surface to 7 in.	L	HT	None	10YR2/2 Very Dark Brown	None	None	Granular	2	Friable	Dry	<5	
B	7 to 12 in.	L	HT	None	10YR3/3 Dark Brown	None	None	Blocky	2	Friable	Dry	<5	
C	12 to 21 in.	L	HT	Weak	10YR4/3 Brown	None	None	Blocky	2	Friable	Dry	<5	
	21 to 45 in.	L	Lab	Moderate	10YR5/2 Grayish Brown	None	None	Blocky	2	Friable	Dry	<5	
	45 to 108 in.	L	Lab	Weak	2.5Y4/3 Olive Brown	None	None	Blocky	2	Friable	Dry	<5	
Depth to Groundwater			n/a			Restricting Soil Layer Characteristic			n/a				
Depth to Seasonally Saturated Soil			n/a			Depth to restrictive Soil Layer			n/a				
Site Topography			Quite Flat			Depth to Highly Permeable Layer Limiting Design			n/a				
Key Soil Characteristics applied to system design effluent loading			Use L as the loading rate										
Weather Condition notes: Cold December day with snow - no rain or other conditions that would impact soils assessment were encountered.													
Comments (such as root depth and abundance or other pertinent observations): Lowest root depth was around 33" with a few at that level													



Down To Earth Labs Inc.

The Science of Higher Yields

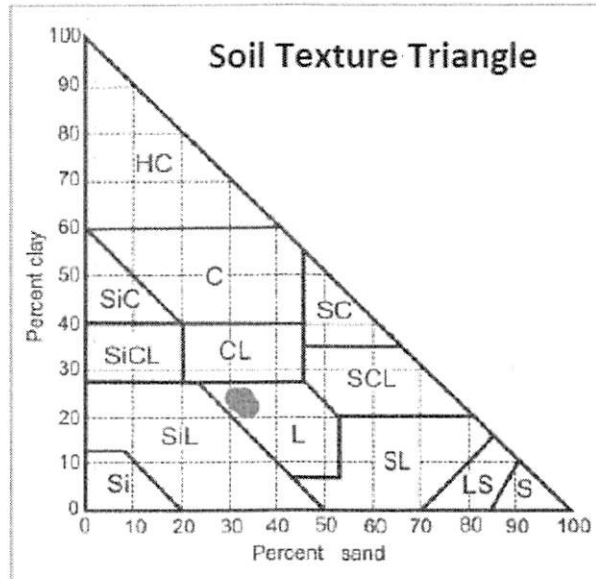
Down To Earth Labs
3510 8th Ave North
Lethbridge, AB T1H 5C3

Report #: 100517
Report Date: 2020-12-11
Received: 2020-12-09
Completed: 2020-12-11
Test Done: ST

Project :
Mulholland
PO:

3510 6th Ave North
Lethbridge, AB T1H 5C3
403-328-1133
www.downtoearthlabs.com
info@downtoearthlabs.com

Analyte	Units	Limit	Sample ID:	2012090003	2012090004	2012090005	2012090006	2012090007
			Cust. Sample ID:	1	1	1	2	2
				36"	50"	9'	36"	50"
Sand	%	0.1		33.2	32.3	34.3	31.4	33.6
Silt	%	0.1		42.8	44.8	43.8	44.7	44.5
Clay	%	0.1		23.9	22.9	21.9	23.9	21.9
Soil Texture	-	1		Loam	Loam	Loam	Loam	Loam





Down To Earth Labs Inc.

The Science of Higher Yields

Down To Earth Labs
3510 6th Ave North
Lethbridge, AB T1H 5C3

Report #: 100517
Report Date: 2020-12-11
Received: 2020-12-09
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Test Done: ST

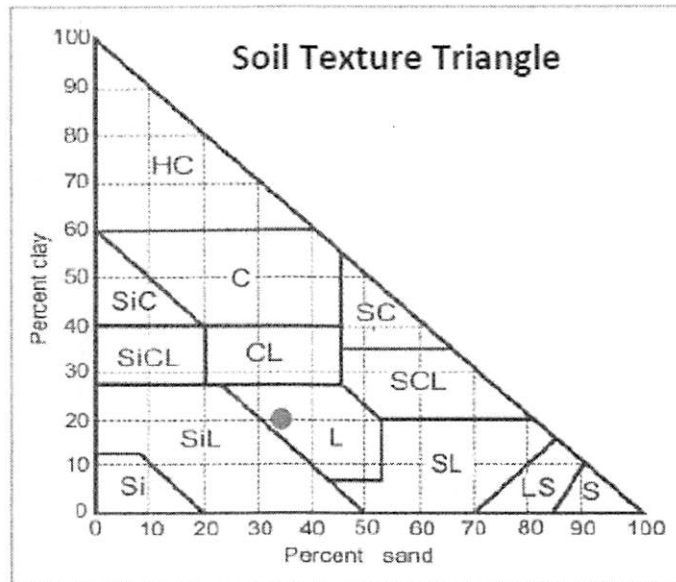
Project :
Mulholland
PO:

3510 6th Ave North
Lethbridge, AB T1H 5C3
403-328-1133
www.downtoearthlabs.com
info@downtoearthlabs.com

Sample ID: 2012090008

Cust. Sample ID: 2

Analyte	Units	Limit	9'
Sand	%	0.1	34.5
Silt	%	0.1	45.8
Clay	%	0.1	19.9
Soil Texture	-	1	Loam



Raygan Boyce - Chemist

Summary:

This property was investigated for septic suitability.

Test Pit 1 is the southwestern pit of the two test pits. It had three samples tested and they were all Loam.

Test Pit 2 is the northeastern pit of the two test pits. The textures were Loam on the three tested samples.

These types of fields are allowed by building by these test pits: gravity, pressure distribution, at grade, mound, holding tank or a secondary treatment system.

It is normally recommended that the designer also make the field at least 10% larger than minimum to account for any further soil irregularities not encountered in the test pits.

The installer needs to ensure that the proper setbacks from the property lines and any wells or water sources are maintained.

Justin Quinton

Down to Earth Labs



canadian hunter

CANADIAN HUNTER EXPLORATION LTD.

INDIVIDUAL OWNERSHIP PLAN

Showing

PIPE LINE RIGHT-OF-WAY

in

S.E. 1/4 Sec.34 Twp.12 Rge.27 W.4 M.

Scale - 1 : 5000



EDMONTON
1-800-465-6233
E-Mail: elbross@calwest.ca
CALGARY
(403) 234-7599

We, the landowners, consent to the location of the Pipeline Right-of-Way as shown on this plan and have no objections to the A.E.U.B. issuing a permit.
Dated this ___ day of _____, 2001.

Portions referred to outlined thus :

Distances are in metres.

OWNER : David F. Mulholland

Owner _____ Witness _____

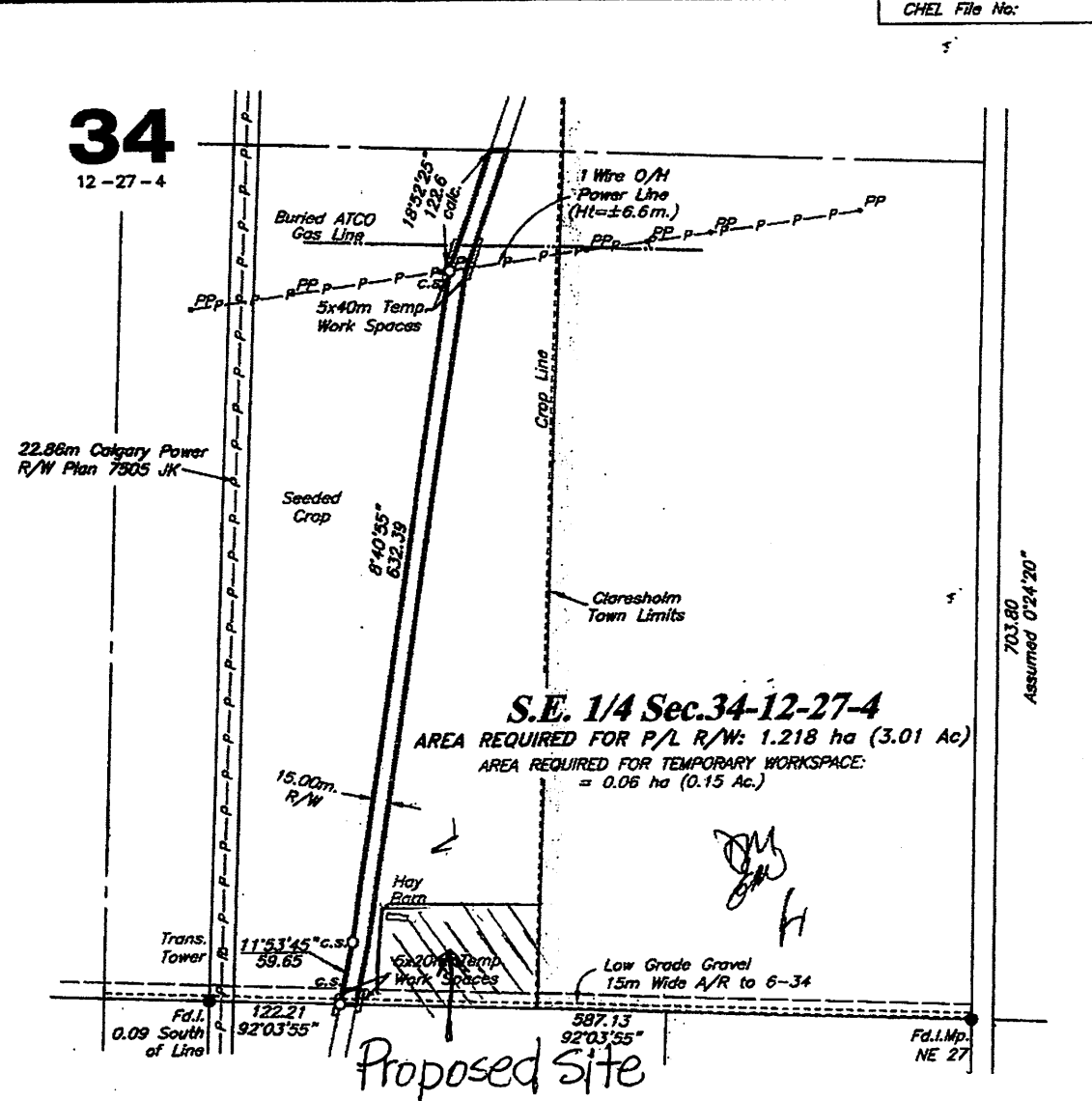
OWNER : Etaine E. Mulholland

Owner _____ Witness _____

TITLE No. : 841 074 113 B

AREA REQUIRED : See Below

CHEL File No:



I.O.P. No. 6

REV. REVISION: Revised P/L Route
DATE: June 27, 2001 JOB No.: 009768-C

Accord File: 009768P

CC/TR PP/AMU DRC/ARM



LAND TITLE CERTIFICATE

S	LINC	SHORT LEGAL	TITLE NUMBER
	0021 545 225	4;27;12;34;;2,7	171 162 399 +3
	0021 545 233	4;27;12;34;;10,15	

LEGAL DESCRIPTION

FIRST
MERIDIAN 4 RANGE 27 TOWNSHIP 12
SECTION 34
LEGAL SUBDIVISIONS 2 AND 7
CONTAINING 32.4 HECTARES (80 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

SECOND
MERIDIAN 4 RANGE 27 TOWNSHIP 12
SECTION 34
LEGAL SUBDIVISIONS 10 AND 15
CONTAINING 32.4 HECTARES (80 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REFERENCE NUMBER: 841 074 113 B .

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
171 162 399	21/07/2017	AFFIDAVIT OF SURVIVING JOINT TENANT		

OWNERS

DAVID F MULHOLLAND (FARMER)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

171 162 399 +3

REGISTRATION

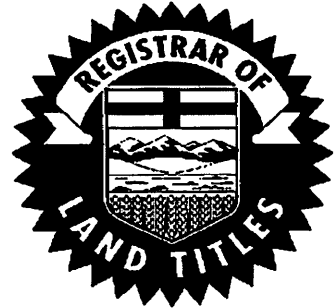
NUMBER	DATE (D/M/Y)	PARTICULARS
821KU	15/09/1970	UTILITY RIGHT OF WAY GRANTEE - ALTALINK MANAGEMENT LTD. 2611 - 3 AVE SE CALGARY ALBERTA T2A7W7 AS TO PORTION OR PLAN:7505JK (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 021185525) (DATA UPDATED BY: CHANGE OF ADDRESS 091121347)
921 035 213	19/02/1992	CAVEAT RE : AMENDING AGREEMENT CAVEATOR - ALTALINK MANAGEMENT LTD. 2611 - 3 AVE SE CALGARY ALBERTA T2A7W7 (DATA UPDATED BY: TRANSFER OF CAVEAT 021193420) (DATA UPDATED BY: CHANGE OF ADDRESS 091065868)
951 164 694	25/07/1995	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.
971 067 511	10/03/1997	EASEMENT OVER LEGAL SUBDIVISION 1 IN THE SE 34-12-27-W4 FOR BENEFIT OF LEGAL SUBDIVISIONS 2,7,10 AND 15 IN THE EAST 1/2 34-12-27-W4 (PORTION AS DESCRIBED)
011 232 979	15/08/2001	UTILITY RIGHT OF WAY GRANTEE - CANADIAN NATURAL RESOURCES LIMITED. ATTN: LAND DEPARTMENT BOX 6926, STN D CALGARY ALBERTA T2P2G1 "RE-ENTERED 02/07/03 BY 031221517" (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 091204655) (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 161004466)
031 221 707	02/07/2003	DISCHARGE OF UTILITY RIGHT OF WAY 011232979 PARTIAL EXCEPT PLAN/PORTION: 0210273
TOTAL INSTRUMENTS: 006		

(CONTINUED)

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 23 DAY OF
NOVEMBER, 2020 AT 08:14 A.M.

ORDER NUMBER: 40560648

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

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

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



Claresholm

Where **Community** Takes Root

January 8, 2021

MD of WILLOW CREEK
BOX 550
CLARESHOLM, AB T0L 0T0

RE: Town of Claresholm Comments on Application No. A-08-20, Proposed Bylaw No. 1887

The Town of Claresholm appreciates the opportunity to provide comments regarding the redesignation in Application No. 08-20, proposed Bylaw 1887. The Town of Claresholm encourages growth and development within the region, however there are few items the Town would like to mention.

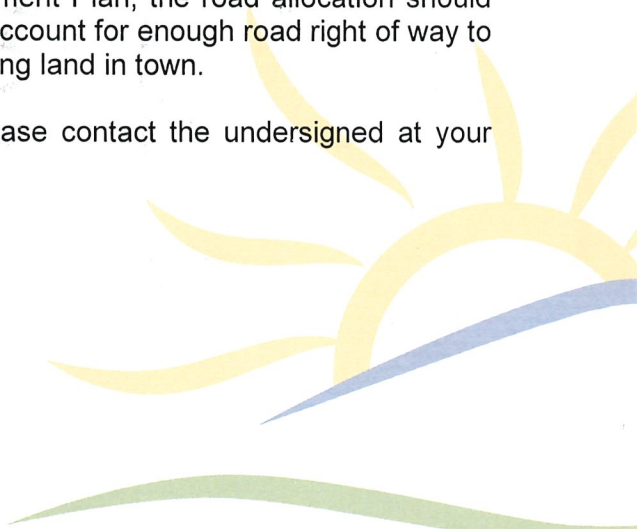
The notice of meeting was not received with enough time for Council to review at an upcoming Council meeting. We do understand this application is for re-designation only, however Town Council does not have information in regards to what type of development is being proposed or any additional information that may lead to questions/comments in regards to affects, being that this property is located directly adjacent to the Town municipal boundary. Based on our limited understanding of the applicant's intentions for the land, the Town of Claresholm expresses the following comments:

- a) Although the property is located in the Municipal District of Willow Creek No. 26, this land is currently being discussed as part of the Intermunicipal Development Plan process. The subject land borders directly on an approved residential area structure plan boundary. Special attention should be made in consideration of its close proximity in the future, as to the proposed development that may occur (ie: storm water plan to ensure viability of planned neighboring properties).
- b) As noted within the Town of Claresholm Municipal Development Plan, the road allocation should be along the quarter section line. This redesignation should account for enough road right of way to allow proper access through the subject quarter to the adjoining land in town.

If you have any questions or concerns regarding the above, please contact the undersigned at your convenience.

Regards,

Doug MacPherson
Mayor
Town of Claresholm





Municipal District of Willow Creek

Office of the Administrator

www.mcdwillowcreek.com
#26, Highway 520 West,
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351
Fax: (403) 625-3886
Shop: (403) 625-3030
Toll Free: 888-337-3351

January 14, 2021

RECEIVED

JAN 18 2021

Adjacent landowners

RE: Land Use Bylaw Amendment Application A-08-20 / Bylaw No. 1887
SE.W 34-12-27-W4M (5.00 acres) Roll No. 4063.000
Landowner: David Mulholland

In reference to the above, this is to advise at the January 13, 2021 Public Hearing, Council gave third and final reading to **Bylaw No. 1887** being a bylaw to re-designate 5.00 acres of the above-noted lands from the existing "Rural General-RG" designation to "Vacant Country Residential-VCR". Therefore, the lands as depicted on Schedule 'A' (enclosed) have been redesignated as shown thereon to "Vacant Country Residential-VCR".

If have any questions, please contact Cindy Chisholm (403) 625-3351 ext. 235.

Thank you

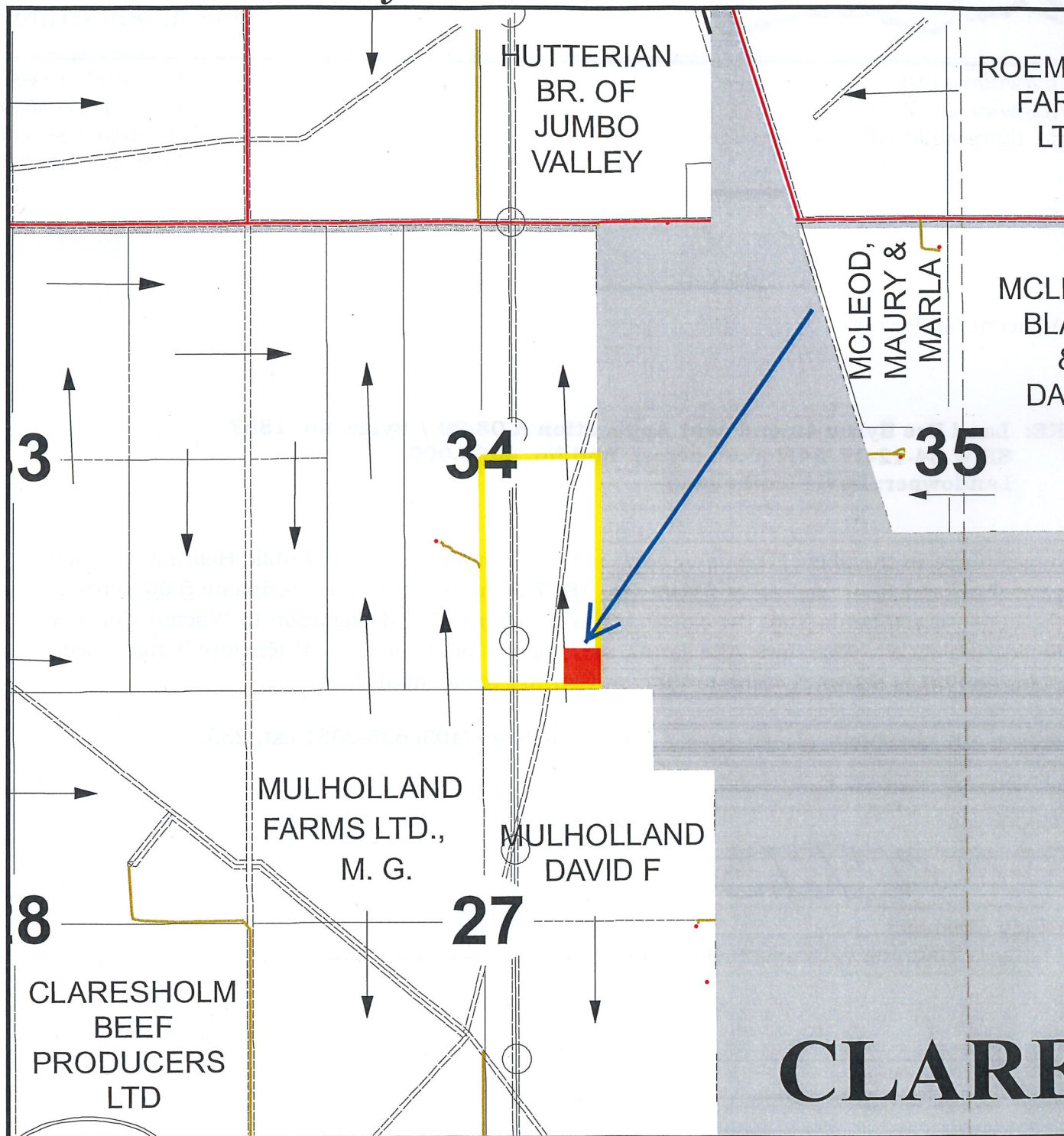
Cindy Chisholm
Manager Planning & Development

/cc

Attachment: Map

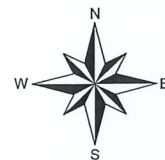
LAND USE BYLAW AMENDMENT

Bylaw No. 1887



..... SCHEDULE 'A'

LAND USE BYLAW AMENDMENT FROM:
'RURAL GENERAL-RG' to
'VACANT COUNTRY RESIDENTIAL-VCR
SE.W 34-12-27-W4M; LSD 2 AND 7 (5.0 ACRES)



Date: January 13, 2021



CAO REPORT

January 25, 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.

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

DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 11/23/2020 - 1/22/2021

Financial

- Muniware has been rolled over from 2020 to 2021 with the new year. We have already issued 160 dog tags in 2021, and 95 business license renewals, with more every day.
- With the end of 2020 the main focus of my department right now is preparing for the annual audit. This includes a review of 2020 transactions and recording of adjustments such as recording gain or loss on any disposed, replaced, or transferred assets, reconciling deposits, reviewing of receivable and payable amounts, reconciling grants received and used, etc. Auditors should be onsite in mid-February to complete their fieldwork.
- December month end has been completed, however as has traditionally been the practice, a December month end financial report isn't provided to Council due to the limited information it provides, changes that will be made in the YTD figures for the audited financials, and due to the fact that the year is now over and so any budget to actual amounts/spending can no longer be acted upon. Audited financials will be provided instead at the completion of the Audit.
- Operational borrowing bylaws that are passed annually were drafted and have received all three readings.

General

- Have made significant progress with the intermunicipal recreation agreement/discussion as part of the Intermunicipal Collaboration Framework (ICF) process with the Recreation Subcommittee. Presenting to the ICF Committee in the next couple weeks.
- New Unsightly Bylaw drafted with direction from the Municipal Planning Committee (MPC) and been presented to Council had passed all 3 readings, coming into effect Jan 11th.
- Daycare/Playschool building has been turned over to the Town and is essentially complete excluding some grounds work (paving of parking lot, fencing) to be completed in the spring. Building is available for Daycare and Playschool to move in as soon as they get sign off from their licensing body.
- 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.

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

DEVELOPMENT OFFICER REPORT



Claresholm

For: 11/23/2019 - 12/31/2020

Development Permits

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

Compliance Requests

- ❖ 6 compliance requests received.

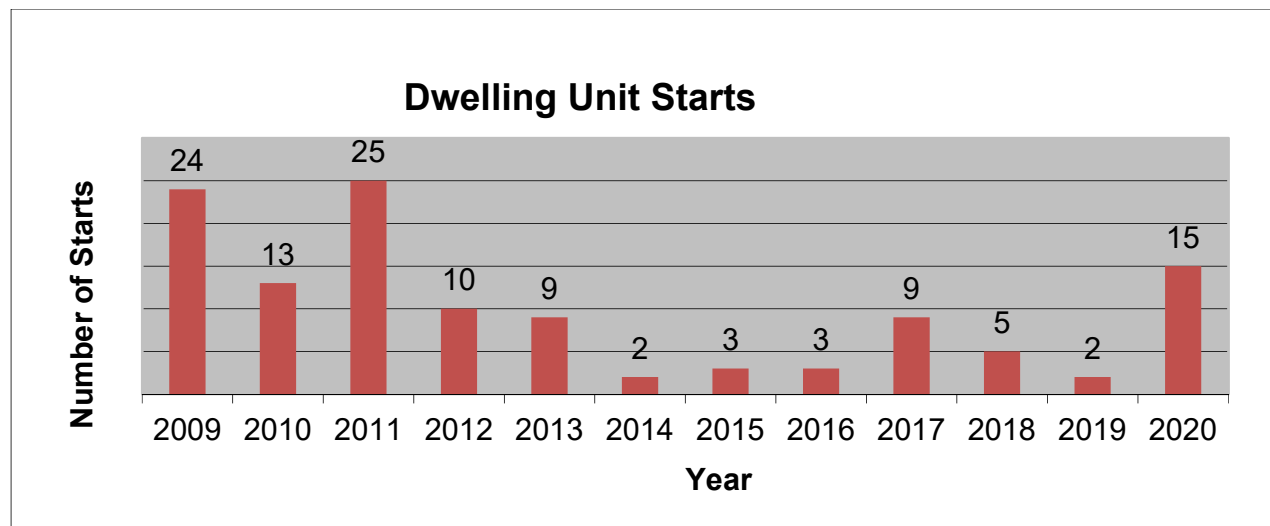
Miscellaneous

- ❖ November 26, 2020 – ORRSC GIS training
- ❖ Assisted Benchmark with file reviews for developments / updated assessments.
- ❖ Local Press Ads: Permit reminders, license renewal reminders.
- ❖ Business License and Dog tag renewal letters sent out; everyone is encouraged to renew electronically.
- ❖ November/December/January have been very busy months with projects, year-end, etc.
- ❖ December 3, 2020 – webinar in regards to Leading energy efficiency projects with a Municipal Energy Champion. Expression of interest was due December 18, 2020. At this time the Town has not submitted an EOI, but will watch for further ways to participate potentially in the future.

On-going projects

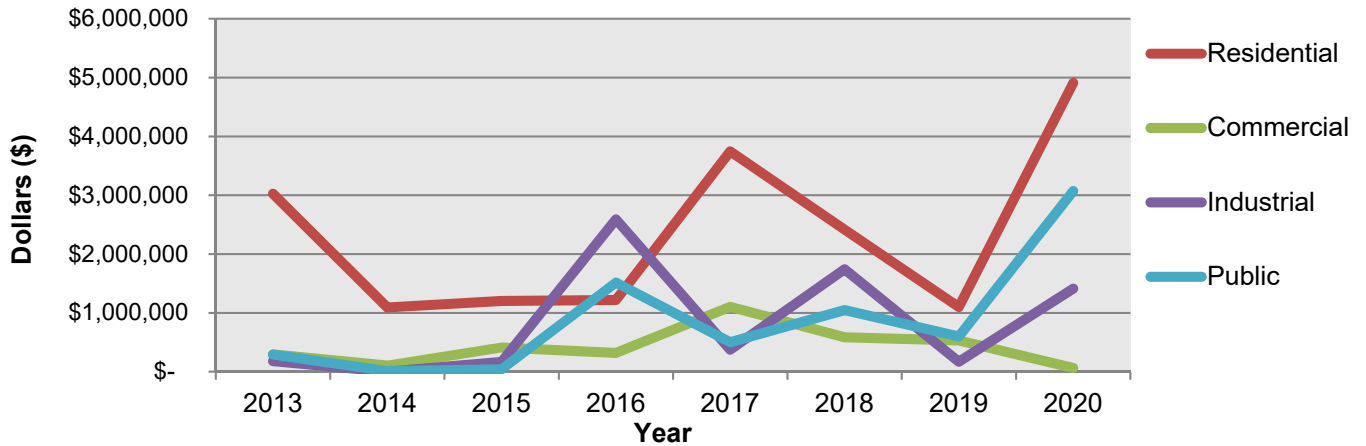
- ❖ Multi-use Community Building Project – site visit with Council Dec 7, 2020. Daycare inspection took place Dec 23, 2020. Public Works completed exterior fill for now until weather permits landscaping in the spring. Project continues to progress well. Daycare/Playschool scheduled to move in February.
- ❖ Annexation – Order in Council dated for Jan 2021. Land use amendments now for Council's review.
- ❖ Intermunicipal Development Plan – November 25, 2020 meeting with MD Admin and ORRSC staff to review. Town Council meetings held Dec 7 & 21st. Response send to MD.
- ❖ Infrastructure Master Plan – December 7, 2020 & January 12, 2021 meetings with Associated Engineering. Review of draft 10-year capital budget and plan taking place currently.

2020 YEAR END DEVELOPMENT STATISTICS



*Submitted by Tara vanDellen
Planner/Development Officer*

Town of Claresholm Permit Value (by type of use)



Year	2013	2014	2015	2016	2017	2018	2019	2020
Residential	\$ 3,024,982	\$ 1,092,092	\$ 1,201,800	\$ 1,219,038	\$ 3,744,868	\$ 2,414,987	\$ 1,100,156	\$ 4,908,218
Commercial	\$ 294,805	\$ 104,000	\$ 412,600	\$ 319,449	\$ 1,104,300	\$ 584,500	\$ 532,200	\$ 63,552
Industrial	\$ 180,000	\$ 500	\$ 166,000	\$ 2,589,500	\$ 372,000	\$ 1,742,200	\$ 70,000	\$ 1,412,319
Public	\$ 291,000	\$ 10,840	\$ 41,825	\$ 1,515,600	\$ 501,200	\$ 1,048,800	\$ 600,000	\$ 3,071,050
Total	\$ 3,790,787	\$ 1,207,432	\$ 1,822,225	\$ 5,643,587	\$ 5,722,368	\$ 5,790,487	\$ 2,402,356	\$ 9,455,139

Dec-19

Home Occupation Starts	21
Change in Use applications	8
MPC applications reviewed	26
Development Officer reviewed	76
Council reviewed (LUBA)	0
Total 2019 Development Files	104

Dec-20

Home Occupation Starts	25
Change in Use applications	14
MPC applications reviewed	22
Development Officer reviewed	102
Council reviewed (LUBA)	2
Total 2020 Development Files	127

*Submitted by Tara vanDellen
Planner/Development Officer*

Economic Development Officer's Report

Town of Claresholm

January 20, 2021



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

Since the submission of my November 16, 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 met Monday January 18, 2021 using Zoom meeting platform; 10 of the 10 members were present. Next meeting is scheduled for February 16th 2021. The Economic Development Committee has excellent discussion regarding residential availability, industrial availability, price of commercial properties, the 2021 marketing approach, and preparedness for investment inquiries. An additional \$2,000 was approved for the EDA wages, should the money be required for the shared staffing proposal with the Chamber of Commerce.

SouthGrow Regional Initiative & Alberta Southwest

Despite the recent cut in funding to REDA organizations both Bev Thornton and Peter Casurella continue to work diligently and creatively to support the regional economic development. Recently the EDO has been investigating a new investment attraction platform with both organizations, exploring the possibility of a shared group membership with www.gazelle.ai

Rural and Northern Immigration Pilot (RNIP)

Five Offers of Employment were received in January, and new employers are showing interest in the RNIP. On January 18th, three new recommendations were issued; Food Service Supervisor at Douros, Food Service Supervisor at Moon House, and Food Counter Attendant at Tim Hortons.

IRCC has began to acknowledge that PR applications from candidates have been received, however they have not yet begun to process any applications as of yet. The Public Policy which is expediting the RNIP work permit is the fastest way for candidates to arrive and begin work.

In December the EDO was invited to speak at an AB Ministry of Labour and Immigration meeting with staff from all across Alberta. Everyone was very interested to learn about the Claresholm RNIP program and discuss the successes and challenges of the pilot program.

More than 20,000 people have created profiles & uploaded files onto the Claresholm RNIP portal.

Labour Market Partnership; Dynamic Claresholm

More than 160 residents have participated in the Labour Market survey which was launched at the beginning of January. The survey has been promoted on utility mail-outs, social media, newspaper, and word of mouth. To increase participation residents can win one of three \$100 gift cards. Factor-5 Group has completed the first draft of the Chamber of Commerce Strategic Plan, another milestone in the LMP Dynamic Claresholm Project.

Welcoming Claresholm Project; Willow Creek Immigrant Services

The Ministry of Labour and immigration have announced new funding through the Alberta Settlement & Integration Program (ASIP) grant. The EDO is working with WCIS and CCIS to complete the application for up to 3-years of funding for welcome and inclusivity work, and settlement service support.

Chamber of Commerce

The Chamber of Commerce met on January 20, 2021 to discuss updated policies, bylaws, and a new draft strategic plan provided through the LMP Dynamic Claresholm Project. A draft shared staffing proposal and employment contract has been circulated for consideration by all parties.

Wayfinding Signage Project

The Wayfinding signage construction was delayed due to a third-party powder-coating outfit falling behind on its responsibilities. The main contractor and EDO will have a site meeting as soon as the materials are ready for installation.

Shingle Signage Program

The first order of Shingle Sign Frames is complete, the designs for laser engraving are being made.

Community Advertising Program

There are currently 2-local businesses inquiring about the program, and 1 out of town business inquiring. At the January EDC meeting committee members felt the currently policy of only allowing locally based business to participate should stand. Out of town business can rent space directly from the billboard owner, outside of the Community Advertising Program.

Building relationships with post secondary institutions

During 2020 the EDO has had conversations with Lethbridge College, University of Lethbridge, and Norquest College regarding student CO-OP job placements, and the recruitment of recent graduates for employment in Claresholm. All three organizations are excited at the idea, and Norquest said they have never been approached by a municipality directly and see great potential.

Other items

- 5-days Vacation taken in December
- 3.5 sick days in January
- Met with Communications Officer to discuss Event Planning Contract
- Participating in the Emergency Planning round-table exercise for January

Submitted,
Brady Schnell, Economic Development Officer

FCSS Report to Council for December and January

- Had a phone meeting with Ruth Mueller to catch up on community happenings and to discuss a mental health brochure that PCN wants to put together and we were brainstorming what should go into it.
- Attended a management meeting to discuss the new protocols and restrictions in place by the government. It did not really affect the FCSS office. We are still all at work and working within our own spaces and wearing masks when moving around or meeting together. Our doors are locked but people can enter one at a time.
- Got to visit the Shop of Wonders once it was set up. Chelsae did an amazing job once again.
- Signed an extension to AHS Mental Health funding for another 3 months.
- Completed the year end funding reports for the AHS contract for Oct. 2019 – Sept. 2020 and sent to contract specialist.
- Attended Zoom meeting with Erin and Children's Services FRN to go over the Portal and what information needs to be recorded into it. We were not doing it correctly so we are now on the right path.
- Davindar (FRN) also wanted to have a Zoom meeting with John Wenlock to discuss how he can continue working with the group when they are not meeting in person and how to collect the information that Erin needs to report. We will work together on getting this information collected.
- Contacted the Senior Drop In about the girl in town that needs community service for parole and they have lots of work for her to do.
- Hampers applications were completed and hampers were delivered successfully (with one mishap).
- Secret Santa gifts arrived the same day the hampers went out so we got all the boxes organized and delivered to the correct places. We got gifts for 45 seniors from this program out of Calgary. One man did not receive his

parcel so we put together a few things we had at the office and got it to him.

- Our mischievous elves were quite a hit with the community. There was a family that actually sent us a picture everyday of a reenactment of where the elves were and where they were situated! It was a fun project for all of us.
- We seem to have quite a few people staying at a motel in town and trying to work at the solar plant. One family has come with nothing into town. We also had 3 gentlemen looking for the outerwear gear to wear so they could start their jobs at the solar farm. Had a discussion with WCIS and Brady about how we can handle newcomers to town when we don't have the accommodations for them.
- A community member has started a Diaper Drive for town and we are accepting donations at our office for her. She is donating them to Claresholm Daycare.
- Working on Psychological First Aid refresher to help community with isolation and pandemic issues. Looking into online programs to help community through as well
- Consistently working on the new FRN. Setting up spreadsheet with new budget, portal (where we find statistics) has been opened so waiting for access.
- Facilitated by Lauren Billey on how to connect better with community online on social media. Planning some live presentations for Facebook on programs we offer.
- Getting set up for our upcoming tax preparing. Starting Thursday March 4, 2021. Last year we prepared for 2019 taxes:
321 returns (188 seniors, 49 AISH, 84 low income), 4 volunteers for 50 hours
Refunds of \$226,000, Child Benefit \$76,650, GST rebate \$118,000, AB Senior Benefits \$941,000, GIS and OAS \$660,000

- Held a wrap-up meeting for Christmas Giving Program. 83 food hampers were delivered this year and it went super smoothly. Only 1 mix- up of boxes. Thinking about doing delivery again for next year. Food hampers were down from last year possibly due to Food Rescue and Food hampers from My City Care for COVID relief. Shop of Wonders supplied 134 kids and each child received about \$95 worth of toys. Total of toys spent was around \$13,000.

Such an amazing community we have!

TOWN OF CLARESHOLM FIRE DEPARTMENT

YEAR IN REVIEW

FOR THE PERIOD OF: 1-JANUARY-2020 TO 31-DECEMBER-2020

1. Claresholm Fire started off the year with the promotion of the former Deputy Chief to Fire Chief as of February 2020, having served as interim Chief for December 2019-February 2020. Past Lieutenant, Dallas Woodman was the successful candidate for Deputy Chief, and began serving in this position at the end of February.
2. March saw the beginning of many changes and challenges to the Department. The sudden rise in cases of COVID, and the unknown nature of the virus made for some very challenging times for a new Chief and his Deputy! However, thanks to great leadership and guidance from our CAO, DEM, Mayor & Council we were able to put in place strategies to keep the Department functioning and responding to calls for service. This did however, mean that structured training; both bi-weekly firefighter training, and the 1001 level 2 professional firefighter course, and 1051 Wildland firefighting course had to be suspended.
3. By the end of March, with much of the community in lock-down; the department responded by performing birthday / anniversary drive-by parades for children & seniors that would otherwise have no outside interaction on their special day. Of special note, our oldest drive-by parade was for a resident turning **105 years old in 2020!** Members preformed these drive-bys

until the end of May 2020 when Phase-1 relaunch began. Also, during this time, the Chief took part in drive-by celebrations for staff and residents of the Porcupine Hills Lodge.

4. During the initial lock-down period, the Chief kept himself busy by obtaining both his Level 'A' and 'B-1' Fire Safety Codes Officer certification. This allows him to inspect buildings within the Town and enforce Fire Safety Codes as set out in *National Fire Code – Alberta Edition 2019*, as well as calculate and issue Fire Load Occupancies – spoiler – this would come in handy in the fall of 2020.
5. While we initially had a decrease in call volume (due to the AHS Medical First Response program scaling back responses), as summer progressed our call volume increased dramatically. For example, the reporting period including late August through mid-September saw Claresholm Fire respond to 36 events, and the Saturday of the Labour day weekend saw us respond to 6 events in one afternoon/evening. Medical responses resumed to pre-pandemic response criteria in summer of 2020 but requests for medical service remained slightly below average.
6. This past summer, and with the introduction of Phase 2 re-opening, Claresholm Fire was able to host its annual awards and dinner night. This year saw us honor a 35-year member, a 20-year member, a 10-year and 5-year member as well as numerous 1-year members.

7. September also saw the return to school; the Chief was on site for the first full day of classes for students at West Meadow Elementary. Welcoming back the students, parents, and staff, as well as assisting with crossing duties.
8. Fire Prevention Week is normally one where our Fire Prevention Officer (Capt. George Douros) will bring the grade 1 students to the hall, and have them tour the trucks, watch fire safety videos, and see firefighters race to put on their gear and interact with the students. Of course, that couldn't be done this year, but Captain Douros, through consultation with the LRSD made arrangements to bring Fire Prevention Week to the students. Apparatus were taken to the school, children were toured around the trucks, able to ask questions, and they were able to observe firefighters get into their gear. Thereby showing them that we're the same person either inside or outside the gear and to not be afraid of us in an emergency.
9. This fall also saw the fire Chief complete fire safety inspections on all Town buildings that were reviewed as part of the Associated Engineering report. There were some repairs and upgrades completed and I must extend a thanks to Director of Infrastructure Schuweiler and the crews from Public Works for assisting on the inspections and completing repairs so quickly.
10. Also, this fall, courses that had been suspended were able to resume, we had one firefighter successfully complete the 1051 Wildland Firefighting course, as well, we had 3 of our members successfully complete their 1001 Level 2 professional firefighter program. The next 1001 Level 1 is slated to

being 11-January-2021 primarily in Claresholm, with 7 members from Claresholm Fire enrolled in this program. This course intake was so large, it had to be split in to two 12 member classes. It is fantastic to see that these *volunteer* firefighters believe so much in what they are doing, and the importance of training that they enroll in great numbers for these courses. The course will run 3 nights per month and 1 Saturday per month until late May / early June 2021.

11.Regarding public relations and education; Safety Codes files this year, the Chief has completed or is working on closing a total of 42 inspections. As I alluded to earlier, when the Province began limiting occupancies in retail business, the Chief was bombarded with requests for occupancies so that local businesses could remain in compliance. While this made for a busy couple of weeks, it did allow the Chief to do a lot of education with business owners on both occupancies as well as fire safety initiatives.

12.On a more somber note, this year also saw an unprecedented number of structure fires for the Town of Claresholm. In a normal year, Claresholm Fire might respond to one or two structure fires; this year we responded to six within the Town and an additional 4 in the MD of Willow Creek. There are ongoing investigations in regards to two of the fires, but the rest of the files have been closed.

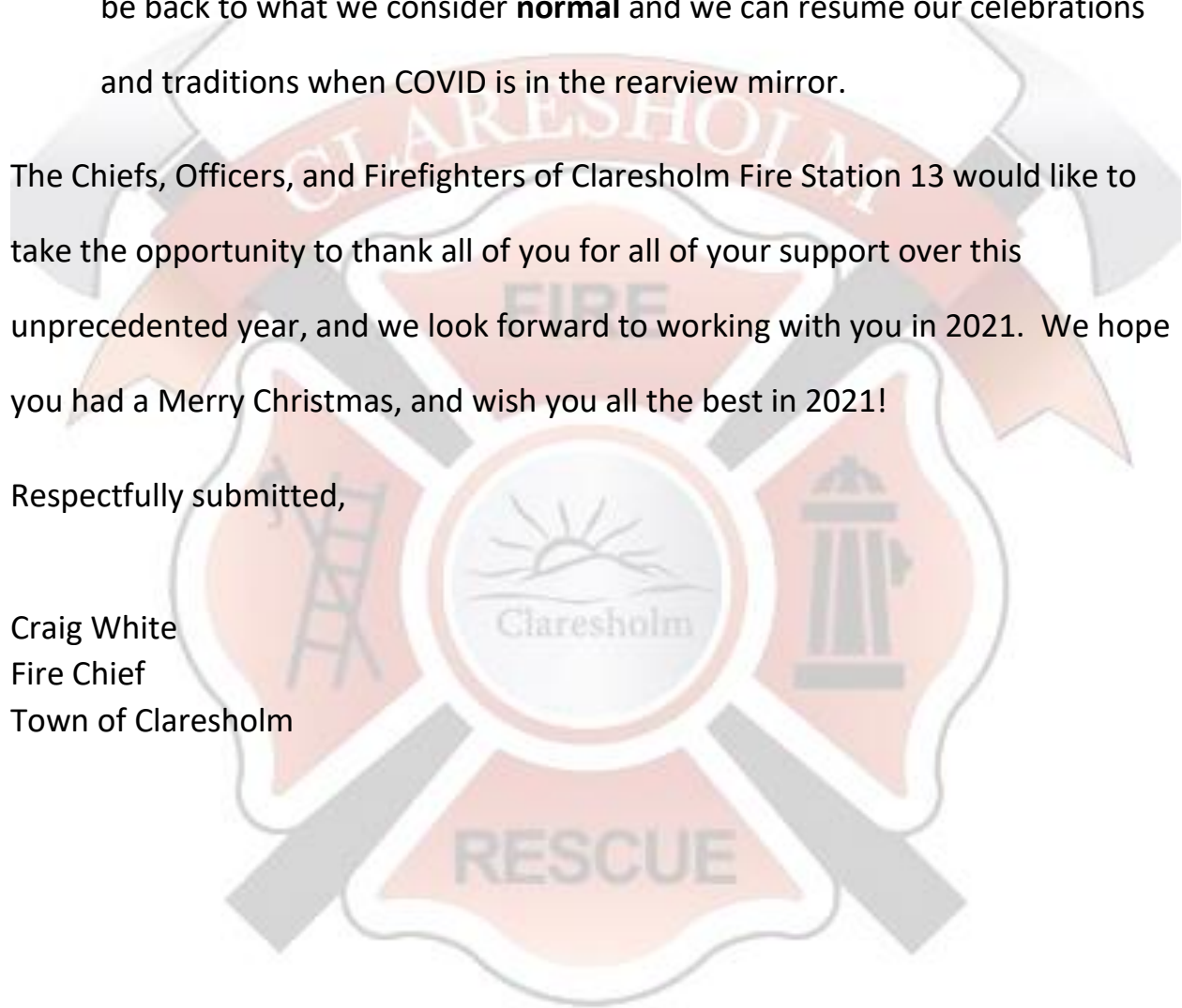
13.2020 came to a close much in the same way it came in, going into another lockdown, and suspension of bi-weekly training. Although it was

disheartening to not be able to celebrate like we typically do, having a family dinner at the hall with the CAOs, Councilors, Mayor and Santa – we understand that this is but a small bump in the road. The vaccine is already rolling out as I type this report and it looks hopeful that by mid-2021 we will be back to what we consider **normal** and we can resume our celebrations and traditions when COVID is in the rearview mirror.

The Chiefs, Officers, and Firefighters of Claresholm Fire Station 13 would like to take the opportunity to thank all of you for all of your support over this unprecedented year, and we look forward to working with you in 2021. We hope you had a Merry Christmas, and wish you all the best in 2021!

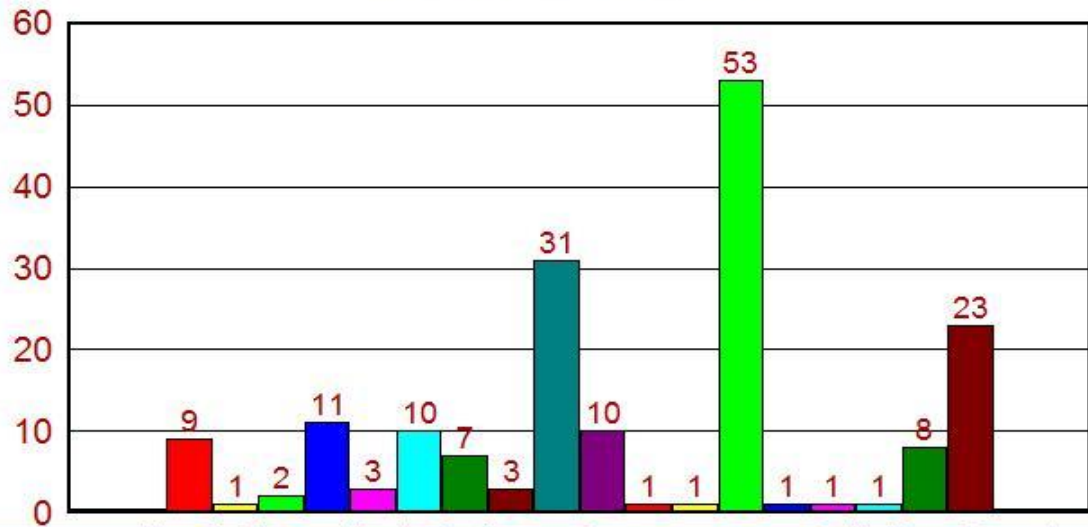
Respectfully submitted,

Craig White
Fire Chief
Town of Claresholm



Calls by Type

From Jan 1 20 to Dec 31 20

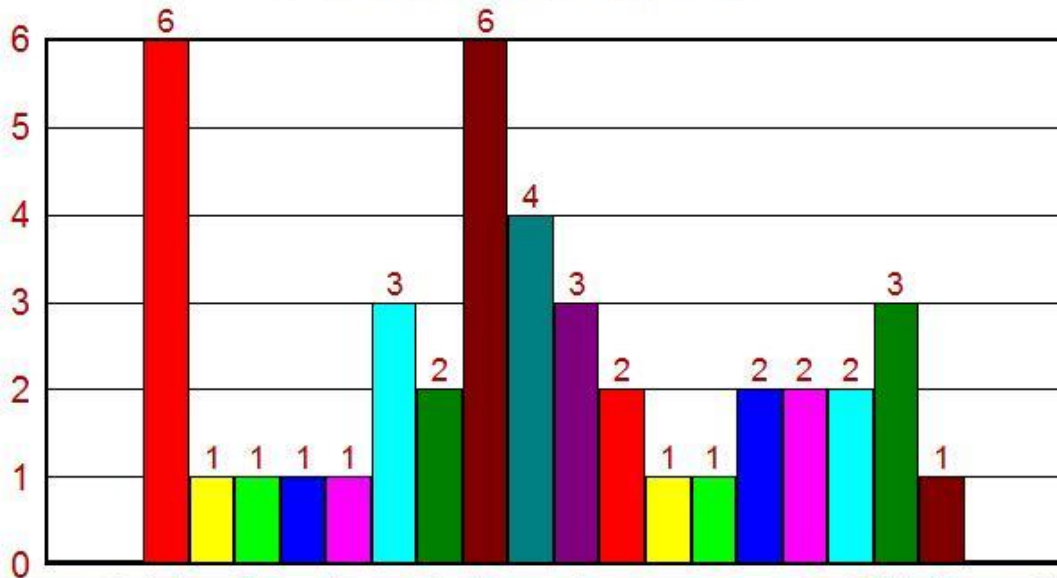


Alarm No Fire - accidental miscellaneous - 9	Public Hazard - hazardous object removed - 1
False Alarm - internal or local alarm system - 2	Alarm No Fire - smoke or steam mistaken - 1
Public Service - assist police or other agency - 3	Alarm No Fire - detector activated - 10
Alarm No Fire - miscellaneous - 7	False Alarm - miscellaneous - 3
Fire Outside - 31	Fire Structure - 10
Gas Leak - miscellaneous - 1	Gas Leak - refrigeration - 1
Medical - EMS - 53	Public Hazard - miscellaneous - 1
Public Hazard - power line down - 1	Public Hazard - toxic chemical spill - 1
Public Service - miscellaneous - 8	Vehicle Accident - 23



Inspection totals by type

From Jan 1 20 to Dec 31 20



■ Auditorium, Theatre, Arena, Cultural Centre - 6	□ Building/Structure Unclassified - 1
■ Camp site/RV park - 1	■ Church, Funeral Parlour - 1
■ Commercial Centre including fuel dispensing - 1	■ Commercial Centre, Shopping Centre - 3
■ Department Store, Variety Store - 2	■ Educational Institution (non-residential) - 6
■ Food or Beverage Establishment - 4	■ Hospital, Medical Centre, Clinic, Sanatorium - 2
■ Industrial Storage Facility, Bulk Storage Tanks - 2	■ Not applicable - 1
■ Office Building - 1	■ Recreation, Sports Facility, Sports Club, Social Club - 2
■ Residential - apartment, tenement - 2	■ Storage Facility - 2
■ Utility - 3	■ Property occupies its own building/facility - 1



JANUARY 2021

HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

The Municipal Enforcement/Bylaw Officer position has been filled, and the new employee is Kyle Aikema. His first day will be February 1st, 2021.

The Janitor position has recently become vacant. It was posted internally, as per the CUPE Local 3023 contract, and is currently posted externally. A big thank you to Sonja Poot, who did a good job for us for over 4 years.

The year-end process is well underway with T4's ready to process next week.

Assessment and Taxation

There are still two (2) formal appeals, one (1) was settled. ORSCC has still not set the dates for those appeals. Marian has been following up with Lenze from ORSCC regarding the delay in this process.

Below is the amount of outstanding taxes, at January 20th, 2021 not including TIPPS Participants.

Taxes outstanding are **\$218,615.13** summarized as follows:

\$ 25,712.70	Current Taxes Outstanding
\$ 174,497.47	Arrears including penalties
\$ 18,404.96	On 2020 Tax Arrears List. Subject to auction in 2021.

There are still 3 properties subject to auction next year as they are on the 2020 Tax Arrears List. Tax arrears letters will be sent out near the end of January.

The penalty date, for current taxes, was well advertised to be December 30th, 2020. In spite of that, there was at least one tax payer, who missed the deadline, and called in the first week of January to ask about the penalties.

Infrastructure Services



January 2021

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Arena

Closed for the last 6 weeks, arena staff has been helping out with snow removal, garbage collection and doing interior maintenance in various buildings. The mezzanine flooring and painting is complete. Waiting on direction to remove the ice, if the provincial rules do not let up for the public use.

Town Buildings

New building construction is going well, ahead of schedule at this time. Daycare building Keys have been turned over to the Town.

Fire inspection deficiencies have been resolved on all Town buildings that received the latest Fire inspection except the curling rink kitchen range hood and the senior center fire alarm recertification. Bathrooms at Centennial Park and Mackin Hall have been repainted inside, and other maintenance we can fit in is being completed.

Cemetery

Nothing to report at this time.

Equipment

All equipment is operational at this time and no major problems to report. A new/used 2016 dump truck was purchased and is getting set up for use.

Garbage

Our collection program is working well, but regular staffing has been inconsistent and with different people not used to the daily run, it has been taking longer to complete. Total Kg's of garbage collected in last 4 years shows drop for 2020 tonnage.

2017	2018	2019	2020
1,876,490	1,865,840	1,848,050	1,663,670
1,876	1,866	1,848	1,664
-1%	-1%	-1%	-10%

Streets

Sanding completed as needed. Warm temperatures have created ice in all the shaded areas, and this is hard and slow to remove. Snow plowing/removal is only done, when there is no other water or sewer work required. Christmas decorations and banners have been taken down, cleaned and put away for another year.

Sanitary Sewers

Monthly maintenance of the sewer system, in the Town's problem areas continues. Tree roots are now being reported causing some service line issues. Replacing manhole bottoms that have rotted away due to sewer is underway with rotten/rusted steel manhole rungs also being replaced as time allows.

Water Distribution

No major issues to report. All other work is put on hold while we correct issues within our system to limit disruption. We have repaired one service line leak, in December and have had one water main break in January. (5700 blk - 4th St west.)

Storm Water Drainage

No problems at this time to report. Catch basins were cleaned out last fall with a vac truck, and this has improved the system operation.

Parks

Tree removals of marked trees is underway, in the parks and some boulevards. These trees were marked for removal last summer/fall.

Recycling

Some issues over the holidays were affecting collection, and staff moved out extra bins for use. Volume was higher. All is going well with the program overall. Most complaints involve the wind, and I have no solutions at this time.

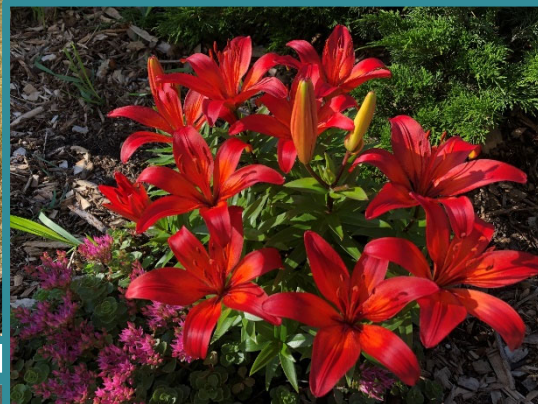
Compost area is busy with trees and branches getting dropped off.

Staff

Staff responded to 236 Alberta 1-Calls for Town utilities to be located last year (2020). Property owners/plumbers requested 54 water turn on/off. Another 32 requests for Town assistance with trees, and drainage assistance, etc... I estimate that Covid-19 protocols/cleaning have slowed down operations 10-15%, in some departments. Everyone is looking forward to the New Year.

CLARESHOLM RECREATION

2020 Year in Review



Authored by: Denise Spencer

January 19, 2021

ARENA HIGHLIGHTS & LOWLIGHTS

- Claresholm had been awarded Atom Provincials for March 19-22, 2020, cancelled
- Definitions for Open Skate, Public Skate and Shiny advertised in paper as there was a concern from a parent regarding pucks during an open skate.
- Arena Meeting January 22, feedback from Arena Staff. Helmets recommended for youth 17 and under during Public Skate; helmets mandatory for Youth and adults playing Shiny Hockey
 - Concerns about some users not cleaning up after themselves. Recommend getting phone numbers of parents/guardians and writing incident reports for follow up.
- Spring-Summer Bookings
 - Claresholm Gun Show: April 18-19, set up April 17
 - CARES Garage Sale is booked for May 22-23, set up May 21
 - Gymnastics Showcase: May 31, 2020
- Mezzanine: the flooring, paint, paneling and new roof were installed and completed in 2020
 - This will be beneficial when looking at programming in the future
- Lacrosse: Annual General Meeting scheduled at the Arena for March 19, cancelled
 - Board has stated that they need new members or likely to fold in Claresholm
- Arena advertising Policy for 2020-22 submitted, with ½ off for the 2020-21 season for returning advertisers.
 - Concerns regarding the economic impact from Covid-19 have been taken into consideration.
 - Working to provide current advertisers the opportunity to continue advertising for when the Arena is open again.
 - Better for the long term to keep advertisers
- COVID Protocol Draft Ready for July; this was updated many times. Document largely taken from Leduc Arena and updated for Claresholm that shows one scenario of protocols for teams using the rink.
 - Alberta Health, Hockey Canada, CAHL and Skate Canada Guidelines will be considered when setting protocols
- User Meeting Wednesday September 2, 2020.
- Updated fire evacuation map created
- Training for Arena staff detailing COVID procedures, protocols and updated First Aid
- Updates and fine tuning of Arena protocols, screening procedures, and occupancy limits. Emphasis on safety, signage
- The Omnify reservation system which was first used with the Aquatic Centre was implemented at the rink
- Mask use was a hot topic at the rink, and compliance was not always guaranteed
- Grant Application for the purchase of a new Zamboni completed, submitted January 14, 2021

CAC HIGHLIGHTS & LOWLIGHTS

- The Claresholm Center for Mental Health went through a change to their security system January, resulting in Pass Cards for unlocking the facility doors.
- Raffle Basket Request Dates: February 2 & 3, M.H. Initiation Tournament, March 7 & 8, M.H. Novice Tournament, March 19 & 22, M.H. Atom B Provincial Tournament, March 14, Skating Club Carnival
- Swim Pass Donation Requests: January 24-25, Junior Bonspiel, February 2-3, M.H. Tournament, March 19-22, Atom B Provincial Tournament
- Basic Intro Scuba Diving course with Awesome Adventures based out of Lethbridge. They would rent our facility for the program, and we would assist in promoting it. On hold
- Staff are looking into becoming a Charter member with the Special Olympics.
- Lifesaving Society Provincial at Max Bell Pool, Lethbridge AB. April 3-5- Cancelled
 - *On 16 March 2020, the Lifesaving Society Canada Board of Directors approved a motion to withdraw Team Canada from the Lifesaving World Championships (Riccione, Italy from 15 September - 4 October 2020) amid the COVID-19 crisis.*
- On Friday February 28 the Lifesaving Society did a shout out to the Claresholm Aquatic Centre for Fabulous Facility Friday
- March; Lessons and programs cancelled, credit and refund tracker created
- AHS maintenance is currently doing shutdown maintenance
 - Entry to the facility is now through the main doors of the Claresholm Center for Mental Health and Addictions where you are screened

- Alberta Summer Swim Association has cancelled the Summer Club. the Kraken Swim Club of Claresholm rents our facility for 4 months of the year
- Updated Pool schedule and programming drafted for when the facility is open (optimistic date July 15, 2020). All protocols and guidelines under Alberta Health considered, plus CCHMA, and Lifesaving Society of Alberta
- Protocols, attendance limits, and screening procedures continued to be adjusted
- Staff are hired 3 times a year, and there was a need for guards to reopen
- Shelf was installed in the equipment room, in keeping with the guidelines set the items usually on deck will be stored in the equipment room.
- Omnify is the reservation system chosen, it is easy to update, is embedded on claresholm.ca, and is user friendly. This system should save the town money by reducing the amount of calls to the facility.
- A full roster of Advanced Aquatic Programming ran from July through December; Bronze Star, Bronze Medallion & Cross, Standard First Aid, Standard First Aid Recert, National Lifeguard, Aquatic Emergency Care (SFA) Recert, Lifesaving & Swim Instructor.
- The Claresholm Aquatic Centre is one of the few facilities in Southern Alberta who is offering these programs. Similar programs in Calgary have filled up, and we are now receiving overflow.
- New POS system installed, is user friendly, easily managed, and updated.
- Video intro for the reopening of Claresholm Aquatic Centre posted on Claresholm Rec
- Audit by the Lifesaving Society August 25 & 26; items that will be covered are protocols, procedures, lifeguard positions, Safety and Supervision, Public Awareness and Education. Staff were interviewed.
- Doorbell/ intercom system installed (works as a walkie talkie, the phone does not have service between the fire doors). This was implemented to ensure the safety and security of staff in the hallway
- Staff advised regarding protocols and mask use; If a patron is becoming belligerent, and argumentative refer them to the Towns Harassment policy (posted in the hallway).
 - If situation escalates ask the person to leave, write down their name and number for Denise
 - Call the police if you feel threatened
- Inventory system updated in POS, simplified in January 2021
- Past registrations and swimming lesson records scanned and saved in computer January 2021

Community Wellness Challenge- On Hold

- The Claresholm Community Wellness Challenge, worked with interested and enthusiastic community members
 - Registration March 25 & 26 at WMES Reg. Fair 3-7pm, cut off April 15
 - April 19-May 30 Challenge
 - June 13 Walk/Run 8:30-9:30 at Frog Creek Wetlands, Pancake Breakfast 9:30-finish
 - Packages completed, include watch dog tickets, registration packages
 - Lions Club letter sent out for wrap up breakfast June 13 at Frog Creek Storm Ponds
 - Community Groups, businesses contacted to see if they'd like to participate in some aspect
 - Posters ready, promotion began in local press
 - Identification bracelets ordered for the event.
 - All costs for the Challenge were to be budgeted for through registration fees
- Online component considered, with uncertainty this was put on hold

Ball Diamonds:

- Found pick up dog waste signs at the shop, have been put up at Moffat Park.
- Recreation ball has been playing at Millennium weekly, is up to the teams to organize the games, and be responsible for their selves. This is not league play.

Dog Park

- The Claresholm Lions Club has agreed to support the Dog Park by offering their name to Grant funding. There will be no financial support from the club.
- The organizers of this park had personal setbacks that have delayed the project
- Council is committed to ensuring the space becomes fenced

Willow Creek Soccer- Cancelled

- Changed from the Foothills league to CKSA League for the older competitive youth in Claresholm. This is an earlier season, with a cost savings to parents, communities include Nobleford, Picture Butte, Fort Macleod, Iron Springs
- Coaches are needed within our community for U13 & U15

Ball Hockey- Cancelled at the Rink

This was still held on a limited basis at the Tennis Courts

SASG-Southern Alberta Summer Games

- Alberta Sport Connect, a supporter of the Southern Alberta Summer Games has been disbanded by Alberta Sport Council which has cut outside funding. This will impact the amount of funds granted to host communities by S.A.R.A.
- Budgets for the coming years for the games will be impacted as S.A.R.A. will not be able to allot host communities the funds for medals and culture, \$17,000
- Claresholm reaches out to Raymond to take 2021 as the games were cancelled in 2020 in Raymond
- Medicine Hat offers to take on the Southern Alberta Summer Games for 2021.
- January 18, 2021 Medicine Hat is unsure if they will be allowed to host due to Public Health Orders

Pickleball

- There have been a number of enquiries about the Pickleball program at West Meadow Elementary school. The School board is not currently allowing 3rd party rentals.
- Concerned residents are interested in an alternative location

The Range Gravel Experience

- July 25, 2020 with distances of 53km, 110km, and 160km
- This initiative by organizer Garth Stotts has the potential to become an annual event, which should create more tourism dollars in Claresholm
- The event was held as an individual challenge on a much smaller scale, and started at the MD of Willow Creek Office
- Garth has requested the use of Centennial Campground for July 23 & 24, 2021 for participants to camp and would like that to be the staging area for the start & finish for the race. He has decreased the registration number to 150 people from 250
 - Submitted a draft proposal of the site on December 30, 2020. This was reviewed with suggestions for the site.

Cyber Security

- Training program completed February 26, 2020

Disc Golf

- On March 1, 2020 was approached by a community member regarding donating a Frisbee Gold 9 "Tone" course to the Town of Claresholm, with Centennial Park as the location.
 - Tone: this is a 6 ¾" diameter pipe that is used in place of a basket
- Patterson Park East was chosen as the best location for the park.
- Edmond Duguay, Craig Burrows-Johnson and myself toured Patterson Park Thursday May 14, the course was mapped out after this date.
- Tone Disc Golf Course added to the space east of Patterson Park, with refurbished materials used as T markers
- The proximity to Porcupine Lodge was a plus for the designers, a course could be utilized by seniors
 - Disc Golf is the official sport of the Alberta Masters Games (previously the Seniors over 55 Games)
- The Claresholm Aquatic Centre has Disc Golf Starter kits for sale. \$40 with tax.

Webinars 2020

- *March 19 - Lifesaving Society Update – New programing to be introduced in the summer(Bronze Cross to become an assistant Lifeguard Course), Lifesaving sport updates (our team was to attend AB/NWT Championships in Lethbridge, April 4-5). In-service planning ideas, New Alberta Public Pool Safety Standards is now available on website.*
- *April 13 - Fun & Motivating Your Aquatic Team (Lifeguard Authority – Toronto) – Motivational tools and ideas to get your team inspired to go the extra step.*
- *April 17 – A COVID Conversation – Dr. Justin Sempsrott, ER Doctor and Founder of Lifeguards without Borders. His take and the effects of COVID on the Lifeguarding industry and how first aid may be affected as a result*
- *ARPA Alberta Recreation and Parks Association- Virtual Walk & Talk*
 - *Zoom Meeting April 17, 2020: discussion regarding challenges that other communities are facing, and what solutions they have placed*
- *April 29, 2020 Rec Tec- Zoom meeting: Natural Elements can now be used as long as they comply with chapter 9, and maintain the structural integrity outlined*
- *May 4, Lakeview Consulting- Mermaid Camp & Lifeguard Games information*
- *AFRP-Virtual Walk May 7, 2020*

- *May 8, AARFP-Alberta Association for Recreational Facility Personnel*
 - *Stakeholder engagement, shutdown status on other facilities, AHS update*
- *May 11, AAAP- Alberta Association for Aquatic Professionals*
- *May 12, 2020 Alberta Recreation and Parks Association, May 12, 2020 Supervisory Connect*
- *ARFP- Arena's May 14*
- *Nov 6, 2020 AAAP- Fall Meeting*
- *December 10th, Lifesaving Fall Forum Presentation*
- *January 19, 2021 Red Cross Why Rules*
- *January 20, 2021Community Futures, Grant Writing*

Training

- *Occupational Health Winter Ready Video and certification for all staff*
- *Psychological First Aid, Covid Edition; Self Care & Caring for Others*
- *Basic Emergency Management*
- *ICS 100*
- *Scribe Course*
- *Individual Graphic design & photoshop training commenced January 12, 2021. This will be of a benefit for marketing of Pool & Arena, as well as other areas for marketing.*

Skate Park

- *Location chosen at the site of the New Multi Use Town Building*
 - *Exciting as this was the Associations first choice, prime location with good visibility and access to amenities*
- *Geo tech consultation of the site was completed*
- *Consultation with Jim Barnum and Skate Park Association regarding the next steps to designing the Skate Park November*
- *Zoom meeting with Council December 7, 2020*
- *Follow up on January 15 by designer to clarify what the Town of Claresholm is prepared to commit to in keeping costs down of the project*

Choosewell Award

- *Claresholm Food Rescue was chosen as an award recipient for Healthy Living for 2020, the application was submitted in October 2020, and chosen from a variety of other submissions*
- *Interview with organizers and Choosewell was held Monday January 18, via online interview process*

Sidewalk stencils

- *Completed by the Embroidery Shop, stencils made to last long term*
- *Painting of stencils was completed July 23 & 24*
- *Porcupine Hills Early Childhood Coalition is looking to develop a community play project of sorts with the sidewalk stencils. On September 9, 2020 they reached out via a community health worker.*

Gardener

- *Went through the Gardener File, lots of information although no set schedule, plant list, site map etc.*
 - *Wrote a Gardening Handbook, which will be a good resource for future*
- *The new gardener started the end of June.*
- *On June 24 myself and another town worker planted 3 different types of Pontentilla's, Cotoneasters, and Kinnicknick Bearberry plants at the North and South Entry ways, we removed the dead trees from these sites prior to planting. The Water Plant had requested Annuals for planting in front of the Highway 2 water plant, I compromised and planted perennials (2 peonies & 3 Kinnicknick Bearberry plants), these were chosen for their hardiness, and ability to thrive in drought like conditions.*
- *The South and North Entry signs had these garden planters rebuilt/glued from where they have been damaged*
- *In September the gardens were attended to by myself and the gardener, trimming and thinning for winter. Many flowers were still in full bloom*



Claresholm



Utility Services Report January 2021



Claresholm

Utility Services Manager

Brad Burns

3700 8th Street West brad.burns@clareholm.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.
- CIP feed/filtrate clean on both racks to lower transmembrane pressure and increase permeability.
- Test SCADA alarm callout, text messaging and email contacts.
- MPE service technician working remotely AEP request from annual inspection.
- Repair sodium hydroxide valve to neutralization tank in CIP room.
- Compile annual inventory of chemical and equipment.

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.
- Schedule 4 semiannual water samples sent to Element Labs.

Training and Continuing Education Credits

- Online courses available.

Meetings

- Bi-weekly management meetings.
- Monthly Public Works safety 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.

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.

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.

PRV Meter Vault

- Check PRV meter vault operating pressure.

Hamlet of Granum

- Check water supply meter vault, electrical and telemetry equipment.

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.**

Government Compliance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Working with AEP Drinking Water Specialist and MPE Engineering on THM no compliance.

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.

Harvest Square Lift Station

- Check lift station online daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.

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 (no data available for update) **81.61%** 1296.22 geodetic meters, 11763.13 (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.

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - January 11, 2021				
1	BYLAW #1667 - Moved by Councillor Schlossberger to amend Bylaw #1667 in the fourth paragraph to say "the purpose of the amending Bylaw No. 1667" prior to 2nd Reading. CARRIED Moved by Councillor Cutler to give Bylaw #1667, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1667, a Land Use Bylaw Amendment, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
2	BYLAW #1709 - Moved by Councillor Moore to give Bylaw #1709, the Dog Bylaw, 1st Reading. CARRIED	Karine	On the January 25th Agenda for 2nd & 3rd Readings	Complete
3	BYLAW #1710 - Moved by Councillor Schlossberger to give Bylaw #1710, a Traffic & Highways Bylaw, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1710, a Traffic & Highways Bylaw, 3rd and Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
4	BYLAW #1711 - Moved by Councillor Carlson to give Bylaw #1711, an Unsightly Premises & Property Standards Bylaw, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1711, an Unsightly Premises & Property Standards Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
5	BYLAW #1716 - Moved by Councillor Cutler to give Bylaw #1716, the BMO Operational Borrowing Bylaw, 2nd Reading. CARRIED Moved by Councillor Schlossberger to give Bylaw #1716, the BMO Operational Borrowing Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
6	BYLAW #1717 - Moved by Councillor Zimmer to give Bylaw #1717, the AMSC Operational Borrowing Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1717, the AMSC Operational Borrowing Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
7	BYLAW #1718 - Moved by Councillor Schlossberger to give Bylaw #1718, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Karine	On the Feb 8th Agenda for 2nd & 3rd Readings	Complete
8	BYLAW #1719 - Moved by Councillor Carlson to give Bylaw #1719, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Karine	On the Feb 8th Agenda for 2nd & 3rd Readings	Complete
13	CORRES: Oldman Watershed Council - Moved by Councillor Carlson to support the Oldman Watershed Council with a donation of \$1,777 to continue their efforts towards watershed health in our region. CARRIED MOTION #21-001	Karine	Donation sent	Complete

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.	incomplete
16	RFD: Claresholm Kinsmen Club Grant Application - Moved by Councillor Moore to write a letter of support for the Kinsmen Club of Claresholm's application to the Community Facility Enhancement Program grant for the purpose of constructing a new playground at Amundsen Park and to provide the matching funds/in-kind donation of \$72,334. CARRIED MOTION #21-003	Tara	Letter signed and submitted to grant office.	Complete
17	RFD: Claresholm Minor Hockey Grant Application - Moved by Councillor Cutler to write a letter of support for the Claresholm Minor Hockey Association's application to the Community Facility Enhancement Program small stream grant and provide the matching funds in the amount of \$51,272 for the purchase of a Zamboni. CARRIED MOTION #21-004	Tara	Letter signed and submitted to grant office.	Complete
18	RFD: Ortho Photography Project - Moved by Councillor Cutler to participate in an application for the 2021 South Region Urban Orthophotography Project submitted by the Town of Fort Macleod under the Intermunicipal Collaboration component of the Alberta Community Partnership Grant, and as a participant agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds. CARRIED MOTION #21-005	Blair	Grant forms signed and submitted.	Complete
22	INFO BRIEF: Arena Operations - Moved by Councillor Schlossberger to authorize Administration to remove the Claresholm Arena ice if the Alberta government does not allow the use of recreation facilities in our province after January 21, 2021 and/or the restrictions continue, and to leave the ice out until the 2021/2022 season in the fall of 2021. CARRIED MOTION #21-006	Mike	No announcements from the Alberta government. Arena ice to be removed starting January 25, 2021.	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

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

DATE: January 22, 2021

INFORMATION ITEMS

BOARD REPORT



CHINOOK
ARCH **REGIONAL
LIBRARY SYSTEM**

CHINOOK ARCH LIBRARY BOARD MEETING - DECEMBER 3, 2020

CHINOOK ARCH LIBRARY BOARD APPROVES 5% REDUCTION TO 2020 MEMBER LEVY

For the first time since 1992, the Chinook Arch Library Board has reduced its member levy. At its December meeting, the Board, which includes representatives from every member municipality in southwestern Alberta, approved a 2021 budget that features a 5% reduction to the 2020 member levy of \$8.17 per capita, reversing a previously-approved increase of 1.47% for the 2021 fiscal year.

DeVar Dahl, Municipal Councilor for the Town of Magrath and Chair of the Chinook Arch Library Board, said of the levy reduction: "Municipal revenues are under increasing pressure, due to COVID and other factors. Reducing the levy is a way for the Board to recognize and respond to the reality facing many Alberta municipalities."

The levy change will not have a significant impact on Chinook Arch service levels, as many of the savings have been realized as a result of reduced expenditures due to the ongoing COVID-19 pandemic.

congratulations!

TO THE 2021 EXECUTIVE COMMITTEE

The December meeting of the Chinook Arch Library Board is the annual organizational meeting. Congratulation to the following trustees who will form the Board's Executive Committee for 2021:

Chair: DeVar Dahl (Town of Magrath)

Vice Chair: Marie Logan (Village of Lomond)

Treasurer: Jim Monteith (Town of Fort Macleod)

Directors at Large:

Tory Campbell (Lethbridge County)

Wendy Kalkan (LPL Resource Centre)

Tony Hamlyn (Town of Claresholm)

Doug Logan (Vulcan County)

Vic Mensch (Ministerial Appointment)

Christopher Northcott (Village of Milo)

Thank you to all incoming Executive Committee members for your dedication to public library services in southwestern Alberta.

BOARD MEMBERS PRESENT

Arrowwood	Wendy Williams
Barnwell	Jane Johnson
Cardston	Dennis Barnes
Cardston County	Tom Nish
Champion	Trevor Wagenvoort
Claresholm	Tony Hamlyn
Coaldale	Briane Simpson
Coalhurst	Heather Caldwell
Crowsnest Pass	Doreen Glavin
Fort Macleod	Jim Monteith
Glenwood	David Rolfson
Lethbridge	Heather Woodruff
Lethbridge County	Tory Campbell
Lomond	Marie Logan
Magrath	DeVar Dahl (Chair)
Milk River	Margaret McCanna
Milo	Christopher Northcott
Picture Butte	Teresa Feist
Pincher Creek	Mark Barber
Pincher Creek MD	Sandra Baker
Raymond	Joan Harker
Taber	Louie Tams
Taber MD	Tamara Miyanaga
Vauxhall	Kim Cawley
Vulcan County	Doug Logan
Warner	Colette Glynn
Warner County	Morgan Rockenbach
ID of Waterton	Lesley Little
Willow Creek MD	Maryanne Sandberg
LPL Resource Centre	Wendy Kalkan
Ministerial Appointment	Vic Mensch

Regrets:

Nanton Lisa Mayne

Absent:

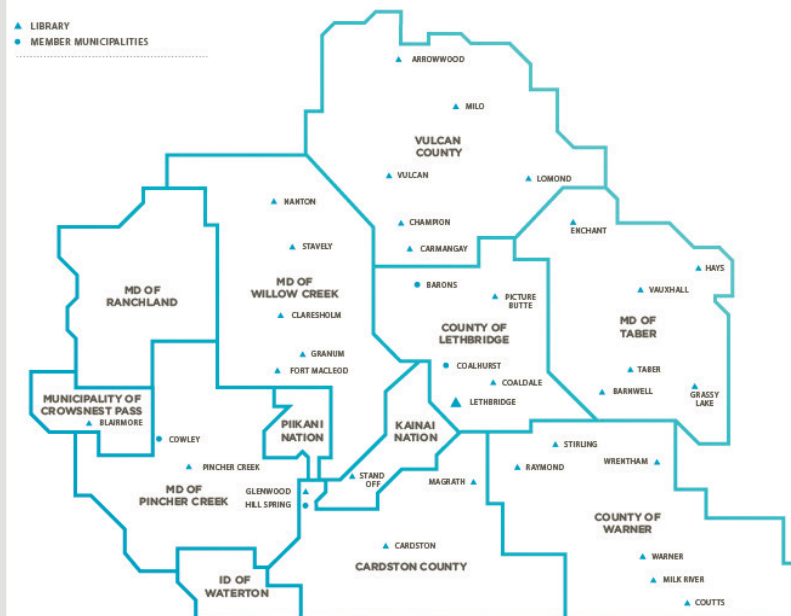
Barons Ron Gorzitza
 Carmangay JoAnne Juce
 Coutts Marvin Bohne
 Hill Spring Suzanne French
 Stavely Brydon Saunders
 Stirling Rob Edwards
 Vulcan Liz Hammond
 Kainai Board of Education Linda Weasel Head

THANK YOU TO OUTGOING TRUSTEES AND WELCOME TO NEW MEMBERS

The Chinook Arch Library Board would like to thank these outgoing trustees for their service and dedication to public library services within the Chinook Arch region.

- Lloyd Kearl (Treasurer, Cardston County), replaced by Councillor Tom Nish
- Quentin Stevick (Pincher Creek MD); replacement TBD
- Carly Firth (Town of Taber); replaced by Councillor Louie Tams

A LOOK AT OUR REGION THRIVING LIBRARIES. THRIVING COMMUNITIES.



POLICY REVIEW

The Board reviewed and approved the following updated policies:

- Materials Selection and Acquisition
- Employee Leave
- Corporate Image
- Working Remotely
- Communications
- Performance Management

CONTACT US

Chinook Arch Regional Library System
 2902 7th Avenue North
 Lethbridge, AB T1H 5C6 | 403-380-1500
www.chinookarch.ca | arch@chinookarch.ca



[facebook.com/
chinook.arch7](https://facebook.com/chinook.arch7)



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



[@chinooklibs](https://twitter.com/chinooklibs)



MINUTES - 2 (2020)
ANNUAL GENERAL BOARD OF DIRECTORS' MEETING
Thursday, September 3, 2020 – 7:00 p.m.
 ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Kevyn Stevenson (absent) Village of Arrowwood Delbert Bodnarek (absent) Village of Barnwell Ed Weistra Village of Barons Tom Rose (absent) Town of Bassano Norman Gerestein City of Brooks Jim Bester Cardston County Richard Bengry Town of Cardston Peggy Hovde (absent) Village of Carmangay Jamie Smith (absent) Village of Champion Doug MacPherson (absent) Town of Claresholm Butch Pauls (absent) Town of Coaldale Elizabeth Christensen (absent) Town of Coalhurst Tanya Smith Village of Coutts Warren Mickels (absent) Village of Cowley Dave Filipuzzi Mun. Crowsnest Pass Dean Ward Mun. Crowsnest Pass Kole Steinley Village of Duchess Gordon Wolstenholme Town of Fort Macleod Gerry Carter (absent) Village of Glenwood Suzanne French (absent) Village of Hill Spring Morris Zeinstra (absent) Lethbridge County	Brad Koch (absent) Village of Lomond Richard Van Ee (absent) Town of Magrath Peggy Losey Town of Milk River Sheldon Walker (absent) Village of Milo Beryl West (absent) Town of Nanton Marinus de Leeuw (absent) Village of Nobleford Henry de Kok Town of Picture Butte Bev Everts M.D. of Pincher Creek Don Anderberg Town Pincher Creek Ronald Davis (absent) M.D. of Ranchland Stewart Foss - remotely Town of Raymond Don Norby (absent) Town of Stavely Matthew Foss - remotely Village of Stirling Jennifer Crowson M.D. of Taber Margaret Plumtree Town of Vauxhall Jason Schneider (absent) Vulcan County Lyle Magnuson Town of Vulcan David Cody County of Warner Marty Kirby Village of Warner Ian Sundquist M.D. Willow Creek
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STAFF:

Lenze Kuiper Director Mike Burla Senior Planner	Jordan Thomas GIS Analyst Barb Johnson Executive Secretary
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AGENDA:

1. **Approval of Agenda** – September 3, 2020.....
2. **Approval of Minutes** – March 5, 2020(attachment)
3. **Business Arising from the Minutes**

4. **STAFF PRESENTATION** – *Jordan Thomas, GIS Analyst – “Drone Operation Presentation”*
 5. **Reports**
 - (a) Executive Committee Report.....(attachment)
 6. **Business**
 - (a) Draft ORRSC 2019 Annual Report and Financial Statements.....(attachment)
 - (b) Regional Services Commission – Amendments to Part 15.1 of the MGA(attachment)
 - (c) Staff Update.....
 - (d) COVID-19 Update
 - (e) Subdivision Activity – 2020.....(attachment)
 7. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the
7-month period: January 1 - July 31, 2020(attachment)
 8. **Adjournment** – Next Meeting December 3, 2020
-

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Ed Weistra

THAT the Board of Directors approve the agenda of September 3, 2020, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Peggy Losey

THAT the Board of Directors approves the minutes of March 5, 2020, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. STAFF PRESENTATION – *Jordan Thomas, GIS Analyst – “Drone Operation Presentation”*

ORRSC recently purchased a drone capable of taking high definition video and images from long distances, especially in hard to access areas. Jordan Thomas, GIS Analyst, showed some of the photos taken which were used in the preparation of the Municipality of Crowsnest Pass Municipal Development Plan. Drone applications include: documents, site evaluations, flood mapping, geo-referencing for addition to orthophotos, council reports, promotional work, economic development, etc.

Drone service (operated by our GIS staff) will soon be offered to ORRSC member municipalities, upon request, as a fee-for-service. A brochure including possible applications and the associated hourly tech fee services will be forthcoming.

5. REPORTS

(a) Executive Committee Report

- Chair Gordon Wolstenholme asked if there were any questions regarding the Executive Committee Report for the meetings of April 9 and June 11, 2020 which was circulated with the agenda (there were none). He also noted that the Commission amicably parted ways with the County of Newell on September 1.

6. BUSINESS

(a) Draft ORRSC 2019 Annual Report and Financial Statements

- Director Lenze Kuiper summarized work performed by ORRSC staff during 2019:

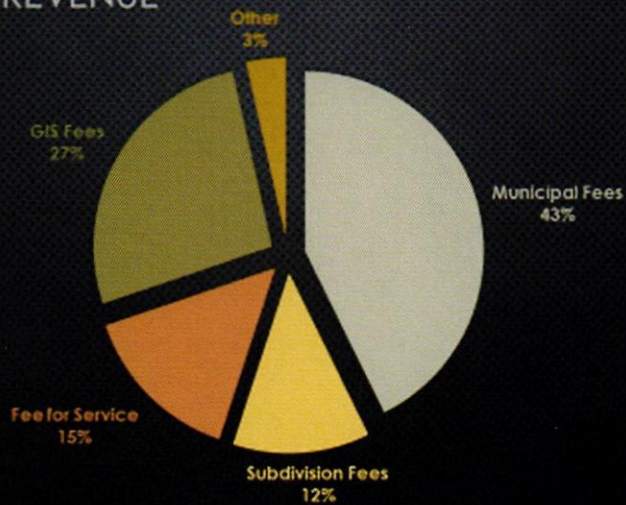


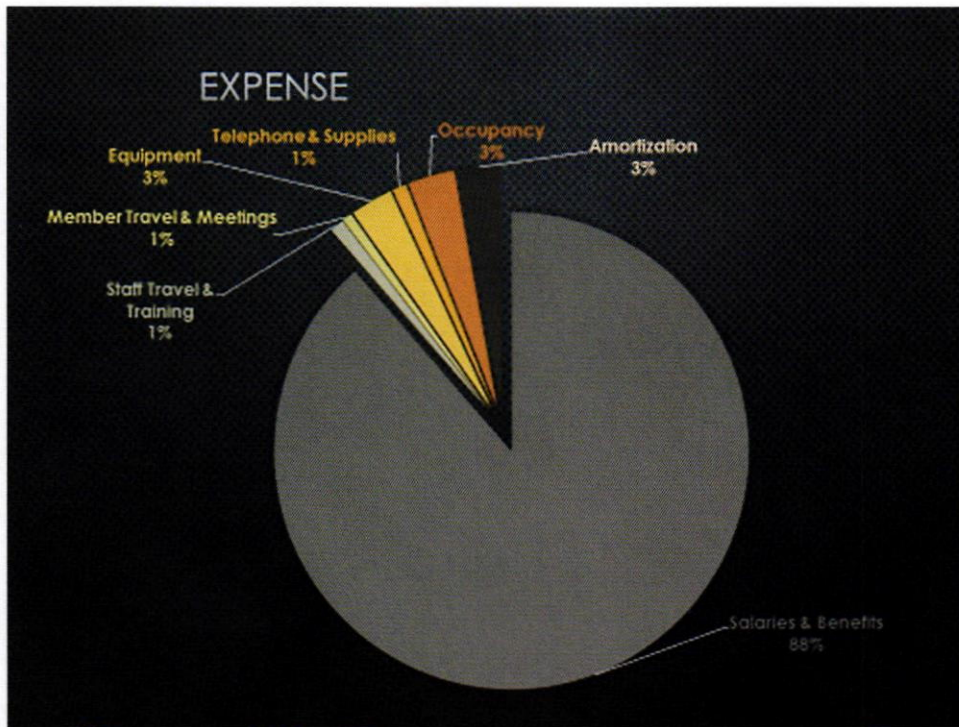
- Expenditures for 2019 exceeded revenues by \$42,313. Highlights of the audited financial statements are as follows:

HIGHLIGHTS

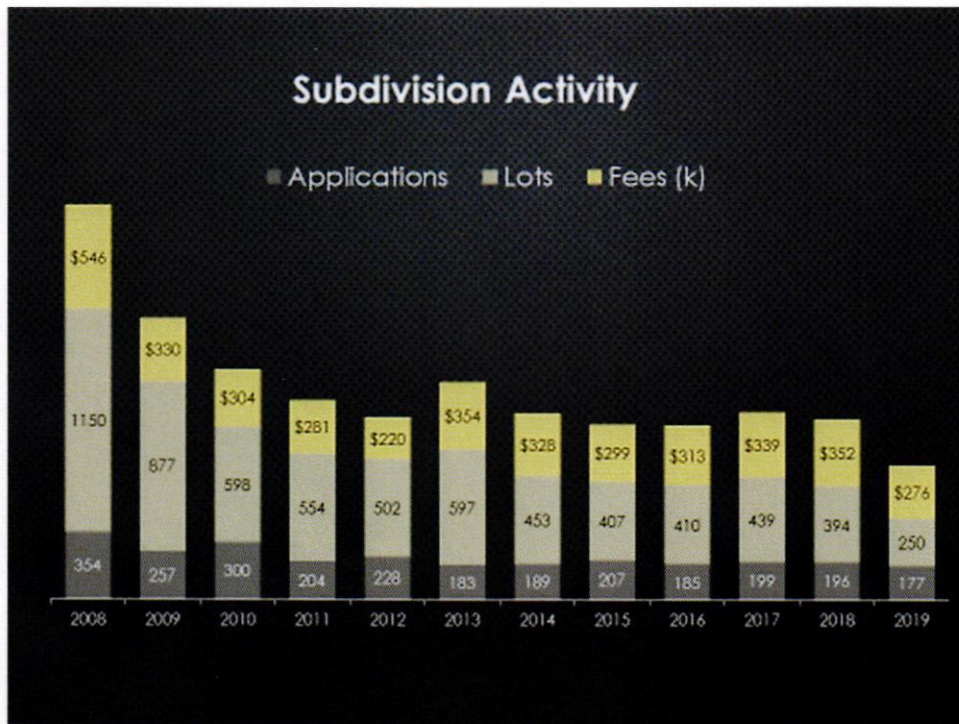
	2018	2019
Net Revenues	2,398,371	2,232,357
Membership (Planning & GIS)	1,531,393	1,547,470
Subdivision	352,688	276,180
Fee-for-Service	445,603	329,623
Net Expenses	2,217,155	2,283,137
Salaries & Benefits	1,881,894	1,963,921
Excess of Revenues over Expenditures	185,032	(42,313)
Internally Restricted Net Assets (Reserves)	199,905	336,762
Total Equity	1,251,256	1,228,803

REVENUE





- Subdivision activity was the lowest it has been since 2008, as shown below:



Moved by: Ed Weistra

THAT the Board of Directors have reviewed and ratified the Executive Committee approval of the ORRSC Annual Report and Financial Statements for the year ending December 31, 2019. **CARRIED**

(b) Regional Services Commission – Amendments to Part 15.1 of the MGA

- Amendments to Part 15.1 of the Municipal Government Act came into force on September 1, 2020 resulting from the Red Tape Reduction initiative:
 - No significant changes to powers and duties of regional services commissions
 - More streamlined and reduced provincial approvals for operations
 - Some governance implications with respect to meetings and bylaws
 - Alignment of financial management with municipal financial processes including:
 - addressing financial shortfalls
 - requirements for capital budgets
 - use of borrowed money
- The required compliance date is September 1, 2021. Review and update of ORRSC bylaws will commence shortly.

(c) Staff Update

- Barb Johnson (Executive Secretary), will be retiring on September 23, 2020 after 45 years with the Commission. In addition, both Erin Graham (Assistant Planner) and Bonnie Andres (Municipal Clerk) resigned over the summer.
- The Executive Assistant and Municipal Clerk positions have been posted in the Lethbridge Herald and interviews will be held following the September 11 deadline for applications. The Assistant Planner position will stay vacant for the time being.

(d) COVID-19 Update

- COVID office protocols continue and compliance with the City of Lethbridge's Bylaw 6239—Temporary Mandatory Face Coverings Bylaw—has occurred. As of August 10, 2020, all staff must wear a mask indoors when dealing with the public (masks are not required when in your own work area provided that physical barriers or physical distancing practices are observed).
- The public must wear a mask when entering our office (a sign has been posted at the front entrance notifying the public of this requirement). Masks and hand sanitizer have been provided for at the front counter. The specified City of Lethbridge penalty for contravention of this Bylaw is \$100.

(e) Subdivision Activity – 2020

- 112 subdivision applications have been submitted as of August 31 this year with revenue totalling \$160,109.50. This compares to 121 applications and \$199,232.50 in revenue for the same period last year. In spite of fee increases, subdivision revenue continues to decrease.

7. ACCOUNTS

- (a) Summary of Balance Sheet and Statement of Income for the 7-month period:
January 1 - July 31, 2020

Moved by: Richard Bengry

THAT the Board of Directors approve the Summary of Balance Sheet and Statement of Income for the 7-month period: January 1 - July 31, 2020. **CARRIED**

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the Annual General Board of Directors' Meeting of the Oldman River Regional Services Commission at 7:46 p.m. until Thursday, December 3, 2020 at 7:00 p.m. **CARRIED**

/bj

CHAIR: 
