



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

Time: 7:00 P.M.

Place: Council Chambers (COVID-19 protocols in place)
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNLIKA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – NOVEMBER 8, 2021

DELEGATION: CLARESHOLM COORDINATED COMMUNITY RESPONSE TO ELDER ABUSE COALITION:
Gabrielle Kirk

PUBLIC HEARING: BYLAW #1728 – Road Closure Bylaw

ACTION ITEMS:

1. CORRES: Hon. Jason Kenney, Premier of Alberta
RE: Congratulations to Mayor and Council
2. CORRES: Hon. Ric McIver, Minister of Municipal Affairs
RE: Congratulations to Mayor and Council
3. CORRES: Hon. Kaycee Madu, Minister of Justice and Solicitor General
RE: Alberta Provincial Police Service Transition Study
4. CORRES: Alberta Ombudsman
RE: Fairness Update
5. CORRES: Climate Caucus
RE: Congratulations on the 2021 Election Results
6. CORRES: Alberta Health Services
RE: AHS Welcome to all Calgary Zone Municipal Leaders
7. CORRES: Library Association of Alberta
RE: Congratulations to Town Council
8. CORRES: Community Futures Alberta Southwest
RE: Seeking Nominations for Board Position
9. CORRES: SouthGrow Regional Economic Development
RE: Elected Officials Information
10. CORRES: Claresholm & District Chamber of Commerce
RE: Alberta Film Industry – Film Friendly Municipalities
11. REQUEST FOR DECISION: Library Endowment
12. REQUEST FOR DECISION: The Range Gravel Road Experience
13. REQUEST FOR DECISION: Arena Advertising
14. INFORMATION BRIEF: Atrum Coal
15. INFORMATION BRIEF: Councillor Committee Reporting
16. INFORMATION BRIEF: AUMA Report
17. INFORMATION BRIEF: CAO Report
18. INFORMATION BRIEF: Council Resolution Status
19. ADOPTION OF INFORMATION ITEMS
20. IN CAMERA:
 - a. PERSONNEL – FOIP Section 17
 - b. PERSONNEL – FOIP Section 17

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – October 15, 2021
2. Alberta SouthWest Regional Alliance Special Meeting Notes – September 1, 2021
3. Alberta SouthWest Regional Alliance Board Meeting Minutes – August 4, 2021
4. Claresholm Library Board Meeting Minutes – October 19, 2021

ADJOURNMENT



Claresholm

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

Place: Council Chambers (COVID-19 protocols in place)
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajyPVAtNL1KA/live>

COUNCIL PRESENT: Mayor Chelsae Petrovic; Councillors: Kieth Carlson, Mike Cutler, Rod Kettles, Kandice Meister, Brad Schlossberger and Craig Zimmer

ABSENT: None

STAFF PRESENT: Chief Administrative Officer: Abe Tinney, Finance Assistant: Karine Keys

MEDIA PRESENT: None

NOTICE OF RECORDING: Mayor Petrovic 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 Petrovic.

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

CARRIED

MINUTES:

1. **ORGANIZATIONAL MEETING – OCTOBER 25, 2021**

Moved by Councillor Meister that the Organizational Meeting Minutes of October 25, 2021 be accepted as presented.

CARRIED

2. **REGULAR MEETING – OCTOBER 25, 2021**

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

CARRIED

DELEGATION: **CLARESHOLM RCMP DETACHMENT – Sgt. Rob Harms**

Sergeant Rob Harms was present to speak to Council regarding the Claresholm RCMP Detachment's Community Policing Report for the July 1st to September 30th, 2021 reporting period. Sgt. Harms introduced himself as the new commander for the Claresholm RCMP Detachment.

ACTION ITEMS:

1. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**
RE: 2022 and 2023 MSI Allocation Estimates

Received for information.

2. **CORRES: Hon. Prasad Panda, Minister of Infrastructure**
RE: Bill 73 – Infrastructure Accountability Act

Received for information.

3. **CORRES: Oldman Watershed Council**
RE: Welcome to New Council

Received for information.

4. **CORRES: FortisAlberta**
RE: Congratulations to Town Council

Received for information.

5. **CORRES: Royal Canadian Legion Branch #41**
RE: 2021 Remembrance Day Ceremonies

Received for information.

6. **CORRES: Claresholm Coordinated Community Response to Elder Abuse Coalition**
RE: Request for Town Representative

Referred to administration to obtain further information on this request.

7. **CORRES: WCCHS Sports Society**
RE: Turkey Bingo Fundraiser

MOTION #21-178 Moved by Councillor Schlossberger to donate a basket not to exceed \$100 to the WCCHS Sports Society for their Turkey Bingo fundraising event.

CARRIED

8. REQUEST FOR DECISION: Fortis Franchise Fee

MOTION #21-179 Moved by Councillor Zimmer to increase the franchise fee percentage from 4% to 5% for 2022 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with FortisAlberta Inc.

CARRIED

9. REQUEST FOR DECISION: Sustainable Housing Initiative

MOTION #21-180 Moved by Cutler to approve the project with the Rural Development Network in the amount of \$42,500 to provide the following:

- \$12,000 Housing Needs Assessment
- \$15,500 Affordable Housing Strategy
- \$ 9,000 Community Consultation & Stakeholder Engagement
- \$ 6,000 Social Needs Assessment

CARRIED

10. REQUEST FOR DECISION: Board / Committee Appointment

MOTION #21-181 Moved by Councillor Schlossberger to appoint Councillor Kieth Carlson to be Claresholm Town Council's representative to the Porcupine Hills Lodge Foundation Board.

CARRIED

11. REQUEST FOR DECISION: Laserfiche Migration

MOTION #21-182 Moved by Councillor Kettles to approve the out of budget expenditure in the amount of \$14,000 for Laserfiche migration to the cloud to be funded from the Office Operating Reserve.

CARRIED

12. REQUEST FOR DECISION: Robert's Rules Seminar

MOTION #21-183 Moved by Councillor Meister to direct administration to schedule a Robert's Rules Seminar, and that the seminar be open to community groups and boards at no cost.

CARRIED

13. REQUEST FOR DIRECTION: Council Donations

Received for information.

14. INFORMATION BRIEF: 2021 AUMA Convention

Received for information.

15. INFORMATION BRIEF: Councillor Committee Reporting

MOTION #21-184 Moved by Councillor Meister to direct administration to bring forward a request for decision to the next regular Council meeting for Council's consideration regarding committee reporting.

CARRIED

16. INFORMATION BRIEF: Restriction Exemption Program (REP) Update - Arena

Received for information.

17. INFORMATION BRIEF: REP Update – Aquatic Centre

Received for information.

18. INFORMATION BRIEF: Greater Metro Hockey League

MOTION #21-185 Moved by Councillor Zimmer to direct administration to schedule a delegation with the Greater Metro Hockey League in order to gain more information on the request to expand to Claresholm.

CARRIED

19. INFORMATION BRIEF: Council Resolution Status

Received for information.

20. ADOPTION OF INFORMATION ITEMS

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

CARRIED

21. IN CAMERA

- a. PERSONNEL – FOIP Section 17
- b. Intergovernmental Relations – FOIP Section 21
- c. LAND – FOIP Section 16

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

- a. PERSONNEL – FOIP Section 17
- b. Intergovernmental Relations – FOIP Section 21
- c. LAND – FOIP Section 16

CARRIED

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

Councillor Schlossberger excused himself from the meeting at 9:16 p.m. due to a potential conflict of interest regarding Committee Appointments.

Councillor Schlossberger rejoined the meeting at 9:18 p.m.

Moved by Councillor Zimmer to come out of In Camera at 10:14 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 10:14 p.m.

21. IN CAMERA

a. PERSONNEL – FOIP Section 17

MOTION #21-186 Moved by Councillor Cutler to reappoint Ken McKee and appoint Elaine Clay to the Claresholm Housing Authority Board as members at large.

CARRIED

MOTION #21-187 Moved by Councillor Cutler to reappoint Tony Hamlyn to the Claresholm Library Board.

CARRIED

MOTION #21-188 Moved by Councillor Carlson to appoint members to the Economic Development Committee as follows:
Business representatives: Jeffery Nielsen, Megan McClung and George Douros
Chamber representative: Brad Toone
Agricultural representative: Josh Fankhauser

CARRIED

MOTION #21-189 Moved by Councillor Zimmer to reappoint Doug Priestley to the Facility and Infrastructure Planning Committee.

CARRIED

MOTION #21-190 Moved by Councillor Carlson to reappoint Jeffery Kerr and Doug Priestley to the Municipal Planning Commission.

CARRIED

MOTION #21-191 Moved by Councillor Meister to reappoint Betty Hoare and Barry Gibbs to the Claresholm Museum Board.

CARRIED

Councillor Schlossberger declared a conflict of interest and left the meeting at 10:18 p.m.

MOTION #21-192 Moved by Councillor Carlson to reappoint Cindee Schlossberger to the Porcupine Hills Lodge Foundation Board as a member at large.

CARRIED

MOTION #21-193 Moved by Councillor Carlson to reappoint Cindee Schlossberger, Delma Austin and Vanessa McKenzie to the Claresholm Family & Community Support Services Board.

CARRIED

Councillor Schlossberger rejoined the meeting at 10:19 p.m.

c. LAND – FOIP Section 16

MOTION #21-194 Moved by Councillor Kettles to begin the road closure process and transfer of the alley adjacent to Alberta Health Services between 42nd and 43rd Avenue West between 2nd Street and Fairway Drive for the purpose of a private delivery road, with all costs associated to be borne by Alberta Health Services.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 10:21 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic noted that recording ceased at 10:21 p.m.

Mayor – Chelsae Petrovic

Chief Administrative Officer – Abe Tinney

DELEGATIONS

Claresholm Town Council
111 - 55 Avenue West
PO Box 1000,
Claresholm, AB
T0L 0T0

Re: Request for council representation on the Claresholm Coordinated Community Response to Elder Abuse Coalition

Dear Claresholm Town Council,

This is Gabrielle Kirk with the Claresholm Coordinated Community Response to Elder Abuse Coalition (CCR). The CCR was established in August 2016 in a response to the growing numbers of elder abuse concerns happening in the Claresholm area. With 36% of Claresholm's population over the age of 60, it became a priority of multiple agencies in the community to work together to prevent and respond to elder abuse concerns. Due to the complex nature of elder abuse, many diverse agencies are needed to address a single elder abuse response case. The Claresholm CCR to Elder Abuse Coalition works diligently to organize and collaborate with all the necessary stakeholders to achieve the best possible outcomes for individuals in abusive situations. It is a multi-disciplinary organization made up of diverse professional agencies.

On behalf of the Claresholm CCR, I would like to request a representative from town council to join the Claresholm CCR. Responsibilities would include attending monthly meetings, which occur every first Tuesday of the month at 9am, and to work collaborative with all coalition members to advance our programming in the community.

Thank you for your consideration, and I look forward to hearing back from you.

Sincerely,

Gabrielle Kirk
Claresholm CCR Coordinator

PUBLIC HEARING



PUBLIC HEARING INFO BRIEF

Meeting: November 22, 2021
Agenda Item: PUBLIC HEARING

BYLAW No.1728 – ROAD CLOSURE BYLAW (alley closure)

At the regularly scheduled Council meeting held October 25, 2021, Council carried a motion to give first reading to Bylaw No. 1728 for the closure of the alley adjacent to 213, 45 Ave West.

The road closure bylaw public hearing was been circulated to the neighbors and utility companies for comment, and advertised for two weeks within the Claresholm Local Press. The bylaw is now presented for a Public Hearing for any comments in regards to the closure. The Development Department did not receive any comments from the circulation, (utility companies did send in confirmation of no concerns).

Section 22 of the Municipal Government Act reads as follows:

“Road closure

22(1) No road in a municipality that is subject to the direction, control and management of the municipality may

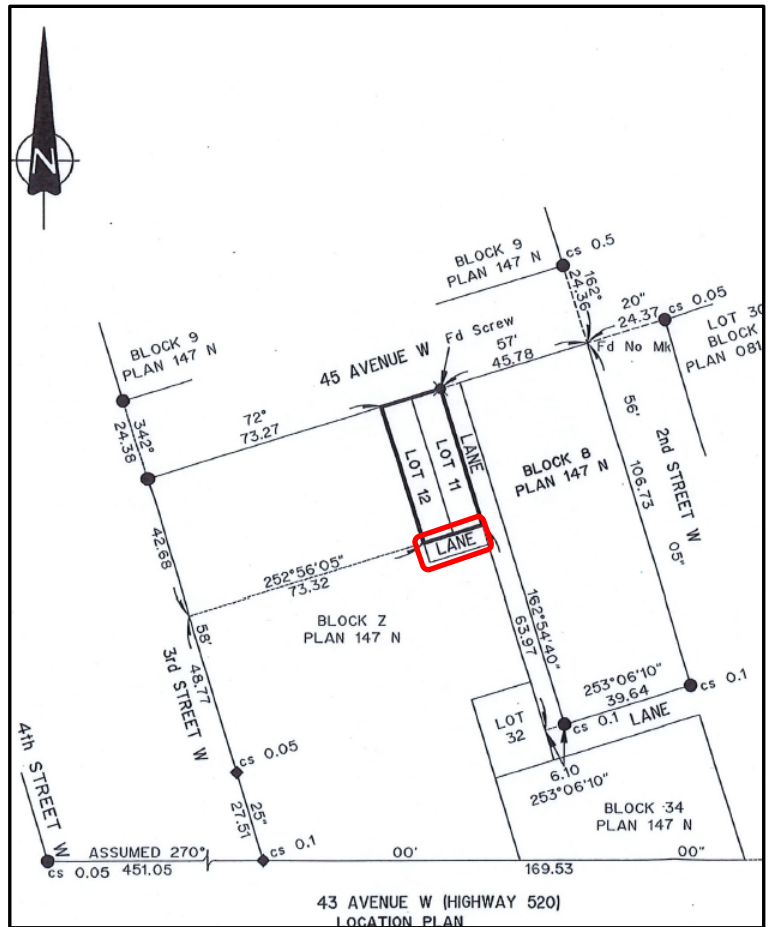
be closed except by bylaw.

(2) A bylaw closing a road must be advertised.

(3) A bylaw closing a road made by the council of a municipality that is not a city has no effect unless it is

approved by the Minister of Transportation before the bylaw receives second reading.

(4) Before passing a bylaw closing a road, a person who claims to be affected prejudicially by the bylaw or that person’s agent must be given an opportunity to be heard by the council.”



Upon the completion of the public hearing, the Bylaw will be sent to the transportation minister for approval prior to second and third readings.

ATTACHMENTS:

1. Bylaw No. 1728, Road Closure Bylaw & Sketch.

APPLICABLE LEGISLATION:

1. Municipal Government Act, Section 22 – Road Closure
2. Municipal Government Act, Section 606 – Requirements for Advertising

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: November 18, 2021



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW No. 1728**

A BYLAW OF THE **TOWN OF CLARESHOLM** FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND CREATING TITLE TO AND DISPOSING OF PORTIONS OF A PUBLIC ROADWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.

WHEREAS, the lands hereafter described is not required for public travel,

WHEREAS, application has been made to Council to have the roadway closed, and

WHEREAS, the Council of the **TOWN OF CLARESHOLM** deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same, and

WHEREAS, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE BE IT RESOLVED that the Council of the **TOWN OF CLARESHOLM** in the Province of Alberta does hereby close to Public Travel and creating title to and disposing of the following described highways, subject to rights of access granted by other legislation.

PLAN 147N

BLOCK 8

THAT PORTION OF LANE LYING WEST OF THE SOUTHERLY PRODUCTION OF THE EAST BOUNDARY OF LOT 11 AND EAST OF THE SOUTHERLY PRODUCTION OF THE WEST BOUNDARY OF LOT 12

READ a **first** time this **25** day of **October, 2021**.

Chief Elected Official Seal

Chief Administrative Officer

Approved this ____ day of _____, 20__

Minister of Transportation

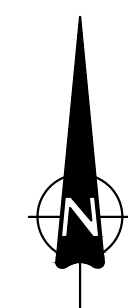
READ a **second** time this _____ day of _____, 20__.

READ a **third** time and finally passed this _____ day of _____, 20__.

Chief Elected Official Seal

Chief Administrative Officer

SCHEDULE OF AREAS		
NEW LOT	PARENT PARCEL	AREA
LOT 33, BLOCK 8	LOT 11, BLOCK 8, PLAN 147 N	0.039 ha
LOT 33, BLOCK 8	LOT 12, BLOCK 8, PLAN 147 N	0.039 ha
LOT 33, BLOCK 8	CLOSED LANE	0.011 ha
TOTAL		0.089 ha



SURVEYOR: Michael A. Thompson, ALS
 Prepared in accordance with Section
 88 (1) (b) of the Land Titles Act.
 Dated this 14th day of October, 2021



LAND TITLES

PLAN No.
ENTERED AND REGISTERED
ON _____
INSTRUMENT No. _____
A.D. REGISTRAR

REGISTERED OWNERS:
 PHILIP DEAN ZIEGLER

ABBREVIATIONS:

Δ	Central Angle of Curve	Mp	2 metre standard Alberta Survey Marker Post
3TM	3° Transverse Mercator	N,E,S,W	North, East, South, West
A	Arc	NAD	North American Datum
ASCM	Alberta Survey Control Marker	P	Standard Pattern Post
A/R	Access Road	PPP	Precise Point Positioning
Bdy	Boundary	Pit	4 Pits
C of T	Certificate of Title	Pits	4 Road Pits
calc	Calculated point or position	PI	Placed
ckm	Check Measured	P/L	Pipeline
cs	Countersunk	PUL	Public Utility Lot
CSRS	Canadian Spatial Reference System	(R)	Radial Bearing
Fd	Found	R	Radius
GNSS	Global Navigation Satellite System	R/W	Right of Way
ha	Hectares	Re-est	Re-established
I	Statutory Iron Post	Rest	Restored
m	Metre	RGE	Range
M	Mound	SEC	Section
MR	Municipal Reserve	SM	Stone Mound
MER	Meridian	TWP	Township
Mk	Mark	URW	Utility Right of Way

LEGEND:

- RP Georeferenced Point
- Parallel lines are shown thus
- 90 Degree Angles are shown thus
- Distances are ground and are expressed in metres and decimals thereof.
- Lands dealt with by this plan are bounded thus and contain 0.089 ha.

NOTES:

- The georeferenced point is the NW CORNER LOT 12, BLOCK 8, PLAN 147 N, ATS V 4.1
 Coordinate: 5,542,681.12 N, 29,931.87 E.
- The georeferenced coordinate was calculated using Plan 081 3703.
- A combined factor of 0.999752 was used to scale ground distances to the projected plane.
- A field inspection was not carried out and boundaries were not established on the ground.

DESCRIPTIVE PLAN

SHOWING
CONSOLIDATION
OF
LOTS 11 & 12, BLOCK 8, PLAN 147 N
AND
CLOSED LANE
(SE 1/4 SEC 26-12-27-4)

TOWN OF CLARESHOLM
ALBERTA

SCALE 1:500

DRAWN: DRL
 CHECKED: MAT
 OCTOBER 14, 2021



200-410 Stafford Drive S
 Lethbridge AB, T1J 2L2
 Phone (403) 381-1320
 Fax (403) 381-1366

JOB
 H35321
 DRAWING
 H35321L



ACTION ITEMS



RECEIVED

NOV 16 2021

Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

November 8, 2021

Her Worship Chelsae Petrovic
Mayor
Town of Claresholm
PO Box 1000
Claresholm AB T0L 0T0

Dear Mayor Petrovic:

On behalf of the Government of Alberta, I would like to offer you sincere congratulations on your recent election as Mayor of the Town of Claresholm. You are now fortunate to lead a truly great Alberta community!

The Town of Claresholm and our entire province have been through several challenging years. Our economy still has not fully recovered from the 2015 economic downturn, the impact of which was magnified by last year's global COVID-19 recession and energy price collapse. Despite these challenges, Albertans have continued to demonstrate true resilience, and our province's greatest strength—a deep and abiding entrepreneurial culture.

Thanks in part to the determination of Albertans, we are experiencing a remarkable economic recovery across our province. With historic new investments across our economy, Alberta is now leading Canada in economic and job growth, and we are projected to continue the momentum in 2022. It is critical that we work together to continue this exciting progress so that those who have experienced so much adversity in recent years can fully participate in the current and coming recovery.

I very much look forward to working with you, your administration, and the Town of Claresholm Council toward this end. Whatever political differences may exist, we all serve the same citizens who broadly share the same aspirations: the opportunity to achieve their potential through a strong economy, in a safe community with a high quality of life. You have my commitment to seek solutions together in a respectful and collaborative way. I am excited to meet with you in the weeks ahead to identify common goals and areas in which we can get real results for your residents, and for all Albertans.

With best of luck for a successful mandate as mayor, I remain

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Jason Kenney".

Hon Jason Kenney PC MLA
Premier of Alberta

cc: Honourable Ric McIver, Minister of Municipal Affairs



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

RECEIVED

NOV 16 2021

AR106789

November 10, 2021

Her Worship Chelsae Petrovic
Mayor
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Dear Mayor Petrovic and Council,

Congratulations on your election to office and choosing to serve as an elected official for the Town of Claresholm.

Our government looks forward to working with you to make life better for Albertans. As our economy recovers, there are many opportunities for us to collaborate on shared priorities like jobs and public safety, and making sure Albertans have access to strong public services they can count on, like transportation, infrastructure, parks and libraries.

It is an honour and privilege to serve Albertans in elected office. As elected officials, we strive to act with integrity, to work openly and transparently, and to actively demonstrate our democratic accountability to Albertans. This is fundamental to our success as stewards in managing the affairs of our offices and in achieving demonstrable results for our communities.

Once again, I extend my congratulations and thanks for your willingness to participate in our democratic process and for your commitment to Albertans. I wish you all the best in this new term of office, and look forward to meeting and working with you to provide good government, improve our communities, and faithfully serve the needs of Albertans.

Sincerely,

Ric McIver
Minister



ALBERTA
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister
MLA, Edmonton - South West*

AR 43835

Dear Mayor/Reeve and Council:

I am pleased to announce the release of the *Alberta Provincial Police Service Transition Study* completed by PricewaterhouseCoopers (PwC) Canada, and to invite your municipality to participate in further engagement on the findings of this report.

The Department of Justice and Solicitor General will be hosting virtual and in-person municipal engagement sessions between January 2022 and March 2022. Municipal engagement sessions will be open to municipal elected representatives, municipal employees, and organizations representing municipalities. Please see the attachment for instructions on how to register for a session near your community.

The engagement sessions will explore the concepts and information outlined in PwC's work, gather feedback on these ideas as well as local policing perspectives that will be used to refine PwC's proposed model and inform provincial government decision making. Discussions during the engagement sessions will draw on material from all three PwC reports:

- PwC's Final report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current state report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future state report: <https://open.alberta.ca/publications/apps-future-state-report>

It is important to emphasize that no decisions have been made with regard to Alberta establishing its own provincial police. The Royal Canadian Mounted Police (RCMP) is an important Canadian institution consisting of exceptional women and men who perform great work, risking their lives every day to keep our communities safe. While Alberta's government has the utmost respect and appreciation for the work of the RCMP's front-line members, we also have a responsibility to examine our model of provincial policing to see if there are other innovative alternatives that would increase policing services for Albertans, involve Albertans in key decision-making processes, is cost-effective, and places community policing at the forefront.

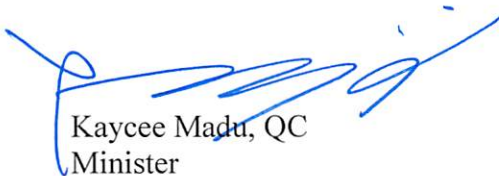
In 2020, the Fair Deal Panel consulted with tens of thousands of Albertans and heard many people's frustrations with the challenges of relying on a contracted provincial police force that is ultimately managed by Ottawa. The panel recommended that the province create an Alberta Provincial Police Service to replace the RCMP. The Alberta government supported this recommendation in principle, but committed to additional analysis. In October 2020, Justice and Solicitor General contracted with PwC to develop this analysis, and on April 30, 2021 PwC delivered their report. PwC's *Alberta Provincial Police Service Transition Study* details the operational requirements, process steps, and costs of a potential transition to an Alberta provincial police service.

The *Alberta Provincial Police Service Transition Study* presents an innovative provincial policing model that would:

- Increase the number of front-line police officers and civilian specialists serving our communities;
- Have dedicated mental health nurses and social workers to assist front-line police response;
- Prioritize community policing that would see Albertans recruited and serving in their local communities;
- See less transfer of officers in and out of communities (and the province) which would increase police knowledge of local public safety issues and improve detachment staffing levels;
- Reduce federal/provincial jurisdictional barriers that limit the integration of police services across Alberta;
- Have a governance model to increase the provincial police's accountability to local priorities and policing needs;
- Introduce new approaches to detachment deployment models to reduce police response times; and
- Leverage efficient back-office functions by utilizing existing provincial government resources to make the provincial police more cost effective.

I encourage you to attend a virtual or in-person engagement session to discuss the proposed model for an Alberta provincial police service, and to discuss what this model could mean for your community. If you have questions about the engagement sessions, please contact my department by emailing jsg.appstranstionstudy@gov.ab.ca.

Yours very truly,



Kaycee Madu, QC
Minister

Attachment

cc: Honourable Rick McIver, Minister of Municipal Affairs

Registration Instructions

Justice and Solicitor General: Alberta Provincial Police Service Transition Study Secretariat

Event overview

The Government of Alberta is engaging with municipalities on concepts presented in the *Alberta Provincial Police Service Transition Study* prepared by PricewaterhouseCoopers (PwC).

The department of Justice and Solicitor General will be facilitating in-person and virtual engagement sessions with municipalities between January and March 2022. In-person sessions will be held at many locations across Alberta. These sessions are open to municipal elected representatives, municipal employees and organizations representing municipalities.

Engagement sessions will focus on key concepts presented in the transition study with the intent to refine the model presented by PwC and inform future decisions on an Alberta Provincial Police Service.

Space is limited and the content is the same for all sessions. For this reason, we ask that individuals only sign-up for one session in this series.

Sessions are open to participants from multiple municipalities. Participants are encouraged to sign-up for a session near their community. Specific event locations will be added as soon they are available. Registrants will receive an email when the event address is available.

Discussions during the engagement sessions will draw on material from all three PwC reports. For more information about the transition study and associated engagement activities, please visit the following webpages:

- PwC's Final Report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current State Report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future State Report <https://open.alberta.ca/publications/apps-future-state-report>
- Government of Alberta engagement webpage: <https://www.alberta.ca/provincial-police-service-engagement.aspx>

Registration Instructions

To register for a session, follow the Eventbrite link to the session that works best for your location and schedule.

Engagement Registration

Dates (2022)	Time	Location ¹	Registration Link
January 10	8:30am to 11:00am	Sherwood Park	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-tickets-205687315297

¹ Addresses will be provided when available.

January 10	2:00pm to 4:30pm	Fort Saskatchewan	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205689582077
January 11	8:30am to 11:00am	St. Albert	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205692831797
January 11	2:00pm to 4:30pm	Stony Plain	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205694827767
January 12	9:00am to 11:30am	Westlock	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205696663257
January 12	2:00pm to 4:30pm	Athabasca	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205697716407
January 13	8:30am to 11:00am	Ft. McMurray	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205698619107
January 24	8:30am to 11:00am	Okotoks	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205699200847
January 25	8:30am to 11:00am	Claresholm	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205700173757
January 25	2:00pm to 4:30pm	Pincher Creek	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205701507747
January 26	2:00pm to 4:30pm	Lethbridge	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205704877827
January 27	8:30am to 11:00am	Medicine Hat	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205706542807
January 27	2:00pm to 4:30pm	Brooks	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205707876797
January 28	8:30am to 11:00am	Strathmore	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205708769467
February 7	8:30am to 11:00am	Red Deer	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205710614987
February 7	2:00pm to 4:30pm	Red Deer	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205711828617

Last Updated: November 5, 2021

February 8	8:30am to 11:00am	Rocky Mountain House	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205713252877
February 9	8:30am to 11:00am	Stettler	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205714797497
February 9	2:00pm to 4:30pm	Hanna	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205715950947
February 10	8:30am to 11:00am	Airdrie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205717756347
February 10	2:00pm to 4:30pm	Olds	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205719732257
February 28	8:30am to 11:00am	Leduc	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721036157
February 28	2:00pm to 4:30pm	Ponoka	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721838557
March 1	8:30am to 11:00am	Camrose	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205736321877
March 1	2:00pm to 4:30pm	Wainwright	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205740564567
March 2	8:30am to 11:00am	Vermillion	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205741958737
March 3	8:30am to 11:00am	Bonnyville	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205742700957
March 4	2:00pm to 4:30pm	Smoky Lake	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205746843347
March 7	8:30am to 11:00am	Slave Lake	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205887935357
March 8	2:00pm to 4:30pm	Peace River	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205749681837
March 9	2:00pm to 4:30pm	High Level	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205750975707

Last Updated: November 5, 2021

March 14	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752119127
March 15	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752861347
March 16	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205774887227
March 17	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205777184097
March 18	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205778157007
March 28	8:30am to 11:00am	Whitcourt	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205781055677
March 28	2:00pm to 4:30pm	Valleyview	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205782520057
March 29	2:00pm to 4:30pm	Grande Prairie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205783091767
March 30	8:30am to 11:00am	Grande Prairie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784004497
March 31	8:30am to 11:00am	Edson	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784766777
March 31	2:00pm to 4:30pm	Drayton Valley	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785338487
April 1	2:00pm to 4:30pm	Edmonton	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785950317

Last Updated: November 5, 2021

Subject: Fairness Update, Alberta Ombudsman

Attachments: Municipalities FAQ.pdf; 10 Tips for Developing and Administering Fair Rebate Programs.pdf

Good day,

Early in 2021, the Alberta Ombudsman's office sent a survey to 100 municipalities with the following intention – to learn what information the Ombudsman can provide to municipalities to address their areas of interest and how this information is best delivered. Through this survey, we learned that while all municipalities were at least somewhat familiar with the role of our office and the concepts of administrative fairness, there was significant interest in learning more.

We have chosen to start broad and answer the 10 most frequently asked questions from municipalities and residents. You can find this FAQ document attached to this email and on our [website](#).

From here, we plan to use this platform to provide regular info sheets, focusing on more of the specific topics of interest identified from both the survey and current interactions our office is having with municipalities. A recent example is the growing number of municipal rebate, incentive and grant programs launching across Alberta, particularly related to environmental and sustainability initiatives. To ensure municipalities have the tools to build administrative fairness into these new programs, we have created a best practices document that offers *10 Tips for Developing and Administering Fair Rebate Programs*. While this document is focused on rebate programs, we believe these tips are useful for the development of any administrative program.

It is our hope that your municipality will take these best practice tips into consideration during the development stage of future programs to prevent potential unfairness. If your municipality is planning a program and intends to contract out the program design and management to an external vendor, you may wish to consider sharing this document to ensure the program will be designed in accordance with the principles of administrative fairness.

Again, the best practices document is attached to this email and is also available on our [website](#).

We understand Alberta communities are well underway to orienting new and returning elected officials to local government offices. We also encourage you to visit our [municipalities page](#) for more about the Ombudsman's role and authority and how our office investigates complaints. We look forward to speaking with municipal representatives

attending the 2021 Alberta Urban Municipalities Association and Rural Municipalities Association fall conventions and trade shows in November.

Thank you for your continued willingness to work with the Ombudsman's office to ensure fair treatment for all. Please contact us if you have any questions.

Sincerely,

Marianne Ryan
Alberta Ombudsman
Alberta Ombudsman / Public Interest Commissioner
OMB – 1-888-780-427-2756
www.ombudsman.ab.ca



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Please note: Any materials prepared as a result of a complaint submitted to the Ombudsman, including the complaint itself, and any material produced by the Ombudsman, such as this email, cannot be used in any other proceedings, including before a board or court. This applies whether you or the Ombudsman have possession of any of these materials.

10 Frequently Asked Questions

ABOUT THE OMBUDSMAN

1

What is Her Role?

As an independent legislative officer, the Ombudsman investigates complaints made by the public about authorities under her jurisdiction.

2

What Do We Do?

We investigate **final** administrative decisions using the principles of natural justice and administrative fairness. This includes confirming the actions and policies of municipalities are congruent with the *Municipal Government Act* (MGA).

3

What Power Does She Have?

The Ombudsman may make formal recommendations to help municipalities improve decision-making processes or confirm existing processes are fair.

4

Why Do We Investigate Municipalities?

Dec. 6, 2016

- Bill 21 passed: *Modernized Municipal Government Act*
- S. 85 amended MGA, s. 136 amended *Ombudsman Act*

Oct. 26, 2017

- Final amendments to MGA proclaimed into law

Apr. 1, 2018

- Ombudsman's functions and duties now include jurisdiction over municipalities

The Ombudsman is **not** an advocate for complainants, nor does she represent municipalities.

HANDLING COMPLAINTS

5

How Are Complaints Received?

We encourage people to phone our office with inquiries, but all complaints must be submitted in writing.

6

What Happens When We Receive Complaints?

Written complaints are assigned to and analyzed by investigators. Often, referrals are provided if additional reviews are available (e.g., write to the CAO).

INVESTIGATIONS AND OUTCOMES

7

What is an Early Resolution (ER)?

Often the first step of investigation, ER is a collaborative, informal, and efficient process wherein we isolate the core issue of a complaint and provide an objective and impartial assessment using our eight administrative fairness guidelines.

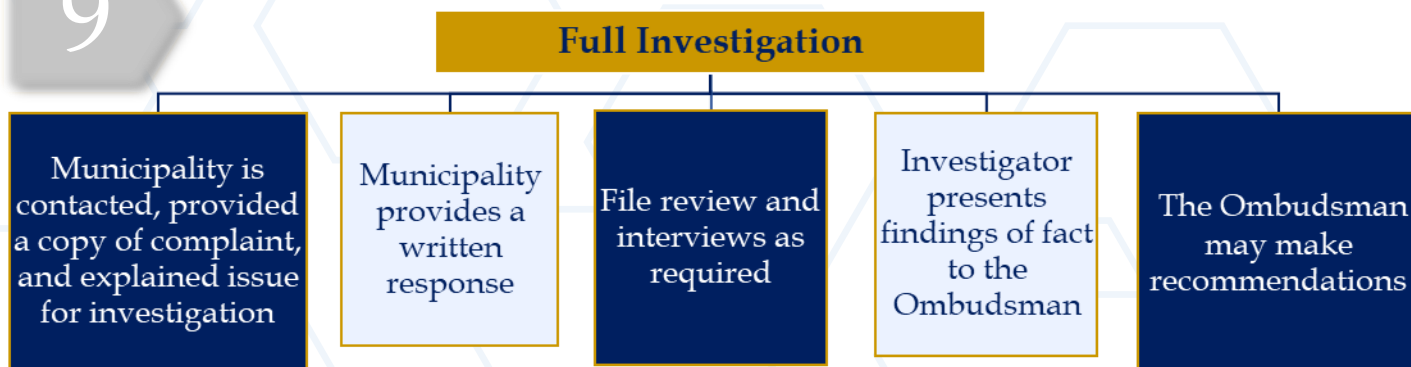
8

How is Early Resolution Collaborative?

An investigator may call to understand both sides of the complaint. We may ask for information about the process followed (e.g., relevant bylaws) and/or request a more detailed response, including reasons for the decision. A case is closed once we are satisfied an administratively fair decision was made.

9

What if Early Resolution is Not Possible?



10

What Are Recommendations?

With the goal of improving decision-making processes, recommendations can be broad or specific. They are **not** substitute decisions, nor are they based on the merits of a decision. For example, the Ombudsman may recommend a process be amended or an appeal matter be reheard.



FAQs for Municipalities



www.ombudsman.ab.ca

780.427.2756 (Edmonton) | 403.297.6185 (Calgary) | 1.888.455.2756 (Toll free) | info@ombudsman.ab.ca

10 Tips for Developing and Administering Fair Rebate Programs

COMMUNICATING PROGRAM RULES

1

Explain the Application Process

Post details about how individuals can apply for the rebate, and all the applicable rules, on the municipality's website.

2

Clarify the Eligibility Criteria

Explain the eligibility criteria in plain language, and ensure the criteria are communicated clearly and consistently in the application form, terms and conditions, brochures, and via social media.

3

Be Transparent

Disclose any conditions or limitations of the rebate program to potential applicants.

This will help ensure applicants have a clear understanding of how likely they are to be successful in receiving the rebate.

4

Make the Information Easily Accessible

State the terms and conditions of the program at the beginning of the application process.

This will ensure applicants understand all terms and conditions of the program before entering the required data into their application.

ADMINISTERING THE PROGRAM

5

Follow Your Rules

Administer the program in accordance with your publicly posted program information. If the rules or processes change after the program has launched, explain what has happened and why to all affected applicants.



6

Retain Application Information

Keep the information you used to determine each applicant's eligibility for the program.

Keeping this information ensures accountability of the decision-making process while allowing meaningful reviews to occur during and after the program.

ISSUING DECISIONS

7

Put the Decision in Writing

Give all applicants a written decision within a reasonable time frame. Sign the decision and list a point of contact for the applicant, should they wish to follow up about the decision.

8

Provide Reasons for the Decision

The written decision should include reasons for your decision.

Explain if Discretion was Exercised

9

If the decision maker has discretion (e.g., to relax or vary the eligibility criteria, or to consider each application on a case-by-case basis), the decision should explain this. The decision should then say why and how you applied discretion in each case.

10

Advise Applicants of Available Reviews

The decision should clearly explain whether there are any reviews or appeals available and how applicants can access those levels of review.

Best Practice Guidelines for Municipalities



www.ombudsman.ab.ca



780.427.2756 (Edmonton) | 403.297.6185 (Calgary) | 1.888.455.2756 (Toll free) | info@ombudsman.ab.ca

Karine Keys

From: Alex Lidstone <alex@climatecaucus.ca>
Sent: November 19, 2021 1:15 PM
To: Karine Keys
Subject: Climate Caucus
Attachments: Climate Caucus (EN_FR).pdf

Dear Mayor and Council,

Congratulations on the 2021 election results!

I work for an organization called [Climate Caucus](#), a non-partisan network of over 400 local government elected officials across Canada. I wanted to reach out as I think you could benefit from this network as you move forward with your new term.

Climate Caucus is working hard to build a regional network in the prairies, which will help elected officials within the region share learnings and support each other. I live in Calgary, and I am grateful for all this province has to offer and excited about the opportunities we have here for the future.

Climate Caucus can increase your capacity to build a transition towards a new, diverse and growing economy through:

- Opportunities to connect with and learn from other elected officials at “**local electeds-only**” and “**rural/small communities electeds**” network calls and training meetings
- Local solutions and tools for areas in **watershed resilience, buildings, food security, agriculture, nature-based solutions, transportation, food and plastic waste reduction, climate justice**
- Local electeds handbooks full of local government case studies, bylaws, resolutions, briefing papers, economic benefits, key contacts, and more!

Would you be interested in learning more about Climate Caucus? [You can join the mailing list here](#), and they will immediately send you information to access the calls and local electeds handbook!

There is no commitment or fee associated with joining, and all of our members join as individuals, not as official council representatives.

Please let me know if you have any questions! I would be happy to connect you with one of the Network Coordinators.

All the best,

Alex Lidstone

Alex Lidstone (she/her)
Executive Director



CLIMATE CAUCUS

ELECTEDS-ONLY NETWORK CALLS

Our **bi-weekly Electeds-Only Calls** provide opportunities to connect with other elected officials and offer a meeting space where municipal leaders can raise issues and get practical help from colleagues.

Late arrivals and early leavers are always welcome; we understand you are all incredibly busy!

WORKING GROUPS NETWORK CALLS

We host **online zoom calls and webinars** to increase the capacity of locally elected leaders across Canada. We invite a range of experts - from FCM to Efficiency Canada - and provide resources, training, local solutions, strategies, and network connections!

Our current active working groups include Buildings, Rural and Smaller Communities, Watershed Resilience, and Nature-Based Climate Solutions.

COUNCILLOR HANDBOOK

Our **Councillor Handbook** - a toolkit for elected leaders to take action in their communities - is full of local government initiatives, funding sources, key contacts, case studies, bylaws, resolutions, briefing papers, economic benefits, and more!

You can access our Handbook under "Resources" on our [website](#).

ELECTEDS-ONLY GOOGLE GROUP

Our **Climate Caucus Elected Members Google Group** is a way for Climate Caucus elected members to reach out to one another with questions and ideas.

Only elected officials are on this google group.

BI-WEEKLY NEWSLETTER

This **bi-weekly email** includes information on our upcoming events, network calls, webinars, links to resources for elected officials, and relevant updates from members and Climate Caucus.

From: Community Engagement <Community.Engagement@albertahealthservices.ca>
Sent: Thursday, November 18, 2021, 3:46 p.m.
To: Community Engagement
Subject: AHS Welcome to all Calgary Zone Municipal Leaders

Good Afternoon,

Please see below a welcome message to all Calgary Zone Municipal Leaders from Dr. Mark Anselmo, Calgary Zone Medical Director, and Lori Anderson, Chief Zone Officer, Calgary Zone.

Regards,

Community Engagement
Alberta Health Services



On behalf of Alberta Health Services (AHS), we would like to congratulate you on your success in the recent Alberta Municipal Election. We look forward to working with you in your role as a representative and advocate for your community and its residents. Whether you are newly elected or have been re-elected, the coming months are certain to be a busy time of transition and learning for you and your colleagues.

As your Council and community work continues over the coming months, we wanted to take the opportunity to reach out and offer you some general information about AHS and provide you with contact information for local leadership within your area.

As you are aware, the COVID-19 pandemic has been a primary focus on the healthcare system for the past 20 months. We have created a [Community Partners & Stakeholders](#) webpage to provide regular updates and information specifically for municipal leaders. We have also created an [AHS Facilities: ICU updates and temporary space reductions](#) webpage where you can find current information on any changes in service delivery across the province.

AHS regularly engages with the public and our stakeholders, including elected officials, and we want to hear from you - whether you have a concern about a particular program or service, or if you want to raise an issue or ask a question on behalf of a member of your community. We will be following up with you early in 2022 to invite you to a virtual conversation but, in the meantime, please don't hesitate to reach out if you have any urgent concerns or questions.

Our colleagues in EMS have been meeting with communities and the public over the last few months to fully understand the concerns of Albertans. EMS leadership participated in the AUMA Fall Convention this week, and will be back in Edmonton for the RMA Convention Next week. We hope you will take the opportunity to meet with Chief Paramedic Darren Sandbeck and his team.

AHS is made up of five zones (North, South, Central, Edmonton and Calgary), and each zone is led locally by a Chief Zone Officer and a Zone Medical Director. Your constituency falls within the [Calgary](#)

[zone](#), and we encourage you to reach out to us directly when questions or concerns arise. We can help provide a response to any concern you or a constituent may have.

In Calgary, our leadership team consists of:

Lori Anderson, Chief Zone Officer, Calgary Zone, Lori.Anderson@ahs.ca; 403-943-1481

Dr. Mark Anselmo, Zone Medical Director, Calgary Zone, Mark.Anselmo@ahs.ca; 403-801-8955

Alberta Health Services is also supported by our 12 local [Health Advisory Councils](#) or HACs, each representing a defined [geographical area](#) of the province. Your community overlaps with the Prairie Mountain Health Advisory Council. You can contact the Council by emailing PrarieMountain@ahs.ca. You are always welcome to attend future Health Advisory Council meetings to learn more about local healthcare topics and how AHS partners with the community in addressing these concerns. Meeting times are posted on the [website](#).

On behalf of AHS, we wish you all the best in your role as an elected official. Please know we are always available to provide any support or assistance you need.

Sincerely,

Dr. Mark Anselmo
Calgary Zone Medical Director

Lori Anderson
Chief Zone Officer, Calgary Zone

Library Association of Alberta

November 15, 2021

Dear Mayor and elected Councillors,

On behalf of the Library Association of Alberta, I would like to extend my congratulations on your recent election to your municipal council! I'm sure you are eager to begin your work serving constituents.



The purpose of this letter is to introduce the Library Association of Alberta (LAA) as a valuable partner in advocating for your library. The LAA is a non-profit, volunteer run organization whose mission is to strengthen the library community in Alberta by effectively advocating for libraries and library workers from all sectors.

Like you, the LAA believes that libraries are a thriving and vital aspect of Alberta's communities. They are places that serve all members of the community with the programs, resources and technology necessary to build thriving communities and informed citizens. Local entrepreneurs, students, families, newcomers, seniors and educators are just a few examples of the types of people that use your local library to build skills, gain employment, make connections and most importantly, build community.

I am also writing today to highlight the important relationship between municipalities and public libraries. As a member of council, you have the ability to make a significant impact on your community through your support of your local library. If you would like to learn more about the relationship between municipal council and library boards, we recommend [this short document](#) from the Alberta Government. We also encourage you to reach out to your local library if you haven't already, to see firsthand the great work being done for community members.

Once again, my congratulations on your appointment to council. We value the work you are doing to build your community, and we encourage you to reach out at any time with questions or simply to connect.

Warmest regards,

A handwritten signature in black ink, appearing to read "Kirk MacLeod".

Kirk MacLeod

Library Association of Alberta, President

October 20, 2021

Town of Claresholm

PO Box 1000
111 – 55 Avenue West
Claresholm, Alberta T0L 0T0

To: Mayor and Council,

Community Futures Alberta Southwest has an opening on our Board for a director residing in the Town of Claresholm. We are looking for nominations to fill this position.

Community Futures is a non-profit, federally funded organization with a mandate for business and community economic development. The organization works with all levels of government, as well as community stakeholders, to provide new or existing businesses the tools and resources they need to succeed.

Board members may be recommended for vacant positions by municipal governments and Chambers or Economic Development Committees to represent specific geographic areas. Upon receiving a recommendation, the Board reviews the candidates and selects one from the list provided that best fits their needs. Current Board members may also recommend new board members for consideration.

Board members are expected to attend monthly meetings and to participate in discussions at the board table. There are generally eleven monthly meetings and one planning session each fiscal year. The term of office for a Board member is 3 years. The maximum number of terms is 3.

There is no financial remuneration for sitting on the Board, however, expenses are compensated for any activities approved by the Board of Directors.

There is a comprehensive Conflict of Interest policy and a Privacy policy that have been adopted for the Board of Directors and the Staff of the CFABSW. All Directors and Staff have signed oaths of compliance on these policies.

Please forward any nominations to Tony Walker, General Manager.
Thank you in advance for your consideration.



Tony Walker, General Manager
Community Futures Alberta Southwest
Box 1270, 436 24th Street,
Fort Macleod, AB T0L 0Z0

NOV 08 2021
RECEIVED

INVITATION:

ECONOMIC DEVELOPMENT FOR ELECTED OFFICIALS

What Is It?

A 1-day in-person course facilitated by the Economic Developers of Alberta (EDA) on **January 20, 2022**, at the Gem of the West Museum in Coaldale (lunch provided).

Why Should I Go?

Economic Development is the process of building strong, adaptive economies. Dedicated leadership is needed to raise awareness, help develop and communicate a common vision, and motivate stakeholders into action. Local Elected Officials are particularly well-positioned to take on this role. The political influence of elected leadership is critical to helping communities stay the course toward a vibrant economic future.

What Are The Take-Away's?

This course will provide elected officials with the foundational knowledge and skills needed to set a clearly defined path for prosperity and gain the necessary support from your community. By completion of this course, successful students will be able to:

- Define Economic Development
- Discuss how Elected Officials fit into these functions: Governance vs. Operations
- Explore how Council members can best serve their community as Economic Development leaders
- Examine the principles and theories of economic development
- Distinguish between the concepts of community economic development (CED) and traditional economic development
- Describe the elements of a community strategic plan and how it links to an economic development strategic plan

How Much?

FREE for the first 30 registrants from SouthGrow Member Councils

What about COVID?

This facility is able to safely host this in-person event while abiding by all current COVID-19 measures. Participation in the Restriction Exemption Program is not required.

For more information and to RSVP please contact:

Peter Casurella

Executive Director
SouthGrow Regional Initiative
peter.casurella@southgrow.com
403-394-0615

Village of Arrowwood
Blood Tribe
Town of Bow Island
Cardston County
Town of Cardston
Village of Carmangay
Village of Champion
Town of Claresholm
Town of Coaldale
Town of Coalhurst
Village of Coutts
Village of Foremost
County of Forty Mile
City of Lethbridge
Lethbridge County
Village of Lomond
Town of Magrath
Town of Milk River
Village of Milo
Town of Nobleford
Town of Picture Butte
Town of Raymond
Village of Stirling
MD of Taber
Town of Taber
Town of Vauxhall
Vulcan County
Town of Vulcan
County of Warner
Village of Warner

October 22, 2021

RE: Membership Fee for Budgeting for the SouthGrow Regional Initiative

Dear SouthGrow Members,

Further to the approved motion at the September quarterly meeting of the SouthGrow Regional Initiative, please have this letter serve as confirmation that we will be increasing our per capita membership fee to \$1.00 per capita, up from \$0.50 per capita in the current fiscal year. The per capita calculation will either be based on the most recent federal census data or your own municipal count – whichever you choose. Please advise which method you would prefer we use to calculate your membership fees.

This rate increase will come into effect on April 1st, 2022 and be applied to the 2022 – 23 Fiscal year.

The Board of SouthGrow recognizes that this is a significant increase from last year and we would be happy to bring an updated presentation to your community to further communicate the value of regional collaboration in economic development.

As we continue to demonstrate value for our region, we would like to highlight the following accomplishments we have achieved over the past year, noting a few ways that your membership with SouthGrow is already yielding dividends:

1. Terragraph Broadband Project for Villages
2. Zero Emissions Vehicle Infrastructure Program
3. Grid Modernization and Energy Investments
4. Incinerator Pilot Project
5. Regional Import Replacement Project
6. Rural EV Bus Pilot
7. Labour Market Advancement Work
8. Global Marketing Initiative
9. Regional Tourism Collaboration
10. Enhanced Ag-Tech Scholarships

We have also enclosed a certificate acknowledging your participation in this important association. Please do not hesitate to reach out to our staff if you have any questions about these documents or require clarification.

Thank you again for believing in the power of collaboration as we work to raise the quality of life for everyone in the SouthGrow Region. We are much stronger when we work together

Sincerely,



Peter Casurella
Executive Director
SouthGrow Regional Initiative
peter.casurella@southgrow.com
403-394-0615

Village of Arrowwood
Blood Tribe
Town of Bow Island
Town of Cardston
Cardston County
Village of Carmangay
Village of Champion
Town of Claresholm
Town of Coaldale
Town of Coalhurst
Village of Coutts
Village of Foremost
County of Forty Mile
City of Lethbridge
Lethbridge County
Village of Lomond
Town of Magrath
MD of Taber
Town of Milk River
Village of Milo
Town of Nobleford
Town of Picture Butte
Town of Raymond
Village of Stirling
Town of Taber
Town of Vauxhall
Town of Vulcan
Vulcan County
County of Warner
Village of Warner



SouthGrow Regional Economic Development
403.394.0615
P.O. Box 27068
Lethbridge, Alberta
Canada T1K 6Z8

RE: Enhanced Collaboration on Regional Tourism

Dear SouthGrow Members,

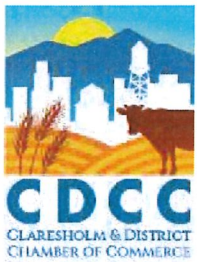
With the completion of Municipal Elections, your community will be doing committee appointments and one of the terms of membership with SouthGrow is the appointment of a Council or community member to the SouthGrow Board of Directors. Please find below a brief run-down on the committee commitment to guide your discussions and appointments. Please reach out if you require more information.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Casurella", written over a light blue horizontal line.

Peter Casurella
Executive Director
SouthGrow Regional Initiative
peter.casurella@southgrow.com
403-394-0615

Village of Arrowwood
Blood Tribe
Town of Bow Island
Town of Cardston
Cardston County
Village of Carmangay
Village of Champion
Town of Claresholm
Town of Coaldale
Town of Coalhurst
Village of Coutts
Village of Foremost
County of Forty Mile
City of Lethbridge
Lethbridge County
Village of Lomond
Town of Magrath
MD of Taber
Town of Milk River
Village of Milo
Town of Nobleford
Town of Picture Butte
Town of Raymond
Village of Stirling
Town of Taber
Town of Vauxhall
Town of Vulcan
Vulcan County
County of Warner
Village of Warner



Claresholm & District Chamber of Commerce

P.O. Box 1092,
Claresholm, AB
T0L 0T0

RECEIVED
NOV 16 2021

November 16, 2021

Town of Claresholm
Box 1000
111-55 Ave West
Claresholm, AB
T0L 0T0

To Administration, Mayor and Council,

Re: Alberta Film Industry - Film Friendly Municipalities

At a recent Claresholm & District Chamber of Commerce meeting Brock Skretting, Head of Advocacy for Keep Alberta Rolling Ltd. made a presentation to spotlight Alberta Film Industry. Southern Alberta locations have seen increased film activity for feature films, television, music videos, documentaries and commercials. The diverse landscapes and historic communities attribute to attracting productions. Although Calgary is viewed as the centre of the movie industry, surrounding communities have had an increase in film projects that bring attention to our communities, regions and our province.

The film and television industry is experiencing significant growth and estimates suggest more than 3,200 Albertans are employed in the province's motion picture and video industry. One production can bring revenue, jobs and tourism opportunities to local businesses. Claresholm & District Chamber of Commerce would like the Town of Claresholm to advocate for the Alberta Film Industry by considering the development of Film Friendly Policies and Bylaws to attract the Film Industry to our community. Having clear policy in place for permits, parking, community notification, road closures and the use of public properties in advance saves valuable time for film projects, administration and councils.

On behalf of the Chamber of Commerce, Alberta SouthWest Regional Alliance and Community Futures Alberta Southwest we ask for our continued support to promote future campaigns for the Alberta Film Industry.

Sincerely,

Amanda Zimmer
President

Claresholm and District Chamber of Commerce

www.claresholmchamber.ca



REQUEST FOR DECISION

Meeting: November 22, 2021

Agenda Item: 11

LIBRARY ENDOWMENT

BACKGROUND/DESCRIPTION:

On October 19, 2021 the Town was contacted by a Charitable Foundation, informing the Town that there was a donor, who wished to remain anonymous, that wanted to donate to the Claresholm Public Library, but that the donation needed to be given to a registered charity. The Charitable Foundation inquired whether the Town was willing to accept this donation on the Library's behalf. Administration had responded back that, as long as the funds were in line with current operations, we would have no issue with getting Council approval to utilize, and grant, these funds for the Public Library. We had little additional information on this donation at that time, with no indication of dollar value or timing.

On Monday November 15th the Town received communication from CIBC Private Wealth, on behalf of BenefAction Foundation, asking that the Town include on their Council Agenda the request to accept a donation of approximately \$25K annually, for the benefit of the Claresholm Public Library, for programing and equipment.

That this is an annual donation, the assumption is that the donor set up an endowment fund for the Library, and that the "approximately \$25,000" is the annual growth/income on this endowment fund. The assumption therefore is that the annual amount received will fluctuate depending on the return realized on the fund.

DISCUSSION:

This is a significant, ongoing donation to the Library, that will help to guarantee the Library's long-term viability. With Municipal funding at the Provincial level and elsewhere getting tighter, and with the Town having already made some changes to reduce funding granted (whether through actual dollars given, or charges traditionally not levied or passed on to the organizations), this will go a long way to help the Library stay viable while the Town makes adjustments to stay viable as well.

RECOMMENDED ACTION:

Administration is recommending that Council accept, and acknowledge, the donation and confirm that the funds will be given to the Claresholm Library for programming and equipment as instructed.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to accept, and acknowledge, the very generous annual donation to be received from the BenefAction Foundation of approximately \$25,000 for the benefit of the Claresholm Public Library for programming and equipment, and confirm that the funds will be used for this purpose.

ATTACHMENTS:

- 1.) Email from BenefAction Foundation

APPLICABLE LEGISLATION:

- 1.) N/A

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

APPROVED BY: Abe Tinney - CAO

DATE: November 18, 2021

Karine Keys

From: Akins, Brenda <Brenda.Akins@cibc.com>
Sent: November 15, 2021 1:40 PM
To: Karine Keys
Cc: English, Naomi
Subject: Agenda Item - CIBC Private Wealth Wood Gundy - Donation to the Claresholm Library

Dear Karine,

CIBC Private Wealth would like to request, on behalf of BenefAction Foundation, that the following item be added to the agenda for the town meeting scheduled for November 22nd, 2021.

A donor, through BenefAction Foundation, would like to ask the Town of Claresholm accept a donation of approximately \$25,000.00 CDN on an annual basis for the benefit of the Claresholm Public Library.

The donor's wish is the funds be used by the Claresholm Public Library for programming and equipment.

BenefAction Foundation requests an e-mail from the town confirming acceptance and acknowledgement of the annual donation and confirming that the funds will be given to the Claresholm Library for programming and equipment. The email should detail where to send the donation and the name of the individual at the town of Claresholm that the cheque should be sent to.

Your consideration is greatly appreciated.

If you require any additional information or would like a representative from CIBC Private Wealth to attend the meeting either remotely or in person please do not hesitate to contact me.

Sincerely,

Brenda Akins, BA, CIM® | Associate Portfolio Manager | Kozak Financial Group |
The Bow 500 Centre Street SE, 27th Floor, Calgary, AB T2G 1A6 | Tel: 403 260-0556 | Cell: 403 969-9709 | brenda.akins@cibc.com



Our purpose: To help make your ambition a reality

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Request for Decision

Meeting: November 22, 2021

Agenda Item: 12

The Range-Gravel Experience – July 23, 2022

BACKGROUND:

On February 10, 2020 a presentation was made for The Range, Gravel Experience <https://thegravelexperience.com/> a cycling event being hosted in Claresholm July 25, 2020, with set up July 24, 2020. 122 km route across MD of Willow Creek land, MD of Ranchlands and landowners. A partnership across the board.

February 12, 2020: the Organizer, Garth Stotts met with the MD of Willow Creek with his presentation. The response was positive.

Volunteers will be needed in 4 key categories:

1. ERP – Emergency Response Plan
2. Race Logistics – This includes sweep vehicles (follow the last rider of each group), marshalling at intersections, course marking and pick-up, aid station servers, and timing.
3. Post Event/Finish Line – Finish line helpers, BBQ and Beer Tent. Grillers, beer pourers, servers.
4. Set up and tear down – Expo tables, start/finish line, music equipment, and podium.

July 25, 2020: The event was cancelled due to Covid-19, but still was available for those who wanted to do the course, riders were advised to register with landowners prior. Routes are on Ride with GPS. Had approximately 50 riders.

July 24, 2021 7am-7pm: Advanced reservations for Camping at Centennial, closed May 31, 2021. 150 Riders were registered for the event. Feedback from riders included; "*...even with the smoky conditions I heard nothing but raves about the event, best gravel course and roads in Alberta.*"

DESCRIPTION:

Garth Stotts, organizer has requested the use of Centennial Park Campground to stage the Start and Finish lines for the event in 2022. He was unable to do this in 2021 due to the uncertainty of Covid-19.

Shower use with a fee has been requested for after riders are finished the course.

Reservation of Campsites for the event up until May 31, 2022 (similar to 2021) has been requested.

PROPOSED:

Moved by Councillor _____ to hold the Start & Finish line for The Range, Gravel Experience event July 23, 2022 at Centennial Park Campground.

Moved by Councillor _____ to set a \$5.00 Shower Fee for riders at Centennial Park Campground after finishing the gravel road race.

Moved by Councillor _____ to have the Campground Attendant(s) reserve campsites for the event until May 31, 2022 for the Riders to advance register their sites, after that time the campsites would be available as normal.

ATTACHMENTS:

- 1.) The Range Start & Finish Info
-

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Abe Tinney

DATE: Nov. 18, 2021



THE RANGE Mission

To provide the quintessential gravel experience that inspires via the ride, the adventure, the scenery, and the connection with the community and environment.

THE RANGE Values

- Rider Experience and Safety
- Grassland Conservation Awareness
- Inspiration
- Partner Integration

Event Details:

The Gravel Experience Ltd. is the company that puts on the ride. We strive to provide riders with a great and safe experience.

To participate in the ride, a liability waiver, needs to be signed. You must have a bike plate for ID on course. The ride is commercially insured.

Permits are obtained for HWY 520 by Alberta Transportation. The rider traffic is very limited overall, and the ride should have minimal impact on road ways or traffic. All local parties and RCMP are notified the week prior to the event.

The ride starts in Claresholm and goes through Willow Creek and Ranchlands Municipal Districts. It also goes through Burke Creek Ranch Private land.

An Emergency Response Plan is in place. Aaron Paramedical is on site for the ride as well.

Thanks,
Garth Stotts
garth@thegravelexperience.com

EVENT SCHEDULE:

Friday July 22, 2022

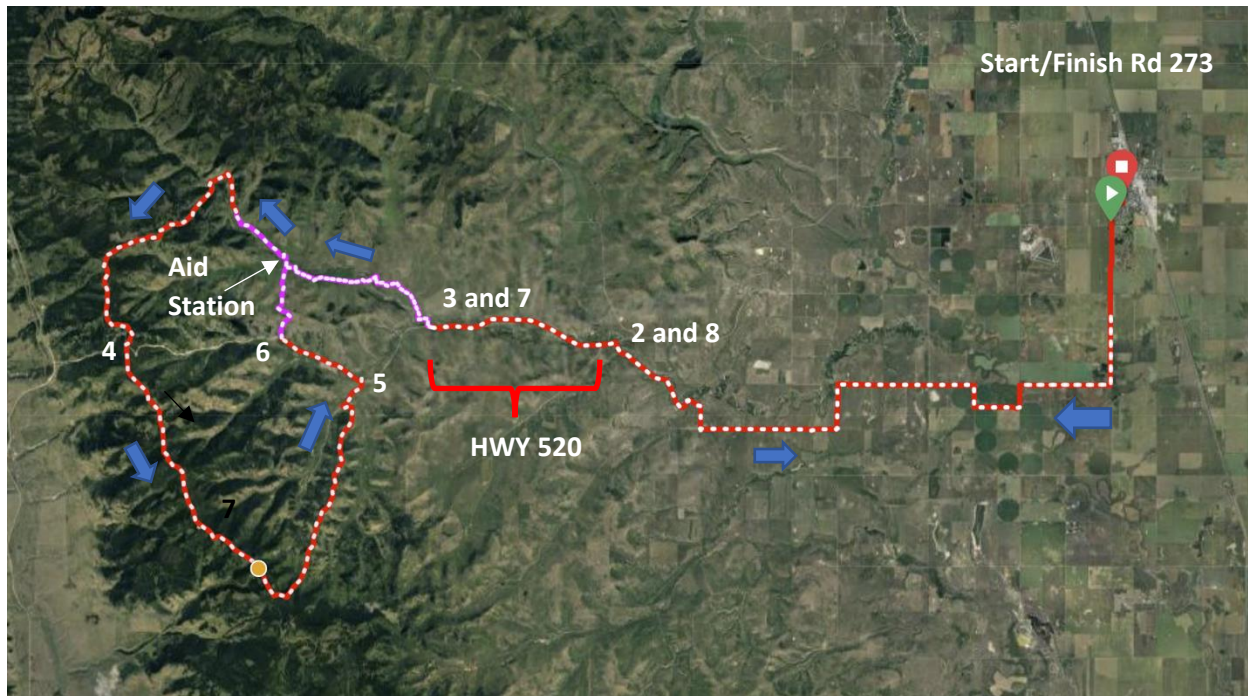
- Course Markings and signs are put on course
- Package Pick Up: 6 pm – 9 pm / Claresholm Campground

Saturday July 23, 2022

- Package Pick up 6 am – 830 am / Claresholm Campground
- **Mass Neutral Start – 9 am**
- On course Aid Stations set up between 10 am – 3 pm
- Finish Line Aid Station / Tents: 12PM – 5 PM
- Final Sweep – 5 PM
- Course Marking taken down. 5 PM
- 530 PM Awards announced at the Campground

ROUTE INFO:

The Range Route – 127 KM

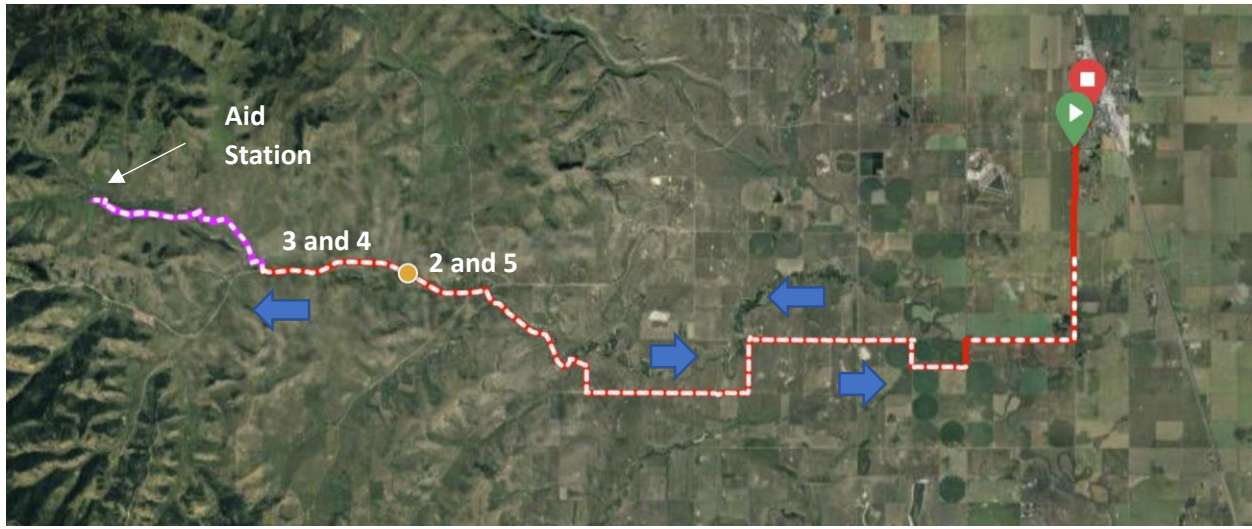


<https://ridewithgps.com/routes/35361456>

Route Entry / Exit Points for HWY 520 (See numbers on Map)

1. Start / Finish line on TWP 273
2. Exit Bottom Sharples turn west on HWY 520
3. Exit off 520 on to Burke Creek Ranch (Private Road) – NO TRUCK ENTRY
4. Cross HWY 520 from East Trout Creek Road to Skyline Rd
5. Turn Left off East Sharples Road to HWY 520
6. Exit off 520 turn right on to Burke Creek Road
7. Enter 520 by turning left
8. Exit 520 by turning right on Bottom Sharples Road

The Rustler Route – 85 KM Out N Back



<https://ridewithgps.com/routes/32598333>

Route Entry / Exit Points for HWY 520 (See numbers on Map)

1. Start / Finish line on TWP 273
2. Exit Bottom Sharples turn west on HWY 520
3. Exit off 520 on to Burke Creek Ranch (Private Road) – NO TRUCK ENTRY
4. Enter 520 by turning left
5. Exit 520 by turning right on Bottom Sharples Road

Proposal: To foster a more community and event atmosphere after the ride, the proposal is for the Start and the Finish to be at the **Centennial Campground in Claresholm.**

The Range Start July 23, 2022

845am: Riders will gather at the Claresholm campground for a mass start neutral roll-out

845 – 900am: Rider Debriefing

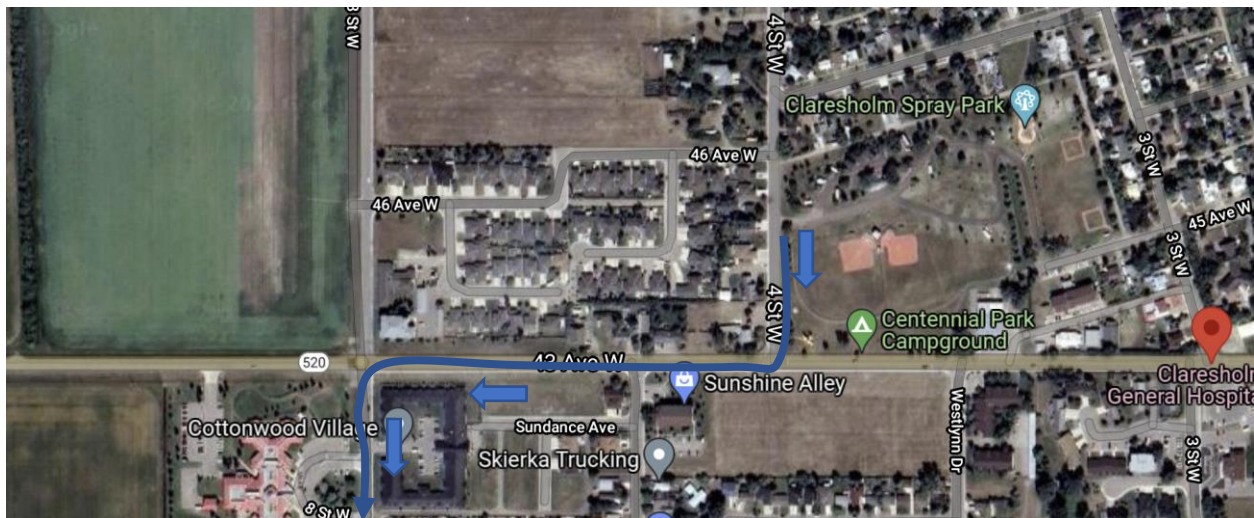
900am: Riders roll out following a neutral car turning left on to 4th St W. (Marshalled Turn)

Neutral start continues turns right on to 43 Ave W (Marshalled/TAS)

Neutral start continues turns left on to 8th St W. (RCMP/Marshalled turn)

Volunteer Marshalls will be placed at all intersections.

The Alberta Transportation Permit will include a Traffic Accommodation Strategy (TAS) for HWY 520 (43 Ave W).



The neutral car will pull off at the Kin Trail. Riders are now on course.

Riders continue on 8th St W onto Range Rd 272 until they take a right on TWP Rd 120.

A route marshal will be at the TWP Rd 120 Right turn

The Range Finish July 23, 2022:

Riders will be coming in from 1 pm until 430 pm. All riders are to be off course at 5 pm.

Riders come into town on 8th St W.

Riders will take a right on to 43 Ave W (HWY 520). Volunteer Marshall (Included TAS)

Riders take a left onto 4 St W. (Marshalled include RCMP / TAS) KEY SAFETY TURN CROSSING TRAFFIC

Riders take a right into Claresholm Centennial Park for the FINISH line. (Volunteer Marshall)

The Riders are to continue to back of the park for official Finish Line. The makes sure the riders can rest and congregate in a safe spot and be cheered by supports to reach as they come in. The finish line AID Station will have nutrition to help revive the riders.

Awards: 5:30 PM at the finish line



APPENDIX:

PACKAGE PICK-UP:

Please pick up your package BEFORE riding the course. Just drop by the campground in Claresholm and look for The Range banner.

Package Pick-Up is available at **Claresholm Campground** on the dates and times below:

- July 22, 2022 Friday 5 - 9 pm
- July 23, 2022 Saturday 6 am – 830 am

Package pick-up includes Shirts, Bike Plate with name, Purchased Jerseys or Bibs, and any goodies from Sponsors

RIDE START TIMES:

MASS START: Mass Start will be confirmed by email on July 17, 2022. The Start would be 9 AM on July 23 (Sat). PLEASE REVIEW Start/Finish line map on page 18.

RIDE RULES:

- HELMETS REQUIRED
- NO LITTERING
- NO EARBUDS (not safe if you can't hear cars/trucks behind you)
- NO PERSONAL SAG BIKE SUPPORT OR VEHICLES
- OBEY ALL TRAFFIC SIGNS AND LAWS
- RIDE ON THE RIGHT SIDE OF THE ROAD
- DO NOT RIDE LEFT OF CENTER
- FOLLOW COURSE MARKERS
- NO PARKING ON HWY520, TOWN Rds or BLOCKING FIELD ENTRANCES
- YIELD TO HORSE RIDERS
- WAIVERS REQUIRED
- BEWARE OF COWS and WILDLIFE

AWARDS AND PRIZES:

MEN'S AND WOMEN'S OVERALL WINNER IN THE RANGE:

Full course completed in the fastest time.

Prize is the Green Jersey and free entry to next year.

The Range Green Jersey can only be won, it can't be bought.

Come back and defend it!



SINGLE SPEED FINISHERS – AKA A SUFFERFEST

The Range is a course where you want more gears, not less. Multiple double-digit punchy hills, a steep 1km wall kicking to 20%, a 5 km 8.5% Ave Grad climb, and flat to downhill gravel (maybe with a tail wind too). I have a 2x crank and a 11-speed cassette, and I use every gear.

If you take on the course with a SS and finish, come back to the package pickup after your ride to get your prize! It will help with the soreness....

THE RANGE SECTOR CHALLENGES:

We love the classics, and these 2 sectors are unique to this ride.

1. Burke Creek Ranch: 3.0 km. Starts KM 37

The 1st is gradually uphill but is rough parcours across the Burke Creek Ranch.

2. The Wall: 1 km – 120 m – Ave Grad 12%. Starts KM 80

The 2nd sector is a steep ascent up and over a ridge at KM 80. This road is over 100 years old and it extracts a toll from all those who attempt to climb it.

Prizes given to the best Male and Female combined times.

Sector challenges will be marked with 'Start' and 'End' signs.

PIONEER / PERSERVERANCE AWARD:

The Range is not an easy course. It takes a good amount of training and determination to take on The Range.

We'll be doing 2 draws for anyone who finishes The Range in over 7 hrs.

The award is pretty awesome: The Range Wood Engraved Plaque



BIKE PLATES:

A **Green (Range)** or an **Orange (Rustler)** bike plate will be provided at package pick up. Please attach to your handle bars with the number and name facing out. Quick ties supplied.

For liability reasons, those without a plate CAN NOT ride the course.



COURSE MARKING:

Course is marked with Signs.

- **The Range riders need to follow the signs all the way around the course**
- **A turnaround sign will be placed for the Rustler Out n Back**

PERSONAL SUPPORT VEHICLES:

Please don't use Personal Vehicles following riders. Support your riders by meeting them on course. Aid Station locations are good place to meet your rider, please see maps on page 16-17.

AID STATIONS (COVID AND SPONSOR PERMITTING)

Aid Station locations (also located on maps below)

1. KM 40 and 80 (Burke Creek Ranch)
2. KM 120 (Finish Line) – The Range and The Rustler

Aid stations will have bottled water (on ice) and packaged food (ex. energy bars).

Aid Stations will only be set up between 10 AM and 3 PM on July 23.

AID STATIONS will have communication to ERP Coordinator and 1st aid kits, if needed.

Discards bottles or wrappers in bins. **PLEASE NO LITTERING!**

PARKING:

Please DO NOT PARK on ROADS in Claresholm or the MD. Please use parking lots. A list of preferred parking lots is listed below.

- Wetlands Parking lot off 8th St in Claresholm
- Centennial Park in Claresholm
- Kin Trailhead off 8th St in Claresholm
- Willow MD Office off HWY 520

All parking lots are a short ride to the Start/Finish line.

FAQs

WHAT IF I CAN'T CONTINUE?

Please go and stay at an AID station. Let the volunteer know. If you need a car ride back, we will try to have a truck sweeper will take you back to the starting area.

IS THERE CELL SERVICE ON COURSE?

There is no cell service for most of the course. Volunteers are using commercial radios. If you need your emergency contact, an AID Station or Sweeper will be able to contact the ERP Coordinator to phone your contact.

IS THERE ROUTE ACCESS (WITH VEHICLES) FOR SUPPORT, FRIENDS, FAMILY?

Please use HWY 520. HWY 520 is a wide road and the main corridor from East to West. We want to keep traffic low on most of the course.

WHAT ARE THE NO VEHICLE ACCESS ROADS?

There are several spots on course where vehicles can't and/or should not go.

- **BURKE CREEK RANCH ROAD: NO VEHICLES ALLOWED. Bikes only.**
Private road.
- **EAST SHARPLES ROAD: Very narrow, steep road**
 - Please stay off for safety of riders
- **SKYLINE ROAD: Riders will be coming thru on this road**
 - Please stay off for safety of riders

ARE THERE TRUCK and BIKE SWEEPERS?

Truck sweepers will be used on the course. They have radios, please let them know if you need help.

If you are not able to continue, please go to an aid station. The sweeper will transport you back to the start as soon as possible.

Riders CAN NOT ride with a truck sweeper and rejoin the course.



Claresholm

REQUEST FOR DECISION

Meeting: November 22, 2021
Agenda Item: 13

Arena Advertising Fee Policy 5.7.50

BACKGROUND

2018: Arena Advertising Fee Schedule updated after the installation of the new rink boards, 2018-2019 & 2019-2020. First year advertising and return advertising rates were introduced with the goal of retaining advertisers for the rink on an ongoing basis.

2020: Covid-19 Rates were passed due to uncertainty for the coming season, 50% off the 2019-20 rate.

2021: Council made the decision January 25, 2021 to refund or hold as credit the 2020-21 fees paid by advertisers. Fees collected were refunded February 2021.

October 2021: New Zamboni with Advertising Slots arrived at the Claresholm Arena.

- Legacy Dodge contract was complete in March 2021, and they chose not to renew for the 2021-22 season.
- The advertising fee was set at \$800/ year (September 1-September 1), paid in weekly installments of Propane for Zamboni operations.
- With increased inflation the advertising fee for the Zamboni is being evaluated to ensure it covers the cost of propane.

DESCRIPTION:

Arena Advertising Fee Policy 5.7.50 for 2021-22 and 2022-23 revision as the current one is outdated.

ATTACHMENTS:

- 1.) Arena Advertising Fee Policy 5.7.50 Draft
-

PROPOSED:

Moved by Councillor _____ to accept the revisions to 5.7.50 Arena Advertising Fee Policy

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Abe Tinney

DATE: November 18, 2021

	Arena Advertising Fee Policy		Policy #5.7.50
Department Owner:	Parks & Recreation		
Policy Applies To:	Recreation Facility Rentals and Fees		
Date Created:	Aug 2018	Date Approved By Council:	
Version #:	1.1	Resolution #:	
Last Review Date:	Nov 12, 2021	Policy(ies) Replaced/Rescinded:	Version 1.0

Intent:

To establish a policy setting the fee schedule for advertising in the Claresholm Arena as well as other conditions including sizing, use of proceeds, and responsibilities of advertisers.

Policy:

1. Arena advertising fees shall be charged based on the attached schedule.
2. Arena advertising shall be consistent to the sizing on attached schedule.
3. Proceeds from advertising revenue will be used towards Arena upkeep & renovations as needed.
4. Advertiser is responsible for supply of advertisement materials.
5. The Town of Claresholm reserves the right to request maintenance and/or replacement of sign at the advertiser's expense.
6. The Town has the authority to decide if the advertising is appropriate for this public space and may refuse any request at their discretion

SCHEDULE A

ARENA AREA (LEVEL)	STANDARD	FEES 2020-21 (50% of 2019-20)	FEES 2021-22 (same as 2019-20)	FEES 2022-23 (2% Increase September 2022)
RINK BOARD (EAST, VISIBLE TO BLEACHERS) LEVEL 1	30" x 96" DECALS	\$245 - New Advertiser \$160- Current Advertiser	\$490 First Year \$320 After First Year	\$499 First Year \$324 Return advertiser
RINK BOARD (WEST, VISIBLE TO BLEACHERS) LEVEL 2	30" x 96" DECALS	\$235 - New Advertiser \$152.5- Current Advertiser	\$470 First Year \$305 After First Year	\$479 First Year \$311 Return advertiser
NORTH WALL (ABOVE AND SIDES OF DOOR) LEVEL 3	4' x 8' BANNER Or WHITEBOARD (Zimetech, PVC Board)	\$225 - New Advertiser \$145- Current Advertiser	\$450 First Year \$290 After First Year	\$459 First Year \$299 Return advertiser
RINK BOARD (SOUTH, VISIBLE FROM ARENA DOORS) LEVEL 4	30" x 96" DECALS	\$215 - New Advertiser \$140- Current Advertiser	\$430 First Year \$280 After First Year	\$439 First Year \$286 Return advertiser
RINK GLASS (WEST AND SOUTH OF RINK, VISIBLE TO PUBLIC)	4" X 48" OPAQUE DECAL	\$152.5 - New Advertiser \$102.5- Current Advertiser	\$305 First Year \$205 After First Year	\$310 First Year \$210 Return advertiser
43" LOBBY MONITOR DISPLAY- Pictures + Text	2/3 Screen as set in Parameters	No Charge Community Groups & Current Advertisers	No Charge Community Groups & Current Advertisers	No Charge Community Groups & Current Advertisers

SCHEDULE B

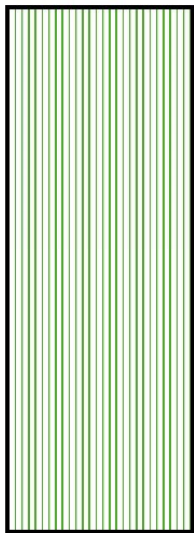
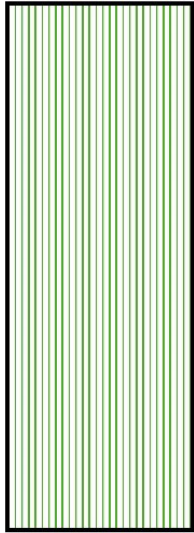
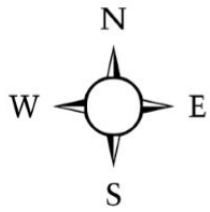
ON ICE LOGOS	STANDARD	FEES 2020-21	FEES 2021-22 (same as 2019-20)	FEES 2022-23 No Increase 2022-23
NEUTRAL ZONE (LEVEL 5) 4 available	2' X 3' Image 4' X 4' Image	\$407.50	\$815 First Year \$528 Returning Advertiser	\$815 \$528 Returning Advertiser

SCHEDULE C

ICE RESURFACER	STANDARD	Renewal	AGREEMENT	FEES 2022-23
2 YEAR CONTRACT	ALL PANELS	Every 2 years Due 2021-22	Advertiser supplies propane ~\$800-1200 Value as per agreement	TBD Due to inflation

SCHEDULE D

43" MONITOR DISPLAY	STANDARD	FEES 2020-21	FEES 2021-22 (same as 2019-20)	FEES 2022-23 No Increase 2022-23
BUSINESS LOGO & TEXT	BOTTOM/SIDE OF SCREEN	\$61/SEASON	\$122/ SEASON	\$122/ Season



NORTH WALL - LEVEL 3

RINK BOARD LEVEL 2

RINK BOARD LEVEL 2

RINK BOARD LEVEL 1

NEUTRAL ZONE
"In Ice"

NEUTRAL ZONE
"In Ice"

RINK BOARD LEVEL 1

RINK BOARD LEVEL 4





INFORMATION BRIEF

Meeting: November 22, 2021

Agenda Item: 14

ATRUM COAL

DESCRIPTION:

Atrum Coal is a company that reached out to Town Council earlier in 2021 and they were invited to talk to Council via Zoom as a Delegation at the May 25, 2021 regular Council meeting. They are the company seeking to develop the proposed Elan metallurgical coal project.

They have reached out again following the election to congratulate Council and to connect to see if any further information is required.

ATTACHMENTS:

1. Email from Atrum Coal – November 10, 2021
2. Answering Albertans' Big Questions – October 2021
3. Information from the May 25, 2021 Council meeting

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: November 19, 2021

Karine Keys

From: Andy Caruso CEO <Andy_Caruso_CEO@atrumcoal.com>
Sent: November 10, 2021 9:20 AM
To: Karine Keys
Subject: Congratulations & Albertan's FAQs on Met Coal Mining
Attachments: answering AB big questions consolidated.pdf

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

Dear Mayor Petrovic, Councillors Carlson, Cutler, Kettles, Meister, Schlossberger, and Zimmer,

Congratulations on your re-election / election to council. The hard work and commitment of elected officials plays a huge part in Alberta's quality of life and we are grateful for your dedication and service.

Since 2020, Albertans in your community and across the province have been asking questions about mining and metallurgical coal. We've been listening, have had an opportunity to brief some municipal councils and stakeholder groups and have now produced a second, expanded version of the questions Albertans have asked most often.

We hope the expanded FAQs (attached) will be helpful in addressing your own questions and those we know community members have been asking of their local elected officials.

As the company seeking to develop the proposed Elan metallurgical coal mine, we believe strongly that the formal policy making process being conducted by the Government of Alberta and the informal opportunities to engage with Albertans along the way will lead to better, more resilient projects that support the economy, the environment, First Nations and stakeholder groups.

We have welcomed the opportunity to provide input to Alberta's Coal Policy Committee. Our submission can be found here: <https://your.alberta.ca/22184/widgets/91480/documents/59854>

Our team at Atrum would also like to continue our conversations with Alberta's municipalities - whether it be to provide information to those newly elected to council or to update those who have met with us before. We remain committed to focusing on facts about the opportunities, challenges and benefits of new, potential metallurgical coal mines and how modern mining practices and regulations support responsible development of the resources that belong to all Albertans.

Again, there is no ask whatsoever. Our objective remains to support well-informed conversations among Albertans. You can count on us to be transparent, forthright and positive even if in some cases that means agreeing to disagree.

Our experience meeting with Alberta municipal councils has shown that we leave with a better understanding of a community's point of view, while elected officials gain a better understanding of the facts about our project. We'd be delighted to speak with you and your colleagues. A stand-alone conversation or joining another regularly scheduled meeting would be most welcome.

If you would like to talk, can you – or someone from your team – please reply to me with a proposed day and time?

I look forward to the opportunity to meet with you. Thank you very much.

Best Regards,

Andy Caruso

Managing Director and CEO

Atrum Coal Ltd.

Andy_Caruso_CEO@atrumcoal.com

Tel: +1 (403) 510 9270

www.Elancoalproject.ca

www.atrumcoal.com





RESPONSIBLE MINING

ANSWERING ALBERTANS' BIG QUESTIONS - OCTOBER 2021

Albertans have been asking questions about metallurgical coal mining and we've been listening. Following below are the questions we've heard most often since the discussion began in 2020

QUESTION: If the world is moving to net-zero or green technologies why are we still talking about extracting fossil resources?

Steel is a major component of our everyday lives. Steel is used to build homes and schools, fridges and cookware, cars and buses, sports equipment and computers, to list only a few of its many uses. Steel is also used to build renewable or net-zero products such as wind turbines, frames for solar panels, electric and low emission vehicles.

Atrium plans to mine metallurgical coal for the production of steel. When steel is produced most efficiently, the process is powered by metallurgical coal. Other technologies cannot provide the quantities of steel needed by Canada and other nations each and everyday.

QUESTION: What will be left behind when the mining is done?

Atrium's mining operations are conducted with the end of mine life squarely in mind.

Restoring as we work across the site, the footprint we leave behind will not look out of place with the surrounding natural landscape. As a responsible mineral developer, our planning starts with the return of the proposed mine site to a natural habitat that supports sustainable, multi-generational land use.

QUESTION: Should Albertans be concerned about new mines releasing selenium?

Selenium is a mineral found naturally in the environment. Selenium is present in rock, soil and water in Alberta. Too much – and too little – selenium can cause problems for living things. As a result, Alberta's agriculture, electric power generation, oil and gas and mining industries must manage selenium.

Modern mines are designed to prevent selenium from being released in the first place. Through engineering and monitoring implemented right from the start, new mines reduce the amount of selenium produced by up to 70%.

New mines use site-wide water management strategies to ensure mine-affected water is captured and treated. A range of physical, chemical and biological treatment technologies have been proven to remove selenium from water. Detailed reports on these technologies can be found here: <https://www.namc.org/docs/00300393.pdf> and here: <https://www.namc.org/docs/00180231.pdf>.

The specific technologies used by modern mines to manage selenium include active Moving Bed Bioreactors or Fluidized Bed Reactors, semi-passive saturated rock fills (SRF) and passive biochemical reactors (BCR) These treatment methods can remove as much as 99% of selenium from mine-affected water.

The design and operation of Atrium's proposed Elan mine prioritizes maintaining selenium at its natural level in the nearby watershed. Untreated water will never be released. Any discharge of treated water will meet the rigorous standards of the Government of Canada and Government of Alberta.

QUESTION: Should Albertans be concerned about new mines reducing how much water is available?

The management and protection of Alberta's water is governed by the Alberta Water Act.

The rights of existing water users are strongly protected by the "first in time, first in right" priority system put in place under the Act. Older license holders will always get their water before newer ones.

The Government of Alberta has repeatedly said that no changes will be made to water allocations. There have been no changes, nor will any be made for mining projects.

Existing users will always have priority under Alberta's water regulations.

QUESTION: Does Alberta have the high-quality coal needed for steelmaking?

Metallurgical coal is the critical ingredient used in making steel, carbon, iron alloy and other metals.

The physical properties of this coal – also known as met coal, coking coal and steelmaking coal – determine its quality. This includes its chemical composition, moisture and density.

Governments and financial markets require that coal companies provide independent testing and confirmation of coal quality. Extensive study has proven the quality of Alberta's met coal for steelmaking.

Atrium's proposed Elan mine is also within a coal-bearing formation that extends across southwestern Alberta and southeastern British Columbia. Technically called the Mist Mountain Formation of the Kootenay Group, the region holds a well documented and long proven metallurgical coal resource. The same formation has been actively mined in BC's Elk Valley for many years.

QUESTION: Will met coal produced in Alberta increase global climate change?

Metals produced using metallurgical coal are part of everything we do every day. From buildings to transportation to household goods and technology of every description – including smart phones, surgical implants, wind turbines and solar panels – metallurgical coal supports the manufacturing of the necessities that provide the foundation of daily life.

Metallurgical coal is produced in response to the demand for steel. Global demand for steel is expected to steadily increase through to 2050. Experts emphasize this will be the case even with greatly expanded recycling of old and scrap steel.

Alberta's metallurgical coal produces less CO₂ than coal from other nations. Using Alberta coal lowers global CO₂ emissions compared to using coal from these other producers.

As billions around the world seek to improve their quality of life, metallurgical coal will continue to be produced and consumed. Increasing the use of metallurgical coal produced in Alberta will decrease the climate warming emissions of this ongoing global development.

QUESTION: Does it make business sense to develop new metallurgical coal mines in Alberta?

Atrium's proposed Elan mine will create hundreds of good paying, long-term jobs, produce new royalty revenue for the Government of Alberta and be responsible – directly and indirectly – for new taxes paid to all three levels of government. This is possible because the project does make business sense for Atrium.

The investment fundamentals for Alberta metallurgical coal are strong because of high and increasing demand, limited new supply and alternative technologies that experts say are decades away from meeting the world's need for steel and other metals.

During the 20-year life span of the Elan mine, business in local communities will benefit too. Much of the spending to operate and maintain the mine will be in the form of sub-contracting, equipment and operational "consumables" (for example, food, office supplies, cleaning materials and hotel rentals) purchased from nearby communities. This will amount to many millions of dollars.

QUESTION: Why should we trust a mining company from Australia?

Atrium will be part of Alberta for decades to come. Our employees live and raise families here. In all our projects we are committed to conservation stewardship and minimizing our environmental footprint. Incorporating stakeholder and Indigenous knowledge in all phases of the mining life cycle is central to our projects. Our approach is reinforced by sustained, open and transparent communication with stakeholders and government to uphold the highest standards of responsible resource development.

From: Andy Caruso CEO <Andy_Caruso_CEO@atrumcoal.com>

Sent: April 21, 2021 3:24 PM

To: Marian Carlson <Marian@claresholm.ca>

Subject: Re: Questions and Concerns of Your Community

Chief Administrative Officer
Town of Claresholm
PO Box 1000, AB
TOL OT0

Dear Ms. Marian Carlson,

My name is Andy Caruso. I am CEO of Atrum Coal – the company seeking to develop the proposed Elan metallurgical coal project.

As you know, a great deal has been said about mining in Alberta in recent days. We've designed the attached document to address the major questions and concerns raised by many Albertans.

Like all natural resource projects in Alberta, a coal mine brings opportunities, challenges and, above all, the absolute requirement for strong public policy and a rigorous regulatory system to ensure responsible development.

It is unfortunate that a widespread and sometimes heated conversation has unfolded across the province before Albertans have even had a chance to learn what the opportunities and challenges may be and how well-equipped public policy and regulatory system is to manage such projects responsibly.

We'd very much like to support robust, well informed conversations among Albertans. In our view, this is the only way to develop a resource policy and regulations that will underpin responsible development to deliver the environmental protections as well as the economic and social benefits rightly sought by Albertans.

As an elected representative of your community, I would like to offer to meet with you. A discussion would allow me to hear your concerns directly, to answer your questions and those you are hearing from your community and to tell you a little about the proposed Elan project.

There is no substantive ask whatsoever. Rather, we'd like to be part of the conversation based on the facts – that is, the opportunities, challenges and benefits. We will come to the table transparent on the facts, forthright in our plans, positive in our participation and seeking win-win outcomes even if that means agreeing to disagree. At an absolute minimum, we will better understand your questions and concerns and we hope you will better understand the facts of our project.

As I write to you today, COVID-19 continues to take away the opportunity to meet in person. Given this, I'd like to ask if we can please schedule a one-hour conversation with you – and your colleagues if possible – knowing that the full time may not be required?

We're happy to schedule the meeting at a time best for you. A stand-alone conversation or joining another regularly scheduled meeting would be most welcome.

Can you – or someone from your team – please reply to me with a proposed day and time? Alternatively, we will follow up via phone in about a week.

I look forward to the opportunity to meet with you. Thank you very much.

Best Regards,

Andy Caruso

Managing Director and CEO

Atrum Coal Ltd.

Andy_Caruso_CEO@atrumcoal.com

Tel: +1 (403) 510 9270

www.atrumcoal.com





Answering Albertans
TOUGH QUESTIONS

Q IF THE WORLD IS MOVING TO NET-ZERO OR GREEN TECHNOLOGIES WHY ARE WE STILL TALKING ABOUT EXTRACTING FOSSIL FUELS

Steel is a major component of our everyday lives. Steel is used to build homes and schools, fridges and cookware, cars and buses, sports equipment and computers, to list only a few of its many uses. Steel is also used to build renewable or net-zero products such as wind turbines, frames for solar panels, electric and low emission vehicles. Atrum plans to mine metallurgical coal for the production of steel. When steel is produced most efficiently, the process uses metallurgical coal. Other technologies cannot yet provide the quantities of steel needed by Canada and other nations each and everyday.

Q WHAT WILL BE LEFT BEHIND WHEN THE MINING IS DONE

Atrum's mining operations are conducted with the end of mine life squarely in mind. Restoring as we work across the site, the footprint we leave behind will not look out of place with the surrounding natural landscape. As a responsible mineral developer, our planning starts with the return of the proposed mine site to a natural habitat that supports sustainable, multi-generational land use.

Q ENVIRONMENTAL GROUPS, FISHERS, AND RANCHERS ARE CONCERNED THAT COAL MINING RELEASES HARMFUL SELENIUM INTO THE WATERSHED; DAMAGING THE DRINKING AND IRRIGATION WATER SUPPLY ACROSS SOUTHERN ALBERTA

Atrum takes the conservation of natural water sources very seriously. Our project design and operations prioritize maintaining selenium and nitrates at their natural levels in water sources. Atrum's plans have never called for any release of untreated water, and through the life of our proposed project we will work closely with regulators to ensure that any discharge of treated water meets the stringent parameters established by both provincial and federal authorities.

Q MINING PROJECTS ARE GOING TO DIVERT WATER AWAY FROM MUNICIPALITIES AND FARMERS

Water allocations within the Oldman River have not changed nor will they change due to mining projects. Alberta Environment and Parks has been very clear that no new water allocations are possible, and sourced water will continue to be subject to instream flow objectives set by the province. Our plans for the Elan project will carefully follow provincial guidelines, which will ensure that water flows always meet the provincial requirements to ensure availability for existing users.

Q WHY SHOULD WE TRUST A MINING COMPANY FROM AUSTRALIA

Atrum is part of Alberta and our employees live and raise families here. In all our projects we are committed to conservational stewardship and minimizing our environmental footprint. At Atrum, incorporating stakeholder and Indigenous knowledge in all phases of the mining life cycle is central to our projects. Our approach is reinforced by sustained, open and transparent communication with stakeholders and government to uphold the highest standards in our industry.





Request for Decision

Meeting: November 22, 2021

Agenda Item: 15

COUNCILLOR COMMITTEE REPORTING

DESCRIPTION:

The Mayor would like to discuss a committee reporting process with the rest of Council, and gather ideas on processes that will increase information sharing regarding attendance at committee and board meetings, and important committee and board business.

One suggestion from administration is to have a one-page "Committee Reports" section on the agenda. Under this section, each Councillor will have the opportunity to report committee or board activity. This will require Councillors to provide a summary of activity to the CAO or Clerk prior to the agenda being issued, and at the meeting, each Councillor can speak to their respective board/activity. The Committee Report will appear as an information item on the council agenda.

The Committee Reports section of the agenda should not be used by groups or committees to make requests of Council. Generally, if a group has a request for money, in-kind services, attendance at an event, or information, the group should bring forward a formal request or have a delegation.

Proposed Motion:

Moved by Councillor _____ to approve the Council Committee Reporting process as presented.

PREPARED BY: Abe Tinney, CAO

APPROVED BY: Abe Tinney, CAO

DATE: November 19, 2021



CAO REPORT

November 22, 2021

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

The last CAO report was at the end of September. The October CAO report was cancelled because our departments provided presentations and summaries of their activities at the Council orientation session.

The current focus is getting the new Council on-boarded and through the first month or so of their term. The strategic planning session, taking place on the 26th and 27th, will essentially wrap up a busy first month of meetings for Council.

BYLAW

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

HR/TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

Respectfully submitted by

Abe Tinney
CAO

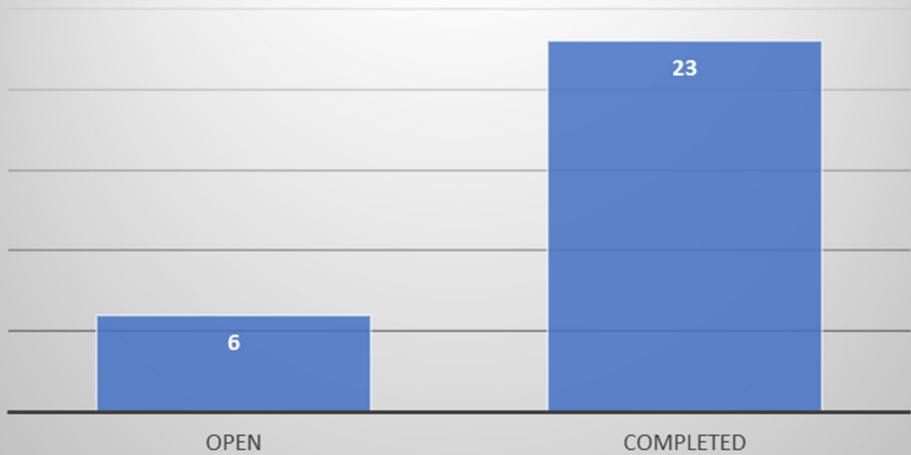


INFORMATION BRIEF

Meeting: November.22, 2021
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT October 2021

File Status October 2021



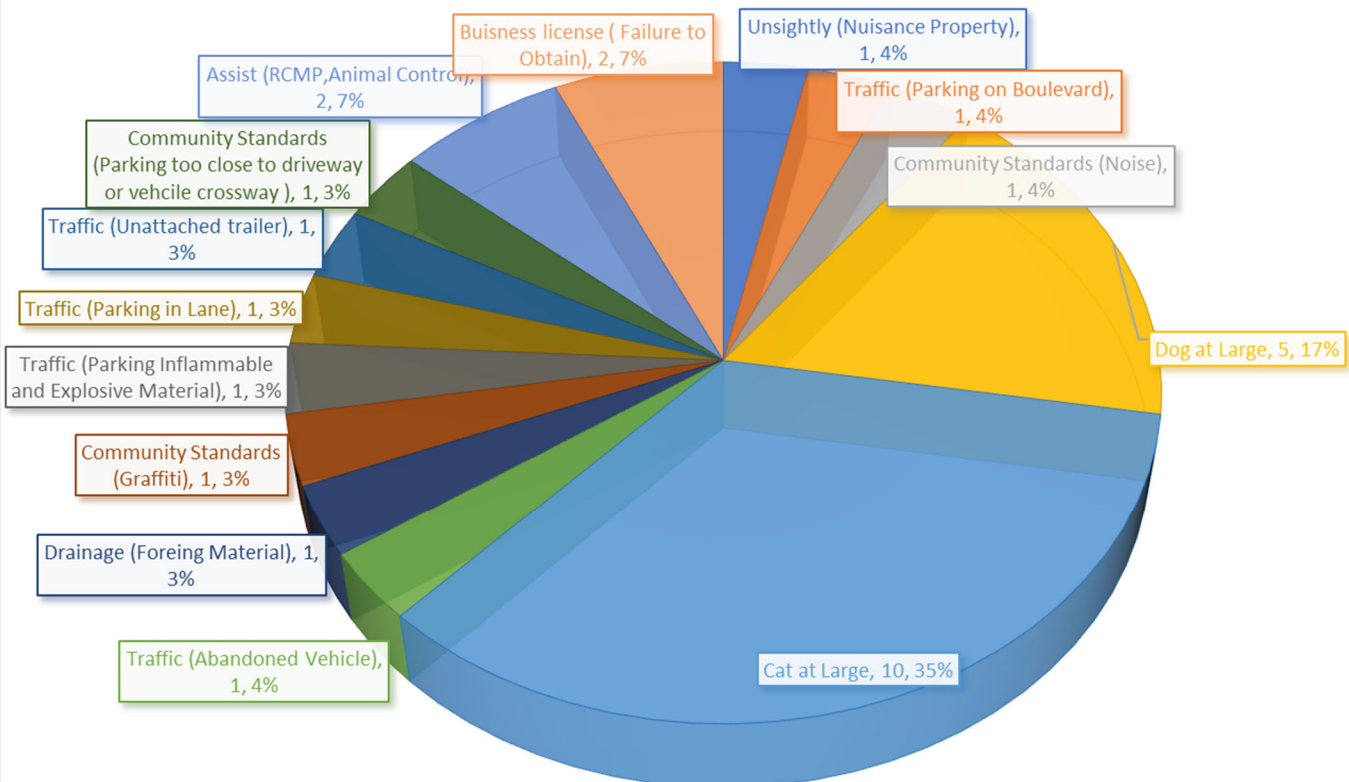
October newspaper Highlights:

- Bylaw and FCSS organizing November fundraiser.

October Bylaw Highlights:

1. Municipal Election went off without any major concerns.
2. 4 Animals brought into Shelter
 - 8 Cats
 - 1 Dog
 - 1 dog and 1 cat claimed by owner
3. Parking enforcement was a target in October.
4. Cats at large have been the leading complaint in October. Continued to trap cats until Oct.29th. Will stop for winter.
5. Bylaw Officer completed introductory Incident Command System training. Will have follow up training in February 2022.
6. COLA volunteers started monitoring Off-Leash parks.

BYLAW COMPLAINTS/REPORTS OCT. 2021



DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 9/27/2021 - 11/19/2021

Claresholm

Financial

- Draft 2022 operating budget was presented to the Audit and Finance Committee for an initial review and information on the draft budget, process, etc. This was the first Budget meeting with the new Council. Second budget meetings are scheduled for November 25th, for both operational and capital budgets.
 - Continuing adjustments and updates to the budget as additional information becomes available.
- Completed August month end and bank reconciliation including Council financial reports which was included in the September 27th Council Agenda Package and sent budget to actual reports to each department head. No additional department head reporting has been sent out since September, however due to the election, new Council training, etc. October and November month end and bank reconciliations have not yet been completed. They are in process and should be completed shortly.
- Submitted application for AMWWP grant funding for a future WTP project that is included in the Town's 5 year capital plan, trying to secure funding for this project. This project is for the automated controls system in the WTP for valves.
- Working with Alberta Transportation and Fortis on contract/budget concerns with regards to street lights along Hwy #2.
- Updated utility rates and billing for the MD based on updated intermunicipal agreement passed in October.

General

- Received Council Approval to move ahead with the Migration to Laserfiche Cloud. We have begun this process by discussing requirements, processes and time lines to complete this work. Should be done by early January.
- Working with Inland AV to upgrade our new AV system to allow for hybrid meetings (in-person with some members virtual). This will greatly expand the functionality of our Council Chambers. Still waiting on an update on timing of this project to be completed. Inland AV has warned that much of their equipment orders are still experiencing significant delays due to COVID, chip shortages, and shipping issues, so delays could be fairly significant.
- MuniSight has been updated with all our survey plans, linking these all directly in MuniSight for easy access/retrieval, similar to how they were linked in our ORRSC GIS.
- New energy utility contract has been signed with Campus Energy. Contract will begin with them on January 1, 2022.
- Starting process of annual evaluations
- Working with BMO to offer BMO's "Bank @ Work" program which provides additional benefits to staff (at no cost to the Town).

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

DEVELOPMENT OFFICER REPORT

For: 9/24/2021 - 11/22/2021



Claresholm

Development Permits

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

Compliance Requests

- ❖ 10 compliance requests received.
- ❖ 1 environmental search request received.

Miscellaneous

- ❖ MPC meeting – October 15 & November 5, 2021 – training/review session for MPC members.
- ❖ Local Press Ads – Eco tips, MPC approved ads, notice of public hearing for LUB amendment.
- ❖ Tamarack Institute webinar: Intersections & Innovations: Change for Canada's Voluntary & Non-profit sector. Discussion involved how to increase engagement in the voluntary sector with the public sector surrounding policy making as groups can be closer to the community. Time will tell if COVID and the changes to private wealth legislation (or discussion surrounding this) will affect giving and volunteering, as well as what is available from foundations. This will affect municipal projects and community groups as leadership, finding younger volunteers, social isolation affects membership and available funds. Services from organizations have changed during the pandemic as well, delivery options, targeting strategies, and diverse communities challenge groups and foundations.
- ❖ Emergency Management – training postponed, will look to complete in the new year.
- ❖ October 21, 2021 – Brownlee Law Seminar: Bill 48 Amendments to the MGA: Subdivision, Development, & Appeal Processes. Bill 48: The Red Tape Reduction Act (2020) No. 2 changes the Municipal Government Act (MGA) in many different ways (Land & Property Rights Tribunal-established June 2, 2021 and amalgamated the MGB, New Home Buyers Compensation Board, Land Compensation Board, Surface Rights Board). Some of these changes result in significant impact to the MGA, Subdivision & Development Appeal regulation came into effect April 29, 2021. The webinar reviewed what Bill 48 changes mean and explained how to navigate the newly amended provisions of the MGA and the resulting procedural changes to municipal subdivision, development, and appeal processes. Gaps, inconsistencies, and confusion in the MGA as a result of Bill 48 were discussed, as well as, practical steps and tools to incorporate into processes and procedures to align with the new legislative scheme.

On-going projects

- ❖ GrantMatch – continued work on projects and finding potential grant sources. GrantMatch continues to update our projects and discuss with grant programs to ensure a fit prior to application submission.
- ❖ Asset Management – October 6, 2021 quarterly Asset Management meeting (initial asset management plan discussion)
- ❖ Amundsen Park project – Gazebo construction is complete (additional landscaping to take place in the spring when/if grant applications are approved). The Lions are very happy with the project, and reporting to the grant office will be completed once all invoices have been paid. Planning continues for the Kinsmen playground upgrade. We are still waiting for notification from two different grants on portions of the park plan upgrades.
- ❖ Skatepark project – continued work with the association and New Line on the completion of the design drawings, final 100% drawing review completed (no major changes, final drawings expected soon) The association continues to work on grant funding and fundraising efforts.

Submitted by
Tara VanDellen
Planner/Development Officer

Economic Development Officer's Report

Town of Claresholm

November 19, 2021



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

Since the submission of my September 22, 2021 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 Officer (EDO)

Completed 6-month employee evaluations with the Economic Development Assistant, Diversity Coordinator, and Engagement Coordinator contracted Town staff.

Presented at the Town of Claresholm Council Orientation on Saturday October 30, 2021.

Economic Development Committee (EDC)

The EDC met September 28, 2021, from 7:00pm – 10:24pm, with 9 of 10 members present. A delegation was heard from the Engagement Coordinator of the Town of Claresholm.

The EDC met October 26, 2021, from 7:00pm to 9:51pm, with 8 of 10 members attending. This marked the end of a 4-year term for 3 elected officials, 3 business representatives, and the Chamber of Commerce representative. The agriculture representative stepped down earlier this year, after more than 5-years on the committee. For their years of service each member received a personalized gift to recognize their time on the Economic Development Committee.

The EDC met November 15, 2021, from 7:00pm to 11:05pm, with 7 of 10 members attending. Councillor Schlossberger accepted a nomination for Chairperson, and community representative Alec Harrison accepted nomination for Vice Chairperson for the upcoming year.

EDC Motions of significance, not covered in the report:

- October 26th, EDC passed a motion to use community event support funds to cover the Community Centre rental fees for the Haunted House on October 30-31, 2021 in the amount of \$440, and the rental fees for the Kinettes Craft Fair set-up on November 20, 2021, in the amount of \$250.
- November 15th, EDC passed a motion to direct the Economic Development Officer to talk to the Town of Fort Macleod administration about what policies and procedures can be implemented to help attract film projects to the community.

SouthGrow Regional Initiative

On November 10, 2021, Executive Director Casurella applied to the CanExport grant for \$20,000 in matching funds for the Southern Alberta Investment & Trade Initiative Global Agri-Food Marketing Project. The Town of Claresholm EDC has contributed a total of \$3,000 to this project.

Alberta Southwest

On October 27, 2021 the (former) Associate Minister of Jobs, Economy and Innovation Mr. Nate Horner, MLA, hosted an online round-table discussion on the Alberta Recovery Plan and Rural Economic Development. This session was limited to the communities in the Alberta Southwest region and included municipal administration and elected officials, chamber of commerce representatives, economic development specialists, and other tourism industries representatives.

Also, in October, a representative from Keep Alberta Rolling was in Claresholm, touring and taking photos with locals, for a social media campaign to attract the film industry to the region.

Rural and Northern Immigration Pilot (RNIP)

On September 28, 2021 the Economic Development Committee provided 1 community recommendation for employment at Curly's Curry and Kabab.

On October 26, 2021, the Economic Development Committee provided 1 community recommendation for employment at Shell Gas Canada.

The RNIP was launched as a 3-year program ending December 31, 2022, however the IRCC is strongly considering extending the program by up to 18-months. The Atlantic Pilot which came before the RNIP, but very similar program, is still running after more than 5-years.

The option to extend the boundaries of the RNIP program has been discussed with participating communities, however the Claresholm Economic Development feels that the current 25 km radius around Claresholm is sufficient.

Labour Market Partnership; Dynamic Claresholm

Several meetings between the Economic Development Officer, Economic Development Assistant, Factor-5 Group, and MCG Careers have taken place over the past 2-months. Planning is underway for a series of career fairs, workshops, and employment services to take place in February and March 2022. The LMP project must be complete by May 2022.

Community Takes Roots; ASIP Grant

The Engagement Coordinator

- Planning for participation in Old Fashioned Christmas, and hosting New Years Eve Skate
- Coordinating videos to feature community groups and help them recruit members.
- Arranged an excellent meeting with Volunteer Coordinator of the Calgary Stampede to help develop a strategy for Claresholm
- Developing a communication and tracking system for community volunteers

Diversity Coordinator

- Administration of the Rural and Northern Immigration Pilot under supervision of EDO
- Identifying community training opportunities to build capacity to welcome and retain newcomers
- The Welcoming Claresholm magazines arrived November 19, 2021

Claresholm & District Chamber of Commerce

The Economic Development Officer attended the Chamber of Commerce meeting on October 20, 2021, from 7:00pm – 9:00pm, at the Claresholm Council Chambers.

Lethbridge Community Partnership Council (CPC)

The EDO continues to serve as chairperson for the Lethbridge CPC. More than 30 community representatives, including Lethbridge Economic Development, the University of Lethbridge, and Lethbridge Family Services were in attendance for the meeting on September 21st.

The EDO moderated a 1-hour Industry Panel on Recruitment and Retention, at the National Workplace Inclusion Forum, held online on October 14th. The panel included recruitment managers from Starbucks, Ikea, and HR Canada.

www.inclusioncharter.ca/wif-2021-events/2021/10/14/panel

October 21, 2021 the EDO was master of ceremonies for the 3rd installment of Bridging Immigration and Employment being run by the Lethbridge Local Immigration Partnership.

Residential Development and Affordable Housing Opportunities

Over the past 3-months the Economic Development Department has researched, obtained estimates, and build consensus within the Town Administration, Economic Development Committee, and the Family and Community Support Services Board to pursue a housing needs assessment, affordable housing strategy, social needs assessment, and community consultations. At the first November meeting the Town of Claresholm Council passed a motion to use the services of Rural Development Network to complete these items. A meeting has been scheduled with RDN to begin the process and inquire about Granum being included, at the request of FCSS.

Other

- Panelist at the CCIS Community Engagement Forum on October 5, 2021
- Interview with Claresholm Local Press for Small Business Week, October 15, 2021
- CanExport grant meeting with MD of Willow Creek, and the Regional Economic Development Specialist for Jobs, Economy, and Innovation.
- Investigated the Tourism Relief Fund with the Recreation Manager and Museum Director, ultimately passed the opportunity onto Grant-match.
- Attended the Municipal Planning Commission Orientation on November 5, 2021
- Attended the Lethbridge College Community Advisory Council November 8, 2021
- Interview November 18th with research consultant for the Alberta Association of Immigrant Serving Agencies (AAISA) on approaches to attract and integrate newcomers in small population centres and rural areas.

Submitted,
Brady Schnell, Economic Development Officer

FCSS Report to Council for October

- Have been working very diligently with Jason on the Emergency Services and preparedness for the community. The Are You Ready kits are almost ready to be handed out to the community.
- Took another class on the RRCP and MAERS computer programs for registration during an emergency situation and feel better prepared to use it.
- We have hosted 4 Drumming Circles for mental wellness. The people that have attended are very excited about the program and have enjoyed the sessions. Our next session is Nov. 24th at the Drop In at 6pm is anyone would like to attend.
- We are making plans to present the Citizen and Junior Citizen of the Year awards. They are usually presented at the Volunteer Appreciation but that had to be canceled.
- We continue to host our Interagency meetings with a combination of virtual and in person and it seems to be working nicely. There were about 20 participants at our last meeting.
- We have coordinated the Christmas giving program again for this year. We are currently taking applications for the Christmas Hamper and online applications are available for Shop of Wonders. The Senior's Secret Santa program will supply gifts for 54 of our seniors in town this year.

- Met with the director from Nanton to discuss an In-Home Program they run for seniors help. It may be something that we will need to look into in the future for Claresholm as there are many people becoming seniors in our town.
- We are excited to begin work with the RDN on the Social Needs Assessment for the town and hopefully we will find a good direction to take us for the next few years. Housing is definitely a problem we are becoming more aware of.
- We ran a Home Alone and Babysitting course virtually and it was well attended. This course is contracted out.
- Have been working with and chatting with the Hub (High River) for our Family Resource Network and trying to get more comfortable with the reporting requirements.
- The Annual FCSS conference is being held virtually again this year and I will be attending. It will be held Dec. 1, 2, and 3rd.
- Have been looking at using more funding for Granum. Blair has been meeting with Holly and I and we are discussing how best to spend some of the funding that we have available to us. We are looking at having someone be present in the community for the volunteer tax program. Also, we are looking into having the Roots of Empathy program at the Granum school. The Drop In has applied for more dollars but they have not sent in reports as yet for the last funding they received. We are looking into that now.

- Holly is hosting 2 programs a month for kids ages 10 to 12 to get together on Friday afternoons to play some games and socialize a bit.
- Holly is also doing programming for pre-school kids along with their parents to do fun crafts. She has the help of volunteer Vivianne O'Neill.
- We are working on updating our website. Once we have things organized we will employ Lashauna Smith to help put it all together.
- Holly has partnered with Kyle from By-Law to fundraise (town wide) for Movember. It has been a lot of excitement in the office with the men that are participating. We have raised \$700 to date.

TOWN OF CLARESHOLM FIRE DEPARTMENT

MONTHLY UPDATE

FOR THE PERIOD OF: 17-September-2021 to 16-November-2021

1. Claresholm Fire would like to begin this month's report by welcoming and congratulating, once again, the new Mayor & Council. We are looking forward to working with and for you over this term!
2. This report will be a bit longer as no report was generated for the last council meeting in October.
3. Call volume is **50** incidents for the two-month time period. Some numbers to note during this reporting period are: **9 motor vehicle collisions** (including one with serious injuries that Claresholm Fire assisted the local EMS crew with treatment and have since heard back that the patient was discharged with minimal long-term negative outcomes – good work to all those involved!), **6 outside (grassland/wildland etc.) fires**, and **3 structure fires**.
4. Claresholm Fire was also excited to take part in Fire Prevention Week 2021, the theme of this years Fire Prevention Week was *Learn the Sounds of Fire Safety!* Highlights of this year's activities included: visits to the Learn-A-Lot Playschool, Kindergarten, and Grade 1 classes at West Meadow Elementary. Because of COVID protocols, we weren't allowed to bring the children to the fire hall as we normally would, however, a group of firefighters, officers and Chief took trucks to the schools and met with each grade / group outside as protocol allowed. Stories were read to the students, tours of the various apparatus were given and the fire safety message was reinforced. Additionally, the Chief and Fire Prevention Officer (Capt. George Douros) conducted fire drills and safety talks with residents of Parkside Manor & Heritage Manor. Drills and safety talks with tenants of Cottonwood Village & another apartment in town were asked to be rescheduled,

again, due to resident concerns with COVID. We look forward to connecting with these groups when they feel comfortable having us in the facilities.

5. The fire reporting year ended on October 31, 2021 and for the year of November 1, 2020 to October 31, 2021 Claresholm Fire responded to a record **265** events. Responding to this number of events is a tall order for a volunteer department, and a large thank you to the volunteers, (and their families) for their dedication to the community.
6. This past month also saw the Chief and Deputy begin the annual Town Facility Fire Safety Codes Inspections. Each year, the Chiefs have been directed to ensure any Town Facility that the public can occupy be given a Fire Safety Codes Inspection. That being said, there are currently 16 open Fire Safety Codes files, a large majority of those being Town Buildings which I expect to be closed in short order as there were only minor contraventions requiring attention – thanks in large part to the great work of our Public Works department in their attention to Fire Safety matters. The Chiefs have also completed occupancy requests for the upcoming children’s market to be held at West Meadow School on November 27th, as well as for other businesses requesting occupancies to follow the latest Government of Alberta COVID Restrictions on occupancy.
7. Training doesn’t stop just because the 1001 Professional Firefighter classes finished up in the spring – this fall, members from Claresholm Fire completed their 1006 Technical Rescue Operations Training and put the Low-Slope Rope Rescue equipment into service that was purchased through the calendar fundraiser last fall. Claresholm Fire now has 6 members certified to the operations level, and this training and equipment meets the level of service as outlined in the Fire Services Agreement with the MD of Willow Creek. Other training that is happening includes: MD of Willow Creek offering an ICS-201 form training seminar – this form is to be completed in the field by the attending officer and submitted to the ECC (Emergency Command Centre) in the event of a large-scale event. DEM Hemmaway is also planning a similar training for the Town staff.

There is also a large interest in officer level training (1021 Level 1) by the officer group from Claresholm Fire; again, this is supported by the Fire Services Agreement and names of those who expressed an interest have been forwarded on to the MD for course planning.

8. With the relaxing of some COIVD protocols, the Risk Reduction program has resumed for the 2021-22 school year. This fall will see the Chief attending Grade IX classes by initiation of our Bylaw officer Kyle to speak on various topics. The first in class session will be Friday, November 19th and the Chief will be speaking on the topic of *Choices*, especially choices surrounding Drugs & Alcohol.
9. We currently have one vacancy on the department, but have interviewed a potential member, and she will be attending training on November 17th as an observer – as part of the interview process. Hoping to have this vacancy filled as soon as possible.
10. A facility assessment was completed by WSP Engineering on 14-October, and we are currently awaiting their report.
11. Attached for your review is a summary of calls for the reporting period, I will not be attaching a Fire Danger or Drought report over the winter months as Alberta Wildfire stops reporting as of 1-November each year. As of 1-November, the fire danger in our response area was listed as low; however, without meaningful precipitation, this danger can increase rapidly, and we could find ourselves fighting wildfires in the winter months.

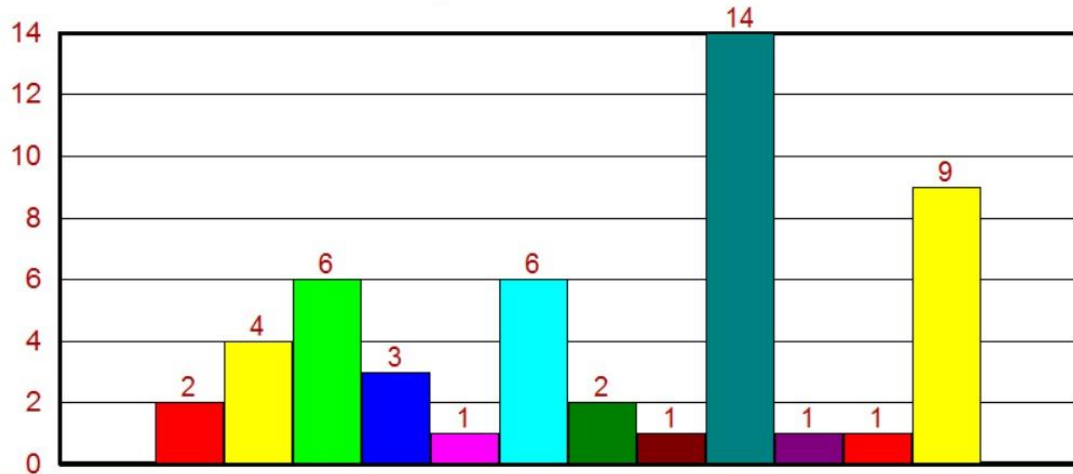
Respectfully submitted,



Craig White
Fire Chief
Town of Claresholm

Claresholm Fire Responses

From Sep 17 21 to Nov 16 21



■ Alarm No Fire - accidental miscellaneous - 2	■ Alarm No Fire - smoke or steam mistaken - 4
■ Fire Outside - 6	■ Fire Structure - 3
■ Gas Leak - miscellaneous - 1	■ Medical - EMS - 6
■ Public Hazard - miscellaneous - 2	■ Public Hazard - power line down - 1
■ Public Service - miscellaneous - 14	■ Rescue - miscellaneous - 1
■ Rupture - water pipes - 1	■ Vehicle Accident - 9



NOVEMBER 2021

HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

Not much new in the Human Resources department. We are currently exploring new providers to help with the payroll scheduling, tracking and reporting aspect of the process of payroll.

The process of putting all of the HR and payroll into Laserfiche continues. It has been put on hold for now until all of the current data is put into the new Cloud Based Laserfiche.

All efforts will be focused on year-end processes for December.

Assessment and Taxation

Tax letters, with all taxes outstanding, were issued November 8th, to inform ratepayers of any balances owing.

Below is the amount of outstanding taxes, at November 18th, 2021 not including TIPPS Participants.

Taxes outstanding are **\$498,079.97** summarized as follows:

\$ 429,356.97	Current Taxes Outstanding (now past due but not in arrears)
\$ 24,252.45	Arrears including penalties
\$ 11,679.50	3 properties on Tax Agreement from 2020 Arrears List
\$ 32,791.05	On 2021 Tax Arrears List. Subject to auction in 2022.

One more taxpayer has paid their arrears. There still remains four (4) properties on the 2021 Tax Arrears List from the original seven (7).

Infrastructure Services



November 2021
TOWN OF CLARESHOLM
Mike Schuweiler
Director of Infrastructure

Arena

The Arena ice plant is operating well, ready for the season. We are operating with all COVID-19 protocols in effect as directed by Alberta Health. Booking of all events, and weekly programming is underway. Due to low ice time demand at this time, we are only operating one shift at the arena on the weekends until bookings increase.

Town Buildings

Monthly building inspections continue, and all minor deficiencies are corrected as discovered. Library roof shingle replacement has been completed. Annual building Fire inspections have started on all Town owned buildings.

Larger work orders are completed as manpower is available. Building accessibility is being reviewed at the community center, project costing is underway to apply for grant funding.

Cemetery

No complaints to report. 6 new trees were planted in the cemetery this fall with the Memorial tree program funds.

Equipment

Major repairs to the garbage truck's rear compaction components. Parts have been ordered? Old truck to be used in the interim.

Garbage

Our garbage collection program is back with regular staff. 163 tons were collected and hauled to landfill last month.

Streets/Sidewalks

Pavement patches have been completed and pothole repairs as manpower is available is ongoing. Two blocks of gravel roads were re-graded and re-oiled, this fall. The downtown pavement replacement will be completed in the spring, after settling has occurred.

Sanitary Sewers

The sewer main replacement in the down town has been completed and all lines are back in service. No problems were reported. The annual sewer system flushing/cleaning will be completed in the next 2 weeks. One call for a plugged sewer, in October, one in November, it was the owners service that was plugged, on both calls.

Water Distribution

Two blocks of Water main replacement work in the down town has been completed, all tested and back in service. 8 new valves installed in the system. A request for new lot services to replace old/small lines, was received and work has now been completed.

Storm Water Drainage

No problems at this time to report.

Parks

More Tree trimming is needed on the boulevard trees, as new growth has caused a few more complaints on the homeowner's side. Elm trimming started Nov. 1st. 20 new trees were planted in our parks this fall.

Recycling

No complaints to report this month.

Staff

COVID-19 protocols are in place in Town work spaces.

CLARESHOLM RECREATION

September-October Recreation Report



Authored by: Denise Spencer

November 15, 2021

ARENA

Claresholm Arena-REP: Update October 8, 2021; sent out to user groups October 8, 2021, posted in the facility Rural Communities across Southern Alberta are continuing support Youth or Household Programming under the Capacities, while having Adult Hockey or programming to run using the REP Guidance.

2 of Claresholms Adult Hockey Teams have chosen to go forward with the REP, with the addition of the Old Timers Team playing on Tuesday evenings. One team has not committed at this time due to the Vaccination requirements listed in the REP Guidance.

These teams have chosen not to have spectators, and the team captain has the vaccination records on file and ready if they are requested by Alberta Health.

Adult REP, Restrictions Exemption Program is in effect as of October 12, 2021:

- All adult programs are scheduled after the youth programming.
 - U18 (Midget) 8:15pm-9:10pm practice are exiting out the north door by the Thunders room to ensure no crossing over of youth and adults in common areas.
- No Youth programming is scheduled when adult recreation is scheduled
- The Arena staff are committed to providing youth programming in available ice slots

Arena Schedule can be viewed at <http://www.claresholm.ca/visitors/get-active/arena#sub>

- HOUSEHOLD/SINGLE PERSON ICE SLOTS Tuesdays – Friday 9:30-10:30am or 10:45-11:45am
 - No Charge Weekday
 - Must book online Omnify Online Registration implemented for Household/single person ice slots
 - Available at Claresholm.ca
- HOUSEHOLDS/SINGLE PERSON ICE RENTALS for evenings or weekends Household/Single Person(local) \$47.46
 - Local youth Groups \$72.98
 - Out of Town Youth Groups \$127
 - Dependent on availability: Arena is only scheduling one shift 2021-22 season
 -

Public Skates were free to the public as a community service prior to Covid-19. We have went with the lowest rate for local users

- Google Calendar: this is used for scheduling and is available for viewing at Claresholm.ca and at the Rink
 - All bookings are recorded on the calendar

Tournament & Game Inquiries:

- 25 + Tournament requests; most requests started October 4, 2021

GMHL- Greater Metro Hockey League: Junior A Hockey League

- Approached the Town of Claresholm with a proposal for a new Hockey Team; see information brief
 - Possible source of revenue and day use of the facility
 - Saturday and Sunday evening games would fill in the slots that are not being used consistently

Fall Rentals for the Mezzanine have been impacted by the Registered Exemption Program



- Yoga: on hold as there is a possible crossing over of youth and adults.
 - Ideal date and time for the instructor is Wednesday 7-8pm, Claresholm Skating Club has the ice until 7:30pm
 - Not prepared to do REP at this time due to possible crossover of programs
- Youth Dance: Scheduled to begin October 9, 2021 did not have the enrollment to run dance for 2021-22
- Muay Thai: Starting in December
 - Instructor will offer Programming to youth and adults under the REP
 - Has booked the Arena when other programming will not impact their programming.

Arena Advertising

- As a result of Covid-19, and the refunds that were sent out in 2020 for the 2020-21 season, and uncertainty for the 2021-22 Season the Arena Advertising Fees were not updated as in previous years.

U9 Tournament December 3-5

- Minor Hockey has a U9 Tournament scheduled December 3-5 that has 16 teams scheduled to attend, with the Pool closed for Annual Maintenance organizers needed ideas to keep the youth busy in town, while remaining Covid-19 compliant
 - Revamped FCSS Scavenger Hunt for the event, this will go into the youths tourney bags with Town Brochures (maps) and other swag
 - Discussed other options including:
 - Grad and Prom Committee
 - School Gyms
 - Claresholm Arts Society
 - Movie
 - Additional space for youth in case of cold weather (eg. community room)

Concession

- Minor Hockey has cleaned out the Arena Concession, the concession will be open for bids for fall 2022

CAC

CAC is currently following the restrictions: **Mandatory Masking, 2 meter distancing hallway & deck, 3 meter in the water, and capacities**

Claresholm is one of 3 small communities that operates an indoor pool in Southern Alberta, Taber, Pincher Creek are the other 2 with similar populations. These two communities have chosen to go with the REP for their facilities

Taber and Pincher Creek have an admissions desk, (front desk), with a dedicated person requesting vaccination status.

- Currently the Claresholm Aquatic Centre has an entry via a hallway, the Front Desk access is located in the Claresholm Centre for Mental Health and Addictions which has been a locked facility since March 2020.
- Addition to programming with November Lesson Blitz
 - November 7-10, 2021: set of morning and afternoon lessons
 - 52 youth participated in these lessons.
- National Lifeguard Advanced course; 8 registrants
 - Instructor had very positive feedback
 - Ran over 2 weekends October 22-24 & October 29-31
- Claresholm Firefighters Training November 3, 2021
 - Great feedback from the Chief, appreciated the knowledge that the staff displayed when teaching them water removals, and spinals
- WHMIS: course was taught in Council Chambers November 14, 2021
 - 11 Staff members in attendance
 - First inservice in months due to Covid
 - Choice to do it in that space to ensure staff did not make each other sick
- The 2022 Winter Program Guide is available as of November 24, 2021
 - Registrations start then for all winter programs

- Revisions to dates are expected
- Annual Maintenance Shutdown November 12-December 14*
 - Full deep clean of facility, pool basin was missed in 2020
 - Tile replacement, electrical upgrades, plumbing fixtures are on the list
- Trainer/Instructor Education Update
 - November 15 & 20 Lifesaving Society Swim and Education Proficiency Trainer Update
 - November 25 & 26 Red Cross Course
 - Water Safety Instructor Recertification
 - Youth Leader; Stay Safe (Home Alone Program)
 - Baby Sitter



Patterson Pathway Expansion

- Healthy Communities Initiative Grant Application was denied: *Community Foundations of Canada and community foundations were unable to fund all eligible applications, given that funding is limited. September 27, 2021*
- The Travel Alberta Capital Investment Program Grant Application was denied, received word October 5, 2021

The Range-Gravel Experience July 23, 2022

- The organizer has registrations set to start February 1, 2022
- 200 Registrants
- Proposed start and finish at Centennial Park Campground, requested
- In 2021 the remaining food, juice boxes, and water bottles were donated to local non-profits
- Requested \$5 shower per participant for July 23, 2022

Pickleball

- Pickleball is scheduled Monday & Wednesday 7-9pm at West Meadow Elementary School
- The group has been operating under the REP since October 14, 2021

SARA & SASG

- Southern Alberta Recreation Association held a meeting September 15, 2021
 - Letter from Raymond with intent for SASG in place
 - Fall Planning meeting for 2022 Southern Alberta Summer Games has been delayed

Museum

- Working with the Museum, Director of infrastructure, and EDO regarding a Tourism opportunity, and future plans for the Museum site

Disc Golf Course

- Course designer has finished the rock walls on the course

Dog Park-East Side

- Currently waiting on upgraded fencing to arrive to be installed on the fence boards

Amundsen Park

- The Gazebo, the first part of the park renovation has been completed. Grant funding through the Lions Club of Claresholm



INFORMATION BRIEF

Meeting: November 22, 2021

Agenda Item: 18

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 25, 2021				
14	RFD: EOC Communication System - Moved by Councillor Schulze to approve the out-of-budget expenditure in the amount of \$4,810 for the purchase and installation of an AFRACS radio system for the Emergency Operations Center, with funding to come from general reserves. CARRIED MOTION #21-097	Jason	System has been ordered. Expected soon.	In progress
Regular Scheduled Meeting - September 13, 2021				
7	CORRES: Claresholm Community Centre - Moved by Councillor Schlossberger for administration to work with the Claresholm Community Centre Association on their Accessibility Renovation Project and to come back with a recommendation to Council by the December 13, 2021 regular meeting for how the Town may assist in securing funding. CARRIED MOTION #21-155	Abe, Mike	Mike and Abe met with Community Centre Association Monday Sept. 27th. Project drawings are being forwarded to engineers.	In progress
23a	IN CAMERA: Intergovernmental Relations - Moved by Councillor Cutler that administration investigate shared economic development services with neighboring municipalities and that a report be brought back to Council on the findings and recommendations. CARRIED MOTION #21-163	Brady, Abe	Correspondence communicating this motion has been sent to neighbouring municipalities. We will begin discussions when other municipalities have approval from their councils.	In progress
Regular Scheduled Meeting - October 25, 2021				
5	CORRES: QED Enterprises - Moved by Councillor Cutler to direct administration to develop an infrastructure plan regarding the back alleys in the downtown area and to explore a local area improvement tax as an alternative for paving costs. CARRIED MOTION #21-175	Abe	Administration currently working on this	Ongoing
7	RFD: Town Development - Moved by Councillor Carlson to direct administration to complete an overview of development opportunities in town, best practices for municipal development, including municipally controlled development corporations and public / private partnerships, and that the overview be prepared for Council's Strategic Planning Session on November 26th & 27th, 2021. CARRIED MOTION #21-176	Abe	Administration currently working on this	Ongoing

Regular Scheduled Meeting - November 8, 2021				
6	CORRES: Claresholm Coordinated Community Response to Elder Abuse Coalition - Referred to administration to obtain further information on this request.	Abe	Delegation to the November 22 regular meeting	Complete
7	CORRES: WCCHS Sports Society - Moved by Councillor Schlossberger to donate a basket not to exceed \$100 to the WCCHS Sports Society for their Turkey Bingo fundraising event. CARRIED MOTION #21-178	Karine	Working on getting a donation together	In progress
8	CORRES: Fortis Franchise Fee - Moved by Councillor Zimmer to increase the franchise fee percentage from 4% to 5% for 2022 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with FortisAlberta Inc. CARRIED MOTION #21-179	Blair	Fortis has been informed of the rate change. Required advertising will be done early in 2022	In progress
9	RFD: Sustainable Housing Initiative - Moved by Cutler to approve the project with the Rural Development Network in the amount of \$42,500 to provide the following: <ul style="list-style-type: none"> • \$12,000 Housing Needs Assessment • \$15,500 Affordable Housing Strategy • \$ 9,000 Community Consultation & Stakeholder Engagement • \$ 6,000 Social Needs Assessment CARRIED MOTION #21-180	Brady	EDC approved remaining funds to come from 2021 EDC budget. Next steps to engage with RDN & inquire about Granum being included.	In progress
10	RFD: Board / Committee Appointment - Moved by Councillor Schlossberger to appoint Councillor Kieth Carlson to be Claresholm Town Council's representative to the Porcupine Hills Lodge Foundation Board. CARRIED MOTION #21-181	Karine	Board & Committee listing updated, Lodge notified	Complete
11	RFD: Laserfiche Migration - Moved by Councillor Kettles to approve the out of budget expenditure in the amount of \$14,000 for Laserfiche migration to the cloud to be funded from the Office Operating Reserve. CARRIED MOTION #21-182	Blair	Contacted RICOH to begin this work immediately. Should be complete before end of year	Complete
12	RFD: Robert's Rules Seminar - Moved by Councillor Meister to direct administration to schedule a Robert's Rules Seminar, and that the seminar be open to community groups and boards at no cost. CARRIED MOTION #21-183	Abe	New meeting has been scheduled for January 22, 2022 @ 10:00am.	Complete
15	INFO BRIEF: Councillor Committee Reporting - Moved by Councillor Meister to direct administration to bring forward a request for decision to the next regular Council meeting for Council's consideration regarding committee reporting. CARRIED MOTION #21-184	Abe	Item is on the Nov. 22 Agenda for decision	Complete
18	INFO BRIEF: Greater Metro Hockey League - Moved by Councillor Zimmer to direct administration to schedule a delegation with the Greater Metro Hockey League in order to gain more information on the request to expand to Claresholm. CARRIED MOTION #21-185	Abe	Will schedule delegation at a future meeting	In progress
21a	IN CAMERA: PERSONNEL - Eight motions were made to appoint members at large to various boards & committees. MOTIONS #21-186 to #21-193.	Karine	All applicants & boards have been contacted	Complete
21c	IN CAMERA: LAND - Moved by Councillor Kettles to begin the road closure process and transfer of the alley adjacent to Alberta Health Services between 42nd and 43rd Avenue West between 2nd Street and Fairway Drive for the purpose of a private delivery road, with all costs associated to be borne by Alberta Health Services. CARRIED MOTION #21-194	Tara	Notified AHS, process has begun, surveyor engaged by AHS.	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: November 19, 2021

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

October 15, 2021
Town of Claresholm – meeting held via Zoom

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

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

Regrets: Kieth Carlson – Council Member

8:58 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the Agenda by Doug Priestley
		Seconded by Jeff Kerr CARRIED

Adoption of Minutes	Motion to adopt the Meeting Minutes By Jeff Kerr
<ul style="list-style-type: none">September 24, 2021	Seconded by Mayor MacPherson
	CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT	1. Motion to approve food truck as a similar use to take out restaurant in the C1 – retail commercial district by Doug Priestley
	File: D2021.077 Applicant: Bahadur Singh Doad Owner: Doad Investors Corp. Address: 122 50 Avenue W Legal: Lot 11 & W8.5ft of 12, Block 4, Plan 147N Regarding: Change in use – add food truck (take out restaurant)	Seconded by Mayor MacPherson
	Condition(s):	CARRIED
	<ol style="list-style-type: none">No travel over the municipal sidewalk is approved. All access to the approved parking location must be from the rear of the property (alley).The food truck must remain a self-contained unit, there is no access to municipal utilities (water/sanitary). There is also to be no generator used for operations. Power must be obtained in a way that does not create the use of a generator or any type of noise making equipment.Any dumping of waste water, waste or grease, must be done off-site and at an approved dump site location.	2. Motion to approve with conditions By Mayor MacPherson
		Seconded by Doug Priestley
		CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

October 15, 2021

Town of Claresholm – meeting held via Zoom

- Any further change in use (additions, renovations, or intensifications of use) will require a new permit application.
-

Item 2: ACTION

HOME OCCUPATION

File: D2021.079
Applicant: Menzies Carpentry
Owner: Zachary & Shaylee Menzies
Address: 110 Derochie Drive
Legal: Lot 22, Block 7, Plan 0413176
Regarding: Home Occupation 2 application – general contracting services

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

**Seconded by
Doug Priestley**

CARRIED

Condition(s):

- The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.
- As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view. Trailers to be parked off-street and out of the public view as much as possible when stored.
- As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.
- Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.
- Any intensifications of use, additional employees, client traffic to and from the residence, or the addition of large equipment and/or additional trucks/trailers will require a new application.

Note(s):

- As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight of 4,500 kg, shall not be parked on a highway any time after 10:00 PM and before 7:00 AM, unless it is parked in a location completely adjoining the vehicle owner's residence. This does not apply if the vehicle is a recreation vehicle, a commercial vehicle with the
-



MUNICIPAL PLANNING COMMISSION MINUTES

October 15, 2021

Town of Claresholm – meeting held via Zoom

hazard warning lamps alight and in the process of loading or unloading goods, or if it's parked on Provincial Highway #2 (1st Street West).

7. As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight exceeding 9,500 kilograms, shall not be parked on a highway.
8. As per Bylaw 1550 (Traffic Bylaw), a trailer shall not be parked on a highway unless the trailer is attached to a vehicle by which it may be drawn.
9. The purpose of the Town of Claresholm Noise Bylaw No. 1243 is to prohibit certain activities creating noise and to abate instances of noise and to restrict when certain sounds can be made. Hours: Mon – Sat morning 10:00pm to 7:00am (quiet times), Sat evening to Sun morning 10:00pm to 10:00am (quiet time).

Item 3: ACTION

IN CAMERA - DISCUSSION

**Motion to go In Camera by
Mayor MacPherson**

Seconded by Doug Priestley

CARRIED

**Motion to come out of In
Camera by Doug Priestley**

**Seconded by Mayor
MacPherson**

CARRIED

9:22 a.m.

**Motion to adjourn by
Doug Priestley**

CARRIED

Alberta SouthWest Regional Alliance
Notes from Board, CAOs, EDOs Special Meeting
 Wednesday September 1, 2021-Heritage Inn, Pincher Creek



Board Representatives	CAOs	Guests and Resource Staff
Dr. Brian (Barney)Reeves, Waterton Jim Bester, Cardston County Scott Korbett, Pincher Creek Brent Feyter, Fort Macleod Brad Schlossberger, Claresholm Warren Mickels, Cowley Bev Everts, MD Pincher Creek Blair Painter, Crowsnest Pass Dale Gugala	Scott Barton, Waterton Abe Tinney, Claresholm EDOs and Planners Angel Issac, Cardston Jay Hallet, MD Willow Creek Brady Schnell, Claresholm Marie Everts, Pincher Creek	MLA Roger Reid Yvonne Chau, Travel Alberta Natalie Gibson, InnoVsions Brock Skretting, KAR Tony Walker, CFABSW Sacha Anderson CFCNP Bev Thornton, AlbertaSW

1. Barney Reeves called the meeting to order and welcomed guests to the Special Meeting.

2. Round table introductions

Each guest introduced and offered few words about a special event or insight gained over the last year.

3. A Regional Update

Purpose of the meeting is to review AlbertaSW operations and key projects, to ensure communities have an information reference to transition smoothly through the October municipal elections.

Bev Thornton commented on the Regional Project Overview that was distributed as a hard copy

4. Socially distanced supper: Seated at tables of 4; Roast beef menu served cafeteria-style.

5. Current and Ongoing Projects:

BASTION (Building A Sustainable Investment Opportunity Network

Natalie Gibson, InnoVisions and Associates and Yvonne Chau, Travel Alberta, Manager Tourism Development provided an overview of this project to conduct research, engage communities and businesses in identifying, developing and promoting investment opportunities and implementing a system of ongoing data collection.

WE LOVE ALBERTA FILM: FILM FRIENDLY SOUTHWEST ALBERTA

Bev Thornton, AlbertaSW and Brock Skretting, Head of Advocacy, Keep Alberta Rolling (KAR), described plans to celebrate the rich history of film-making in our region, increase community awareness of the importance of being prepared for opportunity. This will be implemented in partnership with all our Chamber offices. The project is sponsored jointly by AlbertaSW and Community Futures Southwest.

PROMOTING INVESTMENT OPPORTUNITIES

AlbertaSW is also working with SouthGrow, Economic Development Lethbridge, Palliser Economic Partnership, Regional Innovation Network partners and Invest Alberta to identify and promote investment opportunities in all key sectors: Agriculture, Energy and Tourism

6. Helping each other succeed?

Natalie Gibson, InnoVisions and Associates, led a facilitated discussion to capture key issues and best ideas. There will be additional follow-up on the very good ideas generated.

8. Outgoing Chair Barney Reeves was recognized and thanked for his decades of commitment to the region. Event adjourned.

Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday August 4, 2021-Cowley and District Community Hall



Board Representatives

Barney Reeves, Waterton
Jim Bester, Cardston County
Scott Korbett, Pincher Creek
Blair Painter, Crowsnest Pass
Dennis Barnes, Cardston
Brad Schlossberger, Claresholm
Terry Yagos, MD Pincher Creek
Victor Czop, Nanton

John Van Driesten, MD Willow Creek
Brent Feyter, Fort Macleod
Dale Gugala, Stavely
Warren Mickels, Cowley

Resource Staff and Guest Councillor

Mary Kittlaus, Cowley
Bev Thornton, AlbertaSW

- 1 Call to Order and Welcome Chair Barney Reeves called the meeting to order.
- 2 Approval of Agenda Moved by Dennis Barnes THAT the agenda be approved with addition of office space rental added to item #7.
Carried. [2021-08-738]
- 3 Approval of Minutes Moved by Scott Korbett THAT the minutes of May 5, 2021 be approved as presented.
Carried. [2021-08-739]
- 4 Approval of Cheque Register Moved by Warren Mickels THAT cheques #2940 to #2955 be approved as presented.
Carried. [2021-08-740]
- 5 Board Executive Meeting Board discussed notes of July7, 2021 Executive Meeting. Consensus is that continuity planning and transition should be inclusive of CAOs, EDOs and partners, and begin prior to October municipal election.
- 6 Alberta Opportunity Book Invest Alberta Corporation is developing a "Deal Book" to promote investment opportunities. Communities and businesses are invited to submit details. Contact Bev for the template and upcoming submission deadlines.
- 7 Budget and Operations -Financial resources are sustainable for the next 2 years.
-Alberta Infrastructure is changing no-cost lease policy in provincial buildings; AlbertaSW office is under review.
- 8 Executive Director Report Accepted as information.
- 9 Round Table Updates Accepted as information.
- 10 Upcoming Meetings ➤ September 1, 2021: regional planning session (tentative).
- 11 Adjourn Moved by John Van Driesten THAT the meeting be adjourned.
Carried. [2021-08-741]

Chair

Approved November 3, 2021

Secretary/Treasurer

Meeting Minutes

Present: Ashley Tebbutt, Darry Markle, Jay Sawatzky, Tony Hamlyn, Joanna Ridley, Kelsey Hipkin, Tony Hamlyn, Marika Thyssen / Regrets: Gaven Moore

CALL TO ORDER

4:32 pm

2: APPROVAL OF AGENDA

Motion to approve: Ashley Tebbutt

Carried

3: APPROVAL OF MINUTES

3.1 Sept. 21, 2021 Regular Meeting Minutes

Motion to approve: Joanna Ridley

Carried

4: FINANCIAL

5.1 Finance report for September 2021

- Jay makes correction, has updated board
- Donations are up
- Utilities based on a floating rate

Motion to accept as presented for September: Marika

Carried

5: COMMITTEE REPORTS

5.1 Library Manager's report

- Libraries can renew film licenses Nov. 1
- Unable to host Pink Tea – Persons Case display created instead
- Sent two full boxes of books to Piikani Nation for their little free library
- Friday before Halloween, simple in-house program for kids
- Digital Literacy Skills Program will be held Nov. 3 – maximum of six due to restrictions
- Rural Library Services Grant – we received \$192.89 from Chinook Arch

5.2 Librarians' Committee Meeting Report – Sept. 13

5.3 Chinook Arch Library Board Meeting Report – Tony will report next meeting

Motion to accept Committee Reports as presented: Kelsey Hipkin

Carried

Meeting Minutes

7: NEW BUSINESS

7.1 - Results of 2021 Municipal Election held Oct. 18, 2021 regarding board members - Darry Markle and Gaven Moore will be leaving the board. At our next meeting we'll have two meetings and set out positions for next go

7.2 - Discussion around Christmas Concert for patrons - unsure if and when we can plan this. Volunteer dinner will be set back to January of 2022.

7.3 - Marika resigning her term on the board for 2021, will send a letter to the Town

8: OLD BUSINESS

None

9: CLOSED SESSION (if required)

Tony Hamlyn made a motion to go into closed session 5:05 citing 24(1)(b1) Officers/Employees of a public body under FOIP.

Tony Hamlyn makes motion to end closed session at 5:13

Carried

10: ADJOURNMENT

Motion to adjourn at 5:13 Tony Hamlyn

Next Meeting Nov. 16, 2021 at 4:30 pm