



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MAY 13, 2024
AGENDA**

Time: 7:00 P.M.
Place: Council Chambers
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – APRIL 22, 2024

PUBLIC HEARINGS:

1. BYLAW #1780 – North Point Area Structure Plan Bylaw
2. BYLAW #1783 – Land Use Bylaw Amendment
3. BYLAW #1785 – Land Use Bylaw Amendment

ACTION ITEMS:

1. BYLAW #1780 – North Point Area Structure Plan Bylaw
RE: 2nd & 3rd Readings
2. BYLAW #1782 – Fire Protection Bylaw
RE: 2nd & 3rd Readings
3. BYLAW #1783 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
4. BYLAW #1785 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
5. BYLAW #1786 – 2024 Property Tax Rate Bylaw
RE: 2nd & 3rd Readings
6. BYLAW #1787 – Land Use Bylaw Amendment
RE: 1st Reading
7. FACT SHEET: Alberta Municipal Affairs
RE: Bill 20 - Municipal Affairs Statutes Amendment Act, 2024
8. CORRES: Alberta Municipalities
RE: Bill 20 - the Municipal Affairs Statutes Amendment Act, 2024
9. CORRES: Alberta Municipalities
RE: Summer 2024 Municipal Leaders Caucus
10. CORRES: National Police Federation
RE: Bill 11 Resolutions at Alberta Municipalities Convention
11. CORRES: Granum & District Canada Day Society
RE: Canada Day 2024
12. CORRES: Terry Fox Run
RE: Claresholm Terry Fox Run – Sunday, September 15, 2024
13. CORRES: Willow Creek Composite High School
RE: 2024 Graduation
14. REQUEST FOR DECISION: Safety Codes Services Agreement
15. REQUEST FOR DECISION: Water Shortage Response Plan Updates
16. REQUEST FOR DECISION: Public Participation Plan – Recreation Facilities
17. REQUEST FOR DECISION: Public Participation Plan – Communications
18. REQUEST FOR DECISION: Skatepark Additional Funding
19. REQUEST FOR DECISION: Taxi Tokens
20. REQUEST FOR DECISION: 2024 Parades
21. REQUEST FOR DECISION: Amundsen Park BBQ – Local Press
22. FINANCIAL REPORT: Statement of Operations – March 31, 2024
23. INFORMATION BRIEF: Quality Management Plan
24. INFORMATION BRIEF: Request Management System - QAlert
25. INFORMATION BRIEF: Stay and Play Tourism Incentive
26. INFORMATION BRIEF: Council Committee Report

27. **INFORMATION BRIEF: Council Resolution Status**
28. **ADOPTION OF INFORMATION ITEMS**
29. **IN CAMERA:**
 - a. **Economic Interests of the Public Body – FOIP Section 25**
 - b. **Business Interests of a Third Party – FOIP Section 16**
 - c. **Land – FOIP Section 24**
 - d. **Personnel – FOIP Section 24**

INFORMATION ITEMS:

1. **Municipal Planning Commission Meeting Minutes – March 15, 2024**
2. **Municipal Planning Commission Meeting Minutes – April 19, 2024**
3. **Claresholm Community Centre Association Meeting Minutes – March 26, 2024**
4. **Wildfire Smoke and Your Health Workshop – March 11, 2024 (notes from attendee)**
5. **Chinook Arch Regional Library System Board Report – April 4, 2024**
6. **Age-Friendly News – April 23, 2024**
7. **Claresholm & District Transportation Society Meeting Minutes – February 15, 2024**
8. **Claresholm & District Transportation Society Meeting Minutes – March 14, 2024**
9. **Board Leadership Calgary – May 25, 2024**
10. **Claresholm & District Chamber of Commerce Board Meeting Minutes – April 10, 2024**
11. **Claresholm & District Museum Board Meeting Minutes – March 20, 2024**
12. **Mayors & Reeves of Southwest Alberta Meeting Minutes – April 5, 2024**
13. **Stars of Alberta Volunteer Award Nomination – Deadline June 30, 2024**

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
APRIL 22, 2024

Place: Council Chambers
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/live>

COUNCIL PRESENT: Mayor Brad Schlossberger, Councillors: Kieth Carlson, Mike Cutler, Rod Kettles, Kandice Meister, Diana Ross and Craig Zimmer

ABSENT: None

STAFF PRESENT: Chief Administrative Officer: Abe Tinney, Finance Assistant: Karine Keys; Director of Corporate Services: Blair Bullock

MEDIA PRESENT: None

NOTICE OF RECORDING: Mayor Schlossberger 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 Schlossberger

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

CARRIED

MINUTES: **REGULAR MEETING – APRIL 8, 2024**

Moved by Councillor Ross that the Regular Meeting Minutes of April 8, 2024 be accepted as presented.

CARRIED

ACTION ITEMS:

1. **BYLAW #1782 – Fire Protection Bylaw**
RE: 1st Reading

Moved by Councillor Meister to give Bylaw #1782, the Fire Protection Bylaw, 1st Reading.

CARRIED

2. **BYLAW #1785 – Land Use Bylaw Amendment**
RE: 1st Reading

Moved by Councillor Carlson to give Bylaw #1785, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

3. **BYLAW #1786 – 2024 Property Tax Rate Bylaw**
RE: 1st Reading

Moved by Councillor Meister to give Bylaw #1786, the 2024 Property Tax Rate Bylaw, 1st Reading.

CARRIED

4. **CORRES: Hon. Jason Nixon, Minister of Seniors, Community and Social Services**

RE: National Seniors Week 2024

Received for information.

5. **CORRES: United Irrigation District**

RE: Letter of Support – Belly River Reservoir Proposal

Received for information.

6. **CORRES: Workers' Compensation Board - Alberta**

RE: National Day of Mourning – April 28, 2024

Referred to Administration to acknowledge the National Day of Mourning on April 28, 2024.

7. **CORRES: Alberta Disability Workers Association (ADWA)**

RE: Alberta Disability Services Professional Appreciation Week

Received for information.

8. **REQUEST FOR DECISION: Special Tax Levy & Amended Budget**

MOTION #24-061 Moved by Councillor Kettles to withdraw Bylaw #1784, the 2024 Special Tax Rate Bylaw, not bringing it back for second reading, and to approve the amended 2024 Final Budget reflecting the withdrawal of Bylaw #1784, as presented.

CARRIED

9. REQUEST FOR DECISION: 2024 Financial Plans

MOTION #24-062 Moved by Councillor Zimmer to adopt the 3 Year Financial Plan for 2025 through 2027 as presented.

CARRIED

MOTION #24-063 Moved by Councillor Cutler to adopt the 5 Year Capital Plan for 2025 through 2029 as presented.

CARRIED

10. REQUEST FOR DECISION: National Junior Hockey League

MOTION #24-064 Moved by Councillor Ross to approve the User Agreement with the National Junior Hockey League for 2024-2027 as presented.

CARRIED

11. REQUEST FOR DIRECTION: Community Development Committee

MOTION #24-065 Moved by Councillor Cutler to have the Community Development Committee reconvene, review the terms of reference and develop possible actionable plans or recommendations for Council on the future of the committee.

CARRIED

12. INFORMATION BRIEF: Youth & Community Sport Equipment & Programming

Received for information.

13. INFORMATION BRIEF: CAO Report

Received for information.

14. INFORMATION BRIEF: Council Committee Report

Received for information.

15. INFORMATION BRIEF: Council Resolution Status

Received for information.

16. ADOPTION OF INFORMATION ITEMS

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

CARRIED

17. IN CAMERA:

- a. Economic Interests of the Public Body – FOIP Section 25
- b. Advice from Officials – FOIP Section 24
- c. Advice from Officials – FOIP Section 24

Moved by Councillor Ross to go In Camera at 7:41 p.m. for the following items:

- a. Economic Interests of the Public Body – FOIP Section 25
- b. Advice from Officials – FOIP Section 24
- c. Advice from Officials – FOIP Section 24

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger stated that the live stream has ended at 7:41 p.m.

Moved by Councillor Zimmer to come out of In Camera at 8:18 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:18 p.m.

- a. Economic Interests of the Public Party – FOIP Section 25

MOTION #24-066 Moved by Councillor Ross to counter the offer for Lot 1, Block C, Plan 8810870 in the amount of \$80,000.

CARRIED

- b. Advice from Officials – FOIP Section 24

MOTION #24-067 Moved by Councillor Cutler to proceed with the process of removing the reserve dedication of the south 5 feet of Lot R2, Block 2, Plan 7410893.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:20 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger noted that recording ceased at 8:20 p.m.

Mayor – Brad Schlossberger

Chief Administrative Officer – Abe Tinney

PUBLIC HEARING

NOTICE OF PUBLIC HEARING

TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1780

7:00 p.m., Monday, May 13, 2024
Town of Claresholm Council Chambers
111 - 55 Avenue West

PURSUANT to sections 216.4, 606, 636, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta has given first reading to Bylaw No.1780, being the North Point Area Structure Plan.

The Council of the Town of Claresholm wishes to adopt a comprehensive land use plan approximately + 15 hectares of land legally described as a portion of Block 7, Plan 7410624; and Lot 5, Block 8, Plan 0715848.

The purpose of the area structure plan is to provide a framework for the subsequent orderly subdivision and development of land within a defined area; and to regulate and control development of these said land, but also to promote these lands as a residential, commercial area.

THEREFORE, TAKE NOTICE THAT a public hearing to consider proposed Bylaw No. 1780 will be held in the Town of Claresholm Council Chambers at 7:00 p.m. on Monday, May 13, 2024.

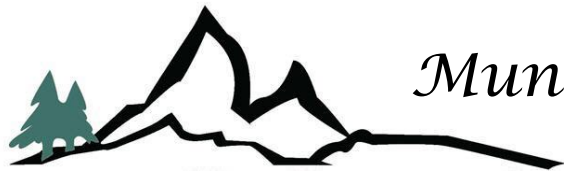
AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Town Development Manager no later than 2:00 p.m. on May 9th, 2024. Both written and/or verbal presentations may be given at the public hearing. A copy of the proposed bylaw may be inspected at the Town of Claresholm municipal office during normal business hours or on the municipal website.

DATED at the Town of Claresholm in the Province of Alberta this 8th day of April, 2024.

*Abe Tinney
Chief Administrative Officer
Town of Claresholm
Box 1000
Claresholm, Alberta T0L 0T0*



The full document can be found on the Town of Claresholm website: www.claresholm.ca



Municipal District of Willow Creek

Office of the Administrator

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

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

May 9, 2024

Town of Claresholm
c/o Abe Tinney, CAO
Box 1000
Claresholm, Alberta
T0L 0T0

**RE: Proposed Bylaw No. 1780 –
North Point Area Structure Plan**

In reference to the above, the MD of Willow Creek No. 26 have no current concerns with the proposed North Point Area Structure Plan Bylaw 1780, but request to be informed and consulted as the project moves forward on changes and upgrades to the Township Road 130 and any future intersectional changes to Highway 2.

The M.D. of Willow Creek thank you for the notification and opportunity to comment. If you any questions, please call (403) 625-3351, extension 235 or email at chisholm@mdwillowcreek.com

Thank you

(VIA EMAIL ONLY)

Cindy Chisholm
Director of Planning and Development

NOTICE OF PUBLIC HEARING

TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1783

7:00 p.m., Monday, May 13, 2024

Town of Claresholm Council Chambers, 111 - 55 Avenue West

PURSUANT to sections 216.4, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta has given first reading to Bylaw No.1783, which on final passage would amend the Town of Claresholm Land Use Bylaw No.1525.

THE PURPOSE of proposed Bylaw No. 1783 is to re-designate land described as: LOTS 20 - 38, BLOCK B, PLAN 2010856 WITHIN NE 1/4 SEC 26, TWP 12, RGE 27, W 4 M

from "Single Detached Residential (R1)" to "Multiple Residential (R4)"

THEREFORE, TAKE NOTICE THAT a public hearing to consider proposed Bylaw No. 1783 will be held in the Town of Claresholm Council Chambers at 7:00 p.m. on Monday, May 13, 2024.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Town Development Services Manager no later than 2:00 p.m. on May 9th, 2024. Both written and/or verbal presentations may be given at the public hearing. A copy of the proposed bylaw may be emailed, please inquire at the Town office during normal business hours.

DATED at the Town of Claresholm in the Province of Alberta this 22nd day of April, 2024.

Abe Tinney, Chief Administrative Officer



NOTICE OF PUBLIC HEARING

TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1785

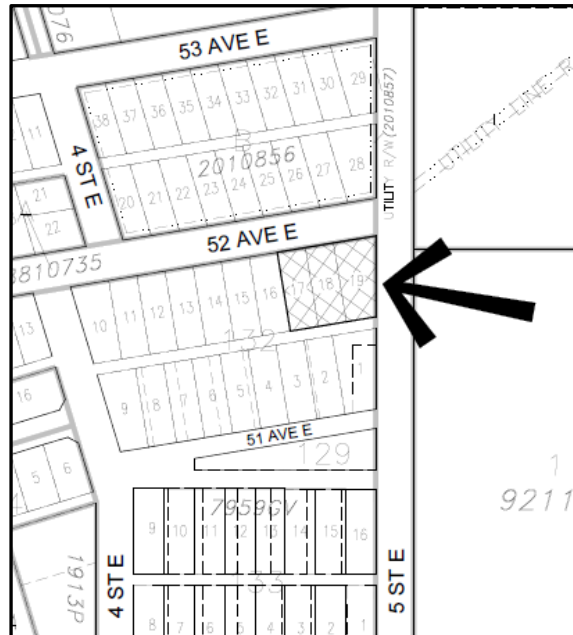
7:00 p.m., Monday, May 13, 2024
Town of Claresholm Council Chambers, 111 - 55 Avenue West

PURSUANT to sections 216.4, 606, 636 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta has given first reading to Bylaw No.1785, which on final passage would amend the Town of Claresholm Land Use Bylaw No.1525.

THE PURPOSE of proposed Bylaw No. 1785 is to re-designate a portion of land described as:

Lots 17, 18, 19, Block 132, Plan 7959GV

BE AMENDED BY CHANGING FROM “MULTIPLE RESIDENTIAL – R4” to “RETAIL COMMERCIAL – C1”



THEREFORE, TAKE NOTICE THAT a public hearing to consider proposed Bylaw No. 1785 will be held in the Town of Claresholm Council Chambers at 7:00 p.m. on Monday May 13th, 2024.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Town Planner/Development Officer no later than 2:00 p.m. on May 9th, 2024. Both written and/or verbal presentations may be given at the public hearing. A copy of the proposed bylaw may be emailed please inquire at the Town office during normal business hours.

DATED at the Town of Claresholm in the Province of Alberta this 24th day of April, 2024.

Abe Tinney
Chief Administrative Officer

ACTION ITEMS



Claresholm

REQUEST FOR DECISION

Meeting: May 13, 2024

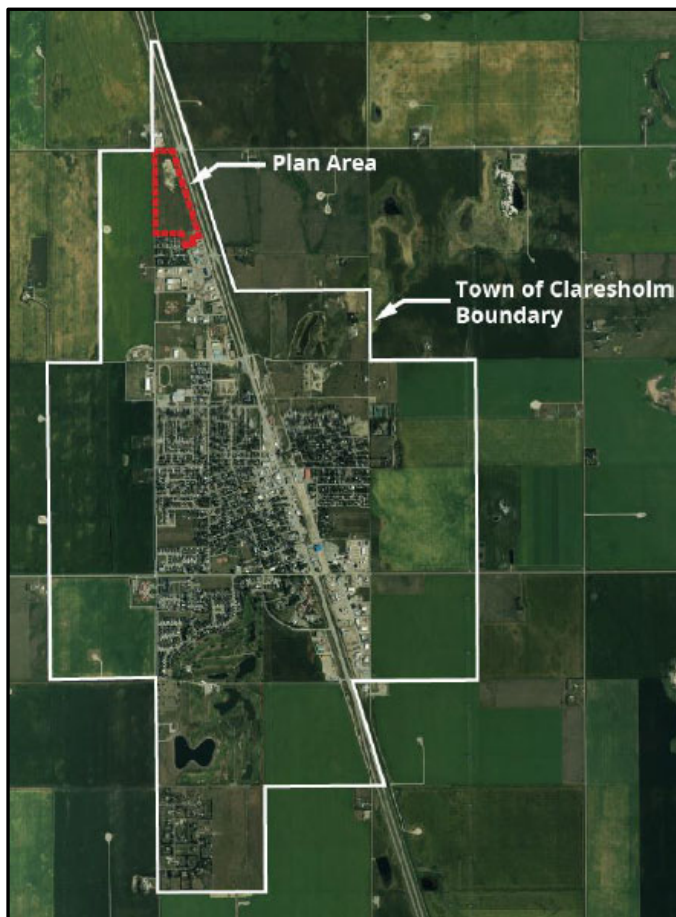
Agenda Item: 1

BYLAW No. 1780 – NORTH POINT AREA STRUCTURE PLAN

At the regularly scheduled Council meeting held March 11, 2024, Bylaw No. 1780 was given first reading. Bylaw 1780 is to adopt an area structure plan (ASP) within the north project location.

The adopted ASP would allow prospective developers to anticipate the land uses within an area. The ASP acts as a high-level blueprint for the area, streamlining future subdivision applications to comply with the needs and goals of development. The ASP includes the sequence of development proposed for the area, the density of development proposed for the area, and the general location of major transportation routes and public utilities.

In accordance with the Municipal Government Act (MGA) a public hearing is required prior to giving second reading. The notice of public hearing was circulated in the Local Press Town News and mailed to the neighborhood. **No comments were received from the neighborhood circulation.**



RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1780, a bylaw to adopt the North Point Area Structure Plan, second reading.

Moved by Councillor _____ to give Bylaw No. 1780, a bylaw to adopt the North Point Area Structure Plan, third and final reading.

ATTACHMENTS:

- 1.) Bylaw No. 1780
- 2.) "Schedule A" North Point ASP (please visit www.myclaresholm.com/ for the full plan)

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Section 216.4, 606, 636, 692.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: May 7, 2024



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW No. 1780**

A Bylaw of the Town of Claresholm in the Province of Alberta, to adopt Bylaw No. 1780, being the North Point Area Structure Plan.

WHEREAS the Council of the Town of Claresholm wishes to adopt a comprehensive land use plan approximately ± 15 hectares of land legally described as a portion of Block 7, Plan 7410624; and Lot 5, Block 8, Plan 0715848

WHEREAS the purpose of an area structure plan is to provide a framework for the subsequent orderly subdivision and development of land within a defined area; and

WHEREAS the Council wishes to regulate and control development of these said land, but also to promote these lands as a commercial and residential area.

NOW THEREFORE under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta duly assembled does hereby enact the following:

1. Council shall adopt an area structure plan in accordance with the provisions of the Act.
2. This plan attached as Schedule ‘A’, upon adoption, shall be known as the “North Point ASP”.
3. This bylaw shall come into effect upon third and final reading hereof.

Read a first time in Council this **11th** day of **March** 2024 A.D.

Read a second time in Council this day of 2024 A.D.

Read a third time in Council and finally passed in Council this day of 2024 A.D.

Brad Schlossberger, Mayor

Abe Tinney, CAO



REQUEST FOR DECISION

Meeting: May 13, 2024
 Agenda Item: 2

BYLAW No.1782 – FIRE PROTECTION BYLAW

DESCRIPTION:

This bylaw replaces Bylaw 1705 and amendment 1715, the Fire Protection Bylaw. The previous iteration of this bylaw increased the response rates, but since that time, some municipalities have amalgamated their rates to reflect those imposed by Alberta Transportation. These rates are the same rates that Claresholm Fire are reimbursed at for events occurring on numbered highways in our community. While others have not changed their rates, but are still higher than our current rates. Different municipalities have additional rates for other types of equipment, but comparing just fire engines or similar and command trucks/transport vehicles a brief comparison is included below:

	Fire Truck / Rescue Van	Command Truck / Transport Vehicle
Claresholm (Current)	\$300/hr	\$100/hr
MD of Willow Creek (unchanged from 2020)	\$300/hr	\$100/hr
Fort Macleod (unchanged from 2020)	\$400/hr	\$100/hr
Vulcan	As per Alberta Transportation Table 1: Rates of reimbursement for fire departments, currently \$720/hr	As per Alberta Transportation Table 1: Rates of reimbursement for fire departments, currently \$210/hr
Taber	As per Alberta Transportation Table 1: Rates of reimbursement for fire departments, currently \$720/hr	As per Alberta Transportation Table 1: Rates of reimbursement for fire departments, currently \$210/hr
Pincher Creek (unchanged from 2020)	\$400/hr	
Crowsnest Pass (unchanged from 2020)	\$450/hr	\$175/hr
Cardston (unchanged from 2020)	\$615/hr	

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

Claresholm wants to remain conservative, and not put undue burden on individuals, while remaining aware of increasing levels of inflation and overall increasing operating costs. The proposal is therefore to increase our fees up to equal with the municipality of Crowsnest Pass in our comparison. This will increase our fees

for a Fire Truck by 50% (from \$300 to \$450) and our command truck/transport vehicle rate will increase by 75% (from \$100 to \$175).

Motor vehicle collisions that occur along a numbered highway in our jurisdiction have the ability to be billed to Alberta Transportation at their own rates. Currently those rates are: \$210.00/hr. for a command unit, and \$720.00/hr. for any other fire apparatus.

We also propose **removing** the \$300 non-cumulative credit on firefighting charges, as no other municipality gives such a credit. In its place, we will not bill for the first “false alarm” call per annum to non-tax-exempt properties.

Additionally, while conducting a review of the bylaw, Schedule B (Fines & Penalties) was reviewed, after which, a more definitive structure was created. In reviewing and referencing the fines for specific bylaw section infractions; reference was given to the existing fines, as well as those from the Town of Claresholm bylaw #1656 – Community Standards Bylaw.

RECOMMENDED ACTION:

Bylaw #1782, Fire Protection Bylaw was reviewed by the Audit and Finance Committee on April 11, 2024 as part of budget discussions. Council approved 1st Reading of this Bylaw on April 22, 2024.

PROPOSED RESOLUTION:

Moved by Councilor _____ to give Bylaw No. 1782, Fire Protection Bylaw second reading.

Moved by Councilor _____ to give Bylaw No. 1782, Fire Protection Bylaw third and final reading.

ATTACHMENTS:

1. Bylaw No. 1782, DRAFT Fire Protection Bylaw *includes*:
 - a. Schedule ‘A’ Fire Protection Charges
 - b. Schedule ‘B’ Fines & Penalties
2. Media Information piece for release upon bylaw adoption

PREPARED BY: Craig White – Fire Chief

APPROVED BY: Abe Tinney – CAO

DATE: May 7, 2024



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1782**

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

WHEREAS the *Municipal Government Act* R.S.A. 2000 Chapter M-26, provides that a Council of a Municipality may pass bylaws for the safety, health and welfare of people and the protection of people and property, and for services provided by or on behalf of the municipality;

AND WHEREAS the Council for the Town of Claresholm wishes to regulate the use and setting of fires within the Town;

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

SECTION 1 NAME OF BYLAW

- 1.1 This Bylaw may be cited as the "**Fire Protection Bylaw.**"

SECTION 2 DEFINITIONS

2.1 In this bylaw:

- a) "**Apparatus**" means any vehicle suitable for land, air, or water use which is provided with machinery, devices, equipment, materials or personnel for firefighting, rescue, or other emergency response, as well as vehicles used to transport fire fighters or supplies.
- b) "**Chief Administrative Officer (CAO)**" means that person appointed to the position and title by Council and includes any person appointed by the CAO to act as his/her appointee.
- c) "**Council**" shall mean the Municipal Council of the Town of Claresholm.
- d) "**Contained**" means within a fire pit or burning receptacle
- e) "**Dangerous Goods**" shall mean a substance, (gas, liquid or solid), in transit capable of creating harm to people, property and the environment as defined by the United Nations Hazard Class Number System.
- f) "**Department**" shall mean the Claresholm Fire Department established under this Bylaw.
- g) "**Department Property**" means all property owned or controlled by, and designated for use by, the Department, regardless of the source of the property.
- h) "**Director of Emergency Management**" shall mean that person appointed by Council to act as the Town of Claresholm's Director of Emergency Management or designated delegate.
- i) "**Disaster**" shall mean an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property.
- j) "**Emergency**" shall mean a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.
- k) "**Enforcement Officer**" shall mean a Community Peace Officer, Bylaw Enforcement Officer, RCMP Officer or an inspector appointed by and employed by the Town with respect to the enforcement of bylaws of the Town of Claresholm.
- l) "**Equipment**" shall mean any tools, contrivances, devices or materials used by the Fire Department to combat an incident or other emergency.
- m) "**False Alarm**" means any notification to the Department of any Member thereof respecting the existence of a condition, circumstance or event containing an imminent serious danger to persons or property, wherein such a condition, circumstance or event is in fact not in existence.

- n) **“Fire”** means the burning of any flammable or combustible material or any combustible material in a state of combustion.
- o) **“Fire Chief”** shall mean the person employed by the Town under the provisions of this Bylaw, or designated delegate.
- p) **“Fire Department Property”** means all property owned or controlled by, and designated for use by, the Fire Department, regardless of the source of the property.
- q) **“Fire Hazard”** means any condition, circumstance, or event that increases the possibility and/or probability of Fire occurrence.
- r) **“Fire Permit”** means a document issued by the Fire Chief pursuant to this Bylaw, on the form adopted by the Town from time to time.
- s) **“Fire Protection”** shall mean all aspects of fire safety including, but not limited to, fire prevention, firefighting or suppression, pre-fire planning, fire investigation, public education and information, rescue, training or other staff development and advising.
- t) **“Hazardous Material”** shall mean a substance (gas, liquid or solid) not in transit capable of creating harm to people, property and the environment as defined by the United Nations Hazard Class Number System.
- u) **“Illegal Fire”** shall mean any fire that is set in contravention of this Bylaw.
- v) **“Incident”** shall mean a fire, a situation where a fire or explosion is imminent or any other situation presenting a danger or possible danger to life or property and to which the Department has responded.
- w) **“Incident Commander”** shall mean the Fire Chief or in the absence of the Fire Chief, the highest-ranking Member present at an incident.
- x) **“Inspection Officer”** shall mean the Fire Chief, or any Member directed to undertake inspections.
- y) **“Member”** shall mean any person employed as a Volunteer Member of the Department under this Bylaw and shall also include the Fire Chief.
- z) **“Municipal Government Act”** shall mean the Municipal Government Act, RSA 2000, Chapter M-26, and any amendments thereto;
- aa) **“Mutual Aid Agreement”** shall mean an agreement between the Town and other municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment.
- bb) **“Officer”** shall mean an Officer of the Department.
- cc) **“Open Fire”** means any fire that is not contained within a fire pit, fire place or portable fire receptacle.
- dd) **“Portable Fire Receptacle”** means an outdoor fire receptacle which is not permanently affixed.
- ee) **“Qualified Personnel”** shall mean a person in possession of a Fireworks Supervisor Card issued pursuant to the Explosives Act (Canada) and the most current version of the **National Fire Codes – Alberta Edition** and their regulations.
- ff) **“Quality Management Plan (QMP)”** shall mean the uniform QMP that includes Sections 1 – 11 that was accepted by the Administrator Service of Accreditation and signed on January 10, 1996.
- gg) **“Recreational Fire”** shall mean a fire contained with a fire pit, an outdoor fireplace or a stationary barbeque.
- hh) **“Running Fire”** shall mean a fire burning without being under the proper control of any person.
- ii) **“Safety Codes Officer”** shall mean an individual designated as a Safety Codes Officer in accordance with the **most current edition of the Safety Codes Act of Alberta**.
- jj) **“Standard Operating Procedures”** shall mean the Claresholm Fire Department's Procedure Manual.
- kk) **“Town”** shall mean the Town of Claresholm.

SECTION 3

FIRE BANS

- 3.1 The Fire Chief (or Designate) or CAO may, from time to time, prohibit **or restrict** all fires within the Town including Recreational Fires when, in the discretion of the Fire Chief or CAO, the prevailing environmental conditions give rise to an increased risk of a Fire becoming a Running Fire.
- 3.2 A Fire ban imposed by the Fire Chief or CAO under Section 3.1 shall be in force either until the date established by the Fire Chief or CAO in the notice provided to the public pursuant to Section 3.3, or until such time as the Fire Chief or CAO gives notice to the public that the ban has been lifted.
- 3.3 The Fire Chief or CAO shall give notice of the Fire ban in effect on www.albertafirebans.ca, on the Town's website, social media accounts, electronic signage, the community bulletin board, and any other places deemed appropriate by the Fire Chief or CAO. The notice shall indicate that the Fire ban is in place, the date if any that the ban shall be lifted, and the penalty for failing to comply with the Fire ban.
- 3.4 When a Fire Ban is in effect, **NO PERSON** shall ignite a Recreational Fire, or an Open Fire with active issued burning permit, or cause or allow a Recreational Fire or Open Fire to be ignited on his or her Property or Property under his or her control.

SECTION 4

PROPERTY IDENTIFICATION

- 4.1 The civic address of any Property, including buildings and structures, shall be prominently displayed on the front of the Property, including buildings and structures, so as to be clearly visible from both the street and rear laneway.

SECTION 5

FIRE HYDRANTS

- 5.1 No person shall, other than Members or employees of the Town, without prior approval from the CAO or designate, affix any tool, hose or other device to any fire hydrant or fire hydrant valve.
- 5.2 No person shall, without prior approval from the CAO or designate, paint any fire hydrant or any portion thereof.
- 5.3 A one (1) meter clearance must be maintained on each side of a fire hydrant. Nothing may be erected and only grass may be planted in this clearance area.

SECTION 6

CONTROL OF FIRE HAZARDS

- 6.1 If the CAO or Fire Chief finds within the Town's boundaries, on privately owned land or occupied public land, conditions that, in their opinion, constitute a fire hazard, they may order the owner or person in control of the land on which the fire hazard exists to reduce or remove the fire hazard within a fixed time and in a manner prescribed by the Town.
- 6.2 If the CAO or Fire Chief finds that the order it made pursuant to Section 6.1 has not been carried out, a Designated Officer may enter onto the land with any equipment and any person he/she considers necessary and may perform the work required to eliminate or reduce the fire hazard.
- 6.3 The owner or occupant of the land on which work was performed pursuant to Section 6.2 shall, upon demand, pay to the Town a Fire Protection Charge and in default of payment of the Fire Protection Charge, the Town may add the Fire Protection Charge to the tax roll of the said land as per **the applicable Section of the** Municipal Government Act.

SECTION 7 REQUIREMENT TO REPORT

- 7.1 The owner or authorized agent of any property damaged by fire, shall immediately report to the Department particulars about the fire which are satisfactory to the Fire Chief.
- 7.2 The owner or authorized agent of any property containing dangerous goods shall immediately report to the Department the particulars regarding any accidental or unauthorized release of such dangerous goods.

SECTION 8 OPEN FIRES

- 8.1 “Open Fire” means a fire which is not contained within an incinerator or outdoor fireplace or barbeque in accordance with Section 9.
- 8.3 Burning permits are only to be issued in “Agricultural Transitional”, or “Direct Control” zoned land. Unless otherwise approved by the CAO or a motion of council
- 8.4 The Claresholm Fire Chief or designate may:
 - a) Issue permits
 - b) Amend or revoke a burning permit at anytime
 - c) Require a site inspection before issuing a burning permit
 - d) Advise fire dispatch of all permits issued
- 8.5 Burning Permit Conditions:
 - a) The fire must be supervised at all times by a responsible adult.
 - b) No burning is permitted when winds exceed 15 km/hr or are gusting.
 - c) Suitable fire extinguishing equipment to be located at the site.
 - d) The 911 Dispatch Centre @ 1-888-808-3722 must be notified approximately one (1) hour prior to burn taking place.
 - e) The Permit holder must call the Dispatch Center each and every day before they burn
 - f) No burning is permitted between the night hours of 10:00 pm and 7:00 am
 - g) Only Class A combustibles are to be burned (clean wood/paper products).
 - h) An accurate description of the size and the type of combustibles must be given to the Claresholm Fire Department when applying for a permit.
 - i) Any breach of the above conditions renders the permit null and void.
- 8.6 The following items are NOT ALLOWED to be burned with or without a permit:
 - a) Tires,
 - b) Plastics,
 - c) Household Garbage,
 - d) Paint Cans,
 - e) Used Motor Oil,
 - f) Furniture,
 - g) Treated Products,
 - h) Animal Carcasses, or parts thereof
 - i) Biohazardous Materials
 - j) Other similar products or debris.
- 8.7 Burning Permits are;
 - a) Burning permits are valid for a maximum of 5 days from the date of issue and are not transferrable from person to person or from property to property. If conditions warrant, permits may be cancelled at any time. Extensions may be granted under a new permit number, provided the required conditions can be met.
 - b) The Fire Chief, may suspend or cancel all permits or prohibit the lighting of fires in any part or all of the Town of Claresholm with a Fire Ban. When permits are suspended or cancelled and

fires are prohibited, all fires ignited under the authority of a burning permit must be extinguished immediately

- c) The area being burned must be completely surrounded by a guard, cleared of combustible material, to a width of not less than 15 meters.
- d) Every fire must be supervised and controlled by a responsible person or persons.
- e) The Permit holder must ensure that fire guards are wide enough and cleared to prevent sparks from the fire. Large fires can carry sparks over a considerable distance.
- f) The Permit holder must have required tools ready at the fire site and enough portable water to control fire if required. Even for a small single pile there should be a shovel and water available
- g) The minimum amount of equipment required on site:
 - i. cultivation equipment as directed in permit
 - ii. one barrel of at least 200 litres of water
 - iii. one water backpack and hand pail or four heavy sacks; and
 - iv. two (2) round mouth shovels and one axe

8.8 No person shall cause an open fire to be ignited or allow an open fire to continue burning without a valid open fire permit.

SECTION 9 FIREPITS, OUTDOOR FIREPLACES, STATIONARY & PORTABLE BARBECUES

9.1 No person shall set, or cause to be set, any fire within the boundaries of the Town except as otherwise provided for under this Bylaw.

9.2 No person shall burn, or cause to be burned, any refuse, waste, junk, garbage, structures, debris or other noxious substance within the boundaries of the Town.

9.3 Subject to Section 10, no person shall use fireworks or permit the use of fireworks on his or her property or property under his or her control, within the boundaries of the Town.

For the enjoyment of dwelling residents use of fire pits, outdoor fireplaces and stationary barbeques may be permitted. **No person shall use a solid-fuel-fired barbecue (e.g. charcoal briquettes, wood-fired pizza oven, chimineas or similar such devices) in a building or on the balcony of a building that contains more than 2 dwelling units**

9.4 Subject to Section 9, a person may, on property owned or controlled by him or her, set a Recreational Fire, so long as that Recreational Fire is set **and contained** within a fire pit, outdoor fireplace, or other structure designed for the purpose of containing the recreational fire within a small, controlled area.

Fire pits, outdoor fireplaces, and stationary barbecues that burn combustible material shall:

- a) Be located in a rear yard with a minimum of 3.4 meters (10 feet) clearance from buildings, property lines and combustible materials, or as approved by the Fire Chief;
- b) Be constructed of bricks or concrete blocks, or heavy gauge metal, or other suitable non-combustible components;
- c) Have a spark arrestor mesh screen of 1.30 centimeters (.50 inches) expanded metal (or equivalent) to contain sparks over the fire at all times;
- d) Be the sole responsibility of the owner or tenant of the property;
- e) Be supervised at all times by a responsible adult person over the age of eighteen (18) until such time as the fire has been completely extinguished. For the purpose of this clause, a fire shall be deemed to include any hot ashes and smoldering embers resulting from the fire;
- f) Only burn clean wood, charcoal briquettes, propane or natural gas;
- g) Have flames no higher than ninety (90) cm (3.28 feet) above the fire pit or the barbeque fire box.

9.5 When a fire is set in contravention of this Bylaw or during a fire ban pursuant to Section 3, the owner or occupier of the land, or the person having control of the land upon which the fire is lit shall:

- a) Extinguish the fire immediately; or
- b) If unable to extinguish the fire immediately, report the fire to the Department as soon as possible.

SECTION 10 FIREWORKS

- 10.1 Permits for Fireworks will only be issued for the discharge of professional Fireworks and discharged by professional pyrotechnicians as accredited by Natural Resources Canada in accordance and pursuant to the most current edition of the *National Fire Code – Alberta Edition*
- 10.2 Subject to the exceptions set out following, no person shall discharge any fireworks within the corporate limits of the Town.
- 10.3 The Fire Chief may, upon written application, permit qualified personnel to ignite fireworks and conduct fireworks displays. The Fire Chief may impose at the sole discretion of the Fire Chief such conditions and restrictions on their use and display as may be appropriate. Such conditions and restrictions might address:
 - a) Hours of the day
 - b) Days of the week
 - c) Length of display
 - d) Height of display and type of fireworks used
 - e) Geographic location requirements for notification of affected residents’ safety
 - f) Having Members in attendance at event and having applicant pay for Members and equipment to be on hand.
- 10.4 All fireworks shall be stored, used and ignited in accordance with provisions of the Explosives Act (Canada) and most current edition of the *National Fire Code – Alberta Edition* and in accordance with those conditions determined solely by the Town.
- 10.5 No person shall be permitted to sell, offer for sale, or store for the purpose of sale, consumer or display fireworks within the Town without first obtaining a permit.
- 10.6 No person shall possess, handle, discharge, fire or set off consumer or display fireworks in the Town without first obtaining a fireworks permit.
- 10.7 An accredited pyrotechnician shall apply, in writing, to the Authority Having Jurisdiction (AHJ), a minimum of fourteen (14) business days prior to the proposed display fireworks event. The application must address all information required by the *Explosive Act (Canada)*, and the most current *National Fire Code – Alberta Edition*.

SECTION 11 ILLEGAL FIRES

- 11.1 Any Member, Enforcement Officer or Employee of the Town may extinguish an illegal fire using whatever apparatus or procedure that the individual may deem appropriate or necessary to extinguish an illegal fire.
- 11.2 The costs of controlling or extinguishing any illegal fire shall be recovered from the person causing the illegal fire under the provisions of the Municipal Government Act.

SECTION 12 RECOVERY OF COSTS

- 12.1 Upon the Town issuing an order or taking steps under Sections 13 or 14 or upon the Department providing Fire Protection services to property within or outside the Town boundaries, resulting in the Town incurring fees or charges, the Town may in its sole and absolute discretion charge any or all of the following persons, namely:
 - a) The person causing or contributing to the fire; or
 - b) The owner or occupant of the property;

a Fire Protection Charge, and all individuals charged are jointly and severally responsible for payment of the Fire Protection Charge to the Town.

- 12.2 The schedule of fees for Fire Protection Charges are set out in Schedule "A" attached hereto and forming part of this Bylaw.
- 12.3 Without limiting the foregoing, a Fire Protection Charge may be imposed in the event of a False Alarm.
- 12.4 A Fire Protection Charge shall be paid within thirty (30) days of being levied.
- 12.5 Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the Town is entitled to place on the property in respect of which the indebtedness is incurred.
- 12.6 The owner of a parcel to which Fire Protection is provided is liable for Fire Protection Charges incurred, and the Town may add to the tax roll of a parcel of land all unpaid Fire Protection Charges and interest charges accrued one hundred and twenty (120) days after the Fire Protection Charge has been levied.

SECTION 13 OFFENCES

- 13.1 No person shall damage or destroy Department apparatus or supplies.
- 13.2 No person shall obstruct the Fire Chief or any other person authorized to inspect property or to perform any work necessary to remedy a condition, from performing his or her duties under this Bylaw.
- 13.3 No person shall:
- a) Contravene any provision of this Bylaw;
 - b) Impede, obstruct or hinder a Member, or other person assisting or acting under the direction of a Member;
 - c) ~~Damage or destroy Fire Department Property or Equipment;~~ **Sell, offer for sale, or store for the purpose of sale consumer or display fireworks**
 - d) **Possess, handle, discharge, fire or set off consumer or display fireworks in the Town without first obtaining a fireworks permit**
 - e) At an incident, drive a vehicle over any Apparatus or Equipment without permission from the Fire Chief or Incident Commander;
 - f) Obstruct a Member from carrying out any function or activity related in any way to Fire Protection;
 - g) Falsely represent themselves as a Member or wear or display any Fire Department badge, cap, button, insignia, or other paraphernalia which may leave the false impression that the person is a Member;
 - h) Obstruct or otherwise interfere with access roads or streets or other approaches to any Fire alarm, fire hydrant, cistern or body of water designated or intended to be used for Fire Protection or any connections provided to a fire main, pipe, stand pipe, sprinkler system, cistern, or other body of water designated or intended to be used for Fire Protection;
 - i) Either directly, or indirectly, personally or through an agent, servant or employee kindle a Fire or let it become a Running Fire on any land not his or her own property or allow a Running Fire to pass from his or her own property to that of another.
 - j) Light a Fire without first taking sufficient precautions to ensure that the Fire can be kept under control at all times;
 - k) Light a Fire when weather conditions are conducive to creating a Running Fire;
 - l) Fail to take reasonable steps to control a Fire for the purpose of preventing it from becoming a Running Fire or from spreading onto Property other than his or her own;
 - m) Deposit, discard or leave any burning matter or substance where it might ignite other materials and cause a Fire;

- n) Conduct any activity that involves the use of Fire that might reasonably be expected to cause a Fire unless that person exercises reasonable care to prevent the Fire from occurring;
- o) Use a Fire to burn:
 - i. Material that will result in the production of dense black smoke, including, but not limited to, insulation from electrical wiring or equipment, asphalt roofing materials, hydrocarbons, plastics, or other materials or creosoted wood; or
 - ii. Herbicides, pesticides or other toxic materials or substances;
 - iii. Animal carcasses, or parts thereof
 - iv. Biohazardous materials
- p) Conduct any activity that involves the use of a Fire, where smoke from the Fire may impede visibility of the vehicular traffic on any Highway as defined in the *Traffic Safety Act*, R.S.A. 2000 Chapter T-6, as amended; or
- q) Light a Fire on lands owned or controlled by the Town except with the Town's express written consent if a Recreational Fire, in a fireplace or campfire provided by the Town for that purpose.

SECTION 14 PENALTIES

ENFORCEMENT

- 14.1 Where Property does not comply with this Bylaw or a person contravenes this Bylaw, the Town may pursue its enforcement alternatives in accordance with any Act, or common law right, including but not limited to the issuance of an order to remedy the contravention by the Town, adding amounts to the tax roll, and pursuing injunctions pursuant to **the applicable Section of the Municipal Government Act**.

PENALTIES

- 14.2 Any person who:
- a) Violates any provision of this Bylaw;
 - b) Suffers or permits any act or thing to be done in contravention of or in violation of any provision of this Bylaw;
 - c) Neglects to do or refrains from doing anything required to be done by the provisions of this Bylaw; or
 - d) Does any act or thing or omits any act or thing, thus violating any provision of this Bylaw; is guilty of an offence under this Bylaw, and upon a conviction, is liable to a fine as set out in Schedule "B" attached hereto and forming a part of this Bylaw.

VIOLATION TAGS & TICKETS

- 14.3 Where an Enforcement Officer has reasonable grounds to believe that a provision of this Bylaw has been contravened, that Enforcement Officer is authorized and empowered to issue a Violation Tag to any person who the Enforcement Officer has reasonable grounds to believe is responsible for this contravention.
- 14.4 A Violation Tag issued pursuant to this Bylaw shall be in a form approved by the CAO and may be delivered to the Person reasonably believed to have contravened this Bylaw by means of actual service upon the person or by mailing a copy to the Person at his or her address as it appears on the Town's tax roll.
- 14.5 Where a Violation Tag is issued pursuant to this Bylaw, the Person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town, the penalty specified on the Violation Tag within seven (7) business days if delivered by actual service to the person and within fourteen (14) business days if served by mail.
- 14.6 Where a Violation Tag has been issued and the specified penalty not paid within the prescribed time, the right of the Person named on the Violation Tag to pay the penalty in lieu of prosecution shall expire and the Enforcement Officer is authorized to issue a Violation Ticket pursuant to Part 2 of the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended, or repealed and replaced

from time to time, to any person the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

- 14.7 Notwithstanding Section 14.6, an Enforcement Officer is hereby authorized and empowered to immediately issue a Violation Ticket to any person whom the Enforcement Officer has reasonable grounds to believe has contravened or is responsible for a contravention of any provision of this Bylaw regardless of whether a Violation Tag has first been issued. Nothing in the Bylaw shall prevent an Enforcement Officer from immediately issuing a Violation Ticket.
- 14.8 The specified penalty payable in respect of a contravention of a provision of this Bylaw is the amount provided for in Schedule "B" of this Bylaw in respect of that provision.
- 14.9 **For any offence for which there is no penalty specified, to a penalty of not less than \$300.00 and not more than \$10,000.00 (plus any applicable costs of firefighting).**
~~Where any Person contravenes the same provision of this Bylaw twice within one twelve (12) month period, the specified penalty payable in respect of the second such contravention shall be double the amount provided for in Schedule "B" of this Bylaw.~~
- ~~14.10 Where any Person contravenes the same provision of this Bylaw three or more times within one twelve (12) month period, the specified penalty payable in respect of the third and subsequent such contravention shall be triple the amount provided for in Schedule "B" of this Bylaw.~~

SECTION 15 NOTICE

- 15.1 Any Notice provided for in this Bylaw shall be in writing.
- 15.2 Service of any Notice provided for in this Bylaw may be made as follows:
- a) Personally, upon the person to be served; or
 - b) By mailing the copy to the person to be served by double registered mail or certified mail to the last known post office address of the person to be served and service shall be deemed to be effected at the time the copy is delivered by an official of the post office to the person to be served or to any person receiving it on his or her behalf;
 - c) Where the property is not occupied, by mailing the Notice by double registered mail or certified mail to the mailing address noted on the Town's tax roll for that property, and service shall be deemed to be effected at the time the copy is delivered by an official of the post office to the person to be served or to any person receiving it on his or her behalf; or
 - d) As directed by the Court.

SECTION 16 SCHEDULES

- 16.1 Schedules A and B as attached shall form part of this Bylaw.

SECTION 17 SEVERABILITY

- 17.1 Should any section or part of this Bylaw be found to have been improperly enacted for any reason, then such section or part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

SECTION 18 PASSAGE OF BYLAW

18.1 Bylaws No. 1705, 1715 the Fire Protection Bylaw, and any amendments thereto, are hereby repealed.

SECTION 19 PASSAGE OF BYLAW

19.1 This Bylaw shall come into effect upon passage of 3rd Reading.

READ a first time in Council this **22nd** day of **April** 2024 A.D.

READ a second time in Council this day of 2024 A.D.

READ a third time in Council and finally passed this day of 2024 A.D.

Brad Schlossberger, Mayor

Abe Tinney, CAO

**TOWN OF CLARESHOLM
BYLAW NO. 1705
SCHEDULE "A"
FIRE PROTECTION CHARGES**

~~Burning Permit—No Charge~~

~~Fire truck and rescue van (flat rate includes manpower) \$200.00 per hour per unit~~

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

~~Any material used shall be billed at cost.~~

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

**TOWN OF CLARESHOLM
BYLAW No. 1782
SCHEDULE "A"
FIRE PROTECTION CHARGES**

Type of Event	Type of Apparatus Responding	Applicable Charge
Fires, Motor Vehicle Collisions (not on a numbered highway), Rescues, Alarms, etc.	Engines / Pumpers / Tenders / Tankers / Rescue Units / Bush Trucks / Medical Response Units	\$450/hr. rounded to the nearest one-half (1/2) hour
Motor Vehicle Collision – on a numbered highway	Engines / Pumpers / Tenders / Tankers / Rescue Units / Bush Trucks / Medical Response Units / Command Unit	As Per Alberta Transportation Table 1: Rates of Reimbursement for Fire Departments
Response Trucks / Personnel Transport only	Any type of department apparatus used for personnel transport / rehab only	\$175/hr. rounded to the nearest one-half (1/2) hour
Fires, Motor Vehicle Collisions, Rescues, Alarms, etc. <i>Not</i> on a numbered highway	Command Vehicle(s)	\$175/hr. rounded to the nearest one-half (1/2) hour

Other Charges

Description of Charge	Applicable Charge
Consumables (Foam, tools, equipment, gear, etc.)	At Cost
Contracted Equipment (Excavators, Dozers, etc.)	At Cost
Lost, Broken, or Destroyed Equipment	At Cost
Fire Safety Codes Inspection	No Charge
Burn Permit (for those in Ag Transitional or Direct Control zoned lands)	No Charge
Burn Pit / Site Inspection or Review	No Charge
False Alarm / Alarm Bells	No Charge for 1 st response to municipal tax-roll number within calendar year. Subsequent responses will be charged at applicable rates. First-call exemption not applicable to tax-exempted properties.

TOWN OF CLARESHOLM
BYLAW NO. 1705
SCHEDULE "B"
FINES & PENALTIES

\$300 First offence _____

\$500 Second offence _____

\$750 Third and any subsequent offence _____

TOWN OF CLARESHOLM
BYLAW No. 1782
SCHEDULE "B"
FINES & PENALTIES

Bylaw Section	Offence	1st Offence Penalty	2nd Offence Penalty (within calendar year)	3rd & Subsequent Offence Penalties (within calendar year)
3.4	When a fire ban is in effect, any person who contravenes the fire ban may be subject to the fines established	\$300	\$500	\$1000
13.1	Damage or destroy any fire department apparatus or equipment	Cost of repair +25%	Cost of repair +25% and \$500	Cost of repair +25% and \$1000
13.2 13.3(b) 13.3(f)	Interfere with efforts of any person authorized to carry out duties outlined in this bylaw	\$300	\$500	\$1000
13.3(a)	Contravene any provision of this bylaw that does not have a specified penalty attached	\$300	\$500	\$1000
13.3(c)	Sell, offer for sale, or store for the purpose of sale consumer or display fireworks	\$300	\$500	\$750
13.3(d)	Possess, handle, discharge, fire or set off consumer or display fireworks in the Town without first	\$500 +associated costs of firefighting	\$750 +associated costs of firefighting	\$1000 +associated costs of firefighting

	obtaining a fireworks permit			
13.3(e)	At an incident, drive a vehicle over any fire department equipment without permission from the Fire Chief or Incident Commander	\$300	\$500	\$1000
13.3(g)	Falsely represent themselves as a member, or wear or display any fire department badge, cap, button, insignia or other paraphernalia which may leave the false impression that the person is a member	\$300	\$500	\$1000
13.3(h)	Obstruct or otherwise interfere with access to any fire alarm, fire hydrant, cistern, or body of water intended to be used for fire protection, or any connections provided to a fire main/pipe/stand-pipe/sprinkler system etc. designed or intended to be used for fire protection	\$500	\$1000	\$2000
13.3(i)	Either directly or indirectly, personally or through an agent/servant/or employee kindle a fire or let it become a running fire on any land not his/her own or allow a running fire to pass from his/her own property to that of another	\$2500 +associated costs of firefighting	\$5000 +associated costs of firefighting	\$7500 +associated costs of firefighting
13.3(j)	Light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times	\$500 +associated costs of firefighting	\$750 +associated costs of firefighting	\$1000 +associated costs of firefighting

13.3(k)	Light a fire when weather conditions are conducive to creating a running fire	\$500 +associated costs of firefighting	\$750 +associated costs of firefighting	\$1000 +associated costs of firefighting
13.3(l)	Fail to take reasonable steps to control a fire for the purpose of preventing it from becoming a running fire or from spreading onto property other than his/her own	\$500 +associated costs of firefighting	\$750 +associated costs of firefighting	\$1000 +associated costs of firefighting
13.3(m)	Deposit, discard, or leave any burning matter or substance where it might ignite other material and cause a fire	\$300 +associated costs of firefighting	\$500 +associated costs of firefighting	\$750 +associated costs of firefighting
13.3(n)	Conduct any activity that involves the use of Fire that might reasonably be expected to cause a Fire unless that person exercises reasonable care to prevent the Fire from occurring	\$300 +associated costs of firefighting	\$500 +associated costs of firefighting	\$750 +associated costs of firefighting
13.3(o)	Use a fire to burn any prohibited material, or that which may produce dense black smoke	\$300 +associated costs of firefighting	\$500 +associated costs of firefighting	\$750 +associated costs of firefighting
13.3(p)	Conduct any activity that involves the use of a Fire, where smoke from the Fire may impede visibility of the vehicular traffic on any Highway as defined in the <i>Traffic Safety Act</i> , R.S.A. 2000 Chapter T-6, as amended	\$300	\$500	\$750
13.3(q)	Light a Fire on lands owned or controlled by the Town except with the Town's express written consent if a Recreational Fire, in a fireplace or campfire provided by the Town for that purpose.	\$300	\$500	\$750

Fire Insurance

The Town of Claresholm has recently updated the Fire Protection Bylaw #1782, and as a result, fire service charges have increased.

Claresholm Fire would like to take this opportunity to remind residents to review their homeowner's insurance policy to ensure they're adequately covered in the event of a fire.

For more information consult:

- Your insurance broker / agency
- Insurance Bureau of Canada Website (general information): <https://www.ibc.ca/insurance-basics/home/types-of-home-insurance-coverage>
- Town of Claresholm Fire Protection Bylaw, Section 12 – Recovery of Costs: <https://www.claresholm.ca/admin/resources/page-files/fire-protection-bylaw.pdf>





REQUEST FOR DECISION

Meeting: May 13, 2024
Agenda Item: 3

BYLAW No. 1783 – LAND USE BYLAW AMENDMENT

Town Council passed first reading of Bylaw No. 1783 at the regularly scheduled Council meeting held April 8, 2024. The Bylaw Amendment is from Single Detached Residential (R1) to Multiple Residential (R4) to accommodate development. All development is dealt with through the permitting process. This is the first step to align the zoning with the intended development. This development would provide diversity of housing within Claresholm.

See right (outlined in red)– yellow R1, orange R4, blue Public.

In accordance with the Municipal Government Act (MGA) the land use bylaw amendment requires a public hearing and advertisement (neighborhood circulation) prior to giving second reading and notice. **There were no comments received from the circulation.**

RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1783, a bylaw to amend Land Use Bylaw No.1525 second reading.

Moved by Councillor _____ to give Bylaw No. 1783, a bylaw to amend Land Use Bylaw No. 1525 third and final reading.



ATTACHMENTS:

- 1.) Bylaw No. 1783

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Sections 216.4, 606, 636, 692

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: May 7, 2024



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1783**

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

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

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

WHEREAS the purpose of the amendment is to re-zone the lands from “Single Detached Residential – R1” to “Multiple Residential – R4” to accommodate development.

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

1. The Town of Claresholm Land Use Bylaw #1525 shall be amended as follows:

LAND USE DISTRICT MAP

LOTS 20-38, BLOCK B, PLAN 2010856

Be amended by changing the lands from “Single Detached Residential – R1” to “Multiple Residential – R4” as per “Schedule A” attached.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1783 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **8** day of **April** 2024 A.D.

Read a second time in Council this day of 2024 A.D.

Read a third time in Council and finally passed in Council this day of 2024 A.D.

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'A'**

Aerial Photo Date: 2021



FROM: SINGLE DETACHED RESIDENTIAL R1
TO: MULTIPLE RESIDENTIAL R4

LOTS 20 - 38, BLOCK B, PLAN 2010856 WITHIN
NE 1/4 SEC 26, TWP 12, RGE 27, W 4 M
MUNICIPALITY: TOWN OF CLAESHOLM
DATE: MARCH 28, 2024

Bylaw #: _____

Date: _____



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

BYLAW No. 1785 – LAND USE BYLAW AMENDMENT

DESCRIPTION / BACKGROUND:

At the April 22, 2024, Council meeting a motion was carried to give Bylaw No. 1785 first reading. The purpose of the amendment is for the re-designation of the land located at 5123 5 St East from R4 – Multiple Residential to C1 - Retail Commercial.

This property was redesignated from Retail Commercial to Multiple residential in 2023, however no renovations proceeded, and now new owners would like to utilize the property for a daycare. That process will be dealt with at the development permit (safety codes) stage. This is the first step to align the land use designation with the proposed development.



In accordance with the Municipal Government Act (MGA), the land use bylaw amendment requires a public hearing and advertisement (neighborhood circulation) prior to giving second reading. Any considerations for uses, intensity, and development, etc. would be dealt with at the approval stage through a separate application (Development office or MPC).

The notice of public hearing was published in the Town News as well as circulated to the neighborhood. A concern was raised from the neighborhood circulation as to the use of that property with increased traffic, safety down the alley, noise, etc. for a commercial business (daycare). As this is dealt with at the development stage, Council would consider if this location is suitable for a retail commercial district (and any of those land uses). This property was previously retail commercial, and most traffic would utilize 50th Ave East and 5th St East which are major collectors. (shown right – green)

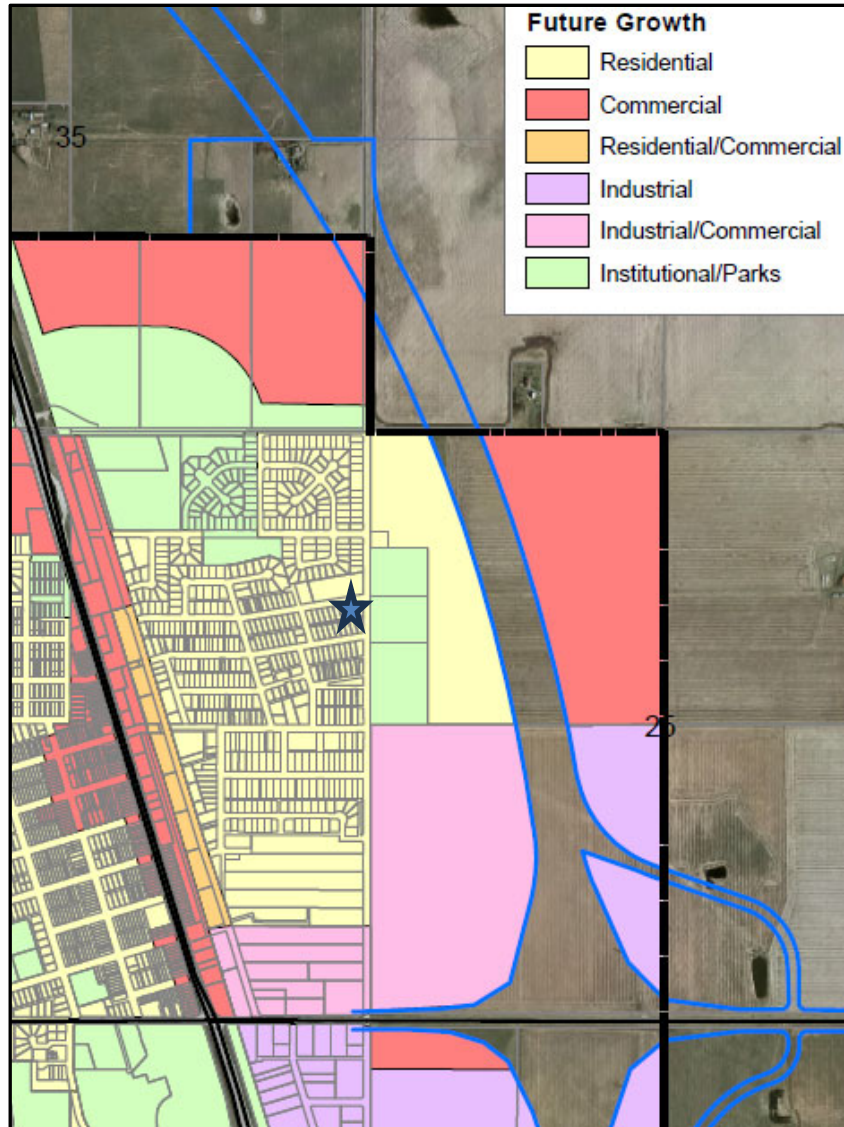


ORRSC comments:

Municipal Development Plan Bylaw 1644 goal 4.2 supports the redesignation of this parcel as the parcel is adjacent to a major collector road and within a node previously identified acceptable as a neighbourhood commercial node.

4.2 Goal *The Town of Claresholm supports and encourages commercial development in the central business district as well as in the identified nodes within neighbourhoods and along the main transportation corridors.*

Furthermore, objective 4.3.1 to promote and attract new business and increase economic well-being and objective 4.3.10 to encourage the development of Neighbourhood Commercial in residential areas further supports the proposal.



RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1785, a bylaw to amend Land Use Bylaw No.1525 second reading.

Moved by Councillor _____ to give Bylaw No. 1785, a bylaw to amend Land Use Bylaw No. 1525 third and final reading.

ATTACHMENTS:

- 1.) Bylaw No. 1785

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: May 7th, 2024



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1785**

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

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

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

WHEREAS the Town of Claresholm is in receipt of an application to redesignate lands for the purpose of operating a commercial development.

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

1. The Town of Claresholm Land Use Bylaw #1525 shall be amended as follows:

LAND USE DISTRICT MAP

Lots 17, 18, 19, Block 132, Plan 7959 GV

Be amended by changing the lands from “Multiple Residential – R4” to “Retail Commercial – C1” as per “Schedule A” attached.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1785 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **22** day of **April** 2024 A.D.

Read a second time in Council this day of 2024 A.D.

Read a third time in Council and finally passed in Council this day of 2024 A.D.

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'A'**

Aerial Photo Date: 2021

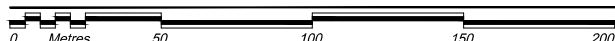


FROM: Multiple Residential R4
TO: Retail Commercial C1

LOTS 17-19, BLOCK 132, PLAN 7959GV
WITHIN NE 1/4 SEC 26, TWP 12, RGE 27, W 4 M
MUNICIPALITY: TOWN OF CLARESHOLM
DATE: APRIL 18, 2024

Bylaw #: _____

Date: _____



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



Claresholm

TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1786

A bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2024 taxation year.

WHEREAS, the Town of Claresholm has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on April 22, 2024; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Claresholm for 2024 total \$13,327,851; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$9,449,762 and the balance of \$3,878,089 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)

Residential & Farmland	\$1,069,376
Non-Residential	\$381,473

Porcupine Hills Lodge Foundation (PHL)

Residential & Non-Residential	\$199,543
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Designated Industrial Property Requisition(DIP)

Designated Industrial Properties	\$751
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WHEREAS, the Council of the Town of Claresholm is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Town of Claresholm as shown on the assessment roll is:

Residential	453,511,650
Vacant Residential & Farmland (VR&F)	3,763,000
Non-Residential	88,707,810
Linear & Designated Industrial (DI) Property	8,745,530
Machinery & Equipment (M&E)	985,300
Machinery & Equipment (M&E) - Designated Industrial (DI)	69,950
Exempt	152,999,540
Annexed Residential	2,117,900
Annexed Farmland	166,230
Annexed Non-Residential	4,882,690
Annexed Linear and Designated Industrial (DI) Property	739,400
Annexed Machinery & Equipment (M&E) - Designated Industrial (DI)	263,450
Total	716,952,450

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Town of Claresholm, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Claresholm

General Municipal		Tax Levy	Assessment	Tax Rate
	Residential	\$2,710,411	\$453,511,650	0.0059765
	VR&F	\$22,489	\$3,763,000	0.0059765
	Non-Residential	\$1,005,422	\$88,707,810	0.0113341
	Non-Residential – Provincial Grants in Lieu 50% reduction	-\$13,391		
	Linear & DI Property	\$99,122	\$8,745,530	0.0113341
	M&E	\$0	\$985,300	0.0000000
	M&E – DI	\$0	\$69,950	0.0000000
	Annexed Residential	\$5,608	\$2,117,900	0.0026480
	Annexed Farmland	\$1,636	\$166,230	0.0098450
	Annexed Non –Residential	\$40,638	\$4,882,690	0.0083230
	Annexed Linear & DI Property	\$6,154	\$739,400	0.0083230
	Annexed M&E – DI	\$0	\$263,450	0.0000000
		\$3,878,089	\$563,952,910	
ASFF		Tax Levy	Assessment	Tax Rate
	Residential & VR & F	\$1,064,110	\$457,274,650	0.0023271
	Non-Residential	\$361,363	\$95,090,340	0.0038002
	Annexed - Residential & VR & F	\$5,266	\$2,284,130	0.0023060
	Annexed - Non-Residential	\$20,110	\$5,622,090	0.0035770
		\$1,450,849	\$560,271,210	
PHL		Tax Levy	Assessment	Tax Rate
	Residential, Non-Residential VR&F	\$197,284	\$552,364,990	0.0003572
	Annexed - Residential, Non-Residential VR & F	\$2,259	\$7,906,220	0.0002860
		\$199,543	\$560,271,210	
Designated Industrial (DI) Property Requisition		Tax Levy	Assessment	Tax Rate
	Linear & DI including M&E	\$751	9,818,330	0.0000765

Note: Annexed properties are taxed at MD of Willow Creek tax rates as per Order In Council 004/2017 (until 2042), 383/2020 (until 2030), and 213/2023 (until 2038).

PROPERTY TAX RATES BY CLASSIFICATION

	RES & VR&F	NON-RES	DI
Alberta School Foundation Fund (ASFF)	0.0023271	0.0038002	0.0038002
Porcupine Hills Lodge Foundation (PHL)	0.0003572	0.0003572	0.0003572
Designated Industrial Property Requisition (DIP)			0.0000765
Municipal	0.0059765	0.0113341	0.0113341
	0.0086608	0.0154915	0.0155680

PROPERTY TAX RATES BY CLASSIFICATION – ANNEXED LANDS

	RES	VR&F	NON-RES	DI
Alberta School Foundation Fund (ASFF)	0.0023060	0.0023060	0.0035770	0.0035770
Porcupine Hills Lodge Foundation (PHL)	0.0002860	0.0002860	0.0002860	0.0002860
Designated Industrial Property Requisition				0.0000765
Municipal	0.0026480	0.0098450	0.0083230	0.0083230
	0.0052400	0.0124370	0.0121860	0.0122625

2. That this bylaw shall take effect on the date of third and final reading.

READ a first time in Council this **22nd** day of **April** 2024 A.D.

READ a second time in Council this day of 2024 A.D.

READ a third time in Council and finally passed this day of 2024 A.D.

Brad Schlossberger
Mayor

Abe Tinney
Chief Administrative Officer



REQUEST FOR DECISION

Meeting: May 13, 2024
Agenda Item: 6

BYLAW No. 1787 – LAND USE BYLAW AMENDMENT

DESCRIPTION / BACKGROUND:

The Town has received a land use bylaw amendment application to add the use of Grocery Store and change the definition of Food Processing Facility, Minor (for the expansion of an existing business to add square footage up to 12,000 square feet rather than the current 5005 square feet) into the Highway Commercial – C2, land use district. This is to facilitate development within an existing business along the highway corridor (Alberta Road).

The applicant would like to expand their business operations for shipping of processed food and add an additional 20-30 employees. The site requires additional land to be subdivided and purchased, which they are currently working on. The actual use will be approved within a separate application process through the Development office; however, this is the first step in that process; ensuring the use is listed within the land use district. The applicant has plans to pave the parking area, shipping will remain similar (more food processed, but instead of just shipping out 3 pallets, they will ship out 6 within the same truck). Additionally, the front retail space will expand to provide additional food products for purchase (larger retail store component to provide options of products not currently available).

Currently, Grocery Store, is only listed within the Retail Commercial – C1 district. There would be additional locations along the highway corridor that could be suitable for this use. There are no concerns from the Development Department as to the addition of this use within the Highway Commercial – C2, district or the changes in the definition, for the expansion of the business.

In accordance with the Municipal Government Act (MGA), the land use bylaw amendment requires a public hearing and advertisement prior to giving second reading and notice given. Administration would recommend Council pass first reading to allow the bylaw to continue to the public hearing stage. Any considerations for parking, uses, intensity, additions, etc. would be dealt with at the approval stage through a separate application (Development office).

Comments ORRSC:

The current floor area limitations for Food Processing, Minor has been identified as limiting to business growth. A review of other municipalities in Alberta was conducted, no other municipality is limiting food processing by size, in the case of Claresholm, the categorization by floor area into Major and Minor food processing works well for existing development and it is suggested that the floor area be increased for Food Processing Minor to allow more opportunity for business growth. A review of known smaller-scale food processing facilities in the region found they range in size from 5,000-12,000 square feet. This amendment will provide the opportunity for existing businesses to expand as well as opportunity for new businesses to locate within the Highway Commercial – C2 district.

RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1787, a bylaw to amend Land Use Bylaw No.1525 first reading.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1787

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 216.4 – Public Hearings.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: May 7, 2024



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1787**

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

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

AND WHEREAS THE PURPOSE of proposed Bylaw No. 1787 is to amend the Land Use Bylaw No. 1525 to add Grocery Store as a use within the Highway Commercial ‘C2’ land use district and amend the definitions of Food Processing Facility, Minor and Food Processing Facility, Major;

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

1. The Town of Claresholm Land Use Bylaw #1525 shall be amended by:
 - (a) Adding the following use to Highway Commercial – C2 under section 1.
DEVELOPMENT OFFICER DISCRETIONARY USES
Grocery Store
 - (b) Deleting the definition of Food Processing Facility, Major in Administration, Section 6 – Definitions by and replacing it with the following:

Means a development that consists of the processing of raw materials into a semi-finished or finished food and/or beverage product that may be stored on site prior to the distribution of the product. The portion of the floor area directly related to the food processing facility exceeds 1,114.84 m² (12,000 sq. ft.). Any indoor display, retail, office or administrative support area shall be deemed an accessory use and not used in the floor processing floor area calculations.
 - (c) Deleting the definition of Food Processing Facility, Minor in Administration, Section 6 – Definitions by and replacing it with the following:

Means a development that consists of the processing of raw materials into a semi-finished or finished food and/or beverage product that may be stored on site prior to the distribution of the product. The portion of the floor area directly related to the food processing facility shall not exceed 1,114.84 m² (12,000 sq. ft.). Any indoor display, retail, office or administrative support area shall be deemed an accessory use and not used in the floor processing floor area calculations.
2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1787 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this day of 2024 A.D.

Read a second time in Council this day of 2024 A.D.

Read a third time in Council and finally passed in Council this day of 2024 A.D.

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



Bill 20 – *Municipal Affairs Statutes Amendment Act, 2024*

The proposed *Municipal Affairs Statutes Amendment Act, 2024*, makes changes to two key pieces of municipal-related legislation: the *Local Authorities Election Act* (LAEA) and the *Municipal Government Act* (MGA).

- The **LAEA** establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts and Metis Settlements.
- The **MGA** establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

Changes to local election rules under the LAEA

Proposed changes to the LAEA aim to add greater transparency to and trust in local election processes.

Description of Proposed Changes	Current Status
<ul style="list-style-type: none"> • Align candidate eligibility criteria with councillor disqualification criteria in the MGA. 	<p>Candidates elected to council may face immediate disqualification due to misalignment with the MGA's criteria.</p>
<ul style="list-style-type: none"> • Allow municipalities to require criminal record checks for candidates. 	<p>No provisions in place.</p>
<ul style="list-style-type: none"> • Allow union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year). 	<p>Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign.</p>
<ul style="list-style-type: none"> • Allow donations outside the local election year and require annual reporting of donations. 	<p>Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000 per year.</p>
<ul style="list-style-type: none"> • Require third-party advertisers interested in plebiscites to register and report finances. Only Albertans, Alberta companies and Alberta unions can contribute to issues-based third-party advertisers, up to a maximum of \$5,000. 	<p>The LAEA only regulates third-party advertising for the promotion or opposition of a candidate during an election. There is no reference to issue-based advertising.</p>
<ul style="list-style-type: none"> • Limit donations to third party advertisers to \$5,000 per election period, which begins May 1 of the election year. 	<p>The current donation limit is \$30,000 for all individuals, unions, and corporations.</p>
<ul style="list-style-type: none"> • Enable regulation-making authority to define local political parties. This approach will be piloted in Calgary and Edmonton. 	<p>No provisions in place to regulate political parties at the local level.</p>
<ul style="list-style-type: none"> • Repeal the municipal authority to develop a voters list. 	<p>Municipalities can prepare a voters list, which must be shared with all candidates.</p>
<ul style="list-style-type: none"> • Require municipalities to prepare a permanent electors register and align that information with Elections Alberta. 	<p>A permanent electors register is an internal document that assists with the conduct of an election. Municipalities can choose to develop one or not.</p>

<ul style="list-style-type: none"> Expand the use of special ballots while strengthening special ballot processes. 	Special ballots can only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
<ul style="list-style-type: none"> Limit vouching to the ability to vouch for someone's address. 	An elector can vouch for an individual's age, residence, and identity.
<ul style="list-style-type: none"> Repeal the ability for a candidate's official agent or scrutineer to object to an elector. 	Candidate's official agents or scrutineers can object to an elector; however, the elector can still vote.
<ul style="list-style-type: none"> Enable regulation-making authority to postpone elections in emergencies. 	No provisions in place to enable the Minister to postpone an election in the event of a natural disaster.
<ul style="list-style-type: none"> Prohibit automated voting equipment, such as electronic tabulators. 	The LAEA permits municipalities, by bylaw, to process ballots by automated voting equipment.
<ul style="list-style-type: none"> Require recounts if requested by a candidate when the margin is within 0.5 percent of total votes. 	Returning officers have discretion regarding recounts.
<ul style="list-style-type: none"> Clarifying rules and streamlining processes for scrutineers. 	Concerns have been raised that the rules for scrutineers are not clear.

Strengthening the accountability of local councils under the MGA

Proposed changes to the MGA will help ensure local councils and elected officials are mindful of the common interests of Albertans and held to greater account by the citizens who elected them.

Description of Proposed Changes	Current Status
<ul style="list-style-type: none"> Require a councillor's seat to become vacant upon disqualification. 	Municipal councils or electors can only remove a disqualified councillor through the courts if they refuse to vacate their seat.
<ul style="list-style-type: none"> Require mandatory orientation training for councillors. 	Training for councillors must be offered, but there is no requirement for the councillor to attend the training.
<ul style="list-style-type: none"> Allow Cabinet to remove a councillor if in the public interest, or to order a referendum to determine whether the councillor should be removed. 	Minister can only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
<ul style="list-style-type: none"> Allow elected officials to recuse themselves for real or perceived conflicts of interest. 	Elected officials can only recuse themselves for matters in which they have a financial interest.
<ul style="list-style-type: none"> Make the Minister responsible for validating municipal recall petitions. 	A municipality's chief administrative officer is responsible for validating recall petitions.
<ul style="list-style-type: none"> Enable Cabinet to require a municipality to amend or repeal a bylaw. Give Cabinet authority to direct a municipality to take specific action to protect public health and/or safety. 	Cabinet may only intervene with respect to a land use bylaw or statutory plan. No provisions exist.

<ul style="list-style-type: none"> • Allow the Minister to outline joint use planning agreement criteria and requirements. 	All criteria for these agreements are currently in the <i>MGA</i> .
<ul style="list-style-type: none"> • Specify that the assessed person for an electric generation system is the operator. 	There is a lack of clarity regarding who should be assessed for electrical generation systems.

Accelerating housing development under the MGA

Affordable and attainable housing has become one of the most urgent concerns across the country, and Alberta’s government is constantly searching for innovative ways to meet this challenge, including new tools for municipalities to leverage under the MGA.

Description of Proposed Changes	Current Status
<ul style="list-style-type: none"> • Require municipalities to offer digital options for public hearings on planning and development and restrict them from holding extra hearings when not required by legislation. 	No requirements in place for digital options. Municipalities can hold extra hearings beyond what’s legislated.
<ul style="list-style-type: none"> • Fully exempt non-profit subsidized affordable housing from property taxation. 	No provisions in place.
<ul style="list-style-type: none"> • Enable multi-year residential property tax incentives. 	Municipalities may offer multi-year incentives for non-residential development, but not residential development.
<ul style="list-style-type: none"> • Limit the ability of municipalities to require non-statutory studies as requirements for building and development permits. 	No provisions in place.

Next steps

Should the legislation pass, supporting regulations would be developed through stakeholder engagement with municipalities and other partners, which is expected to take place in late spring and summer of 2024. If passed, it is anticipated the legislation would come into force upon Royal Assent.

Karine Keys

From: Tyler Gandam <president@abmunis.ca>
Sent: May 2, 2024 10:45 AM
To: Karine Keys
Subject: Bill 20 – Municipal Affairs Amendment Act

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayors, Councillors and CAOs,

Last week, Minister of Municipal Affairs Ric McIver introduced [Bill 20, the Municipal Affairs Statutes Amendment Act, 2024](#). The bill proposes substantial changes to the [Municipal Government Act](#) and the [Local Authorities Election Act](#). We are strongly opposed to aspects of this Bill which undermines local democracy. Such as:

- The ability for Cabinet to remove a councillor;
- The ability for Cabinet to require a municipality to amend or repeal a bylaw; and
- The establishment of municipal political parties in Edmonton and Calgary for the 2025 municipal elections.

We have prepared a [Preliminary Analysis](#) of Bill 20 based on positions previously approved by ABmunis Board and members. ABmunis is conducting a more thorough legal review of the Bill to assess potential consequences - both intended and unintended. We welcome feedback from you on our analysis and understand our positions on details of the Act may evolve over time with further analysis and engagement. However, our concerns with fundamental aspects of the bill, which we see undermining local democracy, are unlikely to change.

ABmunis is also hosting a Webinar for members to discuss our advocacy efforts from 12:30-1:30pm MST on Wednesday, May 8. You may register for it [here](#).

We encourage you to share your thoughts with us at advocacy@abmunis.ca, raise your perspectives with your [MLAs](#) and attend a [Summer MLC](#) which will feature a discussion on the legislation and its potential impacts on municipalities.

We also encourage you to follow and share our social media posts on [LinkedIn](#), [Twitter](#), and [Facebook](#).
Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

ALBERTA MUNICIPALITIES' PRELIMINARY ANALYSIS: Bill 20 - Municipal Affairs Statutes Amendment Act, 2024



 **Alberta
Municipalities**
Strength
In Members

Last update: April 30, 2024

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Alberta Municipalities' Preliminary Analysis

Bill 20 – Municipal Affairs Statutes Amendment Act, 2024

The following document represents Alberta Municipalities' preliminary analysis of Bill 20 and was prepared by ABmunis administration based on positions previously approved by the ABmunis Board and membership. This document has also been presented at a high level for discussion by ABmunis' Municipal Governance Committee. ABmunis is currently undertaking a more thorough legal review of the Bill to assess potential consequences - both intended and unintended. We welcome feedback from members on our analysis and will be engaging further to hear their thoughts. Our positions on details of the Act may evolve over time with further analysis and member engagement. However, our concerns with fundamental aspects of the bill, which we perceive as undermining local democracy, are unlikely to change.

Changes to local election rules under the LAEA

According to the Government of Alberta's [Fact Sheet](#) on the Bill, the purpose of the proposed changes to the Local Authorities Election Act (LAEA) is "to add greater transparency to and trust in local election processes." While we agree with the purpose statement, the way the government drafted Bill 20 lacked transparency and undermines trust. This is the second time in a row that changes to the LAEA have directly conflicted with feedback provided by Albertans. In 2020, changes to the Act increased contribution limits even though Albertans clearly indicated in a provincial survey that contribution limits should be kept the same or reduced. The overarching message was that Albertans wanted to keep big money out of local politics. Now the province is pushing ahead with political parties despite the opposition of Albertans as again articulated in response to the provincial survey, the results of which were only made public thanks to a FOIP request.

ABmunis appreciates that amendments to the LAEA are needed. Since the Act was introduced in the 1990s, multiple legislative updates have created inconsistencies, resulting in a growing lack of clarity. ABmunis and RMA have previously called for a comprehensive review of the Act based on democratic principles and a jurisdictional scan of best practices, and involving experts in local elections such as clerks and municipal lawyers.

Government of Alberta description of proposed change	Government of Alberta description of current status	ABmunis understanding of rationale	ABmunis analysis and position
Align candidate eligibility criteria with councillor disqualification criteria in the MGA.	Candidates elected to council may face immediate disqualification due to misalignment with the MGA's criteria.	Municipalities and voters have expressed concern about the misalignment between the LAEA and MGA qualification criteria and the process for handling disqualification.	<p>Support in principle.</p> <ul style="list-style-type: none"> Greater alignment between the LAEA and MGA is beneficial in improving clarity of candidate eligibility. <p>Additional solutions needed.</p> <p>Municipal Affairs should engage ABmunis and other municipal associations to provide candidates and the public easily accessible information on:</p> <ul style="list-style-type: none"> Eligibility criteria. The process involved in determine if a candidate is eligible. The process involved in disqualifying a candidate if they are deemed to be ineligible. <p>The process of disqualification needs further consideration and clarification.</p>

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<p>Allow municipalities to require criminal record checks for candidates.</p>	<p>No provisions in place.</p>	<p>Concerns have been raised over the suitability of certain candidates/councillors due to past actions, criminal or otherwise.</p> <p>While the constitutional grounds for barring someone from running for office are limited, Municipal Affairs says its intention is to better inform voters prior to the election.</p> <p>ABmunis had suggested potentially enabling vulnerable sector checks. However, we now understand that this would require broader legislative and procedural changes and would not capture things like financial crimes which could be considered relevant for positions on council.</p>	<p>Support with qualification.</p> <ul style="list-style-type: none"> • ABmunis supports that this provision allows as opposed to requires municipalities to conduct record checks. • Our understanding is that the record check would become part of the nomination form and therefore available to the public. • We also understand that municipalities can redact portions of the check that deal with less severe criminal acts and acts that happened in the distant past. • Another consideration is whether a candidate will be blocked from submitting their nomination if the RCMP were delayed in providing the criminal record check. • A great deal of thought will need to be given on how municipalities implement requiring criminal record checks for all candidates.
<p>Allow union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).</p>	<p>Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign.</p>	<p>The Premier and Minister of Municipal Affairs have stated that despite the prohibition, donations are being made by corporations and unions.</p>	<p>Oppose.</p> <ul style="list-style-type: none"> • Albertans' have been clear that they do not want to see big money in local politics. • \$5,000 is far greater than average Albertans can afford to donate, especially in the middle of an affordability crisis. • As an alternative solution, we recommended reducing donation limits to \$2,500 per municipality per year. • A reduction in contribution limits will go a long way towards promoting fairness, increasing trust, and ensuring large donors, corporations, and unions don't drown out the voices of grassroots Albertans. • Further research could have been conducted into contributions to better gauge how much individual Albertans contribute on average and a limit could have been set based on this evidence. • In addition, ABmunis recommends reinstating the ability for municipalities with sufficient capacity to require candidates to file pre-election disclosure and make the disclosure publicly available. • The provision would allow municipalities to engage their citizens in determining an approach that reflected their

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			<p>administrative capacity and input from local voters as to the disclosure limits (e.g., contributions over \$100 are disclosed).</p> <ul style="list-style-type: none"> • Every candidate should be tracking contributions as they receive them. • ABmunis has offered to work with the Municipal Affairs to develop simple tracking templates for candidates and guidance for municipalities. • This requirement is not relevant in smaller communities where most candidates do not accept significant contributions or make significant campaign expenditures.
<p>Allow donations outside the local election year and require annual reporting of donations.</p>	<p>Donations outside of the campaign period (previously defined as January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000 per year.</p>	<p>Greater transparency in reporting. However, further analysis is required to understand the limits involved.</p>	<p>Questions/Oppose/Support.</p> <ul style="list-style-type: none"> • ABmunis understands that candidates would need to file a notice of intent to run before collecting money. Our preliminary understanding is that funds can be raised to the same limits as in an election year, but further clarification is required. • Our opposition remains that the amounts involved appear to be excessive. • We support the annual reporting requirement.
<p>Require third-party advertisers interested in plebiscites to register and report finances. Only Albertans, Alberta companies, and Alberta unions can contribute to issues-based third-party advertisers, up to a maximum of \$5,000.</p>	<p>The LAEA only regulates third-party advertising for the promotion or opposition of a candidate during an election. There is no reference to issue-based advertising.</p>	<p>Create a more level playing field between issue-based third parties, candidate-based third parties, and candidates.</p>	<p>Support with qualification.</p> <ul style="list-style-type: none"> • ABmunis supports provisions that provide a more level playing field between candidates and third parties. • However, our understanding is that issue-based advertising was not regulated in the past because of free speech rules and challenges assessing what advertising is part of a long-standing campaign and what is targeted at a specific vote. Therefore, we have questions about how this provision will be enforced.
<p>Limit donations to third-party advertisers to \$5,000 per election period, which begins May 1 of the election year.</p>	<p>The current donation limit is \$30,000 for all individuals, unions, and corporations.</p>		<p>Support with qualification.</p> <ul style="list-style-type: none"> • The reduction in donation limits is positive but still exceeds what an average individual Albertan could afford to contribute.

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<p>Enable regulation-making authority to define local political parties. This approach will be piloted in Calgary and Edmonton.</p>	<p>Provisions in place to regulate political parties at the local level.</p>	<p>Since floating the idea, the Premier and Minister of Municipal Affairs have stated evolving reasons:</p> <ul style="list-style-type: none"> • Make it easier to raise funds (even though Albertans are clear they want less money in politics not more). • Increase voter turnout at the local level (even though a review of municipalities with parties shows they don't seem to play a significant role in turnout). • Regulate something that is happening already (even though Albertans don't want it and have a history of not electing slates). 	<p>Oppose.</p> <ul style="list-style-type: none"> • While political parties are an important part of the parliamentary system at the provincial and federal level, they are not a good fit with local government legislation and processes in Alberta, regardless of the size of municipality. • The cities of Edmonton and Calgary follow the same governance rules as other municipalities. • Caucus meetings and whipped votes go against rules set out by the province in the Municipal Government Act (MGA). • 81% of Albertans indicated they think elected officials who are part of a political party would vote along party lines and not necessarily in the best interest of the community. • To put political parties on the ballot would require a fundamental rethink of how municipalities in Alberta are governed. • 69% Albertans believe that parties would make municipal governments more divisive. • It is unclear how this “pilot” is going to be evaluated. • It is unclear how much of the complex set of rules governing parties in the Alberta Election Act will be adapted into the LAEA and how long the development of rules will take, which contributes to uncertainty and potential chaos.
<p>Repeal the municipal authority to develop a voters list.</p>	<p>Municipalities can prepare a voter list, which must be shared with all candidates.</p>	<p>Concern regarding the misuse of voter lists.</p>	<p>Support.</p> <ul style="list-style-type: none"> • ABmunis shares concern about the potential misuse of voter lists.
<p>Require municipalities to prepare a permanent electors register and align that information with Elections Alberta.</p>	<p>A permanent electors register is an internal document that assists with the conduct of an election. Municipalities can choose to develop one or not.</p>	<p>It is not clear what problem would be solved by requiring a permanent electors registry. The moment an elector list is published, it is immediately inaccurate due to the thousands of people that are moving to different municipalities or different wards within a municipality. With an elector registry, electors would still need to produce sufficient</p>	<p>Oppose as written.</p> <ul style="list-style-type: none"> • If implemented, this would add additional costs for local governments to create databases and systems to safeguard the personal information of electors. In addition, systems would need to be in place to allow electors to request that their personal information be removed from the elector registry. All of this comes at a financial cost.

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		identification on election day in order to vote.	<p>Alternative solution.</p> <ul style="list-style-type: none"> • Municipalities could be provided the authority to prepare an electors list enabling those with capacity to do so.
<p>Expand the use of special ballots while strengthening special ballot processes.</p>	<p>Special ballots can only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.</p>	<p>During consultation, municipal associations raised concerns about the current limitations on special ballots, as special ballots are proven way to make voting more accessible to residents who may not be able get to a polling station, advanced or otherwise.</p>	<p>Support</p> <ul style="list-style-type: none"> • Aligns with ABmunis' position that requirements for who is eligible to vote by special ballot should be removed. • The requirement to force people to disclose their disability to qualify for a special ballot is not inclusive and creates a public relations challenge for the municipality. • This is especially relevant since the LAEA also allows people to receive a special ballot due to travel, yet municipalities do not require those persons to provide proof of their travel plans.
<p>Limit the ability to vouch to only someone's address.</p>	<p>An elector can vouch for an individual's age, residence, and identity.</p>	<p>Exact nature and scale of the issue is not clearly articulated.</p>	<p>Oppose as written.</p> <ul style="list-style-type: none"> • ABmunis recommended that the ability to vouch for another elector be maintained in the legislation and we are concerned this ability is being narrowed. • The consequences are that this could potentially deprive some Albertans from the right to vote as this practice is generally used in scenarios where: <ul style="list-style-type: none"> ○ Seniors have moved into care homes and can no longer drive a vehicle resulting in them no longer having a picture ID with their current address and no utility bill in their name. ○ Persons that are homeless and do not have adequate picture ID. ○ Persons who have forgotten their ID and have a significant distance to travel home or face physical challenges to leave and return to a voting station with the proper ID (e.g. Seniors). • Additionally, it will create confusion for voters since vouching is accepted for provincial and federal elections. • The ability to vouch for someone's address is helpful in situations where a voter's ID may only provide a post office box, a common feature in rural areas.

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			<p>Alternative solution.</p> <ul style="list-style-type: none"> • Maintain current provisions and conduct research as to the scale and nature of vouching to better determine if is being misused.
<p>Repeal the ability for a candidate's official agent or scrutineer to object to an elector.</p>	<p>Candidate's official agents or scrutineers can object to an elector; however, the elector can still vote.</p>	<p>Exact nature and scale of the issue is not clearly articulated.</p>	<p>Further details required.</p> <ul style="list-style-type: none"> • ABmunis recommends that this issue would be better addressed through a broader review of the LAEA by a technical working group as we note that that removal of this authority still requires a mechanism to prevent an ineligible person from voting.
<p>Enable regulation-making authority to postpone elections in emergencies.</p>	<p>No provisions in place to enable the Minister of Municipal Affairs to postpone an election in the event of a natural disaster.</p>	<p>COVID and recent disasters have highlighted potential disruption to elections.</p>	<p>Support.</p> <ul style="list-style-type: none"> • There is merit for the LAEA to clarify rules for the postponement of an election in the event of exceptional circumstances that will prevent electors from accessing voting stations. This would be beneficial for defining rules for elections and by-elections. • We also support that regulations will be developed to provide greater clarity. • ABmunis recommends the regulations be based on a thorough review/consultation process to determine the appropriate criteria and process for when an election should be postponed.
<p>Prohibit automated voting equipment, such as electronic tabulators.</p>	<p>The LAEA permits municipalities, by bylaw, to process ballots by automated voting equipment.</p>	<p>The Minister of Municipal Affairs has stated that some people don't trust tabulators.</p>	<p>Oppose.</p> <ul style="list-style-type: none"> • There is no evidence that tabulators are less accurate than hand counts. <p>Alternative Solution.</p> <ul style="list-style-type: none"> • Instead of banning automated voting equipment which has proved to be effective, efficient, and timely, provisions should have been made to the Act to make elections conducted with automatic voting equipment eligible for judicial recount.
<p>Require recounts if requested by a candidate when the margin is within 0.5</p>	<p>Returning officers have discretion regarding recounts.</p>	<p>Could reduce spurious requests for recounts.</p>	<p>Support in principle.</p> <ul style="list-style-type: none"> • Clarifies the requirements for recounts while still enabling a Returning Officer to conduct a recount when the margin

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Government of Alberta description of proposed change	Government of Alberta description of current status	ABmunis understanding of rationale	ABmunis analysis and position
percent of total votes.			threshold is not met but Returning Officer deems it warranted.
Clarifying rules and streamlining processes for scrutineers.	Concerns have been raised that the rules for scrutineers are not clear.	Clarity.	Further details required.

Strengthening the accountability of local councils under the MGA

According to the Government of Alberta's [Fact Sheet](#), the proposed changes to the Municipal Government Act (MGA) are intended "to help ensure local councils and elected officials are mindful of the common interests of Albertans and held to greater account by the citizens who elected them". Yet, providing cabinet the power to fire councillors and repeal bylaws without clear criteria and a requirement for public input goes against this stated intent.

When the province treats municipalities with respect and engages us as partners, we can collaboratively develop solutions that serve the best interests of Albertans. Recent water sharing agreements are a primary example: the province led an engagement of municipalities and water using stakeholders. Municipalities, who are part of the agreements, have agreed to reduce water use by 5 to 10% and will develop plans that make sense for their communities. This should be model for the relationship between the province and municipalities, where both work collaboratively to benefit Albertans, not the big brother approach taken in Bill 20.

There was a missed opportunity to engage more meaningfully with municipalities and governance experts to improve the MGA. Furthermore, legislation can only go so far to support good governance. As part of the solutions we provided to the Government of Alberta before Bill 20 was introduced, ABmunis committed to working with Municipal Affairs and other partners to provide information to help candidates, councillors, and the public to better understand the roles and responsibilities of councillors.

Government of Alberta description of proposed change	Government of Alberta description of current status	ABmunis understanding of the rationale	ABmunis analysis and position
Require a councillor's seat to become vacant upon disqualification.	Municipal councils or electors can only remove a disqualified councillor through the courts if they refuse to vacate their seat.	The existing approach is inefficient and gives undue power to the disqualified councillor. This is particularly problematic for small municipalities that have limited fiscal resources to pursue court action due to the expected legal costs.	<p>Support with qualification.</p> <ul style="list-style-type: none"> In most cases, the rules for disqualification are generally clear such that the councillor's seat should automatically become vacant, except for issues of pecuniary interest. Issues of a pecuniary interest are more subjective, therefore, there may be merit for the existing voluntary resignation rule to continue to be applied for MGA sections 174(1)(g) to 174(1)(i). This could help prevent unsubstantiated accusations of a pecuniary interest from being weaponized to automatically disqualify a councillor.
Require mandatory orientation training for councillors.	Training for councillors must be offered, but there is no requirement for the councillor to attend the training.	Making orientation training mandatory will help to equip all councillors with foundational knowledge of their role and responsibilities, best practices, and legal and legislative requirements.	<p>Support with qualification.</p> <ul style="list-style-type: none"> This may help alleviate miscommunication and misunderstandings which contribute to tension between councillors and between council and administration. Orientation training is a standard practice for any employee position and while councillors are elected and serve in a governance capacity, the same standard should be applied wherein orientation training is an essential component for councillors to effectively serve in their role. <p>Additional solution.</p> <ul style="list-style-type: none"> Clarification is required to better understand the scope of the training required.

Government of Alberta description of proposed change	Government of Alberta description of current status	ABmunis understanding of the rationale	ABmunis analysis and position
<p>Allow Cabinet to remove a councillor if in the public interest, or to order a referendum to determine whether the councillor should be removed.</p>	<p>Minister can only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.</p>	<p>Since the Minister already has the powers to remove a councillor following an independent, publicly released inspection, it is questionable as to how the change would be made to allow Cabinet to remove a councillor without an independent review and clear criteria.</p>	<ul style="list-style-type: none"> • See the end of this document for further considerations regarding mandatory orientation training for councillors. <p>Oppose as written.</p> <ul style="list-style-type: none"> • The ability for cabinet to decide behind closed doors to remove a councillor without an independent publicly reported inspection being conducted first is extremely troubling, especially in the absence of any sort of criteria as to what constitutes “public interest”. • This provision: <ul style="list-style-type: none"> ○ Undermines the balance and separation of powers fundamental to good governance in modern democracy. ○ Represents executive overreach, by allowing for potentially unchecked government. ○ Potentially disrespects the local electors by not requiring public disclosure of the rationale for removing a councillor or councillors. It is also unclear what the process involved in a referendum would be. ○ Assuming it is a simple referendum on a majority basis, it should be considered that many elected officials are elected with less than a majority (i.e. councillors elected at large may get less than 30% when successful and elected), so it presents a serious disadvantage in coming up with 50% support to stay on. <p>Alternative Solutions</p> <ul style="list-style-type: none"> • ABmunis recognizes that current legislation limits the ability for the Minister to make timely decisions for removal of a council or councillor. • Hence, we recommend a broader review with legal experts and stakeholders to identify alternative measures such as suspending a councillor from conducting municipal business for a defined period, or methods of removing a councillor on a more timely basis following a third-party inspection that follows a clear process and criteria. • We also point out that the introduction of the Recall Act in 2022 provides electors with additional democratic power to

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<p>Allow elected officials to recuse themselves for real or perceived conflicts of interest.</p>	<p>Elected officials can only recuse themselves for matters in which they have a financial interest.</p>	<p>The public and many councillors have questions and concerns regarding rules around conflict of interest. This provision does offer a potential solution to a long-standing concern that currently the MGA does not allow recusal for even a very clear conflict of interest if it would not qualify as a pecuniary interest. This provision gives that option, without making any of it mandatory (Councillor can decide whether or not to disclose, and even if so whether they want to recuse themselves in whole or in part, and those decisions cannot be challenged either in court or through Code of Conduct complaint).</p>	<p>remove a councillor where circumstances are deemed warranted.</p> <p>Oppose as written.</p> <ul style="list-style-type: none"> Any additions to conflict-of-interest rules must consider if the parameters under which a councillor needs to recuse themselves. It is concerning that unlike rules around pecuniary interest there is no provision for review by a third party. The lack of clear guardrails could result in: <ul style="list-style-type: none"> Municipal governments being hamstrung by a loss of quorum. This is particularly relevant in small communities where some councils only have three or five councillors and where councillors have personal/professional relationships with a high percentage of residents. Enable councillors to avoid weighing in on controversial decisions. Another potential downside of this provision is that that effectively no Councillor could be subject to sanctions under Code of Conducts in relation to conflicts of interest. If someone acts in a conflict, they could say there is nothing Council can do about it because of this section. That may be an unintended consequence of making this a voluntary process as opposed to carving out acting in a conflict and failing to disclose it as a Code of Conduct issue. <p>Alternative solutions</p> <ul style="list-style-type: none"> As stated above ABmunis is committed to working with the province to information resources and education to help councillors and the public better understand their roles and responsibilities of councils. Again, we believe there would be value in a broader review with legal experts and stakeholders to work through complexity of addressing conflicts of interest.
<p>Make the Minister of Municipal Affairs responsible for validating municipal recall petitions.</p>	<p>A municipality's chief administrative officer is responsible for validating recall petition.</p>	<p>CAOs had numerous concerns about their role in recall.</p>	<p>Support.</p> <ul style="list-style-type: none"> Municipal Affairs already has a role in validating petitions. This change aligns with ABmunis submission to the province.

Government of Alberta description of proposed change	Government of Alberta description of current status	ABmunis understanding of the rationale	ABmunis analysis and position
<p>Enable Cabinet to require a municipality to amend or repeal a bylaw.</p>	<p>Cabinet may only intervene with respect to a land use bylaw or statutory plan.</p>	<p>Current government wants to be able to repeal bylaws it doesn't like. The Minister of Municipal Affairs noted Edmonton's mask bylaw.</p>	<p>Oppose.</p> <ul style="list-style-type: none"> • This undermines the role of democratically elected councils and the accountability they owe to their residents. • The lack of legislative guardrails leaves little protection against arbitrary and politically motivated decisions. • Enabling cabinet to repeal bylaws behind closed doors in the absence of any legislated process prevents public scrutiny and judicial review. • There is a risk of the power being applied to multiple municipalities who have a similar bylaw. • Each community has different values/interests and the province should respect those local values/interests. • In addition, the Bill does not make any reference to developing regulations that could set out a process that would include giving advance notice to the municipality and allowing them to provide input. This would give municipalities the chance to correct misinformation about the purpose and approach to the bylaw, which often originates from unhappy ratepayers. Any such process would also enhance the possibility for judicial review if not done fairly by the province. <p>Alternative Solution</p> <ul style="list-style-type: none"> • Municipalities want a strong partnership with the province. • We recognize that even in a strong partnership we won't always agree. • However, a relationship based on trust, mutual respect and open communication could go a long way toward resolving issues before they become acute.
<p>Give Cabinet authority to direct a municipality to take specific action to protect public health and/or safety.</p>	<p>No provisions exist.</p>	<p>Unclear.</p>	<p>Oppose.</p> <ul style="list-style-type: none"> • It is unclear what problem this change is trying to solve. <p>Alternative Solution</p> <ul style="list-style-type: none"> • In 2021, ABmunis members adopted a resolution calling for the province to improve collaboration and communication in times of emergency to better protect public health and safety. • Some progress has been made. Through advocating for better collaboration, ABmunis has become involved in the development of a long-range planning

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Government of Alberta description of proposed change	Government of Alberta description of current status	ABmunis understanding of the rationale	ABmunis analysis and position
			<p>tool that the Alberta Emergency Management Agency will introduce to municipalities in 2024.</p> <ul style="list-style-type: none"> • We believe that through collectively developing such tools, the province and municipalities will be better able to protect Albertans than through directives that may lack on the ground ability to carry out.
<p>Allow the Minister to outline joint use planning agreement (JUPA) criteria and requirements.</p>	<p>All criteria for these agreements are currently in the MGA.</p>	<p>Currently all municipalities have the same JUPA requirements regardless of size and whether they have any schools in their municipality.</p>	<p>Support in principle.</p> <ul style="list-style-type: none"> • ABmunis recognizes that “one size does not fit all”. • We look forward to participating in the regulatory process. • We suggest regulations could allow municipalities and school boards to mutually opt out of developing a JUPA similar to the opt-out clause for Intermunicipal Development Plans.
<p>Specify that the assessed person for an electric generation system is the operator.</p>	<p>There is a lack of clarity regarding who should be assessed for electrical generation systems.</p>		<p>Further details required.</p> <ul style="list-style-type: none"> • ABmunis has not had the chance to review or consider this provision.

Accelerating housing development under the MGA

According to the Government of Alberta's [Fact Sheet](#) on Bill 20: "Accelerating housing development under the MGA, affordable and attainable housing has become one of the most urgent concerns across the country, and Alberta's government is constantly searching for innovative ways to meet this challenge, including new tools for municipalities to leverage under the MGA."

Municipalities share the province's goals and are keen to be partners in making sure the housing our province needs gets built. Unfortunately, municipalities were not consulted on these changes and are unsure of the implications of such drastic changes, which may hinder development in the short-term rather than increase it. Further engagement with our members on these provisions is required to better understand their impact.

Government of Alberta description of proposed change	Government of Alberta description of current status	ABmunis understanding of the rationale	ABmunis analysis and position
<p>Require municipalities to offer digital options for public hearings on planning and development and restrict them from holding extra hearings when not required by legislation.</p>	<p>No requirements in place for digital options. Municipalities can hold extra hearings beyond what is legislated.</p>	<p>No public consultation was held on this whatsoever.</p>	<p>Oppose.</p> <ul style="list-style-type: none"> • This requirement could be challenging for small communities with limited internet access and IT capacity to meet. • It is also unclear how this will apply when there is high interest from people requiring extra days to hear from all residents. • There are many circumstances where a new issue is introduced in a public hearing and the only way to ensure procedural fairness is to hold a second public hearing. • Currently, Section 216.4(5)(b) of the MGA allows Council to make amendments after the public hearing without advertising or a new hearing, but procedural fairness requirements would often lead to advice that a second public hearing should be held to limit the risk of a challenge to the bylaw. • Removing that option will likely result in further challenges to bylaws where municipalities are restricted from a key option in resolving procedural fairness issues for unexpected issues that arise along the way. • Municipalities are in the best position to assess when further input or a new hearing is required, and we do not understand the reason for introducing this new provision. <p>Alternative Solution</p> <ul style="list-style-type: none"> • ABmunis could have worked with the province to share best practices in relation to public hearings.

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<p>Fully exempt non-profit subsidized affordable housing from property taxation.</p>	<p>No provisions in place.</p>	<p>No public consultation was held on this whatsoever.</p>	<p>Further details required.</p> <ul style="list-style-type: none"> • Some municipalities already provide exemptions or grants to make up for taxes. • For example, the City of Edmonton's Affordable Housing Tax Exemption Program is designed to encourage the development of affordable rental housing in the province. Under this program, eligible properties can be exempt from both municipal and education property taxes for up to 20 years. • However, one size does not fit all. Tax exemptions may be the right strategy in some municipalities, but not in others. • Consideration needs to be given to how exemptions shift taxation burden onto other ratepayers and effects affordability of the housing continuum. • The requirement potentially represents further downloading of the financial responsibility for affordable housing to local ratepayers, <p>Alternative Solution</p> <ul style="list-style-type: none"> • Municipalities are eager to work with the province to reduce barriers to affordable housing as evidenced by the number of resolutions our members have adopted recently on this topic and the effort they taken to reduce zoning barriers and to partner with non-profits and the private sector to actually build housing. • We hope that the province will engage with municipalities, the private sector, and not-for-profits to develop enabling and scalable solutions.
<p>Enable multi-year residential property tax incentives.</p>	<p>Municipalities may offer multi-year incentives for non-residential development, but not residential development.</p>		<p>Support with qualification.</p> <ul style="list-style-type: none"> • If municipalities choose to offer incentives, these incentives should also apply to provincial property tax.
<p>Limit the ability of municipalities to require non-statutory studies as requirements for building and development permits</p>	<p>No provisions in place.</p>	<p>No public consultation was held on this whatsoever.</p>	<p>Oppose.</p> <ul style="list-style-type: none"> • There may be value in requesting other studies. Examples include heritage, financial impact analysis, wind studies for buildings exceeding a certain height, shadow studies. • This limits local autonomy.

Further considerations regarding mandatory orientation training for councillors.

ABmunis recommends that enforcement of this requirement should be overseen by an independent provincial or regional body (e.g., Alberta Ombudsman) and that the MGA clarify the consequences of not participating in orientation training. This responsibility should not be placed on the municipality's CAO due to the potential conflict with council's oversight of the CAO's employment.

ABmunis acknowledges that making orientation training a mandatory requirement has the potential to bring forth various risks and complexities, such as:

- Challenges for elected officials to access the training on a timely basis based on availability of trainers and the frequency that training is offered.
- Challenges for elected officials in rural and remote regions to access training based on travel challenges in winter months.
- Circumstances when elected officials are unable to attend a scheduled regional training due to sickness, work responsibilities, lack of childcare, medical needs, or other reasons.
- How to manage situations where an elected official attends only a portion of the training.
- Who is responsible for enforcing the requirement.
- The risk of this requirement being weaponized to penalize or disqualify a councillor (e.g., organizing a training session when it is known a councillor cannot attend).

With the current environment and availability of training options, and due to the value that orientation training be completed as earlier as possible in the council term, ABmunis recommends that the Government of Alberta:

1. Work with ABmunis and other municipal stakeholders to create an on-demand online course that elected officials can complete at their own pace within the required timeframe.
2. Use a simple reporting process where the CAO submits a notice when all councillors have completed the training. Should a councillor refuse to take training, ABmunis recommends that enforcement of this requirement should be supported by an independent provincial or regional body (e.g., Alberta Ombudsman), similar to our recommendation for a third party to help investigate code of conduct violations. This responsibility should not be placed on the municipality's CAO due to the potential conflict with council's oversight of the CAO's employment.
3. Following a review by an independent provincial or regional body, the legislation should clarify that non-compliance will result in disqualification and removal from council.

In addition to these supports, the Alberta Elected Officials Education Program could adjust the curriculum of its *Munis 101* course so that it can be delivered in an online format, but this option still carries the risk of scheduling challenges for elected officials, which is why the development of an on-demand course would be particularly valuable. The intention of creating an on-demand course is not to replace in-person or other online training but to serve as an option for elected officials whose personal schedules do not align with scheduled training or for elected officials who are elected in a by-election when the availability of training options is limited.



Alberta Municipalities Strength In Members

Connect

300, 8616 51 Avenue
Edmonton, AB T6E 6E6
780.433.4431 ■ 310.MUNI

abmunis.ca



From: Tyler Gandam <president@abmunis.ca>

Sent: Thursday, May 9, 2024 1:42 PM

To: Abe Tinney <Abe@claresholm.ca>

Subject: Key messages and motion on Bill 20's changes to the MGA and LAEA

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayors, Councillors, and CAOs:

Thank you to those of you who attended our webinar yesterday, where we provided an overview of ABmunis' concerns with Bill 20, the Municipal Affairs Statutes Amendment Act. Bill 20 proposes substantial and highly concerning changes to the *Local Authorities Election Act* (LAEA) and *Municipal Government Act* (MGA) that would change local democracy as we know it.

The webinar generated significant interest with over 370 municipal representatives participating. During the webinar, we conducted a poll where 76 per cent of those representing ABmunis member municipalities voted that ABmunis should advocate for Bill 20 to be rescinded. Based on that input, ABmunis responded by releasing this [news release](#) yesterday.

To help strengthen our call for Bill 20 to be rescinded, we ask you to:

- Talk to your MLA
- Write a letter to Premier Smith, Minister McIver, and/or your MLA
- Pass a motion in council (see attachment for an optional template)
- Contact your local media
- Talk with your residents about Bill 20

To help you speak to your concerns with Bill 20, we provide the following materials:

1. ABmunis' May 8 webinar presentation on Bill 20 (attached)
2. Key messages and proposed council motion on Bill 20 (attached)
3. [ABmunis' Preliminary Analysis of Bill 20](#)
4. Visit our [Keep Local Elections Local](#) webpage for videos of media conferences and resources
5. [Bill 20: Municipal Affairs Statutes Amendment Act](#)

Our preference would have been to avoid these actions if the Government of Alberta had meaningfully engaged and listened to municipal leaders about how to improve the LAEA and MGA. At this time, Bill 20 is at second reading and the provincial government could move to approve it in short order during this spring legislative session, which ends May 30th. Therefore, we encourage you to take action now to make sure your residents and our provincial leaders fully understand your views on Bill 20.

If you have any questions about ABmunis' advocacy on Bill 20, please reach out to me, your [ABmunis Board member](#), or our Policy and Advocacy staff at advocacy@abmunis.ca.

Thank you,
Tyler Gandam

Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-
6644 | www.abmunis.ca



Key Messages and Proposed Council Motion on Bill 20: Municipal Affairs Statutes Amendment Act

May 9, 2024

Key Messages for ABmunis' members:

The **NAME OF MUNICIPALITY** recommends that the Government of Alberta rescind Bill 20, the *Municipal Affairs Statutes Amendment Act*, due to concern that Bill 20's proposed legislative amendments will:

- Increase divisiveness within council and our community instead of encouraging collaborative decision-making to solve the future challenges our community faces.
- Prioritize the interests of the provincial cabinet over the interests of the residents of **MUNICIPALITY**.
- Increase the influence of corporations and unions in municipal government through political donations to local candidates, which will drown out the interests of everyday Albertans who cannot afford to donate large sums of money to political campaigns.
- Create tax inequities between individuals and corporations as it relates to donations to municipal candidates.
- Give power to the provincial cabinet to remove a councillor without clear criteria, which creates an environment where councillors will become more accountable to provincial government leaders instead of our local residents.
- Increase costs for property taxpayers by forcing a hand count of election results instead of allowing the use of proven and more cost-effective electronic equipment.
- Increase costs for property taxpayers by forcing our municipality to create and regularly maintain a permanent electors register.
- Allow councillors to claim that they have a perceived conflict of interest and avoid making politically challenging decisions in council.
- Remove our council's ability to determine what studies are needed for each type of development. Without the power to ask developers for that information, our municipality will be forced to fund those studies ourselves and pass the cost onto all existing residents instead of new development paying for itself.
- Fail to address the fundamental flaws of the current recall rules, which has destabilized the local political environment.
- Fail to give municipalities the option to require candidates to file financial disclosures prior to election day.
- Lead to unforeseen consequences because of the short window, without full input from municipal governments, in which Bill 20 was developed.

Messages that are more specific to smaller and more rural municipalities:

- Forces the **NAME OF MUNICIPALITY** to conduct online public hearings on planning and development which is not possible due to a lack of high-speed internet in our municipality.
- Increases costs for property taxpayers by forcing our municipality to purchase audio and video equipment that will enable residents to participate in public hearings through an online format.

Proposed Council Motion

Municipalities may consider passing a motion in council to communicate your council's view of Bill 20. The following is a template that municipalities may use or consider developing your own motion based on your council's views.

*That the **NAME OF MUNICIPALITY** send a letter to the Premier that recommends that the Government of Alberta rescind Bill 20, the Municipal Affairs Statutes Amendment Act, due to the extensive concerns raised by municipal leaders across Alberta, including **MUNICIPALITY** council, and that the Government of Alberta engage municipal governments through a collaborative and trust-based consultation process to update the Local Authorities Election Act and Municipal Government Act to assist municipal governments to effectively govern in the interests of their residents and deliver on the future needs of each community in Alberta.*

Background

- In fall 2023, the Government of Alberta conducted an online survey on a wide scope of issues related to the *Local Authorities Election Act* and *Municipal Government Act*.
- On April 25, 2024, the Government of Alberta introduced Bill 20, the Municipal Affairs Statutes Amendment Act.
 - [Bill 20](#)
 - [Government of Alberta's Summary Sheet on Bill 20](#) – April 25, 2024
- On April 29, 2024, ABmunis hosted a [media conference](#) to respond to proposals in Bill 20.
- On May 2, 2024, Minister McIver [announced](#) that the province will introduce amendments to clarify aspects of Bill 20 based on concerns raised.
- On May 3, 2024, ABmunis published a [preliminary analysis report](#) on Bill 20.
- On May 8, 2024, ABmunis hosted webinar for municipalities and sought member input on ABmunis' position on Bill 20. Based on a webinar poll with 221 responses, 76 per cent of members want Bill 20 to be rescinded and 8 per cent don't have an opinion yet.
- As of May 9, 2024, Bill 20 is at second reading.
- The spring legislative session is scheduled to end May 30, 2024.

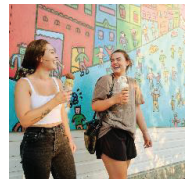
ABmunis' Resources and News Releases on Bill 20

- Visit ABmunis' [Keep Local Elections Local](#) webpage to access our analysis, videos, and resources.
- [April 25, 2024](#) news release
- [April 29, 2024](#) news release
- [May 8, 2024](#) news release

Bill 20: Municipal Affairs Statutes Amendment Act

Townhall with municipalities

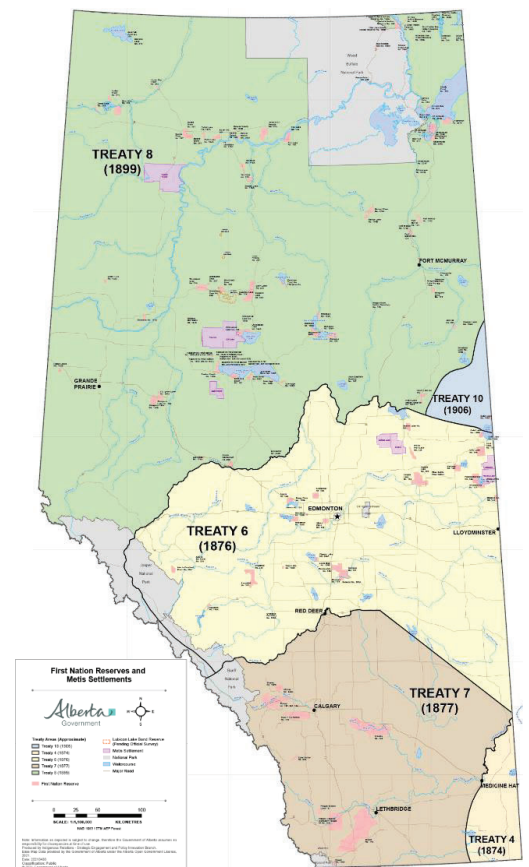
May 8, 2024



Land acknowledgement

Alberta Municipalities respectfully acknowledges that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

We acknowledge the courageous and resilient community leadership of Indigenous leaders, of all ages, Knowledge Keepers, and Elders who are still with us today and those who have gone before us. We make this acknowledgement as an act of reconciliation, gratitude, and commitment to pursuing an inclusive, collaborative, and respectful path towards building strong communities.



Purpose of this webinar

1. Overview of ABmunis' recent advocacy
2. Inform you of key changes that are proposed to the:
 - Local Authorities Election Act (LAEA), and
 - Municipal Government Act (MGA)
3. How you can help in advocacy
4. Questions



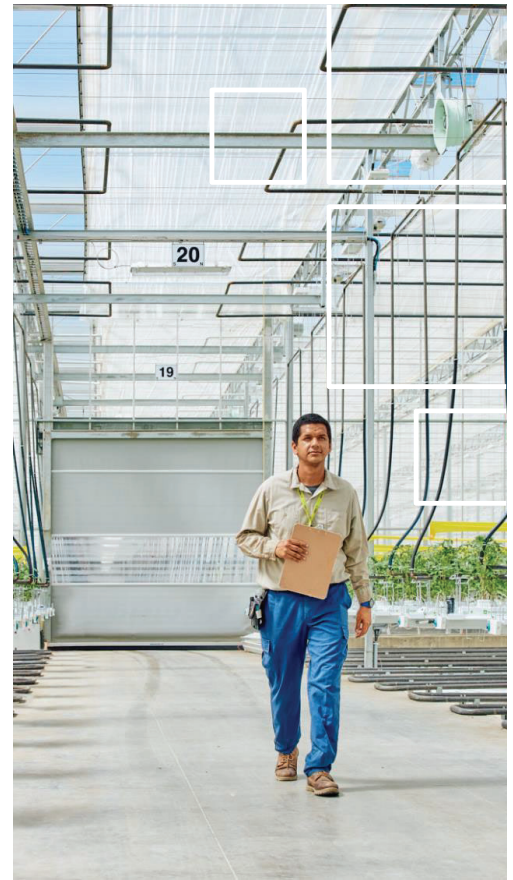
Participation in today's webinar

1. Set your screen name to first name, last name, municipality.
2. Ask questions by posting them to the Q&A box.
3. Share your ideas and concerns in the chat box. Our staff is monitoring to capture your thoughts.
4. Only regular members of ABmunis should answer the poll questions.



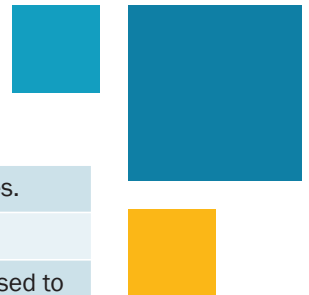
Note

All references to “councillors” includes any member of council including mayors, reeves, and councillors.



Timeline

2020	Former Minister of Municipal Affairs (Madu) proposes the idea of political parties.
Summer 2023	ABmunis continues to hear potential interest in municipal political parties.
Aug 2023	Poll by Janet Brown Opinion Research indicates that 68% of Albertans are opposed to local political parties (9% not sure).
Sep 2023	At ABmunis' Convention, Premier Smith states that local political parties would increase voter turnout in municipal elections and that her government was exploring options to add political parties to local election ballots.
Nov 2023	Government of Alberta conducts public survey on possible changes to the MGA and LAEA.
Jan 2024	Results of the province's survey are FOIPed and the survey results show that 70% of respondents do not support the introduction of local political parties.
Mar 2024	At ABmunis' Spring Municipal Leaders' Caucus, Premier Smith and Minister McIver confirm that legislation will be introduced in spring 2024 that would set out rules for how municipal political parties can operate.
Apr 25, 2024	Bill 20: Municipal Affairs Statutes Amendment Act is introduced in the legislature.
May 2, 2024	News release from Minister McIver announces that the government will amend Bill 20 based on concerns raised.



Status of Bill 20

- Introduced on April 25, 2024
- Currently at second reading
- Expected to complete the legislative process – including any amendments – by May 30



Summary of Proposed Changes under Bill 20

Municipal Government Act

- If “in the public interest”, provincial cabinet may remove a councillor or order the CAO to conduct a referendum where residents can vote on whether the councillor should be removed.
- Provincial cabinet is enabled to require a municipality to amend or repeal any bylaw.
- Allow councillors to recuse themselves for real or perceived conflicts of interest.
- Give cabinet authority to direct a municipality to take specific action to protect public health and/or safety.
- Responsibility for validating signatures for a recall petition will change from the CAO to the Minister of Municipal Affairs.
- Mandate that all councillors attend orientation training.
- A councillor’s seat is automatically vacant upon disqualification.
- Enable regulations regarding criteria and exemptions for joint use planning agreements with schools.
- Require municipalities to offer digital requirements for public hearings on planning and development.
- Restrict municipalities from holding extra hearings when not required.
- Fully exempt non-profit subsidized affordable housing from property taxes.
- Enable multi-year residential property tax incentives.
- Limit municipalities from requiring non-statutory studies as a requirement for building and development permits.

Local Authorities Election Act

- Enable regulations to define local political parties, with this piloted in Calgary and Edmonton in the 2025 election.
- Corporations and unions will be allowed to contribute to local election campaigns (\$5,000 per year per municipality).
- Reduce donations to third-party advertisers from \$30,000 to \$5,000 per election period.
- Allow donations outside the local election year and require annual reporting of donations.
- Require issue-based advertisers to register and report finances.
- Require municipalities to prepare a permanent electors register and align that information with Elections Alberta.
- Expand the use of special ballots and update processes.
- Limit vouching to only apply to someone’s address.
- Prohibit automated vote counting equipment.
- Require recounts if requested by the candidate and the vote margin is in 0.5% of total votes.
- Enable regulation to define powers and circumstances for when a local election can be postponed in emergencies.
- Enable municipalities to require candidates to submit a criminal record check at nomination.
- Repeal the ability for a candidate’s official agent or scrutineer to object to an elector.
- Clarify rules and streamline processes for scrutineers.

Major Concerns with Bill 20

- Brings big money and tax inequities into local elections.
- Increases partisanship instead of fostering respect.
- Increases accountability to political parties instead of residents.
- Increases councillor accountability to provincial cabinet instead of accountability to local residents.



Proposed changes to LAEA

Brings big money and tax inequities into local elections

- Corporations and unions can now contribute to local election campaigns (\$5,000 per year per municipality)
- Maintains the contribution limit for individuals at \$5,000, which creates an environment where the interests of more wealthy Albertans may take priority
- The province hasn't considered the tax consequences of donations to candidates.
 - Corporations can benefit from writing off a contribution, but individuals receive no tax benefit.
 - Candidates with their own corporation may gain a notable tax advantage if self-funding their campaign.



Proposed Changes to LAEA

Increases partisanship, instead of fostering respect and increases accountability to parties, not residents

- Political parties will be piloted in Calgary and Edmonton in the 2025 election
- Potential to expand political parties to all municipalities in the 2029 election
- The politics in Calgary and Edmonton generate significant media attention, which will influence the public view of politics in most municipalities



Proposed Changes to LAEA

Increases costs and other impacts for municipalities

Oppose

- Prohibit automated vote counting equipment

Oppose as written

- Require municipalities to prepare a permanent electors register and align that information with Elections Alberta
- Limit vouching to only apply to someone's address

More review needed

- Allow donations outside the local election year and require annual reporting of donations
- Repeal the ability for a candidate's official agent or scrutineer to object to an elector
- Clarifying rules and streamlining processes for scrutineers

Proposed Changes to LAEA

ABmunis supports with qualifications



- Enables the Minister to create a regulation to define powers and circumstances for when a local election can be postponed in emergencies such as natural disasters
- Enable municipalities to require candidates to submit a criminal record check at nomination
- Require issue-based advertisers to register and report finances
- Reduce donations to third-party advertisers from \$30,000 to \$5,000 per election period
- Expand the use of special ballots and update processes
- Require recounts if requested by the candidate and the vote margin is in 0.5% of total votes

Proposed changes to MGA

Increases accountability to provincial cabinet instead of accountability to local residents

- If viewed to be “in the public interest”, provincial cabinet may remove a councillor or order the CAO to conduct a referendum where residents can determine whether the councillor should be removed
- Provincial cabinet is enabled to require a municipality to amend or repeal any bylaw
- Give cabinet authority to direct a municipality to take specific action to protect public health and/or safety



Proposed changes to MGA

Recusal from decisions and changes for planning and development

- Allow councillors to recuse themselves for real or perceived conflicts of interest
- Require municipalities to offer digital requirements for public hearings on planning and development.
- Restrict municipalities from holding extra hearings when not required.
- Limit municipalities from requiring non-statutory studies as a requirement for building and development permits.

More review needed

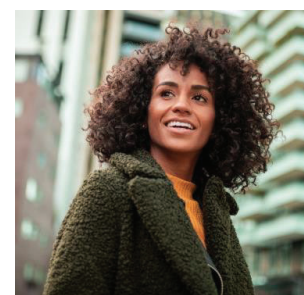
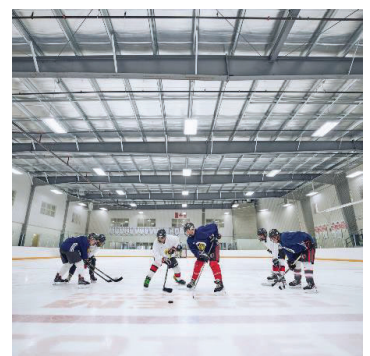
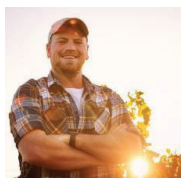
- Fully exempt non-profit subsidized affordable housing from property taxes.



Proposed Changes to MGA

ABmunis supports with qualifications

- Responsibility for validating signatures for a recall petition will change from the CAO to the Minister of Municipal Affairs
- Mandates that all councillors attend orientation training after their election
- Councillor's seat is automatically vacant upon disqualification
- Minister may create regulations regarding criteria and exemptions for joint use planning agreements with schools
- Enable multi-year residential property tax incentives.



How you can help

1. Talk to your MLA
2. Write a letter
3. Pass a council motion
4. Help your local media craft a story
5. Talk with residents
6. Be united in our messaging

ABmunis Key Messages

- Keep big money out of local elections
- Foster respect instead of partisanship party politics
- Respect the decisions of duly elected local officials



Question: Scope of Mandatory Councillor Training

Before or at the organizational meeting:

- a. Role of municipalities in Alberta
- b. Municipal organization and function
- c. Your municipality's code of conduct
- d. Roles and responsibilities of council and councillors
- e. Roles and responsibilities of the CAO and staff

Prior to, or on the same day, as the first regular council meeting or can be extended by up to 90 days by council resolution

- f. Key municipal plans, policies and projects
- g. Budgeting and financial administration
- h. Public participation

Want to see changes?
Type your suggestion
in the chat box.

Poll Question

Engagement with your MLA

Have you talked/written to your MLA about your concerns with Bill 20?

- a) Yes
- b) No
- c) No, but I plan to

Voting is limited to cities, towns, villages, summer villages, and specialized municipalities



Poll Question

Engagement with Media and Residents

Have you communicated to your local media and/or residents about your concerns with Bill 20?

- a) Yes
- b) No
- c) No, but I plan to

Voting is limited to cities, towns, villages, summer villages, and specialized municipalities



Media Exposure

Since Bill 20 was introduced (April 25), ABmunis has advocated publicly & achieved extensive news coverage:

- Issued multiple news releases and official statements
- Livestreamed media events
- 1,250 news article mentions across Alberta & Canada
- 1.2 million readers of print news

Social media posts across X (Twitter), Facebook, & LinkedIn:

- 105,000 impressions
- 16,000 video views

Digital advertising:

- 5 different ads on YouTube
- 500,000 impressions to date



Poll Question

ABmunis' Public Approach to Bills 18 and 20

What is your view of ABmunis approach on municipal political parties and Bill 18 and Bill 20 over the last six months?

- Too weak in your criticism of the provincial government's latest bills
- Just right
- Too strong in your criticism of the provincial government's latest bills



Voting is limited to cities, towns, villages, summer villages, and specialized municipalities



Poll Question

ABmunis position on Bill 20

Do you support ABmunis taking the position that Bill 20 be rescinded rather than amended?

- Yes
- No
- I don't know

Voting is limited to cities, towns, villages, summer villages, and specialized municipalities



Next Steps

1. Talk to your MLA
2. Write a letter
3. Pass a council motion
4. Help your local media craft a story
5. Talk with residents
6. Share our webpage – **Keep Local Elections Local**
www.abmunis.ca/advocacy-resources/keep-local-elections-local

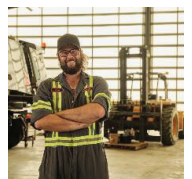


Thank you

Send questions or input to advocacy@abmunis.ca

300, 8616 51 Avenue NW
Edmonton, AB T6E 6E6

abmunis.ca
hello@abmunis.ca
310-MUNI



From: Tyler Gandam <president@abmunis.ca>
Sent: Wednesday, May 1, 2024 2:50 PM
To: Abe Tinney <Abe@claresholm.ca>
Subject: Registration open for Summer 2024 Municipal Leaders Caucus

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Registration is now open for Alberta Municipalities' Summer 2024 Municipal Leaders Caucus! This year, Alberta Municipalities is visiting the following five communities:

- June 12 – Town of Falher
- June 13 – Town of Bonnyville
- June 14 – City of St. Albert (also offered virtually)
- June 26 – Village of Stirling
- June 27 – Town of Innisfail

Exact locations within each municipality are still being confirmed. Registrants will receive an update as soon as those details become available.

Caucus will consist of a one-day program and the agenda will be the same at all locations. The agenda will run from 10:00 a.m. to 3:00 p.m. each day. Registration for in-person attendance is \$110 for the day and includes light breakfast refreshments and lunch. The draft agenda is attached for your review and the link to register is on the [ABmunis event webpage](#).

The session on June 14 will be streamed on Zoom to allow for members to participate who are not able to attend in-person, at a cost of \$55.

If you have any other questions, please email events@abmunis.ca. We look forward to seeing you there.

Sincerely,
Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-
6644 | www.abmunis.ca





Draft Agenda for Summer 2024 Municipal Leaders' Caucus

Subject to Change

10:00 a.m.	Opening Remarks
10:05 a.m.	Welcome from the Mayor of the Host Municipality
10:10 a.m.	Welcome from MLA of the Host Constituency
10:15 a.m.	Icebreaker Activity
10:30 a.m.	Session I – Water Conservation
11:15 a.m.	ABmunis Advocacy Strategy and President's Report
12:00 p.m.	Lunch
1:00 p.m.	Session II – Local Election and Municipal Governance Changes
1:45 p.m.	Mini-Session I – Assessment Model Review
2:00 p.m.	Mini-Session II – Provincial Infrastructure Funding
2:30 p.m.	Session III (led by host municipality)
2:55 p.m.	Closing Remarks

Karine Keys

From: Maryanne King <mking@npf-fpn.com>
Sent: April 26, 2024 12:53 PM
To: Karine Keys
Subject: Bill 11 Resolutions at Alberta Municipalities
Attachments: AbMunis Resolution PFM 042024.docx; AbMunis Resolution IAPS 042024.docx

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Mayor Schlossberger,

I hope this email finds you well.

As you may know, the Government of Alberta recently introduced Bill 11, *the Public Safety Statutes Amendment Act*, 2024. This Bill was introduced to the Assembly without the due consideration or consultation of Albertans, public safety partners, and Municipal leaders such as yourself. Additionally, the province's existing Police Funding Model introduced in 2019 is set to expire in 2025.

Costs for municipalities have already increased since Government began billing municipalities under the new Police Funding Model. Further, we know that the Government's last examination of a provincial police service found that Albertans would be shouldered with \$550 million in transition costs and over \$180 million in annual increased operating costs. When Albertans learned that these costs could lead to increased municipal taxes or other service reductions or fee increases, municipalities and the public voiced their concerns to Government. While we had thought Government had heard Albertans the first time, it seems that Government intends to implement a new provincial police service through Bill 11 as an Independent Agency Police Service without due consideration by communities like yours and all Albertans.

I am connecting to ask whether yourself and Council would consider moving a resolution at the 2024 Alberta Municipalities Convention on this matter. If so, I have attached two draft resolutions for your consideration to submit in whole or in part. We have appreciated your ongoing support for the Alberta RCMP and consideration of the best interests of Albertans' public safety needs.

We appreciate your consideration of these resolutions on behalf of the RCMP Members serving Albertans across the province every day.

Thank you in advance for your consideration of a resolution. Should you have any questions on the draft resolutions, or any other policing related matters, we are more than happy to schedule a meeting. Please don't hesitate to connect with me.

Kind regards,

Maryanne King
Policy Advisor | Conseiller Politique
Pronouns: She/Her

National Police Federation | Fédération de la Police Nationale

(587) 672-0695

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National Police Federation

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

This email may contain PRIVILEGED AND/OR CONFIDENTIAL INFORMATION intended only for the use of the addressee. If you are not the addressee or the person responsible for delivering it to the person to whom it was addressed, you may not copy or deliver this to anyone else. If you receive this email by mistake, please immediately notify us.

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Police Funding Model Value to Municipalities

Moved by: Name of Municipality
Seconded by: Name of Municipality

WHEREAS rural and suburban municipalities have asked the Government of Alberta for additional public safety personnel across their communities to address increased incidents of crime and support community safety;

WHEREAS the *Police Funding Regulation* or otherwise known as the current Police Funding Model (PFM) implemented by the Government of Alberta came in to force on April 1, 2020 and is set to expire in 2025;

WHEREAS the introduction of the new PFM saw municipalities cover additional costs not previously borne through the Provincial Police Service Agreement, but stated that these increased costs through the new PFM would be directed toward additional frontline police officers through the Alberta RCMP;

WHEREAS equitable investments have not been made by the Government of Alberta that effectively support the Alberta RCMP in serving a growing provincial population across municipalities, promoted by the Province;

WHEREAS the Government of Alberta can access and support existing services that bolster public safety, including the Alberta Sheriffs, the Alberta RCMP, Municipal Services, Municipal Peace Officers, and other provincial Peace Officer personnel, thereby rendering the creation of an additional service such as an Independent Agency Police Service to be unnecessary and duplicative in nature, aggravating personnel and funding strains between services and increasing costs to municipalities and all Albertans;

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for any possible funding or other resources provided by the Government of Alberta to be directed toward the Alberta RCMP as the province's existing provincial police service, alongside commensurate investments made in municipal police services, rather than toward the creation of a new or additional Independent Agency Police Service in Alberta.

BACKGROUND:

In 2019, the Government of Alberta announced a commitment of \$286m over five years to fund improvements to public safety. This funding would include an additional 300 officer positions across RCMP detachments in Alberta with the support of an additional 200 civilian staff. Under this investment plan, the Alberta RCMP would have increased from the 1,600 officers recorded in 2019 to approximately 1,900 by 2024. This announcement was made concurrently with modifications to the Police Funding Model (PFM) that would result in every Alberta municipality beginning to pay for their policing services. While the province had stated that the revenue from the new police funding model would be reinvested into policing, there has not yet been quantifiable evidence of these additional

costs resulting in additional public safety personnel for municipalities that began to shoulder costs introduced by the new PFM.

From 2017-2022, Alberta's population increased by 9.5%. Over the same period, total police personnel increased by 7%. Actual police personnel in 2022 consisted of 8,007 officers, but the authorized strength had been 8,190 personnel total – thereby leaving Albertans short 183 officers across the province. For years, the Government of Alberta has not been ensuring that officer strength has been met and made little investments in pursuing the fulfillment of this strength. Investments must match the needs of 2024 and beyond to ensure that future needs can continue to be met as the province encourages and promotes Alberta's population growth. By the province's stated ideal personnel strength of 180 police personnel per 100,000 population, 400 more officer personnel are needed for the province's provincial police service, the Alberta RCMP. These additional personnel constitute a 5% increase in the current amount of police personnel.

With the Government of Alberta pursuing the creation of an Independent Agency Police Service (IAPS) through the introduction of Bill 11 on March 13, 2024, the introduction of a new provincial police agency is being explored unilaterally without consideration of stakeholders, existing public safety services, and municipal leaders. Any IAPS established through the changes to the *Police Act* made by Bill 11 has not been duly costed or examined for efficiencies compared to existing public safety services. Previous studies undertaken by PriceWaterhouseCoopers demonstrated that a new provincial police service would cost over \$550 million in one-time transition costs and an additional \$164 million in annual operational costs when compared to the existing provincial police service. Rather than increasing costs to municipalities and Albertans through re-exploring the establishment of a new provincial police service, Government should direct any additional investment to the province's existing provincial police service, the Alberta RCMP. Investments should further be made in municipal police services that are commensurate to funding for the provincial service, thereby bolstering the public safety of all Alberta municipalities.

Establishment of an Independent Agency Police Service in Alberta

Moved by: Name of Municipality
Seconded by: Name of Municipality

WHEREAS Alberta Municipalities has previously advocated for the comprehensive review of the Alberta *Police Act* that engages policing agencies, stakeholders, and fulsomely addresses areas of the *Police Act* that would benefit from extensive review and modernization, including oversight functions and updates that would enhance public confidence across Alberta's police services;

WHEREAS an Independent Agency Police Service may be created by Government through unilateral amendments to the *Police Act* that were not considered by municipalities or key stakeholders prior to their introduction and adoption;

WHEREAS Alberta Municipalities found that 85 per cent of respondents to an Alberta Municipalities commissioned survey agree that if the Government of Alberta insisted on going ahead with the creation of an Alberta Police Service (APS), the matter needed to be put to a provincial vote;

WHEREAS Alberta Municipalities has advocated for a provincewide Public Safety Task Force led by Government since September 2022 to address the root causes of crime and weaknesses in Alberta's justice system;

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for a public itemized costing of any Independent Agency Police Service to be provided by the Government of Alberta, complete with a detailing of costs borne to municipalities through the existing or a future Police Funding Model facilitated by Government, and that any Independent Agency Police Service is not introduced prior to substantive consultation and quantifiable support from municipalities and Albertans-at-large.

BACKGROUND:

Introduced on March 13, 2024, Bill 11, *the Public Safety Statutes Amendment Act, 2024* amends the *Corrections Act* to create legislation that would allow for the Government to launch and implement an ankle bracelet monitoring program. The Bill further amends the *Police Act* to create an independent agency police service (IAPS) and oversight board (OB). Of concern to all Alberta municipalities is the ability granted through the legislation for Alberta's Minister of Public Safety to launch an IAPS in any area of the province without significant mechanisms for the involvement and consideration of local leadership.

Details such as a timeline, full consideration of the scope or mandate, clear direction on oversight and accountability mechanisms, or detailed costs and intention of launching an IAPS are not currently available to municipalities and Albertans. The Public Safety Minister has stated that the intention of the legislation is not to replace the Alberta RCMP but is to supplement the RCMP through an IAPS performing duties such as the ones currently undertaken by the Alberta Sheriffs. However, the inclusion of the IAPS through this legislation in the *Police Act* means that any possible IAPS officer is of the same legislative position as other police officers in Alberta. This is contrary to expanding the role of the Alberta Sheriffs, as Sheriffs are granted authorities under the existing *Peace Officer Act*.

Municipalities and public safety partners such as the Alberta Sheriffs and the Alberta RCMP were not consulted on this legislation. Without the fulsome consultation and involvement of key stakeholders and local leaders throughout the *Bill's* development, the legislation does not comprehensively consider the impact it will have on any municipality that is under the jurisdiction of a possible IAPS. Alberta Municipalities has repeatedly advocated to Government that municipal leadership must be involved in the development of legislation that concerns public safety systems in the province. The consideration of this *Bill* without due consultation with municipalities adds to the amount of legislative changes, programs, and other initiatives implemented unilaterally by Government without recognizing municipalities' role in governance and the advancement of their communities' interests.

As information remains sparse and inaccessible to both municipalities and Albertans-at-large regarding the cost, mandate, and oversight functions necessitated by the creation of an IAPS, this resolution should be granted a moderate-high rating. The scope of the IAPS that the *Bill* provides a function for creating has not been clarified or duly explained to municipalities. With the next iteration of the Police Funding Model due to be implemented for the 2025-2026 fiscal year, these considerations must be duly examined prior to any future changes in the costs levied to municipalities for their public safety services, and prior to any further advancement toward the establishment of an IAPS.



GRANUM & DISTRICT
CANADA DAY SOCIETY

Granum & District Canada Day Society
P.O. Box 381
Granum, Alberta T0L 1A0
Email: canadaday@granum.community

May 6, 2024

Town of Claresholm

Mayor & Council

P.O. Box 1000, 111 – 55 Avenue West
Claresholm, Alberta T0L 0T0

Re: Help Granum Light up the Sky! on Canada Day July 1, 2024

This year's fireworks will be commemorating Fort Macleod's 150th Birthday!

Dear Mayor Schlossberger & Council,

Hello from the small but dynamic community of Granum, Alberta. We are looking for your support for our 2023 celebration and Fireworks Show! The crowd is growing every year as Granum is becoming the place to enjoy fireworks up close. Our goal has been to be the largest non-city display around and last year and we achieved that goal! It was the best yet and the largest outside of major urban centers.

Our Society is a fully volunteer group that organizes our local Canada Day celebration. We are particularly proud of our fireworks display that pulls visitors from all around the southwest corner of Alberta. This year we will be honouring the Fort Macleod 150th birthday as well as celebrating Granum as usual.

We hope we can count on you to help us build a show to remember. Currently, major sponsorships are sought to support the FIREWORKS and

- The Remington Museum Carriage
- Children's entertainment
- First Nations Performance
- Canada Day Show and Shine

Other performances may be added to this list, subject to funding. Your company name could be associated with one of these events. All our sponsors are featured in our advertising and posters.

ALSO – PLEASE CONSIDER PUTTING AN ENTRY INTO OUR PARADE – 7:30 IN THE EVENING IN GRANUM. Contact Wendy at 403-332-1814 or email canadaday@granum.community for more information.

This event is only possible through the dedicated work of all the organizations in our community along with the financial contributions of our friends, neighbours, and local businesses. Thank you for your consideration and ongoing support of this celebration.

Sincerely,

Linda Petryshen
Vice Chair, Granum and District Canada Day Society

Karine Keys

From: Christie Krawchuk <christie.krawchuk@terryfox.org>
Sent: April 30, 2024 11:15 AM
To: Karine Keys
Subject: Claresholm Terry Fox Run

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

After 20 years of volunteering her time to being the Claresholm Terry Fox Run in your community, our amazing Run Organizer, Debbie has decided that she will step down for the 2024 run. We are incredibly grateful for the time and passion that Debbie brought to the cause of cancer research in bringing the run to Claresholm. We are now looking for someone (or a group of people) who are keen to carry on with the organizing of the Claresholm run and help to keep Terry's legacy alive. I am wondering if I could ask your help in spreading the word through your town council, social media and any other means that you have. I am able to provide social media assets for you, if that helps.

Terry's final words to the country were 'If I don't make it, the Marathon of Hope must continue'. The Terry Fox Foundation has been powered by volunteers for the past 44 years who have been determined to make a difference and raise much needed funds for cancer research. Terry know that he couldn't do it alone. Communities continue to lead the charge in the battle against cancer and help us to fulfill Terry's dream of a world without cancer.

Thank you in advance for your consideration. I look forward to hearing from you.

Christie

Christie Krawchuk
Director, Community Development AB-NT-NU

The Terry Fox Foundation
A16, 6120 – 2 Street SE
Calgary, AB
T2H 2L8
587-392-0787

NO MATTER WHAT

TERRY FOX RUN | SUNDAY, SEPTEMBER 15





Willow Creek Composite High School

628 – 55th Avenue West ♦ P.O. Box 219 ♦ Claresholm, Alberta ♦ T0L 0T0

T: (403) 625-3387 ♦ F: (403) 625-3289

www.lrsd.ab.ca/school/willowcreek

Principal: Mr. Robert Rodgers ♦ Assistant Principal: Mrs. Elizabeth Jill Klapp

RECEIVED
MAY 02 2024

May 1st, 2024

Dear Brad Schlossberger,

This years' graduating class would like to invite you and your spouse to attend our Graduation Ceremonies on **Saturday, June 1st**. The graduating class would also like if you would take a few moments to bring greetings from the Town of Claresholm at the Cap and Gown Ceremony.

The Cap and Gown Ceremony is at 2:00 PM, at the Willow Creek Composite High School. Please phone to confirm your attendance by May 16th so we can reserve seats for you and your spouse.

Thank you.

Elizabeth Jill Klapp
Assistant Principal



REQUEST FOR DECISION

Meeting: May 13, 2024
Agenda Item: 14

SAFETY CODES SERVICES AGREEMENT

BACKGROUND / DESCRIPTION:

On June 24, 2021, Town Council carried a motion to accept a proposal from Superior Safety Codes Inc. to provide the Town's approval and inspection services for the Building, Electrical, Plumbing, and Gas disciplines under the Safety Codes Act. The Town of Claresholm is currently accredited for all five disciplines: fire, building, electrical, plumbing, and gas.

Section 4.1 of the Safety Codes Services Agreement notes the term of August 1, 2021, to July 31, 2024, with a right of renewal upon written agreement of both parties. Administration has been satisfied with Superior Safety Codes as the Safety Codes provider. However, Council may direct Administration to send out a Request for Proposals for administration and service of the Safety Codes to investigate other professional companies and their fees, terms, and service, or review the terms of the agreement (amend if required) and extend the agreement with Superior Safety Codes for an additional three (3) year term. In 2021 an RFP for services was sent out and the proposal from Superior Safety Codes Inc. was chosen again.

Services included under the current fee schedule include compliance, emergency, investigation, appeal, and enforcement (up to 8 hrs.). The agency also provides consultative services to municipal residents, including technical advice, and advice and interpretation on related codes and standards. The agency also collects permit fees, and monthly pays the Municipality for their share of the issued permit fees (40%).

OPTIONS:

1. Renew the Safety Codes Services Agreement with Superior Safety Codes Inc. for an additional three-year term, OR;
2. Send out a Request for Proposals for the administration and service of the Safety Codes.

PROPOSED RESOLUTION:

Moved by Councillor _____ to extend the Safety Codes Services Agreement for an additional 3-year term with Superior Safety Codes Inc.

OR;

Moved by Councillor _____ to direct Administration to issue a Request for Proposal (RFP) for professional service regarding the administration and service of the Safety Codes.

ATTACHMENTS:

- 1.) N/A

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: May 8, 2024



Claresholm

REQUEST FOR DECISION

Meeting: May 13th, 2024

Agenda Item: 15

WATER SHORTAGE RESPONSE PLAN RESTRICTIONS GUIDE UPDATE - 2024

BACKGROUND:

The Town's current Water Shortage Response Plan (WSRP) contains a summary of water licenses, details on Pine Coulee Reservoir (PCR) characteristics and physical infrastructure, a risk assessment, and a water use restrictions guide which focuses on various trigger criteria and the stages of response activities.

In 2023, the Town and MD implemented the WSRP restrictions guide for the first time. The restrictions led to about 20% less water use in the summer months compared to summer months in 2022, which is evidence of broad community compliance to the restrictions.

The Town and MD are conducting a supplementary pumping strategy that will be added to the WSRP when completed (in the coming months). Currently, administration is seeking updates to the WSRP restrictions guide.

PROPOSED SCOPE OF WORK:

Update the current WSRP restrictions guide. Updates are based on staff experiences, questions from the public, and operational concerns after implementing the restrictions guide last summer. After approval, the Town will circulate to regulatory agencies (Alberta Environment and Protected Areas).

PROPOSED Changes to the Current WSRP restrictions guide:

Residential and Commercial

1. Residential and commercial restrictions are on the same table to improve readability and interpretation.
 1. Combined table 1 and table 2
 2. Consistent stages and activities
 3. Creates a community routine
2. Made all descriptions of activities consistent
 1. Lawn and aesthetic garden changed to Lawn, Garden and Plants
3. Combined all like information in tables
 4. merged cells to make duplicated information easier to read , makes the tables less busy
4. Normal Stage, standardized wording
 1. No restrictions
 2. It is recommended that watering occur between 6am-10am; 7pm-11pm
5. Stage 5, standardized
 1. Stage 5 is when pumping may have to occur
 2. Therefore, all town water use is prohibited pending approval
6. Stage 3 (A, B, C, D)
 3. Eliminated watering on weekends
 4. In this stage water quality from Pine Coulee is at its worst and the water plant filtering system is required to work harder.
 5. Therefore, taking excess demand away from weekends allows for operational efficiency when dealing with possible filter cleaning, breakdown's and repairs.
7. Standardized format on all tables for restriction information for days and times, for example:
 1. Days = Watering allowed 3 days a week

2. Time = 6am-10am; 7pm-11pm
8. Standardized water ending time
 1. On given days it is at 11:00pm
 2. Some days it was 12:00am, or 10pm
9. Took out all time lines that run through the night out
 1. E.g., 7pm-10am

Public Institutional

10. Created clarity on when restrictions are and standardized the format for date/time the same as residential/commercial
11. Use of water is during the week only
 2. No weekend watering in any stage
12. Stage 3 (B)
 1. Incorporated how we operationally reduce hours on the spray park
13. Stage 5, consistent with residential/commercial

Agricultural

14. Took out the wording that town to control shutoff and/or a certain % reduction
 3. Top column
 4. The town can't reduce what land owners can take on their licence
 5. If land owners are permitted 617 m3 they are permitted that until we hit stage 5 (pumping is most likely required at this stage) potable water production only.
15. Clarified vault locations and license allotments
 6. E.g., Some land owners have two vaults and the old table said they had 1234.56 m3 per license, that's actually 1234.56 m3 in total, they only have 1 license.
16. Owner and Location clarity
 7. Owners of locations change, therefore name on locations were removed and land locations were used instead
17. License allotment clarified
 8. Some locations had incorrect license allotment referenced

COSTS/ SOURCE OF FUNDING:

This WSRP project was previously funded with a joint agreement between the Town of Claresholm and M.D of Willow Creek.

RECOMMENDED ACTION:

Administration is requesting council's approval to proceed with the proposed updates to the current WSRP restrictions guide.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the Town/M.D WSRP restriction guide updates.

ATTACHMENTS: Updated WSRP Restrictions Guide

PREPARED BY: Brad Burns, Utility Services Manager and Jason Hemmaway, Emergency Management

APPROVED BY: Abe Tinney, CAO

DATE: May 7, 2024



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1744**

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

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

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

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

REMOVE: Section 2.1 (d)

2.1(d) "Chief Administrative Officer" is the person appointed by council in accordance with Section 205 of the Municipal Government Act, and is referred to throughout this bylaw as "CAO".

ADD: Section 2.1 (d)

2.1(d) "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Town or the Chief Administrative Officer's delegate.

ADD: Section 2.1 (dd)

2.1(dd) "Water Shortage Response Plan" referred to throughout this bylaw as "WSRP", means a plan submitted by the Town of Claresholm to Alberta Environment and Parks in 2020 as part of The Town's existing and future water act applications, that identifies water shortage conditions and outlines the Town response during water shortages.

REMOVE: Section 4.13

4.13 To maintain an adequate supply of water and adequate water pressure within the Town of Claresholm, the Town Council may impose restrictions on the use of water.

ADD: Section 4.13

4.13 To conserve and maintain an adequate supply of water, to the Town water Consumer, the CAO may impose and enforce restrictions.

ADD: Section 4.13.1

4.13 Restrictions related to the WSRP will be as per Schedule "E".

ADD: Section 4.14

4.14 No person will shall be found in contravention of water restrictions. (*Penalty as per Schedule "C"*).

ADD: Revised Schedule "C" S4.14

S4.14 No person will shall be found in contravention of water restrictions.

ADD: Town of Claresholm Bylaw No.1744 Schedule "E" Water Shortage Response Plan (WSRP) Trigger Criteria and Water Restriction Guides.

AJ. cl.

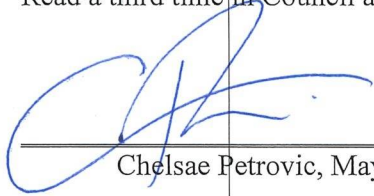
As depicted as Schedule "E".

2. This Bylaw shall take effect on the date of final passage.
3. The amendment is authorized to include adjustments to section numbering throughout the document.
4. Bylaw # 1659 is hereby amended.

Read a first time in Council this **27th** day of **June** 2022 A.D.

Read a second time in Council this **18th** day of **July** 2022 A.D.

Read a third time in Council and finally passed in Council this **18th** day of **July** 2022 A.D.



Chelsae Petrovic, Mayor



Abe Tinney, Chief Administrative Officer

TOWN OF CLARESHOLM
 Bylaw No. 1744
 SCHEDULE "E"
 WATER SHORTAGE RESPONSE PLAN
 TRIGGER CRITERIA
 &
 WATER RESTRICTIONS GUIDES

Reservoir Operating Level (m)	Stage	Restriction Details
1052.50 to 1046	Normal	No restrictions.
1046 to 1045	1	Begin limiting non-essential water use (i.e. lawn and garden watering limited to 3 days/week)
1045 to 1044.50	2	Further limit non-essential water use (i.e. lawn and garden watering limited to 2 days/week)
1044.50 to 1044	3	Further limit non-essential water use (i.e. lawn and garden watering limited to 1 days/week); Essential water use to be monitored.
1044 to 1043	4	Prohibit all water use associated with irrigation; non-essential water use limited to sanitation purposes only; Monitor essential water use; water supply augmentation may be required. Water use for agricultural users to be restricted to livestock only.
1043 to 1042	5	All non-essential water use prohibited; limit essential water use; water supply augmentation required. Water use for agricultural users to be restricted to livestock only.

AJ

Town of Claresholm Water Restriction Guide Residential Water Use

	RESIDENTIAL Water Use Restrictions	NORMAL	STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
		PINE COULEE FULL SUPPLY LEVEL 1052.5 m	PINE COULEE SUPPLY LEVEL 1046.0 m	PINE COULEE SUPPLY LEVEL 1045.0 m	PINE COULEE SUPPLY LEVEL 1044.0 m	PINE COULEE SUPPLY LEVEL 1043.0 m	PINE COULEE MINIMUM SUPPLY LEVEL 1042.0 m
	ACTIVITY	Restriction Details	Restriction Details	Restriction Details	Restriction Details	Restriction Details	Restriction Details
A	Lawn, Garden and Plants - Manual Sprinkling	Anytime	Water allowed 6am-10am 7pm-12am 3 days per week.	Water allowed 6am-10am 7pm-12am 2 days per week	Water allowed 6am-10am 7pm-12am 1 day per week	Use of Town water for all forms of aesthetic lawn and garden watering is prohibited.	Use of Town water for all forms of aesthetic lawn and garden watering is prohibited.
	Odd Address Schedule	Anytime	Tues, Thurs and Sat	Tues and Sat	Sat		
	Even Address Schedule		Wed, Fri and Sun	Wed and Sun	Sun		
B	Lawn, and Aesthetic Garden Watering - Auto Sprinkling	Anytime	Water allowed 12am-6am up to 3 days per week.	Water allowed 12am-6am up to 2 days per week	Water allowed 12am-6am up to 1 day per week		
	Odd Address Schedule	Anytime	Tues, Thurs and Sat	Tues and Sat	Sat		
	Even Address Schedule		Wed, Fri and Sun	Wed and Sun	Sun		
C	Lawn, and Aesthetic Garden Micro or Drip Irrigation	Anytime	Watering allowed any day between 7pm-10am	Watering up to 3 days a week 7pm-10am (Line A)	Watering allowed Thurs and Fri between 7pm-10am		
D	Lawn, and Aesthetic Garden Watering - Hand Sprinkling (hose or water can)	Anytime	Anytime	Watering allowed 3 days a week 6am-10am, 5pm-12am Stage 1 (Line A).	Watering allowed Wed and Sun between 6am-10am and 7pm-12am		
E	New (non-established) Lawns and Landscaping sprinkling. Permit required.	Follow supplier recommended watering schedule. (Lines A-D)	Follow supplier recommended watering schedule. (Lines A-D)	Sprinkler permit required. Seeding to start before April 30 or after Sept 1	No new permits issued for seeded lawns. New lawns watering Stage 3 (Lines A-D)	No new permits issued or renewed. Use of Town water prohibited.	No new permits issued or renewed. Use of Town water prohibited.
F	Garden Ponds, Fountains and Water Features	Filling and refilling is permitted (Line A)	Filling and refilling is permitted (Line A)	Filling and refilling is permitted (Line A)	Filling and refilling with Town water is prohibited.	Filling and refilling with Town water is prohibited.	Filling and refilling with Town water is prohibited.
G	Pools	Filling and refilling is permitted (Line A)	Filling and refilling is permitted (Line A)	Filling and refilling is permitted (Line A)	Topping up allowed once per week on Wednesdays.	Filling and refilling with Town water is prohibited.	Filling and refilling with Town water is prohibited.
H	Cleaning Outdoor Surfaces (driveways, sidewalks etc.)	Use a broom, spring loaded nozzle or mop and bucket.	Use a broom, spring loaded nozzle or mop and bucket.	Cleaning with a hose for health and safety only.	Cleaning with a hose for health and safety only.	Cleaning with a hose for health and safety only.	All hosing of outdoor surface with Town water prohibited.
I	Car-Boat Washing	Use spring loaded nozzle.	Use spring loaded nozzle.	Wand wash only.	Wand wash only.	Wand wash only.	No washing or rinsing of any vehicles.
J	Artificial turf and outdoor tracks	Cleaning with a hose for health and safety only.	Cleaning with a hose for health and safety only.	Cleaning with a hose for health and safety only.	Cleaning with a hose for health and safety only.	Cleaning with a hose for health and safety only.	Cleaning outdoor surfaces with Town water prohibited.

* These restrictions are for water supplied by the Town of Claresholm only. They do not apply to the use of reclaimed water, grey water or rainwater. Customers are encouraged to utilize rainwater for appropriate uses such as garden irrigation.

AJ

Town of Claresholm Water Restriction Guide Commercial Water Use

	COMMERCIAL Water Use Restrictions	NORMAL	STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
		PINE COULEE FULL SUPPLY LEVEL 1052.5 m	PINE COULEE SUPPLY LEVEL 1046.0 m	PINE COULEE SUPPLY LEVEL 1045.0 m	PINE COULEE SUPPLY LEVEL 1044.0 m	PINE COULEE SUPPLY LEVEL 1043.0 m	PINE COULEE MINIMUM SUPPLY LEVEL 1042.0 m
	ACTIVITY	Restriction Details	Restriction Details	Restriction Details	Restriction Details	Restriction Details	Restriction Details
A	Lawn, Garden and plants for sale - Manual Sprinkling	Water allowed 6am-10am 7pm-12am 3 days per week	Water allowed 6am-10am 7pm-12am 3 days per week	Water allowed 6am-10am 7pm-12am 2 days per week	Water allowed 6am-10am 7pm-12am 1 day per week	Use of Town water for all forms of aesthetic lawn and garden watering is prohibited.	Use of Town water for all forms of aesthetic lawn and garden watering is prohibited.
	Odd Address Schedule	Anytime	Tues, Thurs and Sat	Tues and Sat	Sat		
	Even Address Schedule		Wed, Fri and Sun	Wed and Sun	Sun		
B	Lawn, Garden and plants for sale - Auto Sprinkling	Anytime	Water allowed 12am-6am up to 3 days per week	Water allowed 12am-6am up to 2 days per week	Water allowed 12am-6am up to 1 day per week		
	Odd Address Schedule	Anytime	Tues, Thurs and Sat	Tues and Sat	Sat		
	Even Address Schedule		Wed, Fri and Sun	Wed and Sun	Sun		
C	Lawn, Garden and plants for sale Micro irrigation	Anytime	Watering allowed any day between 7pm-10am	Watering up to 3 days a 7pm-10am (Line A)	Watering allowed Wed and Fri between 7pm-10am		
D	Lawn, Garden and plants for sale handheld sprinkling	Anytime	Anytime	Hand watering plants any day 6am-10am & 5pm-12am Stage 1 (Line A).	Hand water plants Tue, Thru and Sun between 6am-10am and 7pm-12am		
E	New (non-established) Lawns and Landscaping sprinkling. Permit required.	Follow supplier recommended watering schedule. (Lines A-D)	Follow supplier recommended watering schedule. (Lines A-D)	Sprinkler permit required. Seeding to start before April 30 or after Sept 1	No new permits issued for seeded lawns. New lawns watering Stage 3 (Lines A-D)	No new permits issued or renewed. Use of Town water prohibited.	No new permits issued or renewed. Use of Town water prohibited.
F	Garden Ponds, Fountains and Water Features	Filling and refilling is permitted (Line A)	Filling and refilling is permitted (Line A)	Filling and refilling is permitted (Line A)	Filling and refilling with Town water is prohibited.	Filling and refilling with Town water is prohibited.	Filling and refilling with Town water is prohibited.
G	Pools	Filling and refilling is permitted (Line A)	Filling and refilling is permitted (Line A)	Filling and refilling is permitted (Line A)	Topping up allowed once per week on Wednesdays.	Filling and refilling with Town water is prohibited.	Filling and refilling with Town water is prohibited.
H	Cleaning Outdoor Surfaces (driveways, sidewalks etc.)	Use a broom, spring loaded nozzle or mop and bucket.	Use a broom, spring loaded nozzle or mop and bucket.	Cleaning with a hose for health and safety only.	Cleaning with a hose for health and safety only.	Cleaning with a hose for health and safety only.	All hosing of outdoor surface with Town water prohibited.
I	Car Washing - commercial, dealerships and fleets	Use a commercial car wash or spring loaded nozzle.	Use a commercial car wash or spring loaded nozzle.	Wand wash and automated car washes may operate.	Wand wash and automated car washes may operate.	Wand wash and automated car washes may operate.	No washing or rinsing of any vehicles.
J	Golf courses	Irrigation should only occur between 7pm-6am	Reduce watering to fairways (Line B)	Reduce watering of greens, tees, Fairways 2 days-week.	Hand watering greens and tees only.	Hand watering greens and tees only.	Hand watering greens and tees only.
K	Artificial turf and outdoor tracks	Cleaning with a hose for health and safety only.	Cleaning with a hose for health and safety only.	Cleaning with a hose for health and safety only.	Cleaning with a hose for health and safety only.	Cleaning with a hose for health and safety only.	Cleaning outdoor surfaces with town water prohibited.

* These restrictions are for water supplied by the Town of Claresholm only. They do not apply to the use of reclaimed water, grey water or rainwater. Customers are encouraged to utilize rainwater for appropriate uses such as garden irrigation.

17 08.

Town of Claresholm Water Restriction Guide

Public Institutional Water Use

	Public Institutional Water Use Restrictions	NORMAL	STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5		
		PINE COULEE FULL SUPPLY LEVEL 1052.5 m	PINE COULEE SUPPLY LEVEL 1046.0 m	PINE COULEE SUPPLY LEVEL 1045.0 m	PINE COULEE SUPPLY LEVEL 1044.0 m	PINE COULEE MINIMUM SUPPLY LEVEL 1043.0 m	PINE COULEE MINIMUM SUPPLY LEVEL 1042.0 m		
	ACTIVITY	Restriction Details	Restriction Details	Restriction Details	Restriction Details	Restriction Details	Restriction Details		
A	School Yards, Sports Fields and Baseball Diamonds	Avoid Irrigation between 10am-7pm	Limit Irrigation to 3 Times per week Tuesday, Thursday, Saturday Avoid irrigation 10am-7pm	Limited irrigation to 2 times per week (Tuesday & Saturday) and avoid between 10am-7pm	Irrigate 1 day/week at minimum levels permitted to maintain areas in usable condition.	Use of Town water for all irrigation and recreational purposes is prohibited.	Use of Town water for all irrigation and recreational purposes is prohibited.		
B	Water Spray Parks and Indoor/Outdoor Pools	No restrictions.	Recirculating pool water only.	No restrictions on spray parks with user-activated switches. Filling and topping of pools permitted.	No restrictions on spray parks with user-activated switches. Filling and topping of pools permitted.				
C	Aesthetic Fountains and Water Features	Recirculating water only.	Recirculating water only.	No filling permitted unless using recycled, reclaimed water or rainwater.	Filling and refilling are prohibited. To avoid health and safety problems drain and use to irrigate.				
D	Municipal Parks and Cemeteries	Avoid Irrigation between 10am-7pm.	Limit Irrigation to 3 times per week and Avoid irrigation 10am-7pm.	Irrigation allowed 2 days per week, Tuesday and Thursday between 7pm-6am.	Irrigate 1 day/week minimum levels permitted to maintain areas in usable condition.				
E	Municipal Ornamental Lawns and Grassed Boulevards	Avoid Irrigation between 10am-7pm	Limit Irrigation to 3 times per week Tuesday, Thursday, Saturday, between 7pm-6am unless authorized.	Two days per week, Tuesday and Thursday between 7pm-6am.	Irrigate 1 day/week minimum levels permitted to maintain areas in usable condition.				
F	Municipal Water Main Flushing and Hydrant Maintenance	No Restrictions.	No Restrictions.	Only for unscheduled safety or public health reasons. Flushing to ensure free chlorine residual only.	Only for unscheduled safety or public health reasons. Flushing to ensure free chlorine residual only.			Only for unscheduled safety or public health reasons. Flushing to ensure free chlorine residual only.	Only for unscheduled safety or public health reasons. Flushing to ensure free chlorine residual only.
G	Artificial Turf and Outdoor Tracks (i.e. bicycle and running)	Cleaning, with a hose or sprinkler, permitted for health and safety only.	Cleaning, with a hose or sprinkler, permitted for health and safety only.	Cleaning, with a hose or sprinkler, permitted for health and safety only.	Cleaning, with a hose or sprinkler, permitted for health and safety only.			Cleaning, with a hose or sprinkler, permitted for health and safety only.	All forms of cleaning of outdoor surfaces with town water are prohibited.

* These restrictions are for water supplied by the Town of Claresholm only. They do not apply to the use of reclaimed water, grey water or rainwater. Customers are encouraged to utilize rainwater for appropriate uses such as garden irrigation.

A.J. OR

Town of Claresholm Water Restriction Guide Agricultural Water Use

	AGRICULTURAL Water Use Restrictions	NORMAL	STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
		PINE COULEE FULL SUPPLY LEVEL 1052.5 m	PINE COULEE SUPPLY LEVEL 1046.0 m	PINE COULEE SUPPLY LEVEL 1045.0 m	PINE COULEE SUPPLY LEVEL 1044.0 m	PINE COULEE SUPPLY LEVEL 1043.0 m	PINE COULEE MINIMUM SUPPLY LEVEL 1042.0 m
	ACTIVITY	Restriction Details	Restriction Details	Restriction Details	Restriction Details	Restriction Details	Restriction Details
Location	Crop Irrigation in Town Limits	Maximum water use as permitted per individual license to a maximum of 5000 m3	Maximum water use 5000 m3 for season Increased surveillance voluntary conservation	Mandatory reduction of water use by 25% up to 3750 m3 for season Town to control turnoff	Mandatory reduction of water use by 50% up to 2500 m3 for season Town to control turnoff	Mandatory reduction of water use by 50% up to 2500 m3 for season Town to control turnoff	Mandatory water restrictions Outdoor water use for Livestock only Town to control turnoff
0+008	M.D Willow Creek	No License/No Hydrant	No License/No Hydrant	No License/No Hydrant	No License/No Hydrant	No License/No Hydrant	Livestock only
0+300	Brown	No License/Hydrant	No License/Hydrant	No License/Hydrant	No License/Hydrant	No License/Hydrant	Livestock only
2+834	Bolduc	320 m3 Total	320 m3 Total	240 m3	160 m3	Licence Restricted	Livestock only
4+350	Maurushat	No Hydrant	No Hydrant	No Hydrant	No Hydrant	No Hydrant	Livestock only
6+565	Maurushat	1234.56 m3	1234.56 m3	925.92 M3	617.28 m3	617.28 m3	Livestock only
7+507	Fire Hydrant	Fire Fighting Only	Fire Fighting Only	Fire Fighting Only	Fire Fighting Only	Fire Fighting Only	Fire Fighting Only
7+906	Glimsdale	1234.56 m3	1234.56 m3	925.92 M3	617.28 m3	617.28 m3	Livestock only
8+217	Hutterian Willow Creek	2099 m3 Total	2099 m3 Total	1574.25 m3 Total	1049.5 m3	Licence Restricted	Livestock only
10+385	Leeds	1234.56 m3 Total	1234.56 m3 Total	925.92 M3	617.28 m3	617.28 m3	Livestock only
10+700	Leeds	1234.56 m3 Total	1234.56 m3 Total	925.92 M3	617.28 m3	617.28 m3	Livestock only
11+434	Hutterian Willow Creek	2099 m3 Total	2099 m3 Total	1574.25 m3 Total	1049.5 m3	1049.5 m3	Livestock only
11+510	Fire Hydrant	Fire Fighting Only	Fire Fighting Only	Fire Fighting Only	Fire Fighting Only	Fire Fighting Only	Fire Fighting Only
15+865	Morkin	4564 m3	4564 m3	3423 m3	2282 m3	2282 m3	Livestock only
17+100	Sheaar	No License/No Hydrant	No License/No Hydrant	No License/No Hydrant	No License/No Hydrant	No License/No Hydrant	Livestock only
17+110	Town of Claresholm	No Hydrant	No Hydrant	No Hydrant	No Hydrant	No Hydrant	Livestock only
18+927	Claresholm Golf Course	No License/Metered Turnout	No License/Metered Turnout	No License/Metered Turnout	No License/Metered Turnout	No License/Metered Turnout	Livestock only
19+403	Claresholm Water Plant	1,301,235 m3	1,301,235 m3	Initiate WSRP	Initiate WSRP	Initiate WSRP	Initiate WSRP

* These restrictions are for water supplied by Pine Coulee Reservoir only. They do not apply to reclaimed water, grey water or rainwater.

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	RESIDENTIAL & COMMERCIAL Water Use Restrictions	NORMAL	STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5			
		PINE COULEE SUPPLY LEVEL 1052.5 - 1046 m	PINE COULEE SUPPLY LEVEL 1045.99 - 1045 m	PINE COULEE SUPPLY LEVEL 1044.99 - 1044 m	PINE COULEE SUPPLY LEVEL 1043.99 - 1043 m	PINE COULEE SUPPLY LEVEL 1042.99 - 1042 m	PINE COULEE SUPPLY LEVEL 1041.99 m AND BELOW			
	ACTIVITY	Restriction Details	Restriction Details	Restriction Details	Restriction Details	Restriction Details	Restriction Details			
A	Lawn, Garden and Plants (Manual Sprinkling)	No Restrictions It is recommended that watering occur between 6am-10am; 7pm-11pm.	Watering allowed 3 days a week 6am-10am; 7pm-11pm	Watering allowed 2 days a week 6am-10am; 7pm-11pm	Watering allowed 1 day a week 6am-10am; 7pm-11pm	Use of Town water through sprinklers for all forms of lawn, garden, and plant watering is prohibited.	Town Water Use Prohibited Pending Approval			
	Odd Address Schedule		Tues, Thurs and Sat	Tues and Sat	Tues					
	Even Address Schedule		Wed, Fri and Sun	Wed and Sun	Wed					
B	Lawn, Garden and Plants (Auto Sprinkling)		Watering allowed 3 days a week 12am-6am	Watering allowed 2 days a week 12am-6am	Watering allowed 1 day a week 12am-6am					
	Odd Address Schedule		Tues, Thurs and Sat	Tues and Sat	Tues					
	Even Address Schedule		Wed, Fri and Sun	Wed and Sun	Wed					
C	Lawn, Garden and Plants (Micro or Drip Irrigation)		No Restrictions It is recommended that watering occur between 6am-10am; 7pm-11pm.	Watering allowed any day 6am-10am; 7pm-11pm	Watering allowed 3 days a week 6am-10am; 7pm-11pm	Watering allowed Tues and Fri 6am-10am; 7pm-11pm				
	Odd Address Schedule				Tues, Thurs and Sat					
	Even Address Schedule				Wed, Fri and Sun					
D	Lawn, Garden and Plants (Handheld Sprinkling, Hose or Water Can)				No Restrictions It is recommended that watering occur between 6am-10am; 7pm-11pm.	Watering allowed any day 6am-10am; 7pm-11pm		Watering allowed 3 days a week 6am-10am; 7pm-11pm	Watering allowed Mon and Thurs 6am-10am; 7pm-11pm	
	Odd Address Schedule	Tues, Thurs and Sat								
	Even Address Schedule	Wed, Fri and Sun								
E	New (non-established) Lawns and Landscaping (Watering Permit Required in Stage 2 & 3)	No Restrictions It is recommended that watering occur between 6am-10am; 7pm-11pm.					Watering allowed any day 6am-10am; 7pm-11pm	Watering Permit Required. Seeding or laying of sod to start before April 30 or after Sept 1 (Stage 1, Lines A - D).		NO new lawn permits issued (use of town water prohibited).
F	Garden Ponds, Fountains and Water Features							Filling and re-filling 1 day a week (Monday) 6am-10am; 7pm-11pm	Filling and refilling as required for health and safety only.	Filling and refilling with Town water is prohibited.
G	Pools and Hot Tubs									
H	Cleaning Outdoor Surfaces (driveways, sidewalks etc.)							No Restrictions The use of a brush and bucket, spring loaded nozzle and/or wand washer permitted.	Cleaning with a hose and/or wand washer for health and safety only.	Cleaning with a hose and/or wand washer for health and safety only.
I	Vehicle Washing (Car Washes, Dealerships and Fleets)		Wand wash and automated car washes may operate.							
J	Artificial Turf and Outdoor Tracks		Cleaning with a hose and/or wand washer for health and safety only.							
K	Golf Course (Town Water)		Watering allowed any day 12am-6am	Watering allowed 3 days a week 12am-6am				Watering allowed 2 days a week 12am-6am	Hand watering greens and tees only.	

	PUBLIC INSTITUTIONAL Water Use Restrictions	NORMAL	STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
		PINE COULEE SUPPLY LEVEL 1052.5 - 1046 m	PINE COULEE SUPPLY LEVEL 1045.99 - 1045 m	PINE COULEE SUPPLY LEVEL 1044.99 - 1044 m	PINE COULEE SUPPLY LEVEL 1043.99 - 1043 m	PINE COULEE SUPPLY LEVEL 1042.99 - 1042 m	PINE COULEE SUPPLY LEVEL 1041.99 m AND BELOW
ACTIVITY	Restriction Details	Restriction Details	Restriction Details	Restriction Details	Restriction Details	Restriction Details	Restriction Details
A	School Yards, Sports Fields and Baseball Diamonds	No Restrictions Avoid irrigation between 10am-7pm	Limit irrigation to 3 days a week Monday, Wednesday, Friday between 6am-10am	Limit irrigation to 2 days a week Monday & Friday between 6am-10am	Limit irrigation to 1 day a week, Monday or Friday between 6am-10am	Use of Town water for all irrigation and recreational purposes is prohibited.	Use of Town water for all irrigation and recreational purposes is prohibited.
B	Water Spray Parks and Indoor/Outdoor Pools	No Restrictions on spray parks. User-activated switches are mandatory. Filling and topping of pools as required for health and safety only.			Spray park operating hours are reduced (1pm-7pm). User-activated switches are mandatory. Filling and topping of pools as required for health and safety only.		
C	Aesthetic Fountains and Water Features	No Restrictions Recirculating of water mandatory.		Filling prohibited unless using recycled, reclaimed or rain water.	Filling and refilling are prohibited. To avoid health and safety problems drain and use to irrigate.		
D	Municipal Parks and Cemeteries	No Restrictions Avoid irrigation between 10am-7pm	Limit Irrigation to 3 days a week Monday, Wednesday, Friday between 6am-10am	Limit irrigation to 2 days a week Monday & Friday between 6am-10am	Limit irrigation to 1 day a week, Monday or Friday between 6am-10am		
E	Municipal Ornamental Lawns and Grassed Boulevards						
F	Municipal Water Main Flushing and Hydrant Maintenance	No Restrictions		Only for unscheduled safety or public health reasons. Flushing to ensure free chlorine residual only.			
G	Artificial Turf and Outdoor Tracks	Cleaning with a hose and/or wand washer for health and safety only.					

AGRICULTURAL Water Use Restrictions		NORMAL	STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
		PINE COULEE SUPPLY LEVEL 1052.5 - 1046 m	PINE COULEE SUPPLY LEVEL 1045.99 - 1045 m	PINE COULEE SUPPLY LEVEL 1044.99 - 1044 m	PINE COULEE SUPPLY LEVEL 1043.99 - 1043 m	PINE COULEE SUPPLY LEVEL 1042.99 - 1042 m	PINE COULEE SUPPLY LEVEL 1041.99 m AND BELOW
Location							Mandatory Water Restrictions
0+008	M.D Willow Creek	No License					Water Use Prohibited Pending Approval
0+300	NW 35-013-28 W4	No License					
2+834	NE 26-013-28 W4	370 m3 Total					
4+350	NE 13 & 24-013-28 W4	1234.55 m3 Total For Both Locations					
6+565							
7+507	Fire Hydrant						
7+906	NE 12-013-28 W4	1234.56 m3 Total					
10+385	SW & SE 06-013-27 W4	1234.56 m3 Total For Both Locations					
10+700							
8+217	SW 05 & NW 07-013-27 W4	2099 m3 Total For Both Locations					
11+434							
11+510	Fire Hydrant						
15+865	NE 20-012-27 W4	4074 m3 Total					
17+100	NE 21-012-27 W4	No License					
17+110	Town of Claresholm	License					
18+927	Claresholm Golf Course	185,185 m3 Total	Initiate WSRP (185,185 m3 Total)				
19+403	Claresholm Water Plant	1,301,235 m3 Total	Initiate WSRP (1,301,235 m3 Total)				



REQUEST FOR DECISION

Meeting: May 13, 2024
Agenda Item: 16

PUBLIC PARTICIPATION PLAN: RECREATION AND CULTURAL FACILITIES RESERVES

DESCRIPTION/BACKGROUND:

At the April 8th council meeting, Council directed administration to prepare a Public Participation Plan (PPP) for engaging the public on implementing a new capital reserve for the Town's recreation and cultural buildings.

DISCUSSION/OPTIONS:

1. Coffee with Council –
 - Administration to provide handouts/ briefs for Council to share at Coffee with Council
 - Social media messaging to promote June Coffee with Council as an opportunity to discuss this issue with Council.
2. Promote a public survey on the issue:
 - Utility Mail-out in July with information on the issue – include link to Public Survey.
 - Promote survey on social media and in the Local Press
3. Public Survey: gather public opinion on the issue and its possible solutions
 - Survey to be available online, and hard copies at the Town Office

The Plan will run over the summer through several different stages, with final results discussed at Council meeting in August.

PROPOSED RESOLUTIONS:

MOVED by Councillor _____ to approve the Public Participation Plan for a potential Recreation and Cultural Facilities Capital Reserve for the Town of Claresholm.

COSTS/ SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

That Council approve the PPP as presented, or amended.

ATTACHMENTS:

- 1.) April 8th RFD Special Tax Levy

APPLICABLE LEGISLATION:

- 1.) MGA Part 7, Public Participation

2.) MGA PART 8, Financial Administration

PREPARED BY: Abe Tinney, CAO

DATE: May 7, 2024



REQUEST FOR DECISION

Meeting: May 13, 2024

Agenda Item: 17

Public Participation Plan: Communications and Public Engagement Strategy

DESCRIPTION:

Per Council's direction through the Strategic Plan, Administration has been working on a Communications and Public Engagement Strategy. Administration recommends a Public Participation Plan (PPP) to inform the process.

BACKGROUND:

The Town of Claresholm adopted Policy #2.1.01, the Public Participation Policy, on May 28, 2018. Section 216.1 of the Municipal Government Act (MGA) came into effect on October 26, 2017 and under that legislation, municipalities were required to establish a Public Participation Policy.

Following the direction of Council, a Communications and Public Engagement Strategy is being developed that follows the Policy. We are assessing the Town's current communications and engagement practices and policies and creating recommendations for improvement and implementation. In order to have a properly informed strategy, we plan to engage the public, council and staff.

The first step in engaging the public is to create a simple survey online asking if residents feel they are being kept informed on Town operations, Council priorities, Town projects, and general information about the Town of Claresholm. This survey will be offered online and on paper at Town facilities such as the Town Office, Library, Aquatic Centre and FCSS.

We will also be conducting focus groups with Town Staff and Town Council to see where our current communications fall. We need to know what can be done differently, where can we improve, and also receive suggestions on how to move forward.

Timeline for this plan is to be completed by June 30, 2024.

COSTS/ SOURCE OF FUNDING (if applicable):

There will be no out-of-budget costs associated with this PPP.

PROPOSED MOTION:

Moved by Councillor _____ to approve the public participation plan for the Communications and Engagement Strategy as presented.


ATTACHMENT:

- Policy #2.1.01 – Public Participation Policy

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: May 10, 2024

 Claresholm	Public Participation		Policy #2.1.01
Department Owner:	Council		
Policy Applies To:	Public		
Date Created:	May 2018	Date Approved By Council:	July 15, 2019
Version #:	1.0	Resolution #:	19-109
Last Review Date:	July 8, 2019	Policy(ies) Replaced/Rescinded:	COUN 05-18(a)

Intent:

In accordance with Section 216.1 of the Municipal Government Act, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the Municipal Government Act.

General Policy Principles:

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

1. Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
2. Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
4. Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process.

Definitions:

CAO – means the Chief Administrative Officer of the Town of Claresholm or their delegate.

Municipal Stakeholders – means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.

Municipality – means the Town of Claresholm.

Public Participation – includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.

Public Participation Plan – means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.

Public Participation Tools – means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

1. In-person participation which may include meetings, round-tables, town halls, open houses and workshops;
2. Digital participation which may include online message boards/discussion forums, and online polls or surveys;
3. Written participation which may include written submissions, email, and mail-in surveys, and polls; and
4. Representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

Policy Responsibilities:

Council Responsibilities:

1. Council shall:
 - (a) Review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
 - (b) Consider input obtained through Public Participation;
 - (c) Review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation;
 - (d) Ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;
 - (e) Promote and support Public Participation; and
 - (f) Request and review information from the CAO on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.

Administration Responsibilities

1. The CAO shall:
 - (a) In accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
 - (b) Implement approved Public Participation Plans;
 - (c) Report the findings of the Public Participation to Council;
 - (d) Develop the necessary procedures to implement this Policy; and
 - (e) Assess this Policy and make recommendations to Council about the Public Participation and resourcing.

Public Participation Opportunities:

The CAO shall develop and implement a Public Participation Plan when directed by Council.

Policy Expectations:

Legislative and Policy Implications

1. All Public Participation will be undertaken in accordance with the Municipal Government Act, the Freedom of Information and Protection of Privacy Act and any other applicable legislation.
2. All Public Participation will be undertaken in accordance with all existing municipal policies.
3. This Policy shall be available for public inspection and may be posted to the Municipalities website.
4. This Policy will be reviewed at least once every four years.

Public Participation Standards

1. Public Participation activities will be conducted in a professional and respectful manner.
2. Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Council, may be excluded from Public Participation opportunities.

Public Participation Plans:

1. When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:
 - (a) The nature of the matter for which Public Participation is being sought;
 - (b) The impact of the matter on Municipal Stakeholders;
 - (c) The demographics of potential Municipal Stakeholders in respect of which Public Participation tools to utilize, level of engagement and time for input;
 - (d) The timing of the decision and time required to gather input;
 - (e) What information is required, if any, to participate; and
 - (f) Available resources and reasonable costs.
3. As per Schedule "A" of this policy, Public Participation Plans will, at minimum, include the following:
 - (a) A communication plan to inform the public about the Public Participation plan and opportunities to provide input;
 - (b) Identification of which Public Participation tools will be utilized;
 - (c) Timelines for participation;
 - (d) Information about how input will be used;
 - (e) The location of information required, if any, to inform the specific Public Participation.

Reporting and Evaluation:

1. Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.
2. The report shall include a summary of the input obtained.

SCHEDULE "A"

Public Participation Plan:

Date:
Topic
Communication Plan
Public Participation Tools To Be Utilized
Timeline For Participation
How Input Will Be Used
Location of Information to Inform The Public

SKATEPARK ADDITIONAL FUNDING

Site preparations have begun for the Claresholm Skatepark construction. Once excavation started, it was obvious the conditions of the site were worse than expected. A second geotechnical evaluation was completed and it was recommended to excavate the entire project to a depth of 1.1m and construct a new base of pit run and geotextile cloth.



The new recommendation is outside the capabilities of the public works department and needs to be contracted out. A portion of the Town's contribution to the grant funding was in-kind work, and as such we will no longer meet our donation amount without additional capital funding.

The original scope of the project had earthworks/base work at a quoted cost of \$51,500 that the Town was going to do internally, providing that in-kind and saving that cash cost. As a result of the condition of the base and the geotechnical evaluation, not only are we not able to do this work ourselves, but the earthworks/base work cost is significantly higher, estimated at \$112,500. So though this is only a \$61K increase from the original estimate, as we are unable to do any of the work, it is a \$112,500 cash cost increase.

New Line Skateparks have a tight schedule, with projects lined up all summer. A delay at our project will either delay all projects for the year or will cause New Line to cancel our project entirely for this year.

OPTIONS:

1. Move forward, approving additional project funding from LGFF Capital funds and/or reserves along with potentially some additional fundraising from the Skate Park Association.
2. Put the project on hold and look at either a redesign to reduce the size/cost or look at an alternate location.
3. Cancel the project.

RECOMMENDATION:

The Claresholm Skatepark Association has been working hard at fund raising and applying for grants for a number of years. They have been successful in receiving a CFEP Large Stream grant in the amount of \$255,116, as well as \$30,000 in Community Foundation grants, along with an estimated \$40K in other fundraising.

The Town's current Skate Park has outlived its useful life, and though still functional is not ideal. With the Claresholm Skatepark Association's work, the Town will be able to significantly enhance its skatepark in a new open location with a value of approximately \$475K, with a cost to the Town of only \$167,500 due to the grants and fundraising achieved by the Claresholm Skatepark Association. This is well below previous discussions around recreation infrastructure on average having a \$0.50 on the \$1 cost to the Town.

Based on this, cancelling the project and losing those grants isn't advisable. Throwing out the work and investment we have already done on current design, geotechnical, legal, etc. to develop a new smaller design or new location also doesn't make a lot of sense, as incurring such costs again may cost as much or more as the additional costs for the existing design and location with less to show for it.

Administration therefore recommends that Council approve the additional funding in the amount of \$112,500 to continue forward with the project as is with the additional required earthworks, funding it from LGFF Capital funds.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve out of budget expense of \$112,500 for the completion of the Skate Park, to be paid out of the LGFF Capital grant funds.

PREPARED BY: Jace McLean – Director of Infrastructure & Blair Bullock, CPA, CA – Director of Corporate Services

APPROVED BY: Abe Tinney – CAO

DATE: May 10, 2024



REQUEST FOR DECISION

Meeting: May 13, 2024
Agenda Item: 19

Claresholm Taxi Token Program – Policy 5.5.50

BACKGROUND:

On April 8, a Request for Direction was presented to Council regarding the Taxi Token Program and increasing costs of taxi rides/transportation. Council referred the item to the Admin Services Committee to review the existing policy and bring forward recommendations. The committee met on May 7th and recommended that Policy 5.5.50 be updated to increase the monthly allotment of tokens from 16 to 24.

DISCUSSION:

The Taxi Token Program is available to any resident in Claresholm that qualifies for a government disability assistance program and/or is over the age of 65. Clients are able to purchase 16 tokens per month at the cost of \$2.50 each + GST, totaling \$42.00 per month. The token's value to the taxi company is \$4.50 per token plus GST, with the Town of Claresholm subsidizing \$2.00 for each token. Taxi tokens are used for either of the taxi services in Claresholm or for the Transportation Society.

This policy, as currently drafted, was passed in January 2015.

Prior to March 24, 2024, a one-way trip to anywhere within Claresholm town limits would require **two (2)** taxi tokens. After that date the taxi service increased their pricing, requiring **three (3)** tokens for a one-way trip, a 50% increase.

Utilization of this program, based on subsidy cost incurred by the Town, has increased substantially over the last couple years, as per below. Numbers of individuals is based on the assumption that they are utilizing the full 16 tokens per month for the whole year. Full utilization is 192 tokens per person.

Year	2020	2021	2022	2023
Total Tokens Utilized.	1,445	1,224	1,664	2,381
Avg # of People if all Fully Utilizing (192 tokens/yr)	7.5	6.4	8.7	12.4
Avg # of People if only utilize half the year (96/yr)	15	12.8	17.4	24.8

This isn't a very significant number of individuals utilizing, or benefiting, from this program. Now obviously it could be a higher number of individuals, only benefiting 3 or 4 months out of the year, or not getting the max number available, but utilization is definitely increasing as need/costs increase.

FCSS however does see a number of clients who are being affected adversely to the increased taxi rates, who would benefit from an update to this policy/program as the program is not keeping pace with increases in costs of transportation services in Town.

Administration see a couple different options:

1. Update the policy to increase the number of tokens an individual is allowed to purchase each month. This is the easiest option as it doesn't require any change to the cost or value of the tokens (individually).
2. Update the policy to increase the value of the tokens, either by increasing the price or increasing the subsidy (or both). This is a more complicated option as it would require new tokens to be purchased/created, resulting in two different types of tokens in circulation until all the old ones are utilized. If existing tokens are used, there could be significant tokens already in circulation (or even already utilized, but not yet submitted back to the Town for payment to the taxi provider) that will be redeemed at a value greater than they were purchased or utilized for.

As noted in the options above, the simplest way to update the subsidy is to provide additional tokens (option 1). The taxi costs have increased by approximately 50%, so Administration recommends providing taxi users with a 50% increase in the allotment of tokens – from 16 a month to 24 a month.

PROPOSED MOTION:

Moved by Councillor _____ to update policy 5.5.50, the Town of Claresholm's Taxi Token Program policy, as presented.

ATTACHMENTS:

- 1.) Policy 5.5.50 (TRAN 01-15)

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

APPROVED BY: Abe Tinney – CAO

DATE: May 10, 2024



Policy #TRAN 01-15

Taxi Token Program

PURPOSE: To provide guidelines for the use/distribution of Taxi Tokens within the Town of Claresholm.

POLICY:


1. This policy rescinds all prior policies and resolutions of the Town of Claresholm regarding this matter.

PARAMETERS:

1. The Town of Claresholm taxi token program is open to any Town of Claresholm resident who qualifies for a government disability assistance program **and/or** is over the age of 65.
2. A maximum of 16 tokens may be issued per month to each qualifying individual.
3. Each token has a purchase value of \$2.50 + G.S.T.
4. The Town of Claresholm will subsidize \$2.00 for each taxi token purchased.
5. Each purchased taxi token has no expiry date.
6. The Taxi Token program is available to any Town approved Transportation / Taxi Service and the Claresholm & District Transportation Society.

NOTE: Fees of this policy may be changed by Council resolution and updated to the policy at the next formal review of the fees and charges.

EFFECTIVE DATE: JANUARY 12, 2015

 Claresholm	Taxi Token Program Policy		Policy #5.5.50
Department Owner:	Administration		
Policy Applies To:	Residents over 65 or who qualify for government disability assistance		
Date Created:	Jan 12, 2015	Date Approved By Council:	
Version #:	1.1	Resolution #:	
Last Review Date:	May 7, 2024	Policy(ies) Replaced/Rescinded:	#TRAN 01-15

Intent:

To provide guidelines for the use/distribution of Taxi Tokens within the Town of Claresholm.

Guidelines:

Personnel Requests

1. The Town of Claresholm taxi token program is open to any Town of Claresholm resident who qualifies for a government disability assistance program and/or is over the age of 65.
2. A maximum of ~~16~~ 24 tokens may be issued per month to each qualifying individual.
3. Each token has a purchase value of \$2.50 + G.S.T.
4. The Town of Claresholm will subsidize \$2.00 for each taxi token purchased.
5. Each purchased taxi token has no expiry date.
6. The Taxi Token program is available to any Town approved Transportation / Taxi Service and the Claresholm & District Transportation Society.



REQUEST FOR DECISION

Meeting: May 13, 2024
Agenda Item: 20

2024 PARADE ATTENDANCE

DESCRIPTION:

Administration would like to receive Council's approval for attendance at 2024 parades. We have not received any invitations this year and there has been no requests for special events.

The float is taken to parades by different individuals. It could be members of Council, staff members, or members of the public who are willing and are compensated for their time.

BACKGROUND:

The parades that Administration is suggesting that the Town of Claresholm float is sent to are:

July 1st – Granum – Canada Day
August 5th – Nanton Round-up Days
August 10th – Claresholm Fair Days
August 17th – Pincher Creek Rodeo Parade
November 30th – Fort Macleod Santa Claus

Parade candy for these parades costs about \$1,500 each year. There is no candy given out at the Fort Macleod parade.

PROPOSED MOTION:

Moved by Councillor _____ to accept the 2024 parade schedule as presented.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, MA, CAO

DATE: May 8, 2024



Claresholm

REQUEST FOR DECISION

Meeting: May 13, 2024
Agenda Item: 21

BBQ SMOKER COMPETITION - AMUNDSEN PARK

DESCRIPTION/BACKGROUND:

The Claresholm Local Press would like to host a BBQ Smoker Competition on Saturday, August 17 and Sunday, August 18, 2024 at Amundsen Park.

DISCUSSION/OPTIONS:

Policy #5.7.01 allows municipal park facilities to be used by the public for the purpose of charity or non-profit events. Any requests for the use of municipal park facilities that are for profit purposes or private functions will be referred to Town Council for approval.

Since the Claresholm Local Press is making this request and they are a business and not a charity, Administration is bringing this request for Council's approval.

They plan to charge a small entry fee to competition participants, and will pay out all fees in prize money. If they make any money from any of the added-on community activities (they haven't fully figured out what they will be doing), it will go to charity, the Local Press' Christmas Hamper fund and other local charities.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to allow the Claresholm Local Press to use Amundsen Park on August 17 & 18, 2024 to host a BBQ Smoker Competition, and to allow them to access both power and washroom facilities.

ATTACHMENTS:

- 1.) Request letter from the Claresholm Local Press
- 2.) Policy #5.7.01 – Municipal Park Events

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: May 10, 2024



Town of Claresholm

Re: Amundsen Park

May 1, 2024

Dear Mayor and Council,

I am writing to request the use of Amundsen Park for a BBQ Smoker Competition on August 17 & 18, 2024. Set up for the competition will begin Saturday morning, and clean up should be complete around 8 p.m. on Sunday.

We will require power access for approx. 10 Smoker BBQs, and access to the washrooms as competitors will be on site through the night.

We are hoping to have other activities in conjunction with the competition for community members to enjoy.

We appreciate your consideration!

Thanks,

Amanda Zimmer
Claresholm Local Press



Amanda Zimmer
Owner/Publisher



4913 - 2 ST. W., P.O. Box 520, Claresholm, AB T0L 0T0



Phone: 403-625-4474



www.claresholmlocalpress.ca



amanda@claresholmlocalpress.ca



Fax: 403-625-2828



Town of Claresholm
Income Statement by Function
April 30, 2024

Revenue	APRIL	2024 YTD	2024 BUDGET	YTD % of Budget
Tax and requisition revenue	(81,045.78)	62,283.07	(4,591,873.97)	-1% 1
General administration revenue	(6,737.00)	(42,961.04)	(172,900.00)	25%
Police	-	(1,031.28)	(4,000.00)	26%
Fire	(4,610.00)	(17,218.75)	(29,000.00)	59%
Bylaw enforcement	(250.00)	(10,110.00)	(14,000.00)	72% 2
Roads, streets, walks, lighting	-	-	(15,000.00)	0%
Water supply and distribution	(212,431.41)	(486,825.87)	(1,813,000.00)	27%
Wastewater treatment and disposal	(80,506.20)	(179,020.31)	(632,480.00)	28%
Garbage Collection	(62,012.65)	(143,438.85)	(485,500.00)	30%
Recycling	(43,743.44)	(96,250.87)	(311,520.00)	31%
FCSS	(51,126.81)	(111,983.64)	(249,035.56)	45%
Cemetery	(1,360.00)	(6,464.02)	(22,800.00)	28%
Physician recruitment	-	(1,000.00)	(1,000.00)	100% 3
Economic development	(179,037.09)	(179,037.09)	(180,037.09)	99% 3
Land use planning, zoning and development	(20,567.66)	(38,073.88)	(94,972.00)	40%
Parks and recreation	(18,122.98)	(77,564.55)	(369,086.00)	21%
Culture - libraries and museum	-	(2,232.96)	(20,500.00)	11%
	<u>(761,551.02)</u>	<u>(1,330,930.04)</u>	<u>(9,006,704.62)</u>	
Expenses				
Legislative	12,824.36	30,933.70	133,034.35	23%
Administration	107,318.65	580,588.52	1,502,806.74	39%
Police	-	225,827.00	226,480.00	100% 4
Fire	28,364.42	59,752.73	245,789.38	24%
Bylaw enforcement	7,911.08	33,670.86	111,882.12	30%
Common and equipment pool	73,947.86	226,413.07	640,333.43	35%
Roads, streets, walks and lighting	76,288.92	212,814.43	692,770.48	31%
Storm sewers and drainage	516.62	3,179.01	16,277.54	20%
Water supply and distribution	85,196.31	301,336.58	1,216,710.71	25%
Wastewater treatment and disposal	8,207.18	25,625.29	152,369.13	17%
Garbage Collection	23,330.61	159,551.01	362,884.20	44%
Recycling	21,714.63	89,208.32	316,775.99	28%
FCSS	21,490.25	118,645.34	262,905.06	45%
Daycare	2,118.09	8,055.60	25,000.00	32%
Cemetery	544.28	9,150.46	58,132.62	16%
Physician recruitment	1,800.00	1,800.00	3,000.00	60%
Economic development	10,349.05	43,402.03	208,605.15	21%
Agriculture - weed and pest control	1,193.00	1,193.00	18,391.14	6%
Land use planning, zoning and development	27,366.89	97,135.08	241,894.89	40%
Parks and recreation	76,118.61	252,960.47	860,714.18	29%
Culture - libraries and museum	50,875.74	124,761.45	385,251.22	32%
Amortization	-	-	1,884,547.00	0%
	<u>637,476.55</u>	<u>2,606,003.95</u>	<u>9,566,555.33</u>	
Net Income	<u>(131,457.95)</u>	<u>1,267,760.43</u>	<u>559,850.71</u>	

Notes:

- 1** Tax and requisition revenues are in the negative as it is net requisitions, and the first quarter school tax payment has been paid, but 2024 tax revenue has not been recorded yet, as tax notices don't go out until May.
- 2** Bylaw revenue to date is dog licenses, with majority of revenue received in January. Majority of remaining budgeted revenue is fines and clean-up fees charged that will be charged more evenly throughout the year.
- 3** Physician recruitment and economic development revenues are (primarily) grant funding, which has been fully received or recognized into revenue already for the year.
- 4** Policing costs have been paid for the year. This is a single invoice. There are no further expenditures for the year.



**Town of Claresholm
Income Statement by Object
April 30, 2024**

Revenue	APRIL	2024 YTD	2024 BUDGET	YTD % of Budget
Net municipal taxes	(0.01)	336,035.43	(3,878,088.97)	-9% 1
Special assessments	(26.47)	-	(3,290.00)	0%
User fees and sales of goods	(413,841.37)	(978,103.03)	(3,438,182.00)	28%
Government transfers for operating	(206,529.73)	(237,044.30)	(396,525.09)	60%
Investment income	(47,095.35)	(123,096.47)	(270,000.00)	46%
Penalties and costs of taxes	(2,154.00)	(28,976.46)	(68,600.00)	42%
Licenses and permits	(23,352.66)	(60,467.58)	(119,700.00)	51%
Other local government transfers	(21,219.17)	(51,438.34)	(230,497.56)	22%
Franchise and concession contracts	(33,569.74)	(125,821.19)	(355,335.00)	35%
Rental	(5,954.74)	(36,644.74)	(151,786.00)	24%
Other	(7,807.78)	(25,373.36)	(94,700.00)	27%
	(761,551.02)	(1,330,930.04)	(9,006,704.62)	15%
Expenses				
Salaries, wages and benefits	249,617.91	952,834.98	3,359,244.67	28%
Contracted and general services	147,122.26	890,829.05	2,054,840.37	43% 2
Materials, goods, supplies, and utilities	172,361.29	557,329.80	1,659,794.56	34%
Bank charges and short-term interest	80.03	375.32	1,200.00	31%
Interest on long-term debt	-	-	188,041.73	0%
Other expenditures	922.92	7,485.23	33,000.00	23%
Transfers to organizations and others	67,372.14	190,422.95	379,137.00	50%
Purchases from other governments	-	6,726.62	6,750.00	100% 3
Amortization	-	-	1,884,547.00	0%
	637,476.55	2,606,003.95	9,566,555.33	27%
Net Income	(131,457.95)	1,267,760.43	559,850.71	
Other				
Transfers to/from reserves	-	-	(1,066,511.78)	0%
Government transfers for capital	125,000.00	(100,000.00)	(1,982,475.00)	5%
Other external funding for capital	-	-	(147,629.00)	0%
Capital expenditures	14,451.21	289,461.90	4,238,203.00	7%
Debt Principal Repayment	-	-	283,109.07	0%
Amortization addback	-	-	(1,884,547.00)	0%
	7,993.26	1,457,222.33	(0.00)	

Notes

- 1** Net municipal tax is in the negative as it is net requisitions, and the first quarter school tax payment has been paid, but 2024 tax revenue has not been recorded yet, as tax notices don't go out until May.
- 2** Contracted services expense is higher than expected 25% based on 3 months in. This is due to a number of significant expenses that are incurred in one time annual fees near the beginning of the year, including insurance (200K), policing costs (225K), software licensing, land fill requisition, etc. These were anticipated.
- 3** This is annexation fees paid to the MD of Willowcreek on annexation of lands on west side of Town that took effect on January 1, 2024. This was a one time fee.



Claresholm

INFORMATION BRIEF

Meeting: May 13, 2024

Agenda Item: 23

TOWN OF CLARESHOLM – QUALITY MANAGEMENT PLAN

DESCRIPTION:

Council carried a motion at the February 12, 2024, meeting to approve the draft QMP for updating with Safety Codes Council. We have received the approved QMP from the Safety Codes Council (see attached for your information).

The Town of Claresholm is an accredited municipality and is responsible for the administration, effectiveness, and compliance with a Quality Management Plan (QMP) for Safety Codes administration and delivery. This means the Town of Claresholm will administer the Safety Codes Act including all regulations applicable to the Building, Electrical, Plumbing, Gas and Fire disciplines.

The Town of Claresholm contracts Superior Safety Codes Inc. for all disciplines except fire. The QMP describes the terms and conditions of accreditation. Included in the QMP are the terms and conditions of accreditation, and requirements for delivery standards, records, inspections, etc. The QMP manager is the CAO, Abe Tinney. Annually all Safety Codes Officers and the QMP manager and applicable staff review the QMP.

ATTACHMENTS:

- 1.) Approved QMP & Accreditation certificates

PREPARED BY: Tara Vandervalk – Development Services Manager

APPROVED BY: Abe Tinney – CAO

DATE: May 7, 2024

April 18, 2024

Abe Tinney
QMP Manager
Town of Claresholm
Box 1000
Claresholm, Alberta T0L 0T0

Dear Abe Tinney:

**RE: Update Application – Quality Management Plan
Town of Claresholm - Accreditation No: M000216**

The revised and updated Quality Management Plan (QMP) as submitted by the Town of Claresholm has been approved. Enclosed is a copy for your records.

This QMP outlines the terms and conditions that the Town of Claresholm has agreed to meet in the administration of the *Safety Codes Act* in the building, electrical, fire, gas, and plumbing disciplines. Please make a copy of the QMP available to your staff and any contracted accredited agencies. When the Safety Codes Council (Council) audits this accreditation, it will be looking to find assurance that the organization is meeting the requirements in its QMP.

Also enclosed with this letter are the revised orders of accreditation for the building, electrical, fire, gas, and plumbing disciplines.

Should the QMP need to be revised or updated in the future, the Town of Claresholm must submit another application in Council Connect that seeks the approval of the Administrator of Accreditation. The QMP cannot be altered and implemented without this approval.

I would also ask that the Town of Claresholm keep current in Council Connect its list of designated safety codes officers (SCOs), and those individuals given the responsibility to administer the accreditation as a QMP manager or secondary contact. As a best practice, the organization should review and update the names and contact information for these individuals every 6 months.



As a final point, if the Town of Claresholm's SCOs, or SCOs of its contracted agency issue an order or variance, it must be registered with the Administrator of Accreditation at the Council within ten (10) days of issuance. A portable document format (pdf) of the order and variance can be sent to the email listed below.

Should you have any questions, please do not hesitate to call the Accreditation Business Unit. We can be reached toll-free at 1-888-413-0099 or by email at accreditation@safetycodes.ab.ca.

Best Regards,

A handwritten signature in blue ink that reads 'PJBurrows'.

Peter Burrows
Administrator of Accreditation

Enclosure: Signed Quality Management Plan and orders of accreditation for the building, electrical, fire, gas, and plumbing disciplines.

JV/CW

Town of Claresholm

Quality Management Plan



QMP Version: September 2022 v1.1

Town of Claresholm

Quality Management Plan

This Quality Management Plan has been accepted
by the Administrator of Accreditation

PJBurrows

Peter Burrows
Administrator of Accreditation

Apr 19, 2024

Date



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Town of Claresholm

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Schedule A - Scope and Administration

1.0 Scope of Accreditation

The **Town of Claresholm**, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

1.1 Building

- All parts of the:
 - National Building Code – 2019 Alberta Edition; and
 - National Energy Code of Canada for Buildings 2017.

1.2 Electrical

- All parts of the:
 - CSA C22.1-21 Canadian Electrical Code (25th Edition).

1.3 Fire

- All parts of the:
 - National Fire Code – 2019 Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and
 - Fire Investigations (cause and circumstance).
- Public education.

1.4 Gas

- All parts of the
 - CSA-B149.1:20 Natural gas and propane installation code
 - CSA-B149.2:20 Propane storage and handling code
 - CSA-B108.1:21 Compressed natural gas refuelling stations installation code
 - CSA-B108.2:21 Liquefied natural gas refuelling stations installation code
- Excluding the**
 - CSA-B109:17 Natural gas for vehicles installation code
 - CSA-B149.3:20 Code for the field approval of fuel related components on appliances and equipment
 - CSA B149.5:20 Installation code for propane fuel systems and containers on motor vehicles.

1.5 Plumbing

- All parts of the:
 - National Plumbing Code of Canada (NPC) 2020, and
 - Alberta Private Sewage Systems Standard of Practice 2021

2.0 Quality Management Plan Administration

Town of Claresholm

2.1 Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation of the Municipality's accreditation.

2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

2.1.2 Contracted Accredited Agency

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

2.1.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the

Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

2.2.1 Appointment of a QMP Manager

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

2.2.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence;
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

2.2.3 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

2.2.4 Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be

reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

2.2.5 Training and Professional Development

a. SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

b. Permit Issuers

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

c. Other Personnel

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

2.3 QMP Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

2.4 Training on the Contents of this QMP

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

2.5 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.6 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

2.7 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

2.8 Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

2.9 QMP Amendments and Revisions

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

2.10 Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31st.

2.11 Cancellation of Accreditation

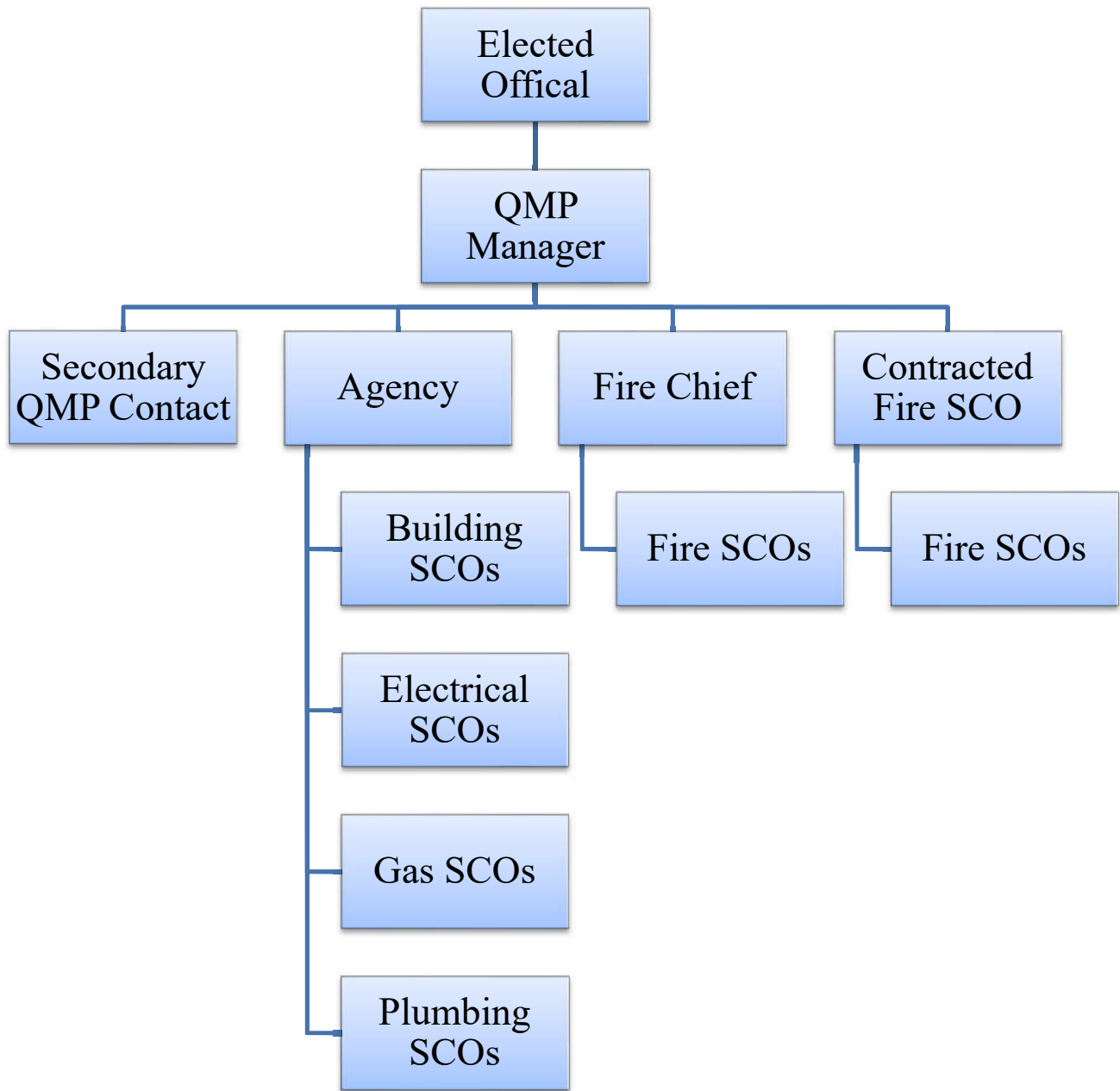
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.


2.12 Organizational Chart



The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMP

2.13 Municipal Agreement - Update

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.

 Feb 26/24
Signature of Municipal Employee Duly Authorized to Enter Into this Agreement Date

ABE TINNEY CAO
Name Job Title

403-625-3381 abe@claresholm.ca
Phone Number Email Address

2.14 QMP Manager Information

ABE TINNEY CAO
QMP Manager Name Job Title

Box 1000, CLARESHOLM, AB T0L 0T0 403-625-3381
Mailing Address Phone Number

abe@claresholm.ca
Email Address

2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

3.2 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
 - construction;
 - building upgrade programs;
 - development and implementation of fire safety plans; and
 - storage of dangerous goods.
- plans examinations:
 - new construction;
 - building upgrade programs;
 - residential secondary suites; and
 - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
 - construction;
 - renovations, alterations, reconstruction, demolition, additions, or other changes;
 - occupancy permit;
 - occupancy load certificates;
 - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and

- storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction;
 - renovations, alterations, reconstruction, additions;
 - occupancy loads and changes in occupancy;
 - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
 - follow-up inspections of deficiencies and unsafe conditions;
 - post-occupancy of facilities identified; and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with

have failed.

- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an approved variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and

- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the approved variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

3.7 Permit Administration

3.7.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
 - state the type of occupancy;
 - set out the prevailing market value of the undertaking; and
 - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
 - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
 - copies of plans and specifications for the proposed undertaking; and
 - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
 - the purpose for which the information is collected;
 - the specific legal authority for the collection; and
 - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

3.7.2 Permit Information

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the

undertaking;

- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

3.7.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
 - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
 - an identification number or label to be affixed to the undertaking; and
 - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
 - the date on which the permit expires;
 - a condition that causes the permit to expire;
 - the period of time that the undertaking may be occupied, used or operated;
 - the scope of the undertaking being permitted;
 - the location or locations of the undertaking being permitted;
 - the qualifications of the person responsible for the undertaking and/or doing the work;

3.7.4 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations. or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- the owner or operator does not effect major alternations or additions to the premise; and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.7.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and

- maintain the permit file according to its records management system.

3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
 - Completion of compliance monitoring services means:
 - after completion of the final required inspection;
 - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
 - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
 - Owner, in order of preference, means the owner of the project at the time the:
 - permit was purchased,
 - compliance monitoring services were provided, or
 - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C—Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- be conducted:
 - by a certified and designated SCO;
 - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
 - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
 - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

Schedule C - Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Building

4.1.1 Building Permits

The Municipality will, prior to permit issuance:

- obtain construction documents including plans and specifications as outlined in the *National Building Code – 2019 Alberta Edition*;
- obtain any letters or schedules required to be provided by the *National Building Code – 2019 Alberta Edition*;
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues;
- review applicable information on land conditions (e.g. substrata, soil conditions, water table, and etc.);
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the *National Building Code – 2019 Alberta Edition*;
- obtain New Home Warranty verification where applicable; and
- obtain a hot works permit, where applicable.

4.1.2 Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the *National Building Code – 2019 Alberta Edition*;
- prepare a Plans Review Report;
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and, if requested, to the owner, project consultant, architect, or consulting engineers; and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration, or demolition operations, obtain a fire safety plan for the project site in writing.

4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and
- collect and maintain on file all schedules and letters of compliance required in accordance with the *National Building Code – 2019 Alberta Edition* when registered professional architect or engineer involvement is required for the work covered under a permit.

4.1.4 Building Site-Inspections

A building SCO will conduct site inspections at the stages indicated in the following tables:

Table 1. Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type of Project	Type of Building and Major Occupancy	Minimum Inspections	Inspection Stage
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within one (1) year from permit issuance
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within one (1) year from permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, with a value of work of over \$50,000	Single and Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> ○ complete foundation prior to backfill AND ○ solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier OR ○ building envelope including insulation and vapour barrier prior to drywall AND ○ final inspection, including HVAC completion within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work of over \$50,000	Multi-family Residential, Townhouses, and Small Apartments (Group C)	3	<ul style="list-style-type: none"> ○ complete foundation prior to backfill AND ○ solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier OR ○ building envelope including insulation and vapour barrier prior to drywall AND ○ final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work over \$50,000)	Business, Personal Services, Mercantile, Medical, and Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> ○ complete foundation prior to backfill AND ○ building envelope and HVAC rough-in OR ○ framing, structure, and building envelop prior to insulation and vapour barrier AND ○ final inspection, including HVAC completion within two (2) years of permit issuance

Table 2. Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> ○ at any stage <li style="text-align: center;">OR ○ within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> ○ *foundation <li style="text-align: center;">OR ○ *framing, structure <li style="text-align: center;">OR ○ *HVAC rough-in <li style="text-align: center;">OR ○ *fire suppression systems <li style="text-align: center;">OR ○ *fire alarm system <li style="text-align: center;">OR ○ *HVAC completion <li style="text-align: center;">OR ○ *interior partitioning <li style="text-align: center;">OR ○ Medical Gas rough-in <li style="text-align: center;">AND ○ *final inspection within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> ○ *foundation <li style="text-align: center;">OR ○ *framing, structure <li style="text-align: center;">OR ○ *HVAC rough-in <li style="text-align: center;">OR ○ *fire suppression systems <li style="text-align: center;">OR ○ *fire alarm system <li style="text-align: center;">OR ○ *HVAC completion <li style="text-align: center;">OR ○ *interior partitioning <li style="text-align: center;">OR ○ Medical Gas rough-in <li style="text-align: center;">AND ○ *final inspection within two (2) years of permit issuance

* **NOTE:** Any of these site inspections may be combined when it’s reasonable to do so, and if site conditions permit.

Table 3. Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final inspection within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ Interior Partitioning OR ○ Medical Gas rough-in AND ○ *final inspection within two (2) years of permit issuance

* **NOTE:** Any of these site inspections may be combined, when it is reasonable to do so and if site conditions permit.

4.1.5 Miscellaneous Building Site Inspections

In addition to the three tables above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

1. **Accessory Buildings**, including detached garages, or sheds, will be inspected within 180 days of permit issuance.
2. Single Family Manufactured Home, Ready-to-Move; or Mobile Home:
 - a. single family dwellings - manufactured, ready-to move or mobile home siting onto piles, blocks or existing foundation or crawlspace, at least one inspection within 180 days of permit issuance.

- b. single family dwellings – manufactured, ready-to-move or mobile home siting onto new foundation or crawlspace, at least two inspections, foundation and final within 180 days of permit issuance.
- 3. **Site Inspection of Part 10 buildings (Industrial Relocatable)** will consist of at least one on-site inspection within 90 days of final set-up stage.
- 4. **Site Inspection of Solid or Liquid Fuelled Heating Appliances** (under separate Permit) will consist of at least one (1) on-site inspection within 180 days of permit issuance.
- 5. **Site Inspection of Mechanical, Heating, or Ventilation Systems** (under separate permit) will consist of at least one (1) on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.
- 6. **Non-Flammable Medical Gas Piping Systems** will, at the discretion of SCO, consist of one (1) inspection, or acceptance of Verification of Compliance, within 180 days of permit issuance.
- 7. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
- 8. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.2 Electrical

4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

4.2.2 Construction Document Review

An SCO or permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents, including plans and specifications, describing the work for any proposed electrical installation.

4.2.3 Electrical Installation Site-Inspections

An electrical SCO will conduct site inspections at the stages indicated in the following table:

Type of Project	Minimum Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work over \$10,000	2	<ul style="list-style-type: none"> ○ rough-in inspection prior to cover-up OR ○ mid-term AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work less than \$10,000	1	<ul style="list-style-type: none"> ○ rough-in inspection, or final inspection, within one (1) year of permit issuance
Single Family Residential or Farm Buildings with value of work over \$2,500	2	<ul style="list-style-type: none"> ○ completed rough-in inspection prior to cover-up AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings with value of work less than \$2,500	1	<ul style="list-style-type: none"> ○ final inspection, within one (1) year of permit issuance
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-Jacks, and Temporary Services	1	<ul style="list-style-type: none"> ○ rough-in inspection prior to cover-up OR ○ final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Manufactured, ready-to-move, or mobile home, connection only	1	<ul style="list-style-type: none"> ○ final inspection within 180 days of permit issuance
Annual Permit for minor alterations, additions conducted on one site	2	<ul style="list-style-type: none"> ○ mid- term inspection AND ○ final inspection, within one (1) year of permit issuance

4.2.4 Miscellaneous Electrical Inspections

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.3 Fire

4.3.1 Fire Permits and Permissions

The Municipality will issue permits/permissions and occupant load certificates.

4.3.2 Fire Inspections

Method 2

A fire SCO will conduct on-site inspections in accordance with the following inspection frequency.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	<ul style="list-style-type: none"> ○ one (1) site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance. ○ one (1) post demolition inspection to be conducted
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> ○ Once per event
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> ○ On request or complaint
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> ○ On request or complaint
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> ○ On request or complaint
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> ○ On request or complaint
	Group B, Division 1 Detention	<ul style="list-style-type: none"> ○ On request or complaint
	Group B, Division 2 Treatment	<ul style="list-style-type: none"> ○ On request or complaint
	Group B, Division 3 Care	<ul style="list-style-type: none"> ○ On request or complaint
	Group C Residential – 1 to 5 family	<ul style="list-style-type: none"> ○ On request or complaint
	Group C Residential – 5 to 12 family	<ul style="list-style-type: none"> ○ On request or complaint

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group C Residential – 12 to 25 family	○ On request or complaint
	Group C Residential – 25 and more family	○ On request or complaint
	Group D	○ On request or complaint
	Group E	○ On request or complaint
	Group F, Division 1	○ On request or complaint
	Group F, Division 2	○ On request or complaint
	Group F, Division 3	○ On request or complaint

***Note:** May be by occupancy or individual unit. Where indicated one (1) inspection frequency must be chosen.

4.3.3 Inspection Frequency Definitions:

1. On request or complaint - the process as defined by municipal operational policy.

4.3.4 Hot Works

Hot works will be addressed through the issuance of a hot works permit by the Municipality, or in the Construction Fire Safety Plan. Hot works information will include the location, type of work to be undertaken, mitigation to risk that will be undertaken, and any other information the SCO may require.

4.3.5 Construction Fire Safety Plans (including demolition)

An accepted Fire Safety Plan will be in place for each permitted construction or demolition undertaking.

The Municipality will review:

- construction and demolition plans for fire safety; and
- risk to occupied residential buildings.

A Fire Safety Plan will include:

- the responsibility of workers;
- emergency procedures;
- control of hazards;

- maintenance of firefighting measures; and
- the acceptance of the Fire SCO having jurisdiction.

The accepted Fire Safety Plan will be posted in a visible location on the work site.

4.3.6 Fire Investigations

Investigations will be conducted by a Fire SCO to determine the cause, circumstance, and origin of every fire in which:

- a person dies or suffers injury that requires professional medical attention; or
- property is damaged or destroyed.

The results of each investigation will be reported to the Fire Commissioner in accordance with the *Administrative Items Regulation (A.R.16/2004)*. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Fire Commissioner's Office.

A fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation, including representatives from the Fire Commissioner's Office.

Fire Investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

- dispatch or run sheets;
- fire incident field notes;
- casualty field notes (if applicable);
- wildfire notes (if applicable);
- evidence form;
- vehicle fire field notes (if applicable);
- photographs and a photograph log;
- structure fire notes;
- firefighter statements;
- witness statements; and
- consent to search (if applicable)

Fire Investigations will include the following information:

- file number;
- location of fire;
- date of fire;
- date of investigation;
- building/property use;
- cause of fire;
- origin of fire;
- value of loss;
- name and designation number of SCO conducting the investigation;
- comments; and
- date of completion/sign off.

4.3.7 Fire Prevention Programs

Fire Prevention Programs will include, but are not limited to public awareness and consultative services orientated to assisting one or more of individuals, business, and industry in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more of the following educational programs annually:

- school curriculum;
- seniors programs;
- community education; and
- other programs such as, but not limited to:
 - Risk Watch (an injury prevention program);
 - Getting to Know Fire (fire educator lesson plans);
 - Seniors Fire Safety Programs;
 - Juvenile Firesetter Intervention Program;
 - Fire Smart; and
 - Shelter-in-Place.

4.4 Gas

4.4.1 Gas Permits

The Municipality will issue Gas Permits.

4.4.2 Construction Document Review

An SCO or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

4.4.3 Gas Installation Site-Inspections

A gas SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none"> ○ rough-in AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none"> ○ rough-in AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Temporary Heat Installations, under separate permit, or temporary services	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Connection of manufactured, ready-to-move or mobile home or propane tank set over 454 liters	1	<ul style="list-style-type: none"> ○ final inspection within 180 days of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> ○ mid-term inspection AND ○ final inspection at substantial completion of work described on the permit within one (1) year of permit issuance

4.4.4 Miscellaneous Gas Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.

- 2. Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.5 Plumbing

4.5.1 Plumbing Permits

The Municipality will issue Plumbing permits.

4.5.2 Construction Document Review

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

4.5.3 Plumbing Installation Site-Inspections

A plumbing SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential with more than 5 fixtures	2	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with 5 fixtures or less	1	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering OR ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings new construction or alteration, addition, or renovation with more than 5 fixtures	2	<ul style="list-style-type: none"> ○ completed rough-in below grade OR ○ completed rough-in above grade prior to covering within 180 days of permit issuance AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Building alteration, addition, or renovation with 5 fixtures or less	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Manufactured, ready-to-move, or mobile home not on foundation, connection only	1	<ul style="list-style-type: none"> ○ final inspection within 180 days of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> ○ mid-term inspection AND ○ final inspection at substantial completion of work described on the permit within one (1) year of permit issuance
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> ○ one (1) site inspection prior to covering.

4.5.4 Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

The Municipality will, prior to permit issuance, require the permit applicant to provide all relevant installation details including:

- a site plan;
- the expected volume of sewage per day;
- the criteria used to determine the expected volume of sewage per day;
- description and details of all sewage system treatment and effluent disposal component(s); and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

4.5.5 Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

4.5.6 Miscellaneous Plumbing Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.






QMP-Update Approval Letter-M000216 (2024-04-18).pdf (4)

Final Audit Report

2024-04-19

Created:	2024-04-19
By:	Cindy Williams (cindy.williams@safetycodes.ab.ca)
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-  Document created by Cindy Williams (cindy.williams@safetycodes.ab.ca)
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-  Document e-signed by Peter Burrows (peter.burrows@safetycodes.ab.ca)
Signature Date: 2024-04-19 - 7:15:15 PM GMT - Time Source: server
-  Agreement completed.
2024-04-19 - 7:15:15 PM GMT



**Safety
Codes
Council**

Municipal Accreditation

Pursuant to Section 26 of the *Safety Codes Act*
it is hereby ordered that

Town of Claresholm

Accreditation No. **M000216**
Order of Accreditation No. **508**

having satisfied the terms and conditions
of the Safety Codes Council
is authorized to provide services under the
Safety Codes Act
including applicable Alberta amendments and regulations
for

Building

Consisting of all parts of the
National Building Code – 2019 Alberta Edition, and
the National Energy Code of Canada for Buildings 2017.

Accredited Date: December 17, 1995

Issued Date: April 19, 2024

Peter Burrows
Administrator of Accreditation



**Safety
Codes
Council**

Municipal Accreditation

Pursuant to Section 26 of the *Safety Codes Act*
it is hereby ordered that

Town of Claresholm

Accreditation No. **M000216**
Order of Accreditation No. **2529**

having satisfied the terms and conditions
of the Safety Codes Council
is authorized to provide services under the
Safety Codes Act
including applicable Alberta amendments and regulations
for

Electrical

Consisting of all parts of the
CSA C22.1-21 Canadian Electrical Code (25th Edition).

Accredited Date: January 12, 2006

Issued Date: April 19, 2024

Peter Burrows
Administrator of Accreditation



**Safety
Codes
Council**

Municipal Accreditation

Pursuant to Section 26 of the *Safety Codes Act*
it is hereby ordered that

Town of Claresholm

Accreditation No. **M000216**
Order of Accreditation No. **509**

having satisfied the terms and conditions
of the Safety Codes Council
is authorized to provide services under the
Safety Codes Act
including applicable Alberta amendments and regulations
for

Fire

Consisting of all parts of the
National Fire Code – 2019 Alberta Edition except the requirements pertaining to the
installation,
alteration, and removal of the storage tank systems for flammable liquids and combustible
liquids, and
Fire Investigations (cause and circumstance).
Public education.

Accredited Date: December 17, 1995

Issued Date: April 19, 2024

Peter Burrows
Administrator of Accreditation



**Safety
Codes
Council**

Municipal Accreditation

Pursuant to Section 26 of the *Safety Codes Act*
it is hereby ordered that

Town of Claresholm

Accreditation No. **M000216**
Order of Accreditation No. **2527**

having satisfied the terms and conditions
of the Safety Codes Council
is authorized to provide services under the
Safety Codes Act
including applicable Alberta amendments and regulations
for

Gas

Consisting of all parts of the
CSA-B149.1:20 Natural gas and propane installation code
CSA-B149.2:20 Propane storage and handling code
CSA-B108.1:21 Compressed natural gas refuelling stations installation code
CSA-B108.2:21 Liquefied natural gas refuelling stations installation code
Excluding the
CSA-B109:17 Natural gas for vehicles installation code
CSA-B149.3:20 Code for the field approval of fuel related components on appliances and
equipment
CSA B149.5:20 Installation code for propane fuel systems and containers on motor vehicles.

Accredited Date: January 12, 2006

Issued Date: April 19, 2024

Peter Burrows
Administrator of Accreditation



**Safety
Codes
Council**

Municipal Accreditation

Pursuant to Section 26 of the *Safety Codes Act*
it is hereby ordered that

Town of Claresholm

Accreditation No. **M000216**
Order of Accreditation No. **2528**

having satisfied the terms and conditions
of the Safety Codes Council
is authorized to provide services under the
Safety Codes Act
including applicable Alberta amendments and regulations
for

Plumbing

Consisting of all parts of the
National Plumbing Code of Canada (NPC) 2020, and
Alberta Private Sewage Systems Standard of Practice of 2021

Accredited Date: January 12, 2006

Issued Date: April 19, 2024

Peter Burrows
Administrator of Accreditation



INFORMATION BRIEF

Meeting: May 13, 2024
Agenda Item: 24

REQUEST MANAGEMENT SYSTEM (QAlert)

DESCRIPTION:

Included in the 2024 budget approved by Council was the licensing and onboarding of a Request Management system. The system is **now LIVE** and can be used to submit requests. It is on our website or accessed here:



<https://claresholmab.rm.catalisgov.ca/311/>

This system allows for both internal (from other departments/staff) or external (public) requests to be submitted online and then automatically routed, or manually assigned, to the appropriate individual or department to address the request. This could be anything from internally an office staff member submitting a water shut-off request to public works due to utility bill non-payment, to a resident complaint of a pot hole or cracked sidewalk.

This system will not only help ensure these requests get to the right person in a timely and clear manor, but will also auto-report back to the submitter (i.e. the resident) on the status and resolution or response. So, for example, if a resident submits a request regarding a downed tree branch, public works will receive that request, schedule the resolution of such, and indicate in the system when it has been taken care of, and the resident will receive an auto response that the issue is resolved. This improves engagement and communication with residents, which is a strategic priority for Council, and saves time for Administration.

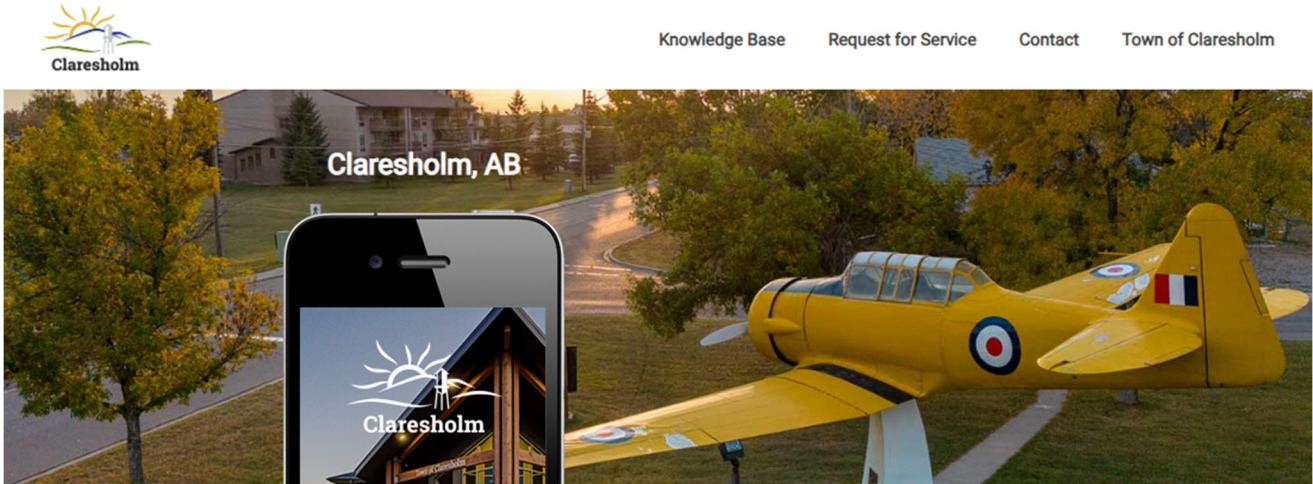
The system also provides reporting on submissions and maps the locations of the requests. This will allow Administration to pull reports on volumes of questions or requests by type or area as well as map out the locations of the requests. This reporting and mapping will help to identify potential problem areas for capital planning or future strategic objectives.

This is also a platform/location where we can post information on items, such as frequently asked questions, that are linked to different request types. This will help residents to find answers or information on their concern or request prior to even submitting, which may resolve or answer the concern without having to submit or reach out at all. This repository of articles will continue to be developed with new articles/information as the system gets used, and both the public and administration gets more familiar with it.

Some articles that are already available include:

- Property Taxes Explained (QR code on Tax Stuffer directs public to this article)
- Addressing Council
- Willow Creek Regional Landfill
- Snow Removal Information
- Water Shortage Response Plan
- Garbage and Recycling Collection Information
- And more.....

Check it out



The information and forms provided in this portal are not for emergency use.
In the event of an emergency, please dial 911.



Knowledge Base



Request for Service



Contact



INFORMATION BRIEF

Meeting: May 13, 2024

Agenda Item: 25

STAY AND PLAY TOURISM INCENTIVE

BACKGROUND:

DESCRIPTION:

We're thrilled to announce the launch of our Stay and Play Tourism Incentive starting from the May long weekend May 24 and extending through to Victoria Day weekend Sept 4. With the influx of summer commuters passing through our Town, we aim to captivate their interest and encourage them to explore what Claresholm has to offer. Our strategy encompasses three key approaches:

- **Personalized Engagement:** Tourists checking into our campground or visiting the museum will receive specially crafted postcards featuring Claresholm highlights. These postcards not only showcase our Town's attractions but also provide a convenient QR code leading to our upcoming Claresholm Tourism website, where visitors can access exclusive discounts from local businesses. Coupons range from 10% off at fashion stores to complimentary passes for fitness centers, buy one get one features with food, Free gift with purchase, enticing travelers to extend their stay and explore further.
- **Strategic Marketing:** We're ramping up our social media presence to position Claresholm as a must-visit destination. Teaming up with our local media contractor, we'll produce compelling short commercials and content highlighting the charm of our Town. Our revamped posting schedule will feature Testimonial Mondays, showcasing residents' love for Claresholm, Around Town Wednesdays for regular updates, and Event Fridays, promoting upcoming weekend attractions. Leveraging Google traction and targeted ads, we aim to amplify our reach and draw attention to Claresholm's unique offerings.
- **Collaborative Efforts:** Collaboration is key as we join forces with neighboring Towns like Fort Macleod, Granum, and potentially Stavely. By pooling resources and cross-promoting each other's events, we'll generate wider interest and boost attendance. Together, we can maximize our impact and ensure that Claresholm becomes a top destination on travelers' radars.
- Additionally, we've secured another subscription slot in Explore Magazine, a widely distributed tourism guide in southern Alberta. Within its pages, we've dedicated space to showcase our Town's events and updated imagery. We've also included a QR code linking to our Stay and Play discounts, encouraging readers to plan a visit and take advantage of special offers. Our aim is to inspire travelers to include Claresholm in their itineraries, especially during events like Fair Days, and to extend their stay by utilizing these enticing discounts.

Through these initiatives, we're confident that Claresholm will emerge as a premier destination, enticing travelers to linger longer and experience all the wonders our town has to offer.

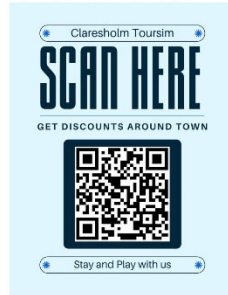
TOWN EVENTS TO CHECK OUT

JULY 1 - SPREAD THE WORLD AND CANADA DAY
JULY 19TH - OUTDOOR KIDS. MARKET AND MOVIE IN THE PARK
5-11PM - AMUNDSEN PARK
JULY 19-20TH - GRAVOL BIKE TOUR
AUGUST 8,9,10,11TH - "TAKE ME TO THE COUNTY FAIR" FAIR DAYS EVENT
AUGUST 9TH - MOVIE IN THE PARK
AUGUST 30TH- DOWNTOWN MARKET AND MOVIE IN THE PARK
FARMERS MARKETS -
FREE LUNCH @ THE SOUP BOWL TUESDAY 11.30 -2.30 - SOCIAL CENTER
OPEN MIC JAM SESSION -

FOLLOW TOWN OF CLARESHOLM ON



Thank you for visiting with us. Come again soon.



PREPARED BY: Megan McClung, Engagement Coordinator

APPROVED BY: Abe Tinney, CAO

DATE: May 10, 2024



Town of Claresholm

Council Committee Report

Date: May 13, 2024

Mayor Schlossberger	
Councillor Carlson	
Councillor Cutler	
Councillor Kettles	
Councillor Meister	<p>Museum Event planning is well under way. We had a work bee to get the museum ready for the season. We have an evening planned to commemorate the finished Link trainer and to thank everyone that was involved. The Stones and bones event will be held the weekend may 11 & 12. Our annual car show is scheduled for Fathers day. Canada day and fair days plans are in the works with details to follow.</p> <p>CARes 1st meeting with the new board. 840 volunteer hours for the month. We currently have space for cats but there were 28 dogs refused. 2 new volunteers. With the outbreak and the cleaning</p>



Town of Claresholm

	<p>requirements the water usage is the highest it has ever been. The grant for the cage for the sick room was approved, 3 others yet to be determined.</p> <p>We will not be hosting the garage sale this year but there are other ways that we hope to earn some support. There is a 50/50 draw that ends May 13th. We also have some beautiful paintings that have been donated and are being auctioned off.</p> <p>CARes would like to thank the Town of Claresholm public works staff for everything that they do! They are very much appreciated.</p> <p>FCSS 450 tax returns have been completed. Jr teen group has steady membership. Smile cookie decorating was fun for everyone! FCSS' around the province have advocated desperately for a funding increase with no success. There will be a training session for trauma informed practices. Received some grant funding from RDN to help prevent people from becoming homeless. Kaz's is donating \$5 from select services to FCSS. The Westwinds community is looking to add a worker for 1-2 days a month here in Claresholm.</p>
<p>Councillor Ross</p>	
<p>Councillor Zimmer</p>	



Claresholm

INFORMATION BRIEF

Meeting: May 13, 2024

Agenda Item: 27

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - April 8, 2024				
5	BYLAW #1784 - Moved by Councillor Ross to direct administration to prepare a public participation plan regarding Bylaw #1784 prior to 2nd Reading. CARRIED MOTION #24-053	Abe	PPP is on the May 13th agenda.	Complete
15	RFD: Taxi Tokens - Moved by Councillor Kettles to refer the Taxi Token Program Policy to the Administrative Services Committee to explore policy update options in consideration of increased taxi costs. CARRIED MOTION #24-060	Abe/Barb	The policy update was approved by the administrative services committee on May 7th, and forwarded to the Council Agenda on May 13th.	Complete
Regular Scheduled Meeting - April 22, 2024				
1	BYLAW #1782 - Moved by Councillor Meister to give Bylaw #1782, the Fire Protection Bylaw, 1st Reading. CARRIED	Craig	This by is on the May 13th Council Agenda	Complete
2	BYLAW #1785 - Moved by Councillor Carlson to give Bylaw #1785, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Tara	Public hearing circulated to be on an upcoming Council agenda.	Complete
3	BYLAW #1786 - Moved by Councillor Meister to give Bylaw #1786, the 2024 Property Tax Rate Bylaw, 1st Reading. CARRIED	Blair	On an upcoming agenda for 2nd and 3rd readings.	Complete
6	CORRES: Workers' Compensation Board Alberta - Referred to Administration to acknowledge the National Day of Mourning on April 28, 2024.	Jace	Flags were lowered for the Day of Mourning.	Complete
8	RFD: Special Tax Levy & Amended Budget - Moved by Councillor Kettles to withdraw Bylaw #1784, the 2024 Special Tax Rate Bylaw, not bringing it back for second reading, and to approve the amended 2024 Final Budget reflecting the withdrawal of Bylaw #1784, as presented. CARRIED MOTION #24-061	Blair	Amended Budget signed and published on website and updated in financial software	Complete
9	RFD: 2024 Financial Plans - Moved by Councillor Zimmer to adopt the 3 Year Financial Plan for 2025 through 2027 as presented. CARRIED MOTION #24-062	Blair	Signed and published on website	Complete
9	RFD: 2024 Financial Plans - Moved by Councillor Cutler to adopt the 5 Year Capital Plan for 2025 through 2029 as presented. CARRIED MOTION #24-063	Blair	Signed and published on website	Complete

10	RFD: National Junior Hockey League - Moved by Councillor Ross to approve the User Agreement with the National Junior Hockey League for 2024-2027 as presented. CARRIED MOTION #24-064	Jace/Denise	The user agreement has been signed	Complete
11	RFDirection: Community Development Committee - Moved by Councillor Cutler to have the Community Development Committee reconvene, review the terms or reference and develop possible actionable plans or recommendations for Council on the future of the committee. CARRIED MOTION #24-065	Abe/Tara	The CDC met on Thursday May 9th.	Complete
17a	IN CAMERA: Moved by Councillor Ross to counter the offer for Lot 1, Block C, Plan 8810870 in the amount of \$80,000. CARRIED MOTION #24-066	Abe	The counter offer was declined	Complete
17b	IN CAMERA: Moved by Councillor Cutler to proceed with the process of removing the reserve dedication of the south 5 feet of Lot R2, Block 2, Plan 7410893. CARRIED MOTION #24-067	Tara	Process commenced	In progress

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: May 10, 2024

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

March 15, 2024

Town of Claresholm – Council Chambers

Attendees: Jeff Kerr – Member-at-Large (Vice-Chairperson)
Doug Priestley - Member-at-Large
Kandice Meister – Council Member

Staff: Tara Vandervalk – Development Services Manager
Tracy Stewart – Development Assistant
Kattie Schlamp - ORRSC

Regrets: Brad Schlossberger – Mayor (Chairperson)
Kieth Carlson – Council Member

8:58 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt the
Agenda by
Councilor Meister**

**Seconded by
Doug Priestley**

CARRIED

Adoption of Minutes

- January 26, 2024

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

**Seconded by
Councilor Meister**

CARRIED

Item 1: ACTION

SUBDIVISION

File: D2024.006
Applicant: Michael Thompson/Claresholm
Skatepark Association
Owner: Town of Claresholm
Address: 111 55 Avenue W
Legal: Lots 1-12, Block 86, Plan 147N &
Lots 1-24, Block 87, Plan 147N
Regarding: Subdivision for construction of
skatepark

**Motion to approve with
conditions by
Doug Priestley**

**Seconded by
Councilor Meister**

CARRIED

CONDITIONS(s):

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the Town of Claresholm.
 2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into
-



MUNICIPAL PLANNING COMMISSION MINUTES

March 15, 2024

Town of Claresholm – Council Chambers

and comply with a Development Agreement with the Town of Claresholm which shall be registered concurrently with the final plan against the title(s) being created.

3. That a final plan of survey as prepared by an Alberta Land Surveyor, to align with the lot size and dimensions as approved, be provided for final endorsement.
4. That the 5 existing titles be consolidated in accordance with the tentative plan of subdivision (File:24-0111-001_SUB_TENT) prepared by a certified Alberta Land Surveyor in a manner such that the resulting title cannot be further subdivided without approval of the Subdivision Authority.

9:25 a.m.

**Motion to adjourn by
Doug Priestley
CARRIED**



MUNICIPAL PLANNING COMMISSION MINUTES

April 19, 2024

Town of Claresholm – Council Chambers

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

Staff: Tara Vandervalk – Development Services Manager
Tracy Stewart – Development Assistant

Public: Kirsten & Adam Van Diesen

Regrets: Kieth Carlson – Council Member

9:00 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt the
Agenda by
Doug Priestley**

**Seconded by
Councilor Meister**

CARRIED

Adoption of Minutes

- March 15, 2024

**Motion to adopt the
Meeting Minutes by
Councilor Meister**

**Seconded by
Jeff Kerr**

CARRIED

Item 1: ACTION

HOME OCCUPATION

File: D2024.015
Applicant: Kirsten Van Diesen
Owner: Adam Van Diesen
Address: 5053 4 Street W
Legal: Lot 14, Block 65, Plan 4823JK
Regarding: Home Occupation – custom cakes &
cupcakes

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

**Seconded by
Doug Priestley**

CARRIED

CONDITIONS(s):

1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525. No other business operations such as vehicle
-



MUNICIPAL PLANNING COMMISSION MINUTES

April 19, 2024

Town of Claresholm – Council Chambers

maintenance, repair or tire replacement can be operated from this location without an approval for such a business.

2. The property must be maintained to not be unsightly and/or have an excess accumulation of materials, vehicles, parts, or other goods stored on premises.
3. 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.
4. 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.
5. 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.
6. Any intensifications of use or additional vehicles/employees will require a new application.

NOTE:

1. The applicant will adhere to any AHS requirements/inspections as required.

9:15 a.m.

**Motion to go in camera by
Councillor Meister**

Seconded by Jeff Kerr

CARRIED

9:28 a.m.

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

**Seconded by Councillor
Meister**



MUNICIPAL PLANNING COMMISSION MINUTES

April 19, 2024
Town of Claresholm – Council Chambers

**Motion to refer land matter
to council for approval to
correct lot lines by way of
subdivision, to be funded by
land reserves by Doug
Priestley**

**Seconded by
Jeff Kerr**

9:31 a.m.

**Motion to adjourn by
Councilor Meister**

Claresholm Community Centre Association

MINUTES

Tuesday, March 26, 2024 - 7:30 pm

Meeting Room - Claresholm Community Centre

Present: Butch Glimsdale (Chairman/Masons), Carmelle Steel (Secretary/Arts Society), Shirley Isaacson (Treasurer/Sons of Norway), Walt Lane (Gun Range), John DeDominicis (Arts Society), Breanna Seeman (Kinettes/Kinsmen), Shayne Petersen, caretaker.

Unavailable: Brad Schlossberger (Mayor, Town of Claresholm, Hall Board Representative), Sherry Bourassa (Lions)

- 1) **Call to Order** at 7:30 pm by Butch.
- 2) **Approval of Agenda** Moved as amended by Shirley; Seconded by John. All in favor. Carried.
- 3) **Approval of the Previous Minutes**
 - a) Presented and Moved by Carmelle. Seconded by Walt. All in favor. Carried.
- 4) **Caretaker Report**
 - a) Tables and chairs here.
 - b) Wall in kitchen almost done.
 - c) Eavestroughs will be fixed by the Town.
 - d) Urinal got a new diaphragm. Now fixed.
 - e) Cracked pipe in kitchen now fixed.
 - f) Health Inspector was in and all was okay. One item of note was the mixture of bleach in the Lion's spray bottles. Should be half a capful to 1 Litre of water. Any stronger could taint any food that could possibly come into contact with the surfaces cleaned with this mixture.
 - g) Shayne noted the paint on tire shop has peeled badly. Prep/paint type needs to be considered when we paint the exterior of the hall.
 - h) Blue chairs from Meeting Room are gone. Old tables are sold.
- 5) **Treasurer's Report**
 - a) Bill from Fortis missing. Shirley to check into it. Books are still at the accountant's but should be done soon. Report presented and Moved by Shirley; Seconder: Breanna. All in Favor. Carried.
- 6) **Old Business:**
 - a) Maintenance Checklist
 - i) Follow Up: We need to develop a Maintenance Schedule with the Town of Claresholm, covering those items we can reasonably do ourselves. Town changes the furnace filters and will fix eavestroughs. Town also looks after fire extinguishers.
 - b) Exterior Painting - John is checking with a supplier in Edmonton.
 - c) Letter to annual users have gone out. Kinettes and Kinsmen sent.

- d) Rafflebox fundraiser is now live. Will be drawn on June 8, 2024 at our fundraiser.
- e) *(Additon to the agenda)* Logo - Carmelle presented final logo concepts. Breanna moved that we adopt the wheat logo for the community centre moving forward. Walt seconded. All in favor. Carried.

7) New Business:

- a) Renters Survey - Carmelle proposed having a renters survey to gather feedback from renters after their events. SurveyMonkey costs \$50 per month. Carmelle moved that we try this platform for 6 months and re-evaluate. Breanna seconded. All in favor. Carried.
- b) List of Caterers for Renters - We will ask and develop a list of caterers to give to renters. Carmelle will post it on our Facebook page (no cost) and run it in the Local Press for one week at a cost of approximately \$35. Walt moved that we run the ad. Shirley seconded. All in favor. Carried.

8) In Camera - Shirley moved that the Board went In Camera at 8:03 pm.

- a) Shirley made a motion that the Board come out of In Camera at 8:41 pm.
- b) John moved that the changes be made to the Caretaker's salary based on the discussion In Camera. Breanna seconded. All in favor. Carried.

9) Stage Rental - Breanna moved that the Arts Society be able to rent the stage alone, starting now, while being accommodating to other renters as needed/providing risers for stages on the floor as necessary. Shirley seconded. All in favor. Carried.

10) Adjourn - moved by: Walt at 8:48 pm.

11) Upcoming Dates:

Fundraiser - "Tribute to the Eagles" June 8, 2024

12) Next meeting: April 30, 2024 @ 7:30 pm

WILDFIRE SMOKE AND YOUR HEALTH

WORKSHOP

PRESENTED BY THE CALGARY REGION AIRSHED ZONE

MARCH 11TH, 2024

CANMORE RECREATION CENTER

WILDFIRE
SMOKE
BE INFORMED,
BE PREPARED

1234567890

Wildfire Smoke and Your Health Workshop

March 11th, 2024

12:30 pm -5:00 pm

Canmore Recreation Center

Room 200, 1900 8 Ave, Canmore AB T1W1Y2

“Prescribed Burns” by Parks Canada

“Keeping your home FireSmart” by FireSmart Canada

“Wildfire and your Health” by Climate Preparedness and Adaptation, BC CDC

“Preparing for a Changing Climate: Implementing Emergency Response Plans for Extreme Heat and Wildfire Smoke in Canmore” by Town of Canmore

“Monitoring Air Quality” by Calgary Region Airshed Zone

“Monitoring Wildfire Smoke with PurpleAir Monitors” by Bow Valley Clean Air Society

Wildfire Smoke and Your Health

Calgary Region Airshed Zone (CRAZ) Workshop
Monday, March 11, 2024 at the Canmore Recreation Center

Attended by Cynthia Wannamaker, the Town of Claresholm representative to CRAZ

Below are the notes I took at the March Smoke and Wildfire workshop.

CRAZ March Smoke workshop

KEY POINTS:

1. Smoke particles are unlike other gases such as benzene or ozone which have a “threshold” beyond which the air is not safe to breathe. Smoke particles (2.5 microns) have an immediate and cumulative effect so there is an immediate need to reduce exposure.

2. Community Plan Recommendations: designate someone to monitor and publish (on facebook?) the AQHI (Air Quality Health Index). When air quality degrades to an unhealthy level:

- **Schools should be advised to reduce outdoor activities for students**
- **Outdoor workers should take frequent indoor breaks and have access to well-fitted respirators, work schedules modified around weather alerts, including factors like local burning**
- **For seniors, low income, and other at-risk groups, a community building equipped with a HEPA filter air purifier should be made available.**
-

History: The Calgary Region Airshed Zone involves over 1 million people in 40 municipalities and has been in existence for 7 years.

Session 1: an overview of fire history, Alexandra Jones, Parks Canada

Indigenous groups have been using fire to clear land for generations using slow, controlled fires for trail maintenance and to clear land for game and medicinal and culturally significant plants. With the arrival of Europeans, historical fire suppression produced large 'monoforests' in which trees are of mostly the same species and same age. This reduces habitat, creates dense forest and underbrush which accelerates fire, and limits food and travel habitat for larger species such as moose and bear. Parks Canada now uses prescribed burns to encourage forest diversity and resilience, ecological preservation, and to safeguard municipalities. Having a variety of species including douglas fir and aspen make areas more fire tolerant; underground aspen sucker systems help regenerate forest areas after a burn. Older conifers tend to shade these species out, creating monoforest and dense growth.

With more drought and longer warm seasons, fire season is now beginning in mid February. In 2023, Calgary has over 60 more hours of smoky air than in previous years, and we can anticipate 20 to 60 more days of fire yearly. 2024 was a record year for fire, beating the previously record in 1989. Some wildfires are managed and not suppressed if not near inhabited areas. Prescribed burns are scheduled to coincide with appropriate weather conditions to mitigate smoke.

Session 2: Angela Yao, BC Center for Disease Control

The key danger in smoke are particles of size 2.5 microns and smaller, which can get deep into lungs and travel further into the body. Unlike other substances such as benzene and ozone, there is no "safe" limit for these particles, and the effects of breathing smoke particles are cumulative, so there is a need to reduce any exposure - there is immediate risk for respiratory issues including asthma attacks, ear/nose/throat infections and inflammation, and cardiopulmonary issues. Investigations also show reduced cognitive function after exposure, through an app in which people can test their memories and attention to detail during smoke events. Babies born with much exposure show lower birth rates, and an increase of ear and respiratory infections during early childhood. Combined with antibiotic use, this increases allergies in later life. Lung capacity is decreased during childhood development. The link between wildfire smoke and cancer is a field that is just developing.

Recommendations:

- a need for good forecasts for smoke and air quality
- buildings need to be prepared for smoke, including air filtration systems or portable hepa air cleaners, Do-It-yourself air cleaners are affordable and efficient (but do require some tool expertise).
- there should be a community plan, both for organizations such as schools, etc, and individuals, with outdoor activities modified to suit the amount of smoke. Outdoor workers should take frequent indoor breaks and have access to well-fitted respirators, work schedules modified around weather alerts, including factors like local burning
- for families unable to afford or control air quality in their own homes, the community should designate safe air spaces (such as the Canmore recreation center)
- an individual (personal) plan for dealing with smoke should take into account how an individual feels, their doctor's recommendations, as well as the air quality index

Session 3 - Caitlyn Miller, Town of Canmore: developing an action plan

- actions in a climate preparedness plan should make sense, be doable and adaptable, regularly updated
- should include public education for both residents and visitors: where to access clean air spaces/buildings (library/civic center/ community center), stay hydrated, limit exercise particularly outdoors, limit outdoor time
- designate where data is published, both for inside and outside air
- public messaging is important, as there is no "trigger level" for smoke particles, effects begin immediately
- best estimate combines air quality index (government) with number of respiratory patients taken to hospital, assessing the needs of seniors
- grants available from the Municipal Climate Change Action Center

Session 4: CRAZ Program Manager Mandeep Dhaliwal

- the major air testing centers monitor SO₂, NO₂, CO, Particles 2.5 microns and under
- purple air monitors only record 2.5 micron particles
- any center over 20 thousand people should have a permanent monitoring station (most don't)
- the cost of a station is about \$1/4 million, with an annual operation cost of between \$60k - \$80k

Session 5: Darcy Coombs on purple air monitors

Purple air monitors only record 2.5 pm particles, which is accurate enough but not comprehensive

- " require continual power and wifi, other air quality devices do not
- gives real time data, with an easy to use map
- historic data available
- both indoor and outdoor purple air monitors available

DOWNSIDE: not linked to events such as prescribed burns, and purple monitors do not issue alerts

- outdoor monitors most frequently become unreliable due to insect life on the monitor

<https://craz.ca/>

BOARD REPORT



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - April 4, 2024

Chinook Arch Receives Clean Audit Option

Auditors from Insight LLP reviewed the 2023 Audited Financial Statements with the Board. The Statements show that Chinook Arch is in sound financial shape, despite recent funding challenges due to a flat levy rate. In 2023, Chinook Arch invested \$160,000 in reserve funds to replace all member library websites, and upgrade the wireless access points in all member libraries. It was also able to seal coat the Chinook Arch parking lot. The Board's Audited Financial Statements can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/financial-statements>.

Annual Reports Approved

Municipal Affairs requires that all Alberta public libraries submit an annual report. The 2023 Chinook Arch annual report showed that library services are continuing to rebound in the wake of the pandemic, with most indicators showing modest increases over 2022.



Strong Support for Public Libraries in Alberta

A recent telephone survey commissioned by Alberta's library systems found that 71% of Albertans agree that convenient access to the public library is important to them, and 81% agree that there is value in public libraries as free spaces to read, learn, have fun, and access the Internet.

Board Members Present

Arrowwood	Corry Walk
Barnwell	Jane Johnson
Barons	Ron Gorzitza
Cardston	Marsha Jensen
Cardston County	Tom Nish
Champion	Terry Penney
Claresholm	Kelsey Hipkin
Coalhurst	Lyndsay Montina
Coutts	Stephen A. Pain
Crowsnest Pass	Doreen Glavin
Fort Macleod	Jim Monteith
Hill Spring	Suzanne French
Lethbridge (City)	Robin Harper
Lethbridge (County)	Tory Campbell
Lomond	Marie Logan
Magrath	Darryl Christensen
Milk River	Anne Michaelis
Milo	Christopher Northcott
Nanton	Amanda Bustard
Nobleford	Melissa Jensen
Pincher Creek	Mark Barber
Pincher Creek M.D.	Dave Cox
Raymond	Kelly Jensen
Stirling	Gary Bikman
Taber	Daniel Remfert
Taber M.D.	Merrill Harris
Vauxhall	Marilyn Forchuk
Vulcan	Debra Wyatt
Warner	Derek Baron
Warner County	Morgan Rockenbach
ID of Waterton	Lesley Little
Willow Creek M.D.	Maryanne Sandberg
LPL Resource Centre	Brendan Cummins

Regrets

Coaldale	Jordan Sailer
Picture Butte	Crystal Neels
Stavely	Chelsey Hurt
Vulcan County	Doug Logan
Ministerial Appointment	Vic Mensch (Chair)

Absent

Carmangay	Blanche Anderson
Glenwood	Linda Allred

Chinook Arch VOIP Telephone System Saves Members \$19,000 Annually

In 2021, Chinook Arch started offering VOIP telephone services on a cost-recovery basis. Many of the 20+ participating libraries saw their bills drop from \$200 to \$15/month. Collectively, this service saves the libraries \$19,000 per year!



Policies Reviewed

The Board reviews its policy manual every three years. At the April 2024 meeting, the following policies were approved. All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>.

- Management of System Funds
- Backup of Financial Data
- Hours of Work and Overtime
- Annual Vacation
- Employee Benefits
- Drugs, Alcohol, and Medication



Contact Us

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



facebook.com/
chinook.arch7



@chinooklibs



@chinooklibs

Karine Keys

From: Seniors, Community and Social Services <seniorsinformation@gov.ab.ca>
Sent: April 23, 2024 8:37 AM
To: Karine Keys
Subject: Age-Friendly E-News - Healthy Aging Alberta Regional Gatherings

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Age-Friendly E-News



Healthy Aging Alberta (HAA) Regional Gatherings **[Sign Up Now for this Free Event!](#)**

Regional Gatherings with Healthy Aging Alberta are underway throughout the province. The HAA team is working hard to create custom events that speak to what is most meaningful to you and have added locations to extend the reach and accessibility.

This year, HAA is hosting 12 events starting April 18, and will have gatherings across the province until the end of June. Each gathering will provide opportunities for those who serve older adults and older adults themselves to connect, learn from, and inspire others in their area. Building upon what was heard last year and from ongoing community conversations across Alberta, speakers will address areas of regional and provincial interest on topics such as collaborative action, ageism, community development, and more. In addition to informal networking opportunities, there will be focused time to learn from and interact with local initiatives that are responding to the needs of their communities through home supports, transportation, social prescribing models and men's sheds.

Although the gatherings (including lunch) are free to attend, there are limited spaces, so you will want to register as soon as possible.

See upcoming event locations and **register here:** <https://www.eventbrite.com/cc/regional-gatherings-1873369>

Please note that if the cost of travel is a barrier, subsidies are available. Find more information about Travel Subsidies [here](#).

For more information email: info@healthyagingalberta.ca

We hope to see you there!

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, February 15, 2024
Community Room, Claresholm Town Office

ATTENDEES: Howard Paulson – Lay Representative
Brydon Saunders – Lay Representative
Earl Hemmaway – MD of Willow Creek
Cindee Schlossberger, Lay Representative
Craig Zimmer, Town of Claresholm
Laurie Lyckman, Vulcan County
Sally Morton – CEO
Shirley Isaacson - Secretary
Absent Brian Comstock, Lay Representative

Chair Howard Paulson called the meeting to order at 10:45 am.

1.0 APPROVAL OF AGENDA:

Moved by Earl Hemmaway to accept the agenda as presented.
Motion Carried..

2.0 APPROVAL OF MINUTES:

Moved by Laurie Lyckman that the minutes of the January 18,
2024 meeting be accepted as presented. Carried.

4.0 BUSINESS ARISING FROM MINUTES:

None

5.0 CORRESPONDENCE:

Need to do the funding request from the Town of Claresholm for our operational dollars.

6.0 REPORTS:

6.1 Financial –Sally reported that there is \$57,411.28 in chequing, \$40,053.98 in casino, \$50,386.11 in savings. In January we did 100 trips with 80 being wheelchair trips.
Sally moved acceptance of her report.

6.2 Chairman's Report – Howard has been talking with the supplier of a side-opening van. Cost is \$110,000.

7.0 OLD BUSINESS:

Grants - Lethbridge Community Foundation could get \$15,000 for a new van.

Healthy Aging Grant – Laurie did up the letter of intent.
Rural Transit – use for big bus and wheelchair accessible bus..

8.0 NEW BUSINESS:

Laurie inquired with the Solar Farms to see if they have grants or community programs.
South Country Co-op have a program as well.
UFA has a community grant.

9.0 IN CAMERA: No

NEXT MEETING DATE March 14, 2024.

The meeting was adjourned by Laurie Lyckman.

SIGNED:

SIGNED:

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, March 14, 2024
Community Room, Claresholm Town Office

ATTENDEES: Howard Paulson – Lay Representative
Brydon Saunders – Lay Representative
Earl Hemmaway – MD of Willow Creek
Cindee Schlossberger, Lay Representative
Brian Comstock, Lay Representative
Laurie Lyckman, Vulcan County
Sally Morton – CEO
Shirley Isaacson - Secretary
Absent Mike Cutler, Town of Claresholm

Chair Howard Paulson called the meeting to order at 10:30 am.

1.0 APPROVAL OF AGENDA:

Moved by Laurie Lyckman to accept the agenda as presented.
Motion Carried..

2.0 APPROVAL OF MINUTES:

Moved by Earl Hemmaway that the minutes of the February 15,
2024 meeting be accepted as presented. Carried.

4.0 BUSINESS ARISING FROM MINUTES:

The operational grant has been completed and forwarded to the Town of
Claresholm.

5.0 CORRESPONDENCE:

None.

6.0 REPORTS:

6.1 Financial –Sally reported that there is \$64,863.14 in chequing, \$40,055.58
in casino, \$50,386.11 in savings. In February we did 110 trips with 80 being
wheelchair trips. Discussion on the A/R Aging Summary Report and should be
we calling these clients. Cost of the fuel surcharge was tabled till the next
meeting. Should we check around for the lowest cost of gas?
Sally moved acceptance of her report.

6.2 Chairman's Report – Sally will be on vacation from April 1 – 14th. Pete will be in
the office.

7.0 OLD BUSINESS:

Grants - Laurie is working with Vulcan FCSS, but they need to adhere to our rules, Claresholm Transportation is the fiscal agent. If not they can go on their own for the grant.

Laurie and Cindy were thanked for all their work on the grants.

Lethbridge Community Foundation - \$15,000,00 Letter of Intent got approved.

The grant is due March 15th.

Earl reported that South Country Co-op need a letter and supporting documents to apply for a grant.

8.0 NEW BUSINESS: None

9.0 IN CAMERA: Earl moved at 11:40 am that we go in camera.

Cindy moved at 11:55 am that we come out of in camera.

Brydon moved that we draft a policy to call 911 if needed if the driver is unable to assist the client. First time incident call 911 and document the problem. Seconded by Cindy. Motion carried. Laurie to draft the policy.

NEXT MEETING DATE April 18, 2024.

The meeting was adjourned by Cindy Schlossberger..

SIGNED:

SIGNED:

Karine Keys

From: Board Leadership Calgary via CDU <communitydevelopmentunit@gov.ab.ca>
Sent: April 29, 2024 1:55 PM
To: Karine Keys
Subject: BLC 2024 - Register Now for Early Bird Pricing

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Register now for BLC 2024!

Saturday, May 25, 2024 at 8:00 am
Bow Valley College, South Campus - 345 6 Ave SE, Calgary

Board Leadership Calgary is back in-person for our annual one-day event. Join us for an opportunity to learn and connect with a community of board members, leaders, and professionals committed to growing the impact of the non-profit sector in Alberta.

We are excited to offer over 30 workshops and learning opportunities from a diverse group of talented speakers and hosts. If you are looking to connect with people from the sector and become a more effective board member, leader, volunteer and/or profession, join us!

This year's topics are divided into 6 learning streams:

- **Board basics:** getting started with strategic planning, reading financial statements and legal fundamentals.
- **Marketing:** storytelling for impact, social media strategy and measuring success.
- **Funding and Financials:** what a funder's lens looks like, insight into corporate giving and exploring social finance.
- **Innovation:** what is social entrepreneurship, artificial intelligence (AI), human-centered design and navigating the cybersecurity landscape.
- **People:** your volunteer strategy, best practices for an inclusive workplace and best practices in recruitment and engagement.
- **Networking & Conversations:** honest conversations about the state of the sector and opportunities to build your personal network.

Early bird pricing for the event is \$65, which includes lunch and refreshments, is in effect until May 1, so register today. (After Apr. 30th, registration is \$80.)

Board Leadership Calgary is a learning collaborative that organizes learning opportunities for those involved in the non-profit and voluntary sector. Organizers for this year's event are:

- Alberta Arts, Culture & Status of Women, Community Development Unit
- Federation of Calgary Communities
- Sport Calgary

[Register Now](#)

Board Leadership Calgary

This email was sent to info@claresholm.ca
You've received it because you've subscribed to the Community Development Unit newsletter.



Board of Directors Meeting Minutes

Date: April 10th, 2024

Time: 6:30 – General Meeting

Present: Kristen DeMone, Kendall Schille, Shelley Ford, Gina Fankhanel, Tina Renaud, Mary Holgate, Tony Walker, Diana Ross, Jordie Bronson, and Tanisha Proulx.

Absent/Regrets: Cody Olson.

Location: Town of Claresholm Community Use Room

Vision: *Healthy Businesses, Healthy Community*

Mission: *Help businesses take their next profitable step through networking, advocacy, and business services.*

Time	Item	Action Required
6:29	<p>1. Call Meeting to Order</p> <p>Jordie calls meeting to order.</p>	
6:30	<p>2.1. Consent Agenda</p> <p>Motion by Diana to approve Agenda Seconded by Kristen; all in favour.</p> <p>2.2 March Minutes</p> <p>Motion by Tony to approve March 13th Minutes. Seconded by Shelley; all in favour.</p>	
6:43	<p>3. Committee Reports</p> <p>3.1 Executive Committee</p> <p>Nothing to report.</p> <p>3.2 Finance Committee</p> <p>Jan/Feb 2024 Financial statements were presented by Tony.</p> <p>Tables are still reporting as assets and need to be written off QuickBooks Online.</p> <p>3.3 Governance Committee</p>	

	<p>Nothing to report.</p> <p>3.4 Economic Development Committee</p> <p>Jordie will continue to represent the Chamber with the Towns Economic Development Committee.</p> <p>As per Diana Town is not currently hiring a new Economic Development Officer.</p> <p>Kristen recommended the Chamber consider sending the Town of Claresholm a Letter regarding this decision, and lack of Economic Development Officer. This could be an opportunity for the chamber to advocate for our members and local business/economy.</p> <p>3.5 Events Committee</p> <p>Trade Fair, May 3rd and 4th 2024 must be cancelled. The Lethbridge Event is same weekend, plus we have staffing/volunteer issues that cannot be resolved in time. Motion from Kendall to postpone to Spring 2025. Seconded by Tony; all in favour.</p>	
7:15	<p>4. Old Business</p> <p>4.1 Paid Secretary Position</p> <p>- Jordie has hired Monyo Law to complete the contract. Once the contract is completed, Chamber will post for hire, and review applications. Jen advised the contract should be completed this month.</p> <p>- Megan McClung has agreed to takeover social media posts for the Chamber and assist in promoting our activity within the community. Jordie to provide preliminary direction and maintain communications with Megan as needed.</p>	

	<p>4.2 Website Hosting</p> <p>Jordie to discuss with Lashauna and Didsbury.</p> <p>Need to review content on website, members are missing in business directory. Tanisha/Shelley to get situated with new laptop and access, then they can follow up on this.</p>	
<p>7:29</p>	<p>5. New Business</p> <p>5.1 Committee Appointments Tabled to next meeting.</p> <p>5.2 Budget Book time between Tony and Tanisha to discuss 2024 Budget, and present at next meeting.</p> <p>5.3 Signing Authorities</p> <p>Motion by Kendall to remove all previous signing authorities with connectFirst Credit Union and appoint the new executive board of directors elected on March 27th, 2024 as signing authorities for the 2024/2025 fiscal year (This will include President Jordie Bronson, Vice President Mary Holgate, Treasurer Tanisha Proulx, and Secretary Shelley Ford), Seconded by Tony; all in favour.</p> <p>5.4 Sponsorship for fair days</p> <p>Fair Days to take place August 2024, Chamber has received a letter asking for sponsorship/donation. Motion by Shelley to pay Silver Package of \$400 + Lending Chamber Coins for token event. Seconded by Tanisha; all in favour.</p> <p>Chamber should also ensure volunteers are available for carnival event.</p> <p>5.5 Letter of support for Centennial Park</p> <p>Motion by Tanisha to authorize Kendall to write a letter of support to the Lions for the Centennial</p>	

	<p>Park upgrade grant. Seconded by Kristen; all in favour.</p> <p>5.6 Explore Southwest Alberta.</p> <p>Email from Claresholm Local Press asking for funding Explore Southwest Alberta Magazine.</p> <p>Motion from Jordie to continue \$180 for the Explore Southwest Alberta Magazine through the Local Press, Seconded by Kendall; all in favour.</p> <p>5.7 Board Orientation and Team Building</p> <p>Invite Alberta Chamber for orientation with new board members. Jordie to reach out to see if they can attend the next monthly general meeting, Tony has supper covered. Jordie to advise by email. Start time 6:00pm. Need to book Claresholm Council Chamber's to accommodate larger crowd.</p>	
8:00	<p>6. For Your Information/Upcoming Events</p> <p>6.1 FCSS Annual Volunteer Appreciation Dinner. Kendall, Jordie, Diana, and Gina will be attending.</p>	
8:03	<p>7. Good News</p> <p>Diana – located her passport and will be travelling to Utah.</p> <p>Tony – No updates</p> <p>Tina – Renovations to home purchased in August is progressing. Plus, she got a black Lab.</p> <p>Mary – Support from Gina and Tina, as she is dealing with family loss.</p> <p>Gina – Saved herself from a serious flood by checking in on her sump pump.</p> <p>Shelley – Close to hiring for her sales position at work. 2nd interview is coming up with candidate.</p> <p>Kendall – Took best photo of her dog Harley, perfectly posed and best angle. Plus, the first Girl Guides camp this coming weekend.</p> <p>Kristen – Arizona trip went well. New VPA with</p>	

	<p>Lethbridge College, upcoming reporting structure changes.</p> <p>Tanisha – Thankful to have executive position with Chamber. Looking forward to broadening skills.</p> <p>Jordie – Nominates as President with the Stavely Elks. He is ecstatic for the upcoming year. He is going to be very busy.</p>	
8:17	<p>8. Adjourn.</p> <ul style="list-style-type: none">• Diana motioned to adjourn.• Next general meeting May 8th, 2024 @ 6:30 (Orientation at 6:00pm)	

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING
CPR Station
March 20, 2024

Present: Barry Gibbs, Betty Hoare, Mich Forster, Marg Lane, Tom Carey, Earl Taylor, Bill Kells, and Kandice Meister

Absent: Cynthia Wannamaker

1. Call to order by Barry Gibbs at 3:08 PM. Motion made for the adoption of amended agenda by Tom Carey. **CARRIED**
2. No correspondence. Kandice Meister made a motion of approval for the amended minutes date February 21, 2024. **CARRIED**
3. Executive Directors Report.
 - Winterfest and the museum booth staffed by the Friends of the Museum, did an excellent job promoting the museum.
 - The floor plans and conceptual drawings for the new storage building have been sent to Goodon Industries in Manitoba for a cost estimate of the shell only. No concrete floor, no windows, or doors and no electrical or plumbing.
 - Bill Kells met with Jace McLean, Town public works manager regarding a lengthy list of building and grounds maintenance items. We will need approval from Town Council regarding relocation of museum signage. Once we have drawings illustrating the new locations a report to council can be prepared and submitted for approval.
 - Stones and Bones event has been confirmed for May 11 and May12 with both indoor and outdoor activities to take place. These events are organized by the Archeological Society of Alberta and all we need to do is provide the venue and a few volunteers. Should be a great event leading up to the official museum opening later in May.
 - All parts for the Link Trainer have now been returned to the museum from Frame Aviation. Dave Wasylyshen has agreed to paint the parts and Don Glimsdale will organize a work crew to install them. Hoping for a May completion.
 - Jenna Nelson and Tiana Bishoff have been hired on to the museum staff for 2024. Jordyn Wallace will join us again as our Visitor Information Lead. With the three people in place, we will be able to be open 7 days a week. Jordyn will continue helping complete exhibits already started in the Exhibit Hall, expand the gift shop inventory, and assist with improving our web presence as well as develop fresh marketing materials.
 - Two display cases have been moved from the Station building to the Exhibit Hall. The contents of the two cases will be moved into one of the larger cases that have recently been added. The second large storage case will now be used to display "New Arrivals" that have been donated to the museum, further enhancing the visitor experience. -
 - We encourage museum Board and committee members park in the lot north of the Station. By doing so we are reinforcing that the north parking is for museum use. -
 - Volunteer appreciation dinner is on April 16th from 6:00 to 8:30.
4. Chair Report
 - Barry Gibbs advised that he has reached out to Bonnie Downey of the Friends of the Museum to arrange a meeting to go over the Strategic Plan and see if anyone wants to be involved in other board committees. She will get back to see if they want an Executive-to-Executive meeting or a Board-to-Board meeting. The board feels it is especially important to have open communication to get the best results for the museum.

5. Marketing Committee

-Work is ongoing in getting letters out to tour bus companies that may want to use the Claesholm and District Museum as a rest stop. If visits are scheduled, they can be met with free coffee, tea, and homemade cookies. Comments from bus companies that have stopped have been positive and it leaves a good impression of the Town of Claesholm. The hope is to have the letters out in April 2024, along with a second page with photos. The goal is to have a short video that can be sent out with letters in 2025.

– The ED has been in discussions about a museum promo video with Alec Harrison, he does videos for the Town. We would want any footage of the gardens and grounds when they are at their best.

– The 2024 Museum Free Pas have been printed to show the change in hours of operation. New hours are open daily from 9:00 AM to 5:00 PM, seven days a week.

- Pincher Creek trade fair is set for April 26 and 27. Bill will take care of getting a booth for the museum.

6. Revenue and Fund-Raising Policy

- Barry Gibbs led the discussion on the draft policy “Claesholm and District Museum Revenue and Fund-Raising Policy.” This is a new policy and clarifies both the definition of any funds received at or for the museum. It must be compliant with the Town of Claesholm’s Policy #5.1.10 Charitable Donation Receipt Policy. Must comply with Canada Revenue Agency rules. Must comply with the Friends mandate and their CRA requirements. Clear, consistent, and timely communication is critical between all three stakeholders. A key component of all initiatives is excellent communication. Once a draft has been finalized it will be taken to the town for final approval. The finalized copy will be shared with the Friends of the Museum.

Motion for Adjournment by Tom Carey at 5:05. **CARRIED**

Next meeting April 17, 2024, at 3:00 PM.



Barry Gibbs
Board Chair



1.0 WELCOME AND INTRODUCTIONS

Reeve Randy Taylor called the meeting to order at 1:00 pm.

2.0 ADDITIONS TO / APPROVAL OF THE AGENDA

3.0 ADDITIONS TO / APPROVAL OF THE MINUTES

Motion to adopt the minutes, **moved** Reeve Tory Campbell, **Carried**.

4.0 BUSINESS ITEMS ARISING FROM MINUTES

5.0 MP AND MLA UPDATES

5.1 MP Reports –

MP Martin Shields

- Discussed Bill C-385 – a private members bill to address the challenges with moving livestock.
- Discussed invasive species and looking into funding for inspections. British Columbia is talking about closing it's borders to any watercraft coming in to the province.

5.2 MLA Reports –

MLA Grant Hunter

- Discussed the \$224 million allotted for the rural education training centers. In the past doctors trained in rural areas will stay working in rural communities.
- Discussed invasive species – the premier has been pushing hard to ramp up inspections. There were 11 inspection stations in Alberta in 2014. We went down to 4 but back up to 6 inspection stations. A task force has been formed to address interprovincial and international border collaboration.
- Discussed party aligned political parties at municipal levels – believes this does not include rural Alberta but is intended for major cities along with some mid-sized municipalities.

Mayor Dwight Davis asked how the province plans to enforce boat inspections – educating people on the dangers of invasive species entering our waterways, as well as repercussions including losing your boat.

MLA Nathan Neudorf

- Discussed electricity – due to no wind Alberta lost out on 2000 megawatts of electricity along with technical issues with the thermal units causing rolling brownouts in Edmonton and Calgary. This time of the year is when scheduled maintenance is occurring. The province is going to be putting in provisions to try to mitigate this from happening again.

6.0 PRESENTATION – United Irrigation District, Fred Price

- UID was established by local land owners in 1919.
- The belly river has been diverting water since 1923, providing water for drinking, recreation and wildlife.

- The Belly River is the only river in the South Saskatchewan River basin that does not have direct storage.
- In 2016 UID hired Wilde Bros Engineering to explore options to build additional flood and drought storage. Estimated construction cost more than \$300 million, with estimated earthwork volume being 987000 cubic meters.
- Estimated water storage 55000 acre-foot to 100000 acre-foot for UID and 45000 acre-foot for other irrigation districts.
- Discussed the phase 3 report released on March 28th, highlighting the potential benefits ranging from economic growth, agriculture production, drought resilience, environmental flow maintenance, increased water availability for other irrigation districts, improved river ecology, infrastructure development and community and regional economic benefits.
- It would make it so there would be no need to enlarge canals by holding the water in the dam until later in the season.

7.0 Reports -

7.1 RMA – Reeve Jason Schneider

- Discussed working with the NRC and getting input on the decision-making process. Some of the projects proposed are very large with financial impacts to municipalities. Rural Alberta is unique and what may work in one area may not be beneficial to another area.
- Discussed regionalization of victim's services and the concerns of members. Many have stated they are not happy about this and will no longer be an advocate.
- Discussed being caught off guard by the announcement of Bill 11.
- Discussed hosting a risk mitigation conference. Encourages all municipalities to make sure they are taking an active role in risk mitigation and insurance.
- ICF consultations are happening until April 19th and the seniors lodge program review happening until April 9th.

7.2 AM – Mayor Tanya Thorn

- Discussed drought and water sharing agreements that will be made public on April 19th. Many areas are not included in the agreements but municipalities are asked to mirror what is happening.
- AM is advocating that the local fiscal framework pot is too small and needs to be increased.
- Discussed the increase in medical response calls and the increase in time to get to a call. Many rural ambulances are being pulled to urban areas.
- Discussed the conflicting information in regards to what the police advisory board's role is. The police advisory board is hoping for a meeting with Minister Ellis to discuss this issue.
- Discussed Bill 11 and in agreement with oversight of the sheriff's roles, however don't understand why another advisory board was formed.
- Discussed the Canadian billing fund replacing the gas tax fund. AM is concerned changes will be tied to federal mandates.

8.0 Terms of Reference

- Please see changes made in the Terms of Reference attached in the agenda package.

9.0 NEXT MEETING DATE

Friday, May 3, 2024 at 1:00 – Culver City Room, Lethbridge City Hall/Virtual via Zoom

10.0 ADJOURNMENT:

Mayor Linda Allred **moved** to adjourn the meeting at 3:57 pm - **Carried**

Stars of Alberta

—
Nominate a volunteer
today!



Stars of Alberta Volunteer Award Nomination

Stars of Alberta

Each year, thousands of Alberta volunteers dedicate their time and talents to making this province a great place to live, visit, and raise family. Thanks to their dedication, Albertans have access to the cultural, recreational, and social programs that are cornerstones for building strong communities and promising futures for all our citizens.

The [Stars of Alberta Volunteer Awards](#) were established as a way to recognize the outstanding contributions of volunteers in helping to make life better for their family, friends, and neighbours. You're invited to shine a spotlight on the contributions of the volunteers that benefit your community and the province.

You can recognize those remarkable individuals by submitting nominations for the 2024 [Stars of Alberta Volunteer Awards](#). Up to nine awards – two in each category of youth, adult, and senior, and three in the breaking barriers category – will be presented this year on or around [International Volunteer Day](#), December 5.

Full information, including the online nomination form, and outlines detailing the requirements of the form and reference letters, can be found on our [website](#). Downloadable promotional posters, suitable for printing or placement on your organization's website, are also available online. **The deadline for nominations is June 30, 2024.**

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Community Engagement Branch

9th Floor, 10405 Jasper Avenue, T5J4R7, Edmonton

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