TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
SEPTEMBER 23, 2019
AGENDA

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: **ADOPTION OF AGENDA**

MINUTES: **REGULAR MEETING – SEPTEMBER 9, 2019**

DELEGATION: **THE STATION – Kale Hayes**
RE: Available Space

ACTION ITEMS:

1. **BYLAW #1658 – Emergency Management**
   RE: 1st Reading
2. **BYLAW #1675 – Records Management & Retention Bylaw**
   RE: 2nd & 3rd Readings
3. **BYLAW #1676 – Recycling**
   RE: 1st Reading
4. **BYLAW #1677 – COPTER Bylaw Amendment**
   RE: 2nd & 3rd Readings
5. **BYLAW #1678 – Cemetery Bylaw Amendment**
   RE: 1st Reading
6. **BYLAW #1679 – Administrative Services Committee**
   RE: 1st Reading
7. **BYLAW #1680 – Audit & Finance Committee**
   RE: 1st Reading
8. **BYLAW #1681 – Emergency Services Committee**
   RE: 1st Reading
9. **BYLAW #1682 – Facility & Infrastructure Planning Committee**
   RE: 1st Reading
10. **BYLAW #1683 – Grievance Committee**
    RE: 1st Reading
11. **BYLAW #1684 – Multi-Use Community Building Committee**
    RE: 1st Reading
12. **BYLAW #1685 – Recreation Facility Users Committee**
    RE: 1st Reading
13. **BYLAW #1686 – Wage Negotiating Committee**
    RE: 1st Reading
14. **CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs**
    RE: 2019 Minister's Awards for Municipal Excellence
15. **CORRES: Alberta Rural Development Network**
    RE: Introduction to ARCH2
16. **CORRES: Town of Coaldale**
    RE: Municipal Law Seminar – October 23, 2019
17. **CORRES: Rural Municipalities of Alberta (RMA)**
    RE: MacKinnon Report – RMA Analysis

18. **CORRES: Alberta Urban Municipalities Association (AUMA)**
    RE: Key Messages on the MacKinnon Report

19. **CORRES: FortisAlberta**
    RE: 2020 FortisAlberta Proposed Rate Changes

20. **CORRES: Claresholm Indoor Walking Group**
    RE: Request for Donation

21. **REQUEST FOR DECISION: FortisAlberta Franchise Fee**

22. **REQUEST FOR DECISION: Local Improvement Tax – Acreages**

23. **REQUEST FOR DECISION: Banking Services Request for Proposals**

24. **REQUEST FOR DECISION: Letter of Support – Claresholm Skating Club CFEP Grant**

25. **REQUEST FOR DECISION: Letter of Support – Learn-a-lot Playschool – Community Foundation Grant**

26. **REQUEST FOR DECISION: Policy Manual Review & Updates – Finance**

27. **REQUEST FOR DECISION: Liquor & Town Facilities – Drop-in Centre Event**

28. **REQUEST FOR DIRECTION: Police Costing Model Engagement**

29. **FINANCIAL REPORT: Statement of Operations – August 31, 2019**

30. **INFORMATION BRIEF: Emergency Advisory Committee**

31. **INFORMATION BRIEF: Immigration Town Hall – November 9, 2019**

32. **INFORMATION BRIEF: CAO Report**

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

34. **ADOPTION OF INFORMATION ITEMS**

35. **IN CAMERA**
    a. **LAND – FOIP Section 16.1**
    b. **Intergovernmental Relations – FOIP Section 21**
    c. **PERSONNEL – FOIP Section 17.2**

INFORMATION ITEMS:

1. **Oldman River Regional Services Commission Meeting Minutes – August 8, 2019**
2. **Willow Creek Regional Waste Management Services Commission Meeting Minutes – June 26, 2019**
3. **Claresholm & District Museum Board Meeting Minutes – July 17, 2019**
4. **Canadian Federation of Independent Business – Small Business Saturday – October 26, 2019**
5. **Claresholm Child Care Society Board Meeting Minutes – June 11, 2019**
6. **Claresholm Child Care Society Board Meeting Minutes – June 26, 2019**
7. **2019 Porcupine Hills Classic Cruisers Car Show – Thank You**
8. **Seniors and Housing Information – September 10, 2019**
9. **Terry Fox Run – Thank you**
10. **Rowan House Society's Breakfast With the Guys Foothills Event – November 1, 2019**

ADJOURNMENT

TOWN OF CLARESHOLM

PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
SEPTEMBER 9, 2019

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

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

ABSENT: None

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

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

18. REQUEST FOR DECISION: Letter of Support – Claresholm & District Transportation Society

CARRIED UNANIMOUSLY

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

CARRIED

MINUTES: **REGULAR MEETING – AUGUST 12, 2019**

Moved by Councillor Zimmer that the Regular Meeting Minutes of August 12, 2019 be accepted as presented.

CARRIED

DELEGATION: **MUNICIPAL DISTRICT OF WILLOW CREEK**
RE: Claresholm & District Transportation Society

Present on behalf of the MD of Willow Creek were Reeve Mayanne Sandberg, Deputy Reeve Glen Alm and Councillor Darry Markle, as well as the new CAO Derrick Krizsan. The MD is planning to loan the Claresholm & District Transportation Society $10,000 and they are asking the Town to fund 50% of this loan. The loan is to help defray the impact of lost revenue and is to be repaid by December 31, 2021.

ACTION ITEMS:

1. BYLAW #1662 – Fire Services Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Schulze to give Bylaw #1662, the Fire Services Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Schlossberger to give Bylaw #1662, the Fire Services Bylaw, 3rd and Final Reading.

CARRIED

2. BYLAW #1663 – Fire Protection Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Cutler to give Bylaw #1663, the Fire Protection Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1663, the Fire Protection Bylaw, 3rd & Final Reading.

CARRIED

3. BYLAW #1675 – Records Management & Retention Bylaw
RE: 1st Reading

Moved by Councillor Schulze to give Bylaw #1675, the Records Management & Retention Bylaw, 1st Reading.

CARRIED

4. BYLAW #1677 – COPTER Bylaw Amendment
RE: 1st Reading

Moved by Councillor Carlson to give Bylaw #1677, the COPTER Bylaw Amendment, 1st Reading.

CARRIED

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5. CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs
RE: MSI Funding & GTF Funding

Received for information

6. CORRES: Alberta Transportation
RE: Potential Meeting at Fall AUMA Convention

Received for information.

7. CORRES: FortisAlberta
RE: Invitation to Customer Reception at AUMA Convention

Received for information.

8. CORRES: Claresholm Terry Fox Run
RE: 39th Annual Terry Fox Run September 15, 2019

Mayor MacPherson will attend on behalf of Council.

9. CORRES: Cheryl Friesen
RE: Limit on Number of Dogs per Residence

MOTION #19-126 Moved by Councillor Zimmer to direct Administration to amend Bylaw #1628 to limit the number of dogs per household to three, with the ability for exceptions for kenneling or fostering, and grandfathering of present households with more than three dogs.

CARRIED

10. CORRES: United Farms Historical Society & Claresholm & District Museum
RE: Invitation to Opening of Louise McKinney Exhibit

Mayor Doug MacPherson and Councillor Gaven Moore plan to attend.

11. CORRES: Woodshed Martial Arts
RE: Invitation to Grand Opening

Mayor Doug MacPherson and Councillor Brad Schlossberger plan to attend.

12. CORRES: Claresholm Animal Rescue Society (CAReS)
RE: Raise the Woof Fundraiser

MOTION #19-127 Moved by Councillor Cutler to support the Claresholm Animal Rescue Society's Raise the Woof Fundraiser with a donation of $600 to go towards the rental of the Claresholm Community Centre.

CARRIED

13. REQUEST FOR DECISION: ATCO Gas & Pipelines Ltd. Franchise Agreement

MOTION #19-128 Moved by Councillor Zimmer to maintain the franchise fee percentage at 10% for 2020 as per Clause 4(a) of the Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd.

CARRIED

14. REQUEST FOR DECISION: Child Care Society CFEP Project Support

MOTION #19-129 Moved by Councillor Schulze to provide a letter of support and commitment for municipal funding in the amount of $23,869.63 for the Claresholm Child Care Society's CFEP Grant Application for the parking lot, subdivision, fencing, and servicing of the new facility.

CARRIED

15. REQUEST FOR DECISION: Kinsmen CFEP Grant Application – Amundsen Park Playground

MOTON #19-130 Moved by Councillor Schlossberger to write a letter of support for the Kinsmen Club of Claresholm's application to the Community Facility Enhancement Program for the purpose of constructing a new playground at Amundsen Park & provide the matching funds/in kind donation for the project in the amount of $79,820.00.

CARRIED

16. REQUEST FOR DECISION: Lions Club CFEP Grant Application – Amundsen Park

MOTION #19-131 Moved by Councillor Zimmer to write a letter of support towards the Claresholm Lions Club's application to the Community Facility Enhancement Program for the purpose of constructing a new gazebo and entrance within Amundsen Park and provide the matching funds not to exceed $22,500.00.

CARRIED

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17. REQUEST FOR DECISION: Letter of Support – Willow Creek Ag Society

MOTION #19-132 Moved by Councillor Cutler to write a letter of support towards the Willow Creek Ag Society's application to the Community Facility Enhancement Program Grant for the purpose of the completion of the interior of the new riding facility at the Claresholm Agriplex.

CARRIED

18. REQUEST FOR DECISION: Letter of Support – Claresholm & District Transportation Society

MOTION #19-133 Moved by Councillor Schulze to write a letter of support towards the Claresholm & District Transportation Society's application to the Community Initiatives Program (CIP) Grant for the purpose of enhancing their services.

CARRIED

19. REQUEST FOR DECISION: Policy Manual Review & Updates - Finance

MOTION #19-134 Moved by Councillor Moore to adopt the updated Town Policies as follows, effective September 9, 2019:

- 3.0.01 – Corporate Credit Card Policy (v1.0)
- 3.0.05 – Unbudgeted Expenditure Policy (v1.0)
- 3.0.10 – Grant Funding Policy (v1.0)
- 3.1.05 – Purchasing and Tendering Policy (v1.0)
- 3.1.06 – Continuing Service Contracts Duration Policy (v1.0)
- 3.2.01 – TCA Capitalization and Amortization (v1.0)
- 3.2.05 – Investment Policy (v1.0)
- 3.2.10 – Inventory Policy (v1.0)

CARRIED

20. REQUEST FOR DECISION: Date for Strategic Plan Update

MOTION #19-135 Moved by Councillor Moore to hold the Strategic Planning session on October 18th & 19th, 2019.

CARRIED

21. REQUEST FOR DECISION: Claresholm & District Transportation Society

MOTION #19-136 Moved by Councillor Cutler to increase operational grant funding to the Claresholm & District Transportation Society in 2019 in the amount of $5,000 to assist with repayment of the loan received for $10,000 from the MD of Willow Creek, with funding to come from General Operational Reserves and refer the 2020 funding to budget discussions, and request the Transportation Society provide to the Town an annual submission of completed budgets and quarterly budget to actual reporting.

CARRIED

22. INFORMATION BRIEF: Police Costing Model Review

Received for information.

23. INFORMATION BRIEF: Provincial Spending Report

Received for information.

24. INFORMATION BRIEF: Amundsen Park Committee Update

Received for information.

25. INFORMATION BRIEF: Annexation Update

Received for information.

26. INFORMATION BRIEF: Strategic Plan Report

Received for information.

27. INFORMATION BRIEF: Council Resolution Status

Received for information.

28. ADOPTION OF INFORMATION ITEMS

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

CARRIED

29. IN CAMERA:

a. LAND – FOIP Section 16.1

Moved by Councillor Carlson to go In Camera at 8:53 p.m.

CARRIED

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NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:53 p.m.

Moved by Councillor Schlossberger to come out of In Camera at 9:12 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:12 p.m.

CARRIED

a. LAND – FOIP Section 16.1

MOTION #19-137 Moved by Councillor Cutler to accept the offer from Joseph Star in the amount of $18,000.00 plus GST, for the property located at 232, 234 & 236 50th Avenue West with conditions.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:13 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:13 p.m.

_____ _____

Mayor – Doug MacPherson Chief Administrative Officer – Marian Carlson

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DELEGATIONS

INFORMATION BRIEF

Meeting: September 23, 2019
Agenda Item: Delegation

DELEGATION BACKGROUND – THE STATION

Representatives from The Station met with Administration in regards to their current location (downtown within the same building as FCSS) and options moving forward to ensure the programming continues within Claresholm. Administration requested the Station come as a delegation to speak further to Council in regards to their programming and needs moving forward.

The Station has indicated a desire to allow their individual organization utilization within the new Multi-use facility (office/meeting space) when/if that project moves forward, however there is a bit of a timing delay as the organizations had expected the building to be under construction in 2019.

With their concern regarding space and the cost for each of the organizations, Mackin Hall came up in discussion. As per policy 5.7.20 Mackin Hall is to be used for not-for-profit organizations with a focus towards youth activities, mainly the Scouts, or other groups at the discretion of the Scouts and the CAO.

We continue to have communication with the Scouts. Their activities have not begun this fall yet, and their needs currently would be Monday and Wednesday evenings, allowing for daytime opportunities to utilize the space for organizations within the Station among others.

The total participation in programming in the Station's first year (2016-2017) was **1635**.
Participation from April 1 2017 to March 31, 2018 was **2229**.
Total participation in their three years since opening in 2015 is **6445** visits.

ATTACHMENTS:
1.) The Station Brief

APPLICABLE LEGISLATION:
1.) Policy 5.7.20 Mackin Hall Use

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO DATE: September 18, 2019

The Station Brief

(April 1, 2015 through March 31, 2016)

Our Mission: To support and encourage collaborating organizations to provide programs and social support services in the Town of Claresholm and surrounding area.
Our Vision: Creating Caring Community Connections

The Community Need

There were inadequate programs and services for families, infants, children and youth in Claresholm and area. With a population of about 3,600, Claresholm is located at the extreme limits of service providers' geographic boundaries –equidistant from Lethbridge and Calgary. As a result, many specialized support services were unavailable in Claresholm and the barriers of transportation, family finances, disruption of work schedule etc. meant that citizens often did not have access to preventative services that they needed.

The Reasons for This Need

Organizations that are not based in Claresholm face several challenges as they consider providing services to our residents. These challenges include the cost of travel, the cost of establishing a local office, the confusing and ever changing boundaries of services providers, and the difficulty in trying to network with each other and with other community resources.

The Innovative Solution

The Station was developed to overcome these needs and challenges. Its purpose is to facilitate and provide more and accessible, coordinated and non-duplicated services. With numerous services being provided under one roof, community members have a stigma free, single point of entry, for a variety of preventative services, information, support, learning, advocacy and referrals.

The Outcomes

In a common space, communication between agencies is facilitated, resources are pooled and partnerships are fostered –leading to speedy, vibrant and dynamic service providers that encourage, strengthen, stabilize and enrich family life and community connections. It is easier to attract other organizations to this community. Community members are more likely to find and access the services that they need. The social well-being of individuals, families, and communities is being enhanced.

The Early Successes in Addressing Community Need

- Residents now have access to the existing services through a single point of entry facility.

- Porcupine Hills Early Childhood Coalition (PHECC) now offers Soft Play, which is a weekly program for young children to help develop gross motor skills. (average attendance -17) Music For Babies is another program that is being developed.
- Parent Link (Stay and Play) For several years, this weekly program was held at the Community Centre with an average attendance of 5. Since relocating to The Station, the average attendance has increased to 23.
- Preschool Speech/Language Walk-In Clinic is now being offered in Claresholm. PHECC, Parent Link, The Station and FCSS partnered in their request to provide this service in a location where young families were already gathering.
- Event to Remove Stigma The "Santa's Gone Looney" event resulted in families and children lining up, waiting to get in.
- Taking Action Against Elder Abuse Coordinated Community Response Grant Program The Station brought 17 community members together to successfully apply for funds to address the issue of elder abuse.
- FCSS Teen Drop-In The space has allowed for the creation of a drop-in centre for teens which is held twice a week. (average attendance -11)
- Music Jam Sessions Seniors come together to play acoustical instruments and sing. (average attendance -14)
- Sessions offered by FCSS Meditation, Suicide Awareness Courses, Infant CPR, Babysitting Course, Caring for the Caregiver courses
- Attracting For Profit Groups The Station space has been rented for Baby Massage Classes, Crafting Classes for Kids, Mandela Course, Summer Games head office, and an out of town accountant.
- Funding Claresholm FCSS is acting as the anchor agency, keeping the doors open during business hours and managing the facility's schedule. A coordinator was hired @ 0.25 FTE. Two year funding was awarded from the Community Initiatives Program Project-Based Grant which was applied for through the Friends of Claresholm. Other funds are received through donations and fund raising.
- Total participation during the first year: **1635**
  Quarterly participation: (74 - 105 - 595 – 861)
- THE STATION HAS BECOME A HOUSEHOLD NAME

Collaborating Partners

ACTION ITEMS

REQUEST FOR DECISION

Meeting: September 23, 2019
Agenda Item: 1

Emergency Management Bylaw #1658

Background Information:

Under the Emergency Management Act and the Local Authority Emergency Management Regulation the Town of Claresholm is required to keep established and up to date their Emergency Management Bylaw.

DISCUSSION/OPTIONS:

Administration updated the Emergency Management Bylaw #1566 (2011 version) and presented the Emergency Management Bylaw #1658 to the Emergency Management Advisory Committee at their annual meeting on September 17, 2019. It was moved by the committee that the Bylaw be presented to Council for approval.

PROPOSED RESOLUTIONS:

Moved by Councilor _____ to approve first reading of the Emergency Management Bylaw #1658.

ATTACHED:

1.) Emergency Management Bylaw #1658

PREPARED BY: Jason Hemmaway, DEM

APPROVED BY: Marian Carlson, CLGM – CAO DATE: September 19, 2019

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1658

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

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

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

AND WHEREAS the Council deems it necessary and appropriate to repeal and replace the existing Municipal Emergency Management Agency Bylaw No. 1566;

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

SECTION 1 TITLE OF BYLAW

1.1 This Bylaw may be cited as the **"Municipal Emergency Management Bylaw**."

SECTION 2 DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

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

SECTION 3 ESTABLISHMENT OF COMMITTEE AND AGENCY

3.1 There is hereby established an Emergency Advisory Committee to advise Council on the development of emergency plans and programs.

3.2 There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 4.2 of this Bylaw.

3.3 Council shall:
a) by resolution, appoint two (2) of its members to serve on the Emergency Advisory Committee;
b) provide for the payment of expenses of the members of the Emergency Advisory Committee;
c) by resolution, on the recommendation of the Emergency Advisory Committee, appoint a Director of Emergency Management;

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d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town;
e) approve the Town's emergency plans and programs; and
f) review the status of the Municipal Emergency Plan and related plans and programs at least once each year.

3.4 Council may:
a) by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency;
b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid agreements and/or regional plans and programs .
c) on the recommendation of the Emergency Advisory Committee, appoint one or more Deputy Director(s) of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence.

3.5 The Emergency Advisory Committee shall:
a) review the Municipal Emergency Management Plan and related plans and programs on a regular basis;
b) advise Council, duly assembled, on the status of the Municipal Emergency Program and related plans and programs at least once a year;
c) provide guidance and direction to the Municipal Emergency Management Agency; and
d) appoint a Chair from the members for the duration of the Council term.

3.6 The Municipal Emergency Management Agency shall:
a) be comprised of those people or positions as outlined in Schedule "A" hereto or their designates;
b) be responsible for the administration of the Town's emergency management program;
c) review the Town's emergency plan and update the Emergency Advisory Committee on any recommended changes as well as the Agency's activities at least once per year; and
d) use a command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency.

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

SECTION 4 STATE OF LOCAL EMERGENCY

4.1 The power to declare or renew a state of local emergency under the Act, the powers specified in Section 4.2 of this Bylaw, and the requirement specified in Section 4.5 of this Bylaw are hereby delegated to the Mayor or Deputy Mayor, and in their absence, any two Councillors acting jointly.

4.2 When a state of local emergency is declared, the person or persons making the declaration shall:
a) ensure that the declaration identifies the nature of the emergency and the area of town in which it exists;
b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected ; and
c) forward a copy of the declaration to the Minister forthwith.

4.3 Subject to Section 4.5, when a state of local emergency is declared, the local authority making the declaration may do all acts and take all necessary proceedings including the following:
a) cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
c) authorize or require any qualified person to render aid of a type he or she is qualified to

provide;
d) control or prohibit travel to or from any area of Town;
e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the town;
f) cause the evacuation of persons and the removal of personal property from any area of the Town that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons and personal property;
g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
h) Cause the demolition or removal of any trees or structures if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the Town for the duration of the state of emergency;
j) authorize the conscription of person needed to meet an emergency; and
k) authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in paragraphs (b) through (j) in relation to any part of the Town affected by a declaration of a state of local emergency.

4.4 When a state of local emergency is declared:
a) neither council nor any member of Council, and
b) no person appointed by Council to carry out measures relating to emergencies or disasters;
are liable for anything done or omitted to be done in good faith while carrying out a power or duty under this Bylaw, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.

4.5 When, in the opinion of the local authority declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.

4.6 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
a) a resolution is passed under Section 4.5;
b) a period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution;
c) the Lieutenant Governor in Council makes an order makes an order for a state of emergency under the Act, relating to the same area; or
d) the Minister cancels the state of local emergency.

4.7 When a declaration of a state of local emergency has been terminated, the local authority who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

SECTION 5 REPEAL OF PREVIOUS BYLAW

5.1 Bylaw No. 1566, the "Municipal Emergency Management Agency Bylaw" and any amendments thereto, are hereby repealed.

SECTION 6 PASSAGE OF BYLAW

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

Read a first time in Council this day of 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time in Council and finally passed in Council this day of 2019 A.D.

Doug MacPherson, Mayor **Marian Carlson, CAO**

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SCHEDULE "A"

Municipal Emergency Management Agency	1. Director of Emergency Management 2. Deputy Directors of Emergency Management 3. Claresholm Fire Chief or designate 4. Claresholm RCMP 5. Municipal District of Willow Creek Emergency Services Fire Chief or designate 6. Emergency Reception Centre (designated as Claresholm & District FCSS Director or designate) 7. Town Office Administrative Staff • Information Officer • Safety Officer • Liaison Officer • Operations Command • Planning Command • Logistics Command • Finance/Administration Command 8. Livingstone Range School Division representative (Schools) 9. Alberta Health Services representative (Multiple Facilities) 10. Volker Stevin representative (Highways)

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TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1675

A Bylaw of the Town of Claresholm, in the province of Alberta, to regulate the retention and disposal of records and documents.

WHEREAS Section 214 (1) of the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto, provides that a Council may authorize the destruction of the original bylaws and minutes of Council meetings if the originals have been recorded on microfiche or on other system that will enable copies of the original to be made;

AND WHEREAS Section 214 (2) of the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto, provides that Council may pass a Bylaw respecting the destruction of other records and documents of the municipality;

AND WHEREAS pursuant to Section 38 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25 and amendments thereto public bodies must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction;

AND WHEREAS the Council of the Municipality of the Town of Claresholm deems it necessary and appropriate to ensure that municipal records are retained and destroyed in a manner consistent with applicable statutes and regulations as well as legal and administrative requirements.

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

SECTION 1 TITLE

1.1 This Bylaw may be cited as the **"RECORDS MANAGEMENT AND RETENTION BYLAW"**

SECTION 2 DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

2.1.1 "**Act**" is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.

2.1.2 "**Bylaw**" is a bylaw of the Town of Claresholm.

2.1.3 "**Chief Administrative Officer (CAO)**" is the person appointed by Council under Section 205 of the Municipal Government Act and is the administrative head of the municipality.

2.1.4 "**Confidential"** shall mean any records which contains personal information about individuals, third-parties, commercial, financial, scientific, or technical information supplies either explicitly or implicitly in confidence or other sensitive information as described in the Freedom of Information and Protection of Privacy Act.

2.1.5 "**Disposition"** means the disposal of records via destruction or transfer of records of enduring value to archives (Provincial Archives of Alberta or the Claresholm and District Museum Archives).

2.1.6 "**Record**" means a record of information in any form and includes books, documents, maps, letters, papers, and any other information that is written, recorded, photographed or stored in any manner including electronically.

2.1.7 "**Substantive Record**" means a record that is judged to hold Administrative, Legal, Fiscal, or Research/Historical value and will be held in accordance with the records retention schedule.

2.1.8 "**Town**" means the Town of Claresholm.

2.1.9 "**Transitory Record**" means any recording of information required for routine or short-term transactions, and contains little or no information of ongoing value including:

i. Temporary Information: Records required for specific activities but having no further value once the activity has been completed (eg. Phone messages, post-it notes, invitations, some cover sheets, meeting announcements, announcements of employees' absences or schedules, changes in telephone numbers of office locations, meeting arrangements);

ii. Duplicates: Exact reproductions of a master document. Note that if duplicate records have been annotated or altered in any way, a new record has been created that may have continuing value.

iii. Publications: Records produced by external organizations, and generally routinely or publicly available (eg. books, articles, newspapers, brochures, manuals).

iv. Direct mail: Solicited or unsolicited information received from organizations advertising their products or services (eg. Advertisements, brochures, promotional materials).

v. Blank Information Media: Anything created for the purpose of collecting or storing information but which has not been used and which is obsolete (eg. Blank forms, blank disks, blank videos, or blank tapes).

vi. Draft Documents and Working Materials: Including source materials used in preparation of documents and earlier versions of final documents. Extra caution is required for the following draft documents which may need to be stored as an Official Record: legal agreements, policies, standards, guidelines, scientific studies.

SECTION 3 RECORDS RETENTION AND DESTRUCTION

3.1 All transitory records, which do not contain confidential information, shall be disposed of at any time, when they no longer serve any valid purpose.

3.2 All transitory records containing potentially confidential information shall be disposed of in a manner so that the information contained within it is completely obliterated, at any time, when they no longer serve any valid purpose.

3.3 All substantive records of the Town shall be destroyed in accordance with "Schedule A".

3.4 Should an individual's personal information be used by the Town to make a decision that directly affects the individual, the Town shall retain the personal information for at least one (1) year from the date it was used to make the determination, so that the individual has a reasonable opportunity to obtain access to it.

3.5 Where, in this Bylaw and "Schedule A" and "Schedule B" attached hereto, it is provided that particular records in the custody or control of the Town shall be:

Destroyed (D): Such records shall be destroyed, so that the information contained in it is completely obliterated, without any copy being retained: and

Permanent (P): Such original records shall be preserved and never destroyed.

Archived (A): Such records shall be released to either the Provincial Archives or the Claresholm and District Museum upon decision and direction of the CAO or designate. A copy of the transferred record index shall be permanently retained on filed: and

Reviewed (R): Such records are those where retention or destruction cannot be determined at the time the record originated. These records will be retained for a period of 2 years then reviewed for a final retention or destruction decision.

3.6 The CAO shall always have the discretion to retain records longer than the period provided for in this Bylaw and shall do so where the CAO deems it appropriate. Such decisions to retain the records longer than the period provided for herein, shall be recorded in the records management index.

3.7 Where the CAO has received an indication that there will be litigation involving any records scheduled for destruction, the CAO is obligated to retain the said records until such litigation is complete. Such decisions to retain the records longer than the period provided

for herein, shall be recorded in the records management index.

3.8 Where the CAO has received an indication that there is or may be a FOIPP request involving any record scheduled for destruction, the CAO is obligated to retain said records for a period of one (1) year after the FOIPP request has been made. Such decisions to retain the records longer than the period provided for herein, shall be recorded in the records management index.

3.9 When records have been destroyed under this Bylaw, with the exception of records destroyed under Section 3.1 and 3.2, the CAO shall so certify in writing. Such certification shall refer to the relevant schedule and item of this Bylaw and shall identify the records destroyed.

3.10 The CAO shall keep an index of records destroyed and of records transferred to archives.

3.11 Where records are destroyed under this Bylaw, the proper and complete destruction is the responsibility of the CAO.

3.12 Destruction of all records shall be carried out in the presence of a witness. The person destroying the records shall sign the records management index attesting to the date of the destruction of the records together with a list of records destroyed. The person who witnessed the destruction of records shall also sign the records management index. The records management index shall be a permanent record of the Town

3.13 Election material that has been locked/sealed in ballot boxes may be destroyed in accordance with the provisions of the Local Authorities election Act, RSA.

3.14 All substantive records, those records held in the general filing system of the Town (excluding rolls, receipts, vouchers, invoices, any financial ledgers of this means) shall be stamped or tagged electronically "Retain To":

3.14.1 The records to be retained as outlined in "Schedule A" shall also illustrate the date in which it is to be retained to.

3.14.2 All records to be permanently retained shall have no date but shall indicate (P) - Permanent Retention.

3.14.3 All records to be permanently retained by transfer to Archives shall have no date but shall indicate (A) - Archival Transfer, or shall have a date to indicate when it should be transferred.

3.14.4 All records where retention or destruction cannot be determined shall illustrate a date two (2) years from origination and shall indicate (R) - Review.

SECTION 4 GENERAL

4.1 The attached "Schedules A and B" are hereby adopted and may be amended from time to time by resolution of Council upon the recommendation of the CAO.

4.2 It shall be the responsibility of the CAO to provide for the adequate storage and security of all Town records.

SECTION 5 PASSAGE OF BYLAW

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

Read a first time in Council this **9th** day of **September** 2019.

Read a second time in Council this day of 2019.

Read a third time in Council and finally passed in Council this day of 2019.

_____ _____

Doug MacPherson, Mayor **Marian Carlson, CAO**

BYLAW 1675
SCHEDULE "A"
DISPOSITION SCHEDULE

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by a "P" (permanent retention) or expressed by a number of years, for example 5 (five years), or expressed by a number of years followed by other comments such as S/O (number of years after Superseded or Obsolete) or other specific comments.

Unless otherwise noted, all retention periods are for electronic records, and all records are to be kept electronically. Any paper copies are to be digitized as soon is practicable and paper copies are only kept until such time as they are digitized plus 1 year (to ensure they have been appropriately digitized and backed up prior to disposition), unless paper copies are subject to archival in which case they are kept until they are archived. Method of Disposal refers to how the paper records will be disposed of (Destroyed or Archived - Transferred to Claresholm & District Museum or Provincial Archives) either at end of retention period or after digitized. Any records to be archived will not be transferred to another entity until they are over 10 years old.

	Description of Record	Final Disposal	Retention Period (yrs)
CPO/Bylaw	Appeals	Destroy	10
	Bylaw clean-up and Weed Control Records	Destroy	10
	Complaint Investigation Reports	Destroy	10
	Correspondence (Notices/Orders)	Destroy	10
	Court Records	Destroy	10
	Dog License Records/Journals	Destroy	7
	Investigations/Incident Reports	Destroy	10
	Multimedia Records (Photos/Videos/Audio) - af	Destroy	3
	Officer Notebooks	Destroy	10
	Orders	Destroy	10
	Prosecutions	Destroy	10
	Provincial Offenses/Tickets (after closed)	Destroy	3
Development Services	Annexation - Correspondence	Destroy	7
	Annexation - Final Order	Archive	Permanent
	Business License	Archive	5 S/O
	Business License Application & Supporting Documents	Destroy	3 S/O
	Compliance Letters	Destroy	Permanent
	Development Agreements (Paper & Electronic)	Archive	12 S/O
	Development Appeals	Destroy	12 S/O
	Development Permits and Supporting Documents	Destroy	12 S/O
	Environmental Requests/Reports	Archive	Permanent
	Municipal Planning Commission Agenda Package	Archive	Permanent
	Municipal Planning Commission Correspondence	Destroy	5
	Municipal Planning Commission Minutes	Archive	Permanent
	Permits - Building, Electrical, Plumbing, Gas	Destroy	12 S/O
	Permit/Development Stop Orders and Warnings	Destroy	12 S/O
	Plans - Official/Amendments	Archive	Permanent
	Site Plan Approval	Archive	12 S/O
	Subdivision Appeals	Destroy	12 S/O
	Subdivision Plan (after final approval)	Archive	Permanent

	Description of Record	Final Disposal	Retention Period (yrs)
Fire/Emergency	Emergency & Disaster Exercise Records/Reports	Destroy	7
	Emergency & Disaster Plans	Archive	5 S/O
	Emergency Event Documentation	Archive	Permanent
	Fire/Emergency Statistics and Data	Archive	10
	Fire Investigations	Destroy	10
	Fire Safety Codes Inspections	Destroy	10 S/O
	Member/Staff Training Records	Destroy	5 S/O
	Response Call Records	Destroy	10
Finance	Accounts Payable Vouchers/Records with Cheque Stub	Destroy	7
	Accounts Receivable - Duplicate Invoice, Supporting Documents	Destroy	7
	Audit Working Papers	Destroy	7
	Audited Financial Statements	Archive	Permanent
	Bank Statements / Cancelled Cheques	Destroy	7
	Bank Reconcilliations with supporting documents	Destroy	7
	Billing Batch Documentation generated from Accounting Software	Destroy	7
	Budgets	Archive	Permanent
	Budgets - Working Papers	Destroy	7
	Cash Receipting Journal/Duplicate Receipts	Destroy	7
	Credit Card Applications	Destroy	3 S/O
	Deposit Slips / Deposit Book	Destroy	7
	Financial Information Return (FIR)	Destroy	7
	Grant Files (Application, Approval, Final Reporting and Supporting Documents)	Destroy	7
	Grants/Donations from the Municipality (Request/Application, Correspondence, Reporting)	Destroy	7
	Insurance Claims	Destroy	11
	Insurance Policy	Destroy	3 S/O
	Memos - Credit/Debit	Destroy	7
	Pre-Authorized Payment Plans (Tax or Utilities) or EFT Authorization Forms	Destroy	1 S/O
	Requests for Tender/Proposal	Destroy	11
	Requisitions	Destroy	7
	TCA/Land Sale/Disposal Documents	Destroy	7
	Tenders/Proposals - Successful	Destroy	11
	Tenders/Proposals - Unsuccessful	Destroy	3
	Utility Account Forms	Destroy	3 S/O

	Description of Record	Final Disposal	Retention Period (yrs)
General	Advertising, as per legislation	Destroy	7
	Advertising, general	Destroy	2
	Administration Reports (not part of minutes)	Archive	7
	Agendas (Part of Minutes)	Archive	Permanent
	Agreements (Paper & Electronic)	Destroy	12 S/O
	Annual Reports	Archive	7
	Appointments (other than those in minutes)	Destroy	3
	Board/Committee Authority Structure	Destroy	5 S/O
	Board/Committee Correspondence	Destroy	5
	Briefings/Reports to Council	Archive	7
	Bylaws	Archive	Permanent
	Census Reports	Archive	12
	Claims (Notice of/Statements of)	Destroy	12 S/O
	Contracts (Paper & Electronic)	Destroy	12 S/O
	Court Cases	Destroy	12 S/O
	Destroyed Records Index	Archive	Permanent
	Easements	Archive	12 S/O
	E-Bill (Go Paperless) Forms (Paper & Electronic)	Destroy	1 S/O
	Franchises (Paper & Electronic)	Archive	Permanent
	Inquiries (from the public)	Destroy	3
	Land/Property Files	Destroy	12 after sold
	Leases (Paper & Electronic)	Destroy	12 S/O
	Legal Opinions/Proceedings (Paper & Electronic)	Destroy	12 S/O
	Legislation - Acts	Destroy	1 S/O
	Minutes (Council, Committee, Board)	Archive	Permanent
	Organization Structure and Records	Archive	5 S/O
	Petitions (Paper)	Archive	10
	Policy	Destroy	5 S/O
	Publications - Local Reports	Archive	3
	Training and Development Files	Destroy	5
	Writs (Paper & Electronic)	Destroy	12

	Description of Record	Final Disposal	Retention Period (yrs)
Human Resources	Employee Benefits Records/Reports (Health, Dental, Pension, Etc)	Destroy	7
	Employment Applications - Not Hired	Destroy	1
	Investigation Files (after closed)	Destroy	12
	Job Descriptions	Destroy	3 S/O
	Organizational Chart	Destroy	5 S/O
	Personnel File (After cessation of employment)	Destroy	1
	Personnel File (After termination of employment)	Destroy	6
	Record of Employment (after cessation of employment)	Destroy	5
	Seniority Lists	Destroy	1 S/O
	Training Certificates/Professional Development Records (after cessation of employment)	Destroy	2
	WCB Claims	Destroy	7
	Personnel records include items such as Job application (successful), offer letter, raise letters, discipline, performance reviews, benefit enrollment forms, etc. All Personnel Records are "Permanent" until end of employement as per the "Personnel File" retention periods noted above with the following exceptions:		
	Discipline Records (unless member of collective bargaining unit which has separate rules)	Destroy	5
	Doctor's note or certificates of illness not related to long-term disability or WCB claim	Destroy	2
	Grievance Correspondence (after resolved)	Destroy	10
Payroll	Deductions	Destroy	7
	Garnishees (after garnishee is removed)	Destroy	7
	Individual Earnings Records	Destroy	7
	Payroll Journal	Destroy	7
	T4s & T4 Summaries	Destroy	7
	TD1 Forms	Destroy	1 S/O
	Timesheets	Destroy	7

	Description of Record	Final Disposal	Retention Period (yrs)
Operations/Infrastructure	Capital Project Files	Destroy	7
	Cemetery Internments	Archive	Permanent
	Engineering Drawings (Projects, Subdivisions, etc.)	Archive	Permanent
	Inventory Records	Destroy	7
	Infrastructure Records (Maps, As builts, Engineering, Final Billing, etc.)	Archive	Permanent
	Land Appraisals	Destroy	3 S/O
	Maintenance Records/Reports	Destroy	12
	Project Progress Reports	Destroy	7
	Utility Management Records/Reports (non-asset) - Water Treatment & Distribution, Wastewater, Storm Water)	Destroy	7
	Vehicle Logs	Destroy	3
Health and Safety	Accident/Incident Reporting, Investigations and First Aid Reports	Destroy	10
	Complaints (Health and Safety/Harrasment)	Destroy	10
	Employee Reporting - Tool box meetings, Hazard assessments, Confined space, etc.	Destroy	7
	External Health and Safety Audits	Destroy	10
	Health and Safety Committee Meeting Minutes	Archive	Permanent
	Health and Safety Manual	Destroy	S/O
	Inspections	Destroy	7
	Investigations (Health and Safety/Harrasement)	Destroy	10
	MSDS Sheets	Destroy	S/O
	Safe Work Procedures	Destroy	S/O
Taxation	Assessment Appeals	Destroy	12
	Assessment Appeal Board File	Destroy	5
	Assessment Rolls	Archive	Permanent
	Assessment Review Board (ARB) Minutes	Archive	Permanent
	Assessment Review Board (ARB) Work Files	Destroy	5
	Assessment Review Court Records	Destroy	7
	Certificates of Title	Archive	Permanent
	Local Improvement Tax Plan/Records	Archive	Permanent
	Mortgage Journal Reports or Correspondence	Destroy	7
	Notice of Change of Land Titles	Destroy	12 S/O
	Tax Certificates and Search Request Letters	Destroy	2
	Tax Journal	Destroy	7
	Tax Notices	Archive	Permanent
	Tax Recovery Records	Destroy	7
	Tax Rolls	Archive	Permanent
	Tax Sale Deeds	Destroy	Permanent
	Taxes Arrears	Destroy	7

BYLAW 1675
SCHEDULE "B"
DISPOSED RECORDS INDEX

Date	Records Discription (Records Type, Date/Year, Obsolute/Supperceded,	Final Disposition (Shred or Archived (Transfer to))	CAO Approval	Attestor Signature	Witness Signature

REQUEST FOR DECISION

Meeting: September 23, 2019
Agenda Item: 3

BYLAW 1676 – RECYCLING MATERIALS MANAGEMENT

DESCRIPTION / BACKGROUND:

Curbside recycling services started in Town 2012, and since 2014 the rates have been $6.56/month for both residential and non-residential customers, regardless of volumes. Residential customers received curbside collection, with recyclable materials being required to be bagged in, at least in recent years, unrecyclable bags. Non-residential customers are billed the same rates, however didn't receive the same services as they didn't receive collection services but were required to take their recyclables to the Town's recycling centre. Due to lack of capacity, dangers of handling certain recyclables by hand (i.e. glass), and acceptance from contracted recycling processor, the Town currently accepts only 4 types of recyclables; paper, cardboard, tin and rigid plastics.

For a number of years the Town had a contract with Capital Paper for processing and sale/disposal of recyclable materials. Our contract with Capital Paper was coming up for renewal in June of 2018. In preparation for this contract renewal the Town put the services out to Tender to ensure they were receiving the best service for the best price that was available to them. On May 14, 2018 Council made a motion to accept a new contract with a new recyclable materials processor; Cascades Recovery.

At that time the Town maintained their current recycling program, however Cascades presented an option for a single stream recycling collection program. A single stream recycling collection program is where all recyclable materials all are combined together, with no requirement for sorting by the customer or the Town, and these recyclable materials are delivered to Cascades Recovery's automated sorting facility in Calgary. Council referred this option to future budget discussions.

During the 2019 budget discussions Council discussed the option of a blue bin curb side recycling program. This was considered in large part due to the ability to be able to accept and recycle a larger variety of recyclable materials, as well as to assist business with collection, as currently non-residential customers are required to deliver their recyclables to the Town's recycling center. During budget discussion Council directed Administration to investigate this option further by putting out a tender for collection services, as the Town does not have the equipment or the man hours to operate this collection program themselves without significant upfront investment.

As a result of that tender process, on June 10, 2019 Council awarded the contract for blue bin curb side collection services to Environmental 360 Solutions. This program was scheduled to start on October 1, 2019 however due to delays the program has been postponed one month to start on November 1, 2019, with the first collection day scheduled on Tuesday November the 5th.

In connection with this new program a new Recycling Materials Management Bylaw is required to set out the process, regulations, and fees related to this new program. There is also a new policy related to what recyclable materials are accepted.

DISCUSSION:

This new recycling program provides enhanced service level to residential and non-residential customers of a greater variety of recyclables accepted, no longer requiring customers to purchase and use clear non-recyclable bags to contain their recyclables, and no longer having to worry about recyclables blowing away, being rained on, etc. Non-residential customers now also get pickup service, no longer requiring them to

deliver their own recyclables to the Town's Recycling Centre, and with an easy single stream program there is no longer the need to sort recyclables.

Recycling fees haven't changed in the Town in over half a decade (since Jan 2014) and though this new program will result in fairly significant percentage increases, the rates are still very reasonable and less than many other communities.

A comparison of rates with some other communities in Alberta that have a blue bin curbside program is included here. Some communities don't break out recycling from other solid waste so the totals for all solid waste collection services are shown.

	Garbage	Recycling	Compost	Total
Claresholm (proposed)	$12.50	$10.30		$23.80
Okotoks				$22.13
Coaldale				$29.50
Lethbridge				$25.99
Nanton	$15.00	$13.00		$28.00
Airdrie				$26.40
Calgary	$6.85	$8.80	$8.65	$24.30
Medicine Hat				$38.38
Ponoka	$19.52	$6.48		$26.00

Administration is also preparing Policy 5.4.10 – Recyclable Materials which will be presented to Council prior to implementation of the new recycling program.

RECOMMENDED ACTION:

The Facility and Infrastructure Planning Committee reviewed the proposed bylaw and rate structure at its meeting held September 9, 2019 and recommended Council consider first reading of Bylaw #1676.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give first reading to Bylaw #1676, Recycling Materials Management Bylaw.

ATTACHMENTS:
1.) Draft Bylaw 1676 – Recyclable Materials Management Bylaw

APPLICABLE LEGISLATION:
1.) MGA Part 3 Division 3 – Public Utilities

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

APPROVED BY: Marian Carlson, CLGM – CAO DATE: September 18, 2019

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1676

A Bylaw of the Town of Claresholm to outline the provision of Recyclable Materials Management.

WHEREAS pursuant to the *Municipal Government Act,* being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, a Council may pass bylaws for municipal purposes respecting the safety, health and welfare of the people, and the protection of people and Premises, nuisances, services provided by or on behalf of the municipality;

AND WHEREAS the *Municipal Government Act,* also provides that a council may pass bylaws to establish a system for the collection, removal and disposal of Recyclable Materials;

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

SECTION 1 TITLE

1.1 This Bylaw may be cited as the **"RECYCLABLE MATERIALS MANAGEMENT BYLAW."**

SECTION 2 DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

a) **"Account"** means an agreement between the applicant and the Town of Claresholm for the provision of Utilities.
b) **"CAO"** means the Chief Administrative Officer of the Town of Claresholm.
c) **"Collection Day"** means the day which is scheduled by the Director for municipal collection of recyclable materials.
d) **"Collector"** means a person or persons who collect recyclable materials within the Town for and on behalf of the Town.
e) **"Curb"** means the actual curb, if there be one, and if there is no curb in existence, shall mean the division of roadway between that part intended for the use of vehicles and that part intended for use by pedestrians.
f) **"Customer"** means any person, corporation or organization that has entered into a contract with the Town for utility provision at a particular premise, or who is the owner or occupant of any premises connected to or provided with a utility.
g) **"Enforcement Officer"** means a Community Peace Officer, a Bylaw Enforcement Officer, a Municipal Enforcement Officer or a member of the Royal Canadian Mounted Police (RCMP). For the purposes of this Bylaw, the Director of Infrastructure is also considered an Enforcement Officer.
h) **"Occupant"** means a person or corporation in actual possession of any premises either as an owner or tenant. For billing purposes further defined as a person contracting with the Town for the domestic supply of utilities to any premises.
i) **"Premises"** means any land, building, supplied with utilities by the Town.
j) **"Recyclable Materials"** means those items deemed to be recyclable as per Town Policy.
k) **"Recyclable Materials Receptacle"** means 95 gallon blue collection totes or 6 yard bins provided by the Town for the collection of recyclable materials.
l) **"Shared Receptacle Service"** means recyclable collection services provided to a specific multi-premise site in Town in which several premises share a bin for recyclable materials collection.
m) **"Street"** means a public thoroughfare within the Town and includes, where the context so allows, the sidewalk and borders of the street and all parts appearing in the Land Titles Office as set aside for a public thoroughfare; when used in distinction, it means the public thoroughfare on which the premises in question front.
n) **"Director"** means the Director of Infrastructure, appointed to oversee the sanitation department and/or their duly authorized delegated, agent or representative.
o) **"Town"** means the corporation of the Town of Claresholm, or the area contained within the boundaries thereof, as the context requires.

SECTION 3 GENERAL

3.1 Authority of the Town

Except as otherwise provided in this bylaw, the Town shall provide for the public collection and removal of recyclable materials within the limits of the Town and shall supervise the

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facilities and equipment necessary or desirable for the management of recyclable materials collected or disposed of by the Town.

3.2 Authority of the Director

The Director shall:

a) Supervise the contractor hired to collect, remove and dispose of recyclable materials;
b) Supervise the days and times that collection shall be undertaken in different portions of the Town;
c) Outline the quantities and classes of recyclable materials to be removed from any premises or accepted by the Town for disposal;
d) May specify availability of recyclable materials collection for commercial pick-up;
e) Carry out any inspections required to determine compliance with this bylaw;
f) Take any steps or carry out any actions required to enforce this bylaw;
g) Take any steps to carry out any actions required to remedy a contravention of this bylaw.

3.3 Recyclable Materials Receptacles

Every customer within the Town of Claresholm shall receive or shall have use of a recyclable materials receptacle in accordance with the following:

a) Every residential customer with the exception of those in apartment buildings will receive a 95 gallon blue collection tote.
b) Each apartment building will receive a 6 yard bin for shared receptacle service for the apartment building.
c) Each non-residential customer will receive either a 95 gallon blue tote or will have access to a 6 yard bin within close proximity for shared receptacle service depending on customer preference and/or the Director of Infrastructures discretion based on space and convenience for placing a shared bin or curbside tote collection.
d) High use non-residential customers will have the choice, or on the discretion of the Director of Infrastructure based on use and volumes of recyclable materials the requirement, to have their own, or multiple, 6 yard bin recyclable material receptacles.
e) Each 95 gallon blue tote will have a serial number and be assigned to a specific customer to track which bin belongs to whom. The loss or damage of a tote due to neglect, misuse, or other cause not of the fault of the Town or its contractors will be replaced and billed to the customer as per prices on Schedule "A". If at the fault of the Town or the Town's contractor the replacement cost will not be billed to the Customer.

3.4 Preparation of Recyclable Materials for Collection

No person shall set out recyclable materials for collection without ensuring that the recyclable materials have been prepared for collection in accordance with the following:

a) Any recyclable material that is to be collected must be:
    i. acceptable by the Town as per Section 2.1(j);
    ii. contained within the recyclable materials receptacle
b) No person shall place recyclable materials elsewhere than in the recyclable materials receptacle.
c) No person shall place recyclable materials for pickup without the permission of the owner or occupant of the premise.
d) The Director or their designate reserves the right to withhold collection of recyclable materials where the recyclable materials do not meet the necessary requirements.

3.5 Location of Recyclable Materials

a) No person who receives recyclable materials collection shall set out recyclable materials at locations that are: unsafe, obstructed, blocked by snow or ice, poorly maintained and uneven, or that prevent recyclable materials collectors from collecting in a safe and efficient manner in the opinion of the Director or their designate.
b) The occupant of residential premises shall place recyclable materials for collection in such a way that collectors shall have access without entering into private property.
c) Recyclable materials receptacles will be set out for automated collection next to the curb on the front street, or where there is no curb at the transition from street to boulevard or yard.
d) Except where in the opinion of the Director, it is impractical to store waste recyclable materials outside of a building, no collector shall make a collection of recyclable materials from inside any building.
e) The Town shall collect recyclable materials from only one pick-up point from each premise, except where the Director has designated any other pick-up point they consider necessary.

3.6 Collection Schedules

a) The Collector shall collect recyclable materials from each residential and commercial premises once a week, or when it is deemed necessary to collect;

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b) Recyclable materials shall not be set out for collection prior to 7:00 PM the evening of the day prior to the collection day, and must be placed at collection points no later than 7:00 AM on the scheduled collection day.

3.7 Other Provisions

a) It shall be unlawful for any person to dump recyclable materials anywhere within the limits of the Town of Claresholm.
b) No person, other than the occupant of the premise, shall pick over, remove, disturb, or otherwise interfere with any recyclable materials that have been set out for municipal purposes.
c) No person shall place residential or commercial recyclable materials in a public litter container.
d) The Town reserves the right to withhold collection of improperly prepared recyclable materials, prohibited recyclable materials, excessive quantities of recyclable materials, or recyclable materials located at unsafe or non-compliant set-out locations.

3.8 Charges for Collection of Recyclable Materials

Charges for recyclable materials removal by the Town and recycling infrastructure costs are stipulated in Schedule "A". Each customer will be charged for recyclable materials removal service even if unutilized, regardless of whether the recyclable materials receptacle is refused, returned, or unused.

3.9 Contravention

Any person who contravenes a provision of this bylaw is guilty of an offense and is liable of a fine not exceeding one thousand dollars ($1,000.00) and not less than one-hundred dollars ($100.00).

3.10 Violation Tickets and Penalties

a) Where a Bylaw Enforcement Officer and/or the Director believes on reasonable and probable grounds that a person has contravened any provision of this bylaw, he may serve upon such person a violation tag provided by this section:
    i. Either personally on the premises or by leaving it for the occupant at their residence with a person on the premises who appears to be at least eighteen (18) years of age or by registered mail, and such service shall be adequate for the purpose of this bylaw.
    ii. A violation tag shall be in such form as determined by the Town of Claresholm and shall state the section of the bylaw which was contravened and the amount which is provided, that will be accepted by the Town in lieu of prosecution.
    iii. Upon production of violation tag issued pursuant to this section within fourteen (14) days from the issue thereof together with the payment to the Town of Claresholm of the fee as provided, the person to whom the tag was issued shall not be liable for prosecution for the contravention in respect of which the tag was issued.
    iv. Notwithstanding the provision of this section, a person to whom a tag has been issued pursuant to this section may exercise his right to defend any charge committing a contravention of the provisions of this bylaw.
b) The specified penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule "B" in respect of that provision.
c) The minimum penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule "B" in respect of that provision.
d) Notwithstanding Section 3.10:
    i. where any person contravenes the same provision of this bylaw twice within one eighteen (18) month period, the specified penalty payable in respect of the second contravention is double the amount shown in respect of that provision; and
    ii. where any person contravenes the same provision of this bylaw three or more times within one eighteen (18) month period, the specified penalty payable in respect of the third or subsequent contravention is triple the amount shown in Schedule "B" in respect of that provision.

3.11 Compliance with Other Legislation

No section of this bylaw relieves a person from complying with any federal or provincial law or regulation other bylaw or any requirements of any lawful permit, order, consent or other direction.

3.12 Validity of Bylaw

Every provision of this bylaw is independent of all other provisions, if any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

DRAFT

SECTION 4 REPEALED

4.1 Bylaw #1575, the "Recycling Materials Management Bylaw" and any amendments, are hereby repealed.

SECTION 5 PASSAGE OF BYLAW

5.1 This Bylaw shall come into effect November 1, 2019.

Read a first time in Council this day of 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time in Council and finally passed in Council this day of 2019 A.D.

Doug MacPherson, Mayor	**Marian Carlson, CAO**

DRAFT

SCHEDULE "A"

Fees

NON RESIDENTIAL SERVICES (Bi-Weekly Collection)	**Nov 1, 2019**	**Nov 1, 2020**	**Nov 1, 2021**	**Nov 1, 2022**	**Nov 1, 2022**
Per 95 Gallon Tote	10.30/month	10.56/month	10.82/month	11.09/month	11.37/month
Shared Receptacle Service (per user)	10.30/month	10.56/month	10.82/month	11.09/month	11.37/month
Per 6 Yard Bin	50.00/month	51.25/month	52.53/month	53.84/month	55.19/month
Additional Collection (beyond regular bi-weekly collection)	45.00/dump	46.13/dump	47.28/dump	48.46/dump	49.67/dump
RESIDENTIAL SERVICES (Bi-Weekly Collection)					
Residential Dwellings	10.30/month	10.56/month	10.82/month	11.09/month	11.37/month
95 GALLON BLUE TOTE REPLACEMENT					
Additional charge for replacement of tote	110.00	112.75	115.50	118.50	121.40

DRAFT

SCHEDULE “B”

Penalties

Section	Description	Fine
3.4	**Improper preparation of recyclable materials**	**$150**
	All other sections	**$100**

DRAFT

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1677

A Bylaw of the Town of Claresholm to amend Bylaw 1526, the Property Taxation Exemption for Community Organizations Bylaw.

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 the Property Taxation Exemption for Community Organizations Bylaw #1526; and

WHEREAS Council deems it necessary to amend the existing Bylaw #1526;

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. The Town of Claresholm Property Taxation Exemption for Community Organizations Bylaw #1526 shall be amended as follows:

   a) **SCHEDULE "A"** be updated to Alberta Regulation 281/1998 with amendments up to and including Alberta Regulation 56/2019 – "Community Organization Property Tax Exemption Regulation" (attached).

   b) **SCHEDULE "B"** be updated to form LGS1316 (2010/08) – "Application for Property Tax Exemption: Non Profit Organization" (attached)

   c) **SCHEDULE "C"** be removed.

2. This bylaw comes into full force and effect upon third and final reading.

3. Bylaw #1526 is hereby amended.

Read a first time in Council this **9th** day of **September** 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time in Council and finally passed in Council this day of 2019 A.D.

Doug MacPherson, Mayor **Marian Carlson, CAO**

Schedule "A"

Province of Alberta

MUNICIPAL GOVERNMENT ACT

COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION

Alberta Regulation 281/1998

With amendments up to and including Alberta Regulation 56/2019

Current as of June 18, 2019

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(Consolidated up to 56/2019)

ALBERTA REGULATION 281/98

Municipal Government Act

COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION

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Interpretation

1(1) In this Regulation,

(a) "Act" means the *Municipal Government Act*;

(b) "charitable or benevolent purpose" means the relief of poverty, the advancement of education, the advancement of religion or any other purpose beneficial to the community;

(c) "general public" means pertaining to the general community, rather than a group with limited membership or a group of business associates;

(d) "professional sports franchise" means a professional sports franchise operating in the National Hockey League, the Canadian Football League, the National Professional Soccer League or the Pacific Coast League;

(d.1) "subsidized accommodation" means

(i) rental accommodation where the Government of Alberta sets the rent at a maximum amount, sets the rent at a percentage of household income or provides the facility with ongoing operating funds,

(ii) rent to own units where the Government of Alberta sets the rent at a percentage of income or sets the rent at a maximum amount, and

(iii) accommodation where the Government of Alberta sets the mortgage payments as a percentage of income;

(e) "taxation" means taxation under Division 2 of Part 10 of the Act.

(2) For the purposes of the Act and this Regulation, "community association" means an organization where membership is voluntary, but restricted to residents of a specific area, and that is formed for the purpose of

(a) enhancing the quality of life for residents of the area or enhancing the programs, public facilities or services provided to the residents of the area, or

(b) providing non-profit sporting, educational, social, recreational or other activities to the residents of the area.

(3) The definitions in sections 1 and 284 of the Act apply to this Regulation.

AR 281/98 s1;182/2008

Part 1
General Rules

Application

2 This Regulation applies to taxation in 1999 and later years.

Part of a property

3 An exemption under section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation applies only to the part of a property that qualifies for the exemption.

Primary use of property

4(1) Property is not exempt from taxation under section 362(1)(n)(iii), (iv) or (v) of the Act or Part 3 of this Regulation unless the property is primarily used for the purpose or use described in those provisions.

(2) For the purposes of this Regulation, a property is primarily used for a purpose or use if the property is used for the specified purpose or use at least 60% of the time that the property is in use.

Holding property

5 When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association for the property to be exempt from taxation, the property is not exempt unless

(a) the organization, society or association is the owner of the property and the property is not subject to a lease, licence or permit, or

(b) the organization, society or association holds the property under a lease, licence or permit.

Non-profit organization

6 When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization, community association or residents association as defined in section 13 for the property to be exempt from taxation, the property is not exempt unless

(a) the organization or association is a society incorporated under the *Societies Act*, or

(b) the organization or association is

(i) a corporation incorporated in any jurisdiction, or

(ii) any other entity established under a federal law or law of Alberta

that is prohibited, by the laws of the jurisdiction governing its formation or establishment, from distributing income or property to its shareholders or members during its existence.

AR 281/98 s6;204/2011

Meaning of restricted

7(1) In this Regulation, a reference to the use of property being restricted means, subject to subsections (2) and (3), that individuals are restricted from using the property on any basis, including a restriction based on

(a) race, culture, ethnic origin or religious belief,

(b) the ownership of property,

(c) the requirement to pay fees of any kind, other than minor entrance or service fees, or

(d) the requirement to become a member of an organization.

(2) The requirement to become a member of an organization does not make the use of the property restricted so long as

(a) membership in the organization is not restricted on any basis, other than the requirement to fill out an application and pay a minor membership fee, and

(b) membership occurs within a short period of time after any application or minor fee requirement is satisfied.

(3) Not permitting an individual to use a property for safety or liability reasons or because the individual's use of the property

would contravene a law does not make the use of the property restricted.

Gaming and liquor licences

8(1) For the purposes of section 365(2) of the Act, property described in section 362(1)(n) of the Act and Part 3 of this Regulation in respect of which a bingo licence, casino licence, pull ticket licence, Class C liquor licence or a special event licence is issued under the *Gaming, Liquor and Cannabis Regulation* (AR 143/96) is exempt from taxation if the requirements of section 362(1)(n) and this Regulation in respect of the property are met.

(2) Despite subsection (1), property in respect of which a bingo facility licence or casino facility licence is issued is not exempt from taxation.

AR 281/1998 s8;56/2019

Part 2
Qualifications for Exemptions Under Section 362(1)(n)(ii) to (v)

Exemption under section 362(1)(n)(ii) of the Act

9(1) The following property is not exempt from taxation under section 362(1)(n)(ii) of the Act:

(a) property to the extent that it is used in the operation of a professional sports franchise;

(b) property that is used solely for community games, sports, athletics or recreation if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older.

(2) Property is not exempt from taxation under section 362(1)(n)(ii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

Exemption under section 362(1)(n)(iii) of the Act

10(1) Property referred to in section 362(1)(n)(iii) of the Act is not exempt from taxation unless

(a) the charitable or benevolent purpose for which the property is primarily used is a purpose that benefits the general public in the municipality in which the property is located, and

(b) the resources of the non-profit organization that holds the property are devoted chiefly to the charitable or benevolent purpose for which the property is used.

(2) Property is not exempt from taxation under section 362(1)(n)(iii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.

AR 281/98 s10;182/2008

Exemption under section 362(1)(n)(iv) of the Act

11 Property referred to in section 362(1)(n)(iv) of the Act is not exempt from taxation unless the accommodation provided to senior citizens is subsidized accommodation.

AR 281/98 s11;182/2008

Exemption under section 362(1)(n)(v) of the Act

12(1) The following property is not exempt from taxation under section 362(1)(n)(v) of the Act:

(a) property to the extent that it is used in the operation of a professional sports franchise;

(b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older;

(c) property in Calgary or Edmonton that is held by and used in connection with a community association if the association is not a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues.

(1.1) Notwithstanding subsection (1)(c), property held by a community association referred to in that provision is exempt from taxation under section 362(1)(n)(v) of the Act where that community association was a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues on January 1, 1999 but cancelled its membership after that date.

(1.2) Subsection (1.1) applies with respect to 2004 and subsequent years.

(2) Property is not exempt from taxation under section 362(1)(n)(v) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 281/98 s12;283/2003

Part 3
Other Property Exempt Under Section 362(1)(n)

Definitions

13 In this Part,

(a) "arts" means theatre, literature, music, painting, sculpture or graphic arts and includes any other similar creative or interpretive activity;

(b) "chamber of commerce" means a chamber of commerce that is a non-profit organization and is a member of the Alberta Chamber of Commerce;

(c) "ethno-cultural association" means an organization formed for the purpose of serving the interests of a community defined in terms of the racial, cultural, ethnic, national or linguistic origins or interests of its members;

(d) "linguistic organization" means an organization formed for the purpose of promoting the use of English or French in Alberta;

(e) "museum" means a facility that is established for the purpose of conserving, studying, interpreting, assembling and exhibiting, for the instruction and enjoyment of the general public, art, objects or specimens of educational and cultural value or historical, technological, anthropological, scientific or philosophical inventions, instruments, models or designs;

(e.1) "residents association" means a non-profit organization that requires membership for residential property owners in a specific development area, that secures its membership fees by a caveat or encumbrance on each residential property title and that is established for the purpose of

(i) managing and maintaining the common property, facilities and amenities of the development area for the benefit of the residents of the development area,

(ii) enhancing the quality of life for residents of the development area or enhancing the programs, public facilities or services provided to the residents of the development area, or

(iii) providing non-profit sporting, educational, social, recreational or other activities to the residents of the development area;

(f) "retail commercial area" means property used to sell food, beverages, merchandise or services;

(g) "sheltered workshop" means a facility designed to provide an occupation for and to promote the adjustment and rehabilitation of persons who would otherwise have difficulty obtaining employment because of physical, mental or developmental disabilities;

(h) "thrift shop" means a retail outlet operated for a charitable or benevolent purpose that sells donated clothing, appliances, furniture, household items and other items of value at a nominal cost to people in need.

AR 281/98 s13;283/2003;204/2011

Exemption for other property

14 This Part describes property that is exempt from taxation under section 362(1)(n) of the Act that is not exempt under section 362(1)(n)(i) to (v) of the Act.

Property of residents association

14.1(1) Property that is owned and held by and used in connection with a residents association is exempt from taxation.

(2) Despite subsection (1), the following property owned and held by and used in connection with a residents association is not exempt from taxation under section 362(1)(n) of the Act:

(a) property to the extent that it is used in the operation of a professional sports franchise;

(b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older;

(c) property if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2)(c), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 204/2011 s4

Day cares, museums and other facilities

15 A non-profit organization that holds property on which any of the following facilities are operated may apply to the municipality within whose area the property is located for an exemption from taxation:

(a) a facility used for sports or recreation to the extent that the facility is not used in the operation of a professional sports franchise;

(b) a facility used for fairs or exhibitions, including agricultural exhibitions;

(c) a facility used for the arts or a museum;

(d) a program premises as defined in the *Child Care Licensing Regulation* (AR 143/2008);

(e) a facility used by a linguistic organization if

(i) the use of the property by the general public is actively encouraged, and

(ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;

(f) a facility used by an ethno-cultural association for sports, recreation or education or for charitable or other benevolent purposes if

(i) the use of the property by the general public is actively encouraged, and

(ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;

(g) a facility in a municipality operated and used by an organization for a charitable or benevolent purpose where

the majority of the organization's beneficiaries do not reside in the municipality;

(h) a facility used as a thrift shop;

(i) a facility used as a sheltered workshop;

(j) a facility operated and used by a chamber of commerce;

(k) a facility used for a charitable or benevolent purpose that is for the benefit of the general public if

(i) the charitable or benevolent purpose for which the facility is primarily used is a purpose that benefits the general public in the municipality in which the facility is located, and

(ii) the resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used.

AR 281/98 s15;283/2003;182/2008;77/2010

Conditions for exemption

16(1) A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

(a) the non-profit organization makes an application for an exemption to the municipality by September 30 of the year preceding the taxation year and supplies the municipality with the following by November 30 of the year preceding the taxation year:

(i) any information the municipality requires to determine if the organization meets the conditions for the exemption, and

(ii) a description of any retail commercial areas in the facility,

(b) the facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,

(c) the funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees,

(d) the property is not disqualified by virtue of subsection (2) or (3), and

(e) the requirements of subsections (4) and (5), if applicable, are met.

(2) Property referred to in section 15(a), (b), (c), (e), (f), (j) or (k) is not exempt from taxation if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.

(3) Property referred to in section 15(d) or (g) to (i) is not exempt from taxation if an individual is not permitted to use the property because of the individual's race, culture, ethnic origin or religious belief.

(4) Before granting an exemption under this section in respect of a property that is held by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that

(a) the organization will provide the municipality with a report by a time and in a manner specified in the agreement that sets out the information the municipality requires to determine if the organization met the conditions for the exemption during the taxation year, and

(b) if the organization does not comply with the provisions referred to in clause (a), the organization will pay the municipality an amount equivalent to the property taxes that would be payable in respect of the property for the taxation year if the property was not exempt.

(5) Before granting an exemption under this section in respect of a property that is owned by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that

(a) no disposition of the property may be made without the approval of the municipality, and

(b) if the organization is being wound-up and dissolved, the organization must, if required by the municipality, transfer the property to the municipality.

(6) If a municipality grants an exemption to a non-profit organization and later determines that the organization did not meet the conditions that applied to the organization for the exemption for all or part of the taxation year, the municipality may in the taxation year cancel the exemption for all or part of the taxation year, as the case may be, and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

AR 281/98 s16;4/2010;77/2010

Waiver of application requirement

17(1) If a municipality has granted a non-profit organization an exemption from taxation under section 16 in respect of a property, the municipality may grant the non-profit organization an exemption from taxation in the following taxation year under section 16 in respect of the property without requiring the organization to apply for the exemption.

(2) A municipality that has waived an application requirement under subsection (1) in respect of a property for a taxation year may

(a) require the non-profit organization that holds the property to provide any information that the organization may be required to provide if it was applying for an exemption, and

(b) if the non-profit organization does not provide the information, cancel in that taxation year the exemption for all or part of that taxation year and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

(3) A municipality may not waive the application requirement under subsection (1) in respect of a property for more than 3 consecutive taxation years.

Retail commercial areas

18(1) In this section, "exempt facility" means a facility or part of a facility

(a) that is held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association and that is exempt from taxation under section 362(1)(n)(i) to (v) of the Act or section 16 of this Regulation, or

(b) that is owned and held by a residents association and that is exempt from taxation under section 362(1)(n) of the Act.

(2) A retail commercial area that is located within an exempt facility is exempt from taxation if

(a) the non-profit organization, society as defined in the *Agricultural Societies Act,* community association or residents association that holds the exempt facility also holds and operates the retail commercial area, and

(b) the net income from the retail commercial area is used

(i) to pay all or part of the operational or capital costs of the exempt facility, or

(ii) to pay all or part of the operational or capital costs of any other facility that is held by the non-profit organization, society, community association or residents association and that is exempt from taxation under section 362(1)(n) of the Act or section 16 of this Regulation.

AR 281/98 s18;204/2011

Part 4 Repealed AR 283/2003 s5.

Part 5
Repeal and Review

Repeal

22(1) The *Community Organization 1998 Property Tax Exemption Regulation* (AR 289/97) is repealed.

(2) Repealed AR 182/2008 s6.

AR 281/98 s22;182/2008

Expiry

23 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on December 31, 2023.

AR 281/98 s23;283/2003;182/2008;4/2010;9/2015; 257/2017;220/2018

SCHEDULE "B"

Application for Property Tax Exemption
Non Profit Organization

Application deadline September 30th of the year preceding the taxation year

FOR OFFICE USE ONLY								
Property Roll Identifier						Taxation Year	Date	
Legal Description	*Lot*	*Block*	*Plan*	*Part*	*Sec.*	*Township*	*Range*	*Mer.*
Municipal Property Address								
Total Assessment		Land Assessment				Building Assessment		

PART 1 – PROPERTY INFORMATION (*Required by November 30th of the year preceding the taxation year)*

Name of property owner	Telephone Number (Bus)	Telephone Number (Res)
Address of property owner	Postal Code	Fax Number
Address of property for which exemption is requested		
Portion/Area of the property held by the organization ☐ All ☐ Part Area Occupied is:		
Is there an agreement in place that confirms the portion of the property held by the organization? ☐ Yes If yes, provide expiry date _____ *(mm / dd / yyyy)* ☐ No		Date organization took occupancy *(mm / dd / yyyy)*

PART 2 – ORGANIZATION INFORMATION

Name of organization operating the facility	Telephone Number (Bus)	Fax Number
Act under which organization is registered as a non-profit organization	Registration Number	

Organization's objectives/purposes

1.

2.

3.

4.

5.

a) Are the resources of this organization devoted to the above objectives/purposes? ☐ Yes ☐ No If No, attach explanation

b) Are there any monetary gains or benefits received by the organization as a result of its provision of services? ☐ Yes If Yes, attach explanation ☐ No

c) Does your organization expect to move from this property during the following year(s)? ☐ Yes If Yes, attach explanation ☐ No

d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages? ☐ Yes If Yes, attach explanation ☐ No

e) Are the organization's services similar to any other organization and /or business? ☐ Yes If Yes, attach a sheet providing the organization/business name(s) ☐ No

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to _____.
(Municipality Contact Information)

PART 3 – RETAIL COMMERCIAL OR LICENSED AREA

Does the organization have a retail commercial area at this location? ☐ Yes ☐ No

If yes, do you operate this area? ☐ Yes ☐ No

What goods or services are sold at the retail commercial area?

For what purpose is the net income from the retail commercial area used?

Has an area within the facility been issued a gaming/liquor license? ☐ Yes If yes, enclose copy ☐ No	Class	Area (Sq.Ft)

PART 4 – PROPERTY USE INFORMATION specific to a non profit organization

What facilities are on the property?

1.
2.
3.
4.

What times are they accessible to the general public?	What are the membership requirements including fees?
Describe the purpose for which the facility is used.	Describe the typical beneficiary and where they reside.

Are there any restrictions in place preventing anyone from using the facility? ☐ Yes ☐ No

If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members? ☐ General Public ☐ Members

PART 5 – CONTACT INFORMATION

Contact Name	Position with Organization	Telephone Number (Bus)	Telephone Number (Res)
Mailing Address for non profit organization		Postal Code	Fax Number
President of Organization	Telephone Number (Bus)	Telephone Number (Res)	Fax Number
Treasurer of Organization	Telephone Number (Bus)	Telephone Number (Res)	Fax Number

PART 6 – REQUIRED INFORMATION – *please ensure the following are submitted as attachments*

1) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
2) Copies of:
   - The organizations most current financial statements,
   - Certificate of Title (if applicable),
   - The current lease agreement with the property owner (if applicable),
   - A plan showing the area leased.
3) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
4) Any available brochures, newsletters or other pertinent information relative to the organization.
5) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Name (Please Print)	Date	Position	Signature

REQUEST FOR DECISION

Meeting: September 23, 2019
Agenda Item: 5

BYLAW No.1678 – CEMETERY AMENDMENT BYLAW

DESCRIPTION:

The Town's previous Columbarium has been completely sold and a new Columbarium has been purchased and installed. Due to it becoming less common for inscriptions to be done directly on the Niche "door" and therefore more difficult to get it done, with the new Columbarium we have moved to using Bronze Plaques rather than inscriptions. The new Columbarium is already pre-drilled to install bronze plaques onto the columbarium niche "doors".

These bronze plaques are not customizable as inscriptions were, with only a couple different options of design and limitations on characters etc. on the plaque. The plaques however provide a more uniform look to the Columbarium and they are cheaper, with inscriptions usually being a minimum charge of $500.

Amendments to the Bylaw include a requirement for bronze plaques purchased by the Town through Nelson Granite (purchased either through the Town of the local Funeral Home), prohibiting inscriptions in the stone as well as schedule "A" setting prices for the plaques.

RECOMMENDED ACTION:

The Administrative Services Committee reviewed the Bylaw at their meeting held September 16th and recommends Council give Bylaw #1678 first reading.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1678, Cemetery Amendment Bylaw, 1st Reading.

ATTACHMENTS:

1. Bylaw No. 1678 Cemetery Amendment Bylaw

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

APPROVED BY: Marian Carlson, CLGM - CAO DATE: September 18, 2019

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1678

A Bylaw of the Town of Claresholm to amend Bylaw 1650, the Cemetery Bylaw.

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 the Cemetery Bylaw, Bylaw #1650; and

WHEREAS Council deems it necessary to amend the existing Bylaw #1650;

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. The Town of Claresholm Cemetery Bylaw #1650 shall be amended as follows:

a) add clause:

10.16.1 Bronze plaques must be purchased from the Town for marking all niches on the "new" Columbarium. Inscription directly on the "new" Columbarium will not be permitted. All fees relating to the Columbarium will be in accordance with Schedule "A" of this bylaw.

b) **SCHEDULE "A"** updated as attached.

2. This bylaw comes into full force and effect upon third and final reading.

3. Bylaw #1650 is hereby amended.

Read a first time in Council this day of 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time in Council and finally passed in Council this day of 2019 A.D.

Doug MacPherson, Mayor **Marian Carlson, CAO**

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BYLAW# 1678

SCHEDULE "A"

Burial Rights:	
Burial plot & permit fee	500.00 + GST
Cremation plot & permit fee (one open & close)	200.00 + GST
Columbarium:	
Columbarium Niche	950.00 + GST
Bronze Plaque with year of birth & death	450.00 + GST
Bronze Plaque with full date of birth and death	500.00 + GST
To add year of death to plaque	50.00 + GST
To add date of death to plaque	75.00 + GST
Services:	
Open & close for interment – April 1 to October 31	300.00 + GST
Open & Close for Interment – November 1 to March 31	450.00 + GST
Open & close for cremation (18” x 18” x 24” deep) Apr 1 to Oct 31	125.00 + GST
Open & close for cremation (18” x 18” x 24” deep) Nov 1 to Mar 31	275.00 + GST
Cremation Vault Burial Open & close for cremation (24”x 24” x 30” deep) Apr 1 to Oct 31	200.00 + GST
Cremation Vault Burial Open & close for cremation (24”x 24” x 30” deep) Nov 1 to Mar 31	350.00 + GST
Late funeral surcharge (after 3:00 p.m. arrival)	150.00 + GST
Weekend/holiday surcharge	200.00 + GST
Disinterment with permanent concrete vault	Double the Open & Close fees
Disinterment without permanent outer box surcharge	Double the disinterment fee
Perpetual Care per burial site	300.00 + GST
• Grave, Infant and Cremation sites that were purchased prior to April 23, 1990 shall be charged the appropriate perpetual care rate at the time the grave site is utilized.	
Administration fee on cancellation	50.00

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REQUEST FOR DECISION

Meeting: September 23, 2019
Agenda Item: 6-13

BYLAW No.1679 - 1686 – COMMITTEE BYLAWS

DESCRIPTION:

During a review of the Town's Bylaws it was noted that some of the internal committees of Council did not have any bylaws to establish them or set out their authority and duties. The Municipal Government Act (MGA) states in section 145 that "...council may pass bylaws in relation to…the establishment and functions of council committees and other bodies." Though this wording could be confused to mean that bylaws are not needed for these committees, Municipal Affairs interprets this section to mean that Council doesn't have to have committees, but if they are going to have committees they are to be established by bylaw.

As such Administration has drafted bylaws to establish the following committees:

- Bylaw #1679 – Administrative Services Committee Bylaw
- Bylaw #1680 – Audit & Finance Committee Bylaw
- Bylaw #1681 – Emergency Services Committee Bylaw
- Bylaw #1682 – Facility and Infrastructure Planning Committee (FIPC) Bylaw
- Bylaw #1683 – Grievance Committee Bylaw
- Bylaw #1684 – Multi Use Community Building Committee Bylaw
- Bylaw #1685 – Recreation Facility Users Committee Bylaw
- Bylaw #1686 – Wage Negotiating Committee Bylaw

RECOMMENDED ACTION:

The Administrative Services Committee reviewed the Bylaws at their meeting held September 16th and recommends Council give Bylaws #1679 through #1686 first reading.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw #1679, Administrative Services Committee Bylaw, 1st Reading.

Moved by Councillor _____ to give Bylaw #1680, Audit & Finance Committee Bylaw, 1st Reading.

Moved by Councillor _____ to give Bylaw #1681, Emergency Services Committee Bylaw, 1st Reading.

Moved by Councillor _____ to give Bylaw #1682, Facility and Infrastructure Planning Committee (FIPC) Bylaw, 1st Reading.

Moved by Councillor _____ to give Bylaw #1683, Grievance Committee Bylaw, 1st Reading.

Moved by Councillor _____ to give Bylaw #1684, Multi Use Community Building Committee Bylaw, 1st Reading.

Moved by Councillor _____ to give Bylaw #1685, Recreation Facility Users Committee Bylaw, 1st Reading.

Moved by Councillor _____ to give Bylaw #1686, Wage Negotiating Committee Bylaw, 1st Reading.

ATTACHMENTS:

1. Bylaw #1679 – Administrative Services Committee Bylaw
2. Bylaw #1680 – Audit & Finance Committee Bylaw
3. Bylaw #1681 – Emergency Services Committee Bylaw
4. Bylaw #1682 – Facility and Infrastructure Planning Committee (FIPC) Bylaw
5. Bylaw #1683 – Grievance Committee Bylaw
6. Bylaw #1684 – Multi Use Community Building Committee Bylaw
7. Bylaw #1685 – Recreation Facility Users Committee Bylaw
8. Bylaw #1686 – Wage Negotiating Committee Bylaw

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

APPROVED BY: Marian Carlson, CLGM - CAO DATE: September 18, 2019

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1679

A Bylaw of the Town of Claresholm to establish an Administrative Services Committee and to define its powers, duties and responsibilities.

WHEREAS under the provisions of the *Municipal Government Act,* a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

AND WHEREAS the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Administrative Services Committee as hereinafter set forth;

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

SECTION 1 TITLE

1.1 This Bylaw may be cited as the **"ADMINISTRATIVE SERVICES COMMITTEE BYLAW."**

SECTION 2 DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:
a) **"Committee"** means the Administrative Services Committee, which is an advisory Committee to Council.
b) **"Council"** means the duly elected Town Council for the Town of Claresholm.

SECTION 3 ESTABLISHMENT

3.1 There is hereby established an Administrative Services Committee.

SECTION 4 COMMITTEE MEMBERSHIP

4.1 The Committee shall be appointed by Council and consist of the following:
a) Two (2) members of Council;

4.2 Appointments shall be for one (1) year.

4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

SECTION 5 CONDUCT OF BUSINESS

5.1 The Committee shall select from among themselves a Chairperson.

5.2 The Committee will meet as needed.

5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.

5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.

5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

SECTION 6 DUTIES OF THE COMMITTEE

6.1 In general terms, the Committee is charged with responsibility to review matters related to the administration of the Town of Claresholm and make recommendations to Council. More specifically, the Committee will:
a) Formulate policies for programs as required;
b) Assess and review policies and bylaws related to administration.

SECTION 7 SEVERABILITY PROVISION

7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if

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any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

SECTION 8 PASSAGE OF BYLAW

8.1 This Bylaw shall come into effect upon passage of Third and Final Reading.

Read a first time in Council this day of 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time and final time in Council this day of 2019 A.D.

Doug MacPherson, Mayor

Marian Carlson, CAO

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TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1680

A Bylaw of the Town of Claresholm to establish an Audit & Finance Committee and to define its powers, duties and responsibilities.

WHEREAS under the provisions of the *Municipal Government Act,* a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

AND WHEREAS the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Audit & Finance Committee as hereinafter set forth;

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

SECTION 1 TITLE

1.1 This Bylaw may be cited as the **"AUDIT & FINANCE COMMITTEE BYLAW."**

SECTION 2 DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:
- a) **"Committee"** means the Audit & Finance Committee, which is an advisory Committee to Council.
- b) **"Council"** means the duly elected Town Council for the Town of Claresholm.

SECTION 3 ESTABLISHMENT

3.1 There is hereby established an Audit & Finance Committee.

SECTION 4 COMMITTEE MEMBERSHIP

4.1 The Committee shall be appointed by Council and consist of the following:
- a) Minimum of three (3) members of Council

4.2 Appointments shall be for one (1) year.

4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

SECTION 5 CONDUCT OF BUSINESS

5.1 The Committee shall select from among themselves a Chairperson.

5.2 The Committee will meet as needed.

5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.

5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.

5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

SECTION 6 DUTIES OF THE COMMITTEE

6.1 In general terms, the Committee is charged with responsibility to review matters related to the finances of the Town of Claresholm and make recommendations to Council. More specifically, the Committee will:
- a) Formulate policies related to the financial affairs of the municipality as required;
- b) Assess and review policies and bylaws related to finances and the annual audit;
- c) Recommend appointment of the Auditor for the Town of Claresholm;
- d) Review and recommend to Council for approval, the annual audit report and annual financial statements;
- e) Analyse and prepare for recommendation the annual Operational budget.
- f) Analyse and prepare for recommendation the 3 year Operational plan.

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SECTION 7 SEVERABILITY PROVISION

7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

SECTION 8 PASSAGE OF BYLAW

8.1 This Bylaw shall come into effect upon passage of Third and Final Reading.

Read a first time in Council this day of 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time and final time in Council this day of 2019 A.D.

_____ _____

Doug MacPherson, Mayor Marian Carlson, CAO

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TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1681

A Bylaw of the Town of Claresholm to establish an Emergency Services Committee and to define its powers, duties and responsibilities.

WHEREAS under the provisions of the *Municipal Government Act,* a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

AND WHEREAS the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Emergency Services Committee as hereinafter set forth;

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

SECTION 1 TITLE

1.1 This Bylaw may be cited as the **"EMERGENCY SERVICES COMMITTEE BYLAW."**

SECTION 2 DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

a) **"Committee"** means the Emergency Services Committee, which is an advisory Committee to Council.
b) **"CAO"** means the Chief Administrative Officer for the Town of Claresholm.
c) **"Council"** means the duly elected Town Council for the Town of Claresholm.
d) **"RCMP"** means the Royal Canadian Mounted Police.

SECTION 3 ESTABLISHMENT

3.1 There is hereby established an Emergency Services Committee.

SECTION 4 COMMITTEE MEMBERSHIP

4.1 The Committee shall be appointed by Council and consist of the following:

a) Two (2) members of Council;
b) CAO;
c) Town of Claresholm Fire Chief;
d) One (1) member from the Claresholm Fire Department;
e) One (1) member from the Claresholm RCMP detachment;
f) Town of Claresholm Peace Officer;
g) Town of Claresholm Director of Infrastructure.

4.2 Appointments shall be for one (1) year.

4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

SECTION 5 CONDUCT OF BUSINESS

5.1 The Committee shall select from among themselves a Chairperson.

5.2 The Committee will meet quarterly.

5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.

5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.

5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

SECTION 6 DUTIES OF THE COMMITTEE

6.1 In general terms, the Committee is charged with responsibility to review matters related to emergency services within the Town of Claresholm and make recommendations to Council. More specifically, the Committee will:

a) Formulate policies related to emergency services as required;

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b) Assess and review policies and bylaws related to emergency services.

SECTION 7 SEVERABILITY PROVISION

7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

SECTION 8 PASSAGE OF BYLAW

8.1 This Bylaw shall come into effect upon passage of Third and Final Reading.

Read a first time in Council this day of 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time and final time in Council this day of 2019 A.D.

_____ _____

Doug MacPherson, Mayor Marian Carlson, CAO

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TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1682

A Bylaw of the Town of Claresholm to establish a Facility and Infrastructure Planning Committee and to define its powers, duties and responsibilities.

WHEREAS under the provisions of the *Municipal Government Act,* a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

AND WHEREAS the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Facility and Infrastructure Planning Committee as hereinafter set forth;

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

SECTION 1 TITLE

1.1 This Bylaw may be cited as the **"FACILITY AND INFRASTRUCTURE PLANNING COMMITTEE BYLAW."**

SECTION 2 DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

a) **"Committee"** means the Facility and Infrastructure Planning Committee, which is an advisory Committee to Council.

b) **"Council"** means the duly elected Town Council for the Town of Claresholm.

SECTION 3 ESTABLISHMENT

3.1 There is hereby established a Facility and Infrastructure Planning Committee.

SECTION 4 COMMITTEE MEMBERSHIP

4.1 The Committee shall be appointed by Council and consist of the following:

a) Minimum of three (3) members of Council;

b) One (1) member to represent the community at large.

4.2 Appointments shall be for one (1) year.

4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

SECTION 5 CONDUCT OF BUSINESS

5.1 The Committee shall select from among themselves a Chairperson.

5.2 The Committee will meet as needed.

5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.

5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.

5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

SECTION 6 DUTIES OF THE COMMITTEE

6.1 In general terms, the Committee is charged with responsibility to review matters related to the capital infrastructure of the Town of Claresholm and make recommendations to Council. More specifically, the Committee will:

a) Formulate policies related to the capital infrastructure of the municipality as required;

b) Assess and review policies and bylaws related to capital infrastructure;

c) Analyse and prepare for recommendation the annual Capital budget.

d) Analyse and prepare for recommendation the 5 year Capital plan.

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SECTION 7 SEVERABILITY PROVISION

7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

SECTION 8 PASSAGE OF BYLAW

8.1 This Bylaw shall come into effect upon passage of Third and Final Reading.

Read a first time in Council this day of 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time and final time in Council this day of 2019 A.D.

_____ _____

Doug MacPherson, Mayor Marian Carlson, CAO

DRAFT

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1683

A Bylaw of the Town of Claresholm to establish a Grievance Committee and to define its powers, duties and responsibilities.

WHEREAS under the provisions of the *Municipal Government Act,* a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

AND WHEREAS the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Grievance Committee as hereinafter set forth;

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

SECTION 1 TITLE

1.1 This Bylaw may be cited as the **"GRIEVANCE COMMITTEE BYLAW."**

SECTION 2 DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

a) **"Committee"** means the Grievance Committee, which is an advisory Committee to Council.
b) **"Council"** means the duly elected Town Council for the Town of Claresholm.
c) **"CUPE Local 3023"** means the Canadian Union of Public Employees Local 3023.

SECTION 3 ESTABLISHMENT

3.1 There is hereby established a Grievance Committee.

SECTION 4 COMMITTEE MEMBERSHIP

4.1 The Committee shall be appointed by Council and consist of the following:

a) Three (3) members of Council.

4.2 Appointments shall be for one (1) year.

4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

SECTION 5 CONDUCT OF BUSINESS

5.1 The Committee shall select from among themselves a Chairperson.

5.2 The Committee will meet as needed.

5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.

5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.

5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

SECTION 6 DUTIES OF THE COMMITTEE

6.1 In general terms, the Committee is charged with responsibility to review matters related to a grievance filed by a member of CUPE Local 3023 and make recommendations to Council.

SECTION 7 SEVERABILITY PROVISION

7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

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SECTION 8 PASSAGE OF BYLAW

8.1 This Bylaw shall come into effect upon passage of Third and Final Reading.

Read a first time in Council this day of 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time and final time in Council this day of 2019 A.D.

_____ _____

Doug MacPherson, Mayor Marian Carlson, CAO

DRAFT

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1684

A Bylaw of the Town of Claresholm to establish a Multi Use Community Building Committee and to define its powers, duties and responsibilities.

WHEREAS under the provisions of the *Municipal Government Act,* a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

AND WHEREAS the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Multi Use Community Building Committee as hereinafter set forth;

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

SECTION 1 TITLE

1.1 This Bylaw may be cited as the **"MULTI USE COMMUNITY BUILDING COMMITTEE BYLAW."**

SECTION 2 DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:
- a) **"Committee"** means the Multi Use Community Building Committee, which is an advisory Committee to Council.
- b) **"Council"** means the duly elected Town Council for the Town of Claresholm.

SECTION 3 ESTABLISHMENT

3.1 There is hereby established a Multi Use Community Building Committee.

SECTION 4 COMMITTEE MEMBERSHIP

4.1 The Committee shall be appointed by Council and consist of the following:
- a) Three (3) members of Council.

4.2 Appointments shall be for one (1) year.

4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

SECTION 5 CONDUCT OF BUSINESS

5.1 The Committee shall select from among themselves a Chairperson.

5.2 The Committee will meet as needed.

5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.

5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.

5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

SECTION 6 DUTIES OF THE COMMITTEE

6.1 In general terms, the Committee is charged with responsibility to review matters related to the Multi Use Community Building and make recommendations to Council. More specifically, the Committee will:
- a) Analyse and prepare for recommendation the Multi Use Community Building design and budget.

SECTION 7 SEVERABILITY PROVISION

7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if

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any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

SECTION 8 PASSAGE OF BYLAW

8.1 This Bylaw shall come into effect upon passage of Third and Final Reading.

Read a first time in Council this day of 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time and final time in Council this day of 2019 A.D.

_____ _____

Doug MacPherson, Mayor Marian Carlson, CAO

DRAFT

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1685

A Bylaw of the Town of Claresholm to establish a Recreation Facility Users Committee and to define its powers, duties and responsibilities.

WHEREAS under the provisions of the *Municipal Government Act,* a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

AND WHEREAS the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Recreation Facility Users Committee as hereinafter set forth;

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

SECTION 1 TITLE

1.1 This Bylaw may be cited as the **"RECREATION FACILITY USERS COMMITTEE BYLAW."**

SECTION 2 DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

a) **"Committee"** means the Recreation Facility Users Committee, which is an advisory Committee to Council.

b) **"Council"** means the duly elected Town Council for the Town of Claresholm.

SECTION 3 ESTABLISHMENT

3.1 There is hereby established a Recreation Facility Users Committee.

SECTION 4 COMMITTEE MEMBERSHIP

4.1 The Committee shall be appointed by Council and consist of the following:

a) One (1) member of Council;
b) Town of Claresholm Director of Infrastructure;
c) Town of Claresholm Recreation Manager;
d) Town of Claresholm Recreation/Parks Staff member;
e) One (1) member from Claresholm Minor Hockey;
f) One (1) member from Claresholm Figure Skating;
g) One (1) member from Claresholm Minor Baseball.

4.2 Appointments shall be for one (1) year.

4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

SECTION 5 CONDUCT OF BUSINESS

5.1 The Committee shall select from among themselves a Chairperson.

5.2 The Committee will semi-annually.

5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.

5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.

5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

SECTION 6 DUTIES OF THE COMMITTEE

6.1 In general terms, the Committee is charged with responsibility to review matters related to recreational facility use within the Town of Claresholm and make recommendations to Council.

DRAFT

SECTION 7 SEVERABILITY PROVISION

7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

SECTION 8 PASSAGE OF BYLAW

8.1 This Bylaw shall come into effect upon passage of Third and Final Reading.

Read a first time in Council this day of 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time and final time in Council this day of 2019 A.D.

_____ _____

Doug MacPherson, Mayor Marian Carlson, CAO

DRAFT

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1686

A Bylaw of the Town of Claresholm to establish a Wage Negotiating Committee and to define its powers, duties and responsibilities.

WHEREAS under the provisions of the *Municipal Government Act,* a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

AND WHEREAS the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Wage Negotiating Committee as hereinafter set forth;

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

SECTION 1 TITLE

1.1 This Bylaw may be cited as the **"WAGE NEGOTIATING COMMITTEE BYLAW."**

SECTION 2 DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

a) **"Committee"** means the Wage Negotiating Committee, which is an advisory Committee to Council.

b) **"Council"** means the duly elected Town Council for the Town of Claresholm.

SECTION 3 ESTABLISHMENT

3.1 There is hereby established a Wage Negotiating Committee.

SECTION 4 COMMITTEE MEMBERSHIP

4.1 The Committee shall be appointed by Council and consist of the following:

a) Four (4) members of Council.

4.2 Appointments shall be for one (1) year.

4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

SECTION 5 CONDUCT OF BUSINESS

5.1 The Committee shall select from among themselves a Chairperson.

5.2 The Committee will meet as needed.

5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.

5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.

5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

SECTION 6 DUTIES OF THE COMMITTEE

6.1 In general terms, the Committee is charged with responsibility to review matters related to the collective agreement with CUPE Local 3023 and make recommendations to Council.

SECTION 7 SEVERABILITY PROVISION

7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

DRAFT

SECTION 8 PASSAGE OF BYLAW

8.1 This Bylaw shall come into effect upon passage of Third and Final Reading.

Read a first time in Council this day of 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time and final time in Council this day of 2019 A.D.

_____ _____

Doug MacPherson, Mayor Marian Carlson, CAO

DRAFT

ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

RECEIVED
SEP 10 2019

AUG 30 2019

AR97704

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

The Presentation for this award will be during the Alberta Urban Municipalities Association's Convention on Wednesday, September 25th at 4:00 p.m. in Salon 20 at the Edmonton Convention Centre.

Dear Mayor MacPherson,

I would like to thank the Town of Claresholm for your submission of the "Risk Reduction Community Coalition" initiative to the Safe Communities category for the 2019 Minister's Awards for Municipal Excellence.

The Minister's Awards Review Committee reviewed 33 submissions to the program this year. The Committee recommended your initiative be recognized as the winner of the Safe Communities category. The Committee highlighted the high educational impact this has in your community and the creative way in which you have integrated multiple generations and expertise from your community members into your initiative.

Congratulations on this achievement and recognition by your peers! Our ministry will be in contact with your office with further information about your award.

Thank you for your interest in the Minister's Awards program and for sharing your work with other municipalities. Alberta's municipalities create, implement, and manage many excellent initiatives and practices that make our communities strong and responsive to our residents, businesses, and industries. I appreciate your willingness to share your accomplishment and wish you continued success with this initiative.

Sincerely,

Hon. Kaycee Madu,
Minister of Municipal Affairs

cc: Marian Carlson, Chief Administrative Officer, Town of Claresholm
Jason Hemmaway, Community Peace Officer, Town of Claresholm

132 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Printed on recycled paper

Karine Keys

From: Kelly Petraschuk <kellyp@ardn.ca>
Sent: Monday, September 16, 2019 11:32 AM
To: Karine Keys
Subject: Introduction to the ARCH2
Attachments: ARCH2 membership handout.pdf; 2019 ARCH2 Membership Package.pdf

Hello Doug & Team,

I hope this email finds you well! My name is Kelly Petraschuk and I work with the Alberta Rural Development Network. I am contacting you today to see if you would be interested in joining one of our initiatives – the **Alberta Rural Coalition on Housing and Homelessness, or ARCH2**! It is a great way to connect with organizations that understand rural issues similar to those you handle on a day to day basis.

The Coalition was started in late 2016 by the ARDN and several communities and organizations we work with in order to provide a united voice on rural housing and homelessness issues, as well as to connect smaller communities and groups from around the province. The **ARCH2** currently has 15 members from across Alberta including ARDN and continues to grow quickly as more communities become interested in what the Coalition is doing. I have attached our information brochure to give you more details on what we are all about!

Full memberships are for rural-based individuals, organizations and municipalities outside the 7 cities.
Affiliate memberships are available to individuals, organizations and municipalities working in the 7 cities, or outside of Alberta. Fees and benefits are the same for full and affiliate members, except affiliates do not have the opportunity to be elected to the executive.

Yearly Fees are as follows:
Individual - $20 (restricted to the individual)
Organization - $50 (may designate a primary representative and an alternate)
Municipality - $100 (may designate a primary representative and an alternate)

If interested, we will need two things from you to begin:

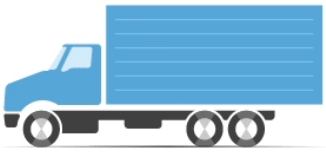
1) A signed Promise & Declaration form (which is essentially just a non-disclosure agreement that ensures that anything said at ARCH2 meetings remains between **ARCH2** members). The form is attached.

2) Your organization's address (for the invoice), and the names and contact information (phone and email) for your primary and secondary (if desired) representatives on the **ARCH2.**

If you are interested in becoming a member, please send your signed Promise and Declaration by replying to this email at **info@ardn.ca** (saying that you are joining the **ARCH2**) and I will proceed with your membership. Please feel free to connect with me if you have any questions about the **ARCH2** or any other initiatives the ARDN is currently involved with - www.ardn.ca. We look forward to having you on board!

Kelly Petraschuk
Office Manager &
Executive Assistant to the Executive Director
Alberta Rural Development Network
+1.780.964.2736
200, 10578 – 113 Street, NW Edmonton T5H 3H5

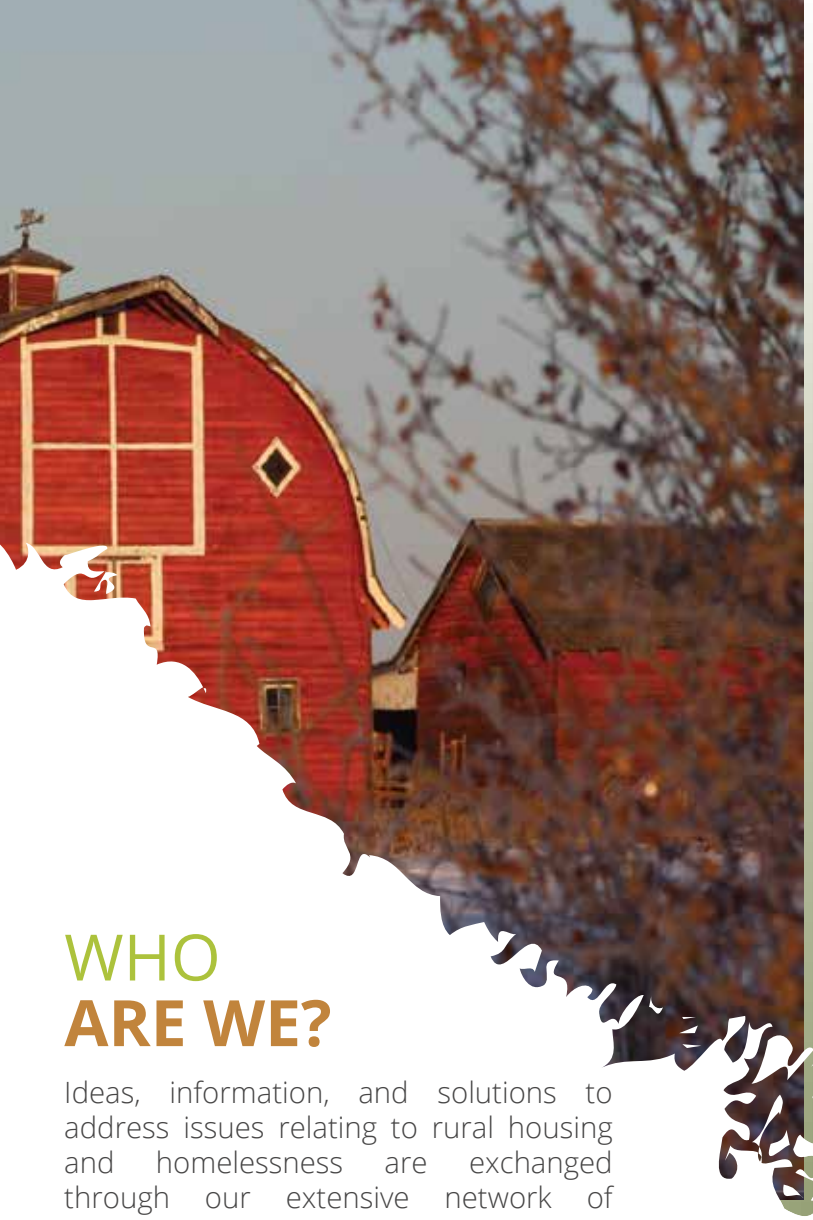
kellyp@ardn.ca
www.ardn.ca



We've Moved!! Our new address is:
#200, 10578-113 Street Edmonton, AB T5H 3H5

Sign up for the ARDN Rural Connector newsletter, featuring regular updates on funding opportunities, upcoming conferences, and other news from the world of rural development across Alberta!
Click here to subscribe.

Confidential Notice: This technology is directed in confidence solely to the person named above, and may not otherwise be distributed, copied or disclosed. If you have received this e-mail in error, please notify us immediately by return e-mail and permanently delete this transmission from your system without making a paper copy.



MEMBERSHIP BENEFITS

01 BE IN THE KNOW

Be among the first to know about grant and funding opportunities, results from data collection projects, and leading research from the Coalition's partners

02 BUILD NETWORKS

Access in-person networking opportunities for rural stakeholders to trade and share existing resources and best practices. Join interest groups who raise common aspects of homelessness that are most relevant within your community.

03 SPECIAL RATES

Receive free admission to the coalition's Annual General Meeting, discounted rates on all coalition events, and potential eligibility for subsidized travel to attend select coalition meetings

WHO ARE WE?

Ideas, information, and solutions to address issues relating to rural housing and homelessness are exchanged through our extensive network of Members. Being a Member of Alberta Rural Coalition on Homelessness and Housing (ARCH2), means that you will be part of an extensive network of multi-sectoral organizations around Alberta committed to bridging the gap between housing and homelessness in rural and remote communities.

For more information on the Coalition, please visit our website at:

ardn.ca

ARCH^2

#200 10578 - 113 St., NW
Edmonton AB
T5H 3H5

@ARDNetwork

ALBERTA RURAL COALITION

ON HOUSING AND HOMELESSNESS

PROMISE AND DECLARATION

Membership to the Alberta Rural Coalition on Housing and Homelessness (ARCH²)

- I, _____ , for the period of time served as a member in the Alberta Rural Coalition on Housing and Homelessness (ARCH²), agree to abide by the ARCH² Code of Conduct, and as such, will carry out my duties as a member of the ARCH² with all due care, skill and diligence, and will carry out my duties with objectivity, integrity, and in the best interests of the ARCH².

- I will treat all internal information received by me from ARCH², its members, or anyone acting on behalf of ARCH² as confidential, unless otherwise indicated, as outlined in the ARCH² Terms of Reference.

- I will disclose any conflict of interest to the ARCH² Chair at the earliest opportunity; and in any case prior to my participation in any discussion or, where possible, my receipt of any information on the matter over which I am in conflict.

- I will not vote or otherwise take part in a decision regarding any matter, including contracts, over which I am in conflict.

- I will not place myself in a position where I am under an obligation to any person or entity that might benefit from special consideration or favour on my part while carrying out my responsibilities as a member. Further, I will not accept gifts of more than nominal value, personal loans, bequests or other favours that are a consequence of my position with ARCH².

- Unless required by law or order of competent authority, I will not disclose any confidential information without the consent of ARCH², or its designated representative.

- I will be bound by this declaration until such time I notify the ARCH² Chair that I no longer wish to be a member of ARCH² and my withdrawal from ARCH² membership has been acknowledged by the ARCH² Chair. I recognize and accept that I will be considered a member of ARCH² (and therefore bound by this declaration) until such time as my membership has officially ended, and that any information received as confidential during the period of my ARCH² membership will remain confidential and shall not be disclosed (unless for the aforementioned reasons in section 6) even after ARCH² membership has ceased.

SIGNATURE	
PRINTED NAME	
ORGANIZATION NAME	
BILLING ADDRESS	
DATE SIGNED	

WELCOME TO THE ALBERTA RURAL COALITION OF HOUSING & HOMELESSNESS (ARCH²)

The ARCH² was created by the Alberta Rural Development Network in Fall 2016 to provide one united voice for better resources to address affordable housing issues and expanded services to address homelessness in rural communities.

As a coalition, we are a united voice advocating for better access to resources needed to address homelessness in Alberta's rural communities. Our efforts are directed to proactively engaging municipalities, government, service users, and supporting agencies to educate on the issue of homelessness and the shortage of affordable housing in rural communities.

The mandate of our coalition is to provide a conduit for discussions, solutions, and education specific to the affordability and accessibility of rural housing. This coalition advocates to expand public awareness of homelessness within rural Alberta.

Membership Benefits:

- Be part of an extensive network of multi-sectoral organizations around Alberta committed to bridging the gap between housing and homelessness in rural communities.
- Receive discounted rates on all ARCH² events, specifically the Canadian Rural and Remote Housing and Homelessness Symposium.
- Be part of the planning committee for the Symposium.
- Be among the first to know about grant and funding opportunities, results from data collection projects, and leading research from the Coalition's partners.
- Receive and contribute to an electronic monthly bulletin to stay up-to-date with ARCH² members' notable activities/achievements.
- Join interest groups who raise common aspects of homelessness that are most relevant within your community.
- Have opportunities to participate in homelessness and affordable housing stakeholder consultations.
- Access in-person networking opportunities for rural stakeholders to trade and share existing resources and best practices.
- Have the opportunity to be elected to the Coalition Executive, which shapes the ARCH²'s mission and directions.

Becoming a Member:

Coalition Annual Memberships run from July 1 - June 31 (fees are due every July, or upon joining the coalition).

Full memberships are for rural-based individuals, organisations, and municipalities outside the 7 cities.

Affiliate memberships are available to individuals, organisations and municipalities working in the 7 cities, or outside of Alberta.

Fees and benefits are the same for full and affiliate members, except affiliates do not have the opportunity to be elected to the executive.

Fee Structure:

Individual - $20 (restricted to the individual)
Organization - $50 (may designate a primary representative and an alternate)
Municipality - $100 (may designate a primary representative and an alternate)
Individuals with lived experience - no cost; please reach out to the ARDN to secure a membership.

Once annual fees are paid, your membership begins. Late memberships are not prorated.

If you are interested in becoming a member:

Please communicate your interest to ARDN Office Manager, Kelly Petraschuk (kellyp@ardn.ca), and copy ARDN SUAP Program Manager, Julia Juco (juliaj@ardn.ca), via email and include the following information:

- Membership level
- Contact information for your Primary and Secondary representatives (if Organization or Municipality);
- The address of your organization
- Your signed Declaration forms

Please send back your signed Declarations (for both primary and secondary representatives) along with the above information, and you will be contacted within 3-5 business days for upcoming Coalition activities.

ALBERTA RURAL COALITION ON HOUSING & HOMELESSNESS (ARCH²)

TERMS OF REFERENCE

MISSION

We are a coalition that speaks with one united voice to address issues and solutions on safe, affordable housing and expand services to address homelessness in rural and remote communities in Alberta.

VISION

Homes for rural Albertans.

PURPOSE

As a coalition, we are a united voice advocating for better access to resources and research needed to address homelessness in Alberta's rural communities.

Our efforts are directed to proactively engage municipalities, government, service users, and support gencies to educate on the issue of unstable housing, homelessness, and the shortage of affordable housing in rural communities.

The mandate of our coalition is to provide a conduit for discussions, solutions, and education specific to the affordability and accessibility of rural housing. This coalition advocates to expand public awareness of homelessness within rural Alberta.

PRINCIPLES

- Commit to improving the lives of rural Albertans
- Respect the person with lived experience
- Provide a platform for individuals with lived-experience to share their stories, experiences, and insight which can inform approaches to issues on rural and remote housing and homelessness.
- Advocacy for increased supports for rural-led solutions through facilitation of regional partnerships.

GOALS

- Effectively champion for affordable housing in rural Alberta communities.
- Increase the capacity of rural communities to address affordable housing and homelessness.
- Create a mechanism to share resources amongst rural communities.
- Improve public knowledge and education on the specific issues facing rural homelessness and affordable housing.

MEMBERSHIP RESPONSIBILITIES

Representatives of an organization should be appointed by their organization and be able to attend coalition meetings and other related meetings as directed by the coalition. It is the representative's responsibility to brief their respective organizations about the issues and concerns raised within the coalition meeting.

The representative will lend their organization's name to the coalition for use in coalition-based materials such as letters, news releases, fact sheets, etc.

Representatives will be responsible for setting the direction of the coalition, including all activities that stem from strategic planning.

Representatives will be required to participate (in person or via teleconference) in three meetings per year.

CHAIR RESPONSIBILITIES

The chair will lead each meeting in person or by teleconference.

The chair shall act as a spokesperson for the coalition or may delegate other members when necessary.

The chair will ensure that all communication information from all member organizations is accurate and up-to-date.

The chair will be responsible to ensure that all members participate in a meaningful, equitable way that respects the vision of the coalition and all members.

ALBERTA RURAL DEVELOPMENT NETWORK (ARDN) RESPONSIBILITIES

ARDN will work closely with the chair of the coalition to develop activities that are in line with the goals of the coalition and coordinate all communication internally and externally.

ALBERTA RURAL COALITION ON HOUSING & HOMELESSNESS (ARCH²)

CONFLICT OF INTEREST GUIDELINES

VOLUNTEERS

All participants are volunteers who come together for a common purpose. Participants bring their personal values and the interests of their participating organizations with them, on the understanding that the goals of Alberta Coalition on Rural Housing and Homelessness will take precedence.

DEFINING CONFLICT OF INTEREST

Conflict of Interest exists when a person has a private or job-related interest potentially sufficient to influence how she or he might conduct Alberta Coalition on Rural Housing and Homelessness business. Conflict exists whether he or she is actually influenced.

Conflict of interest may arise for any number of reasons but those most commonly encountered by coalitions would fall into one of the following broad categories:

- Commitment or obligation to incompatible goals of another organization-refers to the assumption that the mission and goals of Alberta Coalition on Rural Housing and Homelessness are accepted by voting members and that Alberta Coalition on Rural Housing and Homelessness goals are pre-eminent in matters subject to a vote.
- Unauthorized use of confidential or other Alberta Coalition on Rural Housing and Homelessness information and documents – refers to the essential environment of trust and confidentiality in Steering Committee discussions which must be protected.

DECLARING CONFLICT OF INTEREST

Where a conflict of interest, actual or perceived, is deemed to be present:

- The conflict must be declared to the Chair and participants prior to the business of the meeting.
- The nature of the conflict is to be recorded in the minutes of the meeting.
- The participant declaring a conflict may take part in the discussions or leave the meeting room for the said discussion, at the discretion of the Chair, and will have no vote.

CONFIDENTIALITY

The Chair, with support of Alberta Coalition on Rural Housing and Homelessness Steering Committee, choose the timing and format for release of Alberta Coalition on Rural Housing and Homelessness information and documents. Participants shall respect matters of a confidential nature, meaning those not available to the general public, which are shared as part of Alberta Coalition on Rural Housing and Homelessness business. Participants shall not publicly disclose Alberta Coalition on Rural Housing and Homelessness information or use it for purposes outside Alberta Coalition on Rural Housing and Homelessness without the prior consent of the Alberta Coalition on Rural Housing and Homelessness Steering Committee.

From: Lana Unger <admin@coaldale.ca>
Sent: September 16, 2019 2:01 PM
To: admin@glenwood.ca; admin@villageofcarma.ca; amartens@brooks.ca; cao@granum.ca; cao@bassano.ca; cao@nobleford.ca; cao@town.vauxhall.ab.ca; cao@villageofchampion.ca; cao@warner.ca; dkrizsan@mdtaber.ab.ca; jeff@cardston.ca; keith@picturebutte.ca; kfath@townofvulcan.ca; cao@pinchercreek.ca; Marian Carlson <Marian@claresholm.ca>; mikeselk@stirling.ca; murray@cardstoncounty.com; cao@vulcancounty.ab.ca; patrick.thomas@crowsnestpass.com; rkhauta@coalhurst.ca; Mario Berthiaume <cao@milkriver.ca>; s.keenan@fortmacleod.com; Scott Barton <scottbarton@raymond.ca>; shathaway@warnervcounty.ca; Lorraine Megella <lmegella@lethcounty.ca>; Van Ham, Kerry <admin@taber.ca>; barons@xplornet.com; wade@magrath.ca
Subject: Town of Coaldale - Invitation to Municipal Law Seminar

Good morning,
I am contacting you on behalf of Kalen Hastings, CAO for the Town of Coaldale, to extend an invitation to your Council, CAO and/or Senior Management to join us at the Coaldale Inn, private meeting room on Wednesday, October 23, 2019, from 9am until 5pm for a Municipal Law Seminar. The legal team from DD West LLP will be hosting this informative day with topics such as Municipal Ethics, Code of Conduct, Conflict of Interest and opportunities to ask questions. An Agenda and Table of Contents is attached for your reference.

The day includes lunch and is free of charge. *Seating is limited. Please RSVP to: admin@coaldale.ca or phone 403-345-1306* ***by noon on Friday, October 11, 2019*** *to reserve your seat.* Thank you.

Lana Unger
Legislative Coordinator
Town of Coaldale
1920 - 17 Street, Coaldale, AB, T1M 1M1
Phone: 403.345.1306
Fax: 403.345.1311
Email: admin@coaldale.ca
Web: www.coaldale.ca

This e-mail and any files transmitted with it may be privileged and/or confidential, and the sender does not waive any related rights and obligations. Any distribution, use or copying of this e-mail or the information it contains by other than an intended recipient is unauthorized. If you received this e-mail in error, please advise me (by return e-mail or otherwise) immediately.

AGENDA

9:00 – 10:00 am	Module 1:	Municipal Ethic Regimes, Bias, code of conduct, Conflict of Interest (MGA) and other areas of ethical concern for municipal councillors
10:00 – 10:15 am	Break	
10:15 – 12:00 pm	Module 2:	Conflict of Interest provisions of the MGA and the obligations it imposes on municipal councillors
12:00 – 1:00 pm	Lunch	
1:00 – 5:00 pm		Workshop Sessions/Review of conclusions/Questions period

DDWEST LLP

BARRISTERS & SOLICITORS

CALGARY - AIRDRIE - REGINA - WINNIPEG

WESTERN CANADIAN MUNICIPAL LAW LAWYERS

Purpose of this Workshop 1

Public office is a public trust 4

Achieving Balance 5

Council Conduct: Legislation and the Expanding Law 7

Words of Caution!! 8

Bias: the basis of Conflict of Interest Legislation 9

History of Conflict of Interest Legislation 10

Conflict vs. Pecuniary 11

Types of Pecuniary Interest: Direct / Indirect 12

Deemed Interest 17

What is not a pecuniary interest? (Community Interest Exception) 18

Pecuniary Interest Self-Assessment 22

When Disclosing an Interest… 24

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Disqualification: Application of the Court's discretion 31

Requirement to Vote: The Double-Bind 32

Assessment Review Board 33

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Case Study 1-9 38

RMA
RURAL MUNICIPALITIES of ALBERTA

BULLETIN

September 9, 2019

MacKinnon Report: RMA Analysis

RMA provides a breakdown of the Blue Ribbon Panel Report

On September 3, 2019 the Government of Alberta released the **Report and Recommendations of the Blue Ribbon Panel on Alberta's Finances** (the MacKinnon Report), which explores Alberta's provincial government spending. RMA appreciates the intent of the MacKinnon Report to provide recommendations on how the Government of Alberta can improve its financing and spending situation. RMA supports improved efficiency and service delivery, but is reviewing the recommendations to ensure they do not compromise the sustainability of rural municipalities. Below is RMA's analysis of the report.

Areas of Alignment

Capital Spending

RMA believes that capital spending on infrastructure is essential to support Alberta's economy, and recognizes that there are improvements that could be made to ensure efficient processes and practices in this regard. We support the creation of a capital spending plan that includes collaboration between municipalities and the province to provide and maintain infrastructure that enables economic growth, allowing the movement of goods, services, and Albertans.

The RMA also supports the recommendation of making better use of federal infrastructure funding, through the Investing in Canada Infrastructure Program (ICIP).

RMA supports asset management principles of capital planning, which includes undertaking life cycle costing and financially planning and saving for repair, maintenance, and replacement of assets. Municipalities have practices in place, including dedicating funding to meet future capital project needs, to support management of assets.

Health

RMA agrees with the panel's recommendation to make greater use of alternative delivery for day procedures and other services that do not have to be delivered in hospitals (Recommendation 3). The use of alternative service delivery may allow for the opportunity to shift some day procedures to rural hospital facilities, potentially improving efficiency in healthcare while utilizing existing infrastructure.

Fixed Budget Dates

RMA agrees with the panel's recommendation to establish a fixed budget date (recommendation 25). A fixed budget would provide municipalities with more clarity when determining their own budgets.

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Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639
FAX: 780.955.3615
RMAlberta.com

RMA RURAL MUNICIPALITIES of ALBERTA

BULLETIN

Nurse Practitioners

RMA agrees with the panel's statement that "many health care problems can be more appropriately treated at less cost by other health professionals, like Nurse Practitioners."

Areas of Concern

Capital Spending - Municipal Grants

Capital grants make up 25% of the provincial government's capital spending; a level that the report identifies as unsustainable. The report also suggests municipalities should contribute more to infrastructure projects. However, municipalities own and maintain approximately 60% of Alberta's infrastructure, but only receive 10% of every tax dollar.

- RMA agrees that there is "only one taxpayer" but does not agree that municipalities should bear greater infrastructure costs. Despite having approximately 18% of Alberta's population, rural municipalities are already responsible for managing approximately 77% of Alberta's roads and 60% of Alberta's bridges.
- The comparison between provinces does not identify that state of infrastructure and assets each jurisdiction maintains, or municipal services and services levels across those provinces.
- It is unclear why the report makes the claim that municipalities "have tax room and yet rely on increasing provincial grants." Based on discussions with RMA members and the challenges identified by the oil and gas industry, it would appear that many municipalities do not have the room to increase taxes. Further clarification on the methodology behind the report's claim would be appreciated.

The RMA cautions the context of the report specific to capital spending and municipal grants as there is no recognition of the other current issues and government policy changes occurring in Alberta that are affecting a rural municipality's ability to pay for current services, let alone pay more, because of reduced provincial supports. Rural municipalities are currently experiencing a shrinking oil and gas tax base, combined with provincial changes to assessment calculations of these properties for future years, and non-payment of taxes by some of this sector. In addition, though collaboration between municipalities is ongoing, the financial ability to fulfill cost-sharing agreements and complete legislated Intermunicipal Collaboration Frameworks will likely suffer. Further, potential downloading of responsibilities such as rural police funding without guaranteed increased service levels to address rural crime will stretch rural municipal budgets beyond simply capital spending ability.

Municipal Accountability

The report recommends establishing more accountability mechanisms to monitor the delivery of municipal programs and services. RMA raises concern on this as municipalities are the already transparent in the following ways:

- Municipal budgets and spending decisions are debated in open council meetings

2510 Sparrow Drive
Nisku, Alberta T9E 8N5

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RMAlberta.com

- Municipalities provide detailed financial reporting to Municipal Affairs, and those results are accessible to the public
- Municipalities are the only order of government that cannot run deficits

Having additional reporting to the government would only increase red tape within municipalities.

Advanced Education

The report made recommendations to change Alberta's post-secondary system, including a review of which higher education institutions are financially viable. The panel recommends concentrating public funding to some institutions, rather than spreading funding to institutions running similar programs that have lower completion rates.

- RMA believes this recommendation will have a negative effect on rural universities and colleges as they have lower rates of completion but make significant contributions to rural employment and economic development.
- Therefore, not spreading funding to each institution can have negative impacts of the quality of life for individuals that rely on rural colleges and universities for employment and education, and may contribute to rural depopulation.

Next Steps

The Government of Alberta may not implement all 26 recommendations. RMA will monitor and keep members apprised of the government response to the recommendations, as well as any changes to municipal infrastructure funding upon the release of the provincial budget in October 2019.

RMA remains committed to working with the Alberta Urban Municipalities Association (AUMA) and the Government of Alberta to create a new fiscal framework for municipalities that supports the province's financial goals while maintaining the critical infrastructure and services that supports Albertans' quality of life.

For enquiries, please contact:

Wyatt Skovron
Policy Analyst
wyatt@RMAlberta.com

Tasha Blumenthal
Director of External Relations & Advocacy
tasha@RMAlberta.com

From: President <President@auma.ca>
Sent: September 9, 2019 3:30 PM
Subject: AUMA looks forward to working with provincial government on aspects of MacKinnon Report

Dear municipal colleagues,

I'm sure you have already been made aware of the provincial government's recently-released MacKinnon Report on Alberta's Finances.

AUMA has examined the report's recommendations, and we want to make sure you have access to our brief overview below, as well as the attached key messages, to help you address any comments or concerns related to the municipal perspective about the findings.

Our overview
AUMA is pleased to see that the MacKinnon Report largely reaffirms our positions on infrastructure funding. We continue to support the creation of a capital spending plan that will provide sustainable and predictable infrastructure funding for municipalities and encourage collaboration between the province and municipalities on a 20-year infrastructure investment plan.

We also agree there is only one taxpayer, which is why the Report's conclusion that increasing the pressure on municipal property taxpayers is the answer to funding capital projects gives us pause.

One of our challenges with the MacKinnon Report is that it suggests municipalities should contribute more to infrastructure projects. However, municipalities own and maintain 60% of the province's infrastructure, while we receive only 10% of every tax dollar.

In fact, provincial legislation limits municipalities' revenue generating options, resulting in reliance on collecting property taxes. Urban municipalities do not have room to increase property tax rates, especially considering that the provincial government takes roughly 30 per cent of the property tax base for education from the same "taxpayer" that the MacKinnon Report references.

Other discrepancies in the report that concern AUMA include the assertion that Alberta municipalities receive more funding than municipalities in other provinces. This statement does not include the context of Alberta's unprecedented growth rate, which outpaced other parts of the country. As an example, between 2011 and 2016, Calgary and Edmonton led the country in population growth.

AUMA remains committed to working with our partners at the Rural Municipalities Association (RMA) and the provincial government to create a new fiscal framework for municipalities that supports the province's financial goals. It's imperative that we maintain the critical infrastructure that supports Albertans' quality of life. This is the only way our province will continue to attract new investment and talent.

We appreciate the MacKinnon Report's recommendations for how the provincial government can improve its financing and smooth out Alberta's rollercoaster spending patterns. We will

continue to work with our government partners toward our mutual goal: to better the quality of life and the productive capacity of Albertans.

Our key messages
For further information and analysis of the MacKinnon Report, please refer to the attached key messages document.

If you would like to discuss this further, please feel free to contact me.

Sincerely,

Barry Morishita | President
Mayor, City of Brooks

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

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Key Messages on the MacKinnon Report

September 6, 2019

AUMA™ AMSC™

WE ARE economies OF SCALE | WE ARE THE support YOU NEED | WE ARE THE experts IN MUNICIPALITIES | WE ARE YOUR advocate

Overall

- AUMA appreciates the intent of the MacKinnon Panel on Alberta's Finances to provide recommendations on how the Government of Alberta can improve its financing and smooth out "rollercoaster" spending patterns.
- We remain committed to working with the Rural Municipalities of Alberta (RMA) and the province to create a new fiscal framework for municipalities that supports the province's financial goals while maintaining the critical infrastructure that supports Albertans' quality of life.

Areas of Alignment

Capital Spending - Municipal Grants (pages 55-56)

We agree that capital spending on infrastructure contributes to both the quality of life and the productive capacity of Albertans.

- We concur that Alberta must continue to grow its economy to retain and attract young people. We also know that a modern economy and current local infrastructure are key to achieving this goal.

The MacKinnon Report largely reaffirms our positions on infrastructure funding.

- We continue to support the creation of a capital spending plan that will provide sustainable and predictable funding for municipalities.
- We encourage collaboration between the province & municipalities on a 20-year infrastructure investment plan.

We appreciate the support to make better use of the federal infrastructure funding through the Canadian Infrastructure Program (ICIP).

We agree that the allocation of municipal funding needs to be adjusted to:

- ensure funding is received according to each municipality's needs; and
- address municipalities' lack of capacity to increase mill rates.

Improvements to Capital Planning (page 80)

We agree that the capital process and system must consider future operating impacts as a mandatory requirement for approval. The selection criteria for projects should include considerations about

operating costs to ensure that a project balances a municipality's needs with revenue considerations (such as with water and wastewater projects).

Fixed Budget Dates (page 72)

We agree with the panel's recommendation to establish a fixed budget date (Recommendation 25). This would provide municipalities more predictability when determining their own budgets.

Nurse Practitioners (page 72)

In keeping with the spirit of our February 2019 decision to support a Primary Care Position Statement from the Nurse Practitioner Association of Alberta, as well as previous resolutions from our members, we support the MacKinnon Panel's assertion that "many health care problems can be more appropriately treated at less cost by other health professionals, like Nurse Practitioners."

Our Questions

Capital Spending - Municipal Grants (pages 55-56)

We agree there is only one taxpayer, which gives us pause on the panel's conclusion that increasing the pressure on municipal property taxpayers is the answer to funding capital projects. It is the same taxpayer.

- Tax-shifting from the province to municipalities is only downloading the burden of revenue-raising and impedes intermunicipal collaboration that sees more effective and efficient infrastructure investment in regions.

The report states that capital grants to municipalities make up 25% of the provincial government's capital spending, and that the government can't maintain these levels. The report also suggests municipalities should contribute more to infrastructure projects. However, municipalities own and maintain 60% of Alberta's infrastructure, while they receive only 10% of every tax dollar.

- Provincial legislation limits municipalities' revenue generating options, resulting in reliance on property taxes. Urban municipalities do not have room to increase property taxes, especially considering that the provincial government takes roughly 30% of the property tax base for education from the same taxpayer the report references.

Municipal Accountability (page 56)

We question the report recommendation to establish more accountability mechanisms to monitor the delivery of municipal programs and services. Municipalities are already the most transparent level of government.

- Our budgets are debated in open council meetings.
- We provide detailed financial reporting to Municipal Affairs, and those results are accessible to the public.
- Municipalities are the only order of government that cannot run deficits.

The focus of municipal accountability should be to our local electorate, not additional reporting to the Government of Alberta, which would only serve to increase the government's footprint with another layer of red tape.

Municipal Grants – Financial Stewardship (page 55)

The $440 per capita in municipal grants, as stated in the report, is very misleading, as it includes federal grant funds (such as the Gas Tax Fund) that flow through the provincial coffers before being reallocated to Alberta municipalities.

While we question the validity and context of much of the statistical revenue growth of the province and municipalities from 2008 to 2018, one factor is evident — municipalities are superior financial steward of taxpayer dollars when compared to the other two orders of government.

Municipalities are the most efficient stewards of financial resources. They are continually required to make tough economic decisions, since, unlike the other two orders of government, municipalities cannot run financial deficits.

From: Law, Kayla <kayla.law@fortisalberta.com>
Sent: September 16, 2019 2:13 PM
Subject: 2020 FortisAlberta Proposed Rate Changes - Letter

Good afternoon:

Pending approval from our submission on September 13, 2019, to the Alberta Utilities Commission (AUC), we'd like to inform you of the attached proposed 2020 Rate changes, effective January 1, 2020.

We thank you for the opportunity to advise you of these pending updates. We'll be sending additional communications once are 2020 Rates are approved. In the meantime, please feel free to contact your Stakeholder Relations Manager should you have any questions or require further information.

Thank you.

Kayla Law | Stakeholder Relations Advisor

FortisAlberta Inc. | 100 Chippewa Road, Sherwood Park AB. T8A 4H4 | Tel: 780-464-8816 | Cell: 780-554-4888 | Fax: 780-464-8398

www.fortisalberta.com

September 16, 2019

RE: Proposed FortisAlberta 2020 Distribution Rates

As your electrical distribution provider, FortisAlberta looks forward to the opportunity to continue our partnership throughout 2020. We recognize the value in providing insight into our 2020 Proposed Distribution Rates. This insight is important for us to provide to our Municipal customers in order to review impacts to your budget(s).

Pending approval from our submission on September 13, 2019, to the Alberta Utilities Commission (AUC), we'd like to inform you of the following proposed 2020 Rate changes, effective January 1, 2020:

1. FortisAlberta has submitted proposed changes to our base Distribution Transmission Rates.
2. FortisAlberta has proposed adjustments to the AUC for the Maximum Investment Levels.
3. FortisAlberta has proposed a reduction in the LED maintenance multiplier under Rate 31 from 1.09% to 1.08%.
4. FortisAlberta has proposed to bill wireless devices attached to our distribution system on one site ID under our existing Rate 41 Small General Service Option D (unmetered).

Note: Other applications may follow later in the year and will impact the final rates for 2020 include: transmission rider rates: The Balancing Pool Allocation Rider, Base Transmission Adjustment Rider and the Quarterly Transmission Adjustment Rider for Q1 of 2020 and Franchise Fees.

The attached Rate chart(s) illustrate the estimated percentage and monetary changes for each rate class based on estimated consumption and demands between your December 2019 and January 2020 bundled bill from your retailer.

We thank you for the opportunity to advise you of these pending updates. We'll be sending additional communications once are 2020 Rates are approved. In the meantime, please feel free to contact your Stakeholder Relations Manager should you have any questions or require further information.

Proposed 2020 Annual Rates - Not approved by the AUC*
Average Monthly Bill Impacts by Rate Class
Including Energy, Retail, and DT Rates & Riders

				Monthly/Seasonal Bill			
Rate	**Rate Class Description**	**Consumption Usage**	**Demand Usage**	**Dec 2019 Bill**	**Jan 2020 Bill**	**$ Difference**	**% Change**
		300 kWh		$74.91	$74.26	-$0.65	-0.9%
11	**Residential***	640 kWh		$123.53	$122.02	-$1.51	-1.2%
		1200 kWh		$203.64	$200.69	-$2.95	-1.4%
		900 kWh	5 kVA	$186.36	$191.21	$4.85	2.6%
21	**FortisAlberta Farm***	1,400 kWh	10 kVA	$308.58	$317.99	$9.41	3.0%
		7,500 kWh	25 kVA	$1,207.79	$1,220.73	$12.94	1.1%
		6,000 kWh	20 kW	$1,524.48	$1,659.67	$135.19	8.9%
26	**FortisAlberta Irrigation***	14,518 kWh	33 kW	$3,112.71	$3,412.12	$299.41	9.6%
		45,000 kWh	100 kW	$9,518.92	$10,442.85	$923.93	9.7%
31	**Streetlighting (Investment)**	5,144 kWh	12,500 W	$3,025.64	$3,035.03	$9.39	0.3%
38	**Yard Lighting**	5,000 kWh	12,000 W	$1,991.56	$1,983.42	-$8.14	-0.4%
	Rates 31 and 38 is based on 100 HPS Lights in assorted fixture wattages.						
		1,083 kWh	5 kW	$208.69	$209.37	$0.68	0.3%
41	**Small General Service***	2,165 kWh	10 kW	$394.29	$395.20	$0.91	0.2%
		10,825 kWh	50 kW	$1,879.10	$1,881.83	$2.73	0.1%
		2,590 kWh	7.5 kW	$448.87	$465.70	$16.83	3.7%
44/45	**Oil and Gas Service***	5,179 kWh	15 kW	$863.89	$895.21	$31.32	3.6%
		25,895 kWh	75 kW	$4,122.09	$4,262.69	$140.60	3.4%
		32,137 kWh	100 kW	$4,156.92	$4,165.27	$8.35	0.2%
61	**General Service***	63,071 kWh	196 kW	$7,805.48	$7,804.78	-$0.70	0.0%
		482,055 kWh	1500 kW	$57,396.64	$57,205.05	-$191.59	-0.3%
		824,585 kWh	2500 kW	$96,391.19	$96,626.32	$235.13	0.2%
63	**Large General Service***	1,529,869 kWh	4638 kW	$165,456.98	$164,839.86	-$617.12	-0.4%
		3,298,338 kWh	10,000 kW	$349,010.69	$346,256.19	-$2,754.50	-0.8%
65	**Transmission Connected Service**	The Distribution Component will increase from $37.49/day to $39.17/per day.			The Transmission Component is the applicable rate of the AESO.		

*Typical average consumption based on Rate Class

Riders Included:

Municipal Franchise Fee (Average by Rate Class)
Municipal Assessment Rider (0.94% on July 1, 2019)
Base TAR & 2020 Base TAR
2019 Q4 QTAR
Jan 2019 BPAR & 2020 BPAR

Retail / Energy Price Assumptions:
Rates 11 thru 44 -- Oct 2018 to Sep 2019 Average EEAI RRT Rates
Rates 61 & 63 -- Aug 2018 to Jul 2019 Average EPCOR Default Supply Rates

APPENDIX "B" – CUSTOMER CONTRIBUTIONS SCHEDULES*
Table 1
Maximum Investment Levels for Distribution Facilities
When the Investment Term is 15 years or more

Type of Service	Maximum Investment Level
Rate 11 Residential	$2,583 per service
Rate 11 Residential Development	$2,583 per service, less FortisAlberta's costs of metering and final connection
Rate 21 FortisAlberta Farm and Rate 23 Grain Drying	$5,860 base investment, plus $839 per kVA of Peak Demand
Rate 26 Irrigation	$5,860 base investment, plus $933 per kW of Peak Demand
Rate 38 Yard Lighting	$833 per fixture
Rate 31 Street Lighting (Investment Option)	$3,016 per fixture
Rate 41 Small General Service	$5,860 base investment, plus $933 per kW of Peak Demand
Rate 45 Oil and Gas Service	$5,860 base investment, plus $933 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service (less than or equal to 2 MW)	$5,860 base investment, plus $933 per kW for the first 150 kW, plus $117 for additional kW of Peak Demand
Rate 63 Large General Service (over 2 MW) (Distribution Connected)	$106 per kW of Peak Demand, plus $116 per metre of Customer Extension

Notes: Maximum investment levels are reduced if the expected Investment Term is less than 15 years, as specified in Table 2.

***Proposed 2020 Maximum Investment Levels**
As Filed with AUC on September 13, 2019

September 9, 2019

Town of Claresholm,
Box 1000,
Claresholm, Alberta
T0L 0T0

Attention: Council Members.

Re: Indoor Walking Group – 2019-2020

Gentlemen:

On behalf of the Indoor Walking Group we are requesting funding amounting to $1,000.00 for the rental of the Claresholm Community Centre for the 2019-2020 season.

The hall will be used on Tuesday, Wednesday and Thursday each week for one hour from 9:00 AM to 10:00 AM, starting October 8, 2019 until March 31, 2020, weather permitting.

The Indoor Walking Group has been a very well accepted venue especially for the seniors and for those in rehabilitation after surgeries for the past 20 plus years. Many find it difficult to walk outdoors, especially during the winter months, and is a social event as well.

We are requesting the Town of Claresholm consider funding the Indoor Walking Group for the coming season. The program will be handled by volunteeers once again, and the following will be the contacts:

Robert MacDonald -1-587-892-2746 email: rmacdonald@nucleus.com
Ron Dick – 403-625-2756 email: rsdick@shaw.ca

Hazel Perrier, who has volunteered for the past 16 years, will no longer be living in Claresholm, and will not be involved.

Yours truly.

Robert MacDonald and Ron Dick
cc: Secretary - Claresholm Community Centre Association

Indoor Walking Group
2019 /2020 - Claresholm

When: October 8, 2019- March 31, 2020

Where: Claresholm Community Centre

Tuesday/Wednesday/Thursday

9:00 AM - 10:00 AM

EVERYONE WELCOME - BRING A FRIEND

CONTACTS: Robert MacDonald - 1-587-892-2746

Ron Dick - 403-625-2756

REQUEST FOR DECISION

Meeting: September 23, 2019
Agenda Item: 21

FORTISALBERTA INC. FRANCHISE AGREEMENT

DESCRIPTION/BACKGROUND:

Fortis Alberta Inc. has contacted the Town of Claresholm with an inquiry regarding the Town's option to modify the franchise fee that is billed to Fortis customers and paid to the Town of Claresholm for the 2020 year.

Fortis Alberta has an Electric Distribution System Franchise Agreement with the Town of Claresholm that came into effect on July 1, 2013 and expires July 1, 2023. This agreement gives Fortis Alberta an exclusive franchise to provide electric distribution services within the Town of Claresholm. Clause 5(a) that is referenced in their letter reads as follows:

"5) Franchise Fee

a) *Calculation of Franchise Fee-*
In consideration of the provisions of Article 4 and the mutual covenants herein, the Company agrees to pay the Municipality a franchise fee. For each calendar year, the franchise fee will be calculated as a percentage of the Company's actual revenue in that year from the Distribution Tariff rates charged for Electric Distribution Service within the Municipal Service Area, excluding any amounts refunded or collected pursuant to riders.

For the first (1st) calendar year of the Term of this Agreement, the franchise fee percentage shall be 2 percent (2%).
By no later than September first (1st) of each year, the Company shall:

i) *Advise the Municipality in writing of the revenues that were derived from the Distribution Tariff within the Municipal Service Area for the prior calendar year (excluding any amounts refunded or collected pursuant to riders); and*
ii) *With the Municipality's assistance, provide in writing an estimate of revenues to be derived from the Distribution Tariff (excluding any amounts refunded or collected pursuant to riders) within the Municipal Service Area for the next calendar year.*

b) *Adjustment to Franchise Fee-*
At the option of the Municipality, the franchise fee percentage may be changed annually by providing written notice to the Company.

If the Municipality wishes to amend the franchise fee percentage so that the amended franchise fee percentage is effective January first (1st) of the following calendar year, then the Municipality shall ***no later than November first (1st) of the immediately preceding year, advise the Company in writing of the franchise fee percentage to be charged for the following calendar year****.*

If the Municipality provides such notice after November first (1st) of the immediately preceding year for a January first (1st) implementation, or at any other time with respect to a franchise fee change that will be implemented after January first (1st) of the following year, the Company will implement the new franchise fee percentage as soon as reasonably possible.

c) *Franchise Fee Cap-*
The municipal franchise fee cap is 20 percent (20%) and shall not at any time exceed twenty percent (20%), unless there has been prior Commission approval."

DISCUSSION/OPTIONS:

1. The franchise fee was at two percent (2%) since the agreement came into effect in 2013. At the September 26, 2016 Council meeting, Council passed the following motion:

   > Moved by Councillor McAlonan to increase the franchise fee percentage to 4% for 2017 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with FortisAlberta Inc.

   This increase took effect on January 1, 2017.

2. This increase put Claresholm closer to other communities in our area such as Nanton at 7% and Pincher Creek at 13%.

3. Revenue for 2016: $45,917.75, revenue for 2017: $96,513.72. This was an increase of $50,595.97. Revenue in 2018: $101,525.93.

COSTS/ SOURCE OF FUNDING (if applicable):

This is revenue to the Town of Claresholm. Extra costs would only be incurred should Council choose to lower the franchise fee percentage. Similarly, the Town would receive increased revenue once again if Council chose to increase the franchise fee.

RECOMMENDED ACTION:

Administration recommends Council keep the franchise fee percentage at 4% for 2020.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to maintain the franchise fee percentage at 4% for 2020 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with Fortis Alberta Inc. This decision is to emphasize the Town's commitment to economic development and to attract businesses by keeping franchise fees low.

ATTACHMENTS:

1.) Correspondence from Fortis Alberta dated September 17, 2019
2.) Municipal Franchise Fee Riders

APPLICABLE LEGISLATION:

1.) Electric Distribution System Franchise Agreement- Town of Claresholm & FortisAlberta Inc.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO DATE: September 18, 2019

From: Law, Kayla <kayla.law@fortisalberta.com>
Sent: September 17, 2019 1:09 PM
To: Marian Carlson <Marian@claresholm.ca>
Cc: Pederson, Darryl (AB) <darryl.pederson@fortisalberta.com>
Subject: 2020 FortisAlberta Franchise Calculator - Please respond by Nov. 1, 2019
Importance: High

Good Afternoon:

RE: Request Confirmation of Electric Distribution Franchise Fee for 2020

As part of your Electrical Distribution System Franchise Agreement with FortisAlberta you have the annual ability to either **increase, decrease or keep your franchise fee the same, with written notice.**

IMPORTANT TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY JANUARY 1, 2020

1. Review the attached Franchise Fee Calculator and present the recommendations to Council;

2. If Council is proposing an **increase or decrease to your franchise fee,** a resulting impact to the customer's annual billing is **required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks**. *(Please use the sample advertisement that is attached).*

2. If **increasing** your franchise fee, it must stay within the current **Franchise Fee Cap of 20%.**

3. **By November 1st, 2019,** please email or fax clear copies of the following to Kayla Law @ kayla.law@fortisalberta.com or Fax: 780-464-8398

INCLUDE:

- ✓ Copies of both advertisements;
- ✓ Publication dates for both advertisements;
- ✓ Name & location of newspaper.

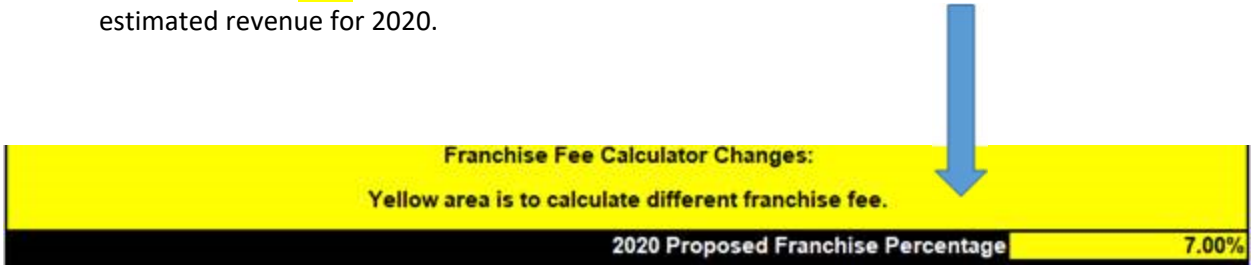
4. Any late, inaccurate or incomplete responses may be subject to late Alberta Utilities Commission (AUC) approvals, which may cause your new franchise fee to be in **effect April 1, 2020**.

5. If Council decides to keep the current franchise fee you do not have to advertise, but please notify Kayla Law @ kayla.law@fortisalberta.com or Fax: 780-464-8398

TIPS FOR USING THE FRANCHISE CALCULATOR

Attached you will find the FortisAlberta Franchise Calculator specific to your municipality. The spreadsheet is intended to assist in determining the estimated revenue forecast from your Franchise Fee.

- On the first tab: Financial Impacts, you can change the Franchise Fee percentage **(yellow cell)** By changing this cell, the spreadsheet will automatically update to reflect your estimated revenue for 2020.



- On the second tab: Residential Bill Impacts, you can **view the impact to an average residential bill by changing cell F21 & F39.**

  (You will need this information for your advertisement if you are changing your current fee)

- On the third tab: 2017-June 2019 you can see how much revenue your municipality has collected over the last two and a half years.

Please note: ***All rate increases/decreases are estimated and have not been filed or approved with the AUC.*** *The Distribution Tariff revenues shown are estimates only, and are subject to change dependent on several factors, including but not limited to; fluctuations in the amount of electrical services within the municipality, their electrical consumption increasing or decreasing, and/or changes to Transmission or Distribution rates and riders.*

If you have any questions or concerns, please contact me or your Stakeholder Relations Manager.

Kayla Law | Stakeholder Relations Advisor

FortisAlberta Inc. | 100 Chippewa Road, Sherwood Park AB. T8A 4H4 | Tel: 780-464-8816 | Cell: 780-554-4888 | Fax: 780-464-8398

www.fortisalberta.com

FORTIS ALBERTA | MISSION ZERO Bring it Home Preventable Injuries

MUNICIPAL FRANCHISE FEE RIDERS

Availability Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to all FortisAlberta distribution tariffs, except riders and rebates, in each municipality.

Price Adjustment A percentage surcharge per the table below will be added to the gross distribution tariff, excluding any riders or charges that relate to deferral account amounts, calculated for each site within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	03-0041	Boyle	6%	2018/07/01
01-0003	Airdrie	17%	2019/04/01	03-0042	Breton	20%	2015/01/01
03-0005	Alix	8.50%	2019/01/01	01-0043	Brooks	12.63%	2015/01/01
03-0004	Alberta Beach	5%	2017/01/01	02-0044	Bruderheim	0%	2013/07/01
03-0007	Amisk	0%	2014/01/01	02-0047	Calmar	20%	2013/07/01
02-0011	Athabasca	7%	2018/04/01	01-0048	Camrose	10%	2016/01/01
04-0009	Argentia Beach	0%	2017/01/01	02-0050	Canmore	10%	2016/01/01
03-0010	Arrowwood	12%	2015/07/01	03-0054	Carmangay	5%	2018/01/01
02-0387	Banff	4%	2018/01/01	03-0055	Caroline	10%	2019/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	3%	2013/07/01	02-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	4%	2017/01/01
01-0019	Beaumont	11.125%	2019/04/01	03-0066	Clive	9%	2013/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	11%	2015/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2015/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	15%	2015/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	20%	2013/07/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01
02-0040	Bowden	15%	2017/01/01	09-0361	Crowsnest Pass	16%	2016/01/01

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective
04-0080	Crystal Springs	0%	2016/01/01
03-0081	Czar	5%	2013/10/01
02-0082	Daysland	7%	2018/01/01
02-0086	Devon	13%	2018/01/01
02-0088	Didsbury	17%	2016/01/01
02-0091	Drayton Valley	10%	2016/01/01
03-0093	Duchess	15%	2018/01/01
02-0095	Eckville	10%	2015/01/01
03-0096	Edberg	10%	2018/01/01
03-0097	Edgerton	16%	2015/01/01
02-0100	Edson	5%	2015/01/01
03-0109	Ferintosh	11%	2016/01/01
03-0112	Foremost	7%	2016/01/01
02-0115	Fort Macleod	15%	2018/10/01
01-0117	Fort Saskatchewan	0%	2013/10/01
02-0124	Gibbons	10%	2013/01/01
03-0128	Glenwood	0%	2016/02/11
04-0129	Golden Days	0%	2017/01/01
02-0135	Granum	5.50%	2013/07/01
04-0134	Grandview	0%	2016/01/01
04-0138	Gull Lake	0%	2016/01/01
02-0143	Hardisty	7.50%	2019/01/01
03-0144	Hay Lakes	7%	2017/11/01
02-0148	High River	20%	2015/07/01
03-0149	Hill Spring	5%	2015/09/01
02-0151	Hinton	12.70%	2019/01/01
03-0152	Holden	4%	2016/01/01
03-0153	Hughenden	5%	2016/01/01
03-0154	Hussar	12.50%	2017/01/01
02-0180	Innisfail	12%	2019/01/01
03-0182	Irma	20%	2015/01/01
02-0183	Irricana	0%	2013/10/01
04-0185	Island Lake	0%	2016/01/01
04-0186	Itaska Beach	0%	2017/10/01
04-0379	Jarvis Bay	0%	2015/10/08
04-0187	Kapasiwin	0%	2018/04/01
02-0188	Killam	8%	2017/01/01
01-0194	Lacombe	12.75%	2019/01/01
04-0196	Lakeview	2%	2016/01/01
02-0197	Lamont	5%	2013/07/01
01-0200	Leduc	16%	2014/01/01
02-0202	Legal	10%	2018/01/01
03-0207	Lomond	15%	2017/01/01
03-0208	Longview	17%	2017/01/01
03-0209	Lougheed	5%	2016/01/01
02-0211	Magrath	8%	2017/01/01
04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0215	Mayerthorpe	8%	2016/01/01
04-0359	Mewatha Beach	2%	2016/10/01
02-0218	Milk River	12%	2017/01/01
02-0219	Millet	16%	2019/01/01
03-0220	Milo	20%	2017/01/01
02-0224	Morinville	20%	2013/07/01
04-0230	Nakamun Park	0%	2013/10/01
02-0232	Nanton	9%	2019/01/01
02-0236	Nobleford	0%	2013/10/01
03-0233	New Norway	6%	2009/01/01
04-0237	Norglenwold	5%	2015/01/01
04-0385	Norris Beach	0%	2016/01/01
02-0238	Okotoks	18%	2019/01/01
02-0239	Olds	15%	2019/01/01
02-0240	Onoway	7.50%	2013/01/01
04-0374	Parkland Beach	0%	2015/01/01
02-0248	Penhold	19%	2014/01/01
02-0249	Picture Butte	10%	2016/01/01
02-0250	Pincher Creek	13%	2017/01/01
04-0253	Point Alison	0%	2017/01/23
04-0256	Poplar Bay	0%	2016/01/01
02-0257	Provost	20%	2015/01/01
02-0261	Raymond	12%	2016/01/01
02-0265	Redwater	0%	2013/07/01
02-0266	Rimbey	16%	2019/01/01
02-0268	Rocky Mtn House	12%	2017/01/01
03-0270	Rockyford	5%	2015/04/01
03-0272	Rosemary	12%	2016/01/01
04-0273	Ross Haven	0%	2016/01/01

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective
03-0276	Ryley	3%	2016/01/01
04-0279	Seba Beach	4%	2014/01/01
02-0280	Sedgewick	8%	2017/04/01
04-0283	Silver Sands	3%	2018/01/01
04-0369	South Baptiste	0%	2005/05/01
04-0288	South View	3%	2019/01/01
01-0291	Spruce Grove	20%	2016/01/01
01-0292	St. Albert	5%	2019/01/01
03-0295	Standard	0%	2015/01/01
02-0297	Stavely	5%	2017/01/01
03-0300	Stirling	12%	2019/01/01
02-0301	Stony Plain	20%	2015/01/01
09-0302	Strathcona County	0%	TBD
02-0303	Strathmore	16.25%	2019/04/01
03-0304	Strome	8%	2016/01/01
02-0307	Sundre	9%	2018/01/01
04-0386	Sunrise Beach	0%	2018/01/01
04-0308	Sunset Point	10%	2017/01/01
02-0310	Sylvan Lake	15%	2019/01/01
02-0311	Taber	20%	2013/10/01
03-0315	Thorsby	20%	2015/01/01
02-0318	Tofield	5%	2015/01/01
02-0321	Turner Valley	10%	2017/01/01
04-0324	Val Quentin	0%	2016/01/01
02-0326	Vauxhall	4%	2019/01/01
02-0331	Viking	8%	2013/07/01
02-0333	Vulcan	20%	2013/10/01
03-0364	Wabamun	10%	2017/01/01
02-0335	Wainwright	9%	2019/01/01
07-0159	Waterton Park	8%	2018/10/01
03-0338	Warburg	10%	2015/01/01
03-0339	Warner	0%	2017/01/01
04-0344	West Cove	0%	2018/01/01
02-0345	Westlock	12%	2013/07/01
01-0347	Wetaskiwin	12%	2016/01/01
04-0371	Whispering Hills	5%	2016/10/01
02-0350	Whitecourt	2.42%	2019/01/01
04-0354	Yellowstone	3%	2016/01/01

REQUEST FOR DECISION

Meeting: September 23, 2019
Agenda Item: 22

LOCAL IMPROVEMENT TAX - ACREAGES

DESCRIPTION / BACKGROUND:

On May 14th 2018 a resident of the acreages presented as a delegation to Council to speak to the condition of the roads on Mountain View Crescent and Saddle Mountain Road (the Acreages) and the regular maintenance these roads require. This may be a result of these roads not being paved roads and insufficient road base being installed by the developer when developing the subdivision.

On May 28th 2018 Council responded to the delegation referring the issue to 2019 budget discussions. During subsequent capital budget discussions with the Facility and Infrastructure Planning Committee (FIPC) it was determined that a road building project, if done, should be done at the cost of the residents through a local improvement tax.

It was determined however that due to the quality and age of water mains that were installed in the area and with the extra stress that will be put upon them with the construction and the greater compaction and road weight that the water mains should be upgraded at the same time if the project proceeds. FIPC determined that this cost should be borne by the Town as it is required work to maintain current level of service.

Administration, with this direction from the FIPC committee, proceeded with developing a Local Improvement Tax Plan, determining costs and affected residents and developing a proposed local improvement tax. A letter was then sent out to the affected residents, the residents of the Acreages (residents along Mountain View Crescent and Saddle Mountain Road) to provide information to them on the proposed local improvement tax and asking for feedback on whether they supported it. There was also a land owner meeting scheduled for September 5, 2019 to provide some face to face information and get additional feedback.

DISCUSSION:

Of the 30 affected properties that were circulated we received 28 responses back, of which the overwhelming response (27 of 28) was that they did not support the local improvement tax. Further feedback received during the land owner meeting was that most residents do not care if the road is paved and are fine with it remaining an oiled gravel road. They do however believe the road base does need to be rebuilt and that the water mains need to be replaced, but that both should be at the cost of the Town.

It was explained to them at that time that there are many competing priorities and limited funds and that the water main is not scheduled for replacement for a number of years yet (5-10). As such we couldn't give any indication of when either project would be completed, but that it would be taken back to Council for consideration.

Administration therefore needs a decision from Council as to how they would like to proceed. Without sufficient support for the Local Improvement Tax, it cannot proceed. This project was in the 5 year Capital Plan to be done in 2020, with funding to be from debt, to be repaid by local improvement tax. Would council like to proceed with the project on this timeline with municipal funding, or would Council prefer to defer the project, referring it back to budget discussions?

RECOMMENDED ACTION:

Administration would recommend that based on the current priority projects Council has with the Multi-use Building, Starline Business Park, Storm Water Management, and others that the project be deferred and referred back to future budget discussions.

PROPOSED RESOLUTION:

Moved by Councillor _____ to defer the Acreages Road Building Project and refer it back future budget discussion.

ATTACHMENTS:

1.) None

APPLICABLE LEGISLATION:

1.) MGA Sections 391 – 396: Local Improvement Tax.

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

APPROVED BY: Marian Carlson, CLGM – CAO DATE: September 12, 2019

REQUEST FOR DECISION

Meeting: September 23, 2019
Agenda Item: 23

Banking Services Request for Proposals

DESCRIPTION/BACKGROUND:

Administration has been receiving a number of calls and meetings from different banks over the last 6 months looking for our business. The Town has banked with ATB since 1988 and we are uncertain when these services last went out to Tender. ATB has been great to work with over the years and has been quite responsive to our needs, however as per Policy as well as Administrative best practices these services should go out to tender on a regular basis to ensure we are getting the best service and price available to us.

The cost for banking services on an annual basis is well under North West Free Trade Agreement limits therefore no public tender was required. This Request for Proposals was therefore by invitation only. Invitations were sent to all 4 local banks (ATB, Credit Union, CIBC, and BMO) as well as those who approached us directly which added one other bank (Scotiabank out of Picture Butte).

DISCUSSION:

We received submissions from all five (5) banks that were invited to participate. Each proposal was evaluated on the following criteria:

- **Organizational background and structure (10%)** – branch location, hours of service, experience with municipal clients, supports/contacts, etc.
- **Service Approach & Technical Offering (30%)** – ability to meet our current needs for cash management, online banking, credit facilities, banking controls, transition plan, etc.
- **Value Added Services (20%)** – Tools or offerings to help provide Administrative time savings, additional supports, cost savings, etc.
- **Pricing (40%)** – Service fees and charges.

Based on the above evaluation criteria and weighting the 5 banks were ordered as follows from highest rating to lowest.

- BMO
- CIBC
- Scotiabank
- ATB
- Chinook Financial Credit Union

BMO and CIBC were very similar and it was difficult to differentiate between the two in many ways. As is indicated by the weighting the biggest reason for this ordering was on pricing, which is why in the end BMO was rated number 1. Not only cost of services but also interest rate offered on operating bank account balances.

RECOMMENDATION:

As ATB is not one of the top evaluated proposals, Administration would recommend switching our banking services to another bank. This will result in fairly significant administrative upheaval for a short period of time as we switch over, however Administration feels this is insufficient reason not to switch. As such Administration would recommend accepting BMO's proposal.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to accept BMO's proposal for the Banking Services and direct Administration to work with them on finalizing the details of the contract.

ATTACHMENTS:

1.) N/A

APPLICABLE LEGISLATION:

1.) Policy 3.1.05
2.) Policy 3.1.06

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

APPROVED BY: Marian Carlson, CLGM - CAO DATE: September 19, 2019

REQUEST FOR DECISION

Meeting: September 23, 2019
Agenda Item: 24

CFEP PROJECT SUPPORT & FUNDING REQUEST

DESCRIPTION / BACKGROUND:

The Claresholm Skating Club is applying for a CFEP grant (large stream) for the roof and floor replacement at the arena (mezzanine area). They are requesting a letter of support for the grant application, and also require the matching funding for the project. The CFEP Large Funding stream is for projects requesting over $125,001 and up to $1 million. The grant deadline is October 1, 2019 for the large stream applications.

Various clubs and users will provide letters of support as well for the application. There is currently minor leaking, so when the roof repairs are complete, the new flooring can be installed. The intent is to have an updated space to rent out for events and groups to utilize.

DISCUSSION:

Roof repairs	$ 136,661.00
Flooring	$ 32,646.63
Total:	$ 169,307.63

This project estimate is $169,307.63 with the CFEP Grant Funds matching 50/50 as follows:

Grant funding to be requested	– $84,653.81
Requested Town Funds	– $84,653.82
Total	**$169,307.63**

RESOLUTIONS:

Moved by Councillor _____ to provide a letter of support and commitment for municipal funding in the amount of $84,653.82 for the Claresholm Skating Club's CFEP Grant Application for the Arena roof & floor repairs.

ATTACHMENTS:
1.) Letter of request from Claresholm Skating Club

APPLICABLE LEGISLATION:
1.) N/A

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO DATE: September 18, 2019

SKATECANADA
CLARESHOLM SKATING CLUB

Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

September 18, 2019

To Mayor and Council;

The Arena Mezzanine roof has had a leak for the past year. There was a repair done last winter, unfortunately it did not repair the problem. It has ruined the existing dance floor, and continues to leak every time it rains, or the snow thaws. The roof over the mezzanine has not been replaced since the building was finished in 1981. Original plans had phase 2 being the upstairs washroom and washroom and shower addition for a Girls Change room. We feel this should be delayed due to the necessity of replacing the roof, although it is still on a high priority list.

After the leaks in the roof of the Mezzanine we are very concerned with the state of our much loved arena. As you can see from our numbers, and the addition of all those who participate in public skating, minor hockey, pond hockey, dance, tai chi, and others who rent the space from out of town, there are many people who use this space on a regular basis, and are counting on future use as part of our club functions.

Quotes are as follows:

Roof	Charlton & Hill	$136,661.00
Flooring	Floors First	$ 32,646.63
	Total	$169,307.63

We are wanting to apply for a CFEP Grant to aquire funds to repair the roof. This grant is essential to ensuring our arena facilities are avaialbe for our club use. The funds will allow for much needed upgrades. This grant is a matching grant, and we are requesting the Town provide the funds to match.

We strive to provide the best opportunity to learn to skate possible, and would not be able to do so without a local arena. Please consider this request for funding to ensure we have a future.

Sincerely,

Amanda Zimmer
Claresholm Skating Club

Claresholm Skating Club

REQUEST FOR DECISION

Meeting: September 23, 2019
Agenda Item: 25

LETTER OF SUPPORT COMMUNITY FOUNDATION GRANT

DESCRIPTION:

Claresholm Learn-A-Lot Playschool continues to work on grant applications to secure funding for the new proposed facility located adjacent to the West Meadow Elementary School. In order to qualify for the Community Foundation program, an organization must be a CRA-registered charity, or be in partnership with a municipality or school. They are seeking the Town's support as a partner for their application to the Community Foundation of Lethbridge & Southwestern Alberta for a Community Priorities Grant. This grant will be used to assist with funding for the building project. The grant deadline is October 1, 2019. This grant program is not a matching fund program.

BACKGROUND:

For further information regarding this grant program please visit their website: http://www.cflsa.ca/granting.

PROPOSED RESOLUTION:

Moved by Councillor _____ to partner with the Claresholm Learn-A-Lot Playschool in support of their application to the Community Foundation of Lethbridge & Southwestern Alberta for the purpose of the new playschool facility.

ATTACHMENTS:
1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO DATE: September 19, 2019

REQUEST FOR DECISION

Meeting: September 23, 2019
Agenda Item: 26

POLICY MANUAL REVIEW & UPDATES – 5.1 FINANCE

DESCRIPTION / BACKGROUND:
This is a continuation of the full Town Policies review looking at Section 5.1 – Public Operations - Finance.

5.1.01 – Community Donation Policy (Previously CEDC 12-15)
When the policies were renumbered last year this policy was numbered 5.2.01 however as it is a financial policy it should have been in section 5.1 and is therefore being renumbered to 5.1.01.

A few minor changes other than new format, including adding of clause 5 to address ongoing or cyclical funding as noted in the policy 5.1.06 which is being recommended to be rescinded. Also the removal of the clause that donation request only be reviewed quarterly. Current practice has been to review them as they are received which has been working fine.

5.1.05 – Community Organizations Insurance Reimbursement (Previously GA 03-16)
A few minor changes other than new format, including moving the previously point 2 to a note in the policy rather than part of the policy. The point specified that the Town and the Agriplex had an agreement for insurance to be paid, which is not part of the policy, but Council and Administration need to remain aware of that so that if the policy were ever rescinded it is clear that the Town does still need to cover insurance for the Agriplex as per agreement. There is also a couple slight wording changes.

5.1.06 – Assistance to Community Groups (Previously CEDC 01-02)
This policy states that Council shall, by motion, authorize the drafting of an agreement between a requesting community group and the Town for financial assistance, and then states what details the contract shall contain.

Community groups requesting financial assistance is already addressed in the Community Donation Policy, and therefore is repetitive to have this policy separate. If there is ongoing or cyclical funding requests where there may be the desire for an ongoing contract, administration would recommend that a section be added to the Community Donation Policy to address this scenario. (See section 6 of Policy 5.1.01 which was added).

Administration therefore recommends this policy be rescinded.

5.1.10 – Charitable Donation Receipt Policy (Previously GA 11-17)
Other than format change there was one minor addition added to the policy (highlighted) to address scenarios where Town Council is wanting to assist community groups that are not controlled by the Town by issuing charitable donation receipts to donors to projects of these other organizations.

In essence the Income Tax Act prohibits issuing donation receipts for donations that are a flow through to another organization that does not have charitable status (society or non-profit status isn't sufficient – needs to have a charity number).

As noted to Council previously, where the Town is donating the funds to these organizations for a specific purpose, the Town is in essence still maintaining control of the funds and therefore this should avoid issues with CRA. So for example the Town cannot issue donation receipts for a donation meant for the Golf Club (general donation revenue), however they can issue donation receipts for a donation to a new roof for the Golf Club, increasing (or completely making up) the donation the Town is providing to the Golf Club for this project. This is no longer a simple flow through, but residents assisting the Town to better assist the Golf Club for a specified project. The Golf Club however cannot then use these funds for something else. The funds would be restricted for this roof project.

5.1.15 – Cancellation or Refund of Taxes Policy (NEW)

This policy used to exist at one point in time as policy TAX 05-92, but it is not currently in the policy manual. I'm not sure when it was rescinded (or if it just somehow got excluded by accident at one point in time). Either way Administration believes this policy should be brought back into effect. This policy is used to cover situations such as the forgiveness of taxes on the medical clinic that has occurred the last couple years (and years previously) as well as forgiveness of taxes for the Curling Club, Golf Club, and Legion. This policy is generally used for forgiving taxes for properties or organizations which are non-profit and benefit the community and would generally be tax exempt under COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION (COPTER) regulations of the Municipal Government Act, however aren't due to certain exceptions such as gaming/liquor license or income earning activities.

5.1.20 – Tax Penalty Forgiveness Policy (Previously TAX 09-15)

There is no change to this policy other than formatting.

5.1.30 – Offers to Purchase Land (Previously PLDE 10-10(a))

This policy isn't really a policy but a statement of the fact that the purchaser is responsible for the drafting of any and all offers and agreements.

In order to simplify and reduce the number of policies where possible Administration is recommending this policy be rescinded.

5.1.40 – Requests for Financial Assistance – Sports Groups (Previously CEDC 12-95)

This policy states that Council will not provide financial assistance for sports groups to attend functions outside of the Town of Claresholm.

This policy is in contradiction of the Community Donation Policy where it already states it 7(X) that applications for assistance in attending or participating in sporting events are not eligible.

Administration therefore recommends this policy be rescinded.

5.1.50 – Municipal Sustainability Initiative (MSI) Operating Grant (Previously CEDC 08-11)

This policy states that Council will distribute MSI Operating Grant funds non-profit applicants to the Town.

This is again addressing the donation or granting of funds to outside organizations. Community groups requesting financial assistance is already addressed in the Community Donation Policy, and therefore is repetitive to have this policy separate. MSI Operating Grant funds have gone to the Library for the last number of years, however that being said the Town grants funds to a number of organizations throughout the community and what it distributes is not restricted to the Government of Alberta MSI Operating Grant. It therefore makes things overly complicated to have different procedures for these funds as other funds the Town gives out.

Administration therefore recommends this policy be rescinded.

RECOMMENDATION:

The Administrative Services Committee reviewed the policies at their meeting held September 16th and recommends Council pass a resolution to adopt the amended policies by resolution:

- 5.1.01 – Community Donation Policy (Previously CEDC 12-15)
- 5.1.05 – Community Organizations Insurance Reimbursement (Previously GA 03-16)
- 5.1.10 – Charitable Donation Receipt Policy (Previously GA 11-17)
- 5.1.15 – Forgiveness of Taxes Policy (NEW)
- 5.1.20 – Tax Penalty Forgiveness Policy (Previously TAX 09-15)

The Administrative Services Committee also recommends Council repeal the policies by resolution:

- 5.1.06 – Assistance to Community Groups (Previously CEDC 01-02)
- 5.1.30 – Offers to Purchase Land (Previously PLDE 10-10(a))
- 5.1.40 – Requests for Financial Assistance – Sports Groups (Previously CEDC 12-95)
- 5.1.50 – Municipal Sustainability Initiative (MSI) Operating Grant (Previously CEDC 08-11)

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the updated Town Policies as follows, effective June 10, 2019:

- 5.1.01 – Community Donation Policy (Version 1.0) (Previously CEDC 12-15)
- 5.1.05 – Community Organizations Insurance Reimbursement (Version 1.0) (Previously GA 03-16)
- 5.1.10 – Charitable Donation Receipt Policy (Version 1.0) (Previously GA 11-17)
- 5.1.15 – Forgiveness of Taxes Policy (Version 1.0) (NEW)
- 5.1.20 – Tax Penalty Forgiveness Policy (Version 1.0) (Previously TAX 09-15)

Moved by Councillor _____ to repeal the following policies:

- 5.1.06 – Assistance to Community Groups (Previously CEDC 01-02)
- 5.1.30 – Offers to Purchase Land (Previously PLDE 10-10(a))
- 5.1.40 – Requests for Financial Assistance – Sports Groups (Previously CEDC 12-95)
- 5.1.50 – Municipal Sustainability Initiative (MSI) Operating Grant (Previously CEDC 08-11)

ATTACHMENTS:

1.) 5.1.01 – Community Donation Policy (Version 1.0)
2.) 5.1.05 – Community Organizations Insurance Reimbursement (Version 1.0)
3.) 5.1.06 – Assistance to Community Groups (Old)
4.) 5.1.10 – Charitable Donation Receipt Policy (Version 1.0)
5.) 5.1.15 – Forgiveness of Taxes Policy (Version 1.0)
6.) 5.1.20 – Tax Penalty Forgiveness Policy (Version 1.0)
7.) 5.1.30 – Offers to Purchase Land (Version 1.0)
8.) 5.1.40 – Requests for Financial Assistance – Sports Groups (Old)
9.) 5.1.50 – Municipal Sustainability Initiative (MSI) Operating Grant (Old)

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

APPROVED BY: Marian Carlson, CLGM – CAO DATE: September 18, 2019

Claresholm	Community Donation Policy		Policy #5.1.01
Department Owner:	Finance		
Policy Applies To:	Non-Profit Community Organizations		
Date Created:	Dec 2015	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	Sept. 16, 2019	Policy(ies) Replaced/Rescinded:	CEDC 12-15 Policy 5.2.01

Intent:

To establish, the funding criteria and application procedure for requests for financial or in-kind assistance from individuals or community groups and organizations in the Town of Claresholm.

To provide Council with a consistent response and clear direction to requests for donations from individuals or community groups.

To secure an open and transparent decision-making process for requests for donations.

To provide clear procedures for staff when responding to requests for donations.

To match the Town of Claresholm Strategic Goals and Priorities.

Policy:

The Town of Claresholm recognizes the many benefits that various groups, organizations, volunteers, and events within the Municipality provide by promoting and improving upon the cultural, social, and economic well-being of the community. It is for that reason that the Town of Claresholm is committed to treating all requests for contributions in a consistent, fair, and equitable manner subject to local needs, priorities, and Council's approved budget. Council also recognizes that citizens have the right to expect that tax dollars will be expended in a manner that is justifiable, fair and holds groups accessing public funds accountable for their spending.

Definitions:

"**Donation**" shall be any direct monetary contribution from the Town of Claresholm requested by the applicant.

"**Community Project Funding**" shall be a one-time assistance either as seed funding for the start-up of an organization/project, or funds for a short-term undertaking with a start-up and completion date or loan guarantees to assist an organization in acquiring the financial assistance, from financial institutions, needed to support the construction of the project or support for a specific project.

"**In-Kind Contributions**" shall be based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind contributions, it is recognized that the contribution will involve either an expense or foregone revenue for the Town of Claresholm.

- Use of facility (rental fee reduced/waived)
- Staff support - expertise for an event (wages reduced/waived)
- Use of Town of Claresholm owned equipment (rental fee reduced/waived)
- Use of Town of Claresholm owned materials (fee reduced/waived)

"**Special Event**" shall be defined as any one-time or first-time event that is of cultural, social, or recreational significance to the community and which may have participation of more than one organization.

"**Community Event**" shall be a recurring event that Town Council has determined provides some significant benefit to the broad community, and is open to all members of the public.

Guidelines:

1. Requests for consideration of a donation or alike will be accepted on an ongoing basis, and must be in writing to the CAO on the prescribed form (attached);
2. Council, at its discretion may or may not grant a request for a donation or alike for the event/project. There is no guarantee that a request will be approved;
3. The funding may not exceed the approved yearly budget amount unless by resolution of Council;
4. Donations made by the Town are not to be regarded as commitment by the Town to continue such donations in the future.
5. Where a request is for a long-term or ongoing donation and it is the wish of Council to provide long-term or ongoing contributions Council may by motion authorize the drafting of an agreement between the group and the Town. The following items shall be included in the agreement
    - I. Details outlining the total project and work to be completed
    - II. Details as to material ordered and the method of purchases
    - III. Details as to financial arrangements for grants or other financing
    - IV. Provisions for cost overruns and financing of the same
    - V. A current listing of persons who will ultimately be responsible for the project and those who would report to Council
    - VI. A time schedule of the project
    - VII. Details as the provisions for cost overruns
    - VIII. A financial statement for the project once the project is completed.
6. To be eligible an individual, group or organization must:
    - I. Be based within the Town of Claresholm;
    - II. Demonstrate the need for the specific request;
    - III. Be an individual or non-profit entity;
    - IV. Use or distribute the donation wholly within the Town of Claresholm through the events or activities associated with the donation or alike;
    - V. Not be the recipient of other funds from the Town of Claresholm;
    - VI. Not be a Federal or Provincially funded initiative;
    - VII. Not be a registered political party, registered constituency association or registered political candidate;
    - VIII. Not be raising funds on behalf of another group who would not otherwise be eligible;
    - IX. Not be an activity that is contrary to the policies of the Town of Claresholm, or an activity which is deemed to be unlawful, or would incite hatred towards any group;
    - X. Applications for assistance to attend conferences, and sponsorships of individuals or groups attending or participating in sporting events are excluded;
    - XI. Agree to acknowledge the Town contribution in all publicity relating to the event or activity to which the donation applies.

7. All requests for donations or alike shall be directed in writing to the CAO through the completion of the Town of Claresholm Application for Donation (Schedule “A”);
8. All requests will be assessed based on the availability of the requested resource, potential financial impact to the Town of Claresholm, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact;
9. The applicant shall demonstrate a reasonable effort to raise funds from sources other than the Town of Claresholm;
10. In making donations/requests, the Town of Claresholm may impose such conditions and/or restrictions as it deems fit;
11. The Town of Claresholm decisions regarding donations/requests are final;
12. Applications for In-Kind non-financial assistance will be forwarded to the respective department for review with a report to Council for consideration and approval. Each department will keep a detailed listing of all in-kind services offered in a calendar year and this will form part of the budget process;
13. A written response for each application will be provided upon review.

Requests for assistance outside scope of policy:

Nothing in this policy prohibits Town Council from considering financial assistance or in-kind support outside the scope of this policy. Council will consider each case on its merit and any assistance provided will be without precedent.

Town of Claresholm Application for Donation
(Policy 5.1.01 – Schedule "A")

Date of Application: _____

Date of Event: _____

1. Applicant Information

Name of Applicant: _____

Address: _____

Contact Person: _____

Phone, Fax, Email: _____

2. Type of Organization: (circle)

ARTS/CULTURE RECREATION/SPORTS EVENT OTHER(specify)

_____

3. Is the Organization registered with Revenue Canada as a Charity? (circle)

YES provide registration date & # NO

_____

4. Is the Organization incorporated as a non-profit organization? (circle)

YES provide registration date & # NO

_____

5. Type of Donation: (check and explain)

□ DONATION - Financial Assistance (explain):

_____

□ IN-KIND CONTRIBUTION - Fee Waiver (explain):

_____

□ IN-KIND CONTRIBUTION - Service, Equipment or Material Provision (explain):

_____

□ COMMUNITY PROJECT FUNDING - (explain):

_____

□ SPECIAL EVENT - (explain):

_____

□ COMMUNITY EVENT - (explain):

_____

□ Other (explain):

_____

Amount (value) Requested: _____

6. Details of how the funds will be expended:

_____

_____

_____

_____

_____

7. Previous Donations

Has your organization received donation from the Town of Claresholm in the past? If so, please explain the amount and use of these donations.

Date	Amount	Use of Funds

8. Organizational Information

What services or activities does your organization provide to the Town of Claresholm residents? (Please attach a list of membership/executive)

_____

_____

_____

_____

_____

Describe in broad terms the principal objective of your organization or initiative:

_____

_____

_____

_____

_____

How will your organization acknowledge the Town's donation?

_____

_____

_____

_____

9. Is a copy of the organization's budget attached?

YES NO

---

10. Please provide a detailed list of all sources of funding for the organization.

Funding Source	Amount	Recommended Use of Funds

Claresholm	**Community Organizations Insurance Reimbursement**		**Policy #5.1.05**
Department Owner:	Finance		
Policy Applies To:	Non-Profit Community Organizations		
Date Created:	March 2016	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	Sept. 16, 2019	Policy(ies) Replaced/Rescinded:	GA 03-16

Intent:

To establish a policy and guidelines relating to the insurance carried by organizations that are not controlled by the Town of Claresholm.

Policy:

1. The following groups have insurance policies separate from the Town of Claresholm:
   - Claresholm Golf Club
   - Claresholm Curling Club
   - Claresholm Child Care Society
   - Willow Creek Agricultural Society
   - Claresholm Community Hall Board
   - Claresholm Seniors Drop-In Centre

2. Administration is authorized by Council to reimburse the above noted groups for their commercial general liability insurance each year. No other insurance policies carried by the above noted groups will be reimbursed by the Town.

3. No other organizations that are NOT controlled by the Town of Claresholm will be reimbursed for their commercial general liability insurance.

Note: The Claresholm and District Agricultural Society has an agreement with the Town that their insurance be paid for by the Town that is separate from this policy.

5.1.06

TOWN OF CLARESHOLM

POLICY

POLICY # CEDC 01-02

REPLACING POLICY # _____

EFFECTIVE DATE January 14, 2002

SUBJECT **Assistance to Community Groups**

DEPARTMENT Administration

AUTHORITY Municipal Government Act DATE PASSED January 14, 2002

PURPOSE: **To establish a consistent policy in dealing with community groups who request financial or in kind assistance from the Town.**

POLICY:

1. Upon written request from a community group for financial or in kind assistance Council shall by motion authorize the drafting of an agreement between the group and the Town.

2. The following items shall be included in the agreement:

   i) Details outlining the total project and work to be completed.
   ii) Details as to material ordered and the method of purchases.
   iii) Details as to financial arrangements for grants or other financing.
   iv) Provisions for cost overruns and financing of the same.
   v) A current listing of persons who will ultimately be responsible for the project and those who would report to Council.
   vi) A time schedule of the project.
   vii) Details as to provisions for cost overruns.
   viii) A financial statement for the project once the project is completed.

Claresholm	Charitable Donation Receipt Policy		Policy #5.1.10
Department Owner:	Finance		
Policy Applies To:	Donations to the Town of Claresholm		
Date Created:	November 2017	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	Sept. 16, 2019	Policy(ies) Replaced/Rescinded:	GA 11-17

Intent:

The policy formalizes the charitable donations receipts program, including accounting for donations of cash or in-kind made to the Town of Claresholm (Town).

This policy also outlines the standards for evaluating donations in accordance with Canada Revenue Agency (CRA) guidelines.

This policy will serve as the foundation for standard operating procedures for issuing official charitable donation receipts (official receipts) to donors for income tax purposes.

Policy:

It is the policy of the Town to issue official charitable donation receipts upon request for donations received that qualify as charitable donations with a net cash value or net fair market value of $20 or more. Donations must be to the Town for Town programs or purposes. The policy applies to all departments within the Town of Claresholm.

Guidelines:

1. To be eligible for an official receipt, the donation has to:
   - Be made payable to the Town, and
   - Be in cash or in kind; and
   - Be voluntary; and
   - Be supportive of Town's mandate or beneficial to the community of the Town of Claresholm; and
   - Be given with no compensation or benefit being received by the donor, or by a relative of the donor, in return for the donation; and
   - Not be directed to a specific individual, family, or non-qualified donor

2. Donations in-kind may be accepted only after the following has been assessed:
   - Compliance with Town by-laws and/or policies
   - Compliance with the laws, conventions and treaties of the other levels of government
   - Consistency with the Town's priorities, mandates and strategic and business plans
   - Associated risks (e.g. financial risks, political risk, health and safety issues)
   - Condition of the donation
   - Value of the donation
   - Usefulness of the donation to the Town
   - Cost/benefit analysis, if determined by the Chief Administrative Officer (CAO) to be necessary, would consider installation, storage, maintenance, renewal, replacement and relevant costs;

3. Written valuation of donations in-kind, provided within the prior 6 months, shall be submitted with the requests for official receipt and is to meet the following requirements:
   - $1,000 or less:
     - appraisal by knowledgeable internal staff; plus
     - valuation from online auction and shopping website

   - Over $1,000:
     - external appraisal by an independent and arm's length competent individual is required;
     - responsibility and the costs associated with obtaining a qualified appraisal shall be determined by the CAO or delegate.

4. Non-Qualifying Donations that cannot be acknowledged with official donations for income tax purposes, in accordance with CRA guidelines:
   - Intangibles such as services, time, skills, effort
   - Donations that are given to the Town intended as a flow through to a specified recipient (organization) who does not have charitable organization status and is not operated by the Town.
     - This would include donations intended for any organizations general operational funds, even if they operate a Town facility, or out of a Town facility, for which the Town does not control their budget or finances, who's staff are not employed by the Town, or are otherwise outside the Town's control.
     - Where the Town or Town Council has committed to assisting with a specified project for a community group that is outside the Town's control, the Town may receive donations to assist with or increase the Town's contribution to this project as long as those funds/donations are restricted for that specified project.
   - Donations of business marketing products such as supplies and merchandise
   - Sponsorship in the form of cash, goods or services toward an event, project, program or corporate asset, in return for commercial benefit (i.e. logo placement or presenting sponsorship). The intent of a sponsorship is to enhance the image and marketing opportunities of the sponsor in its target market and/or the community. Sponsorships are reciprocal arrangements benefiting both parties. Usually the cost to the sponsor is categorized as a business expense.

Donation Receipts:

The donation receipt will be issued under the same name and address appearing on the cheque or form of payment, or to the individual delivering the donation in the case of cash or in-kind donations. All cash donations shall be received by the Receptionist / Cashier at the Town's Municipal office.

Cheques, money orders and bank drafts should be made out to "The Town of Claresholm". No third party cheques will be accepted.

References:

Under Income Tax Act, 1985, the Corporation of the Town of Claresholm is classified as a "qualified donee" for charitable donations, and as such is afforded the same privileges as a charitable organization without a registered charity number.

According to sections 110.1 (1) (a) and 118.1 (1) of the Income Tax Act, Canadian municipalities are permitted to issue receipts for charitable donations. These donations may come in the form of cash or in-kind.

Claresholm	Cancellation or Refund of Taxes Policy		Policy #5.1.15
Department Owner:	Finance; Taxation		
Policy Applies To:	Property Tax Payers		
Date Created:	Aug 30, 2019	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	Sept. 16, 2019	Policy(ies) Replaced/Rescinded:	N/A

Intent:

Town of Claresholm has adopted this policy to provide direction regarding the consistent execution and administration of requests for cancellation or refund of taxes.

Policy:

Requests for cancellation or refund of property taxes must be made in writing and submitted to Council. Any cancellation or refund of taxes must be made by motion of Council.

Upon Council motion of cancellation or refund of taxes the non-municipal and requisition portions of the property taxes shall still be deemed payable and subject to the same deadlines and penalties otherwise applicable.

Guidelines:

1. Any request for cancellation or refund of taxes are to be made as a formal request, in writing, to Council.

2. Upon determination by Council that a cancellation or refund of taxes is in order, the amount of the cancellation or refund shall be recorded by motion of Council.

3. ***Only the general Municipal portion*** of the taxes shall be cancelled or refunded and not taxes charged for requisitions to other bodies nor local improvement taxes that are levied by separate bylaw.

Claresholm	Tax Penalty Forgiveness Policy		Policy #5.1.20
Department Owner:	Tax		
Policy Applies To:	Taxable Property Owners		
Date Created:	September 2015	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	Sept. 16, 2019	Policy(ies) Replaced/Rescinded:	TAX 09-15

Intent:

To establish a consistent policy to guide administration when requests are received from citizens for forgiveness on the penalty assessed on late paid property taxes.

Policy:

The onus of having the current property taxes paid on the due date (June 30th or the last business day in June) is clearly laid on the property owner. The Tax Penalty Bylaw clearly states the tax deadline and methods of payment. The tax notice also clearly states the tax deadline.

Guidelines:

1. This policy is to be used as formal documentation that supports administration's response to citizens that there is no forgiveness of penalties on late payment of property taxes.
2. This policy is to be used as Council's direction to administration when taxpayers request the forgiveness of penalties on late payment of taxes. Taxpayer's request must be made in writing to the Mayor and Council.
3. Letters addressed to Mayor and/or Council will be presented on the Council Agenda but this policy will give direction regarding the resolution of the issue.
4. If paying in person, the taxpayer must pay at the Town of Claresholm Administration Office by 4:00pm on the due date (June 30th or the last business day in June). ***No payment after business hours will be accepted at the Town Office***.
5. Reasons such as family illness, bank errors, not knowing the due date for property taxes, etc. are not valid reasons for the late payment of property taxes and the penalty will not be reversed.
6. If paying at a financial institution (during regular business hours) or via Internet banking, it is the onus of the taxpayer to ensure payment is made by 11:59pm on the due date (June 30th or the last business day in June).
    - If the taxpayer believes their payment was made by the due date, they need to provide one or more of the following pieces of documentation as proof of the payment date:
        - **In person at the bank**: the receipt showing the bank date stamp;
        - **Via Internet**: notification from the bank's electronic payment office, stating amount paid and tax account number paid;
        - **Via financial institution**, all methods: copy of a bank statement, showing name, payment date and amount.
7. Payments via mail will be accepted as valid provided they are post-marked as June 30th or the last business day in June.
8. This policy also applies to all ***outstanding*** balances that are due on or before December 31st or the last business day in December and that are subject to a penalty.

5.1.20

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Policy #PLDE 10-10(a)

Offers to Purchase Land

PURPOSE: To establish a consistent policy for the sale of commercial, industrial and residential lands owned by the Town of Claresholm.

REPLACING POLICY: 25

POLICY:

1. Prospective buyers must submit an Offer to Purchase to the Town of Claresholm in an approved format with sufficient information and details for the offer to be considered. This format will include an Option to Purchase with the Town of Claresholm as the Grantee.

2. The Town of Claresholm does not have a templated land sale agreement.

EFFECTIVE DATE: **October 12, 2010**

5.1.40

TOWN OF CLARESHOLM

POLICY

POLICY # CEDC 12-95

REPLACING POLICY # _____

EFFECTIVE DATE December 4, 1995

SUBJECT Requests for Financial Assistance - Sports Groups

DEPARTMENT Administration

AUTHORITY Council Resolution DATE PASSED December 4, 1995

PURPOSE: **To set out guidelines for requests by sports groups for financial assistance.**

POLICY: 1) Council deems it prudent to direct that no financial assistance will be given to any sports groups requesting funds to attend functions outside of the Town of Claresholm, (eg. Provincial playdowns, tournaments, playoffs.)

GUIDELINES:

1) Administration will advise any group who request financial assistance of the policy in place and deny the request in writing.

5.1.50

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Policy #CEDC 08-11

Municipal Sustainability Initiative (MSI) Operating Grant

PURPOSE: **To provide a consistent policy for administration to follow when disbursing funds from the Municipal Sustainability Initiative (MSI) Operating Grant.**

Town Council endeavours to support the local community in its philanthropic efforts related to societal / cultural and recreational development in the Town of Claresholm through the MSI Operating Grant received from the provincial government.

POLICY:

1. Applicants will provide a written letter of request to Town Council for funding from the MSI Operating Grant. Each application is limited to a maximum of $10,000.
2. Town Council will decide on each letter of request based on the benefits Claresholm will reap in relation to the organization's plan / mission / event.
3. All letters of request must contain the following information:
    a) name and contact information;
    b) description of the nature of operations of the organization and how it benefits societal / cultural and recreational development in Claresholm;
    c) the amount of funding requested and why it is needed;
    d) the specific audience that benefits from the funding received and how the Town in general benefits from the work done;
    e) a copy of the most recent financial statements and bank statement of the organization.
4. Criterion for eligibility is that of a group holding a "not-for-profit" / association or society status.
5. Deadline for submissions will be March 31st. Upon approval, submissions may be received after the March 31st deadline and will be considered on an individual basis. Once money is completely disbursed, letters of request will no longer be accepted until the next calendar year.
6. Organizations, associations and societies must remit a report by January 31st the year following the year the funds were received, explaining how the funds helped the organization's mission with an accounting of how the funds were spent. The allowable expenses are attached as Appendix "A" to this policy.
7. Town Council will have administration review all applications and recommend those that will be eligible to receive funding and at amounts based on the available MSI Operating funds.
8. This policy will be reviewed annually to determine if the program continues to be an effective and efficient way to meet the needs of organizations in Claresholm to help fund societal / cultural and recreational events.

EFFECTIVE DATE: AUGUST 15, 2011

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Policy #CEDC 08-11

Municipal Sustainability Initiative (MSI) Operating Grant

Appendix "A"

Allowable Expenses

1d. Assistance to Non-Profit Organizations

Municipalities can access operating funding to enhance their support of non-profit organizations. Often, non-profit organizations provide cost-effective infrastructure and services to communities. Each municipality will have to determine the non-profit organization or organizations that it wants to provide operational funding support to, and in what amount. **Projects that support non-profit organizations are exempt from the minimum MSI funding threshold.**

Municipalities should consider organizations with a charitable and benevolent purpose that benefit the general public in the local community. Non-profit organizations can include either formally incorporated or informally structured organizations. Funding can also be directed to municipal grant funding boards, such as recreation boards, for further disbursement to non-profit organizations.

Contributions to non-profit organizations must support planning activities, capacity building or municipal services.

Funding cannot be used for activities and projects outside Alberta, for religious purposes, for political or lobbying activities, for commercial or for-profit purposes, and for expenses related to fundraising activities such as casinos and bingos. Further, funding cannot be provided to individuals.

Once the project has been accepted by the Minister, the municipality will be able to provide funding to the non-profit organization.

*Please see **Schedules 1 and 2** for examples of projects and expenses that could be supported under this category. **Schedule 3** provides more information on how to apply for these projects.*

Schedule 2 – Qualifying Project Expenses

Further to the general definitions in **Section 3**, qualifying project expenses include, but are not limited to the following:

		Project Categories			
		Capacity Building	Planning Activities	Municipal Services	Assistance to Non-Profit Organizations
Qualifying Expenses	**Resources**				
	Salaries, wages, and benefits	○	●	○*	●
	Training costs	●	●	●	●
	Consultant fees	●	●	●	●
	Honoraria	○	●	○*	●
	Volunteer development	●	●	●	●
	Support Costs				
	Rent	○	●	●	●
	Utilities	○	●	●	●
	Insurance costs	○	●	●	●
	Computer and software maintenance contracts	●	●	●	●
	Property taxes	○	●	●	●
	Technology support and training	●	●	●	●
	Membership fees for regional organizations	●	●	●	●
	Operating Supplies and Small Equipment				
	Computer hardware and software	●	●	●	●
	Copiers and Fax Machines	○	●	●	●
	Furniture	○	●	●	●
	Telephone systems	●	●	●	●
	Program supplies	○	●	●	●
	Specialized equipment	○	●	●	●
	Handheld/hand-operated tools	○	●	●	●
	Maintenance				
	Paint	○	●	●	●
	Carpet	○	●	●	●
	Cleaning supplies	○	●	●	●
	Roof repairs	○	●	●	●
	HVAC repairs	○	●	●	●
	Window replacements	○	●	●	●
	Other life cycle maintenance	○	●	●	●

Legend	
●	Expense qualifies under this project category.
○	Expense only qualifies under this project category if it is incurred as part of a joint initiative.

* Expense qualifies under this project category if the project supports libraries.

Expenses that do not qualify

The following costs **do not qualify** for MSI operating project funding:

- capital costs, excluding any of the qualifying expenses identified above;
- depreciation;
- Goods and Services Tax (GST);
- income taxes;
- interest;
- loan fees;
- debt principal payments;
- contributions to individuals; and
- costs funded under other grant programs.

REQUEST FOR DECISION

Meeting: September 23, 2019
Agenda Item: 27

LIQUOR & TOWN FACILITIES – DROP-IN CENTRE EVENT

Administration has received a request from Neil and Lynda Schuler who are renting the Claresholm Senior's Drop-in Centre on November 15, 2019 to celebrate a 65th birthday. For this event, they would like to be able to serve alcohol to guests. As this is a Town facility, they must adhere to Policy #5.8.15 – Liquor & Town Facilities. As per the policy, they must be willing to sign Schedule A and follow all the necessary provisions, including:

- Providing proof of insurance naming the Town of Claresholm as an additional named insured; and
- Securing their own liquor license from AGLC.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the use of the Claresholm Senior's Drop-in Centre for the service of liquor by Neil & Lynda Schuler on November 15, 2019, provided that they adhere to all provincial/municipal regulations as required by Policy #5.8.15.

ATTACHMENT:

1.) Letter from Neil & Lynda Schuler
2.) Policy #5.8.15

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO DATE: September 19, 2019

Claresholm Town Council

Dear Mayor and Council:

My Mother and I are writing this letter in regards to a 65th birthday party we are hosting for my Father at the Claresholm seniors drop in center. We are hosting approximately 30-40 of our close family and friends to celebrate the special occasion on Friday November 15, 2019 from 3pm to mid-night.

My mother, Lynda Schuler, has signed the rental agreement with the center and it has come to our attention that special authorization or permission is required by Mayor and Council to bring alcohol into this venue. I can assure you that this function will be quiet and low key with the focus on visiting, playing games and a pot-luck dinner. Our intention is to have some wine with dinner and drinks while socializing and playing games.

I am willing to purchase any liquor license required for this event. I will also be personally responsible for the safe and responsible consumption of alcohol by everyone at this event and for their ride home after consuming alcohol. Be advised that this will be a BYOB event so no alcohol will be sold.

I look forward to hearing from you. Thank you for your time.

Neil Schuler

403-682-9843

naschuler@hotmail.com

or

Lynda Schuler

403-625-2034

5.8.15

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Policy #GA 09-10

Liquor and Town Facilities

PURPOSE: **To establish a consistent policy regarding alcohol and its exclusion from Town owned facilities.**

POLICY: **Liquor is not allowed in Town owned facilities or park areas except with the permission of the Town of Claresholm and a permit by the Alberta Gaming and Liquor Commission.**

GUIDELINES:

No alcohol shall be served, stored or consumed on any property owned or controlled by the Town of Claresholm, including the following:

- all public areas;
- Millennium Ball Diamond Complex;
- Claresholm Arena;
- Claresholm Fire Hall;
- Claresholm Aquatic Centre;
- Claresholm Senior's Drop-in Centre;
- Claresholm Public Library;
- Claresholm & District Museum(s);
- Claresholm Town Office;
- Claresholm Public Works Shop; and
- Claresholm Regional Water Plant.

The Town owned facilities listed below are operated by separate legal entities and shall follow all appropriate liquor licensing laws that are required to allow alcohol for consumption in these facilities.

- Claresholm Golf Club;
- Claresholm Curling Club;
- Claresholm Community Centre;
- Claresholm Agriplex;
- Special events as approved by Council from time to time, provided that such serving, storage or consumption is in accordance with a valid liquor license. An authorization form will have to be signed (Schedule A) and a Host Liquor Liability Policy will have to be obtained with the minimum coverage required and naming the Town of Claresholm as an additional insured.

EFFECTIVE DATE: SEPTEMBER 13, 2010

Policy #GA 09-10
Schedule A

Town of Claresholm

Authorization for the Serving of Liquor at Town Owned Facilities and Public Areas

Event:_____ Date:_____

Group or organization:_____

The group or organization serving liquor shall:

- Provide proof of insurance prior to the event for Host Liquor Liability Policy (PAL) with a minimum $2 million coverage that shows the Town of Claresholm as an additional insured.
- Secure a liquor license from the Alberta Gaming and Liquor Control Board and adhere to the regulations. A copy of the license must be provided to the Town prior to the event.
- Ensure the area to be used for the serving of liquor to be portioned off with fencing/dividers.
- Signage should be posted in the fencing/dividers that:
  - it is a private function for members and invited guests only;
  - the name of the sponsor;
  - the liquor license number;
  - minors are not allowed (unless the liquor license allows minors).
- Arrange for the availability of food service during the time of serving.
- Provide a trained and responsible server of the liquor to monitor for intoxication.
- Provide supervision to ensure that alcohol is served only in the designated area.
- Provide alternate safe transportation for those attending the event.
- Ensure that alcoholic beverages are removed from the facility immediately following the booking.

I have read and agree to the above Conduct and Responsibility and Regulations.

_____ _____

Group representative Date

_____ _____

Town of Claresholm Date

REQUEST FOR DIRECTION

Meeting: September 23, 2019
Agenda Item: 28

POLICE COSTING MODEL ENGAGEMENT

DESCRIPTION:

At the September 9, 2019 Council meeting, Administration reported on the Alberta Justice and Solicitor General's plans to adjust the police costing model as it applies to communities in Alberta.

Since that time, Administration has had an opportunity to evaluate the financial implications for the Town of Claresholm relative to the proposed model. The following table notes the impact based on the Cost Recovery Options that are being proposed and the Equalized Assessment and Total Policing Cost currently provided by Alberta Justice.

Cost Recovery Options - % of Frontline Policing Costs	Annual Cost to the Town of Claresholm	% Increase to Current Municipal Taxes
15%	$85,111	2.65%
30%	$170,222	5.30%
40%	$226,800	7.06%
50%	$283,622	8.83%
60%	$340,200	10.59%
70%	$397,022	12.36%

These figures indicate a significant impact to our local tax base. Council will be faced with even greater difficulty balancing the budget and funding local priorities, if these costs are transferred from the Province to the Town.

As part of the process, they are asking elected and administrative municipal leaders to take part in an engagement process in order to conduct a thorough and effective review of the current model. Administration is asking for direction from Council as to the content of the response to this proposed model.

Stakeholders have until October 15, 2019 to provide written feedback on the police costing model via an online survey.

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM – CAO DATE: September 12, 2019

Claresholm

Town of Claresholm
Income Statement by Object
August 31, 2019

	AUGUST	2019 YTD	2019 BUDGET	
Revenue				
Net municipal taxes	-	(3,781,656.25)	(3,213,352.32)	1
Special assessments	-	(13,010.07)	(12,934.00)	
User fees and sales of goods	(360,149.64)	(1,547,100.10)	(2,601,840.00)	
Government transfers for operating	-	(3,500.00)	(247,188.35)	
Investment income	(9,777.57)	(67,232.66)	(70,000.00)	
Penalties and costs of taxes	(3,523.58)	(71,677.65)	(126,000.00)	
Licenses and permits	(6,555.96)	(76,731.32)	(99,300.00)	
Other local government transfers	-	(64,406.00)	(69,000.00)	
Proceeds from disposal of capital assets	-	(25,845.00)	(40,000.00)	
Franchise and concession contracts	(14,733.99)	(141,654.43)	(206,609.00)	
Rental	(2,163.45)	(51,964.56)	(113,250.00)	
Other	(3,510.29)	(41,236.61)	(35,650.00)	
Government transfers for capital	-	(208,482.00)	(3,380,331.00)	
FCSS	(7,412.42)	(158,245.96)	(222,000.68)	
	(407,826.90)	(6,252,742.61)	(10,437,455.35)	
Expenses				
Salaries, wages and benefits	342,799.47	1,964,534.69	3,065,388.00	
Contracted and general services	101,904.52	974,124.99	1,401,576.70	
Materials, goods, supplies, and utilities	123,767.49	754,240.58	1,294,626.00	
Bank charges and short-term interest	11.42	96.60	-	
Interest on long-term debt	-	87,593.63	194,030.00	
Other expenditures	40.00	19,475.21	31,440.00	
Transfers to organizations and others	3,287.44	306,493.39	337,042.00	
Purchases from other governments	-	-	-	
Amortization	-	-	1,861,047.00	
	571,810.34	4,106,559.09	8,185,149.70	
Net Income	**167,523.74**	**(2,153,588.45)**	**(2,252,305.65)**	
Other				
Transfers to/from reserves	-	-	(318,778.35)	
Capital expenditures	333,599.89	1,273,755.05	6,870,331.00	
Debt Proceeds	-	-	(2,800,000.00)	
Debt Principal Repayment	-	134,731.45	336,925.00	
Amortization addback	-	-	(1,861,047.00)	
	501,123.63	**(745,101.95)**	**(24,875.00)**	

Notes

1 Tax revenues are over budget due to additional eductation requisition payments to be made.

Claresholm

Town of Claresholm
Income Statement by Function
August 31, 2019

	AUGUST	2019 YTD	2019 BUDGET	
Revenue				
Tax and requisition revenue	(26,555.14)	(4,053,222.00)	(3,554,761.32)	1
General administration revenue	(5,465.46)	(63,536.82)	(276,800.00)	
Police	(1,252.16)	(16,912.58)	(33,000.00)	
Fire	(100.00)	(10,400.00)	(77,069.00)	
Bylaw enforcement	(382.84)	(17,932.21)	(50,400.00)	
Roads, streets, walks, lighting	-	(28,420.00)	(40,000.00)	
Airport	-	-	(5,000.00)	
Storm sewers and drainage	-	(9,112.91)	(2,745,823.00)	
Water supply and distribution	(203,616.18)	(1,003,639.00)	(1,560,500.00)	
Wastewater treatement and disposal	(51,756.98)	(220,456.77)	(390,162.00)	
Garbage Collection	(54,259.72)	(268,280.17)	(413,500.00)	
Recycling	(22,933.93)	(106,048.85)	(163,500.00)	
FCSS	(7,412.42)	(158,245.96)	(222,000.68)	
Cemetery	(850.00)	(11,725.00)	(17,500.00)	
Physician recruitment	-	-	-	
Economic development	325.58	(880.00)	(46,328.35)	
Land use planning, zoning and development	(5,360.96)	(44,716.32)	(66,600.00)	
Parks and recreation	(27,143.41)	(236,487.30)	(753,220.00)	
Culture - libraries and museum	(1,063.28)	(2,726.72)	(21,291.00)	
	(407,826.90)	(6,252,742.61)	(10,437,455.35)	
Expenses				
Legislative	9,135.05	62,714.12	113,500.00	
Administration	105,298.89	878,615.80	1,321,232.00	
Fire	10,831.59	132,459.33	275,145.00	
Bylaw enforcement	9,913.30	92,043.06	112,475.00	
Common and equipment pool	40,108.52	320,437.53	581,187.00	
Roads, streets, walks and lighting	104,701.39	312,098.62	808,845.00	
Airport	2,131.39	8,904.54	16,077.00	
Storm sewers and drainage	682.75	2,933.73	280,265.00	
Water supply and distribution	83,305.26	532,602.27	1,317,699.00	
Wastewater treatment and disposal	12,381.94	80,255.83	534,436.00	
Garbage Collection	24,040.91	231,289.66	391,734.00	
Recycling	16,424.10	98,455.92	173,437.00	
FCSS	17,617.80	166,635.72	249,234.00	
Daycare	3,183.50	25,468.00	38,202.00	
Cemetery	5,272.40	18,657.54	20,661.00	
Phsyician recruitment	-	1,050.00	3,000.00	
Economic development	16,818.09	199,123.02	276,863.70	
Agriculture - weed and pest control	2,470.26	5,712.93	50,146.00	
Land use planning, zoning and development	12,411.78	131,632.49	208,042.00	
Parks and recreation	73,488.52	513,513.48	1,033,039.00	
Culture - libraries and museum	21,592.90	291,955.50	379,930.00	
	571,810.34	4,106,559.09	8,185,149.70	
Net Income	**167,523.74**	**(2,153,588.45)**	**(2,252,305.65)**	

Notes:

1 Tax revenues are over budget due to additional eductation requisition payments to be made that net against revenue

INFORMATION BRIEF

Meeting: September 23, 2019
Agenda Item: 30

EMERGENCY ADVISORY COMMITTEE

BACKGROUND:

As per the Local Authority Emergency Management Regulation the Town of Claresholm established the Emergency Advisory Committee. This committee has to meet once a year and is comprised of two (2) members of Council and the Chief Administrative Officer and is to advise Council on the development of emergency plans and programs as well as provide guidance and direction to the emergency management agency. Mayor Doug MacPherson and Councillor Craig Zimmer are appointed to this Committee, as well as the CAO Marian Carlson and the DEM Jason Hemmaway.

DESCRIPTION:

The committee met on September 17, 2019 and reviewed the following agenda items:

1. Municipal Emergency Plan – reviewed
    - No recommendations for changes at this time.
2. Emergency Management Bylaw #1658 – reviewed
    - Moved to send the bylaw to the next available council meeting for approval
3. Information brief on the ammonia leak (SOLE) August.
    - Gaps recognized all focused around communication and updates with the public and staff
4. Public Communication tool called CONNECT – reviewed
    - This broadcasting tool will allow for information to be relayed through multiple platforms with ease
    - Recommended Administration gather more information and explore this as a budget item in 2020
5. Public Emergency Information Package – reviewed
    - This information package explains in detail Claresholm's emergency management plans and the evacuation plans, this version is meant to be uploaded to the website.
    - Committee Council members will review and give feedback back to Administration
6. Evacuation Plan - reviewed,
    - Committee Council members will review and give feedback to Administration
7. Training and exercises – reviewed
    - Emergency Management Training for is ongoing, the majority of the staff has taken Basic Emergency Management (BEM) and ICS 100. Seven (7) staff have to still take that training and will be going to BEM and ICS 100 on October 7th and 29th in Coalhurst. We are hosting the ICS 200 on October 31 and November 1st and the ICS 300 on April 7th to 9th, 2020.
    - A Table Top Emergency Management Exercise is planned for November 26th that will be a collaborative exercise between the M.D. of Willow Creek #26 and the Town of Claresholm.

PREPARED BY: Jason Hemmaway, DEM

APPROVED BY: Marian Carlson, CLGM – CAO DATE: September 19, 2019

INFORMATION BRIEF

Meeting: September 23, 2019
Agenda Item: 31

IMMIGRATION TOWN HALL

DESCRIPTION / BACKGROUND:

Planning is underway for the Claresholm Immigration Town Hall, Saturday November 9, 2019. This will be an opportunity to inform the residents and employers in Claresholm, Granum, and Stavely about the Rural and Northern Immigration Pilot.

It will also serve as the quarterly Council Open House.

Invitations have been sent to the Premier of Alberta, Minister of Labour and Immigration, Minister of Economic Development and Trade, Minister of Immigration Refugee and Citizenship Canada, MLA Roger Reid, MP John Barlow, the Chamber of Commerce, and several other key stakeholder groups.

DISCUSSION / OPTIONS:

Prior to the event, Claresholm Town Council is requested to attend a private dinner beginning at 4:30pm at The Bridges in Claresholm Golf Course. Town Hall to follow at the Community Centre at 6:30pm.

The details of the Agenda will depend on the attendance of our honored guest.

- A brief history of immigration in Alberta
- Local success stories
- Look at Alberta's current immigration strategies
- Why the EDC applied for the pilot
- Overview and criteria for the pilot
- Highlight the most desirable candidates
- Question period

ATTACHMENTS:

1.) none

APPLICABLE LEGISLATION:

2.) none

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO DATE: September 19, 2019

CAO REPORT

September 23, 2019

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

BYLAW ENFORCEMENT

See enclosed report

CORPORATE SERVICES

See enclosed report

DEVELOPMENT

See enclosed report

ECONOMIC DEVELOPMENT

See enclosed report

FCSS

See enclosed report

FIRE

See enclosed report

HR/TAXATION

See enclosed report

INFRASTRUCTURE SERVICES

See enclosed report

RECREATION

See enclosed report

UTILITY SERVICES

See enclosed report

Respectfully submitted by

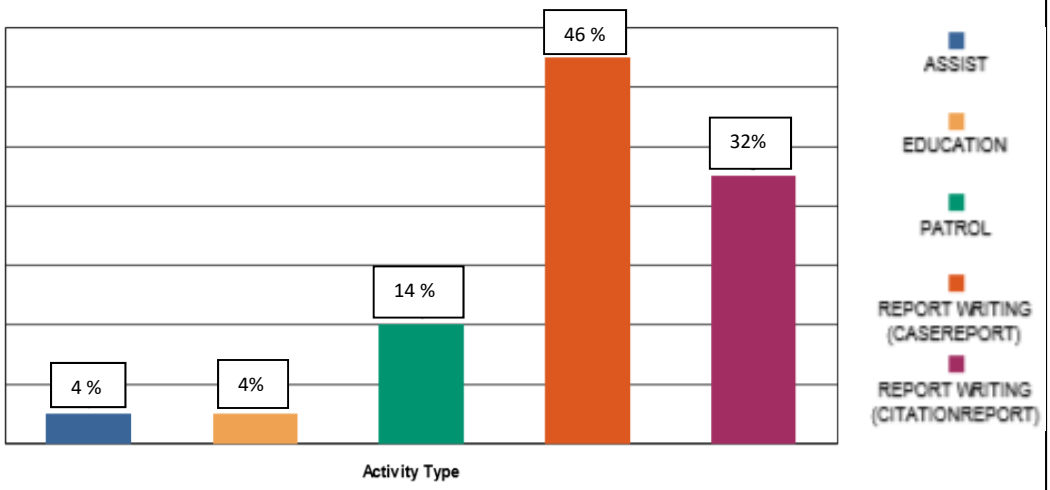
Marian Carlson, CLGM
CAO

INFORMATION BRIEF

Meeting: Sept 23, 2019
Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT
August 2019

Community Engagement in August 2019



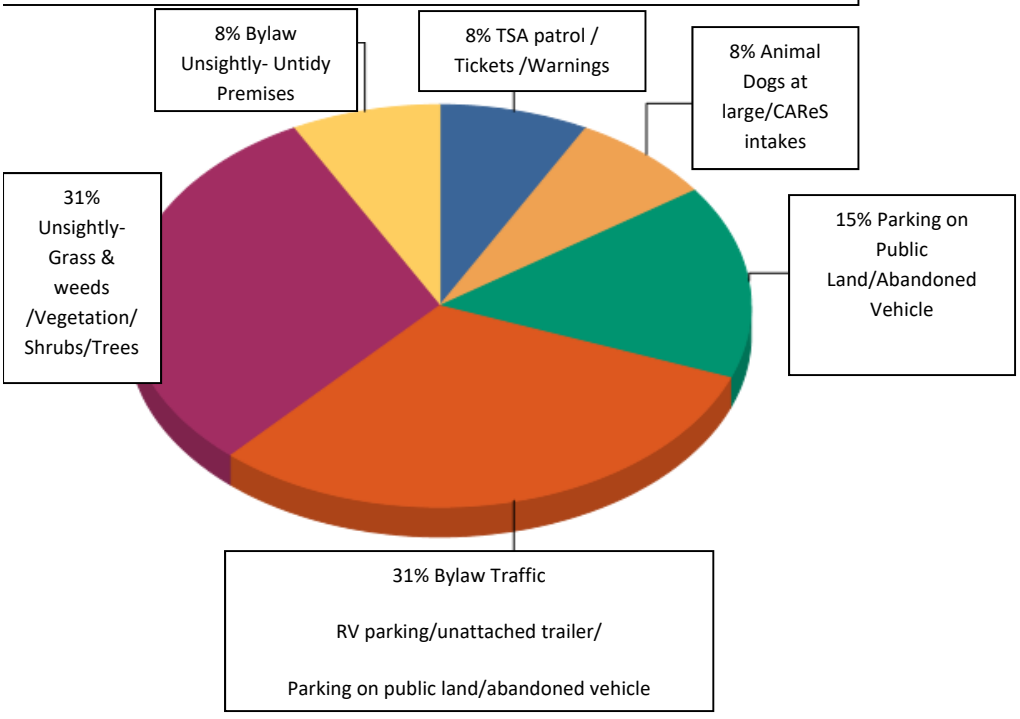
August newspaper Highlights:

- Notice to residents about grass and weed control even in the alleys. As well as keeping bushes, hedges and trees neat for pedestrians.

August Enforcement Highlights:

1. Working with CVE Enforcement at the weigh station in Claresholm
2. TSA tickets issued = $501.00
3. Moved speed information signs to School Zone on 8th St and near new walking path on 8th St near Westlynn Drive.
4. Continued monitoring progress on outstanding unsightly orders.
5. Served many notices for more unsightly yard concerns. Mostly grass and weed issues.
6. Complaint about a dog bite in town. Advised resident of the dog bylaw with warning and fines within it.
7. Cars and trucks parked over 72hrs being an issue, notices being handed out.
8. Camper trailers left unattached on streets still an issue. Warnings issued for illegal parking of trailers. Even attached to truck-max time is 72hrs before they can be towed.
9. Responded with Fire Dept on One call. (Aug 22 Ammonia Leak)
10. Assist RCMP on Two separate calls.
11. Getting ready for back to School.

Bylaw Infractions/Complaints/Actions in August



DIRECTOR OF CORPORATE SERVICES - UPDATE

For: 8/12/2019 - 9/20/2019

Financial

- Have begun drafting 2020 operating budget and meeting, or corresponding, with department heads to get information on budget needs or requests and planned projects to build this draft budget for Council. Budget meetings with Council should begin in October.
- Significant work has gone into working with potential contractor for blue bin recycling service to draft contract, as well as draft the bylaw for this new program. Also preparing for presentation on the same for the Open House on Sept 19th.
- Request for Proposal for Banking Services went out and deadline for responses was September 17. Five responses were received. Administration has reviewed the responses and provided a recommendation to Council.
- At the request of Council, prepared a handout/chart showing where our property tax dollars go, showing contribution of tax dollars to each department/program within the Town.

General

- Preparing information handouts and information updates for Town News/Social Media on the Multi Use Community Building Project as well as preparing for the Open House on the same.
- Continuing to assist Granum with Financial Management and Bookkeeping matters. They are slowly getting up to date on their financial concerns.
- Policy review and updates continue with numerous policies being passed by Council on September 9, and more were presented to the Admin Services Committee on September 16th that will be presented to Council on September 23.
- Local Improvement Tax (LIT) plan for road building at the acreages as per 2019 budget discussions was prepared and sent out to affected land owners, requesting responses on support for the LIT. A land owner meeting was also held for additional feedback and education. Responses are being presented to Council on September 23rd.
- Creating a Bylaw amendment for the Cemetery Bylaw to address the changes in the Columbarium program/options with the new Columbarium that was installed.
- Attended Municipal Affairs Training/Update. Some topics covered included Library Services, Local Authorities Election Act amendments, and Financial Information Returns and Statistical Information Returns.

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

DEVELOPMENT OFFICER REPORT

Claresholm

For: 8/8/2019 - 9/18/2019

Development Permits

- 17 permit applications received.
- 6 development permits closed.
- 1 Environmental search letter request.

Compliance Requests

- 8 compliance requests received.

Miscellaneous

- MPC meeting – August 23 & September 5, 2019. Working with the Bylaw department on a review of home occupation applications.
- September 23rd- 28th Alberta Development Officers week.
- August and September have been busy months in regards to permits, inquiries and business licenses issued.
- The Land Use Secretariat emailed notification that they have received the Compliance Declaration with the SSRP.
- Continued with on MD easement for servicing of airport lands.
- Local Press Ads: MPC approved Developments Ads, Multi-use Building updates
- Inquiries regarding developing land at the airport and within the Town. Assisted with information in regards to inquiries.
- Assisted with map development/review for the EV charging stations.
- Debrief meeting on Emergency incident completed, updates to the MEP ongoing.

On-going projects

- Multi-use building project – Assisted user groups on grant applications. Continued updates to user groups and potential community users on timing and design for needs.
- Tax recovery sale property – Notified the purchaser of offer acceptance and submitted to Legal for processing.
- Annexation – project ongoing. The Notice on Intent to annex from the MGB was received.
- Adhoc Committee Amundsen Park re-design – Assisted Lions and Kinsmen clubs on grant application submissions. Continue to work with the Infrastructure Department on phasing and searching for other funding options.

Submitted by
Tara VanDellen
Planner/Development Officer

PROCLAMATION

ALBERTA DEVELOPMENT OFFICERS WEEK

SEPTEMBER 23rd TO SEPTEMBER 28th, 2019

WHEREAS, A Development Officer is a current planning and development specialist with knowledge in current legislation, policy and bylaws, systems and technical requirements for physical development within communities in the Province of Alberta. A Development Officer enforces and administers land use regulations and policies on behalf of a municipality and is designated to the position of Development Authority by the municipality as defined by the Municipal Government Act, RSA 2000, Chapter M-26.

WHEREAS the Alberta Development Officers Association, representing professional Development Officers in Alberta, endorses Alberta Development Officers Week to recognize sound development and planning practices and the contribution made by Development Officers to the quality of development within our communities and environment; and,

WHEREAS Alberta Development Officers Week helps us to publicly recognize the work of our municipal colleagues in planning and development for the improvement of the Municipality; and,

WHEREAS we recognize Development Officers and their commitment to public service; and,

NOW, THEREFORE, I,_____, do hereby proclaim the week of September 23rd to September 28th, 2019, to be designated as Alberta Development Officers Week in the Municipality.

Proclaimed this____day of _____, 2019

SEAL

_____

Mayor

Economic Development Officer's Report

Town of Claresholm

September 19, 2019

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

Since the submission of the August 7, 2019 report I continue to perform my duties and responsibilities as outlined in my employment contract, and as directed by the Chief Administrative Officer and Economic Development Committee. This report provides a summary of the committee operations and a progress-report for ongoing projects and assignments.

Economic Development Officer

On September 16th a practicum student with Robertson College, a completely online college, has begun working in the EDO office for a period of 4 weeks, 40 hrs each week, at no cost to the Town. The student is enrolled in the Community Support Worker program and lives just outside of Claresholm in the MD of Willow Creek.

Last month I reported that upon request, I was gathering data for an established industry leader considering purchase at the Airport. Although this investment is still in a consideration phase I am pleased to report that Claresholm is the recommended site for the operation.

Economic Development Committee

The EDC met August 19th, and September 16th.

The committee has supported the out of budget expense to purchase 2 external hard-drives to store event and community footage, at the recommendation of IT-services. As well as 2-tickets to the Feast of Claresholm for current immigrants living in Claresholm were approved.

The EDO requested $840 to be used with a Consulting firm to work together and create a grant application to the Labour Market Partnership fund currently being offered by the Government of AB. Have made contact with a program administrator within the Ministry of Labour and Immigration that is willing to attend some or all of the planning session to assist.

Matching and in kind funds are required for successful grant applications, the wages of the EDO and EDA in 2020 will be considered in-kind contributions from the Town of Claresholm, while portions of the Economic Development Committee budget may be considered matching dollars.

The next meeting is scheduled for October 21, 2019

Claresholm & District Chamber of Commerce
The Chamber met on September 18th at which time the EDO presented a proposal to the executive, to partner with the EDC on the Labour Market Partnership application. The request is for a matching $840 to use with Factor-5 and a joint application to the grant, which can provide funding for more than 20 different activities, for up to 2-years. The actual application will require a more substantial investment from the Chamber.

The Chamber Executive is holding a special meeting on September 26th to discuss the EDO's proposal.

Planning for Growth is the Starline-Business Park
I am currently in conversations with representatives from a construction and development company who have shown interest in the park.

Industrial Airport
On September 5th the EDO met with the Manager of Planning and Development and the Development Officer with the MD of Willow Creek to discuss how to best coordinate on investment interest at the airport.

Rural and Northern Immigration Pilot
In recent weeks the office has received approximately 40 emails per week, 3-4 telephone calls per day, and 2-3 in-person visits per week in regards to the program. There is now a mailing list of 380 people from 57 different countries interested in coming to live and work in Claresholm.

Invitations and planning is well underway for the Claresholm Immigration Town Hall, November 9, 2019, an opportunity to inform the public about the project. Invitations have been sent to the Premier of Alberta, Minister of Labour and Immigration, Minister of Economic Development and trade, Minister of Immigration Refugee and Citizenship Canada, MLA Roger Reid, MP John Barlow, the Chamber of Commerce, and other groups.

Alberta Urban Municipalities Association
The EDO applied for the Municipal Inclusion Grant however it was unsuccessful. Was able to continue the conversation with program administrators and are currently working on another avenue for assistance from the organization.

Alberta Southwest
Attended the Agricultural Transformations half-day workshop at the MD of Willow Creek offices. Project is for asset mapping of our farm, ranch, and other MD operations.

SouthGrow Initiative
South grow continues to provide valuable information on a monthly basis.

Shingle Sign Program
As of today three businesses have requested shingle signs, the program is off to a good start.

Wayfinding Signage Program
The EDO has been contacted by three companies planning to respond to the RFP. Deadline September 30th.

Other Updates and Activity

- Met with the Ministry of Labour and Immigration in Lethbridge, September 6th
- A young local Champion has stepped up to volunteer on projects, we meet 2x/month

Submitted,

Brady Schnell, Economic Development Officer

FCSS REPORT TO COUNCIL FOR AUGUST-SEPTEMBER

- Met in Calgary with Kim Kueber (Outcome Measures Trainer) to go over the annual report that was submitted in March. There were a few errors that needed to be corrected. Also discussed some outcomes for the programs this year. Had a Zoom meeting with Kim at a later date to fix the errors to the annual report and re-submitted the report with changes.
- Sadly we said goodbye to Allison, but we wish her well in her new position with Adult Learning. Had 2 interviews for Allison's position. We hired Kelly Hillmer to fill the position. Kelly has a background in caring for mental health clients and has a real go-getter attitude and a heart of gold. She is going to be a huge asset to our office.
- Partnered with Claresholm Library to have a University of Alberta student set up a display about Fentanyl. He did presentations about the drug and also showed how to administer Naloxone which helps people out of an overdose situation. He had about 20 people attend over 2 days.
- Met with Allison to discuss possible partnering with Adult Learning on common issues in the future. (Bridges out of Poverty, e-prep)
- Arranged for 2 field trips for Youth of Tomorrow. One to Cross Iron Mills and Laser Tag in Calgary and the other one to Calaway Park. The youth did a lot of volunteering during Fair Days and had some donations that enabled them to do these field trips.
- Met with Pat Ames from Kinettes to review the Backpack Program and how it went this year with the new process. Kinettes supplied 34 backpacks to students in need. The new "store-like" process worked very well. Parents enjoyed being able to pick out what was needed for their kids. We will continue with this new process and ask parents to only take what they really need for the school year.
- Senior Secret Santa has been updated and completed and the gifts will be sent the second week of December for our clients in Porcupine Hills Lodge, Claresholm Senior Housing and Claresholm Care Centre outreach unit.

- We hosted a very successful Senior Bus Trip to Waterton. Twenty-nine seniors enjoyed sandwiches donated by Kieth, some shopping and some time to enhance relationships and group skills. This is a partnership trip with Claresholm Senior Housing. New staff enjoyed meeting some of our clients.

FCSS Senior Trip to Waterton Survey August 2019 Out of 27 participants

	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
As a result of FCSS trip, I have met/reconnected with people from my community				5	5	17
As a result of FCSS trip, I have been able to do more things that interest me.			2	2	10	13
As a result of FCSS trip, I am more connected with others in my neighborhood/community.			1	4	6	16

As a result of attending several FCSS Senior trips, I have formed new relationships with people from my community/neighborhood.				3	6	14

Out of 23 participants returning

- New staff (Erin and Kelly) are fitting in nicely to their roles. Lots of learning going on. We have been updating our Resource Guide, cleaning storage units and planning programs. We are going to be a great team!
- Met with the new Principal at West Meadow Elementary. Discussed continuing the Roots of Empathy program for the grade 2 classes. We have 2 babies ready and excited to begin in October. This is the sixth year of ROE with the same facilitators. Great program.
- Attended a FCSS Director's meeting for Little Bow region in Canmore. We discussed possible government budget cuts but nothing is confirmed. Also had a round table of what programs other towns and cities are running.
- Met with the new ED of Rowan House and the team lead for the new project called Safe at Home. They are planning on operating a shelter for perpetrators of domestic violence in Claresholm. We were discussing the mandate and also trying to find some agencies that would be interested in this program. Funding is in place. May be a year before anything is in place. Had a tour of the facility as well.

- Have been working on finding more programming for Granum funding. Met with a few people with some ideas for Granum. Put ad in paper. There is still funding dollars to spend.
- Partnered in Zombie Walk again this year. We hosted it on Friday the 13th and a full moon day. We raised $350 for Kids Sport. There were 28 registered walkers (down from last year) and 22 volunteers.
- Met new owner of Tim Hortons. Smile cookie money proceeds will be donated to Claresholm FCSS this year. Staff will be going to Tim's on Thursday to do a live Facebook feed wearing our Smile Cookie t-shirts!
- Interagency will be hosted on Thursday Sept. 19th.
- Starting to gear up for partnerships for Christmas again. (Santa's Gone Loonie, Shop of Wonders and Christmas Hampers).

Claresholm Fire Department report

Miscellaneous:

- We have recently had two Fire fighters retire, FF Ryan Ritzen and FF Samantha Rasmussen. We are in the process of hiring two new members.
- Claresholm Fire currently has six safety codes files open that we are working on.
- We will be participating with the school during the upcoming Terry Fox run September 26.
- We will be hosting some upcoming training sessions in conjunction with the M.D. of Willow Creek. October 5th & 6th . We will be running an Emergency services ATV course and October 11th ,12th ,13th ,19th and 20th will running a pump operations course.

Calls:

Town Calls	M.D. Calls	Total
23	6	29

Call Type	Town	M.D.	Total
Medical co-response	3	0	3
Medical first response	10	0	10
Hazardous materials	1	0	1

Motor vehicle collision	2	3	5
Alarm bells	6	0	6
Outside fire	1	3	4
Total	**23**	**6**	**29**

Calls to Date:

- Claresholm Fire Department has responded to 182 emergency calls this year to date.

September 2019 H/R Taxation Report

Prepared by Lisa Chilton

Human Resources

Welcome to Kelly Hillmer who started August 28th at the FCSS Office. She is the new Community Outreach Coordinator.

All of our summer staff, except Delaney-Rose Cooper, have finished for the season. Delaney-Rose will be at the museum for an extra month or so to help complete the U.F.A. Exhibit at the museum. Also, Carol Brooks has returned again this year, at the Visitor Information and Museum, to get us through the period from Labour Day until Thanksgiving.

Assessment and Taxation

.

There were officially 3 assessment appeals, all for the Composite Assessment Review Board (CARB). One has officially withdrawn their appeal after an explanation from Logan at Benchmark Assessments. These appeals may still be solved between the land owners and the Assessor before they actually are heard by the CARB. If they are settled before hand they will be adjusted and if not, they will go to the CARB hearing set for November 14th, 2019. ORSCC will handle the process for the town.

Below are the current outstanding taxes, except for the Tax Installment Payment Plan participants, at September 13th, 2019.

- Taxes outstanding are **$286,828.33** summarized as follows:

$	164,078.93	Arrears including penalties
$	24,047.63	Tax recovery property not sold at auction 2018 (town-owned now)
$	93,754.99	Properties on 2019 Tax Arrears List. Subject to auction in 2020.
$	4,946.78	Property under tax agreement

The 2019 Tax Arrears List has been registered with the Alberta Land Titles Office on April 3rd, 2019. There are 16 properties on the list this year. Two properties have been paid to date.

There will potentially be three (3) C.O.P.T.E.R. applications this year. The deadline for submission is September 30th.

Infrastructure Services

September 2019

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Airport

Runways are operational with all lighting working. No issues to report on active runway or taxi strip. With MD concerns expressed about the water billing/leakage at the airport, inspections have found one leak, (leaking joint) and it has been repaired. Still looking for more.

Arena

The staffing schedule has been completed for 2019-2020 season. The plant start up is scheduled for the 20th of Sept. and we start making ice on 23rd. We open for another season on Monday the 30th of Sept.

Town Buildings

The regular inspections of Town owned buildings, has been switched to monthly. No problems to report.

Cemetery

Cemetery maintenance person, (seasonal position) has finished for the year, parks crew will maintain for the remainder of the season.

Equipment

Maintenance and repairs continue.

Garbage

Our collection program is working well. No complaints.

Sidewalks

Sidewalk work has been completed, in various areas around Town, as part of the 2019 sidewalk program.

Streets

A pavement condition report has been completed in September 2019 of all paved streets in Town. This report has 4 condition ratings as follows.
Good= no repairs needed at this time. Pavement should last more than 10 years.
Fair = minimal cracks, no more that 2 potholes. Pavement should last 6 – 10 years.
Poor = lots of cracking, many patches or potholes. Needs replacement next 3 -5 years.
Fail = Alligator cracking indicating base failure. Needs replacement in next 1-3 years.
The Results of the assessment:
Good = 49 blocks
Fair = 110 blocks
Poor = 27 blocks
Fail = 5 blocks

Sanitary Sewers

One plugged sewer main was reported to the Town, we were able to flush out the blockage (unknown) before any building damage was caused.
We are video inspecting some sewers in upcoming work areas, to assess current condition for better budget pricing up front for future projects.

Water Distribution

There are no major problems to report at this time in Town. Testing and operation of every water valve in the Town system has been completed and 27 main valves are in need of replacement, for various reasons.

Storm Water Drainage

No problems to report. A New grant application is being prepared for the fall deadline by AE.

Parks

Parks staff are busy mowing, whipping, spraying weeds, blowing out irrigation lines has started as the crew will be in the rink for the rest of the month after this week.
Paint touch-ups were completed to the Harvard Memorial in Centennial park.

Recycling

Recycling staff has been informed of the upcoming changes to the Town's new recycling program. In the Transitional plan the town staff will collect all residential recycling until the contractor starts collection operations, scheduled for November 5th.

Staff

No issues to report.

CLARESHOLM RECREATION

July-August & September 2019

Claresholm
Where Community Takes Root

Authored by: Denise Spencer

CLARESHOLM RECREATION

ARENA

- Recreation Personnel are starting to get the Arena prepped the week of September 16
- Ice to begin September 23, expected opening date is September 30th
- Lomond Lakers Junior B team will be at the Claresholm Arena again this year, they will play a full season
    - Brad Koch, the manager booked ice with us early on in August as he needed to have the ice slots in
- Minor Hockey has their games slots, including make-up game slots in. They will be hosting 4 tournaments this season. 2 meetings with registrar to ensure Minor Hockey's needs are met
- Scheduling: this year we are using Google Calendar which should help regarding ice bookings and conflicts
    - Minor Hockey, Lomond Lakers have access to view for scheduling assistance
    - Marianna has full access for billing purposes, in each booking there is an area for notes, we have added deposit, user agreement, contact information, and dates for each.
    - Claresholm Rec (aka Rink Personnel) have been instructed to update the times of games on the Google Calendar as this will be helpful for billing these groups
- Tournaments dates that are currently booked with user agreements and deposits (one is still open).
    - November 2 & 3, Springbank Peewee Calgary
    - November 16 & 17, Peewee, Claresholm Minor Hockey
    - November 30 & December 1, Crowfoot NW Calgary
    - December 6-8, Atom Minor Hockey
    - December 14 & 15, Trailswest Peewee Calgary
    - January 4 & 5 Open Date
    - January 25 & 26, Trailswest Calgary
    - February 1 & 2, Initiation Minor Hockey
    - February 15 & 16, Jenn Stevens Power Skating, Sparwood BC
    - March 7 & 8, Novice Minor Hockey

- Advertising
    - Fortis will not be doing the rink advertising this season, they had signed a contract for 2 years and covered 9 spaces on the boards which was significant.
    - One other group will not be continuing advertising on the rink boards
    - Letters were sent out in May to current advertisers letting them know the rates for this season
    - Alberta Depot will again be advertising for the 2019-2020 season
    - There are 2 additional advertisers this season
- Mezzanine; The Arena Mezzanine roof has had a leak for the past year. There was a repair done last winter, unfortunately it did not repair the problem. It has ruined the existing dance floor, and continues to leak every time it rains, or the snow thaws. The roof over the mezzanine has not been replaced since the building was finished in 1981. Original plans had phase 2 being the upstairs washroom and washroom and shower addition for the Girls Change room. This has been delayed due to the necessity of replacing the roof, although it is still on a high priority list. The Claresholm Skate Club is looking to put in a CFEP grant application for October 1st 2019, for the repair of the roof, and floor replacement in the Mezzanine.
- Ball Hockey
    - First tournament was held August 24, 2019, they had 7 teams playing half floor

CAC

- August Surf Camp's did not run, not enough registrations
    - Recommendations;
        - We put it into our March 2020 Program guide

    - Pay through the Claresholm Aquatic Centre as opposed to registering through the Lifesaving Society's online registration; online registration can be a deterrent
    - The Lifesaving society provides us with advertising material in advance
    - Pick dates that are not near the last of summer vacation
- Fall Registrations continue to be strong, private lesson spots are used as a contingency if the spaces do not fill
- Baby and Me is Back! This exercise program for moms and little ones has been on hiatus for the last few years. The program uses Dolphin Boats to hold the babies, and help moms/caregivers work out
- JLC Sport (Junior Lifeguard Club) is strong with 9 registrants for the program
- JLC Vikings (Competitive Club) has 9 registrants.
    - 2 competitions this fall; Cochrane October 26 and Lethbridge November 30 & December 1
    - Coach Dallas Walker is back this season. She will be heading to the Commonwealth Games in Leeds, England in November to compete
- LSI Recert September 15; Lifesaving Swim Instructor
    - Almost all staff attended, with 6 receiving recertifications
    - 2 members from the general public received their recerts as well
- CALA Training; Canadian Aquafitness Leaders Alliance Inc. Is holding an Accredited Conference in Canmore October 4-6. I am sending one member of staff for training in the following areas: Aqua Strength, AQUA in 4 demensions, and CALA Keep it Slow. These have been chosen to bring the most benefit to our facility from Aquafit, Boot Camps, to our Seniors Program

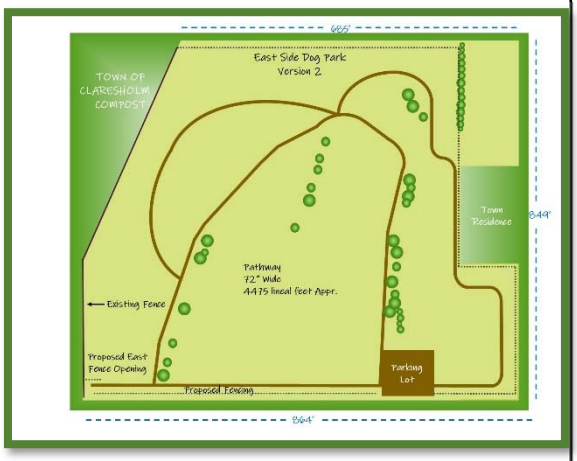
BALL DIAMONDS

- AdHoc Committee; followed up with the group July 16, 2019 with meeting minutes and request for information user needs, assessments of the facilities, which I will compile once they are submitted
    - Meeting date to be in October, date to be announced

PICKLEBALL

- The group requested assistance with wind fence for outdoor pickleball held at the Tennis Courts, advised to write a letter to council: they have decided to wait to put the request forward

DOG PARK-PATTERSON



- Grant application to UFA Rural Communities sent August 30th
- Estimated cost of the project; includes fencing, water service, parking lot and pathways; $30,000
- Claresholm's existing East Side Off-Leash Park is a field, with trees, a couple picnic tables, dog waste bags and garbage bin. There is no established pathway besides the maintenance trail that runs through it. Our goal is to have a visually appealing park space and pathway that would be used by many in the community, as well as draw visitors into stopping in Claresholm. Creating this pathway system will increase the recreation trails in Claresholm, which have been increased by approximately 5 kilometers since 2017.

FROG CREEK WETLANDS

Frog Creek Signage & wayfaring on the roads

- The main sign was put up the middle of August, smaller signs are up September 16-17
- Mounts were created at the town of Claresholm Shop

Parks and Recreation Master Plan

- Mike and I went through the plan, updating what has been accomplished to this point
- Full edit of the document is on the to do list before spring 2020, which will include new priority planning
- Pathways will continue to be a priority

S.A.R.A

Annual retreat is scheduled for October 2 & 3 in the Crowsnest Pass. Southern Alberta Recreation Association will continue long term and short term planning. The next Southern Alberta Summer Games are in Raymond for 2020

Claresholm

Utility Services Report

SEPT 2019

3700 8th Street West
Box 1000 T0L-0T0
Claresholm, Alberta

Work# 1-403-625-3100
Cell # 1-403-625-1687
Fax # 1-403-625-3869

brad.burns@claresholm.ca
www.claresholm.ca
Utility Services Manager, Brad Burns

Regional Water Treatment Plant

Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Yard Maintenance at all Utility Services locations.
- CIP (clean in place) PALL membrane clean both Pall Racks.
- Clean PALL caustic and acid tanks.
- CHAMCO onsite to repair SULLAIR compressor issue.
- Install new TU5200 laser turbidity meter.
- MPE online working on neutralization tank pH signal issue.
- Contact HACH for yearly online and lab equipment service.
- Replaced smoke alarm units in lab and distribution area.
- Clear Water Controls onsite for yearly chlorine injector maintenance.
- Backflow preventer's yearly inspection.

Backflow Preventers Provide Potable Water Protection

Gas Chlorine System Annual Service

Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Schedule 4 HAA's, THM's and Cyanobacteria samples sent to Element.

Meetings

- Bi-weekly management meetings.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Monthly M.D Willow Creek Service Agreement Meetings.
- AEP info brief at M.D office concerning Pine Coulee Reservoir level for 2020.

Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Check Co2 detector monthly.
- Check emergency lighting monthly.
- Complete required hazard assessments.
- Tool box meetings for weekly jobs to be done.
- Fire extinguisher inspected all buildings.

Chemical

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

Pumping Stations and Reservoirs

Highway Pump Station

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

East Side Reservoir (UFA)

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

M.D Willow Creek

Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Bacteriological, THM and Lead samples as per AEP code of practice.
- Check building daily and record as per AEP code of practice.

Airport

- Old Airport Pump Station checks weekly.
- Woodward water service repair.

Water Leak Repair

West Water CO-OP

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

Water Distribution

Universal Metering

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.
- ICONIX Waterworks LP onsite with new E-Series water meters.

Government Compliance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Schedule 4 HAA's, THM's and Cyanobacteria samples sent to Element.

Town of Granum and Supply Line

- Check supply line monthly.

Meter Vaults

- Check acreage meter vault bi-weekly.
- Check Granum meter vault (in Claresholm) bi- weekly.

Distribution Lines

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

Lagoon and Wastewater Collection

Government Compliance

- Code of practice for wastewater systems using a wastewater lagoon daily monitoring requirements.

Harvest Square Lift Station

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

Lagoons

- Check lift station online daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.
- MPE onsite working building generator damper controls.
- CORONA Electric installation of MCC cabinet fan.

Raw Water Supply

Pine Coulee Reservoir

- Pine Coulee Reservoir level 1048 geodetic meters 53%.
- Pine Coulee Reservoir level 1048 geodetic meters 53%.
- Chain Lakes Reservoir 100% capacity.
- Test Pine Coulee Reservoir water.
- AEP info brief at M.D office concerning Pine Coulee Reservoir level for 2020.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir LT1026 6369 mm 90%.
- Check blowers to lake daily.

Golf Course

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

Claresholm

INFORMATION BRIEF

Meeting: September 23, 2019
Agenda Item: 33

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - July 15, 2019				
12	RFD: Water Servicing Agreement Amendment - Moved by Councillor Carlson to amend the Master Water Servicing Agreement to extend the Town of Claresholm's commercial water rate to the property located at short legal 4;27;12;23;SE for a period of two years in anticipation of a completed annexation. CARRIED MOTION #19-107	Blair/Marian	MD is working on amended agreement. Agreement signed	Complete
Regular Scheduled Meeting - September 9, 2019				
1	BYLAW #1662 - Fire Services Bylaw - Moved by Councillor Schulze to give Bylaw #1662, the Fire Services Bylaw, 2nd Reading. CARRIED Moved by Councillor Schlossberger to give Bylaw #1662, the Fire Services Bylaw, 3rd and Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
2	BYLAW #1663 - Fire Protection Bylaw - Moved by Councillor Cutler to give Bylaw #1663, the Fire Protection Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1663, the Fire Protection Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
3	BYLAW #1675 - Moved by Councillor Schulze to give Bylaw #1675, the Records Management & Retention Bylaw, 1st Reading. CARRIED	Karine	On the Sept 23rd Agenda for 2nd & 3rd Readings	Complete
4	BYLAW #1677 - Moved by Councillor Carlson to give Bylaw #1677, the COPTER Bylaw Amendment, 1st Reading. CARRIED	Karine	On the Sept 23rd Agenda for 2nd & 3rd Readings	Complete
8	CORRES: Claresholm Terry Fox Run - Mayor MacPherson to attend on behalf of Council.	Karine	Organizers contacted	Complete
9	CORRES: Cheryl Friesen RE: Limit on Number of Dogs per Residence - Moved by Councillor Zimmer to direct Administration to amend Bylaw #1628 to limit the number of dogs per household to three, with the ability for exceptions for kenneling or fostering, and grandfathering of present households with more than three dogs. CARRIED MOTION #19-126	Ryan	In process of researching and drafting bylaw amendment	In Progress
10	CORRES: United Farms Historical Society & Claresholm & District Museum RE: Invitation to Opening of Louise McKinney Exhibit - Mayor MacPherson & Councillor Moore plan to attend.	Karine	Registrations entered	Complete
12	CORRES: Claresholm Animal Rescue Society - Moved by Councillor Cutler to support the Claresholm Animal Rescue Society's Raise the Woof Fundraiser with a donation of $600 to go towards the rental of the Claresholm Community Centre. CARRIED MOTION #19-127	Karine	Email sent, payment sent to Community Centre	Complete

13	RFD: ATCO Gas & Pipelines Ltd. - Moved by Councillor Zimmer to maintain the franchise fee percentage at 10% for 2020 as per Clause 4(a) of the Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd. CARRIED MOTION #19-128	Karine	Letter sent	Complete
14	RFD: Child Care Society CFEP Project Support - Moved by Councillor Schulze to provide a letter of support and commitment for municipal funding in the amount of $23,869.63 for the Claresholm Child Care Society's CFEP Grant Application for the parking lot, subdivision, fencing, and servicing of the new facility. CARRIED MOTION #19-129	Tara	Letter sent	Complete
15	RFD: Kinsmen CFEP Grant Application - Moved by Councillor Schlossberger to write a letter of support for the Kinsmen Club of Claresholm's application to the Community Facility Enhancement Program for the purpose of constructing a new playground at Amundsen Park & provide the matching funds/in kind donation for the project in the amount of $79,820.00. CARRIED MOTION #19-130	Tara	Letter sent	Complete
16	RFD: Lions Club CFEP Grant Application - Moved by Councillor Zimmer to write a letter of support towards the Claresholm Lions Club's application to the Community Facility Enhancement Program for the purpose of constructing a new gazebo and entrance within Amundsen Park and provide the matching funds not to exceed $22,500.00. CARRIED MOTION #19-131	Tara	Letter sent	Complete
17	RFD: Letter of Suport - Willow Creek Ag Society - Moved by Councillor Cutler to write a letter of support towards the Willow Creek Ag Society's application to the Community Facility Enhancement Program Grant for the purpose of the completion of the interior of the new riding facility at the Claresholm Agriplex. CARRIED MOTION #19-132	Karine	Letter sent	Complete
18	RFD: Letter of Support - Claresholm & District Transportation Society - Moved by Councillor Schulze to write a letter of support towards the Claresholm & District Transportation Society's application to the Community Initiatives Program (CIP) Grant for the purpose of enhancing their services. CARRIED MOTION #19-133	Karine	Letter sent	Complete
19	RFD: Policy Manual Review & Update - Finance - Moved by Councillor Moore to adopt the updated Town Policies as follows, effective September 9, 2019: • 3.0.01 – Corporate Credit Card Policy (v1.0) • 3.0.05 – Unbudgeted Expenditure Policy (v1.0) • 3.0.10 – Grant Funding Policy (v1.0) • 3.1.05 – Purchasing and Tendering Policy (v1.0) • 3.1.06 – Continuing Service Contracts Duration Policy (v1.0) • 3.2.01 – TCA Capitalization and Amortization (v1.0) • 3.2.05 – Investment Policy (v1.0) • 3.2.10 – Inventory Policy (v1.0) CARRIED MOTION #19-134	Blair	Policies Printed - distributed to all departments	Complete
20	RFD: Date for Strategic Plan Update - Moved by Councillor Moore to hold the Strategic Planning session on October 18th & 19th, 2019. CARRIED MOTION #19-135	Marian	Confirmed date with facilitator	Complete
21	RFD: Claresholm & District Transportation Society - Moved by Councillor Cutler to increase operational grant funding to the Claresholm & District Transportation Society in 2019 in the amount of $5,000 to assist with repayment of the loan received for $10,000 from the MD of Willow Creek, with funding to come from General Operational Reserves and refer the 2020 funding to budget discussions, and request the Transportation Society provide to the Town an annual submission of completed budgets and (quarterly, semi-annual, annual) budget to actual reporting. CARRIED MOTION #19-136	Blair/Karine	Payment sent	Complete
29a	IN CAMERA: Moved by Councillor Cutler to accept the offer from Joseph Star in the amount of $18,000.00 plus GST, for the property located at 232, 234 & 236 50th Avenue West with conditions. CARRIED MOTION #19-137	Tara	Notification sent	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO DATE: September 19, 2019

INFORMATION ITEMS

OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 5 (2019)

EXECUTIVE COMMITTEE MEETING

Thursday, August 8, 2019 at 6:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - *Chair*
Jim Bester - *Vice-Chair*
Don Anderberg
Doug MacPherson
Ian Sundquist
Jennifer Crowson
Margaret Plumtree

STAFF:

Lenze Kuiper – *Director*

AGENDA:

1. **Approval of Agenda** – August 8, 2019.....
2. **Approval of Minutes** – May 9, 2019.....(attachment)
3. **Business Arising from the Minutes**
4. **New Business**
   - (a) Building Renovation Quote.....
   - (b) New Hire – Planner .....
   - (c) ORRSC Bus Tour and Board Meeting – September 5, 2019 .....
   - (d) Subdivision Activity 2019.....(attachment)
   - (e) Informal Staff Chat.....
5. **Accounts**
   - (a) Office Accounts –
     - (i) April 2019.....(attachment)
     - (ii) May 2019.....(attachment)
     - (iii) June 2019.....(attachment)
   - (b) Financial Statements –
     - (i) January 1 - April 30, 2019 .....(attachment)
     - (ii) January 1 - May 31, 2019.....(attachment)
     - (iii) January 1 - June 30, 2019.....(attachment)
6. **Director's Report**.....
7. **Executive Report**.....

8. Adjournment .....

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Doug MacPherson

THAT the Executive Committee approve the agenda, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Ian Sundquist

THAT the Executive Committee approve the minutes of May 9, 2019, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

4(b) Clarification on Miistakis Institute partnership sought and provided. ORRSC's role is consultative and the tool being developed will be made available to municipalities to use, if so desired.

4(c) Discussion on possible education/conference opportunities for Executive to attend.

4. NEW BUSINESS

(a) Building Renovation Quote

- The building renovation quote from Southwest Steel has not been received to date.

(b) New Hire – Planner

- Madeleine Baldwin has been hired as a Planner to begin working on December 1, 2019. Madeleine has a Bachelor of Arts, Urban and Regional Studies from the University of Lethbridge and a Master of Urban Planning from McGill University and most recently worked as a Planner with the City of Edmonton before relocating to Lethbridge.

(c) ORRSC Bus Tour and Board Meeting – September 5, 2019

- The next Board of Directors' meeting on September 5, 2019 will begin with a bus tour of the Town of Raymond Solar Project Sites with speaker Greg Robinson, followed by a light supper and short meeting back at the ORRSC office. The itinerary will be finalized and emailed to Board Members next week.

(d) Subdivision Activity 2019

- As of June 30, 96 subdivision applications have been received this year, with revenue totalling $151,482.50.

(e) Informal Staff Chat

- ORRSC staff will be invited to participate in a Review of the Strategic Plan and an informal information sharing session at the next Executive Committee meeting scheduled for Thursday, September 12, 2019 at 6:00 p.m.

5. ACCOUNTS

(a) Office Accounts –

(i) April 2019

5280	Janitorial Services	Madison Ave Business Services	$ 475.00
5320	General Office Supplies	Diane Horvath	25.00
5590	Equipment & Furniture Purchases	Diane Horvath	300.00
5320	General Office Supplies	Desjardin Card Services	293.98
5330	Dues & Subscriptions	Pincher Creek Echo	68.00
5500	Subdivision Notification	Lethbridge Herald	202.50
5532	Assessment Review Board	Dennis Gillespie	125.50
5532	Assessment Review Board	Sheila Smidt	174.46
5532	Assessment Review Board	Lorne Jackson	157.12
5532	Assessment Review Board	Sheila Smidt	268.30
5570	Equipment Repairs & Maintenance	Digitex	680.00
5570	Equipment Repairs & Maintenance	Xerox	1,418.55
5590	Equipment & Furniture Purchases	ALTISMSP	266.00
1160	GST Receivable	GST Receivable	155.51
		TOTAL	**$4,609.92**

(ii) May 2019

1243	Automotive	Murray Chevrolet	$26,860.00
5150	Staff Mileage	Mike Burla	222.50
5150	Staff Mileage	Ryan Dyck	95.00
5150	Staff Mileage	Gavin Scott	54.60
4140	Approval Fees	Martin Geomatics	200.00
5151	Vehicle Gas & Maintenance	Ian MacDougall	500.00
5280	Janitorial Services	Madison Ave Business Services	475.00
5310	Telephone	Bell Mobility	662.44
5310	Telephone	Bell Mobility	635.88
5310	Telephone	Shaw Business	145.85
5310	Telephone	Shaw Business	145.85
5320	General Office Supplies	Desjardin Card Services	45.03
5380	Printing & Printing Supplies	Desjardin Card Services	493.37
5320	General Office Supplies	Desjardin Card Services	460.35
5380	Printing & Printing Supplies	Desjardin Card Services	449.50
5380	Printing & Printing Supplies	Peak Vocational	114.00
5330	Dues & Subscriptions	Westwind Weekly	35.00
5330	Dues & Subscriptions	Minister of Finance	50.00
5330	Dues & Subscriptions	Claresholm Local Press	38.10
5330	Dues & Subscriptions	Nanton News	68.00

5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5440	Land Titles Office	Minister of Finance	719.00
5420	Accounting & Audit Fees	KPMG	9,785.00
5470	Computer Software	ESRI Canada	2,760.00
5500	Subdivision Notification	Lethbridge Herald	934.74
5534	Chinook Intermunicipal SDAB	Norman Wilde	115.08
5534	Chinook Intermunicipal SDAB	Phil Jensen	100.00
5534	Chinook Intermunicipal SDAB	Dexter Bezooyen	135.38
5570	Equipment Repairs & Maintenance	Xerox	782.36
5570	Equipment Repairs & Maintenance	Digitex	680.00
1160	GST Receivable	GST Receivable	2,303.27
		TOTAL	**$50,088.30**

(iii) June 2019

5520	Meetings	B. Johnson	$ 110.00
5150	Staff Mileage	S. Johnson	75.00
5330	Dues & Subscriptions	S. Johnson	120.00
5530	Coffee & Supplies	S. Johnson	112.92
4140	Approval Fees	Town of Magrath	62.50
5280	Janitorial Services	Madison Ave Business Services	475.00
5320	General Office Supplies	Madison Ave Business Services	16.89
5285	Building Maintenance	Shield Pest & Wildlife Control	350.00
5310	Telephone	Bell Mobility	673.04
5310	Telephone	Shaw Business	145.85
5320	General Office Supplies	Desjardin Card Services	49.86
5320	General Office Supplies	Desjardin Card Services	341.70
5380	Printing & Printing Supplies	Desjardin Card Services	262.58
5330	Dues & Subscriptions	Vauxhall Advance	24.00
5350	Postage & Petty Cash	Postage by Phone	3,500.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5440	Land Titles Office	Minister of Finance	146.00
5470	Computer Software	ESRI Canada	25,000.00
5470	Computer Software	ESRI Canada	937.50
5500	Subdivision Notification	Paramount Printers	61.00
5534	Chinook Intermunicipal SDAB	Norman Wilde	214.73
5534	Chinook Intermunicipal SDAB	Lloyd Kearl	158.70
5534	Chinook Intermunicipal SDAB	Clay Leavitt	158.70
5534	Chinook Intermunicipal SDAB	Elizabeth Christensen	150.00
5534	Chinook Intermunicipal SDAB	Gary Secrist	180.16
5534	Chinook Intermunicipal SDAB	Jack Van Rijn	183.64
5534	Chinook Intermunicipal SDAB	Cynthia Papworth	183.64
5534	Chinook Intermunicipal SDAB	Dexter Bezooyen	151.16
5534	Chinook Intermunicipal SDAB	Jack Van Rijn	150.00
5570	Equipment Repairs & Maintenance	Xerox	1,527.13
5580	Equipment & Furniture Rental	Pitney Bowes	297.12
5590	Equipment & Furniture Purchases	ALTISMSP	2,403.40
5570	Equipment Repairs & Maintenance	Xerox	782.36

1160	GST Receivable	GST Receivable	1,814.30
		TOTAL	**$40,841.88**

Moved by: Margaret Plumtree

THAT the Executive Committee approve the Office Accounts of April ($4,609.92), May ($50,088.30) and June ($40,841.88) 2019, as presented. **CARRIED**

(b) Financial Statements –

(i) January 1 - April 30, 2019
(ii) January 1 - May 31, 2019
(iii) January 1 - June 30, 2019

Moved by: Don Anderberg

THAT the Executive Committee approve the unaudited Financial Statements for the following:

January 1 - April 30, 2019
January 1 - May 31, 2019
January 1 - June 30, 2019 **CARRIED**

6. DIRECTOR'S REPORT

- The Director reported on his activities since the last Executive Committee meeting.

7. EXECUTIVE REPORT

- Committee members reported on various projects and activities in their respective municipalities.

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:24 p.m. until **Thursday, September 12, 2019 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: Gordon Wolstenholme

Willow Creek Regional Waste Management Services Commission
Box 2820 Claresholm, Alberta T0L 0T0
Phone: 403-687-2603
Fax: 403-687-2606

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility June 26, 2019 at 3:00 P.M.

In attendance: Chair Gord Wolstenholme, Don Norby, Brad Schlossberger and CAO Cheryl Friesen, John Kroetsch
Absent: Granum Representative

1. Chair Gord Wolstenholme called the meeting to order at 3:08 P.M.

2. Approval of Agenda

19.69 **Moved by John Kroetsch** to approve the agenda as presented.
CARRIED

3. Delegations

No delegations.

4. Approval of Minutes

a) Regular Meeting May 23, 2019

19.70 **Moved by Brad Schlossberger** to approve the minutes of the May 23, 2019 regular meeting as presented.
CARRIED

5. Financial Information

a) Accounts Payable

CAO Friesen presented the accounts payable, including June 2019 payroll, in the amount of $25 415.39.

19.71 **Moved by Don Norby** to approve for payment, the accounts payable in the amount of $25 415.39.
CARRIED

Approved

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility June 26, 2019 at 3:00 P.M.

5. Financial Information cont.

b) Check Detail May 30 to June 21, 2019

CAO Friesen presented the members with the check detail from May 30 to June 21, 2019.

19.72 **Moved by John Kroetsch** to accept the check detail of May 30 to June 21, 2019 as presented.
CARRIED

c) Bank Reconciliations May 2019 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation reports for May 2019 for the ATB Financial checking account & 90 day notice account.

19.73 **Moved by Don Norby** to accept the May 2019 reconciliation reports for the ATB Financial checking account & 90 day notice account.
CARRIED

d) Bank Statement ending May 31, 2019

CAO Friesen presented the ATB Financial bank statement ending May 31, 2019.

19.74 **Moved by John Kroetsch** to accept the ATB Financial bank statement ending May 31, 2019 as presented.
CARRIED

6. New Business

a) Shipping Container-HHW Area

CAO Friesen presented a quote for a 40 foot shipping container for use at the HHW collection area. Friesen explained that this was the cheapest price she had found so far but that she would also contact Starling for a price.

19.75 **Moved by Don Norby** that CAO Friesen be authorized to spend up to $4 000.00 to purchase a shipping container suitable for the household hazardous waste collection area.
CARRIED

b) TDA Agreement-Alberta Recycling

CAO Friesen explained that we have been approved to receive 700 tonnes of TDA material for use in our next class II cell. Friesen further explained that we did not budget for this expense this year, $20.00 per tonne, but does not want to refuse acceptance this year as we may not get TDA when we need it next year. Friesen stated that she emailed our auditors regarding this and had received correspondence from James explaining that the board must make a motion to approve this unbudgeted expense and that the expense be funded from the cell development reserve.

Approved

6. New Business cont.

b) TDA Agreement-Alberta Recycling cont.

19.76 **Moved by Brad Schlossberger** that the WCRWMSC sign the TDA Agreement and further that the unbudgeted expense be funded by GL Acct. # 4430910.
CARRIED

c) Waste Volumes ending May 31, 2019 vs. May 31, 2018 – For Information

CAO Friesen presented the waste volume report ending May 31, 2019. Waste volumes are up a bit from the same period last year.

d) Cell 10B Engineering Proposal

CAO Friesen presented the engineering proposal from Hasegawa for the development of Cell 10B in the amount of $20 800.00 plus GST.

19.77 **Moved by John Kroetsch** to accept the engineering proposal from Hasegawa for the work related to the development of Cell 10B in the amount of $20 800.00 plus applicable taxes..
CARRIED

e) 2019 Groundwater Monitoring/Testing and Report

CAO Friesen presented the proposal for the 2019 Groundwater Monitoring and Report from Hasegawa Engineering in the amount of $8 355.00 plus GST. Friesen explained that the proposal was more than what was budgeted and that was owing to the sampling and testing requirements of the three new test wells. Friesen further reported that the 2019 budget included the development and testing of three new wells and that the testing portion has not been completed as the consultant decided to sample the new wells when the annual sampling and testing is done.

19.78 **Moved by Don Norby** to accept the proposal from Hasegawa for the 2019 Groundwater Monitoring and Report in the amount of $8 355.00 plus GST.
CARRIED

f) Meeting Dates

CAO Friesen explained that the WCRWMSC does not have regular monthly meetings during the summer. The members discussed possible dates. Next regular meeting is tentatively set for September 12, 2019 at 3:00 p.m.

g) CAO Vacation and Overtime Accumulation to June 30, 2019

19.79 **Moved by Brad Schlossberger** to accept the CAO Vacation and Overtime Accumulation report as presented.
CARRIED

Approved

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility June 26, 2019 at 3:00 P.M.

7. Old Business

a) Groundwater Well Development-For Information

CAO Friesen explained that the three new groundwater monitoring wells have been developed. Sampling and testing will be conducted in the fall.

8. Correspondence

a) Clean Farms Announcement-For Information

CAO Friesen reported that Clean Farms has been selected as the program operator for a three year pilot program to collect grain bags and twine for recycling. The next step is to determine site locations with the goal to start collecting in the fall.

9. General Landfill Information

a) Scrap Metal

CAO Friesen reported that she delivered clean brass and aluminum to National Salvage and that we received $230.00. Friesen further reported that she has purchased a wire stripper and that staff will start stripping the large stock pile of copper wire.

b) Freon Removal

CAO Friesen explained that she approached CNPC Landfill to allow our employee to visit their site to get a freon removal refresher with their employees. Darwin is certified however he was never given the opportunity to use our equipment. After visiting CNPC Landfill, Darwin returned and has safely and correctly evacuated all of the refrigerant units.

c) Equipment

CAO Friesen reported that the compactor has been hauled to Lethbridge and is currently being repaired by Ivartek. There is a transmission oil leak that requires the removal of the cab and transmission. The cost of parts is minimal, however it is a big labor repair.

d) CAO Friesen reported that staff continues to pump leachate out of the cells into holding ponds where it can evaporate. This will be ongoing through the summer as required.

10. In Camera

19.80 **Moved by John Kroetsch** to go In Camera at 3:50 P.M.
CARRIED

19.81 **Moved by Don Norby** to come out of In Camera session at 4:30 P.M.
CARRIED

Approved

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility June 26, 2019 at 3:00 P.M.

11. Adjournment

Chair Wolstenholme declared the meeting adjourned at 4:30 P.M.

_____

Chairman Gord Wolstenholme

_____

CAO Cheryl Friesen

Approved

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Conference Room Town Office

July 17, 2019

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

1. Call to order by Barry Gibbs at 3:03 PM.
2. Adoption of agenda as presented made by Carl Hopf. **CARRIED**
3. Approval of minutes from June 18, 2019 as presented made by Verne Lunan. **CARRIED** No correspondence.
4. Financial Report to the end of July 10, 2019 was reviewed. The line item labeled "Internal Town Utility Expense – Museum" in the operating costs section was brought up. Bill Kells will get clarification from Blair Bullock for next meeting.
5. Chair report by Barry Gibbs was circulated. He reported on the status of the upcoming joint display with the United Farmers Historical Society.
6. In camera session - Verne Lunan made motion to go in camera. **CARRIED** Carl Hopf made motion to go back in session. **CARRIED**
7. Planning committee – an updated report was presented by Verne Lunan. It included the plans to date for the float in the upcoming parade. Final arrangements to be discussed on July 31, 2019 meeting with the planning committee group.
8. Executive Directors Report

   - The Ben Scaman video is coming along very well. The interview with Ben Scaman has been completed and he was very relaxed and engaged. Shadowlight production will begin editing and should have a draft for review by late September early October.

   -The Women in Agriculture exhibit is progressing. The bust of Louise McKinney has been picked up and is onsite in Claresholm. There is still a lot of work to do.

   – The museum has received some donated artifacts and need to be reviewed by an accessions committee. Bill was given the names of the current members on the accessions committee.

   -Bill and the staff at the museum continue to explore new ways for getting visitors into the main exhibit hall. The comments of visitors, particularly

APPROVED

about the main gallery are also very complimentary and sincere.
- The lower number in tour buses is reflected in attendance numbers. Total visitors in June was 661 with 4 bus tours. Total visitors up to July 14 was 416 with 2 bus tours.

9. Marketing Plan Discussion - Questions for further discussion.
-We need to identify who our target audience(s) are. Residences of the M.D. of Willow Creek and towns within the M.D.
- What do the target audiences want or value?
- Why do people come to the Museum? They like museums and need information from tourist information centre.
- What does the Museum offer that is unique? -Train station is unique; Louise McKinney was associated with Claresholm; the history of Claresholm includes the Air Force Training base.
-What are people doing instead of coming to the Museum?
-What is our competition?
10. Motion for adjournment made by Don Glimsdale at 5:06 PM.

Next meeting September 4, 2019 to be held in the Conference room of the Town Office.

Barry Lehs

Board Chair

APPROVED

Karine Keys

From: CFIB_AB <MS.Alberta@cfib.ca>
Sent: Tuesday, September 17, 2019 4:39 PM
Subject: This #SmallBizSaturday (October 26th), shop small and help build communities!

Dear Mayor;

On behalf of over 110,000 small and medium-sized enterprises that are members of the Canadian Federation of Independent Business (CFIB), we would like to invite you to show your support for local businesses by participating in **Small Business Saturday** on October 26th, 2019.

Small Business Saturday is presented by CFIB in partnership with Interac. To celebrate, we are encouraging political and community leaders such as yourself to help recognize the contributions Canadian small businesses make to building local communities and the national economy by visiting independent businesses, and by encouraging others to do so through social media.

In the week leading up to October 26th, and on **Small Business Saturday** itself, we want to **hear about some of your favourite small businesses in your community!** We ask that you visit a local business and take a picture at the business, or with the business owner, and share it on social media by:

- Tweeting/Instagramming the picture using the hashtag: #**SmallBizSaturday**
- Posting it on your Facebook page and tagging @**shopsmallbiz**

We will make sure to promote your support of local, independent business to our members and the public through our social media channels. We would also welcome the opportunity to meet with you and discuss other ways you can get involved, as well as issues of importance to small, independent businesses in Canada.

If you have any questions, please follow up with me at 1-866-444-9290 or via email at Richard.Truscott@cfib.ca.

Please join us this **Small Business Saturday** by shopping small and celebrating our community builders!

Sincerely,

Richard Truscott,
Vice President, Alberta & B.C.

This e-mail is intended only for use only by the person(s) to whom it is specifically addressed above and may contain information that is personal, private and confidential. If you are not an intended recipient of this e-mail you are hereby notified that any retention, dissemination, distribution or copying of this email or any information contained herein is strictly prohibited. Please notify us if you have received this in error. Thank you for your co-operation and assistance.

Ce courriel est destiné exclusivement à la(aux) personne(s) mentionnées ci-dessus car il peut contenir des informations de nature personnelle, privilégiée ou confidentielle. Si vous n'êtes pas le destinataire visé, nous vous informons par la présente que toute

Claresholm Child Care Society Meeting

June 11, 2019, 6:00 pm

Kidz Zone, Claresholm, AB

In attendance Christy Bazell, Jordan Smiley, Kate Mackrel, Kim Gugala, Travis Visser, Naomi Thompson, Kerri Woodruff, Lise Schulze, and Chelsae Petrovic

Regrets: Michael McMahon, Candace Heck, Mireille Rigaux, Danita Melnenly, Chery Starling and Della Christman

1.0 Called to Order - 6:03 pm

2.0 Adoption of agenda - Chelsae and Travis

3.0 Adoption of Minutes for May 14, 2019 - Lise

4.0 Reports

4.1 Financial Report - Travis

- Financials are showing a substantial loss and an unexplained increase in payroll. Kim has been attempting to contact ADP to review the account information
- Income was down for the month of May as well
- Waiting to hear back from the accountant

4.2 Executive Director Reports

4.2.1 Day Care Report - Kate

- One staff member resigned
- Playground clean up was postponed as no parents attended the meeting or responded to the request
- Staff will be attending "Laugh with your staff" on June 25th

4.2.2 Kidz Zone Report - Kim

- Beginning the process of transitioning the kindergarten students to kids zone, June 13th the kids will walk over to check out the centre
- BBQ June 26th, 5-7
- Field trip planning is in process, 1000$ donation from local service groups to help fund trips

5.0 New Business

5.1 Accounting/Payroll

- Travis proposed that we move to one person for bookkeeping and payroll
- Travis, Naomi, Chelsae and Jordan volunteered to contact companies: Sabey, Avail, Tanya, Blair and High River

- Motion to request quotes - Jordan: Seconded - Naomi
- Information will be coming out via email, "please respond to all" when responding

5.2 Grant

- Needs to be re-classified as the scope has changed, re-application is in process

5.3 2013-2017 CRA returns

- Assessments have arrived and nothing is owed

5.4 New board member

- Paige has volunteered to join the board

5.5 Food bank

- Kim and Jordan met with Shelly
- We can utilise the services on Wed via a request, after the general public has finished
- Chelsae with meet with Alison regarding the food security program

5.6 Ants

- Jordan has contacted a company who can come out for $100 to give us a quote or they can do a free google map quote - unanimous vote to conduct the google quote

5.7 Fundraising

- Looking for ideas: paint night, beef jerky
- Nov is international day of the child, do we want to host a large event - possibilities were discussed

6.0 Correspondence

- None

8.0 Next Meeting

- June 26, 2019 7:00pm at Kidz Zone

9.0 Adjournment - 7:09 pm

Claresholm Child Care Society Meeting

June 26, 2019 6:00 pm

Kidz Zone, Claresholm, AB

Executive and Board Members:

✔ Mireille Rigaux	✔ Christy Bazell	✔ Michael McMahon
✔ Jordan Smiley	Lise Schulze	Candace Heck
✔ Travis Visser	Danita Melnenly	Naiomi Thompson
✔ Chelsae Petrovic	✔ Chery Starling	

Day Care and Kid Zone Representatives:

✔ Kim Gugala	✔ Kate Mackrel	Della Christman

Regrets: Candace Heck, Naiomi Thompson, Lise Schulze, Danita Melnenly and Della Christman

1.0 Called to Order - 6:03 pm

2.0 Adoption of agenda - No formal agenda

3.0 Adoption of Minutes June 11, 2019 - To be adopted at the Sept meeting

4.0 Reports - No reports

5.0 New Business - no new business

6.0 Unfinished Business

6.1 New Building: Tara and Blair came to talk about the new building. The plan is to demo the original building and move forward with new builds. The town and school board are in agreement to place the daycare at the same physical location as Kids Zone. Plans were submitted from ATCO for a modular build however the build will go out to tender in the fall.

- The build may need to be done in phases to be financially viable and leave room for expansion
- The new build is set to include a shared space with the pre-school
- Utilities for Kids Zone will become stand alone rather then connected to the school

6.2 Grant: Change of scope needs to be submitted as we are changing location and budget. We can apply again in the fall (Oct deadline) for either the remaining amount or full amount depending on the result of the change of scope.

6.3 Bookkeeping and Payroll: quotes had been sent to all board members via email. Move to vote on moving our bookkeeping and payroll, discussion of quotes and services.

Motion to vote for one of the presented quotes: Chelsae - Seconded: Travis
Vote: all in favour we move services to Blair

6.4 Daycare playground clean up: Date is set for July 9, 6-9pm. BBQ and child minding will be available. A letter will be sent to all families, including the pre-school, that outlines all families being mandatorily represented at the clean up.

6.5 Board members missing meetings: as per June 11, 2019 meeting the discussion continued to change from "3 or more" missed meetings to "2 or more" and keep the consecutive and board discretion components.

7.0 Correspondence - None

8.0 Next Meeting - 6:00pm at Kidz Zone

- Sept 10, 2019
- Oct 8, 2019
- Nov 12, 2019
- Dec 10, 2019
- Jan 14, 2019

9.0 Adjournment - 7:03 pm

Thank You For Your Generous Donation to the 2019 Porcupine Hills Classic Cruisers Car Show

Claresholm, Alberta

Karine Keys

From: Seniors and Housing Information <Seniorsinformation@gov.ab.ca>
Sent: Tuesday, September 10, 2019 2:04 PM
To: Seniors and Housing Information
Subject: Seniors and Housing E-News

Vision 2030 for Seniors Services Symposium – November 12 to 14, 2019, Edmonton

This year, the Grey Matters Conference will not take place in its traditional form. Instead, the Alberta Association on Gerontology and Seniors and Housing have embarked on a new and exciting collaboration to present the Vision 2030 for Seniors Services Symposium. Building on Grey Matters, the symposium format will bring senior-serving sectors together to inform the future of services for Alberta's aging population.

As a pre-symposium event, the Edmonton Seniors Coordinating Council presents Connecting Edmonton Seniors on November 12. The event aims to increase awareness of system barriers that affect seniors in Edmonton through storytelling and conversation.

On November 13, Alberta Seniors and Housing presents Care Hacks: Future Technology for Seniors Reverse Trade Fair as a pre-symposium event. The reverse trade fair will bring together private and public sector organizations to foster partnerships and develop innovative solutions for challenges experienced by caregivers.

At the symposium, on November 13 and 14, you will hear from local, national and international speakers about various themes, such as wellness and independence, enhancing community capacity, addressing diversity, integrating health and social services and meeting future anticipated health care needs. There will also be networking and learning opportunities, including sharing of leading practices to take back to community.

Registration is now open. Please visit Vision2030.ca for more details and to register.

Stars of Alberta Volunteer Awards – Nomination deadline is September 20, 2019

Don't miss this opportunity to recognize your local volunteers. The Stars of Alberta Volunteer Awards nomination deadline is September 20. Why not take the time to say thank you and share the story of that special volunteer in your organization or in your community? Help us pay tribute to the humbled individuals whose generosity and community spirit help to make Alberta an incredible place to live and visit.

Awards are presented in three categories of youth, adult and senior at Government House on December 5, International Volunteer Day. We have heard thousands of incredible stories of the compassion, selflessness and dedication of Alberta volunteers, and we want to hear yours!

Full details, including nomination forms, are available at www.alberta.ca/stars-awards. Deadline for nominations is **September 20, 2019.**

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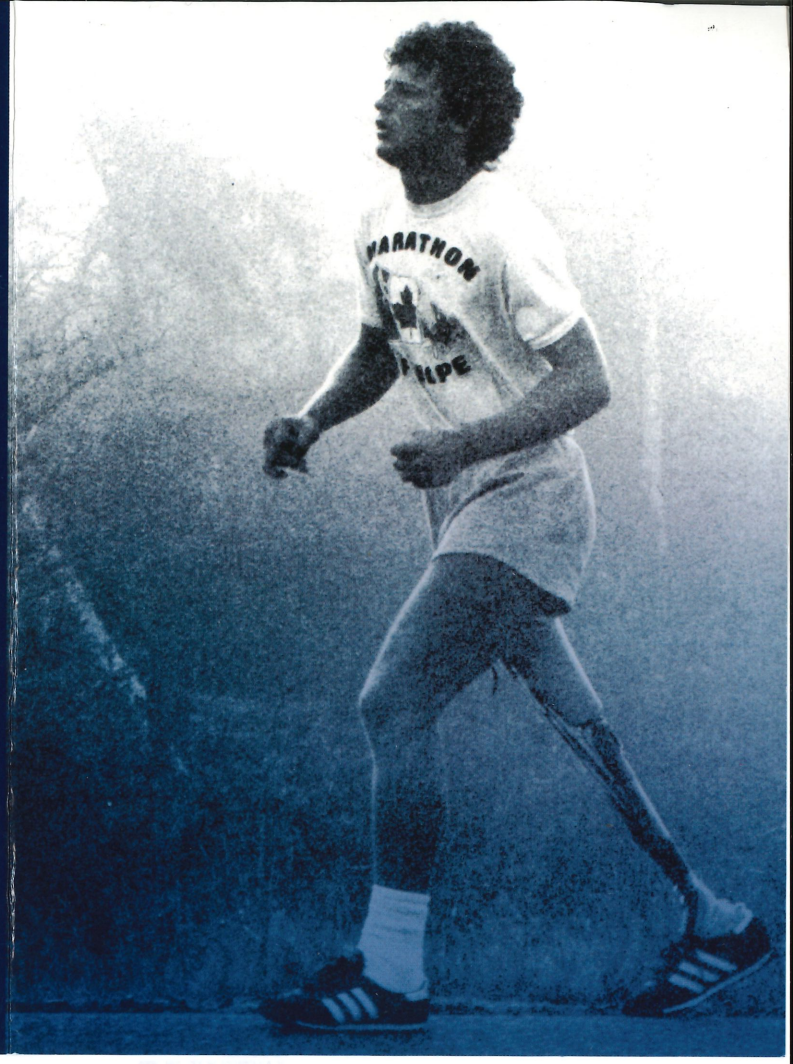
"Somewhere the hurting must stop…and I was determined to take myself to the limit for this cause."

« Il vient un temps où la douleur doit cesser… et je suis déterminé à me rendre jusqu'au bout pour cette cause. »

THE TERRY FOX FOUNDATION
LA FONDATION TERRY FOX



Sept. 19/2019

Mayor Doug
& Councillors
Brad & Gaven

On behalf of the Terry Fox Run, many thanks for your support.

See you next year for our 40th Anniversary.

Sincerely,

Debbie Lozeman
for the Terry Fox Run

Karine Keys

From: Ally Cramm <allyc@rowanhouse.ca>
Sent: Thursday, September 19, 2019 10:05 AM
To: Doug MacPherson
Cc: Karine Keys
Subject: Invitation to 2019 Breakfast with the Guys
Attachments: 2019 BWTG Poster.pdf

Good morning Doug and Karine,

I am wondering if you could please share with council this invitation to Rowan House Society's Breakfast with the Guys Foothills Event. (Poster Attached)

Our 2019 Breakfast with the Guys takes place Friday, November 1st, 7-9am at the D'arcy Ranch Golf Club in Okotoks - as our official launch to Family Violence Prevention Month.

Violence and abuse are not issues that should stay behind closed doors - they are the responsibility of the whole community. Last year over 80 community members came out and showed us they want to be an ally in the prevention of violence against women…This year we'll show you just *how* to do that.

Keynote speaker, Mike Cameron (www.mikecameron.ca) is a Canadian writer, speaker and philanthropist. As a sales and leadership authority, Mike has studied the impact that emotion has on human behavior for over 2 decades. After his girlfriend was murdered by an ex-boyfriend in 2015, Mike turned his expertise to lend his voice to help eradicate violence against women. His 2017 Tedx "The way men think of strong is wrong", urges society to help redefine what it means to be a badass.

Tickets are just $50 this year and can be purchased at www.rowanhouse.ca

If you have any questions, please don't hesitate to ask.

We hope to see you there!

Kind regards,

Ally

ROWAN HOUSE SOCIETY
BUILDING VIOLENCE FREE COMMUNITIES

Ally Cramm,
Community Relations Coordinator
Rowan House Society
--

BREAKFAST WITH THE GUYS

FOOTHILLS 2019

ROWAN HOUSE SOCIETY

BUILDING VIOLENCE FREE COMMUNITIES

Friday, November 1st

7AM - 9AM

D'Arcy Ranch Golf Club
Okotoks

FEATURING MIKE CAMERON

WWW.MIKECAMERON.CA

Tickets: $50 Each

www.rowanhouse.ca

CENTURY 21 FOOTHILLS REAL ESTATE

EIFFEL GROUP OF COMPANIES

avanade

last year you showed us you want to be an ally... this year we'll show you *how*

#allyforher #BWTGFoothills