



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
APRIL 14, 2020
AGENDA**

Time: 7:00 P.M.

Place: Electronic Only due to COVID-19 Pandemic

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: **ADOPTION OF AGENDA**

MINUTES: **REGULAR MEETING – MARCH 23, 2020**

ACTION ITEMS:

1. **BYLAW #1699 – Community Peace Officer Bylaw**
RE: 2nd & 3rd Readings
2. **CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs**
RE: ACP Intermunicipal Collaboration Grant
3. **CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs**
RE: 2020 Education Property Tax Requisitions and Education Property Tax Deferrals
4. **CORRES: Alberta Rural Development Network**
RE: Reaching Home Emergency COVID-19 Funding Update
5. **REQUEST FOR DECISION: Quality Management Plan (QMP) Update**
6. **REQUEST FOR DECISION: Southern Alberta Summer Games**
7. **REQUEST FOR DECISION: Financial Plans**
8. **REQUEST FOR DECISION: Budget Update**
9. **REQUEST FOR DIRECTION: Property Tax Payment Deadline Extension**
10. **INFORMATION BRIEF: The Bridges at Claresholm Golf Club**
11. **INFORMATION BRIEF: Infrastructure Master Plan CARES Grant**
12. **INFORMATION BRIEF: Annexation Update**
13. **INFORMATION BRIEF: Airport Land Sale Update**
14. **INFORMATION BRIEF: Municipal Government Act Changes – COVID-19**
15. **INFORMATION BRIEF: Strategic Plan Update**
16. **INFORMATION BRIEF: Council Resolution Status**
17. **ADOPTION OF INFORMATION ITEMS**
18. **IN CAMERA:**
 - a. **LAND – FOIP Section 16**
 - b. **Intergovernmental Relations – FOIP Section 21**

INFORMATION ITEMS:

1. Guide for Municipal Leaders on Canada's and Alberta's Economic Response to COVID-19 – updated April 1, 2020
2. Municipal Planning Commission Minutes – February 14, 2020
3. Age Friendly Alberta Newsletter – April 3, 2020
4. Claresholm & District Museum Board Meeting Minutes – January 15, 2020

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MARCH 23, 2020

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

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

ABSENT: Councillor Gaven Moore

STAFF PRESENT: Director of Corporate Services: Blair Bullock, 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 7:03 p.m. by Mayor MacPherson.

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

15. REQUEST FOR DECISION: Letter of Support – Claresholm Child Care Society

CARRIED UNANIMOUSLY

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

CARRIED

MINUTES: REGULAR MEETING – MARCH 9, 2020

Moved by Councillor Zimmer that the Regular Meeting Minutes of March 9, 2020 be accepted as presented.

CARRIED

DELEGATIONS:

1. DIRECTOR OF EMERGENCY MANAGEMENT: Jason Hemmaway
RE: Update on the Town's COVID-19 Response

Jason Hemmaway, Director of Emergency Management, provided Council with an update on the Town of Claresholm's current COVID-19 response.

2. AVAIL LLP – Darren Adamson, CPA, CA
Re: 2019 Financial Statements

Darren Adamson, CPA, CA from Avail LLP presented the 2019 Audited Financial Statements to Council.

ACTION ITEMS:

1. REQUEST FOR DECISION: 2019 Reserve Transfers & Bad Debt

MOTION #20-046 Moved by Councillor Cutler to transfer out of reserve funds for 2019 operational and capital purposes in the amount of \$506,725 for the year ended December 31, 2019 as follows:

Transfers from Operating Reserves

General – \$85,835
Debt reduction – \$50,000
Physician Recruitment – \$1,050
Economic Development – \$29,579
Museum – \$6,275
Planning & Development – \$639

Transfers from Capital Reserves

General – \$100,002
Multi-use Community Building – \$3,091
Water and sewer – \$219,945
Enforcement vehicle – \$10,309

CARRIED

MOTION #20-047 Moved by Councillor Schlossberger to transfer 2019 unrestricted surplus funds of \$394,680 to Reserves for the year ended December 31, 2019 as follows:

Transfers to Operating Reserves

General – \$15,559
Debt reduction – \$34,726
Trust account – \$1,040
Economic Development – \$579
Office – \$583
Fill dirt – \$232

Museum – \$123
Cemetery – \$15
Planning & Development – \$200

Transfers to Capital Reserves

General – \$57,902
Arena – \$8,360
Multi-use Community Building – \$60
Fire Truck – \$13,417
Parks and pathways – \$1,071
Water and sewer – \$210,502
Land & Development – \$5,633
Garbage & recycling equipment – \$35,403
Acreage assessment – \$825
Tamarack Subdivision – \$510
Playground rehabilitation – \$1,013
Enforcement vehicle – \$2,374
Tax recovery land – \$240
Cemetery – \$5,100
Museum – \$18

CARRIED

MOTION #20-048 Moved by Councillor Schulze to approve the write-off of uncollected amounts for Utility account number 9013.001 in the amount of \$5,310.56 for the year ended December 31, 2019.

CARRIED

2. REQUEST FOR DECISION: 2019 Audited Financial Statements

MOTION #20-049 Moved by Councillor Zimmer to accept the Audited Financial Statements for the year ended December 31, 2019 as presented.

CARRIED

Mayor MacPherson called a five-minute recess in order to sign the 2019 Audited Financial Statements but asked for the camera to continue running.

3. BYLAW #1693 – Non-Residential Tax Incentive Bylaw
RE: 1st Reading

Moved by Councillor Cutler to give Bylaw #1693, the Non-Residential Tax Incentive Bylaw, 1st Reading.

CARRIED

4. BYLAW #1694 – Intermunicipal Collaboration Framework Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Schulze to give Bylaw #1694, the Willow Creek Regional Intermunicipal Collaboration Framework Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1694, the Willow Creek Regional Intermunicipal Collaboration Framework Bylaw, 3rd & Final Reading.

CARRIED

5. BYLAW #1695 – Consolidation of Bylaws
RE: 2nd & 3rd Readings

Moved by Councillor Zimmer to give Bylaw #1695, the Consolidation of Bylaws Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Schlossberger to give Bylaw #1695, the Consolidation of Bylaws Bylaw, 3rd & Final Reading.

CARRIED

6. BYLAW #1696 – Water & Sewer Bylaw Amendment
RE: 2nd & 3rd Readings

Moved by Councillor Zimmer to give Bylaw #1696, the Water & Sewer Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Schulze to give Bylaw #1696, the Water & Sewer Bylaw Amendment, 3rd & Final Reading.

CARRIED

7. BYLAW #1697 – Procedural Bylaw Amendment
RE: 2nd & 3rd Readings

Mayor MacPherson called a five-minute recess at 7:59 p.m. to make adjustments to the bylaw amendment and the livestream was discontinued. The livestream was restarted at 8:03 p.m.

MOTION #20-050 Moved by Councillor Schlossberger to amend Bylaw #1697 – Procedural Bylaw Amendment prior to 2nd Reading by amending the following:

Remove the current Section 2.1 (cc) from Bylaw #1697 and add the revised Section 2.1 (cc) to read:

“Quorum” is a majority of those Members elected and serving on Council, including the Mayor, for clarity, this number is currently four. A quorum of Council may be achieved even if a council member or multiple council members attend the meeting through electronic communication as defined by Section 199 of the *Municipal Government Act*.

Add a new section 2.1 (kk) to Bylaw #1697 as follows:

“Extenuating circumstances” is a serious situation that is affecting multiple members of Council and the community as a whole on a large scale that is outside of Council’s general control.

And add a new Section 5.1 (e) to read:

Council meetings may be conducted through electronic communications as prescribed within Section 199 of the Act with allowance for public participation, in extenuating circumstances only.

CARRIED

Moved by Councillor Carlson to give Bylaw #1697, the Procedural Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Schulze to give Bylaw #1697, the Procedural Bylaw Amendment, 3rd & Final Reading.

CARRIED

8. BYLAW #1699 – Community Peace Officer Bylaw
RE: 1st Reading

Moved by Councillor Schlossberger to give Bylaw #1699, the Community Peace Officer Bylaw, 1st Reading.

CARRIED

9. MEDIA RELEASE: Alberta Urban Municipalities Association (AUMA)
RE: Statement from AUMA President Barry Morishita

Received for information.

10. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Letter to Hon. Kaycee Madu, Minister of Municipal Affairs

Received for information.

11. CORRES: Granum & District Canada Day Society
RE: Canada Day Festivities

Received for information.

12. REQUEST FOR DECISION: ICF Committee Appointments

MOTION #20-051

Moved by Councillor Zimmer to appoint Mayor Doug MacPherson and Councillor Mike Cutler to represent the Town of Claresholm on the ICF Committee, and to appoint Councillor Lise Schulze as the alternate representative on the ICF Committee.

CARRIED

13. REQUEST FOR DECISION: Columbarium Locations

MOTION #20-052

Moved by Councillor Schulze to approve the Option 1 as presented for the location of the installation of a new columbarium at the Claresholm Cemetery to be operated by Zentner Funeral Home as per the Letter of Understanding.

CARRIED

14. REQUEST FOR DECISION: Suspension of Penalties & Interest Charges

MOTION #20-053

Moved by Councillor Cutler to approve the temporary suspension of utility penalties and utility shutoffs until September 30, 2020 in response to the financial difficulties presented by COVID-19.

CARRIED

15. REQUEST FOR DECISION: Letter of Support – Claresholm Child Care Society

MOTION #20-054

Moved by Councillor Schulze to write a letter of support to the Honourable Kaycee Madu, Minister of Municipal Affairs, to express the Town’s support for the Claresholm Child Care Society to be permitted to reopen the Claresholm Day Care to care for the children of workers in essential services, including our significant population of health care workers in the community, under the protocols set forth by the Alberta Government and Alberta Health Services.

CARRIED

16. REQUEST FOR DECISION: Claresholm Child Care Society Request

MOTION #20-055

Moved by Councillor Carlson to waive the rental and utility fees beginning March 1, 2020 for the Claresholm Childcare Society for the period of time that they are not fully operational due to the province-wide closure on all licensed daycare facilities.

CARRIED

17. REQUEST FOR DECISION: Arena Roof Mezzanine

MOTION #20-056 Moved by Councillor Cutler to direct Administration to proceed with only the Arena Roof replacement portion of the Arena Roof and Mezzanine Floor Project until such time as we receive word on the CFEP grant application.

CARRIED

18. REQUEST FOR DECISION: North Industrial Paving

MOTION #20-057 Moved by Councillor Schlossberger to award the North Industrial Paving Project to Professional Excavators and Construction Inc. in the value of \$439,518.43 plus GST, and to approve the \$5,510 out-of-budget expenditure to be funded out of the Federal Gas Tax Fund.

CARRIED

19. REQUEST FOR DECISION: Tennis Courts Resurfacing

MOTION #20-058 Moved by Councillor Schlossberger to direct Administration to not proceed with the Tennis Court Resurfacing Project until such time as we receive word on the CFEP grant application & SARA funding.

CARRIED

20. FINANCIAL REPORT: Statement of Operations – January 31, 2020

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended January 31, 2020 as presented.

CARRIED

21. INFORMATION BRIEF: Letter of Support – Community Foundation Grant

Received for information.

22. INFORMATION BRIEF: CFEP Grant Notifications

Received for information

23. INFORMATION BRIEF: Enabling Accessibility Funds

Received for information.

24. INFORMATION BRIEF: Pitch-in Canada

Received for information.

25. INFORMATION BRIEF: CAO Report

Received for information.

26. INFORMATION BRIEF: Council Resolution Status

Received for information.

27. ADOPTION OF INFORMATION ITEMS

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

CARRIED

28. IN CAMERA:

- a. LAND – FOIP Section 16
- b. LAND – FOIP Section 16

Moved by Councillor Schulze to go In Camera at 8:59 p.m. for the following items:

- a. LAND – FOIP Section 16
- b. LAND – FOIP Section 16

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:59 p.m.

Moved by Councillor Zimmer to come out of In Camera at 9:20 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:20 p.m.

ADJOURNMENT: Moved by Councillor Schulze that the meeting adjourn at 9:20 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:20 p.m.

ACTION ITEMS



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1699

A Bylaw of the Town of Claresholm, in the Province of Alberta, to provide for discipline procedure for misuse of power, including penalties and an appeal process applicable to misuse of power by Peace Officers.

WHEREAS Section 556 of the *Municipal Government Act* R.S.A. 2000 Chapter M-26, states that Council must by bylaw establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers;

AND WHEREAS Council of the Town of Claresholm has adopted, by approving this Bylaw, the Government of Alberta, Solicitor General and Public Security, Public Security Peace Officer Program, "Policy and Procedures Manual" which provides guidance in meeting Provincial mandates.

AND FURTHER laying out protocols, expectations and discipline action with penalties and appeal processes within stipulated situations.

AND WHEREAS this Bylaw further specifies Appointments under the Peace Officer Act that is currently enforced and available within their scope of employment, approved by the Department of Justice and Solicitor General:

- Animal Protection Act
- Dangerous Dog Act
- Environmental Protection and enhancement Act, Part 9, Division 2
- Gaming, Liquor, and Cannabis Act
- Highways Development and Protection Act
- Innkeepers Act
- Petty trespass Act
- Provincial Offences Procedure Act
- Tobacco and Smoking Reduction Act
- Traffic Safety Act
- Trespass to Premises Act
- Weed Control Act

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

SECTION 1 NAME OF BYLAW

- 1.1 This Bylaw may be cited as the "**Community Peace Officer Bylaw.**"

SECTION 2 ENACTMENT

- 2.1 The Chief Administrative Officer (CAO) or designate will be responsible for the discipline of a Community Peace Officer(s) in accordance with the Government of Alberta Solicitor General, Public Security Peace Officer Program, "Policy and Procedures Manual" as well as the following Town of Claresholm policies:
- a) 5.3.03 – CPO Code of Conduct Policy
 - b) 5.3.04 – CPO Notebook Policy
 - c) 5.3.16 – CPO Incident Capture System (ICS) Policy
 - d) 5.3.25 – CPO Use of Force Policy
 - e) 5.3.30 – CPO Complaint Process Policy
 - f) 5.3.35 – CPO Safety Policy
- 2.2 The Government of Alberta Solicitor General, Public Security Peace Officer Program, "Policy and Procedures Manual" as well as the following Town of Claresholm policies form part of this Bylaw:
- a) 5.3.03 – CPO Code of Conduct Policy
 - b) 5.3.04 – CPO Notebook Policy
 - c) 5.3.16 – CPO Incident Capture System (ICS) Policy
 - d) 5.3.25 – CPO Use of Force Policy

- e) 5.3.30 – CPO Complaint Process Policy
- f) 5.3.35 – CPO Safety Policy

SECTION 3 PASSAGE OF BYLAW

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

READ a first time in Council this **23rd** day of **March** 2020 A.D.

READ a second time in Council this day of 2020 A.D.

READ a third time in Council and finally passed this day of 2020 A.D.

Doug MacPherson, Mayor

Marian Carlson, CAO



ALBERTA

MUNICIPAL AFFAIRS

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

AR100003

March 31, 2020

His Worship Brent Feyter
Mayor
Town of Fort Macleod
PO Box 1420
Fort Macleod AB T0L 0Z0

Dear Mayor Feyter,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Town of Fort Macleod has been approved for a grant of \$200,000 under the 2019/20 ACP Intermunicipal Collaboration component in support of your Intermunicipal Collaborative Framework Service Agreements and Recreation Study project. This approval does not signify broader support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. We ask you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free at 310-0000, then 780-422-7125, or at acp.grants@gov.ab.ca.

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Hon. Kaycee Madu
Minister of Municipal Affairs

cc: Roger Reid, MLA, Livingstone-Macleod
Doug MacPherson, Mayor, Town of Claresholm
Jennifer Handley, Mayor, Town of Nanton
Gentry Hall, Mayor, Town of Stavely
Maryanne V. Sandberg, Reeve, Municipal District of Willow Creek
Susan Keenan, Municipal Manager, Town of Fort Macleod
Marian Carlson, Chief Administrative Officer, Town of Claresholm
Neil Smith, Chief Administrative Officer, Town of Nanton
Candice Greig, Chief Administrative Officer, Town of Stavely
Derrick Krizsan, Chief Administrative Officer, Municipal District of Willow Creek

From: taxprogramdelivery@gov.ab.ca <taxprogramdelivery@gov.ab.ca>

Sent: March 23, 2020 5:51 PM

To: Marian Carlson <Marian@claresholm.ca>

Subject: 2020 Education Property Tax Requisitions and Education Property Tax Deferrals

Dear Chief Elected Official:

The Government of Alberta is providing immediate relief to Albertans and businesses to help weather the economic pressures and the COVID-19 crisis.

This support will save money for Alberta households and businesses by maintaining education property taxes at last year's level. In addition, to help maintain liquidity, we are deferring education property tax for businesses for six months. This will help keep more businesses viable, able to meet payroll obligations and to employ as many Albertans as possible.

Alberta employers will face challenges in the coming weeks. To free cash flow and help businesses retain and pay workers, government will defer six months' worth of the education portion of non-residential property tax. Only 50 per cent of the non-residential education taxes will be due in 2020. We will work with municipalities to develop flexible repayment plans.

I encourage your municipality to consider similar deferment plans for the municipal portion of the non-residential property tax. Property owners are encouraged to pass on these savings to business tenants.

We are working on the implementation details and will strive to provide you with flexibility to adapt the process to your local needs and minimize any associated administrative burden. We will look to you to help us understand how we can best manage this together. My ministry will host a technical information webinar for administrators and finance officers on Friday, March 27, 2020 to provide more details about how this deferral will work and to answer questions. An invitation will be sent to your chief administrative officer.

I appreciate the many challenges municipalities and Albertans are facing at this time. I appreciate your cooperation as we work together to support our local businesses, industry and all Albertans. This is an unprecedented situation for all of us and I truly appreciate all you are working through at the local level.

Yours truly,

Kaycee Madu

Minister of Municipal Affairs

cc: Chief Administrative Officers

Karine Keys

From: Sydney Stenekes <programs@ardn.ca>
Sent: Friday, April 3, 2020 2:23 PM
To: Kelly Petraschuk
Subject: Reaching Home Emergency COVID-19 Funding Update

Dear Mayors and Councillors of Rural Alberta,

As some of you may already know, the Canadian Government recently announced that an additional \$157.5 million would flow through Reaching Home to support people who are homeless or at imminent risk of becoming homeless due to COVID-19. **We are thrilled to announce that ARDN will be receiving \$796,692 to distribute to rural Alberta communities that are experiencing increased hardship due to COVID-19.** At this time, we can only announce the following in terms of requirements and eligibility:

- Project activities must take place outside of the seven cities in Alberta (Calgary, Edmonton, Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat, Red Deer).
- Communities and organizations interested in receiving the new COVID-19 Reaching Home funding will be required to submit an application (brief proposal) that outlines the need for certain activities and supports in the community. We recognize that this funding should be distributed to communities ASAP, so we will aim to limit the administrative burden as much as we can.
- We will likely only prioritize requests of less than \$25,000. However, we may consider requests for higher levels of funding if the proposed activities correspond with a heightened need in the community.
- Successful applications will be required to report on the impact of the funding on their community upon completion of the project activities. All funding will be required to be spent and reported on before March 31, 2021.

To be notified when the application opens, please enter your email on our website: <https://www.ardn.ca/ardnsinitatives/covid-19-emergency-funding>

I apologize if you have already received this email. We are trying to reach as many people as we can and as a result your contact information may end up on multiple email lists. Thank you all for your commitment to the communities you serve. I ask that you hold off on sending in your questions until we have more details. If you have urgent questions however, please feel free to respond to this email.

Take care,
Sydney

--

Sydney Stenekes, MSc. (Candidate)

Manager, Homelessness Initiatives
Alberta Rural Development Network
C: +1-613-986-5207
O: +1-780-964-2736
200, 10578 - 113 Street NW
Edmonton AB T5H 3H5
www.ardn.ca



REQUEST FOR DECISION

Meeting: April 14, 2020
Agenda Item: 5

TOWN OF CLARESHOLM UPDATED QUALITY MANAGEMENT PLAN

BACKGROUND / DESCRIPTION:

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

Currently the Town has two QMP documents (approved in 2013) and since there has been a new template, the Safety Codes Council has recommended the Town of Claresholm combine the two documents into a newer format (see attached). This combines the two documents into one new document with other minor changes, but no major changes to service delivery or requirements.

Administration presents the draft document for review and approval. Included in the QMP is the terms and conditions of accreditation, and requirements for delivery standards, records, inspections, etc. The QMP manager is the CAO, Marian Carlson. Annually all Safety Codes Officers and the QMP manager and applicable staff review the QMP.

PROPOSED RESOLUTIONS:

Administration recommends Council carry a motion to agree to the terms within the updated Quality Management Plan as presented. The QMP will then be sent to the Safety Codes Council for approval.

RECOMMENDED ACTION:

Moved by Councillor _____ that the Town of Claresholm agrees with and will adhere to the requirements outlined in the updated Quality Management Plan that pertains to the Safety Codes Disciplines of Building, Electrical, Plumbing, Gas and Fire.

ATTACHMENTS:

- 1.) Draft QMP

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 6, 2020

Town of Claresholm

Quality Management Plan



Town of Claresholm

Quality Management Plan

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

Peter Thomas
Administrator of Accreditation

Date



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Town of Claresholm

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Schedule A - Scope and Administration

1.0 Scope of Accreditation

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

1.1 Building

- ☒ All parts of the:
 - National Building Code – 2019 Alberta Edition; and
 - National Energy Code of Canada for Buildings 2017.
- Or**
- ☐ Only those parts of the National Building Code – 2019 Alberta Edition:
 - pertaining to small buildings being 3 storeys or less in height, having a building area of 600m² or less, and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial.
- And**
- All parts of the:
 - National Energy Code of Canada for Buildings 2017.

1.2 Electrical

- ☒ All parts of the:
 - Canadian Electrical Code, Part 1.
- ☐ All parts of the:
 - Alberta Electrical Utility Code.

1.3 Fire

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

1.4 Gas

- ☒ All parts of the:
 - Natural Gas and Propane Installation Code,
 - Propane Storage and Handling Code, and
 - Compressed Natural Gas Fuelling Stations Installation Code.
- Excluding the:**
 - Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles, and
 - Natural Gas for Vehicles Installation Code Compressed Natural Gas.

1.5 Plumbing

- ☒ All parts of the:
 - National Plumbing Code of Canada, and
 - Alberta Private Sewage Systems Standard of Practice.

2.0 Quality Management Plan Administration

Town of Claresholm

2.1 Overall Administration

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

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

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

2.1.1 Delivery of Safety Codes Services

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

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

2.1.2 Contracted Accredited Agency

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

2.1.3 Monitoring and Oversight

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

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

2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

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

2.2.1 Appointment of a QMP Manager

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

2.2.2 SCO Authority

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

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

2.2.3 Declaration of Status

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

2.2.4 Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

2.2.5 Training and Professional Development

a. SCOs

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

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

b. Permit Issuers

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

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

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

c. Other Personnel

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

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

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

2.3 QMP Access

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

The Municipality will:

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

2.4 Training on the Contents of this QMP

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

2.5 Freedom of Information and Confidentiality

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

2.6 Records

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

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

requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

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

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

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

2.7 Council Levy

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

2.8 Permit Information and Permissions

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

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

2.9 QMP Amendments and Revisions

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

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

2.10 Annual Internal Review

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

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

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

2.11 Cancellation of Accreditation

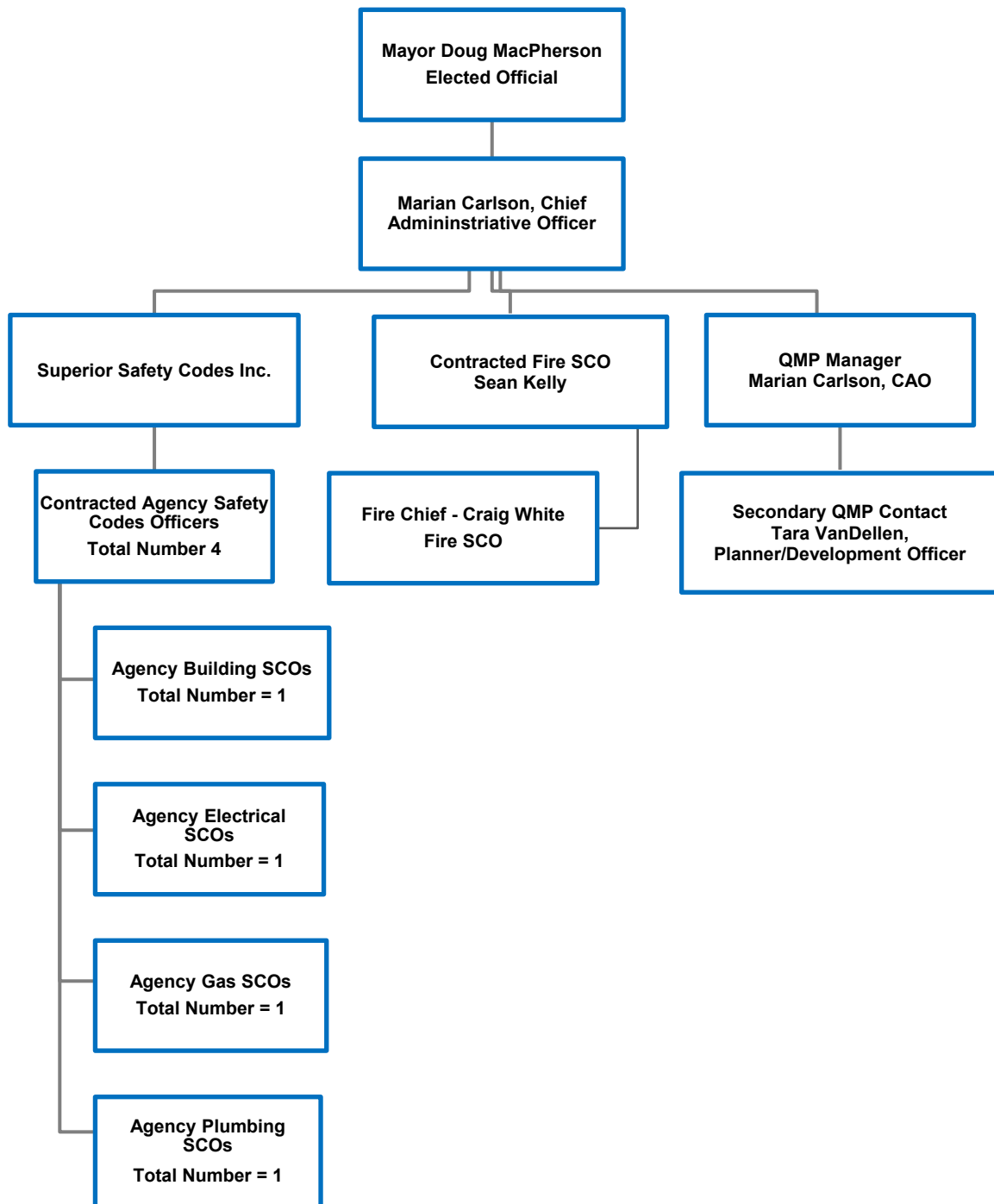
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage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

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

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

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

2.12 Organizational Chart



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

2.13 Municipal Agreement – Update or Scope Change

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

**Signature of Municipal Employee Duly Authorized
to Enter Into this Agreement**

Date

Marian Carlson

Name

CAO

Job Title

403-625-3381

Phone Number

marian@claresholm.ca

Email Address

2.14 QMP Manager Information

Marian Carlson

QMP Manager Name

CAO

Job Title

Box 1000, Claresholm AB, T0L 0T0

Mailing Address

403-625-3381

Phone Number

marian@claresholm.ca

Email Address

2.15 Notices

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

Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

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

3.1.2 Unsafe Condition

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

3.1.3 Final Inspection

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

3.1.4 Imminent Serious Danger

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

3.2 Scope of Services

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

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

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

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

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

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

3.4 Orders

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

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

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.

- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with have failed.
- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 30 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

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

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

3.5 Emergency Situations

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

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

3.6 Alternative Solution Proposals and Variances

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

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

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

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

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

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

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

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

- owner;
- contractor, if applicable;

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

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

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

3.7 Permit Administration

3.7.1 Permit Applications

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

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

3.7.2 Permit Information

Permits will include the following information:

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

3.7.3 Terms and Conditions of Permit

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

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

3.7.4 Annual Permits

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

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

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

3.7.5 Permit Expiry

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

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and

- close the permit by recording the reason and date for the expiration within the permit file; and
- maintain the permit file according to its records management system.

3.7.6 Permit Extension

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

3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

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

The Municipality or an SCO may:

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

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

3.7.8 Permit Refusal, Suspension, or Cancellation

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

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

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

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

3.8 Site Inspections

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

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

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

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

3.9 Site Inspection Reports

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

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

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

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

3.10 No-Entry Policy

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

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

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

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

3.11 Verification of Compliance (VOC)

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

A VOC may be used:

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

A valid VOC must include:

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

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

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

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

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

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

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

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

Schedule C -Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Building

4.1.1 Building Permits

The Municipality will, prior to permit issuance:

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

4.1.2 Construction Document Review

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

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

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

4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

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

4.1.4 Building Site-Inspections

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

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

Type of Project	Type of Building and Major Occupancy	Minimum Inspections	Inspection Stage
Demolition	All	1	0 at any stage within one (1) year from permit issuance
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	0 at any stage OR 0 within one (1) year from permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, with a value of work of over \$50,000	Single and Two Family Dwellings (Group C)	3	0 complete foundation prior to backfill AND 0 solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier OR 0 building envelope including insulation and vapour barrier prior to drywall AND 0 final inspection, including HVAC completion within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work of over \$50,000	Multi-family Residential, Townhouses, and Small Apartments (Group C)	3	0 complete foundation prior to backfill AND 0 solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier OR 0 building envelope including insulation and vapour barrier prior to drywall AND 0 final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work over \$50,000)	Business, Personal Services, Mercantile, Medical, and Low Hazard Industrial (Group D, E, F2, F3)	3	0 complete foundation prior to backfill AND 0 building envelope and HVAC rough-in OR 0 framing, structure, and building envelop prior to insulation and vapour barrier AND 0 final inspection, including HVAC completion within two (2) years of permit issuance

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

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	o at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	o at any stage OR o within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	o *foundation OR o *framing, structure OR o *HVAC rough-in OR o *fire suppression systems OR o *fire alarm system OR o *HVAC completion OR o *interior partitioning OR o Medical Gas rough-in AND o *final inspection within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	o *foundation OR o *framing, structure OR o *HVAC rough-in OR o *fire suppression systems OR o *fire alarm system OR o *HVAC completion OR o *interior partitioning OR o Medical Gas rough-in AND o *final inspection within two (2) years of permit issuance

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

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

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	o at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	o at any stage OR o within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	o interim inspection at approximately the mid-term of the work AND o final inspection within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	o *foundation OR o *framing, structure OR o *HVAC rough-in OR o *fire suppression systems OR o *fire alarm system OR o *HVAC completion OR o Interior Partitioning OR o Medical Gas rough-in AND o *final inspection within two (2) years of permit issuance

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

4.1.5 Miscellaneous Building Site Inspections

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

- Accessory Buildings**, including detached garages, or sheds, will be inspected within 180 days of permit issuance.
- Single Family Manufactured Home, Ready-to-Move; or Mobile Home** siting will consist of a foundation **AND** final inspection within 180 days of permit issuance.
- Site Inspection of Part 10 buildings (Industrial Relocatable)** will consist of at least one on-site inspection within 90 days of final set-up stage.

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

4.2 Electrical

4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

4.2.2 Construction Document Review

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

4.2.3 Electrical Installation Site-Inspections

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

Type of Project	Minimum Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work over \$10,000	2	- o rough-in inspection prior to cover-up OR - o mid-term AND - o final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work less than \$10,000	1	o rough-in inspection, or final inspection, within one (1) year of permit issuance
Single Family Residential or Farm Buildings with value of work over \$2,500	2	- o completed rough-in inspection prior to cover-up AND - o final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings with value of work less than \$2,500	1	o final inspection, within one (1) year of permit issuance
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-Jacks, and Temporary Services	1	- o rough-in inspection prior to cover-up OR - o final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Manufactured, ready-to-move, or mobile home, connection only	1	o final inspection within 180 days of permit issuance
Annual Permit for minor alterations, additions conducted on one site	2	- o mid- term inspection AND - o final inspection, within one (1) year of permit issuance

4.2.4 Miscellaneous Electrical Inspections

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

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

4.6 Fire

4.6.1 Fire Permits and Permissions

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

4.6.2 Fire Inspections

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

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	0 one (1) site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance. one (1) post demolition inspection to be conducted
Compliance Inspections	Special Events or Sites	0 Once per event
Pick one of the five inspection frequency options in relation to the use and occupancy classifications in the <i>National Building Code – 2019 Alberta Edition</i>. Delete this row when submitting the draft QMP.		
	Group A, Division 1 Assembly	0 On request or complaint
	Group A, Division 2 Assembly	0 On request or complaint
	Group A, Division 3 Assembly	0 On request or complaint
	Group A, Division 4 Assembly	0 On request or complaint
	Group B, Division 1 Care or Detention	0 On request or complaint

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group B, Division 2 Care or Detention	0 On request or complaint
	Group C Residential – 1 to 5 family	0 On request or complaint
	Group C Residential – 5 to 12 family	0 On request or complaint
	Group C Residential – 12 to 25 family	0 On request or complaint
	Group C Residential – 25 and more family	0 On request or complaint
	Group D	0 On request or complaint
	Group E	0 On request or complaint
	Group F, Division 1	0 On request or complaint
	Group F, Division 2	0 On request or complaint
	Group F, Division 3	0 On request or complaint

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

4.6.3 Inspection Frequency Definitions:

- 1. On request or complaint** - the process as defined by municipal operational policy.
- 2. Once every month** - a specific day is set that shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 3. Once every 6 months** - a specific day is set that shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 4. Once every 12 months** - a specific day is set that will apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 5. Once every 24 months** - a specific day is set that shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

4.6.4 Fireworks

The Municipality will issue permits for:

- vendor,
- purchase,
- possession,
- handling, and
- discharge.

The Fire SCO will, prior to issuing a permit:

- respecting the purchase, possession, handling, discharge, fire or set-off: obtain from the applicant written confirmation that the person;
- conduct activities in accordance with safe practices outlined in the *National Fire Code – 2019 Alberta Edition*; and
- be of at least 18 years of age.

Respecting sales, the Fire SCO will obtain from the owner of the retail business written confirmation that:

- the business holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require the business to hold such license;
- the employees of the business handling fireworks for sale are of at least 18 years of age;
- the manufacturer's instructions are posted at the sales location and provided with each sale;
- a record of each sale is retained for examination by the Fire SCO; and

- the business stores fireworks in conformance with Part 3 of the *National Fire Code – 2019 Alberta*

Edition.

On issuance of the permit, the SCO will sign the permit with their certification or DOP number on the permit.

4.6.5 Hot Works

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

4.6.6 Construction Fire Safety Plans (including demolition)

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

The Municipality will review:

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

A Fire Safety Plan will include:

- the responsibility of workers;
- emergency procedures;
- control of hazards;
- maintenance of firefighting measures; and
- the acceptance of the Fire SCO having jurisdiction.

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

4.6.7 Fire Investigations

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

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

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

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

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

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

- dispatch or run sheets;
- fire incident field notes;
- casualty field notes (if applicable);
- wildfire notes (if applicable);
- evidence form;
- vehicle fire field notes (if applicable);
- photographs and a photograph log;

- structure fire notes;
- firefighter statements;
- witness statements; and
- consent to search (if applicable)

Fire Investigations will include the following information:

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

4.6.8 Fire Prevention Programs

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

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

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

4.7 Gas

4.7.1 Gas Permits

The Municipality will issue Gas Permits.

4.7.2 Construction Document Review

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

4.7.3 Gas Installation Site-Inspections

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

Installation Type	Minimum Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	- o rough-in AND - o final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings	2	- o rough-in AND - o final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	o final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Temporary Heat Installations, under separate permit, or temporary services	1	o final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Connection of manufactured, ready-to-move or mobile home or propane tank set over 454 liters	1	o final inspection within 180 days of permit issuance
Annual Permit	2	- o mid-term inspection AND - o final inspection at substantial completion of work described on the permit within one (1) year of permit issuance

4.7.4 Miscellaneous Gas Inspections

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

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

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

4.8 Plumbing

4.8.1 Plumbing Permits

The Municipality will issue Plumbing permits.

4.8.2 Construction Document Review

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

4.8.3 Plumbing Installation Site-Inspections

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

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential with more than 5 fixtures	2	- o rough-in below grade prior to covering OR - o rough-in above grade prior to covering AND - o final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with 5 fixtures or less	1	- o rough-in below grade prior to covering OR - o rough-in above grade prior to covering OR - o final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings new construction or alteration, addition, or renovation with more than 5 fixtures	2	- o completed rough-in below grade OR - o completed rough-in above grade prior to covering within 180 days of permit issuance AND - o final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Building alteration, addition, or renovation with 5 fixtures or less	1	o final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Manufactured, ready-to-move, or mobile home not on foundation, connection only	1	o final inspection within 180 days of permit issuance
Annual Permit	2	- o mid-term inspection AND - o final inspection at substantial completion of work described on the permit within one (1) year of permit issuance
Private Sewage Disposal Systems	1	o one (1) site inspection prior to covering.

4.8.4 Permits for Private Sewage Disposal Systems

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

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

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

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

4.8.5 Private Sewage Disposal System Site Inspections

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

4.8.6 Miscellaneous Plumbing Inspections

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

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



REQUEST FOR DECISION

Meeting: April 14, 2020
Agenda Item: 6

SOUTHERN ALBERTA SUMMER GAMES

DESCRIPTION:

Upon recommendation from the Claresholm Summer Games Committee, the Town of Claresholm submitted their interest to the Southern Alberta Recreation Association (SARA) to host the 2020 Southern Alberta Summer Games in Claresholm in June of 2017. As there was significant interest in the games, the Committee asked to resubmit the Town's interest for the 2021 games instead. The 2021 Southern Alberta Summer Games were awarded to Claresholm in September 2019, and a Letter of Agreement was signed.

The Town of Raymond was to hold the 2020 Southern Alberta Summer Games, but that has now been cancelled. As Claresholm was already awarded the Games for 2021, Raymond has asked SARA to postpone hosting the Games until 2022. The SARA Board responded to Raymond that they would be considered to host in 2022 if they so chose to submit their interest.

The Claresholm Summer Games Committee members have been in touch with each other and would like to suggest that Claresholm postpone hosting the Southern Alberta Summer Games until 2022, leaving 2021 for the Town of Raymond. They will be much more in line to be able to host in 2021 than Claresholm will be. All planning and fundraising is on hold at this time. The Casino that we had booked for September 2020 has been postponed until the backlog of other casinos can be completed. It would be preferable to hold off hosting for another year due to the current situation.

PROPOSED RESOLUTION:

Moved by Councillor _____ to write a letter to the Southern Alberta Recreation Association stating that the Town of Claresholm would like to postpone hosting the Southern Alberta Summer Games in Claresholm until 2022 rather than the 2021 Games as was previously agreed upon to allow the Town of Raymond to host the Games in 2021.

ATTACHMENTS:

1. Copy of signed Letter of Agreement between SARA and the Town of Claresholm for 2021 Games
2. Letter from the Town of Raymond requesting that the 2020 Southern Alberta Summer Games be cancelled
3. Letter from SARA to Raymond stating that the 2020 Southern Alberta Summer Games are cancelled
4. News Release from SARA stating that the 2020 Southern Alberta Summer Games are cancelled

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: April 8, 2020



Terra Petryshyn, Chair
Southern Alberta Recreation Association
City of Medicine Hat
c/o Family Leisure Centre
2000 Division Avenue N
Medicine Hat, AB T1C 1X9

September 25, 2019

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

Dear Mayor MacPherson,

RE: 2021 Southern Alberta Summer Games – Letter of Agreement

On behalf of the Southern Alberta Recreation Association (SARA), I would like to thank your community for bidding to host the 2021 Southern Alberta Summer Games (Games). I am pleased to inform you that your bid has been accepted.

This letter will serve as an agreement between the Town of Claresholm and the Southern Alberta Recreation Association for hosting the Games. The following outlines the commitments and expectations from the required parties:

1. The Southern Alberta Recreation Association will serve as the recognized authority for overseeing the host community and to offer assistance when required.
2. The Town of Claresholm will establish a Host Organizing Committee.
3. The Town of Claresholm will receive a Host Community Grant of \$12,000 from the Southern Alberta Recreation Association towards the execution of the event.
4. The \$12,000 installment will be paid by June 1, 2021.
5. The Town of Claresholm will receive an additional \$2.00 per participant at the SARA retreat hosted in or around October 2021 after presenting the final report.
6. The host community must provide SARA with a list of proposed sports by January 1, 2021.
7. The Town of Claresholm will receive a \$5,000 Cultural Grant from Alberta Sports Connection.

(over...)

SOUTHERN ALBERTA RECREATION ASSOCIATION

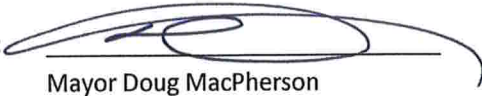
(continued...)

8. The Host Organizing Committee, at its own expense, maintains General Liability Insurance during the duration of the Games:
 - a. \$5,000,000 inclusive per occurrence with respect to Third Party Bodily Injury and Property Damage
 - b. Participant Liability
 - c. The Town of Claresholm and the Southern Alberta Recreation Association will be added as additional insured under the Policy
 9. The Town of Claresholm will indemnify and hold harmless the Southern Alberta Recreation Association from third party claims which are due to the acts of the Town of Claresholm or its employees in association with the Games.
 10. The Southern Alberta Recreation Association will not be responsible for any deficit which may occur as a result of the Games.
-

If these conditions, as listed above, are to your acceptance, please indicated by signing below:

Town of Claresholm:

Per:


Mayor Doug MacPherson

Date:

November 7, 2019

Southern Alberta Recreation Association:

Per:


Terra Petryshyn, Chair

Date:

November 7, 2019

SOUTHERN ALBERTA RECREATION ASSOCIATION

March 27, 2020

Southern Alberta Recreation Association
C/O Board Members



Dear SARA Board,

In light of the ever-changing world that we now find ourselves in and due to the Covid-19 pandemic, the Town of Raymond feels it is in the best interest of the community, as well as all the Southern Alberta communities, to cancel this years Summer Games.

We find ourselves in a very difficult position at this time in our attempts to do any type of fundraising to help offset some of the significant costs we will incur, when there is a high likelihood the games will be cancelled by the government anyway.

With the closure of the schools in Alberta, the registration process for the Games will be severely hampered and we feel the great majority of participants will not want to risk greater exposure attending an event such as this. Not only will our participant levels be severely affected, but our volunteer pool will be decimated as well.

We want to do the responsible thing and recognize that a decision needs to be made immediately so we can refocus our efforts and energies on the health and wellness of our communities to assist them through this crisis.

The Town of Raymond was very excited to host the 2020 Games and show off our love of sport and competition, but we know that will be impossible because of the effects of the virus pandemic at this time. We are discussing with the County of Warner the possibility of hosting the 2022 Summer Games and would like to let the SARA Board know of our potential interest.

Sincerely,

Jim Depew
Mayor



Southern Alberta Recreation Association
c/o Family Leisure Centre
2000 Division Ave N
Medicine Hat, AB
T1C 1X9

April 2, 2020

Mayor Jim Depew
Town of Raymond
Box 629
Raymond, AB
T0K 2S0

Re: 2020 Southern Alberta Summer Games Cancellation

Thank you for your letter dated March 27, 2020 regarding concerns over hosting the 2020 Southern Alberta Summer Games this July in light of the COVID-19 pandemic. The Southern Alberta Recreation Association agrees that cancellation of the 2020 Games is in the best interest of our communities, athletes and their families, volunteers, donors and organizers.

The physical, emotional and financial impacts of this pandemic put many Southern Alberta communities in very uncertain territory, and planning for a major event is just not feasible at this time.

After receiving your letter, our Association held an emergency vote and the 2020 Southern Alberta Summer Games are officially cancelled.

The S.A.R.A. board wishes to express our gratitude to the Town of Raymond for all of the planning that had already gone into preparing for the 2020 Southern Alberta Summer Games and we will be happy to consider the Town of Raymond for the 2022 Southern Alberta Games should you be interested in hosting.

Should you have any questions, please contact me at 403.504.6765. Best wishes for health and strength through these tough times we are facing.

Sincerely,

Terra Petryshyn
Chair, Southern Alberta Recreation Association
403.504.6765
terpet@medicinehat.ca



For Immediate Release
April 2, 2020

2020 Southern Alberta Summer Games Cancelled

In light of ongoing developments relating to the COVID-19 pandemic, and following discussions and recommendations from the host community, the Southern Alberta Recreation Association announces the cancellation of the 2020 Southern Alberta Summer Games that were to be held July 8-11, 2020 in Raymond, AB.

“This decision was not made lightly,” said Terra Petryshyn, Chair of the Southern Alberta Recreation Association. “In the 50-year history of the Games, there has never been a cancellation.”

The health and well-being of the more than 2,000 athletes, plus spectators, families, volunteers and organizers was the main factor in this difficult decision. The physical, emotional and financial impacts of this pandemic put many Southern Alberta communities in very uncertain territory, and planning for a major event is just not feasible at this time.

“The Southern Alberta Recreation Association wishes to express our gratitude to the Town of Raymond for all of the planning that had already gone into preparing for the 2020 Southern Alberta Summer Games,” adds Petryshyn, noting that the Association will consider the Town of Raymond for the 2022 Southern Alberta Games should they be interested in hosting.

Participants can look forward to the 2021 Southern Alberta Summer Games in Claresholm, AB.

The Southern Alberta Summer Games have been occurring annually since 1970, making it the longest, consecutively-running, multi-sport event in Western Canada, celebrating its 50th anniversary last summer in Pincher Creek. It is the purpose of the Southern Alberta Summer Games to provide a vehicle by which all communities have the opportunity to become involved in a meaningful sports program, which, through mass participation is dedicated to the development of the individual and encourages sportsmanlike conduct.

- 30 -

For further information, please contact:
Terra Petryshyn
Chair, Southern Alberta Recreation Association
403.504.6765
terpet@medicinehat.ca



REQUEST FOR DECISION

Meeting: April 14, 2020
Agenda Item: 7

FINANCIAL PLANS

DESCRIPTION / BACKGROUND:

The Municipal Government Act (MGA) has undergone significant revisions in the last few years with the passing of Bill 20, Bill 21 and Bill 8. One of these changes was the requirement to now have Operational and Capital Financial Plans.

Section 283.1(2) states:

Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years.

Section 283.1(3) states:

Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.

These plans must not only detail expenditures but revenues and how capital expenditures are to be funded, in essence balancing these financial plans. They must also be reviewed and updated annually.

The operational financial plan was prepared by first entering known expenditures and revenues, such as debenture payments over the next 3 years, and then reviewing line by line the Town's revenues and expenditures and making projections as to whether items would increase, decrease, and stay flat over that period and, if they would change, the estimated percentage increases or decreases.

The capital financial plan was prepared by looking at capital priorities of council, administration analysis and recommendation on life or replacement needs of equipment or infrastructure, and then these were prioritized and analyzed against available funding or possible conditional grant and community contributions. A number of important or needed projects were left off the 5 year capital plan in the unfunded or beyond 6 year column due to lack of funding, but were left on the document to keep these projects on Council and Administrations radar should funding be received or made available or priorities shift.

RECOMMENDATION:

Administration recommends Council adopt the attached Three (3) Year Financial Plan and Five (5) Year Capital Plan.

The Three (3) Year Financial Plan has also been reviewed by the Audit and Finance Committee and they have recommended the plan to Council for adoption.

The Five (5) Year Capital Plan has also been reviewed by the Facility and Infrastructure Planning Committee and they have recommended the plan to Council for adoption.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the 2020 Three (3) Year Financial Plan

Moved by Councillor _____ to adopt the 2020 Five (5) Year Capital Plan

ATTACHMENTS:

- 1.) 2020 Three (3) Year Financial Plan
- 2.) 2020 Five (5) Year Capital Plan

APPLICABLE LEGISLATION:

- MGA Section 283.1 – Required Plans

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 9, 2020



Claresholm

Where **Community** Takes Root

3 Year Financial Plan - 2020 *(2020 – 2022)*

April 14, 2020

Marian Carlson, CLGM
CAO

Doug MacPherson
Mayor



2020 3-Year Financial Plan

(2021-2023)

	Projected 2021	Projected 2022	Projected 2023
General Government			
Expenses			
Salaries, Wages and Benefits	(909,964)	(927,105)	(944,589)
Contracted and General Services	(190,670)	(189,212)	(192,832)
Materials, Goods and Supplies	(522,534)	(524,687)	(526,649)
Bank Charges and Short-term interest	(27,584)	(27,610)	(27,636)
Interest on Long-term Debt	(67,673)	(66,069)	(64,426)
Community Grants	(117,537)	(119,520)	(121,542)
	<u>(1,835,961)</u>	<u>(1,854,202)</u>	<u>(1,877,674)</u>
Revenue			
Net Municipal Taxes	3,590,712	3,608,788	3,724,873
Government Transfers for Operating	129,665	132,215	134,815
Investment Income	61,200	62,424	63,672
Business Licenses	27,270	27,543	27,818
User Fees and Sale of Goods	4,182	4,266	4,351
Concession & Franchise Fees	216,741	221,076	225,497
Penalties and costs on taxes	51,600	52,620	53,660
Other	46,580	46,886	47,197
	<u>4,127,950</u>	<u>4,155,817</u>	<u>4,281,885</u>
Net Revenue (Tax Subsidy)	2,291,989	2,301,615	2,404,211
Protective Services			
Expenses			
Wages Salaries and Benefits	(207,465)	(211,614)	(215,846)
Contracted and General Services	(146,026)	(183,499)	(258,088)
Materials, Goods and Supplies	(66,848)	(64,002)	(62,294)
	<u>(420,338)</u>	<u>(459,115)</u>	<u>(536,228)</u>
Revenue			
Bylaw & Provincial Tickets	55,550	57,691	59,926
Charges, Fees, & Animal Licenses	17,620	17,742	17,867
Transfers from Local Municipalities	7,140	7,283	7,428
Government Transfers for Operating	5,000	5,000	5,000
	<u>85,310</u>	<u>87,716</u>	<u>90,221</u>
Net Revenue (Tax Subsidy)	(335,028)	(371,399)	(446,007)



2020 3-Year Financial Plan

(2021-2023)

	Projected 2021	Projected 2022	Projected 2023
Transportation			
Expenses			
Salaries, Wages and Benefits	(196,572)	(200,503)	(204,513)
Contracted and General Services	(77,000)	(77,000)	(77,000)
Materials, Goods and Supplies	(287,856)	(288,219)	(288,590)
Interest on Long-term Debt	-	-	-
	(561,428)	(565,723)	(570,104)
Revenue			
Local Improvement Charges	-	-	-
Other Revenue	2,500	2,500	2,500
	2,500	2,500	2,500
Net Revenue (Tax Subsidy)	(558,928)	(563,223)	(567,604)
Water/Wastewater			
Expenses			
Salaries, Wages and Benefits	(529,976)	(539,901)	(550,024)
Contracted and General Services	(24,056)	(24,317)	(24,583)
Materials, Goods and Supplies	(470,510)	(474,657)	(508,887)
Interest on Long-term Debt	(162,688)	(149,364)	(135,335)
	(1,187,230)	(1,188,239)	(1,218,830)
Revenue			
User Fees and Sale of Goods	1,910,202	1,949,950	1,990,569
Local Improvement Charges	5,140	3,822	3,822
Government Transfers for Capital	-	-	-
Other Revenue	78,540	80,111	81,713
	1,993,882	2,033,882	2,076,104
Net Revenue (Tax Subsidy)	806,652	845,643	857,275
Waste Management			
Expenses			
Salaries, Wages and Benefits	(171,441)	(174,870)	(178,367)
Contracted and General Services	(419,595)	(427,915)	(436,402)
Materials, Goods and Supplies	(77,065)	(77,692)	(78,331)
	(668,101)	(680,476)	(693,100)
Revenue			
Garbage & Recycling Fees	692,415	706,632	721,157
	692,415	706,632	721,157
Net Revenue (Tax Subsidy)	24,314	26,155	28,057



2020 3-Year Financial Plan

(2021-2023)

	Projected 2021	Projected 2022	Projected 2023
Planning and Development			
Expenses			
Salaries, Wages and Benefits	(187,805)	(191,561)	(195,392)
Contracted and General Services	(106,170)	(107,261)	(108,375)
Materials, Goods and Supplies	(218,778)	(218,790)	(218,802)
	<u>(512,753)</u>	<u>(517,612)</u>	<u>(522,569)</u>
Revenue			
Development Levies	-	-	-
Licences, Permits & User Fees	97,400	97,400	97,400
Government Transfers for Operating	100,400	100,400	100,400
	<u>197,800</u>	<u>197,800</u>	<u>197,800</u>
Net Revenue (Tax Subsidy)	<u>(314,953)</u>	<u>(319,812)</u>	<u>(324,769)</u>
Recreation and Culture (including FCSS)			
Expenses			
Salaries, Wages and Benefits	(805,252)	(821,307)	(837,683)
Contracted and General Services	(374,855)	(335,028)	(335,804)
Materials, Goods and Supplies	(254,328)	(252,450)	(255,079)
Community Grants	(38,000)	(38,000)	(38,000)
Interest on Long-term Debt	(1,859)	-	-
	<u>(1,474,294)</u>	<u>(1,446,785)</u>	<u>(1,466,566)</u>
Revenue			
Government Transfers for Operating	153,525	153,525	153,525
User Fees	208,304	209,940	211,609
Donations and Non-Government Grants	39,352	39,352	39,352
Camp Ground Revenue	65,000	65,000	65,000
Transfers from Local Municipalities	104,124	104,124	104,124
	<u>570,305</u>	<u>571,941</u>	<u>573,610</u>
Net Revenue (Tax Subsidy)	<u>(903,989)</u>	<u>(874,844)</u>	<u>(892,957)</u>
Amortization			
Expenses	(1,699,578)	(1,699,578)	(1,699,578)
Net Revenue (Tax Subsidy)	<u>(1,699,578)</u>	<u>(1,699,578)</u>	<u>(1,699,578)</u>
Total Revenue	7,670,162	7,756,287	7,943,277
Total Expenditures	(8,359,683)	(8,411,730)	(8,584,649)
Excess Revenue (Shortfall)	<u>(689,521)</u>	<u>(655,442)</u>	<u>(641,372)</u>



2020 3-Year Financial Plan

(2021-2023)

	Projected 2021	Projected 2022	Projected 2023
Addback: Amortization Expense	1,699,578	1,699,578	1,699,578
Subtract: Debt Principle Payments	(431,233)	(338,581)	(354,524)
Subtract: Transfer (to) from Reserves	(573,825)	(700,555)	(698,682)
Subtract: Tax Funded Capital	(5,000)	(5,000)	(5,000)
Total Cash Excess (Shortfall)	(0)	(0)	0



Claresholm

Where **Community** Takes Root

5 Year Capital Plan - 2020 *(2021 – 2025)*

April 14, 2020

Marian Carlson, CLGM
CAO

Doug MacPherson
Mayor



2020 5 Year Capital Plan (2021-2025)

	2021	2022	2023	2024	2025	Unfunded/ Beyond
Administration						
Town Office Demolition/Asbestos Removal	200,000					
Fire Department						
Fire Hall Addition					400,000	
Public Works						
Bobcat Replacement Program	45,000	45,000	45,000	45,000	50,000	
Fleet Replacement (1/2 Ton Truck)	26,000		28,000		30,000	
Gravel Truck Replacement (2005 International)	100,000					
New Grader (replace 2006 model)		285,000				
Replace Snow Plow Blade			15,000			
Back-hoe (replace 2004 model)				325,000		
60 HP Tractor w/ 15' mower (replace existing unit)				75,000		
Water Tower Painting						160,000
Water/Wastewater/Stormwater						
4" Water Main Replacement/sewer main replacement - 2nd St W from 49th to 51st	520,000					
Starline Business Park - Phase 1 offsite Upgrades	1,500,000					
Lagoon Holding Cell Upgrades		986,000				
Hwy #2 Sewer Main Liner Install - 50th to 53rd Ave		150,000				
Water Main upgrade - 4" to 8" -200 blk of 45th Ave W			220,000			
Phase 3 SWMP - Main Storm Trunk Upgrades						5,775,000
Regional Water Plant Membrane Replacement				400,000		
Water Main upgrade - 4" to 8" - 4800 blk of 4th St W					220,000	
43rd Ave W Sewer Main Liner (550 m)					1,100,000	



2020 5 Year Capital Plan (2021-2025)

	2021	2022	2023	2024	2025	Unfunded/ Beyond
Streets						
Acreages Paving with Water Main					860,000	
Parking Lot Pavement Overlay (Firehall, Arena, Museum, Shop, Curling Rink)						380,000
Alberta Road Reconstruction						2,600,000
Pavement Overlay (4th - 8th St on 51st Ave W; 5300 Blk 2A St E)						480,000
Downtown Alley Repaving						280,000
Pavement Overlay (5200 Blk 2 St W; 51 St - 59 4th St W)						620,000
Westrose Ave Repair (Water Services, Repave, Sidewalks)						540,000
Cemetery Paving						155,000
Pavement Overlay (300 blk 51 Ave E; 5000 & 5100 Blks 3 St E; 5200 Blk 4 St E)						560,000
Recreation						
Tennis Court Resurfacing	85,000					
Zamboni	140,000					
Pathways (Locations TBD)	100,000					
Centennial Park Playground Replacement		100,000				
Skate Park Replacement/Relocation		300,000				
Arena Compressor Replacement		60,000				
Arena Renovation (Concession, Dressing Rooms, Mezzanine; Addition of another Dressing Room)				565,000		
Pathways in Centennial Park				100,000		
Culture (Museum/Library)						
Museum Sandstone Repair	115,000					
Museum Storage Building					200,000	
Total Planned Capital Additions	2,831,000	1,926,000	308,000	1,510,000	2,860,000	11,550,000



2020 5 Year Capital Plan (2021-2025)

	2021	2022	2023	2024	2025	Unfunded/ Beyond
Funding Sources						
CY Additions to reserves (from Operational Budget)	626,825	774,389	773,883	773,883	773,883	
Beginning Reserve Balance	1,772,005	2,041,888	2,412,337	3,190,786	3,804,235	
MSI Capital Grant	1,076,000	385,000		617,500	1,135,000	
FGTF Grant	155,000	110,000	28,000	50,000	230,000	
CFEP Grants	162,500	200,000	-	332,500	100,000	
Alberta Historical Resources Fund	57,500					
Water For Life Grant		493,000		-	-	
Total Grant Funds Used	1,451,000	1,188,000	28,000	1,000,000	1,465,000	
MD Transfers						
Donated and Contributed Funding	15,000	50,000		65,000	215,000	
Trade-In	40,000	40,000	40,000	40,000	45,000	
Tax Funded	5,000	5,000	5,000	5,000	5,000	
Reserve Funded	570,000	643,000	235,000	400,000	1,130,000	
Borrowing	750,000	-	-	-	-	
Total Planned Capital Additions	2,831,000	1,926,000	308,000	1,510,000	2,860,000	
Ending Reserve Balance	1,828,830	2,173,277	2,951,220	3,564,669	3,448,118	

Assumptions:

MSI Capital - \$590,000/yr

FGTF is \$200,000/yr



REQUEST FOR DECISION

Meeting: April 14, 2020
Agenda Item: 8

2020 BUDGET UPDATE - FINAL

DESCRIPTION / BACKGROUND:

On December 9, 2019 Council adopted the 2020 interim operating and capital budgets. Every year prior to the presenting of the Property Tax Rate Bylaw we update the budget and pass as the Final Budget. Updates generally include items such as requisitions and grants from the Province and from the Lodge that aren't received until sometime in March generally. As well, the yearend audit is completed for the prior year so we have better prior year actual figures to arrive at a more accurate budget for the upcoming year.

Attached is a draft copy of the updated budget for Council to approve. A significant item to note is the introduction of the new Police Funding Model instituted by the Provincial Government which adds an additional estimated \$74,000 that was not included in the interim budget. The Town does not have excess revenues or funds to cover these costs being downloaded by the Province and therefore an additional approximate 2% increase in taxes was added as well to collect this additional expense through property taxes.

BUDGET CHANGES

There were a number of adjustments from the interim budget adopted in December to the proposed final budget attached here. The significant adjustments were as follows:

- Presentation
 - o Removed the "FCSS" line from Revenue on page 4, as revenues are supposed to be listed by type, not by function. FCSS revenue was re-classed into Government transfers for operating, User fees and sales of goods, and Other.
 - o Created a new "Policing" section, both in Expenses on page 4, as well as its own department on page 12.
 - o Provincial fines moved from the Bylaw department to the newly created Policing department. No actual net change, just transferred between departments.
- Financial changes – Revenues
 - o 11K decrease in General Municipal Revenue due to less expected investment income due to plummeting interest rate.
 - o 273K increase in Administrative revenue; 267K from proceeds on sale of airport lands and 6K for rent from the Food Bank. Proceeds on sale of lands are transferred to reserves for future capital land or land development costs.
 - o Water Sales Revenue reduced based on difference between budget and actual realized in 2019. Transfer to reserves was adjusted accordingly so there is a net zero difference. Same thing with Solid Waste Revenue.
 - o Interim budget didn't include Granum FCSS revenue and expenses as it was uncertain at that time whether we would continue managing those funds. They have been added back in now in the draft final budget. No net difference.
 - o Revenue and Expenses both increased significantly to properly record the revenue and related expenses for the LMP grant project. No net effect.

- o Adjusted campground revenue slightly to account in part for expected decline in revenue as a result of COVID-19
- o Adjusted lesson and gate admission revenue slightly to account in part for expected decline in revenue as a result of COVID-19
- o 29K decrease in grant revenue – unsuccessful in getting 25K AMA staffing grant, and expected decline in utilization of summer staffing grants due to shortened museum season.
- Financial changes – Expenses/Transfers to Reserves
 - o 11.4K increase in Consultant Fees for ICF and Water Shortage Plan – 11.4K was transferred to reserves at the end of 2019 of unexpended 2019 budgeted funds. Corresponding 11.4K increase to transfers from reserves for net zero change from this.
 - o Nearly 74K new policing costs expected to be invoiced for 2020, as noted above.
 - o Largest change was just correcting amount of ACP funding that was remaining at the end of 2019 to carry forward into 2020. This is a net zero change as the revenue and the expense are adjusted equally.
 - o Reduced fuel expense by 15K based on plummeting fuel costs.
 - o 38K drop in wages due to current estimate of 3 month closure/temporary layoff of pool staff.
 - o 9K reduction in wages due to shorter season for summer staff.
- Capital Changes
 - o Canada Accessibility Grant funding was received for the Multi-use Community Building Project for \$55,785 which reduced the amount of MSI funding required for this project.
 - o Storm Water Management Plan Phase II project was removed from the 2020 budget due to the Alberta Community Resilience Program grant was unsuccessful and that grant program has now been discontinued.
 - o The Tennis Court resurfacing project has also been removed for the 2020 budget due to grant funding uncertain at this time and will hopefully be completed in 2021 instead.

RECOMMENDATION:

The Audit & Finance committee has reviewed the proposed budget and recommends approval.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the Final 2020 operating and capital budget as presented.

ATTACHMENTS:

- 1.) 2020 Final Operating and Capital Budget (Draft)

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 9, 2020



Claresholm

Where **Community** Takes Root

Budget Document - Final

2020

April 14, 2020

Marian Carlson, CLGM
CAO

Doug MacPherson
Mayor

Assessment & Taxation

What is Property Assessment?

“Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta property is taxed based on the *ad valorem* principle. *Ad valorem* means “according to value.” This means that the amount of tax paid is based on the value of the property.” Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment

What is Property Tax?

“Property taxes are a primary source of revenue for municipalities. Property taxes are used to finance local programs and services, such as:

- Garbage collection
- Water and sewer services
- Road construction and maintenance
- Parks and leisure facilities
- Police and fire protection
- Seniors’ lodges
- Education

Each municipality is responsible for ensuring that each property owner pays his or her share of taxes. Property assessment is the method used to distribute the tax burden among property owners in a municipality.” Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment

What is School Tax?

“In 1994, the Government of Alberta established the Alberta School Foundation Fund (ASFF). This fund makes certain that the education property tax is accounted for separately from general revenues.

Every year the province calculates, based on assessment value, the amount each municipality must contribute towards the public education system. Municipalities collect the education property tax and then forward it to the province for deposit into the ASFF.”

Source: <http://education.alberta.ca/admin/funding/tax/facts.aspx>

Town of Claresholm Mill Rates

Each year, Council, during its budgetary process, approves the amount of revenue required to operate the municipality. From this amount they subtract the known revenues, such as grants, licenses, permits and so on. The remainder represents the amount of money to be raised by property taxes. The amount to be raised is divided by the total assessed value of all the property in the municipality and multiplied by 1,000 to decide the tax rate also known as the “mill rate.”

Town Council continues to remain fiscally responsible and has made a concerted effort to curb spending when reasonable to do so.

The table below outlines the mill rate trends since 2015.

	2015	2016	2017	2018	2019	2020
Municipal Residential	6.3300	6.5130	6.7050	6.7997	6.7282	TBD
Municipal Non Residential	11.8958	12.0279	12.5841	11.5303	11.4000	TBD
Municipal Vacant Residential & Farmland	10.5000	11.3956	14.0650	6.7997	6.7282	TBD
Municipal Seniors Self Contained Housing	0	0	0	0	0	TBD
Annexed Residential	0	0	3.4000	3.4000	3.8760	TBD
Annexed Farmland	0	0	6.8890	6.8890	7.3650	TBD
Annexed Non-Residential	0	0	7.4890	7.7930	7.9690	TBD
Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. & Farmland	0.2639	0.2767	0.2767	0.2672	0.2659	TBD
Porcupine Hills Lodge – Senior Self Contained Housing	0	0	0	0	0	TBD
Annexed Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. & Farmland	0	0	0.3120	0.3030	0.2930	TBD
Education ASFF – Residential, Vacant Res. & Farmland	2.4592	2.5485	2.5318	2.5334	2.4655	TBD
Education ASFF - Non Residential	3.6269	3.5621	3.7897	3.4159	3.5160	TBD
Annexed Education ASFF – Res., Vac. Rec., & F.L.	0	0	2.4960	2.5010	2.5150	TBD
Annexed Education ASFF – Non-Residential	0	0	4.1220	3.7180	3.7020	TBD

Town of Claresholm Budget

Comparative Statement of Operations

	2020 Budget	2019 Budget
Revenue		
Net municipal taxes (Sch 1)	3,349,579	3,226,286
User fees and sales of goods	2,975,960	2,595,840
Government transfers for operating	598,047	612,189
Investment income	60,000	70,000
Penalties and costs of taxes	104,100	126,000
Licenses and permits	97,000	99,300
Franchise and concession contracts	212,491	206,609
Rental	123,257	113,250
Other	107,500	77,650
Total Revenue	7,627,934	7,127,124
Expenses (includes amortization)		
Legislative	109,000	113,500
Administration	1,276,922	1,321,232
Policing	73,730	-
Fire	206,429	275,145
Bylaw enforcement	124,445	112,475
Common and equipment pool	537,580	582,687
Roads, streets, walks and lighting	836,521	808,845
Airport	15,840	16,077
Storm sewers and drainage	284,317	280,265
Water supply and distribution	1,273,057	1,316,199
Wastewater treatment and disposal	513,006	534,436
Solid waste management	636,480	565,171
Family and community support services	289,749	314,109
Day care	38,202	38,202
Cemeteries and crematoriums	18,973	20,661
Other public health and welfare	3,000	3,000
Weed and pest control	44,750	50,146
Economic development	309,688	276,864
Subdivision land and development	200,212	208,042
Parks and recreation	982,990	1,033,039
Culture - libraries, museums and halls	364,433	379,930
Total Expenses	8,139,324	8,250,025
Deficiency of revenue over expenses before other	(511,390)	(1,122,900)

Other

Government transfers for capital	2,445,543	3,380,331
Surplus (deficiency)	1,934,153	2,257,431

Adjustment for Non-Cash items

Amortization expenses	1,699,578	1,861,047
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Adjustment for cash items that are not revenues and expenses (but are sources or uses of funds)

Capital expenditures	(5,427,542)	(6,800,331)
Debt proceeds	2,800,000	2,800,000
Debt principal repayment	(383,144)	(336,925)
8th Ave NW Promissory Note	(100,000)	(100,000)
Transfers to reserves from operations	(716,270)	(394,600)
Transfers to operations from reserves	96,225	144,878
Transfer from reserves for capital	97,000	568,500
Budget balance	-	-

Schedule 1

	2019 Budget	2018 Budget
Taxation		
Property taxes: Vacant residential and farmland	51,900	50,711
Property taxes: Non-residential	1,079,743	1,024,806
Property taxes: Linear property	118,909	108,128
Property taxes: Residential	3,351,400	3,224,642
Federal grants in lieu of taxes	6,256	6,346
Provincial grants in lieu of taxes	22,835	33,270
Local improvement taxes	12,935	12,934
	4,643,978	4,460,837
Less: Requisitions		
Alberta school foundation fund	1,179,599	1,121,579
Porcupine Hills Lodge	114,139	112,972
Designated Industrial Property	661	-
	3,349,579	3,226,286

DEPARTMENT
OPERATING
BUDGETS

4 Year Operating Budgetary Deficit (Surplus) Summary By Function

Excludes Amortization and Capital

OPERATING BUDGET DEFICIT (SURPLUS)	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Council	109,000	113,160	113,500	113,342	120,295
Municipal general revenue and requisitions	(3,663,935)	(3,560,114)	(3,547,761)	(3,529,560)	(3,415,555)
General administration	991,709	3,849,374	1,022,602	1,138,947	1,172,063
Policing	40,730	(20,395)	(33,000)	(34,482)	(35,372)
Fire department	185,585	158,117	191,410	120,579	88,744
Bylaw enforcement	81,531	106,870	59,308	67,357	68,885
Equipment pool	437,960	428,143	452,898	519,961	400,130
Roads and streets	567,888	565,797	539,494	563,375	592,338
Airport	9,330	9,777	7,067	5,790	1,822
Storm sewer utility	3,989	8,362	15,129	17,673	387,101
Water utility	(141,859)	(134,709)	(134,709)	(136,036)	(228,308)
Sanitary sewer utility	(208,572)	(208,078)	(214,846)	(165,708)	(143,956)
Garbage collection	-	0	-	-	17,076
Recycling	(0)	(23,402)	-	(0)	(38,051)
Childcare contribution	38,202	38,202	38,202	38,202	38,202
Family & Community Support Services (FCSS)	(0)	(6,288)	(1)	3,632	12,039
Cemetery	7,540	9,159	8,837	7,885	3,025
Other public health and welfare	-	-	-	-	-
Weed and pest control	17,367	12,795	22,763	13,286	14,677
Economic development	178,488	128,830	168,657	163,545	102,624
Planning and development	133,612	134,424	141,442	126,296	105,782
General recreation	36,301	28,587	31,426	32,643	95,303
Parks	107,775	113,138	101,472	111,612	89,046
Arena	149,885	133,158	130,755	198,349	125,473
Aquatic Centre	112,373	146,628	141,265	146,044	130,416
Museum	87,576	80,903	68,047	58,115	66,708
Library	224,383	217,786	227,618	216,162	203,376
OPERATIONAL NET DEFICIT (SURPLUS)	(493,143)	2,330,224	(448,425)	(202,993)	(26,117)

COUNCIL

The Council budget deals with all costs associated and incurred by Municipal Council including per diems, fees for meetings and conferences, travel reimbursements and professional development.

COUNCIL	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Wages, meetings and per diems	93,000	94,673	95,000	103,125	96,378
Travel and conventions	10,750	15,148	11,250	8,641	16,464
Education	5,000	3,339	7,000	1,577	2,557
Materials, supplies and operating costs	250	-	250	-	4,896
NET DEFICIT (SURPLUS) COUNCIL	109,000	113,160	113,500	113,342	120,295

Members of Council sit on various internal and external boards and committees and are compensated according to Bylaw #1589. The following table outlines the Council remuneration fees for 2020.

	2018 Remuneration Fees
Mayor – Annual	\$8,000/year
Councillors– Annual	\$5,600/year
Council Meetings	\$140/meeting attended
Per Diem Half Day or Evening (4 - 6 hours)	\$115/half day
Per Diem Full Day (6 hours or more)	\$230/full day
Per Diem Less Than 4 Hours	\$23/hour
Mileage	\$0.55/km
Meals and accommodation at cost	Upon submission of valid receipts

Variance Highlights

- Due to lower actuals in 2019, 2020 budget has been decreased slightly across the board.

MUNICIPAL GENERAL REVENUE AND REQUISITIONS

General Revenue is generated from Municipal Property Taxes and Grants In Lieu. Grants In Lieu are paid for property which is owned by the Provincial and Federal Governments. The grant is equal to the taxes that would have been paid if the property was not exempt from taxation. The *Municipal Government Act* defines "requisition" as any part of the amount required to be paid into the Alberta School Foundation Fund that is raised by imposing a tax rate, and any amount to be paid to a management body referred to in the *Alberta Housing Act*. The Town of Claresholm pays requisitions to the Alberta School Foundation Fund and the Porcupine Hills Lodge Foundation. This budget also includes (in "General municipal revenue") the ATCO Gas Franchise Agreement at a rate of 10% (approx. \$100K) and the Fortis Franchise Agreement at a rate of 4% (approx.. \$100K).

MUNICIPAL GENERAL REVENUE & REQUISITIONS	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Taxes	(4,601,952)	(4,432,004)	(4,408,287)	(4,323,078)	(3,165,823)
Education taxes	-	-	-	-	(1,087,744)
Grants in lieu	(29,091)	(34,312)	(39,616)	(40,228)	(43,052)
Taxes and grants in lieu	(4,631,043)	(4,466,316)	(4,447,903)	(4,363,306)	(4,296,619)
General municipal revenue	(327,291)	(354,674)	(334,409)	(378,698)	(313,330)
General municipal revenue	(327,291)	(354,674)	(334,409)	(378,698)	(313,330)
Designated Industrial Property	661	-	-	-	-
Home for aged - Porcupine Hills Lodge	114,139	112,399	112,972	109,653	106,651
School Foundation Program - res. & farmland	886,088	878,775	854,746	856,597	833,474
School Foundation Program - non-residential	293,511	269,702	266,833	246,194	254,270
NET DEFICIT (SURPLUS) GENERAL	(3,663,935)	(3,560,114)	(3,547,761)	(3,529,560)	(3,415,555)

Variance Highlights

- Net tax revenue increase for municipal purposes is approximately 2% plus an additional 2% for policing costs charged by the Province starting in 2020. This is taxes less requisitions.
- Grants in lieu revenue is down approximately 50% due to provincial budget cuts.
- General municipal revenue is down about 2% due primarily to decreasing investment income due to dropping interest rates.

ADMINISTRATION

The Administration budget includes business licenses, general operating grants (such as Municipal Sustainability Initiative (MSI) operating grant), rentals, internal transfers, and other miscellaneous income. Expenditures include finance, reception, utilities, communication, human resources and other general administrative costs.

ADMINISTRATION	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Business licenses	(27,000)	(25,760)	(29,300)	(29,980)	(26,975)
General administrative revenue	(439,786)	2,686,534	(163,000)	(228,780)	(185,288)
Administrative general revenue	(466,786)	2,660,774	(192,300)	(258,760)	(212,263)
Wages and benefits	652,308	631,727	651,391	595,591	551,834
Consultant fees	47,094	34,549	44,625	63,066	59,012
Materials, supplies and operating costs	291,888	326,205	323,552	334,563	344,571
Assessor	52,000	50,912	52,000	53,631	56,234
Auditor	21,300	19,465	20,400	19,500	20,150
Legal	20,000	25,190	20,000	34,501	15,864
Municipal grants	86,000	87,147	80,000	86,976	69,703
Celebrations	20,500	20,154	20,500	22,982	14,001
Tax levy cancellations and discounts	12,450	12,132	13,200	13,041	5,355
Public relations and taxi subsidy	11,500	15,787	14,500	16,349	16,384
Staff development and training	10,000	11,706	10,000	7,856	11,582
Debt interest	34,426	-	-	-	-
Amortization	17,456	18,827	71,064	73,022	69,610
Administrative general expenses	1,276,922	1,253,801	1,321,232	1,321,079	1,234,298
	810,136	3,914,575	1,128,932	1,062,319	1,022,035
Operational budget adjustments					
Addback amortization	(17,456)	(18,827)	(71,064)	(73,022)	(69,610)
Transfer from reserve - operating	(43,225)	(15,601)	(10,000)	(13,286)	265,403
Internal charges to other departments	(78,575)	(78,575)	(78,575)	(79,465)	(78,075)
Internal transfers (expenses)	53,309	47,802	53,309	42,400	26,309
Transfer to reserve - operating	267,520	-	-	-	6,000
Transfer to reserve - capital	-	-	-	200,001	-
NET DEFICIT (SURPLUS) ADMINISTRATION	991,709	3,849,374	1,022,602	1,138,947	1,172,063

Variance Highlights

- Business license revenue is down based on 2019 actuals.
- General administrative revenue is up nearly \$300K due primarily to proceeds on land sales expected in 2020.
- An approximate 2% increase in wages and benefits for union and non-union cost of living increase and changes in benefit rates. This will be the same across all departments unless otherwise stated. There is no change in budgeted staffing levels for administration in 2020 with the exception of reduced hours budgeted for one part-time position, and shift in wage allocation between administration and another department, which gave rise to a slight decrease in administrative wages and benefits.
- Consultant fees increased slightly due to unutilized 2019 budgeted funds being transferred into 2020 to cover additional costs for consultation on the new Intermunicipal Collaboration Framework (ICF) and required Water Shortage Plan update.
- \$30,000 drop in materials, supplies and operating costs. This is primarily related to demolishing the old elementary school, with an estimated \$15K drop in insurance and a \$10K drop in utilities. The additional \$5K is in Computer hardware/software due to additional costs in 2019 related to purchase of new records archival software.
- Municipal grants increased \$14K for budgeted increase operating grant to the Claresholm and District Transportation Society and the Community Hall Board operating grant.
- Public relations and taxi subsidy was reduced 3K based on 2019 actuals.
- Debenture interest of \$34,426 is new this year for the first payment on the \$2.8M debenture for the Multi-use Community Complex. As the debenture won't be drawn until after January 1 of 2020 there will only be one semi-annual payment in 2020.
- Transfer from reserves of \$31,825 utilized the Town "Debt Reduction" reserve to cover the principal portion of the Multi-use Building debt payment in 2020 to keep tax increases down and balance the budget. Additional \$11,400 transfer is for the 2019 budgeted funds to be transferred to 2020 for the ICF as noted above.

POLICING

The Policing budget includes provincial fine revenues received by the Town which was previously included in the Bylaw department budget. The expense is the new Provincial Policing Costs that have been charged to the municipality.

POLICING	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Provincial fines collected	(33,000)	(20,395)	(33,000)	(34,482)	(35,372)
Provincial fines collected	(33,000)	(20,395)	(33,000)	(34,482)	(35,372)
Provincial policing costs	73,730	-	-	-	-
Fire department expenses	73,730	-	-	-	-
NET DEFICIT (SURPLUS) FIRE DEPARTMENT	40,730	(20,395)	(33,000)	(34,482)	(35,372)

Variance Highlights

- The Government of Alberta's new police funding model charges small municipalities for policing costs. In 2020 this is charged at 10% of the cost. This will increase to 15% in 2021, 20% in 2022, and 30% in 2023 and beyond.

FIRE

The Fire budget deals with expenses related to operating the Volunteer Fire Department. The Town of Claresholm fire services are provided through the Claresholm Volunteer Fire Department in partnership with the M.D. of Willow Creek.

FIRE DEPARTMENT	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Provincial Grants	(5,040)	(60,029)	(65,069)	(78,506)	(6,425)
MD contributions	(7,000)	(7,293)	(7,000)	(6,111)	(12,251)
Non-government contribution	(5,000)	(21,900)	(5,000)	(2,682)	(8,218)
Fire department revenue	(17,040)	(89,223)	(77,069)	(87,299)	(26,894)
Wages and benefits	112,888	104,331	115,183	44,908	47,495
Equipment, fuel, etc	27,270	30,350	34,900	68,620	15,434
Training	9,000	6,325	7,500	3,948	7,304
Materials, supplies and operating expenses	34,627	32,764	32,027	29,495	38,980
Regional fire study costs	5,040	60,029	65,069	78,506	6,425
Amortization	17,605	20,466	20,466	24,845	13,077
Fire department expenses	206,429	254,265	275,145	250,322	128,714
	189,390	165,042	198,076	163,022	101,820
Operational budget adjustments					
Addback amortization	(17,605)	(20,466)	(20,466)	(24,845)	(13,077)
Internal Charges	3,800	3,541	3,800	2,401	-
Transfer from reserve - operating	-	-	-	(30,000)	-
Transfer to reserve - capital	10,000	10,000	10,000	10,000	-
NET DEFICIT (SURPLUS) FIRE DEPARTMENT	185,585	158,117	191,410	120,579	88,744

Variance Highlights

- Provincial Grants is offset by the Regional fire study costs and is the unspent grant amount remaining that is unutilized of the original grant received in 2017. The amount of the drop from 2019 in both these accounts is by the amount actually spent in 2019.
- Decrease in equipment due to \$11,500 budgeted in 2019 for new radios. No similar large equipment expenditure budgeted for 2020, though less than a 11,500 decrease is realized due to additional bunker gear required in the next couple years due to expiry dates of personal protective equipment for the fire fighters.
- Increase in Materials, supplies and operating costs for fire hall painting.

BYLAW ENFORCEMENT

The Bylaw Enforcement budget includes both bylaw and animal control activities. The Community Peace Officer program continues to focus on animal control and unsightly premises, with safety and security of residents taking a high priority. The activities will include an education component along with enforcement.

BYLAW ENFORCEMENT	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Licenses and fees	(12,000)	(15,361)	(9,000)	(11,812)	(9,459)
Municipal fines	(20,500)	(5,702)	(35,500)	(22,892)	(37,928)
Workshop revenue	(5,500)	(500)	(5,900)	(11,389)	(6,000)
Bylaw enforcement revenue	(38,000)	(21,563)	(50,400)	(46,092)	(53,387)
Wages and benefits	89,431	95,907	81,208	80,883	82,083
Animal services	1,000	608	1,000	531	-
Materials, supplies and operating expenses	25,100	23,207	18,500	28,838	35,157
Professional development	2,000	6,710	7,000	1,196	3,031
Amortization	6,914	6,314	4,767	5,456	6,440
Bylaw enforcement expenses	124,445	132,746	112,475	116,905	126,712
	86,445	111,183	62,075	70,813	73,325
Operational budget adjustments					
Addback amortization	(6,914)	(6,314)	(4,767)	(5,456)	(6,440)
Transfer to reserve - capital	2,000	2,000	2,000	2,000	2,000
NET DEFICIT (SURPLUS) BYLAW ENFORCEMENT	81,531	106,870	59,308	67,357	68,885

Variance Highlights

- Licenses and fees increased based on prior year actuals for revenues collected on cleanup fees (where contractor is sent in for clearing sidewalks or cutting grass or weeds). Similar increase in Materials, supplies and operating expenses as this is a net zero function.
- Municipal fines further decreased based on actuals. This is due to insufficient time or resources for CPO to spend significant amounts of time handing out traffic violation tickets.
- Increase of \$6.5K in materials, supplies and operating costs. \$3K as noted above for licenses and fees (cleanup costs), \$3K for new computer in the CPO vehicle.
- Professional development budget decreased back to 2018 levels now that our new CPO has received initial required training to become a CPO1 officer.

COMMON EQUIPMENT POOL

This department is responsible for general building and equipment maintenance and other general infrastructure. Equipment is then “rented” out to other departments to attempt to show a more accurate department cost.

EQUIPMENT POOL	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Rental revenue and insurance proceeds	-	(1,620)	-	-	(3,986)
Equipment pool revenue	-	(1,620)	-	-	(3,986)
Wages and benefits	187,960	199,758	191,098	216,807	188,230
Materials, supplies and operating expenses	314,000	293,651	325,800	369,253	285,885
Amortization	35,120	46,839	64,289	41,388	18,153
Equipment pool expenses	537,080	540,248	581,187	627,448	492,268
	537,080	538,628	581,187	627,448	488,283
Operational budget adjustments					
Addback amortization	(35,120)	(46,839)	(64,289)	(41,388)	(18,153)
Internal charges to other departments	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)
Internal charges from other departments	6,000	6,354	6,000	3,901	-
NET DEFICIT (SURPLUS) EQUIPMENT POOL	437,960	428,143	452,898	519,961	400,130

Variance Highlights

- Materials, supplies and operating expenses dropped 11K primarily for estimated decrease in fuel costs due to drastic drops in fuel prices seen to date in 2020.
- Included in materials, supplies and operating costs is also costs related to a soil remediation project at the Town Shop. The soil has been monitored for years and the next steps is to now to remediate on site primarily through aeration of the soil. This is significantly cheaper than disposing of the soil. This was offset by a decrease to shop expense materials, freight, and yard and building maintenance.

ROADS, STREETS, WALKS & LIGHTS

This department is responsible for road maintenance including plowing, sanding, street sweeping, and curb repairs. Utility costs for street lighting is also included here.

ROADS, STREETS, WALKS, AND LIGHTS	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Local improvement charges	-	(9,968)	-	(3,770)	-
Roads and streets revenue	-	(9,968)	-	(3,770)	-
Wages and benefits	188,388	218,770	184,994	209,229	244,684
Contracted services	75,000	77,162	75,000	96,096	71,541
Engineering	2,000	1,284	2,000	1,164	1,221
Street lights	187,500	184,742	187,500	173,063	164,152
Materials, supplies and operating expenses	100,000	93,806	90,000	87,593	110,740
Amortization	283,633	282,950	269,351	271,709	327,488
Roads and streets expenses	836,521	858,715	808,845	838,854	919,826
	836,521	848,747	808,845	835,084	919,826
Operational budget adjustments					
Addback amortization	(283,633)	(282,950)	(269,351)	(271,709)	(327,488)
Transfer to reserve - operating	15,000	-	-	-	-
Transfer to reserve - capital	-	-	-	-	-
NET DEFICIT (SURPLUS) ROADS AND STREETS	567,888	565,797	539,494	563,375	592,338

Variance Highlights

- Materials, supplies and operating expenses increased \$10K for additional traffic safety/control materials.
- Added transfer to reserve – operating to save up for crushing of asphalt and bulk gravel purchase.
- No other significant variances to note.

AIRPORT

The Town of Claresholm owns the municipal airport. The Director of Infrastructure Services oversees the operation of the airport and submits the annual budget for Council consideration.

AIRPORT	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Facility rental	(2,500)	(2,000)	(5,000)	(2,500)	(9,500)
Airport services revenue	(2,500)	(2,000)	(5,000)	(2,500)	(9,500)
Wages and benefits	4,330	3,574	4,167	1,587	2,410
Materials, supplies and operating expenses	7,300	8,203	7,700	6,365	8,912
Amortization	4,210	4,210	4,210	4,210	4,160
Airport services expenses	15,840	15,987	16,077	12,163	15,482
	13,340	13,987	11,077	9,663	5,982
Operational budget adjustments					
Addback amortization	(4,210)	(4,210)	(4,210)	(4,210)	(4,160)
Internal charges from other departments	200	-	200	338	-
NET DEFICIT (SURPLUS) AIRPORT	9,330	9,777	7,067	5,790	1,822

Variance Highlights

- Decrease in facility rentals based on 2018/2019 actuals
- No other significant variances to note.

STORM SEWER UTILITY

The storm sewer utility includes all costs related to the collection and transmission of surface water runoff and potential overland flooding and deals with the safe storage and controlled release of this water to Frog Creek to prevent flooding damage downstream.

STORM SEWER UTILITY	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Local improvement charges	(9,113)	-	(9,112)	-	9,667
Other revenue	-	-	-	(42,247)	-
Storm sewer utility revenue	(9,113)	-	(9,112)	(42,247)	9,667
Wages and benefits	7,102	3,183	16,741	15,569	11,796
Contracted services	2,500	1,203	3,000	1,211	2,775
Materials, supplies and operating expenses	3,500	3,977	4,500	893	1,266
Overland flooding	-	-	-	42,247	361,598
Amortization	271,215	266,433	256,024	186,193	111,261
Storm sewer utility expenses	284,317	274,796	280,265	246,112	488,695
	275,204	274,796	271,153	203,866	498,362
Operational budget adjustments					
Addback amortization	(271,215)	(266,433)	(256,024)	(186,193)	(111,261)
NET DEFICIT (SURPLUS) STORM SEWER UTILITY	3,989	8,362	15,129	17,673	387,101

Variance Highlights

- Wages and benefits decreased based on reallocation of budgeted wages based on prior year actuals.
- Materials, supplies and operating expenses decreased slightly based on prior year actuals.

WATER SUPPLY & DISTRIBUTION

The Water Supply & Distribution department is responsible for producing potable water and maintaining a water storage and distribution system capable of providing suitable water to the residents. The production and distribution adheres to the Canadian Drinking Water Standards and the standards set out in the license issued to the town by Alberta Environment.

WATER SUPPLY AND DISTRIBUTION	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Water sales	(1,449,900)	(1,294,097)	(1,435,500)	(1,142,258)	(1,115,334)
Water services revenue	(1,449,900)	(1,294,097)	(1,435,500)	(1,142,258)	(1,115,334)
Wages and benefits	386,623	342,982	390,392	277,671	291,793
Training	3,000	819	5,000	1,573	4,235
Materials, supplies and operating expenses	195,400	216,697	198,800	254,883	177,367
Chemical	95,000	88,123	100,000	129,900	95,482
Maintenance	83,000	81,948	83,500	70,345	83,154
Debenture interest	147,010	153,871	154,161	160,230	167,121
Amortization	363,524	386,984	385,846	393,838	920,453
Water services expenses	1,273,557	1,271,425	1,317,699	1,288,442	1,739,604
	(176,343)	(22,673)	(117,801)	146,184	624,270
Operational budget adjustments					
Addback amortization	(363,524)	(386,984)	(385,846)	(393,838)	(920,453)
Services to other departments	(39,000)	(36,131)	(39,000)	(25,869)	-
Services from other departments	67,875	67,875	67,875	67,875	67,875
Transfer to reserve - capital	369,133	243,204	340,063	69,611	-
NET DEFICIT (SURPLUS) WATER SERVICES	(141,859)	(134,709)	(134,709)	(136,036)	(228,308)

Variance Highlights

- Approximately 1% increase in water sales revenue. Rate increases in the water and sewer utility bylaw are greater than 1% for 2020, however actual revenues for 2019 were well under budget therefore 2020 budgeted revenue increase has been based off 2019 actuals rather than 2019 budget.
- Debenture interest decrease based on normal repayment schedule.
- Increase in transfer to capital reserve based on increased budgeted cash surplus in water utility.
- A few other minor decreases were also budgeted for based on 2019 and prior actuals, including training, chemical, and maintenance.
- Transfers budgeted to result in net zero budget in water utility after debt principle payment accounted for.

SANITARY SEWER TREATMENT & DISPOSAL

The Wastewater Treatment & Disposal budget deals with all functions related to the collection, treatment and disposal of sanitary sewer water. This system functions in accordance with the standards set out by Alberta Environment.

SANITARY SEWER TREATMENT AND DISPOSAL	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Local improvement charges	(3,822)	-	(3,822)	189	(78)
Service fees	(402,340)	(351,005)	(386,340)	(320,252)	(305,549)
Sanitary sewer services revenue	(406,162)	(351,005)	(390,162)	(320,063)	(305,627)
Wages and benefits	92,772	83,990	84,889	76,343	72,091
Contracted services	18,800	9,636	8,800	6,543	10,185
Materials, supplies and operating expenses	27,750	34,016	27,750	26,038	23,687
Debenture interest	28,331	32,008	33,199	24,469	27,433
Amortization	345,353	380,719	379,798	320,326	382,192
Sanitary sewer services expenses	513,006	540,369	534,436	453,720	515,588
	106,844	189,364	144,274	133,657	209,961
Operational budget adjustments					
Addback amortization	(345,353)	(380,719)	(379,798)	(320,326)	(382,192)
Services to other departments	(10,000)	(7,541)	(10,000)	(7,314)	-
Services from other departments	28,275	28,275	28,275	28,275	28,275
Transfer to reserve - capital	11,663	(37,457)	2,403	-	-
NET DEFICIT (SURPLUS) SANITARY SEWER SERVICES	(208,572)	(208,078)	(214,846)	(165,708)	(143,956)

Variance Highlights

- Approximately 4% increase in sanitary sewer service fee revenue based on rate increases passed in Bylaw 1659 in 2019
- Increase contracted services related to sewer inspections planned for 2020 to assess maintenance and life of different sewer lines throughout Town.
- Debenture interest decrease based on normal repayment schedule.
- Transfers to reserve budgeted to result in net zero budget in sewer utilities (sanitary and storm sewer combined) after debt principle payments accounted for.

SOLID WASTE MANAGEMENT

The Solid Waste Management function provides weekly curbside waste collection services through the Infrastructure Services department. Claresholm is one of five member municipalities who belong to the Willow Creek Regional Waste Management Services Commission, which is the body that manages the regional landfill.

SOLID WASTE MANAGEMENT	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Garbage collection fees	(426,000)	(432,228)	(413,500)	(429,275)	(422,053)
Solid waste revenue	(426,000)	(432,228)	(413,500)	(429,275)	(422,053)
Wages and benefits	164,441	165,860	148,068	177,410	179,603
Landfill fees	125,000	119,351	125,000	121,262	122,027
Landfill contract	41,580	41,580	41,580	41,580	39,835
Landfill closure	4,000	4,433	4,000	3,941	25,627
Materials, supplies and operating expenses	31,000	35,030	36,000	30,426	26,313
Amortization	25,960	37,086	37,086	52,980	35,535
Solid waste expenses	391,981	403,340	391,734	427,600	428,940
	(34,019)	(28,888)	(21,766)	(1,675)	6,887
Operational budget adjustments					
Addback amortization	(25,960)	(37,086)	(37,086)	(52,980)	(35,535)
Services to other departments	(14,000)	(12,269)	(14,000)	(10,284)	-
Services from other departments	45,725	45,725	45,725	45,725	45,725
Transfer to reserve - capital	28,254	32,518	27,127	19,215	-
NET DEFICIT (SURPLUS) SOLID WASTE MANAGEMENT	-	0	-	-	17,076

Variance Highlights

- Garbage collection fees increases \$12.5K based on 2019 actuals.
- Materials, supplies and operating costs decreased slightly as there is no repeat of additional bin purchased planned for 2020 as was budgeted in 2019.
- Transfers to reserves budgeted to result in net zero budget.

RECYCLING

The Town's recycling program provides bi-weekly curbside recycling pickup for residential and non-residential properties.

RECYCLING	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Recycling service fees	(237,000)	(171,087)	(158,500)	(158,244)	(159,211)
Commodity revenue	(6,000)	(4,422)	(5,000)	(5,232)	(30,856)
Recycling revenue	(243,000)	(175,508)	(163,500)	(163,476)	(190,066)
Wages and benefits	3,639	124,946	142,493	136,792	136,671
Contracted services	240,861	2,760	4,500	4,560	4,140
Materials, supplies and operating expenses	-	24,690	16,000	21,678	11,204
Amortization	-	2,937	10,444	13,102	13,500
Recycling expenses	244,500	155,333	173,437	176,132	165,515
	1,500	(20,175)	9,937	12,656	(24,551)
Operational budget adjustments					
Addback amortization	-	(2,937)	(10,444)	(13,102)	(13,500)
Services to other departments	(1,500)	(1,441)	(1,500)	(1,115)	-
Transfer to reserve - capital	-	1,151	2,007	1,562	-
NET DEFICIT (SURPLUS) RECYCLING	(0)	(23,402)	-	(0)	(38,051)

Variance Highlights

- Significant increase in recycling service fee revenue is based on Bylaw 1676 passed in 2019. This is for an enhanced blue bin recycling program.
- Significant decrease in wages and benefits as the Town staff will no longer be hand collecting or sorting recycling. Recycling will now be collected by a 3rd party contractor. The little bit was wages and benefits still allocated to the recycling department is for a portion of the Director of Infrastructure's salary for managing the contractor and customer logistics.
- Significant increase in contracted services for new service of third party curbside collection.
- Materials, supplies and operating expenses eliminated as most all associated costs for recycling will now be borne by the third party contractor and be included in the contracted services.
- Amortization eliminated as equipment related to the old recycling program will be disposed of or transferred to other departments.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

FCSS is an 80/20 funding partnership between the Government of Alberta and the Municipality. The Town of Claresholm operates a regional program in partnership with the M.D. of Willow Creek. FCSS designs and delivers social programs that are preventative in nature to promote and enhance well-being among individuals, families and communities. The FCSS program receives its mandate from the FCSS Act and Regulations, however, the FCSS Board determines the priority programs to be offered within the community.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Provincial funding	(105,235)	(105,235)	(105,235)	(105,235)	(105,235)
MD of Willow Creek	(47,124)	(47,124)	(47,124)	(47,124)	(47,124)
Alberta Health Services (AHS)	(28,290)	(28,290)	(28,290)	(28,151)	(27,619)
Child & Family Services Alberta (CFS)	(35,352)	(35,352)	(35,352)	(35,352)	(35,352)
Other income	(51,640)	(29,335)	(76,000)	(4,763)	(9,042)
FCSS Revenue	(267,641)	(245,335)	(292,001)	(220,624)	(224,372)
Wages and benefits	165,041	156,130	170,286	159,990	141,799
Professional development	3,000	1,003	3,500	2,394	4,737
Materials, supplies and operating expenses	49,478	49,938	46,848	50,090	72,834
Community grants	68,530	50,425	89,875	29,500	35,950
Accounting and legal	3,700	3,660	3,600	3,500	3,700
General FCSS expenses	289,749	261,156	314,109	245,475	259,019
	22,109	15,821	22,108	24,851	34,648
Operational budget adjustments					
Town of Claresholm Contribution	(26,309)	(26,309)	(26,309)	(26,309)	(26,309)
Admin Allocation	4,200	4,200	4,200	5,090	3,700
NET DEFICIT (SURPLUS) FCSS	(0)	(6,288)	(1)	3,632	12,039

Variance Highlights

- Significant decrease in other income with corresponding decrease in community grants as FCSS funding received for the Hamlet of Granum is not yet finalized, as well as there is a reduction in the amount carried forward into 2020 as there was in 2019.
- Slight decrease in wages due to staff turnover, losing some more experienced staff members.

DAY CARE CONTRIBUTION

The Day Care program is run by a non-profit board who receives a portion of their funding from the Town of Claresholm.

DAYCARE CONTRIBUTION	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Municipal contribution to daycare	38,202	38,202	38,202	38,202	38,202
NET DEFICIT DAYCARE CONTRIBUTION	38,202	38,202	38,202	38,202	38,202

Variance Highlights

- No changes to highlight.

CEMETERY

The Cemetery is owned and operated by the Town of Claresholm. The maintenance is provided through the Infrastructure Services department and the Office staff oversees the administrative function.

CEMETERY	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Cemetery Fees	(15,500)	(18,954)	(14,500)	(15,086)	(13,604)
Local government grants	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Cemetery revenue	(18,500)	(21,954)	(17,500)	(18,086)	(16,604)
Wages and benefits	17,540	22,913	17,837	18,327	16,032
Materials, supplies and operating expenses	1,000	700	1,000	144	1,097
Cemetery expenses	18,540	23,613	18,837	18,471	17,129
	40	1,659	1,337	385	525
Operational budget adjustments					
Services from other departments	2,500	2,500	2,500	2,500	2,500
Transfer to reserve - capital	5,000	5,000	5,000	5,000	-
NET DEFICIT CEMETERY	7,540	9,159	8,837	7,885	3,025

Variance Highlights

- Slight increase in Cemetery fees based on 2019 actuals.

PHYSICIAN RECRUITMENT

The Physician Recruitment program is designed to provide incentives to recruit and retain Physicians in the community. This is a program carried out in partnership with Granum, Stavely, and the MD of Willow Creek. This program was used to attract five of the six Doctors we currently have operating in Claresholm.

PHYSICIAN RECRUITMENT	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Physician recruitment	3,000	1,050	3,000	9,969	28,400
Physician recruitment expenses	3,000	1,050	3,000	9,969	28,400
	3,000	1,050	3,000	9,969	28,400
Operational budget adjustments					
Transfer from reserve - operations	(3,000)	(1,050)	(3,000)	(9,969)	(28,400)
NET DEFICIT (SURPLUS) PHYSICIAN RECRUITMENT	-	-	-	-	-

Variance Highlights

- There are no doctors still receiving incentives in the 2019 year. \$1,000 has been kept in the budget to cover other incidental incentive or gift baskets as well as \$2,000 was added to help compensate for housing of locum doctors during this time of doctor shortage.
- The program still has approximately \$15,000 in reserves which will be used to fund the 2020 expenditures.

WEEDS & PESTS

The majority of the allocation within the Weeds & Pests budget deals with weed and pest control in parks throughout the Town. The Parks department has trained staff members who provide weed control within the parks.

WEED AND PEST CONTROL	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Wages and benefits	7,367	5,832	7,263	5,043	6,760
Chemical and materials	10,000	6,963	15,500	8,243	7,917
Amortization	27,383	27,383	27,383	27,383	27,333
	44,750	40,177	50,146	40,669	42,010
Operational budget adjustments					
Addback amortization	(27,383)	(27,383)	(27,383)	(27,383)	(27,333)
NET DEFICIT WEED AND PEST CONTROL	17,367	12,795	22,763	13,286	14,677

Variance Highlights

- Decreased chemical and materials due to generally not doing three chemical application as previously budgeted for due to weather.
- No other significant changes to highlight.

ECONOMIC DEVELOPMENT

The Economic Development department is responsible for maintaining the Business Growth & Development Centre, business retention, investment attraction and municipal marketing efforts. This department is guided by the Municipal Strategic Plan and the Economic Development Committee and primarily implemented by the Economic Development Officer.

ECONOMIC DEVELOPMENT	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Grants and contributions	(131,200)	(63,240)	(46,328)	(63,458)	(28,072)
Economic development revenue	(131,200)	(63,240)	(46,328)	(63,458)	(28,072)
Wages and benefits	99,635	94,532	94,865	80,346	76,121
Materials, supplies and operating expenses	210,053	148,610	181,999	158,528	96,575
Economic development expenses	309,688	243,142	276,864	238,874	172,696
	178,488	179,902	230,535	175,416	144,624
Operational budget adjustments					
Transfer from reserve - operations	-	(51,072)	(61,878)	(11,872)	(42,000)
Transfer to reserve - operations	-	-	-	-	-
NET DEFICIT ECONOMIC DEVELOPMENT	178,488	128,830	168,657	163,545	102,624

Variance Highlights

- Grants and contributions increased \$85K, primarily for a Labour Market Partnership grant received in 2020. Some of the increase is also a result of budgeting for revenue from the billboard signage program (\$30K) separate from the expenses as was done in 2019. This revenue is offset by additional budgeted expenses in materials, supplies and operating expenses for the expenses related to this program.
- Materials, supplies and operating expenses increased approximately 30K due to the expenses related to the projects planned for which the LMP grant was received as well as the expenses related to the billboard signage program, both as noted above.
- No funds transferred from 2019 into 2020 this year, therefore no transfers from reserves.

LAND PLANNING & DEVELOPMENT

The Development Officer provides development services to the municipality and works with the Municipal Subdivision and Development Authority. The planning advice and services are contracted through membership in the Oldman River Regional Services Commission. Building code, gas and plumbing and electrical inspections are currently being provided through a contract with Superior Safety Codes.

LAND PLANNING AND DEVELOPMENT	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Permits	(64,000)	(51,776)	(64,000)	(69,333)	(20,136)
Planning and development fees	(2,600)	(4,290)	(2,600)	(6,010)	(9,389)
Planning and development revenue	(66,600)	(56,066)	(66,600)	(75,343)	(29,524)
Wages and benefits	84,487	85,644	83,917	71,440	72,803
ORRSC membership	53,500	52,604	53,000	51,938	51,069
Legal and professional services	53,725	44,938	65,125	61,082	11,435
Materials, supplies and operating expenses	8,500	7,305	6,000	17,179	-
Planning and development expenses	200,212	190,490	208,042	201,638	135,306
NET DEFICIT PLANNING & DEVELOPMENT	133,612	134,424	141,442	126,296	105,782

Variance Highlights

- Legal and professional services decreased \$12K due to costs related to the Intermunicipal Development Plan (IDP) budgeted in the prior year not being duplicated in 2020. Though the IDP isn't yet completed, the costs should be primarily covered by an ACP grant received by the Town of Stavely.
- Materials, supplies and operating expenses increased by \$2,500 for potential surveying costs related to a few different development projects underway.

GENERAL RECREATION

The general recreation budget deals with general recreational programming, such as the Southern Alberta Summer Games as well as overarching expenditures such as wages and benefits for the recreation manager. It also includes costs related to the Golf Course include interest expenses on debt related to the Golf Course and the Golf Course Management Fee the Town pays.

GENERAL RECREATION	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Local government grants	(50,000)	(50,000)	(50,000)	(50,000)	(25,000)
Summer Games	-	(13,254)	(9,000)	(9,475)	(4,850)
General recreation revenue	(50,000)	(63,254)	(59,000)	(59,475)	(29,850)
Golf course management	56,100	55,000	55,000	55,000	50,000
Debenture interest	4,292	6,572	6,670	8,871	11,164
Wages and benefits	70,109	69,133	69,256	69,078	62,018
Programming expenses	5,800	11,136	9,500	9,168	1,971
General recreation expenses	136,301	141,841	140,426	142,118	125,153
	86,301	78,587	81,426	82,643	95,303
Operational budget adjustments					
Transfer from reserve - operations	(50,000)	(50,000)	(50,000)	(50,000)	-
NET DEFICIT GENERAL RECREATION	36,301	28,587	31,426	32,643	95,303

Variance Highlights

- Removal of 2020 Summer Games revenue, and reduction of Programming Expenses is due to the Town of Claresholm not continuing in their role as the administrative lead for the Willow Creek Regional team.
- Golf Course Management Fee was increased by 2%.
- Debenture interest decreases year over year as debt is repaid.

PARKS

The parks budget includes maintenance of the Town's parks as well as the fees and costs related to the Town's campground.

PARKS	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Campground fees	(60,000)	(66,067)	(65,000)	(56,343)	(62,939)
Parks grants and other funding	(5,000)	(6,177)	(7,350)	(825)	(275)
Parks revenue	(65,000)	(72,244)	(72,350)	(57,168)	(63,214)
Wages and benefits	107,175	116,823	103,222	104,086	99,419
Materials, supplies and operating expenses	50,600	53,408	55,600	49,828	52,841
Amortization	180,101	186,499	206,124	195,246	158,170
Parks expenses	337,876	356,730	364,946	349,160	310,430
	272,876	284,486	292,596	291,992	247,216
Operational budget adjustments					
Addback amortization	(180,101)	(186,499)	(206,124)	(195,246)	(158,170)
Services to other departments	15,000	15,150	15,000	14,866	-
Transfer to reserve - capital	-	-	-	-	-
NET DEFICIT PARKS	107,775	113,138	101,472	111,612	89,046

Variance Highlights

- Campground fees budget decreased 5K due to COVID-19. Revenues may decrease even more depending on how long the campground closure lasts.
- Reduced parks grants and other funding based on historical difficulty actually receiving STEP grants that are budgeted for, and if received difficulty finding qualified applicants to fill the positions.
- Decrease in materials, supplies and operating expenses of \$5K due to no additional funds budgeted for new tables and chairs, as in 2019.

ARENA

The Arena operates an ice area during the winter and is also used for lacrosse and other rentals during the summer. The main users of the Arena are the Claresholm Minor Hockey Association and the Figure Skating Club.

ARENA	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Minor hockey	(30,000)	(27,931)	(30,000)	(30,336)	(32,416)
Figure skating	(8,000)	(7,120)	(9,000)	(7,400)	(8,261)
Other rentals	(28,357)	(31,166)	(24,750)	(23,453)	(23,138)
Advertising	(7,700)	(7,960)	(6,000)	(11,550)	(5,193)
Arena revenue	(74,057)	(74,177)	(69,750)	(72,740)	(69,008)
Wages and benefits	114,492	102,395	112,755	138,194	120,912
Materials, supplies and operating expenses	95,750	91,001	75,750	117,883	73,569
Amortization	54,854	55,635	55,635	48,767	36,059
Arena expenses	265,096	249,031	244,140	304,843	230,540
	191,039	174,853	174,390	232,103	161,532
Operational budget adjustments					
Addback amortization	(54,854)	(55,635)	(55,635)	(48,767)	(36,059)
Services to other departments	6,000	5,979	6,000	3,462	-
Transfer to reserve - capital	7,700	7,960	6,000	11,550	-
NET DEFICIT ARENA	149,885	133,158	130,755	198,349	125,473

Variance Highlights

- Other rentals were increased due to additional adult and zone “AA” rentals expected.
- Advertising revenue increased based on 2019 actuals.
- Materials, supplies and operating expenses were increased \$20,000 for a compressor rebuild which is done every other year (2 compressors, each rebuilt once every 4 years).

AQUATIC CENTRE

The Aquatic Centre is owned by Alberta Health Services and shares the facility with the Town for the Town residents use and benefit. The Town operates the facility covering some of the maintenance costs, lifeguards, and programming expenses.

AQUATIC CENTRE	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Lessons	(52,000)	(59,142)	(55,000)	(56,300)	(66,012)
Gate admission	(35,000)	(35,462)	(42,000)	(36,929)	(42,485)
Rentals	(18,000)	(18,630)	(18,000)	(20,810)	(18,801)
Other funding	(10,000)	(8,122)	(10,000)	(9,620)	(25,349)
Aquatic Centre revenue	(115,000)	(121,356)	(125,000)	(123,659)	(152,647)
Wages and benefits	187,373	232,170	227,865	233,709	239,639
Materials, supplies and operating expenses	40,000	35,813	38,400	35,993	43,425
Amortization	16,343	17,262	17,262	18,574	17,745
Aquatic Centre expenses	243,716	285,245	283,527	288,277	300,808
	128,716	163,889	158,527	164,617	148,161
Operational budget adjustments					
Addback amortization	(16,343)	(17,262)	(17,262)	(18,574)	(17,745)
NET DEFICIT AQUATIC CENTRE	112,373	146,628	141,265	146,044	130,416

Variance Highlights

- Decreases in lessons and gate admissions based on COVID-19 closure. Actual revenues may decrease even further based on actual length of pool closure.
- Wages and benefits decreased by \$40K based on COVID-19 pool closure and temporary lay-off of part time pool staff. Decrease may be larger based on actual length of pool closure.
- Materials, supplies and operating expenses increased \$2K for planned audit of safety, service, and staffing as required periodically by the Lifesaving Society.

MUSEUM

The Museum Board oversees the operation of the Museum in cooperation with the Museum Executive Director and administrative staff and provides recommendations to Council on the budget. The Museum budget includes the operations of two buildings, the Historic CPR Train Station and Museum Exhibit Hall. The Visitor Information Centre operates out of the Historic CPR Train Station. Both are open to the public from May to early October, plus some off season special events.

MUSEUM	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Sales	(1,500)	(1,180)	(1,500)	(1,532)	(475)
Donations	(4,000)	(2,013)	(4,000)	(5,463)	(6,947)
Grants	(4,000)	(4,577)	(15,791)	(37,379)	(48,208)
Museum revenue	(9,500)	(7,770)	(21,291)	(44,374)	(55,630)
Wages and benefits	62,236	80,873	73,998	62,052	81,563
Materials, supplies and operating expenses	30,340	30,872	30,340	42,141	38,986
Professional development	1,500	1,572	2,000	226	1,789
Amortization	23,781	23,781	23,781	23,781	22,972
Museum expenses	117,857	137,099	130,119	128,201	145,310
	108,357	129,329	108,828	83,827	89,681
Operational budget adjustments					
Addback amortization	(23,781)	(23,781)	(23,781)	(23,781)	(22,972)
Services to other departments	3,000	2,630	3,000	2,069	-
Transfer from reserve - operations	-	(27,275)	(20,000)	(4,000)	-
NET DEFICIT MUSEUM	87,576	80,903	68,047	58,115	66,708

Variance Highlights

- Decrease in Grants due to expected decrease in utilization of summer staffing grants due to COVID-19 closures as well as no project grant budgeted for in 2020 as there was in 2019.
- Decrease in wages due to expected shorter museum season in 2020 due to COVID-19. Actuals may be even less depending on the length of the closure.

LIBRARY

The local Library Board oversees the activities and budget requests. The Municipality is a member of the Chinook Arch Regional Library system which is a network of independent, cooperating libraries in the southwestern corner of Alberta. Chinook Arch provides training, consulting, IT support and centralized purchasing, cataloguing, processing, and delivery services.

LIBRARY	Budget 2020	Actual 2019	Budget 2019	Actual 2018	Actual 2017
Grant	190,000	185,275	193,840	185,035	174,740
Chinook Arch membership	30,883	30,278	30,278	29,673	28,636
Amortization	25,693	25,693	25,693	25,693	25,593
	246,576	241,246	249,811	240,402	228,969
Operational budget adjustments					
Addback amortization	(25,693)	(25,693)	(25,693)	(25,693)	(25,593)
Services to other departments	3,500	2,234	3,500	1,454	-
NET DEFICIT LIBRARY	224,383	217,786	227,618	216,162	203,376

Variance Highlights

- 5K increase in operational funding from 185K to 190K, however no capital funding requested for 2020, there slight drop in grant funding.
- No other significant variances to note.

DEPARTMENT CAPITAL BUDGETS

Funding Sources for Capital Projects

Provincial and Federal grants are available each year to assist the municipality to fund major infrastructure projects. The Council has additional options to consider such as reserves, tax or utility funding. The following is a brief explanation of capital project funding source options.

Federal Gas Tax Fund (FGT)

Each year, the federal FGT assists municipalities by providing funding for local infrastructure projects. Funding is provided to the Province, who in turn flows this funding to the municipality. This program has been legislated as a permanent source of Federal infrastructure funding for municipalities. The program is broad-based and allows municipalities to use the funding toward a wide range of projects to meet local priorities.

Municipal Sustainability Initiative (MSI)

Municipalities in Alberta are eligible for funding under the MSI program based on the terms set out in long-term funding agreements with the Province. Municipalities determine projects and activities to be funded based on local priorities within the general criteria set out in the program guidelines and are encouraged to take a long-term approach to planning for capital projects.

Alberta Municipal Water/Wastewater Partnership (AMWWP)

The AMWWP is a competitive grant program that provides cost-shared funding to eligible municipalities to assist in the construction of municipal water supply and treatment and wastewater treatment and disposal facilities. Funding is provided for the construction of high-priority water supply and treatment and wastewater treatment and disposal facilities. Water distribution and/or sewage collection systems are not eligible for assistance.

Alberta Historic Resources Conservation Grant

Historic Resource Conservation grants provide project funding for conservation of Alberta's historic places and can include restoration, architectural and/or engineering services, studies reports or plans associated with the conservation of the historic place. Matching grants are awarded up to 50% of eligible costs. Conservation includes actions or processes that safeguard character-defining elements of a historic place to retain the heritage value and extend physical life. This may involve one or more conservation treatments—preservation, rehabilitation or restoration. The maximum matching grants per application **per year** are as follows: Provincial Historic Resources – \$100,000; Municipal Historic Resources – \$50,000; Local (non-designated) Historic Resources – one-time grant of \$5,000.

Alberta Community Resilience Program (ACRP)

The ACRP is a multi-year provincial grant program supporting the development of long-term resilience to flood and drought events, while supporting integrated planning and healthy,

functioning watersheds. These grants will support the design and construction of projects that enhance or enable the protection of critical infrastructure from flooding and drought events, and help ensure public safety is protected.

Community Facility Enhancement Program (CFEP)

The **CFEP** is a competitive grant program that assists with foster the unique characteristics of Alberta's many communities. The aim of the program is to reinvest revenues generated from provincial lotteries into communities, empower local citizens and community organizations to work together and to respond to local needs.

Municipalities are not eligible for this funding and therefore must partner with a local organization to access these grants.

Alberta Recycling – Municipal Demonstration Grant Program

The grant program offers up to \$30,000 per applicant to purchase recycled tire products for public projects such as parks, arenas, walking trails, and recreational facilities etc.

Reserves/Restricted Surplus

As a means of solid financial planning, Council has created a number of special reserve funds to address both future operational and especially, capital resource needs. These funds address new acquisition and replacement, but have general restrictions on use. Through the budget process, the Town will designate funds that have been internally restricted to finance those projects for which the funds have been ear-marked.

Utility Funded

Revenue generated through utility rates is intended to fully fund operational costs including amortization. As the utilities become closer to full-cost recovery, amounts generated to fund amortization can be used to fund capital projects. If there is no required capital replacement for a utility in any given year, the amortization amount may be reserved for future capital projects.

The following table summarizes the anticipated funding sources for the capital projects for the upcoming year.

FUNDING SOURCES FOR THE YEAR	
Alberta Community Resilience Program Grant (ACRP)	(178,879.00)
Municipal Sustainability Grant (MSI)	(1,118,758.00)
Community Facility Enhancement Program (CFEP)	(540,120.00)
Enabling Accessibility Grant	(55,785.00)
Federal Gas Tax Fund (FGTF)	(552,000.00)
<i>Total Government Transfers for Capital</i>	(2,445,542.00)
Transfers from reserves	(97,000.00)
Proceeds from long-term debt	(2,800,000.00)
Proceeds on sale or trade-in of vehicles and equipment	(75,000.00)
Tax funded	(10,000.00)
TOTAL FUNDING	<u>(5,427,542.00)</u>

Capital Summary Budget

ENGINEERING STRUCTURES PROJECTS	Funding	Expenditure
Municipal Stormwater System Upgrade - Phase 1 (carryforward from 2017/18 budgets)		255,542
<i>Funding: ACRP Grant</i>	(178,879)	
<i>Funding: MSI Grant</i>	(76,663)	
North Industrial Paving		450,000
<i>Funding: FGTF Grant</i>	(225,000)	
<i>Funding: MSI Grant</i>	(225,000)	
Amundsen Park Redevelopment - Phase 1		220,000
<i>Funding: FGTF Grant</i>	(117,000)	
<i>Funding: CFEP Grant</i>	(103,000)	
Infrastructure Master Plan including Water Reservoir Study		130,000
<i>Funding: FGTF Grant</i>	(125,000)	
<i>Funding: Capital Water and Sewer Reserve</i>	(5,000)	
ENGINEERING STRUCTURES TOTAL		1,055,542
BUILDINGS PROJECTS		
Multi-use Community Complex		3,800,000
<i>Funding: Debenture</i>	(2,800,000)	
<i>Funding: MSI Grant</i>	(592,095)	
<i>Funding: CFEP Grant</i>	(352,120)	
<i>Funding: Enabling Accessibility Grant</i>	(55,785)	
Arena Roof Replacement		170,000
<i>Funding: FGTF Grant</i>	(85,000)	
<i>Funding: CFEP Grant</i>	(85,000)	
BUILDINGS TOTAL		3,970,000
MACHINERY & EQUIPMENT PURCHASES		
Front End Loader		265,000
<i>Funding: MSI Grant</i>	(225,000)	
<i>Funding: Trade-in</i>	(40,000)	
Bobcat Replacement		45,000
<i>Funding: Trade-in</i>	(35,000)	
<i>Funding: Tax funded</i>	(10,000)	
MACHINERY & EQUIPMENT TOTAL		310,000
LAND FOR GOVERNMENT USES		
Storm reservoir land		92,000
<i>Funding: Land & Development Capital Reserve</i>	(92,000)	
MACHINERY & EQUIPMENT TOTAL		92,000

ENGINEERED STRUCTURES

Carryforward Capital Project from 2016/2017	
Project Name	Phase 1 – Storm Water Drainage Improvements
Anticipated Start	2016
Project Description	Continuation of Phase 1 of Storm Management Plan including Storm Water Management Facility, upgrade of 8 th Street Ditch and upgrades to Golf Course Ditch/Ponds
Remaining Cost	\$326,983
Funding Sources	ACRP and MSI Grants
Rationale for need	Try to prevent flooding reoccurrence to homes in Town.
Impact on future operating costs	More maintenance on new apparatuses will be required.
Implications of deferring this project	If nothing is done to address the problems outlined in the Storm water management Plan, we may see re-occurrences of flooding in Town.

2020 Capital Project	
Project Name	North Industrial Area Paving
Anticipated Start	2020
Project Description	Pave the North industrial area as promised to buyers at time of sale, once the subdivision lots have been sold.
Project Cost	\$450,000
Funding Sources	FGTF Grant and MSI Capital Grant
Rationale for need	The Town's subdivision is completed and all lots are serviced. We receive several complaints annually about road conditions. Winter maintenance is difficult on the graveled surface. Sanitary sewer manholes have to be dug out in the gravel for access for maintenance.
Impact on future operating costs	No expected impact on operations, less grader maintenance required.
Implications of deferring this project	As prices rise yearly, costs will increase in the future.

2020 Capital Project	
Project Name	Amundsen Park Upgrades Phase 1
Anticipated Start	2020
Project Description	Replace the playgrounds on the SE & NW corners of Amundsen Park, with one new structure, and construct a gazebo
Project Cost	\$220,000.00
Funding Sources	CFEP and FGTF grants
Rationale for need	This playground does not meet current safety codes and was on the scheduled list for replacement in 2018. This SE park was installed in 1995 and the original equipment is still in use. The swings were removed in 2007, when the NW swings were added. New park design.
Impact on future operating costs	No expected impact on operations.
Implications of deferring this project	Liability on equipment that does not meet CSA code. The planned replacement list of playground equipment in Town is based on a twenty-year cycle as 15 to 20 years is the expected life of new equipment. 9 parks/playgrounds are on the list.

2020 Capital Project	
Project Name	Infrastructure Master Plan
Anticipated Start	2020
Project Description	A Master plan of the Town's infrastructure
Project Cost	\$150,000.
Funding Sources	
Rationale for need	A Master plan is needed to move the Town's Infrastructure paper maps to digital format, so GPS locations can be added to GIS to accurately locate infrastructure and capture data on all assets. This will assist all future planning and project selection
Impact on future operating costs	No anticipated increase forecasted, but has the potential to save premature replacement of infrastructure by better information collection on all assets.
Implications of deferring this project	Harder to engineer repairs as we to develop digital prints of existing. Planning issues may be avoided with better mapping of existing infrastructure.

BUILDINGS

Carryforward Capital Project from 2018	
Project Name	Multi-Use Community Complex
Anticipated Start	2019
Project Description	New construction of Daycare, Playschool, Administration, and community space buildings
Project Cost	\$3,800,000
Funding Sources	Debenture, CFEP Grants, Canada Accessibility Grant, and MSI Capital Grants
Rationale for need	Existing office is over 70 years old and has reached its useful life, without major renovations.
Impact on future operating costs	Significant reduction in utilities costs, rent costs, and other operational costs due to being able to bring Administration, FCSS, and Economic Development all under one roof.
Implications of deferring this project	Current Administration building does not meet fire code, asbestos contamination, and internal plumbing replacement needed.

2020 Capital Project	
Project Name	Arena roof replacement
Anticipated Start	2020
Project Description	Replacing the entire roof over the Arena mezzanine. + damaged interior flooring.
Project Cost	\$170,000.00
Funding Sources	50/50 CFEP grant
Rationale for need	This is the original roof, and has been patched twice, last time in 2018. Flooring is now damaged. Recommended replacement in 2018, by Charlton Hill.
Impact on future operating costs	No impact on future operating.
Implications of deferring this project	The building repairs need to be completed as soon as possible as the roof is currently leaking. The dance floor has been ruined.

MACHINERY & EQUIPMENT

2020 Capital Purchase	
Project Name	New Front End Loader
Anticipated Date	2020
Project Description	Replacement of existing Wheel Loader (2007 model)
Project Cost	\$265,000.
Funding Sources	MSI Capital Grant and trade-in of existing loader
Rationale for need	This unit will be well past the 10-year turnaround cycle that we are currently striving to adapt. This unit was purchased used and is used daily year-round.
Impact on future operating costs	We see an operational benefit to equipment that is on warranty. Less down time and more work completed in a day, with properly operating equipment
Implications of deferring this project	Costly repairs to the existing machine will not increase its value. Slower completion of projects due to aging equipment.

2020 Capital Purchase	
Project Name	Bobcat replacement program
Anticipated Start	Yearly – No trade available in 2019
Project Cost	\$45,000 (Net \$10,000 after trade-in of old unit).
Funding Sources	Trade in of old Bobcat, with Tax Funding for difference.
Rationale for need	The program involves rotating old machine for a new machine yearly. The equipment is only covered by one year warranty and with some service of the machine included, we are keeping our costs for operations at the lowest possible for the Town.
Impact on future operating costs	This purchase procedure eliminates the chance of major repairs as we always have new warranty coverage
Implications of deferring this project	The value of our Bobcat will drop yearly and the cost for maintenance will also increase as this machine is used for 250+ hours per year. No warranty coverage unless we purchase extended warranty at almost \$2500.00 dollars per year.

LAND FOR GOVERNMENT USE

2020 Capital Purchase	
Project Name	Storm Water Holding Area
Anticipated Date	2020
Project Description	Purchase of land in Sundance area for storm water holding area
Project Cost	\$92,000.
Funding Sources	Capital reserves (proceeds from sale of other lands)
Rationale for need	Legalize access and subdividing public utility lot for storm water management.
Impact on future operating costs	No impact
Implications of deferring this project	Project has been underway for several years. Project cannot be deferred.



REQUEST FOR DIRECTION

Meeting: April 14th, 2020

Agenda Item: 9

Property Tax Payment Deadline Extension

BACKGROUND / DESCRIPTION:

Due to the COVID-19 pandemic, which has caused financial stresses for many people, it seems that several communities are considering an extension of the Tax Penalty Date for property taxes. Fort Macleod has extended theirs to August 31st, 2020 and Nanton is discussing this on Monday April 20th. Stavely Town Council haven't discussed it yet as their deadline is already August 31st. This consideration is being discussed as many people are unemployed and several businesses have had to close up temporarily.

The current deadline is June 30th, 2020 for taxes due if not on the Tax Installment Payment Program.

In addition to this due date change, it would be advisable to delay the mailing date of the tax notices to the end of June. This is to delay the start of the complaint period. Typically there is a 60 day complaint period from the date assessment notices are deemed to be received (7 days after mailing), but with the ministerial order MSD:022/20 this period is extended from the receipt date until October 1st, 2020, so if mailed in mid May as typical for Claresholm the complaint date would run from mid-May to October 1, or approximately 130 days. Delaying mailing to end of June reduces this complaint period by 40 or so days. This would help the assessors as the period in which they have to address the complaints is shortened.

RECOMMENDATION

It is administrations recommendation that, considering all of the different situations in our community, that administration extends the tax mailing date to approximately June 30th, and the tax due date (i.e. penalty date) to August 31st, 2020.

ACTION:

Moved by Councillor _____ to direct administration to defer the tax mailing date to June 30th, 2020, and to draft a bylaw to defer the tax penalty date to August 31st, 2020 to be presented for first reading on April 27, 2020.

PREPARED BY: Lisa Chilton

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 6, 2020



INFORMATION BRIEF

Meeting: April 14, 2020
Agenda Item: 10

THE BRIDGES AT CLARESHOLM GOLF CLUB

DESCRIPTION:

The Town of Claresholm is following protocols instituted by Alberta's Chief Medical Officer of Health and Alberta Health Services. The Town is working closely with the Alberta Emergency Management Agency to ensure that Claresholm is responding to the COVID-19 pandemic the same as other communities in Alberta.

Along these lines, all recreational facilities in Claresholm, both private and public, have been closed including the Campground, Arena, Curling Rink, Aquatic Centre, Community Centre and playgrounds.

Mayor MacPherson is the Town's representative on the Claresholm Golf Course Board, and they are seeking direction as to whether the golf course can open. There has been no clear direction from the Alberta Emergency Management Agency on this issue. As a result, some golf courses are open or planning to open shortly with stringent guidelines in place.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: April 9, 2020



Claresholm

INFORMATION BRIEF

Meeting: April 14, 2020
Agenda Item: 11

INFRASTRUCTURE MASTER PLAN CARES GRANT

The Town of Claresholm submitted a grant application to the Community and Regional Economic Support Program (CARES) for the purpose of completing an Infrastructure Master Plan and Water study. Notification was received on March 11, 2020 that our project was not selected.

After discussing our submission with the program Manager, she has indicated that this grant program has become increasingly more competitive, with so many applications this round. Our application hit all the priorities well and there were very little comments other than there were no partners that the Town was working with in regards to monetary commitment. Priority was given to projects that had business and municipalities or regional groups working together. Generally, the accepted projects are feasibility studies and consulting initiatives in relation to regional economic growth with a focus on tourism and partnership. The Infrastructure Master plan and Water Study were approved within the 2020 budget not utilizing the grant funds, so there is no action required by Council.

Administration will continue to investigate any grant or funding possibilities for projects moving forward. Portions of this project (such as asset management) are currently being investigated through the federal programs available that can provide financial assistance. It is unknown whether the Cares program will continue, and with government re-structuring if the program positions will remain in place.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: April 6, 2020



INFORMATION BRIEF

Meeting: April 14, 2020
Agenda Item: 12

ANNEXATION UPDATE

DESCRIPTION:

Custom Cannabis Inc. (located at: short legal 4;27;12;23;SE) had requested annexation into the Town of Claresholm as they are currently serviced by the Town of Claresholm. The Town of Claresholm and MD of Willow Creek have worked together on consents and ORRSC submitted the annexation report with an estimated completion date of April 1, 2020.

As COVID-19 has affected the work load at the legislature they have asked to postpone any non-critical items at this time. It is anticipated moving the order in Council date until January 1, 2021. As there are currently agreements in place with Custom Cannabis for water service, etc. this timing will be sufficient. A mid-year annexation makes timing difficult for tax notices etc., so postponing to the start of the 2021 will accommodate both the timing and the MGB.

ANNEXATION NEXT STEPS:

1. Revised consents have been sent to the landowner and the MD with the new dates (January 2021).
2. The Municipal Government Board prepares a recommendation report which is provided to the Minister of Municipal Affairs for consideration. If the annexation is recommended for approval or approval in-part, the Municipal Government Board report will advise the Minister to proceed to the Alberta Cabinet with an Order-in-Council to gain approval from his/her Cabinet colleagues. (Many of these meetings are not taking place now with the COVID-19 social distancing practices).
3. The Alberta Cabinet considers the Municipal Government Board's report. If the annexation is approved or approved in-part, the Lieutenant Governor of Alberta signs the Order-in-Council.

The Town will continue to update Town Council, the MD of Willow Creek, and the landowners as the process moved forward.

ATTACHMENTS:

- 1) N/A

APPLICABLE LEGISLATION:

- 1) Municipal Government Act, RSA 2000, c M-26

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 6, 2020

AIRPORT LAND SALE UPDATE

DESCRIPTION:

The Town has been working with the purchasers to complete the land sale and transfers. Additional documentation was required for the sale. The purchaser originally had the sale in the two company names and now has requested both parcels of land be in the one company, Southline Real Estate Ltd. The Town has re-executed the agreements and the caveat, so the option to reacquire will be registered on title with all the original conditions remaining in place.

There is no action required at this time, Administration will continue to update Council as required.



ATTACHMENTS:

- 1.) N/A

PREPARED BY: Tara VanDellen Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 6, 2020



INFORMATION BRIEF

Meeting: April 14, 2020
Agenda Item: 14

MGA CHANGES – COVID-19 (Planning/Development)

As of agenda time, the Ministerial Order No. MSD:022/20 passed by the provincial government, implemented a few changes to development/planning timelines, among others.

Inter-collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) deadlines for completion were April 1, 2020. This deadline has been extended to April 1, 2021. The Town has completed the ICF, but is still working with the MD for the completion of the IDP. This additional time will allow the Town and the MD to finalize this plan, complete public hearings, and work towards adoption.

In addition to allowing Council meetings and holding public hearings via electronic means, the MPC can also hold meetings virtually, and we will continue this process. Notification must be sent out as to how the public can participate in those meetings and provide their comments, questions, or concerns. (as per the Public Meeting Procedures (COVID-19 Suppression) Regulation).

Council's can also appoint a designated officer to have authority over some of the uses/variances that normally would have been the MPC's authority (by amending bylaws). The Town may not require this (unless Council deems it appropriate) at this time as MPC's can meet virtually, and quorum was also lowered to 2 members (again, not required as virtual presence at meetings counts towards quorum numbers).

The Ministerial Order No. MSD:022/20 extends a number of MGA deadlines to October 1, 2020. The deadline for deeming a development permit complete, as well as approval deadlines and also appeal deadlines have been extended to October 1, 2020. This does not mean the Town cannot issue permits until this timeframe; it just allows additional time for review or meeting gathering. This has raised concerns with appeal timeframes and the possibility of appeals long after the development has commenced, or if an appeal is dealt with that another appeal could be submitted. Clarification and potential changes to this particular section of the order may be coming. Until this time Brownlee Law has suggested municipalities hold off on issuing permits.

Currently timeframes:

1. For deeming an application complete was 20 days from receipt, now Oct 1, 2020.
2. For making a decision on an application was 40 days from date deemed complete, now Oct 1, 2020.
3. Appeal deadlines was 21 days from when notice was circulated, now Oct 1, 2020.

Link to information as of April 3, 2020:

<http://news.brownleelaw.com/post/102g40z/streamlining-approval-processes-and-meeting-hearing-procedures>

The Town will continue to monitor these timeframes and implications; however, we will also continue to issue permits, business licenses, compliance requests, as required and hold meetings through electronic means in order to continue business and support Town residents and community operations.

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 7, 2020

Strategies

MULTI-YEAR

MULTI-YEAR		Assigned to	Update on Progress
POLICY & PLANNING			
3 Year Operations Plan and 5 Year Capital Plan			
	Revise 3 Year Operations Plan and 5 Year Capital Plan	Blair	Updated plans for 2021 forward have been drafted for committee review
Community Center			
	Enhance Community Center	Mike	New accessible doors installed March 2020.
Multi Use Community Facility			
	Tender Project for 2020	Mike	Tender awarded to Tricon Developments.
	Begin construction in 2020	Mike	Planning 90% complete, geo-tech completed, survey complete end of March 2020.
	Complete construction 2021	Mike	Schedule still on track.
Intermunicipal Development Plan (IDP)			
	Complete IDP by April 1, 2020 deadline	Tara	Still ongoing, Provincial deadline changed to April 1, 2021.
Intermunicipal Collaboration Framework (ICF)			
	Complete ICF by April 1, 2020 deadline	Marian	Complete. Notice sent to the Minister March 26, 2020
Stormwater Infrastructure			
	Apply for grant funding for Phase 2 and beyond	Blair/Mike	ACRP funding is no longer available. Investing in Canada Infrastructure Program is unavailable due to lack of matching provincial funding/program.
Development Processes			
	Continue with Land Use Bylaw updates as necessary	Tara	Ongoing as required.
	Update Signage Schedule of Land Use Bylaw	Tara	Currently on hold until IDP is completed, plans for 2020 amendment.
	Develop Off-site Levy Bylaw	Tara	Drafted and presented for review.
	Continue review of processes	Tara	Policies all updated, process review ongoing.
	Complete Infrastructure Master Plan	Mike/Tara	Engineering firm contracted, project has commenced.
	GIS updates	Tara	Ongoing, IMP will complete a thorough update.

Strategies

MULTI-YEAR

MULTI-YEAR		Assigned to	Update on Progress
Encourage Residential Development			
	Review Land Use Bylaw and Planning documents	Tara/Brady	Reviews completed annually.
	Investigate incentive opportunities	Tara/Brady	Investigations ongoing.
	Complete a Housing Needs Assessment	Tara/Brady	
ECONOMIC & COMMUNITY DEVELOPMENT			
Support the Economic Development Committee			
	Update 3 year Economic Development Business Plan	Brady	
	Strategy for Challenging Land Owners	Brady	
	Revitalize Downtown and Highway Corridor	Brady	
	Develop/Review policies pertaining to unsightly premises and vacant lands and buildings in retail, commercial and industrial areas	Brady/Ryan	Ongoing,
	Address revitalization in 3 year Economic Development Business Plan	Brady	
	Finish/paint entrance signs	Brady/Mike	Potential completion summer 2020.
	Continue to work with landowners to identify opportunities to develop residential land resulting in diverse housing	Brady/Tara	Contacted developers to ensure communication is ongoing for potential development initiation.
	Continue to work with landowners to develop light industrial Starline Business Park	Brady/Tara	Conversation ongoing.
Sound, Responsible Governance and Strengthen Internal Operations			
	Ensure ongoing public participation	Karine/Marian	
	Continue with quarterly open houses	Karine/Marian	Open House held February 27, 2020 and next one scheduled for May

Strategies

MULTI-YEAR

MULTI-YEAR		Assigned to	Update on Progress
	Continue to review and update Administration and Council policies	Blair/Marian	Have successfully reviewed and updated approximately 75% of Town Policies. Work will continue in the 2nd quarter of 2020.
	Address legislative changes in a timely fashion	Marian	Continue to report changes to Council and implement changes
	Succession planning for the CAO	Marian	In progress
PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS			
Build Government Relations at All Levels			
	Look for opportunities to collaborate	All departments	Working with various community groups/societies on grant applications for various municipal/partnership projects.
Strengthen Stakeholder Relationships			
	Encourage presentations to Council, visit organizations to build relationships and have a presence in the community	Council	
	Develop relationships with Land Developers in order to progress on residential development	Council/Brady	
Relationships with AHS and Other Service Providers			
	Continue to Enhance Relationships with AHS and Other Service Providers	Council	
VIBRANT COMMUNITY, QUALITY OF LIFE			
Housing			
	Investigate opportunities for various types of housing	Tara/Brady	Opportunities sought out and working with inquiries as presented.
Traffic			
	Continue work with Alberta Transportation and RCMP on enforcement measures on highway #2	Ryan	Ongoing, trying to keep a presence on the highway to slow traffic

Strategies

MULTI-YEAR

		Assigned to	Update on Progress
Improvement of Parks			
	Admundsen Park upgrades 2020/2021/2022	Mike	Some tree removal and new planting in 2020. Funding sources sought out for project phases, still waiting on grant notification.
	Tennis Courts 2020	Mike	Project postponed, waiting on grant notification.
	Work with Dog Park committee to create design and identify funding options	Denise	Unsuccessful with our application to the Rural Communities Foundation (UFA) Grant. There is currently no Society backing this project. We are continuing to look for other funding options.
	Extend pathway system 2021	Mike	Will prepare for 2021.
Support the Arts Community		Council	

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - January 27, 2020				
2	Delegation Response: Claresholm Skatepark Association - Moved by Councillor Moore to rescind Motion #19-038. CARRIED MOTION #20-016 Moved by Councillor Schulze to support locating the new skatepark on the site of the new Multi-use Community Building at 5318 – 2nd Street West. CARRIED MOTION #20-017	Mike/Denise	Conversations ongoing	In progress
Regular Scheduled Meeting - February 10, 2020				
5	CORRES: Alberta Municipal Affairs - Moved by Councillor Carlson to submit an application to the Minister's Award for Municipal Excellence in the categories of Building Economic Strength and Smaller Municipalities for the Rural & Northern Immigration Pilot Project. CARRIED MOTION #20-027	Brady/Karine	Applications submitted on March 31st (deadline was extended to May 31st)	Complete
Regular Scheduled Meeting - March 9, 2020				
DEL	MD of Willow Creek RE: Airport - Moved by Councillor Schlossberger to direct administration to schedule a Joint Economic Development Initiative meeting with the M.D. of Willow Creek at the earliest possible convenience to discuss their proposal regarding the Claresholm Industrial Airport. CARRIED MOTION #20-038	Marian	Email sent to Derrick March 10th Meeting held April 2nd	Complete
7	CORRES: Alberta Municipal Affairs - Moved by Councillor Carlson to accept the Municipal Accountability Program (MAP) Review as presented. CARRIED MOTION #20-039	Marian	Working on rectifying non-compliant issues Awaiting update from ORRSC on regional bylaws	In progress
Regular Scheduled Meeting - March 23, 2020				
1	RFD: 2019 Reserve Transfers & Bad Debt - Moved by Councillor Cutler to transfer out of reserve funds for 2019 operational and capital purposes in the amount of \$506,725 for the year ended December 31, 2019 as follows. CARRIED MOTION #20-046	Blair	Reserve Transfers included in the Accepted 2019 Audited Financials	Complete
1	RFD: 2019 Reserve Transfers & Bad Debt - Moved by Councillor Schlossberger to transfer 2019 unrestricted surplus funds of \$394,680 to Reserves for the year ended December 31, 2019 as follows. CARRIED MOTION #20-047	Blair	Reserve Transfers included in the Accepted 2019 Audited Financials	Complete

1	RFD: 2019 Reserve Transfers & Bad Debt - Moved by Councillor Schulze to approve the write-off of uncollected amounts for Utility account number 9013.001 in the amount of \$5,310.56 for the year ended December 31, 2019. CARRIED MOTION #20-048	Blair	Bad debt write-off is included in the Accepted 2019 Audited Financials	Complete
2	RFD: 2019 Audited Financial Statements - Moved by Councillor Zimmer to accept the Audited Financial Statements for the year ended December 31, 2019 as presented. CARRIED MOTION #20-049	Blair	Posted on the Website	Complete
3	BYLAW #1693 - Moved by Councillor Cutler to give Bylaw #1693, the Non-Residential Tax Incentive Bylaw, 1st Reading. CARRIED	Brady/Karine	On the April 14th Agenda for 2nd & 3rd Readings	Complete
4	BYLAW #1694 - Moved by Councillor Schulze to give Bylaw #1694, the Willow Creek Regional Intermunicipal Collaboration Framework Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1694, the Willow Creek Regional Intermunicipal Collaboration Framework Bylaw, 3rd & Final Reading. CARRIED	Marian/Karine	Notified partner municipalities. The MD will notify the ministry. Bylaw printed & signed	Complete
5	BYLAW #1695 - Moved by Councillor Zimmer to give Bylaw #1695, the Consolidation of Bylaws Bylaw, 2nd Reading. CARRIED Moved by Councillor Schlossberger to give Bylaw #1695, the Consolidation of Bylaws Bylaw, 3rd & Final Reading. CARRIED	Marian/Karine	Bylaw printed & signed	Complete
6	BYLAW #1696 - Moved by Councillor Zimmer to give Bylaw #1696, the Water & Sewer Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Schulze to give Bylaw #1696, the Water & Sewer Bylaw Amendment, 3rd & Final Reading. CARRIED	Marian/Karine	Bylaw printed & signed	Complete
7	BYLAW #1697 - Moved by Councillor Schlossberger to amend Bylaw #1697 – Procedural Bylaw Amendment prior to 2nd Reading by amending the following. CARRIED MOTION #20-050	Karine	Changes made	Complete
7	BYLAW #1697 - Moved by Councillor Carlson to give Bylaw #1697, the Procedural Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Schulze to give Bylaw #1697, the Procedural Bylaw Amendment, 3rd & Final Reading. CARRIED	Marian/Karine	Bylaw printed & signed	Complete
8	BYLAW #1699 - Moved by Councillor Schlossberger to give Bylaw #1699, the Community Peace Officer Bylaw, 1st Reading. CARRIED	Karine	On the April 14th Agenda for 2nd & 3rd Readings	Complete
12	RFD: ICF Committee Appointments - Moved by Councillor Zimmer to appoint Mayor Doug MacPherson and Councillor Mike Cutler to represent the Town of Claresholm on the ICF Committee, and to appoint Councillor Lise Schulze as the alternate representative on the ICF Committee. CARRIED MOTION #20-051	Marian/Karine	Notified partner municipalities.	Complete
13	RFD: Columbarium Locations - Moved by Councillor Schulze to approve the Option 1 as presented for the location of the installation of a new columbarium at the Claresholm Cemetery to be operated by Zentner Funeral Home as per the Letter of Understanding. CARRIED MOTION #20-052	Mike	Letter of approval and Letter of understanding sent to the funeral home.	Complete
14	RFD: Suspension of Penalties & Interest Charges - Moved by Councillor Cutler to approve the temporary suspension of utility penalties and utility shutoffs until September 30, 2020 in response to the financial difficulties presented by COVID-19. CARRIED MOTION #20-053	Blair/Marianna	Marianna will not process any penalties until after Sept 30, 2020	Complete

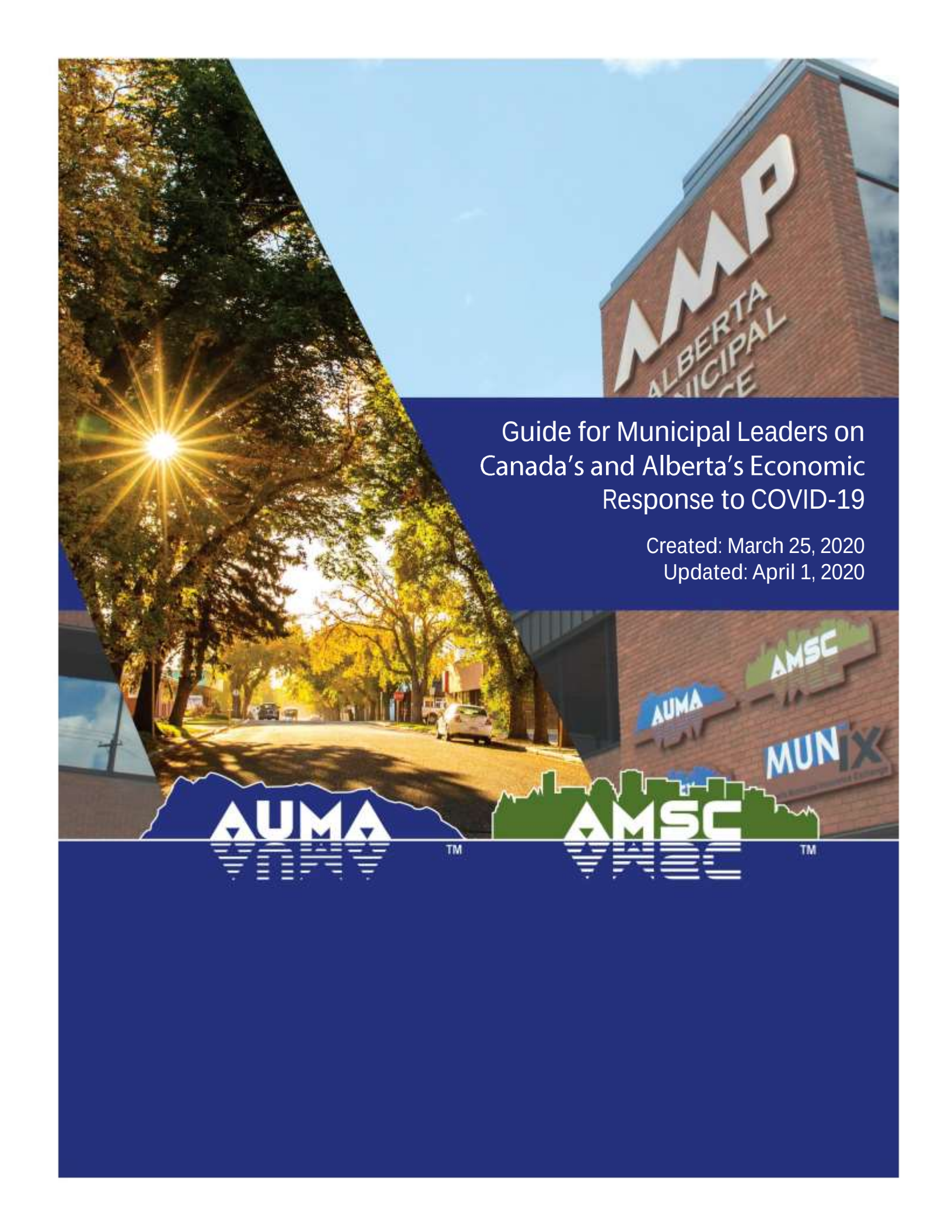
15	RFD: Letter of Support - Moved by Councillor Schulze to write a letter of support to the Honourable Kaycee Madu, Minister of Municipal Affairs, to express the Town's support for the Claresholm Child Care Society to be permitted to reopen the Claresholm Day Care to care for the children of workers in essential services, including our significant population of health care workers in the community, under the protocols set forth by the Alberta Government and Alberta Health Services. CARRIED MOTION #20-054	Karine	Letter sent	Complete
16	RFD: Claresholm Child Care Society Request - Moved by Councillor Carlson to waive the rental and utility fees beginning March 1, 2020 for the Claresholm Childcare Society for the period of time that they are not fully operational due to the province-wide closure on all licensed daycare facilities. CARRIED MOTION #20-055	Blair/Karine	Letter sent	Complete
17	RFD: Arena Roof Mezzanine - Moved by Councillor Cutler to direct Administration to proceed with only the Arena Roof replacement portion of the Arena Roof and Mezzanine Floor Project until such time as we receive word on the CFEP grant application. CARRIED MOTION #20-056	Mike	Contractor has been notified	Complete
18	RFD: North Industrial Paving - Moved by Councillor Moved by Councillor Schlossberger to award the North Industrial Paving Project to Professional Excavators and Construction Inc. in the value of \$439,518.43 plus GST, and to approve the \$5,510 out-of-budget expenditure to be funded out of the Federal Gas Tax Fund. CARRIED MOTION #20-057	Mike	Engineer has been notified	Complete
19	RFD: Tennis Court Resurfacing - Moved by Councillor Schlossberger to direct Administration to not proceed with the Tennis Court Resurfacing Project until such time as we receive word on the CFEP grant application & SARA funding. CARRIED MOTION #20-058	Mike	Will wait until notification from grant office.	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 9, 2020

INFORMATION ITEMS



Guide for Municipal Leaders on Canada's and Alberta's Economic Response to COVID-19

Created: March 25, 2020

Updated: April 1, 2020



Executive Summary

In March 2020, the Government of Canada and Government of Alberta began announcing comprehensive plans involving various financial supports to help stabilize the economy due to the impact of the COVID-19 coronavirus. AUMA has developed this guide for municipalities to determine which programs may be applicable to their municipal operations or to communicate with their residents and employers about available programs intended to help alleviate financial pressures on households and businesses.

This Executive Summary simply identifies the various support programs for employers and individuals, with the next section describing each support program in detail, with links to the application information and forms.

Support for employers

	Government of Canada	Government of Alberta
Supporting financial stability	• Deferral of 2020 income taxes and GST remittances • New Insured Mortgage Purchase Program • Various actions to improve market liquidity	• Deferral of 2020 income taxes • Deferral of WCB premiums • Freeze and deferral of education property tax • Deferral of utility payments • Deferral to remit tourism levies
Avoiding layoffs	• Extension of the Work-Sharing program • Wage subsidies for businesses	
Access to credit	• New Business Credit Availability Program • Increasing credit to farmers	• Loan relief for ATB and credit union customers

Support for individuals

General support for individuals and families	• One-time increase in the Canada Child Benefit • Special GST credit payment • Mortgage and loan support • Extra time to file income tax	• Freeze of provincial education property tax • Loan relief for ATB and credit union customers • Deferral of utility payments
Support for people facing unemployment or in self-isolation	• New Canada Emergency Response Benefit • Employment Insurance regular and sickness benefits	• New Emergency Isolation Support • Expansion of job-protected leave provisions
Support for seniors	• Reduced minimum withdrawals for Registered Retirement Income Funds	
Support for students and graduates	• Moratorium on repayment of Canada Student Loans	• Moratorium on repayment of Alberta Student Loans
Support for targeted populations	• New investments for Indigenous communities, housing, women's shelters, and sexual assault centres	

Introduction

The purpose of this document is to help AUMA members understand the variety of programs available and actions taken by the Government of Canada and Government of Alberta to stabilize the economy as a result of the COVID-19 outbreak.

How to use this guide

Municipal leaders may use this document as a reference when communicating with residents, not-for-profit organizations, and local businesses about the supports that are available to help alleviate financial pressures on households and employers. In addition, as an employer, municipalities should be aware of programs that are available to mitigate financial impacts on municipal staff as well as the municipal organization.

The guide is segregated into two sections:

- Government of Canada's Economic Response Plan
- Government of Alberta's Economic Response Plan

Future updates

AUMA will update this document weekly as new details emerge. Readers can be notified of updates by subscribing to AUMA's free weekly [Digest e-newsletter](#) or visit AUMA's [online hub for COVID-19](#).

Since the federal and provincial governments may release information more frequently, readers can access the most up-to-date information directly from the [Government of Canada](#) and [Government of Alberta](#) websites.

Revisions to this Guide are summarized in the *Version Control* section at the end of the document.

Limitation

The information set out in this Guide is considered accurate as of the date on page 1; because the situation with COVID-19 is changing rapidly it is important that readers ensure that the most recent update to this Guide is consulted.

While we have endeavored to provide accurate information about the programs set out in this Guide, official information about the programs, including eligibility requirements, deadlines and related terms and conditions, is found in official government publications. We recommend that readers consult those sources for details.

Government of Canada's Economic Response Plan

Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/individual	Self-employed
Wage subsidy for employers	Canada Emergency Wage Subsidy All employers, who experience a reduction in gross revenues of at least 30 per cent in March, April, or May, when compared to the same month in 2019, will be able to access the new Canada Emergency Wage Subsidy. Public sector entities are not eligible for this program. - The subsidy will cover 75 per cent of an employee's pre-crisis weekly wages, up to a maximum of \$847 per week for each employee. - The subsidy will also apply to new employees hired during the COVID crisis. - The program applies to remuneration paid from March 15 to June 6, 2020. - Employers would be expected to make best efforts to top up salaries to 100 per cent of the maximum wages covered. - Funding is expected to be delivered to employers within six weeks. Eligibility requirements Application details are not yet available.	n/a	✓	✓	n/a	TBD
	Temporary Wage Subsidy for Employers Employers who do not qualify for the Canada Emergency Wage Subsidy can take advantage of the previously announced wage subsidy of 10 per cent remuneration paid to employees, up to a maximum subsidy of \$1,375 per employee and \$25,000 per employer. The previously announced program does not require a reduction in revenue. The subsidy is applied by allowing the employer to reduce their payroll remittance of federal and provincial income tax. This does not apply to CPP or EI remittances. Eligibility requirements No application required	n/a	✓	✓	n/a	✓

Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/individual	Self-employed
Work Sharing Program	This program helps employers and employees avoid layoffs when there is a temporary reduction in the normal level of business activity that is beyond the control of the employer. It provides employment insurance (EI) benefits to workers who agree to reduce their normal working hours in agreement with the employer. <i>Changes for COVID-19:</i> - The maximum duration of Work-Sharing agreements is extended from 38 weeks to 76 weeks for businesses affected by the economic downturn of COVID-19. - Easing of eligibility requirements. Eligibility requirements Application	n/a	✓	✓	✓	n/a
Supplementary unemployment benefit plan	Canada's supplementary unemployment benefit plan (SUBP) is an existing program available to employers to top up employees' employment insurance (EI) benefits during a period of unemployment due to a temporary or indefinite layoff. No changes are being proposed for SUBP, but AUMA is sharing the program for awareness as a potential tool for employers. Eligibility and application details are available at Service Canada.	✓	✓	✓	n/a	n/a
Flexibility on loans and access to credit	Canada's six largest banks have committed to work with customers to provide flexible solutions, on a case-by-case basis, for managing through current economic hardships. This support will include up to a six-month payment deferral for mortgages, and the opportunity for relief on other credit products. While payments may be deferred, interest on any outstanding balance may still be charged. Contact your bank directly for eligibility and application details.	✓	✓	✓	✓	✓

Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/individual	Self-employed
	A new Business Credit Availability Program (BCAP) will allow the Business Development Bank of Canada (BDC) and Export Development Canada (EDC) to provide \$65 billion of additional financing support, largely targeted to small and medium-sized businesses. The programs include: Canada Emergency Business Account - Interest free loans of up to \$40,000 to small businesses and not-for-profits to cover operating costs if they have been affected by COVID-19. - If loans are repaid by December 2022, the borrower can qualify for up to \$10,000 in loan forgiveness. Loan Guarantees for Small and Medium-Sized Enterprises (SMEs) - SMEs may access new operating credit and cash flow term loans of up to \$6.25 million that are guaranteed by EDC. Co-Lending programs for Small and Medium-Sized Enterprises - SMEs may enter into co-lending agreements with the BDC to access incremental credit amounts of up to \$6.25 million. - BDC's portion is up to \$5 million per loan. Eligibility requirements To apply, contact any of the financial institutions listed on the BCAP website.	n/a	✓	✓	n/a	n/a
	Farm Credit Canada is offering loan payment deferral plans as well as increasing near term credit to farmers and agri-food sector. Eligibility requirements and application	n/a	✓	n/a	n/a	n/a

Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/individual	Self-employed
	The federal government will automatically place a six (6) month interest-free moratorium on the repayment of the federal portion of all Canada Student Loans. Borrowers have the option to continue making their payments. The Government of Alberta is matching this offer for all Alberta Student Loans. No application required – Loan holders can access details in the online portal.	n/a	n/a	n/a	✓	✓
Employment Insurance (EI) sickness benefits	Provides up to 15 weeks of partial income replacement for individuals who cannot work for medical reasons. Individuals can apply for this benefit or the below described Canada Emergency Response Benefit, but not both. <i>Changes for COVID-19:</i> • The one-week waiting period for benefits is waived for new claimants who are quarantined. • Applicants do not require a medical certificate if they are quarantined. Eligibility requirements Application	n/a	n/a	n/a	✓	Restrictions
Employment Insurance (EI) regular benefits	No changes are announced to the EI regular benefits program but workers who lose their jobs through no fault of their own should consider applying for this EI benefits program or the below described Canada Emergency Response Benefit, but individuals cannot receive both benefits. Eligibility requirements Application	n/a	n/a	n/a	✓	Restrictions
Canada Emergency Response Benefit (CERB)	A new program that provides a taxable benefit of \$2,000 per month for up to 4 months to support. This benefit will apply to any Canadian out of work due to reasons related to COVID-19, including for sickness, quarantine, caregiving, staying home to take care of children or loss of jobs.	n/a	n/a	n/a	✓	✓

Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/individual	Self-employed
	In addition to those that are unemployed, furloughed workers, those who are still technically employed but not receiving income, would also qualify for the benefit. The benefit will cover: • Wage-earners • Contract workers • Self-employed • Gig industry individuals All Canadians who have ceased working and earning income, whether they are eligible for employment insurance or not, would be able to receive the benefit. Canadians who have yet to apply for federal income support will be able to decide whether to apply for CERB or EI based on which may offer more financial support. One analyst has determined that anyone making less than \$23 per hour and working full time should apply to the CERB as it will pay more than EI. Canadians currently receiving EI regular and sickness benefits would continue to receive their EI benefits and should not apply for CERB. Also, individuals who have already applied for EI and whose application has not yet been processed would not need to apply for CERB. Eligibility requirements Applications will open April 6					
Special top-up payment of the GST credit	The Goods and Services Tax (GST) credit is a tax-free quarterly payment that helps low and modest income individuals and families to offset GST/HST that they pay. <i>Changes for COVID-19:</i> • Over 12 million individuals and families will receive a one-time top-up of the credit. • The average increase will be a \$400 payment for individuals and \$600 for couples with payment proposed for May 2020.	n/a	n/a	n/a	✓	✓

Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/individual	Self-employed
	Eligibility is limited to persons that received the GST credit in the 2019-20 year. No application is needed.					
One-time increase to the Canada Child Benefit	The Canada Child Benefit (CCB) is a tax-free monthly payment to eligible families to help with the cost of raising children under 18 years of age. <i>Changes for COVID-19:</i> Families that received the Canada Child Benefit (CCB) in 2019-20 will receive an extra \$300 per child as part of their May 2020 CCB payment. No application required unless you are eligible for CCB and have not previously applied.	n/a	n/a	n/a	✓	✓
Reduced RRIF withdrawal	Seniors with investments in Registered Retirement Income Funds (RRIFs) will have the option to withdraw less from their RRIF in 2020 to avoid liquidating their retirement investments during the current market downturn. The mandatory minimum withdrawals from RRIFs will be reduced by 25 per cent. Eligibility and application details (if applicable) are yet to be released.	n/a	n/a	n/a	✓	n/a
Extension for filing and payment of income tax	The deadline for individuals to file their 2019 income tax return has been extended from April 30, 2020 to June 1, 2020. The deadline to pay any balance due for the 2019 income tax return for individuals and self-employed individuals has been extended from April 30, 2020 to September 1, 2020. No penalties or interest will be assessed if balances are paid by September 1, 2020. No application required.	n/a	n/a	n/a	✓	✓

Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/individual	Self-employed
	For businesses, the deadline to pay any income tax amounts or instalments that become owing or due after March 18, 2020 and before September 1, 2020 has been extended to September 1, 2020. No penalties or interest will be assessed if balances are paid by September 1, 2020. No application required.	n/a	✓	n/a	n/a	n/a
	For trusts having a taxation year ending on December 31, 2019, the return filing due date will be deferred until May 1, 2020. All trusts that have an upcoming income tax balance or instalment due before September 1, 2020, will have their due date extended to September 1, 2020. No application required.	n/a	n/a	n/a	Trustees	n/a
	All charities with a Form T3010, Registered Charity Information Return due after March 18, 2020 will have until December 31, 2020 to file.	n/a	n/a	✓	n/a	n/a
Extension for GST remittance	Vendors now have until June 30, 2020 to remit currently year GST/HST amounts to the federal government. Details No application required	n/a	✓	✓	n/a	✓
Extension for customs duty payments	Businesses who have to pay customs duties and sales tax on imported goods now have until June 30, 2020 to make payment. This applies to statements of accounts for March, April, and May of 2020. Details No application required	n/a	✓	✓	n/a	✓
Flexible access to tax advice	Individuals will now be able to access CRA's Outreach Program via phone or webinar instead of just in-person. The free service helps individuals to understand their tax obligations.	n/a	n/a	n/a	✓	n/a

Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/individual	Self-employed
	Businesses will now be able to access CRA's Liaison Officer service over the phone. Traditionally offered as an in-person service, the program provides free advice to owners of small businesses to understand their tax obligations.	n/a	✓	n/a	n/a	✓

Other notable announcements by the Government of Canada

Support for individuals and organizations

- A new Indigenous Community Support Fund will provide \$305 million to address immediate needs in First Nations, Inuit, and Métis Nation communities. Details are not yet available.
- Canada's [Reaching Home](#) initiative will receive \$157.5 million to invest in beds and physical barriers to support social distancing and securement of accommodation to reduce overcrowding in homeless shelters.
- Women's shelters and sexual assault centres will receive \$50 million to help with their capacity to manage or prevent an outbreak in their facilities.
- Electronic signatures will be temporarily recognized for tax forms T183 or T183CORP, which are forms that are signed in person by millions of Canadians every year to authorize tax preparers to file taxes.

Support for businesses

- The CRA will not contact any small or medium (SME) businesses to initiate any post assessment GST/HST or Income Tax audits for four weeks, beginning March 18, 2020.
- The federal government is changing the [Canada Account](#) to allow the government to provide additional support to Canadian export companies through loans, guarantees or insurance policies during these challenging times.
- The Bank of Canada will [broaden the scope](#) of the current Government of Canada bond buyback program. This is intended to add market liquidity and support price discovery.
- The [Office of the Superintendent of Financial Institutions](#) (OSFI) announced that it has lowered the Domestic Stability Buffer by 1.25 per cent of risk-weighted assets, which will allow Canada's large banks to inject \$300 billion of additional lending in to the economy.
- The Government of Canada has launched an [Insured Mortgage Purchase Program](#) (IMPP), which will purchase up to \$50 billion of insured mortgage pools through the Canada Mortgage and Housing Corporation (CMHC). This action will provide long-term stable funding to banks and mortgage lenders and add liquidity to Canada's mortgage market.

Government of Alberta's Economic Response Plan

Provincial Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/individual	Self-employed
Freeze of provincial education property tax	The province has reversed its Budget 2020 decision to increase provincial education property taxes. Instead, provincial education property taxes will be frozen at the 2019-20 level of about \$2.5 billion. This will reduce the 2020-21 provincial education taxes by \$55 million for residential and farmland properties and \$32 million for non-residential properties compared to what was planned. Municipalities can access their updated 2020 requisition for provincial education property taxes on Milenet or the comparison listing is available on the Government of Alberta's website.	Municipalities will implement	✓	✓	✓	✓
Deferral of non-residential education property taxes	Effective April 2020, provincial education property taxes for non-residential properties is deferred for six months. Municipalities are to follow the normal practice for setting the local rates for provincial education property taxes but amounts for non-residential property owners will be repaid in future tax years. Commercial landlords are encouraged to pass on the savings to their tenants through reduced or deferred payments in the short term. Details on implementation are yet to be released.	Municipalities will implement	✓	✓	n/a	n/a
Vacation pay, leave or banked overtime	Employees required to self-isolate may request to use available vacation pay, leave or banked time, but employers are not required to grant the request. Employers can request employees voluntarily take vacation leave and/or use their vacation pay or banked overtime but cannot force them to do so.	✓	✓	✓	✓	n/a

Provincial Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/individual	Self-employed
Flexibility for loans and access to credit	Small business customers of ATB can apply for a deferral on their loans and lines of credit as well as access additional working capital to improve cash flow. Interest will continue to accrue at the interest rate of the loan. Contact ATB for eligibility and application.	✓	✓	✓	n/a	n/a
	Personal banking customers of ATB Financial can apply for a deferral on their loans, lines of credit and mortgages for up to 6 months. Interest will continue to accrue at the interest rate of the loan. Contact ATB for eligibility and application.	n/a	n/a	n/a	✓	✓
	Personal and business banking members of Alberta credit unions may contact their credit union to discuss solutions to ease difficulties with loan payments and short-term cash flow.	✓	✓	✓	✓	✓
	Beginning March 30, 2020, the Government of Alberta will automatically place a six month interest-free moratorium on the repayment of Alberta Student Loans. Borrowers will still have the option to continue making their payments. This mirrors the approach used by the Canada Student Loans Program. No application required	n/a	n/a	n/a	✓	✓
Deferral of WCB premiums	To support short-term business cashflow, the Government of Alberta is deferring all 2020 Worker Compensation Board (WCB) premiums until 2021. When WCB resumes invoicing for 2020 premiums in 2021, small- and medium-sized private sector employers will have 50 per cent of their 2020 premiums waived. Employers who have already paid their WCB premium payment for 2020 will automatically receive a refund. Eligibility requirements No application required	n/a	✓	TBD	n/a	✓

Provincial Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/individual	Self-employed
Deferral of Tourism Levy remittances	Effective March 27, 2020, hotels and lodging providers can defer payment of the tourism levy until August 31, 2020. Hotels and lodging providers must still collect the tourism levy during this period. Deferred remittances will not be subject to penalties or interest. Details No application required	n/a	✓	n/a	n/a	n/a
Deferral of utility payments	Residential, farm, and small commercial customers can apply to defer electricity and natural gas bill payments up until June 18, 2020. To apply, households and businesses must contact their utility provider directly. Details are available in this backgrounder .	TBD	✓	TBD	✓	✓
	There have been suggestions by provincial leaders that municipalities should offer deferral of payments for water, wastewater, and garbage utilities. AUMA's message to the Government of Alberta is that each municipality must be able to determine how it supports its residents and businesses at the local level. Most municipalities are implementing 90-day utility deferral programs on a case-by-case basis, which are initiated through individual customer requests.	✓	✓	✓	✓	✓
Deferral of corporate income tax	Corporate income tax balances and instalment payments will be deferred from March 19, 2020 until September 1, 2020 to increase employers' access to cash so they can pay employees, address debts and continue operations. This measure aligns with the Government of Canada's deferral of income tax payments until September 1, 2020.	n/a	✓	n/a	n/a	n/a

Provincial Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/individual	Self-employed
Emergency isolation support	Eligible persons will be able to access a one-time payment of \$1,146 in emergency support to assist in the period before the federal government's emergency programs begin in April 2020. The program is designed for persons who have experienced a significant loss of income and are not receiving compensation from any other source because they have been directed by health authorities to self-isolate or are caring for a dependent who is in self-isolation. Eligibility requirements Application	n/a	n/a	n/a	✓	TBD
Job-protected leave	Changes to the Employment Standards Code will allow full-time and part-time employees to take 14 days of job-protected leave if they are required to self-isolate or must care for a child or dependent adult that is required to self-isolate. Employees should work with their employer to access leave under the various programs available in Alberta.	n/a	n/a	n/a	✓	n/a

Version Control: Summary of Updates

Date	Change
March 25, 2020	Initial release of the Guide
April 1, 2020	Updates to the Government of Canada's plan - Announcement of the Canada Emergency Wage Subsidy. - Announcement that GST/HST remittances are deferred until June 30, 2020. - Announcement that customs duty payments are deferred until June 30, 2020. - Announcement that eligible charities will receive a filing extension until December 31, 2020. - New details on the Business Credit Availability Program involving the new Canada Emergency Business Account and loans for SMEs. - Links to eligibility and application for the Canada Emergency Response Benefit. Updates to the Government of Alberta's plan - Announcement that Tourism Levy remittances are deferred until August 31, 2020. - Updated eligibility details for the Emergency Isolation Support program. - Updated the WCB deferral program to clarify that employers who have already paid their 2020 premium will automatically receive a refund.



MUNICIPAL PLANNING COMMISSION MINUTES

February 14, 2020

Town of Claresholm – Council Chambers

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

Regrets: Kieth Carlson – Council Member

Staff: Tara VanDellen – Planner/Development Officer
Darlene Newson, Infrastructure Admin Assistant

Public Present: Rob Vogt, CLP, Gavin Scott, ORRSC

8:30 a.m.	Call to Order / Adoption of Agenda	Motion to adopt the agenda by Jeff Kerr
		CARRIED

Adoption of Minutes December 13, 2019	Motion to adopt the Meeting Minutes By Mayor MacPherson
	Seconded by Jeff Kerr
	CARRIED

Item 1: ACTION	SUBDIVISION APPLICATION	Motion to approve with conditions by Mayor MacPherson
	File: D2020.004 ORRSC File: 2020-0--14 Applicant/Owner: MD of Willow Creek No. 26 Legal: Lots 1-19, Block B, Plan 2819R Regarding: Subdivision Application (Draft Resolution for Approval)	Seconded by Doug Priestley
		CARRIED

Item 2: ACTION	SUBDIVISION APPLICATION	Motion to approve with conditions by Jeff Kerr
	File: D2020.005 ORRSC File: 2019-0-009 Applicant: Halma Thompson Land Surveys Ltd. Owner: Livingstone Range School Division Legal: Lot 1, Block 1, Plan 8610193 within NE 27-12-27-W4M Regarding: Subdivision Application (Draft Resolution for Approval)	Seconded by Mayor MacPherson
		CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

February 14, 2020

Town of Claresholm – Council Chambers

Item 3: ACTION

DEVELOPMENT PERMIT

File: D2020.006
Applicant: Resolution Fitness/Jodi Bishop
Owners: 852984 Alberta Ltd.
Address: 4605 1 Street West
Legal: Lots 1-7, Block 5, Plan 147N
Regarding: change in use, add fitness centre

**Motion to approve with
conditions by
Mayor MacPherson**

**Seconded by
Doug Priestley**

CARRIED

Conditions:

1. The applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. (ie: Building Permit). Please direct any inquiries to Superior Safety Codes Inc. at 403-320-0734.
2. Any further change in use (additions or intensifications of use) will require a new permit application.
3. Approval of this application does not include any new signs. The owner/tenant is responsible to obtain any relevant permits in regards to signage as per Schedule 2 of the Land Use Bylaw No. 1525.
4. The business will require a license from the Town of Claresholm; please contact the Administration Office for further information.

Item 4: ACTION

HOME OCCUPATION

File: D2020.009
Applicant: 1344585 Alberta Ltd.
Owners: John and Michelle DeDominicis
Address: 315 50 Avenue West
Legal: Lots 4, Block 16 Plan 147N
Regarding: Home office for general contracting services

**Motion to approve with
conditions by
Mayor MacPherson**

**Seconded by
Doug Priestley**

CARRIED

Condition(s):

1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.
 2. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.
 3. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission
-



MUNICIPAL PLANNING COMMISSION MINUTES

February 14, 2020

Town of Claresholm – Council Chambers

determines that the use has become detrimental to the residential character and amenities of the neighborhood.

4. Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.

Item 6: INFORMATION 2019 Year End Development Report

Taken for information

9:02 a.m.

**Motion to adjourn by
Doug Priestley**

From: Alberta Seniors & Housing <seniorsinformation@gov.ab.ca>
Sent: Friday, April 3, 2020 5:01 PM
To: Karine Keys
Subject: Newsletter - Alberta Seniors and Housing

Trouble viewing this email? [Read it online](#)

Age-Friendly Alberta Newsletter

Alberta



Message from Honourable Josephine Pon Minister of Seniors and Housing

April 3, 2020

Special Minister's Statement on COVID-19

These are challenging times and I want to thank everyone who is taking special care to look out for seniors and Albertans with low income. Our government continues to do everything it can to prevent the spread of COVID-19 and protect the most vulnerable.

New outbreak standards for health settings

New outbreak standards are now in place for operators, managers and staff at all congregate health settings, including all hospitals, nursing homes, designated supportive living and long-term care facilities, seniors lodges and facilities in which residential addiction treatment services are offered. Learn more in the [situation update](#).

Rental protection

Last week, our government announced new measures to protect renters from eviction, rent increases and late fees. We encourage landlords and tenants to work together to develop payment plans that help everyone meet their financial obligations. Details can be found at alberta.ca/coronavirus-info-for-albertans.aspx.

Isolation rules

To align with new federal rules under the *Quarantine Act*, Albertans under mandatory self-isolation are now required to remain inside and can only go for walks on their own property, such as their backyard, for the duration of their self-isolation. This applies to everyone in

mandatory self-isolation – those who are feeling well and those who have symptoms of COVID-19 including cough, fever, shortness of breath or a runny nose.

Please note that Albertans are legally required under the public health order to self-isolate for:

- 14 days if they recently returned from international travel or are a close contact of someone with COVID-19
- 10 days if they have a COVID-19 symptom (cough, fever, shortness of breath, runny nose, or sore throat) that is not related to a pre-existing illness or health condition

Visit alberta.ca/self-isolation.aspx to learn more.

Emergency isolation support

Albertans who are self-isolating or who are sole caregivers for someone in self-isolation, and have no other source of income, may be eligible for a one-time emergency isolation support payment. The application, along with full eligibility criteria, is available at alberta.ca/emergency-isolation-support.aspx.

Essential and non-essential businesses.

Government is expanding eligibility for select licensed child care centres to provide child care for all essential service workers. The list of essential workplaces can be found at alberta.ca/essential-services.aspx. It includes, but is not limited to:

- Vulnerable populations support staff
- Not-for-profit organizations that provide critical personal support services to vulnerable / challenged persons
- Assisted living facilities, residential addiction treatment centres, seniors lodge, including homeless shelters and accredited seniors facilities
- Food-related charities, such as food banks and “Meals on Wheels”

New restrictions are in place for close-contact businesses, dine-in restaurants and non-essential retail services. Details on restrictions can be found at alberta.ca/restrictions-on-gatherings-and-businesses.aspx.

Mass gatherings

As of March 27, Albertans are prohibited from attending gatherings of more than 15 people, and they must continue to observe two metres of social distancing. Additional information can be found at alberta.ca/restrictions-on-gatherings-and-businesses.aspx

Annual general meetings

In keeping with mass gathering restrictions, deadlines are suspended for corporations, partnerships, cooperatives and not-for-profit organizations to hold annual general meetings and file their annual returns. These groups will remain active in Alberta and will not be dissolved due to failing to file annual returns. Additional information about annual returns can be found at alberta.ca/corporations-cooperatives-organizations-annual-returns.aspx.

Charities and not-for-profit organizations

Eligibility criteria for emergency funding for charities and not-for-profit organizations impacted by COVID-19 are available at alberta.ca/emergency-funding-for-charities-and-not-for-profit-organizations.aspx.

Mental health supports

Alberta Health Services has boosted its service to help Albertans, should they need to speak with someone about mental health concerns. When Albertans call the Mental Health Help Line at 1-877-303-2642 or the Addiction Help Line at 1-866-332-2322 between 7 a.m.

and 11 p.m., seven days a week, they will be connected directly to a dedicated team of AHS addiction and mental health staff.

Up-to-date information

As the situation continues to evolve rapidly, I encourage you to visit alberta.ca/COVID19 for the most up-to-date information on COVID-19 and details on the measures in place to help prevent the spread and support Albertans.

Thank you and stay safe.

Josephine Pon
Minister of Seniors and Housing

April 3, 2020



Website



Email

For a print-friendly version click on "Read it online" at the top of the page.

Alberta Seniors & Housing
600-10405 Jasper Avenue
Edmonton Alberta T5J 4R7

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CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Claresholm Museum, The Station

January 15, 2020

Present: Barry Gibbs, Betty Hoare, Gaven Moore, Verne Lunan and Bill Kells.

Absent: Don Glimsdale

Guest: Ryan McKirdy

1. Call to order by Barry Gibbs at 3:01 PM.
 2. Adoption of agenda as presented by Verne Lunan. **CARRIED**
 3. Approval of minutes from November 20, 2019 with amendments by Gaven Moore. **CARRIED** Correspondence: no correspondence.
 4. Financial Report – report dated January 10, 2020 was discussed. Motion to accept the financials as presented made by Gaven Moore. **CARRIED**
 5. Chair Report - A meeting with the Chamber of Commerce was delayed due to scheduling conflicts. The board is wanting to partner with the Chamber of Commerce on Culture Days 2020 and forward.
 6. Strategic Plan – Discussed the progress made on items listed in last years Museum Strategic Plan.
 7. 2020 Annual Plan – Barry Gibbs provided a written report listing things that he thought the board could accomplish in 2020. Discussed the items that were carryovers from last year and new items were suggested.
 8. Executive Directors Report – Bill Kells provided a year-end report itemizing projects that have been completed and those nearing completion. After a review of the financial with Blair Bullock, Bill Kells was given approval to purchase some items that will help in the efficiency of the museum. These items will show up in the financial reports for 2019. The topic of museum storage and workspace was once again discussed. The museum has been asked to relocate items currently stored in the town maintenance cold storage area. The lack of storage continues to hamper the efficiency of the museum and possible solutions should be investigated. The Virtual Museum Project started 2 years ago, is to be contracted out for completion in early 2020.
 9. Motion for adjournment made by Verne Lunan at 5:07 PM. **CARRIED**
- Next Meeting February 19, 2020



Board Chair