



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
AUGUST 17, 2020
AGENDA**

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

Public Attendance is Electronic Only due to COVID-19 Pandemic
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAatNL1KA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA:

ADOPTION OF AGENDA

MINUTES:

REGULAR MEETING – JULY 20, 2020

DELEGATION:

WILD ROSE COMMUNITY CONNECTIONS (Electronic Attendance by Zoom)
RE: Snack Shack Initiative

ACTION ITEMS:

1. **CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs**
RE: Municipal Stimulus Program
2. **CORRES: Alberta Police Advisory Board**
RE: Introduction
3. **CORRES: Alberta Urban Municipalities Association**
RE: Provincial Government has Rejected Principles of Local Democracy
4. **CORRES: Alberta Urban Municipalities Association**
RE: AUMA Statement on AHS Changes to Municipal 911 Dispatch
5. **CORRES: Alberta Urban Municipalities Association**
RE: Assessment Model Review Urban Impacts Report
6. **CORRES: Claresholm Skating Club**
RE: Request for Donation
7. **CORRES: The Bridges at Claresholm Golf Club**
RE: Request for Water
8. **REQUEST FOR DECISION: Existing Administration Building Insurance**
9. **REQUEST FOR DECISION: Recreation Fees & Arena Advertising Policies**
10. **REQUEST FOR DECISION: Airport Policy**
11. **REQUEST FOR DECISION: Policy Manual Review & Updates – Human Resources**
12. **REQUEST FOR DECISION: Face Coverings in Public Spaces**
13. **REQUEST FOR DECISION: Dedicated CAO Award**
14. **REQUEST FOR DECISION: December 2020 Regular Council Meeting**
15. **REQUEST FOR DECISION: Municipal Stimulus Program Grant**
16. **REQUEST FOR DECISION: Asset Management**
17. **INFORMATION BRIEF: Grant Notifications**
18. **INFORMATION BRIEF: Police Funding Regulations**
19. **INFORMATION BRIEF: CAO Report**
20. **INFORMATION BRIEF: Council Resolution Status**
21. **ADOPTION OF INFORMATION ITEMS**
22. **IN CAMERA**
 - a. **LAND – FOIP Section 16.1**
 - b. **LAND – FOIP Section 16.1**

INFORMATION ITEMS:

1. Municipal Planning Commission Meeting Minutes – July 10, 2020
2. Media Release – Walk to Breathe 2020

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JULY 20, 2020

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

Public Attendance is Electronic Only Due to COVID-19 Pandemic
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/live>

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

ABSENT: None

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

MEDIA PRESENT: None

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

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

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

15. CORRES: Barry Morishita, President – AUMA

RE: 2020 AUMA Convention

16. CORRES: Alberta Municipal Affairs

RE: AUMA Fall Convention

CARRIED UNANIMOUSLY

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

CARRIED

MINUTES: REGULAR MEETING – JUNE 22, 2020

Moved by Councillor Zimmer that the Regular Meeting Minutes of June 22, 2020 be accepted as presented.

CARRIED

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

CARRIED

PUBLIC HEARING: BYLAW #1690 – Land Use Bylaw Amendment

Moved by Councillor Zimmer to open the Public Hearing regarding Bylaw #1690 at 7:01 p.m.

CARRIED

The CAO presented Bylaw #1690, a Bylaw to amend Bylaw #1525, being a bylaw setting out land uses for the Town of Claresholm.

The purpose of the Bylaw is to amend the Land Use District Map for:

- The northerly 31.85 metres of Lot 2, Block 7, Plan 7911185 excepting thereout Plan 9910869 by changing the Direct Control - DC designation to Single Detached Residential - R1;
- The southerly 22.90 Metres of the northerly 54.75 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869 by changing the Direct Control - DC designation to Road (no zoning);
- The northerly 44.17 Metres of the southerly 70.23 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869 by changing the Direct Control - DC to Multiple Residential - R4;
- The southerly 26.06 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869 & the southerly 46.12 Metres of the easterly 12.67 Metres of Lot 1; Block 7; Plan 7911185 by changing from Direct Control - DC & Multiple Residential R4 to Public - P.

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

No comments were received from the public regarding Bylaw #1690.

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

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

ACTION ITEMS:

1. **BYLAW #1690 – Land Use Bylaw Amendment**
RE: 2nd & 3rd Readings

Moved by Councillor Schlossberger to give Bylaw #1690, a Land Use Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Zimmer to give Bylaw #1690, a Land Use Bylaw Amendment, 3rd & Final Reading.

CARRIED

**2. CORRES: Hon Kaycee Madu, Minister of Municipal Affairs
RE: Province of Alberta Economic Recovery Plan**

Received for information.

**3. CORRES: Hon. Tyler Shandro, Minister of Health
RE: Changes to Health Services**

Received for information.

**4. CORRES: Hon. Ric McIver, Minister of Transportation
RE: Alberta Municipal Water/Wastewater Partnership (AMWWP)**

Received for information.

**5. CORRES: Hon. Prasad Panda, Minister of Infrastructure
RE: Alberta Infrastructure Act & 20-Year Strategic Capital Plan:
Engagement Opportunity**

Received for information.

6. NEWS RELEASE: Levelling the Playing Field in Local Elections

Received for information.

7. NEWS RELEASE: Physician Compensation: Minister Shandro

Received for information.

8. NEWS RELEASE: Improving Access to Emergency Medical Services

MOTION #20-094 Moved by Councillor Schulze to send a letter to the Minister of Health and Alberta Health Services regarding the possible use of Claresholm & District Transportation Society vehicles for non-urgent patient needs.

CARRIED

9. NEWS RELEASE: AMA's Paid Advertising – Minister Shandro

Received for information.

**10. CORRES: Alberta Chapter of the Wildlife Society
RE: Proposed Cabin Ridge Coal 2020 Exploration Drilling Program and
Elan Coal Ltd. 2020-2025 Isolation South Coal Exploration Program**

MOTION #20-095 Moved by Councillor Carlson to write a letter to the Alberta Energy Regulator and the Minister of Environment stating the Town of Claresholm's position is that the promotion of exploration of coal in Alberta is not conducive to the protection of our environment, and that these actions are harmful to the environment, our waterways and our wildlife.

CARRIED

**11. CORRES: Alberta Municipal Affairs
RE: Municipal Accountability Program (MAP) Review**

Received for information.

**12. CORRES: Royal Canadian Legion – Alberta/NWT Command
Re: Commemorative History Book**

MOTION #20-096 Moved by Councillor Carlson to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$442.86 plus GST for 2021.

CARRIED

**13. CORRES: Barry Morishita, President – AUMA
RE: Registration Open for Summer 2020 Municipal Leaders' Caucus**

MOTION #20-097 Moved by Councillor Moore for Mayor MacPherson to attend the Summer 2020 Municipal Leaders' Caucus hosted by the Alberta Urban Municipalities Association (AUMA) in Nanton on August 19, 2020.

CARRIED

**14. CORRES: Tanya Thorn, Director – Town South, AUMA
RE: AUMA – Town South Update July 2020**

Received for information.

**15. CORRES: Barry Morishita, President – AUMA
RE: 2020 AUMA Convention**

Received for information.

16. CORRES: Alberta Municipal Affairs
RE: AUMA Fall Convention – Potential Meeting with Minister

Received for information.

17. CORRES: Claresholm Curling Club
RE: Municipal Portion of 2020 Property Taxes

MOTION #20-098 Moved by Councillor Cutler to forgive the municipal portion of the 2020 property taxes of the Claresholm Curling Club in the amount of \$1,028.48.

CARRIED

18. CORRES: The Bridges at Claresholm Golf Club
RE: Municipal Portion of 2020 Property Taxes

MOTION #20-099 Moved by Councillor Moore to forgive the municipal portion of the 2020 property taxes of the Claresholm Golf Club in the amount of \$2,901.14.

CARRIED

19. CORRES: Royal Canadian Mounted Police (RCMP)
RE: Claresholm Detachment Crime Gauge – January to June Comparison

Received for information.

20. CORRES: Claresholm & District Family & Community Support Services
RE: Volunteer Appreciation Evening – September 10, 2020

Mayor MacPherson, Councillor Moore and Councillor Schlossberger plan to attend the volunteer appreciation event.

21. CORRES: Carol Lyle
RE: Intersection at 4th Street & 49th Avenue West

MOTION #20-100 Moved by Councillor Cutler to write a letter to Carol Lyle stating that the hedges have been cut back previously at the intersection and the intersection complies with the Town's Land Use Bylaw, and that a four-way stop in that location is not desirable at this time.

CARRIED

22. REQUEST FOR DECISION: Lagoon Upgrades

MOTION #20-101 Moved by Councillor Schulze to move the Lagoon Holding Cell Upgrade Project included in the five (5) year capital plan to 2020 to utilize awarded Alberta Municipal Water & Wastewater Partnership (AMWWP) grant funding and approve the out of budget expenditure as follows:

- \$541,000 AMWWP Grant Funding
- \$287,923 Water & Sewer Capital Reserve Funds
- \$171,077 MSI Grant Funds

with the amount of MSI Grant Funds to be utilized to be reduced by the amount of the 2020 water and sewer utility operating surplus to a maximum amount of \$171,077.

CARRIED

23. REQUEST FOR DECISION: FCM Asset Management Grant

MOTION #20-102 Moved by Councillor Schlossberger to approve the out of budget Asset Management Phase 2 Project – “Ensuring Asset Resilience in Claresholm” in the amount of \$62,500 with funding as follows:

- \$50,000 FCM Grant Funding
- \$11,000 Existing Unutilized IMP Budgeted Funding
- \$1,500 General Operational Reserve Funding.

CARRIED

MOTION #20-103 Moved by Councillor Zimmer to direct Administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Ensuring Asset Resilience in Claresholm. Be it therefore resolved that the Town of Claresholm commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Understanding what functionality of an asset management software system or computerized maintenance management system (CMMS) is most important to the Town and what implementation timelines and costs might look like.
- Purchase of field tablets/hardware to utilize ESRI Collector and integrate/add data to our GIS database.
- Staff training on the use of field tablets and ESRI Collector including monitoring and assessing adoption.
- Map existing and future asset maintenance management business processes.

CARRIED

- 24. REQUEST FOR DECISION: 2021 Southern Alberta Summer Games**
- MOTION #20-104 Moved by Councillor Cutler to write a letter to the Southern Alberta Recreation Association stating that the Town of Claresholm is willing to attempt to host the 2021 Southern Alberta Summer Games with their support, with the stipulation that there be some latitude in determining which events would possibly be hosted and that other avenues be explored for different ways of hosting the games including having other surrounding communities involved.
- CARRIED**
- 25. REQUEST FOR DECISION: Claresholm Skatepark Location**
- MOTION #20-105 Moved by Councillor Schlossberger to authorize the Claresholm Skatepark Association to investigate the area south of the new multi-use building for a suitable site for new skatepark construction, following public consultation, and furthermore, to work with Administration to determine site suitability: first - option 1 (east location) and then - option 2 (west location).
- CARRIED**
- 26. REQUEST FOR DECISION: Claresholm Airport Lands Agreement**
- MOTION #20-106 Moved by Councillor Schlossberger to approve the Airport Lands Transfer Agreement with the Municipal District of Willow Creek as presented with an effective date of August 1, 2020.
- CARRIED**
- 27. REQUEST FOR DECISION: Rocky Mountain Drift Club – Fair Days Demonstration**
- MOTION #20-107 Moved by Councillor Carlson to approve the closure of the south-end of 2 Street East and 2A Street East, between 47 Avenue East and the north-access of UFA Card-lock on 2 Street East, on Saturday August 8, 2020, from 8:30 AM – 10:00 AM for the Rocky Mountain Drift Club drift demo.
- CARRIED**
- 28. REQUEST FOR DECISION: Fair Days Events – August 8, 2020**
- MOTION #20-108 Moved by Councillor Schlossberger to refrain from hosting a Fair Days Street Festival on August 8, 2020 in light of the current global situation and the inability to maintain physical distancing.
- CARRIED**
- MOTION #20-109 Moved by Councillor Carlson to direct the Event Coordinator to collaborate with the Claresholm Arts Society for the hosting of a drive-in style movie on August 8, 2020 as part of Claresholm Fair Days activities with strict adherence to public health guidelines.
- CARRIED**
- 29. REQUEST FOR DECISION: Commemorative Tree Request**
- MOTION #20-110 Moved by Councillor Schulze to approve the request for a tree to be chosen by the group with assistance from the Director of Infrastructure to be planted at 111 - 55 Avenue West on behalf of the 1970 graduating class of WCCHS, with the final location to be determined upon landscaping. Additionally, all costs associated with the tree, planting and any plaques to be borne by the reunion class.
- CARRIED**
- 30. REQUEST FOR DECISION: Memorial Benches – Frog Creek Wetlands**
- MOTION #20-111 Moved by Councillor Moore to allow memorial benches in accordance with Policy #5.6.24 to be placed within the Frog Creek Wetlands with locations to be finalized in discussions with Infrastructure Services & Administration, to provide the least impact to roads and the wetlands area.
- CARRIED**
- 31. FINANCIAL REPORT – Statement of Operations – May 31, 2020**
- Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended May 31, 2020 as presented.
- CARRIED**
- 32. FINANCIAL REPORT: Statement of Operations – June 30, 2020**
- Moved by Councillor Schlossberger to accept the Consolidated Statement of Operations for the month ended June 30, 2020 as presented.
- CARRIED**
- 33. INFORMATION BRIEF: Frog Creek Wetlands Planting Update**
- Received for information.
- 34. INFORMATION BRIEF: Tax Property Public Auction**
- Received for information.

35. INFORMATION BRIEF: Stockpile Enforcement

Received for information.

36. INFORMATION BRIEF: CAO Report

Received for information

37. INFORMATION BRIEF: Council Resolution Status

Received for information.

38. ADOPTION OF INFORMATION ITEMS

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

CARRIED

39. IN CAMERA:

a. LAND – FOIP Section 16.1

b. PERSONNEL – FOIP Section 17

Moved by Councillor Cutler to go In Camera at 8:45 p.m. for the following items:

a. LAND – FOIP Section 16.1

b. PERSONNEL – FOIP Section 17

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:45 p.m.

Moved by Councillor Moore to come out of In Camera at 9:02 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:02 p.m.

a. LAND – FOIP Section 16.1

MOTION #20-112 Moved by Councillor Zimmer to approve the Transfer Agreement with Livingstone Range School Division for the land and buildings located at Lot 2, Block 1, Plan 2010646 as presented.

CARRIED

b. PERSONNEL – FOIP Section 17

MOTION #20-113 Moved by Councillor Cutler to appoint Karen Arnold to the Claresholm Housing Authority Board.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:03 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:03 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DELEGATIONS



WILD ROSE
Community Connections

Wild Rose Community Connections

#2, 127 – 3rd Avenue SW

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

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

August 12, 2020

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

Attention Town of Claresholm Mayor and Council

Re: Snack Shack Initiative

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

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

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

Since the program opened in May:

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



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

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

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

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

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

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

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

Thank you for your consideration.

Chanice Tarasoff

Claresholm Food Rescue Coordinator
Coordinator

Sarah Bruinsma

Wild Rose Food Connections Project
Coordinator

ACTION ITEMS

Sent: July 30, 2020 8:19 AM
To: Doug MacPherson <doug.macpherson@claresholm.ca>
Cc: Marian Carlson <Marian@claresholm.ca>
Subject: Municipal Stimulus Program

Dear Chief Elected Official,

On July 28 your Alberta government was proud to announce the \$500-million Municipal Stimulus Program, a key component of [Alberta's Recovery Plan](#). Thank you for submitting information on your shovel-ready infrastructure projects over the past few months. This information was very useful to help us understand the capacity of municipalities to take on additional infrastructure projects, as well as the types of projects that could be started this year.

The Municipal Stimulus Program (MSP) is designed to distribute stimulus funding quickly and equitably across the province so local governments, like yours, can help support local jobs and stimulate the economy. Funding will be allocated using the same formula as the federal Gas Tax Fund and municipalities can access their allocation by submitting project applications before October 1, 2020. Applications will be reviewed as they are received and payments will begin shortly after projects are approved.

Projects *must* begin construction in 2020 or 2021 and *must not* result in municipal tax increases. Municipalities also need to commit to further supporting growth in their local economies by reducing municipal red tape. Further information about the program and allocation amounts are available on the [program website](#), and in the attached program summary and program guidelines. The grant agreement and application form are also attached.

The intention of this program is to support local jobs and stimulate the economy – both through construction and over the life of the asset. We will be evaluating project applications through this lens. You are also encouraged to apply this lens as you consider which projects to put forward.

Please note that the MSP is not related to operating and transit funding recently announced as part of the federal Safe Restart Agreement. Further information about this funding will be made available soon.

Thank you for your leadership during these difficult times. I know this is not an easy situation to manage, but together we can overcome these challenges and return our province to prosperity.

If you have any questions, please contact ma.municipalstimulus@gov.ab.ca.

Yours very truly,

Honourable Kaycee Madu, QC
Minister of Municipal Affairs

Municipal Stimulus Program

Summary

- \$500-million allocation-based program structured on the Municipal Sustainability Initiative (MSI), for construction of capital projects before December 31, 2021.
- Funding is distributed based on the Gas Tax Fund (GTF) allocation formula (largely per capita with a \$50,000 minimum; summer villages receive a base of \$5,000 plus the per capita amount).
- Project eligibility based on MSI guidelines, modified to exclude categories and activities with minimal contribution to economic recovery.
- Municipalities have broad discretion to apply for projects within the eligibility criteria, but Minister retains authority to approve projects.
- Municipalities will be required to report on progress in reducing municipal red tape.

Objectives

- Sustain and create local jobs.
- Enhance provincial competitiveness and productivity.
- Position communities to participate in future economic growth.
- Reduce municipal red-tape to promote job-creating private sector investment.

Program Overview

- Program is open to municipal authorities, Metis Settlements, and the Townsite of Redwood Meadows.
- Municipalities must commit to submitting an annual Red Tape Reduction report for each of 2020 and 2021. They will be required to indicate to the Minister's satisfaction how they have made progress in the following areas since the stimulus program was announced:
 - What steps have been taken to make it easier to start up a new business in the municipality?
 - What steps have been taken to streamline processes and shorten timelines for development and permit approvals?
 - What steps have been taken to make the municipality a more attractive destination for new investment and/or tourism?
- The red tape reduction report template will require municipalities to identify how they have reduced red tape from among several provided options, or they may identify their own actions. They will also be required to provide relevant metrics and/or a qualitative description of specific actions they have taken.
- Projects must begin construction in 2020 or 2021, and all funds must be expended before December 31, 2021, or repaid to the province. However, projects may continue past this date using other sources of funding.
- Municipalities must indicate the amount of funding required in both 2020 and 2021 for each project.
 - Payments for 2020 expenditures will be issued once municipalities sign the conditional grant agreement and receive approval on their project application(s).
 - Payments for 2021 expenditures will be issued in May 2021, unless municipalities identify a requirement to receive funding earlier.

- Projects must result in the construction or major rehabilitation of a capital asset that falls within one of the eligible categories.
 - Project categories are based on modified MSI project categories.
 - Some MSI eligible projects, such as rolling stock, equipment purchases, and infrastructure management systems are not be eligible, as they do not support economic development or job creation.
- Projects *must* not create new operational funding requirements for the province and *must* not, as a result of the projects, lead to higher/increased municipal taxes.
- Projects previously approved for MSI or GTF funding are not eligible and municipalities will not be permitted to withdraw and resubmit MSI or GTF projects to gain eligibility.
- Proponent must attest that the project would not go ahead this year or next year in the absence of support through the stimulus program.

Allocations

- Funding is allocated using the Gas Tax Fund (GTF) formula (per capita with a minimum funding amount of \$50,000; summer villages receive \$5,000 plus the per capita amount.)
 - Approximately 30.6% will go to Calgary, 23.1% will go to Edmonton, and 46.3% will go to other municipalities.
- This allocation formula favours more populous urban municipalities, but, previously announced stimulus funding delivered through the Strategic Transportation Infrastructure Program, the Alberta Water/Wastewater Partnership, and the First Nations Water Tie In benefits primarily rural and small urban municipalities.

Municipality	Allocations	
	\$	%
Calgary	\$152,831,311	30.6%
Edmonton	\$115,567,274	23.1%
Other Municipalities	\$231,601,415	46.3%
<i>Other Cities</i>	<i>\$83,401,530</i>	<i>16.7%</i>
<i>Towns</i>	<i>\$56,781,658</i>	<i>11.4%</i>
<i>Villages</i>	<i>\$5,337,096</i>	<i>1.1%</i>
<i>Summer Villages</i>	<i>\$873,117</i>	<i>0.2%</i>
<i>Rurals</i>	<i>\$59,567,950</i>	<i>11.9%</i>
<i>Strathcona County</i>	<i>\$11,694,461</i>	<i>2.3%</i>
<i>RM of Wood Buffalo</i>	<i>\$13,276,133</i>	<i>2.7%</i>
<i>Metis Settlements</i>	<i>\$669,470</i>	<i>0.1%</i>
Total	\$500,000,000	100.0%

Administration Process and Timing

Process Step	Estimated Timing
Program Introduction <ul style="list-style-type: none"> - Application process, program guidelines, and allocation amounts are posted on a program website - Municipal Affairs hosts webinar for municipalities to provide additional details 	<ul style="list-style-type: none"> - Program materials available by July 28, 2020
First Project Intake Period <ul style="list-style-type: none"> - Municipalities prepare and submit applications - Submitted applications uploaded into SharePoint - Project reviews - Project approvals 	<ul style="list-style-type: none"> - Until October 1, 2020 - Project approvals on a rolling basis, as soon as reviewed - Project reviews continue until complete
Re-allocation Period <ul style="list-style-type: none"> - Funds uncommitted by municipalities to an approved project re-allocated by the Minister 	<ul style="list-style-type: none"> - Fall 2020
Second Project Intake Period (if required) <ul style="list-style-type: none"> - Second intake opened if substantial amounts of funding remain unallocated after first intake 	<ul style="list-style-type: none"> - February 1, 2021, to April 1, 2021 - Project reviews continue until complete, approvals issued as decisions are made
Project Initiation <ul style="list-style-type: none"> - Notification letters sent to successful applicants - Recipients sign conditional grant agreements 	<ul style="list-style-type: none"> - Following project approval
Project Administration <ul style="list-style-type: none"> - Payments to recipients - Project construction 	<ul style="list-style-type: none"> - Payments following signing of conditional grant agreements and approval of project applications - Payments complete by October 2021
Reporting Requirements <ul style="list-style-type: none"> - 2020 reporting - 2021 reporting 	Red Tape Reduction Reporting <ul style="list-style-type: none"> - February 1, 2021 (2020 progress) - February 1, 2022 (2021 progress) Financial Reporting <ul style="list-style-type: none"> - May 1, 2021 (2020 reporting) - May 1, 2022 (2021 reporting)

Municipal Stimulus Program (MSP)

Program Guidelines

Municipal Affairs, Government of Alberta

July 2020

Municipal Stimulus Program

www.alberta.ca/municipal-stimulus-program.aspx

Table of Contents

1. Guidelines	4
2. Program Objectives	4
3. Key Dates and Contacts	4
4. Submission Method	5
5. Funding Formula and Allocations	5
6. Program Eligibility and Conditions	6
6.1) Eligible Applicants	6
6.2) Eligible Projects	6
6.3) Red Tape Reduction	7
7. Application Process	8
7.1) Grouping Similar Assets	9
7.2) Use of Municipal Forces	9
7.3) Joint Projects	9
7.4) Use of Other Grants	10
8. Review and Approval Process	10
8.1) Provincial Standards	11
8.2) Requirements for Award of Contracts	11
9. Payment Process	12
10. Financial Reporting Requirements	12
10.1) Statement of Funding and Expenditures (SFEs)	12
10.2) Carrying Forward Funds	13
10.3) Credit Items	13
10.4) Income Earned	14
11. Site Visits	14
12. Communications and Project Recognition Requirements	14
Schedule 1: Entities Eligible for a Contribution	15

Schedule 2: Eligible Capital Project Activities	16
2.a) Construction and Development	16
2.b) Betterment	17
2.c) Rehabilitation	17
2.d) Non-routine Maintenance	17
2.e) Other	18
Schedule 3: Eligible Capital Project Assets	18
3.a) Municipal Roadways, Bridges, and Related Facilities and Equipment	18
3.b) Public Transit Facilities	19
3.c) Water Supply, Treatment, and Distribution Systems.....	19
3.d) Wastewater Collection and Treatment Systems	19
3.e) Storm Water Drainage Systems and Facilities	20
3.f) Solid Waste Management Facilities and Equipment	20
3.g) Police, Fire and Emergency Services.....	20
3.h) Disaster Mitigation	21
3.i) Regional and Community Airport Facilities and Equipment	21
3.j) General Government and Administration	21
3.k) Public Health and Welfare	22
3.l) Parks, Recreation, Sports, and Other Community Facilities	22
3.m) Libraries	22
Schedule 4: Ineligible Capital Projects Activities	23
4.a) Acquisition	23
4.b) Functional Planning, Studies, and Infrastructure Management Systems.....	24
4.c) General Government and Administration	24
4.d) Operating Support	24
4.e) Other	25

1. Guidelines

These guidelines are intended to assist local governments in participating in the Municipal Stimulus Program (MSP) and in complying with the program terms and conditions. Local governments include municipal authorities, Metis Settlements, and the Townsite of Redwood Meadows (referred to as 'municipalities' in these guidelines).

2. Program Objectives

Through the MSP, the Government of Alberta (GOA) is providing additional capital infrastructure funding to municipalities with the primary objective to sustain and create local jobs; enhance provincial competitiveness and productivity; position communities to participate in future economic growth; and reduce municipal red-tape to promote job-creating private sector investment.

3. Key Dates and Contacts

ACTIVITY	TIMELINE
Project Application Submission	Submit by October 1, 2020
Executed Memorandum of Agreement	Submit with first project application (by October 1, 2020)
2020 Payment	Upon project acceptance (payments anticipated to commence in September 2020)
2021 Payment	Once reporting requirements are met (anticipated to commence in May 2021)
Statement of Funding and Expenditures (SFE)	Due May 1, 2021 for 2020 expenditures Due May 1, 2022 for 2021 expenditures
Red Tape Reduction Report	Due Feb 1, 2021 for progress made in 2020 Due Feb 1, 2022 for progress made in 2021

Please contact a Grant Advisor at 780-422-7125 (toll-free 310-0000) or email MA.Municipalstimulus@gov.ab.ca if you have any questions or concerns.

4. Submission Method

The project application form and the Memorandum of Agreement (MOA) will be emailed to municipalities.

The application form(s) must be signed by the Chief Administrative Officer (CAO) or an authorized representative before being returned to Municipal Affairs. Municipalities are strongly encouraged to sign the forms with a digital signature and return them in their original PDF format by e-mail to MA.MunicipalStimulus@gov.ab.ca.

The MOA must be signed by the Chief Elected Official and CAO or duly authorized signing officer. Municipalities should complete the MOA, including witnesses for each signatory, and scan and submit them via email to MA.MunicipalStimulus@gov.ab.ca. **Project applications will not be forwarded to the Minister until an executed MOA is received.**

Municipalities are strongly encouraged to submit all project applications at one time.

The SFE form and the outline for the Red Tape Reduction report will be made available to municipalities at a later date.

Questions related to the submission of the application, the Memorandum of Agreement, or reporting documents can be directed to a Grant Advisor by calling 780-422-7125 (toll-free 310-0000) or MA.MunicipalStimulus@gov.ab.ca.

5. Funding Formula and Allocations

MSP funding is allocated to municipalities based on a funding formula. Municipalities must commit their funding allocation to one or more projects by October 1, 2020, or risk losing access to their allocation. Municipalities must also spend all allocated funding on an accepted project(s) by December 31, 2021 (see Section 10.2).

Each municipality active as of July 1, 2020, will have access to a funding amount allocated on a per capita basis, according to the 2019 Municipal Affairs Population List. Municipalities with smaller populations will have access to a minimum allocation of \$50,000, with the exception of summer villages, which will have access to a base allocation of \$5,000, in addition to the per capita amount. The Minister retains the authority to exclude Improvement Districts that do not have advisory councils and have limited capital infrastructure needs from the funding allocation formula.

Municipalities will lose access to any portion of their allocation that is not committed to an accepted project submitted as of October 1, 2020. The disposition of any uncommitted funding after October 1, 2020, will be at the discretion of the Minister.

6. Program Eligibility and Conditions

6.1) Eligible Applicants

For program purposes, an eligible applicant is referred to as a 'municipality' and includes any city, town, village, summer village, specialized municipality, municipal district, improvement district, special area, Metis settlement, and the Townsite of Redwood Meadows Administration Society.

Applicants may contribute funds to other eligible entities for eligible MSP projects that provide a municipal service or benefit and do not limit public access. A list of entities eligible for a contribution is provided in Schedule 1. If a municipality contributes funds to such an entity, the municipality remains responsible for all program terms and conditions described in these guidelines, including the need to report on project expenditures.

6.2) Eligible Projects

MSP funding is limited to projects that would not go forward in the absence of support through the stimulus program.

Project eligibility is similar to the Municipal Sustainability Initiative (MSI), with modifications to ensure projects meet stimulus program objectives. Eligible project categories include construction, betterment, rehabilitation and non-routine maintenance of roads, bridges, water and wastewater systems, public transit, and recreation. A detailed list of eligible activities and project categories is provided in Schedules 2 and 3.

Land acquisition costs, system-wide infrastructure studies and management software, functional planning, and purchase of rolling stock and other equipment are not eligible for MSP funding. For a list of ineligible expenditures, see Schedule 4.

Construction of eligible projects must begin in calendar year 2020 or 2021. Projects do not need to be complete by the end of 2021. MSP funds must be expended by the end of 2021, but longer-term projects can continue with funding from other sources.

Projects previously submitted under the MSI and/or federal Gas Tax Fund (GTF) are not eligible for MSP funding. Municipalities are not permitted to withdraw MSI and GTF projects to gain eligibility for the MSP.

In addition, operation of assets constructed with support from the MSP must not require dedicated funding from the province (for example, affordable housing projects with provincial operating funding implications).

6.3) Red Tape Reduction

Municipalities must commit to submitting an annual Red Tape Reduction report for each of 2020 and 2021 indicating how they have made progress in at least one of the following areas, including a qualitative description of specific actions taken:

- What steps have been taken to make it easier to start up a new business in the municipality?
- What steps have been taken to streamline processes and shorten timelines for development and permit approvals?
- What steps have been taken to make the municipality a more attractive destination for new investment and/or tourism?

Red tape reduction reports are separate from the Statement of Funding and Expenditures described in section 10. Municipalities will be required to submit the annual red tape reduction report in a prescribed format, which will require municipalities to identify how they have reduced red tape from among several provided options, or they may identify their own actions. Municipalities will also be required to provide relevant metrics and/or a qualitative description of specific actions they have taken. The template for the red tape reduction report will be made available to municipalities at a later date.

The first red tape reduction report must be signed by the CAO and submitted to the province by February 1, 2021, describing progress in the above categories in the 2020 calendar year.

The second red tape reduction report must be signed by the CAO and submitted to the province by February 1, 2022, describing progress in the above categories in the 2021 calendar year. All municipalities, including those that completed and fully funded all of their projects in 2020, must submit the 2021 report.

While municipalities may undertake actions based on their own circumstances and priorities, the Minister retains authority to require a refund for any funding provided if municipalities fail to undertake and report on satisfactory actions to reduce red tape.

7. Application Process

Each eligible applicant may submit a maximum of five project applications. The total amount of funding sought from the MSP must not exceed the initial allocation amount.

All project applications must be submitted on the prescribed application form by October 1, 2020. If a municipality does not have sufficient accepted projects submitted as of October 1, 2020, any uncommitted portion of funding remaining may be reallocated or otherwise disposed of at the discretion of the Minister.

Project applications should include sufficient information to determine project eligibility and must include an attestation that the projects would not go ahead this year or next year in the absence of support through the MSP.

Municipalities must also attest that the project will not result in municipal tax increases, whether through a municipal contribution to the construction of the project or through increased operating costs associated with the resulting capital asset. Municipalities may be asked to demonstrate how they intend to fund a municipal contribution to the project, or how they will support operating expenses associated with the resulting capital asset. These must be funded through means other than increasing property taxes, such as through budget reductions in other areas, user fees, or other grant programs.

For each project, the application form must be fully completed and must include the following information:

- a description of the project (including the proper name of the resulting asset, a summary of project activities, and sufficient detail to determine that the project meets eligibility requirements);
- a description of how the project aligns with the MSP objectives (identified in section 2);
- project timelines (including estimated project start and completion dates);
- estimated project costs by year of expenditure; and
- where applicable, partnerships (including municipal partner names).

Applications must be signed by the CAO, or duly authorized authority, who certifies that the information is correct and in accordance with the program guidelines and funding agreements. Digital signatures are encouraged.

Project amendments are not permitted under the MSP.

If an accepted project is completed at a lower cost and requires less MSP funding, the funding reduction must be indicated at the time the completed project is reported on the Statement of Funding and Expenditures and the over-funded amount must be applied to other accepted MSP projects or refunded to the GOA.

If costs for an accepted project increase and the municipality has sufficient MSP funding remaining from other MSP projects completed under budget (i.e., funding that has already been paid to the municipality), available MSP funding can be applied to the project with increased costs. If such funding is not available, the project cost increase must be fully covered using funding sources other than MSP.

7.1) Grouping Similar Assets

A separate application is required for each capital asset, except where assets can be grouped together because they are related to the same system (road construction and replacement of associated sidewalks, water and wastewater lines). A system is a group of independent but interrelated elements that share functional or structural relationships, which comprise a unified capital asset, and where the function of an independent component impacts the functioning of the entire system.

See Schedule 2 and 3 for a complete list of project activities and assets that qualify for MSP funding. Schedule 4 outlines ineligible activities.

7.2) Use of Municipal Forces

Costs related to the use of municipal forces (i.e., staff and equipment) is not eligible for MSP funding, unless the municipality is unable to secure a private sector vendor to carry out the project.

In the event that no reasonable alternative vendor is available to carry out the project and municipal forces will be required, the municipality must declare so on the project application. In these circumstances, eligible costs can include all labour costs, including benefits, attributable to work carried out on- and off-site (see Schedule 2). Labour costs associated with general municipal administration of the project are not eligible.

7.3) Joint Projects

Projects that involve funding from more than one municipality should identify all contributing parties in the application.

Each municipality must submit an application for its own portion of the project to be funded by MSP. The municipality that is directly responsible for the project should include the complete

financial information (total project costs), listing the contributions of the other municipality(ies) in the “Other Funding Sources” line of the application financial grid. The other contributing municipality(ies) should include only its portion/contribution of these costs.

7.4) Use of Other Grants

Use of other grants is not permitted under the MSP, unless the municipality applied for funding under the other grant program after the MSP project has been accepted, and doing so is allowed by that program.

For example, a municipality may supplement MSP funding with MSI or GTF funding but only if the MSI/GTF application is submitted after the MSP project is accepted. For example, if the total project costs are \$1 million, and the project was accepted under MSP for \$800,000, the municipality may subsequently submit an MSI and/or GTF project application to fund the remaining \$200,000.

When choosing to use multiple grant funding sources, it is the municipality’s responsibility to understand the separate requirements of each grant program. More information about the requirements of other provincial grant programs can be found on the Municipal Grants Web Portal at www.alberta.ca/municipalities-funding.aspx.

8. Review and Approval Process

Program staff will review each project to ensure it meets the requirements outlined in these guidelines.

Municipalities should ensure all relevant sections of the application form are completed to facilitate a faster and more efficient review process. Municipalities will be contacted by a Grant Advisor if the project review process warrants follow-up and will be required to respond within 10 business days or by October 1, whichever is earlier. If a response is not received within 10 business days, the project in question will be withdrawn and the municipality will be notified of the project withdrawal by email.

Project recommendations will be forwarded to the Minister once the submitted project applications are reviewed and an executed Memorandum of Agreement is received. **The Minister will review all projects against the program objectives and eligibility criteria. Decisions by the Minister regarding project status are final.**

Municipalities will be advised of project status via email.

Municipalities may proceed with a project in anticipation that it will be accepted for MSP funding. However, if the project is deemed ineligible, the municipality remains responsible for all financial obligations it has undertaken with respect to the project.

8.1) Provincial Standards

It is expected that MSP-funded projects undertaken by municipalities will comply with provincially regulated standards. For example, MSP-funded projects involving regional water and wastewater systems should appropriately align with the *Environmental Protection and Enhancement Act*, administered by Alberta Environment and Parks. Where an MSP project includes work on a highway under provincial jurisdiction, the municipality must enter into a separate agreement with Alberta Transportation to carry out the work and/or receive permission to access the highway right-of-way. Grant advisors may request confirmation of the agreement.

8.2) Requirements for Award of Contracts

All calls for proposals or tenders for projects to be funded under MSP shall be carried out in accordance with the rules, regulations, and laws governing such activities and in accordance with the best current practices. They must also be advertised in accordance with the guidelines of the New West Partnership Trade Agreement (NWPTA) (www.newwestpartnershiptrade.ca), effective July 2010, and the Canadian Free Trade Agreement (CFTA) (www.cfta-alec.ca/agreement-on-internal-trade).

The municipality may award contracts for planning, design, engineering, and architectural services for a municipal capital infrastructure project based on best overall value consistent with the municipality's policies.

The municipality may award contracts for the construction of a municipal capital infrastructure project by public tender based on either unit prices or lump sum amounts. The MSP does not require municipalities to award projects to the lowest tender and does not prohibit municipalities from using a process that qualifies suppliers prior to the close of call for tenders where the process is consistent with the CFTA and NWPTA.

Where a municipality has been unable to secure a private sector vendor, or anticipates that this will be the case, the municipality may utilize its own forces, including municipal staff and equipment, in accordance with section 7.2.

9. Payment Process

MSP payments are based on annual cash flow requirements for accepted projects, meaning that if payment conditions are met, the amount paid in 2020 is based on the cash flow required in 2020 and the amount paid in 2021 is based on the cash flow required in 2021. Municipalities with cash flow requirements in 2020 will be paid shortly after project acceptance.

MSP payments are conditional on execution of the MSP Memorandum of Agreement governing the funding process, and the 2021 payment is also conditional on receiving the red tape reduction report (due February 1, 2021) and certification of the 2020 SFE (due May 1, 2021).

For example, a municipality has been allocated \$1 million in MSP funding and has two accepted projects: one with MSP funding of \$600,000 to be completed in 2020 and the other with MSP funding of \$400,000, with \$50,000 in design costs to be incurred in 2020 and \$350,000 in construction costs to be incurred in 2021.

- The total payment to this municipality in 2020 will be \$650,000, conditional on execution of the funding agreement.
- The remaining \$350,000 will be paid in May of 2021, conditional on certification of the 2020 Statement of Funding and Expenditures and receipt of the 2020 Red Tape Reduction report.

10. Financial Reporting Requirements

10.1) Statement of Funding and Expenditures (SFEs)

By May 1 of the following program year, each municipality is required to submit an SFE that reports the previous program year's expenditures (e.g., the 2020 SFE is due by May 1, 2021).

The SFE form will be made available to municipalities at a later date, and will capture information such as the amount of MSP funding spent on each approved MSP project in the preceding year.

Municipalities will be required to report on the amount of MSP funding spent on the approved capital asset, regardless of whether the project is undertaken by the municipality, a different municipality, or a different entity listed in Schedule 1.

For example, if a municipality contributes funds to a Regional Service Commission to undertake a water distribution project, the municipality must report on how much funding was spent on the project and not on the amount of funding contributed to the Regional Service Commission.

As part of the SFE, municipalities will also be required to provide basic information regarding the resulting capital asset for each completed project, which the government will use in measuring the performance of the program.

All projects listed on the SFE must be accepted by the Minister.

The municipality must maintain separate accounting records for MSP grant funds.

All supporting documentation, such as reports, drawings, and invoices for each project must be retained by the municipality for a minimum of three years following completion of the project. SFEs may be subject to a review by the Provincial Auditor General.

SFEs must be submitted electronically by the CAO or an authorized representative of the municipality. SFE reporting requirements are separate from the Red Tape Reduction report described in section 6.3.

10.2) Carrying Forward Funds

MSP funding paid to municipalities in 2020 and not expended in the current year may be carried forward to 2021. **Any funding carried forward to 2021 must be expended on an accepted project before December 31, 2021.**

If any MSP funding paid to municipalities has not been fully expended by December 31, 2021, it must be refunded to the GOA.

Time extensions for unspent MSP funds will not be granted.

10.3) Credit Items

When MSP funding results in net proceeds to the municipality, within five years of project completion, these proceeds will have to be returned to the GOA.

These credit items can include:

- net proceeds (to a maximum of grant applied) from the sale of land bettered (i.e., rehabilitated, reclaimed or remediated) with MSP funds;
- appraised value of unsold land bettered (i.e., rehabilitated, reclaimed or remediated) with MSP funds, but not required for the project;
- net proceeds (to a maximum of the grant amount applied) from the sale of capital assets constructed with MSP funds;
- net proceeds from an insurance claim on capital assets constructed with MSP funds; and

- net salvage value (to a maximum of grant applied) on disposal of any asset purchased with MSP funds, or from any material obtained from removal or demolition of any structure or any part of a facility constructed with MSP funds.

10.4) Income Earned

The municipality may invest and earn income on all unexpended MSP funds, subject to the provisions of Section 250 of the *Municipal Government Act*. The amount of income earned on these funds must be applied to eligible costs of accepted MSP projects.

11. Site Visits

Following program completion, Municipal Affairs program representatives may select and visit a number of municipalities to discuss the MSP specific to a completed project and the overall experience with the program.

12. Communications and Project Recognition Requirements

Signage for MSP funded projects must follow the GOA signage guidelines found at www.alberta.ca/goa/standards/standards-and-reference-documents.aspx (refer to the Capital project signage section of the Visual Identity Manual).

Costs associated with communications and project recognition required to meet GOA signage guidelines are eligible for MSP funding (see Schedule 2e).

To discuss project recognition options or communications requirements, please call Municipal Affairs at 780-422-7125, toll free by first dialing 310-0000, or email MA.MunicipalStimulus@gov.ab.ca.

Schedule 1:

Entities Eligible for a Contribution

Applicants may contribute funds to the following eligible entities:

- non-profit organizations, as defined in Section 241 of the *Municipal Government Act (MGA)* (i.e., a society, credit union or co-operative established under a law of Canada or Alberta; a corporation that is prohibited from paying dividends to its members and distributing the assets to its members on a winding up; or any other entity established under a law of Canada or Alberta for a purpose other than to make a profit).
- libraries and library systems established under the *Libraries Act*;
- regional services commissions established under Part 15.1 of the *MGA*;
- controlled corporations as defined in Section 241 of the *MGA*; and
- provincial agencies, crown-controlled school jurisdictions, universities, colleges, technical institutes, the Alberta Health Services Board, and other health boards, excluding charter schools and school societies that are included in the GOA annual report.

When contributing to a non-profit organization, the municipality must bind the organization to all MSP conditions and obligations that apply to the municipality with respect to the project, including adherence to provincial regulations/standards and Municipal Affairs access to project records; and maintain adequate control over public access to the asset, or over the municipal service that it provides.

It is recommended the municipality enter into a binding legal agreement with the non-profit organization to protect the municipal interest in the asset or facility and to meet the obligations of the certification. Municipal Affairs does not require a copy of this agreement.

Schedule 2:

Eligible Capital Project Activities

Costs directly related to, and in support of the following activities are eligible for MSP capital funding, where the activity is associated with an eligible asset defined in Schedule 3.

2.a) Construction and Development

- Engineering and architecture, including design, tender preparation and advertising, if part of an accepted construction project.
- Construction supervision. Where capital projects are constructed or developed using municipal staff, all labour costs, including benefits, attributable to work carried out on and off the construction site, as follows:
 - On-site costs: site supervision; operating, leasing, maintenance, and insurance costs attributable to municipal construction equipment used at the construction site; and equipment mobilization and demobilization costs.
 - Off-site costs: staff and space costs associated with off-site design and construction of project components that are subsequently installed on site; off-site construction supervision, material requisitioning and site monitoring; and off-site general project management including contract management, purchasing and procurement of materials and services, project scheduling, and budget monitoring.
- Where capital projects are constructed or developed using construction equipment that is owned or leased by the municipality, the following costs are eligible:
 - costs of locating the equipment at and removing the equipment from the construction site (mobilization and demobilization).
 - all operating, leasing, maintenance, and insurance costs attributable to the use of the construction equipment at the construction site.
- Restoration of grass standard landscaping in areas disturbed by construction or reconstruction of infrastructure facilities.

2.b) Betterment

The enhancement of the service potential of a capital asset (including land) that results in an increase in physical output or service capacity, lowering of associated operating costs, extension of the useful life, or improvement in the quality of output, including:

- Land betterment (i.e. rehabilitation, reclamation, and remediation) on land owned by a municipality or eligible entity, where the land is intended for a specific, eligible capital asset; or the betterment activities are intended to address/mitigate health and safety concerns (with or without a resulting capital asset).
- Significant enhancements or improvements for the safety of users of transportation or other municipal infrastructure system.
- Energy efficiency upgrades.

2.c) Rehabilitation

The complete replacement or rebuilding of a major component of a capital asset (including land) to extend its useful life beyond the original expected or design life. Project examples include:

- Repaving or re-gravelling a road surface.
- Replacing or re-lining a section of water or wastewater line between logical system nodes or intersections.
- Replacing the roof or the heating, ventilation and air conditioning (HVAC) system of a building.
- Substantial reconstruction of the interior of a building.

2.d) Non-routine Maintenance

Any non-routine, but recurring activity necessary to ensure that an asset reaches its normal design life and/or retains an acceptable appearance throughout its life, such as:

- Painting or refinishing of building components.
- Repair or replacement of individual parts of an infrastructure asset's major components or systems, such as repairing cracks and holes in a road, repairing or replacing sections of water or wastewater lines, replacing the compressor in a building's air conditioning system.
- Aggregate loss activities such as dust abatement, or sealant application.

2.e) Other

- Relocation and adjustment of associated utilities, including gas and electric utilities.
- Communications and project recognition costs for MSP-funded projects required to meet GOA signage guidelines.
- Other capital infrastructure costs as may be deemed appropriate by Municipal Affairs.

Schedule 3: Eligible Capital Project Assets

Costs directly related to, and in support of the following assets are eligible for MSP capital funding, where the asset is associated with an eligible activity defined in Schedule 2.

The Minister will assess all projects against the program objectives and eligibility criteria when reviewing project applications. Regardless of the examples below, final decisions on project eligibility are at the Minister's sole discretion.

3.a) Municipal Roadways, Bridges, and Related Facilities and Equipment

- Roadways, bridges, and related structures [including costs associated with aggregate purchase, abatement, hauling, crushing and storage (pit or facility), and the application of new gravel to roadways and/or non-routine re-grading of existing gravel back onto roadways]
- Railway or Light Rail Transit (LRT) grade separations and roadway crossings
- Other ancillary works such as sidewalks, commuter bikeways, lighting and energy efficient retrofitting, traffic control signals, pedestrian signals, storm drainage, and utility relocations
- Traffic management projects such as major intersection improvements, major traffic signal coordination, etc.
- Noise attenuation devices as a part of a qualifying project, and rehabilitation of existing noise attenuation devices on qualifying roadways or transit ways, consistent with the municipality's noise attenuation policy
- Pedestrian trail systems along roadways

- Parking facilities
- Snow dump sites and snow storage facilities

3.b) Public Transit Facilities

- LRT lines, station structures, park and ride facilities, and LRT maintenance facilities. LRT lines must be designated in the municipality's transportation system bylaw
- Major public transit terminals and transit garages
- Comprehensive transit-stop retrofit programs to achieve a "barrier free path of travel" to accessible transit services
- System-wide capital transit improvement or betterment projects
- Major capital transit security devices, communication equipment, and other public safety enhancements

3.c) Water Supply, Treatment, and Distribution Systems

- Raw-water supply lines and storage facilities (reservoirs)
- Water treatment facilities
- Water quality management and monitoring systems (e.g. SCADA system), if part of a larger project
- Water pumping facilities
- Treated-water supply lines, storage facilities and related works
- Water distribution system extensions, betterment, and replacements, including individual services to the property line

3.d) Wastewater Collection and Treatment Systems

- Wastewater collection system extensions, betterment, and replacements, including service mains to the property line
- Wastewater pumping facilities and lift stations
- Wastewater lines from the collection system to the wastewater treatment facilities

- Wastewater treatment facilities
- Outfall wastewater lines from wastewater treatment facilities to the point of discharge or disposal and related works

3.e) Storm Water Drainage Systems and Facilities

- Storm water ditches and major relocation of existing storm water ditches
- Storm water or waterway flooding containment structures
- Storm water collection lines including service lines, and catch basins
- Storm water retention ponds and treatment facilities
- Outfall storm water to the point of discharge or disposal and related works

3.f) Solid Waste Management Facilities and Equipment

- Waste collection depots
- Recycling and material recovery facilities
- Organics management systems
- Thermal treatment systems
- Waste disposal landfills

3.g) Police, Fire and Emergency Services

- Police stations
- Police training facilities
- Fire halls
- Fire training facilities
- Emergency operations centres
- Emergency vehicle storage and administration facilities
- Multi-service emergency response facilities

- Rural signage systems
- Ambulance stations

3.h) Disaster Mitigation

- Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters, for example:
 - Infrastructure to manage and control flood water movement, including floodwalls and flood gates
 - River stabilization infrastructure, including spurs, berms and ripraps
 - Development of fire breaks

Note: excludes normal routine, maintenance and operational work (e.g., dredging of sediment, gravel removal, debris traps, etc.)

3.i) Regional and Community Airport Facilities and Equipment

- Primary runway, cross-wind runways, secondary runways and taxiways, and runway extensions
- Aprons
- Primary taxiway from main/terminal apron to runway
- Airport buildings, including terminals and storage areas/sheds
- Development areas, access roads, fencing and drainage
- Lighting and navigation equipment

3.j) General Government and Administration

- Public works facilities
- Maintenance equipment buildings
- Sand and salt storage sheds
- Animal control facilities and shelters

- Fuel storage tanks
- Operational services buildings
- Telecommunication infrastructure (e.g., fibre optic or copper cable, radio, cell towers, satellite links)

3.k) Public Health and Welfare

- Daycare centres
- Seniors' centres
- Family and community support facilities
- Youth centres
- Cemeteries

3.l) Parks, Recreation, Sports, and Other Community Facilities

- Recreational and sports facilities, including baseball diamonds, swimming pools, ski areas (except for those that serve professional or semi-professional sport facilities that are primarily commercial operations)
- Campground facilities
- Playgrounds and equipment
- Permanent park facilities
- Public wharves, docks, and piers
- Trail systems
- Other projects may be eligible at the Minister's sole discretion.

3.m) Libraries

- Library buildings

Schedule 4:

Ineligible Capital Projects Activities

The following activities whether related to, or in support of a capital asset are not eligible for MSP capital funding. See Schedule 2 for eligible capital project activities and Schedule 3 for eligible capital assets.

4.a) Acquisition

- Purchase or replacement of vehicles and equipment including:
 - Transit vehicles, LRT vehicles, "low-floor" standard buses, "low-floor" articulated buses, and accessible community public transit vehicles
 - Solid waste and recycling collection container systems, Waste transfer vehicles, landfill compactors, loaders, and material handlers
 - Fixed central communications and computerized information management hardware and software that is integral to the delivery of police services, Peace officer vehicles, Police vehicles under municipal jurisdiction
 - Specialized firefighting and rescue vehicles, specialized firefighting and rescue protective equipment, and fixed central communications and computerized information management hardware and software that is integral to the delivery of fire services
 - Emergency response telephone systems, portable emergency power generators, and fixed central communications and computerized information management hardware and software that is integral to the delivery of emergency services
 - Ground ambulances, as well as basic on-board equipment necessary for vehicle functionality
 - Fixed central communications and computerized information management hardware and software that is integral to the delivery of ambulance services
- Purchase or replacement of heavy equipment
- Purchase or replacement of ancillary or small equipment used to provide services in connection with an infrastructure asset, such as appliances, furniture, remote data access terminals, meter reading devices, radios, equipment location devices, and geographic positioning systems

- Purchase or replacement of cars and other fleet vehicles
- Purchase of land and rights-of-way, and any associated legal and survey fees

4.b) Functional Planning, Studies, and Infrastructure Management Systems

- Functional plans, studies, and system-wide reviews that directly relate to capital infrastructure
- Infrastructure management systems capable of recording and retrieving information on various types of infrastructure, including key infrastructure characteristics and condition, on a consistent basis to assist systematic infrastructure planning and management, and collection and input of data

4.c) General Government and Administration

- Construction, betterment, rehabilitation and non-routine maintenance of municipal halls or administrative buildings
- General municipal administration activities
- Planning expenditures not directly related to specific capital infrastructure
- Public relations, stakeholder relations, partnership and governance development, communication/media services, and grant funding application and reporting activities
- Management of programs to monitor/maintain existing facilities and components of facilities

4.d) Operating Support

- Routine maintenance, including any routinely scheduled, recurring, or superficial activity necessary to ensure that an asset reaches its normal design life and/or retains an acceptable appearance throughout its life, such as:
 - vehicle servicing or oil changes
 - snow sweeping/removal (including provincial highways)
 - cleaning of buildings or facilities
 - the operation of facility mechanical systems
- IT software purchases i.e. Muniware

- Goods and Services Tax (GST)
- Depreciation or amortization
- Loan Fees
- Operating costs

4.e) Other

- Land betterment (i.e., rehabilitation, reclamation, remediation) where the land is intended for resale
- Land betterment where the land is not intended for a specific eligible capital asset, nor is the land being bettered to mitigate/address health and safety concerns
- Constructing or developing subdivisions, except for some typical subdivision development costs, such as road and sidewalk construction, water and wastewater lines to the property lines, and purchase of transportation and utility corridor rights-of-way
- Project costs structured to be financed by an established, long-term funding strategy (e.g. Off-site or Community Revitalization levies)
- Borrowing costs
- Water license costs
- Costs funded under other grant programs
- Beautification and cosmetic activities, including fixed permanent artistic components of buildings and facilities, community welcome signs, and decorative lighting
- Professional or semi-professional sport facilities that are primarily commercial operations, such as those that serve major junior hockey leagues
- Relocation and adjustment of associated utilities, including gas and electric utilities
- Projects previously submitted under the MSI or GTF
- Projects that will create new operational funding requirements for the province
- Projects that will require dedicated operational funding from the province

MUNICIPAL STIMULUS PROGRAM

MEMORANDUM OF AGREEMENT (hereinafter called "the Agreement")

BETWEEN:

HER MAJESTY THE QUEEN, in right of the
Province of Alberta, as represented by the
Minister of Municipal Affairs (hereinafter called
"the Minister")

AND

the **Town of Claresholm**
(hereinafter called "the Municipality")

hereinafter jointly called "the Parties"

Preamble:

WHEREAS the Municipal Stimulus Program represents the Province of Alberta's commitment to support economic growth and local jobs;

WHEREAS the Municipal Stimulus Program will make infrastructure funding available to the Municipality to use on approved infrastructure projects that support the provincial and local economies;

WHEREAS under the Government Organization Act, RSA 2000 and the Municipal Affairs Grants Regulation (AR 123/2000), the Minister is authorized to make grants and to enter into an agreement with respect to any matters relating to the payment of a grant;

WHEREAS these funds are to be used by the Municipality for eligible expenditures incurred on projects accepted by the Minister.

NOW THEREFORE in consideration of the mutual terms and conditions hereinafter specified, **THE PARTIES AGREE AS FOLLOWS:**

1. The preamble is incorporated as an integral part of this Agreement.
2. In this Agreement, unless the context requires otherwise "Program Guidelines" means the guidelines for actions, events, criteria, report formats, and other directions applicable to the Municipal Stimulus Program as may be prescribed or

determined by the Minister and as may be amended from time to time by the Minister.

3. The Parties shall execute this Agreement and the Municipality shall return an executed Agreement to the Minister prior to the Minister transferring any funds to the Municipality under this Agreement.
4. The Minister agrees to provide funds to the Municipality under the Municipal Stimulus Program subject to the following:
 - (i) Sufficient approved funding appropriated by the Legislature;
 - (ii) Sufficient accepted eligible Municipal Stimulus Program projects as defined in the Program Guidelines;
 - (iii) Completion of reporting requirements as outlined in the Program Guidelines; and
 - (iv) Compliance with all other terms of the Agreement.
5. The Municipality agrees to provide to the Minister:
 - (i) A project application for each project to be initiated under this program;
 - (ii) An annual report of the initiatives undertaken by the Municipality to reduce administrative burden ("red tape") and encourage investment as described in the Program Guidelines; and
 - (iii) An annual summary of the actual grant expenditures on each project undertaken in that year and the year-end grant balance on hand (Statement of Funding and Expenditures), including certification by the Municipality that it is in compliance with the terms and conditions of this Agreement

all in a format as prescribed in the Program Guidelines for this grant program.

6. The Municipality agrees to accept the funds provided by the Minister in accordance with the following additional terms and conditions:
 - (i) The Municipality shall maintain a separate accounting for the funds provided;
 - (ii) The Municipality shall ensure that expenditures accounted for against the principal amount of the funds provided, income earned, and other credits as described in the Program Guidelines are applied only to projects accepted by the Minister;
 - (iii) All funds provided to the Municipality, not expended prior to December 31, 2020 may be carried forward to the next year and must be expended on an accepted project before December 31, 2021. Thereafter, all unexpended funds shall be returned to the Government of Alberta;
 - (iv) The Municipality shall undertake actions to encourage investment and/or reduce the administrative burden (“red tape”) imposed on local businesses and residents to the satisfaction of the Minister or the Municipality will be required to repay the funding;
 - (v) All projects under this Agreement shall be carried out in accordance with the rules, regulations and laws governing such works and in accordance with the best general practices then current at the time of the construction of the project; and
 - (vi) This Agreement does not replace, supersede, or alter the terms of any other existing funding Agreement between the Minister and the Municipality.
7. The Municipality shall adhere to all project eligibility criteria, project credits, project tendering requirements, and other items or directions as outlined in the Program Guidelines.
8. The Municipality agrees that the funding provided under this program is for capital expenditures as outlined in the Program Guidelines.
9. The Municipality agrees to allow the Minister and/or his agents, including but not limited to, the Auditor General of Alberta, and representatives of the Province of Alberta, access to the project site; any engineering drawings or documents; any

books of accounts relating to funding and expenditures claimed under this Agreement; and any other such project related documents as deemed necessary by the Minister in performing an audit of the projects undertaken under this Agreement. All project related documents shall be kept by the Municipality for a minimum of three years following completion of the project.

10. The Municipality shall indemnify and save harmless the Minister, his servants, agents and employees, from and against all actions, claims and demands arising directly or indirectly from the preparation for or implementation of the projects, whether or not the damage arose as a result of the actions or omissions of third parties.
11. Where the Municipality enters into contracts with third parties for the implementation of a project, such contracts shall include provision that the third party shall be solely responsible for and save harmless and indemnify the Minister, and his officers, employees and agents from and against all claims, liabilities, and demands of any kind with respect to any injury to persons (including without limitation) death, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from i) the project; ii) the performance of the contract or the breach of any term or condition of the contract by the third party or its officers, employees or agents; iii) the on-going operation, maintenance and repair of the project; or iv) any omission or any willful or negligent act of the third party or its officers, employees or agents.
12. The Municipality agrees that it is not entitled to claim compensation for its costs, expenses, inconvenience or time expended in relation to the administration of the funds provided under this Agreement nor in respect to this Agreement.
13. The Parties agree to give this Agreement a fair and reasonable interpretation and, when required, to negotiate with fairness and candour any modifications or alteration thereof for the purpose of carrying out the intent of this Agreement and/or rectifying any omission in any of these provisions.
14. Notwithstanding the date for completion of all projects and the expending of funds under section 6(iii) of this Agreement, this Agreement shall continue in effect until March 31, 2023.
15. The Agreement may be renewed or extended thereafter, for a further one (1) year period, if mutually agreed to in writing. In the event that this Agreement is not renewed or extended, the Municipality shall return all uncommitted funds as of the termination date to the Government of Alberta.

16. Any notice, demand or other document required or permitted to be given under the terms of this Agreement shall be sufficiently given to the party to whom it is addressed if personally delivered, sent by prepaid registered mail, or e-mailed to the addresses as follows:

The Minister: Municipal Affairs
 15th Floor, Commerce Place
 10155 – 102 Street
 Edmonton, AB T5J 4L4

 Attention: Director, Grant Program Delivery

 Telephone: 780-422-7125
 E-mail: ma.municipalstimulus@gov.ab.ca

The Municipality: Town of Claresholm
 PO Box 1000
 Claresholm, AB T0L 0T0

 Attention: Chief Administrative Officer

 Telephone: 403-625-3381
 E-mail: info@claresholm.ca

or to such address as either party may furnish to the other from time to time.

17. Any dispute between the Minister and the Municipality on any question of law or fact arising out of this Agreement shall be submitted to and determined by the Court having jurisdiction over this Agreement.
18. The rights, remedies and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
19. If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.
20. This Agreement is binding upon the Parties and their successors.
21. The Parties agree that the laws of the Province of Alberta will govern this Agreement.

The Parties have therefore executed the Agreement, each by its duly authorized representative(s), on the respective dates shown below.

HER MAJESTY THE QUEEN
in Right of the Province of
Alberta as Represented by
the Minister of Municipal Affairs

Per: 
_____ **MINISTER**

Date: July 28, 2020

TOWN OF CLARESHOLM

Witness

Per: _____
CHIEF ELECTED OFFICIAL

Date: _____

Witness

Per: _____
DULY AUTHORIZED SIGNING OFFICER

Date: _____



587.892.7874 | aapg.ca



310.AUMA | auma.ca



780.955.3639 | RMAAlberta.com

July 17, 2020

Dear Mayors, Reeves, and CAOs:

We are writing to introduce ourselves as members of the newly appointed Alberta Police Advisory Board. This Board was established by the Minister of Justice and Solicitor General to give municipalities served under the Provincial Police Service Agreement a strong voice in setting RCMP policing priorities. We believe that the Board offers a tremendous opportunity to help ensure that policing in our communities reflects the local needs and concerns of our citizens.

As you may be aware, the Board is being implemented in two phases. In the first year, an Interim Board will develop the Board's structure and scope. On completion of the Interim Board's mandate, the work of the operational Alberta Police Advisory Board will begin for a four-year term.

As per the Board's Terms of Reference (attached), the Interim Board has been mandated to work with the Ministry of Justice and Solicitor General (JSG) and those municipalities served under the Provincial Police Service Agreement to:

- Develop the scope and terms of reference for the operational Board;
- Develop a recruitment and selection process for operational Board members;
- Develop governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles Document;
- Provide input, advice, and recommendations to the government and RCMP "K" Division on the buildup of the provincial police service related to funds raised by the Police Funding Model; and
- Provide input into discussions respecting the provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

As we are cognisant of the timing of the municipal elections, we have requested some changes to the timing of the transition to the permanent Board due to the likelihood that the permanent Board will have representation from municipal elected officials. We will advise the membership on the transition to the permanent Board when we have more details of what that process will entail.

The Board has held two meetings to date and will continue to meet approximately twice a month. We are currently developing a work plan for our deliverables, as well as an engagement strategy that will enable us to collect input from you and other community stakeholders and report back to you regularly on our progress.

If you have any questions or suggestions at this time please feel free to contact us at Board@ABPoliceAdvisoryBoard.com or call any of the members of the Board directly.

We look forward to engaging with you soon!

Sincerely,

Tanya Thorn	Board Chair	Councillor, Town of Okotoks
Kara Westerlund	Alternate Chair	Councillor, Brazeau County
Brian Brewin	Board Member	Councillor, Municipal District of Taber
Tom Burton	Board Member	Councillor, Municipal District of Greenview
Terry Coleman	Board Member	Board Chair, Alberta Association of Police Governance
Angela Duncan	Board Member	Deputy Mayor, Village of Alberta Beach
Bill Given	Board Member	Mayor, City of Grande Prairie
Trina Jones	Board Member	Councillor, Town of Legal
Kathy Rooyakkers	Board Member	Councillor, County of Wetaskiwin

cc: Al Kemmere, President, Rural Municipalities of Alberta
Barry Morishita, President, Alberta Urban Municipalities Association
Terry Coleman, Chair, Alberta Association of Police Governance

ALBERTA POLICE INTERIM ADVISORY BOARD

TERMS OF REFERENCE

BACKGROUND

The Minister heard that Albertans wanted more of a voice into the setting of provincial policing priorities. The Minister of Justice and Solicitor General (Minister) is establishing the Alberta Police Advisory Board (Board) in support of the provincial government and Minister's mandate and responsibilities respecting the provision of adequate and effective policing in Alberta and in support of the participation and input of Albertans.

The Board will be implemented in two phases:

1. Within the first year, an Interim Board will develop the structure and scope of the Advisory Board (Phase One).
2. On completion of the Interim Board's mandate, the work of the Advisory Board will then commence for a four-year term (Phase Two).

MANDATE / RESPONSIBILITIES

On behalf of all provincial police service (PPS) municipalities and Albertans, the Interim Board will collaborate with the Ministry of Justice and Solicitor General (JSG) and those PPS municipalities to:

- develop the scope and terms of reference for the operational Board;
- develop a recruitment and selection process for operational Board members;
- develop governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles Document;
- provide input, advice and recommendations to the government and Royal Canadian Mounted Police (RCMP) "K" Division on the buildup of the provincial police service related to funds raised by the Police Funding Model; and
- provide input into discussions respecting the provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

SCOPE

While the Interim Board will provide input to the buildup of the PPS and to the development of provincial policing priorities during Phase One, the interim Board will be primarily development-focussed to ensure the efficient and effective, structure, participation and contribution of an Advisory Board.

In relation to the development of provincial policing priorities during Phase One of the Board, the Interim Board will conduct the necessary consultation, research, and analysis of current and anticipated policing issues as well as the priorities of significance and importance to Albertans and Alberta municipalities to support their role. Priorities and issues identified by the Board might include, but are not limited to:

- Community Safety and Well-being;
- Crime Reduction and Prevention; and
- Cross Jurisdictional Crime.

The Interim Board may also make recommendations and provide advice to the Minister with respect to the JSG/RCMP joint business plan, annual performance plans and multi-year financial plan as appropriate during the interim year, and ensuring the input is reflective of all PPS municipalities.

MEMBERSHIP

The Interim Board is comprised of:

- Four representatives from the Executive or Board of the Rural Municipalities of Alberta (RMA);
- Four representative from the Executive or Board of the Alberta Urban Municipality Association members (AUMA); and
- One representative from the Executive of the Alberta Association of Police Governance (AAPG).

Non-voting members of the Interim Board include:

- Executive Director, Law Enforcement and Oversight Branch, JSG
- Director, Contract Policing and Policing Oversight, JSG
- Manager, Policing Oversight and Contract Policing, JSG
- One administrative representative from RMA
- One administrative representative from AUMA

Interim Board Representation

Interim Board voting members have been selected to ensure broad representation, perspectives and diversity from all PPS municipalities and, where possible, representation aligns with each of the four RCMP districts (i.e. Central Alberta District, Eastern Alberta District, Southern Alberta District, and Western Alberta District).

Voting members of the Interim Board represent the broadest possible municipal and public interests across the PPS municipalities. A preference has been given to those who are engaged in or knowledgeable in matters related to policing. Voting members are not currently employed in law enforcement and policing. The organizations have determined voting members of the Interim Board having regard to any personal, professional or business interests or relationships that could reasonably be considered to represent an actual or perceived conflict of interest in relation to Interim Board work.

Any concerns respecting the selection and representation of an Interim Board member or of an Interim Board member's failure to conduct member duties and responsibilities in a manner consistent with this Terms of Reference will be addressed in a timely manner as appropriate, up to and including, the replacement of the Interim Board member.

It is important that all Interim Board voting members attend the meetings to ensure continuity and to maximize the efficiency and productivity of the Interim Board.

Non-voting members of the Interim Board will be in attendance at Interim Board meetings in an advisory, observational, and support capacity to the work of the Interim Board and to share information.

Chair

An Interim Board Chair (Chair) will be elected by the Interim Board using voting procedures of this Terms of Reference. The Chair is responsible for the overall leadership of the Interim Board, management of Interim Board meetings, sharing of information, and communication of Interim Board matters with the JSG. The Chair will collaborate and consult with Interim Board members to establish Agendas, Work Plans, Records of Discussions and other materials, as required.

The Interim Board will also elect an Alternate Chair from the Interim Board to act as Chair if the Chair is unable to attend Interim Board meetings.

Secretary

An Interim Board Secretary will be elected by the Interim Board using voting procedures of this Terms of Reference. The Secretary will ensure that a record of meeting agendas, meeting attendees, and any recommendations made by the Interim Board are kept. Copies of these records will be provided to JSG, and the respective organization's Chairs, Presidents and Executive Directors.

RESPONSIBILITIES

Conduct

The members of the Interim Board must, at all times, observe the highest standards of integrity and objectivity in their duties. Interim Board members must declare any direct or indirect personal, professional or business interests or relationships which could reasonably be considered to represent an actual or perceived conflict of interest in relation to Interim Board work. If a conflict of interest declaration is made by a member, the Interim Board must decide, having regard to the nature of the relationship, if the member must withdraw from membership on the Board.

Duties

Members of the Interim Board are required to consult and liaise with the PPS municipalities (councils and local policing committees/advisory committees) in order to bring those perspectives to discussions by the Interim Board and to determine the most efficient and effective Advisory Board structure. Engagement and work conducted as an Interim Board will be conducted in a transparent manner with the organizations and JSG to enable accountability of the Interim Board.

The Interim Board will engage with the Minister, JSG, and the Commanding Officer of RCMP “K” Division as necessary and required to discuss matters related to the Interim Board’s mandate, ongoing policing issues and concerns, to receive updates on the progress of policing initiatives, and to provide updates on the Interim Board’s work.

Meetings

Meetings are expected to be held monthly, at minimum, either through face-to-face meetings or teleconference to ensure the Interim Board is prepared to transition to the Advisory Board by April 1, 2021.

Meeting agendas will be distributed at least one week in advance of each meeting by the Chair. Copies will be maintained as records.

Reporting

Municipalities

Within the context of the Terms of Reference Confidentiality provisions, the Interim Board:

- will report to their respective organizational members following any Interim Board decisions; and
- will keep their organizational members and municipalities (councils and local policing committees/advisory committees) apprised of government policing priorities and initiatives respecting policing priorities and Interim Board mandate matters.

Minister and JSG

The Interim Board is accountable to the Minister and is required to report in writing to the Assistant Deputy Minister, Public Security Division, as follows:

1. To provide a final, Interim Board approved, Terms of Reference for the Advisory Board by January 1, 2021;
2. To provide a report detailing the Interim Board’s recommendations and advice on the buildup of PPS resources from Police Funding Model revenue by the end of Interim Board term;
3. To provide a report detailing the Interim Board’s recommendations and advice on the JSG/RCMP “K” Division Multi-year Financial Plan by January 31, 2021; and
4. To provide a report detailing the Interim Board’s recommendations and advice on provincial policing priorities by January 31, 2021.
5. To provide any other report or document as determined necessary and appropriate by the Minister, JSG, or in consultation with the Minister and JSG.

A record of meeting agendas, meeting attendees, and of any recommendations made by the Interim Board will be provided to JSG, and the respective organization’s Chairs, Presidents and Executive Directors.

Quorum

Quorum is required to conduct a meeting and for any Interim Board business. Quorum must include the Chair or Alternate Chair. Quorum is set at a minimum of 60 per cent of Interim Board members.

Interim Board business does not include the operational work necessary for Interim Board members to consult with their respective organizations or municipalities.

Voting

Elections and votes taken respecting any Interim Board business requires a majority vote by those Interim Board members in attendance to pass.

EXPENSES

Expenses necessarily incurred in the performance of duties as a member of the Interim Board will be reimbursed in accordance with the rates set out in the Travel, Meal and Hospitality Expenses Directive (Treasury Board Directive 1/2015) as amended from time to time, or any directive made in substitution, as if they were employees of the Government of Alberta.

CONFIDENTIALITY

The members of the Interim Board must maintain as confidential any information brought before them in the conduct of their work. Any information and knowledge learned, acquired or shared with by the Interim Board from the Minister, JSG, the RCMP "K" Division, or the RCMP generally, as a result of membership on the Interim Board or in relation to Interim Board work and its mandate will not be further communicated, disseminated or shared beyond the Interim Board without express permission from the originator of the information.

Any information and knowledge shared by the Interim Board to its respective organization's Chairs, Presidents and Executive Directors will be governed by the same confidentiality provisions as noted the interim Board and its members.

Members of the Interim Board must sign a confidentiality agreement as a condition of their appointment and participation on the Interim Board.

RMA, AUMA, and AAPG Chairs, Presidents and Executive Directors must also sign a confidentiality agreement in respect of any information and knowledge learned or acquired from the Interim Board and Interim Board members.

From: President <President@auma.ca>
Sent: July 22, 2020 11:21 AM
Subject: Provincial government has rejected principles of local democracy

Good morning Mayors and Councillors,

After a concerted effort to help the Premier, Minister Madu, and Municipal Affairs staff understand our members' concerns with their proposed changes to the LAEA, Bill 29 passed its third reading late last night with none of our amendments incorporated.

We are deeply disappointed with the government's unwillingness to respect the principles our members endorsed.

Here is our [media release](#) expressing our disappointment. We appreciate your support by echoing this message in your local media and through your social media accounts by sharing our [Twitter post](#) and [Facebook post](#) with your followers.

Best regards,

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | www.auma.ca



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AUMA statement on Bill 29: Provincial government has rejected principles of local democracy

509

325

120

July 22, 2020

Last month, AUMA asked the provincial government to respect the [principles](#) Alberta's municipal leaders endorsed to safeguard fair and democratic local elections. We are deeply disappointed the government has chosen to proceed without incorporating our feedback for amendments to *Bill 29: Local Authorities Election Amendment Act (LAEA) 2020*.

This decision demonstrates a lack of respect for the role of municipal councils, our democratic mandate, and Alberta's voters, resulting in the potential for profound negative consequences for democracy in Alberta's communities.

To ensure a level playing field, we asked the government to make three simple changes to their amendments to the LAEA:

1. Keep big money from manipulating local elections by setting contribution limits that are achievable and realistic for grassroots supporters.
2. Allow municipalities to continue setting bylaws for candidates to disclose their full donor list and the amounts contributed before the municipal election date in 2021.
3. Make third-party advertising accountable by outlining clear declarations of contributors and by limiting the contribution amounts.

The provincial government has outright rejected our first two requests and deferred a decision on the third item until a later date. Without these changes, there is now the strong potential to introduce big money and partisan politics to influence the upcoming 2021 municipal elections.

On numerous occasions, we met and communicated with Minister Madu and the Ministry of Municipal Affairs in an effort to help them understand the importance of our feedback, since legislative amendments must preserve the local, non-partisan, democratic processes that Albertans expect.

In the [Municipal Affairs 2018-19 annual report](#), Minister Madu is quoted as saying, "Alberta's success lies in the prosperity of its many vibrant municipalities. To fuel that prosperity, municipalities need a positive partnership with the provincial government and long-range planning to meet their community priorities."

We consider the Ministry of Municipal Affairs' role to include advancing and championing municipalities' best interests. AUMA originally provided [support to the provincial government's announcement](#) about changes to Bill 29 because we were assured by the Ministry of Municipal Affairs that they were willing to consider reasonable amendments to make local democracy more accountable. Better consultation is needed.

A real commitment by Municipal Affairs to collaborate with AUMA and its membership is the only way forward to rebuild the prosperity of our communities and our province.

Please direct media inquiries to:

[Carla Putnam Kerr](#)

Communications Manager, AUMA

780-668-2436

[Back to news](#)

From: President <President@auma.ca>

Sent: August 7, 2020 6:23 PM

Subject: AUMA statement on AHS changes to municipal 911 dispatch

Good evening Mayors, Councillors and CAOs,

Below is our statement that we released today regarding AHS changes to municipal 911 dispatch.

AUMA statement on AHS changes to municipal 911 dispatch

Earlier this week, Alberta Health Services announced that EMS 911 dispatch services will be consolidated across the province, taking away dispatch centres operated by four AUMA member municipalities: Calgary, Lethbridge, Red Deer, and the Regional Municipality of Wood Buffalo. These four municipally-run EMS dispatch sites have provided reliable, efficient EMS dispatch services for decades, with response times at or below provincial benchmarks.

We share the Government of Alberta's commitment to the delivery of effective, efficient, and accessible EMS services for Albertans, but two aspects of this sudden announcement are concerning.

1) We need more information about the impact of consolidation on response times.

While we understand a move toward efficiency, we have not seen data to indicate that response times will not be negatively impacted. Monetary savings should not be the main driver of this decision. A delay in response times, even of a few seconds, will cost lives and erode trust in the system.

2) We are frustrated by the lack of consultation.

We are extremely disappointed with the lack of consultation both by the provincial government in making this announcement and their consultant, Ernst & Young, who failed to consult with municipalities during their comprehensive review process. Due to a lack of consultation in 2007, the first time ambulance dispatch was consolidated, significant issues arose. The transition had to be paused, which resulted in ambulance service delays and project cost overruns. Municipal engagement and consultation are critical to ensuring that changes to provincial policies and programs are successfully implemented.

This announcement caught us, and our four impacted member municipalities, by surprise. Substantive changes should not occur in a vacuum or without consulting stakeholders. The mayors of Calgary, Red Deer, Lethbridge and Regional Municipality of Wood Buffalo made every effort to communicate with the provincial government, as they outlined in their media conference on August 5 (view [part 1](#), [part 2](#), and [part 3](#)). It is unfortunate that these collaborative efforts were not returned by the Government of Alberta.

Albertans will measure the success of this change not by the dollars saved, but by any changes to EMS services and response times. We urge the Minister of Health to rethink this decision and keep EMS dispatch located in the communities.

We wish to work with the Government of Alberta to provide the most efficient and effective system of EMS response that best serves those in need and saves lives. [As we stated last month](#), a real commitment by the provincial government to collaborate with AUMA and its membership is the only way forward to rebuild the prosperity of our communities and our province.

Best regards,

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | www.auma.ca



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From: President <President@auma.ca>

Sent: August 12, 2020 10:04 AM

To: Doug MacPherson <doug.macpherson@claresholm.ca>; Marian Carlson <Marian@claresholm.ca>

Subject: Assessment Model Review Urban Impacts Report

Dear Mayors and CAOs:

To maximize the understanding of the impact of the province's [Assessment Model Review](#) focusing on regulated properties (review only included Wells and Pipelines), AUMA and RMA completed data analysis on the assessment base loss and tax revenue loss for each municipality in Alberta. The Impacts Report for your municipality is attached to this email.

The province's Assessment Model Review process created four (4) scenarios, by adjusting various assessment model variables (i.e. depreciation rates, capitalized costs, rates for land holdings, etc.). These scenarios are labeled A, B, C and D, on the attached Impact Reports, with scenario A being the least impactful to municipal revenues and scenario D being the most impactful. Your report also includes potential municipal responses to these losses.

AUMA will be hosting an information and discussion session for members on the Assessment Model Review which will be held through Zoom on Friday, August 14 from 12:00 p.m. to 1:30 p.m.

[Join us](#) this Friday to learn about the province's aim in undertaking this review and what the process has entailed to date. We will also more fully explain these municipality Impact Reports.

We also want to hear your thoughts about the province's proposals and what steps AUMA, and municipalities need to take to ensure that the province receives and acts on our feedback.

If you have specific questions about your Impacts Report, please email Jody Dittrich, Policy Analyst, at jdittrich@auma.ca.

Thank you,

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | www.auma.ca



CLARESHOLM - ASSESSMENT MODEL REVIEW

IMPACTS REPORT

Municipal Impacts

Based on the data provided by Municipal Affairs and your reported financial data from the MFIS database, our models make the following predictions for your municipality. Please keep in mind that due to the limits of data provided, we are unable to project past the first year of implementation. Because of the significant changes to the depreciation curves under most of the models, we suspect that there will be further negative impacts in the future.

Scenario Tax Impacts	Scenario A	Scenario B	Scenario C	Scenario D
Total Assessment Base Loss	\$-1,732,096 (-0%)	\$-1,732,096 (-0%)	\$-1,732,096 (-0%)	\$-1,732,096 (-0%)
M&E Assessment Base Loss (%)	0%	0%	0%	0%
LP Assessment Base Loss (%)	-25%	-25%	-25%	-25%
M&E Tax \$ Loss (2019 Mill Rate)	\$0	\$0	\$0	\$0
Linear Tax \$ Loss (2019 Mill Rate)	\$-19,746	\$-19,746	\$-19,746	\$-19,746
Percent Loss of Total Revenue	-0%	-0%	-0%	-0%

Municipal Response Options

We recognize that members with dramatic changes in revenue will have very few opportunities to respond. We have provided some general statistics to illustrate the context that these changes may have on operations. These should not be seen as recommendations only provided for context.

Potential Rural Municipality Response Impacts	Scenario A	Scenario B	Scenario C	Scenario D
Residential Mill Rate Increase	0.8%	0.8%	0.8%	0.8%
OR				
Non-Residential Mill Rate Increase (Excluding 5:1 limits)	2.2%	2.2%	2.2%	2.2%
Tax capacity shortfall due to 5:1 ratio (includes tax capacity loss still required to achieve 5:1)	\$0	\$0	\$0	\$0
OR				
Workforce Cuts to cover losses (% of total FTE's)	0.7%	0.7%	0.7%	0.7%
FTE's at risk	0.20	0.20	0.20	0.20
OR				
Total Expense Reduction % (including capital infrastructure investment)	0.25%	0.25%	0.25%	0.25%
OR				
Time shortfall can be covered by Unallocated Reserves (months)	923	923	923	923



Box 1573
Claresholm, AB
T0L 0T0

August 10th, 2020

To Mayor and Council;

The Claresholm Skating Club is a hardworking, non-profit organization in our community; an organization dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime. We feel every Canadian should have the opportunity to learn to skate!

Keeping with the covid protocols we would like to use the ice surface for our annual fall registration fair on Wednesday, September 9 from 4-9 p.m. as the foyer will not allow for adequate physical distancing. This time will allow for set up and cleanup.

We have spoken with a few of the groups and they agree that an in person registration will still be necessary to keep the participants involved. Our community still struggles with online registration.

We are requesting the Town waive or reduce the rental fee for the ice surface to be the same as we paid for the foyer last year or free. With the cost of added PPE and being unsure of our registration numbers, we could use a little help. The Town of Claresholm has always been a valued supporter and sponsor of the Claresholm Skating Club and is greatly appreciated.

The ice surface will allow for the tables to be properly distanced with directional markers ensuring everyone is keeping 6 feet apart, and flowing the in the same direction. Everyone will be required to sanitize when they enter and leave the building. Plus we are asking each vendor to have hand sanitizer at their table and wear masks. We will also have a monitor at the door, and on the floor to keep everyone within the guidelines.

In the past we have had over 20 groups join us for this event. We don't anticipate the same quantity of vendors this year. We have attracted over 150 people to the event in the past as well. We do charge a small fee of \$25 per table to help with advertising, and rental expenses.

Thank you for taking the time to review our request.

Sincerely,

Dalanie Johnson
President
Claresholm Skating Club
403.625.9368



Town of Claresholm Application for Donation
(Policy 5.1.01 – Schedule “A”)



Date of Application: Aug 11/2020

Date of Event: Sept 9, 2020

1. Applicant Information

Name of Applicant: Claresholm Skating Club

Address: Box 1573

Contact Person: Dalanie Johnson

Phone, Fax, Email: 403-625-9368 skate.claresholm@gmail.com

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

3. Is the Organization registered with Revenue Canada as a Charity? (circle)

~~YES~~ provide registration date & #

NO

4. Is the Organization incorporated as a non-profit organization? (circle)

YES provide registration date & #
1988/07/04
503816928

NO

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

Reduction of Rental Fee to Flat 1hr fee instead of hourly rate

IN-KIND CONTRIBUTION - Fee Waiver (explain):

Waive Rental Fee.

IN-KIND CONTRIBUTION - Service, Equipment or Material Provision (explain):

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: \$350 approx.

6. Details of how the funds will be expended:

Funds will be used to pay ice surface rental

7. Previous Donations

Has your organization received donation from the Town of Claresholm in the past? If so, please explain the amount and use of these donations.

Date	Amount	Use of Funds
2018, March	\$500	Ice Fees for Carnival
2017, March	\$500	Ice Fees for Carnival

8. Organizational Information

What services or activities does your organization provide to the Town of Claresholm residents? (Please attach a list of membership/executive)

Skate Canada Lesson Programs

Describe in broad terms the principal objective of your organization or initiative:

To allow all Canadians the opportunity to learn to skate.

How will your organization acknowledge the Town's donation?

Thank on our Arena bulletin Board, social media and advertising for event.

9. Is a copy of the organization's budget attached?

YES

NO

10. Please provide a detailed list of all sources of funding for the organization.

Funding Source	Amount	Recommended Use of Funds
Gold Card Fund Raiser Raffles, Auction	7000	Ice fees and Coaching expenses
Registration	7,500	Coaching Expenses Program Costs



August 11, 2020

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

At this time we would like to put in a request for water from the Town of Claresholm to ensure we are able to maintain the Golf Course till the end the 2020 Golf Season. Warm weather conditions for the month of July and so far for the month of August have been very warm with very little rain. At current watering levels and if warm weather conditions continue our irrigation pond will be too low to pump out of by the end of August. At this time Greens and tees are just getting by and fairways are getting very brown.

We are putting on roughly 200,000 gallons per day. Some water could be transferred from pond on Hole # 1 but with algae levels being high there is a risk to plugging up sprinkles heads on course with that water. Transferring from the pond on Hole 9 requires gas pumps. It is also the pond that Town outlet would flow into so dropping it would require additional water from town to fill up before water would flow into our irrigation pond. To get our course back to reasonable playing conditions for the month of August we would need to put on 280,000 – 320,000 gallons per day. This would require roughly 5.8 – 6.7 Million gallons of water to get thru August if we don't get a substantial rainfall.

The Month of August is our busiest time for play. We are worried though that poor course conditions due to hot & dry weather could have a negative experience on our course for the remainder of this season and seasons to come.

Thank you for your consideration to this letter.

Sincerely,

Wes Wiebe
Golf Club President

In 2017, weather conditions were hot and dry and the golf course was allowed access to Town water in order to keep the course in decent shape. It was at the same time that the water license application process was started.



REQUEST FOR DECISION

Meeting: August 17, 2020
Agenda Item: 8

EXISTING TOWN ADMINISTRATION BUILDING INSURANCE

BACKGROUND:

With the construction of the new Daycare and Playschool as well as the new Administration/Multiuse buildings underway, and completion expected spring/summer of 2021 our days left in our existing building are numbered. The insured, or replacement value, of our existing building is \$4.7M plus \$250K contents. Insurance premiums were approximately \$6,700 in 2020.

DISCUSSION:

With the low likelihood of anything happening to our existing building, and the limited life left in the building, Administration would like Council to consider reducing the insured value of the building in order to save money on insurance premiums as the building wouldn't be rebuilt regardless. Administration would therefore propose passing a motion to endorse a value of less than replacement cost, and would propose \$500,000, which should be sufficient to cover the costs of remediation, demolition, and site cleanup. Contents would still be insured separate from the building value. A value of \$500K is approximately 10% of the current insured value, and would therefore save approximately 90% of our current premiums (or an estimated 6K) for our 2021 budget.

As AMSC Insurance does not provide any premium adjustments for mid year changes Administration proposes this change be effective January 1, 2021.

RECOMMENDED ACTION:

Council approve a stated insured value for the current administration building, 221 45th Ave W.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to insure the building at 221 45th Ave W for the agreed value of _____ (500K?) plus contents as of January 1, 2021.

ATTACHMENTS:

- 1.) Agreed Value Endorsement

APPLICABLE LEGISLATION:

- 1.) N/A

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 11, 2020



This endorsement changes your current policy. Review carefully

Agreed Value Endorsement

Name of municipality issued to Town of Claresholm

This endorsement applies only to items described below; other properties as described on the Declaration(s) page(s) of this policy or properties added by endorsement remain unchanged.

This endorsement modifies the following under the primary property Insurance Policy MNX 001, as well as the excess property insurance policy as defined by the current policy terms subscribed insurer.

Item Number	Description	Comments
3	Town Office Bldg (221-45th Ave W)	Agreed value of:

Condition clauses applicable to coverage

An amount has been selected by you on the above described properties which does not represent the full building replacement value. The adjustment that has been made by you may cause high out of pocket expenses in the event of a loss.

• The 1.7. BASIS OF SETTLEMENT as found in the the MNX002 Property Policy – With Respect to 1.7.7. ALL OTHER PROPERTY is amended to read:

“...Agreed Amount: If the insured does not intend to revise the value based on actual reconstruction cost, and/or prefers to establish an independent insured value for the insured property that is lower than recommendations of the insurers most recent building valuation service, the liability of the Insurer will be limited to the lesser of:

a. the cost to repair, replace, construct or reconstruct (whichever is least) with new materials of like kind and quality. Where new materials of like kind and quality are not available at the time of loss, replacement will be with materials that are of reasonable visual equivalency and functional purpose to that of the damaged property;

b. the actual expenditure incurred to repair, replace, construct or reconstruct (whichever is least) on the same or another site;

c. the total insured value as stated on the most current property schedule of values issued by the Insurer.”

All other provisions of this policy apply.

Authorized signing authority

Position

Print Name in full

Date

***Board/Council meeting minutes with the Declared Value Endorsement outlining the decision are required**



REQUEST FOR DECISION

Meeting: August 17, 2020
Agenda Item: 9

Recreation Fees and Arena Advertising Policies

DESCRIPTION:

On an annual basis the recreation fees and arena advertising fees are reviewed. During this year's review Administration has recommended that due to the current economic situation and the COVID-19 pandemic that for the 2020 season, as recreation starts back up, that fees do not change, and that arena advertising costs are actually cut in half.

With some minor exceptions, we propose:

Arena user remain unchanged until September 2021, at which point there is an approximate 2% to 5% increase. Fees that are lower compared to other communities received increases in the higher range.

Aquatic Centre fees remain unchanged until May 2022, other than to add material costs into most of the training courses starting May 2021 as an add on, rather than included in the fee. This is becoming standard practice, and with rising material costs it allows more transparency that rising costs are due to materials not to our policies. In May 2022 there is an approximate 2% to 5% increase.

Campground will receive some rate increases January 1, 2021 but are still very reasonable compared to other campgrounds.

Claresholm Ball Diamonds – single diamond/game and daily rates have been added rather than strictly a weekend tournament rate starting immediately (May 2020 which is in the past).

Arena Advertising is half rates for the 2020-2021 season.

The Arena Advertising policy has also been updated to the new policy format.

These policies have been presented to and reviewed by the Administrative Services Committee and have been recommend to Council.

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt the following policies, effective August 17, 2020:

- 5.7.10 – Recreation Fees (v1.1)
- 5.7.50 – Arena Advertising Fee Policy (v1.0)

PREPARED BY: Denise Spencer - Recreation Manager

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: August 11, 2020

		Recreation Fees		Policy #5.7.10	
Department Owner:		Parks & Recreation			
Policy Applies To:		Recreation Facility Rentals and Fees			
Date Created:		April 26, 2019	Date Approved By Council:		
Version #:		1.1	Resolution #:		
Last Review Date:		April 29, 2019	Policy(ies) Replaced/Rescinded:		Version 1.0

Intent:

To establish a policy setting recreation facility and user fees.

Policy:

Recreation facility and user fees rent shall be charged based on the attached schedules and shall be reviewed annually:

- Schedule A: Claresholm Arena
- Schedule B: Claresholm Aquatic Centre
- Schedule C: Claresholm Campground
- Schedule D: Claresholm Ball Diamonds

Damage/Security Deposits are non-refundable if booking is cancelled within 2 weeks prior to scheduled rental time, otherwise the deposit is refundable less a \$50 administration fee. If cancelled within 2 business days of making the booking the administration fee will be waived.

SCHEDULE A: CLARESHOLM ARENA

Effective Sept 1 st	2019	2020 (no change)	2021
ICE RENTALS			
Prime Time Ice Rental (/hr) <i>Youth, Minor Hockey</i>	\$69.50	\$69.50	\$70.90
Prime Time Ice Rental (/hr) Adult	\$100.00	\$100.00	\$105.00
Non Prime Time (/hr) Youth	\$45.20	\$45.20	\$47.50
AA & Adult (/hr)	\$100.00	\$100.00	\$105.00
Out Of Town (/hr) Youth	\$121.25	\$121.25	\$123.65
Out Of Town Adult (/hr)	\$127.00	\$127.00	\$129.50
Arena Floor (/hr) Non Profit	\$60.60	\$60.60	\$61.80
Stat Holiday Rental <i>25% on top of regular fees</i>	+25%	+25%	+25%
Out of Town Tournament Fee / Mezzanine Rental (/Day) Inc. Lobby	\$60.60	\$60.60	\$61.80
Mezzanine Hourly Rental (to 2.5 hrs)	\$20.00	\$20.00	\$20.80
Rental Damage / Security Deposit	50% of Rental Fee to max. of \$500	50% of Rental Fee to max. of \$500	50% of Rental Fee to max of \$500
LOBBY RENTAL			
Lobby Rental Non Profit DAY <i>Includes Mezzanine</i>	\$60.60	\$60.60	\$61.80
Lobby Rental Non Profit Evening <i>Includes Mezzanine</i>	\$33.00	\$33.00	\$33.65
Lobby Rental Profit DAY <i>Includes Mezzanine</i>	\$110.25	\$110.25	\$112.45
Lobby Rental Profit Evening <i>Includes Mezzanine</i>	\$55.20	\$55.20	\$56.30
ADMISSIONS & PASSES			
School Use (Joint Use Agreement)	NO CHARGE	NO CHARGE	NO CHARGE
Open/Public Skating	NO CHARGE	NO CHARGE	NO CHARGE
Public Skating (Corporate Sponsors)	<i>*Find Sponsor Open Skate</i>	<i>*Find Sponsor Open Skate</i>	<i>*Find Sponsor Open Skate</i>
SUMMER RATES			
Recreational Use/Hour <i>Pickleball, Ball hockey, Lacrosse</i>	\$41.00	\$41.00	\$41.80
Recreational Use (/DAY)	\$285.00	\$285.00	\$290.70
Community Non Profit (/DAY)	\$168.00	\$168.00	\$171.35
Commercial Use (/DAY)	\$695.00	\$695.00	\$708.90
STORAGE & MISC. RENTAL			
Arena Building Key Deposit	\$50.00	\$50.00	\$50.00
Concession Rental (/YR)	\$1,500.00	\$1,500.00	\$1,500.00
Storage (Mezzanine / Small) (/YR)	\$320.00	\$320.00	\$326.40
Storage (Large) (/YR)	\$640.00	\$640.00	\$652.80

SCHEDULE B: CLARESHOLM AQUATIC CENTRE

Effective May 1 st	2020 (no change)	2021 (no change)	2022
LESSONS			
Parent and Tot <i>4 lessons</i>	\$27.50	\$27.50	\$28.50
Preschool 1-6 <i>2.5 hours-3hours, 0.5 hour sessions</i>	\$37.25	\$37.25	\$40.00
Swimmer 1-4 <i>3.75hour-4.5hour 0.5-0.75 hour sessions</i>	\$44.00	\$44.00	\$46.00
Swimmer 4-5 <i>3.75hour-4.5 hour 0.5-0.75 hour sessions</i>	\$44.00	\$44.00	\$46.00
Swimmer 5-6 <i>5-6hrs 1 hour sessions</i>	\$50.00	\$50.00	\$52.50
Rook/Ranger/ Star <i>5-8.75 hours, 5-1 hour school sessions-6-1 hour sessions after school, 5-1.75 summer sessions,</i>	\$55.00	\$55.00	\$57.00
Private (0.5 hour)	\$18.00	\$18.00	\$19.00
Masters/Stroke Improvement <i>½ hour instruction, unless otherwise posted</i>	Reg. Admission	Reg. Admission	Reg. Admission
ADVANCED COURSES			
Junior Lifeguard Sport	\$6.00 / Session	\$6.00 / Session*	\$6.25 / Hr*
Junior Lifeguard Competitive	\$6.00 / Sessions + Fundraising	\$6.00 / Sessions + Fundraising	\$6.25 / Hr + Fundraising & Merchandise
Bronze Star	\$80.00	\$80.00*	\$84.00*
Standard 1st Aid	\$125.00	\$125.00*	\$130.00*
SFA Recertification	\$100.00	\$100.00*	\$100.00*
Bronze Medallion	\$130.00	\$130.00*	\$130.00*
Bronze Cross & Medallion	\$225.00	\$225.00*	\$250.00*
Bronze Cross	\$125.00	\$125.00*	\$130.00*
National Lifeguard (NL) (40 hrs)	\$300.00	\$300.00*	\$300.00*
National Lifeguard (NL) Recertification	\$100.00	\$100.00*	\$100.00*
Aquatic Emergency Care/ Standard First Aid (AEC)	\$125.00	\$125.00*	\$125.00*
Lifesaving Swim Instructor (LSI) (40hrs)	\$300.00	\$300.00*	\$300.00*
LSI Recertification	\$100.00	\$100.00*	\$100.00*
Shallow Water & Amenity Attendant	\$80.00	\$80.00*	\$90.00*
Preschool Proficiency	\$40.00	\$40.00*	\$50.00*
Kayaking Instruction	\$10/hr, \$25/3hrs	\$10/hr, \$25/3hrs	\$10/hr, \$25/3hrs
Surf Program <i>Price set by Lifesaving Society</i>			
* listed price plus materials			

ADMISSIONS & PASSES			
Shower Fees <i>Fee when using shower only – no swim</i>	\$3.00	\$3.00	\$3.00
Baby/ Toddler (0-2yrs)	FREE	FREE	FREE
Child (3-7)	\$2.00	\$2.00	\$2.50
Child 10 Punch Pass	\$14.00	\$14.00	\$15.00
Child 3 Month Pass	\$28.00	\$28.00	\$30.00
Youth (8-17)	\$3.25	\$3.25	\$4.00
Youth 10 punch pass	\$28.00	\$28.00	\$30.00
Youth 3 Month Pass	\$56.00	\$56.00	\$58.00
Adult (18-54)	\$5.50	\$5.50	\$5.75
Adult 10 Punch pass	\$48.00	\$48.00	\$50.00
Adult 3 month pass	\$96.00	\$96.00	\$100.00
Senior (55+)	\$4.00	\$4.00	\$4.25
Senior 10 Punch Pass	\$34.00	\$34.00	\$36.00
Senior 3 Month Pass	\$62.00	\$62.00	\$65.00
Family	\$13.00	\$13.00	\$14.00
Family 10 punch pass	\$104.00	\$104.00	\$106.00
Family 3 Month pass	\$200.00	\$200.00	\$205.00
3 MONTH PASS SPECIAL			
Child 3 Month Pass	No Special	No Special	No Special
Youth 3 Month Pass	\$42.00	\$42.00	\$44.00
Adult 3 Month Pass	\$72.00	\$72.00	\$75.00
Senior 3 Month Pass	No Special	No Special	No Special
Family 3 Month Pass	\$150.00	\$150.00	\$158.00
WATER EXERCISE RATES			
Aquafit/Bootcamp Drop in	\$5.50	\$5.50	\$5.75
Aquafit/Bootcamp 1 month session	\$3.50/class	\$3.50/class	\$3.75/class
Aquafit/Bootcamp 10 punch pass	\$50.00	\$50.00	\$52.50
Baby and Me (6 class session)	\$40.00	\$40.00	\$42.00
RENTALS			
Pool Rental (/hr) (Under 75 people)	\$90.00	\$90.00	\$95.00
Pool Rental (/hr) (75 - 124 people)	\$180.00	\$180.00	\$190.00
Key Lock Rentals <i>refund of \$4.50 when lock returned</i>	\$5.00	\$5.00	\$5.00
Locker rentals	\$5 Small Locker \$8 Large Locker	\$5 Small Locker \$8 Large Locker	\$5 Small Locker \$8.50 Large Locker
Lane Rental (/hr)	\$25.00	\$25.00	\$25.00
School Rental (/hr) (Under 75 people)	\$50.00	\$50.00	\$50.00
School Rental (/hr) (75 - 124 people)	\$100.00	\$100.00	\$100.00
School Program/Rental (/hr)	\$55.00	\$55.00	\$55.00
School Lesson (1 instructor) (/hr)	\$30.00	\$30.00	\$30.00
Swim Club Pool Rental (/hr)	\$50.00	\$50.00	\$50.00
ACTAR & Equipment RENTAL	\$25/Set/Day	\$25/Set/Day	\$25/Set/Day
Flipper Rental	\$15/Set/Week	\$15/Set/Week	\$15/Set/Week

SCHEDULE C: CLARESHOLM CAMPGROUND

Effective January 1 st	2019	2020 (no change)	2021
30 Amp Full Service	\$35.00	\$35.00	\$38.00
Water & Power <i>No Sewer</i>	\$31.00	\$31.00	\$34.00
Un-serviced	\$21.00	\$21.00	\$25.00
Tent	\$19.00	\$19.00	\$20.00
Camp Kitchen <i>Must be reserved for use</i>	No Charge	No Charge	No Charge
Reservation Deposit <i>Long Weekends, special events</i>	\$35.00	\$35.00	\$38.00

SCHEDULE D: CLARESHOLM BALL DIAMONDS

Effective May 1 st	2019	2020	2021 (no change)
COMMUNITY MEMBERS/ LOCAL USERS			
School Groups	No charge	No charge	No charge
Minor Ball & Co-ed Recreation Ball, regular season	No charge	No charge	No charge
TOURNAMENTS (Millennium Ball Complex, Weekend)			
Local Users	No charge	No charge	No charge
Out of Town user groups	\$1,000.00	\$1,000.00	\$1,000.00
Out of Town Rental, 1 Diamond (Per Game) <i>(up to 6 Games / Day, then reverts to Ball Complex Rental)</i>		\$50.00	\$50.00
Out of Town Rental, Ball Complex per Day		\$350.00	\$350.00

 Claresholm	Arena Advertising Fee Policy		Policy #5.7.50
Department Owner:	Parks & Recreation		
Policy Applies To:	Recreation Facility Rentals and Fees		
Date Created:	Aug 2018	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	July 15, 2020	Policy(ies) Replaced/Rescinded:	REC 08-18

Intent:

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

Policy:

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

SCHEDULE A

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

SCHEDULE B

ON ICE LOGOS	STANDARD	FEES 2019-20	FEES 2020-21
NEUTRAL ZONE (LEVEL 5) 4 available	2' X 3' Image 4' X 4' Image	\$815	\$407.5

SCHEDULE C

ICE RESURFACER	STANDARD	Renewal	AGREEMENT
2 year Contract with the Town of Claresholm	ALL PANELS	Every 2 years Due 2021	Legacy Dodge currently supplies propane ~\$800-1200 Value as per agreement

SCHEDULE D

43" MONITOR DISPLAY LOBBY	STANDARD	FEES 2019-20	FEES 2020-21
BUSINESS LOGO & TEXT	BOTTOM/SIDE OF SCREEN	\$122/ SEASON No Sales	\$61/SEASON
BUNDLE WITH RINK ADVERTISING	SEE SCHEDULE A		To revisit in future



NORTH WALL - LEVEL 3

CLARESHOLM ARENA ADVERTISING MAP 2019

RINK BOARD
LEVEL 1 →

RINK BOARD
LEVEL 2 →



← NEUTRAL ZONE
"In Ice" →



← NEUTRAL ZONE
"In Ice" →



RINK BOARD
LEVEL 1 →

RINK BOARD
LEVEL 2 →



↑ RINK BOARD LEVEL 4 ↑



REQUEST FOR DECISION

Meeting: August 17, 2020
Agenda Item: 10

POLICY MANUAL REVIEW & UPDATES – CLARESHOLM INDUSTRIAL AIRPORT

DESCRIPTION / BACKGROUND:

With the recent transfer of the Claresholm Industrial Airport to the MD of Willow Creek #26, the Town of Claresholm no longer has any control over the airport lands or the terminal building at the airport. As such Administration is recommending the Claresholm Industrial Airport Policy be repealed.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to repeal the Policy 5.5.30 – Claresholm Industrial Airport Policy (previously REC 04-11):

ATTACHMENTS:

- 1.) 5.5.30 – Claresholm Industrial Airport Policy (REC 04-11)

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: August 11, 2020



Policy #REC 04-11

Claresholm Industrial Airport Air Terminal & Decommissioned Runway Usage

PURPOSE:

This policy will outline the rules and regulations regarding usage of the Claresholm Industrial Airport Terminal Building as well as the decommissioned runways located at the Claresholm Industrial Airport.

POLICY:

All organizations, groups and individuals who wish to use the Airport Terminal Building or the decommissioned runways (hereinafter called the "Facilities") for any use shall contact the Town of Claresholm for permission. Upon approval, all required documentation and payment must be presented to the Town of Claresholm before use.

GUIDELINES:

The following rules and regulations will be enforced by the Chief Administrative Officer (CAO) of the Town of Claresholm or his/her designate.

1. All organizations, groups and/or individuals who wish to use the Facilities (hereinafter called the "User") will request permission in writing to the CAO or designate at least ten (10) days prior to the dates requested.
2. The intended use of the Air Terminal Building is to facilitate air related or emergency training events.
3. There will be no alcoholic beverages consumed on the premises without the proper permits from the Alberta Gaming and Liquor Commission.
4. All fees for rental of the Facilities will be at the discretion of the Town of Claresholm.
5. In the event of an emergency, all facilities will be under the direct control of the CAO and/or his/her designate. All personnel in the immediate area will be expected to follow directions immediately, as the emergency facilities will take precedence over all other uses.
6. a) There will be no unauthorized camping or parking of cars, trucks, campers and other recreational vehicles on the Air Terminal Building site. The above will be removed at the owner's expense.
b) Authority for camping to be for the duration of the related event and only at the discretion of the CAO or his/her designate.
7. Anyone found trespassing or vandalizing the Air Terminal Building will be charged accordingly.
8. Parking will be restricted to the west side of the Air Terminal Building. There will be no driving of vehicles on the east side of the Terminal (septic field area).
9. There are no open fires allowed at the Airport.
10. All garbage must be contained in the receptacles provided.

11. Use of the decommissioned runways will defer to air traffic in the event of an air traffic related emergency.
12. Proof of insurance will be required by all organizations, groups and individuals when requested by the Town of Claresholm.

INDEMNITY:

The User shall indemnify and save harmless the Town of Claresholm from any and all liabilities, damages, expenses, costs, fees (including all legal and other professional costs), claims, suits or actions arising out of or caused by the use and occupation of the Facilities, the balance of the Facilities, and the Leased Premises by the User, and its respective employees, agents, and those for whose actions they are responsible for in law including, without restriction, such liabilities, damages, expenses, costs, fees, claims suits or actions arising from:

1. any breach, violation or non-performance of any covenant, condition or agreement in this policy;
2. any damage to property; or injury to any person or persons including death;
3. any environmental damage and resulting clean up costs; and
4. all claims arising under the *Workers' Compensation Act, Occupational Health and Safety Act, Occupiers' Liability Act* or other statute that imposes liability upon the owners or occupiers of land or in relation to the operation of a worksite.

This indemnity shall specifically exclude any and all such claims, costs and expenses or portions thereof arising from the negligence of the parties to be indemnified, or those for whose actions the party to be indemnified is legally responsible for. This indemnity shall survive the expiry or sooner termination of the agreement.

EFFECTIVE DATE OF POLICY: APRIL 26, 2011



REQUEST FOR DECISION

Meeting: August 17, 2020
Agenda Item: 11

POLICY MANUAL REVIEW & UPDATES – HUMAN RESOURCES – CONDUCT AND TECHNOLOGY

DESCRIPTION / BACKGROUND:

As part of Administrations continued effort to review and update the Town's Policy Manual, Administration has drafted the following policies for review and approval. A few of the policies are simple updates to existing policies and a few are new policies to address gaps within our policy manual.

1.1.25 – Cell Phones for Business Use (v1.1) - Amended

This is an existing policy. Administration is recommending the following two additions.

- Add clause b) III) under "Guidelines" to explicitly state that the phone plan, and therefore usage of the phone, is the property of the Town and can be reviewed or "audited" by the Town.
- Add clause d) VIII) under "Guidelines" to explicitly state that the phone hardware is also owned by the Town and therefore the Town can ask you to produce the equipment at any time, especially on termination. If you can't produce such the replacement cost is to be borne by the employee.

1.2.15 – Code of Conduct Policy (v1.0) - New

This is a new policy Administration is recommending. Though there are different policies the Town currently has that address some areas of conduct, such as the "Respectful Workplace Policy (1.2.01)", there is no general Code of Conduct Policy currently in place.

This policy addresses a wide array of conduct related items. In short it is a policy that expresses the requirement of Town employees to conduct themselves in a professional and safe manner that will reflect positively on the Town, both as a community and as an Employer. This includes in dress as well.

1.3.20 – Scented Products in the Workplace (v1.0) – Replaces/Amends Policy GA 01-11(a)

The Town currently has a "Scent-Free Workplace" (GA 01-11(a)) policy. This policy is to replace that existing policy. In essence it is a very similar policy, recognizing that fragrances in the workplace can cause adverse health effects on individuals and that every reasonable effort should and will be made to remove or alleviate these issues as they arise. The new policy however is more realistic in noting that a complete "scent-free" workplace isn't reasonable or practical; there are always scents around. It instead focuses on addressing issues as they arise.

1.4.05 – Cell Phone Use (v1.0) – Replaces/Amends Policy GA 10-14

The existing policy is over 5 years old, and though there are no significant changes in principal, there is significant rewording as well as removal of some sections, such as “Personal Use of Town of Claresholm cell phones” which now only references the Cell Phone for Business Use (1.1.25) policy as the issue is already addressed within that policy.

In short this policy states that employees should limit the use of personal cell phones while at work to attend to personal matters as it can interfere with productivity and be distracting to others.

1.4.10 – Town Internet & Email Policy (v1.0) – Replaces GA 08-07

The existing policy is over 10 years old and only addressed email accounts for Council. This recommended policy is much broader to cover issues of Council and all employees who have or use a Town Email address or Town computers/internet.

In short is states that the email and internet access are business systems for business use by authorized employees to conduct legitimate Town business. As such users/employees are required to take appropriate steps to safeguard their accounts, passwords, and Town data, computers, and server/network. This includes refraining from high risk activities such as downloading or installing unlicensed and unauthorized data or software, gaining access to data or systems not required for your assigned duties, etc.

Emails using a Town email account should only be for business use and should always contain an official “Town email signature” and should always remain professional and courteous.

1.4.20 – Social Media Policy (v1.0) – New

This is a new policy. As social media becomes more ubiquitous in our every day lives, including in the carrying out of Town business/communications Administration felt a policy needed to be put in place to address the use of such. The policy primarily focuses on the appropriate and authorized use of Town of Claresholm social media pages or accounts, but it also briefly addresses the use of personal social media as well when your comments or posts can be linked back to the Town.

It is consistent with the Code of Conduct Policy, in short stating that if your comments/posts can be linked back to the Town (i.e. you identify yourself in your profile as being an employee of the Town) they need to remain professional so as not to hurt the image or reputation of the Town, as a community or as an employer.

RECOMMENDATION:

The Administrative Services Committee has reviewed these policies at their July 23, 2020 committee meeting and recommends Council pass a resolution to adopt the following new or amended policies by resolution:

- 1.1.25 – Cell Phone for Business Use (v1.1) - Amended
- 1.2.15 – Code of Conduct Policy (v1.0) – New
- 1.3.20 – Scented Products in the Workplace (v1.0) – replaces/amends Policy GA 01-11(a)
- 1.4.05 – Cell Phone Use (v1.0) – replaces/amends Policy GA 10-14
- 1.4.10 – Town Internet & Email Policy (v1.0) – replaces/amends GA 08-07
- 1.4.20 – Social Media Policy (v1.0) – New

Administration, with the approval of the Administrative Services Committee, also forwarded the draft policies to the Union for them to have an opportunity to review and comment on the policies prior to them being adopted. Though this is not required within the union contract, it is best practice to maintain a positive relationship with the union.

The only comment received was regarding some ambiguity in the dress code portion of policy 1.2.15 – Code of Conduct Policy. As such Administration has completed some slight rewording and reordering of sections within the dress code section to remove the implication that beach wear is inappropriate at the Aquatic Centre.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the following policies, effective August 17, 2020:

- 1.1.25 – Cell Phone for Business Use (v1.1)
- 1.2.15 – Code of Conduct Policy (v1.0)
- 1.3.20 – Scented Products in the Workplace (v1.0)
- 1.4.05 – Cell Phone Use (v1.0)
- 1.4.10 – Town Internet & Email Policy (v1.0)
- 1.4.20 – Social Media Policy (v1.0)


ATTACHMENTS:

- 1.) 1.1.25 – Cell Phone for Business Use (v1.1)
- 2.) 1.2.15 – Code of Conduct Policy (v1.0)
- 3.) 1.3.20 – Scented Products in the Workplace (v1.0)
- 4.) 1.4.05 – Cell Phone Use (v1.0)
- 5.) 1.4.10 – Town Internet & Email Policy (v1.0)
- 6.) 1.4.20 – Social Media Policy (v1.0)

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: August 11, 2020

		Cell Phones for Business Use		Policy #1.1.25	
Department Owner:		Administration			
Policy Applies To:		Town of Claresholm Cell Phones			
Date Created:		September 2018	Date Approved By Council:		
Version #:		1.1	Resolution #:		
Last Review Date:		July 23, 2020	Policy(ies) Replaced/Rescinded:		Version 1.0

Intent

To establish a policy related to the replacement, reimbursement, ownership, usage and general administration of employer paid communication devices and plans with Town of Claresholm employees.

Definition

“**Communication device**” includes but is not limited to handheld electronic device with the ability to receive and/or transmit voice, text, or data messages (including, but not limited to, cellular phones, walkie- talkies, telephone pagers, PDAs, smart phones, or wireless devices).

Guidelines

Employer paid communication devices may be granted to employees for communications to help them better perform their duties while away from the office or away from a nearby land line.

a) Approval

- I. Employees are eligible for use of an employer paid communication device with a recommendation from their respective Supervisor and with the approval of the Chief Administrative Officer (CAO) or designate.
- II. The Communication Device Approval Form (see attached) must be filled out and signed by the respective supervisor and the CAO or other designated officer.

b) Usage

- I. The communication device may be used by the employee for both personal and business related calls as long as usage is reasonable. Cell phone bills will be reviewed periodically for unreasonable use and the Town may ask for the employee to reimburse the Town for excessive extra fees incurred for personal use. Reasonableness will be at the discretion of the CAO or designate. The Town reserves the right, at the CAO or designates discretion, to revoke authorization for a Town paid wireless device plan based on abuse of this privilege.
- II. The communication device should be used in a responsible, professional manner and should not be a distraction or take away from the employees' performance.
- III. As the phone plan is being paid for by the Town, the Town reserves the right to audit usage of the phone, either through billing/service provider data or by requesting the phone be turned in for inspection without notice.

c) Purchase, Replacement & Ownership

- I. The CAO or designate will determine what communication device is required or adequate for the position and purpose of the employee. This will generally be a budget or lower end device. The employee may request the type or operating system of the device (e.g. iPhone vs Android) which will be considered in the CAO or designates decision. The CAO or designate may also provide a used or refurbished phone rather than a new phone. If the employee accepts the device provided the device remains the property of the Town.
- II. At the employees option they may select a different or upgraded communication device of their choosing, but must personally pay for the difference in cost of the device selected from the communication device that would have otherwise been provided. In this case the device will remain the property of the employee.
 1. This can be done either by the employee purchasing personally and submitting an expense claim for reimbursement for Town's approved portion.
 2. Alternatively the Town can purchase and the employee must reimburse the Town for their portion. The device will not be given to the employee until money is received.
- III. The Town will cover all reasonable costs related to the activation or setup of the device on the Town's wireless communication plan, as well as the cost of a warranty plan (i.e. AppleCare or equivalent). This does not include other local vendor customer care or similar service or warranty packages.
- IV. The Town will provide reasonable accessories (e.g. case, car charger and/or screen protector) once per device for the life of the device.
- V. New Communication Devices will be replaced only once every 3 years. If a refurbished or used device is provided the device may be replaced sooner at the CAO or designates discretion.
- VI. If an employee desires to upgrade or replace a device sooner, the CAO or designate may allow for a prorated portion that the Town will cover based on the age of their current device. The difference will be the expense of the employee.
- VII. If the communication device is lost, broken, or stolen, the employee will be responsible for all replacement or repair costs unless caused by extenuating circumstances which will be determined by the CAO.
- VIII. Upon registration or termination of employment, or at any time upon request, the employee may be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within the time period requested (ie. 24 hours) might be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

d) Administration of Wireless Device Plans

- I. The CAO or designate will determine what rate plan is provided for an employee. This plan will remain under the name of the Town and will be administered by the Town.
- II. If an employee wishes to remain on their own personal rate plan the Town will allow for partial reimbursement of the employees monthly rate plan up to a maximum amount per month at the discretion of the CAO or designate. The maximum reimbursed will be determined based on the use and needs of the employee in their position and the current estimated cost to the Town if the employee was on the Town's rate plan contract.



Town of Claresholm
Communication Device Approval Form

Employee Information

Employee Name: _____

Department: _____ Position: _____

CAO Approved Communication Device Information

New Device to be provided: _____ Cost: _____

Optional Refurbished Device to be provided under Telus Lease Contact _____

Employee's Accepted Device (Mark Choice)

- Town provided New Device
- Town provided Refurbished Device
- Employee Selected Upgrade: _____

Phone Cost: _____ Employee's Portion: _____

Date Purchased: _____ Date Eligible for Replacement _____

Approved Maximum Reimbursement for Employee Wireless Plan:

If employee remains on personal cell phone plan the Town will reimburse the employee for their cell phone plan to a maximum monthly amount of (expense claim must be submitted with invoices): _____


Employee Signature

I certify that I have read, understand and intend to comply with the Town of Claresholm's "Cell Phone For Business Use" Policy. I recognize that if I have upgraded and personally paid for a portion of my phone that it remains my property at the end of the contract, otherwise the phone is the property of the Town and must be returned.

Signature: _____ Date: _____

CAO/Designated Officer Signature

Signature: _____ Date: _____

 Claresholm	Code of Conduct		Policy #1.2.15
Department Owner:	Human Resources		
Policy Applies To:	Town Employees		
Date Created:	June 9 th , 2020	Date Approved by Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	July 23, 2020	Policy(ies) Replaced/Rescinded:	N/A (New Policy)

Intent:

To establish a consistent policy for Employees of the Town of Claresholm regarding code of conduct. This policy outlines the standards of conduct that guide the actions and interactions of all employees and contractors of the Town of Claresholm and outlines the policy that will be followed if issues with conduct arise

Policy:

The Town of Claresholm recognizes the importance of Employees understanding the expected rules of behaviour. This policy creates an environment that encourages a standard of behaviour, supports the Town's core values and promotes equality and respect in the workplace. This policy assists Town Employees to be above reproach in their professional dealings as representatives of the Town whether at the work site, work related functions offsite or on social media platforms.

Deviation from any item in this policy may result in disciplinary action as stated in the Town of Claresholm Progressive Discipline policy.

Guidelines:

Establishing the Town of Claresholm's Employee Code of Conduct

Personal Conduct:

- To ensure orderly operations, provide for the best possible work environment and to encourage high quality performance, the Town of Claresholm expects all Employees to conduct themselves at all times in such a way as to protect, and respect the interests and safety of all Employees, Customers and members of the general public.
- Employees are expected to ensure they are aware of and adhere to the policies, rules and regulations established by the Town of Claresholm.
- Employees are expected to consider safety and risk management at all times in the performance of their duties.
- Employees are expected to conduct themselves in a professional fashion, to show leadership and fulfill their duties with courtesy, honesty, respect, accountability, integrity, and diligence during work hours, as well as off duty while representing themselves as a Town of Claresholm employee.
- Employees are expected to refrain from all non-work activities that bring the Town of Claresholm into disrepute or compromise the reputation of the Town or its departments.
- The Town of Claresholm is dedicated to providing high quality, timely and effective services to its customers.

- The Town of Claresholm strives to be a preferred employer and therefore is understanding of limited attendance to personal matters unrelated to their job duties during working hours. Employees are however to recognize that work is the priority during working hours and that such attendance to personal matters should never be conducted when it may put other employees or members of the public at risk, hinder timely and effective services to its customers, or otherwise interfere with work duties without prior approval of your supervisor or Management.

Attendance and Punctuality:

- All employees are expected to report for work and be fully prepared, able and fit to begin work at the designated start time.
- If an illness or a family emergency makes it impossible for an employee to report to work, they must notify their supervisor as far in advance as possible.
- Absence in excess of two (2) working days without notice is subject to discipline by the Employer up to and including termination.

Dress Code:

- Employees are expected to reflect a professional image in all interactions by upholding high standards of personal appearance and hygiene.
- Depending on the nature of the work of the Employee, certain attire may not be appropriate. Employees are expected to dress appropriately for their position in consultation with their department manager. At all times Employees are to be cognizant that, regardless of their interaction with Customers and members of the general public, The Town of Claresholm is a place of business.
- All employees are required to wear any town-issued clothing that is a requirement of their position as identification or for the use of personal protection.
- Public works and outside employees that are required to wear coveralls or other protective clothing are expected to have a neat and clean appearance at all times when able. The Town recognizes that due to the nature of the work, this may not always be possible, but encourages Employees to comply when they can, and report shortages of neat and appropriate attire (ie. coveralls) to their Manager.
- All Aquatics Employees are required to wear clothing conducive to the regulations of the Claresholm Aquatic Centre guidelines. This clothing must always be appropriate and non-offensive to other staff, public and Management.
- Whereas the Town believes in a flexible and comfortable work environment, indoor/office Employees will be permitted casual Fridays on which a more relaxed dress code will apply. It is the employee's responsibility to determine if casual dress is appropriate, taking the day's schedule into account.
- All employees should wear appropriate, business casual attire, while representing the Town of Claresholm at public meetings, conferences, and workshops.
- No Employee shall wear clothing, or any other item that may identify them as being a Town of Claresholm Employee while behaving in a way which reflects unfavourably on the reputation and image of the Town of Claresholm.
- Generally, unacceptable attire, applicable to all work days, including casual Fridays, includes but is not limited to:
 - Offensive words or images on clothing;
 - Clothing that reveals inappropriate amounts of cleavage, back, chest, stomach, or legs;

- Beach wear
- Yoga wear or work out gear (ie. Yoga pants, sweat pants, etc.)
- Torn, dirty or frayed garments

It is the responsibility of Management to monitor and enforce compliance with this dress code. Violations of this dress code will be handled as follows:

- If questionable attire is worn, the Employee's manager will hold a private discussion with the Employee to advise them regarding the inappropriateness of the attire;
- If an obvious policy violation occurs, the respective manager will hold a private discussion with the Employee and ask the Employee to go home and change their attire immediately;
- Repeat policy violations will result in disciplinary action as per the Progressive Discipline policy.



Scented Products in the Workplace

Policy #1.3.20

Department Owner:	Human Resources		
Policy Applies To:	Town Employees		
Date Created:	July 14, 2020	Date Approved by Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	July 23, 2020	Policy(ies) Replaced/Rescinded:	GA 01-11(a)

Intent:

To establish a procedure to deal with accommodation issues that may arise when an employee shows adverse symptoms from exposure to scented products in the workplace.

Policy:

The use of scented products and fragrances by an individual is a matter of personal choice; however, the Town reserves the right to require an employee to discontinue the use of a particular scented product or products in order to accommodate another employee's sensitivity to such products.

Employees are expected to minimize their use of and to be courteous and respectful in their use of scented products and fragrances while attending at the workplace.

The Town shall endeavour to use only unscented cleaning products, where possible, and where not possible, that the scented product is only used in places or at times when few people will be exposed to the product's scent.

Guidelines:

PROCEDURE

Employees suffering from scent-related symptoms should bring the issue to the attention of their immediate supervisors. Scent-related symptoms may include, but are not limited to headaches, dizziness, lightheadedness, nausea, fatigue, weakness, insomnia, malaise, confusion, loss of appetite, depression, anxiety, numbness, upper respiratory symptoms, shortness of breath, difficulty with concentration, skin irritation.

Allergic and asthmatic patients, as well as those with other conditions, report that certain odours, even in the smallest amounts, can trigger an attack.

The severity of these symptoms can vary. Some people report mild irritation while others are incapacitated and/or must give up many 'normal' activities in order to avoid exposure (such as going to public places).

Supervisors will attempt to alleviate the effect of the scent(s) on the employee, either by removing the scented product(s) from the employee's work area, requiring a fellow employee to cease using a scented product, or by implementing some other solution to accommodate the needs of the scent-sensitive employee.

The Town of Claresholm will strive to minimize scented products in the workplace, and requires the cooperation of all employees and visitors to accomplish this.

Whenever possible, staff are to use unscented or fragrance-free products.


Supervisors' Responsibilities:

- communicating this policy to employees and ensuring employees understand the expectations arising from the policy;
- responding to employee complaints about scents and fragrances and to employee requests for accommodation;
- mediating disputes between employees, as they arise, encouraging employees to resolve disputes co-operatively, and when necessary to resolve a dispute, giving employees directions with respect to the application of the policy. In the event a dispute cannot be resolved co-operatively, the decision of the CAO or designate will be adhered to.

Each employee is expected to be sensitive to the concerns and needs of fellow employees with respect to the employee's use of scented products and fragrances.

Where necessary a supervisor or an employee can elevate a concern to the Human Resources Administrator or the CAO or designate.

The Town of Claresholm reserves the right to discipline and, in certain cases, terminate the employment of any employee who does not conform with this policy. Discipline will follow Policy 1.2.90, the Progressive Discipline Policy.

		Cell Phone Use		Policy #1.4.05	
Department Owner:		Human Resources			
Policy Applies To:		Town Employees			
Date Created:		Oct 14, 2014	Date Approved by Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		July 23, 2020	Policy(ies) Replaced/Rescinded:		GA 10-14

Intent:

To outline the use of personal cell phones at work, the personal use of business cell phones and the safe use of cell phones by Town employees while driving, or anytime while performing their employment duties.

Policy:

All employees (full time, part time, contractors, etc) of the Town of Claresholm will exercise caution, restraint and common sense when using company or personally owned cellular phones during working hours.

Guidelines:

Cellular Phones At Work:

Personal use of cell phones during the work hours, regardless of the phone used (personal or Town owned/issued), can interfere with employee productivity and be distracting to others.

Employees should therefore limit, and avoid where possible, use of cell phones to attend to personal matters during working hours. Employees are to recognize that work is the priority during working hours and that personal use of cell phones should never be conducted when it may put other employees or members of the public at risk, hinder timely and effective services to its customers, or otherwise interfere with work duties without prior approval of your supervisor or Management. Employees are also responsible for ensuring that friends and family members are aware of this policy to limit the contact they initiate during working hours.

The Town of Claresholm will not be liable for the loss of personal cellular phones brought into the workplace. Employees are not authorized to use personal cell phones in place of Town of Claresholm provided two-way radios.

Personal Use of Town of Claresholm Provided Cell Phones, Beepers and Radios

Where job needs demand immediate access to an employee, the Town of Claresholm may issue a business cell phone, beeper and/or two-way radios to an employee for work-related communications as per Policy #1.1.25 Cell Phones for Business Use Policy.

Safety Issues For Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving are expected to not use their phone while driving. Safety must come before all other concerns. In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment may be provided to facilitate the provisions of this policy. Under no circumstances are employees allowed to

place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phones while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline as outlined in Policy #1.2.90 Progressive Discipline Policy.



Town Internet & E-mail Policy

Policy #1.4.10

Department Owner:	Human Resources		
Policy Applies To:	Town Employees and Council		
Date Created:	June 30, 2020	Date Approved by Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	July 23, 2020	Policy(ies) Replaced/Rescinded:	GA 08-07

Intent:

Access to internet-related systems enables employees and elected officials to gather information relevant to the Town's business from external sources, and to provide information to employees, elected officials, residents, potential residents, businesses and business prospects. This policy outlines the Town's requirements and guidelines regarding acceptable internet and electronic mail (E-mail) usage.

Scope:

This policy applies to all the Town's employees and elected officials. For the purposes of this policy, "employee" means both employees and elected officials.

"Internet" means all activities undertaken through the Town's internet resources including electronic mail, social media and browsing external web sites unless otherwise specified.

Policy:

All employees of the Town of Claresholm will exercise caution and restraint and when using Municipal internet resources, whether on personal or Town owned devices (computer, phone, tablet, etc.). Employees are expected to do their part to safeguard the Town's devices, information and data as well as the information and data in possession of the Town as per legislative requirements such as Freedom and Information and Privacy Protection Act or Regulations (FOIP).

Guidelines:

1. Ownership

Town computer resources including e-mail and internet access are business systems for use by authorized employees to conduct legitimate Town business. Some incidental and occasional personal use of these systems is permitted subject to the sections below, and provided that such personal use does not negatively impact performance, productivity or the security of the Town's computer systems and devices.

2. Data Security

Users of Town's computer, Internet and e-mail systems are required to take appropriate steps to ensure the security of the system by adhering to all Town security measures, including using and safeguarding all necessary passwords. Users are required to use only the browser software and e-mail programs installed or otherwise authorized by the Town.

Downloading of any programs, software or data from the Internet or e-mail directly to a user's computer terminal is prohibited unless authorized by the CAO or designate. Such material must first be screened through Town's computer security systems including virus scans.

Employees must keep all passwords secure and not disclose them to anyone other than those persons authorized to use them or have knowledge of them.

Employees must not gain access or attempt to gain access to any data that is not necessary in order to perform their duties under the terms of their Contract of Employment unless authorized to do so by the CAO. Unauthorized access of the Town's IT systems is a breach of this policy and may result in disciplinary action up to and including termination. No information can be disclosed about IT systems (including passwords) which would make them vulnerable to any third parties or unauthorized use.

Employees must not conduct any action that does not comply with Federal or Provincial Act or Regulation including FOIP.

Employees should contact their supervisor and/or the CAO if aware of any virus activity, security related breach or misuse / loss of data.

3. Town E-mail

Employees who are issued a Town E-mail address (*@claresholm.ca) should only use this email for Town business and should always include the authorized Town Signature at the end of the email. Use of the Signature does not have to be used for internal communication (E-mails only being sent to another *@claresholm.ca email address).

Employees should maintain a professional and courteous manner throughout the sending of E-mails ensuring that the tone and content of an E-mail is appropriate.

Any employee who has a Town E-mail address should not use a personal or different email address for Town business, unless it is of a personal employment nature (i.e. emailing your manager regarding your work schedule or E-mailing HR regarding an HR matter).

Never read or attempt to read another employee's E-mail except when authorized by that employee or by the CAO.

An employee should never use another employee's E-mail address.


4. General Use

Employees shall not use the internet for the viewing, downloading, or uploading of any obscene, pornographic, hateful or other objectionable material, gambling, illegal or political activities or any activity contrary to the interest or values of the Town.

Employees shall not post, send or receive any comments or material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person.

Employees shall not visit gaming sites, download game software, or play games on Town time.

The Town reserves the right to monitor all use of its IT systems including the use and content of Town issued employee computers and email accounts.

	Social Media Policy		Policy #1.4.20
Department Owner:	Human Resources		
Policy Applies To:	Town Employees and all Representatives of the Town		
Date Created:	June 9 th , 2020	Date Approved by Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	July 23, 2020	Policy(ies) Replaced/Rescinded:	N/A (New Policy)

Intent:

To establish a consistent policy for employees and contractors of the Town of Claresholm regarding the use of Social Media, including both the Town of Claresholm sponsored media and any media used personally while representing themselves as an employee of the Town of Claresholm.

The Town of Claresholm strives to maintain a positive image in the community and has adopted this policy to ensure that all our employees are aware of their responsibility to maintain a positive image as a representative of our organization.

Policy:

The Social Media Policy establishes the guidelines for use of certain aspects of electronics and media to ensure the residents of the Town of Claresholm are informed and up to date on all aspects of the Town in a respectful and orderly manner.

The scope of this policy encompasses all departments within the Town of Claresholm including all employees, contractors, Councillors.

Definition:

Social Media refers to freely accessible, interactive, web-based technologies used to produce, post and interact through text, images, video and audio to inform, promote and collaborate.

Guidelines:

Establishing the Town of Claresholm’s Social Media Presence

- All social media accounts will be created and removed through the CAO or designate.
- The accounts will adhere to organizational standards of municipal government professionalism in branding as well as simple, accurate information
- Social media accounts will include an introductory statement confirming the purpose and scope of the site as well as posting guidelines for use, and a legal statement providing a legal disclaimer.
- Account access information will be housed with the CAO and their designates and they must be able to access account information at all times.

Guiding Principles for Town of Claresholm Social Media

- **Transparency:** To present the Town of Claresholm in an open, accountable manner
- **Customer Service:** Information, promotion, engagement to improve public service.
- **Quality:** Information and knowledge offered in a timely, accurate and professional way.
- **Respect:** The same professional and ethical conduct is required in social media interactions as in the workplace.
- **Legislative:** To adhere to applicable regulations, policies and plans to ensure professional and ethical conduct, including the Freedom of Information and Protection of Privacy Act.

Council’s Responsibilities:

- Will not speak on behalf of the Town on Town Social Media pages or accounts.
- Any requests of Council for information to be posted on social media will be made through the CAO or designate, and will not be made directly to the Communications Administrator or other Town employees who are authorized spokespeople on social media accounts.

CAO or Designate Responsibilities:

- Will authorize certain employees to represent our organization on social media accounts, including the organization’s Public Information Officers.
- Will post information via the Town’s social media sites to ensure that messages are simple and engaging, and where appropriate, link users to the Town’s website for more information.
- Authorized spokespeople must ensure all content posted on Town of Claresholm social media sites is consistent with the promotional or informative initiative and is approved for publication or dissemination by the CAO or their designate.

Communications Administrator Responsibilities:

- Monitoring and evaluating this policy and its use
- Managing the organization’s social media presence to ensure quality and effective efforts in supporting our organizations strategies and goals.
- The Communications Administrator will work with departments to initiate social media as part of their projects.

Employee Responsibilities:

- Only those authorized by the CAO may represent the Town on social media sites, with a clear need and purpose outlined.
- Town employees must not do anything to harm the reputation of The Town of Claresholm, it’s elected officials, its officers, or employees.
- Personal opinions will not be posted.

Maintenance of Social Media Accounts:

- The Town of Claresholm social media sites will be used mainly to promote and disseminate information.
- The Town cannot commit to reply to every communication received via social media, however, the CAO or designate will make every effort to initially comment when possible and appropriate during regular business hours.
- Comments and conversations on social media sites will not be deemed as official correspondence. They are deemed public inquiries, therefore will not be recorded or managed in a formal manner.
- Where possible, the administrator will leave all user-created content unmodified, including

those of complaints or criticism. Where user-created content is hateful, derogatory, abusive or jeopardizes the privacy or others, the comment may be hidden, deleted, or altered to fix the abuse.

- o Any post deemed inappropriate by the CAO or designate will be archived in the Town's records for legal purposes and then hidden, deleted or removed from the account where possible. A response will be made identifying that the content was modified or deleted.
- o The CAO or designate may block the offending user from the Town's social media account(s) if possible. If a user is blocked, the reasons for the decision and any background information must be documented and stored with the Records Management.

Information Dissemination

The Town of Claresholm website will remain as the primary web presence.

- Content will be communicated in a simple, timely and accurate fashion, following key messaging guidelines where possible.
- Social media accounts may publicize the following:
 - o General informative content about our community and surrounding area, including historical information
 - o Council meeting notices and referrals to website for minutes
 - o Upcoming events
 - o Reposting items of interest from surrounding communities (i.e. upcoming events of those communities)
 - o Notifications
 - o Emergency notifications in consultation with Emergency Management and the CAO or their designate.
 - o Other as deemed appropriate by the CAO or designate
- Messages from individuals and outside organizations directed to the Town social media accounts will be forwarded to the appropriate Department Manager during regular business hours.
- Responses to messages, when deemed appropriate, will refer to the guiding principles in this policy.
- Debating is not appropriate, but factual statements will be provided for clarification.

Employee Personal Social Media Accounts and Postings

Employees who wish to create and/or maintain personal blogs or participate in social media may do so on their personal computer and on their own time outside of the workplace. Employees who create or contribute to blogs or social media and who identify themselves or others, either directly or indirectly, as employees of Town of Claresholm must adhere to the following code of conduct:

- In their capacity as private citizens, Town of Claresholm employees have the same rights of free speech as other citizens, however, they may not represent The Town of Claresholm on their own personal social media sites, and they are reminded that they must maintain professionalism and protection of privacy, and must not disclose any Town of Claresholm information or content that they are not specifically authorized to disclose.
- Acting as a private citizen, Town of Claresholm employees must use a private email address and make every reasonable effort to make it clear that their contribution to social media sites is as a private individual, not a representative of the Town. Any posts to private sites, either by using the Town of Claresholm name, or implying the organization where it can be identified as such, must not bring harm or disrespect to the Town of Claresholm's reputation as an employer.

- An employee must ensure that no confidential or other sensitive information related to Town of Claresholm appears on, or is referred to, on any social media site or blog, unless specific written permission has been obtained from the CAO or designate;
- An employee must ensure that he or she does not libel, slander, intimidate, harass, or threaten any employee, customer, supplier or affiliate of Town of Claresholm on any social media site or in any blog content;
- An employee must not make comments which are negative, derogatory or false about the Town of Claresholm, its employees, its management, its suppliers, its customers, or its affiliates on any social media site or in any blog content;
- An employee must make best efforts to make a good impression on readers and to ensure that postings and/or blogs are thoughtful, and free of profanity and harassing and/or discriminatory comments;
- If an employee is uncertain about the appropriateness of a public communication over a social media site or blog they should consult the CAO or designate, Communications Administrator, and/or Human Resources prior to making such communications.
- The Town reserves the right to keep a record of any content an employee has posted on social media that is considered to be inappropriate by the Town to form part of the employee's personnel record as part of any disciplinary process or action.

The Town of Claresholm reserves the right to discipline and, in certain cases, terminate the employment of any employee who engages in conduct unbecoming of The Town of Claresholm standards and policies. Discipline will follow Policy 1.2.90, the Progressive Discipline Policy.



REQUEST FOR DECISION

Meeting: August 17, 2020
Agenda Item: 12

FACE COVERINGS IN PUBLIC SPACES

DESCRIPTION:

Administration has been receiving emails from the public asking if Council is willing to make the wearing of masks (face coverings) mandatory in Claresholm. Municipalities in Alberta have been discussing this with various outcomes. The City of Calgary and City of Edmonton have made masks mandatory. The City of Lethbridge has made masks mandatory on public transit and in all city owned buildings. The Town of Okotoks has decided not to make masks mandatory at this time at their last meeting. Banff has made masks mandatory in public spaces and on their main street, Banff Avenue. Many municipalities are not requiring masks at this time but are preparing mask bylaws in order to be prepared should the number of positive COVID-19 cases spike in their communities.

The Provinces of Nova Scotia and Quebec have mandated masks province-wide.

Some of the comments received from the public are as follows:

Considering the numbers of strangers to our town, and increases case numbers and the refusal of some to wear masks, a mask mandate for all inside public spaces may help to reduce spread at this critical time of preparing student to attend school Sent from my iPhone

Hello i was wondering if there will be meetings regarding mandating masks and social distancing. I have been around some very uncomfortable situations of people being very disrespectful in supermarkets etc. Seeing as Calgary and Lethbridge will apparently be having meetings on this subject i was wondering about Claresholm. If so please note my vote as a YES for mandatory masking and social distancing in public places indoors! Thankyou.

Hi there,

I wanted to inquire as to the status of mandatory masks. I am aware that Calgary will move to mandatory masks in public spaces as of August 1st, 2020. Will there be such changes for the town of Claresholm? Thank you for your time.

There is also an attached letter from a couple that reside in Claresholm on this topic.

Council must consider if they wish to make face coverings mandatory in all public spaces immediately or only if there is a spike in COVID-19 cases, as other communities have done.

Consideration must also be given to our recreation facilities.

The Claresholm Arena is scheduled to reopen for the Fall/Winter season September 28. Hockey Alberta and Alberta Health have guidance documents and Minor Hockey is still waiting for the CAHL-Central Alberta Hockey League to release their guiding documents.

In preparation for this season and the possibility of more guidance documents with different recommendations regarding Masks and spectators we need a decision for the Claresholm Arena regarding the amount of spectators allowable and the use of masks in the facility.

BACKGROUND:

Alberta Health Guidance for Sport, Physical Activity and Recreation documents state:

1. There can be up to 100 seated spectators in facilities, provided a distance of 2 metres between attendees from different households/cohort families is maintained.
2. Ice use should be limited to organized activities (e.g., figure skating, hockey, ringette). No more than 50 people can be on the ice/boxes at the same time. This includes referees and coaches, but does not include spectators.
3. It is strongly recommended that all spectators wear masks
4. Staff should wear masks when they are not separated by a physical barrier or 2 metre distance from participants.

It is Administration's position that in order to allow for up to 100 spectators in the Claresholm Arena, face coverings must be mandatory for the upcoming season as physical distancing in some areas of the Arena is not possible.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to direct Administration to formulate a Face Covering Bylaw to require that face coverings / masks be worn in all public buildings where physical distancing is not possible within the Town of Claresholm.

Moved by Councillor _____ that face coverings / masks be mandatory in the Claresholm Arena for the entire 2020 / 2021 ice season due to the inability to maintain physical distancing in all areas.

PREPARED BY: Karine Keys, CLGM, Finance Assistant & Denise Spencer, Recreation Manager

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: August 13, 2020

RECEIVED

AUG 10 2020

Aug. 10/2020

Town Council:

We are writing this letter requesting your discussion on the mandate of masking and distancing in Claresholm, in public places indoors.

There are many vulnerable people with underlying medical conditions, among them, the two of us.

We have noticed that not very many people are masking or distancing in Claresholm. We feel that at the very least there should be some reminders about "COVID 19," or some public education on this regard, and the "regard of all!"

Thank you
S.A. Wildman
Wilo



REQUEST FOR DECISION

Meeting: August 17, 2020
Agenda Item: 13

ALBERTA URBAN MUNICIPALITIES ASSOCIATION DEDICATED CAO AWARD

DESCRIPTION:

Marian Carlson, Chief Administrative Officer (CAO) for the Town of Claresholm since February 2015, will be awarded the Dedicated CAO award from the Alberta Urban Municipalities Association (AUMA). As Council agreed in the past to submitting her name for this award by email only, a formal motion must be passed at a regular Council meeting prior to the virtual convention to be held September 23 & 24, 2020.

BACKGROUND:

Earlier in 2020, members of Council approached the Finance Assistant and asked her to be on the lookout for awards that our CAO could be nominated for, most notably an award through AUMA. Council was aware that other CAO's had received awards in the past and wanted Marian to be acknowledged in this way. With the onset of the pandemic, the AUMA convention was very much in question, however AUMA still received nominations for this award with the deadline being June 30, 2020. Council passed a motion to nominate Marian through email, however it must now be passed in a regular Council meeting in order to meet all the nomination criteria.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to submit Marian Carlson's name for the Dedicated CAO Award in 2020 that is sponsored by the Alberta Urban Municipalities Association (AUMA) and the Society of Local Government Managers (SLGM) to be awarded at the AUMA Convention to be held virtually on September 24, 2020.

ATTACHMENTS:

- Congratulatory letter from AUMA dated August 10, 2020
- Original documentation from AUMA regarding the award
- Submission documentation of Marian's name for the award from the Town of Claresholm

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Blair Bullock, CPA, CA - Director of Corporate Services DATE: August 13, 2020



August 10, 2020

Ms. Marian Carlson
Chief Administrative Officer,
P.O. Box 1000,
221 – 45 Avenue West,
Claresholm, AB T0L 0T0

Dear Ms. Carlson:

Re: AUMA/SLGM Dedicated Chief Administrative Officer Award

Congratulations on behalf of the AUMA Board of Directors! I am pleased to advise that you have been chosen to receive the prestigious AUMA/SLGM Dedicated Chief Administrative Officer Award.

You have been selected based on your extensive skills in Strategic Planning, Council Relationships, Project Planning and Implementation, Human Resources and Strategic Planning.

Due to COVID-19 restrictions, AUMA's 2020 Convention is taking place virtually and we are unable to host an in-person awards ceremony. However, you will receive your award in the mail, and your custom award winner video will be created and played during the lunch break on Thursday, September 24, 2020.

If you have any questions, please contact Anita Sookar at asookar@auma.ca or by telephone at 780-989-7406.

Sincerely,

A handwritten signature in black ink, appearing to read 'Barry Morishita', is positioned above the printed name.

Mayor Barry Morishita
AUMA President

cc: His Worship Mayor Doug MacPherson
Linda Davies, Executive Director, SLGM

2020 Awards

Dedicated Chief Administrative Officer

The purpose of this AUMA & SLGM sponsored award is to recognize a dedicated Chief Administrative Officer in an urban municipality.

Completed award nominations are to be forwarded to the Society of Local Government Managers before June 30, 2020.

E-mail: linda.davies@shaw.ca

Mail: Society of Local Government Managers
P.O. Box 308 4629-54 Ave. Bruderheim, AB T0B 0S0

No late submissions accepted

CLGM | SLGM
Certified Local
Government
Manager | Society of Local
Government
Managers of Alberta



Dedicated Chief Administrative Officer Award

The purpose of this AUMA & SLGM sponsored award is to recognize a dedicated Chief Administrative Officer in a municipality.

Criteria

This annual award recognizes an individual who has served over 10 years as a Chief Administrative Officer and who is respected and worked with a high level of integrity to make an outstanding contribution to the field of municipal administration through a combination of the following:

- a) Leadership – administration, council, community and profession
- b) Policy development
- c) Council relations
- d) Human resources management
- e) Financial management
- f) Long-term strategic planning
- g) Project planning and implementation
- h) Community relations
- i) Professional development
- j) Respected and seen to have a high level of integrity

Nominating Process

A Council may nominate a CAO for the Dedicated Chief Administrative Officer Award by completing the nomination form.

Award Committee

The Society of Local Government Managers will review the applications based on the criteria approved for the award. The Nominating Committee will include urban administrators on the board of the Society of Local Government Managers. Their recommendations will be forwarded to the AUMA Board of Directors for final acceptance, prior to the Annual Convention. After board approval, recipients will be notified of their selection.

Number of Awards

One Dedicated Chief Administrative Officer Award annually.

Type of Award

The Dedicated Chief Administrative Officer Award will include a \$2,000 to the recipient and a certificate, plaque or other form of suitable recognition for the municipal office. This award is a contribution from both the Society of Local Government Managers and AUMA.

Time of Award

The award will be presented during the fall of 2020.

Dedicated CAO Nomination

Deadline: June 30, 2020 **Email:** linda.davies@shaw.ca

Mail: Society of Local Government Managers P.O. Box 308 4629-54 Ave. Bruderheim, AB T0B 0S0

Nominee: Marian Carlson, CLGM

Municipality: Town of Claresholm

Address: PO Box 1000

221 - 45 Avenue West

Town/City: Claresholm

Prov: Alberta Postal Code: T0L 0T0

E-mail: marian@claresholm.ca

Primary telephone: 403-625-3381

Length of service as CAO: 12 years

Dedicated service/exemplary performance in: Leadership - administration, council, community and profession:

Marian was hired by the Town of Claresholm as Chief Administrative Officer in 2015 after being the Chief Administrative Officer for the Town of Cardston for 7 years, and being employed by the Town of Cardston for a total of 26 years. Her extensive knowledge of municipal government along with her compassion for others sets her apart. She always presents herself in the most professional manner no matter what the situation may be, and she sets a high standard for her staff to aspire to. Her staff truly respects her and works hard for her on a daily basis.

Marian also works well with other administrators and officials from all levels of government. She understands how everyone can best work together to achieve positive outcomes, and strives for harmonious interactions in everything that she does. She is respectful of residents and is always willing to stop and chat to understand their concerns. Marian always works hard to make sure that people are comfortable around her, despite her executive role with the Town of Claresholm. She leads by example and never makes anyone feel like as if their opinions don't matter.

Marian takes great pride in her position with the Town of Claresholm and in her designation of Certified Local Government Manager (CLGM). She worked hard to achieve the designation and continues to grow and learn each year. Marian focuses on living her life to a high moral standard and exemplifies that in her daily life.

Policy development:

Since coming to the Town of Claresholm in 2015, Marian has been overseeing the revamping of the Town's Policy Manual in order to bring it more in line with 2020. She has encouraged the implementation of completely new policies that have been very timely to what is needed such as a Respectful Workplace Policy, Confidentiality Agreement Policy, Public Participation Policy and Progressive Discipline Policy. She currently has many other policies in the development stages. Her main focus is to ensure that policies are in place for staff and Council to follow in the many different situations that may arise.

Council relations:

With all her years in municipal government, including 12 years as CAO, Marian has learned how to interact and get along with many different personalities. This is an essential skill to have when it comes to her relationships with members of Council. Marian facilitated training for all members of Council and was in attendance for training as well. Internal training as offered for each Council member and many of them learned things about our Town that they didn't know before. There was some conflict amongst members of Council following the 2017 election, and Marian was instrumental in securing funding for mediation that helped them to communicate more effectively.

Human resources management:

The most important aspect in Marian's leadership style when it comes to employees is empathy. Marian has been through many things in her own personal life, which has made her a more sympathetic and understanding boss. Marian has a good sense of what is needed in municipal government in order to ensure that the administration of Town affairs runs smoothly. Having the right people in the right positions is essential to a successful municipality. Staff are treated fairly and sincerely. Any issues are dealt with quickly and respectfully. She has developed new positions and discarded old ones as our community continues to grow.

Financial management:

Upon becoming CAO in Claresholm, Marian straight away completely overhauled budget information being presented to Council for approval and put data in a much more easy-to-understand format. Rather than endless pages of numbers and spreadsheets, Marian developed a new budget document that grouped relevant information together and explained it in terms that anyone could understand. All large decisions are put before Council for their perusal and support. If something arises between Council meetings that requires Council's support, Marian ensures that they are kept abreast of what's happening and asks for input.

Dedicated CAO Nomination

Deadline: June 30, 2020 Email: linda.davies@shaw.ca

Mail: Society of Local Government Managers P.O. Box 308 4629-54 Ave. Bruderheim, AB T0B 0S0

Long term strategic planning:

Since becoming CAO of the Town of Claresholm, Marian has facilitated numerous strategic planning sessions with Council, and this has assisted with getting Council's direction for their term and beyond. Having this planning document has provided staff with a clear path as to what is expected of them from Council in their departments in an overarching way. Each month, Marian provides an update to Council by way of report at a regular Council meeting that shows what each department is working on that is directly a result of Council's strategic plan. The communication that has been introduced by having this document is invaluable and appreciated by all those involved.

Project planning and administration:

There has been a number of projects in Claresholm that have been ongoing as well as introduced since Marian became CAO. The most significant was an overland flooding event in 2014 that resulted in a large storm water management project being started after she arrived in 2015. The Town has also been talking about a new administration building for many years as the office is currently located within the old hospital. This year, the project for a new facility was started and it is being built. A vote of the electors was held in 2019 in order to ensure that Council had the support of the community. Marian has been integral to the new facility becoming a reality.

Community relations:

Marian facilitates strong communication with different community groups and residents of Claresholm in various ways. She has met with management and boards of many facilities in our community to foster a stronger relationship. Marian also encourages greater communication through our website and social media, and has also shown full support of our new communication system called Connect. The Connect system allows the Town to provide pertinent and timely information to subscribers by email, text or phone call. Marian is very encouraging of providing timely, pertinent information to residents and has proven to be open to new ways of reaching people.

Professional development:

Marian is a strong believer that learning is integral to growth, and has not only worked hard to improve her own knowledge, but also encourages staff and council to participate in learning opportunities as much as possible. She completed her Level 2 of the National Advanced Certificate in Local Authority Administration from the University of Alberta in 2010. She has also taken courses in FOIPP, workplace health and safety, assessment reviews, full cost accounting for utilities, economic development and emergency management to name a few. In 2017, she completed the Certificate in Municipal Management and Leadership from the University of Alberta School of Business.

Respected and seen to have a high level of integrity:

Since her arrival in Claresholm, Marian has not shied away from the more difficult issues that our Town has faced. Marian attempted to negotiate with a commercial landowner in order to secure property that should have been acquired before for a drainage corridor. It was the first time she had been faced with expropriation in her career, however she handled the entire issue with the utmost integrity and respect. In 2019 Claresholm participated in a MAP (Municipal Accountability Program) Review by Alberta Municipal Affairs, and the result was overwhelmingly positive. At her core, Marian is an extremely honest and forthright individual.

Approved through email, to be
Approved by resolution of Council: ratified

Date of council: Future meeting

Municipality: Town of Claresholm

Confirmation of service:

I, Karine Keys

City Clerk/Municipal Secretary

of the Town of Claresholm
Municipality

have confirmed through checking the minutes of the municipal council or otherwise, that the nominee is eligible for the AUMA/SLGM Dedicated Chief Administrative Officer Award.

Dated the June 30, 2020
Month, Day

Signed: Karine Keys

Name: Karine Keys
Printed

Position held: Finance Assistant /
Communications Administrator



REQUEST FOR DECISION

Meeting: August 17, 2020
Agenda Item: 14

DECEMBER 2020 REGULAR COUNCIL MEETING

DESCRIPTION:

At the last Organizational Meeting of Council held October 28, 2019, the attached Council meeting date schedule was approved by Council. Administration is requesting that the regular meeting date in December be changed from December 14th to December 7th, 2020 as both Marian and Karine plan to be away on December 14th. This change will still mean a 2 week break between meetings from November 23, 2020, however it will allow for Administration and Council to have more time for vacation (if one is being taken) and more time for family during the holiday season.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to change the regular Council meeting date in December 2020 from Monday, December 14th to Monday, December 7th, 2020 to allow for more family and vacation time during the holiday season.

ATTACHMENTS:

- 2020 Council meeting date schedule

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: August 11, 2020



2020 Council Meeting Dates

Regular meetings of Claresholm Town Council are held the second and fourth Mondays at the Town Office located at 221 – 45th Avenue West beginning at 7:00pm. If the Monday is a holiday, the meeting will be on Tuesday.

January 13 & 27

February 10 & 24

March 9 & 23

April 14 (Tuesday) & 27

May 11 & 25

June 8 & 22

July 20

August 17

September 14 & 28

October 13 (Tuesday) & 26

November 9 & 23

December 14



REQUEST FOR DECISION

Meeting: August 17, 2020

Agenda Item: 15

Municipal Stimulus Program

On July 28th, 2020, the Province announced \$500 Million allocation-based stimulus funding program that distributes funds on the same allocation formula as the Federal Gas Tax Fund program, which is largely a per capital allocation. On July 30th, 2020, we received notification of the allocation being given to the Town of Claresholm; \$449,325.

This program has some strict timelines that must be adhered to in order to not lose out on the funding, to ensure that the funding is going to stimulate the economy during this time. Grant agreement and project applications must be submitted by October 1st, 2020 and the funding must be spent by no later than December 31, 2021. This gives us little more than a year to have a project tendered and completed; no extensions will be provided.

Along with fairly stringent timelines there is also specific guidelines on what is or is not eligible for this funding. In short, eligible projects include construction, betterment, rehabilitation and non-routine maintenance of roads, bridges, water and wastewater systems, public transit, and recreation. It also cannot go towards any project that has already been applied for with any other grant program. It should in essence be a project that wouldn't have proceeded without this funding. It also cannot include the purchase of land.

Administration met with the Facility and Infrastructure Planning Committee (FIPC) on Tuesday August 11, 2020. A number of different potential projects were considered from our current 5 year capital plan. Included in this discussion as possible projects were:

- 2020 - Storm Water Management – Phase 2 (1.5M)
- 2020 - Amundsen Park (Unknown – could do only part of this project)
- 2021 - Water & Sewer main replacement and resurfacing 2nd Street W from 49th to 51st (520K)
- 2021 - Starline Business Park Offsite Infrastructure – Phase 1, Stage 1 (1.5M)
- 2021 - Tennis Court Resurfacing (85K)
- 2022 - Skate Park (Unknown)
- 2022 - Sanitary Sewer Lining – Hwy 2 (150K)
- Unknown - Alberta Road Upgrade (2.7M)

At the conclusion of the discussion FIPC made the following two motions:

Moved by Councillor Schlossberger to refer the Water and Sewer main replacement and resurfacing of 2nd St (49th Ave to 51st Ave) project to Council for approval in regards to the Municipal Stimulus Program.

CARRIED

Moved by Councillor Cutler to refer to Council the tender initiation for the tennis courts resurfacing project to be funded from the 2021 budget.

CARRIED

COSTS/ SOURCE OF FUNDING:

As we are already late in the year with summer nearly over, construction on neither of these projects will occur until 2021. As per the first motion made by FIPC, the 2nd Street project will be funded by the MSP grant, however this is only \$449,325, and therefore likely will not pay for the entire project, currently estimated at \$520,000. It is recommended the balance of the project funding, as well as the funding for the Tennis Court Resurfacing project, be defer to 2021 budget discussions this fall after we have more detailed cost estimates.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to apply to the MSP Grant program to utilize the full allocation of \$449,325 to be used for 2nd Street W rehabilitation from 49th to 51st Ave, including water and sewer main replacement, with the balance of the funding to be deferred to 2021 budget discussions, and to direct administration to tender the detailed engineering for this project.

Moved by Councillor _____ to direct administration to tender the tennis courts resurfacing project to be completed prior to the 2021 Summer Games, with funding for the project to be deferred to 2021 budget discussions.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26 Section 248 – Expenditure of money

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 13, 2020



REQUEST FOR DECISION

Meeting: August 17, 2020
Agenda Item: 16

ASSET MANAGEMENT – FCM GRANT

BACKGROUND:

As noted, and discussed in the last Council meeting agenda, July 20, 2020, The Federation of Canadian Municipalities (FCM) has announced a grant program called the Municipal Asset Management Program which provides up to \$50,000 per application at 80% funding. So minimum project size to maximize the grant is \$62,500 with a \$12,500 funding requirement from the municipality or other source. Asset Management has become a hot topic over the last couple years, both Provincially and Federally, with significant grant opportunities such as this one and will likely be a requirement in the coming years to have some type of Asset Management policies, procedures, and systems in place. As Provincial and Federal funding decreases it becomes increasingly important to ensure that the funds available are going towards the most critical assets, and that the life and utilization of those assets are maximized.

The first critical step of this processes is the development of an Asset Management Policy and Strategy which our application to participate in the Asset Management Cohort with Pincher Creek, that Council made a motion for the Town to be a part of during the June 8, 2020 Council Meeting, is designed to address this and utilizes this same FCM grant in partnership through AUMA, RMA, and IAMA. We got word on Monday August 10, 2020 that we were successful in receiving a spot in this cohort training. Further details on timing and locations is still to come.

This next step we are looking to address with this grant application is procedural and system based, looking at internal processes and software systems to support and facility asset management. This future system would include items such as better transparency and consistency in condition assessments of assets, documenting and reporting on work orders and/or complaints for specified assets to allow Administration and Council to have better data to support decisions of what assets are repaired or replaced, etc.

DISCUSSION:

Included in our Infrastructure Master Plan (IMP) contract with Associated Engineering is for Associated to draft and submit the FCM Municipal Asset Management Program grant application. Due to timelines and concern over missing out on funding Administration asked Council during the July 20, 2020 Council meeting to pass two motions regarding this application and Asset Management Project despite not having the direction of this project fully flushed out yet, nor the grant application drafted.

Through discussions with Associated Engineering, Administration became increasingly concerned that Associated was developing a plan and project that was far more complex than required for a small Town. Administration had a demo with another company, MuniSight, a year or two previous that provides an Asset Management System/Platform specifically designed for smaller Towns and so we reached out to them for further information. Four members of Administration participated in another Demo, specifically geared towards their Asset Management system and we were all impressed with the platform and for very slightly more than what Associated was proposing in cost we could have our full Asset Management System purchased and in place, along with numerous other programs and integrations that we wouldn't get with Associated Engineering's proposal.

MuniSight's Proposal includes the following:

- Completion of FCM Grant Application (no charge)
 - MuniSight is an Alberta based company who is an official FCM Corporate Partner and has 100% success rate with their grant applications – over 100 applications this year.
- GIS Platform –
 - integrates with Muniware, Land Titles, CAMALot (Assessment Database), Laserfiche (our electronic archive system) as well as all of the below.
 - Can have a internal site and public site (which we currently have) but also adds ability for a third layer specifically for lawyers and real estate agents (that we could charge a user fee for) to access specified information, which would reduce calls to the office for information requests.
 - Full implementation and ongoing data maintenance to ensure information is up-to-date and accurate.
 - With an addon module, MuniSight Alert, we can use this same platform to call, text, and email out concerns to residents, such as water shut off, based on geographic parameters (similar to All Net Connect – but would eliminate another “separate” system to be maintained)
- Asset Management System
 - allows for electronic creation, assignment, and tracking of work orders which can include public generated work orders with reporting back to submitter status or resolution of complaint.
 - Stores asset maintenance reports to report on asset maintenance trends, eliminating the chance of information loss.
 - Provides guided assessment questions for each type of asset for public works to rate the risk/condition level of assets
 - Provides estimated replacement costs based on material, size, length of most linear infrastructure assets for budgeting purposes, not relying only on the estimates of our own Administration.
 - Easily create reports on asset age, condition, risk, cost, replacement cost, etc.
 - Will also track and calculate Tangible Capital Asset financial information including annual amortization calculations.
- Asset Management Services
 - Quarterly asset management reviews with MuniSight's Asset Management Specialist to reflect and guide on asset management progress.
 - Comprehensive Asset Management Policy, Strategy, Roadmap, and Plan to build a solid foundation for the Town's asset management program.
 - Staff training/workshops on asset management best-practices and system use.
- Also has an additional module add-on for a Development Permit Module called MuniSight Planner which would make Planning/Development workflow and correspondence easier, quicker, and more easily tracked and reported on.
 - Provides a paperless workflow permitting process that also provides auto reporting on permits issued, turnaround times, open permits, etc.
 - Auto generation of notices and circulation letters.

COSTS/ SOURCE OF FUNDING:

The cost of the full project to obtain and onboard the Town of Claresholm to this new GIS platform and start utilizing these resources is \$65,000 in year 1, with a \$16,000 annual ongoing cost. With the FCM grant this would mean the Town would need to approve funding of \$15,000.

Included in the 2020 capital budget was a budget of \$130,000 for our Infrastructure Master Plan. That contract was awarded to Associated Engineering for a value of only \$118,953, leaving \$11,047 unutilized budget for this project. With the unutilized budget funding from the IMP project this leaves an additional \$4,000 to fund the project if we are successful with the grant application.

RECOMMENDED ACTION:

Administration’s recommendation is to rescind the two motions approved at the last council meeting and to instead approve moving forward with MuniSight’s proposal and FCM application. This will require two motions – one for an out of budget project expenditure for this Asset Management Project – “Framework and System” project in the amount of \$65,000 with funding for this project as follows:

- \$50,000 FCM Grant Funding
- \$11,000 Existing Unutilized IMP Budgeted Funding
- \$4,000 General Operational Reserve Funding

A second motion is also required specifically to support the grant application.

This was taken to the Facility and Infrastructure Planning Committee (FIPC) on Tuesday August 11th. The committee made a motion to recommend to Council to rescind the motions at the last Council meeting and pass new motions to proceed with MuniSight, consistent with Administrations recommendation.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to rescind motion #20-102 regarding out of budget expenditures for Asset Management.

Moved by Councillor _____ to rescind motion #20-103 regarding direction to apply for FCM grant.

Moved by Councillor _____ to approve the out of budget Asset Management Framework and System project in the amount of \$62,500 with funding as follows:

- \$50,000 FCM Grant Funding
- \$11,000 Existing Unutilized IMP Budgeted Funding
- \$4,000 General Operational Reserve Funding

Moved by Councillor _____ to direct Administration to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program for the Town of Claresholm, Framework and System project. Be it therefore resolved that the Town commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities’ Municipal Asset Management Program to advance our asset management program with the following three activities:

- Development of an Asset Management Policy, Strategy, Roadmap, and Plan
- Collect and compile asset information into one central database
- Municipal Workshops: asset management principles, in-house asset management capacity, data collection in the field

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26 Section 248 – Expenditure of money

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 13, 2020



INFORMATION BRIEF

Meeting: August 17, 2020
Agenda Item: 17

CFEP GRANT NOTIFICATIONS

DESCRIPTION:

The Kinsmen Club of Claresholm (1989) and the Willow Creek Composite High School Sports Society have both received notification that their grant applications were unsuccessful to the Community Facility Enhancement Program.

The Kinsmen Club of Claresholm (1989) had applied for \$77,552 for a playground redevelopment at Amundsen Park. The Kinsmen Club and the Town of Claresholm will continue to seek out other grant and funding options.

The Willow Creek Composite High School Sports Society had applied for \$38,104 for facility upgrades at the WCCHS tennis courts. With summer games coming up in 2021 this project can be discussed at budget time as well as alternative grants/funding sources continue to be sought out.

The Claresholm Skating Club received notification that their grant application was partially successful. The Claresholm Skating Club had applied for \$84,654 to repair the arena roof and mezzanine flooring and were granted \$42,500.

As was discussed during the March 23, 2020 Council Meeting the cost for the roof repair with additional quotes was significantly less than the original quote. As such, despite only receiving \$42,500 instead of \$84,000, the full project can be completed within budget. On March 23, 2020 Council made the motion to proceed with the roof repair, but not the mezzanine floor replacement, despite not hearing on the grant yet, until such as time as we received word on the grant. With the (partially) successful grant the full project can now move forward.

	Original Budget	Actual (per updated quotes)
CFEP Grant	\$85,000	\$42,500
FGTF Funding	\$85,000	\$67,500
Total	\$170,000	\$110,000

As funding sources, parameters, and government priorities have changed, grant funds may become more and more competitive. In order to align with current priorities, projects directly related to culture, status of women, indigenous projects, or multi-cultural projects have higher priority. Administration will continue to work with community groups to find alternative funding sources or assist with grant applications as required in the future.

ATTACHMENTS:

- Kinsmen Club of Claresholm (1989)
- Willow Creek Composite High School Sports Society Grant Notification letter
- Claresholm Skating Club Grant Notification letter

PREPARED BY: Tracy Stewart – Administration Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 11, 2020

July 20, 2020

Cody Fletcher
Kinsmen Club of Claresholm (1989)
PO Box 1707
Claresholm, AB T0L 0T0

Dear Cody:

RE: Community Facility Enhancement Program (CFEP) Small

Community Grants provides funding through the Community Facility Enhancement Program (CFEP) Small for local community initiatives throughout Alberta. Each year CFEP Small funds hundreds of community projects across Alberta. CFEP Small applications are reviewed against program criteria outlined in the CFEP Small guidelines.

Your CFEP-086493 application requesting \$77,552 for playground redevelopment has been reviewed and unfortunately declined. Funding is provided to projects that most closely align with the program criteria and funding priorities. If you would like to discuss your grant application, please contact the Community Grants office at 1.800.642.3855 for a debrief meeting or conversation.

Although we are not able to provide the requested assistance through CFEP Small, I wish you every success with your future endeavours.

Yours Sincerely,



Karen Lamothe
Director, Community Grants Unit

July 20, 2020

Tim Bryson
Willow Creek Composite High School Sports Society
PO Box 219
Claresholm, AB T0L 0T0

Dear Tim:

RE: Community Facility Enhancement Program (CFEP) Small

Community Grants provides funding through the Community Facility Enhancement Program (CFEP) Small for local community initiatives throughout Alberta. Each year CFEP Small funds hundreds of community projects across Alberta. CFEP Small applications are reviewed against program criteria outlined in the CFEP Small guidelines.

Your CFEP-086475 application requesting \$38,104 for facility upgrades has been reviewed and unfortunately declined. Funding is provided to projects that most closely align with the program criteria and funding priorities. If you would like to discuss your grant application, please contact the Community Grants office at 1.800.642.3855 for a debrief meeting or conversation.

Although we are not able to provide the requested assistance through CFEP Small, I wish you every success with your future endeavours.

Yours Sincerely,



Karen Lamothe
Director, Community Grants Unit



ALBERTA
CULTURE, MULTICULTURALISM AND STATUS OF WOMEN
Office of the Minister

July 20, 2020

Amanda Zimmer
Claresholm Skating Club
PO Box 1573
Claresholm, AB T0L 0T0

Dear Amanda:

RE: Community Facility Enhancement Program (CFEP) Small

On behalf of the Government of Alberta, I am pleased to advise you that your Community Facility Enhancement Program (CFEP) Small Application No. CFEP-086624 to assist the Claresholm Skating Club with facility upgrades to the Claresholm Arena has been approved for \$42,500. An electronic transfer of funds will be sent to your bank account in the coming weeks and notification will follow.

As Minister of Culture, Multiculturalism and Status of Women, I am extremely honoured to support the work of nonprofit organizations that aim to foster healthy, vibrant communities across Alberta. The Government of Alberta is proud to support organizations that improve the quality of life in our communities.

Acceptance and use of the grant funds will confirm your agreement with the terms and conditions of the Grant Agreement in your application. The final reporting templates are available on the Alberta Culture, Multiculturalism and Status of Women website at alberta.ca/community-facility-enhancement-program.

Please note that you will be required to file a statement of accounting and final report upon project completion or within 18 months of the payment date. If you have any inquiries, please contact program administration at 1-800-642-3855.

I wish you continued success with your important work.

Sincerely,

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

Leela Sharon Aheer
Minister

cc: Roger Reid, MLA
Livingstone-Macleod



INFORMATION BRIEF

Meeting: August 17, 2020
Agenda Item: 18

POLICE FUNDING REGULATION

DESCRIPTION:

Regarding the Police Funding Regulation which came into force on April 1, 2020, the Town of Claresholm's costs are estimated to be the following over the next five years:

Year	Cost Recovery - % of Frontline Policing Costs	Cost per capita	Total cost
1	10%	\$20	\$73,730
2	15%	\$29	\$110,674
3	20%	\$39	\$147,460
4	30%	\$59	\$221,349
5	30%	\$59	\$221,349

The year one cost will be invoiced by the Province of Alberta in January 2021. The Town of Claresholm collected the 2021 fees as part of 2020 property taxes, so the funding is already in place.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 11, 2020

Police Funding Regulation Information Sheet

What is it?

The *Police Funding Regulation* came into force on April 1, 2020 and was created to implement two separate initiatives, both of which address police funding and resourcing matters. These are:

- 1) The implementation of the Police Funding Model (PFM), and
- 2) The absorption of Option 1 Enhanced Policing Positions (EPPs).

The Police Funding Model

What is it?

Providing adequate and effective policing services in the province of Alberta is the responsibility of the provincial government under the *Police Act*.

The police funding model (PFM) takes the total cost of frontline officers and redistributes a portion of those costs to municipalities who receive the services of the Provincial Police Service (RCMP).

The new PFM requires those communities that have not previously paid for frontline policing to begin contributing a portion of the costs.

The Model

The model includes five variables that are used in calculations to distribute the province's costs:

- equalized assessment;
- population;
- crime severity;
- shadow population; and
- detachment location.



Engagement

Stakeholders were able to provide feedback on the test model during webinars and by responding to a survey.

Stakeholders included representatives from:

- Alberta Urban Municipalities Association;
- Rural Municipalities of Alberta; and
- Elected and administrative municipal representatives.

Stakeholders offered valuable perspectives on the costs of policing in Alberta. Feedback from the engagement highlighted several areas of stakeholder concerns.

Based on feedback, JSG amended the test model.

The formula for distribution of costs

Each municipality will have their costs calculated according to a formula comprised of a base amount adjusted by modifiers, where appropriate.

- Base cost (total share of policing costs) formula:
Weighted equalized assessment (50%) + weighted population (50%) = base
- Modifier (subsidies) formulas:
 - **Shadow population:** Subsidy given (max 5%) if officially recognized by the Government of Alberta or according to the President of Treasury Board and Minister of Finance.
 - **Crime Severity Index (CSI):** Subsidy given (0.05% per CSI point) if a municipality's three year average is above the rural three year municipal average.
 - **Detachment:** Subsidy of 5% given for municipalities that do not have a detachment in their community.

Invoicing

Each January, starting in 2021, municipalities will receive an invoice stating the amount that the municipality will pay for that fiscal year.

The invoice a municipality receives for their PFM amount is the amount to be paid. Any modifiers to the amount have already been accounted for in the PFM formula.



Reinvestment

The new police funding model will generate revenue that will be reinvested into policing, with a priority on increasing core policing.

Funds need to be collected in order to do this.

The RCMP and JSG have a plan to invest in RCMP officers and civilian staff that will:

- support rural detachment enhancement (this is the priority in the first few years of reinvestment);
- expand aerial observation capability;
- undertake methamphetamine and opioid initiatives;
- address auto theft;
- continue to advance the Call Management Initiative;
- enhance General Investigative Services; and
- further support vulnerable persons, missing persons, and homicide investigations.

Enhanced Policing

As part of overall efforts to address police resourcing needs in rural Alberta, all EPP Option 1 agreements in existence last fall were terminated as of April 1, 2020. The Government of Alberta has now absorbed the cost of these **full-time policing** positions starting on that date.

As a result of this decision, municipalities that had these EPP Option 1 agreements *retain* the additional resource, but they are *no longer paying for that resource*. They will *not* receive an invoice going forward for EPP Option 1 services after April 1, 2020.

Municipalities still receive the services of the prior EPP Option 1 resource in the same way and purpose as they did prior to the enactment of the *Police Funding Regulation*, at least until such time as the PFM is reviewed.

No Invoice

PFM invoicing is distinct from EPP costs. EPP changes do not affect PFM amounts.

This change effects only EPP Option 1 agreements and municipalities *cannot* enter into any new EPP Option 1 agreements. Seasonal and temporary enhanced policing agreements (Option 2 EPPs) are still accommodated.



Police Advisory Board

The establishment of the new Alberta Police Advisory Board will give communities policed by the RCMP a forum to discuss provincial policing priorities.

The advisory board consists of representatives from the Rural Municipalities of Alberta, the Alberta Urban Municipalities Association, and the Alberta Association of Police Governance.

Through this venue, municipalities will be able to provide valued advice in matters related to the provincial police strategic and financial plans and further advocate for the resources their communities need to the leadership at the Ministry and RCMP.

Questions can be directed to the Public Security Division at: jsg.PSDEngagement@gov.ab.ca



CAO REPORT

August 17, 2020

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

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

HR/TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

See enclosed report

RECREATION

See enclosed report

UTILITY SERVICES

See enclosed report

Respectfully submitted by

Marian Carlson, CLGM
CAO

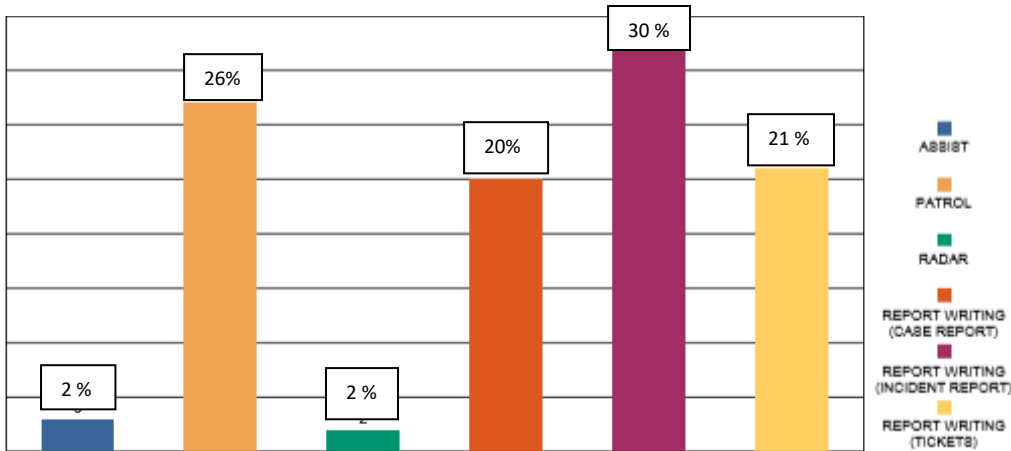


INFORMATION BRIEF

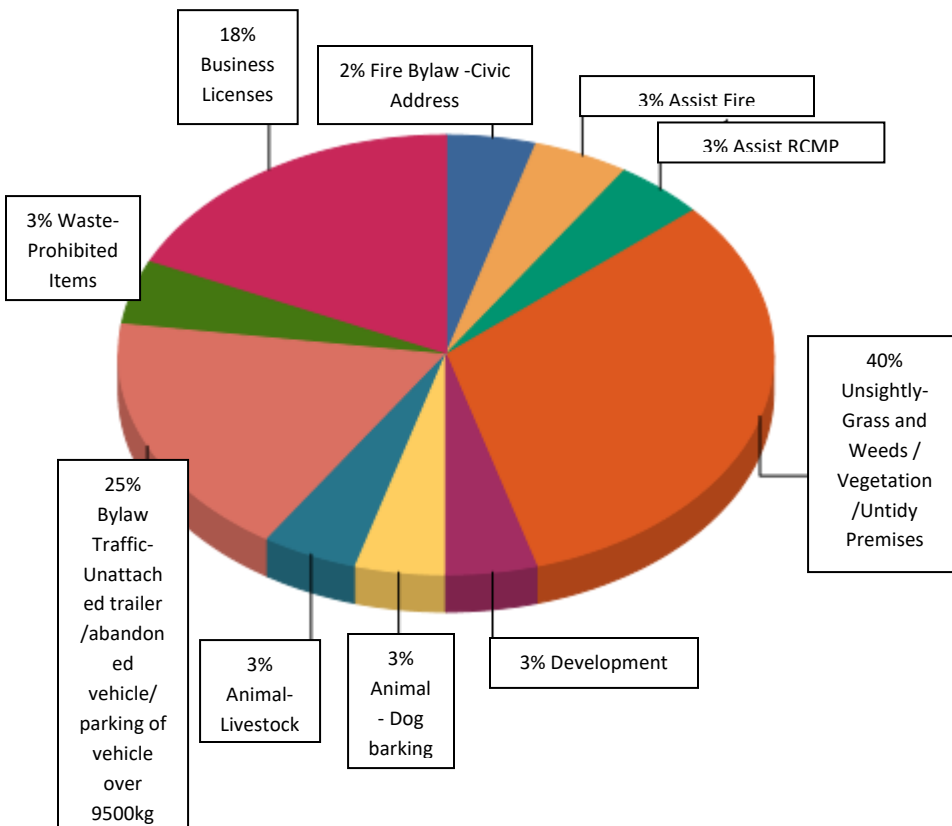
Meeting: August 17/2020
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT July

Community Engagement in July 2020



Bylaw Infractions/Complaints/Actions in March



July newspaper Highlights:

- Reminder to residents of where the two off leash dog parks are and to be considerate and not use ball diamonds and playgrounds as off leash areas and to clean up after their dog
- Information that after hours issues are to be called into the RCMP, non-urgent complaints can be made online through the Town's website
- Reminder to keep sidewalks clear from trees and hedges..

March Enforcement Highlights:

1. Posted three Orders to Remedy contravention Notices
2. TSA tickets issued = \$1400.00
3. Moved Speed information signs to South bound near 43rd Ave Hwy #2 south bound traffic, and near Truck scale Hwy #2 North bound traffic.
4. Talk with business owners to have them come in and pay for their 2020 Business License.
5. Served many notices for Grass and Weeds / Hedges and trees infractions.
6. Try to up patrol in areas of concern regarding Dogs off leash.
7. Cars and trucks parked over 72hrs being an issue, notices being handed out.
8. Camper trailers left unattached still a problem
9. Skunks are still being a problem for residents.
10. Assist RCMP on one call
11. Assist Fire Dept with one call.

DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 7/20/2020 - 8/14/2020

Financial

- Received notification that the Skating Club was successful in their CFEP grant application for the Arena roof and mezzanine floor. This is good news considering the notification on two other unsuccessful CFEP grant applications received in the last month.
- Received notification on Municipal Stimulus Program funding that the Town will be receiving, in the amount of just under \$450,000. Working with FIPC to provide a recommendation for Council as to where these funds should be used as there are some very strict timelines with regards to this funding.
- Working on updating our investment policy which will be taken to the Audit and Finance committee for review in the near future.
- Starting the onboarding processes for a new cloud-based time and attendance system to improve efficiency and remove paper from our time sheet/payroll processes.

General

- The Tricon Multiuse Building Project continues to move forward.
- Working with Associated Engineering on a grant application through the Federation of Canadian Municipalities for Asset Management as well as investigating possible alternatives due to concern of the direction Associated Engineering is taking us on this project.
- Finalized a set of new or updated policies that will be presented to Council during the August Council Meeting.
- Aquatic Centre's new POS system is in place and is working well so far. There have been a few hiccups with implementation and training as well as some issues caused by internet service interruptions, but we appear to have successfully solved most of those issues and the last week and a half has been very smooth.
- We continue to make excellent progress digitizing Town records. With the purchase of a large format scanner in 2020 we have started scanning our "map room" which is full of development/building permit blue prints and plans as well as other infrastructure site/infrastructure/building plans/as-builts etc. To date we have scanned 132 plans/files totaling 972 pages of large format scanning. This is a huge accomplishment considering each and every page is 1 to 4 feet in width and 2 – 5 feet in length, most of which have to be flattened, and some which have to have edges taped/repared to be able to scan, and scanned one page at a time. This isn't even close to half way through them all yet, but it does make a significant dent in the total to be done. This is in addition to other records, such as assessment records and AP, that we are also continuing to make progress on digitizing.

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

DEVELOPMENT OFFICER REPORT

For: 7/15/2020 - 8/12/2020



Claresholm

Development Permits

- ❖ 9 permit applications received.
- ❖ 6 development permits closed.

Compliance Requests

- ❖ 3 compliance requests received.
- ❖ 2 environmental search letter requests received.



Miscellaneous

- ❖ MPC meeting – August 7, 2020. 1 residential subdivision to correct property lines was approved. Review of sign schedule from the land use bylaw has also commenced, the first draft was presented to the MPC for feedback.
- ❖ FIPC meeting – August 11, 2020.
- ❖ August 6th -site visit to the daycare/playschool location. Harvest Square subdivision site inspection completed as well.
- ❖ August 11, 2020- participated in FCSS mental health webinar (COVID).
- ❖ Airport land transfers signed, lease agreement holders notified, and property has been transferred to the MD of Willow Creek. All relevant maps and information associated with the airport has been provided to the MD.
- ❖ MuniSight demonstration: July 29, 2020.
- ❖ Webinar July 29, 2020- Navigating disruption and change. The Eco-Cycle Mapping Tool identifies four phases of community and organizational change and the traps that often prevent us from moving from one phase to the next. The Landscape Diagram is useful for discovering how much agreement and certainty is required before moving forward. The Three Horizons approach enables changemakers to spot opportunities and risks, identify leverage points and determine when to let things go.
<https://www.mindtools.com/pages/article/cynefin-framework.htm>
<https://www.tamarackcommunity.ca/library/landscape-diagram-tool>

On-going projects

- ❖ IDP – meeting held July 20, 2020 with Town Council and ORRSC planner. Response determined and discussed with MD Administration and Planners on August 13, 2020 to be presented to the MD Council.
- ❖ Multi-use Community Building Project – project progressing.
- ❖ IMP (Infrastructure Master Plan) – project ongoing, asset management components being discussed.
- ❖ Skatepark geo-tech (completed by the association) has been reviewed and sent to Newline.
- ❖ LRSD school land transfers signed and will be sent to land titles for daycare/playschool transfer.
- ❖ CPR caveat releases being investigated. CPR has agreed to release the development caveats on Town owned property. Currently working to get those removed.

Submitted by
Tara VanDellen - Planner/Development Officer

Economic Development Officer's Report

Town of Claresholm

August 13, 2020



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

Since the submission of my July 14, 2020 report I continue to perform the duties as outlined in my employment contract and directed by the Chief Administrative Officer and Economic Development Committee. The following is a summary of the current projects and activities.

Economic Development Officer (EDO)

The EDO's summer-position will come to an end on Friday August 28th. The final 2-weeks will be focused on completing short-term projects and handing-off information for ongoing.

Economic Development Committee (EDC):

The EDC met on Tuesday July 21st, 2020 using Zoom online meeting platform; 7 of the 10 members were present. Next meeting is August 18th, 2020 on Zoom, as preferred by the majority.

Rural and Northern Immigration Pilot (RNIP)

On August 18th, 2020 the EDC will consider (3) offers of employment for RNIP community recommendation.

Labour Market Partnership

The LMP Steering Committee met July 22, 2020, Eric Burton attended to discuss the project overview, expectations, and terms of agreement. Once the terms of agreement have been approved by all parties, the project will officially commence.

Welcoming Claresholm Project; SILP Grant

The new Claresholm Community Outreach and Community Engagement Coordinators began their orientation with Calgary Catholic Immigration Society and Foothills Community Immigration Society in early August. The EDO has been helping find office space that will fit within the limited budget, have seen 3-properties so far.

Renewable Energy Sector

The EDO continues work with the County of Vulcan and AB Economic Development and Trade to explore community agreements at the development stage. On Friday August 7th the EDO made an impromptu site-visit to the Claresholm Solar Project and was able to meet with the Project Coordinator for PCL, the primary construction company. The plant is scheduled to be complete May 2022, PCL will need up to 500 more workers before its complete, and there are discussions about online recruitment fairs taking place. A gift bag of Claresholm swag was also provided.

Wayfinding Signage Project

Alberta Transportation has issued permits, and the local contractor has been approved to order materials and begin fabrication of the 4-wayfinding signs.

Shingle Signage Program

Awaits finalization of the prototype from a local partnership between 2-manufacturers. The new frame is currently being powder coated.

Welcome Signs

The Highway-520 welcome sign, and Highway-2 South Welcome sign are now complete with fresh paint, reflective vinyl letters, and new rear-facing alu-lite message board that covers the back of the LED, for ascetics and protection. Work on the north highway-2 sign has begun.

Fair Days

Fair Days, which marked 115 years of the Town of Claresholm took place in a reduced capacity on August 8th, and 9th, 2020. The outdoor RMDC Drift Demo had 3x the spectators as the previous year, with better drivers, nicer cars and involvement from Claresholm EMS, Porcupine Hills Classic Cruisers, and Desperado Entertainment. The Reverse Parade at the Community Center had more than 150 vehicles go through, which represents close to 500 people. The Drive in Movie at the Community Center was also well attended, the local Shell Gas station provided chips and ice-cream for everyone that attended. On Sunday the Porcupine Hills Classic Cruisers held their car show at Centennial park and 170 car owners attended, plus visitors. Other additions included Selfie Spots and locally purchased prizes from throughout the business community. It was exciting to see cars and motor sports develop as a theme this year.

While some residents expressed concern on social media about holding the events, the EDO's experience was that the recommendations and guidelines set out by the Provincial Government and the Town of Claresholm were maintained throughout the weekend. Social distancing was available at all times during the outdoor events, and guests could evaluate their attendance based on their own level of concern.

Chamber of Commerce

The Chamber of Commerce held a regular meeting on Wednesday July 22nd, 7:00 pm. This was the first in-person meeting since COVID began, and it took place at Journey's Center with 10 people in attendance. Agenda items included Fair Days Bingo, parade participation, a billboard opportunity with the Fort Macleod Chamber, and a shared-staffing proposal from the EDO.

Southwest Community Futures has made a conditional offer of \$30,000 over 2-years to support a shared staffing proposal between the Town of Claresholm Economic Development and the Claresholm Chamber of Commerce, as presented by the EDO. In a show of support for the proposal the Chamber Executive voted to commit an additional \$16,800 over 2-years. With this initial support for the idea, the EDO will investigate further and bring to the EDC to be considered for the 2021 Budget.

Media and Video

The footage captured during Canada and Fair Days in 2019 has proven very useful in developing short eye-catching videos to promote this year's events and to promote the Town of Claresholm in general. The EDA has released close to 20 videos on social media from the re-opening of the Skate Park to the detailed instructions on how to use the Swimming Pool.

The EDO is working with the website developer to host these videos on Claresholm.ca as well as our social media platforms. With a member of the EDC being a composer and experienced editor, discussions finding a 'sound' and a 'voice' for Claresholm are now taking place.

Other activities

- Site-selection, Airport lands
- HC Customs & Fabrication, 3-projects on the go with local welding shop
- Foothills task force, biweekly meetings

Submitted,

Brady Schnell, Economic Development Officer

FCSS Report to Council

- Attended a meeting with one of the board members of The Station and Tara to discuss the continuation of staying in Mackin Hall or moving to Multi-Use building.
- Had a phone interview with Community Volunteer Income Tax worker on how we handled tax preparation during COVID. He thought we handled it well considering there was no direction from CRA on the matter. We discussed many aspects of the program and I made some suggestions for webinars in the future.
- Family Resource Network (Children's Services new program) is meeting virtually monthly. They discuss topics of interest and share what others have available for families in their specific areas.
- FCSS staff attended a lunch meeting with Brady and two members of Foothills Community Immigrant Services to help them find office space and also to discuss what help will be needed when the workers are in Claresholm to help newcomers.
- Provincial Emergency Services is hosting monthly virtual meetings to keep us up to date on what is happening in other areas during COVID. It has been very useful to hear what differences are happening within communities.
- We are hosting a mental health webinar on how to deal with issues during COVID.

- Holly has been working on new virtual programming and has submitted a calendar of events for August. She is working within the parameters of safety during COVID. Some of the events are contests, there is 'Pop In for Popsicles' which we are hoping to ask people what things they would like to have happen in Claresholm, a monthly event with ideas for Dads to hang out with their kids, and a weekly Senior Trek.
- During quiet times staff have been watching webinars and learning new skills that will further help our community members.



Claresholm Fire Report

Period of July 16, 2020 – August 11, 2020

1. Claresholm Fire is excited to announce we have brought on one new member, FF Justin Heitrich has joined the ranks of the CFD. The name may be familiar as his father is Tracey Heitrich, who works for the Town of Claresholm at the shop.
2. Our annual Firefighter Awards & Recognition evening was held on August 5th, 2020 – with applicable COVID-19 precautions in place.

This year we recognized:

- 1-year members: FFs Lisa Perry & Scott Fairs
- 5-year member: FF Steven “Ty” Glimsdale
- 10-year member: FF Shayne Leeds
- 20-year member: Capt. Grant Ling
- 35-year member: Capt. Danny Egger

The highlights of the evening included; having Captain Egger’s father, retired Firefighter George Egger in attendance, as well as Captain Egger’s Sons (also past Firefighters) and spouses.

Claresholm Fire was further honored to have both CAO Marian

Carlson from the Town of Claresholm and CAO Derrick Kriszan from the MD of Willow Creek in attendance. Past Firefighters and Chiefs (including Chiefs Todd Heggie, and Harold Seymour) were also in attendance.

3. There are currently four (4) open safety codes files in the Town of Claresholm. We closed one, long-term file at the end of July. This property is now on a yearly inspection schedule due to habitual negligence in regards to fire/life safety.
4. Chief White is close to completing his Safety Codes Officer – Level B1 practicum, once complete and reviewed by the Office of the Fire Commissioner, the Town will not have to rely on MD personnel for more complex investigations.
5. Deputy Chief Dallas Woodman will be commencing his Safety Codes Officer Level A (Basic Safety Codes) in the Fall of 2020.
6. Medical calls have started to increase again, and make up the most frequent calls this reporting period. Claresholm Fire is still only auto responding / first responding to Life & Limb Threatening events, but we are also being asked to first respond by EMS units that are responding to events in Claresholm from a distance.
7. The MFR team has reached out to responding departments today (Aug 11, 2020) to notify them that first responses for lower priority calls will resume on August 18th, 2020 for those

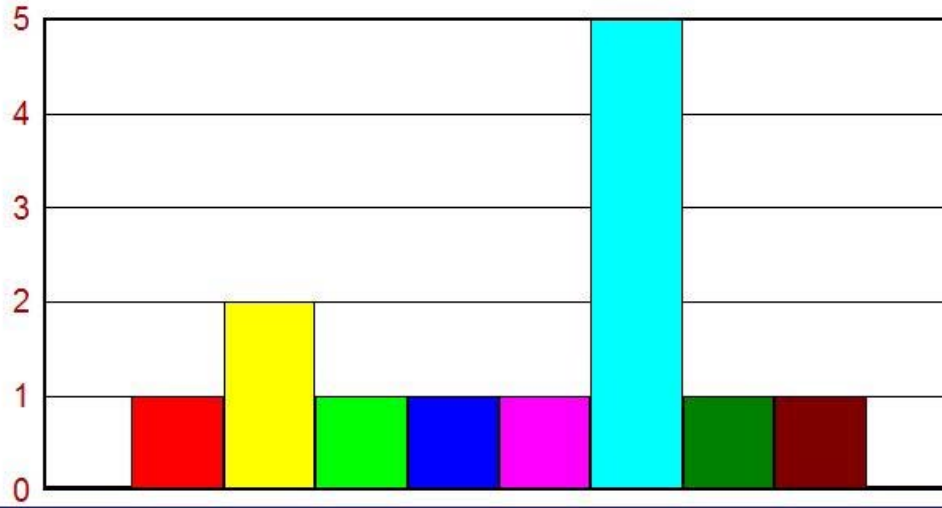
departments that indicated a willingness to do so. A poll of the members indicated they were willing to resume first responding to medical calls, as well, we have sufficient stock of PPE to do so. AHS has also mentioned that we will have the ability to adjust our response plan based on regional outbreaks or case spikes.

Currently, the Provincial Operations Centre has a sufficient stock of PPE and the turn around time is quick when we place an order.

8. To date, the Chief has issued two fire permits under the new portions of Bylaw 1705: one to the Town's Public Works Department for the compost area, and one to a resident in the recently annexed area. The Fire Chief visited the resident's site and inspected the burn pit prior to issuing the permit and had a good conversation with the home owner reviewing conditions of the permit as well as what can and cannot be burned.
9. The hot & dry weather over the past few weeks is starting to become a concern and it is just a matter of time before we are potentially busy with grass and stubble fires. Currently the MD of Willow Creek is under a fire advisory, but no restrictions are in place for the Town at this time; the Chief is not issuing new fire permits at this time due to the dry and windy conditions. Attached is the fire danger index, we are currently in the **Very High to Extreme** rating in our response area.

CFD Responses by Call Type

From Jul 16 20 to Aug 11 20

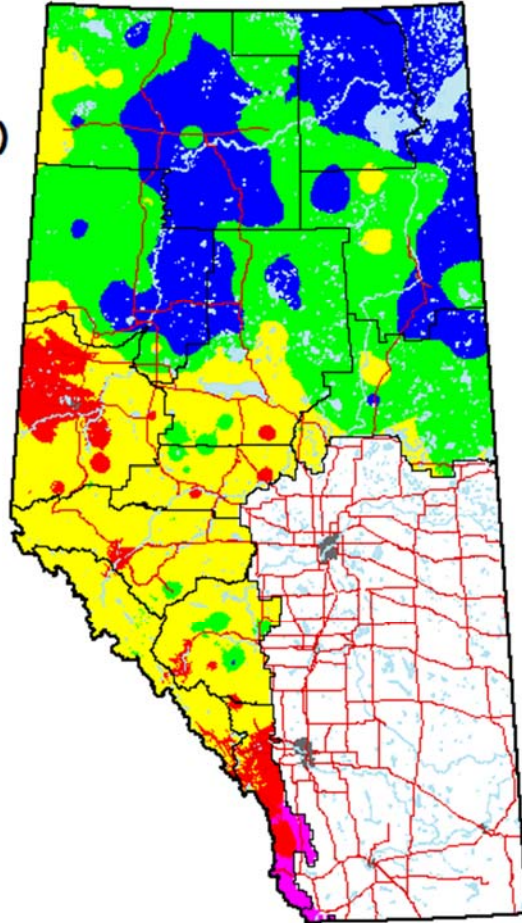


■ Alarm No Fire - accidental miscellaneous - 1	■ Alarm No Fire - detector activated - 2
■ False Alarm - internal or local alarm system - 1	■ Fire Outside - 1
■ Gas Leak - refrigeration - 1	■ Medical - EMS - 5
■ Public Service - assist police or other agency - 1	■ Public Service - miscellaneous - 1

Alberta

Fire Danger (Fire Weather Index)
forecasted for August 11, 2020

-  Low
-  Moderate
-  High
-  Very High
-  Extreme
-  No Data



Alberta Government
© 2020 Government of Alberta
Map created on Aug-11 at 09:06

Respectfully Submitted,
Craig White
Fire Chief

AUGUST 2020 HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

The pool has reopened and we were able to call back all of the previously laid-off staff that wanted to come back. Some are working for the Town in other capacities and some have moved on to other opportunities. There is currently a shortage of junior guards as some have moved on to further their education or are making a career change. There were five (5) interviews carried out on August 6th and 11th and we are hopeful to fill the gaps where needed.

One of the seasonal labourers has moved on to begin a new career and the other seasonal labourer member has been injured and has been working modified duties in the office. She has now returned to regular duties. There has been a shortage of staff for parks due to the seasonal labourer shortage and regular staff scheduled vacation.

Assessment and Taxation

The complaint date for taxes was July 24th, 2020. There are three (3) formal appeals. ORSCC is handling the appeal process for the Town and the hearings will likely be in October or November some time.

There continues to be no ratepayers that chose to withdraw from the T.I.P.P. program even though there was the option to pay current taxes up to December 30th, 2020 without penalty.

Below is the amount of outstanding taxes, at August 6th, 2020, not including TIPPS Participants. Taxes outstanding are **\$633,970.80** summarized as follows:

\$ 562,198.26	Current Taxes Outstanding
\$ 54,562.47	Arrears including penalties
\$ 2,422.67	Property under tax agreement
\$ 14,787.40	On 2020 Tax Arrears List. Subject to auction in 2021.

The 2020 Tax Arrears List has been registered at the Alberta Registries Office. These properties are subject to auction in 2021 if not paid by March 31st, 2021. There were nine (9) properties registered of which five (5) have been paid in full or are within current.

Infrastructure Services



August 2020

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Airport

All files and maps of the airport system were turned over to the MD, for the August 1st handover. Regulations/requirements for runway operations were gone over to make the transition smoother. Finished working with the MD to locate and GPS every curb stop location, in the Airport industrial area.

Arena

The latest construction schedule update for the Arena Roof replacement, is for work to start the last week of August/first week of Sept. and should be completed in a week. Mezzanine flooring replacement to start once the roof is replaced. We are preparing for fall operations and have scheduled the pending startup of the Arena. (Sept. 21, or Sept. 28, possible opening dates) We will have the facility ready for fall programming, once we are confirmed to be opening, and after the Arena user's meeting at the end of August we will know more on proposed programming and the proposed safety measures we may need to implement.

Town Buildings

Staff is helping with all the requests for the facilities that have opened up, as needed. New building construction is a little behind.

Cemetery

The Parks crew will look after the cemetery maintenance for the remainder of the season.

Equipment

All equipment is operational at this time and no major problems to report.

Garbage

Our collection program is working well, a few complaints.

Sidewalks

A new complete evaluation of the entire sidewalk system was done this spring as part of the Infrastructure Master plan by our engineer. A list with the worst sidewalks has been passed on to our contractor. Replacement is scheduled to start mid-August for the 2020 program by our contractor.

Streets

Paving of the North industrial area, by our contractor has been completed. Painting of parking lines and crosswalks throughout Town, has been finished.

Sanitary Sewers

Monthly maintenance of the sewer system, in the Town's problem areas continues. One homeowner is experiencing consistent blockages, and the Town is working to find a solution. No sewer back-up's have been reported.

Water Distribution

No major issues to report. A leak in the system has been isolated, and repairs to be completed in the south industrial area by owner.

Storm Water Drainage

No problems at this time to report.

Parks

The campground is quite busy, full most weekends, and some of our baseball facilities have been utilized in the last month. Staff is keeping up with the extra work required.

Recycling

Commercial weekly collection has one week that they are too full to get everyone, some scheduling is still needed to be adjusted.

Staff

11 weeks of holidays are scheduled in August by shop staff. We are working with minimum personnel this month. Lots of extra duties for all facility operations, and staff protection is our top priority with our Covid-19 operations plan. Staff is working hard every day.

CLARESHOLM RECREATION

July - August 2020



Authored by: Denise Spencer



CLARESHOLM RECREATION

ARENA

- COVID Protocol Draft Review;
 - Touched base with the Arena Attendants to discuss entries & exits into the facility
 - They're not comfortable with scheduling shinny at this time
 - Will be using the reservation system for Public Skate times, possible 25 person capacity on the rink floor
 - Discussion regarding spectators and usage of masks in the facility. Alberta Health Guidelines recommend mask usage for spectators
 - Spectator capacity; 50* to be discussed
- Minor Hockey practices will be considered a cohort (max 50 as per guidelines)
- ½ hour scheduled between programs (eg. Minor Hockey practices and games)
- Slots on Google Calendar blocked similar to 2019-20 season
- No Out of town tournaments will be booked until after Guidance Documents released
- Forwarded Aquatic Centre cleaning schedules, screening documents, and miscellaneous checklists to the Arena for them to be formatted to be used at the facility to ensure guidelines are being followed with documentation.
- Omnify reservation program will be used to book Public Skate participants
- Screening form for users of the facility will be available at entrances, as per the Alberta Health guidance documents
- Benches will be sectioned for groups to use as change rooms will be unavailable
- Separate exits from the facility will be in play for the season as per the guidance documents

CAC

- POS system is working well, there are some changes that we continue to make to ensure the Town has the information they need. Challenges with the WIFI, and updates to cash out have occurred to simplify the process
- New Moneris program has had some difficulties, updating the procedures as we go to ensure they are easy to follow.
- The training programs that were set up for our facility were well received, and almost at full capacity. Very pleased that we decided to go this route.
 - Standard First Aid on July 13 & 14 had 7 participants
 - NL- National Lifeguard July 19-23 had 6 participants
 - LSI-Lifesaving Swim Instructor July 27-31, 8 participants
 - Bronze Medallion & Bronze Cross August 4-7, 6 participants
- Meeting on July 27 with CCHMA determined that they were pleased with the measures we have taken for screening procedures with staff and customers, and as a result we began offering CCHMA swim times during the week again.
- Family Swims began August 1st, and will be regularly scheduled during the week starting August 10th. 25 people maximum at this time due to the limited capacity of our change rooms.
- Fitness swims have been filling quite regularly and Aquafits have waiting lists.
- Audit is scheduled for the Facility by the Lifesaving Society August 25 & 26; items that will be covered are protocols, procedures, lifeguard positions, Safety and Supervision, Public Awareness and Education. Staff will be scheduled to be interviewed.
- Potential Junior Lifeguards have been interviewed
- Looking into program options for fall & winter
- Plan for winter is being explored, how can we make the side entrance workable for winter?

Ball Diamonds:

- Found pick up dog waste signs at the shop, have been put up at Moffat Park.

- Recreation ball has been playing at Millennium weekly, is up to the teams to organize the games, and be responsible for themselves. This is not league play.

The Range Gravel Experience

- Garth Stotts updated the Town on July 30 with amazing video footage of the Range out west. Go to <https://thegraveexperience.com/> to view, the video is on the main page.

Tone Disc Golf

- The course is ready for play, flags are currently in place for the Back, Middle and Forward Tees.
 - The EDC has expressed an interest in purchasing or acquiring Tee Markers for the course, a letter was sent on August 6 with quotes from a few companies.
- After searching online for a supplier for Disc Starter Sets, many of which are sold out, I found a place in Calgary that sells them for a reasonable price.
- We are selling Disc Golf Starter sets for \$40 at the Claresholm Aquatic Centre. Originally purchased 10, sold 5 in one day and ordered 10 more.
- Looking to rent the discs in the future by using a deposit system. Exploring how to do this.

Sidewalk stencils

- On the afternoons of July 23 & 24 the Town of Claresholm's parks had a facelift with a variety of stencils. Games (Hopscotch, Mirror Me, Don't step on a crack etc.) and images (some with historical significance to our area) were also painted on pathways in town. Other sidewalks, pathways also received Water tower stencils, and the downtown area had some painted in front of Historical buildings or murals.





Claresholm



UTILITY SERVICES REPORT
AUGUST 2020



Utility Services Manager

Brad Burns

3700 8th Street West Work# 1-403-625-3381 brad.burns@claresholm.ca
Box 1000 TOL-OTO Cell # 1-403-625-1687 www.claresholm.ca
Claresholm, Alberta Fax # 1-403-625-3869

“The flow in Willow Creek varies greatly from year to year. Sixty percent of the flow usually comes during the few short weeks of spring run-off. This is when Pine Coulee Reservoir is filled”.

Regional Water Treatment Plant

Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- EFM on both racks to lower transmembrane pressure and increase permeability.
- Drain and clean CIP tanks.
- **Town wide power outage July 18th from 2:30 am – 5:00 am. All backup generators and SCADA equipment ran with no issues.**
- Reset SULLAIR compressors low air issue. Both racks idle due to loss of both compressors.
- CHAMCO technician onsite resolving compressor issues related to change over to new Soluble oil.
- Capital Controls onsite demoing new chemical pump in coagulant room.
- PALL service technician onsite to inspect membrane filtration system and check programs.
- Inspect PALL membrane racks and modules fittings and connections.
- MPE SCADA technician online working with chemical set points and CIP recipe update.

-
- Advanced Refrigeration onsite servicing Praxair Co2 tank compressor and coil fans.
 - Clean VFD drive fan filters.
 - M.D of Willow Creek computer technician onsite transitioning TELUS email to Google.

Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Schedule 3 Microcystin (blue-green algae) Cyanobacteria sent for annual lab testing.

Training and Continuing Education Credits

- Online courses available.

Meetings

- Bi-weekly management meetings.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- M.D Willow Creek Service Agreement Meetings as requested.

Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Check Co2 detector monthly.
- Check emergency lighting monthly.
- Complete required hazard assessments.
- Tool box meetings for weekly jobs to be done.
- Fire extinguisher checks all buildings.
- Fitness for work screening questionnaire mandatory (contact by phone prior) for contactors.
- Ongoing discussions with Utility Services staff to discuss Covid-19 possible impact and wellness checks.

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.

-
- Order and delivery of chemicals as required.

Pumping Stations and Reservoirs

Highway Pump Station

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- MPE electrical technician onsite to inspect ghost phasing, pump and VFD issue from single phasing power outage.

East Side Reservoir (UFA)

- Check SCADA links, electrical components and telemetry equipment weekly.
- Check sump pump and onsite manholes.
- Check reservoir overflow and drainage ditch.

M.D Willow Creek

Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Bacteriological, THM and Lead samples as per AEP code of practice.
- Check building daily and record as per AEP code of practice.
- Clean chlorine line, injection quill and replace pump tube as required.
- Capital Controls onsite investigating chlorine pump tube issue (new tubes on order).
- Replace Town locks with M.D of Willow Creek locks.

Airport

- Provide information during transition of Airport system takeover of the M.D of Willow Creek.

PRV Meter Vault

- Replace Town locks with M.D of Willow Creek locks.

Hamlet of Granum

- Check meter vault, electrical and telemetry equipment.
- Help Forman at Willow Creek Pump House to determine valves and lines to fill Granview-Park Lake.

West Water CO-OP

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Check PRV and double check valves biweekly.
- Property owner granted permission to install 1" water line to home.
- Replace Town locks with M.D of Willow Creek locks.

Water Distribution

Universal Metering

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.
- Personal masks and gloves to be worn when entering homes for meter issues during Covid-19 Step 2.

Government Compliance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.

Meter Vaults

- Check acreage and vault bi-weekly.
- Check Granum meter (in Claresholm) bi-weekly.

Distribution Lines

- One Bacteriological samples sent to Provincial Health Lab for testing once per week.
- Distribution free chlorine test taken once per week.

Lagoon and Wastewater Collection

Government Compliance

- Code of practice for wastewater systems using a wastewater lagoon daily monitoring requirements.

Harvest Square Lift Station

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

Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.
- Main sewage pumps back check valves to be replaced by CHAMCO.

Raw Water Supply

Pine Coulee Reservoir

- Pine Coulee Reservoir **92.52%** level 1051.96 geodetic meters, 46813.69 (dam3).
- Chain Lakes Reservoir **98.13%** 1297.04 geodetic meters, 14142.88 (dam3).
- Water currently being released from the dam into Willow Creek to supply irrigation needs downstream prior to Willow Creek entering the Oldman River.

Pine Coulee Supply Line

- Visually check supply line valve, hydrants air release valves, vaults bi-weekly
- Change 1' valves in vault and turn on Pine Coulee water for land owner.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir **6517** mm.
- Check blowers to lake daily.
- Raw water storage and supply will not be an issue for the remainder of 2020.

Golf Course

- Treated Backwash water from process continues through the neutralization system to the golf course holding ponds.

To Shower or to Bathe?

8 minute shower with a
9.5L/min shower head

**76 litres
of water**

A full bath could use

**150 litres
(or more)**





INFORMATION BRIEF

Meeting: August 17, 2020

Agenda Item: 20

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 - June 22, 2020				
8	RFD: Intermunicipal Emergency Services Agreement - Moved by Councillor Cutler to accept the Intermunicipal Emergency Services Agreement as presented effective April 1, 2020. CARRIED MOTION #20-085	Marian	Agreement signed	Complete
9	RFD: Tax Sale Property Conditions - Moved by Councillor Zimmer to hold public auction for the one (1) tax sale property noted on Tuesday, September 22nd, 2020 at 9 a.m. in Council Chambers, with reserve bid set as follows, and terms as stated: • Lot 8, Block 74, Plan 147N – Reserve Bid \$63,000 CARRIED MOTION #20-086	Lisa	Tax sale cancelled	Complete
12	RFD: Disc Golf Tones Proposal - Moved by Councillor Moore to allow a 9 Disc Golf Tones course to be built by Edmond Duguay and Craig Burrows-Johnson at Patterson Park on the south side of the road only with no cost to the Town of Claresholm. CARRIED MOTION #20-089	Denise	Course has been installed	Complete
16	RFD: Fair Days Reverse Parade - Moved by Councillor Schulze to change the parade route to a reverse parade for the 2020 Fair Days celebrations as presented, and allow for the closure of 59th Avenue between 8th and 4th Street West between 10:00 a.m. and 1:00 p.m. on Saturday, August 8, 2020. CARRIED MOTION #20-093	Brady/Spencer	Reverse parade was a success	Complete
Regular Scheduled Meeting - July 20, 2020				
1	BYLAW #1690 - Moved by Councillor Schlossberger to give Bylaw #1690, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1690, a Land Use Bylaw Amendment, 3rd & Final Reading. CARRIED	Tara/Karine	Bylaw printed, signed and sent to ORRSC.	Complete

8	NEWS RELEASE: Improving Access to Emergency Medical Services - Moved by Councillor Schulze to send a letter to the Minister of Health and Alberta Health Services regarding the possible use of Claresholm & District Transportation Society vehicles for non-urgent patient needs. CARRIED MOTION #20-094	Karine	Letter to be sent	In progress
10	CORRES: Alberta Chapter of the Wildlife Society - Moved by Councillor Carlson to write a letter to the Alberta Energy Regular and the Minister of Environment stating the Town of Claresholm's position is that the promotion of exploration of coal in Alberta is not conducive to the protection of our environment, and that these actions are harmful to the environment, our waterways and our wildlife. CARRIED MOTION #20-095	Karine	Letter to be sent	In progress
12	CORRES: Royal Canadian Legion - Moved by Councillor Carlson to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$442.86 plus GST for 2021. CARRIED MOTION #20-096	Karine	Payment sent	Complete
13	CORRES: Barry Morishita, President - AUMA - Moved by Councillor Moore for Mayor MacPherson to attend the Summer 2020 Municipal Leaders' Caucus hosted by the Alberta Urban Municipalities Association (AUMA) in Nanton on August 19, 2020. CARRIED MOTION #20-097	Karine	Mayor is registered to attend in Nanton on August 19th	Complete
17	CORRES: Claresholm Curling Club - Moved by Councillor Cutler to forgive the municipal portion of the 2020 property taxes of the Claresholm Curling Club in the amount of \$1,028.48. CARRIED MOTION #20-098	Lisa	Letter sent	Complete
18	CORRES: The Bridges at Claresholm Golf Club - Moved by Councillor Moore to forgive the municipal portion of the 2020 property taxes of the Claresholm Golf Club in the amount of \$2,901.14. CARRIED MOTION #20-099	Lisa	Letter sent	Complete
21	CORRES: Carol Lyle RE: Intersection at 4th Street & 49th Avenue West - Moved by Councillor Cutler to write a letter to Carol Lyle stating that the hedges have been cut back previously at the intersection and the intersection complies with the Town's Land Use Bylaw, and that a four-way stop in that location is not desirable at this time. CARRIED MOTION #20-100	Tara	Letter sent.	Complete
22	RFD: Lagoon Upgrades - Moved by Councillor Schulze to move the Lagoon Holding Cell Upgrade Project included in the five (5) year capital plan to 2020 to utilize awarded Alberta Municipal Water & Wastewater Partnership (AMWWP) grant funding and approve the out of budget expenditure as follows: <ul style="list-style-type: none"> • \$541,000 AMWWP Grant Funding • \$287,923 Water & Sewer Capital Reserve Funds • \$171,077 MSI Grant Funds with the amount of MSI Grant Funds to be utilized to be reduced by the amount of the 2020 water and sewer utility operating surplus to a maximum amount of \$171,077. CARRIED MOTION #20-101	Brad/Blair	Signed Agreement with MPE to proceed with detailed design and tender of project	Complete

23	<p>RFD: FCM Asset Management Grant - Moved by Councillor Schlossberger to approve the out of budget Asset Management Phase 2 Project – “Ensuring Asset Resilience in Claresholm” in the amount of \$62,500 with funding as follows:</p> <ul style="list-style-type: none"> • \$50,000 FCM Grant Funding • \$11,000 Existing Unutilized IMP Budgeted Funding • \$1,500 General Operational Reserve Funding. <p>CARRIED MOTION #20-102</p>	Blair/Marian	Upon further review, recommending council rescind this motion during Aug 14, 2020 Council Meeting	In progress
23	<p>RFD: FCM Asset Management Grant - Moved by Councillor Zimmer to direct Administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Ensuring Asset Resilience in Claresholm. Be it therefore resolved that the Town of Claresholm commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:</p> <ul style="list-style-type: none"> • Understanding what functionality of an asset management software system or computerized maintenance management system (CMMS) is most important to the Town and what implementation timelines and costs might look like. • Purchase of field tablets/hardware to utilize ESRI Collector and integrate/add data to our GIS database. • Staff training on the use of field tablets and ESRI Collector including monitoring and assessing adoption. • Map existing and future asset maintenance management business processes. <p>CARRIED MOTION #20-103</p>	Blair/Marian	Upon further review, recommending council rescind this motion during Aug 14, 2020 Council Meeting	In progress
24	<p>RFD: 2021 Southern Alberta Summer Games - Moved by Councillor Cutler to write a letter to the Southern Alberta Recreation Association stating that the Town of Claresholm is willing to attempt to host the 2021 Southern Alberta Summer Games with their support, with the stipulation that there be some latitude in determining which events would possibly be hosted and that other avenues be explored for different ways of hosting the games including having other surrounding communities involved. CARRIED MOTION #20-104</p>	Karine	Email notification sent, formal letter to be sent prior to their next meeting in September	In progress
25	<p>RFD: Claresholm Skatepark Location - Moved by Councillor Schlossberger to authorize the Claresholm Skatepark Association to investigate the area south of the new multi-use building for a suitable site for new skatepark construction, following public consultation, and furthermore, to work with Administration to determine site suitability: first - option 1 (east location) and then - option 2 (west location). CARRIED MOTION #20-105</p>	Marian/Tara	Notification sent to the group. Coordination with the group to continue on project and Council will be updated moving forward.	Complete
26	<p>RFD: Claresholm Airport Lands Agreement - Moved by Councillor Schlossberger to approve the Airport Lands Transfer Agreement with the Municipal District of Willow Creek as presented with an effective date of August 1, 2020. CARRIED MOTION #20-106</p>	Marian/Tara	Agreement sent to MD. Leasee's notified of transfer.	Complete
27	<p>RFD: Rocky Mountain Drift Club - Moved by Councillor Carlson to approve the closure of the south-end of 2 Street East and 2A Street East, between 47 Avenue East and the north-access of UFA Card-lock on 2 Street East, on Saturday August 9, 2020, from 8:30 AM – 10:00 AM for the Rocky Mountain Drift Club drift demo. CARRIED MOTION #20-107</p>	Brady/Mike	Arrangements being made. Notified club.	Complete

28	RFD: Fair Days Events - Moved by Councillor Schlossberger to refrain from hosting a Fair Days Street Festival on August 8, 2020 in light of the current global situation and the inability to maintain physical distancing. CARRIED MOTION #20-108	Brady	Notified coordinator	Complete
28	RFD: Fair Days Events - Moved by Councillor Carlson to direct the Event Coordinator to collaborate with the Claresholm Arts Society for the hosting of a drive-in style movie on August 8, 2020 as part of Claresholm Fair Days activities with strict adherence to public health guidelines. CARRIED MOTION #20-109	Brady	Contacted Arts Society, movie chosen.	Complete
29	RFD: Commemorative Tree Request - Moved by Councillor Schulze to approve the request for a tree to be chosen by the group with assistance from the Director of Infrastructure to be planted at 111 - 55 Avenue West on behalf of the 1970 graduating class of WCCHS, with the final location to be determined upon landscaping. Additionally, all costs associated with the tree, planting and any plaques to be borne by the reunion class. CARRIED MOTION #20-110	Tara/Mike	Notification letter sent	Complete
30	RFD: Memorial Benches - Frog Creek Wetlands - Moved by Councillor Moore to allow memorial benches in accordance with Policy #5.6.24 to be placed within the Frog Creek Wetlands with locations to be finalized in discussions with Infrastructure Services & Administration, to provide the least impact to roads and the wetlands area. CARRIED MOTION #20-111	Mike	Will look at potential locations that would be appropriate for when a request is received.	Complete
39a	IN CAMERA: LAND - Moved by Councillor Zimmer to approve the Transfer Agreement with Livingstone Range School Division for the land and buildings located at Lot 2, Block 1, Plan 2010646 as presented. CARRIED MOTION #20-112	Tara	Agreement sent to LRSD for signatures.	Complete
39b	IN CAMERA: PERSONNEL - Moved by Councillor Cutler to appoint Karen Arnold to the Claresholm Housing Authority Board. CARRIED MOTION #20-113	Karine	Email sent	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 13, 2020

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

July 10, 2020

Town of Claresholm – Zoom Meeting

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

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

Public Present: Rob Vogt – Claresholm Local Press
Joe Starr – Freedom Living Ltd.

8:58 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt the
agenda by
Keith Carlson**

**Seconded by
Doug Priestley**

CARRIED

Adoption of Minutes

- June 12, 2020

**Motion to adopt the
Meeting Minutes
By Jeff Kerr**

**Seconded by
Mayor MacPherson**

CARRIED

Item 1: ACTION

DEVELOPMENT PERMIT CONDITIONS

File: D2018.022
Applicant/Owner: Joe Starr/Freedom Living Ltd.
Address: 4 Skyline Cres, Claresholm
Legal: Lot 16, Block 63, Plan 0110064
Regarding: Development approval conditions

**Motion to approve time
extension to August 7, 2020
by Mayor MacPherson**

**Seconded by
Jeff Kerr**

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

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Item 2: ACTION

DEVELOPMENT PERMIT

File: D2020.062

Applicant/Owner: Wild Repairs Inc. (Bruce Wild)

Address: 4509 2 St W, Claresholm

Legal: Lot 3-5, Block 9, Plan 147N

Regarding: Home Office for mobile heavy-duty mechanic & motorcycle mechanic

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

**Seconded by
Doug Priestley**

CARRIED

Conditions:

1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525. This approval is for home office and parking of the service vehicle only, all work is to take place off-site.

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

4. The applicant shall ensure that the service truck is always parked off-street and not on municipal roadways.

5. A new application will be required if the use of the home office intensifies (additional storage/employees or client traffic) or additional (larger) vehicles are to be utilized for the business.

9:26 a.m.

**Motion to adjourn by
Doug Priestley**

MEDIA RELEASE

B R E A T H E
the lung association

WALK TO BREATHE 2020
FOR IMMEDIATE RELEASE
July 27, 2020

www.ab.lung.ca/walk2breathe

ALBERTA MAN WALKING FROM CALGARY TO EDMONTON IN SUPPORT OF THE LUNG ASSOCIATION

Edmonton, Alberta – In just 10 days, Edmontonian Chris Sadleir will lace up for the journey of a lifetime. The 45-year-old is embarking on an 11-day, 330-kilometer trek from Calgary to Edmonton, in a bid to raise \$22,000 for The Lung Association of Alberta and NWT. Although he has yet to take his first step, fundraising is already well past the halfway point, with more than \$17,000 donated to the cause to date.

The dollar amount is symbolic, with humans taking an average of 22,000 breaths every day. The drive behind the walk, even more symbolic. Sadleir's father is a double-lung transplant recipient, who will be behind his son every step of the way, driving the walk's support vehicle for the entire 11-day journey, that will wind through a number of Alberta communities, gathering support with every step.

"The initiative is one thing but actually following through and the planning and the raising of sponsors, the scheduling, there's been a lot of work for the last six months. It's really quite impressive and we're really proud of what he's been doing," says Rob Sadleir.

In addition to fundraising, Sadleir also wants to raise awareness of the need for organ donors.

"If my father didn't have a donor, then you know, the family doesn't have a grandpa or a father," says Chris.

In Canada and worldwide, chronic respiratory disease ranks among the top for mortality and morbidity. This includes such common, yet widely overlooked ailments as ASTHMA, SLEEP APNEA and BRONCHITIS, not to mention COPD, CYSTIC FIBROSIS, LUNG CANCER, COVID-19 and so many more - yet the Lung Association receives less than one-third of the national government research funding.

11 days from August 7-17th
Over 330 km (30+ km per day)
330,000+ Meters (Approx. 462,000 steps & 1,082,677 feet)
The length of 7108 Olympic Swimming Pools, 5830 Hockey Rinks and 3554 Football fields!

**Support the WALK TO BREATHE as we help those suffering from
lung disease and chronic respiratory ailments**

-30

For more information and/or media interviews:

Chris Sadleir
Walk Participant/Event Organizer
C: (780) 233-9941
Sads.chris@gmail.com

