TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MARCH 9, 2020
AGENDA

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: **ADOPTION OF AGENDA**

MINUTES: **REGULAR MEETING – FEBRUARY 24, 2020**

DELEGATION: **MUNICIPAL DISTRICT OF WILLOW CREEK**
RE: Airport

ACTION ITEMS:

1. **BYLAW #1694 – Intermunicipal Collaboration Framework Bylaw**
   RE: 1st Reading
2. **BYLAW #1695 – Consolidation of Bylaws**
   RE: 1st Reading
3. **BYLAW #1696 – Water & Sewer Bylaw Amendment**
   RE: 1st Reading
4. **BYLAW #1697 – Procedural Bylaw Amendment**
   RE: 1st Reading
5. **CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs**
   RE: Budget 2020
6. **CORRES: Alberta Urban Municipalities Association (AUMA)**
   RE: AUMA's Preliminary Budget Report 2020
7. **CORRES: Alberta Municipal Affairs**
   RE: Municipal Accountability Program (MAP) Review
8. **CORRES: SouthGrow Regional Initiative**
   RE: Invitation – SouthGrow Economic Summit
9. **CORRES: Rowan House**
   RE: Fundraising Gala
10. **CORRES: Claresholm Community Centre Association**
    RE: Fundraising Dinner and Concert – April 18, 2020
11. **REQUEST FOR DECISION: Chinook Intermunicipal Subdivision & Development Appeal Board**
12. **REQUEST FOR DECISION: Letter of Support – Co-op Community Spaces Grant (Revised)**
13. **REQUEST FOR DECISION: Community Foundation Grant Partnership**
14. **REQUEST FOR DECISION: Signage Over Public Property**
15. **INFORMATION BRIEF: Letter of Support – Co-op Community Spaces Grant**
16. **INFORMATION BRIEF: Council Resolution Status**
17. **ADOPTION OF INFORMATION ITEMS**
18. **IN CAMERA:**
    a. **LAND – FOIP Section 16**
    b. **Local Public Body Confidences – FOIP Section 23**
    c. **Local Public Body Confidences – FOIP Section 23**
    d. **PERSONNEL – FOIP Section 17**

INFORMATION ITEMS:

1. **Age-Friendly Alberta E-News – Budget 2020 – Special Minister's Statement**
2. **Claresholm Food Bank Meeting Minutes – January 23, 2020**
3. **Oldman River Regional Services Commission Executive Committee Meeting Minutes – January 9, 2020**
4. **Claresholm Skatepark Association Meeting Minutes – February 11, 2020**
5. **Claresholm Community Centre Association Meeting Minutes – January 14, 2020**
6. **Report from Councillor Schlossberger – Alberta SouthWest Meeting**

ADJOURNMENT

TOWN OF CLARESHOLM

PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
FEBRUARY 24, 2020

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

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

ABSENT: None

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

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

DELEGATION 1: KATHY DAVIES & IRENE LEEDS
RE: Human Trafficking

CARRIED UNANIMOUSLY

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

CARRIED

MINUTES: **REGULAR MEETING – FEBRUARY 10, 2020**

Moved by Councillor Zimmer that the Regular Meeting Minutes of February 10, 2020 be accepted as presented.

CARRIED

DELEGATION: **SGT. GREG STANNARD, Claresholm Detachment, RCMP**
RE: Update

Sergeant Greg Stannard from the Claresholm RCMP Detachment presented Council with an update regarding statistics from the past year and the current situation in Claresholm and the surrounding area. He also asked Council what the issues that should be focused on in the coming year.

ACTION ITEMS:

1. **DELEGATION RESPONSE: Garth Stotts**
RE: The Range – Gravel Cycling Classic

Received for information.

2. **NEWS RELEASE: Statement from Minister Shandro**
RE: Physician Negotiations

MOTION #20-030 Moved by Councillor Schlossberger to write a letter of support to the Government of Alberta stating that the Town of Claresholm is behind Alberta Health Services and the work they do within our community as a whole on all levels.

CARRIED

3. **CORRES: SouthGrow Regional Economic Development**
RE: Broadband Connectivity

Received for information.

4. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE: Local Authorities Election Act Feedback

Received for information.

5. **CORRES: FortisAlberta**
RE: 2020 Approved Rates

Received for information.

6. **REQUEST FOR DECISION: Letter of Support – Claresholm Arts Society**

MOTION #20-031 Moved by Councillor Cutler to write a letter of support towards the Claresholm Arts Society's application to the Co-op Community Spaces Grant for the purpose of renovating and upgrading the entryway and washroom facilities at the Claresholm Community Centre.

CARRIED

7. REQUEST FOR DECISION: Loader Tenders

MOTION #20-032 Moved by Councillor Zimmer to purchase a new 2019 Case wheel loader from Rocky Mountain Equipment at a value of $235,500 plus GST as presented.

CARRIED

8. REQUEST FOR DECISION: Kin Week Proclamation

MOTION #20-033 Moved by Councillor Moore to proclaim February 16th-22nd, 2020 as Kin Canada Week and February 20th, 2020 as Kin Canada Day.

CARRIED

9. REQUEST FOR DECISION: Porcupine Hills Classic Cruisers

MOTION #20-034 Moved by Councillor Carlson to allow the Porcupine Hills Classic Cruisers to utilize Centennial Park ball diamonds on Sunday, August 9th, 2020 for the purpose of their 28th annual show and shine.

CARRIED

10. REQUEST FOR DECISION: Land Sale Closing Date Extension

MOTION #20-035 Moved by Councillor Schlossberger to extend the closing date for the sale of the property described as Lots 2, 3 & 4, Block 10, Plan 7910032 until March 17th, 2020.

CARRIED

MOTION #20-036 Moved by Councillor Carlson to extend the closing date for the sale of the property described as Lot 1, Block 11, Plan 7910032 until March 17th, 2020.

CARRIED

11. INFORMATION BRIEF: CAO Report

Received for information.

12. INFORMATION BRIEF: Council Resolution Status

Received for information.

13. ADOPTION OF INFORMATION ITEMS

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

CARRIED

14. IN CAMERA:

a. Intergovernmental Relations – FOIP Section 21

Moved by Councillor Schulze to go In Camera at 7:39 p.m. for the following items:

a. Intergovernmental Relations – FOIP Section 21

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 7:39 p.m.

Moved by Councillor Zimmer to come out of In Camera at 7:54 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 7:54 p.m.

CARRIED

14. IN CAMERA:

b. Intergovernmental Relations – FOIP Section 21

MOTION #20-037 Moved by Council Cutler to amend the Master Water Servicing Agreement with the Municipal District of Willow Creek to provide relief water services for the Hamlet of Granum.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 7:55 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 7:55 p.m.

_____ _____

Mayor – Doug MacPherson Chief Administrative Officer – Marian Carlson

DRAFT

DELEGATIONS

Municipal District of Willow Creek No. 26

Office of the Administrator

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

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

RECEIVED
FEB 21 2020

February 18, 2020

Marian Carlson CLGM
Chief Administrative Officer
Town of Claresholm
Box 1000
Claresholm, AB
T0L 0T0

Dear Marian,

Re: Claresholm Airport Runway Repairs

At the January meeting of the JEDI committee airport runway repairs were discussed along with potential alternatives that would preserve the condition of the runway at a lower cost than what was considered for the Community Airport Program where an asphalt overlay was proposed.

The JEDI resolved to request the M.D. of Willow Creek to seek quotes for a scope of work for airport maintenance including: crack sealing of the main runway, a 'fog' coat of oil to seal the runway surface, a sand/oil slurry for taxiways and repainting of the runways and taxiways to conform to regulations.

At the February 12, 2020 Council meeting of the Municipal District of Willow Creek No. 26 a resolution was passed to forward the Claresholm Runway crack sealing and rehabilitation quote to the Town of Claresholm Council for review.

The M.D. proposes to cost share a portion of the costs with the Town. We believe that the maintenance work summarized in the quote is necessary to preserve the runway and taxiways in a condition which will slow degradation and extend the life span of the airport infrastructure.

The M.D. of Willow Creek requests the ability to be a delegation to the March 9, 2020 Town of Claresholm Council meeting to present this information.

Please find a copy of the cost estimate enclosed.

Sincerely,

Derrick Krizsan C.L.G.M.
Chief Administrative Officer
Municipal District of Willow Creek

January 16, 2020

Claresholm Airport
Md Willowcreek

Attn: Roy Johnson
Re: Line Painting Airport Runway / Crack Sealing
Description of work:

- Repaint the 3000 ft runway with Low Voc alkyd Paint
- Hold lines, taxi lines, Clareholm logo.
- Crack sealing airport runway with hot pour crack sealant.
- Mobility included in price.

Total Price for above work: **Whichever you choose to do.**
Black out old lines on runway – 4,000.00
Resurvey and paint runway to standard – 7000.00
Taxi Lines and hold lines – 1325.60
CLARESHOLM LOGO- 2200.00
Crack sealing Runway only not taxiways – 17838.60
Terms and Conditions:

- Price includes labour, material and one mobility.
- G.S.T. **NOT** included.
- Price based on the 2020 construction season.
- Access must be unobstructed and must be debris free.
- Extra work to be negotiated prior to work commencing.
- Quote open for acceptance for 30 days. This sheet must be signed, dated and returned prior to work commencing.
- Payment due in full within 30 days of invoice or interest of 2% per month will be charged.

If the above quotation is deemed acceptable, please sign and return to our office.

_____ _____

Owner or Owner's Representative Date

Municipal District of Willow Creek #26

For Information

Date Submitted: January 20, 2020

Originated by: CAO

Subject: Claresholm Runway Crack Sealing

RECOMMENDATION

To review the attached information pertaining to the Claresholm Runway Crack Sealing Project.

SUMMARY

Administration was tasked to seek options for the crack filling of the Claresholm Airport.

An estimate of work is as follows:

Crack Sealing runway (Contractor) - $17,838.60

Fogging runway with SS1 Oil (MD Willow Creek) - $15,105.00

Sand / Oil slurry of taxiway - $25,000

Painting to standard (runway lines, taxiway and hold lines and Logo) - $10,525.60

Total: $68,469.20 plus GST

BACKGROUND

Significant cracks in the runway at the Claresholm airport risk moisture penetration into the base materials which will in turn – due to the freeze / thaw cycle - threaten the structure and reduce the remaining lifespan of the runway.

Crack sealing and fogging of the runway and applying a sand / slurry mixture to the taxiways will aid in reducing moisture infiltration. Airport standards require that the runway be painted following completion of this project.

ATTACHMENTS

Crack Sealing Quote

Prepared By:	Reviewed and Approved for Agenda
Director / CAO / Committee	Chief Administrative Officer

ACTION ITEMS

BY-LAW #1694

WHEREAS Section 708.28(1) of the *Municipal Government Act*, being Chapter M-26 of the Statutes of Alberta, as amended, mandates that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each Municipality, which services are best provided on an intermunicipal basis, which services are best provided by a third party, and how services and any changes to them will be transitioned, implemented, delivered and funded;

AND WHEREAS Municipal District of Willow Creek No. 26 shares a common border with each of Town of Claresholm, Town of Fort Macleod, Town of Nanton, and Town of Stavely ;

AND WHEREAS Municipal District of Willow Creek No. 26, Town of Claresholm, Town of Fort Macleod, Town of Nanton, and Town of Stavely (the "**Municipalities**") share common interest and are desirous of working together to provide services to their residents;

AND WHEREAS The Municipalities consulted with residents of all of the Municipalities;

AND WHEREAS The Municipalities have mutually developed the Intermunicipal Collaboration Framework, attached to and forming part of this By-law, including any or all schedules forming a part thereof (the "**Willow Creek Regional Intermunicipal Collaboration Framework**");

NOW THEREFORE pursuant to the authority conferred upon it by the laws of the Province of Alberta, the Town of Claresholm Council duly assembled enacts as follows:

TITLE

1. This Bylaw shall be known as the "Willow Creek Regional Intermunicipal Collaboration Framework Bylaw".

PURPOSE

2. The purpose of this bylaw is to adopt the Willow Creek Regional Intermunicipal Collaboration Framework, pursuant to the *Municipal Government Act*, being Chapter M-26 of the Statutes of Alberta 2000, and amendments thereto.

DEFINITIONS

3. Unless specifically defined within this Bylaw, or unless the context otherwise requires, all capitalized terms used within this Bylaw shall have the meaning provided for within the Willow Creek Regional Intermunicipal Collaboration Framework, including any or all schedules forming a part thereof.

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ADOPTION

4. The Council of the Town of Claresholm, in the Province of Alberta, hereby adopts the Willow Creek Regional Intermunicipal Collaboration Framework.

ADMINISTERING THIS BYLAW

5. The Chief Administrative Officer is authorized to administer this Bylaw, as well as supervise, control and direct the participation of the Town of Claresholm within the Intermunicipal Collaboration Framework, subject always to reporting to and receiving instructions from the Council of the Town of Claresholm.

SEVERABILITY

6. Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

COMING INTO FORCE

7. This Bylaw shall come into full force and effect on the day that it is finally passed by Council by giving it third and final reading and it is signed in accordance with the *Municipal Government Act*.

READ A FIRST TIME IN COUNCIL this _____ day of _____, 2020.

READ A SECOND TIME IN COUNCIL this _____ day of _____, 2020.

READ A THIRD TIME IN COUNCIL AND PASSED this _____ day of _____, 2020.

_____ _____

Mayor Doug MacPherson CAO Marian Carlson

_____

Date Bylaw Signed

DRAFT

INTERMUNICIPAL COLLABORATION FRAMEWORK

BETWEEN:

MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

- and -

TOWN OF CLARESHOLM

- and -

TOWN OF FORT MACLEOD

- and -

TOWN OF NANTON

- and -

TOWN OF STAVELY

WHEREAS Part 17.2 of the *Municipal Government Act* requires municipalities with common boundaries to create an Intermunicipal Collaboration Framework with each other;

AND WHEREAS Municipal District of Willow Creek No. 26 and each of Town of Claresholm, Town of Fort Macleod, Town of Nanton, and Town of Stavely (collectively, the "**Municipalities**") share a common boundary;

AND WHEREAS the Municipalities share common interests, have a long history of working collaboratively on projects, and are desirous of working together to provide services to their ratepayers;

AND WHEREAS the Municipalities wish to advance, promote, and encourage opportunities and programs for collaboration amongst the Municipalities for their joint benefit, as well as the ultimate benefit of the residents of the respective Municipalities and the surrounding communities;

AND WHEREAS the Municipalities wish to, where possible, provide for integrated and strategic planning, delivery and funding of intermunicipal services;

AND WHEREAS the Municipalities wish to steward scarce resources efficiently in providing local services;

AND WHEREAS the Municipalities recognize that different municipalities have different resources and funding to contribute to services that benefit their residents, but wish to ensure municipalities contribute to services that benefit their residents;

AND WHEREAS the Municipalities recognize that due to a variety of factors including, without restriction, location, accessibility, capacity, usefulness, and affordability of Services, each Municipality may not participate within each or every one of the current Intermunicipal Services which have already been

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implemented, proposed Intermunicipal Services which are yet to be implemented, or Intermunicipal Services which are proposed and/or recommended in the future under this Intermunicipal Collaboration Framework;

AND WHEREAS the Municipal Government Act stipulates that municipalities that have a common boundary must create a framework with each other that identifies the services provided by one or more of the Municipalities that benefit residents in more than one of the Municipalities that are parties to this Intermunicipal Collaboration Framework ;

AND WHEREAS the Municipalities are committed to participating, co-operating and coordinating with each other on an on-going basis, as further contemplated within this framework, for the joint benefit of the Municipalities;

AND WHEREAS each of the Municipalities has consulted with their respective residents with respect to collaborations with and amongst the Municipalities;

AND WHEREAS the Municipalities have mutually developed this Intermunicipal Collaboration Framework to be effective and applicable to the framework required for each common boundary amongst the Municipalities;

NOW THEREFORE, by mutual covenant of the Municipalities hereto it is agreed as follows:

1. DEFINITIONS & SCHEDULES

1.1 In this Intermunicipal Collaboration Framework, the following capitalized terms shall be defined as follows:

(a) "**Area Structure Plans**" means the area structure plans implemented by each of the Municipalities pursuant to the provisions of the *Municipal Government Act*, and "**Area Structure Plan**" means any one of them;

(b) "**Capital Project**" means capital infrastructure whose purpose, either in whole or in part, is to provide, or contribute to the delivery of, any one or more of the Services or an portion thereof;

(c) "**Collaboration Principles**" means the principles under which the Municipalities agree to collaborate pursuant to this Intermunicipal Collaboration Framework, consisting of:

(i) **Appropriateness** – the collaboration amongst the Municipalities must be suitable for and beneficial to the Municipalities participating in the aspect of the collaboration;

(ii) **Adaptability** – the collaboration amongst the Municipalities must be multi-dimensional and flexible to change, participation and future growth;

(iii) **Accessibility** – the benefits of the collaboration amongst the Municipalities must be accessible by all of the Municipalities, at their option;

(iv) **Affordability** – the participation of aspects of the collaboration amongst the Municipalities must be efficient in planning; and economical to implement and/or operate, while maximizing the synergies for the Municipalities;

(v) **Accountability** – the benefits and burdens of the collaboration amongst the Municipalities must be shared by the Municipalities proportionately to their benefit and may be provided by services in kind or monetary value;

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(vi) **Respectful** – the processes amongst the Municipalities will be respectful and the contributions amongst the Municipalities towards services will respect that the ability to contribute differs amongst the Municipalities;

(vii) **Reasonableness –** the Municipalities will act reasonably in discussions, negotiations, granting of consents, and completion of any agreement, as contemplated within this Intermunicipal Collaboration Framework including, without restriction, renewals, extensions or replacements of Implementation Agreements.

(d) "**Councils**" means the elected councils of the Municipalities pursuant to the provisions of the *Municipal Government Act*, and "**Council**" means any one of them;

(e) "**Dispute Resolution Procedure**" means dispute resolution procedure attached as **Schedule "G"** to this Intermunicipal Collaboration Framework

(f) "**ICF Committee**" means the committee established pursuant to Article 4;

(g) "**ICF Subcommittee**" means a subcommittee established by the ICF Committee pursuant to Article 4, and "**ICF Subcommittees**" means two or more of them;

(h) "**Implementation Agreement**" means a binding agreement between Two (2) or more of the Municipalities necessary for the implementation, management, governance, operation, delivery and funding of an Intermunicipal Service, as contemplated within any Implementation Plan or as agreed upon by the participating Municipalities from time to time;

(i) "**Implementation Plan**" means the initial implementation plan attached as **Schedule "F"** to this Intermunicipal Collaboration Framework, together with such additional and other implementation plans established from time to time by the ICF Committee as contemplated within this Intermunicipal Collaboration Framework;

(j) "**Individual Municipal Services**" means all those Services listed within **Schedule "C"** attached to this Intermunicipal Collaboration Framework Services as being Services that are currently, shall continue to be, and/or shall transition so as to become, provided by the respective Municipalities within their own respective boundaries on an individual and separate basis;

(k) "**Intermunicipal Collaboration Framework**" means this collaboration framework document, as amended form time to time;

(l) "**Intermunicipal Development Plans**" means intermunicipal development plans which may be implemented by each of the Municipalities pursuant to the provisions of the *Municipal Government Act*, and "**Intermunicipal Development Plan**" means any one of them;

(m) "**Intermunicipal Services**" means all those Services listed within **Schedule "D"** attached to this Intermunicipal Collaboration Framework Services as being Services that are currently, shall continue to be, and/or shall transition so as to become, provided by the Municipalities on an inter-municipal basis;

(n) "**Municipal Development Plans**" means the municipal development plans implemented by each of the Municipalities pursuant to the provisions of the *Municipal Government Act*, and "**Municipal Development Plan**" means any one of them;

(o) "**Municipal Government Act**" means the *Municipal Government Act*, RSA 2000, c. M-26,

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as amended or replaced from time to time;

(p) "**Municipalities**" means, collectively, Municipal District of Willow Creek No. 26, Town of Claresholm, Town of Fort Macleod, Town of Nanton, and Town of Stavely , and "**Municipality**" means any one of them;

(q) "**Regulations**" means any regulations created pursuant to Section 708.52 of the *Municipal Government Act*, as amended or replaced from time to time;

(r) "**Services**" means collectively, all those services being provided within the boundaries of the Municipalities consisting of Individual Municipal Services, Intermunicipal Services, and Third Party Services, and listed within **Schedule "A"** attached to this Intermunicipal Collaboration Framework, and "**Service**" means any one of them;

(s) "**Third Parties**" means, collectively, any persons other than the Municipalities, and "**Third Party**" means any one of them; and

(t) "**Third Party Services**" means all those Services listed within **Schedule "E"** attached to this Intermunicipal Collaboration Framework Services as being Services that are currently, shall continue to be, and/or shall transition so as to become, provided by Third Parties within all or any of the boundaries of the Municipalities.

1.2 As of the effective date of this Intermunicipal Collaboration Framework, the schedules attached to and forming a part of this Intermunicipal Collaboration Framework are as follows:

Schedule "A" - Inventory of Services

Schedule "B" - ICF Committee Procedures

Schedule "C" - Services Delivered or to be Delivered on an Individual Basis

Schedule "D" - Services Delivered or to be Delivered on an Intermunicipal Basis

Schedule "E" - Services Delivered or to be Delivered by Third Parties

Schedule "F" - Initial Implementation Plan

Schedule "G" - Dispute Resolution Procedure

1.3 The Municipalities acknowledge and agree that:

(a) the Services provided by the Municipalities as contemplated within **Schedule "A"** may change from time to time, and at any time, by virtue of each Municipality's own discretions and decision making; and

(b) the Services identified within each of **Schedule "C"**, **Schedule "D"** and **Schedule "E"** may change from time to time including, without restriction, as a result of the operation of the provisions of Section 2.4 and Article 7 of this Intermunicipal Collaboration Framework.

2. ESTABLISHMENT, TERM AND REVIEW

2.1 In accordance with the *Municipal Government Act*, as well the Regulations, this Intermunicipal Collaboration Framework shall come into force on final passing of matching bylaws by each

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Municipality that contain this Intermunicipal Collaboration Framework.

2.2 This Intermunicipal Collaboration Framework may be amended by mutual consent of all of the Municipalities unless specified otherwise in this Intermunicipal Collaboration Framework.

2.3 Without restricting the foregoing, any Two (2) of the Municipalities sharing a common boundary may amend or replace this Intermunicipal Collaboration Framework by passage of the appropriate bylaw.

2.4 In accordance with the *Municipal Government Act*, and the Regulations, this Intermunicipal Collaboration Framework:

(a) must be reviewed once every Five (5) years, or sooner if requested by any of the Municipalities; and

(b) where, during a review, any Municipality does not agree that the framework continues to serve the interests of the Municipality, the Municipality must create a replacement framework in accordance with this Part 17.2 of the *Municipal Government Act* with any of the Municipalities that share a common boundary.

2.5 Accordingly, this Intermunicipal Collaboration Framework shall continue in full force and effect as between all of the Municipalities unless and until:

(a) replaced by a framework created in accordance with this Part 17.2 of the *Municipal Government Act*, which replacement:

(i) may or may not contemplate more than just the Municipalities that share a common boundary (e.g. may consist of a bilateral framework, as between Two (2) Municipalities that share a common boundary, or otherwise); and

(ii) may necessitate changes to the applicable Intermunicipal Development Plans, and/or any other affected statutory plans, to reflect or accommodate the replacement framework being implemented;

(b) amended or replaced so as to exclude any Municipality or Municipalities who have opted to create such a separate replacement framework under subsection (a) above.

2.6 Without restricting any of the forgoing, the Municipalities agree that the ICF Committee shall meet at least once every Five (5) years commencing no later than April 1, 2024, to commence the review of the terms and conditions of this Intermunicipal Collaboration Framework for the purposes of Section 2.4 above.

2.7 In the event that any of the Municipalities have determined that a replacement framework is necessary as contemplated within Section 2.4 and 2.5 above, and are unable to agree upon a replacement framework and/or the amendments necessary to this Intermunicipal Collaboration Framework, unless otherwise required by the provisions of the *Municipal Government Act* and/or the Regulations, the Dispute Resolution Procedure of this Intermunicipal Collaboration Framework will apply in order to resolve any disputes or disagreements preventing the establishment of any replacement framework or any amendment to this Intermunicipal Collaboration Framework.

3. INTERMUNICIPAL COOPERATION

3.1 This Intermunicipal Collaboration Framework identifies the Services provided by each Municipality, the Services which are best provided on an intermunicipal basis, the Services which are best provided

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by Third Parties, and how Services and any changes to them will be transitioned, implemented, delivered and funded.

3.2 The Municipalities agree to equitable service delivery. Where shared Services are provided, residents and ratepayers of the Municipalities will be afforded, as far as practical, the same Services at the same costs, including user fees for the Services provided by other Municipalities.

3.3 For clarity, due to a variety of factors including, without restriction, location, accessibility, capacity, usefulness, and affordability of any Intermunicipal Service:

(a) each Municipality may or may not participate within each or every existing or proposed Intermunicipal Service or portion thereof; and

(b) to the extent reasonably practical and possible, the Implementation Plan and/or Implementation Agreement(s) for existing or proposed Intermunicipal Services will contemplate the opportunity and option to opt in and/or opt out by each Municipality;

subject always to the terms of the Implementation Agreement applicable to the Intermunicipal Service or portion thereof.

4. ICF COMMITTEE

4.1 The Municipalities agree to create a joint committee known as the ICF Committee, to operate in accordance with the procedures provided for within **Schedule "B"** attached to this Intermunicipal Collaboration Framework.

4.2 The ICF Committee will meet on or before June 1, 2020, in order to establish:

(a) establish the first chairperson of the ICF Committee for the forthcoming year, and the order of annual rotation for the chairperson thereafter, as contemplated within **Schedule "B"** attached to this Intermunicipal Collaboration Framework;

(b) the goals and priorities for the ICF Committee; and

(c) the agenda for ICF Committee meetings for the forthcoming year; and

(d) the mandate and terms of reference for ICF Subcommittees;

(e) the mandate for an ICF Subcommittee to review, report upon, and provide recommendations to the ICF Committee regarding, regional recreation services, which is to be completed on or before June 1, 2021.

4.3 The ICF Committee will meet at least once annually, and otherwise on an "as required" basis, and may develop recommendations to the Councils on matters of intermunicipal strategic direction and cooperation affecting residents and ratepayers, such as:

(a) review of existing shared intermunicipal services, or the potential for new shared intermunicipal services;

(b) receipt and review of reports, recommendations or suggested agenda items from the Municipalities respecting issues impacting some or all of the Municipalities, as well as individual, intermunicipal and/or regional delivery of the Services;

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(c) review of individual, intermunicipal and regional issues regarding:

(i) transportation, including transportation and utility corridors and truck routes;

(ii) recreation services;

(iii) family and community support services;

(iv) emergency services; and

(v) economic development;

(d) periodic review of this Intermunicipal Collaboration Framework including, without restriction, any changes to the body and Schedules to this Intermunicipal Collaboration Framework, and as required under Section 2.4; and

(e) consideration of impacts to any Intermunicipal Development Plans resulting from the provisions of this Intermunicipal Collaboration Framework, as well as changes to this Intermunicipal Collaboration Framework, as contemplated under Section 5.2.

4.4 The ICF Committee shall consist of Ten (10) members, being Two (2) elected officials appointed by each Municipality.

4.5 The Chief Administrative Officer, and/or his or her designate, from each Municipality will serve as advisory staff to the ICF Committee, and be responsible to:

(a) provide background information and recommendations on all matters before the ICF Committee; and

(b) as the Chief Administrative Officer of the host Municipality for meetings of the ICF Committee, prepare agendas, record the recommendations of the ICF Committee, and forward all recommendations from the ICF Committee to the respective Councils, as contemplated within **Schedule "B"** attached to this Intermunicipal Collaborative Framework.

4.6 For the purposes of carrying out any activity or responsibility contemplated within this Intermunicipal Collaboration Framework, the ICF Committee may create any number of ICF Subcommittees which may be charged with and responsible for:

(a) the review of, and development of recommendation for, and/or the implementation of, any proposed new Service, Capital Project and/or change of Service identified pursuant to the provisions of Article 7;

(b) the on-going review, evaluation, reporting, improvement, evolution, and/or expansion of individual, groups or areas of Intermunicipal Services, and the development of recommendations for the Intermunicipal Collaboration Committee and consideration by the Municipalities in the form of proposed new Service, Capital Project and/or change of Service contemplated within Article 7; and

(c) any other activity, process or undertaking related to Intermunicipal Services which the ICF Committee may from time to time identify;

and otherwise be subject to such terms of reference or scope of work as may be identified by the ICF Committee. Unless otherwise agreed to or directed by the ICF Committee, any Subcommittee will be

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bound by and will follow the same procedures as provided for the ICF Committee within **Schedule "B"** attached to this Intermunicipal Collaboration Framework.

5. INTERMUNICIPAL DEVELOPMENT PLAN

5.1 The Municipalities may adopt an Intermunicipal Development Plan by bylaw, in accordance with the *Municipal Government Act*.

5.2 Each of the Intermunicipal Development Plan, where applicable, will be reviewed by the applicable Municipalities from time to time as provided for within the applicable the Intermunicipal Development Plan including, without restriction, as may be necessary as a result of the impact of the provisions of this Intermunicipal Collaboration Framework, or any review of or amendment to this Intermunicipal Collaboration Framework.

6. FRAMEWORK FOR MUNICIPAL SERVICES

6.1 The Municipalities have reviewed the Services offered to ratepayers, and determined which of the Services are best provided by each Municipality individually, which of the Services are best provided on an intermunicipal basis, and how Services to be provided on an intermunicipal basis will be delivered and funded.

6.2 The Services which the Municipalities have determined are best provided by each Municipality on an individual basis are set forth within **Schedule "C"** attached to this Intermunicipal Collaboration Framework.

6.3 The Services which the Municipalities have determined are best provided on an intermunicipal basis are set forth within **Schedule "D"** attached to this Intermunicipal Collaboration Framework.

6.4 The Services which the Municipalities have determined are best provided by Third Parties are set forth within **Schedule "E"** attached to this Intermunicipal Collaboration Framework.

6.5 The Municipalities acknowledge that in addition to the Implementation Agreements in place between the Municipalities, they each have independent agreements with other regional partners which remain unaffected by this Intermunicipal Collaboration Framework.

7. FUTURE SERVICES, CHANGES AND AGREEMENTS

7.1 Any Municipality, as well as the ICF Committee, may initiate the development of the delivery of a new Service, a new Capital Project, or change to the manner in which a Service is to be provided as contemplated within this Intermunicipal Collaboration Framework (including, without restriction, a desire to opt in or opt out of an Intermunicipal Service). In the event of a Municipality initiating a proposed new Service, Capital Project and/or change of Service, the Municipality will provide notice in writing to:

(a) the other Municipalities; and

(b) the ICF Committee;

providing reasonable details regarding the proposed new Service, Capital Project and/or change of Service, together with any available proposed costs, cost sharing, and timing of implementation or expenditures.

7.2 Unless otherwise unanimously agreed to by the Municipalities, the ICF Committee will meet to

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discuss the proposed new Service, Capital Project, and/or change of Service initiated by a Municipality, at the earlier of:

(a) at the next scheduled meeting of the ICF Committee; or

(b) within Ninety (90) days of the notice contemplated within Section 7.1 above;

and may schedule subsequent meetings as needed.

7.3 The ICF Committee shall assess and review all proposed new Service, Capital Project, and/or change of Service in good faith, and in a collaborative manner, acting in a manner consistent with the Collaboration Principles, and considering all impacts to the Municipalities and residents including, without restriction:

(a) the relationship to and/or impact upon the Intermunicipal Development Plans, Area Structure Plans, and any other municipal planning document prepared and adopted by the Municipalities;

(b) the nature and extent of consultation required with affected residents;

(c) the level of community support and the nature of demonstrated public needs;

(d) the projected costs and contemplated funding options;

(e) the nature and levels of municipal debt limit of the Municipalities;

(f) the projected use by and benefit to residents and ratepayers of the Municipalities; and

(g) the requirements and practical impacts of any Implementation Plan applicable to the proposed new Service, Capital Project, and/or change of Service.

7.4 The ICF Committee will review, and negotiate, the terms related to the proposed new Service, Capital Project and/or change of Service, including the cost sharing arrangement of the applicable Service. The ICF Committee will provide a recommendation for consideration by the Councils of the Municipalities including, without restriction, recommendations respecting a proposed Implementation Plan respecting the proposed new Service, Capital Project, and/or change of Service.

7.5 Upon agreement by the Municipalities wishing to participate in any proposed new Service, Capital Project, and/or change of Service the participating Municipalities, and/or any ICF Subcommittee established by the ICF Committee, shall proceed to finalize and carry out the Implementation Plan respecting the proposed new Service, Capital Project, and/or change of Service.

7.6 Unless otherwise contemplated within the Implementation Plan applicable to the proposed new Service, Capital Project, and/or change of Service which has been agreed upon by the participating Municipalities, where the proposed new Service, Capital Project, and/or change of Service contemplates:

(a) a new or amended capital contribution; and/or

(b) a new or amended on-going operational cost contribution;

from the Municipalities, the capital contribution and/or operational cost contribution may be

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negotiated independently of the ICF Committee decision making process, as part of the new or amended Implementation Agreement applicable to the proposed new Service, Capital Project, and/or change of Service.

7.7 For clarity, due to a variety of factors including, without restriction, location, accessibility, capacity, usefulness, and affordability of the proposed new Service, Capital Project, and/or change of Service:

(a) each Municipality may or may not be benefited by each or every proposed new Service, Capital Project, and/or change of Service, as contemplated within Part 17.2 of the *Municipal Government Act*;

(b) each Municipality may or may not participate within each or every proposed new Service, Capital Project, and/or change of Service; and

(c) to the extent reasonably practical and possible, the Implementation Plan and/or Implementation Agreement(s) for any proposed new Service, Capital Project, and/or change of Service, will contemplate the opportunity and option to opt in and/or opt out by each Municipality;

subject always to the terms of the new or amended Implementation Agreement applicable to the proposed new Service, Capital Project, and/or change of Service.

7.8 In the event that:

(a) the ICF Committee is unable to reach an agreement on a recommendation to provide to the Councils of the Municipalities within One Hundred and Eighty (180) days of receipt of the initiation of the proposed new Service, Capital Project, and/or change of Service, and does not collectively agree to extend the time period; or

(b) the municipal Councils are unable to reach an agreement on the adoption or implementation of the recommendation of the ICF Committee in respect of a proposed new Service, Capital Project, and/or change of Service within One Hundred and Eighty (180) days of the issuance of the recommendation of the ICF Committee, and do not jointly agree to extend the time period; or

(c) there exists a disagreement or dispute as to whether or not a Municipality is or may be benefited by proposed new Service, Capital Project, and/or change of Service, or whether or not a Municipality should participate in any proposed new Service, Capital Project, and/or change of Service;

then any unresolved issues shall be dealt with through the Dispute Resolution Procedure. If urgency is needed, the initiating Municipality must note this in the initial notice, and the receiving Municipalities will make best efforts to accommodate a compressed timeframe.

8. IMPLEMENTATION PLAN

8.1 The initial plan for implementing the delivery of Services on an intermunicipal basis is attached as **Schedule "F"** to this Intermunicipal Collaboration Framework.

8.2 In respect of any changes to the delivery of Services as contemplated under this Intermunicipal Collaboration Framework including, without restriction, new Service, Capital Project, and/or change of Service contemplated under Article 7:

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(a) any recommendation of the ICF Committee; and/or

(b) any agreement of the Municipalities respecting such new Service, Capital Project, and/or change of Service;

may include a schedule for implementation of the new Service, Capital Project, and/or change of Service. The schedule for implementation of the proposed new Service, Capital Project and/or change of Service may, upon being agreed to by the Municipalities, be deemed to form part of the Implementation Plan contemplated within this Intermunicipal Collaboration Framework.

9. CONFLICT

9.1 If any provision of this Intermunicipal Collaboration Framework conflicts with any provisions of an existing agreement between all or any of the Municipalities, the affected Municipalities shall:

(a) direct the respective appropriate representatives of the affected Municipalities to meet as soon as reasonably possible following the identification of the dispute, for the purposes of resolving the conflict;

(b) act reasonably and negotiate in good faith in order to address and/or accommodate the conflict including, without restriction, altering or rescinding the agreement that conflicts with this Intermunicipal Collaboration Framework; and

(c) in the event that the affected Municipalities are unable to reach an agreement within One Hundred and Eighty (180) days of the identification of the conflict, the outstanding matters in dispute shall be referred to be resolved under the Dispute Resolution Procedure.

9.2 In the event that the affected Municipalities determine that this Intermunicipal Collaboration Framework requires alteration in order to address and/or accommodate the conflict, the Municipalities shall:

(a) direct the respective appropriate representatives of the Municipalities to meet as soon as reasonably possible following the identification of the need for alteration to this Intermunicipal Collaboration Framework, for the purposes of resolving the conflict;

(b) act reasonably and negotiate in good faith in order to address and/or accommodate the conflict including, without restriction, altering this Intermunicipal Collaboration Framework; and

(c) in the event that the Municipalities are unable to reach an agreement within One Hundred and Eighty (180) days of the identification of the need for alteration to this Intermunicipal Collaboration Framework, the outstanding matters in dispute shall be referred to be resolved under the Dispute Resolution Procedure.

9.3 In any negotiation amongst all or any of the Municipalities as contemplated above, the Municipalities shall have regard to, and be guided by, the Collaboration Principles.

10. DISPUTE RESOLUTION

10.1 Without limiting the application of the provisions of Part 17.2 of the *Municipal Government Act* including, without restriction, Division 2, the Municipalities are committed to resolving any disputes in a timely, non-adversarial, and cost-effective manner.

10.2 Without restricting anything contained within the Schedules to this Intermunicipal Collaboration

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Framework, if any dispute arises between the Municipalities regarding:

(a) the interpretation, implementation or application of this Intermunicipal Collaboration Framework or any agreement identified in this Intermunicipal Collaboration Framework;

(b) any alleged contravention of this Intermunicipal Collaboration Framework;

(c) the inability of the Municipalities to agree upon reviews to and/or revisions of this Intermunicipal Collaboration Framework and any Schedules as required or contemplated from time to time;

the dispute will be resolved through the process and provisions outlined in the Dispute Resolution Procedure.

10.3 The Dispute Resolution Procedure will include negotiation, mediation, and arbitration as progressive steps available to the Municipalities in their efforts to resolve a dispute. If a dispute proceeds to arbitration, the arbitrator's award will be considered final and binding upon the Municipalities, subject to a judicial review on a question of jurisdiction only.

10.4 If the Municipalities become involved in a Dispute Resolution Procedure, they each shall continue to perform their obligations described in this Intermunicipal Collaboration Framework until the Dispute Resolution Procedure is complete, and subsequently, will comply with the agreed resolution or arbitration award.

10.5 In any Dispute Resolution Procedure the Municipalities, their representatives, any mediator, and any arbitrator, shall have regard to, and be guided by, the Collaboration Principles.

10.6 Upon the issuance of an arbitrator's award, or upon a negotiated or mediated agreement, the Municipalities will promptly update this Intermunicipal Collaboration Framework and their respective Bylaws, as well as address any resulting change that may apply to any Intermunicipal Development Plan that may be impacted, and/or any other affected statutory plans, to reflect any necessary changes including any applicable Implementation Plan.

10.7 Notwithstanding any of the foregoing and the contents of **Schedule "G"** attached to this Intermunicipal Collaboration Framework, pursuant to Part 17.2 of the *Municipal Government Act* in the event that any participants to proceedings under the Dispute Resolution Procedure are unsuccessful in resolving the dispute within **One (1) year** after starting the Dispute Resolution Process, the affected Municipalities must refer the matter to an arbitrator in accordance with the provisions of Division 2 of Part 17.2 of the *Municipal Government Act*.

11. NOTICES

11.1 All notices related to this Intermunicipal Collaboration Framework or any related agreement may be sent in written or electronic form and shall be addressed as follows:

(a) **Town of Claresholm**
c/o Chief Administrative Officer
PO Box 1000
Claresholm, AB T0L 0T0
FAX: 403-625-3869
EMAIL: info@claresholm.ca

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(b) **Municipal District of Willow Creek**
c/o Chief Administrative Officer
273129 Highway 520 West
Box 550
Claresholm, AB T0L 0T0
FAX: 403-625-3886
EMAIL: md26@mdwillowcreek.com

(c) **Town of Fort Macleod**
c/o Chief Administrative Officer
PO Box 1420
Fort Macleod, AB T0L 0Z0
FAX: 403-553-2426
EMAIL: admin@fortmacleod.com

(d) **Town of Nanton**
c/o Chief Administrative Officer
PO Box 609
Nanton, AB T0L 1R0
FAX: 403-646-2653
EMAIL: cao@nanton.ca

(e) **Town of Stavely**
c/o Chief Administrative Officer
PO Box 249
Stavely, AB T0L 1Z0
FAX: 403-549-3743
EMAIL: cao@stavely.ca

11.2 Each Municipality may amend its address for notice and/or primary contact set forth above from time to time, upon providing notice in writing to the other Municipalities providing the new municipal address and/or primary contact information.

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SCHEDULE "A"

INVENTORY OF SERVICES

As of the effective date of the Intermunicipal Collaboration Framework, the Services consist of the following:

1. **Transportation –** consisting of services, equipment and facilities required or related to the transportation of vehicles, persons and goods including, without restriction:

   (a) road and sidewalk construction, repair, maintenance and service;

   (b) bridge inspection and maintenance;

   (c) street cleaning;

   (d) snow clearing and grading; and

   (e) public transit and handibus operation;

2. **Water and Wastewater –** consisting of services, equipment and facilities required or related to the treatment and delivery of potable water and the collection and disposal of wastewater including, without restriction:

   (a) water treatment and potable water supply and servicing including, without restriction:

      (i) water treatment and storage of potable water;

      (ii) transmission and distribution of potable water;

      (iii) intermunicipal supply of potable water; and

      (iv) construction, operation and maintenance of water treatment and potable water storage and distribution facilities;

   (b) wastewater collection, treatment and disposal including, without restriction:

      (i) collection and transmission of wastewater;

      (ii) treatment, storage and disposal of wastewater;

      (iii) intermunicipal transmission and acceptance of wastewater for treatment and disposal; and

      (iv) construction, operation and maintenance of wastewater collection, transmission, treatment, storage and disposal facilities (including sewer flushing);

3. **Solid Waste & Recycling –** consisting of services, equipment and facilities required or related to the management and handling of solid waste and recyclables including, without restriction:

   (a) residential curbside pickup, and commercial collection of solid waste;

   (b) construction, operation and maintenance of solid waste transfer stations;

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(c) transportation of solid waste to landfill facilities;

(d) collection, sorting, sales and disposal of recyclables;

(e) construction, operation and maintenance of landfill facilities;

(f) closure and post-closure operation and maintenance of landfill facilities including ground water monitoring;

(g) construction, operation and maintenance of composting facilities; and

(h) coordination of toxic waste round-ups;

4. **Emergency Services** – consisting of services, equipment and facilities required or related to the response to emergencies including, without restriction:

(a) fire suppression, including the application of equipment and training to extinguish fires either on land or in structures;

(b) emergency response, including

(i) vehicle extraction;

(ii) swift water rescue;

(iii) HAZMAT response and containment;

together with other response to sudden unexpected happening or unexpected occasion for action in which events require trained firefighters to use their skill and judgment in the application of firefighting equipment or rescue equipment and techniques to manage the emergency scene;

(c) construction, operation and maintenance of fire halls;

(d) emergency preparedness and disaster management;

(e) safety code inspections;

(f) fire investigations;

(g) establishment of standard operating guidelines;

(h) training and certification of firefighters relating to all or any of the above; and

(i) review, evaluation, testing, repair, replacement, certification and/or bulk purchase of equipment relating to all or any of the above;

5. **Recreation –** consisting of services, equipment and facilities that contribute to the physical, social, intellectual and creative well-being of individuals and/or the community including, without restriction:

(a) establishment, construction, operation and maintenance of:

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(i) parks (including spray parks);

(ii) recreational and sports facilities (including ice rinks, curling rinks, ball diamonds, spots fields, golf courses);

(iii) community halls and centres;

(iv) shooting and archery ranges;

(v) senior's drop in centres;

(vi) agriplex;

(vii) aquatic centre;

(viii) libraries;

(ix) museums;

(x) campgrounds;

(b) programs and activities that take place within the identified facilities;

(c) special, heritage and cultural events;

6. **Drainage –** consisting of services, equipment and facilities required or related to the management of drainage including, without restriction:

(a) collection transmission, storage and release of storm/drainage;

(b) construction, operation and maintenance of storm/drainage collection, transmission, treatment, storage and disposal facilities (including storm water ditch maintenance);

7. **Social Services** – consisting of services, equipment and facilities that contribute to the social and family supports including, without restriction:

(a) Family and Community Support Services;

(b) day care centre;

(c) playschool; and

(d) animal shelter (CAReS);

8. **Planning, Development & Licensing** – consisting of services, equipment and facilities required or related to planning, development, licensing and permitting including, without restriction:

(a) all development authority processes, including development permit applications and issuances;

(b) all subdivision authority processes, including subdivision applications and approvals;

(c) development agreements and management of construction of municipal infrastructure;

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(d) subdivision and development appeals;

(e) issuance of business licenses and other permits or licenses;

9. **Safety Codes** – consisting of services, equipment and facilities required or related to administration of safety codes including, without restriction:

(a) building permit applications and approvals;

(b) building and safety code inspections;

(c) safety code compliance sand enforcements;

10. **Community Peace Officers & Enforcement** – consisting of services, equipment and facilities required or related to bylaw enforcement and community peace officer including, without restriction:

(a) bylaw and traffic enforcement;

(b) community peace officer (bylaw enforcement, animal protection, dangerous dogs, environmental protection, fuel tax, gaming and liquor, trespass to premises, petty trespass and prevention of youth tobacco);

11. **Economic Development –** consisting of services, equipment and facilities required or related to economic development including, without restriction:

(a) joint economic development initiatives and related activities; and

(b) tourism and promotion;

12. **Weed and Pest Control –** consisting of services, equipment and facilities required or related to weed and pest control including, without restriction, weed control on:

(a) municipal property;

(b) public works; and

(c) roadways;

13. **Cemeteries –** consisting of services, equipment and facilities required or related to cemeteries including, without restriction:

(a) ownership, operation, and funding of cemeteries; and

(b) sales and management of cemetery plots;

14. **Medical Clinic –** consisting of services, equipment and facilities required or related to local medical clinics including, without restriction:

(a) facilitation of medical clinic and family practices;

(b) ownership, operation, and leasing/licensing of medical clinic premises; and

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(c) physician recruitment and retention programs;

15. **Airport –** consisting of services, equipment and facilities required or related to airports including, without restriction:

(a) ownership, operation, maintenance, and leasing/licensing of airport facilities and related premises; and

(b) snowplowing and weed control;

16. **Information Technology and Communications –** consisting of services, equipment and facilities required or related to information technology (IT) and communications including, without restriction:

(a) construction, ownership, operation, maintenance, and leasing/licensing of communications towers, facilities and related premises; and

(b) shared and/or intermunicipal IT support services;

together with such further and other aspects of the implementation, management, governance, operation, delivery and funding of the foregoing services which from time to time may be undertaken and/or provided by the Municipalities individually, intermunicipally, or through Third Parties.

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SCHEDULE "B"

ICF COMMITTEE PROCEDURES

1. ICF Committee

The ICF Committee shall be made up of **Two (2)** elected representatives of each of the Municipalities, together with the Chief Administrative Officers of each the Municipalities in an advisory role, for the purposes of carrying out the responsibilities contemplated within Article 4 of this Intermunicipal Collaborative Framework and this Schedule.

2. Chair of the ICF Committee

Unless otherwise unanimously agreed to by the Municipalities:

(a) the Chair of the ICF Committee shall rotate on an annual basis between each of the Municipalities;

(b) the Chair for the first year will be a representative elected by the members of the ICF Committee at the first meeting of the ICF Committee following the effective date of this Intermunicipal Collaborative Framework;

(c) thereafter the Chair shall rotate through the representatives of the Municipalities in an order agreed upon by the ICF Committee; and

(d) the Chair for the first meeting of the ICF Committee following the effective date of this Intermunicipal Collaborative Framework will be Chief Administrative Officer of the Municipal District of Willow Creek No. 26.

3. Representatives

The Municipalities may each appoint alternate representatives to act on the ICF Committee in substitution for their appointed representative. Each of the Municipalities may at any time and from time to time by written notice replace its representative appointed by it, and any representative so replaced shall cease to be an ICF Committee member upon the giving of such notice. Copies of written notices shall be given to the other Municipalities, the individual so appointed as a new ICF Committee member, and the ICF Committee member who has been replaced.

4. Vacancies

A vacancy in the ICF Committee shall be filled by the Municipality who appointed the former representative whose loss created the vacancy. If there is a vacancy in the ICF Committee, the remaining representatives may continue to exercise the powers of the ICF Committee in accordance with the terms of this Agreement.

5. Quorum of ICF Committee

Quorum of the ICF Committee shall be satisfied where Seven (7) members of the ICF Committee are present, and each of the Municipalities is represented.

6. Decision Making

The ICF Committee will make decisions and provide recommendations to the Councils of the Municipalities by way of consensus, and evidence unanimous approval by all members of the ICF Committee as and when circumstance may require.

7. Referral to Dispute Resolution

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If at any meeting of the ICF Committee, any matter is considered and the matter is neither approved nor adjourned for further consideration, in either case by all of the members of the ICF Committee, then notwithstanding any intermediate acts or negotiations any Municipality shall be entitled to refer the dispute, and to the extent that it is necessary or reasonable in all of the circumstances any related question or dispute, to be resolved pursuant to the Dispute Resolution Procedure.

8. ICF Committee Meetings

The ICF Committee shall meet at least **One (1) time a year**, or more as the ICF Committee determines.

9. Notice of Meetings

Notice of the time, place, and agenda of every meeting shall be given by the Chair with **not less than Thirty (30) days notice**.

10. Calling Meetings

Subject always to the requirements of the delivery of notice as contemplated above, the Chair shall call meetings of the ICF Committee:

(a) as and when directed by the ICF Committee, in the form of meeting schedule approved by the ICF Committee or otherwise as directed from time to time; and

(b) upon receipt of a request in writing received from a Municipality (together with detail respecting the reasons for the requested meeting as the Chair may reasonably require), and following consultation with:

(i) the requesting Municipality as to urgency of the requested meeting and the potential sufficiency of the next scheduled meeting of the ICF Committee; and

(ii) the next host Municipality's Chief Administrative Officer regarding the availability of facilities for the requested meeting.

It is understood and agreed that, save and except for ICF Committee meetings which are scheduled in advance by the ICF Committee, the Chair and the next host Municipality's Chief Administrative Officer will only be responsible for using their reasonable best efforts to arrange for and call a meeting upon the request of the ICF Committee or upon the request of a Municipality. Notwithstanding the foregoing, nothing shall prevent the Municipalities and/or members of the ICF Committee from having informal meetings and/or discussion at any time on an as needed basis in between formal meetings of the ICF Committee, in order to address any matter contemplated within this Intermunicipal Collaborative Framework including, without restriction, the subject matter(s) of any notice from a Municipality requesting a meeting of the ICF Committee.

11. Attendance at Meetings

The ICF Committee members, but not an individual ICF Committee member, may decide to invite the general public, special interest group(s), or other private or public bodies and agencies to attend any meeting of the ICF Committee and/or make submissions to the ICF Committee with respect to any matter or question being considered by it.

12. Location, Host Municipality and Costs of Meetings

Unless otherwise unanimously agreed to by the Municipalities:

(a) the location of meetings of the ICF Committee shall rotate on a meeting by meeting basis between each of the Municipalities;

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(b) the municipality within which the meeting of the ICF Committee occurs will be the host Municipality, responsible for arranging the venue and other facilities required in order to carry out the meeting;

(c) the Chief Administrative Officer of the host Municipality will coordinate the meeting dates, creation and circulation of agendas, and facility requirements with the Chair of the ICF Committee;

(d) the costs of hosting a meeting of the ICF committee will be the responsibility of each host Municipality; and

(e) the location and host Municipality for the first meeting of the ICF Committee will be the Municipal District of Willow Creek No. 26.

13. Records

The ICF Committee shall arrange for proper written records, and minute taking of all meetings and decisions of the ICF Committee to be kept and maintained and copies of same shall be sent to each member and the Municipalities within **Fifteen (15) business days** following each meeting of the ICF Committee. Each ICF Committee member shall be entitled to reasonable access to all files and records of the ICF Committee at all reasonable times and shall be given the opportunity to make copies thereof from time to time.

All records of the ICF Committee will be retained at the offices of the Chair of the ICF Committee.

14. Limitation of Liability

No ICF Committee member shall be liable for the acts, neglect or default of such ICF Committee member, any other ICF Committee member, and/or the ICF Committee as a whole, provided that such ICF Committee member has acted, in good faith in the performance or intended performance of any duty or in the exercise or intended exercise of any power or authority granted to such ICF Committee member and the ICF Committee as a whole hereunder.

15. Remuneration of Committee Representatives

Each Party shall reimburse its appointed members in accordance with its own practices and policies.

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SCHEDULE "C"

SERVICES DELIVERED OR TO BE DELIVERED ON AN INDIVIDUAL BASIS

Combined Services List

Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Clinic	Claresholm Medical Clinic	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Roads	Maintaining Roads, 2,200 kms with various surfaces (Pavement, Oil, Gravel)	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Bridges	Inspections & Bridge Rehab & Replacement	Municipal District of	MD Staff	MD Revenues
Recycling Collection	Recycle Trailer	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Tower & Maintenance Support	To maintain MD Communications & facilitate internet service	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Disaster Management	Emergency Response	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Rental Equipment	Agricultural Equipment Rentals	Municipal District of	MD Staff	MD Revenues
Business Licenses, Development Permits, planning services	Provide services to ratepayer	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Pine Coulee, Clear Lake, Willow Creek and John Zoeteman	Municipal Parks	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Garbage Collection	Curbside garbage collection to residential and commercial/industrial properties. This service is provided to the Residents of Claresholm as well as some MD residents (i.e. At Claresholm Airport)	Town of Claresholm	Town Staff	Town Revenues
CAReS	Animal Shelter	Town of Claresholm	Town Staff	Town Revenues
Street Maintenance	Town of Claresholm maintains all the streets within the Town of Claresholm. This includes snow clearing, street sweeping, and generally minor road repair.	Town of Claresholm	Town Staff	Town Revenues
Business Licenses, Development Permits	Provide services to ratepayer	Town of Claresholm	Town Staff	Town Revenues

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Combined Services List

Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Compost	Town of Claresholm maintains a compost area where residents can dump/dispose of yard waste such as grass clippings, small trees/branches (i.e. Christmas trees), etc. Residents can then also take compost to fertilize their yard/gardens.	Town of Claresholm	Town Staff	Town Revenues
CPO I	Town of Claresholm employees their own Peace Officer primarily to enforce and educate on Bylaws and public Safety.	Town of Claresholm	Town Staff	Town Revenues
Claresholm & District Museum	Claresholm operates a Museum and Visitor Information Centre	Town of Claresholm	Town Staff	Town Revenues
Aquatic Centre	Provide an indoor pool for residents in the community and surrounding area in partnership with AHS.	Town of Claresholm	Town Staff	Town Revenues
Ice Arena	Provide an ice arena for residents in the community and surrounding area.	Town of Claresholm	Town Staff	Town Revenues
Ball Diamonds	Provide ball diamonds for residents in the community and surrounding area.	Town of Claresholm	Town Staff	Town Revenues
Other Parks including spray park	Provide parks and playgrounds for residents in the community and surrounding area.	Town of Claresholm	Town Staff	Town Revenues
			Town Staff	Town Revenues

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Combined Services List

Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Street Maintenance	Town of Fort Macleod maintains all the streets within the municipal boundaries. This includes snow clearing, street sweeping, and general minor road repair.	Town of Fort Macleod	Town Staff	Town Revenues
Business Licenses, Development Permits	Provide services to ratepayer	Town of Fort Macleod	Town Staff	Town Revenues
Compost	Town of Fort Macleod maintains a compost area where residents can dump/dispose of yard waste such as grass clippings, small trees/branches (i.e. Christmas trees), etc. Residents can then also take compost to fertilize their yard/gardens.	Town of Fort Macleod	Town Staff	Town Revenues
A CPO I and a CPO II	Town of Fort Macleod employs their own Peace Officers primarily to enforce and educate on Bylaws and public Safety and social issues in the community.	Town of Fort Macleod	Town Staff	Town Revenues
Pool	Provide an outdoor pool for residents in the community and surrounding area in partnership.	Town of Fort Macleod	Town Staff	Town Revenues
Ice Arena	Provide an ice arena for residents in the community and surrounding area.	Town of Fort Macleod	Town Staff	Town Revenues
Ball Diamonds	Provide ball diamonds for residents in the community and surrounding area.	Town of Fort Macleod	Town Staff	Town Revenues

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Combined Services List

Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Other Parks including spray park	Provide parks and playgrounds for residents in the community and surrounding area.	Town of Fort Macleod	Town Staff	Town Revenues
Water Treatment & Distribution	Provide safe, secure potable water to the residents of the municipality.	Town of Fort Macleod	Town Staff	Town Revenues
Sewer Collection & Treatment	Provide sewer collection and treatment to the residents of the municipality.	Town of Fort Macleod	Town Staff	Town Revenues
Community Halls	Provide community halls to the residents of the municipality and surrounding area.	Town of Fort Macleod	Town Staff	Town Revenues
Cemetery	Provide cemetery plots to interested customers.	Town of Fort Macleod	Town Staff	Town Revenues
Airport	Provide airport to interested customers.	Town of Fort Macleod	Town Staff	Town Revenues
			Town Staff	Town Revenues

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Combined Services List

Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Garbage Collection	Curbside garbage collection to residential and commercial/industrial properties	Town of Stavely	Town Staff	Town Revenues
Water supply	The Town operates a water plant constructed in 2004 that supplies treated water to all the residents and businesses in the Town.	Town of Stavely	Town Staff	Town Revenues
Sewer	The Town operates a lagoon system which provides sewer services for all residents and businesses within the Town.	Town of Stavely	Town Staff	Town Revenues
Roads / Sidewalks	The Town maintains all of the roads and sidewalks within the Town. This includes plowing and clearing snow in the winter on the roads and small patching to the roads in the summer. Any other works is contracted out.	Town of Stavely	Town Staff	Town Revenues
Parks	The Town maintains a small fully serviced campground along with a park and a number of small green spaces.	Town of Stavely	Town Staff	Town Revenues
Emergency Mgmt.	The Town can if necessary provide emergency management services such as an EOC and reception center.	Town of Stavely	Town Staff	Town Revenues
Water	The Town operates a water plant that supplies treated water to all residents	Town of Nanton	Town Staff	Town Revenues
Wastewater	The Town operates a new wastewater treatment facility that provides wastewater services for all residents in Nanton	Town of Nanton	Town Staff	Town Revenues

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Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Roads / Sidewalks	The Town maintains all of the roads and sidewalks within the Town. This includes plowing and clearing snow in the winter on the roads and small patching to the roads in the summer. Any other works is contracted out.	Town of Nanton	Town Staff	Town Revenues
Business Licenses, Development Permits	The Town provides this services to ratepayers	Town of Nanton	Town Staff	Town Revenues
Emergency Mgmt	The Town can provide if necessary Emergency Mgmt services - reception center, etc.	Town of Nanton	Town Staff	Town Revenues
Ice Arena	Provide ice arena and raquetball courts for community and surrounding area residents	Town of Nanton	Town Staff	Town Revenues
Ball Diamonds	Provide ball diamonds for residents in the community and surrounding area.	Town of Nanton	Town Staff	Town Revenues
Other Parks	Provide parks and playgrounds for residents in the community and surrounding area.	Town of Nanton	Town Staff	Town Revenues

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SCHEDULE "D"

SERVICES DELIVERED OR TO BE DELIVERED ON AN INTERMUNICIPAL BASIS

Combined Services List

Services Provided Intermunicipally

Service	Description	Lead/Provider	How The Service Will Be Provided	How The Service Will Be Funded
Stavely Municipal Complex	The MD owns 2/3 of the facility and the Town of Stavely owns 1/3	Town of Stavely	per service agreement	per service agreement
Volunteer Fire Service	Nanton, Claresholm, Stavely, Fort Macleod.	All Towns	per service agreement	per service agreement
Fire Training	Train the Trainer, First Aid, All Training Courses	MD	per service agreement	per service agreement
FireHall	The Town owns the Firehall	Claresholm	per service agreement	per service agreement
QMP	Level of Fire Service & Safety Codes inspections & Fire Investigations	MD	per service agreement	per service agreement
Mutual Aid	Director of Emergency Management Services	MD	per service agreement	per service agreement
CPO	Bylaw & Traffic Enforcement for the Town of Nanton/ Town of Stavely	MD	per service agreement	per service agreement
Weed Control	Weed contract with the Town of Fort Macleod & The Claresholm Lagoons	MD	per service agreement	per service agreement
IT Services	IT Support for Town of Nanton/ Town of Claresholm	MD	per service agreement	per service agreement
Waste Collection	MD ratepayers are able to drop off garbage & Recycling weekly at designated site	Towns of Fort Macleod, Nanton, & Stavely	per service agreement	per service agreement

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Services Provided Intermunicipally

Service	Description	Lead/Provider	How The Service Will Be Provided	How The Service Will Be Funded
Toxic Ewaste Roundup	Town of Claresholm/ Town of Fort Macleod Toxic E Waste Roundup on a 50/50 basis	MD	per service agreement	per service agreement
Ground Water Testing	Groudwater monitoring at the old landfill for 25 years. Cost shared 50/50	MD	per service agreement	per service agreement
Recycling of cardboard	The Town accepts the delivery of cardboard from the Town of Stavely weekly.	Claresholm	per service agreement	per service agreement
Terminal building	The Town maintains and operates the Airport terminal building for all users.	Claresholm	per service agreement	per service agreement
Runway maintenance	Inspection and pavement maintenance done by the Town and snow plowing of the runways by MD	Claresholm	per service agreement	per service agreement
Cemetary	Provide annual grants to help with maintenance cost	MD	per service agreement	per service agreement
Libraries	Grant funding for Towns , which MD Ratepayers use	MD	per service agreement	per service agreement
Recreation	Grant funding for Town's which MD Ratepayers use facilities	MD	per service agreement	per service agreement
Canada Day Celebration	Grant funding to support Canada Day in each town	MD	per service agreement	per service agreement

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Services Provided Intermunicipally

Service	Description	Lead/Provider	How The Service Will Be Provided	How The Service Will Be Funded
Special Levies , Capital Grants and Municipal Reserve Funding	Claresholm Curling Rink, Claresholm Community Hall Roof and parking lot paving, Claresholm Skating Rink, Fort Macleod Curling Rink, Fort Macleod Hall Renovations and Equipment purchase, Fort Macleod playground, Stavely Joint Use Facility, Stavely Hall Roof, Sold MD building to Stavely Ag. Society for $10.00, Stavely and District Ag Society Roof, Nanton Hall Kitchen Renovation, Nanton Hall Washroom and Bar Renovation, Tom Hornecker Roof Replacement, to name but a few. This list does not include multiple requests for funding by service clubs, societies, and associations located in the rural and urban municipalities.	MD	per service agreement	per service agreement
FCSS	Family and Community Support Services - Province/80% MD/20%	MD	per service agreement	per service agreement
Airport	Treated water system for the Claresholm Industrial Area and Pipeline Water Cooperative	Claresholm	per service agreement	per service agreement
Water/Sewer Services	Town of Claresholm owns and operates both a water treatment plant and a sewage lagoon. We have our own trained and certified operators as well as service and maintain all our T&D assets. Claresholm then provides treated water to Portions of the MD, including the Hamlet of Granum, as well as sewage treatment for portions of the MD	Claresholm	per service agreement	per service agreement
Sewer flushing	Maintenance of sewer system in MD's Airport industrial area	Claresholm	per service agreement	per service agreement

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Services Provided Intermunicipally

Service	Description	Lead/Provider	How The Service Will Be Provided	How The Service Will Be Funded
Storm water ditch maintainance	The Town maintains the drainage ditch through the MD to the creek 7K south of town	Claresholm	per service agreement	per service agreement
Handi Bus Transportatuion	Grant funding to support Handi Bus Service in each town	MD	per service agreement	per service agreement
Physician Retention Program	Attract Doctors into Town often through monetary subsidies	Claresholm	per service agreement	per service agreement
Clinic	Nanton Medical Clinic		per service agreement	per service agreement

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SCHEDULE "E"

SERVICES DELIVERED OR TO BE DELIVERED BY THIRD PARTIES

Combined Services List

Services Provided by a 3rd Party

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Assessment Services	Assessment services contract includes representing the MD at assessment appeals	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Safety Codes Services	All Safety Code Discipline	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Municipal Planning	Municipal Planning	Municipal District of	per service agreement	MD Revenues
Engineering	Engineering Services as needed	Municipal District of	per service agreement	MD Revenues
Contractors for rehab & rebuild	Contractors Tendered as needed	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Moon River Estates	Treated water system for hamlet residents	Municipal District of	per service agreement	MD Revenues
Moon River Estates	Treated water system for hamlet residents.	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Assessment Services	Assessment services for purposes of property taxes. Contract also includes representing the Town in assessment appeals	Town of Claresholm	per service agreement	Town Revenues
Campground Attendant	Contract an indivual or couple during May to October to manage the campground, taking reservations, check-in/check-out, cleaning facilities, etc.	Town of Claresholm	per service agreement	Town Revenues
General Contractor	Lawn/Weed maintenance, clearing of sidewalks, etc.	Town of Claresholm	per service agreement	Town Revenues
Municipal Planning	Municipal planning services for land development	Town of Claresholm	per service agreement	Town Revenues
GIS	GIS Mapping and support	Town of Claresholm	per service agreement	Town Revenues
Building Permits and Inspections		Town of Claresholm	per service agreement	Town Revenues
Community Centre	Gun Range and 2 halls (small and large) with stage and kitchen for rental for events etc.	Town of Claresholm	per service agreement	Town Revenues
Senior's Drop-in Centre	Facility to house seniors group events and gatherings.	Town of Claresholm	per service agreement	Town Revenues

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Services Provided by a 3rd Party

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Agriplex	Grounds and horse arenas for indoor rodeos and events.	Town of Claresholm	per service agreement	Town Revenues
Curling Rink	Provide a curling rink for residents in the community and surrounding area.	Town of Claresholm	per service agreement	Town Revenues
Golf Course	Provide golf course for residents in the community and surrounding area.	Town of Claresholm	per service agreement	Town Revenues
Day Care	Claresholm Child Care Society operates a year round day care operation, municipally subsidized.	Town of Claresholm	per service agreement	Town Revenues
Playschool	Two year playschool	Town of Claresholm	per service agreement	Town Revenues
Recycling Collection	Curbside recycling collection for residential properties and sorting facility for drop off for commercial/residential properties.	Town of Claresholm	per service agreement	Town Revenues
Garbage Collection	Curbside garbage collection to residential and commercial/industrial properties. This service is provided to the residents of Fort Macleod.	Town of Fort Macleod	per service agreement	Town Revenues
Recycling Collection	The Town has a trailer and bins for cardboard at the arena parking lot for residents to drop off their recycling.	Town of Fort Macleod	per service agreement	Town Revenues
Museum	Fort Macleod Historical Association operates the museum on behalf of the Town.	Town of Fort Macleod	per service agreement	Town Revenues
Curling Rink	Fort Macleod Curling Club provides a curling rink for residents in the community and surrounding area.	Town of Fort Macleod	per service agreement	Town Revenues
Library	Fort Macleod Library Board operates the library on behalf of the Town.	Town of Fort Macleod	per service agreement	Town Revenues
Assessment Services	Assessment services for purposes of property taxes. Contract also includes representing the Town in assessment appeals	Town of Fort Macleod	per service agreement	Town Revenues

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Services Provided by a 3rd Party

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Development	Municipal planning services for land development	Town of Fort Macleod	per service agreement	Town Revenues
Development	GIS Mapping and support	Town of Fort Macleod	per service agreement	Town Revenues
Development	Building Permits and Inspections	Town of Fort Macleod	per service agreement	Town Revenues
Assessment Services	Assessment services for purposes of property taxes. Contract also includes representing the Town in assessment appeals	Town of Stavely	per service agreement	Town Revenues
Safety Code Services	Compliance monitoring in the areas of building, electrical, plumbing & gas.	Town of Stavely	per service agreement	Town Revenues
Planning Services	Planning, GIS mapping and assessment review services as needed.	Town of Stavely	per service agreement	Town Revenues
Recreation	The arena, golf course, archery lanes and Golden Age Center are situated on Town owned property. The Town has lease agreements in place with each of the groups that they operate the facilities for the benefit of the community and surrounding area.	Town of Stavely	per service agreement	Town Revenues
Engineering	Engineering services as needed	Town of Stavely	per service agreement	Town Revenues
Safety Code Services	Safety code services for building, electrical, plumbing and gas.	Town of Nanton	per service agreement	Town Revenues
Assessment Services	Assessment services for purposes of property taxes. Contract also includes representing the Town in assessment appeals	Town of Nanton	per service agreement	Town Revenues
Solid Waste & Recycling Collection	Curbside garbage and recycling pickup	Town of Nanton	per service agreement	Town Revenues
Planning Services	Planning, GIS mapping and assessment review services as needed.	Town of Nanton	per service agreement	Town Revenues
Recreation	Campground, Golf Course & Ag grounds	Town of Nanton	per service agreement	Town Revenues

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Combined Services List

Services Provided by a 3rd Party

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Senior's Drop-in Centre	Facility to house seniors group events and gatherings.	Town of Nanton	per service agreement	Town Revenues
Engineering	Engineering Services as needed	Town of Nanton	per service agreement	Town Revenues
Community Centre	2 halls (upstairs and downstairs) with stage and kitchen for rental for events etc.	Town of Nanton	per service agreement	Town Revenues
FCSS	Family & Community Support Services	Town of Nanton	per service agreement	Town Revenues
Curling Rink	Provide a curling rink for residents in the community and surrounding area.	Town of Nanton	per service agreement	Town Revenues

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SCHEDULE "F"

INITIAL IMPLEMENTATION PLAN

1. **Existing Intermunicipal Services** – all Intermunicipal Services listed within **Schedule "D"** attached to this Intermunicipal Collaboration Framework which are shown as currently being provided on an intermunicipal basis are:

(a) provided intermunicipally on a shared basis amongst the Municipalities listed within the "Shared With" column of the Intermunicipal Services list;

(b) delivered by the Municipality noted as the lead or provider Municipality within the "Lead/Provider" column of the Intermunicipal Services list; and

(c) funded on a shared costs basis (i.e. proportionate to benefit, use, service level, population base, or other basis negotiated from time to time) and/or on a fee for service basis;

all as more particularly defined within the specific Implementation Agreement applicable to each such Intermunicipal Service, and subject to amendments to or replacements of such Implementation Agreements from time to time;

2. **Planned Intermunicipal Services** – all Intermunicipal Services listed within **Schedule "D"** attached to this Intermunicipal Collaboration Framework which are shown as planned to become provided on an intermunicipal basis after the establishment of this Intermunicipal Collaboration Framework are:

(a) planned to be:

(i) provided intermunicipally on a shared basis amongst the Municipalities listed within the "Shared With" column of the Intermunicipal Services list;

(ii) delivered by the Municipality noted as the lead or provider Municipality within the "Lead/Provider" column of the Intermunicipal Services list; \

(iii) funded on a shared costs basis (i.e. proportionate to benefit, use, service level, population base, or other basis negotiated from time to time) and/or on a fee for service basis;

all as more particularly defined within the specific Implementation Agreement applicable to each such planned Intermunicipal Service, and subject to amendments to or replacements of such Implementation Agreements from time to time;

(b) planned to be discontinued by each participating Municipality on an individual or Third Party basis, as the case may be, upon:

(i) the commencement of the corresponding Intermunicipal Service by the Lead/Provider Municipality under the applicable Implementation Agreement;

(ii) if applicable, the transfer or other sharing arrangement for assets, facilities and/or staff necessary or convenient for the delivery of the Service on a intermunicipal basis; and

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(iii) the coordinated termination of any Third Party Service or Individual Municipal Service;

as more particularly agreed upon by the participating Municipalities within the specific Implementation Agreement applicable to each such proposed Intermunicipal Service; and

(c) to be implemented under an Implementation Agreement within the time frame identified for each such proposed Intermunicipal Service within **Schedule "C"** attached to this Intermunicipal Collaboration Framework, unless extended by agreement of the participating Municipalities pursuant to the specific Implementation Agreement applicable to each such planned Intermunicipal Service, or otherwise;

and may be subject to such additions or revisions to the Implementation Plan as may be further agreed upon by the Municipalities participating within the each such planned Intermunicipal Service.

3. **Future Intermunicipal Services** – all future Intermunicipal Services which are proposed by a Municipality and/or the ICF Committee pursuant to the processes of Sections 7.1 to 7.8 of this Intermunicipal Collaboration Framework shall be implemented pursuant to an Implementation Plan agreed upon by the Municipalities participating in the future Intermunicipal Service, which process and plan may, without restriction, include and/or contemplate the following:

(a) **ICF Subcommittee** – following the identification of a potential future Intermunicipal Service, the ICF Committee may create a subcommittee to:

(i) review the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service;

(ii) review the individual and intermunicipal needs for the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service;

(iii) review the merits of the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service

(iv) develop a more detailed recommendation respecting the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service, for consideration by the Municipalities;

(v) seek and obtain any advice of consultants or advisors which are determined to be necessary or valuable for the purposes of the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service;

(vi) undertake any other activity regarding the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service, as the ICF Committee may identify as terms of reference or scope of work for the identified subcommittee;

(b) **Regional Services Study** – the undertaking of any number of regional service studies or investigations for the purposes of determining key facts, statistics, or other information relevant to the discharge or performance of the ICF Subcommittee's duties, responsibilities, terms of reference and/or scope of work including, without restriction:

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(i) assessment of any proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service;

(ii) development of recommendations for the ICF Committee; and

(iii) development of any plans for implementation of the proposed future Intermunicipal Service;

(c) **Schedule –** a schedule for the review, recommendation, implementation, and commencement of the proposed future Intermunicipal Service;

(d) **Implementation Plan** – development of an Implementation Plan to be agreed upon by the participating Municipalities, which plan may include, without restriction:

(i) identification of the Municipalities participating in the proposed future Intermunicipal Service;

(ii) identification of the lead/provider Municipality or Municipalities, that will deliver of the proposed future Intermunicipal Service;

(iii) proposed start date(s) that the change or new Service will take effect;

(iv) strategy used to fund the applicable Service, including any Capital Project associated with the proposed future Intermunicipal Service;

(v) plans for carrying out any Capital Project associated with the proposed future Intermunicipal Service;

(vi) plans to phase out the existing Service delivery and to initiate the new mode of Service delivery;

(vii) plans for the phasing in or out of cost sharing, or other financial arrangements;

(viii) plans for any necessary changes to the applicable Intermunicipal Development Plans, and/or any other affected statutory plans, to reflect or accommodate the change of new Service being implemented;

(ix) review dates to evaluate the efficiency and/or effectiveness of the change and/or new Service, and the strategy used to fund the applicable Service; and

(x) whether or not, and/or the extent to which, the implementation shall be completed by an Implementation Agreement.

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SCHEDULE "G"

DISPUTE RESOLUTION PROCEDURE

1. **Dispute** – In this Dispute Resolution Procedure, the term "Dispute" means and includes:

(a) any disagreement or controversy between the Municipalities concerning any matter arising out of this Intermunicipal Collaborative Framework including, without restriction, where:

(i) the ICF Committee is unable to reach an agreement on a recommendation to provide to the Councils of the Municipalities pursuant to Section 7.8 of this Intermunicipal Collaboration Framework; and

(ii) the municipal Councils of the Municipalities are unable to reach an agreement on the adoption or implementation of the recommendation of the ICF Committee pursuant to Section 7.8 of this Intermunicipal Collaboration Framework;

(b) any disagreement or controversy between Two (2) or more of the Municipalities concerning any matter arising out of this Intermunicipal Collaborative Framework including, without restriction, where:

(i) Two (2) or more of the Municipalities are unable to reach an agreement on an Implementation Agreement necessary to implement an Intermunicipal Service; and

(ii) Two (2) or more of the Municipalities are unable to resolve a disagreement or controversy arising from, within or under an Implementation Agreement;

2. **Dispute Process** – In the event of any Dispute, the Municipalities agree that prior to commencing litigation, they shall undertake a process to promote the resolution of a Dispute in the following order:

(a) first, by negotiation amongst the Municipalities involved in the Dispute;

(b) second, by review, discussion and negotiation of the ICF Committee;

(c) third, by way of Mediation; and

(d) fourth, by arbitration, if mutually agreed to in writing at the time of the Dispute, by the Municipalities.

Negotiation, mediation or arbitration shall refer to, take into account, and apply the intentions and principles stated by the Municipalities within this Intermunicipal Collaboration Framework including, without restriction, the Collaboration Principles.

3. **Negotiation** – A Municipality may give written notice ("**Dispute Notice**") to the other Municipality or Municipalities involved in a Dispute, which notice will outline in reasonable detail the relevant information concerning the Dispute. Within seven (7) days following receipt of the Dispute Notice, the Municipalities identified in the Dispute Notice shall each appoint a representative to meet and attempt to resolve the Dispute through discussion and negotiation. If the Dispute is not resolved within Thirty (30) days of receipt of the Dispute Notice, unless otherwise extended and/or agreed to by the Municipalities involved in the Dispute the negotiation shall be deemed to have failed.

4. **ICF Committee** – If the representatives cannot resolve the Dispute within such Thirty (30) day

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period by way of negotiation, then the Dispute shall be referred to the ICF Committee:

(a) each Municipality involved in the Dispute will provide the ICF Committee with written notice outlining in reasonable detail the relevant information concerning the Dispute and the details of the matters in Dispute that are to be resolved, within Thirty (30) days after the date that negotiation has been deemed to have failed;

(b) the ICF Committee will meet within Sixty (60) days from the date that negotiation has been deemed to have failed;

(c) the ICF Committee will discuss the Dispute, negotiate (with or without the assistance of a facilitator) and attempt to resolve the Dispute; and

(d) if the Dispute is not resolved within Sixty (60) days of the date that negotiation has been deemed to have failed, unless otherwise extended and/or agreed to by the Municipalities involved in the Dispute the attempted resolution of the Dispute by or through the ICF Committee shall be deemed to have failed.

5. **Mediation** – In the event the ICF Committee is unable to resolve the Dispute within such Sixty (60) day period, then the Dispute shall be referred to mediation:

(a) if the Municipalities involved in the Dispute are unable to agree on the name of a mediator within Thirty (30) days from the date of the last meeting of the ICF Committee, any Municipality may apply to the Minister of Municipal Affairs to appoint a mediator;

(b) the Municipalities involved in the Dispute will provide to the mediator with written notice specifying the subject matters remaining in Dispute, and the details of the matters in Dispute that are to be mediated, within Thirty (30) days after the mediator is agreed to or appointed;

(c) the Municipalities involved in the Dispute will meet with the mediator within Sixty (60) days after the mediator is agreed to or appointed and will attempt to resolve the Dispute;

(d) the costs of mediation shall be shared equally between the Municipalities participating in the mediation;

(e) the mediator will prepare a report outlining any agreements between the Municipalities and a list of any outstanding items;

(f) in the event that:

(i) Municipalities involved in the Dispute have failed to meet with the mediator within Sixty (60) days after the mediator is agreed to or appointed; or

(ii) the mediator is unsuccessful in resolving all matters comprising the Dispute by agreement of the Municipalities within Sixty (60) days from the date of the first meeting with the mediator;

unless otherwise extended and/or agreed to by the Municipalities involved in the Dispute the attempted resolution of the Dispute by or through mediation shall be deemed to have failed.

6. **Arbitration** – In the event a Dispute cannot be resolved through the foregoing negotiation and mediation, then the Dispute may be referred to arbitration:

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(a) any Municipality involved in the Dispute may refer the Dispute to arbitration by a single arbitrator by giving written notice ("**Arbitration Notice**") to the other Municipalities involved in the Dispute, which notice:

(i) must be given within Sixty (60) days of the last meeting of the mediation; and

(ii) will specify the subject matters remaining in Dispute and the details of the matters in Dispute that are to be arbitrated;

(b) if the Municipalities involved in the Dispute are unable to agree on the name of a single arbitrator within Thirty (30) days from the date of the Arbitration Notice, any Municipality may apply to the Minister of Municipal Affairs to appoint an arbitrator;

(c) the Municipalities involved in the Dispute will provide to the arbitrator a copy of the mediator's report;

(d) the decision of the arbitrator shall be final and binding upon Municipalities involved in the Dispute;

(e) the *Municipal Government Act* and the Regulations in force from time to time shall apply to powers of the arbitrator and to arbitration proceedings commenced pursuant to this Intermunicipal Collaboration Framework ;

(f) the costs of arbitration shall be shared equally between the Municipalities participating in the arbitration, subject to any award on costs by the arbitrator.

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Claresholm

REQUEST FOR DECISION

Meeting: March 9, 2020
Agenda Item: 1

INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF)

DESCRIPTION/BACKGROUND:

Part 17.2 of the *Municipal Government Act* requires municipalities with common boundaries to create an Intermunicipal Collaboration Framework (ICF) with each other prior to April 1, 2020. The ICF identifies the services provided by each municipality and whether they are best provided by the individual municipality, on an intermunicipal basis, or by a Third Party.

Discussions began in the spring of 2018 and it was determined at that time that although the ICF was only necessary between municipalities with a common boundary, the MD of Willow Creek, Town of Fort Macleod, Town of Granum (formerly), Town of Claresholm, Town of Stavely and the Town of Nanton would negotiate one ICF for the region. The Chief Administrative Officers (CAO's) and senior management worked closely with a facilitator and their respective Councils to negotiate the terms of the Bylaw and ICF Agreement that is now presented to Council for ratification. Several meetings were held throughout the process with all municipal Council's present to flesh out some of the details of the agreement and ensure that the Elected Officials were in support of the direction.

The principles under which the municipalities agreed to collaborate consist of:

Appropriateness – the collaboration must be suitable for and beneficial to the municipalities participating in the aspect of the collaboration;
Adaptability – the collaboration must be multi-dimensional and flexible to change, participation and future growth;
Accessibility – the benefits of the collaboration must be accessible by all of the municipalities, at their option;
Affordability – the participation of aspects of the collaboration must be efficient in planning and economical to implement and/or operation, while maximizing the synergies;
Accountability – the benefits and burdens of the collaboration must be shared by the municipalities proportionately to their benefit and may be provided by services in kind or monetary value;
Respectful – the processes will be respectful and the contributions towards services will respect that the ability to contribute differs amongst the municipalities;
Reasonableness – the municipalities will act reasonably in discussions, negotiations, granting of consents, and completion of any agreement.

Due to a variety of factors, each municipality may or may not participate within each or every existing or proposed Intermunicipal service. The municipalities acknowledge and agree that the services listed within the agreement may change from time to time and the ICF may be amended by mutual consent. Any municipality, or the ICF committee may initiate the development of the delivery of a new service or change to the manner in which a service is to be provided, by providing notice and reasonable details regarding the proposed changes.

The ICF must be reviewed a minimum of once every 5 years by the ICF committee. The committee shall consist of 10 members, being 2 elected officials appointed by each municipality. The CAO's from each municipality will serve as advisory staff to the committee. The location of meetings will rotate between

municipalities and the municipality hosting the meeting will be responsible to coordinate the meeting dates, agendas, etc. and cover the cost of hosting the meeting.

The agreement states that the ICF committee shall meet prior to June 1, 2020 to begin further discussions regarding regional recreation services. The MD of Willow Creek will host the first meeting.

The agreement includes a Dispute Resolution procedure which includes negotiation, mediation and arbitration as progressive steps available to resolve a dispute.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw #1694 – the Willow Creek Regional Intermunicipal Collaboration Framework Bylaw 1st Reading.

COSTS/ SOURCE OF FUNDING (if applicable):

As per agreements

RECOMMENDED ACTION:

Administration recommends Council give Bylaw #1694 1st Reading.

ATTACHMENTS:
1.) Draft Bylaw #1694
2.) ICF Agreement

APPLICABLE LEGISLATION:
1.) Municipal Government Act, RSA 2000, Chapter M-26

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM - CAO DATE: February 26, 2020

TOWN OF CLARESHOLM
BYLAW #1695

A BYLAW OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE CONSOLIDATION OF BYLAWS.

WHEREAS, Part 3, Division 7 of the *Municipal Government Act* RSA 2000, c.M-26, as amended, grants the Council the authority to consolidate all or any of the bylaws of a municipality;

AND WHEREAS, Council deems it expedient to consolidate bylaws of the Town;

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

1. Definitions

1.1. "CAO" means the Chief Administrative Officer of the Town of Claresholm.

2. Application

2.1. The CAO , or designate, is authorized to consolidate the Town of Claresholm's bylaws by:

2.1.1. Incorporating all amendments and;

2.1.2. Omitting any repealed or expired provisions.

2.2. The CAO, or designate, is responsible to decide which bylaws are to be consolidated and when they are to be consolidated.

This bylaw shall come into effect on the date of third and final reading.

Read a first time in Council this __th day of _____, 2020.

Read a second time in Council this __th day of _____, 2020.

Read a third and final time in Council this __th day of _____, 2020.

.

_____ _____

Mayor Doug MacPherson CAO Marian Carlson

DRAFT

REQUEST FOR DECISION

Meeting: March 9, 2020
Agenda Item: 2

BYLAW #1695 - CONSOLIDATION OF BYLAWS

DESCRIPTION/BACKGROUND:

As part of the Municipal Accountability Program (MAP) review conducted in December 2019, it was noted that Section 69 of the *Municipal Government Act* (MGA) requires that a bylaw is needed to authorize a Designated Officer to consolidate any of the bylaws of the town. The Land Use Bylaw is an example of a bylaw that frequently requires consolidation due to the number of amendments.

DISCUSSION/OPTIONS:

Administration has prepared Bylaw #1695 – Consolidation of Bylaws, which authorizes the Chief Administrative Officer (CAO) or designate to consolidate the bylaws of the Town of Claresholm.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw # 1695 – Consolidation of Bylaws bylaw, first (1st) Reading.

COSTS/ SOURCE OF FUNDING (if applicable):

N/A

ATTACHMENTS:
1.) Draft Bylaw #1695 – Consolidation of Bylaws

APPLICABLE LEGISLATION:
1.) MGA, RSA 2000, Chapter M-26

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM - CAO DATE: March 3, 2020

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1696

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

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

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

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

REMOVE: Current Section 4.4

4.4 Any owner who requires water for construction or other similar purposes will apply for water service by written application to the Town for a development permit. Application for water will be accompanied by a service charge plus a fee, in accordance with Schedule "A" attached hereto. In special circumstances, where the provisions of the Bylaw do not appear equitable to Council, Council, by resolution may alter the water usage fee, as it sees fit, for each particular situation.

ADD: Revised Section 4.4

4.4 Any owner who requires water for construction or other similar purposes will apply for water service by written application to the Town for a development permit. Application for water will be accompanied by a service charge plus a fee, in accordance with Schedule "A" attached hereto.

This bylaw shall come into effect on the date of third and final reading.

Read a first time in Council this day of 2020 A.D.

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

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

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

DRAFT

REQUEST FOR DECISION

Meeting: March 9, 2020
Agenda Item: 3

BYLAW #1696 – WATER & SEWER

DESCRIPTION/BACKGROUND:

As part of the Municipal Accountability Program (MAP) review conducted in December 2019, it was noted that Section 4.4 of Bylaw # 1659 – Water & Sewer Utility Bylaw is in contravention of Section 191(2) of the *Municipal Government Act* (MGA) which states that the amendment or repeal of a bylaw must be made in the same way as the original bylaw. Bylaw #1659 requires amendment to remove the section which authorizes amending the water usage fee established by bylaw through a Council resolution.

DISCUSSION/OPTIONS:

Administration has prepared Bylaw #1696 – Water & Sewer Utility Bylaw Amendment, to remove the portion of Section 4.4 which authorizes the amendment of the water usage fee by Council resolution.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw # 1696 – Water & Sewer Utility Bylaw Amendment, first (1st) Reading.

COSTS/ SOURCE OF FUNDING (if applicable):

N/A

ATTACHMENTS:
1.) Draft Bylaw #1696 – Water & Sewer Utility Bylaw Amendment

APPLICABLE LEGISLATION:
1.) MGA, RSA 2000, Chapter M-26

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM - CAO DATE: March 3, 2020

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1697

A Bylaw of the Town of Claresholm, in the Province of Alberta, to amend Bylaw #1647 a Bylaw to deal with procedure and the transaction of business by the Council of the Town of Claresholm.

WHEREAS the Municipal Government Act, Chapter M-26 and amendments thereto, authorizes a Municipal Council to pass Bylaws pertaining to procedures to be followed by Council, Council committees and other bodies established by Council;

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

1. The Town of Claresholm Procedural Bylaw #1647 shall be amended as follows:

REMOVE: Current Section 3.2

3.2 Suspension of Rules
Council may suspend any provision of this Bylaw by Special Resolution except:
a) the provisions about statutory hearings;
b) the provisions for amending or repealing this Bylaw; and
c) those provisions originating in Provincial Legislation.

REMOVE: Current Section 5.1(c), (d)

5.1 c) The time and date of the regular meeting of Council and the meeting location may be changed by two-thirds (2/3) of all Members of Council.
d) Any scheduled regular meeting of Council may be cancelled by consent of two-thirds (2/3) of all Members of Council.

ADD: Revised Section 5.1(c), (d)

5.1 c) The time and date of the regular meeting of Council and the meeting location may be changed by a resolution of Council carried by two-thirds (2/3) of all Members of Council.
d) Any scheduled regular meeting of Council may be cancelled by resolution of Council carried by two-thirds (2/3) of all Members of Council.

This bylaw shall come into effect on the date of third and final reading.

Read a first time in Council this day of 2020 A.D.

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

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

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

DRAFT

REQUEST FOR DECISION

Meeting: March 9, 2020
Agenda Item: 4

BYLAW #1697 – PROCEDURAL BYLAW AMENDMENT

DESCRIPTION/BACKGROUND:

As part of the Municipal Accountability Program (MAP) review conducted in December 2019, it was noted that Section 3.2 of Bylaw # 1647 – Procedural Bylaw is in contravention of Section 191(2) of the *Municipal Government Act* (MGA) which states that the amendment or repeal of a bylaw must be made in the same way as the original bylaw. Bylaw #1647 requires amendment to remove the section which authorizes suspension of any provision of the bylaw through a Special resolution of Council.

It was also noted that Section 5.1(c),(d) were unclear in their intent in terms of whether or not the consent to change meetings times and locations or cancellation of the regular meetings required a Council resolution.

DISCUSSION/OPTIONS:

Administration has prepared Bylaw #1697 – Procedural Bylaw Amendment, to remove the portion of Section 3.2 which authorizes the suspension of any provision of the bylaw by Special resolution of Council. Bylaw #1697 also clarifies Section 5.1(c), (d) stating that changes or cancellation of meetings must be by resolution of Council carried by two-thirds (2/3) of all members of Council.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw # 1697 – Procedural Bylaw Amendment, first (1st) Reading.

COSTS/ SOURCE OF FUNDING (if applicable):

N/A

ATTACHMENTS:
1.) Draft Bylaw #1697 – Procedural Bylaw Amendment

APPLICABLE LEGISLATION:
1.) MGA, RSA 2000, Chapter M-26

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM - CAO DATE: March 3, 2020

ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

February 27, 2020

Dear Chief Elected Officials and Chief Administrative Officers:

I am writing to provide more information about Budget 2020 that my colleague Minister Travis Toews has delivered in the legislature. Specifically, I would like to give some details on the key items for Municipal Affairs that impact municipalities in Budget 2020.

Overall, Budget 2020 maintains the direction set in Budget 2019, with a few minor changes.

First of all, it is important to note that there is no change to the Municipal Sustainability Initiative (MSI) funding announced in Budget 2019 for fiscal years 2020-21 and 2021-22.

The Local Government Fiscal Framework begins in 2022-23 at $860 million, as announced in Budget 2019. We look forward to working closely with the Alberta Urban Municipalities Association and the Rural Municipalities of Alberta in determining how the Local Government Fiscal Framework funding will be allocated to individual municipalities, and in designing program criteria that provide the right balance of flexibility, autonomy, and accountability.

As announced in Budget 2019, the Grants in Place of Taxes payments are being reduced by an additional 25% in 2020-21 to 50% of requested amounts in 2018-19. Government needs to reduce operating spending while still providing municipalities a share of the cost of municipal services to Crown properties.

A new change in Budget 2020 is the elimination of the fire training grants to municipalities of $500,000.00. This program has been eliminated to reduce operating costs and administrative burden. We will work with impacted communities to help build their own training capacity.

Budget 2020 also proposes that the Alberta Fire Responder Radio Communications System (AFRRCS) be transferred to the Alberta Emergency Management Agency from Service Alberta. This transfer will streamline emergency planning by consolidating critical emergency management infrastructure.

.../2

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

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We have made some challenging decisions to get our fiscal house in order to ensure we have reliable funding for public services in the future. In addition to reductions to municipal grants, we have made significant department-level reductions in personnel and expenses. Through a variety of red tape reduction initiatives, we will continue to work with stakeholders to reduce the regulatory burden we impose on you, and to help you do the same for your businesses and residents.

All of us together, as leaders of this province, are committed to doing everything we can to get Alberta's economy back on track.

I look forward to working together with municipalities to realize a better future for all Albertans.

Yours very truly,

Kaycee Madu
Minister

cc: All Government Members

From: President <President@auma.ca>
Sent: February 28, 2020 1:30 PM
Subject: AUMA's Preliminary Budget Report 2020

Please see the updated attachment for the current year.

Dear Mayors, Councillors & CAOs,

AUMA has concluded its initial assessment of Budget 2020-21 and we wanted to share our preliminary report which is attached to this email. More information will provided during our webinar this afternoon starting at 2:00pm. **Click here to register for the webinar.**.

The province's 2020 Budget continues the trends and themes introduced in Budget 2019. This means that municipalities will need to keep managing the cumulative impacts of funding reductions and downloaded responsibilities.

AUMA will continue to advocate for a provincial partnership focused on building a strong Alberta. Our advocacy efforts will focus on key priorities, including but not limited to, advocating for:

- A Local Government Fiscal Framework (LGFF) that includes an adequate base amount, a growth factor that keeps pace with provincial revenue, and an equitable allocation formula.
- Municipal input on the distribution of police resources related to the new police funding model.
- A fair cannabis assessment and revenue model that recognizes the essential community services that municipalities provide.
- Municipal input on the province's 20-year capital plan to leverage and coordinate investments to maximize benefits for Albertans and our economy.
- Greater restraint in the province's education property tax requisition.
- Investment in affordable housing.
- Investment in the broadband internet required to power Alberta's move to the modern economy. Reliable broadband connections enable economic development in communities across Alberta. Without it, communities can't attract skilled workers and risk falling farther away from sharing in the Alberta advantage.

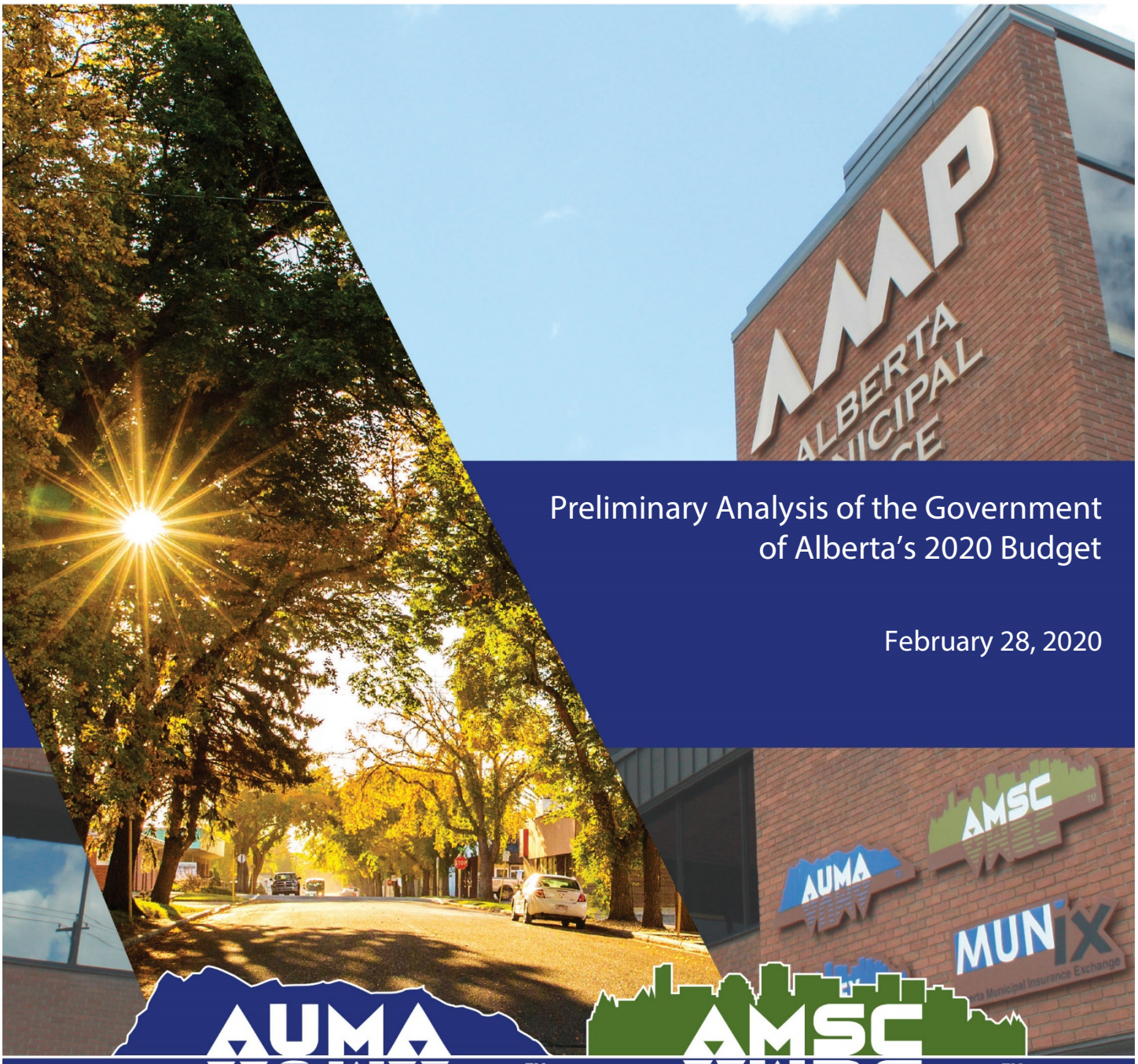
We will reach out to the province to seek clarity and further details on funding for essential programs Albertans rely on such as the Municipal Police Assistance and Police Officer Grants, which were anticipated to be consolidated.

We remain committed to building a partnership with the province that gets Alberta back to work, improves the lives of all Albertans, and stands up for Alberta.

Your ongoing support in our advocacy efforts will be needed as we continue to advocate in your best interests.

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



Preliminary Analysis of the Government of Alberta's 2020 Budget

February 28, 2020

AUMA™ AMSC™

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

Introduction

In a time of ongoing fiscal uncertainty, the province's 2020 Budget continues the trends and themes introduced in Budget 2019. This means that municipalities will need to keep managing the cumulative impacts of funding reductions and downloaded responsibilities.

AUMA appreciates that the province has followed through on its commitment to adhere to a fixed budget release timeline of February. For years, AUMA has advocated that the province adopt a fixed annual budget date early in the calendar year to better align with municipal budgeting and property tax cycles.

The following document includes AUMA's preliminary analysis of Budget 2020 as it relates to municipal priorities and the financial future of Alberta communities. In addition, it summarizes the province's fiscal outlook and includes highlights of the ministry business plans that most impact our communities.

Priorities for Alberta's Municipal Governments

Provincial Education Property Tax Increase

The province is increasing its education property tax requisition by 4.2%, which is expected to generate an additional $102 million in 2020/2021 for the province. Most of this increased tax burden will fall on Alberta's residential property taxpayers.

Despite increasing financial pressures, municipalities are working hard to minimize property tax increases through finding efficiencies. As AUMA emphasized in our recent letter to Premier Kenney, this planned year-over-year increase to provincial taxes is unacceptable to municipalities and ratepayers.

Grants in Place of Taxes (GIPOT)

Alberta property taxpayers are further impacted by reductions to the GIPOT program, which is being reduced by 32% in 2020-21 on top of the 24% reduction in 2019. GIPOT is meant to cover the costs of the services municipalities provide to Crown properties, which are exempt from tax. Municipalities will need to look for ways to cover these costs through user fees or other mechanisms so that other property owners don't have to subsidize the costs of providing essential services such as policing, fire, water and waste management, and transportation for provincial properties. This reduction was announced in the province's 2019 – 2020 fiscal plan.

Capital Investments

One of the primary themes of AUMA's recent President's Summit on municipal finances was the importance of partnership in making the infrastructure investments needed to get Alberta back to work. We are therefore pleased that the province commits to "collaborate in partnership with industry and municipalities to identify critical investments and align our capital spending priorities accordingly." Municipalities look forward to engaging in implementation of the province's Capital Plan.

AUMA also looks forward to working out how the Local Government Fiscal Framework can maximize the infrastructure investments needed to attract and retain investors and talent. Still, we remain concerned that annual funding will only grow at half the rate of provincial revenues, making it challenging for infrastructure investments to keep pace with population growth and inflation.

In addition, although AUMA advocated for the province to revisit planned reductions to the Municipal Sustainability Initiative (MSI), the projected reductions announced in the last budget remain in place. We will be monitoring the impact on the health of Alberta's infrastructure and on Alberta's construction companies and workforce. We remain concerned about the long-term consequences of under-investment in infrastructure, which could undermine economic development and lead to increased costs for future maintenance and replacement.

AUMA would like to acknowledge that while the Basic Municipal Transportation Grant (BMTG) is $28 million lower than forecast in Budget 2019 (due to lower than expected fuel sales), the province has made up the difference by adding $28 million to MSI Capital. This will change the funding that some municipalities receive, due to the difference in allocation formulas. Still, AUMA appreciates the province providing overall stability to municipal capital funding.

Policing
Budget 2020 highlights the additional revenue the province will receive from all municipalities contributing to policing costs. One of AUMA's priorities is ensure that municipalities have a say in how police resources will be distributed to ensure all Albertans are safe in their communities.

Fine Revenue
Budget 2020 also reflects last year's change in fine revenue distribution for all offences under the Traffic Safety Act. Previously, the province kept 26.6% of the fine amount for traffic violations, but as of 2020, this amount was increased to 40%. This means that municipalities receive less fine revenue; instead of getting 74.4% of the fine revenue back, municipalities only get 60%. As a result, the province will collect an estimated $267.3 million in fines and penalties in 2020-21, compared to $221 million in 2019-20 (21% increase).

Affordable Housing
AUMA is very concerned to see significant cuts to capital investment in affordable housing for both the development of new units, as well as the maintenance and repair of existing units. Addressing Alberta's lack of affordable housing is a priority for municipalities. In addition to stimulating employment and economic growth, capital investment in affordable housing yields long-term savings for all levels of government due to decreased use of health services, police and justice services, child welfare, and other services such as homeless shelters, income supports, and addictions and mental health supports.

Investing in Canada Infrastructure Funding
The Government of Alberta has a bilateral agreement in place to access four pillars of funding under the Investing in Canadian Infrastructure Plan. These pillars are Community Culture and Recreation, Green Infrastructure, Rural and Northern Communities, and Public Transit. Under the agreement, Alberta has been allocated $3.65 billion in cost-shared grants between the federal, provincial, and municipal governments. Budget 2020 has identified specific funding for Investing in Canada Infrastructure allocations by ministry. The total allocation identified for municipal support is $57 million, as per page 160 of the fiscal plan. AUMA remains focused on advocating for a timelier flow of this funding to municipalities.

The breakdown by ministry is as follows:

Ministry	**ICIP Funding 2020-21 ($ millions)**
Municipal Affairs	16.6
Transportation	30.8
Advanced Education	1.7
Culture, Multiculturalism and Status of Women	2.4
Energy	20.4
Indigenous Relations	11.7
Total	**83.6**

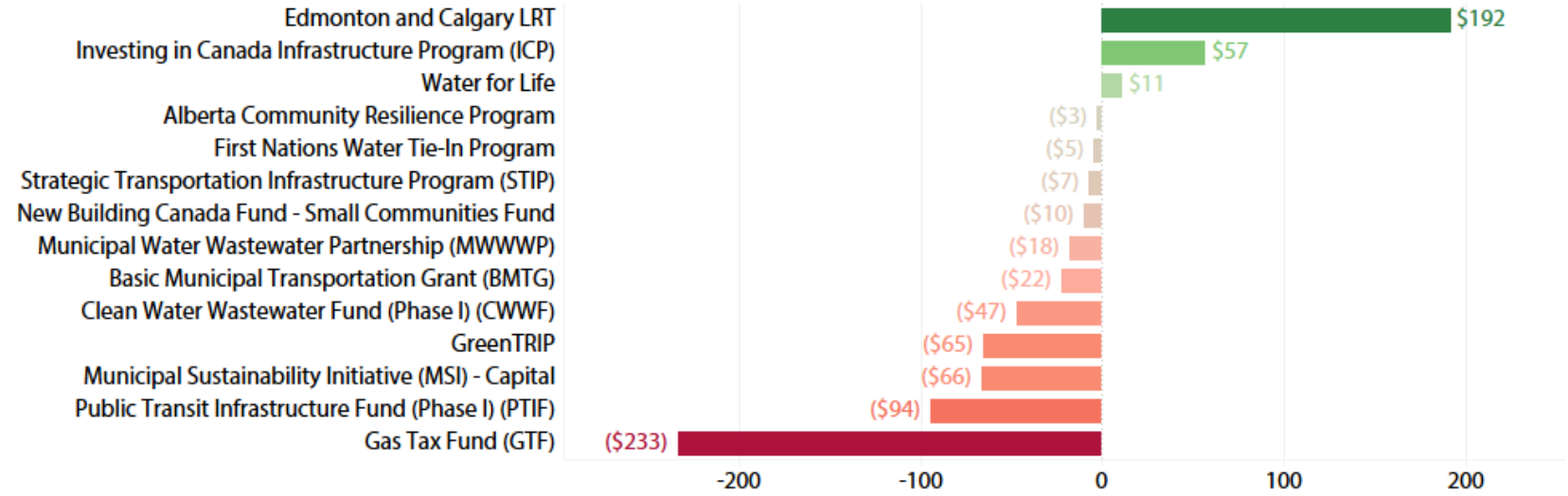
Planning for your community's financial future

Core Capital Funding to Municipal Governments ($ millions)

Capital Program	2019-20 Budget	**2020-21 Budget**	2021-22 Forecast	2022-23 Forecast	2020 vs. 2019
Municipal Sustainability Initiative (MSI) Capital	694[1]	**628**	525	-	(66)
Basic Municipal Transportation Grant (BMTG)	347	**325**	372	-	(12)
Local Government Fiscal Framework (LGFF)	-	**-**	-	860	-
Water for Life	40	**51**	50	50	11
Municipal Water and Wastewater Partnership (MWWWP)	32	**14**	22	22	(18)
Strategic Transportation Infrastructure Program (STIP)	22	**15**	21	25	(7)
Alberta Community Resilience Program	23	**20**	-	-	(3)
First Nations Water Tie-In Program	18	**13**	12	10	(5)
Subtotal	1,176	**1,076**	1,002	967	(100)
		-8.5%	-6.9%	-3.5%	
Capital Funding Linked to Federal Funding Programs					
Gas Tax Fund (GTF)	477	**244**	255	255	(233)
GreenTRIP	125	**60**	5	-	(65)
Public Transit Infrastructure Fund (PTIF) – Phase 1	138	**44**	-	-	(94)
Clean Water Wastewater Fund (CWWF) – Phase 1	77	**30**	-	-	(47)
New Building Canada Fund – Small Communities Fund	10	**-**	-	-	(10)
Investing in Canada Infrastructure Program (ICIP)	-	**57**	104	69	57
Edmonton and Calgary LRT	151	**343**	485	569	192
Subtotal	978	**778**	849	893	(200)
		-20.4%	9.1%	5.2%	
Total – Core Capital Funding	2,154	**1,854**	1,851	1,860	(300)
		-13.9%	-0.2%	0.5%	

[1] The 2019-20 figure includes 50% ($400 million) of the March 2018 advance of $800 million in MSI Capital. AUMA opted to present it in this format to demonstrate the year-to-year comparison of funding even though 2019-20 MSI Capital was actually $294 million.

Year-over-year change in municipal funding: Budget 2020 versus Budget 2019 ($ millions)



Investments in municipal capital infrastructure will be $300 million less than 2019-20; however, much of that reduction is linked to federal funding and in most cases, the reductions were expected based on the forecasts presented in last year's budget. It is also notable that while BMTG is $28 million lower than forecast in Budget 2019 due to lower than expected fuel sales, the province has made up the difference by adding $28 million to MSI Capital.

Growth in capital funding

- The $192 million increase in Edmonton and Calgary's LRT funding is a result of the unspent 2019 budget being carried forward to this year.
- The Investing in Canada Infrastructure Program represents new funding for municipalities in 2020.
- The $11 million increase in Water for Life funding aligns with previous forecasts and will help ensure that Albertans have access to safe and affordable drinking water.

Reductions in capital funding

- The federal Gas Tax Fund (GTF) declined by $233 million because Budget 2019 included a one-time doubling of the GTF investment across Canada.
- The $18 million reduction in the Municipal Water Wastewater Partnership was higher than expected as Budget 2019 had forecasted a $14 million reduction.
- Despite lower funding, the First Nations Water Tie-In Program is on schedule to deliver $100 million over six years and is expected to deliver safe drinking water to seven First Nations.
- The reductions to all other programs aligned with the forecasts that were presented in the 2019-20 budget.

Core Operating Funding to Municipal Governments ($ millions)

Operating Program	2019-20 Budget	**2020-21 Budget**	% Change	Note
Municipal Sustainability Initiative (MSI) – Operating	30.0	**30.0**	-	1
Alberta Community Partnership	16.5	**16.5**	-	2
Family and Community Support Services (FCSS)	100.0	**100.0**	-	3
Grants in Place of Taxes (GIPOT)	44.6	**30.2**	-32.2%	4
Fire Services Training Program	0.5	**-**	-100.0%	5
Total – Core Operating Funding	191.6	**176.7**	-7.8%	

Notes

1. Municipalities will appreciate that MSI Operating funding remained stable at $30 million and is expected to remain at that level for the last year of the program in 2021-22.
2. The Alberta Community Partnership (ACP) was reduced by $2 million in 2019-20 and Budget 2020 maintains ACP at $16.5 million and is forecasted to remain at that level for the next three years. This will help ensure that municipalities have the supports needed to implement the new Intermunicipal Collaboration Frameworks (ICFs) and other regional collaboration projects.
3. FCSS funding remains stable at $100 million for the fourth year in a row.
4. Budget 2019 announced that GIPOT would be cut in half over two years. As such, the 32% reduction in Budget 2020 was expected. More information about GIPOT is available on page 10.
5. Municipalities will now be responsible for a greater portion of fire training costs as 2019-20 represents the last year of funding through the Fire Services Training Program.

Municipal Sustainability Initiative – Now and Into the Future

Last year, the province announced that the 2020 MSI Capital funding would be reduced by $94 million (-14%) compared to the province's estimates in 2018. While that reduction was concerning to members, Alberta Municipal Affairs has maintained its total combined forecasted funding for MSI and the Basic Municipal Transportation Grant (BMTG) at $963 million. Due to lower-than-forecasted fuel sales, BMTG funding is $28 million less than what was forecasted in Budget 2019; however, Municipal Affairs has invested that difference into MSI Capital to ensure that municipalities receive the same total amount of funding that was promised in Budget 2019. Due to differences in how BMTG is allocated versus MSI, there will be some minor variations to how much each individual municipality receives.

MSI Capital (excluding BMTG) ($ millions)	2020-21	2021-22	Total
Budget 2019 Forecast	600	525	1,125
Budget 2020 Forecast	628	525	1,153
Change ($)	28	-	28

Preparing your 5-year capital plan

As a result of AUMA's advocacy in 2019, Municipal Affairs released an estimate of the MSI allocations by municipality for 2020 and 2021. This eliminates the guesswork that municipalities have struggled with over the years in estimating their individual portion of future funding. The estimates enable municipalities to create accurate capital plans for 2020 and 2021; however, municipalities will be forced to wait a little longer until funding allocations under the Local Government Fiscal Framework

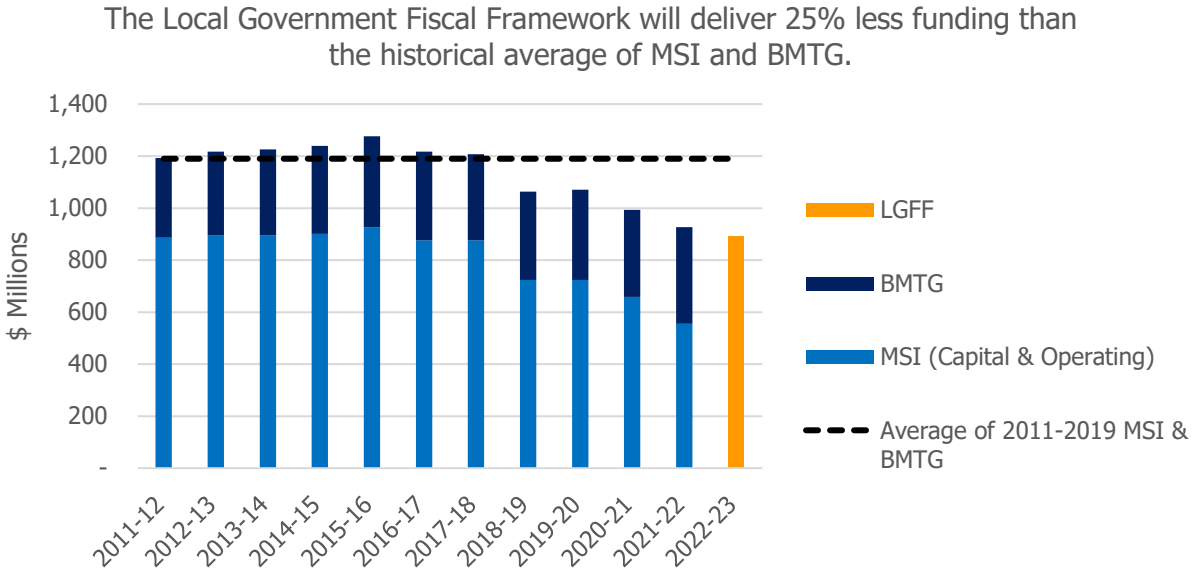
(LGFF) are known. AUMA is still focused on working with the Rural Municipalities of Alberta and Municipal Affairs to create a funding formula for when LGFF begins in 2022.

2020-22 Forecast for the MSI Program

($ millions)	2018-19	2019-20	**2020-21**	2021-22	2022-23
Capital	Budget	Budget	**Budget**	Forecast	Forecast
MSI Capital	294	294	**628**	525	-
Advance in March 2018	400	400	**-**	-	-
BMTG	344	347	**335**	372	-
LGFF Capital	-	-	**-**	-	860
Subtotal Capital	1,038	1,041	**963**	897	860
Operating					
MSI Operating	30	30	**30**	30	-
LGFF Operating[2]	-	-	**-**	-	30
Subtotal Operating	30	30	**30**	30	30
	1,068	1,071	**993**	927	890

Local Government Fiscal Framework

Budget 2020 offers no new information about the Local Government Fiscal Framework (LGFF). Most details were announced in the *Local Government Fiscal Framework Act*, which was approved in late 2019. AUMA looks forward to the roll out of the program as it will increase funding predictability for municipalities; however, AUMA remains concerned that annual funding will only grow at half the rate of provincial revenues. AUMA expects further conversations to occur but a primary concern is that the growth constraint means that funding won't keep pace with inflation on infrastructure construction costs.



Source: Budget 2020 Fiscal Plan and Municipal Affairs' MSI Allocation Tables
Note: Advances of MSI Capital in March 2014 and 2018 are presented in the year that funding was available to municipalities.

[2] The LGFF Operating component is assumed based on figures in Municipal Affairs' 2020 Business Plan, but will be clarified with the ministry in the future.

Increases to Taxes

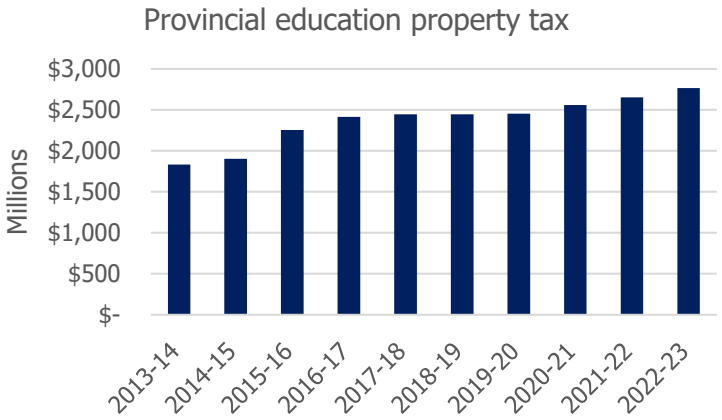
Education Property Tax

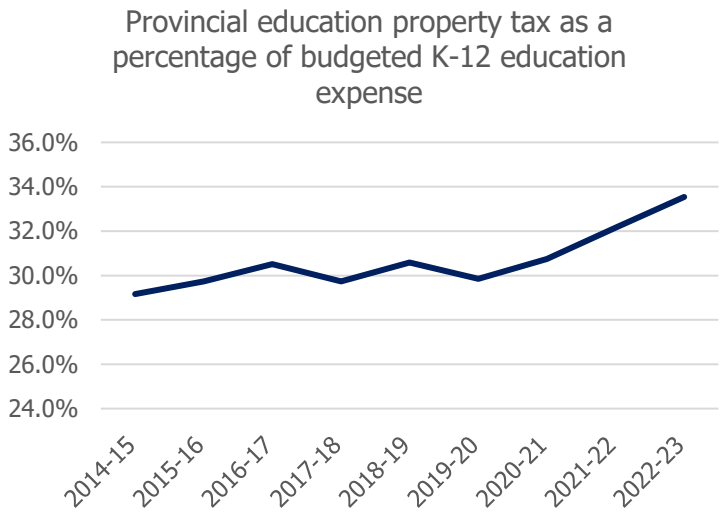
Budget 2020 is increasing taxes on Alberta's property owners through a 4.2% increase to provincial education property taxes. Provincial education tax revenue will grow by approximately $100 million up to $2.56 billion in 2020-21.

The province indicates that the 2020 education property tax requisition was set based on a new approach involving population growth and inflation.

The increase in provincial education taxes comes at a time when education expense is planned to remain flat. The chart to the right highlights how the share of education operating costs covered by education tax will rise from 29.2% in 2014-15 up to 33.5% in 2022-33. This plan shifts the burden of taxation onto municipalities who are responsible to collect the revenue on behalf of the province.

Each municipality will be impacted to a different degree, with year-over-year changes in education tax requisitions ranging from reductions of 12% up to tax increases of 16%. Municipalities can view their 2020 provincial education property tax requisition by downloading the comparison listing on the province's website.





Source: Calculations based on budgeted figures the Government of Alberta's Fiscal Plans for 2014-15 to 2020-21

($ millions)	2018-19 Budget	2019-20 Budget	**2020-21 Budget**	2021-22 Forecast	2022-23 Forecast
Provincial education property tax	2446	2,455	**2,559**	2,652	2,766
Year-over-year % change		0.4%	**4.2%**	3.6%	4.3%
K-12 education expense	7,999	8,223	**8,322**	8,247	8,247
Year-over-year % change		2.8%	**1.2%**	-0.9%	0.0%

Reconciling the 2019 education tax

Due to the timing of the 2019 provincial election and the Budget 2019 release, municipalities were required to estimate their 2019 education property tax requisition.

If the actual requisition was greater than the amount estimated by the municipality, the municipality will need to recoup the difference by adding the amount to the 2020 provincial education property tax calculation.

Provincial education property tax mill rates per $1,000 of equalized assessment

Year	Residential/ farmland	Non-residential
2019	$2.56	$3.76
2020	$2.64	$3.88

If the actual requisition was less than the amount estimated by the municipality, the municipality should reduce the amount of education tax collected from property owners in 2020 by the difference.

Grants in Place of Taxes (GIPOT)

As announced in Budget 2019, the province has looked to lower expenditures by reducing funding to municipalities through the Grants in Place of Property Taxes (GIPOT) program. GIPOT is designed to compensate municipalities for the costs to provide services to provincial properties that are exempt from taxation. The province's decision results in a download of costs onto local property taxpayers, which is particularly problematic for property owners in communities where a high number of provincial buildings are located.

Budget 2020 reduces GIPOT by $14.4 million to $30.2 million in 2020-21. The 32.2% reduction is applied on top of the unexpected 24% reduction in 2019-20. Looking ahead, Alberta Municipal Affairs plans to maintain GIPOT at $30 million per year for the next three years.

Good to Know: An Overview of Budget 2020's Fiscal Plan

As per the government's election promises, Budget 2020 outlines a plan to balance Alberta's budget by 2022-23. By holding spending on health, education, and social services, and reducing costs in other ministries, Budget 2020 proposes that the province will post a surplus within three years. That surplus is dependent on holding expenditures at $56 billion per year and generating an additional $7 billion in revenue, primarily sourced from personal income tax and resource revenue.

Government of Alberta: Statement of Operations[3]

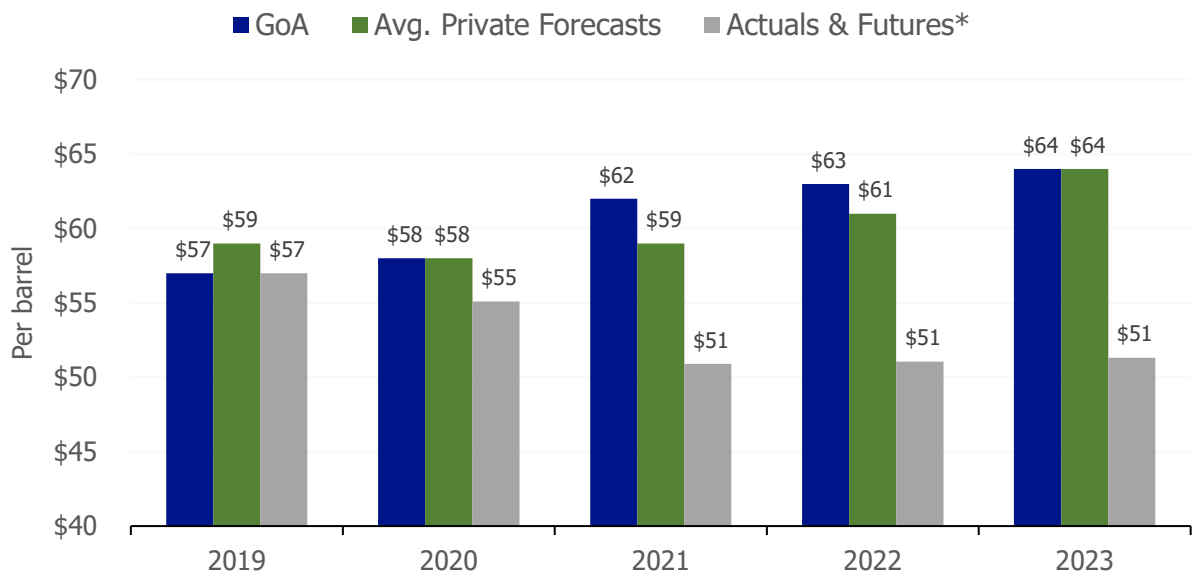
($ millions)	2019-20	**2020-21**	2021-22	2022-23
Revenue	Estimate	**Budget**	Forecast	Forecast
Personal income tax	11,819	**12,566**	13,426	14,315
Corporate income tax	4,245	**4,539**	4,985	5,360
Other tax revenue	5,762	**5,782**	5,969	6,189
Resource revenue	6,671	**5,090**	6,705	8,536
Investment income	3,525	**2,630**	2,889	3,070
Premiums, fees, and licenses	3,947	**4,194**	4,299	4,407
Other own-source revenue	5,925	**6,068**	6,230	6,400
Federal transfers	9,054	**9,110**	9,533	9,784
Total revenue	50,948	**49,979**	54,036	58,061
Expense by function				
Health	22,408	**22,268**	22,230	22,260
Basic/advanced education	14,971	**14,731**	14,570	14,462
Social services	6,203	**6,211**	6,220	6,241
Other program expenses	13,138	**11,489**	11,295	11,244
Total program expense	56,720	**54,699**	54,315	54,207
Debt servicing costs	2,078	**2,505**	2,780	2,970
Pension Provisions	(310)	**(415)**	(354)	(272)
Total Expense	58,488	**56,789**	56,741	56,905
Surplus / (Deficit)	(7,540)	**(6,810)**	(2,705)	706

[3] Source: Government of Alberta 2020-23 Fiscal Plan, pg. 222

Key Energy and Economic Assumptions

Fiscal Year Assumptions	2019-20 Estimate	**2020-21 Forecast**	2021-22 Forecast	2022-23 Forecast
Crude Oil Prices				
WTI (US$/bbl)	58.00	**58.00**	62.00	63.00
Light-Heavy Differential (US$/bbl)	14.70	**19.10**	20.60	16.40
WCS @ Hardisty (Cdn$/bbl)	57.70	**51.20**	54.50	60.60
Natural Gas Price[b]				
Alberta Reference Price (Cdn$/GJ)	1.40	**1.70**	1.80	2.10
Production				
Conventional Crude Oil (000s barrels/day)	483	**488**	486	482
Raw Bitumen (000s barrels/day)	3,109	**3,249**	3,344	3,417
Natural Gas (billions of cubic feet)	4,083	**4,144**	4,199	4,233
Interest rates				
3-month Canada Treasury Bills (%)	1.70	**1.70**	1.70	1.70
10-year Canada Bonds (%)	1.50	**2.00**	2.20	2.20
Exchange Rate (US¢/Cdn$)	75.5	**76.5**	77.0	77.5

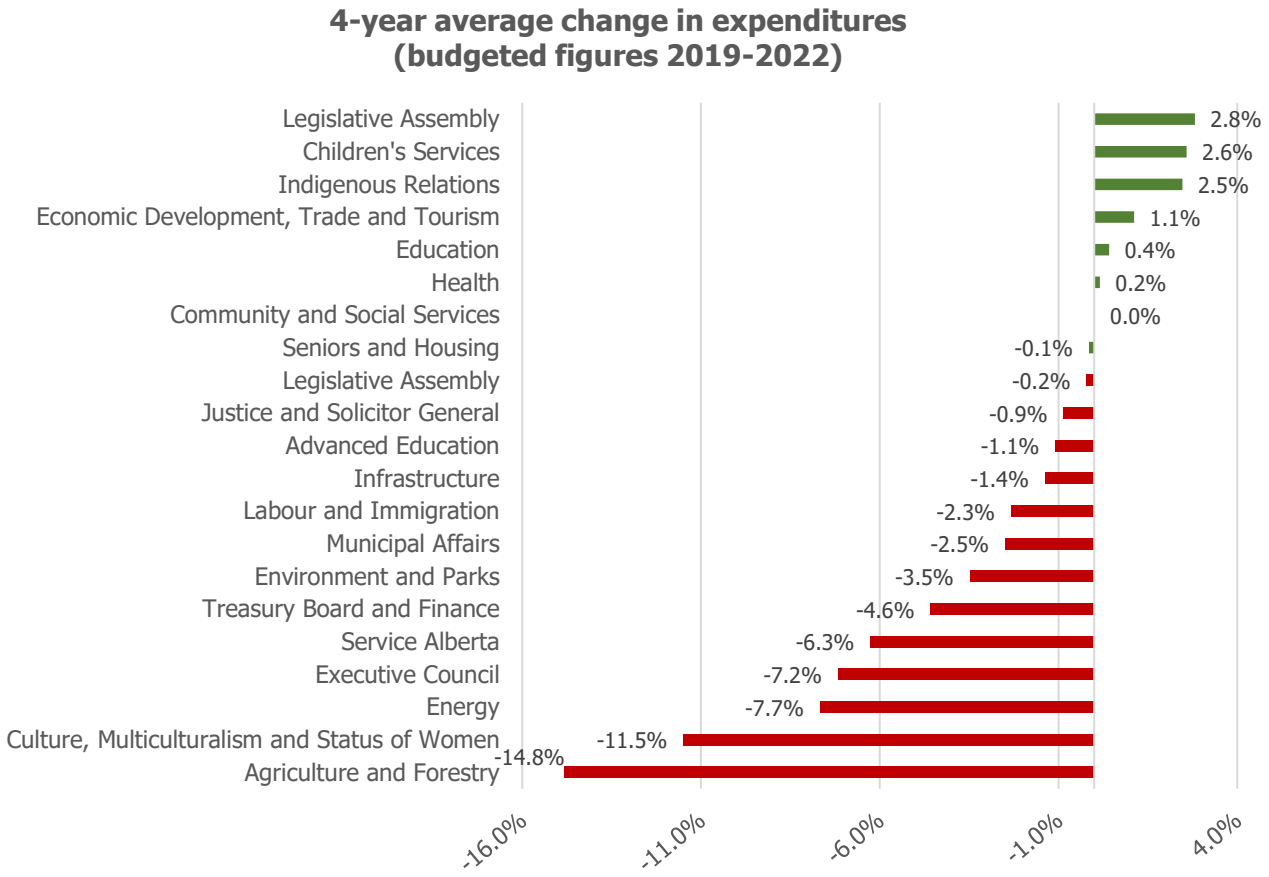
Oil Price Benchmark[4]



[4] 2019 Actuals, 2020 calculated using average YTD price (as of February 24, 2020). Futures are standardized financial contracts that have a value based on an underlying energy product, such as oil, natural gas, or electricity. Investors, speculators, and hedgers trade energy futures on exchanges such as the New York Mercantile Exchange (NYMEX) and the Intercontinental Exchange (ICE).

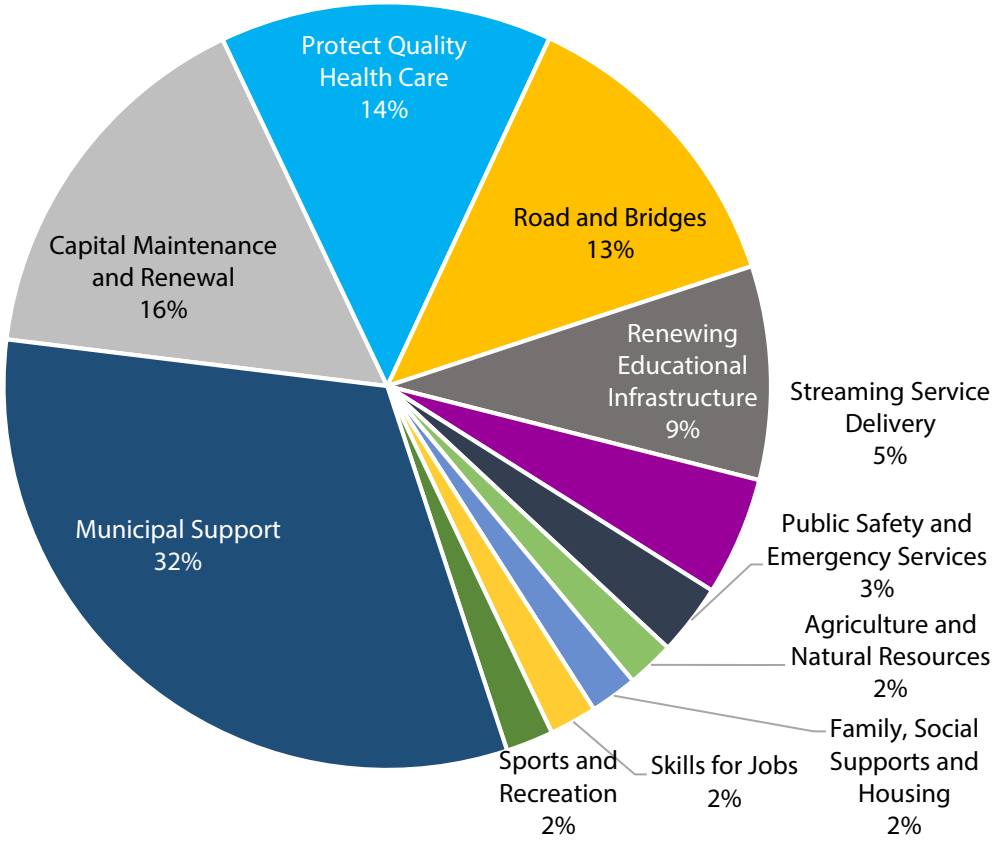
Expenditure trends by department[5]

To achieve its financial targets, the province is reducing spending across most departments while keeping expenditures flat for the Ministry of Health and Ministry of Education. The following graph shows the average budgeted and forecasted change in expenditures by ministry between 2019-20 and 2022-23. The average reduction of 2.5% for Municipal Affairs is primarily attributed to this year's reduction in the federal government's Gas Tax Fund and a $50 million reduction in spending for the Alberta Emergency Management Agency. AUMA is seeking information on this reduction.



[5] Source: Calculations using budgeted figures from the Government of Alberta's Fiscal Plans for 2019 and 2020

2020 Capital Plan – Spending by Category[6]



Notable funding to community entities

Funding for Community Entities ($ millions)	2019-20 Budget	**2020-21 Budget**	% Change	Note
Community Facility Enhancement Program	25.0	**25.0**	-	1
Community Initiatives Program	23.6	**19.7**	-16.5%	
Library Services – Operating	37.1	**37.1**	-	
Legal Aid	101.8	**94.3**	-7.4%	
Agricultural Service Boards	11.7	**8.5**	-27.4%	
Agricultural Societies and Exhibition Grants	11.5	**11.5**	-	
	210.7	**196.1**	-6.9%	

Note

1. The Community Facility Enhancement Program is forecasted to remain at $25 million per year the next three years. Prior to Budget 2019, the program was forecasted to be $38 million per year.

[6] Source: Government of Alberta 2020-23 Fiscal Plan, page 150.

Ministry Highlights

Advanced Education

Budget 2020 implements the expected 6% funding cuts to post-secondary institutions, as well as the new, performance-based funding framework. Tuition fees are projected to increase by $290 million from 2019 to 2023, an average of 6.9%. Student aid grants and scholarships are frozen at current levels ($47 million and $54 million, respectively). There is no new funding for capital projects, but Budget 2020 restores the $119 million in infrastructure maintenance funding that was cut in Budget 2019.

Agriculture and Forestry

Budget 2020 maintains support to rural communities and businesses. $18.8 million is maintained to support agricultural societies and youth development program like 4H.

Children's Services

Budget 2020 decreases funding for childcare from the $423.7 million budgeted in 2019-20 to $394.0 million in 2020-21, a reduction of 7%. Funding for early intervention services for children and youth, which includes the new Family Resource Networks that are set to replace Parent Link Centres, also decreases from the $108.4 million budgeted in 2019-20 to $95.8 million in 2020-21, a reduction of nearly 12%.

The overall operating budget for the ministry will fall from $1,417.6 million (budgeted) in 2019-20 to $1,371.1 million in 2020-21, a 3.3% decrease.

Community and Social Services

The 2020 budget for Community and Social Services includes several investments to support Albertans impacted by domestic and sexual violence and Albertans with disabilities:

- In 2020-21, the budget for Sexual Assault Services funding increases by $1.2 million to a total of $11.5 million.
- In 2020-21, $600,000 is allocated to partner with Justice and Solicitor General to develop regulations and implement the Disclosure to Protect Against Domestic Violence (Clare's Law) Act.
- In 2020-21, $500,000 is allocated to the Registered Disability Savings Plan (RDSP) Action Group to help Albertans open RDSPs.
- In 2020-21, $5.0 million is allocated to build on successful partnerships supporting employment opportunities for Albertans with disabilities.

Family and Community Support Services funding is maintained at $100 million annually. Funding for homeless and outreach support services decreases slightly from $197.1 million in 2019-20 to $195.9 million in 2020-21, a reduction of less than 1%. The overall ministry operating budget will rise from $3,946.6 (budgeted) in 2019-20 to $3,947 in 2020-21, an increase of less than 1%.

Notably, the ministry's business plan refers several times to partnering with civil society organizations and municipalities to provide Albertans with supports, and services. Funding arrangements for these partnerships are not described; however, the budget does commit $7 million to a civil society fund to support "innovative cost-sharing programs delivered by community groups".

Culture, Multiculturalism, and Status of Women

Budget 2020 maintains Community Facility Enhancement Program funding at $25 million annually; however, the Community Initiatives Program funding is decreased from $23.6 million (budgeted) in 2019-20 to $19.7 million in 2020-21, a reduction of 16.5%.

The ministry's Business Plan does not specifically mention funding for historic resources. However, the Fiscal Plan Indicates that while the Historic Resources Fund has been closed, spending on the fund's purposes will not change (page 200).

The overall operating budget for the ministry will fall from $271.5. million (budgeted) in 2019-20 to $246.8 million in 2020-21, a 9.0% decrease.

Economic Development, Trade and Tourism

Budget 2020 does not mention the role that Regional Economic Development Agencies (REDAs) or the Community and Regional Economic Support (CARES) program will play in furthering local economic development priorities for communities.

From 2020-23, the Alberta Film and Television and Tax Credit will provide $97 million to attract medium and large film and television to Alberta in support of the province's cultural industries. The ministry will also implement an Investment and Growth Strategy, including $75 million from 2020-2023 to cultivate investment opportunities.

The Alberta government intends to extend the 4% provincial tourism levy to short-term rentals such as Airbnb, with the exception for rentals where the purchase price is less than $30/day.

Various agencies fall under the budget of Economic Development, Trade and Tourism. The Alberta Enterprise Corporation will receive $1.85 million in 2020-21 to attract venture capital to Alberta, Alberta Innovates will provide $184 million in grants and funding to develop and grow talent and emerging sectors while attracting investment to Alberta, and Travel Alberta will be provided with $38 million in 2020-21 to market Alberta as a tourism destination.

Education

Five months ago, the 2019 Capital Plan supported 25 school projects bringing the total number of schools in various phases of planning and construction to over 200 schools across the province.

The 2020 Capital Plan invests $1.5 billion towards new schools and modernization projects across Albert. The plan supports the construction of nine previously announced new schools, as well as two new modernization school projects to help address building conditions.

Total operating expenses for K-12 education in Alberta is forecasted to be $8.3 billion in 2020-21, up from $8.2 billion in 2019-20. The $121 million increase in funding will come from school boards' own-source revenue. Despite a predicted 2.2% increase in enrollment annually, the provincial contribution to K-12 education funding will remain flat over the next three years. Budget 2020 also reflects a new funding model that averages student numbers over three years, leading to a small increase in funding for accredited private schools, up $3 million from last year to $177 million in Budget 2020. Capital investment in school facilities is up 13.7%, from the 739. million budgeted in 2019-20 to $840.4 million in 2020-21. However, this funding will decline to $577.7 million by 2022-23.

Energy

In Budget 2020, Energy will consider increasing the original loan of $235 million to the Orphan Well Association by an additional $100 million to address the growing number of orphaned wells in Alberta. Energy will also look at extending the term of the loan repayment period, which was originally set at 10 years in 2017, to further accommodate the clean-up of orphaned oil and gas wells.

Environment and Parks

In Budget 2020, $10.2 million is allocated to support regional and sub-regional land-use planning. To make sure Alberta is free from zebra and quagga mussels, $1.8 million is committed to the Aquatic Invasive Species Inspection Program. The money will fund watercraft inspection stations on major highways entering the province, develop early detection plans, and support awareness of aquatic invasive species. $39.8 million is allocated to caribou recovery planning. This work is supported by the three Caribou Sub-Regional Task Forces partnering with businesses, municipalities, and community stakeholders ensuring a balanced approach in the development of a caribou recovery plan. $6 million is allocated to the Wetland Restoration Program to enable the Government of Alberta to collect wetland replacement fees and expend them on wetland restoration projects in priority areas.
The ministry's business plan indicates the ministry plans to continue its red tape reduction initiative and modernization of legislation and regulations in 2020.

Health

Health recently announced a new physician funding framework to be implemented starting March 31, 2020. $5.4 billion is budgeted in 2020-21 for physician compensation and development programs, and this budget will be maintained over the following two years. However, one of the most concerning aspects of the new funding framework is the changes to complex modifiers that apply when doctors spend more time with patients with complex medical needs. The amount of time that doctors will need to spend with a patient to bill for a complex visit will increase from 14 minutes to 25 minutes over a phase-in period of two years. This change in physician compensation may encourage doctors to see more patients faster in order to bill more and may further discourage doctors from working in settings where patients numbers are lower, such as rural and smaller communities, or where more patients have complex medical issues.

Health will continue to invest in Primary Care Networks. Health is budgeting $243 million in 2020-21 in PCNs to support delivery of team-based primary care. Included in the 2020-21 PCN funding is $3 million to increase the number of Nurse Practitioners working in PCNs and expand care options for Albertans, particularly in rural/remote areas, and on reserve or settlement.

Indigenous Relations

The Alberta Indigenous Opportunities Corporation will work toward Indigenous groups' ownership in major resource projects. There is also $9.8 million allocated to the Litigation Fund, which is intended to support Indigenous voices in legal actions that affect responsible resource development in Alberta.

Infrastructure

Infrastructure intends to pass the Alberta Infrastructure Act, which aims to strengthen transparency and predictability around government capital funding decisions and release a 20-year Strategic Capital Plan to ensure Alberta has a long-term view to meet infrastructure needs. Spending on facilities in Alberta in 2020-21 will include $596 million for health facilities, $616 million for school facilities, $75 million for government facilities, and $23 million in planning, design, and implementation for these capital infrastructure projects.

Justice and Solicitor General

The 2020 budget for Justice and Solicitor General includes the following investments to help address rural crime and alleviate pressures in the justice system:

- The creation of a Rural Alberta Provincial Integrated Defence Force (the RAPID Force) by expanding the roles and authorities of 400 peace officers in the Fish and Wildlife Enforcement Branch, Commercial Vehicle Enforcement Branch and the traffic arm of the Alberta Sheriffs, with a budget of up to $10 million annually.
- $40 million in funding for Alberta Law Enforcement Response Teams in 2020-21.
- An investment of up to $5 million annually starting in 2020-21 to expand Drug Treatment Court capacity in Edmonton and Calgary and engage medium-sized communities to identify new sites for Drug Treatment Court services.

Victims of Crime funding will rise from $43.4 million in 2019-20 to $60.9 million in 2020-21, which represents a 40.3% increase. The hiring of 50 new Crown prosecutors and support staff continues; once complete, this will be an investment of approximately $10 million annually. Funding for Rural Crime Reduction Units is maintained and the budget for policing assistance to municipalities is increasing by $1 million from 2019-20 to 2021. However, AUMA is seeking clarification on whether this increase represents new funding for Municipal Police Assistance and Police Officer Grants, or simply reflects changes in growth and demand.

Labour and Immigration

Budget 2020 commits $9.0 million to fund newcomer settlement and integration programs. $11.4 million is allocated in Budget 2020 to support labour mobility programs, including the International Qualification Assessment Service, Foreign Qualification Recognition, and the Fair Registration Practice Office. The office's mandate is to reduce red tape associated with the assessment of qualification, and ensure that registration practices to regulated occupations and trades are transparent, objective, fair, and impartial.

The ministry's business plan highlights its commitment to achieve a one-third reduction in Labour and Immigration regulatory requirements and the implementation of the Alberta Advantage Immigration Strategy focusing on attracting and supporting newcomers to communities across Alberta.

Municipal Affairs

The Ministry of Municipal Affairs' operational spending is anticipated to decrease by 5% in 2020-2021, which is attributed to the reduction in the Grants in Place of Taxes program.

The 2020-23 Municipal Affairs Business Plan confirms the following as continuing objectives:

- Strengthening regional planning and service delivery through regional governance mechanisms, such as intermunicipal collaboration frameworks and growth management boards;
- Strengthening municipal accountability and transparency through the Municipal Accountability Program, the municipal inspection process, and the annual Alberta Municipalities Measurement Index;
- Working collaboratively with municipalities and municipal associations in continuing to promote effective municipal asset management practices;

- Providing funding to municipalities to help them meet their strategic long-term infrastructure needs, and implementing the new Local Government Fiscal Framework for municipal capital funding;
- Continuing to provide operating grants to library boards and to invest in the province-wide library network;
- Streamlining regulatory requirements in municipal legislation and regulation that are hampering administrative efficiencies for municipalities, including a review of the regulations governing regional services commissions;
- Completing the transition to the centralized model for designated industrial property assessment; and
- Developing a new assessment model for wells, pipelines, and machinery and equipment for implementation in the 2021 tax year in order to modernize the regulated assessment system.

The ministry's Business Plan also identifies several new objectives, including:

- Working collaboratively with municipalities and municipal associations to develop strategies to address unpaid linear property taxes;
- Working with and supporting communities in implementing recent changes to the emergency management legislative framework to improve emergency preparedness at the community-level;
- Improving community and individual-level disaster resilience by providing select on-line and in-person emergency management training to municipalities and through public awareness Campaigns; and
- Providing certification training and support to municipal Assessment Review Boards.

Seniors and Housing

Budget 2020 maintains or reduces operational funding for the following programs:

- $51.3 million is allocated to Family Community Housing in 2020-21, compared to $50.1 million in 2019-20 (increase of 2.4%).
- $49.3 million is allocated for Seniors Community Housing in 2020-21, the same amount as in 2019-20.
- $56.8 million is allocated for Rental Assistance funding 2020-21, compared to $67.5 million in 2019-20 (decrease of 16.0%).
- $15.5 million will be allocated for Specialized Housing in 2020-21, the same amount as in 2019-20.

Notably, the 2020-23 capital plan shows significant reductions to provincial investment in affordable housing over next three years, with total capital funding falling from $215.7 million in 2020-21 to $123.1 million in 2021-22 and $77.9 million in 2022-23, which represents a reduction of 63.9% over two years.

($ millions)	2019-20 Budget	**2020-21 Budget**	2021-22 Forecast	2022-23 Forecast
Family and Community Housing Development and Renewal	30	**35**	6	-
Indigenous Housing Capital	5	**12**	10	10
New Affordable and Specialized Housing	14	**23**	29	16
Seniors' Housing Development and Renewal	63	**93**	61	31

Service Alberta

Service Alberta plans to review the *Mobile Home Sites Tenancies Act* with a goal of better understanding the issues experienced in mobile home communities, with $110,000 is allocated to this initiative. $90,000 is allocated to support the introduction of prompt payment legislation that will streamline adjudication and dispute resolution processes for contractors, speeding up payments in Alberta's construction and other industries. Although no funding is provided, Service Alberta wants to collaborate with businesses and partners to develop a framework to support widespread access to high-speed broadband.

Transportation

In addition to the grants for municipalities included in the previous section, the ministry is responsible for several other transportation investments. Targets for investment in roads and bridges are outlined in the following chart:

Investments in Key Roads and Bridges

($ millions)	**2019-20 Budget**	**2020-21 Budget**
Capital Investments	673	862
Capital Maintenance and Renewal	387	411

Budget 2020 invests significantly in roads and bridges, with increases in both capital projects and maintenance compared to 2019. Highlighted projects include ring road upgrades in Edmonton and Calgary, Highway 19, and the Peace River Bridge. Spending on roads and bridges will account for 13% of provincial capital investment over the next three years.

Treasury Board and Finance

The province's Fiscal Plan notes that while the Lottery Fund has been closed, spending on the fund's purpose will not change.

Next Steps

AUMA will continue to advocate for a provincial partnership focused on building a strong Alberta. Our advocacy efforts will focus on key priorities, including but not limited to, advocating for:

- A Local Government Fiscal Framework (LGFF) that includes an adequate base amount, a growth factor that keeps pace with provincial revenue, and an equitable allocation formula.
- Municipal input on the distribution of police resources related to the new police funding model.
- A fair cannabis assessment and revenue model that recognizes the essential community services that municipalities provide.
- Municipal input on the province's 20-year capital plan to leverage and coordinate investments to maximize benefits for Albertans and our economy.
- Greater restraint in the province's education property tax requisition.
- Investment in affordable housing.
- Investment in the broadband internet required to power Alberta's move to the modern economy. Reliable broadband connections enable economic development in communities across Alberta. Without it, communities can't attract skilled workers and risk falling farther away from sharing in the Alberta advantage.

We will reach out to the province to seek clarity and further details on funding for essential programs Albertans rely on such as the Municipal Police Assistance and Police Officer Grants, which were anticipated to be consolidated.

AUMA and our members remain committed to building a partnership with the province that gets Alberta back to work, improves the lives of all Albertans, and stands up for Alberta.

Alberta Municipal Affairs

Deputy Minister
18th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
Fax 780-422-9561

AR100025

February 10, 2020

Ms. Marian Carlson
Chief Administrative Officer
Town of Claresholm
PO Box 1000
Claresholm AB T0L 0T0

Dear Ms. Carlson:

Your participation and cooperation during the municipal accountability review conducted in December 2019 for the Town of Claresholm is greatly appreciated. On behalf of the Minister, I have accepted the Town of Claresholm Municipal Accountability Review Report as prepared by the Municipal Affairs staff who met with you. I am confident the outcomes will be beneficial for the ongoing successful administration of the town.

Attached is a copy of the report, which identifies areas of legislative compliance, as well as areas deemed to be legislatively non-compliant and requiring attention. Recommendations and resources are also offered to assist in remedying any legislative gaps. To ensure legislative gaps are addressed, please prepare a response to the report, including a plan detailing the actions to be taken to rectify these issues, and submit this response to my office within eight weeks of receiving this letter. The response must include a timeline for completion, which is not to exceed one year.

You may email your response plan to MAP@gov.ab.ca, or send it by mail to:

Municipal Affairs – Municipal Services and Legislation
Attention: Lucien Cloutier
17th floor, Commerce Place
10155 – 102 Street
Edmonton AB T5J 4L4

As ministry staff discussed with you during their visit, it is expected the Municipal Accountability Review Report will be shared with your council as a way to build awareness of the diversity of municipal responsibilities.

.../2

Municipal Affairs does not deem the report to be confidential in nature and encourages sharing the results in a public meeting to demonstrate accountability and transparency with town citizens.

Municipal Affairs is committed to maintaining a collaborative working relationship with you as the Chief Administrative Officer for your municipality. We are available to help you address the non-compliant matters identified in the report and welcome your feedback on our review process.

For further information, please contact Lucien Cloutier, Municipal Accountability Advisor, toll-free at 310-0000, then 780-415-4841.

Sincerely,

Paul Wynnyk
Deputy Minister

Attachment: Town of Claresholm Municipal Accountability Review Report

cc: Honourable Kaycee Madu, Minister of Municipal Affairs
Lucien Cloutier, Municipal Accountability Advisor, Municipal Affairs

Town of Claresholm

Municipal Accountability Review Report

December 9, 2019

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Disclaimer: The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.

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Section 1: Introduction

1.1 Our Commitment

Alberta Municipal Affairs is committed to helping to ensure Albertans live in viable municipalities with well-managed, collaborative, accountable local governments. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs that aim to build capacity.

The *Municipal Government Act (MGA),* which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality and the viability, safety and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

1.2 The Municipal Accountability Program

With a focus on promoting an environment supportive of accountable, well-managed local governments, the purpose of this program is to:

- assist municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the *MGA*;
- aid municipalities in achieving legislative compliance;
- support municipalities in being accountable and well-managed; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

The Municipal Accountability Program consists of multi-year cycle reviews, ordered by the Minister under Section 571 of the *MGA.* While this program is available to all municipalities, upon the request of a council and with the approval of the Minister, municipalities with populations of 5,000 or less are automatically scheduled for a visit once every four years. The Town of Claresholm, was randomly selected for a municipal accountability review in 2019.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed municipalities and a strong collaborative relationship between the CAOs and the ministry.

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The results of the Town of Claresholm review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the *MGA* and its associated regulations, as well as other legislation under the responsibility of Alberta Municipal Affairs.

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Section 2: Executive Summary

2.1 Site Visit

On December 9, 2019, Municipal Affairs staff met with town administration to complete the on-site portion of the Municipal Accountability Program review and to observe a council meeting for procedures that are required in the *MGA.*

The Town of Claresholm is commended for their cooperation and assistance throughout the review. As well as the time commitment during the site visit, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognizes the commitment to the well-being and success of the municipality demonstrated by town administration.

2.2 Strengths

Overall the review findings are very positive. Some of the general areas in which the municipality is meeting mandatory legislative requirements include:

- organizational and special meetings;
- council meeting minutes;
- code of conduct bylaw;
- CAO and designated officer bylaws;
- property tax bylaw;
- public participation policy;
- operating and capital budgets;
- financial records and receipts;
- auditor, audited financial statements, auditor report;
- three-year operating plan and five-year capital plan;
- assessment and tax roll;
- tax arrears list and tax sales;
- establishment of subdivision and development authorities;
- land use bylaw;
- statutory plans; and
- election processes.

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2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- closed meetings (page 17);
- authority to act (page 22);
- pecuniary interest (page 25);
- assessment review board bylaw (page 32);
- bylaw enforcement officer bylaw (page 34);
- procedural bylaw (page 35);
- water and sewer utility bylaw (page 38);
- passing bylaws (page 39);
- bylaw revisions and amendments (page 40);
- content of tax notices (page 56);
- subdivision and development appeal board (page 62);
- development applications (page 65); and
- municipal library board (page 84).

2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each particular area of non-compliance. However, your municipality is not required to use this report to provide its responses, and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

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Section 3: Municipal Accountability Review Findings

3.1 General

1. Municipal Office

LEGISLATIVE REQUIREMENTS: *MGA* 204

1. Has council named a place as its municipal office?

COMMENTS/OBSERVATIONS: Council passed resolution 19-094 at the June 24, 2019 regular council meeting which named 221 – 45 Avenue West in Claresholm, Alberta as the municipal office.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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2. Orientation Training

LEGISLATIVE REQUIREMENTS: *MGA* 201.1

1. How was orientation training offered to the elected officials following the 2017 general election and any subsequent byelections?
2. Were the following topics covered:
   - role of municipalities in Alberta;
   - municipal organization and functions;
   - key municipal plans, policies and projects;
   - roles and responsibilities of council, councillors, the CAO, and staff;
   - code of conduct;
   - budgeting and financial administration; and
   - public participation?

COMMENTS/OBSERVATIONS: Orientation training was provided following the 2017 election as documented by a September 28, 2017 email inviting all (then) council candidates to attend a Brownlee LLP training workshop hosted by the MD of Willow Creek and held on November 6, 2017.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3. Chief Administrative Officer Evaluation

LEGISLATIVE REQUIREMENTS: *MGA* 205.1

1. Has council provided the CAO with an annual written performance evaluation?

COMMENTS/OBSERVATIONS: Formal CAO evaluations are being completed by council.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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4. Provision of Information

LEGISLATIVE REQUIREMENTS: *MGA* 153.1

1. When information regarding the operation or administration of the municipality is requested by a councillor, how does the CAO provide information to all of council as soon as practicable?

COMMENTS/OBSERVATIONS: The CAO is aware of the *MGA* requirements. When the CAO receives an inquiry from a council member, a response is emailed to all members of council. In addition, council was provided with an agenda package in advance of the December 9, 2019 council meeting. The CAO provided a written report to council that was supplemented with additional verbal updates. The CAO provided procedural guidance throughout the council meeting.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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5. Signing of Municipal Documents

LEGISLATIVE REQUIREMENTS: *MGA* 213

1. Are the minutes of council meetings signed by:
   - the person presiding at the meeting; and
   - a designated officer?
2. Are the bylaws of a municipality signed by:
   - the chief elected official; and
   - a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
   - the chief elected official or another person authorized by council, and by a designated officer; or
   - by a designated officer acting alone if so authorized by council?
   - Are there any documents that are authorized to be signed alone and if so, is there a council approved policy in place to support this?

COMMENTS/OBSERVATIONS: Minutes were initialled on every page by both the mayor and CAO. The documents reviewed were signed in accordance with the requirements of section 213 of the *MGA*. Bylaw 1672 provides that negotiable instruments and contracts must be signed by two people, one administrative and one from council.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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6. Repair of Roads, Public Places, and Public Works (For discussion only)

LEGISLATIVE REQUIREMENTS: *MGA* 532

Each municipality must ensure that every road or other public place that is subject to the direction, control and management of the municipality, including all public works in, on or above the roads or public place put there by the municipality or by any other person with the permission of the municipality, are kept in a reasonable state of repair by the municipality, having regard to:

- the character of the road, public place or public work; and
- the area of the municipality in which it is located.

1. Is the municipality aware of this section?
2. What does the municipality do to support this requirement?
3. Is the above supported through the annual budget?
4. Is the municipality aware of the level of risk and liability if the municipality fails to perform its duty outlined in section 532?

COMMENTS/OBSERVATIONS: The CAO is aware of the responsibilities under section 532 of the *MGA* and shared that the town has policies and plans in place which are reflected in the annual budget. Any municipal policies and practices discussed, were not reviewed. In the event the policies and practices establish specific service levels, it may be appropriate to review the service levels and seek the necessary advice to ensure that the service levels are appropriate, and are being followed.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3.2 Meetings

1. Public Presence at Meetings

LEGISLATIVE REQUIREMENTS: *MGA* 197 (1)

1. Are council and council committee meetings held in public?

COMMENTS/OBSERVATIONS: Meetings of council, including regular council meetings and committee meetings are open for members of the public to attend, as indicated in section 10.1 of bylaw 1647 (procedural bylaw), which indicates that the public are in attendance unless the meeting is closed pursuant to the provisions of the *MGA*.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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2. Closed Meetings

LEGISLATIVE REQUIREMENTS: *MGA* 197

1. Before closing all or a part of a meeting to the public:
   - Is a resolution passed to indicate what part of the meeting is to be closed?
   - Does the resolution identify what exception to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPP)* applies to the part of the meeting that is to be closed?
   - Are members of the public notified once the closed portion of the meeting is concluded?
2. Do the council meeting minutes record the names of those who attended the closed meeting and the reason for their attendance?

COMMENTS/OBSERVATIONS: The council minutes reviewed for January 28, 2019 and February 11, 2019 and the procedure to move into a closed session that was observed at the December 9, 2019 meeting, did not meet the legislative requirements. The resolutions to proceed with a closed session did not include the applicable exception to disclosure under *FOIPP*. The minutes indicate the relevant section and the general nature of the item to be discussed; however, the resolution did not include the exception to disclosure as is required under the *MGA.*

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Moving forward, the council resolution to proceed with a closed session must include the relevant *FOIPP* exception as required by section 197(4) of the *MGA*.

RESOURCES: Municipal Affairs has developed an online resource for municipalities regarding closed meetings: Closed Meetings of Council (Municipal Affairs)

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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3. Organizational Meeting

LEGISLATIVE REQUIREMENTS: *MGA* 152, 159(1), 192

1. Is an Organizational Meeting held annually?
2. Is a chief elected officer (CEO) appointed (not a requirement if the CEO is elected at large or it is included in the procedural bylaw)?
3. Is a Deputy CEO appointed?

COMMENTS/OBSERVATIONS: Council held their last organizational meeting on October 28, 2019, within two weeks of the third Monday in October, which is in accordance with section 192 of the *MGA*. Council approved a rotational schedule (switching every four months) by resolution for the appointment of the deputy chief elected official (item 4 in the minutes – no resolution number was issued). The chief elected official is elected at large.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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4. Special Meetings

LEGISLATIVE REQUIREMENTS: *MGA* 194

1. Has a special council meeting been held?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

COMMENTS/OBSERVATIONS: The last special council meeting was held June 18, 2018. Proper notification was provided to the public. The special meeting was not held within 24 hours and no changes were made to the agenda.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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5. Meetings Through Electronic Communications

LEGISLATIVE REQUIREMENTS: *MGA* 199

1. Has notice been provided to the public, including the way in which the meeting is to be conducted?
2. Do the facilities enable the public to watch or listen to the meeting?
3. Was a designated officer in attendance at the facility?
4. Do the facilities enable the meeting's participants to watch or hear each other?

COMMENTS/OBSERVATIONS: Council does not currently use electronic communications for meeting.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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6. Regular Meeting Change Notice

LEGISLATIVE REQUIREMENTS: *MGA* 193

1. Has the date, time or place of a regularly scheduled meeting been changed?
2. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?

COMMENTS/OBSERVATIONS: Council meetings dates are set annually at the organizational meeting and the dates, times and locations of meetings have rarely been changed. No recent examples were located.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3.3 Meeting Procedures

1. Authority to Act

LEGISLATIVE REQUIREMENTS: *MGA* 180-181

1. Are resolutions or bylaws passed in an open public meeting?

COMMENTS/OBSERVATIONS: At the December 9, 2019 meeting of council, direction was occasionally provided without a resolution. Examples of this include adding the joint economic development initiative item to the agenda, providing direction to prepare a bylaw with respect to an intermunicipal collaboration framework and direction to insert the requirement to hold annual meetings into any agreement for council committees.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: All decisions of council must be formalized through a council resolution or by bylaw that is passed in an open public meeting, with a quorum present.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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2. Quorum

LEGISLATIVE REQUIREMENTS: *MGA* 167

1. Is a majority of council present at the meeting to exercise their authority to act under sections 180 and 181?

COMMENTS/OBSERVATIONS: Town council consists of seven elected officials. The minutes that were reviewed and the council meeting that was observed met the quorum requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3. Voting

LEGISLATIVE REQUIREMENTS: *MGA* 182-185

1. Does each councillor participate in voting (unless an abstention is required or permitted and is noted)?
2. Is an abstention from voting recorded in the minutes?
3. Is the request for a recorded vote done prior to the vote being taken?

COMMENTS/OBSERVATIONS: Each councillor participated in voting at the December 9, 2019 meeting. There were no abstentions and no requests for recorded votes. The voting documented in the council meeting minutes and demonstrated in the council meeting met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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4. Pecuniary Interest

LEGISLATIVE REQUIREMENTS: *MGA* 172

1. When a pecuniary interest is declared:
    - is the general nature of the pecuniary interest disclosed;
    - has the councillor abstained from voting on any question relating to the matter;
    - has the councillor abstained from any discussion on the matter if applicable; and
    - has the councillor left the room if applicable?

COMMENTS/OBSERVATIONS: There were no items of pecuniary interest at the December 9, 2019 meeting of council. The minutes of the February 11, 2019 meeting were reviewed. A member of council declared a pecuniary interest regarding item 10 (e.g, request for decision – ev charging station). While the minutes indicate that the member declared a pecuniary interest, left the council chambers and did not return until the matter was concluded, the minutes did not include the general nature of the pecuniary interest.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Moving forward, when a member of council declares a pecuniary interest the member must state, and the minutes must record, the general nature of the pecuniary interest provided by the council member.

RESOURCES: Municipal Affairs has prepared a document that describes pecuniary interest, exceptions and the procedures for disclosure: Pecuniary Interest

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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5. Council Meeting Minutes

LEGISLATIVE REQUIREMENTS: *MGA* 172, 184, 185, 197, 208, 230

1. Are the minutes recorded in the English language without note or comment?
2. Do the minutes include the names of the councillors present at the council meeting?
3. Are the minutes given to council for adoption at a subsequent council meeting?
4. Are recorded votes documented?
5. Are disclosures of councillor pecuniary interest recorded in the minutes?
6. Are abstentions from public hearings recorded?
7. Are the minutes recorded in accordance with section 230 of the *MGA* when a public hearing is held?
8. Are the minutes kept safe?

COMMENTS/OBSERVATIONS: Minutes of council were recorded in English without note or comment. Names of councillors present were recorded and minutes of the previous meeting were reviewed and approved by a resolution of council. Minutes of public hearings are in accordance with section 230. Minutes are kept in a safe location at the town office.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3.4 Mandatory Bylaws

1. Code of Conduct

LEGISLATIVE REQUIREMENTS: *MGA* 146.1, Code of Conduct for Elected Officials Regulation 200/2017

1. Is there a code of conduct bylaw?
2. Does the bylaw apply to all councillors equally?
3. Are there sanctions for breaching the code of conduct?
4. Does the bylaw include the following topics:
   - representing the municipality;
   - communicating on behalf of the municipality;
   - respecting the decision-making process;
   - adherence to policies, procedures and bylaws;
   - respectful interactions with councillors, staff, the public and others;
   - confidential information;
   - conflicts of interest;
   - improper use of influence;
   - use of municipal assets and services; and
   - orientation and other training attendance?
5. Has a complaint system been established within the bylaw?
6. Does the complaint system address:
   - who may make a complaint alleging a breach of the code of conduct;
   - the method by which a complaint may be made;
   - the process to be used to determine the validity of a complaint; and
   - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
7. Has the code of conduct been reviewed in the last four years? (Not applicable until 2022)

COMMENTS/OBSERVATIONS: The town passed a code of conduct bylaw (bylaw 1641) on April 9, 2018 and the legislative requirements were met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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2. Establishment of the Chief Administrative Officer Position

LEGISLATIVE REQUIREMENTS: *MGA* 205

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO

COMMENTS/OBSERVATIONS: The town passed a CAO bylaw (bylaw 1602) on February 23, 2015, and the CAO was appointed at the February 9, 2015 council meeting (action item 1 – no resolution number).

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3. Designated Officers

LEGISLATIVE REQUIREMENTS: *MGA* 210, 284.2, 456(1), 627.1(3)

1. Are the following designated officer positions established by bylaw:
    a. municipal assessor;
    b. assessment review board clerk; and
    c. subdivision and development appeal board clerk?
2. Are there any other designated officer positions, and is there a bylaw to establish these positions?

COMMENTS/OBSERVATIONS: The town passed designated officer bylaw 1672 on July 15, 2019. The bylaw establishes designated officer positions for the municipal assessor, assessment review board clerk and the subdivision and development appeal board clerk, as well as others.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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4. Borrowing Bylaw(s)

LEGISLATIVE REQUIREMENTS: *MGA* 251-259, Debt Limit Regulation 255/2000

1. Is there a current borrowing bylaw?
2. Does the borrowing bylaw set out:
   - the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
   - the maximum rate of interest, the term and the terms of repayment of the borrowing; and
   - the source or sources of money to be used to pay the principal and interest owing under the borrowing?
3. Was the borrowing bylaw advertised (if required)?

COMMENTS/OBSERVATIONS: Two short-term operating borrowing bylaws (bylaw 1670 and bylaw 1671) were reviewed (bylaw 1670 covers bank account shortfalls and bylaw 1671 is for corporate credit cards). Both bylaws set out the source, amount, term, interest and how the loan would be repaid in accordance with the legislation. There was no requirement to advertise these bylaws.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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5. Property Tax Bylaw

LEGISLATIVE REQUIREMENTS: *MGA* 353-359, Matters Relating to Assessment Sub-classes Regulation 202/2017

1. Is a property tax bylaw passed annually?
2. Are the rates in accordance with the:
   - assessment class (section 297);
   - Matters Relating to Assessment Sub-classes Regulation; and
   - municipal assessment sub-class bylaw (if required)?
3. Does the tax rate bylaw maintain a maximum 5:1 tax ratio between residential and non-residential assessment classes?
4. Are the requisitions accounted for?
5. Are the calculations correct?
6. Is there a minimum tax applied as per section 357?

COMMENTS/OBSERVATIONS: The Town of Claresholm passes a tax bylaw annually. The 2019 property tax bylaw (bylaw 1668) was passed on May 13, 2019 and met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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6. Assessment Review Boards

LEGISLATIVE REQUIREMENTS: *MGA* 454-456, Matters Relating to Assessment Complaints Regulation 201/2017

1. Has a local assessment review board been established?
   - Are three members appointed to this board?
   - Is the term of the office of each member appointed established?
   - Has council prescribed the remuneration and expenses, if any, payable to each member?
   - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration and expenses?
   - Have the appointed members received the mandatory training?
2. Is a composite assessment review board established?
   - Are two members appointed to this board?
   - Is the term of the appointment established?
   - Has council prescribed the remuneration and expenses, if any, payable to each member?
   - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration and expenses?
   - Have the appointed members received the mandatory training?
   - Is there a current assessment review board clerk appointment?
3. Has a designated officer been appointed as the clerk and received the mandatory training?

COMMENTS/OBSERVATIONS: Council passed bylaw 1603 on March 23, 2015 which establishes a regional assessment review board. The bylaw states that the town appoints one member to serve on the regional board and this appointement was done at the October 28, 2019 annual organization meeting of council.

The town provided confirmation of training for the member appointed to the board. The remuneration paid to board members is established under the agreement with the regional board.

The town bylaw states that the clerk is appointed by the Oldman River Regional Services Commission's (ORRSC) Director. This is contrary to section 456(2) of the *MGA* which states: "where an assessment review board is jointly established, the councils must jointly appoint the clerk".

The town bylaw states that the clerk appoints the chairperson for each sitting panel of the board. This is contrary to section 455(2) of the *MGA* which states that for a joint assessment review board "…the councils must jointly designate one of the board members as chair…". The bylaw also states that the

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clerk selects members to sit on the panel. This is contrary to the *MGA* which stipulates that the chair is responsible for assembling a panel of members to hear a complaint.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: The assessment review board bylaw must be amended or repealed and replaced to address the following:

- remove the provision from the bylaw which states that the clerk will be appointed by the ORRSC Director;
- remove the provision from the bylaw which states that the chair is appointed by the clerk; and
- remove the provision from the bylaw which states that the clerk selects members to sit on the panel.

In making these changes, it is important that the town works with its partner municipalities to ensure that the bylaws are consistent.

RESOURCES: Municipal Affairs has developed an FAQ to assist municipalities with respect to Assessment Review Boards. In addition, Municipal Affairs Assessment Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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7. Bylaw Enforcement Officers

LEGISLATIVE REQUIREMENTS: *MGA* 555-556

1. Is there a municipal bylaw enforcement officer appointed?
2. Is there a bylaw to support this?
3. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
4. Does the bylaw include:
   - disciplinary procedures;
   - penalties; and
   - an appeal process?
5. Has the bylaw enforcement officer taken the official oath?

COMMENTS/OBSERVATIONS: The town has appointed a bylaw enforcement officer and the bylaw enforcement officer has taken the official oath. There is no bylaw in place that includes the above-noted elements. The CAO indicated that the town is currently working on drafting this bylaw.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: A bylaw must be passed that establishes the powers and duties of the bylaw enforcement officer. It must also include disciplinary procedures, penalties and an appeal process.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

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3.5 Discretionary Bylaws

Please note: Discretionary bylaws are not required in the *MGA*. The following section includes a random selection of optional bylaws to review that their contents are in compliance with the *MGA*.

1. Procedural Bylaw

LEGISLATIVE REQUIREMENTS: *MGA* 145

1. Does the municipality have a procedural bylaw?

COMMENTS/OBSERVATIONS: The town passed bylaw 1647 on June 11, 2018 to "…establish rules to follow in governing the meetings of the council…". Section 3.2 of the bylaw provides that council may waive any provision of this bylaw (with some limited exceptions) through a council resolution. This is in contravention of section 191(2) of the *MGA* which states that the amendment or repeal of a bylaw must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless the *MGA* or any other enactment provides otherwise. A bylaw may not be modified by a council resolution.

Section 5.1 (c) and (d) of the bylaw provide for the changing of the date, time and/or location of a council meeting by two-thirds of all members of council and for the cancellation of a scheduled regular meeting of council by consent of two-thirds of council, respectively. As worded, these sections are unclear in their intent in terms of whether or not the consent is provided in the form of a council resolution. Section 180(1) of the *MGA* provides that a council may only act by council resolution or bylaw.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Bylaw 1647 must be amended or repealed and replaced to remove the section that currently provides for the waiving of the provisions of the bylaw through a council resolution. As well, section 5.1 should be clarified to state that a council resolution is required to change the date, time or location of a meeting or to cancel a meeting.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

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2. Fire Protection and Emergency Services Bylaw

LEGISLATIVE REQUIREMENTS: *MGA 7, 8*

1. Is there a fire protection bylaw?

COMMENTS/OBSERVATIONS: The town passed a fire protection and emergency services bylaw (bylaw 1587) on February 28, 2011. The bylaw establishes the operations of the fire department. The fire chief reports to the CAO. The bylaw establishes a recruitment committee for the filling of vacancies within the fire department, including the fire chief. The committee consists of the CAO, the fire chief (unless the vacancy is the fire chief), several members of the fire department and a member of council, appointed through a council resolution. The hiring committee reviews applications, interviews candidates and recommends a candidate to the CAO for hiring. The CAO has the final hiring decision; however, if the CAO selects a candidate other than the one recommended by the committee, the CAO must provide reasons to the committee for their hiring decision.

The town could give consideration to seeking independant advice on whether or not including a member of council on the committee exceeds the role of council as prescribed in the *MGA* under section 201(2) given that the CAO is the administrative head of the organization.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3. Water and Sewer Utility Bylaw

LEGISLATIVE REQUIREMENTS: *MGA* 7, 8

1. Does the municipality have a water and sewer utility bylaw?

COMMENTS/OBSERVATIONS: The town passed water and sewer utility bylaw 1659 on March 11, 2019. The bylaw includes all aspects of the water and sewer service provided to residents of the town, including the utility rates and fees charged and penalties for non-compliance.

The bylaw generally complies with the provisions of the *MGA* other than section 4.4 of the bylaw which authorizes council, by council resolution, to "…alter the water usage fee, as it sees fit…" when the provisions of the bylaw "…do not appear equitable to council…". This contravenes section 191(2) of the *MGA* that states that the amendment or repeal of a bylaw must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless the *MGA* or any other enactment provides otherwise. A bylaw may not be modified by a council resolution.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: The bylaw must be amended or repealed and replaced to remove the section which authorizes amending the water usage fee established by bylaw through a council resolution.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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3.6 Bylaw Procedures

1. Passing Bylaws

LEGISLATIVE REQUIREMENTS: *MGA* 187-189

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent for this?

COMMENTS/OBSERVATIONS: A review of a selection of past council minutes indicates that it is an infrequent practice for three readings of a bylaw to occur at the same meeting; however, one example was identified in the May 13, 2019 meeting for the passing of tax rate bylaw 1668. There was a council resolution (third resolution under item 4) which states: "…to give unanimous consent to give Bylaw #1668, the 2019 Mill Rate Bylaw, 3rd and Final Reading at this meeting". This council resolution is shown as being "carried". This is contrary to section 187(4) of the *MGA* which states that the councillors present must unanimously agree to consider third reading. Even though the word "unanimous" appears in the text of the council resolution, in order to fulfill the requirements of section 187(4) of the *MGA*, the minutes must reflect that the council resolution was "carried unanimously".

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Moving forward, the town must ensure that the minutes reflect that the council resolution to proceed with third reading has been passed unanimously, unless the vote was not unanimous in which case the minutes would reflect that and third reading would not proceed.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

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2. Bylaw Revisions and Amendments

LEGISLATIVE REQUIREMENTS: *MGA* 63-69, 191, and 692

1. Are revision bylaws limited to:
   - consolidation of two or more bylaws;
   - altering citation; and
   - changes that do not materially affect a bylaw (clerical, technical, grammatical, or typographical)?
2. Does the title of the bylaw indicate that it is a revision bylaw?
3. Has the CAO certified the revision prior to the first reading?
4. How are schedules to bylaws amended (e.g., fees charges or rate schedules)?
5. Have there been amendments to a bylaw that initially required advertising?
6. Was the amending bylaw advertised?
7. Are bylaws amended or repealed in the same way as the original bylaw was enacted?

COMMENTS/OBSERVATIONS: The town's land use bylaw (LUB) is consolidated on the town's behalf by the Oldman River Regional Services Commission (ORRSC) whenever an amendment to the LUB is passed. This contravenes section 69 of the *MGA* because council has not enacted a bylaw to authorize a designated officer to consolidate any of the bylaws of the town. Land use bylaw amendments have been advertised as required by the *MGA* (e.g., bylaw 1649). There have been no recent bylaw revisions. Bylaws with schedules such as the water and sewer utility bylaw are repealed and replaced (e.g., bylaw 1659).

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: If the town wishes to continue having a consolidated LUB, council must pass a bylaw authorizing a designated officer (e.g., the CAO) to consolidate the bylaw in accordance with section 69 of the *MGA*.

RESOURCES: Municipal Affairs has created a handbook that includes the procedures to pass, amend and revise bylaws: Basic Principles of Bylaws.

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3.7 Mandatory Policies

1. Public Participation Policy

LEGISLATIVE REQUIREMENTS: *MGA* 216.1, Public Participation Policy Regulation 193/2017

1. Has a public participation policy been passed?
2. Does the policy identify:
   - types or categories of approaches the municipality will use to engage the public; and
   - types and categories of circumstances in which the municipality will engage with the public?
3. Is the public participation policy available for public inspection?
4. Has the public participation policy been reviewed by council in the last four years? (Not applicable until summer of 2022.)

COMMENTS/OBSERVATIONS: The town passed a public participation policy on July 15, 2019 (policy 2.1.01). The policy includes all required information and is available on the town website.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3.8 Finance

1. Operating Budget

LEGISLATIVE REQUIREMENTS: *MGA* 242, 243, 244, 248, 248.1

1. Has an operating budget been adopted for each calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
   - the amount needed to provide for the council's policies and programs;
   - the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;
   - the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board, or its obligations for services funded under an intermunicipal collaboration framework (not applicable until April 1, 2020);
   - the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
   - if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in section 28;
   - the amount to be transferred to reserves;
   - the amount to be transferred to the capital budget; and
   - the amount needed to recover any shortfall as required under section 244?
3. Does the operating budget include estimated amounts of each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Does the budget align with the property tax rate bylaw?
6. Has council established procedures to authorize and verify expenditures that are not included in a budget?

COMMENTS/OBSERVATIONS: The interim 2019 operating budget was adopted at the December 10, 2018 council meeting (council resolution 18-180). The final 2019 operating budget was adopted at the May 13, 2019 council meeting (council resolution 19-061). The budget met the requirements reviewed and it aligns with the property tax rate bylaw.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

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RESOURCES: Not applicable.

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2. Capital Budget

LEGISLATIVE REQUIREMENTS: *MGA* 245, 246, 248.1

1. Has a capital budget for each calendar year been adopted?
2. Does the capital budget include the estimated amount for the following:
   - the amount needed to acquire, construct, remove or improve capital property;
   - the anticipated sources and amounts of money to pay the costs to acquire, construct, remove or improve capital property; and
   - the amount to be transferred from the operating budget?

COMMENTS/OBSERVATIONS: The 2019 capital budget was adopted at the May 13, 2019 council meeting (resolution 19-061) and met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3. Financial Records and Receipts

LEGISLATIVE REQUIREMENTS: *MGA* 268.1

1. Are accurate records and accounts kept of the municipality's financial affairs?
2. Are actual revenues and expenditures of the municipality, compared with the estimates, reported to council?
3. Are revenues of the municipality collected and controlled, and receipts issued in the manner directed by council?

COMMENTS/OBSERVATIONS: The town uses Muniware and financial records reviewed met the requirements set out in section 268.1 of the *MGA*.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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4. Municipal Accounts

LEGISLATIVE REQUIREMENTS: *MGA* 270

1. Is all money belonging to or held by the municipality deposited into a financial institution designated by council?

COMMENTS/OBSERVATIONS: Council resolution 19-140 was passed on September 23, 2019 and designated that the town will use BMO as the municipality's financial institution. Banking records reviewed confirm that BMO holds the municipality's financial assets.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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5. Fidelity Bond

LEGISLATIVE REQUIREMENTS: *MGA* 212.1

1. Does the municipality annually obtain a fidelity bond or equivalent insurance?
2. Does the bond or insurance cover:
   - the CAO of the municipality;
   - the designated officers of the municipality; and
   - other employees of the municipality?

COMMENTS/OBSERVATIONS: The town has insurance through AMSC Insurance Services Ltd. Based on information provided, insurance was in place.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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6. Auditor, Audited Financial Statements, Auditor Report

LEGISLATIVE REQUIREMENTS: *MGA* 276, 280, 281

1. Has one or more auditors for the municipality been appointed?
2. Are annual financial statements of the municipality prepared for the immediately preceding year?
3. Do the financial statements include:
   - the municipality's debt limit; and
   - the amount of the municipality's debt as defined in the regulations under section 271?
4. Are the financial statements, or a summary of them, and the auditor's report on the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?

COMMENTS/OBSERVATIONS: Council appointed the town's 2019 auditor at the June 24, 2019 meeting (council resolution 19-096). The auditor presented the 2018 audited financial statements at the March 25, 2019 meeting. Council passed council resolution 19-025 at the same meeting to accept the 2018 audited financial statements as presented.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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7. Salary and Benefits

LEGISLATIVE REQUIREMENTS: *MGA* 217, Supplementary Accounting Principles and Standards Regulation 313/2000

1. Has information been provided on the salaries of councillors, the chief administrative officer and all designated officers (including the assessor, SDAB clerk and assessment review board clerk) of the municipality?

COMMENTS/OBSERVATIONS: Information is contained within the annual financial statements and made available upon request.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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8. Management Letter

LEGISLATIVE REQUIREMENTS: *MGA* 281(3)

1. Has council received a separate auditor's report on any improper or unauthorized transaction or non-compliance with this or another enactment or a bylaw that is noted during the course of an audit?

COMMENTS/OBSERVATIONS: The town received confidential recommendations from the auditor.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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9. Three-Year Operating Plan and Five-Year Capital Plan (for discussion only)

LEGISLATIVE REQUIREMENTS: *MGA* 283.1, Municipal Corporate Planning Regulation 192/2017

1. Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next three financial years. Also, each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next five financial years. The first financial plans will need to be prepared by the end of 2019 and cover the 2020 to 2022 financial, or 2020 to 2024 capital period.

COMMENTS/OBSERVATIONS: The municipality is aware that written plans for financial operations and capital plans are a new legislative requirement and passed these plans at the May 13, 2019 council meeting (council resolution 19-061).

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3.9 Assessment and Taxation

1. Assessment Roll

LEGISLATIVE REQUIREMENTS: *MGA* 284.2(1), 307

1. Has a person who has the qualifications as set out in the Municipal Assessor Regulation 347/2009 been appointed to the position of designated officer to carry out the functions of a municipal assessor?
2. Is the assessment roll available for inspection?
3. Is there a fee for this?
4. Does the municipality have a bylaw to establish this fee?

COMMENTS/OBSERVATIONS: Council resolution 18-070 appointing the assessor for the town was passed at the May 14, 2018 regular council meeting. In addition, bylaw 1672 establishes the municipal assessor as a designated officer. The assessment roll is made available upon request, and there is no fee established.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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2. Tax Roll

LEGISLATIVE REQUIREMENTS: *MGA* 327, 329

1. Has an annual tax roll been prepared for the municipality?
2. Does the tax roll include the following:
   - a description sufficient to identify the location of the property or business;
   - name and mailing address of the taxpayer;
   - the assessment;
   - the name, tax rate, and amount of each tax imposed in respect of the property or business;
   - the total amount of all taxes imposed in respect of the property or business;
   - the amount of tax arrears; and
   - if the property is subject to an agreement between the taxpayer and the municipality (section 347 or 364)?

COMMENTS/OBSERVATIONS: An annual tax roll has been completed and contains the required legislated content.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3. Assessment and Tax Notices

LEGISLATIVE REQUIREMENTS: *MGA* 308, 333

1. Does the municipality provide for a combined property assessment and tax notice?
2. Are assessment notices prepared annually for all assessed property, other than designated industrial property, shown on the assessment roll?
3. Are assessment notices sent to assessed persons?
4. Are tax notices prepared annually for all taxable property and businesses shown on the tax roll of the municipality?
5. Are the tax notices sent to the taxpayers?

COMMENTS/OBSERVATIONS: The town provides combined property assessment and tax notices. The notices are prepared annually and sent to taxpayers in accordance with *MGA* requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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4. Content of Assessment Notices

LEGISLATIVE REQUIREMENTS: *MGA* 303, 308.1, 309

1. Has the assessor set a notice of assessment date, which must be no earlier than January 1 and no later than July 1?
2. Has the assessor set additional notice of assessment dates for amended and supplementary assessment notices? Are those notice of assessment dates later than the date that tax notices are required to be sent under Part 10?
3. Does the municipal assessment notice show the following:
   - the same information that is required to be shown on the assessment roll;
   - the notice of assessment date;
   - a statement that the assessed person may file a complaint not later than the complaint deadline; and
   - information respecting filing a complaint in accordance with the regulations?

COMMENTS/OBSERVATIONS: The town provides combined assessment and taxation notices which include all the required elements noted above.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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5. Content of Tax Notices

LEGISLATIVE REQUIREMENTS: *MGA* 334

1. Does the municipal property tax notice show the following:
   - the same information that is required to be shown on the tax roll;
   - the date the tax notice is sent to the taxpayer;
   - the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
   - except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
   - the name and address of the designated officer with whom a complaint must be filed;
   - the dates on which penalties may be imposed if the taxes are not paid; and
   - information on how to request a receipt for taxes paid?

COMMENTS/OBSERVATIONS: The town provides combined assessment and taxation notices. The combined notices includes all the required elements noted above; however, the notices include a requisition for "paper fee" when a paper copy of the notice is provided. This amount must be part of the municipal levy and not separately listed as there is no legislative authority for a "paper fee" to be requisitioned separately.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Moving forward, tax notices must not include a requisition for "paper fees". This amount must either be collected separately from the taxpayers (as an accounts receivable, for example) or form part of the general municipal levy.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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6. Notice and Certification

LEGISLATIVE REQUIREMENTS: *MGA* 311, 335, 336

1. Has the municipality published in one issue of a newspaper having general circulation in the municipality, or in any other manner considered appropriate by the municipality, a notice that the assessment notices have been sent?
2. Has a designated officer certified the date the tax notices were sent?
3. Have the tax notices been sent before the end of the year in which the taxes were imposed?

COMMENTS/OBSERVATIONS: Certification was provided that the tax notices for 2019 were mailed on May 16, 2019.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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7. Tax Arrears List

LEGISLATIVE REQUIREMENTS: *MGA* 412, 436.03

1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears?
2. Has the list been sent to the Registrar and to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*?
3. Has the list been posted in a place that is accessible to the public during regular business hours?
4. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?

COMMENTS/OBSERVATIONS: The 2019 tax arrears list for 2019 for the town has been prepared and was submitted to the registrar on March 26, 2019, which is prior to the required March 31 deadline. The list was posted in the office where it is accessible to the public during regular business hours. The town notified those liable to pay the tax arrears that a tax arrears list was prepared and sent to the registrar.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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8. Tax Sale

LEGISLATIVE REQUIREMENTS: *MGA* 418, 436.08

1. Have those properties appearing on the tax arrears list been offered for sale within the time frame provided?

COMMENTS/OBSERVATIONS: The last tax sale for the town was held on August 21, 2018. Council set a reserve bid and the date, and conditions of the sale were advertised in accordance with the requirements of the *MGA*.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3.10 Planning

1. Subdivision Authority

LEGISLATIVE REQUIREMENTS: *MGA* 623, 625-626

1. Has the municipality by bylaw provided for a subdivision authority?
2. Does the structure of the subdivision authority comply with section 623(2) which specifies that it may include one or more of the following:
   - any or all members of council;
   - a designated officer;
   - a municipal planning commission;
   - any other person or organization?

COMMENTS/OBSERVATIONS: Bylaw 1530 was passed on June 22, 2009 and it establishes the subdivision authority to be the municipal planning commission (MPC). Three members of council were appointed to the MPC at the October 28, 2019 organizational meeting. There are also two members-at-large appointed by council. They were appointed on November 14, 2017 and October 9, 2018.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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2. Development Authority

LEGISLATIVE REQUIREMENTS: *MGA* 624, 625 - 626

1. Has the municipality by bylaw provided for a development authority?
2. Does the structure of the development authority comply with section 624(2) which specifies that it may include one or more of the following:
   - a designated officer;
   - a municipal planning commission;
   - any other person or organization?

COMMENTS/OBSERVATIONS: The development authority has been established through bylaw 1530 and it is structured as either the development officer or the municipal planning commission (MPC). Three members of council were appointed to the MPC at the October 28, 2019 organizational meeting. There are also two members-at-large appointed by council. They were appointed on November 14, 2017 and October 9, 2018.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3. Subdivision and Development Appeal Board (SDAB)

LEGISLATIVE REQUIREMENTS: *MGA* 627, 628, Subdivision and Development Regulation 43/2002, Subdivision and Development Appeal Board Regulation 195/2017

1. Is a subdivision and development appeal board bylaw or intermunicipal agreement established?
2. Do the SDAB members exclude those who are:
   - municipal employees;
   - members of the municipal planning commission; and
   - individuals who can carry out subdivision and development powers on behalf of the municipality?
3. Is there no more than one councillor appointed as a member to a sitting panel?
   - If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
4. Are the active members of the SDAB trained?
5. Is there a clerk appointed to the SDAB?
6. Has the clerk received SDAB training?
7. Has the clerk kept a record of the hearings?

COMMENTS/OBSERVATIONS: Bylaw 1664 was passed on March 25, 2019 and establishes the intermunicipal subdivision and development appeal board (SDAB) for the town. The bylaw excludes members in accordance with the *MGA.* Bylaw 1672 establishes the clerk as a designated officer. Under the bylaw, each member municipality may appoint up to two members at large and one member of council to serve on the board. Also under the bylaw, each panel hearing a matter is to include no more than one member of council on it. The minutes of the October 28, 2019 organizational meeting of council show the appointment of three members of council to the SDAB which is contrary to section 4(3) of bylaw 1664. Training certificates were provided for one member of council and one member at large.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Council must, by council resolution, change the appointments made to the SDAB to comply with the provisions of bylaw 1664. Specifically, no more than one member of council and two members at large may be appointed to the board. As well, all members appointed to the SDAB must have received the requisite training prior to serving on the board.

RESOURCES: Municipal Affairs has developed an SDAB training guidebook and several fact sheets to assist municipalities, which can be found at the SDAB website. In addition, Municipal Affairs Planning Advisors are available to discuss these topics further by calling toll-free 310-0000 and then 780-427-2225.

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MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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4. Subdivision Applications and Decision

LEGISLATIVE REQUIREMENTS: *MGA* 653, 653.1, 679, Subdivision and Development Regulation 43/2002, Subdivision and Development Appeal Board Regulation 195/2017

1. Are the forms set out in schedules 1 and 2 of the Subdivision and Development Regulation used for all subdivision application and deferred reserve caveat decisions?
2. If required, were written referrals sent according to legislation?
3. Have all the mandatory requirements in section 653 and 653.1 of the MGA been met?
4. If there have been appeals, did the SDAB clerk give five days' notice of the hearing to the appropriate stakeholders?

COMMENTS/OBSERVATIONS: Subdivision applications are processed through the Oldman River Regional Services Commission (ORRSC) on the town's behalf. A copy of the most recent application was reviewed (file 2016-0-082). The correct forms were used for the application and referrals were sent in accordance with the legislation. The decision was not appealed. The application and decision met all the requirements reviewed.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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5. Development Applications

LEGISLATIVE REQUIREMENTS: *MGA* 683.1, 686, 687

1. Did the development authority review the application within 20 days to determine if it was complete?
2. If deemed complete, did the applicant get a notification that the application is complete, or if deemed incomplete, did the applicant get a notification from the development authority that the application is incomplete?
3. If the development permit application is refused, was a notice issued to the applicant?
4. Are appeal hearings held within 30 days after the receipt of a notice of appeal by the SDAB?
5. Does the SDAB give at least five days notice in writing of the hearing:
   - to the appellant;
   - to the development authority; and
   - to the owners as required under the land use bylaw?
6. Did the board make materials related to the appeal available for public inspection?

COMMENTS/OBSERVATIONS: Development application D2019.045 was reviewed. The application is dated March 16, 2019. The notice of decision was issued on May 27, 2019. No documentation was provided indicating that the application was deemed complete/incomplete within 20 days, as is required by section 683.1(5) of the *MGA,* nor was notification provided to the applicant stating that the application was deemed complete/incomplete. The permit issued was not appealed.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: In the future, all applications must be reviewed for completeness within 20 days of receipt and an acknowledgement must be issued to the applicant verifying that the application was reviewed and determined to be complete within this time period.

RESOURCES: Municipal Affairs Planning Advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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6. Alberta Land Stewardship Act (ALSA) Regional Plan or Land Use Policies

LEGISLATIVE REQUIREMENTS: *MGA* 622, 630.2 and ALSA 20

1. Is there an ALSA Regional Plan in effect in your area?
2. If yes, which plan?
3. Has a statutory declaration been filed with the Land Use Secretariat indicating compliance with the regional plan? (Note: due within five years of an ALSA regional plan coming into force.)

COMMENTS/OBSERVATIONS: The South Saskatchewan Regional Plan is in effect for the Town of Claresholm. A copy of the statutory declaration dated July 18, 2019 was provided.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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7. Growth Management Board

LEGISLATIVE REQUIREMENTS: *MGA* 708.23,708.04

1. Is the municipality a member of a growth management board?
2. Has the municipality appointed a person to represent the municipality on the growth management board?

COMMENTS/OBSERVATIONS: The town is not part of a growth management board.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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8. Land Use Bylaw

LEGISLATIVE REQUIREMENTS: *MGA* 230, 606, 639, 640, 642 (1), 692 (4), Subdivision and Development Regulation 43/2002

1. Is there a Land Use Bylaw?
2. Does the Land Use Bylaw:
   - divide the municipality into districts (zones);
   - establish a method of making decisions on development permit applications, including provisions for:
     - the types of development permits that may be issued;
     - processing an application for, or issuing, canceling, suspending or refusing to issue development permits;
     - the conditions that development permits may be subject to;
     - how long development permits remain in effect;
     - the discretion the development authority may exercise with respect to development permits;
   - provide for how and to whom notice of the issuance of development permits is to be given;
   - establish the number of dwelling units permitted on a parcel of land; and
   - identify permitted and discretionary uses?
3. Does the public notice of application to rezone properties include:
   - the municipal address/legal address of the parcel of land;
   - a map showing the location of the parcel of land;
   - written notice to the assessed owner of that parcel of land; and
   - written notice to the assessed owner of the adjacent parcel of land?
4. Does the notice of a public hearing on land use bylaw related issues include:
   - the municipal address/legal address of the parcel of land;
   - a map showing the location of the parcel of land;
   - the general purpose of the bylaw and public hearing;
   - the address where the proposed bylaw, and any document related to the bylaw or public hearing can be inspected; and
   - the date, time and place of the public hearing?

COMMENTS/OBSERVATIONS: Town of Claresholm land use bylaw 1525 was passed on April 14, 2009. There have been numerous amendments including the most recent amendment (bylaw 1666) passed in May 2019. The land use bylaw includes all required content.

MEETS LEGISLATIVE REQUIREMENTS: Yes

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RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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9. Municipal Development Plan (MDP)

LEGISLATIVE REQUIREMENTS: *MGA* 230, 606, 632, 641, 692

1. Is there a Municipal Development Plan?
   - Does the population of the municipality exceed 3,500?
   - If the population of the municipality is less than 3,500, does the Land Use Bylaw for the municipality contain 'Direct Control' districting as per section 641(1)?
2. Does the MDP address/include:
   - future land use;
   - future development;
   - coordination of land use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
   - transportation systems; and
   - municipal services and facilities?
3. Has the MDP been amended?
4. Was the amendment to the MDP advertised?
5. Was a public hearing held for the amendment to the MDP?

COMMENTS/OBSERVATIONS: Bylaw 1644 was passed on May 28, 2018, and adopts a municipal development plan for the Town of Claresholm. There have been no amendments to the plan. No items of legislative non-compliance were identified.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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10. Intermunicipal Development Plan (IDP)

LEGISLATIVE REQUIREMENTS: *MGA* 230, 606, 631, 636, 692, 708.28, 708.3

1. Is there an Intermunicipal Development Plan?
2. Does the IDP address/include within the IDP area:
   - future land use;
   - future development;
   - transportation;
   - coordination of intermunicipal programs (physical, social and economic development);
   - environmental matters;
   - dispute resolution processes;
   - plan repeal/amendment procedures; and
   - plan administration provisions?
3. Has the IDP been amended?
4. Was the amendment to the IDP advertised?
5. Was there a public hearing for the amendment of the IDP?

COMMENTS/OBSERVATIONS: The town is currently working with the M.D. of Willow Creek to adopt an IDP.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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11. Intermunicipal Collaboration Frameworks (ICF)

LEGISLATIVE REQUIREMENTS: *MGA* 708.33, Intermunicipal Collaboration Framework Regulation 191/2017

1. Has an ICF been adopted with each municipality that shares a common border? (Not applicable until April 1, 2020.)

COMMENTS/OBSERVATIONS: The town is currently working with the M.D. of Willow Creek to adopt an ICF.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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12. Listing and Publishing Policies Related to Planning Decisions

LEGISLATIVE REQUIREMENTS: *MGA* 638.2

1. Are the following published on the municipal website:
   - an up-to-date list of council approved policies (by bylaw or resolution) used to make planning/development decisions;
   - a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17 of the MGA; and
   - documents incorporated by reference in any bylaws passed under Part 17?

COMMENTS/OBSERVATIONS: The town's website includes an up-to-date list of council approved policies used to make planning/development decisions. Each policy/document includes a summary and its relationship to other planning documents.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3.11 Local Authorities Election Act (LAEA)

1. Joint Elections

LEGISLATIVE REQUIREMENTS: *Local Authorities Election Act (LAEA)* 2-3

1. Is there an agreement to hold an election in conjunction with another local authority?
2. Does the agreement include:
   - which elected authority is responsible for the conduct of the election; and
   - the appointment of a returning officer for each local authority?

COMMENTS/OBSERVATIONS: The town entered into agreement on September 15, 2017 with Livingston Ranch School Division No. 68 for the town to conduct elections on the school division's behalf. The agreement specifies that each party will appoint a returning officer and that the returning officer appointed by the town is responsible for providing election services to the school division.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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2. Oath/Statement

LEGISLATIVE REQUIREMENTS: *LAEA* 16, Local Authorities Election Forms Regulation 106/2007

1. Did the Returning Officer, and all deputy returning officers take the oath/statement as per the Local Authorities Election Forms Regulation for the most recent election?

COMMENTS/OBSERVATIONS: The town held a by-election on October 15, 2018. The returning officer and all deputy returning officers took the oath/statement in accordance with the *LAEA*.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3. Substitute Returning Officer

LEGISLATIVE REQUIREMENTS: *LAEA* 13(2.1)

1. Has the municipality had a by-election in 2019?
2. Has a substitute returning officer been appointed in the resolution or bylaw that fixes the date for the by-election?

COMMENTS/OBSERVATIONS: No by-election was held by the town in 2019.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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4. Nomination Forms

LEGISLATIVE REQUIREMENTS: *LAEA* 27, 28.1, 34, 97

1. Is there a bylaw requiring a deposit upon the submission of a nomination form?
2. Were the nomination papers signed by at least five electors of the municipality?
3. Have all nomination papers that were filed prior to the most recent election been retained?
4. Were copies of the prescribed form for the identification of an official agent, campaign workers and scrutineers for the purposes of identification under section 52 made available to the candidates?
5. Does the municipality ensure that the Deputy Minister is forwarded a signed statement showing the name of each nominated candidate, election results, and any information about the candidate that the candidate has consented to being disclosed (for general elections and by-elections)?

COMMENTS/OBSERVATIONS: The town does not take a deposit; therefore, there no bylaw is required. Nomination papers were signed, filed, and the Deputy Minister received the required information in accordance with the *LAEA*. The nomination papers have been retained by the municipality.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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5. Ballot Account

LEGISLATIVE REQUIREMENTS: *LAEA* 88, 89, 94, 100

1. Has a copy of the ballot account been retained?

COMMENTS/OBSERVATIONS: The town retained copies of the ballot account as required for both the 2017 general election and the October 15, 2018 by-election.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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6. Disposition of Election Material

LEGISLATIVE REQUIREMENTS: *LAEA* 101

1. Were the election materials disposed of in accordance with section 101?
2. Is there a copy of the affidavits of destruction of the ballot box contents sworn or affirmed by the two witnesses?

COMMENTS/OBSERVATIONS: All election materials for both the 2017 general election and the 2018 by-election were disposed of in accordance with the legislation. The town retained copies of the affidavits of destruction for both elections.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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7. Campaign Disclosure Statements

LEGISLATIVE REQUIREMENTS: *LAEA* 147.4

1. Did all campaign disclosure statements include:
   - the total amount of all campaign contributions received during the campaign period that did not exceed $100 (prior to 2019) or $50 (after) in the aggregate from any single contributor;
   - the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded $100 in the aggregate;
   - the total amount of money paid by the candidate out of the candidate's own funds;
   - the total amount of any campaign surplus, including any surplus from previous campaigns; and
   - a financial statement setting out the total amount of revenue and expenses?
2. Are all documents filed under this section available to the public during regular business hours?
3. Have the campaign disclosure documents been retained for a period of four years after the election?

COMMENTS/OBSERVATIONS: Three candidates from the 2017 general election filed campaign disclosure statement with the municipality. The statements include all the required items noted above.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3.11 Emergency Management

1. Municipal Emergency Organization/Agency/Advisory Committee

LEGISLATIVE REQUIREMENTS: *Emergency Management Act (EMA)* 11, 11.1, 11.2

1. Has an emergency advisory committee been appointed consisting of a member or members of council to advise on the development of emergency plans and programs?
2. Is an emergency management agency established to act as the agent of the local authority in exercising the local authority's powers and duties under the EMA?
3. Has a director of the emergency management agency been appointed?
4. Are there prepared and approved emergency plans and programs?

COMMENTS/OBSERVATIONS: Council passed bylaw 1566 on September 26, 2011 which is the town's municipal emergency management bylaw. The bylaw provides that two council members and the CAO are to be appointed to the emergency advisory committee. At the October 28, 2019 organizational meeting of council, two council members and the CAO were appointed to the committee as required. The bylaw appoints the CAO as the director of the emergency management agency. The town has prepared and approved emergency plans and programs in place.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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2. Municipal Emergency Organization/Agency/Advisory Committee (for discussion only)

LEGISLATIVE REQUIREMENTS: *Local Authority Emergency Management Regulation*

1. Is the municipality aware that as of January 1, 2020:
    - Emergency advisory committees and emergency management agencies must be appointed by bylaw;
    - The Managing Director of the Alberta Emergency Management Agency (AEMA) will prescribe a command, control and coordination system that must be used by emergency management agencies;
    - If a local authority has delegated some or all of their powers under the Emergency Management Act to a regional services commission or joint committee, the local authority must establish a bylaw setting out the powers and duties which have been delegated;
    - If the local authority has delegated powers to a regional services commission, their bylaw must indicate whether the local authority will maintain an independent emergency management agency;
    - When summer villages delegate powers and duties under the Emergency Management Act to another local authority, the local authority accepting the delegation of the summer village may delegate the powers to a council committee;
    - When a summer village delegates powers and duties under the Emergency Management Act to another local authority, the summer village and the local authority must establish in bylaw which powers and duties have been delegated and accepted;
    - Training will be prescribed by the Managing Director and will include:
        - Mandatory elected officials training within 90 days of taking oath;
        - Directors of Emergency Management must take courses within 18 months of being appointed; and
        - Municipal staff responsible for implementing emergency plan must take prescribed courses within six months of taking on role.
    - Emergency management agencies must review the emergency plan at least once per year and make it available to AEMA for review and comment annually.

COMMENTS/OBSERVATIONS: The CAO is aware of the changes in the legislation and indicated that training has already been provided as prescribed. Resource information is provided for reference.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

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RESOURCES: The Alberta Emergency Management Agency has developed a number of online tools at www.aema.alberta.ca to assist municipalities which include resources to develop emergency plans, and training workshops. For questions and additional support pertaining to emergency management, contact the Alberta Emergency Management Agency at 310-0000 then 780-422-9000.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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3.12 Libraries

1. Municipal Library Board

LEGISLATIVE REQUIREMENTS: *Libraries Act* 3-5

1. Is a municipal library board established?
2. Has council provided a copy of the bylaw establishing the board to the Minister?
3. How many councillors have been appointed to the board?
4. Are there alternate members?
5. In the case of an intermunicipal library board, are members appointed to the board in accordance with the intermunicipal agreement?
6. Does the membership appointment term exceed three years?
7. Does any member's number of terms exceed three terms? If so, did two-thirds of council approve?

COMMENTS/OBSERVATIONS: The Claresholm Municipal Library Board is established through bylaw 1620 that was passed on November 14, 2016, and board appointments are made at the annual organizational meeting for the municipality. A copy of the bylaw has not been provided to the Minister as required.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: A copy of the bylaw establishing the municipal library board must be provided to the Minister.

RESOURCES: Municipal Affairs Library Consultants are available to provide library support by calling the Public Library Services Branch (PLSB) toll-free 310-0000 and then 780-427-4871 or by email at librairies@gov.ab.ca. Information is also available on the PLSB website at www.albertalibraries.ca.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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2. System Library Board

LEGISLATIVE REQUIREMENTS: *Libraries Act* 16, Libraries Regulation 141/1998

1. Is a system library board established?
2. Have councils that have signed the agreement appointed the members of the board?
3. Does the membership appointment term exceed three years?
4. Does any member's total years of service exceed nine consecutive years? If so, did two-thirds of council approve?
5. Are there alternate members?

COMMENTS/OBSERVATIONS: The town is part of the Chinook Arch Regional Library System. One member of the local library board is appointed to the board. There are no alternates.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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Section 4: Conclusion

Your participation and cooperation during the 2019 Municipal Accountability Program review are appreciated. This report is intended to help the Town of Claresholm reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety should be shared with council to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are shared during an open public meeting.

The ministry is committed to maintaining a strong collaborative working relationship. We welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed local governments.

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From: Peter Casurella <peter.casurella@southgrow.com>
Sent: March 4, 2020 10:40 AM
Subject: Invitation: SouthGrow Economic Summit - Keynote Speaker Vice President Shelly Grollmuss of Travel Alberta

You are Invited!

Dear Friends,

One tiny embarrassing correction for the **March 26, 2020** SouthGrow Economic Summit. The location of the event is in **CHAMPION**, [not Carmangay]. This was a historic mistake, and I apologize deeply. Please see the attached invitation and share it with your administration, council, or colleagues.

I'm pleased to announce the full lineup of speakers for the day! Please RSVP by emailing peter.casurella@southgrow.com

Agenda

9:30 – Coffee, Tea, and Crumpets

10:00 am - Presentation #1: New Broadband Options that are Changing the Game: A panel discussion with experts working on this project to finish connecting our region, including Graham Fleet of CCI Wireless, Bryce Surina of the MD of Taber, and Derek Grimes of Echo Networks.

10:45 am - Presentation #2: Electric Vehicle Fleet Options for Municipalities: A presentation on the numerous EV's that are coming available which can be used for municipal operations and why this is a good idea. Presented by William York of ATCO and President of the Alberta Electric Vehicle Association.

11:30 am - Keynote Address: Vice President of Business Development Shelly Grollmuss of Travel Alberta on the next ten years of Tourism Development in Alberta.

12:30 pm – Lunch and Tesla Driving

1:30 pm - Presentation #3: Regional Economic Development in the Central Alberta Economic Partnership: A presentation from Executive Director Kimberley Worthington on how another region like ours runs things.

2:15 pm - Presentation #4: The Good and the Bad of Shared Services and Regionalism: A discussion on lessons learned from the operational point of view with Lisa Tiffin of the Brooks Region, Bob Payette of the Village of Stirling, and Greg Robinson of the Town of Raymond.

3:00 pm – SouthGrow Quarterly Board Meeting

Sincerely,

Peter Casurella
Executive Director
SouthGrow Regional Initiative
403-394-0615

You are Invited to the SouthGrow Economic Forum 2020

Thursday, March 26
In historic **Champion**, Alberta (Community Centre)
9:30 am—3:00 pm
(Board meeting from 3—4 pm)
Lunch and Snacks included

Featuring

Shelly Grollmuss, Vice President of Industry Development for Travel Alberta, to talk about the next 10 years for tourism in Alberta.

Learn how and why Tourism can be an economic driver for your community from Shelly Grollmuss.

The next generation of **Broadband options** with Bryce Surina of the MD of Taber, Graham Fleet from CCI Wireless, and Derek Grimes from Echo Networks.

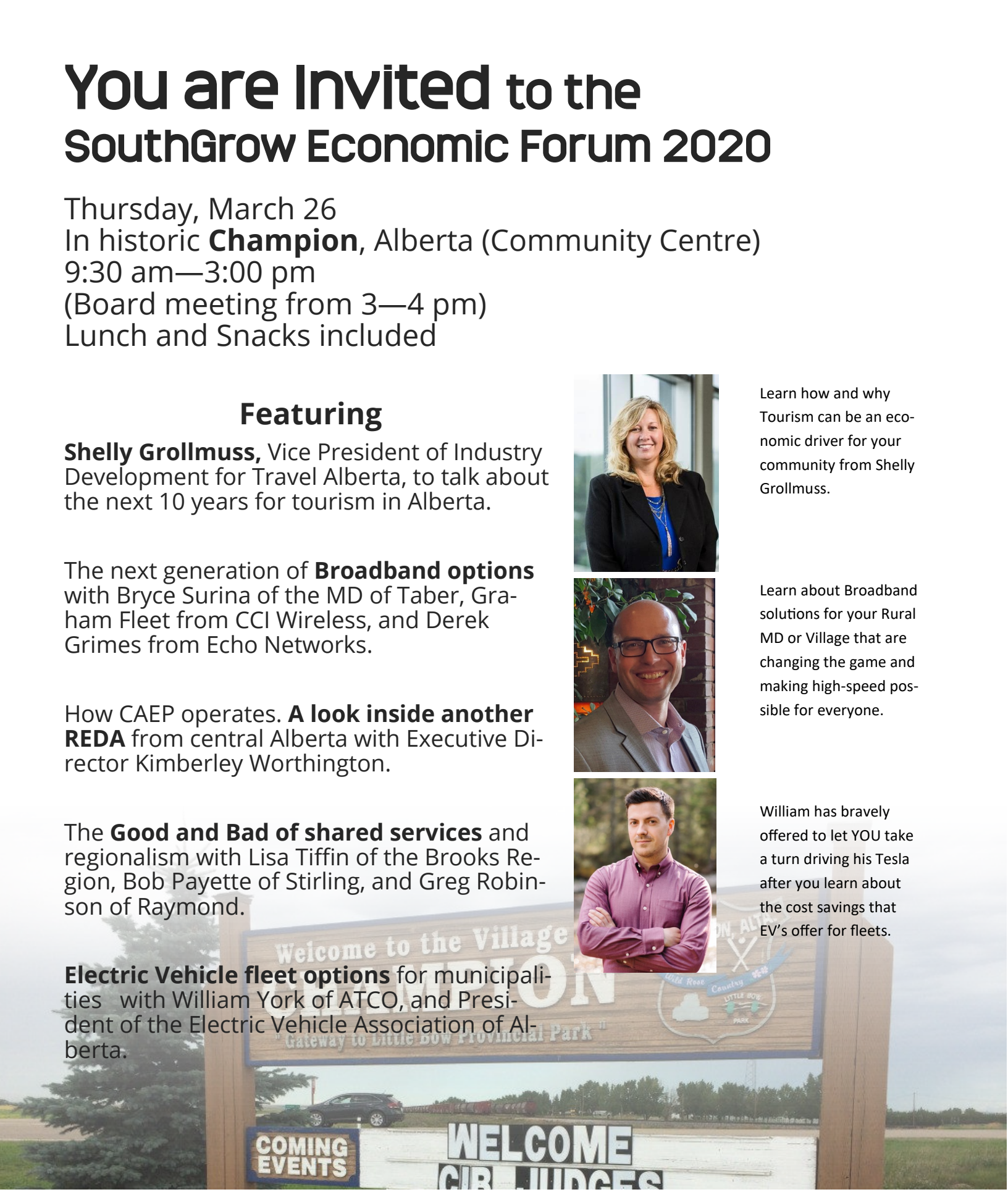
Learn about Broadband solutions for your Rural MD or Village that are changing the game and making high-speed possible for everyone.

How CAEP operates. **A look inside another REDA** from central Alberta with Executive Director Kimberley Worthington.

The **Good and Bad of shared services** and regionalism with Lisa Tiffin of the Brooks Region, Bob Payette of Stirling, and Greg Robinson of Raymond.

William has bravely offered to let YOU take a turn driving his Tesla after you learn about the cost savings that EV's offer for fleets.

Electric Vehicle fleet options for municipalities with William York of ATCO, and President of the Electric Vehicle Association of Alberta.



SOUTHGROW
REGIONAL ECONOMIC DEVELOPMENT
GROWTH•INNOVATION•PROSPERITY

Please email peter.casurella@southgrow.com to RSVP

Good morning Doug and Karine,

Rowan House would like to once again invite you and members of council to join us for our annual fundraising gala.

This year it will take place on Friday, May 8, 5:30-9pm at the Highwood Memorial Centre in High River as we celebrate 20 Years of providing Hope & Healing across southern Alberta.

We are using the Givergy platform this year to digitize and streamline our Silent Auction (which is back this year!) so tickets are being sold at www.rowanhousegala.ca

All of the details are attached, we hope you can join us!

Kindest regards,

Ally

Ally Cramm,
Community Relations Coordinator
Rowan House Society
--
Direct: 403.603.5999 (Mon-Thur)
Cell: 403.714.2559
Email: allyc@rowanhouse.ca
www.rowanhouse.ca

ROWAN HOUSE SOCIETY

20 YEARS OF HOPE & HEALING

Rowan House Emergency Shelter
Box 5121, High River, AB T1V 1M3
403.652.3316
www.rowanhouse.ca

Our Mission

Rowan House provides crisis intervention, long-term support and education for those affected by family violence in rural communities.

Purple in the Park

FUNDRAISING GALA

SPONSORSHIP OPPORTUNITIES

Friday, May 8

HIGHWOOD MEMORIAL CENTRE
5:30 - 9pm

proudly presented by accenture

"I just can't thank you enough for being there for my boys and I during one of the scariest times in my life. It started with outreach counseling 3 years ago and culminated with [my counselor's] support and placement in Rowan House to finally leave for good. We stayed in shelter April of 2019. I am so incredibly grateful and so glad we stayed at the house. We were safe, informed and supported every step of the way.

3.5 months later – we are alive and well, my boys are thriving and we are moving forward with lots of excitement about the possibilities for our future. Thank you so much for the work you do. We are eternally grateful."

- Rowan House Client

Dear Friend of Rowan House,

This year, we are humbled to be celebrating 20 years of providing Hope and Healing to families in the Foothills.

It's an unfortunate fact that Family Violence remains a significant problem in Alberta, and there's still a long road ahead to achieving our vision – but much like the client described above, many lives have been positively impacted over the last 20 years.

Because of the generosity of people like you, approximately 2,000 women and children have received the secure shelter and support they needed to move forward from abuse. Because of you, hundreds of women received counselling and advocacy one-on-one in their community and thousands more students have received healthy relationship education vital to breaking the cycle of violence.

We want to express our gratitude for the growth of Rowan House Emergency Shelter and our community programming that you have always made possible; and we hope you will join us in celebrating as we continue to work towards a day where every person is safe and secure and lives without abuse.

Planning has begun for our Purple in the Park Fundraising Gala:
Friday, May 8th at the Highwood Memorial Centre in High River.

Can we count on you to commit to joining us for one night of fun as we launch our 2020 Annual Giving Campaign? Every dollar raised at this event will go toward our goal of raising the $700,000 needed above our government operating grant to continue to protect women and children in crisis today and create violence-free communities into the next 20 years.

Attend / Sponsor / Donate

For more information please call Sarah at 403-603-5989 or email gala@rowanhouse.ca.

Sponsorship Levels

	$5,000	$2,500	$1,000
Tickets to the event	8	4	2
Logo on Rowan House website	✓	✓	Company name on website
Pre-gala recognition on social media and monthly newsletter	✓	✓	✓
Recognition in post-gala Thank You ad in local newspapers, social media and newsletter	✓	✓	✓
Option to include promotional items or coupons in event swag bags	✓	✓	✓
Logo on event poster and program (If purchased by print deadlines)	✓	Company name on program	Company name on program
Feature article/ad about your company in our e-newsletter (if provided)	✓		

Choose where you'd like to direct your donation:

$5,000: Venue Sponsors (2) / Dinner Sponsors (2) / Entertainment Sponsor (1)

$2,500: Champagne Reception Sponsor (1) / Signature Drink Sponsor (1) / Décor Sponsor (1)

$1,000: Media Sponsors (2) / 20th Anniversary Sponsors (unlimited)

Please note, these are just our standard inclusions. We are grateful for the ongoing support of this community and we look forward to exploring with you, other ways we can give back to you through this sponsorship opportunity.

Please fill out the form included to indicate your level of support.

If you're unable to sponsor the event at these levels but would still like to be recognized for contributing to the final total of this year's fundraiser, you can select that option as well, or just purchase single tickets.

Thank you for your consideration. We look forward to seeing you on May 8th!

Tickets: $100 each or $800 for a table

RECEIVED
FEB 27 2020

CLARESHOLM COMMUNITY CENTRE ASSOCIATION
P.O., BOX 183 • CLARESHOLM, AB • T0L 0T0

February 25, 2020

To all whom utilize the Claresholm Community Centre;

The Board of Directors of the Claresholm Community Centre is very pleased to invite members of your organization to attend our fundraising dinner and concert on Saturday, April 18, 2020. This fundraiser is being held to raise funds for the much needed renovation to the entryway and washrooms, making these areas more comfortable, current and accessible for all. Part of this renovation is a recognition wall for those who have made a true difference to this community space in the town of Claresholm.

For this event, the Claresholm Lions Club will be serving a roast beef meal, and we are excited to hear the music of tribute artist, Jaedyn Pilon. Jaedyn will be performing the songs of Johnny Cash, Buddy Holly and Elvis Presley. Jaedyn is 17 years old and has been entertaining & singing since he was 12. Travelling to Claresholm with his parents, they tell us when he was only 2 years old, he was listening to the Beatles, Buddy Holly, & Elvis, as well as other music from the 1950's & 60's. He competes in festivals across Canada and the United States. He placed 7th in 2017 and 2018 in the Penticton Elvis Festival; 2nd in 2016 at the Collingwood Elvis Festival; 2nd place at the Toronto Flaming Stars Festival; and placed in the top 10 in the finals of the Hollywood Elvis Festival.

Tickets are now on sale for $40 per person and available at Chinook Financial, Claresholm FCSS and the Claresholm Local Press. This ticket price covers our expenses, so to fundraise for our renovation we are hosting a **Fundraising Wall**. Envelopes will be posted with amounts from $1, up to $200. Before dinner and throughout the evening, we ask you to consider making a donation in an amount of your choosing, so we can fill up all 200 envelopes on our wall! Tax receipts are available from our association.

As a user of this space, we know you will support this renovation. We hope you can send members of your organization to join us at this event, enjoy a great meal and great music, and contribute to our wall.

Thank you for your support!

Sincerely,

Daryl Glimsdale

Daryl Glimsdale
Board Chairman

ELVIS PRESLEY | **BUDDY HOLLY** | **JOHNNY CASH**

CLARESHOLM COMMUNITY CENTRE ASSOCIATION

presents

Tribute Artist & Rising Star

JAEDYN PILON

Fundraising Concert

Funds Raised Go Towards Renovations of Main Entry/Washrooms

Saturday, April 18, 2020

Claresholm Community Centre

Doors Open 5:30 PM • Dinner 6:00 PM • Concert 7:30 PM

Tickets: $40

Roast Beef Dinner & Concert • Cash Bar • Fundraising Wall

Tickets available at
Chinook Financial - Claresholm Branch,
Claresholm Local Press, Claresholm FCSS,
any Hall Board Member or
by calling 403-489-0885

REQUEST FOR DECISION

Meeting: March 9, 2020
Agenda Item: 11

CHINOOK INTERMUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD

DESCRIPTION / BACKGROUND:

On March 11, 2019, Council passed a motion to enter into an agreement with Oldman River Regional Services Commission (ORRSC) for the facilitation of the Chinook Intermunicipal Subdivision and Development Appeal Board (SDAB – Bylaw No. 1664)

Council may appoint members to serve as representatives for the Town of Claresholm on the Chinook Intermunicipal SDAB. On March 25, 2019 Council appointed one Councillor and one member at large to the appeal board, however at the organizational meeting in October the list of members on the SDAB was not updated and still showed three Councillors and two members at large (shown below).

Subdivision and Development Appeal Board
Councillor Craig Zimmer
Councillor Gaven Moore
Councillor Lise Schulze
Three (3) members at large
November 14, 2017 – Gerry McGuire and Darcy Erickson
Meetings as needed

Council will need to carry a resolution to appoint the one member at large and one Councillor. Councillor Gavin Moore and member at large Darcy Erickson have both completed the required training. The board listing will be updated upon Council approval.

PROPOSED RESOLUTION:

Moved by Councillor _____ to appoint Darcy Erickson and Councillor Gavin Moore to the Chinook Intermunicipal Subdivision and Development Appeal Board.

APPLICABLE LEGISLATION:
1.) Bylaw No. 1664
2.) MGA Section 627 & Section 628

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO DATE: March 3, 2020

REQUEST FOR DECISION

Meeting: March 9, 2020
Agenda Item: 12

LETTER OF SUPPORT
CO-OP COMMUNITY SPACES GRANT

DESCRIPTION:

At the February 24, 2020 regular Council meeting, a request for a letter of support for an application to the Co-op Community Spaces Grant was brought forward to complete renovations to the entry and washrooms at the Claresholm Community Centre. There was some misunderstanding as to who was applying for the grant and Council passed a motion to write a letter of support for the Claresholm Arts Society and the group applying for the grant is the Claresholm Community Centre Association. The original motion to support the Arts Society must be rescinded and a new motion to support the Community Centre Association must be passed. Since the deadline has passed, a new letter of support has already been provided to the Association.

BACKGROUND:

The Claresholm Community Centre Association is submitting an application to the Co-op Community Spaces grant, which awards $1 million to projects across Western Canada each year and supplies up to $150,000 per project. The deadline for applications was March 2, 2020. There are three main categories, one of which is recreation.

For further information regarding this grant, please visit their website https://www.co-op.crs/communityspaces/funding.

The Association is not asking for any monetary commitment from the Town of Claresholm, only a letter of support at this time.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to rescind Motion #20-031.

Moved by Councillor _____ to write a letter of support towards the Claresholm Community Centre Association's application to the Co-op Community Spaces Grant for the purpose of renovating and upgrading the entryway and washroom facilities at the Claresholm Community Centre.

ATTACHMENTS:

- None

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO DATE: March 3, 2020

REQUEST FOR DECISION

Meeting: March 5, 2020
Agenda Item: 13

COMMUNITY FOUNDATION GRANT PARTNERSHIP

DESCRIPTION:

With the Town of Claresholm being awarded the 2021 Southern Alberta Summer Games, the Summer Games Committee had their last meeting on February 25th and is starting to plan some fundraising actitivies in order to improve our athletic facilities. The committee is also interested in applying for any available grants. There has been much discussion about the newly paved track at Willow Creek Composite High School and how lines need to be painted prior to the games. The committee would like to apply to the Community Foundation of Lethbridge and Southwestern Alberta to have the lines completed.

In order to qualify for this program, an organization must be a CRA-registered charity, or be in partnership with a municipality or school. The Claresholm Southern Alberta Summer Games Society is registered in Alberta but is not a registered charity. They are seeking the Town's support as a partner for their application to the Community Foundation of Lethbridge & Southwestern Alberta for a Community Priorities Grant. This grant will be used to paint the lines on the track, which will benefit athletics in our community. The application deadline is March 16, 2020. This grant program is not a matching fund program, but any additional funds required will not be expected from the Town.

BACKGROUND:

For further information regarding this grant program please visit their website: http://www.cflsa.ca/granting.

PROPOSED RESOLUTION:

Moved by Councillor _____ to partner with the Claresholm Southern Alberta Summer Games Society in support of their application to the Community Foundation of Lethbridge & Southwestern Alberta for the purpose of painting lines on the track located at Willow Creek Composite High School.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO DATE: March 5, 2020

REQUEST FOR DECISION

Meeting: March 9, 2020
Agenda Item: 14

SIGNAGE (FLAG) OVER PUBLIC PROPERTY

Range Bud Supply has submitted a sign permit application for the addition of three flags to be installed at their location in Claresholm (4817 1 St West), to increase visibility from traffic travelling north and south along the highway. All three flags will be black with white writing and approx. 2 ft x 4.5 ft. Two of the three flags will have the word 'CANNABIS', while the 3rd will be the logo (shown below). All signage must also comply with AGLC/Health Canada requirements.

The signs will be reviewed as part of the permit process (currently as proposed the addition complies with allowable display surface, etc.), but the flags will overhang above the public sidewalk, and as such, require Council approval for their location over the sidewalk. The Town of Claresholm Land Use Bylaw (LUB) No. 1525 it states *"that approval of signage overhanging public land under the sign schedule is conditional upon the owners and/or occupiers of the premises upon which the sign is located providing to the Town of Claresholm a written waiver of liability as authorized by Council or an indemnification agreement for any injury or damage resulting from said sign."*

Range Bud Supply has requested Council approve the placement of the flags to hang on the front of the building over the public sidewalk. As the building already slightly encroaches onto public property (accepted previously), the flags would fully hang over the public sidewalk. The signage will comply with the land use bylaw for height, display surface, etc. They are also prepared to waive the Town of all liability associated with the signage flags. As per the LUB No. 1525 no part of the signage shall project more than 5 feet over the public sidewalk and it is required to be 9 feet above the ground or sidewalk grade.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the location (over the public sidewalk, for the flag signage) at 4817 1 St West, on the condition of a waiver of liability for the Town of Claresholm.

APPLICABLE LEGISLATION:
1.) LUB Bylaw No. 1525

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO DATE: March 5, 2020

INFORMATION BRIEF

Meeting: March 9, 2020
Agenda Item: 15

LETTER OF SUPPORT
CO-OP COMMUNITY SPACES GRANT

DESCRIPTION:

The Claresholm Child Care Society has applied to the Co-op Community Spaces grant program for a new playground at the new location (located adjacent to the West Meadow Elemetary School). They are seeking the support of Council as the landowner and to accept the grant funds on behalf of the society.

BACKGROUND:

The Claresholm Child Care Society has submited the application to the Co-op Community Spaces grant for $150,000 towards the construction of the playground. The deadline for applications was March 2, 2020.

For further information regarding this grant, please visit their website https://www.co-op.crs/communityspaces/funding.

The Child Care Society is not asking for any monetary commitment from the Town of Claresholm. The letter was sent February 27, 2020 as there was insufficient time to present the request prior to the deadline. The letter sent is attached for Council's information, no other action is required of Council at this time.

ATTACHMENTS:

- Grant Support letter

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO DATE: February 26, 2020

Claresholm
Where **Community** Takes Root

February 27, 2020

Co-op Community Spaces Program
Co-operative Retailing System (CRS)

RE: MUNICIPAL LETTER OF SUPPORT – Claresholm Child Care Society

Please consider this letter of support from the Town of Claresholm regarding the grant application being submitted by the Claresholm Child Care Society for the purpose of a new playground.

The Child Care Society will be moving locations and the new playground facility will be required to continue programming within the community. Many families depend on the society for quality day care services.

The Town of Claresholm has the ability to accept the funding on behalf of the Child Care Society. The Town of Claresholm as the landowner works with the society on various activities and projects, and support the work they do in the community. We fully support this application.

If you have any questions or concerns regarding the above, please contact the undersigned at your convenience.

Yours truly,

Marian Carlson, CLGM
Chief Administrative Officer
Town of Claresholm

Claresholm

INFORMATION BRIEF

Meeting: March 9, 2020
Agenda Item: 16

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - December 9, 2019				
16	RFD: Summer Games Administration - Moved by Councillor Carlson to approve the Service Agreement for the Southern Alberta Summer Games Administrator position with the municipalities in the MD of Willow Creek for 2019 as presented. CARRIED MOTION #19-192	Blair	Contract has been signed	Complete
Regular Scheduled Meeting - January 27, 2020				
2	Delegation Response: Claresholm Skatepark Association - Moved by Councillor Moore to rescind Motion #19-038. CARRIED MOTION #20-016 Moved by Councillor Schulze to support locating the new skatepark on the site of the new Multi-use Community Building at 5318 – 2nd Street West. CARRIED MOTION #20-017	Mike/Denise	Conversations ongoing	In progress
Regular Scheduled Meeting - February 10, 2020				
5	CORRES: Alberta Municipal Affairs - Moved by Councillor Carlson to submit an application to the Minister's Award for Municipal Excellence in the categories of Building Economic Strength and Smaller Municipalities for the Rural & Northern Immigration Pilot Project. CARRIED MOTION #20-027	Brady/Karine	Application process begun	In progress
6	CORRES: AUMA - Moved by Councillor Schulze to send the Chief Administrative Officer and up to three members of Council to AUMA's Spring 2020 Municipal Leaders' Caucus on March 25 & 26, 2020 in Edmonton. CARRIED MOTION #20-028	Karine	Mayor MacPherson & Councillors Carlson & Schlossberger registered	Complete
Regular Scheduled Meeting - February 24, 2020				
2	NEWS RELEASE: Statement from Minister Shandro RE: Physician Negotiations - Moved by Councillor Schlossberger to write a letter of support to the Government of Alberta stating that the Town of Claresholm is behind Alberta Health Services and the work they do within our community as a whole on all levels. CARRIED MOTION #20-030	Karine	Letter sent to Premier & Minister of Health	Complete
6	RFD: Letter of Support - Moved by Councillor Cutler to write a letter of support towards the Claresholm Arts Society's application to the Co-op Community Spaces Grant for the purpose of renovating and upgrading the entryway and washroom facilities at the Claresholm Community Centre. CARRIED MOTION #20-031	Karine	Letter sent	Complete

7	RFD: Loader Tenders - Moved by Councillor Zimmer to purchase a new 2019 Case wheel loader from Rocky Mountain Equipment at a value of $235,500 plus GST as presented. CARRIED MOTION #20-032	Mike	Loader has been purchased	Complete
8	RFD: Kin Week Proclamation - Moved by Councillor Moore to proclaim February 16th-22nd, 2020 as Kin Canada Week and February 20th, 2020 as Kin Canada Day. CARRIED MOTION #20-033			Complete
9	RFD: Porcupine Hills Classic Cruisers - Moved by Councillor Carlson to allow the Porcupine Hills Classic Cruisers to utilize Centennial Park ball diamonds on Sunday, August 9th, 2020 for the purpose of their 28th annual show and shine. CARRIED MOTION #20-034	Tracy	Letter sent to Porcupine Hills Classic Cruisers	Complete
10	RFD: Land Sale Closing Date - Moved by Councillor Schlossberger to extend the closing date for the sale of the property described as Lots 1, 2, 3 & 4, Block 10, Plan 7910032 until March 17th, 2020. CARRIED MOTION #20-035	Tara	Letter sent to purchaser and legal.	Complete
10	RFD: Land Sale Closing Date - Moved by Councillor Carlson to extend the closing date for the sale of the property described as Lot 1, Block 11, Plan 7910032 until March 17th, 2020. CARRIED MOTION #20-036	Tara	Letter sent to purchaser and legal.	Complete
14	IN CAMERA: Intergovernmental Relations - Moved by Council Cutler to amend the Master Water Servicing Agreement with the Municipal District of Willow Creek to provide relief water services for the Hamlet of Granum. CARRIED MOTION #20-037	Marian	Meeting with MD scheduled for March 5, 2020	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO DATE: March 5, 2020

INFORMATION ITEMS

Karine Keys

From: Alberta Seniors & Housing <seniorsinformation@gov.ab.ca>
Sent: Friday, February 28, 2020 3:52 PM
To: Karine Keys
Subject: Age-Friendly Alberta E-News - Budget 2020 - Special Minister's Statement

Trouble viewing this email? Read it online

Age-Friendly E-News

Alberta

Budget 2020 – Special Minister's Statement

Budget 2020 continues our focus on creating jobs, growing our economy and making sure services are there for the people who need them.

Our Seniors and Housing ministry budget ensures our programs are financially sustainable into the future, while supporting a rapidly growing seniors population and ensuring Albertans most in need have access to housing options.

We continue to maintain seniors' benefits for those most in need. While nearly 4,000 Albertans turn 65 every month, our government is working to ensure our seniors financial assistance programs are sustainable. We are refocusing seniors financial assistance on the seniors most in need and for essential health supports.

Effective July 1, 2021, seniors already receiving the Alberta Seniors Benefit will continue to be eligible for current benefit levels, with the benefit calculation adjusted for new applicants. Seniors with the lowest income will continue to be eligible for the current maximum benefit while those with more income will receive a benefit amount calculated using qualifying thresholds more in line with other provinces.

We are also making program changes to Special Needs Assistance for Seniors (SNA) so that coverage for essential health items (such as diabetic supplies, CPAP machines, bed bug treatment and medical trips) is maintained. Coverage for less essential items will be reduced or eliminated where lower cost alternatives exist or where financial assistance is available through other sources (i.e., Canada Pension Plan).

These changes will help ensure these important seniors programs are sustainable and available to those who need them most.

I look forward to continued partnerships with civil society organizations, the private sector and other levels of government to ensure seniors and their families have the supports they need to live safely and comfortably in their chosen communities. Together, we can ensure the changes laid out in Budget 2020 uphold the quality of seniors programs and services today, while preserving them for the future.

I encourage you to learn more about Budget 2020 at alberta.ca/budget.aspx. I will be sending out a full Age-Friendly Newsletter in March, so please stay tuned for more information. Thank you so much for your dedication to serving seniors.

Sincerely,

Josephine Pon
Minister of Seniors and Housing

Website **E-mail**

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

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

This email is intended for info@claresholm.ca.
Update your preferences or Unsubscribe

delivered by Campaigner

CLARESHOLM FOOD BANK

Meeting – Jan 23, 2020

Present: Wendy, Melissa, Shirley, Gaven, Brydon, Kathy

Regrets: Linda

Absent:

Meeting called to order: 4:15 p.m.

Additions to Agenda – #5 My City Care

Minutes of Previous Meeting – Brydon moves accepted as read Melissa 2nd – carried

Treasurer's Report – [redacted] Presented as Read Melissa, Shirley - Carried

OLD BUSINESS:

1. Computer – has been returned Microsoft Word – Nothing else done - complete
2. Policies - tabled
3. Canada Farmers – complete
4. Bi-Laws – tabled

EXPENSE FORMS – None

Fund Raising Committee – advertise that we are moving – hold a raffle

Contact Elaine Wylie to send a letter to Rainbow Dancers, Elks in Stavely, Kinsmen, Lethbridge Community Foundation (for the freezers) Melissa moves we do the raffles as presented by Linda B. Gaven 2nd – carried

BUILDING COMMITTEE: Lease is signed and payment set up to automatically be withdrawn from bank account monthly. CFEP Grant and all supporting documents have seen sent Jan 14, 2020. Tom O'Dell is working on getting permits and drawing up plans.

FOOD BANK UPDATE: everything is going well – 23 hampers given out last week. 13 on Jan 22. Working with Bargain Shop – people donate money and food bank buys what they need. Still have people that are using Food Bank like a grocery store and demanding certain items. New facility should have a sign on Board stating rules about what is available. Also times and other policies.

CORRESPONDENCE: Letter sent to Shelley complete

NEW BUSINESS:

1. New Board Member: Bernie Feodoroff, Randy Partridge – will decide at next meeting.
2. Link2Feed – Food banks of Alberta Kathy Q. moves that we purchase Links2Feed for our food bank data base Melissa 2nd carried
3. WIFI – to be set up at new building
4. Food Banks Alberta Renewal – due in February and March
5. My City Care – Melissa will give extra if they have it for the children's Breakfast Program

NEXT MEETING – FEBRUARY 27 @ Claresholm Library

Meeting Adjourned – 5:20 p.m.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 1 (2020)

EXECUTIVE COMMITTEE MEETING
Thursday, January 9, 2020 at 6:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - *Chair*
Jim Bester - *Vice-Chair*
Don Anderberg
Doug MacPherson
Ian Sundquist
Jennifer Crowson
Margaret Plumtree

STAFF:

Lenze Kuiper – *Director*
Barb Johnson – *Executive Secretary*

AGENDA:

1. Approval of Agenda – January 9, 2020.....

2. Approval of Minutes – November 21, 2019.....(attachment)

3. Business Arising from the Minutes

4. New Business
- (a) Member Update.....
- (b) Review of ORRSC Membership and GIS Fees Ceilings and Floors.....(attachment)
- (c) APPI Conference – Lethbridge.....
- (d) Minister of Red Tape Reduction Meeting.....
- (e) Municipal Borrowing Bylaw – ATB Financial.....
- (f) Subdivision Statistics.....(attachment)
- (g) Fee For Service Update.....(attachment)

5. Accounts
- (a) Office Accounts –
  - (i) November 2019.....(attachment)
  - (ii) December 2019.....(handout)
- (b) Financial Statements –
  - (i) January 1 - November 30, 2019.....(attachment)
  - (ii) January 1 - December 31, 2019.....(handout)

6. Director's Report .....

7. Executive Report.....

8. Adjournment .....

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:08 P.M.

1. APPROVAL OF AGENDA

Moved by: Jennifer Crowson

THAT the Executive Committee approve the agenda, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Doug MacPherson

THAT the Executive Committee approve the minutes of November 21, 2019, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Member Update

- ORRSC is in receipt of a letter dated December 19, 2019 from the Town of Coaldale giving one-year notice to terminate their planning services contract effective January 1, 2021 while wishing to maintain GIS services. This decision is not due to dissatisfaction with the service ORRSC provides, but they have reached a point where they feel planning and development services are best brought in-house. The County of Newell gave notice in September 2019 that they may terminate their contract as well. The Executive is preparing to appear as a delegation before each of their councils to discuss options and solutions.

Moved by: Don Anderberg

THAT the Director contact both the Town of Coaldale and County of Newell to have ORRSC Executive representatives appear as a delegation before each of their Councils.

CARRIED

(b) Review of ORRSC Membership and GIS Fees Ceilings and Floors

- A motion by Matthew Foss (Stirling) directing administration and the Executive Committee to review the fee ceiling for both Planning and GIS services was passed at the December 5, 2019 Board of Directors' meeting. Planning fees are based on Total Equalized Assessment and GIS fees are calculated on a per capita basis. A fee ceiling prevents overstatement of the value of our services and is required to recognize the large fees that municipalities with large total equalized assessments would pay as being exorbitant and out of line with the level of service being provided. Also, beyond a certain price point these municipalities would lose any financial advantage inherent to belonging in a shared service.
- Due to the large turnover in Board membership since the ORRSC Finance Strategy was adopted in 2013, the Director will explain the rationale behind our fee structure using current numbers at the March 5, 2020 Board of Directors' meeting and leave the decision regarding fee ceilings up to the entire Board.

(c) APPI Conference – Lethbridge

- The Alberta Professional Planners Institute (APPI) Conference is being held in Lethbridge on September 20-22 this year, so Executive members may prefer to attend this rather than the CPAA Conference in Red Deer. All we have so far is the date; further information will be provided as it becomes available.

(d) Minister of Red Tape Reduction Meeting

- On January 6, 2020, the Director attended a meeting in Edmonton between senior bureaucrats and regional services commission representatives to discuss red tape reduction. Topics included: requirements of cabinet for oversight of commissions, disposal of assets, procurement of work, etc. Consensus was that although processes could be streamlined a bit, the current system is working. Changes to the regional services commission section of the Municipal Government Act will be forthcoming.

(e) Municipal Borrowing Bylaw

- ORRSC maintains a $500,000 revolving line of credit for risk management purposes (which currently has a $0 balance). In order to maintain the line of credit, ATB Financial requires the Chair and Director to sign a municipal borrowing bylaw and record its approval by the Executive Committee in the minutes of the first meeting of each year.

Moved by: Margaret Plumtree

THAT the Executive Committee authorize the Chair and Director to endorse the 2020 Municipal Borrowing Bylaw Form (Revolving Line of Credit) for ATB Financial. **CARRIED**

(f) Subdivision Statistics

- Year-to-date subdivision revenue was $264,642.50 on November 30 and $276,180.00 on December 31, 2019. This is a new low and falls short of the $315,000 budgeted.

(g) Fee For Service Update

- The current status of Fee For Service projects was reviewed.

5. ACCOUNTS

(a) Office Accounts –

(i) November 2019

5150	Staff Mileage	M. Burla	$ 154.00
5280	Janitorial Services	Madison Ave Business Services	$ 425.00
5320	General Office Supplies	Madison Ave Business Services	11.69
5285	Building Maintenance	Westburne	91.20
5285	Building Maintenance	Westburne	21.24
5310	Telephone	Shaw Business	180.90
5320	General Office Supplies	Desjardin Card Services	166.96
5320	General Office Supplies	Desjardin Card Services	37.99
5380	Printing & Printing Supplies	Desjardin Card Services	173.94
5330	Dues & Subscriptions	Temple City Star	42.00
5330	Dues & Subscriptions	Vulcan Advocate	68.00
5350	Postage & Petty Cash	Postage by Phone	3,000.00
5380	Printing & Printing Supplies	Peak Vocational Services	114.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5440	Land Titles Office	Minister of Finance	386.00
5460	Public Relations	M. Burla	400.00
5460	Public Relations	D. Horvath	200.00
5500	Subdivision Notification	Lethbridge Herald	521.64
5570	Equipment Repairs & Maintenance	Xerox	928.32
5570	Equipment Repairs & Maintenance	Digitex	880.00
5570	Equipment Repairs & Maintenance	Whipcord	1,262.80
5534	Chinook Intermunicipal SDAB	Lorne Jackson	466.00
5534	Chinook Intermunicipal SDAB	Richard Bengry	235.00
5534	Chinook Intermunicipal SDAB	Lloyd Kearl	235.00
5534	Chinook Intermunicipal SDAB	Maggie Kronen	190.00
5534	Chinook Intermunicipal SDAB	Wayne Elliott	115.00
1160	GST Receivable	GST Receivable	396.46
		TOTAL	**$10,726.14**

(ii) December 2019

5150	Staff Mileage	Bonnie Brunner	$ 87.50
5160	Staff Field Expense	Bonnie Brunner	17.40
5150	Staff Mileage	Sherry Johnson	48.00
5320	General Office Supplies	Max Kelly	65.38
4140	Approval Fees	Village of Stirling	1,125.00
5151	Vehicle Gas & Maintenance	Petty Cash	4.29

5160	Staff Field Expense	Petty Cash	29.64
5285	Building Maintenance	Petty Cash	10.00
5320	General Office Supplies	Petty Cash	67.79
5460	Public Relations	Petty Cash	10.50
5280	Janitorial Services	Madison Ave Business Services	525.00
5320	General Office Supplies	Madison Ave Business Services	15.99
5285	Building Maintenance	Wild Rose Horticultural	900.00
5285	Building Maintenance	Wild Rose Horticultural	1,200.00
5285	Building Maintenance	Kost Fire Equipment	84.00
5310	Telephone	Bell Mobility	590.84
5310	Telephone	Shaw Business	180.90
5320	General Office Supplies	Desjardin Card Services	57.64
5320	General Office Supplies	Desjardin Card Services	405.51
5380	Printing & Printing Supplies	Desjardin Card Services	251.53
5330	Dues & Subscriptions	APPI	1,798.38
5330	Dues & Subscriptions	APPI	599.46
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5380	Printing & Printing Supplies	Paramount Printers	110.00
5440	Land Titles Office	Minister of Finance	218.00
5500	Subdivision Notification	Lethbridge Herald	521.64
5534	Chinook Intermunicipal SDAB	Norm Wilde	302.34
5534	Chinook Intermunicipal SDAB	Gaven Moore	246.30
5534	Chinook Intermunicipal SDAB	Lloyd Kearl	251.50
5534	Chinook Intermunicipal SDAB	Alan Vaughan	192.92
5534	Chinook Intermunicipal SDAB	Lois Johnston	183.64
5534	Chinook Intermunicipal SDAB	Norm Wilde	161.60
5534	Chinook Intermunicipal SDAB	Clay Leavitt	225.40
5534	Chinook Intermunicipal SDAB	Phil Jensen	150.00
5534	Chinook Intermunicipal SDAB	Tom Golden	1,878.18
5534	Chinook Intermunicipal SDAB	Doug Kemery	862.00
5534	Chinook Intermunicipal SDAB	John Willms	709.00
5534	Chinook Intermunicipal SDAB	Georgia-Lee Debolt	237.00
5534	Chinook Intermunicipal SDAB	Dexter Bezooyen	250.00
5534	Chinook Intermunicipal SDAB	Leroy Pavan	173.20
5534	Chinook Intermunicipal SDAB	Jack Van Rijn	270.88
5570	Equipment Repairs & Maintenance	Digitex	700.00
5570	Equipment Repairs & Maintenance	Whipcord	1,262.80
5500	Subdivision Notification	Lethbridge Herald	521.64
5570	Equipment Repairs & Maintenance	Xerox	983.96
5580	Equipment & Furniture Rental	Pitney Bowes	297.12
1160	GST Receivable	GST Receivable	491.64
		TOTAL	**$19,298.51**

Moved by: Ian Sundquist

THAT the Executive Committee approve the Office Accounts of November ($10,726.14) and December ($19,298.51) 2019, as presented. **CARRIED**

(b) Financial Statements –

(i) January 1 - November 30, 2019
(ii) January 1 - December 31, 2019

Moved by: Jim Bester

THAT the Executive Committee approve the following unaudited Financial Statements, as presented:

January 1 - November 30, 2019
January 1 - December 31, 2019 **CARRIED**

6. DIRECTOR'S REPORT

- The Director reported on his activities since the last Executive Committee meeting.
- ORRSC plans to host both Subdivision and Development Appeal Board and Assessment Review Board training sessions in 2020 – dates to be announced.

7. EXECUTIVE REPORT

- Committee members reported on various projects and activities in their respective municipalities.

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:15 p.m. until **Thursday, February 13, 2020 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: Gordon Wolstenholme

← Tuesday Feb 11 - Meeting

Tuesday February 11, 2020 - Meeting
Present: Lisa Darch, Denise Spencer, John Wenlock, Brendon Levesque , Alex Tourand

Call to order: 7:10pm

1. Review of January 13 minutes - Denise motion to accept, Lisa seconded.
2. Treasurer - Karolyn is ill but sent new balance $10492.42
3. Elke Wedding: Feb 29
    a. Be at Community centre by 3pm (no blue jeans - dress comfortably / hair up or in ball cap)
    b. Supper is at 6pm
    c. Menu - prime rib, salmon, chicken, salads etc
        i. All ingredients are set, we put salads together / put meat in etc
        ii. Tracy will have all set up / Lisa will meet with her to ensure we have details
        iii. We bring out food, desserts
        iv. **Please RSVP to Lisa by Messenger so we have a tally of who will be there**
        v. After food and cleanup we are done
4. Feb 12 - Lisa is going to Lethbridge to learn how to do grants, especial Community Foundations Grant (matching grant)
5. Lisa has spoken to NewLine and they are aware we have a set location (1A Street and 55 Avenue West)
    a. Town needs an idea of what space we need / Lisa is getting this from Everett
6. Lisa confrimed a "no" to Jolisa Morkin re: March 28
7. Friday May 22 BBQ - Darla (Dollar Store) is happy to have us out front again (Details to follow)
    a. She will put an application in with Atco, so we are on the list should we need anything (BBQ) and stage for Mexican Fiesta (June 19)
8. We have not heard back from North and Company re: grant application
9. Because there is a lot of recognition re" Mexican Fiesta" (and we have all the decorations) we will look at keeping the name/ brand
    a. Amanda Zimmer gave Lisa all her notes for planning, so we have lots of info to draw from in our planning
10. Trade fair was busy / lots of community support
11. New website is up and posted on our Facebook Page - bit.ly/ClaresholmSK8Park
12. Winterfest was successful!
    a. Cost about $340 (we had lots of extra we will use the non-perishables at BBQ etc)
    b. $717.80 in cash box, so we earned about $225 (amount to be confirmed at next meeting)
13. Beer Gardens - Canada Day & Fair Days
14. Goals: A progressive supper (high end restaurant to restaurant)

Claresholm Community Centre Association

January 14, 2020

7:30 p.m.

Members present: Marni Lane, Carmelle Steel, Shayne Petersen, Don Leonard, Walt Lane, Shirley Isaacson, Butch Glimsdale, Brad Schlossberger, Glen Alm

Regrets: Doug Fletcher

1. Meeting called to order at 7:30 pm
2. Minutes approved by Don, seconded by Carmelle. All in Favour
3. Caretaker Report:
    - Projector – had a couple issues but they are resolved
    - Heat Tape in the eaves is to be wired in. Will get Josh to do that and fix the outside light at the same time
    - Hood gaskets – Brad has contacted the person, but they haven't got back to him with a date yet
4. Treasurer Report - Report presented and reviewed. Still need December's income from the town. Loss of $4381.63 without the Casino funds. Shirley moved to accept the report as presented. Don seconded. All in favour.
5. Old Business:
    a) Rental Contract – Was updated with the new rates
    b) Doors – Quote received in the amount of $7969.50. Shirley moved that we order the doors based on the quote. Glen seconded. All in favour. Butch will contact Peter.
    c) Fundraiser – April 18th is the date, Jaedyn has been confirmed as the entertainment and the Lions will do the meal. Tickets will be $40.00.
    d) Entry – A grant for $2500.00 has been received to go towards the upgrades. Wesco Construction in Fort Macleod has been contacted for a plan. They will prepare it for free. They mentioned that the bathrooms will require more stalls to be up to code.
    e) Shaw Wifi – The town is in talks with Telus about service to the buildings. Brad will keep us informed as information becomes available.
6. Correspondence:
    a) MD of Willow Creek sent a letter stating that Glen Alm will continue to be the representative for our board.
    b) Health Foundation – A thank you card was received. A note on the back requested that the hall allow the Foundation to purchase 8-10 more round tables and store them at the hall. After discussion regarding storage it was decided there is currently not room to store more round tables and the ones we have are not rented enough o justify increasing the numbers. Marni will send a letter.
7. New Business:
    a) Cost of Living – Contract for Shayne – Table until March Meeting
    b) Floors- The hardwood is not holding up and needs to be redone. Shayne will contact to have them look to see if the new product that was used has had issues elsewhere.

Meeting adjourned at 8:20 pm by Walt. Next meeting is February 24, 2020 at 7:30 pm.

Karine Keys

From: Brad Schlossberger <brad.s@foothillsford.com>
Sent: Thursday, March 5, 2020 10:27 AM
To: Karine Keys; Marian Carlson
Subject: Report on Alberta Southwest meeting. Do we want this in the information package or as an email.

Writing this report to make everyone aware. We learned that the REDA's Alberta Southwest, South Grow and all 9 REDA's in Alberta have had their funding cut from $100000.00 to $50000.00. In our meeting both Alberta Southwest and South Grow will be able to operate for a year. Then we may have to look at alternatives. Amalgamation is one option discussed previously. Raising rates to members is another. Discussed last night was trying to partner with outside groups. Jim Willet and Peter Casurella from South Grow were invited to Edmonton to discuss funding for Reda's. They were told in the first draft of the budget there was no funding for REDA'S. It was the southern Alberta Caucus that convinced the government to put in the $50000.00. Government ministers expressed their concern that there are no black & white measurable results from the REDA's. We all know in Economic Development there are rarely black & white measurable results. I am not convinced that that $50000.00 will be there next year. Privatizing and closing parks etc. a very big concern for our partners in Alberta Southwest. Loss of provincial parks staff is a concern expressed. Also discussed this tax being apposed on ARBB's and B&B's. It is a 4% tax. Question was who is going to enforce this. I said it will be the municipalities responsibility. Who ever issues a business licence will be responsible. Another huge concern is insurance premiums on buildings. Huge increases being seen!! This is a result of the cap being taken off.

Brad Schlossberger
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