



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MAY 11, 2020
AGENDA**

Time: 7:00 P.M.

Place: Electronic Only due to COVID-19 Pandemic

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: **ADOPTION OF AGENDA**

MINUTES: **REGULAR MEETING – APRIL 27, 2020**

ACTION ITEMS:

1. **BYLAW #1678 – Cemetery Bylaw Amendment**
RE: 2nd & 3rd Readings
2. **BYLAW #1687 – Road Closure Bylaw**
RE: 2nd & 3rd Readings
3. **BYLAW #1698 – Off-Site Levy Bylaw**
RE: 1st Reading
4. **BYLAW #1700 – COVID-19 Relief Bylaw**
RE: 2nd & 3rd Readings
5. **BYLAW #1701 – Electronic Transmission of Documents Bylaw**
RE: 2nd & 3rd Readings
6. **BYLAW #1702 – 2020 Property Tax Rate Bylaw**
RE: All Readings
7. **BYLAW #1703 – Recycling Materials Management Bylaw Amendment**
RE: 2nd & 3rd Readings
8. **BYLAW #1704 – Regional Assessment Review Board Bylaw**
RE: 2nd & 3rd Readings
9. **BYLAW #1705 – Fire Protection Bylaw**
RE: 1st Reading
10. **DELEGATION RESPONSE: Disc Golf Tones Course Proposal**
11. **OPENING SOON: Alberta's Relaunch Strategy**
12. **CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs**
RE: 2020 Municipal Sustainability Initiative Program Changes
13. **CORRES: Hon. Rajan Sawhney, Minister of Community & Social Services**
RE: Food Security
14. **CORRES : Hon. Josephine Pon, Minister of Seniors and Housing**
RE: Statement on COVID-19
15. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE: Physician Funding Changes
16. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE: Deadline Extended for AUMA Resolution Submissions
17. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE: Alberta Police Advisory Board Appointments
18. **CORRES: Community Foundation of Lethbridge & Southwestern Alberta**
RE: *Annual Giving Together* Publication
19. **REQUEST FOR DECISION: Lions Club Application – Amundsen Park**
20. **REQUEST FOR DECISION: Chamber of Commerce Application – Wayfinding Signage**
21. **REQUEST FOR DECISION: Honouring WCCHS Grad 2020 Class**
22. **FINANCIAL REPORT: Statement of Operations – March 31, 2020**
23. **INFORMATION BRIEF: Subdivision Referral**
24. **INFORMATION BRIEF: Strategic Plan Report**
25. **INFORMATION BRIEF: Council Resolution Status**
26. **ADOPTION OF INFORMATION ITEMS**
27. **IN CAMERA:**
 - a. **Intergovernmental Relations – FOIP Section 21**
 - b. **Intergovernmental Relations – FOIP Section 21**

INFORMATION ITEMS:

- 1. Municipal Planning Commission Meeting Minutes – March 27, 2020
- 2. Claresholm Food Bank Board Meeting Minutes – March 30, 2020
- 3. Claresholm & District Museum Board Meeting Minutes – February 25, 2020
- 4. Chinook Arch Regional Library System Board Report – April 2, 2020
- 5. Federation of Canadian Municipalities President’s Corner – April 30, 2020
- 6. Town of Stavely – Intermunicipal Collaboration Framework Committee Representatives

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM PROVINCE OF ALBERTA REGULAR COUNCIL MEETING MINUTES APRIL 27, 2020

Place: Electronic Only due to COVID-19 Pandemic

Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtnL1KA/live>

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

ABSENT: None

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

MEDIA PRESENT: None

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin immediately at 7:02 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 7:02 p.m. by Mayor MacPherson.

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

CARRIED

MINUTES: REGULAR MEETING – APRIL 14, 2020

Moved by Councillor Zimmer that the Regular Meeting Minutes of April 14, 2020 be accepted as presented.

CARRIED

DELEGATION: DISC GOLF TONES COURSE PROPOSAL – Craig Burrows-Johnson

Craig Burrows-Johnson, PDGA Course Official and Disc Golf Course Designer, spoke to Council regarding putting a disc golf course in Claresholm. He has assisted with the placement of courses in various places in Alberta, and is being assisted in Claresholm by Edmond Duguay.

ACTION ITEMS:

1. BYLAW #1678 – Cemetery Bylaw Amendment
RE: 1st Reading

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

CARRIED

2. BYLAW #1693 – Non-Residential Tax Incentive Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Schlossberger to give Bylaw #1693, the Non-Residential Tax Incentive Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Schulze to give Bylaw #1693, the Non-Residential Tax Incentive Bylaw, 3rd and Final Reading.

CARRIED

3. BYLAW #1700 – COVID-19 Relief Bylaw
RE: 1st Reading

Moved by Councillor Cutler to give Bylaw #1700, the COVID-19 Relief Bylaw, 1st Reading.

CARRIED

4. BYLAW #1701 – Electronic Transmission of Documents Bylaw
RE: 1st Reading

Moved by Councillor Zimmer to give Bylaw #1701, the Electronic Transmission of Documents Bylaw, 1st Reading.

CARRIED

5. BYLAW #1703 – Recycling Materials Management Bylaw Amendment
RE: 1st Reading

Moved by Councillor Schlossberger to give Bylaw #1703, the Recycling Materials Management Bylaw Amendment, 1st Reading.

CARRIED

6. BYLAW #1704 – Regional Assessment Review Board Bylaw
RE: 1st Reading

Moved by Councillor Zimmer to give Bylaw #1704, the Regional Assessment Review Board Bylaw, 1st Reading.

CARRIED

7. CORRES: Federation of Canadian Municipalities (FCM)
RE: Protecting Vital Municipal Services

Received for information.

8. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Input on Shovel-Ready Projects

Received for information.

9. CORRES: APWA Alberta Chapter
RE: National Public Works Week – May 17-23, 2020

Received for information.

10. REQUEST FOR DECISION: 2020 Open Houses

MOTION #20-065 Moved by Councillor Moore to cancel the second Council Open House of 2020 that was to be held on Thursday, May 7, 2020 at 7:00 p.m. at the Claresholm Seniors Drop-in Centre.

CARRIED

11. REQUEST FOR DECISION: Miscellaneous Fees & Facility Rent Policy

MOTION #20-066 Moved by Councillor Schlossberger to adopt Policy #5.9.05, the Miscellaneous Fee & Facility Rent Policy (v1.0) as presented effective April 27, 2020.

CARRIED

12. REQUEST FOR DECISION: CPO Known Risk Policies

MOTION #20-067 Moved by Councillor Carlson to adopt Policies #5.3.35, the CPO Safety Policy (v1.1) and Policy #5.3.36, the Dangerous Persons and Property Policy (v1.0) as presented effective April 27, 2020.

CARRIED

13. REQUEST FOR DIRECTION: Cancellation of Events

Received for information.

14. FINANCIAL REPORT: Statement of Operations – February 29, 2020

Moved by Councillor Cutler to accept the Consolidated Statement of Operations for the month ended February 29, 2020 as presented.

CARRIED

15. INFORMATION BRIEF: Alberta Economic Stimulus Projects

Received for information.

16. INFORMATION BRIEF: CAO Report

Received for information

17. INFORMATION BRIEF: Council Resolution Status

Received for information.

18. ADOPTION OF INFORMATION ITEMS

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

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:07 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:07 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1678**

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

WHEREAS pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Cemetery Bylaw, Bylaw #1650; and

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

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

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

a) add clause:

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

b) **SCHEDULE “A”** updated as attached.

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

3. Bylaw #1650 is hereby amended.

Read a first time in Council this **27th** day of **April** 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, CAO

BYLAW# 1678

SCHEDULE "A"

Burial Rights:	
Burial plot & permit fee	500.00 + GST
Cremation plot & permit fee (one open & close)	200.00 + GST
Columbarium:	
Columbarium Niche	950.00 + GST
Bronze Plaque with year of birth & death	450.00 + GST
Bronze Plaque with full date of birth and death	500.00 + GST
To add year of death to plaque	50.00 + GST
To add date of death to plaque	75.00 + GST
Services:	
Open & close for interment – April 1 to October 31	300.00 + GST
Open & Close for Interment – November 1 to March 31	450.00 + GST
Open & close for cremation (18" x 18" x 24" deep) Apr 1 to Oct 31	125.00 + GST
Open & close for cremation (18" x 18" x 24" deep) Nov 1 to Mar 31	275.00 + GST
Cremation Vault Burial	
Open & close for cremation (24"x 24" x 30" deep) Apr 1 to Oct 31	200.00 + GST
Cremation Vault Burial	
Open & close for cremation (24"x 24" x 30" deep) Nov 1 to Mar 31	350.00 + GST
Open & close for Columbarium Niche	60.00 + GST
Late funeral surcharge (after 3:00 p.m. arrival)	150.00 + GST
Weekend/holiday surcharge	200.00 + GST
Disinterment with permanent concrete vault	Double the Open & Close fees
Disinterment without permanent outer box surcharge	Quadruple the Open & Close fees
Perpetual Care per burial site	300.00 + GST
Grave, Infant and Cremation sites that were purchased prior to April 23, 1990 shall be charged the appropriate perpetual care rate at the time the grave site is utilized.	
Administration fee on cancellation	50.00



REQUEST FOR DECISION

Meeting: May 11, 2020
Agenda Item: 2

BYLAW No.1687 – ROAD CLOSURE (WALKWAY)

Council passed 1st reading of Bylaw No. 1687 on November 12, 2019. Following the required two weeks circulation, the public hearing was held on December 9, 2019. There were no comments received at the public hearing. The bylaw has been circulated and returned from the Minister of Transportation and is now presented for 2nd and 3rd readings.



Following the passing of the road closure bylaw, the land will be transferred to the adjacent landowner, and applicable utility right of ways will be registered. Additionally, the land use bylaw amendment (to re-zone that roadway to the residential land use district) will be presented for 2nd and 3rd readings following advertising for that public hearing (being prepared for an upcoming Council agenda).

RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1687, a Road Closure Bylaw, 2nd and 3rd readings.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1687, a Road Closure Bylaw, 2nd Reading.

Moved by Councillor _____ to give Bylaw No. 1687, a Road Closure Bylaw, 3rd and final Reading.

ATTACHMENTS:

1. Bylaw No. 1687 Road Closure Bylaw (signed by the Minister of Transportation).

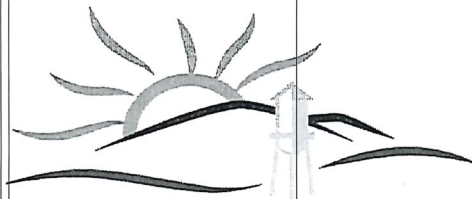
APPLICABLE LEGISLATION:

1. Municipal Government Act, RSA 2000, Chapter M-26, Section

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 4, 2020



Claresholm

TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW No. 1687

A BYLAW OF THE **TOWN OF CLARESHOLM** FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND CREATING TITLE TO AND DISPOSING OF PORTIONS OF A PUBLIC ROADWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel,

WHEREAS, application has been made to Council to have the roadway closed, and

WHEREAS, the Council of the **TOWN OF CLARESHOLM** deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same, and

WHEREAS, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE BE IT RESOLVED that the Council of the **TOWN OF CLARESHOLM** in the Province of Alberta does hereby close to Public Travel and creating title to and disposing of the following described highways, subject to rights of access granted by other legislation.

PLAN 781 0995

ALL THAT PORTION OF WALKWAY LYING ADJACENT TO LOT 42, BLOCK 4, AND FORMING PART OF LOT 54, BLOCK 4, DESCRIPTIVE PLAN _____, CONTAINING 0.010 HECTARES (0.03 ACRES) MORE OR LESS. EXCEPTING THEREOUT ALL MINES & MINERALS.

READ a **first** time this **12th** day of **November**, 2019.

Chief Elected Official Seal

Chief Administrative Officer

Approved this 22nd day of April, 2020

Minister of Transportation

READ a **second** time this _____ day of _____, 20____.

READ a **third** time and finally passed this _____ day of _____, 20____.

Chief Elected Official Seal

Chief Administrative Officer



REQUEST FOR DECISION

Meeting: May 11, 2020
Agenda Item: 3

DRAFT BYLAW No. 1698 – OFF-SITE LEVY BYLAW

With the completion of the Starline Business Park area structure plan, infrastructure planning has continued. There are a variety of off-site infrastructure projects (sanitary sewer upgrade, 5th St East development) that are required to be completed in order to service the area. The Municipal Government Act (section 648) allows municipalities to implement off-site levy bylaws. An off-site levy helps pay for road and municipal utility systems required outside or "off" the site of a particular development or subdivision that will directly or indirectly serve that development. It is deemed just and reasonable that subdivisions, developments and redevelopments should bear a fair portion of the cost of constructing or expanding certain municipal infrastructure facilities such as roads, water and sanitary lines, etc. The off-site levy rates are calculated by unit (per acre of developable land, less any other benefitting area) in order to ensure each development bears an equal share of costs associated with needs of a specified area.

The payment of an off-site levy is a one-time requirement, for the development or subdivision of land. The attached off-site levy (once a bylaw is passed) will be imposed as a condition of approval of a development permit, development agreement, service agreement or subdivision application for development of phase 1 of the Starline Business Park (south of highway 520). Off-site levy bylaws should be reviewed every 5 years or so. This draft bylaw has been reviewed by the Facility and Infrastructure Planning Committee (FIPC).

In accordance with the Municipal Government Act (MGA) Section 606, the off-site levy bylaw must be advertised prior to giving second reading and that notice given. A public hearing is not required for an off-site levy bylaw. The notice of meeting must be published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, or in which the meeting is to be held. A copy of the bylaw and notice of meeting will also be mailed to the landowners. The notice of meeting must be advertised at least 5 days before the meeting occurs with information as to the general purpose of the bylaw, where a copy of the bylaw can be inspected, outlining procedure for anyone wishing to petition, and indicate the date, time and place where the meeting is to be held.

RECOMMENDED ACTION:

Moved by Councillor _____ to give first reading to Bylaw No. 1698, an Off-site Levy Bylaw.

ATTACHMENTS:

- 1.) Draft Bylaw #1698 / probable costs
- 2.) ASP at link:
[https://gis.orrsc.com/Data/ORRSC_Web_Docs/Bylaws/Towns/Claresholm/Claresholm%20Starline%20Business%20Park%20Area%20Structure%20Plan%20\(December%202018\).pdf](https://gis.orrsc.com/Data/ORRSC_Web_Docs/Bylaws/Towns/Claresholm/Claresholm%20Starline%20Business%20Park%20Area%20Structure%20Plan%20(December%202018).pdf)

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 648 – Off-Site Levy.

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 4, 2020



TOWN OF CLARESHOLM BYLAW #1698

Claresholm

A BYLAW OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AN OFF-SITE LEVY FOR SPECIFIC LAND THAT IS TO BE SUBDIVIDED OR DEVELOPED WITHIN THE TOWN OF CLARESHOLM.

WHEREAS the *Municipal Government Act*, R.S.A.2000, Chapter M-26 permits a Council to impose a levy known as an Off-Site Levy in respect of land to be developed or subdivided within a Town's limits, and to authorize an agreement to be entered into for payment of the levy;

AND WHEREAS Council deems it necessary to establish an Off-Site Levy to pay for the capital costs of new and expanded facilities for the storage and transmission of water, new and expanded facilities for the movement and disposal of sanitary sewage, new or expanded storm water drainage, roadways, and the land required in connection with these infrastructure facilities;

AND WHEREAS the Council received advice and reports respecting upgrades to Offsite Infrastructure which set out a fair and equitable calculation of Off-Site Levies in accordance with the purpose of the *Municipal Government Act*;

AND WHEREAS Council has advertised its intention to consider the provision of this Bylaw pursuant to the requirements of the *Municipal Government Act*;

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

1. Definitions

1.1 For the purposes of this Bylaw, the following terms shall have the following meanings assigned:

- (a) “**Act**” means the **Municipal Government Act, R.S.A. 2000, Chapter M-26**, as amended;
- (b) “**Council**” means the Town of Claresholm Council;
- (c) “**Developable Land**” means all land contained within a portion of the Starline Business Park Area Structure Plan (ASP) noted on Schedule “A”;
 - i) upon which Development takes place after the date of passing of this Bylaw; or
 - ii) for which Subdivision approval is obtained after the date of passing of this Bylaw; excluding all Developed Land;
- (d) “**Developed Land**” means land that has been subject to development or a subdivision prior to the date of passing of this Bylaw, and in respect of which off- site levies for the same services as are provided for under this Bylaw have been collected;
- (e) “**Development**” means “development” as defined in the Act;

- (f) **“Development Agreement”** means “development agreement” as referred to in Part 17 of the Act;
- (g) **“Growth”** means the creation of new serviced, industrial lots through subdivision and the occurrence of development;
- (h) **“Off-Site Infrastructure”** means those infrastructure components and projects referred to in Schedule “B” & “D”;
- (i) **“Off-Site Levy”** means the off-site levy imposed pursuant to this Bylaw;
- (j) **“Regulations”** means the principles and criteria for Off-Site Levies Regulation AR 48/2004;
- (k) **“Reports”** means the following reports:
 - Starline Business Park ASP prepared by WSP, dated December 10, 2018;
 - Opinion of Probable Costs prepared by WSP, dated December 10, 2019
 - All of which are attached as Schedule “D”;
- (l) **“Subdivision”** means “subdivision” as defined in the Act; and
- (m) **“Town”** means the Town of Claresholm.

2. Imposition of Levy

- 2.1 There is hereby imposed a levy which shall be known as an Off-Site Levy in respect of all developable land that is to be subdivided or developed within the mapped area of Starline Business Park (shown on Schedule “A”), where no previous off-site levies have been collected for the same services under any previous Bylaw.
- 2.2 The amount of the Off-Site Levy imposed is as calculated in Schedule “C”.
- 2.3 The Off-Site Levy is comprised of the Off-Site Infrastructure, and pursuant to the calculation details contained in the reports.
- 2.4 The Off-site Levy will be assessed on all developable land within the Starline Business Park (shown on Schedule “A”) excluding those portions of developable land that are designated pursuant to a subdivision as:
 - (a) Environmental Reserve; or
 - (b) Municipal Reserve.

3. Objects, Principles and Criteria

- 3.1 The objects, principles and criteria of the Off-Site Levy shall be in accordance with the following:
 - (a) The purpose of the Off-site Levy is to provide funds for the construction of infrastructure required for growth.

- (b) Development in new growth area through Off-site Levies will provide the capital that will fund the infrastructure required for growth. Those who benefit from the infrastructure, which is defined by the developable land in the Starline Business Park ASP, should share proportionally for related infrastructure costs.
- (c) Provisions of infrastructure by developers of developable land will not create an advantage or penalty due to the time or location of development.
- (d) Infrastructure will be provided to maintain sustainable, cost effective and orderly growth.
- (e) The calculation of the Off-site Levy should be an open and transparent process.
- (f) The management of the Off-site Levy account should be an audited process, with reports available to the public and industry.
- (g) The Off-Site Levy will help allow the Town to recover the cost of infrastructure required for growth:
 - i) Using financing strategies that remain sustainable;
 - ii) Facilitating development by reducing risk on early developers and ensuring future developers share the costs of the facilities from which they benefit; and
 - iii) Promoting cost effective and orderly development.

3.2 The Off-Site Levy will help promote orderly development by:

- (a) Providing off-site infrastructure, once the appropriate planning is in place, and when warranted in development; and
- (b) Providing infrastructure for contiguous development.

3.3 The Off-Site Levy will help create a transparent process by:

- (a) Providing opportunity for industry input into the levy, its definition and administration;
- (b) Conforming with the Act and the Regulations; and
- (c) Providing an annual report on levies.

4. Development Agreements

- 4.1 The entering into of a Development Agreement with respect to, amongst other things, the collection of an Off-Site Levy is hereby authorized.
- 4.2 Council may from time to time adopt policies or guidelines for the assistance and direction of the Town's Administration in determining which development and subdivision applications shall require a Development Agreement.
- 4.3 Where it is determined that a Development Agreement is appropriate for an application for development or subdivision, the applicant or the owner, as the case may be, shall

enter into a Development Agreement with the Town and such Development Agreement shall ensure:

- (a) That provision be made for the payment of Off-Site Levies as specified in this Bylaw; or;
- (b) That provision may be made for the deferring of payment of the Off-Site Levies to a future time certain or uncertain; and
- (c) That no further off-site levies shall be required to be paid where off-site levies have been previously collected in full in respect to all of the lands which are the subject of the development or subdivision application.

4.4 Unless otherwise agreed to, the Off-site Levy will become due upon execution of the Development Agreement.

4.5 All funds collected pursuant to this Bylaw shall be accounted for in a special fund and expended only as permitted under the provisions of the Municipal Government Act.

5. General

5.1 Nothing in this Bylaw precludes the Town from:

- (a) imposing further or different levies, duly enacted by bylaw, on any portion of the developable lands in respect of which the Town has not collected levies;
- (b) deferring collection of the Off-site Levy for the stated objects of this Bylaw, on any portion of developable lands in respect of which the Town has not collected levies, including requiring security for payment of such deferred levies;
- (c) reducing or forgiving payment of the levies required pursuant to this Bylaw, or otherwise providing for credits for other Off-site or Oversize infrastructure constructed by a developer in calculating and/or collecting the levies that become payable pursuant to this Bylaw.

5.2 If at any time, any provision of this Bylaw is declared or held to be illegal, invalid or *ultra vires*, in whole or in part, then that provision shall not apply and the remainder of this Bylaw shall continue in full force and effect and shall be construed as if it had been enacted without the illegal, invalid or *ultra vires* provision.

5.3 This Bylaw shall take effect and come into force effective after final reading and signature thereof by the Chief Administrative Officer, or their authorized delegates.

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

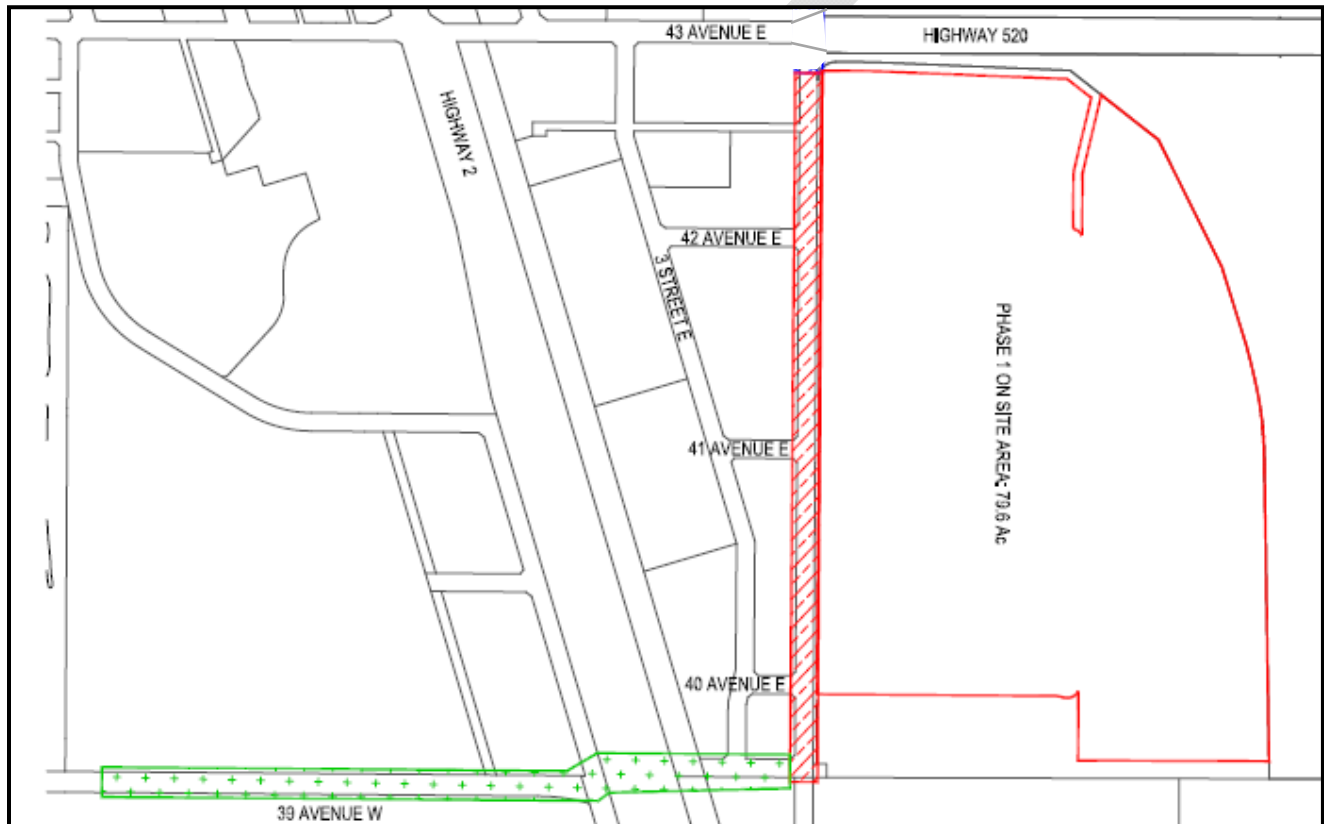
Read a second time in Council this day of 2020 A.D.

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

SCHEDULE "A"**MAP (PHASE 1)****LEGEND**

PHASE 1 BOUNDARY



SANITARY UPGRADE BOUNDARY

SCHEDULE “B”

SUMMARY OF COSTS

Offsite Costs - Sanitary Sewer Upgrade			
	Sanitary Sewers	359,143.00	
	Road Removal & Rehab	125,218.00	
	Survey & Materials Testing	29,062.00	
	Miscellaneous/Restoration	10,450.00	
Subtotal			523,873.00
	Engineering (9%)		47,148.00
	Contingency (25%)		130,968.00
Grand Total			701,989.00
Applicable Total	*Less 20% existing benefitting area		*561,591.20

Offsite Costs - 5th Street East			
1 Underground			
	Sanitary Sewers	228,768.00	
	Storm Sewers	499,304.00	
	Water	405,675.00	
	Shallow Utility Conduit	31,925.00	
	Survey & Materials Testing	69,940.00	
Subtotal Underground			1,235,612.00
2 Surface			
	Paved Roads	741,008.00	
	Curb & Gutter, Swales, Ditches	247,535.00	
	Survey & Material Testing	59,313.00	
Subtotal Surface			1,047,856.00
Total 1 & 2			
	Engineering (9%)		205,512.00
	Contingency (25%)		570,867.00
Grand Total			3,059,847.00

Offsite Costs – Storm Ditch Work			
	General	45,000.00	
	Ditch regrading & rehab	51,875.00	
	Surveying & Materials Testing	5,812.00	
Subtotal			102,687.00
	Engineering		9,242.00
	Contingency (25%)		25,672.00
Grand Total			137,601.00
Applicable Total	*Less 20% future benefitting area		*110,080.80

SCHEDULE “C”

Off- site Levy Calculation Summary (Phase 1)		
	Total	OSL/ac (79.6)
5th Street Upgrades	\$ 3,059,847.00	\$ 38,440.28
Sanitary Sewer Upgrade	\$ 561,591.20	\$ 7055.16
Storm Ditch Work	\$ 110,080.80	\$ 1382.92
TOTAL COST	\$ 3,731,519.00	\$ 46,878.36

SCHEDULE “D”

REPORTS

**(STARLINE BUSINESS PARK AREA STRUCTURE PLAN
& OPINION OF PROBABLY COSTS – WSP)**



TOWN OF CLARESHOLM - INDUSTRIAL SUBDIVISION
OPINION OF PROBABLE COST
OFF-SITE INFRASTRUCTURE SUMMARY (5th Street East)
(PHASE 1)

1.0 UNDERGROUND		
1.1	Schedule "A" - Sanitary Sewers	<u>\$ 228,768</u>
1.2	Schedule "B" - Storm Sewers	<u>\$ 499,304</u>
1.3	Schedule "C" - Water	<u>\$ 405,675</u>
1.4	Schedule "D" - Shallow Utility Conduits	<u>\$ 31,925</u>
1.5	Schedule "E" - Survey & Materials Testing	<u>\$ 69,940</u>
	SUB-TOTAL UNDERGROUND	<u>\$ 1,235,611</u>
2.0 SURFACE		
2.1	Schedule "A" - Paved Roads	<u>\$ 741,008</u>
2.2	Schedule "B" - Curb & Gutter, Swales, Ditches	<u>\$ 247,535</u>
2.3	Schedule "C" - Survey & Materials Testing	<u>\$ 59,313</u>
	SUB-TOTAL SURFACE	<u>\$ 1,047,855</u>
	TOTAL OF SCHEDULES	<u>\$ 2,283,466</u>
	Engineering	<u>\$ 205,512</u>
	Contingency (25%)	<u>\$ 570,867</u>
	TOTAL OPINION OF PROBABLE COST FOR OFFSITE INFRASTRUCTURE	<u>\$ 3,059,845</u>



TOWN OF CLARESHOLM - INDUSTRIAL SUBDIVISION
OPINION OF PROBABLE COST
OFF-SITE INFRASTRUCTURE SUMMARY (STORM DITCH WORK)

1.0 STORM DITCH WORK		
1.1	Schedule "A" - General	<u>\$ 45,000</u>
1.2	Schedule "B" - Ditch Regrading & Rehab	<u>\$ 51,875</u>
1.3	Schedule "C" - Survey & Materials Testing	<u>\$ 5,813</u>
SUB-TOTAL UNDERGROUND		<u>\$ 102,688</u>
TOTAL OF SCHEDULES		<u>\$ 102,688</u>
	Engineering	<u>\$ 9,242</u>
	Contingency (25%)	<u>\$ 25,672</u>
TOTAL OPINION OF PROBABLE COST FOR OFFSITE INFRASTRUCTURE		<u>\$ 137,601</u>



TOWN OF CLARESHOLM - INDUSTRIAL SUBDIVISION

OPINION OF PROBABLE COST

OFF-SITE INFRASTRUCTURE SUMMARY (Sanitary Sewer Upgrade)

1.0	SANITARY SEWER UPGRADE		
1.1	Schedule "A" - Sanitary Sewer	\$ 359,143	
1.2	Schedule "B" - Road Removal & Rehabilitation	\$ 125,218	
1.3	Schedule "C" - Survey & Materials Testing	\$ 29,062	
1.4	Schedule "D" - Miscellaneous/Restoration	\$ 10,450	
	SUB-TOTAL UNDERGROUND		\$ 523,872
	TOTAL OF SCHEDULES		\$ 523,872
	Engineering	\$ 47,148	
	Contingency (25%)	\$ 130,968	
	TOTAL OPINION OF PROBABLE COST FOR OFFSITE INFRASTRUCTURE		\$ 701,989



Preliminary Opinion of Probable Cost

PROJECT: Claresholm Planning for Growth
 OWNER: Town of Claresholm
 CONTRACT: 5th St Underground - Off Site

DATE: **December 10, 2019**
 Desc: **Phase 1**

ITEM	DESCRIPTION	TENDER QUANTITY	UNIT	UNIT PRICE	TENDER AMOUNT
SCHEDULE "A" - SANITARY SEWERS					
1	Sanitary Sewer Mains (Open Cut)				
	a) 250mm PVC SDR 35 0.0m - 4.0m depth	23	L.M.	\$ 190.00	\$ 4,370.00
	b) 300mm PVC SDR 35 0.0m - 4.0m depth	697	L.M.	\$ 200.00	\$ 139,400.00
	c) 375mm PVC SDR 35 0.0m - 4.0m depth	95	L.M.	\$ 220.00	\$ 20,900.00
2	Sanitary Sewer Mains (Directional Drilled)				
	a) Directional Drilling	-	L.M.	\$ 875.00	\$ -
	b) 300mm PVC SDR 35 (incl. Casing Spacers)	-	L.M.	\$ 165.00	\$ -
	c) Casing Pipe (Size??)	-	L.M.	\$ 600.00	\$ -
3	Sanitary Sewer Manholes				
	Type 1 (Quantity: 7)	24.5	V.M.	\$ 2,400.00	\$ 58,800.00
4	CCTV Inspection				
	CCTV Inspection	815	L.M.	\$ 6.50	\$ 5,297.50
	TOTAL SCHEDULE "A" - SANITARY SEWERS				\$ 228,767.50
SCHEDULE "B" - STORM SEWERS					
1	Storm Sewer Mains (Open Cut)				
	300mm PVC SDR35				
	a) 0.0m - 4.0m depth	-	L.M.	\$ 200.00	\$ -
	375mm PVC SDR35				
	b) 0.0m - 4.0m depth	20	L.M.	\$ 235.00	\$ 4,700.00
	600mm PVC SDR35				
	c) 0.0m - 4.0m depth	-	L.M.	\$ 275.00	\$ -
	675mm PVC SDR35				
	d) 0.0m - 4.0m depth	184	L.M.	\$ 320.00	\$ 58,880.00
	750mm PVC SDR35				
	e) 0.0m - 4.0m depth	515	L.M.	\$ 450.00	\$ 231,750.00
2	Storm Sewer Manholes				
	Type 1 (Quantity: 0)	-	V.M.	\$ 2,400.00	\$ -
	Type 3 (Quantity: 7)	23.1	V.M.	\$ 5,000.00	\$ 115,500.00

ITEM	DESCRIPTION	TENDER QUANTITY	UNIT	UNIT PRICE	TENDER AMOUNT
	SCHEDULE "B" - STORM SEWERS (Con't.)				
3	Storm Sewer Main (Directional Drilled)				
	a) Direction Drilling	-	L.M.	\$ 2,000.00	\$ -
	b) 750mm PVC SDR 35 (incl. Casing Spacers)	-	L.M.	\$ 480.00	\$ -
	c) Casing Pipe (Size ??)	-	L.M.	\$ 1,100.00	\$ -
4	CCTV Inspection				
	CCTV Inspection	719	L.M.	\$ 6.50	\$ 4,673.50
5	Catch Basin Leads (all depths)				
	a) 250mm PVC SDR35	158	L.M.	\$ 160.00	\$ 25,280.00
	b) 300mm PVC SDR35	14	L.M.	\$ 180.00	\$ 2,520.00
6	Catch Basins				
	a) Type 2 - Standard Single	16	EA	\$ 3,500.00	\$ 56,000.00
	TOTAL SCHEDULE "B" - STORM SEWERS				\$ 499,303.50
	SCHEDULE "C" - WATER				
1	Remove & Dispose of Existing 150mm AC Water Main	-	L.M.	\$ 85.00	\$ -
2	Remove & Dispose of Existing 150mm PVC Water Main	15	L.M.	\$ 50.00	\$ 750.00
3	Watermains (Open Cut)				
	a) 150mm PVC DR18	8	L.M.	\$ 185.00	\$ 1,480.00
	b) 200mm PVC DR18	17	L.M.	\$ 200.00	\$ 3,400.00
	c) 250mm PVC DR18	286	L.M.	\$ 225.00	\$ 64,350.00
	d) 300mm PVC DR18	771	L.M.	\$ 245.00	\$ 188,895.00
4	Watermains (Directional Drilled)				
	a) Directional Drilling	-	L.M.	\$ 650.00	\$ -
	b) 300mm PVC DR18 (Incl. Casing Spacers)	-	L.M.	\$ 215.00	\$ -
	c) Casing Pipe (Size ??)	-	L.M.	\$ 400.00	\$ -
5	Hydrants				
	Supply & Install Hydrant (c/w Lead & Valve)	8	EA	\$ 10,000.00	\$ 80,000.00
6	Valves				
	a) 150mm Valve	-	EA	\$ 2,800.00	\$ -
	b) 200mm Valve	1	EA	\$ 3,500.00	\$ 3,500.00
	c) 250mm Valve	2	EA	\$ 4,000.00	\$ 8,000.00
	d) 300mm Valve	9	EA	\$ 5,000.00	\$ 45,000.00
7	Tie to Existing Water Main				
	a) Reconnect 50mm Service to new main	1	EA	\$ 2,500.00	\$ 2,500.00
	b) 150mm AC (Incl. Tee & Reducer if Req'd)	-	EA	\$ 3,500.00	\$ -
	c) 150mm PVC	2	EA	\$ 2,500.00	\$ 5,000.00
	d) 200mm PVC	1	EA	\$ 2,800.00	\$ 2,800.00
	e) 300mm PVC	-	EA	\$ 3,200.00	\$ -
	TOTAL SCHEDULE "C" - WATER				\$ 405,675.00

ITEM	DESCRIPTION	TENDER QUANTITY	UNIT	UNIT PRICE	TENDER AMOUNT
	SCHEDULE "D" - SHALLOW UTILITY CONDUITS				
1	Conduit Crossings				
	a) 100mm PVC (Quantity TBD)	600	L.M.	\$ 6.50	\$ 3,900.00
	b) 150mm PVC (Quantity TBD)	250	L.M.	\$ 18.50	\$ 4,625.00
	c) 250mm PVC (Quantity TBD)	100	L.M.	\$ 39.00	\$ 3,900.00
	d) Conduit Crossing Trenching (Quantity TBD)	300	L.M.	\$ 65.00	\$ 19,500.00
	TOTAL SCHEDULE "D" - SHALLOW UTILITY CONDUITS				\$ 31,925.00
	SCHEDULE "E" - SURVEY & MATERIALS TESTING				
1	Survey	1	L.S.	\$ 20,982.08	\$ 20,982.08
2	Materials Testing	1	L.S.	\$ 48,958.18	\$ 48,958.18
	TOTAL SCHEDULE "E" - SURVEY & MATERIALS TESTING				\$ 69,940.26

ITEM	DESCRIPTION			SECTION TOTAL
	SUMMARY			
	Schedule "A" - Sanitary Sewers			\$ 228,767.50
	Schedule "B" - Storm Sewers			\$ 499,303.50
	Schedule "C" - Water			\$ 405,675.00
	Schedule "D" - Shallow Utility Conduits			\$ 31,925.00
	Schedule "E" - Survey & Materials Testing			\$ 69,940.26
	TOTAL UNDERGROUND			\$ 1,235,611.26
	Sub-Total			\$ 1,235,611.26
	GST (5%)			\$ 61,780.56
	TOTAL (Including GST)			\$ 1,297,391.82



Preliminary Opinion of Probable Cost

PROJECT: Claresholm Planning for Growth
 OWNER: Town of Claresholm
 CONTRACT: 5th St Surface - Off Site

DATE: **December 10, 2019**
 Desc: **Phase 1 Limit Revised**

ITEM	DESCRIPTION	TENDER QUANTITY	UNIT	UNIT PRICE	TENDER AMOUNT
SCHEDULE "A" - PAVED ROADS					
1	Sawcut, Remove & Dispose of Existing Asphalt				
	a) North of 49th Avenue East	-	S.M.	\$ 6.00	\$ -
	b) North of Highway 520 - South of 49th Avenue East	-	S.M.	\$ 6.00	\$ -
	c) South of Highway 520	795	S.M.	\$ 6.00	\$ 4,770.00
2	Remove & Dispose of Existing Gravel				
	a) North of 49th Avenue East	-	C.M.	\$ 6.00	\$ -
	b) North of Highway 520 - South of 49th Avenue East	-	C.M.	\$ 6.00	\$ -
	c) South of Highway 520	200	C.M.	\$ 6.00	\$ 1,200.00
3	Remove & Dispose of Existing Concrete Sidewalk				
	a) 49th Avenue East	-	S.M.	\$ 50.00	\$ -
4	Road Core Excavation (Provisional)	1,620	C.M.	\$ 8.50	\$ 13,770.00
5	Subgrade Preparation (300mm depth)	10,250	S.M.	\$ 2.75	\$ 28,187.50
6	75mm Sub-Base Gravel				
	a) 250mm depth (Industrial)	10,250	S.M.	\$ 13.00	\$ 133,250.00
7	25mm Crushed Granular Base Course				
	a) 250mm depth (for assumed Local Structure)	-	S.M.	\$ 14.50	\$ -
	b) 100mm depth (Industrial)	10,250	S.M.	\$ 5.75	\$ 58,937.50
8	Asphaltic Hot Mix				
	a) 90mm Type III (for assumed Local Structure)	-	S.M.	\$ 19.25	\$ -
	b) 60mm Type I - Surface Course (Industrial)	10,250	S.M.	\$ 15.25	\$ 156,312.50
	c) 100mm Type II - Base Course (Industrial)	10,250	S.M.	\$ 25.50	\$ 261,375.00
9	Oiling				
	a) Prime Coat	10,250	S.M.	\$ 1.15	\$ 11,787.50
	b) Tack Coat	10,250	S.M.	\$ 1.25	\$ 12,812.50
10	Supply & Install 100mm Perforated Subgrade Drains	1,515	L.M.	\$ 7.00	\$ 10,605.00
11	Utility Adjustments				
	a) Manholes (at Base & Top Lift)	15	EA	\$ 1,600.00	\$ 24,000.00
	b) Main & Hydrant Isolation Valves (at Base & Top Lift)	20	EA	\$ 1,200.00	\$ 24,000.00
TOTAL SCHEDULE "A" - PAVED ROADS					\$ 741,007.50

ITEM	DESCRIPTION	TENDER QUANTITY	UNIT	UNIT PRICE	TENDER AMOUNT
	SCHEDULE "B" - SIDEWALKS, CURB & GUTTER				
1	Standard Curb & Gutter (Incl. 100mm depth base gravel)	1,515	L.M.	\$ 85.00	\$ 128,775.00
2	Wheelchair Ramps	4	EA	\$ 3,500.00	\$ 14,000.00
3	Separate Sidewalk (Incl. 100mm depth base gravel)	736	L.M.	\$ 135.00	\$ 99,360.00
4	Concrete Drainage Swales	45	L.M.	\$ 120.00	\$ 5,400.00
	TOTAL SCHEDULE "B" - SIDEWALKS, CURB & GUTTER				\$ 247,535.00
	SCHEDULE "C" - SURVEY & MATERIALS TESTING				
1	Survey	1	L.S.	\$ 17,793.77	\$ 17,793.77
2	Materials Testing	1	L.S.	\$ 41,518.79	\$ 41,518.79
	TOTAL SCHEDULE "C" - SURVEY & MATERIALS TESTING				\$ 59,312.55
	SCHEDULE "D" - MISCELLANEOUS				
1	Pedestal Relocation	-	EA	\$ 12,000.00	\$ -
	TOTAL SCHEDULE "D" - SURVEY & MATERIALS TESTING				\$ -

ITEM	DESCRIPTION			SECTION TOTAL
	SUMMARY			
	Schedule "A" - Paved Roads			\$ 741,007.50
	Schedule "B" - Sidewalks, Curb & Gutter			\$ 247,535.00
	Schedule "C" - Survey & Materials Testing			\$ 59,312.55
	Schedule "D" - Miscellaneous			\$ -
	TOTAL SURFACE			\$ 1,047,855.05
	Sub-Total			\$ 1,047,855.05
	GST (5%)			\$ 52,392.75
	TOTAL (Including GST)			\$ 1,100,247.80



Preliminary Opinion of Probable Cost

PROJECT: Claresholm Planning for Growth
 OWNER: Town of Claresholm
 CONTRACT: Storm Ditch Work - Off Site

DATE: **December 10, 2019**
 Desc: **Storm Ditch Work**

ITEM	DESCRIPTION	TENDER QUANTITY	UNIT	UNIT PRICE	TENDER AMOUNT
SCHEDULE "A" - GENERAL					
1	Land Acquisition	1	LS	\$ 30,000.00	\$ 30,000.00
2	Temporary ESC Measures Allowance (Provisional)	1	LS	\$ 15,000.00	\$ 15,000.00
	TOTAL SCHEDULE "A" - GENERAL				\$ 45,000.00
SCHEDULE "B" - DITCH REGRADING & REHAB					
1	Strip & Stockpile Topsoil (assumed 200m depth)	500	C.M.	\$ 12.00	\$ 6,000.00
2	Ditch Regrading	500	L.M.	\$ 15.00	\$ 7,500.00
3	Export Excess Clay	750	C.M.	\$ 17.00	\$ 12,750.00
4	Replace and Level Stockpiled Topsoil	2,500	S.M.	\$ 6.00	\$ 15,000.00
5	Re-Seed Disturbed Areas w/ Native Seed Mix	2,500	S.M.	\$ 4.25	\$ 10,625.00
	TOTAL SCHEDULE "B" - DITCH REGRADING & REHAB				\$ 51,875.00
SCHEDULE "C" - SURVEY & MATERIALS TESTING					
1	Survey	1	L.S.	\$ 1,743.75	\$ 1,743.75
2	Materials Testing	1	L.S.	\$ 4,068.75	\$ 4,068.75
	TOTAL SCHEDULE "C" - SURVEY & MATERIALS TESTING				\$ 5,812.50

ITEM	DESCRIPTION			SECTION TOTAL
SUMMARY				
	Schedule "A" - General			\$ 45,000.00
	Schedule "B" - Ditch Regrading & Rehab			\$ 51,875.00
	Schedule "C" - Survey & Materials Testing			\$ 5,812.50
	TOTAL SURFACE			\$ 102,687.50
	Sub-Total			\$ 102,687.50
	GST (5%)			\$ 5,134.38
	TOTAL (Including GST)			\$ 107,821.88



Preliminary Opinion of Probable Cost

PROJECT: Claresholm Planning for Growth
 OWNER: Town of Claresholm
 CONTRACT: Sanitary Sewer Upgrade - Off Site

DATE: **December 10, 2019**
 Desc: **Sanitary Upgrade**

ITEM	DESCRIPTION	TENDER QUANTITY	UNIT	UNIT PRICE	TENDER AMOUNT
SCHEDULE "A" - SANITARY SEWER					
1	Sanitary Sewer Mains (Open Cut) a) 375mm PVC SDR 35 0.0m - 3.5m depth	690	L.M.	\$ 220.00	\$ 151,800.00
2	Sanitary Sewer Main (Directional Drilled) a) Directional Drilling	55	L.M.	\$ 1,000.00	\$ 55,000.00
	b) 375mm PVC SDR 35 (incl. Casing Spacers)	55	L.M.	\$ 195.00	\$ 10,725.00
	c) Casing Pipe (Size??)	55	L.M.	\$ 675.00	\$ 37,125.00
3	Sanitary Sewer Manholes Type 1 (Quantity: 7)	21	V.M.	\$ 2,400.00	\$ 50,400.00
4	Cut New Manhole into Existing Sanitary Sewer Main	1	L.S.	\$ 6,000.00	\$ 6,000.00
5	Bypass Pumping (2 Locations)	1	L.S.	\$ 40,000.00	\$ 40,000.00
6	CCTV Inspection CCTV Inspection	745	L.M.	\$ 6.50	\$ 4,842.50
7	Remove & Dispose of Ex. Sanitary Sewer (Provisional)	50	L.M.	\$ 65.00	\$ 3,250.00
TOTAL SCHEDULE "A" - SANITARY SEWERS					\$ 359,142.50
SCHEDULE "B" - ROAD REMOVAL & REHABILITATION					
1	Sawcut, Remove & Dispose of Existing Asphalt	2,575	S.M.	\$ 6.00	\$ 15,450.00
3	Subgrade Preparation (300mm depth)	2,575	S.M.	\$ 2.75	\$ 7,081.25
4	75mm Sub-Base Gravel (250mm depth) Industrial	475	S.M.	\$ 13.00	\$ 6,175.00
5	25mm Crushed Granular Base Course a) 250mm depth (Local Structure)	2,100	S.M.	\$ 14.50	\$ 30,450.00
	b) 100mm depth (Industrial Structure)	475	S.M.	\$ 5.75	\$ 2,731.25
6	Asphaltic Hot Mix a) 90mm Type III (Local Structure)	2,100	S.M.	\$ 19.25	\$ 40,425.00
	b) 60mm Type I - Surface Course (Industrial)	475	S.M.	\$ 15.25	\$ 7,243.75
	c) 100mm Type II - Base Course (Industrial)	475	S.M.	\$ 25.50	\$ 12,112.50
7	Oiling a) Prime Coat	2,570	S.M.	\$ 1.15	\$ 2,955.50
	b) Tack Coat	475	S.M.	\$ 1.25	\$ 593.75
TOTAL SCHEDULE "B" - ROAD REMOVAL & REHAB					\$ 125,218.00

ITEM	DESCRIPTION	TENDER QUANTITY	UNIT	UNIT PRICE	TENDER AMOUNT
	SCHEDULE "C" - SURVEY & MATERIALS TESTING				
1	Survey	1	L.S.	\$ 8,718.49	\$ 8,718.49
2	Materials Testing	1	L.S.	\$ 20,343.14	\$ 20,343.14
	TOTAL SCHEDULE "C" - SURVEY & MATERIALS TESTING				\$ 29,061.63

ITEM	DESCRIPTION	TENDER QUANTITY	UNIT	UNIT PRICE	TENDER AMOUNT
	SCHEDULE "D" - MISCELLANEOUS/RESTORATION				
1	Ditch Shaping / Regrading	70	L.M.	\$ 50.00	\$ 3,500.00
2	Re-Seeding	300	S.M.	\$ 2.50	\$ 750.00
3	Concrete Drainage Swales	10	L.M.	\$ 120.00	\$ 1,200.00
4	Temporary Street Light Takedown (Provisional)	1	L.S.	\$ 5,000.00	\$ 5,000.00
	TOTAL SCHEDULE "D" - MISCELLANEOUS/RESTORATION				\$ 10,450.00

ITEM	DESCRIPTION			SECTION TOTAL
	SUMMARY			
	Schedule "A" - Sanitary Sewers			\$ 359,142.50
	Schedule "B" - Road Removal & Rehabilitation			\$ 125,218.00
	Schedule "C" - Survey & Materials Testing			\$ 29,061.63
	Schedule "D" - Miscellaneous/Restoration			\$ 10,450.00
	TOTAL SANITARY SEWER UPGRADE			\$ 523,872.13
	Sub-Total			\$ 523,872.13
	GST (5%)			\$ 26,193.61
	TOTAL (Including GST)			\$ 550,065.74



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1700**

A Bylaw of the Town of Claresholm to provide economic relief to businesses and individuals within the Town of Claresholm by amending Bylaw 1653, the Tax Penalty Bylaw, and Bylaw 1519, the Utilities Penalties Bylaw.

WHEREAS pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Tax Penalty Bylaw, Bylaw #1653 and the Utilities Penalty Bylaw, Bylaw #1519; and

WHEREAS Council deems it necessary to amend the existing Bylaws #1653 and #1519;

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

1. This Bylaw may be cited as the “**COVID-19 Relief Bylaw**”
2. The Town of Claresholm Tax Penalty Bylaw #1653 shall be amended as follows:

ADD: Sections 3.2.1

- 3.2.1 Despite section 3.2, for 2020 only, payments for current taxes must be received by December 30st to avoid tax penalties being imposed the next day.

3. The Town of Claresholm Utilities Penalty Bylaw #1519 shall be amended as follows:

ADD: Sections 3.2.1

- 3.2. Despite section 3.2, for 2020 only, penalties that would otherwise have been applied between March 23rd and September 30th, 2020 will be suspended. For all billings that remain unpaid as at September 30th, 2020 all suspended penalties will be applied at the rate of five percent (5%).

4. This bylaw comes into full force and effect on March 15, 2020 upon third and final reading.
5. Bylaw #1653 and Bylaw #1519 are hereby amended.

Read a first time in Council this **27th** day of **April** 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, CAO



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1701**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to establish a process to send assessment, taxation and assessment review board notices and other documents by electronic means.

WHEREAS Section 608.1 of the *Municipal Government Act* R.S.A. 2000 Chapter M-26, states that Council may bylaw establish a process for sending assessment notices, tax notices and other notices, documents and information under Part 9, 10 or 11 of the Act or the regulation under Part 9, 10, or 11 by electronic means;

AND WHEREAS before making a bylaw under section 608.1, Council must:

- a) be satisfied that the proposed bylaw includes appropriate measures to ensure the security and confidentiality of the documents and information being sent; and
- b) give notice of the proposed bylaw in a manner council considers is likely to bring the proposed bylaw to the attention of substantially all persons that would be affected by it;

AND WHEREAS a bylaw under section 608.1 must provide a method by which persons may opt to receive the notice, document or information by electronic means;

AND WHEREAS this Bylaw has been advertised in accordance with section 606:

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

SECTION 1 NAME OF BYLAW

- 1.1 This Bylaw may be cited as the "Electronic Transmission of Documents Bylaw."

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw:
- a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26;
 - b) "Administration" means the receptionist or a clerk at the Town of Claresholm's administration office.
 - c) "assessed person" means an assessed person as defined in section 284(1)(a) of the Act or a person acting on behalf of an assessed person;
 - d) "Town" means the municipal corporation of the Town of Claresholm;
 - e) "electronic means" means electronic mail (email);

SECTION 3 SCOPE

- 3.1 The Town may send the following property assessment notices pursuant to Part 9 of the Act to an assessed person by electronic means:
- a) assessment notices pursuant to section 308(1) of the Act;
 - b) supplementary assessment notices pursuant to section 316(1) of the Act; and
 - c) amended assessment notices and amended supplementary assessment notices pursuant to section 312 of the Act.

SECTION 4 CONSENT

- 4.1 A notice set out in section 2.1 may be sent by electronic means if the assessed person:
- a) has provided a personal email address for the notices to be sent to;
 - b) has opted to receive notices by electronic means by completing the prescribed form (Schedule "A"); and
 - c) the prescribed form (Schedule "A") has been signed by the assessed person.

- 4.2 A person who has opted to receive notices by electronic means may revoke consent at any time by contacting administration and providing documentation of such revocation. This documentation may include:
- a) signed and dated revocation request form (Schedule “B”)
 - b) letter signed by the assessed person, whether received by electronic means or otherwise, detailing the request to revoke consent;
 - c) electronic mail (email) received by administration from the personal email on the consent form detailing revocation of consent.

SECTION 5 PRESUMPTION OF RECEIPT

- 5.1 In the absence of evidence to the contrary, an assessed person is presumed to have received the notice, or other documents, at the time the email is sent.

SECTION 6 CREDITS AND FEES

- 6.1 A person who opts to receive notices by electronic means will receive an administrative credit as per Schedule “C” for each assessable property consented to.
- 6.2 A person who revokes consent will be charged an administrative fee as per Schedule “C” for each assessable property for which consent was revoked.

SECTION 7 PASSAGE OF BYLAW

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

READ a first time in Council this **27th** day of **April** 2020 A.D.

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

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

Doug MacPherson, Mayor

Marian Carlson, CAO



Bylaw #1701 – Schedule “A”
Town of Claresholm

GO PAPERLESS

The Town offers electronic delivery of tax notices.
To sign up and receive a credit on your account complete the form below.

TOWN OF CLARESHOLM E-NOTICE SERVICE AGREEMENT

Name

Date

E-Mail Address

Phone Number

Property Tax Roll Number(s) – (List rolls you would like to receive e-statements for)

Property or Service Address(es)

By Signing below I signify that I, the subscriber, have read and agree to the terms as follows:

- The e-statements for notices for property taxes will be provided to the subscriber via email, as a PDF attachment, to the email address listed above.
- It is the subscribers' responsibility to provide the correct email address to the Town and to inform the Town, in writing, of any changes to that address. **Non-receipt is not justification for late payment (and penalties will not be waived as a result).**
- When you agree to the terms and conditions of this service you will no longer receive a paper copy.

Signature

Date

The personal information on this form is being collected to provide paperless statements for property tax accounts and is authorized under section 33(b) of the Freedom of Information and Protection of Privacy Act. The personal information will be managed in compliance with the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact the CAO, Marian Carlson, at 403.625.3381

Additional Information

For pre-authorized debit payments for Taxes, you must sign up for the Tax Instalment Payment Plan (T.I.P.P.) program. The application along with your bank information must be submitted to the Town Office prior to December 20th of the current year, in order to sign up for the following year. Your tax account must be at a zero balance in order to sign up.



**Bylaw #1701 – Schedule “B”
Town of Claresholm
REVOKE E-NOTICE CONSENT**

Name

Date

E-Mail Address

Phone Number

Property Tax Roll Number(s) – (List rolls you would like to STOP receiving e-statements for)

Property or Service Address(es)

By Signing below I signify that I, the subscriber, am unsubscribing from receiving e-statements for notices of property taxes. I understand that:

- I will no longer receive notices via email
- An administrative fee will be applied to each property listed above
- I will receive notices via mail to the address registered on title
- It is the assessed person’s responsibility to ensure the title is updated with the proper mailing address

Signature

Date

The personal information on this form is being collected to unsubscribe from paperless statements for property tax accounts and is authorized under section 33(b) of the Freedom of Information and Protection of Privacy Act. The personal information will be managed in compliance with the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact the CAO, Marian Carlson, at 403.625.3381

Bylaw #1701 – Schedule “C”
Town of Claresholm
CREDITS & FEES

Administrative Credit for signing up for e-notices	\$5 per assessed property
Administrative Fee for revoking consent for e-notices	\$5 per assessed property



REQUEST FOR DECISION

Meeting: April 27, 2020
Agenda Item: 6

Bylaw #1702 – 2020 Property Tax Rate Bylaw

DESCRIPTION/BACKGROUND:

Property Tax

Property tax is a main source of revenue for financing municipal operations. Property tax rates can be established once Council adopts the annual operational and capital budgets and the annual assessment roll is prepared.

The tax rates are set annually. A property tax rate is calculated by dividing the tax levy required by the corresponding property assessment class or subclass. 2020 Property taxes are based on the 2019 Property Assessments as at Dec 31, 2019.

In addition to the municipal tax rates, municipalities must set tax rates to raise the revenue for any requisitions they are required to pay (e.g. Alberta School Foundation Fund requisition and a housing management body requisition). Each tax rate must be identified separately on the tax notice.

Annexed Lands

In 2017 the Town annexed additional land into the Town of Claresholm from the MD of Willow Creek. Part of that annexation agreement was that those lands would be taxed at MD of Willow Creek Mill Rates for the next 25 years or until the land is developed.

In the past we have included the rates set for these lands in our Tax Rate Bylaw, however these have been removed in this year's bylaw to instead just state the Order in Council reference number (from the annexation order) that basically states the MD rates apply (the MD sets these, not the Town). We also then state the estimated revenue to be collected from these properties (at the MD rates) in order to balance the bylaw, as it does affect the amount of money required to be collected from the non-annexed properties.

The MD has not yet passed their tax rate bylaw, however the Town has received the draft of what will be presented to their Council to calculate amounts in our bylaw. The assessment/tax notices for the annexed properties however will be issued late due to the MD rates not yet being passed. All other assessment/tax notices for the Town will be issued on time.

DISCUSSION/OPTIONS:

The 2020 Provincial Budget saw some significant changes to Municipal revenues and expenses including reduced availability of grants. For the Town's operating budget, the following two items that have the biggest immediate effect on our budget, and therefore the tax rate:

- New policing funding model which now requires municipalities under 5,000 population to pay for a portion of policing costs. This is an approximate \$74,000 cost to the Town of Claresholm in 2020, or an approximate 2% increase in taxes to property owners to raise these funds.

This equates to a 0.0002271 tax rate for non-residential properties (\$22.71 per \$100,000 of assessed property value) and a 0.0001556 tax rate for residential properties (\$15.56 per \$100,000 of assessed property value).

- Provincial cut the “property tax” (grants in lieu of property tax) that they pay for their own properties in the municipality. This is about an \$11,000 revenue cut to the municipality in 2020.

The Town of Claresholm saw an increase in the total assessed value of taxable properties in Claresholm from the 2018 to the 2019 assessment. We saw approximately a 3.8% growth in non-residential assessment (Commercial/Industrial) and 3.0% growth in Residential. In both cases the growth was primarily inflation.

Due to this assessment growth municipal tax rates only increased slightly for Residential properties (0.6%) and actually declined slightly for Non-Residential properties (-0.2%), despite the approximate 4% increase in tax revenue required to balance the budget with these provincial changes and inflation.

As the bylaws in relation to property tax must be completed annually, the appropriate bylaws must be completed for the Town of Claresholm. The draft Property Tax Rate Bylaw has been attached and is being presented for the 2020 year. Administration is recommending passing all three readings in order to issue notices in time to maintain our June 30 tax deadline.

Please note that this year's bylaw is called a “Property Tax Rate Bylaw” instead of a “Mill Rate Bylaw” as has been done in the past. It was noted at Municipal Affairs training that the Municipal Government Act never makes reference to a Mill Rate, only a Tax Rate. So, in relation to this, the rates have also been adjusted to be a tax rate per \$1 of assessment, rather than a Mill Rate (tax rate per \$1000 of assessment). This, in essence, is just moving the decimal place 3 digits to the left.

Policing

There has been some discussion regarding these policing costs and a desire to separate this cost on the tax notice to be able to better communicate to the public the fact that this is a cost we have no control over and is set by the province. Unfortunately, as the Province has not set this up as a “Tax Requisition” as with the Education costs, we can't show it on the Tax Notice as a requisition (MGA Section 326(1) defines what types of requisitions and policing is not included).

The general municipal property tax rate as per Section 353 of the MGA states that council can “...impose A (emphasis added) tax...”, not break it down into multiple tax rates. This can only be done through a “Special Tax”

MGA Section 382(1) lists the types of special tax that are allowed, and policing, or something similar to it, is not listed, and therefore Council can't pass a special tax for policing.

As an alternative, Administration recommends just including additional education/information material regarding the cost of policing to the Municipality and stress that this was imposed by the province, along with other general information regarding where their tax dollars go. Attached is a draft of this proposed insert.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ that Bylaw #1702, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2020 taxation year receive 1st Reading.

Moved by Councillor _____ that Bylaw #1702, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2020 taxation year receive 2nd Reading.

Moved by Councillor _____ to allow for third and final reading of Bylaw #1702

Moved by Councillor _____ that Bylaw #1702, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2020 taxation year receive 3rd and final reading.

ATTACHMENTS:

- 1.) Draft Bylaw #1702 – 2020 Property Tax Rate Bylaw
- 2.) Draft Property Tax Notice Mailer Insert

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 8, 2020



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1702**

A bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2020 taxation year.

WHEREAS, the Town of Claresholm has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on April 14, 2020; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Claresholm for 2020 total \$13,066,702; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$9,730,058 and the balance of \$3,336,644 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)

Residential & Farmland – 2020	\$886,087
Residential & Farmland – 2019 Under levied	\$24,029
Residential & Farmland Total	\$910,116

Non-Residential – 2020	\$293,511
Non-Residential – 2019 Under levied	\$2,869
Non-Residential Total	\$296,380

Porcupine Hills Lodge Foundation (PHL)

Residential & Non-Residential	\$114,139
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Designated Industrial Property Requisition(DIP)

Designated Industrial Properties	\$601
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WHEREAS, the Council of the Town of Claresholm is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

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

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

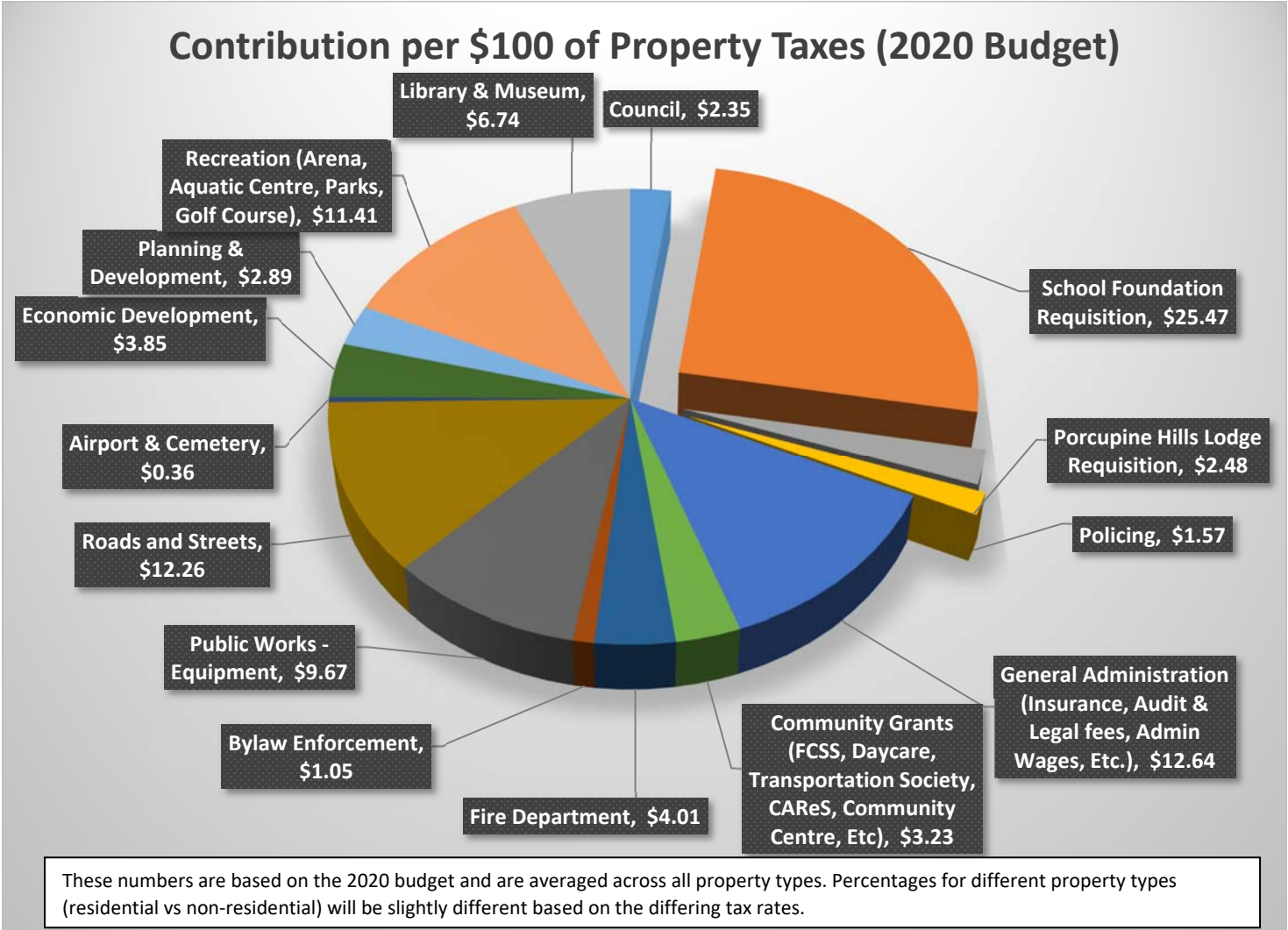
Residential	\$351,784,990
Vacant Residential & Farmland (VR&F)	\$5,330,970
Non –Residential	\$73,413,020
Linear & Designated Industrial (DI) Property	\$7,538,820
Machinery & Equipment (M&E)	\$1,040,190
Machinery & Equipment (M&E) – Designated Industrial (DI)	\$64,240
Annexed Residential	\$1,435,240
Annexed Farmland	\$87,900
Annexed Non –Residential	\$158,440
Annexed Linear & Designated Industrial (DI) Property	\$202,610
Annexed Machinery & Equipment (M&E) – Designated Industrial (DI)	\$98,960
Total	\$441,155,380

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

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

WHERE DO YOUR TAX DOLLARS GO?

The following chart graphically represents what portion of your property tax dollars go to different programs or departments and further represent this by showing out of each \$100 how many dollars or cents go to each program or department.



You will note that three pieces of the pie above have been pulled apart from the rest – these are tax requisitions or other provincial invoicing to the Town that Council has no control over. This is nearly 30% (\$29.52 out of every \$100) of your tax dollars that are flowing back to the Province, or provincially regulated facilities, and are outside our control. This is in comparison to only 28% (\$27.76 out of every \$100) last year.

If your property taxes were \$2,000 in 2019 and you experience a 3% increase in your tax bill this year over last, the change in where your money is going is as follows:

Year	Taxes	Municipal	Province/Requisitions
2020	\$2,060	\$1,451.88	\$608.12
2019	\$2,000	\$1,444.80	\$555.20
\$ change	\$60	\$7.08	\$52.92
% change	3%	0.5%	8.7%

This shift is a combination of the new Policing funding model the Province has implemented, bringing an additional \$74,000 expense to the Town’s budget with no confirmation from the Province of an increase in direct services to the Town. And, this is going to increase 50% in 2021, 100% in 2022 and 200% in 2023 (based off this year’s amount). The other shift is that despite the freeze the Province instituted for education funding increases in response to COVID-19, the decline in property values that have been seen across the Province in the last couple years, such as in down-town Calgary, shifts a larger percentage of the funding to Towns like Claresholm that haven’t see the same declines.

Also note that utilities (water, sewer, garbage & recycling) aren’t included in this chart as the operational costs are covered by utility rates, not taxes. Though annual budgeted operational costs are covered by user fees, this isn’t to imply that we have achieved full cost recovery of our utility operations, as we do not collect enough to pay for replacement of aging infrastructure, relying on grants and debt funding for many utility related capital projects (i.e. water or sewer line replacements). Based on the age and condition of our infrastructure this model isn’t sustainable, especially with the decreasing availability for grant funding. The increasing utility rates are to help ease this burden.



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1703**

A Bylaw of the Town of Claresholm to amend Bylaw 1676, the Recyclable Materials Management Bylaw.

WHEREAS pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Recyclable Materials Management, Bylaw #1676; and

WHEREAS Council deems it necessary to amend the existing Bylaw #1676;

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

1. The Town of Claresholm Recyclable Materials Management Bylaw #1676 shall be amended as follows:

ADD: Sub-sections 3.6 (c) and 3.7 (e)

3.6 Collection Schedules

- c) That Recyclable Materials Receptacles shall be brought back onto corresponding property no more than 24 hours from collection of recycled materials.

3.7 Other Provisions

- e) The customer is responsible for cleanup of recyclable materials if their receptacle is knocked, tipped or blown over.

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

Read a first time in Council this **27th** day of **April** 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, CAO



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1704

A Bylaw of the Town of Claresholm, in the Province of Alberta, to establish a Regional Assessment Review Board.

Section 454 of the Municipal Government Act, RSA 2000, Chapter M-26, and amendments thereto, provides that a Council must by bylaw establish a local assessment review board (LARB) and a composite assessment review board (CARB); and

WHEREAS, Section 455(1) of the *Municipal Government Act*, permits two or more Councils to jointly establish a local assessment review board or a composite assessment review board, or both to have jurisdiction in their respective municipalities; and

WHEREAS, the Council of the Town of Claresholm wishes to join other area municipalities to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by the respective taxpayers of a Regional Member Municipality; and

NOW THEREFORE, the Council of the Town of Claresholm, duly assembled, enacts as follows:

I. Title

- 1) The title of this Bylaw shall be the "**Regional Assessment Review Board Bylaw**".

II. Definitions

- 1) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the MGA.
- 2) In this bylaw the following terms shall have the meanings shown:
 - a) "Board" means the Regional Assessment Review Board;
 - b) "CARB" means the Composite Assessment Review Board established in accordance with the '*Matters Relating to Assessment Complaints*' regulation;
 - c) "Citizen-at-large" means a person who does not represent a specific organization.
 - d) "Chair" means one of the board members jointly designated as chair by the councils as required under Section 455(2) of the Municipal Government Act.
 - e) "Designated Officer" means the person appointed by councils to carry out the duties and functions of the clerk of the assessment review board as required under section 456 of the Municipal Government Act;
 - f) "LARB" means the Local Assessment Review Board established in accordance with the '*Matters Relating to Assessment Complaints*' regulation;
 - g) "Member" means a member of the Regional Assessment Review Board;
 - h) "MGA" means the Municipal Government Act of Alberta, RSA 2000, Ch. M-26, as amended and Regulations passed under that Act;
 - i) "Regional Member Municipality" means those municipalities who enter into an agreement with the Oldman River Regional Services Commission to jointly establish a Regional Assessment Review Board and who enacts a bylaw substantially in the form of this bylaw.

III. Appointment of Board Members

- 1) Each Regional Member Municipality may appoint one Citizen-at-large to the Board and may appoint one council member as an alternate to the Board.
- 2) In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister.

IV. Terms of Appointment

- 1) Unless otherwise stated, all Members are appointed for three-year terms, except in the initial year where up to three are appointed for three-year terms and up to four are appointed for two-year terms.
- 2) If a vacancy on the Board occurs the Member Municipality who made the appointment may appoint a new person to fill the vacancy for the remainder of the term.
- 3) A Member may be re-appointed to the Board at the expiration of his/her term.
- 4) A Member may resign from the Board at any time on written notice to the Designated Officer and to the Member Municipality to that effect.
- 5) The Member Municipality may remove their designated Member at any time.

V. Panels of the Board

- 1) The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require, such panels are to consist of:
 - three persons selected by the Chair when the Board is acting as a Composite Assessment Review Board or a Local Assessment Review Board; or
 - a single member selected by the Chair when the Board is acting as a Single Member Composite Assessment Review Board or a Single Member Individual Local Assessment Review Board.
- 2) The Chair may select any member to sit on a panel and shall designate the Chairperson for each panel, provided however that:
 - the provincial member must be the Chairperson of a panel sitting as the Composite Assessment Review Board; and
 - the provincial member must be the sole member of a panel sitting as a Single Member Composite Assessment Review Board;
 - where possible, the Chair shall include on a three-person panel a member who is from the municipality under whose jurisdiction the complaint arises.

VI. Chairperson

The Chairperson of a panel:

- will preside over and be responsible for the conduct of meetings;
- may limit a submission if it is determined to be repetitious or in any manner inappropriate; and
- will vote on matters submitted to the panel unless otherwise disqualified.

VII. Jurisdiction of the Board

The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Member Municipality.

VIII. Chair

- 1) The Chair of the Regional Assessment Review Board shall be one of the Board members as jointly designated by councils of the Member Municipalities as required under Section 455(2) of the *Municipal Government Act*.
- 2) The Chair will be designated yearly by a resolution of member councils.

IX. Designated Officer(s) of the Board

- 1) The Designated Officer(s) of the Board shall be the Director (or his designate) of the Oldman River Regional Services Commission as appointed by the council of the Town of Claresholm.
- 2) The Designated Officer shall:
 - Shall act as clerk;
 - shall assist the Board in fulfilling its mandate; and

- prescribe the remuneration and expenses payable to each member of the Assessment Review Board.

X. Meetings

- 1) Meetings will be held at such time and place as determined by the Board.
- 2) The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act.

XI. Quorum and Voting

- 1) The quorum for panels of the Board shall be as established by the MGA, namely:
 - two members of a panel acting as a local assessment review board; and
 - one member and the provincial member of a panel acting as a composite assessment review board.
- 2) All members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- 3) The majority vote of those Members present and voting constitutes the decision of the Board.
- 4) Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, the Designated Officer shall appoint a replacement member of the panel.

XII. Conflict of Interest

- 1) Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may absent himself or herself from board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
 - declares that he or she has a conflict of interest; and
 - describes in general terms the nature of the conflict of interest.
- 2) The Designated Officer shall cause a record to be made in the Minutes of the members' absence and the reasons for it.
- 3) For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
 - he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
 - substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.

XIII. Pecuniary Interest

- 1) The pecuniary interest provisions of the MGA apply to all members of the Board while attending meetings of the Board, as though they were councillors attending meetings of council.
- 2) A Board member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

XIV. Commencement of Appeals

- 1) A taxpayer may commence an assessment complaint by:
 - mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the 'Matters Relating to Assessment Complaints' regulation and within the time specified in the MGA; and
 - paying the applicable fee.

XV. Rules of Order

- 1) The Board shall make its own procedural rules, having due regard for the principles of procedural fairness.

XVI. Adjournments

- 1) The Board may in its discretion grant adjournments of a hearing for such purposes as it feels necessary to ensure proper consideration of the issues before it, including:
 - allowing the Board to obtain a legal opinion or other professional guidance; or
 - to allow a viewing by the Board of the site in respect of which the appeal is being made.
- 2) Where the parties to an appeal consent to an adjournment of the hearing, such adjournment may be granted by the Chairperson after consultation with the Members individually (whether in person, by telephone or by e-mail) without the need to convene a formal meeting. In such a case, the Board is deemed to have convened and the hearing is deemed to have commenced as of the date of such consultation.

XVII. Notice of Decisions & Record of Hearing

- 1) After the hearing of a complaint, the Designated Officer shall:
 - under direction of the Chairperson, prepare Minutes of the hearing, the decision or order of the Board and the reasons for the decision in compliance with the MGA; and
 - arrange for the order or decision of the Board to be signed and distributed in accordance with the requirements under the MGA.
- 2) The Designated Officer will maintain a record of the hearing.

XVIII. Delegation of Authority

- 1) In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:
 - its authority under the MGA to prescribe an appeal fee schedule and the remuneration and expenses payable to each member of the Regional Assessment Review Board and to the Designated Officer who will follow the Oldman River Regional Services Commission policy.

XIX. Reimbursement of Costs

- 1) The Oldman River Regional Services Commission shall pay for the administrative costs associated with the operation of the Regional Assessment Review Board. Recovery of costs from Regional Member Municipalities will be as set out in the agreements established.
- 2) Each participating Regional Member Municipality is responsible for establish filing fees and administering policies in respect of refunding filing fees in accordance with the Municipal Government Act and the Matters Relating to Assessment Complaints Regulation.

XX. Passage

- 1) This bylaw comes into full force and effect upon third and final reading.
- 2) Bylaw #1603 is hereby repealed.

Read a first time in Council this **27th** day of **April** 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, CAO

Schedule “A” Member Municipalities

As of July 31, 2011:	Arrowwood – Village Barnwell – Village Barons – Village Cardston – County Cardston – Town Coaldale – Town Lethbridge – County Milo – Village Nanton --Town Nobleford – Village Picture Butte – Town Pincher Creek - Town Stavelly – Town Vauxhall – Town Vulcan – County Vulcan – Town Warner – County Willow Creek – Municipal District
Joined November 22, 2011:	Milk River – Town
Joined May 15, 2012:	Carmangay – Village
Joined May 24, 2012:	Lomond – Village
Joined February 5, 2013:	Coalhurst – Town
Joined September 3, 2013:	Champion – Village
Joined September 4, 2014:	Fort Macleod - Town
Joined April 8, 2017:	Claresholm – Town
Joined January 1, 2017:	Hill Spring – Village
Joined January 1, 2017:	Glenwood – Village
Joined April 12, 2017:	Pincher Creek – Municipal District
Joined June 27, 2017:	Magrath – Town
Joined August 14, 2018:	Crowsnest Pass – Municipality
Joined March 12, 2019:	Coutts – Village
Joined May 1, 2019:	Stirling – Village Raymond – Town

Schedule “B”

Responsibilities

AC = Assistant Clerk from member municipality

A = Assessor from member Municipality

C = Clerk for Regional Board (ORRSC or as designated by Director)

	Receipt of Appeal
AC	Collect fee
AC	Review appeal for validity/compliance with legislation
AC	Open file and send to Assessor & Clerk

	Initial Stages
A/AC	Preliminary discussions and disclosure of information occurs between Complainant and Assessor
A/AC	Assessor advises Assistant Clerk if matter is resolved or proceeding to appeal
AC	If resolved, Assistant Clerk advises Clerk and administers withdraw in accordance with local practice (refund fee MGA Sec, 481(2))
AC	If proceeding, Assistant Clerk advises Clerk and forwards copy of all appeal documents
AC	Assistant Clerk advises Regional Clerk of hearing location preference

	Confirmation of Receipt of Appeal
C	Review appeal for appeal type/validity/compliance with legislation
C	Determine if issue exists for merit hearing

	Assignment of Resources
C	Open file/identify all parties involved
C	Assign administrative support and Board members
C	Establish hearing date, schedule facility, Board members

	Send Notice of Hearing to Complainant
C	Copies to Assistant Clerk, Assessor and Minister (if CARB)
C	Copies if necessary to property owner, agent, lessee, etc...

	Disclosure
AC/A	Complainant provides first disclosure to Assistant Clerk and Assessor
AC	Assistant Clerk date stamps submission and forwards a copy to Clerk
A	Assessor submits response to Assistant Clerk and Complainant
AC	Assistant Clerk date stamps Assessor’s submission and forwards a copy to Clerk
AC	Complainant provides rebuttal to Assistant Clerk and Assessor
AC	Assistant Clerk date stamps submission and forwards a copy to Clerk

	Agenda
C	Clerk verifies all disclosures
C	Clerk verifies attendance of all parties
C	Clerk produces agenda packages and provides copies at the hearing for members and public
C	Clerk liaises with Board and provides all material necessary – including legislation
C	Clerk prepares templates for minutes and decisions of Board

	Appeal Hearing
C	Clerk attends hearing and produces minutes that identify all issues presented to Board
C	Clerk attends deliberations and produces a decision from the Board that identifies all issues, arguments, reasons for the decision (including both conforming and dissenting reasons)

	Send Notice to Complainant
C	Copies to Assistant Clerk, Assessor and Minister (if CARB)
C	Copies if necessary to property owner, agent, lessee, etc...

	Reporting
C	Clerk provides Assistant Clerk with a reporting package of the appeal which includes:
C	– Invoice for services in accordance with agreement
C	– Copy of hearing minutes
C	– Statistics (where necessary)
C	– Feedback form to establish best practices and service standards for quality control
C	– Clerk compiles and retains a record of the hearing in accordance with legislation and regulations

Schedule “C” Fees

Regional Assessment Board Annual Dues

Entry Fee = \$500. Thereafter, each municipal member shall be invoiced a \$225 administrative fee annually, payable to Oldman River Regional Services Commission.

Remuneration

Board Members shall receive honorariums for adjudicating at formally scheduled Hearings or taking appropriate training. Honorariums shall be awarded on the following basis:

MERIT Half day – Four (4) hour block \$100.00

MERIT Full day – Four plus (4+) hour block, excluding lunch hour \$200.00

LARB Half day – Four (4) hour block \$100.00

LARB Full day – Four plus (4+) hour block, excluding lunch hour \$200.00

CARB Half day – Four (4) hour block \$200.00

CARB Full day – Four plus (4+) hour block, excluding lunch hour \$400.00

Board Members and the Designated Officer shall receive compensation for travel based on the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation for performing adjudication duties or taking appropriate training.

Board Members and the Designated Officer shall receive reimbursement for meals incurred while performing adjudication duties or taking appropriate training. A reasonable meal allowance will be offered and will most often be authorized and organized by the Designated Officer.

Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.

Board Members and the Designated Officer shall receive reimbursement for any lodging accommodations required while performing adjudication duties or taking appropriate training.

Provincial Members shall receive reimbursement for all expenses incurred and at the rates prescribed by the Province.

Category of Complaint Fee

Filing fees are determined and collected by individual Municipalities through either a Fees Bylaw or Fee Policy.

In response to recent provincial legislation, the affected Municipality will refund assessment complaint fees when the board or (on appeal) the Court of Queen's Bench decides in favour of the complainant. The fee will also be refunded if a complaint is withdrawn because agreement was reached with an assessor to correct the matter under complaint.

The following fees are suggested, but are NOT mandatory:

Residential 3 or fewer dwellings and farm land – \$50.00

Residential 4 or more dwellings – \$650.00

Non-residential – \$650.00

Business Tax – \$50.00

Tax Notices (other than business tax) – \$30.00

Linear property-power generation – \$650.00 per facility

Linear Property – other \$650.00 per LPAUID

Equalized assessment – \$650.00



REQUEST FOR DECISION

Meeting: May 11, 2020

Agenda Item: 9

BYLAW No.1705 – FIRE PROTECTION BYLAW

DESCRIPTION:

Bylaw 1663, the Fire Protection Bylaw, was passed just 6 months ago, in September 2019, however since that time it has come to Administration's attention that the current bylaw overlooked an operational issue for the newly annexed residents of the Town of Claresholm. It is normal practice for farmers to burn biomass (tree branches, weeds, crop waste, etc.) on their property. As most of the land that was recently annexed into the Town of Claresholm is still farm land at this time we don't want to restrict these farmers from continuing with regular and accepted farm practices.

This updated bylaw addresses this issue, allowing for the issuance of open burn permits to be issued in "Agricultural / Transitional" zoned land (as well as "Direct Control" zoned land to allow Town staff to have an open burn permit in the compost area on the North East side of Town).

Due to the addition of a few definitions, and a significant new section, Administration felt it would be confusing to issue these changes as an amendment to Bylaw 1663, and therefore the full bylaw is being reissued as Bylaw #1705

Normally a Bylaw relating to fire or emergency type services would first be reviewed by the Emergency Services Committee, however due to COVID-19 their April meeting was cancelled and a new one has not yet been scheduled, and the season is upon us when the lack of such permits may become an issue.

Changes from the previous bylaw are highlighted. Highlights will be removed after first reading.

RECOMMENDED ACTION:

Administration therefore recommends Bylaw #1705, Fire Protection Bylaw by presented for first reading, which repeals Bylaws #1663

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1705, Fire Protection Bylaw, first reading.

ATTACHMENTS:

1. Bylaw No. 1705, Fire Protection Bylaw

PREPARED BY: Craig White – Fire Chief

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 5, 2020



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1705

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

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

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

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

SECTION 1 NAME OF BYLAW

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

SECTION 2 DEFINITIONS

- 2.1 In this bylaw:
- a) **"Apparatus"** means any vehicle suitable for land, air, or water use which is provided with machinery, devices, equipment, materials or personnel for fire fighting, rescue, or other emergency response, as well as vehicles used to transport fire fighters or supplies.
 - b) **"Chief Administrative Officer (CAO)"** means that person appointed to the position and title by Council and includes any person appointed by the CAO to act as his/her appointee.
 - c) **"Council"** shall mean the Municipal Council of the Town of Claresholm.
 - d) **"Contained"** means within a fire pit or burning receptacle
 - e) **"Dangerous Goods"** shall mean a substance, (gas, liquid or solid), in transit capable of creating harm to people, property and the environment as defined by the United Nations Hazard Class Number System.
 - f) **"Department"** shall mean the Claresholm Fire Department established under this Bylaw.
 - g) **"Department Property"** means all property owned or controlled by, and designated for use by, the Department, regardless of the source of the property.
 - h) **"Director of Emergency Management"** shall mean that person appointed by Council to act as the Town of Claresholm's Director of Emergency Management or designated delegate.
 - i) **"Disaster"** shall mean an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property.
 - j) **"Emergency"** shall mean a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.
 - k) **"Enforcement Officer"** shall mean a Community Peace Officer, Bylaw Enforcement Officer, RCMP Officer or an inspector appointed by and employed by the Town with respect to the enforcement of bylaws of the Town of Claresholm.
 - l) **"Equipment"** shall mean any tools, contrivances, devices or materials used by the Fire Department to combat an incident or other emergency.
 - m) **"False Alarm"** means any notification to the Department of any Member thereof respecting the existence of a condition, circumstance or event containing an imminent serious danger to persons or property, wherein such a condition, circumstance or event is in fact not in existence.
 - n) **"Fire"** means the burning of any flammable or combustible material or any combustible material in a state of combustion.
 - o) **"Fire Chief"** shall mean the person employed by the Town under the provisions of this Bylaw, or designated delegate.
 - p) **"Fire Department Property"** means all property owned or controlled by, and designated for use by, the Fire Department, regardless of the source of the property.
 - q) **"Fire Hazard"** means any condition, circumstance, or event that increases the possibility and/or probability of Fire occurrence.
 - r) **"Fire Permit"** means a document issued by the Fire Chief pursuant to this Bylaw, on the form adopted by the Town from time to time.
 - s) **"Fire Protection"** shall mean all aspects of fire safety including, but not limited to, fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, rescue, training or other staff development and advising.

- t) **“Hazardous Material”** shall mean a substance (gas, liquid or solid) not in transit capable of creating harm to people, property and the environment as defined by the United Nations Hazard Class Number System.
- u) **“Illegal Fire”** shall mean any fire that is set in contravention of this Bylaw.
- v) **“Incident”** shall mean a fire, a situation where a fire or explosion is imminent or any other situation presenting a danger or possible danger to life or property and to which the Department has responded.
- w) **“Incident Commander”** shall mean the Fire Chief or in the absence of the Fire Chief, the highest ranking Member present at an incident.
- x) **“Inspection Officer”** shall mean the Fire Chief, or any Member directed to undertake inspections.
- y) **“Member”** shall mean any person employed as a Volunteer Member of the Department under this Bylaw and shall also include the Fire Chief.
- z) **“Municipal Government Act”** shall mean the Municipal Government Act, RSA 2000, Chapter M-26, and any amendments thereto;
- aa) **“Mutual Aid Agreement”** shall mean an agreement between the Town and other municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment.
- bb) **“Officer”** shall mean an Officer of the Department.
- cc) **“Open Fire”** means any fire that is not contained within a fire pit, fire place or portable fire receptacle.
- dd) **“Portable Fire Receptacle”** means an outdoor fire receptacle which is not permanently affixed.
- ee) **“Qualified Personnel”** shall mean a person in possession of a Fireworks Supervisor Card issued pursuant to the Explosives Act (Canada) and the Alberta Fire Code A.R. 52/98 and their regulations.
- ff) **“Quality Management Plan (QMP)”** shall mean the uniform QMP that includes Sections 1 – 11 that was accepted by the Administrator Service of Accreditation and signed on January 10, 1996.
- gg) **“Recreational Fire”** shall mean a fire contained with a fire pit, an outdoor fireplace or a stationary barbeque.
- hh) **“Running Fire”** shall mean a fire burning without being under the proper control of any person.
- ii) **“Safety Codes Officer”** shall mean an individual designated as a Safety Codes Officer in accordance with the Safety Codes Act S.A. 1991 c. S-0.5, s. 7.
- jj) **“Standard Operating Procedures”** shall mean the Claresholm Fire Department's Procedure Manual.
- kk) **“Town”** shall mean the Town of Claresholm.

SECTION 3 FIRE BANS

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

SECTION 4 PROPERTY IDENTIFICATION

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

SECTION 5 FIRE HYDRANTS

- 5.1 No person shall, other than Members or employees of the Town, without prior approval from the CAO or designate, affix any tool, hose or other device to any fire hydrant or fire hydrant valve.

- 5.2 No person shall, without prior approval from the CAO or designate, paint any fire hydrant or any portion thereof.
- 5.3 A one (1) meter clearance must be maintained on each side of a fire hydrant. Nothing may be erected and only grass may be planted in this clearance area.

SECTION 6 CONTROL OF FIRE HAZARDS

- 6.1 If the CAO or Fire Chief finds within the Town's boundaries, on privately owned land or occupied public land, conditions that, in their opinion, constitute a fire hazard, they may order the owner or person in control of the land on which the fire hazard exists to reduce or remove the fire hazard within a fixed time and in a manner prescribed by the Town.
- 6.2 If the CAO or Fire Chief finds that the order it made pursuant to Section 6.1 has not been carried out, a Designated Officer may enter onto the land with any equipment and any person he/she considers necessary and may perform the work required to eliminate or reduce the fire hazard.
- 6.3 The owner or occupant of the land on which work was performed pursuant to Section 6.2 shall, upon demand, pay to the Town a Fire Protection Charge and in default of payment of the Fire Protection Charge, the Town may add the Fire Protection Charge to the tax roll of the said land as per Section 553 of the Municipal Government Act.

SECTION 7 REQUIREMENT TO REPORT

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

SECTION 8 OPEN FIRES

- 8.1 "Open Fire" means a fire which is not contained within an incinerator or outdoor fireplace or barbeque in accordance with Section 9.

8.3 Burning permits are only to be issued in "Agricultural Transitional", or "Direct Control" zoned land. Unless otherwise approved by the CAO or a motion of council

8.4 The Claresholm Fire Chief or designate may:

- a) Issue permits
- b) Amend or revoke a burning permit at anytime
- c) Require a site inspection before issuing a burning permit
- d) Advise fire dispatch of all permits issued

8.5 Burning Permit Conditions:

- a) The fire must be supervised at all times by a responsible adult.
- b) No burning is permitted when winds exceed 15 km/hr or are gusting.
- c) Suitable fire extinguishing equipment to be located at the site.
- d) The 911 Dispatch Centre @ 1-888-808-3722 must be notified approximately one (1) hour prior to burn taking place.
- e) The Permit holder must call the Dispatch Center each and every day before they burn
- f) No burning is permitted between the night hours of 10:00 pm and 7:00 am
- g) Only Class A combustibles are to be burned (clean wood/paper products).
- h) An accurate description of the size and the type of combustibles must be given to the Claresholm Fire Department when applying for a permit.
- i) Any breach of the above conditions renders the permit null and void.

8.6 The following items are NOT ALLOWED to be burned with or without a permit:

- a) Tires,
- b) Plastics,
- c) Household Garbage,
- d) Paint Cans,
- e) Used Motor Oil,
- f) Furniture,
- g) Treated Products,
- h) Other similar products or debris.

8.7 Burning Permits are;

- a) Burning permits are valid for a maximum of 5 days from the date of issue and are not transferrable from person to person or from property to property. If conditions warrant,

permits may be cancelled at any time. Extensions may be granted under a new permit number, provided the required conditions can be met.

- b) The Fire Chief, may suspend or cancel all permits or prohibit the lighting of fires in any part or all of the Town of Claresholm with a Fire Ban. When permits are suspended or cancelled and fires are prohibited, all fires ignited under the authority of a burning permit must be extinguished immediately
- c) The area being burned must be completely surrounded by a guard, cleared of combustible material, to a width of not less than 15 metres.
- d) Every fire must be supervised and controlled by a responsible person or persons.
- e) The Permit holder must ensure that fire guards are wide enough and cleared to prevent sparks from the fire. Large fires can carry sparks over a considerable distance.
- f) The Permit holder must have required tools ready at the fire site and enough portable water to control fire if required. Even for a small single pile there should be a shovel and water available
- g) The minimum amount of equipment required on site:
 - i. cultivation equipment as directed in permit
 - ii. one barrel of at least 200 litres of water
 - iii. one water backpack and hand pail or four heavy sacks; and
 - iv. two (2) round mouth shovels and one axe

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

SECTION 9 FIRE PITS, OUTDOOR FIREPLACES, STATIONARY & PORTABLE BARBECUES

- 9.1 No person shall set, or cause to be set, any fire within the boundaries of the Town except as otherwise provided for under this Bylaw.
- 9.2 No person shall burn, or cause to be burned, any refuse, waste, junk, garbage, structures, debris or other noxious substance within the boundaries of the Town.
- 9.3 Subject to Section 10, no person shall use fireworks or permit the use of fireworks on his or her property or property under his or her control, within the boundaries of the Town. For the enjoyment of dwelling residents use of fire pits, outdoor fireplaces and stationary barbeques may be permitted.
- 9.4 Subject to Section 9, a person may, on property owned or controlled by him or her, set a Recreational Fire, so long as that Recreational Fire is set within a fire pit, outdoor fireplace, or other structure designed for the purpose of containing the recreational fire within a small, controlled area.
Fire pits, outdoor fireplaces, and stationary barbecues that burn combustible material shall:
- a) Be located in a rear yard with a minimum of 3.4 meters (10 feet) clearance from buildings, property lines and combustible materials, or as approved by the Fire Chief;
 - b) Be constructed of bricks or concrete blocks, or heavy gauge metal, or other suitable non-combustible components;
 - c) Have a spark arrestor mesh screen of 1.30 centimeters (.50 inches) expanded metal (or equivalent) to contain sparks over the fire at all times;
 - d) Be the sole responsibility of the owner or tenant of the property;
 - e) Be supervised at all times by a responsible adult person over the age of eighteen (18) until such time as the fire has been completely extinguished. For the purpose of this clause, a fire shall be deemed to include any hot ashes and smoldering embers resulting from the fire;
 - f) Only burn clean wood, charcoal briquettes, propane or natural gas;
 - g) Have flames no higher than ninety (90) cm (3.28 feet) above the fire pit or the barbeque fire box.
- 9.5 When a fire is set in contravention of this Bylaw or during a fire ban pursuant to Section 3, the owner or occupier of the land, or the person having control of the land upon which the fire is lit shall:
- a) Extinguish the fire immediately; or
 - b) If unable to extinguish the fire immediately, report the fire to the Department as soon as possible.

SECTION 10 FIREWORKS

- 10.1 Permits for Fireworks will only be issued for the discharge of professional Fireworks and discharged by professional pyrotechnicians as accredited by Natural Resources Canada in accordance and pursuant to the **Alberta Fire Code 2014**.
- 10.2 Subject to the exceptions set out following, no person shall discharge any fireworks within the corporate limits of the Town.

- 10.3 The Fire Chief may, upon written application, permit qualified personnel to ignite fireworks and conduct fireworks displays. The Fire Chief may impose at the sole discretion of the Fire Chief such conditions and restrictions on their use and display as may be appropriate. Such conditions and restrictions might address:
- a) Hours of the day
 - b) Days of the week
 - c) Length of display
 - d) Height of display and type of fireworks used
 - e) Geographic location requirements for notification of affected residents safety
 - f) Having Members in attendance at event and having applicant pay for Members and equipment to be on hand.
- 10.4 All fireworks shall be stored, used and ignited in accordance with provisions of the Explosives Act (Canada) and Alberta Fire Code A.R. 52/98 and their regulations and in accordance with those conditions determined solely by the Town.
- 10.5 No person shall be permitted to sell fireworks within the Town.

SECTION 11 ILLEGAL FIRES

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

SECTION 12 RECOVERY OF COSTS

- 12.1 Upon the Town issuing an order or taking steps under Sections 13 or 14 or upon the Department providing Fire Protection services to property within or outside the Town boundaries, resulting in the Town incurring fees or charges, the Town may in its sole and absolute discretion charge any or all of the following persons, namely:
- a) The person causing or contributing to the fire; or
 - b) The owner or occupant of the property;
- a Fire Protection Charge, and all individuals charged are jointly and severally responsible for payment of the Fire Protection Charge to the Town.
- 12.2 The schedule of fees for Fire Protection Charges are set out in Schedule "A" attached hereto and forming part of this Bylaw.
- 12.3 Without limiting the foregoing, a Fire Protection Charge may be imposed in the event of a False Alarm.
- 12.4 A Fire Protection Charge shall be paid within thirty (30) days of being levied.
- 12.5 Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the Town is entitled to place on the property in respect of which the indebtedness is incurred.
- 12.6 The owner of a parcel to which Fire Protection is provided is liable for Fire Protection Charges incurred, and the Town may add to the tax roll of a parcel of land all unpaid Fire Protection Charges and interest charges accrued one hundred and twenty (120) days after the Fire Protection Charge has been levied.

SECTION 13 OFFENCES

- 13.1 No person shall damage or destroy Department apparatus or supplies.
- 13.2 No person shall obstruct the Fire Chief or any other person authorized to inspect property or to perform any work necessary to remedy a condition, from performing his or her duties under this Bylaw.
- 13.3 No person shall:
- a) Contravene any provision of this Bylaw;
 - b) Impede, obstruct or hinder a Member, or other person assisting or acting under the direction of a Member;
 - c) Damage or destroy Fire Department Property or Equipment;
 - d) At an incident, drive a vehicle over any Apparatus or Equipment without permission from the Fire Chief or Incident Commander;
 - e) Obstruct a Member from carrying out any function or activity related in any way to Fire Protection;
 - f) Falsely represent themselves as a Member or wear or display any Fire Department badge, cap, button, insignia, or other paraphernalia which may leave the false impression that the person is a Member;

- g) Obstruct or otherwise interfere with access roads or streets or other approaches to any Fire alarm, fire hydrant, cistern or body of water designated or intended to be used for Fire Protection or any connections provided to a fire main, pipe, stand pipe, sprinkler system, cistern, or other body of water designated or intended to be used for Fire Protection;
- h) Either directly, or indirectly, personally or through an agent, servant or employee kindle a Fire or let it become a Running Fire on any land not his or her own property or allow a Running Fire to pass from his or her own property to that of another.
- i) Light a Fire without first taking sufficient precautions to ensure that the Fire can be kept under control at all times;
- j) Light a Fire when weather conditions are conducive to creating a Running Fire;
- k) Fail to take reasonable steps to control a Fire for the purpose of preventing it from becoming a Running Fire or from spreading onto Property other than his or her own;
- l) Deposit, discard or leave any burning matter or substance where it might ignite other materials and cause a Fire;
- m) Conduct any activity that involves the use of Fire that might reasonably be expected to cause a Fire unless that person exercises reasonable care to prevent the Fire from occurring;
- n) Use a Fire to burn:
 - i. Material that will result in the production of dense black smoke, including, but not limited to, insulation from electrical wiring or equipment, asphalt roofing materials, hydrocarbons, plastics, or other materials or creosoted wood; or
 - ii. Herbicides, pesticides or other toxic materials or substances;
- o) Conduct any activity that involves the use of a Fire, where smoke from the Fire may impede visibility of the vehicular traffic on any Highway as defined in the **Traffic Safety Act**, R.S.A. 2000 Chapter T-6, as amended; or
- p) Light a Fire on lands owned or controlled by the Town except with the Town's express written consent if a Recreational Fire, in a fireplace or campfire provided by the Town for that purpose.

SECTION 14 PENALTIES

ENFORCEMENT

- 14.1 Where Property does not comply with this Bylaw or a person contravenes this Bylaw, the Town may pursue its enforcement alternatives in accordance with any Act, or common law right, including but not limited to the issuance of an order to remedy the contravention by the Town, adding amounts to the tax roll, and pursuing injunctions pursuant to the **Municipal Government Act**, R.S.A. 2000, Chapter M-26 as amended.

PENALTIES

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

VIOLATION TAGS & TICKETS

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

c. P-34, as amended, or repealed and replaced from time to time, to any person the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

- 14.7 Notwithstanding Section 14.6, an Enforcement Officer is hereby authorized and empowered to immediately issue a Violation Ticket to any person whom the Enforcement Officer has reasonable grounds to believe has contravened or is responsible for a contravention of any provision of this Bylaw regardless of whether a Violation Tag has first been issued. Nothing in the Bylaw shall prevent an Enforcement Officer from immediately issuing a Violation Ticket.
- 14.8 The specified penalty payable in respect of a contravention of a provision of this Bylaw is the amount provided for in Schedule "B" of this Bylaw in respect of that provision.
- 14.9 Where any Person contravenes the same provision of this Bylaw twice within one twelve (12) month period, the specified penalty payable in respect of the second such contravention shall be double the amount provided for in Schedule "B" of this Bylaw.
- 14.10 Where any Person contravenes the same provision of this Bylaw three or more times within on twelve (12) month period, the specified penalty payable in respect of the third and subsequent such contravention shall be triple the amount provided for in Schedule "B" of this Bylaw.

SECTION 15 NOTICE

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

SECTION 16 SCHEDULES

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

SECTION 17 SEVERABILITY

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

SECTION 18 PASSAGE OF BYLAW

- 18.1 Bylaw No. 1663, the Fire Protection Bylaw, and any amendments thereto, are hereby repealed.

SECTION 19 PASSAGE OF BYLAW

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

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

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

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

Doug MacPherson, Mayor

Marian Carlson, CAO

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

Burning Permit – No Charge

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

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

Any material used shall be billed at cost.

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

**TOWN OF CLARESHOLM
BYLAW NO. 1705
SCHEDULE “B”
FINES & PENALTIES**

\$300 First offence

\$500 Second offence

\$750 Third and any subsequent offence

DRAFT

DISC GOLF TONES COURSE PROPOSAL 2020-2021

**CENTENNIAL PARK
Claresholm, Alberta**

APRIL 23

**Authored by:
Craig Burrows-Johnson & Edmond Duguay**



Background

Edmond Duguay has resided in the community of Claresholm Alberta for a number of years. He has a passion for the game of Disc Golf. In 2019, with his collaborator, Craig Burrows-Johnson, they designed and built a disc golf course in Midland Provincial Park, adjacent to the Royal Tyrell Museum in Drumheller, Alberta.

Edmond has worked with Willow Creek Composite High School to offer tips, advice and techniques to students and realized there is interest and support in Claresholm for a local course, in an existing park.

History of Disc Sports

In 1957 The Frisbee swooped onto the North American toy market in 1957 as a simple toy for throwing and –catching, in the early 1960s the Frisbee became a common sight on beaches and parks around the world, and not long after new games developed, adapting the rules of traditional games played with balls, such as Football, Tennis, Soccer, Cricket, and Golf.

Ultimate Frisbee, Frisbee Cricket, Double Disc Court and Disc Golf were created, equipment was standardized, and the Frisbee became more than a just a toy. It became a piece of sports equipment!

In 1976, Californian Ed Headrick (then Vice-President of Wham-O Toys), formalized the sport of Disc Golf by developing a disc catching basket, adapted traditional Golf Rules and installed the world's first Disc Golf course in Oakgrove, California.

44 years later large numbers of disc golf courses around the world have been constructed in existing public parks, although interesting and challenging courses have been built in deserts, badlands, around wetlands, and along mountainsides (including ski hills), proving there is no such thing as a typical Disc Golf landscape.

The Professional Disc Golf Association (PDGA) the governing body for this sport was founded over 40 years ago, and disc golf has grown exponentially since then. Players and PDGA sanctioned tournaments can now be found in over 70 countries around the world playing on one of over 8000+ PDGA sanctioned Disc Golf courses. See www.pdga.com for more info.

The sport is easy to learn, low maintenance, and affordable recreational fun for all ages.

Purpose of Proposal

To donate and build a basic 9 Hole Disc Golf to the Town of Claresholm at Claresholm Centennial park

Previous Projects

1. Craig Burrows-Johnson, Course Designer and PDGA Tour Official, has built more than 2 dozen disc golf courses in Alberta since 1995.
2. Edmond Duguay helped design and build a Championship disc golf course at Midland Provincial Park and has demonstrated disc golf to students at LaVerendre School in Lethbridge.
3. Edmond Duguay also designed a 2 pattern disc golf course on the fields of WCCHS. In addition he:
 - a. Participated in teaching technique to students
 - b. Worked with Middle School students, and has asked teachers to add Disc Golf to the schooling program.
 - c. Built and donated 4 homemade baskets and flying discs to the Claresholm Mental Health and Addiction Centre

Goals & Highlights

1. Disc golf is inexpensive, passive sport which co-exists easily with other park uses.
2. Addition of the new sport into the general recreational programs offered by the Town of Claresholm.
3. Provides a source of recreation and a creative play area outdoors. The target group are residents of the Town



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- ists who may visit the park, spray park or other amenities in the
- Provide a positive, fresh activity that fosters respect for the land and friendship through passive recreational use.
5. Provide a facility that will allow juniors, novices and seniors to compete in a friendly, healthy manner within the larger disc playing community.
 6. Improve park safety by ensuring a steady, unstructured, recreational use.
 7. Reduce maintenance costs through the participation of future volunteer disc players who could be organized on the Adopt-A-Park model to pick up litter and report any vandalism or illegal activities.
 8. Disc sports are unique in that they provide an environmentally friendly, sophisticated recreational activity that is compatible with other passive park uses using the existing terrain.
 9. Disc Golf is a very safe sport that is compatible with all other traditional park uses. Guidelines for course design have been established by the PDGA with the result that disc golfers around the world share public land with other park users in a friendly, multi-use park atmosphere.
 10. Vandalism concerns: thousands of disc golf courses exist across North America, Asia and Europe in public parks, where parks officials consistently note and document the beneficial and long lasting social impacts in public parks due to the presence of a disc golf course.
 11. The construction of a disc golf course at Centennial Park would have broad appeal. This new activity will quickly add hundreds of potential recreational uses in Claresholm, at minimal cost. It will also enhance park safety and cleanliness through the constant, concerned use of the course by disc golf players.
 12. Capital costs are extremely low up; a professional quality course with 18 PDGA approved baskets and signs can be built for less than \$25000.
 13. Once installed, a disc golf course requires very little maintenance of any type.

“Simply put, the future direction of new and emerging non-traditional sports is well represented by Disc Golf”

Project Details

The Disc Golf Course development process is straightforward, consisting of community consultation, site approval, course design, equipment purchase and installation.

Benefits and Feasibility of Project

Economic Benefits

The construction of a Recreational quality disc golf course at Centennial Park will result in an increase in unstructured use by “sport tourists”. These persons will be able to find directions to and information on the course posted to the PDGA website. Many of these players will come from existing disc golf communities in Alberta, especially those players from Calgary and Lethbridge, in addition to those in the NW USA, Saskatchewan and South Eastern BC. These players will all be eager to play this course and explore the Foothills of the MD of Willow Creek.

Installation

The process of installing a disc golf course is quick, involving the most minimal disturbance. Due to the sensitive nature of the park and landscape, this will mostly be hand work to dig holes, and install posts c/w gravel backfill for the 9 target Tones. The tones will be fixed to fence posts using lag bolts and will be left in place all year round. If the weather is mild, disc golf play will occur in all 4 seasons.

Operation

Equipment maintenance is very minimal and the targets rarely need any repair as they are vandal resistant. Scorecards, flying discs, bags, etc. can be found easily online, or provided through other organizations or businesses in



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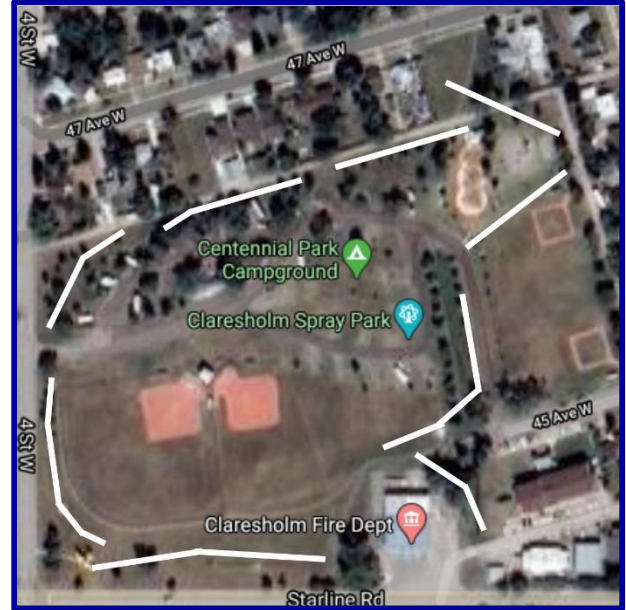
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Course Design

Preliminary Design is in white

Design Considerations

- Safety
- Environmental impact
- Parking, toilets/facilities
- Playability: variety of shots required (par), use of available hazards, course flow, and positioning of tees to accommodate varying skill levels (children/seniors, average and advanced levels).
- Drawings for the course map and signs will be completed by Edmond Duguay and Craig Burrows-Johnson.



Phase 1: Equipment & Set up

- Proposed 9 Tone Recreational Disc Golf Course, in 2 phases.
- Phase 1 includes the following:
- Installation of 9 Targets (Aluminum Tones)
- Installation of Rules sign that includes: course map, distances, preferred flight path, and rules mounted securely.
- Installation of 9 tee box signs showing a number, a map of the fairway, distance and Par #.
- All course equipment is fabricated locally and inexpensively.

Phase 2: Application for Grant funding

- Upgrade from Tones to Baskets
- Improved course sign
- Upgraded tee signs
- Garbage Cans



“What other public recreational activity costs so little, yet offers so many potential benefits to the host park, providing healthy, low impact cardiovascular exercise to so many different users?”

— Opening soon

Alberta's relaunch strategy



Alberta 



Contents

Message from Premier Jason Kenney 4

Message from Dr. Deena Hinshaw, Chief Medical Officer of Health 5

Overview 6

Conditions for relaunch 6

Key measures to watch and timing 7

Early actions 8

Relaunch stage highlights 9

 . Stage 1 9

 . Stage 2 9

 . Stage 3 9

Key public health measures 10

How Alberta compares: Public health measures 11

How Alberta compares: Industry restrictions 11

Protecting seniors and vulnerable populations 11

Strengthening the economy..... 11

Do your part 11



Message from Premier Jason Kenney

Albertans have responded to the worst global pandemic in over a century with the cooperation, and resilience that runs deep in our provincial character. Your efforts and tremendous sacrifices have so far succeeded in containing the spread of the virus far below the devastating scale of the outbreak in many other places, and well below the capacity of our healthcare system to look after vulnerable Albertans.

Our success has been built on a sound pandemic response plan, implemented by Dr. Hinshaw and our team at Alberta Health, who saw COVID-19 coming before many others did. They acted quickly and prudently to ensure our stockpile of medical supplies and aggressive testing regime would be the best in Canada, and among the very best in the world.

Our relaunch strategy, developed with the advice of public health officials, is our path to carefully and gradually lift the restrictions imposed on our economy, and our lives. Our province is facing the most severe economic conditions since the Great Depression, and it will take heroic efforts to get Alberta working again. This will be achieved by carefully moving through the stages of our relaunch strategy while ensuring we all continue to follow public health guidelines.

With Alberta's relaunch strategy, we can finally begin to shift our focus from the fear and anxiety of the past few weeks and start looking with hope and cautious confidence towards the future. Together, we will move through the stages of the relaunch strategy with the same determination and commitment to personal and collective responsibility that Albertans have shown over the past two months.

With the care and common sense Albertans are best known for, we will all stay safe together and begin the process of rebuilding our beautiful province.

Premier Jason Kenney



Message from Dr. Deena Hinshaw, Chief Medical Officer of Health

Over the past several months the COVID-19 pandemic has affected Albertans from across the province. Many have suffered with the virus, many others have suffered from restrictions as a result of public health measures that have required fundamental changes in the way we live, work and play.

I am grateful for the collective efforts and sacrifices of Albertans that have built a barrier between our communities and what could have been an overwhelming surge of cases. I have had your safety and well-being in mind through every recommendation that I have made and I will continue to work to protect your health as we move forward.

I want to stress that the fight against this virus is far from over. Alberta's relaunch strategy is the next phase in our collective efforts to protect each other. We must continue to work together to manage risk, use common sense and remain vigilant to contain this virus. Each stage of our relaunch will be advanced after careful consideration.

Please continue to wash your hands, stay home when you are sick, maintain physical distance from others, stay socially connected, and look out for your friends, family and community as we progress through each stage. We will need each other through every stage of this relaunch and into the future.

We are all in this together.

Dr. Deena Hinshaw, Chief Medical Officer of Health

Overview

While we face a long road to recovery, there are good signs our collective efforts of physical distancing, good hygiene practices, and staying safe together are helping slow the spread of COVID-19.

That has given government confidence to begin implementing Alberta's relaunch strategy, a plan that puts safety first while gradually reopening businesses and activities to the public, and getting people back to work.

Unlike other provinces such as Quebec, we were able to safely keep areas like construction, manufacturing and energy operating over the last several weeks by enforcing physical distancing and following the guidance of our Chief Medical Officer of Health. Thanks to that, we are starting from a strong place, and we will be able to apply that same guidance to other businesses across the province.

To be successful, we must ensure the sacrifices we have already made to contain the virus are not wasted. Continued care, common sense and resilience will move us forward. Here are some of the highlights of how we plan to get there.

Conditions for relaunch

To prepare for the first stage of relaunch, we must have the following elements in place.	
	Enhancing our nation-leading COVID-19 testing capacity
	Robust and comprehensive contact tracing, aided by technology, to quickly identify and notify people who are at risk
	Support for those who test positive to enable isolation and containment of spread
	Stronger international border controls and airport screening
	Public use of masks in specified crowded spaces, or mass transit
	Strong protections for the most vulnerable, including those in long-term care
	Rapid response teams to deal with future outbreaks
With these foundational elements in place, we will ensure a safer reopening.	

Key measures and timing

Getting to each stage of relaunch will depend on our ability to keep infection rates low, and well within the capacity of the healthcare system. Health measures we will be watching include:

	Percentage of tests that are positive
	Hospitalization and intensive care unit (ICU) rates

Confirmed cases will be monitored in real-time to inform proactive responses in localized areas of the province.

We need to learn as we go and evaluate as we take careful, considered steps from one stage to the next. There may be times we need to take a step back, but in time, we will adjust and move forward together.

Continuous evaluation of health triggers could result in restrictions being removed or reapplied in some localized areas of the province.

Early actions

Because of the sacrifices Albertans have made to prevent the spread, we are ready to take some steps that will allow some activities to begin:

	Alberta Health Services will resume some scheduled, non-urgent surgeries as soon as May 4.
	Dental and other regulated health-care workers such as physiotherapists, speech language pathologists, respiratory therapists, audiologists, social workers, occupational therapists, dietitians, chiropractors, optometry and more will be allowed to resume services starting May 4, as long as they are following approved guidelines set by their professional colleges.
	Vehicle access to parking lots and staging areas on public land and parks will open on May 1.
	Alberta Parks' online campground reservation system will open on May 14 for bookings at select campground starting June 1 onward.
	Access to boat launches will open in select provincial parks May 1.
	Golf courses can open on May 2, with restrictions including keeping clubhouses and pro shops closed. These will be able to open consistent with other businesses that will be open in stage one.

Relaunch stage highlights

Stage 1 (as early as May 14)	Stage 2 (timing to be determined based on health indicators)	Stage 3 (timing to be determined based on health indicators with gradual implementation)
With increased infection prevention and controls, some businesses and facilities will be allowed to resume operations as early as May 14. This stage will allow some businesses and services to reopen and resume operations with two metre physical distancing requirements and other public health guidance in place. This includes: Post-secondary institutions will continue to deliver courses; however how programs are delivered – whether online, in-person, or a blend – will be dependent on what restrictions remain in place at each relaunch phase. Retail businesses such as clothing, furniture and bookstores. Some personal services, such as hairstyling and barber shops. Museums and art galleries. More scheduled surgeries and dental procedures. Daycares with limits on occupancy. Summer camps with limits on occupancy. This could include summer school. Cafés, restaurants (minors allowed in liquor-licensed establishments) with no bar service to reopen for public seating at 50 per cent capacity. Some additional outdoor recreation.	Timing of this stage will be determined by the success of Stage 1, considering the capacity of the health care system and continued limiting and/or reduction of the rate of infections, hospitalization, and ICU cases. This stage will allow additional businesses and services to reopen and resume operations with two metre physical distancing requirements and other public health guidelines in place. This includes: Potential Kindergarten to Grade 12 schools with restrictions. Libraries. More scheduled surgeries, including backlog elimination. Personal services such as artificial tanning, esthetics, cosmetic skin and body treatments, manicures, pedicures, waxing, facial treatments, massage and reflexology. Restaurants, cafés, lounges and bars continuing to operate at reduced capacity. Permitting of some larger gatherings (number of people to be determined as we learn more about the levels of risk for different activities) in some situations. Movie theatres and theatres opening with restrictions.	Timing of this stage is to be determined and will involve: Fully reopening all businesses and services, with limited restrictions. Permitting larger gatherings (number of people to be determined).
Rules and guidance for the use of masks in crowded spaces, especially on mass transit. Visitors to patients at health-care facilities will continue to be limited.	Visitors to patients at health-care facilities will continue to be limited.	
Public attendance at businesses, facilities and events that have close physical contact will not be permitted, including: arts and culture festivals, major sporting events, and concerts. Movie theatres, pools, recreation centres, arena, spas, gyms and nightclubs will remain closed.	Nightclubs, gyms, pools, recreation centres and arenas will remain closed. Arts and culture festivals, concerts and major sporting events will continue to not be permitted.	Arts and culture festivals, concerts and major sporting events will be permitted with enhanced protection controls in place. Nightclubs, gyms, pools, recreation centres and arenas will reopen with enhanced protection controls in place. Physical distancing restrictions will be maintained. Resuming industry conferences with restrictions.
Non-essential travel is not recommended.	Non-essential travel is not recommended.	Non-essential travel no longer discouraged.
Remote working is advised where possible.		
Enhanced infection prevention and control measures will be in place in all phases.		

Key public health measures

Public health measure	Current	Stage 1 (to start as early as May 14)	Stage 2	Stage 3
Physical distancing	Maintain distance of 2m	Maintain distance of 2m	Maintain distance of 2m	Maintain distance of 2m
Gatherings	Gatherings > 15 prohibited	Gatherings > 15 prohibited	Size of permitted gatherings will increase	Size of permitted gatherings will increase
Public masks	Encourage wearing a mask where unable to physically distance	Encourage wearing a mask where unable to physically distance	Encourage wearing a mask where unable to physically distance	Unnecessary
Vulnerable Albertans (outside facility)	Remain home unless medically necessary	Stay at home as much as possible	Resume normal activities and interactions	Resume normal activities and interactions
Vulnerable Albertans (facility-based)	Visitor, staff, and operational restrictions	Visitor, staff, and operational restrictions	Visitor, staff, and operational restrictions	Lifted
Non-essential domestic travel	Non-essential travel not recommended	Non-essential travel not recommended	Non-essential travel not recommended	Lifted
Isolation and quarantine	14 days for cases, close contacts, and returning travelers 10 days if symptomatic but don't fit above categories	14 days for cases, close contacts, and returning travelers 10 days if symptomatic but don't fit above categories	14 days for cases, close contacts, and returning travelers 10 days if symptomatic but don't fit above categories	Lifted

How Alberta compares: Public health measures

	AB	BC	SK	ON	QC	NB
Physical distancing	2 meter distancing					
Gatherings	> 15 prohibited	> 50 prohibited	> 10 prohibited	> 5 prohibited	All prohibited	> 10 prohibited
Regions locked down	None	None	Yes (Northern SK)	None	Yes (10 + regions)	None
Restaurants	Dine-in suspended					
Business	Virtual, or curbside only					
Schools	Online learning only					
Isolation	14 days for close contacts and returning travelers 10 days if symptomatic or tested positive for COVID-19		14 days for positive cases, symptomatic individuals, close contacts, and returning travelers			

How Alberta compares: Industry restrictions

While some sectors have remained open in each province, other provinces have placed further restrictions on construction, manufacturing and natural resources.

	AB	BC	ON	QC
Construction	Permitted	Permitted	Permitted for certain industries	Permitted for certain industries
Manufacturing	Permitted All deemed essential	Permitted for certain industries	Permitted All deemed essential	Permitted for certain industries
Natural Resources	Permitted	Permitted	Permitted	Permitted, with Mining initially limited then allowed after April 15.

Protecting seniors and vulnerable populations

We will continue to put a ring of defence around seniors and vulnerable populations. This means we will continue to support vulnerable and at-risk Albertans feeling the impacts of the COVID-19 pandemic.

Restrictions and measures intended to protect seniors, such as continued limits to visitors (long-term care facilities, licensed supportive living facilities including seniors lodges and group homes) and strict health protocols for staff are expected to remain in place through all stages of relaunch. Any changes would be guided by the advice of Alberta's Chief Medical Officer of Health.

Strengthening the economy

More information on a new blueprint for economic recovery, which will set the course for our province's future prosperity, will be provided in the coming days and weeks.

Do your part

We're confident Albertans will face relaunch with the same adaptability and resilience they have shown throughout the COVID-19 pandemic.

Our individual actions are the strongest tool we have to protect our health-care system as we pull together to relaunch our economy.

Learn more about steps you can take to stop the spread of COVID19 at: alberta.ca/covid19

From: MA.MSICapitalGrants@gov.ab.ca <MA.MSICapitalGrants@gov.ab.ca>

Sent: April 30, 2020 4:40 PM

To: Marian Carlson <Marian@claresholm.ca>

Subject: 2020 Municipal Sustainability Initiative Program Changes

Dear Chief Elected Officials,

Over the last few weeks, our government has taken strong measures to protect Albertans and to support our communities in these extraordinarily difficult times.

Municipal Affairs has carried out a number of initiatives to support local governments in responding to the impact of the COVID-19 pandemic, and we continue to look at other measures to help address your needs. We thank those of you that have submitted shovel-ready projects in your communities, and we will share more information regarding any stimulus funding as soon as possible. Today we are making some temporary administrative changes to the MSI program to help deal with the unique situation.

MSI Operating

We understand communities are facing unprecedented financial pressures. To help you in addressing these pressures, we are allowing local governments to use MSI operating for any local government expenditure in the 2020 program year. We are also expediting payment of 2020 MSI operating allocations to qualifying local governments. This will give you the flexibility to manage operating funding in a way that best addresses your own community's needs. These changes are detailed in the 2020 Addendum to the MSI Operating Program Guidelines, available [here](#). Please note these changes are in place for the 2020 program year only, and local governments will continue to be required to meet their annual SFE reporting obligations as outlined in the Addendum.

MSI Capital

In light of the significant urgent spending pressures on the provincial government, we want to make sure that our spending is as efficient as possible. At the same time, we want to ensure that capital funding is available as soon as it is needed to advance projects that are ready to proceed, in order to support jobs and economic activity in communities across Alberta. To that end, we will be implementing a new step in the payment process for the MSI capital program.

- Every month, Municipal Affairs will send an email to each municipality that qualifies for an MSI capital payment.
- To access their payment, each municipality must respond to the email indicating if they intend to spend the payment on a new or existing MSI capital project this year after spending any carry-forward amount from previous years.
- If a municipality does not intend to spend their payment this year or does not respond to the email, the payment will be withheld until February 2021.

I want to reiterate to you that these changes have no impact on the amount of funding any local government will receive. They are intended as temporary measures to help communities and the province deal with an extremely difficult situation. Again, we will share more information about any additional funding for shovel-ready projects once decisions are made.

I am proud of the work you and your staff are doing to protect our province and our communities, and I know that your good work on the front lines of the COVID-19 response will continue.

Sincerely,

Kaycee Madu, QC
Minister of Municipal Affairs

cc: Chief Administrative Officers

April 27, 2020

Dear Mayors and Chief Administrative Officers:

We are dealing with a fast and rapidly changing landscape in response to the COVID-19 pandemic. As a government, we are committed to supporting our most vulnerable and at-risk people.

There is a growing use of food banks, and food security was identified as one of the most common areas for funding requests during the initial round of applications for the COVID-19 emergency social services funding. Community and Social Services (CSS) is temporarily relaxing the funding restrictions on Family and Community Support Services (FCSS) funding to help you address food security needs at the local level.

In response to COVID-19, CSS has temporarily suspended the regulatory restriction that prevents FCSS funding from addressing food security. This has been done through a Ministerial Order (attached) under the authority of the *Public Health Act*. With this amendment, FCSS programs will have more flexibility in providing secure access to food for vulnerable Albertans.

Food security is but one of many issues facing Albertans at this time. Given the magnitude of impact of COVID-19 on our province, I would like FCSS programs to work with your partner organizations and prioritize available funding to meeting COVID-19 needs in your local community.

Thank you for your support and ongoing commitment to meeting the needs of Albertans during this extra-ordinary time.

Sincerely,



Rajan Sawhney
Minister of Community and Social Services

Attachment

cc: Family and Community Support Services Program Directors



ALBERTA

COMMUNITY AND SOCIAL SERVICES
Office of the Minister

Ministerial Order No. 2020-15

WHEREAS the Lieutenant Governor in Council made Order in Council 080/2020 under section 52.1(1) of the *Public Health Act* (PHA) on March 17, 2020 declaring a state of public health emergency in Alberta due to pandemic COVID-19 and the significant likelihood of pandemic influenza;

WHEREAS Order in Council 080/2020 has effect for 90 days following March 17, 2020 under section 52.8(1)(a) of the PHA;

WHEREAS sections 52.1(2) and 52.1(3) of the PHA authorize the Minister of Community and Social Services (Minister) to make an order, without consultation, to suspend or modify the application or operation of all or part of an enactment, subject to the terms and conditions the Minister prescribes, if the Minister is satisfied that the application or operation of all or part of the enactment is not in the public interest;

WHEREAS section 2(a) of the *Family and Community Support Services Act* (Act) allows a municipality to provide for the establishment, administration and operation of a family and community support services program;

WHEREAS section 7(a) of the Act allows the Lieutenant Governor in Council, by regulation, to determine what constitutes a program for the purposes of the Act;

WHEREAS section 2.1 of the *Family and Community Support Services Regulation* (Regulation) sets out the service requirements for a program under the Act;

WHEREAS section 2.1(1) of the Regulation requires programs to be of a preventive nature that enhance the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and section 2.1(2) of the Regulation sets out program prohibitions;

WHEREAS I am satisfied that the prohibition on providing direct assistance for food to sustain an individual or family set out in section 2.1(2)(b) of the Regulation is not in the public interest because during this COVID-19 crisis food security and providing food directly to individuals and families is preventive in nature and enhances the social well-being and safety of those individuals and families and allows them to remain independent, strengthens their ability to cope with the other consequences of the restrictions put in place to slow the spread of COVID-19 and be more resistant to the other impacts of COVID-19 and the associated social distancing restrictions;

THEREFORE, I, Rajan Sawhney, Minister of Community and Social Services, pursuant to section 52.1(2) of the PHA, do hereby order that:

1. The prohibition in section 2.1(2)(b) of the Regulation that direct assistance for food not be provided to individuals and families is suspended and that direct assistance for food is deemed to meet the criteria set out in section 2.1(1) of the Regulation.
2. This Order lapses, unless it is sooner continued by an order of the Lieutenant Governor in Council under section 52.811(3) of the PHA, at the earliest of the following:
 - (a) August 14, 2020;
 - (b) 60 days after Order in Council 080/2020 is terminated by the Lieutenant Governor in Council, if Order in Council 080/2020 is terminated before June 15, 2020;
 - (c) when the Order is terminated by the Minister under section 52.811(2) of the PHA because the Minister is satisfied that this Order is no longer in the public interest; or
 - (d) when this Order is terminated by the Lieutenant Governor in Council under section 52.811(1)(c) of the PHA.

DATED this 14 day of April, 2020.



Rajan Sawhney
Minister of Community and Social Services

From: Seniors and Housing Information <Seniorsinformation@gov.ab.ca>
Sent: Friday, May 1, 2020 6:36 PM
Cc: Seniors and Housing Information
Subject: Special Minister's Statement on COVID-19 - May 1, 2020



Special Minister's Statement on COVID-19

As we head into the month of May, it is hard to believe that less than two months ago, we were announcing the first case of COVID-19 in our province. I know this is not the spring we were looking forward to, and I encourage you not to lose hope.

Get outdoors, enjoy the sunshine, but please remember to do so safely. By continuing to exercise common sense and following public health guidance, we can prevent the spread of COVID-19 and get the economy moving again.

Below is a roundup of the important announcements and updates that may be of interest to you.

Alberta's plan to relaunch

A phased relaunch will put Albertans' safety first as we gradually reopen closed businesses and services and get people back to work. It is because Albertans have acted responsibly, respecting public health advice, that we have been able to limit the spread of COVID-19, keep localized outbreaks within the capacity of our health-care system, and now take the first incremental steps to reopen some businesses and services.

Throughout the relaunch we will maintain strong protections for the most vulnerable, including those in long-term care, continuing care and seniors' lodges. Details on the three-stage plan can be found [here](#).

New and clarification of public health orders

New public health orders have been put in place to help with the continued protection of residents in long-term care and supportive living, as well as to improve their quality of life. These include changes to visitation and outbreak policies. Details can be found [here](#).

Rent relief

Alberta has also joined other provinces, the territories and federal government in a [program to help small businesses pay rent](#). The new Canada Emergency Commercial Rent Assistance (CECRA) program will give certainty to small businesses – including non-profit and charitable organizations – by providing 50 per cent of monthly commercial rental costs. Further details on CECRA will be shared by Canada Mortgage and Housing Corporation in the coming weeks when final terms and conditions are available.

The Government of Alberta has also deferred its planned rental assistance redesign and extended the current rent supplement programs for current recipients until December 2020.

Support for vulnerable Albertans

Vulnerable Albertans are getting the support they need during this unprecedented public health crisis. A [variety of efforts](#) are being made to support vulnerable and at-risk Albertans feeling the impacts of the COVID-19 pandemic. Government is prioritizing support for those who need it most, including people with disabilities, people accessing

income support programs, homeless and women's shelters, and civil society organizations that support Albertans, including food banks.

Family violence prevention

Rates of family violence, including elder abuse, increase during and following natural disasters, public health crises and economic downturns.

The government is committed to supporting our most vulnerable and at-risk people, including those fleeing family violence. The requirement for in-person Emergency Protection Order (EPO) applications has been temporarily suspended during the COVID-19 pandemic.

Provincial courts can now hear applications for EPOs via telecommunication. Some applicants may still be asked to appear in person. This change aligns with physical distancing guidelines set out by public health officials to keep people safe and healthy during this public health crisis. The ministerial order can be viewed [here](#).

It is important to know where to turn if you or someone you know is experiencing family violence during the COVID-19 pandemic.

- A 24-hour Family Violence Information Line is available at 310-1818 to get anonymous help in more than 170 languages.
- Alberta's One Line for Sexual Violence is available at 1-866-403-8000, from 9 a.m. to 9 p.m.
- Information sheets and other resources on family violence prevention are available at alberta.ca/COVID19.

I was pleased to join my colleagues from the ministries of Culture, Multiculturalism and Status of Women, Community and Social Services and Children's Services to issue a [joint statement](#) on continued support for those experiencing domestic and family violence during the COVID-19 pandemic. We also released a video message, which you can watch [here](#).

Mental health supports

Albertans can call the Mental Health Help Line at 1-877-303-2642 or the Addiction Help Line at 1-866-332-2322, 24 hours a day, seven days a week, for confidential support, information and referrals.

It is important to remember during this time of uncertainty to stay connected with your loved ones. Please phone your family, friends and neighbours who are isolating.

Up-to-date information

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

Thank you.

Josephine Pon
Minister of Seniors and Housing

May 1, 2020

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April 29, 2020

Dear Mayors, Councillors and CAOs:

I am writing to acknowledge that in recent months AUMA has received several concerns from members related to physician funding changes and the resulting impacts on access to health care, particularly in smaller communities. This includes formal requests for action from municipalities such as the Town of Pincher Creek and Lac La Biche County, as well as numerous emails and phone calls from others.

On April 24, 2020, the Minister of Health announced further changes to physician funding that are intended to protect access to health care in rural and remote communities in Alberta. One of the initiatives referred to in the Minister's announcement is the formation of a working group by the Provincial Primary Care Network Committee which will provide recommendations on how to improve primary care in rural communities. In order to ensure that the perspectives of municipalities are shared within this working group, I have requested that a representative from AUMA be included amongst the members of the group.

Access to appropriate medical care in all communities is critical. Recognizing this, AUMA is also connecting directly with both the Alberta Medical Association (AMA) and Alberta Health to gain additional insight into this issue. The insight acquired during discussions with AMA and the province will allow AUMA to build a more impactful advocacy strategy to support equitable access to health care for all Albertans.

Additionally, AUMA is sending a letter to the Minister of Health to request a meeting to discuss member concerns and the funding decisions made by the province to-date, and to ask him to ensure that municipalities have an ongoing voice in the work being done to achieve equitable access to health care for all Albertans in all communities.

If you would like to discuss this matter with me directly, please feel free to contact me by email at president@auma.ca or my cell phone at (403) 363-9224.

Sincerely,

A handwritten signature in black ink, appearing to read 'Barry Morishita'.

Barry Morishita
AUMA President

From: President <President@auma.ca>
Date: May 4, 2020 at 2:03:59 PM MDT
Subject: Deadline Extended for AUMA Resolution Submissions

Dear Elected Officials and CAOs:

Due to all of the additional demands on your time resulting from the COVID-19 pandemic, **AUMA is extending the deadline for submission of resolutions that members would like considered at the 2020 Convention, from May 31 to June 30.**

Please note that AUMA's updated [Resolutions Policy](#) requires a resolution that is sponsored by a single member's council to be seconded by another member's council. AUMA's [2020 Resolutions Guide and Template](#) provides guidance on preparing a resolution.

Members are encouraged to submit resolutions as early as possible (even in draft form) to resolutions@auma.ca so that we can ensure each resolution meets the criteria set out in our Resolutions Policy.

The format of the of the 2020 Convention is yet to be determined. AUMA staff are closely monitoring the directions from all levels of government related to the pandemic and will continue to consider and develop a plan for the event over the coming weeks and months.

Best regards,

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca

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

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



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From: President <President@auma.ca>
Sent: May 6, 2020 3:19 PM
Subject: Alberta Police Advisory Board Appointments

Dear Mayors and CAOs:

Along with the new police costing model unveiled in December 2019, the Justice and Solicitor General ministry also announced the establishment of an Alberta Police Advisory Board to give municipalities a voice in setting provincial policing priorities.

This Board will be implemented in two phases:

1. In the first year, an Interim Board will develop the structure and scope of the Advisory Board.
2. On completion of the Interim Board's mandate, the work of the Operational Police Advisory Board will begin for a four-year term.

According to the Terms of Reference developed by the Justice and Solicitor General ministry, four of nine Interim Board representatives will include AUMA Board members. The remaining representatives will include the RMA Board and the Alberta Association of Police Governance Executive.

The Interim Board will be primarily focused on developing the appropriate board structure, governance processes and the mandate to support an efficient and effective Operational Police Advisory Board. The Interim Advisory Board will also have the responsibility to keep municipal members (councils and local policing/advisory committees) apprised of government policing priorities and initiatives respecting policing priorities and Interim Board mandate matters.

AUMA's Interim Board appointments are as follows:

- Mayor Bill Given, City of Grande Prairie
- Deputy Mayor Angela Duncan, Village of Alberta Beach
- Councillor Tanya Thorn, Town of Okotoks
- Councillor Trina Jones, Town of Legal

Interim Board members were appointed to ensure broad municipal perspectives and to align with each of the four RCMP districts (Central Alberta, Eastern Alberta, Southern Alberta and Western Alberta) as closely as possible.

Once the Interim Board has completed its mandate, AUMA will be reaching out to membership, looking for nominations to serve on the Operational Police Advisory Board.

Sincerely,

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca

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

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



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RECEIVED

APR 24 2020

April 20, 2020

Mayor Douglas MacPherson
221 45th Ave W
PO Box 1000
Claresholm, AB T0L 0T0

Dear Mayor MacPherson,

I hope that this letter finds you and your loved ones safe and healthy. During this uncertain time, I am happy to share with you the most recent edition of our annual *Giving Together* publication. This publication is full of examples of the extraordinary things that happen when a community comes together. Now more than ever, we need stories of inspiration to lift our spirits and bring us joy. I personally feel very fortunate to live in such a generous and giving community.

Although our office is closed, it is “business as unusual” as our team works hard from home to continue to support our community. In March, our Board of Directors allocated \$375,000 to a newly established COVID-19 Response and Recovery Grants Program, which will provide financial support to charities working on the frontlines of the pandemic. The current priorities this program will support are food, shelter, health care, and families with children. We hope to announce the grant recipients from the first round of funding later this week.

In support of this fund, the Government of Alberta announced a Charitable Giving Matching Donation Program. Starting April 15 and ending May 31, the Alberta government will match, dollar-for-dollar, donations up to \$2 million to the existing fundraising initiatives of seven Alberta charities responding to the COVID-19 pandemic, including us.

We fully acknowledge that this is a difficult time and that many Albertans are experiencing financial hardship. However, if you are in a position to donate, please consider working with us to leverage your gift to bring additional dollars in to support our community. Your donation is eligible for a tax receipt and it will not be subject to any administration fees. Donations made specific to the COVID-19 Response and Recovery Grants Program will go right back out to support the community; they will not be added to our endowment fund.

If you are interested in supporting the Response and Recovery Grants Program, please contact me directly through my email, cdavidson@cflsa.ca. You can also donate online through the Community Foundation of Lethbridge and Southwestern Alberta's listing on CanadaHelps.org—choose “COVID-19 Response and Recovery” from the funds listed. With the community's generous support – combined

with the Government of Alberta's Charitable Matching Donation Program – our work will have an even greater impact on the well-being of Southwestern Alberta.

For most of us, this is an unprecedented moment in our lives. We do not know how or when this pandemic will end. We do know, however, that Southwestern Albertans have a long history of charitable giving, especially in times of difficulty. I am confident that by working together and supporting each other, we will get through this challenge. Please do not hesitate to contact me if there is anything you need, or anything we can do to be of assistance.

Best wishes,

A handwritten signature in cursive script, appearing to read "Davidson".

Charleen Davidson
Executive Director

Full "Giving Together" publication
is available at the office.



REQUEST FOR DECISION

Meeting: May 11, 2020

Agenda Item: 19

CLARESHOLM LIONS CLUB GRANT APPLICATION – AMUNDSEN PARK

The Lions Club have had a member representing the club on the Amundsen Park upgrade committee. The club has been involved in the park re-design and would like to apply for a CFEP (Community Facility Enhancement Program) grant for a new structure to be built at the north east entrance to the park. This structure will be a valuable addition to the park. The idea behind the structure is a location for small events, photographs and a visible entrance to the park. The estimated cost for the structure, concrete entrance, electrical, and apron around the gazebo is approx. \$45,000. The Lions are interested in volunteering with the construction of the facility and wish to be involved in the project with in-kind labor. The Lions applied for the grant in September 2019 but that application was unsuccessful. They have been working with a grant writer to revise their application for re-submission and require a letter of support from Council.



RECOMMENDED ACTION:

Council pass a motion to write a letter of support for the Claresholm Lions Club application to the Community Facility Enhancement Program for the purpose of constructing a new gazebo & concrete apron at the entrance of Amundsen Park.

PROPOSED RESOLUTION:

Moved by Councillor _____ to write a letter of support towards the Claresholm Lions Club application to the Community Facility Enhancement Program for the purpose of constructing a new gazebo and entrance within Amundsen Park and provide the matching funds not to exceed \$22,500.00.

ATTACHMENTS:

- 1.) Correspondence - Claresholm Lions Club.

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 4, 2020



CLARESHOLM LIONS CLUB

P.O. BOX 222
CLARESHOLM, AB
CANADA
T0L 0T0

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

04 May 2020

To: Mayor Doug MacPherson and members of the Claresholm Town Council

The Claresholm Lions Club has been a strong community minded service club in Claresholm for over 50 years. The Claresholm Lions Club has been involved with many small and large events as well as projects in the past that have helped shape and move this community forward.

We are now proposing to be part of the larger proposed Amundsen Park Re-Design Project, where our part will be to construct and provide a Gazebo style structure that will allow for our community citizens and visitors alike to use it as a place to gather. As well as provide a structure that can be used as a community event spot, from musical events to youth programs to maybe even a wedding event.

The Claresholm Lions Club are seeking the support of the Claresholm Town Council via letter in respect to a Community Facility Enhancement Program Grant application for the construction of the Gazebo within Amundsen Park and to provide matching funds not to exceed \$22,500.00.

Respectfully Submitted,

Jeffery KERR

Treasurer – Claresholm Lions Club

CLARESHOLM CHAMBER OF COMMERCE GRANT APPLICATION – WAYFINDING SIGNAGE

DESCRIPTION:

The Claresholm & District Chamber of Commerce would like to submit an application to the Alberta Community Initiatives Program (CIP) with the matching fund being provided from the approved Economic Development budget. If successful, the matching funds will be used to increase the scope of the current Wayfinding Signage Project. The goal of the project is to construct 10 wayfinding signs and place them in strategic locations around town, to direct visitors and residents to the many facilities and parks we have in Claresholm. The estimated cost of the 10 signs and installation is \$32,871.55, with the construction and installation being done locally.

RECOMMENDED ACTION:

Council pass a motion to write a letter of support for the Claresholm & District Chamber of Commerce application to the Community Initiatives Program for the purpose of constructing and installing 10 wayfinding signs.

PROPOSED RESOLUTION:

Moved by Councillor _____ to write a letter of support towards the Claresholm & District Chamber of Commerce application to the Community Initiatives Program for the purpose of constructing and installing 10 wayfinding signs, and provide the matching funds not to exceed \$16,435.77.

ATTACHMENTS:

- 1.) Letter of Support – Claresholm Chamber of Commerce

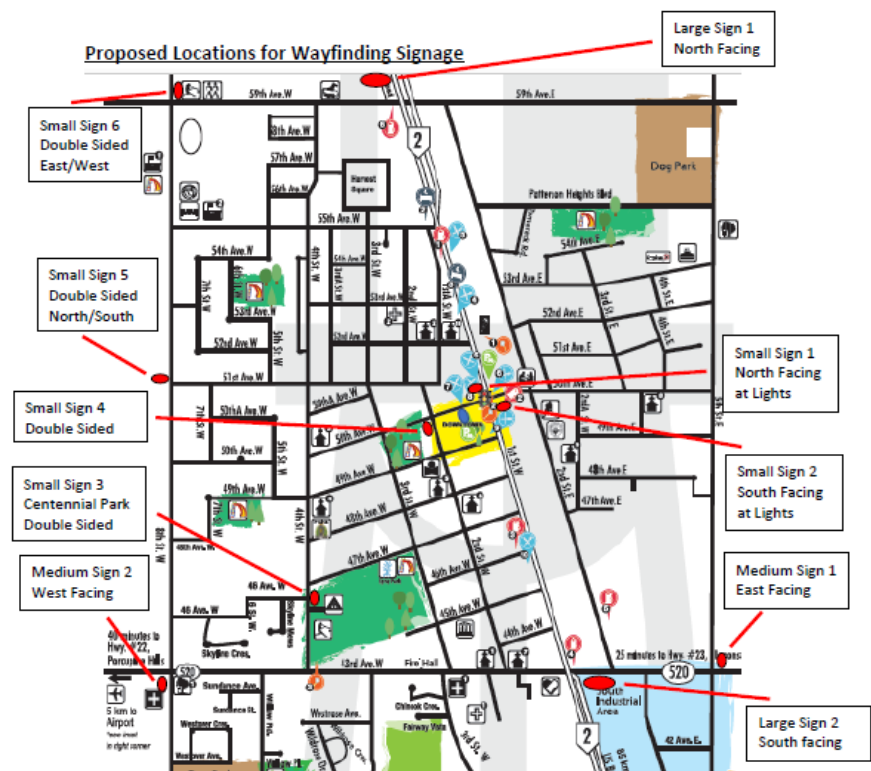
APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Spencer VanDellen, EDA

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 7, 2020



Claresholm & District Chamber of Commerce
President Amanda Zimmer
PO Box 1092, Claresholm, AB, T0L 0T0
president@claresholmchamber.ca

Wednesday May 6, 2020

Town of Claresholm
ATTN: Mayor and Council
PO Box 1000, 221 45 Avenue west
Claresholm, AB, T0L 0T0

RE: Application to the Communities Initiatives Program

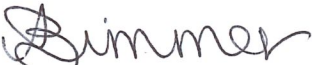
Dear, Mayor & Council,

Recently the Claresholm & District Chamber of Commerce and the Claresholm Economic Development Committee (EDC) agreed to submit a joint application to the Alberta Community Initiatives Program (CIP) being offered by the Government of Alberta. If successful, the matching funds will be used to increase the scope of the current Wayfinding Signage Project.

The Claresholm & District Chamber of Commerce is registered in good standing under the Alberta Societies Act, and as such is eligible to apply to the CIP fund. The Executive Members have agreed that Connecting Communities Wayfinding Signage Project creates opportunities for Albertans to engage with the community, employs local businesses, and supports the efforts of the Town of Claresholm EDC.

With the approval of the Claresholm Town Council, the Claresholm & District Chamber of Commerce would like to proceed as the lead applicant to the Communities Initiatives Project grant, with matching funds designated from the existing Claresholm EDC 2020 Operating Budget, and the Project Manager to remain the Economic Development Officer.

Should the Town Council be in agreement with this proposal, we ask that you provide a letter of support for the Chamber of Commerce Connecting Communities through Wayfinding Project. Because the application is due May 15, 2020, a draft letter of support has been provided. Thank you for your consideration.


Amanda Zimmer,
President, Claresholm & District Chamber of Commerce



REQUEST FOR DIRECTION

Meeting: May 11, 2020
Agenda Item: 21

HONOURING WCCHS GRAD 2020 CLASS

BACKGROUND / DESCRIPTION:

Town of Claresholm Council requested that Administration look into something to honour the local Graduating Class of WCCHS for 2020 who have had their graduation ceremony affected due to Covid-19. This year's class has 48 graduates. The WCCHS Grad Committee has plans that are still being finalized, such as student names and pictures on the WCCHS electronic sign, or photos through the loop at the high school, and the Claresholm Local Press will be doing a full spread on the graduating class. The Graduation Committee has a special surprise planned for each graduate, and they are planning a scaled back celebration for Fall & Winter celebration. A graduation Parade will not be endorsed by the Livingstone Range School Division due to concerns that the event may become a gathering that is not sanctioned by Alberta Health.

A Banner is being recommended as it can be reused, is inexpensive, and does not repeat what other members of the community are doing. It can be used more than one year.

Administration would like to propose the following for discussion:

1. Banner from KFJ Signs

- A. 3' x 4' \$60.00
- B. 4' x 16' \$150.00
 - No extra cost for designing the banner
 - Grommets for hanging
 - Slits for wind

2. Possible locations for banner

- A. New Town office, on the fence visible to the highway
- B. Hanging across 50th Ave West (from one town light post/sign to another)
- C. Hanging across the downtown parking lot
- D. On the front of the Town Office

3. Printed with one of these options

- A. Congratulations Grad Class 2020
 - a. The 2 and 0 could be switched out to be used for future graduating classes
- B. Congratulations WCCHS Graduates
 - a. is generic, can be used for future graduating classes

C. An option not listed here

4. Containing

- Town Logo
- Cobras Logo
- Graduation Cap
- Visible writing

Colours

- Gold, blue, white & black (colours of the Town of Claresholm & WCCHS Cobras)
- White writing to be visible from the highway/ road

Design Ideas submitted for comparisons



A.



B.

Administration requests Council's direction as to how to proceed.

PREPARED BY: Denise Spencer, Recreation Director

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 8, 2020



Claresholm

Town of Claresholm Income Statement by Object March 31, 2020

Revenue	MARCH	2020 YTD	2020 BUDGET
Net municipal taxes	287,119.28	314,017.38	(3,336,644.00) 1
Special assessments	-	-	(12,935.00)
User fees and sales of goods	(10,266.03)	(464,314.26)	(3,006,760.00)
Government transfers for operating	(7,072.50)	(125,981.42)	(379,131.00)
Investment income	(7,391.05)	(16,155.56)	(60,000.00)
Penalties and costs of taxes	(1,455.00)	(27,283.33)	(104,100.00)
Licenses and permits	(6,578.60)	(39,247.45)	(97,000.00)
Other local government transfers	(8,047.17)	-	(188,116.00)
Proceeds from disposal of capital assets	-	77,857.15	(75,000.00) 2
Franchise and concession contracts	(20,537.31)	(65,316.14)	(212,491.00)
Rental	(1,890.00)	(36,694.70)	(123,257.00)
Other	(1,001.78)	(13,854.34)	(32,500.00)
Government transfers for capital	(55,785.00)	(410,376.66)	(2,445,543.00)
	<u>167,094.84</u>	<u>(807,349.33)</u>	<u>(10,073,477.00)</u>
Expenses			
Salaries, wages and benefits	222,448.12	651,170.03	2,896,836.00
Contracted and general services	93,216.87	480,841.41	1,636,489.00
Materials, goods, supplies, and utilities	93,144.30	212,987.53	1,281,940.00
Bank charges and short-term interest	417.88	879.50	-
Interest on long-term debt	-	-	214,059.00
Other expenditures	891.70	3,502.59	27,690.00
Transfers to organizations and others	103.93	103,462.37	382,732.00
Amortization	-	-	1,699,578.00
	<u>410,222.80</u>	<u>1,452,843.43</u>	<u>8,139,324.00</u>
Internal Transfers			
Internal transfers	-	(12,303.99)	- 3
Net Income	<u>577,317.64</u>	<u>633,190.11</u>	<u>(1,934,153.00)</u>
Other			
Transfers to/from reserves	-	-	523,045.00
Capital expenditures	225,235.35	202,780.17	5,527,542.00
Debt Proceeds	-	-	(2,800,000.00)
Debt Principal Repayment	-	-	383,144.00
Amortization addback	-	-	(1,699,578.00)
	<u>802,552.99</u>	<u>835,970.28</u>	<u>-</u>

Notes

- 1** Negative tax revenue is related to education tax requisition amounts prior to collecting any tax.
- 2** Negative gain on disposal of capital assets is related to costs for disposal/demolition of the old school building incurred in 2020.
- 3** Internal transfers are just transferred between different departments. Due to timing of recording entries this will be in a positive or negative position during different times of year. Total for the year will balance out to NIL.



Claresholm

Town of Claresholm Income Statement by Function March 31, 2020

Revenue	MARCH	2020 YTD	2020 BUDGET
Tax and requisition revenue	259,190.92	210,000.35	(3,668,935.00)
General administration revenue	(58,456.78)	(11,501.13)	(522,571.00) ¹
Police	(1,213.08)	(4,461.65)	(33,000.00)
Fire	-	(3,564.45)	(17,040.00)
Bylaw enforcement	(931.92)	(7,291.35)	(38,000.00)
Roads, streets, walks, lighting	-	-	(75,000.00)
Airport	-	(5,535.20)	(2,500.00)
Storm sewers and drainage	-	-	(1,306,751.00)
Water supply and distribution	(430.71)	(229,603.97)	(1,996,900.00)
Wastewater treatment and disposal	(24.00)	(78,113.69)	(406,162.00)
Garbage Collection	(20.00)	(71,218.23)	(426,000.00)
Recycling	(16.48)	(44,202.80)	(243,000.00)
FCSS	(16,119.67)	(45,725.92)	(267,641.00)
Cemetery	-	(1,200.00)	(18,500.00)
Economic development	(1,300.00)	(91,800.00)	(131,200.00)
Land use planning, zoning and development	(4,957.65)	(13,021.50)	(66,600.00)
Parks and recreation	(8,625.79)	(408,584.29)	(844,177.00)
Culture - libraries and museum	-	(1,525.50)	(9,500.00)
	<u>167,094.84</u>	<u>(807,349.33)</u>	<u>(10,073,477.00)</u>
Expenses			
Legislative	9,120.16	15,972.86	109,000.00
Administration	83,130.05	426,018.88	1,276,922.00
Police	-	-	73,730.00
Fire	31,137.64	59,250.02	206,430.00
Bylaw enforcement	8,083.41	31,764.84	124,445.00
Common and equipment pool	35,579.10	119,309.40	537,081.00
Roads, streets, walks and lighting	45,722.01	94,128.36	836,521.00
Airport	479.72	3,451.59	15,840.00
Storm sewers and drainage	733.15	2,122.12	284,317.00
Water supply and distribution	57,829.45	129,725.17	1,273,556.00
Wastewater treatment and disposal	10,222.88	22,815.66	513,005.00
Garbage Collection	23,382.67	66,776.63	391,982.00
Recycling	4,289.10	55,170.56	244,499.00
FCSS	16,142.63	43,967.05	289,749.00
Daycare	-	6,367.00	38,202.00
Cemetery	724.86	2,575.64	18,973.00
Physician recruitment	-	-	3,000.00
Economic development	8,340.12	41,965.24	309,689.00
Agriculture - weed and pest control	501.78	799.78	44,750.00
Land use planning, zoning and development	17,886.65	67,262.12	200,212.00
Parks and recreation	52,163.70	176,687.46	982,988.00
Culture - libraries and museum	4,753.72	86,713.05	364,433.00
	<u>410,222.80</u>	<u>1,452,843.43</u>	<u>8,139,324.00</u>
Net Income	<u>577,317.64</u>	<u>633,190.11</u>	<u>(1,934,153.00)</u>

Notes:

- ¹ Lower year-to-date total than March total is due to reversal of 2019 yearend accruals (Negative amount at end of February) as well as additional costs associated with the demolition of the old school building that were incurred in 2020 that are recorded as a negative "gain on disposal of capital assets"



INFORMATION BRIEF

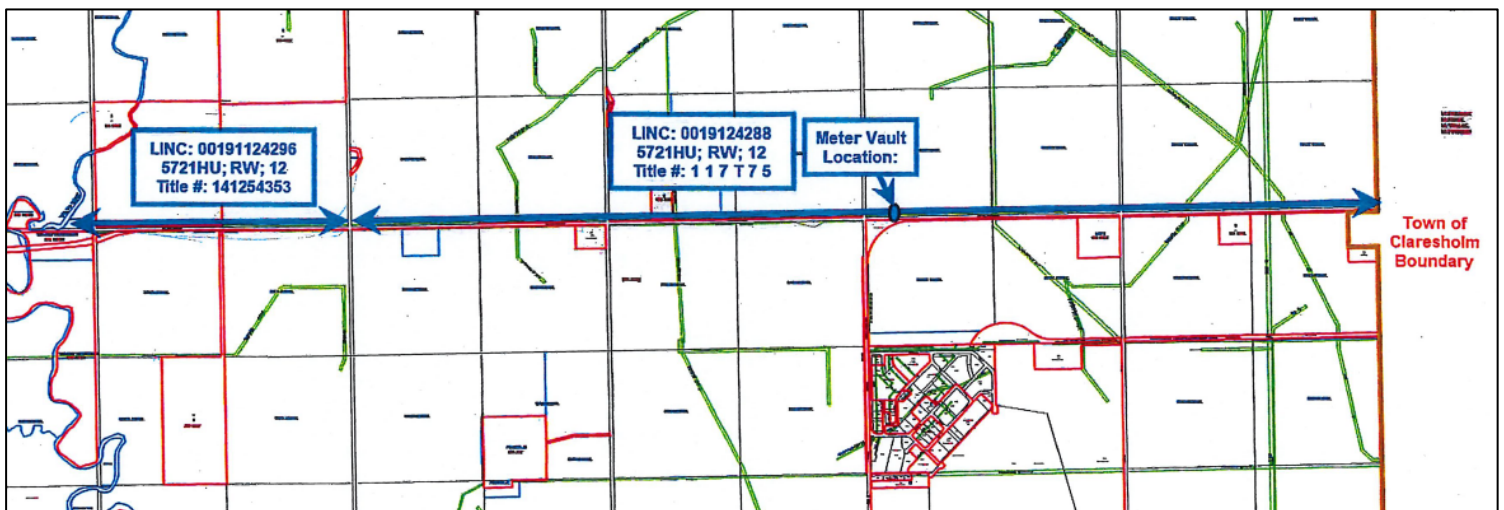
Meeting: May 11, 2020
Agenda Item: 21

ORRSC – SUBDIVISION REFERRAL

Upon completion of the new raw water line from Pine Coulee to Claresholm and the construction of the new Regional Water Treatment Plant, the West Water Treatment Plant was decommissioned and the property has since been sold. The water line that runs from Willow Creek to Claresholm was no longer used to transport water to the Town of Claresholm. Residents along the old water line had accessed water from this line for many years, so the Town of Claresholm agreed to send water in the opposite direction to continue to provide users with water (set up under a water co-op).

The MD of Willow Creek has since taken over all water supply within that line. The line was in two portions on land owned by the Town. The far west portion was transferred a few years ago, but the longer portion of land requires subdivision at the meter vault location prior to transferring to the MD. Once the lands have been subdivided, the line portion from Claresholm to the meter vault will remain in the Town and the other portion from the meter vault west can be transferred to the MD. This will enable the MD to ensure the water supply and line maintenance for their affected ratepayers. The meter installed keeps track of the water being used and is billed directly to the MD.

As the landowner the Town has been circulated on the subdivision application. The Development Department will provide comments that the location of the property line should be surveyed to ensure that the meter vault location will remain on Town owned land with a lease to the MD and the two manholes required for the line west are transferred to the MD (on the MD side of the subdivision). The deadline for comments is May 12, 2020 if there are any further comments from Council.



ATTACHMENTS:

- 1.) Subdivision application

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 4, 2020



OLDMAN RIVER REGIONAL SERVICES COMMISSION

3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344
Toll-Free: 1-844-279-760
E-mail: subdivision@orrsc.com
Website: www.orrsc.com

NOTICE OF APPLICATION FOR SUBDIVISION OF LAND

DATE: April 23, 2020

Date of Receipt:

April 15, 2020

Date of Completeness:

April 17, 2020

TO: Landowner: Town of Claresholm
Agent: M.D. of Willow Creek No. 26

Referral Agencies: M.D. of Willow Creek No. 26, Ian Sundquist, Town of Claresholm, Gavin Scott - ORRSC, Livingstone Range School Division, AltaLink, FortisAlberta, TELUS, ATCO Gas, ATCO Pipelines, AB Health Services - Calgary, AB Environment & Parks - J. Wu, AB Transportation, Historical Resources Administrator, AER, Canada Post

Adjacent Landowners: Andrew Hart, Bradley & Andrea Toone, Cameron & Constanze Fancy, Carmin Gajecki, Christine Harrison, David Mulholland, Duane & Terry Woodward, George & Julie Hensch, H&R Rothe Enterprises Ltd., Hutt. Br. Church Of Willow Creek, Lazy T Farms Ltd., M.G. Mulholland Farms Ltd., Md Of Willow Creek, Michelle Dedominicis, Morkin Farms Ltd., Neil & Vivian Clay, New Oxley Rancho Co. Ltd., Robert & Helen Rothe, Rodney & Aitken, Marie Brunet, Ross & Sharon Shearer, Shayne & Kayley Leeds, Stuart & Brenda Derochie, Willabar Ranch Ltd., Alberta Health Services, Town of Claresholm, Cottonwood Village Ltd., Condominium Corporation No. 0010028 C/O Skyline Villas Condominium Association

Planning Advisor: Mike Burla

The Oldman River Regional Services Commission (ORRSC) is in receipt of the following subdivision application which is being processed on behalf of the M.D. of Willow Creek No. 26. This letter serves as the formal notice that the submitted application has been determined to be complete for the purpose of processing.

In accordance with the Subdivision and Development Regulation, if you wish to make comments respecting the proposed subdivision, please submit them via email or mail no later than **May 12, 2020**. (Please quote our File No. **2020-0-059** in any correspondence with this office).

File No.: 2020-0-059

Legal Description: Plan 5721HU Waterline Right of Way within S1/2 Sec. 27-28-29-30, Twp. 12, Rge. 27 - W4M

Municipality: M.D. of Willow Creek No. 26

Land Designation: Rural General - RG
(Zoning)

Existing Use: Waterline

Proposed Use: Waterline

of Lots Created: 1

Certificate of Title: 117T75

Meeting Date: **May 13, 2020** *Note that meeting dates are subject to change. It is advisable to contact the M.D. of Willow Creek No. 26 three (3) days prior to the meeting for times and to confirm that this application is on the agenda.*

If you wish to make a presentation at the subdivision authority meeting, please notify the M.D. of Willow Creek No. 26 Municipal Administrator at your earliest convenience.

Planner's Preliminary Comments:

This proposal would subdivide a 16.0 acre titled area to create two smaller parcels of 7.98 acres and 8.02 acre respectively. The titled area contains an existing waterline which traverses across 4 sections of land registered in the name of the Town of Claresholm. The intent of this subdivision is to split the titled area at the existing water meter vault adjacent to and north of Highway 520. The westerly portion of the waterline will be transferred to the M.D. of Willow Creek while the easterly portion will remain titled to the Town of Claresholm.

A recommendation for approval is warranted subject to standard planning conditions.

The Subdivision Authority is requested to consider the following when rendering decision on this application:

1. Payment of any outstanding property taxes to the M.D. of Willow Creek No. 26.
2. Provision of a development agreement with the M.D. of Willow Creek No. 26.
3. Pertinent comments and information provided by adjacent landowners and by referral agencies.

RESERVE:

Municipal Reserve is not applicable.

Submissions received become part of the subdivision file which is available to the applicant and will be considered by the subdivision authority at a public meeting.



APPLICATION FOR SUBDIVISION RURAL MUNICIPALITY

FOR OFFICE USE ONLY	
Zoning (as classified under the Land Use Bylaw):	
Fee Submitted: <i>Invoiced</i>	File No: <i>2020-0-059</i>
APPLICATION SUBMISSION	
Date of Receipt: <i>April 15, 2020</i>	Received By: <i>[Signature]</i>
Date Deemed Complete: <i>April 17, 2020</i>	Accepted By:

1. CONTACT INFORMATION

Name of Registered Owner of Land to be Subdivided: Town of Claresholm

Mailing Address: Box 1000 City/Town: Claresholm

Postal Code: TOL 0T0 Telephone: 403-625-3381 Cell: _____

Email: Marian@claresholm.ca Preferred Method of Correspondence: Email ☒ Mail ☐

Name of Agent (Person Authorized to act on behalf of Registered Owner): MD of Willow Creek No. 26

Mailing Address: Box 550 City/Town: Claresholm

Postal Code: TOL 0T0 Telephone: 403-625-3351 Cell: _____

Email: derrick@mdwillowcreek.com Preferred Method of Correspondence: Email ☒ Mail ☐

Name of Surveyor: _____

Mailing Address: _____ City/Town: _____

Postal Code: _____ Telephone: _____ Cell: _____

Email: _____ Preferred Method of Correspondence: Email ☐ Mail ☐

2. LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED

- All/part of the _____ ¼ Section _____ Township _____ Range _____ West of _____ Meridian (e.g. SE¼ 36-1-36-W4M)
- Being all/part of: Lot/Unit _____ Block _____ Plan 5721HU; RW; 12
- Total area of existing parcel of land (to be subdivided) is: _____ hectares _____ acres
- Total number of lots to be created: _____ Size of Lot(s): _____
- Rural Address (if applicable): _____
- Certificate of Title No.(s): _____

3. LOCATION OF LAND TO BE SUBDIVIDED

- The land is located in the municipality of MD of Willow Creek
- Is the land situated immediately adjacent to the municipal boundary? Yes ☐ No ☒
If "yes", the adjoining municipality is _____
- Is the land situated within 1.6 kilometres (1 mile) of the right-of-way of a highway? Yes ☒ No ☐
If "yes" the highway is No. Hwy 520 west
- Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water, or by a canal or drainage ditch? Yes ☐ No ☐
If "yes", state its name _____
- Is the proposed parcel within 1.5 kilometres (0.93 miles) of a sour gas facility? Unknown ☐ Yes ☐ No ☒

4. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe:

- a. Existing use of the land 5721HU; RW;12 (EXISTING WATER UTILITY RIGHT OF WAY)
- b. Proposed use of the land WATER UTILITY RIGHT OF WAY

5. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

- a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) flat
- b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.)

- c. Describe the kind of soil on the land (sandy, loam, clay, etc.) _____
- d. Is this a vacant parcel (void of any buildings or structures)? Yes ☐ No ☒
If "no", describe all buildings and any structures on the land. Indicate whether any are to be demolished or moved.
Existing water pipeline
- e. Is there a Confined Feeding Operation on the land or within 1.6 kilometres (1 mile) of the land being subdivided? Yes ☐ No ☒
- f. Are there any active oil or gas wells or pipelines on the land? Yes ☐ No ☒
- g. Are there any abandoned oil or gas wells or pipelines on the land? Yes ☐ No ☒

6. WATER SERVICES

- a. Describe existing source of potable water N/A
- b. Describe proposed source of potable water N/A

7. SEWER SERVICES

- a. Describe existing sewage disposal: Type N/A Year Installed N/A
- b. Describe proposed sewage disposal: Type N/A

8. REGISTERED OWNER OR PERSON ACTING ON THEIR BEHALF

I, CASIMIR KRISAN hereby certify that

☐ I am the registered owner ☒ I am authorized to act on behalf of the register owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision approval.

Signed: _____

Date: April 17/2020

9. RIGHT OF ENTRY

I, CASIMIR KRISAN do ☐ / do not ☐ (please check one) authorize representatives of the Oldman River Regional Service Commission or the municipality to enter my land for the purpose of conducting a site inspection and evaluation in connection with my application for subdivision. This right is granted pursuant to Section 653(2) of the Municipal Government Act

Signature of Registered Owner(s)

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2
117T75

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
8373KU .	21/05/1971	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED. AS TO PORTION OR PLAN:5721HU "W. 20 FT OF E 640 OF SE 29 AND W 20 FT. OF E. 582 FT. OF SE 30"
961 040 945	26/02/1996	UTILITY RIGHT OF WAY GRANTEE - CANADIAN NATURAL RESOURCES LIMITED. ATTN: LAND DEPARTMENT BOX 6926,STN D CALGARY ALBERTA T2P2G1 (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 081113128) (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 091250652) (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 161004134)
961 097 267	06/05/1996	EASEMENT OVER WATERLINE RIGHT OF WAY ON PLAN 5721HU FOR BENEFIT OF WEST 1/2 OF SW 29-12-27-W4
961 266 632	12/11/1996	UTILITY RIGHT OF WAY GRANTEE - CANADIAN NATURAL RESOURCES LIMITED. ATTN: LAND DEPARTMENT BOX 6926,STN D CALGARY ALBERTA T2P2G1 (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 081112565) (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 091250652) (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 161004145)
981 244 168	13/08/1998	DISCHARGE OF UTILITY RIGHT OF WAY 961266632 PARTIAL EXCEPT PLAN/PORTION: 9710077
991 054 338	26/02/1999	DISCHARGE OF UTILITY RIGHT OF WAY 961040945 PARTIAL PARTIAL DISCHARGE EXCEPT AS TO PORTION DESCRIBED IN INSTRUMENT (AFFECTED LAND:4;27;12;27;SE)
011 160 832	11/06/2001	UTILITY RIGHT OF WAY GRANTEE - CANADIAN NATURAL RESOURCES LIMITED.

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 3
117T75

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

ATTN: LAND DEPARTMENT
BOX 6926, STN D
CALGARY
ALBERTA T2P2G1

(DATA UPDATED BY: TRANSFER OF UTILITY RIGHT
OF WAY 091205485)

(DATA UPDATED BY: TRANSFER OF UTILITY RIGHT
OF WAY 161004465)

011 261 532 07/09/2001 DISCHARGE OF UTILITY RIGHT OF WAY 011160832
PARTIAL
EXCEPT PLAN/PORTION: 0112177

TOTAL INSTRUMENTS: 008

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 16 DAY OF APRIL,
2020 AT 10:38 A.M.

ORDER NUMBER: 39165388

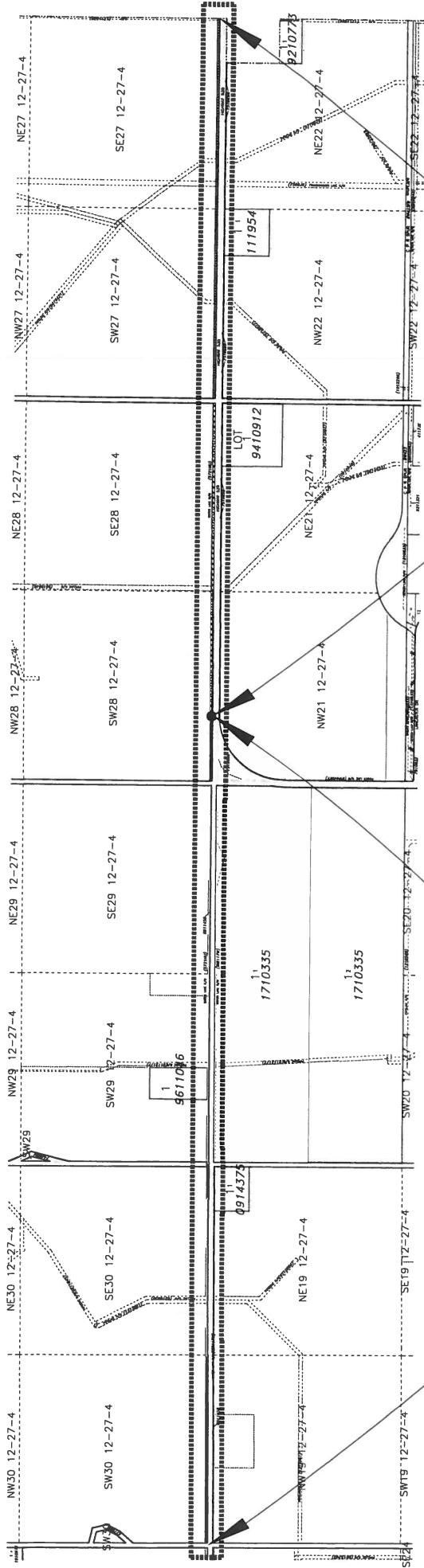
CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

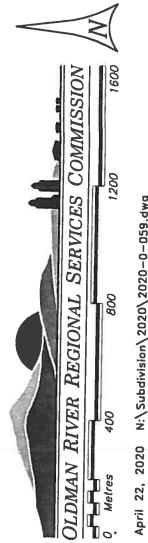
THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

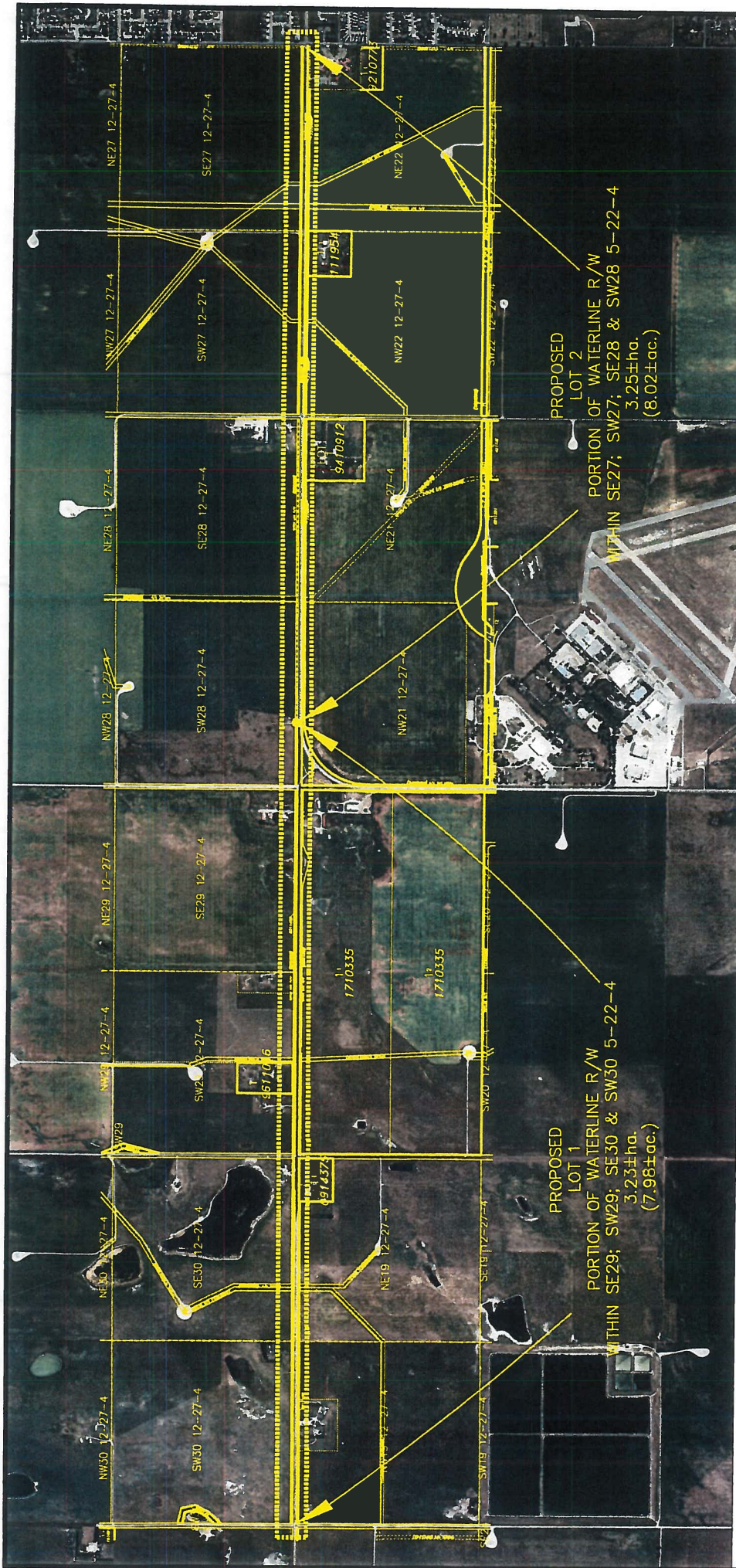


PROPOSED
LOT 1
PORTION OF WATERLINE R/W
WITHIN SE29; SE30 & SW30 5-22-4
3.23±ha.
(7.98±ac.)

PROPOSED
LOT 2
PORTION OF WATERLINE R/W
WITHIN SE27; SE28 & SW28 5-22-4
3.23±ha.
(8.02±ac.)

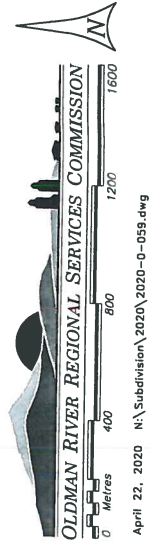
SUBDIVISION SKETCH
LOT 12; BLOCK RW; PLAN 5721HU
WITHIN S1/2 SEC 27; 28; 29; 30, TWP 12, RGE 27, W 4 M
MUNICIPALITY: M.D. OF WILLOW CREEK NO. 27
DATE: APRIL 21, 2020
FILE No: 2020-0-059





SUBDIVISION SKETCH
 LOT 12; BLOCK RW; PLAN 5721HU
 WITHIN S1/2 SEC 27; 28; 29; 30, TWP 12, RGE 27, W 4 M
 MUNICIPALITY: M.D. OF WILLOW CREEK NO. 27
 DATE: APRIL 21, 2020
 FILE No: 2020-0-059

AERIAL PHOTO DATE: 2015



Strategies

MULTI-YEAR

		Assigned to	Update on Progress
POLICY & PLANNING			
3 Year Operations Plan and 5 Year Capital Plan			
	Revise 3 Year Operations Plan and 5 Year Capital Plan	Blair	Updated plans for 2021 forward have been adopted by Council on April 14th, 2020
Community Center			
	Enhance Community Center	Mike	New accessible doors installed March 2020.
Multi Use Community Facility			
	Tender Project for 2020	Mike	Tender awarded to Tricon Developmets.
	Begin construction in 2020	Mike	Planning 90% complete, geo-tech completed, survey complete end of March 2020. Striping completed, fill being hauled in.
	Complete construction 2021	Mike	Schedule still on track.
Intermunicipal Development Plan (IDP)			
	Complete IDP by April 1, 2020 deadline	Tara	Still ongoing, Provincial deadline changed to April 1, 2021.
Intermunicipal Collaboration Framework (ICF)			
	Complete ICF by April 1, 2020 deadline	Marian	Complete. Notice sent to the Minister March 26, 2020
Stormwater Infrastructure			
	Apply for grant funding for Phase 2 and beyond	Blair/Mike	ACRP funding is no longer available. Investing in Canada Infrastructure Program is unavailable due to lack of matching provincial funding/program.
Development Processes			
	Continue with Land Use Bylaw updates as necessary	Tara	Ongoing as required.
	Update Signage Schedule of Land Use Bylaw	Tara	Currently on hold until IDP is completed, plans for 2020 amendment.
	Develop Off-site Levy Bylaw	Tara	Prepared for Council readings.
	Continue review of processes	Tara	Policies all updated, process review ongoing.
	Complete Infrastructure Master Plan	Mike/Tara	Engineering firm contracted, project has commenced. Building inpsctions, road assessments completed. Sidewalk inspections underway.
	GIS updates	Tara	Ongoing, IMP will complete a thorough update.

Strategies

MULTI-YEAR

		Assigned to	Update on Progress
Encourage Residential Development			
	Review Land Use Bylaw and Planning documents	Tara/Brady	Reviews completed annually.
	Investigate incentive opportunities	Tara/Brady	Investigations ongoing.
	Complete a Housing Needs Assessment	Tara/Brady	The Alberta Rural Development Networks needs assessment was considered, but not recommended. The EDO will investigate other approaches to housing needs assessments.
ECONOMIC & COMMUNITY DEVELOPMENT			
Support the Economic Development Committee			
	Update 3 year Economic Development Business Plan	Brady	Strategic Plan Review Meeting took place April 27th, Final Draft will be circulated for EDC approval on Wednesday May 6th, before coming to Town Council for approval.
	Strategy for Challenging Land Owners	Brady	Investment Attraction; maintain accurate information and contacts for commercial and industrial properties in Claresholm. Connected buyers, sellers and investors whenever possible.
	Revitalize Downtown and Highway Corridor	Brady	Improved software and new breaker installed to the Welcome Sign LED's, back covers are in the queue, with plans to refresh the paint in June 2020. Community Advertising Project highway billboards continues, EDO taking steps to delagate parts of the process to private partners. Wayfinding Signage project was awarded in February, work to begin this spring with focus on highway corridor.
	Develop/Review policies pertaining to unsightly premises and vacant lands and buildings in retail, commercial and industrial areas	Brady/Ryan	Ongoing, EDC Agenda for May 18, 2020
	Address revitalization in 3 year Economic Development Business Plan	Brady	Scheduled for April 20, 2020 EDC online meeting
	Finish/paint entrance signs	Brady/Mike	Potential completion summer 2020.

Strategies

MULTI-YEAR

		Assigned to	Update on Progress
	Continue to work with landowners to identify opportunities to develop residential land resulting in diverse housing	Brady/Tara	Contacted developers to ensure communication is ongoing for potential development initiation.
	Continue to work with landowners to develop light industrial Starline Business Park	Brady/Tara	Conversation ongoing.
Sound, Responsible Governance and Strengthen Internal Operations			
	Ensure ongoing public participation	Karine/Marian	
	Continue with quarterly open houses	Karine/Marian	Open House held February 27, 2020. Open House scheduled for May 7 has been cancelled by Council. Will schedule the next one when allowed

Strategies

MULTI-YEAR

		Assigned to	Update on Progress
	Continue to review and update Administration and Council policies	Blair/Marian	Have successfully reviewed and updated approximately 75% of Town Policies. Work will continue in the 2nd quarter of 2020.
	Address legislative changes in a timely fashion	Marian	Continue to report changes to Council and implement changes
	Succession planning for the CAO	Marian	In progress
PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS			
Build Government Relations at All Levels			
	Look for opportunities to collaborate	All departments	Working with various community groups/societies on grant applications for various municipal/partnership projects.
Strengthen Stakeholder Relationships			
	Encourage presentations to Council, visit organizations to build relationships and have a presence in the community	Council	
	Develop relationships with Land Developers in order to progress on residential development	Council/Brady	The EDO, and Development Officer continue to communicate with residential developers and potential investors. In March 2020 the EDO prepared a letter for a developer which identified factors that contribute to the growing need for affordable housing in Claresholm.
Relationships with AHS and Other Service Providers			
	Continue to Enhance Relationships with AHS and Other Service Providers	Council	
VIBRANT COMMUNITY, QUALITY OF LIFE			
Housing			
	Investigate opportunities for various types of housing	Tara/Brady	Opportunities sought out and working with inquiries as presented.
Traffic			
	Continue work with Alberta Transportation and RCMP on enforcement measures on highway #2	Ryan	Ongoing, trying to keep a presence on the highway to slow traffic. Using welcome sign LED's to encourage slow and safe driving.

Strategies

MULTI-YEAR

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

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - January 27, 2020				
2	Delegation Response: Claresholm Skatepark Association - Moved by Councillor Moore to rescind Motion #19-038. CARRIED MOTION #20-016 Moved by Councillor Schulze to support locating the new skatepark on the site of the new Multi-use Community Building at 5318 – 2nd Street West. CARRIED MOTION #20-017	Mike/Denise	Conversations ongoing	In progress
Regular Scheduled Meeting - April 27, 2020				
1	BYLAW #1678 - Moved by Councillor Carlson to give Bylaw #1678, the Cemetery Bylaw Amendment, 1st Reading. CARRIED	Karine	On the May 11th Agenda for 2nd & 3rd Readings	Complete
2	BYLAW #1693 - Moved by Councillor Schlossberger to give Bylaw #1693, the Non-Residential Tax Incentive Bylaw, 2nd Reading. CARRIED Moved by Councillor Schulze to give Bylaw #1693, the Non-Residential Tax Incentive Bylaw, 3rd and Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
3	BYLAW #1700 - Moved by Councillor Cutler to give Bylaw #1700, the COVID-19 Relief Bylaw, 1st Reading. CARRIED	Karine	On the May 11th Agenda for 2nd & 3rd Readings	Complete
4	BYLAW #1701 - Moved by Councillor Zimmer to give Bylaw #1701, the Electronic Transmission of Documents Bylaw, 1st Reading. CARRIED	Karine	On the May 11th Agenda for 2nd & 3rd Readings	Complete
5	BYLAW #1703 - Moved by Councillor Schlossberger to give Bylaw #1703, the Recycling Materials Management Bylaw Amendment, 1st Reading. CARRIED	Karine	On the May 11th Agenda for 2nd & 3rd Readings	Complete
6	BYLAW #1704 - Moved by Councillor Zimmer to give Bylaw #1704, the Regional Assessment Review Board Bylaw, 1st Reading. CARRIED	Karine	On the May 11th Agenda for 2nd & 3rd Readings	Complete
10	RFD: 2020 Open Houses - Moved by Councillor Moore to cancel the second Council Open House of 2020 that was to be held on Thursday, May 7, 2020 at 7:00 p.m. at the Claresholm Seniors Drop-in Centre. CARRIED MOTION #20-065	Karine	Open House cancelled on the website	Complete
11	RFD: Miscellaneous Fees & Facility Rent Policy - Moved by Councillor Schlossberger to adopt Policy #5.9.05, the Miscellaneous Fee & Facility Rent Policy (v1.0) as presented effective April 27, 2020. CARRIED MOTION #20-066	Blair	Printed and policy manuals updated.	Complete

12	RFD: CPO Known Risk Policies - Moved by Councillor Carlson to adopt Policies #5.3.35, the CPO Safety Policy (v1.1) and Policy #5.3.36, the Dangerous Persons and Property Policy (v1.0) as presented effective April 27, 2020. CARRIED MOTION #20-067	Blair	Printed and policy manuals updated.	Complete
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PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 7, 2020

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

March 27, 2020

Town of Claresholm – Council Chambers

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

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

9:01 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the agenda by Mayor MacPherson
		Seconded by Jeff Kerr
		CARRIED

Adoption of Minutes	Motion to adopt the Meeting Minutes By Jeff Kerr
February 14, 2020	Seconded by Doug Priestley
	CARRIED

Item 1: ACTION	HOME OCCUPATION	Motion to approve with conditions by Jeff Kerr
	File: D2020.013 Applicant/Owner: Angelita Cristobal/Teresita and Anthony Olienick Address: 630 51 Avenue W, Claresholm Legal: Lots 8, Block 1, Plan 3474JK Regarding: Home occupation for a home office employment assistance service	Seconded by Mayor MacPherson
	Conditions: - The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525. - As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view. - As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become	CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

March 27, 2020
Town of Claresholm – Council Chambers

detrimental to the residential character and amenities of the neighborhood.

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

Item 2: ACTION

DEVELOPMENT PERMIT

**Motion to approve with
conditions by
Doug Priestley**

File: D2020.014

Applicant/Owner: Dennis Craig Hockley

Address: 547 50 Avenue W, Claresholm

Legal: Lot 28, Block 4, Plan 731014

Regarding: Add rear large accessory building (garage) with
variance to maximum lot coverage

**Seconded by
Keith Carlson**

CARRIED

Conditions:

1. The applicant shall obtain all relevant Safety Code Permits and approvals. Specifically, the applicant shall obtain Safety Codes Permits for the following disciplines: Building, Electrical. Please contact Superior Safety Codes Inc. at 403-320-0734 www.superiorsafetycodes.com
 2. The Applicant shall be responsible for ensuring that underground utilities are marked prior to commencing with any excavation. Please contact Alberta One Call at 1-800-242-3447.
 3. Any contractors or trades people are required to obtain a Town of Claresholm Business License. For more information please contact the Town of Claresholm Administration Office (403) 625-3381.
 4. As per the Town of Claresholm Servicing Standards for Municipal Improvements the applicant shall adhere to storm drainage system requirements and direct all storm water to the storm drains, as well as, the lot shall be graded to the standards set forth in the Servicing Standards for Municipal Improvements.
 5. The Applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.
 6. As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the exterior of the accessory building to match the residential character of the neighborhood. The color must be approved by the Development Officer.
 7. As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the roof with asphalt shingles. Any other material that the applicant proposes to use for the roof finish shall be approved by the Development Authority. The color must be approved by the Development Officer.
 8. The existing shed must be removed prior to garage construction.
 9. No further accessory buildings can be added without a new permit application, this included all sizes of accessory buildings (and sheds).
-



MUNICIPAL PLANNING COMMISSION MINUTES

March 27, 2020
Town of Claresholm – Council Chambers

Note(s):

10. Any further changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.
-

Item 3: ACTION

DEVELOPMENT PERMIT

File: D2020.016
Applicant/Owner: Rod Dyrholm/Q.E.D. Enterprises Ltd.
Address: 4927 1 Street W, Claresholm
Legal: Lots ptn 9 & 10, Block 3, Plan 147N
Regarding: discretionary change in use: add amusement facility with variance to required parking

**Motion to approve with
conditions by
Doug Priestley**

**Seconded by
Jeff Kerr**

CARRIED

Conditions:

1. The applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. For further information please contact Superior Safety Codes Inc. at 403-320-0734.
 2. Any further change in use (alterations, additions or intensifications of use) will require a new permit application.
 3. Approval of this application does not include any new signs. The owner/tenant is responsible to obtain any relevant permits in regards to signage as per Schedule 2 of the Land Use Bylaw No. 1525.
 4. The business will require a license from the Town of Claresholm; please contact the Administration Office for further information.
 5. Storage of bikes/scooters/skateboards etc. is not permitted on the public sidewalk adjacent to the property. Please find an alternative location as required.
-

Item 4: ACTION

HOME OCCUPATION

File: D2020.022
Applicant/Owner: Alpine Massage and Wellness/Heidi Ferguson
Address: 5 Westlynn Dr, Claresholm
Legal: Lot 2, Block C, Plan 8810870
Regarding: Home occupation for a massage therapy business

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

**Seconded by
Doug Priestley**

CARRIED

Conditions:

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



MUNICIPAL PLANNING COMMISSION MINUTES

March 27, 2020

Town of Claresholm – Council Chambers

and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.

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

Item 5: ACTION

HOME OCCUPATION

**Motion to approve with
conditions by
Jeff Kerr**

File: D2020.025

Applicant/Owner: Kelly Fraser/Kelly & Philip Fraser

Address: 45 Westlynn Spur, Claresholm

Legal: Lot 57, Block 1, Plan 0610901

Regarding: Home occupation for a dermaplaning business

**Seconded by
Keith Carlson**

CARRIED

Conditions:

1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.
 2. The applicant shall provide the Town will a copy of an approved inspection from the public health inspector (AHS).
 3. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.
 4. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.
 5. Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.
-

9:35 a.m.

**Motion to adjourn by
Mayor MacPherson**

CLARESHOLM FOOD BANK

Meeting – MARCH 30, 2020

Present: Wendy, Shirley, Gaven, Brydon, Kathy, Linda, Bernie

Regrets: Melissa

Absent:

Meeting called to order: 4:30 p.m.

Additions to Agenda – None

Minutes of Previous Meeting – Linda moves accepted as read Bernie 2nd – carried

Treasurer's Report - Approved as Presented

OLD BUSINESS:

1. Policies - tabled
2. Food Banks Alberta – Paid - complete

EXPENSE FORMS – None

Fund Raising Committee – Raffle: Post on Food Bank Face Book Page

Grant has been submitted

Tara and Barb have advised Wendy of new Grants to apply for.

Wendy is to meet with Dennis Gillespie of the Stavelly Elks at the Local Press for a presentation of a cheque.

BUILDING COMMITTEE: Tom gave us an update on the work he has done – He was paid a second installment.

FOOD BANK UPDATE: COVID19 – food hampers will be done either by Curb Side pickup or delivery to reduce contact with clients and workers. Chad Besplug will pick up food for us in Okotoks if we give him a list of what we need.

CORRESPONDENCE: none

NEW BUSINESS:

1. Numerous people wanting to volunteer – at present we have not been busy enough to require extra but will keep names for future consideration.
2. Jason Hemmaway tells us not to use Hutterites for unloading trucks at this time due to their type of communal living and the spread of COVID19. Town employees will help us unload a truck.

NEXT MEETING – April 23 @ Food Bank

Meeting Adjourned – 5:30 p.m.

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Claresholm Museum, The Station

February 25, 2020

Present: Barry Gibbs, Don Glimsdale, Betty Hoare, Gaven Moore, Verne Lunan, Ryan McKirdy and Bill Kells.

Guest: Margaret Lane

1. Call to order by Barry Gibbs at 3:05 PM.
2. Adoption of amended agenda with the additional of 2 items, was made by Verne Lunan. **CARRIED**
3. Approval of minutes from January 15, 2020 as presented by Don Glimsdale. **CARRIED** Correspondence: no correspondence.
4. Chair Report – No chair report for presentation at this meeting.
5. Strategic Plan – Went thru the document titled *2019 Progress Report on the Museum Strategic Plan*. Group discussion held on the 6 goals listed. Thru this discussion there were additional achieved goals that could be included in the report. Once the updates to the plan is finalized copies will be sent out to Town Council and The Friends of the Museum.
6. 2020 Annual Plan – Barry Gibbs provided a draft of a 2020 Museum Plan. This plan would be used as a working guideline for the board. Board discussion and feedback was given.
7. Executive Directors Report – Bill Kells updated the board on activities at the museum for the month of February. Advertising for summer staffing will be done in March. Bill is currently working on finding new homes for the two horse drawn wagons being stored at the Town Public Works yard. Bill has identified some exhibits that could be enhanced with an audio delivery system. Holly Ottwell, Manager at the Claresholm Library has indicated that the five panels honoring the Famous Five women were better suited as part of the museum. The ongoing storage problems at the museum, both current and future is being analyzed. This information is needed to determine the steps to address the problem.
8. Planning Committee – Verne Lunan, chair of the planning committee updated the board on museum events. The museum will not be hosting a Claresholm Alberta Culture Days event.

9. Other – This year's theme for Fair Days is "Man's Best Friend the Dog". Ideas for possible float design were discussed. A decision to switch the museum meeting dates from the 3rd Wednesday of each month to the 3rd Tuesday of each month was approved by all members. Betty to put out an amended calendar.
10. Motion for adjournment made by Verne Lunan at 4:50 PM. **CARRIED**

Next Meeting March 17, 2020



Board Chair

BOARD REPORT



CHINOOK
ARCH **REGIONAL
LIBRARY SYSTEM**

CHINOOK ARCH LIBRARY BOARD MEETING - APRIL 2, 2020

CHINOOK ARCH AND COVID-19 PANDEMIC RESPONSE - UPDATE

As a result of an order from Alberta's Chief Medical Officer of Health, all public recreational facilities have been closed in an effort to slow the spread of the virus that causes COVID-19. Public libraries are included in this order. Chinook Arch remains operational, with some service reductions.

Services that have been impacted include: cataloguing and processing, interlibrary loans, and delivery. In-library programming is being reconfigured for online delivery. Chinook Arch continues to offer IT support, consulting support, and direct support to patrons, many of whom are attempting to access OverDrive, hoopla, and other online services for the first time. Chinook Arch has also purchased a subscription to Zoom videoconferencing, and has made it available to member libraries and boards that wish to hold virtual meetings. Libraries continue to order materials, and Chinook Arch is ensuring that those orders are processed. To meet increased demand, Chinook Arch has invested additional funds in online resources.

APRIL BOARD MEETING SUMMARY

Due to the COVID-19 Pandemic, the regular meeting of the Chinook Arch Library Board was moved online. Trustees were provided with the meeting materials (with enhanced explanatory notes), and then invited to cast their votes using an online survey tool. A Zoom meeting was also scheduled for the time of the regular meeting, and trustees were invited to join the meeting to ask any questions they had about the contents of the meeting package. A total of 31 trustees cast votes online, with every motion but one passing unanimously.

Important agenda items included the 2019 Annual Reports for Chinook Arch, and its two outlet libraries, along with the 2019 Audited Financial Statements. Chinook Arch received a clean audit opinion from its auditor, Insight LLP

of Lethbridge. The Board ended the year in a solid financial position, with a modest surplus after year-end transfers to pay for reserve-funded projects completed during the year.

Surplus funds from the building renovation project will be transferred back into the Building Reserve once the final building project report has been submitted and approved by Municipal Affairs. These funds will replenish the reserves that were depleted to complete needed repairs done before the receipt of the building project funds.



BOARD MEMBERS PRESENT

***Note that the April "meeting" was held virtually due to the COVID-19 pandemic. The following members cast a vote online. In addition, three members cast a vote but did not identify themselves; therefore, their vote is not counted here.**

Arrowwood	Wendy Williams
Barnwell	Jane Johnson
Cardston	Dennis Barnes
Cardston County	Lloyd Kearl
Carmangay	JoAnne Juce
Claresholm	Tony Hamlyn
Coaldale	Briane Simpson
Crowsnest Pass	Doreen Glavin
Fort Macleod	Jim Monteith
Kainai Board of Education	Linda Weasel Head
Lethbridge	Heather Woodruff
LPL Resource Centre	Wendy Kalkan
Lomond	Marie Logan
Magrath	DeVar Dahl
Milk River	Margaret McCanna
Milo	Christopher Northcott
Nanton	Lise Mayne
Picture Butte	Teresa Feist
Pincher Creek	Mark Barber
Pincher Creek MD	Sandra Baker
Raymond	Joan Harker
Taber	Carly Firth
Taber MD	Tamara Miyanaga
Vulcan	Liz Hammond
Vulcan County	Doug Logan
Warner County	Morgan Rockenbach
Waterton	Lesley Little
Willow Creek MD.	Maryanne Sandberg
Ministerial Appointment	Vic Mensch

LIBRARIES UNDER COVID-19

With all Alberta libraries closed to the public, libraries and library systems are finding innovative ways to continue to serve their patrons. Several libraries in the Chinook Arch region are offering curbside pick-up service, with library staff placing bags of materials outside the library for patron pick-up. Readers are increasingly turning to ebooks and audiobooks, which are available from the Chinook Arch website. Daily usage of these services has increased an average of 33% compared to February. Patrons are borrowing almost 900 items per day from OverDrive alone! Programming is moving online as well, with the Digital Literacy Exchange Program and Seniors and Intergenerational Program classes being configured for remote delivery. And watch for a virtual Summer Reading Program in 2020!



Libraries across southern Alberta take part in Chinook Arch's Senior and Intergenerational Programs.

Top Left : Jim and Mary Kearl Library of Cardston

Top Right: Barnwell Public Library

Bottom: Milo Library

POLICY REVIEW

The Board reviewed and approved the following updated policies:

- Planning & Facilities Committee Timeline and Workplan
- Finance & Personnel Committee Timeline and Workplan
- Marketing/Communications Committee Timeline and Workplan

CONTACT US

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Lethbridge, AB T1H 5C6 | 403-380-1500
www.chinookarch.ca | arch@chinookarch.ca



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From: FCM Communiqué <communiqué@fcm.ca>
Sent: April 30, 2020 2:26 PM
To: Marian Carlson <Marian@claresholm.ca>
Subject: President's Corner: Keeping municipal services going strong

[View email in your browser](#)

FCM April 30, 2020



PRESIDENT'S CORNER

FCM Canada's voice of local government



Keeping municipal services going strong

Across the country, local leaders are working like never before to protect Canadians, support local businesses, and keep essential services running. These are extraordinary times—and our cities and communities are on the front lines of it all.

But in every conversation I have with members, I hear different accounts of the same basic challenge. Revenues are drying up. Unanticipated costs are rising. And with limited fiscal tools—and no ability to run deficits—our cities and communities are on the brink of financial crisis.

That's why, last Thursday, [FCM urgently called on the federal government](#) to commit a minimum of \$10 billion to emergency operating funding for municipalities nationwide. This is about ensuring you have the tools you need to keep vital local services going strong.

More than ever, Canadians depend on the services we provide. Police, fire and ambulance when people need help. Clean water and garbage collection. Safe public transit for essential workers. Support services for the vulnerable. Cutting back now would be unthinkable—for Canadians, and for the economy.

Canadians expect all orders of government to work together. Our federal-municipal partnership has already delivered real progress in communities across the country. And right now, that partnership is key to getting through this crisis.

The national press picked up our call for federal leadership almost immediately. Within an hour of our "virtual press conference," reporters were asking the prime minister about it. So our message is breaking through—and we're determined to keep it up to get municipalities the support you need.

Gearing up for Canada's recovery

I'm so proud of the work FCM is doing to support members. Our incredible staff is working flat out (from home, of course) to convene local expertise, share helpful resources and help coordinate local response efforts. They even launched a major [new funding offer](#) from FCM's Green Municipal Fund—the first of three new initiatives flowing from Budget 2019's historic new investment in GMF. All things considered, that's not a bad way to mark GMF's 20th anniversary.

FCM also continues to drive unprecedented engagement with senior federal decision-makers, including Deputy Prime Minister Chrystia Freeland and the ministers responsible for infrastructure, housing and rural economic development. We're bringing your local realities to the federal pandemic response—helping to secure expanded support for workers, local businesses and hard-hit industries.

Through all of this, we've also got an eye on Canada's recovery—and the crucial role municipalities of all sizes will play. The fact is, recovering from this pandemic is going to require a massive nation-building effort. Investing in our communities is going to be key to creating jobs and getting our economy moving.

As the governments closest to daily life, local leaders are well-placed to deliver stimulus funding quickly and efficiently. Delivering results—on the ground, where people live—is what we do. And we'll be ready to work alongside our federal partners to lead Canada to recovery. This crisis has also exposed fundamental flaws in this country's municipal toolbox, and when the time comes, we'll need to address that as well.

But right now, we're focused on helping you see Canadians through this pandemic. Because we're in this together.



Bill Karsten is a councillor for the Halifax Regional Municipality, NS. He was elected FCM President in June, 2019.

SEND ME YOUR THOUGHTS

Please send me your comments. I would love to hear from you.

president@fcm.ca

613-241-5221

@BILL_KARSTEN TWEETS 

[April 23](#): Municipalities across Canada are facing a financial crisis at a scale we have never seen before. [@FCM_online](#) is calling on the [#GOC](#) to commit to emergency operational funding to help [#cdnmuni](#) keep Canadians safe and essential services running.
[#cdnpoli](https://bit.ly/2W9EtII)

[April 22](#): As we celebrate 20 years of [@FCM_online](#)'s Green Municipal Fund, communities across Canada are benefiting from the 1,300+ projects it made possible. Lower GHG emissions are the way of the future. Thanks [#GOC](#) for partnership & financing.

[April 17](#): Today's [#GoC](#) announcement of support for sectors shaken by [#COVID-19](#), including energy, is welcome news for small and rural [#CDNmuni](#). It's a meaningful response to advocacy by [@FCM_online](#), our Rural Forum, and our Western Economic Solutions Task Force.
<https://bit.ly/35lOgz5>

[▶ MORE](#)



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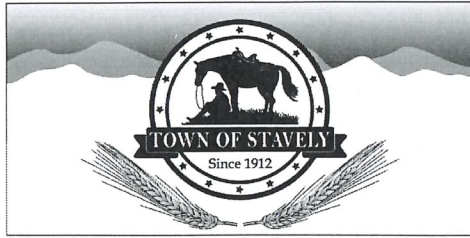
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Office: 403-549-3761
Fax: 403-549-3743

RECEIVED
MAY 04 2020

April 20, 2020

Town of Claresholm
P.O. Box 1000
Claresholm, AB
T0L 0T0

RE: Town of Stavelly Appointments to the Intermunicipal Collaboration Framework Committee

Dear Mayor and Council,

On February 24, 2020 Council of The Town of Stavelly resolved that Mayor Gentry Hall and Councillor Michael Varey have been appointed as the Town of Stavelly representatives to the Intermunicipal Collaboration Framework.

Gentry Hall and Michael Varey can be contacted through the Town of Stavelly Office Box 249 Stavelly, AB. T0L 1Z0.

Sincerely,

Candice Greig
Chief Administrative Officer
Town of Stavelly