



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MAY 25, 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 – MAY 11, 2020**

PUBLIC HEARING: **BYLAW #1689 – Land Use Bylaw Amendment**

ACTION ITEMS:

1. **BYLAW #1689 – Land Use Bylaw Amendment**
RE: 2nd & 3rd Readings
2. **BYLAW #1690 – Land Use Bylaw Amendment**
RE: 1st Reading
3. **BYLAW #1705 – Fire Protection Bylaw**
RE: 2nd & 3rd Readings
4. **BYLAW #1706 – Land Use Bylaw Amendment**
RE: 1st Reading
5. **CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs**
RE: 2020 MSI Allocation
6. **CORRES: Alberta Seniors and Housing**
RE: Seniors Week – June 1-7, 2020
7. **REQUEST FOR DECISION: Request for Tax Waiver Royal Canadian Legion**
8. **REQUEST FOR DECISION: Regional Assessment Review Board**
9. **INFORMATION BRIEF: Amundsen Park Update**
10. **INFORMATION BRIEF: Chamber of Commerce CIP Grant**
11. **INFORMATION BRIEF: CAO Report**
12. **INFORMATION BRIEF: Council Resolution Status**
13. **ADOPTION OF INFORMATION ITEMS**

INFORMATION ITEMS:

1. Claresholm & District Museum Board Meeting Minutes – March 23, 2020
2. Claresholm Child Care Society Board Meeting Minutes – April 15, 2020
3. Age Friendly Alberta Newsletter – May 15, 2020
4. ORRSC – Subdivision Application Decision – May 14, 2020

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MAY 11, 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 7:00 p.m. and that recording would continue until such time as the meeting goes In Camera and/or is adjourned.

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

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

CARRIED

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

Moved by Councillor Zimmer that the Regular Meeting Minutes of April 27, 2020 be accepted as presented.

CARRIED

ACTION ITEMS:

1. BYLAW #1678 – Cemetery Bylaw Amendment
RE: 2nd & 3rd Readings

Moved by Councillor Schulze to give Bylaw #1678, the Cemetery Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1678, the Cemetery Bylaw Amendment, 3rd & Final Reading.

CARRIED

2. BYLAW #1687 – Road Closure Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Schlossberger to give Bylaw #1687, the Road Closure Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Cutler to give Bylaw #1687, the Road Closure Bylaw, 3rd & Final Reading.

CARRIED

3. BYLAW #1698 – Off-Site Levy Bylaw
RE: 1st Reading

Moved by Councillor Schlossberger to give Bylaw #1698, the Off-Site Levy Bylaw, 1st Reading.

CARRIED

4. BYLAW #1700 – COVID-19 Relief Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Zimmer to give Bylaw #1700, the COVID-19 Relief Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1700, the COVID-19 Relief Bylaw, 3rd & Final Reading.

CARRIED

5. BYLAW #1701 – Electronic Transmission of Documents Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Schulze to give Bylaw #1701, the Electronic Transmission of Documents Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Moore to give Bylaw #1701, the Electronic Transmission of Documents Bylaw, 3rd & Final Reading.

CARRIED

6. BYLAW #1702 – 2020 Property Tax Rate Bylaw

RE: All Readings

Moved by Councillor Schlossberger to give Bylaw #1702, the 2020 Property Tax Rate Bylaw, 1st Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1702, the 2020 Property Tax Rate Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Cutler to give unanimous consent to give Bylaw #1702, the 2020 Property Tax Rate Bylaw, 3rd & Final Reading at the same meeting.

CARRIED UNANIMOUSLY

Moved by Councillor Zimmer to give Bylaw #1702, the 2020 Property Tax Rate Bylaw, 3rd & Final Reading.

CARRIED

7. BYLAW #1703 – Recycling Materials Management Bylaw Amendment
RE: 2nd & 3rd Readings

Moved by Councillor Moore to give Bylaw #1703, the Recycling Materials Management Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Zimmer to give Bylaw #1703, the Recycling Materials Management Bylaw Amendment, 3rd & Final Reading.

CARRIED

8. BYLAW #1704 – Regional Assessment Review Board Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Schlossberger to give Bylaw #1704, the Regional Assessment Review Board Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Cutler to give Bylaw #1704, the Regional Assessment Review Board Bylaw, 3rd & Final Reading.

CARRIED

9. BYLAW #1705 – Fire Protection Bylaw
RE: 1st Reading

Moved by Councillor Schulze to give Bylaw #1705, the Fire Protection Bylaw, 1st Reading.

CARRIED

10. DELEGATION RESPONSE: Disc Golf Tones Course Proposal

MOTION #20-068

Moved by Councillor Moore to refer this request to Administration to work with the group that proposed the Disc Golf Tones Course in Claresholm to address any issues that may be attached to the installation of the course and to recommend that Patterson Park be suggested as the best location.

CARRIED

11. OPENING SOON: Alberta's Relaunch Strategy

Received for information.

12. CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs
RE: 2020 Municipal Sustainability Initiative Program Changes

Received for information.

13. CORRES: Hon. Rajan Sawhney, Minister of Community & Social Services
RE: Food Security

Received for information.

14. CORRES: Hon. Josephine Pon, Minister of Seniors and Housing
RE: Statement on COVID-19

Received for information.

15. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Physician Funding Changes

MOTION #20-069

Moved by Councillor Cutler to refer the physician funding changes to the Claresholm Physician Recruitment Committee to discuss the matter further.

CARRIED

16. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Deadline Extended for AUMA Resolution Submissions

Received for information.

17. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Alberta Police Advisory Board Appointments

Received for information.

**18. CORRES: Community Foundation of Lethbridge & Southwestern Alberta
RE: Annual Giving Together Publication**

Received for information.

19. REQUEST FOR DECISION: Lions Club Application – Amundsen Park

MOTION #20-070

Moved by Councillor Moore 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.

CARRIED

20. REQUEST FOR DECISION: Chamber of Commerce Application – Wayfinding Signage

MOTION #20-071

Moved by Councillor Schulze 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.

CARRIED

21. REQUEST FOR DIRECTION: Honouring WCCHS Grad 2020 Class

MOTION #20-072

Moved by Councillor Schlossberger to honour the 2020 WCCHS Graduation Class by purchasing two banners to be placed at the location of the new Town Office and the downtown parking lot, as well as celebrating them on our three electronic signs.

CARRIED

22. FINANCIAL REPORT: Statement of Operations – March 31, 2020

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

CARRIED

23. INFORMATION BRIEF: Subdivision Referral

Received for information.

Mayor MacPherson called for a recess at 8:03 p.m.

Livestream was ended at 8:03 p.m.

Livestream was restarted at 8:06 p.m.

Mayor MacPherson called the meeting back to order at 8:06 p.m.

24. INFORMATION BRIEF: Strategic Plan Report

Received for information

25. INFORMATION BRIEF: Council Resolution Status

Received for information.

26. ADOPTION OF INFORMATION ITEMS

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

CARRIED

27. IN CAMERA:

a. Intergovernmental Relations – FOIP Section 21

b. Intergovernmental Relations – FOIP Section 21

Moved by Councillor Cutler to go In Camera at 8:07 p.m. for the following items:

a. Intergovernmental Relations – FOIP Section 21

b. Intergovernmental Relations – FOIP Section 21

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:07 p.m.

Moved by Councillor Zimmer to come out of In Camera at 8:55 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:55 p.m.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:56 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:56 p.m.

PUBLIC HEARING

Proposed Bylaw 1689

May 20th 2020

Claresholm Council Members

I would like to make a statement regarding the land use change for the walkway between 6th Street and 7th Street (alley).

I think that it was a mistake to close the walkway, (I was out of the country missing the opportunity to speak on it) but now that it is, there are a few things I would like to say. The town of Claresholm is a walking town, the last few years have seen expansion of the pathway system and it is a big part of the reason why people move here, (outdoor opportunities). On any given day there are lots of people out and about that walk all over town. During inclement weather some move to the indoor walking group to stay active.

I think it would be short sighted to eliminate this property at this time to private ownership. This walkway has been heavily utilized by the schools in their walking groups and by the general public for over 40 years and leads to West Hill park. Once the property is private it would make it very difficult to bring back into the path system. Except for gates/fencing on each end (total of 20 feet) there is little cost to the town to keep it while it could be a large loss to eliminate it.

There may be an issue with dogs on each side, (which I do not agree with and I live right at it), of the path but closing it off will have the exact same effect as selling

it and the town keeps it with little to no expense and keeps control of it to ensure the water flow. In summation I feel it would be best if the town kept the property in question and closed it off, thus giving future opportunity for connecting to the pathway system.

Thank you for your time.

Rick Batchelor
5374 7Street West

Last modified: 10:25 AM

ACTION ITEMS



REQUEST FOR DECISION

Meeting: May 25, 2020
Agenda Item: 1

BYLAW No. 1689 - LAND USE BYLAW No.1525 AMENDMENT

BACKGROUND / DESCRIPTION:

At the January 13, 2020 Town Council gave first reading to Bylaw No. 1689, a land use Bylaw amendment. This is a bylaw for the re-designation of two closed roadways (one walkway, one roadway that the parcels were consolidated previously). Now that the road closure bylaw has been passed (May 11, 2020) the amendment for the re-districting can proceed.

In accordance with the Municipal Government Act (MGA) Section 692, a public hearing is required prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing was circulated in the Local Press Town News May 13th and 20th, 2020.

RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1689, 2nd and 3rd readings for the re-districting of the closed roadways to R1- single detached residential.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1689, a Land Use Bylaw Amendment, 2nd reading.

Moved by Councillor _____ to give Bylaw No. 1689, a Land Use Bylaw Amendment, 3rd and final reading.

ATTACHMENTS:

- 1.) Bylaw No.1689 & Maps

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 692 – Planning Bylaws.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 4.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 19, 2020



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1689**

A Bylaw of the Town of Claresholm to amend Bylaw #1525 being a bylaw setting out land uses for the Town of Claresholm.

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 Land Use Bylaw #1525;

WHEREAS it is deemed expedient and proper pursuant to the provisions of the *Municipal Government Act* that the Council of the Town of Claresholm shall issue a Bylaw to amend its existing Land Use Bylaw; and

WHEREAS the purpose of the amendment is to accommodate the change of use for closed roads from “No zoning” to “Single Detached Residential – R1”.

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, Council duly assembled does hereby enact the following:

1. The Town of Claresholm Land Use Bylaw #1525 shall be amended as follows:

LAND USE DISTRICT MAP

Closed walkway between Lot 41 and 42, Block 4, Plan 7810995, be amended by changing from no designation to a “Single Detached Residential – R1” as depicted in “Schedule A”.

Closed roadway (Pine Ridge Crescent) between Block 114 and 118 Plan 8010781, be amended by changing from no designation to a “Single Detached Residential – R1” as depicted in “Schedule B”.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1689 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **13** day of **January** 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



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'A'**



FROM: No Zoning

TO: Single Detached Residential - R1

ALL OF THAT LANE WITHIN BLOCK 4; PLAN 7810995 ADJOINING THE SOUTH
BOUNDARY OF LOT 41 AND THE NORTH BOUNDARY OF LOT 42 AND
BOUNDED BY THE PRODUCTION SOUTHERLY OF THE EAST AND WEST
BOUNDARY OF LOT 41 TO THE NORTHEAST AND NORTHWEST CORNER
OF LOT 42 CONTAINING 0.01 HECTARES (0.03 ACRES) MORE OR LESS
WITHIN NW 1/4 SEC 26, TWP 12, RGE 27, W 4 M
MUNICIPALITY: TOWN OF CLARESHOLM
DATE: DECEMBER 2, 2019

Bylaw #: 1689
Date: _____

MAP PREPARED BY:

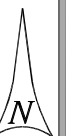
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344

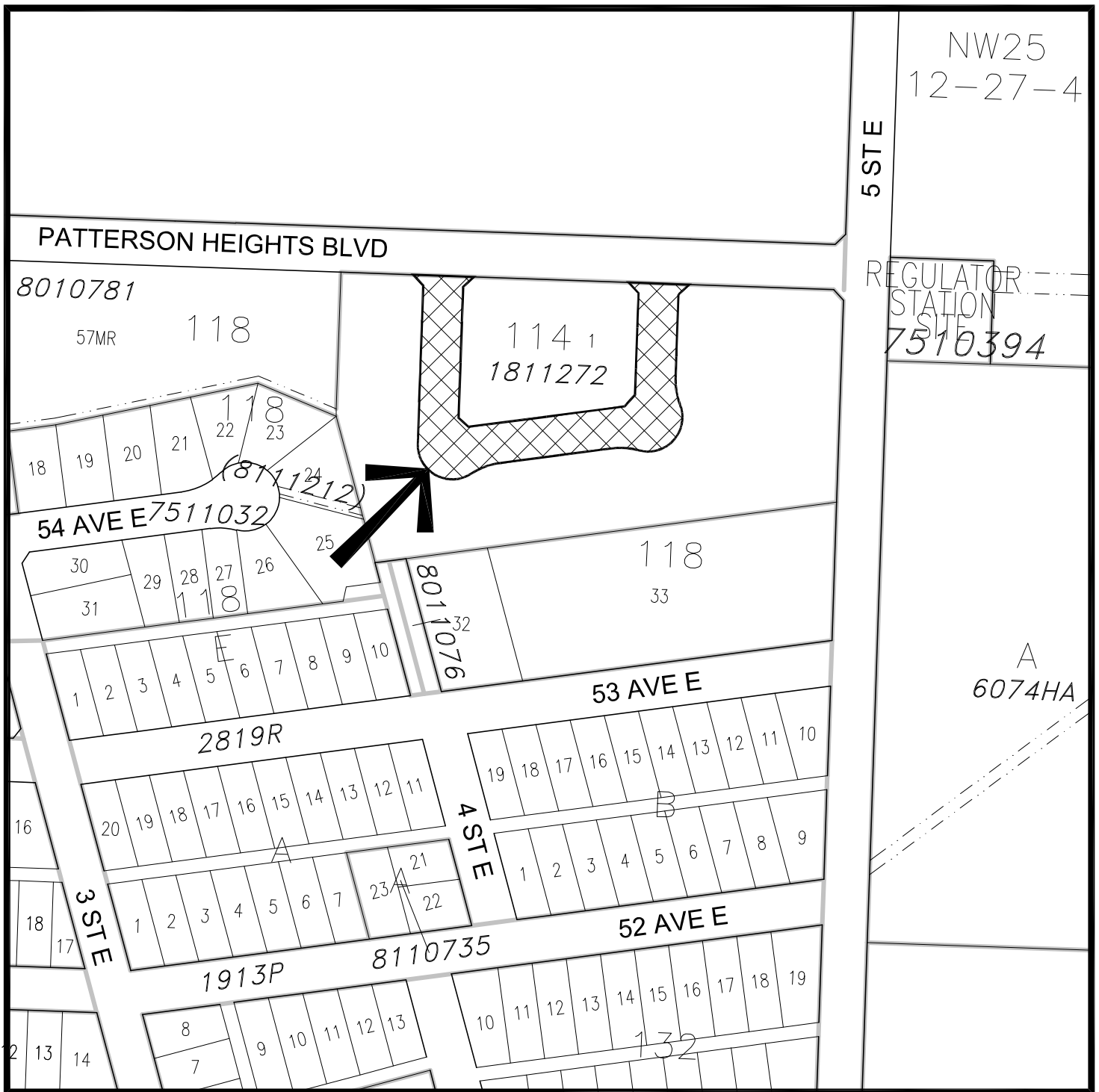
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 50 100 150 200 Metres
December 02, 2019 N:\Willow-Creek-MD\Claresholm\Claresholm LUD & Land Use Redesignations\ Claresholm LUD Redesignation Bylaw 1689 Schedule A.dwg





LAND USE DISTRICT REDESIGNATION SCHEDULE 'B'

Bylaw #: 1689
Date: _____



FROM: No Zoning

TO: Single Detached Residential - R1

ALL OF THAT ROAD FORMERLY BETWEEN BLOCK 114 AND BLOCK 118;
PLAN 8010781 AND KNOWN AS PINE RIDGE CRESCENT CURRENTLY
CLOSED BY CONSOLIDATION INTO LOT 1; BLOCK 114; PLAN 1811272
CONTAINING 0.44 HECTARES (1.08 ACRES) MORE OR LESS
WITHIN NE 1/4 SEC 26, TWP 12, RGE 27, W 4 M
MUNICIPALITY: TOWN OF CLARESHOLM
DATE: DECEMBER 2, 2019

MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



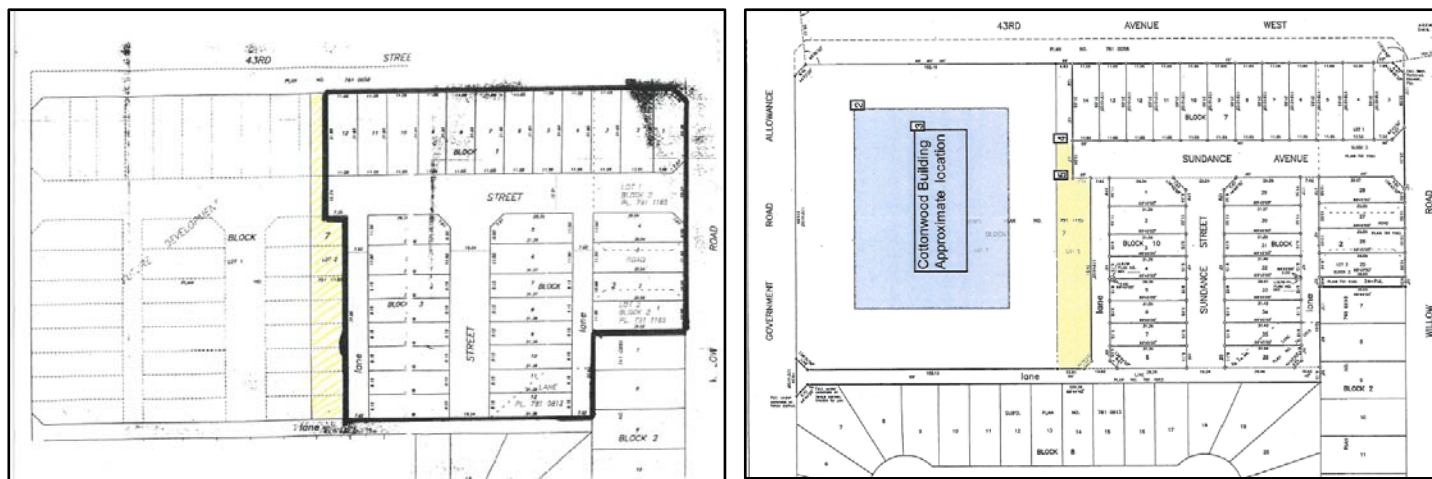
REQUEST FOR DECISION

Meeting: May 25, 2020

Agenda Item: 2

BYLAW No. 1690 - LAND USE BYLAW No.1525 AMENDMENT

The Town of Claresholm has been working on correcting alignment with the storm pond and access behind Cottonwood. The original Sundance concept was as below (left- all residences). As the property sold and the Cottonwood building was constructed a long remnant parcel remained (shown below right). Now that the subdivision is complete, the land use districts require re-organization from Direct Control (DC) to residential (R1 & R4), public (P) and a portion into the Town's road plan for access (no zoning) – see the attached map.



In accordance with the Municipal Government Act (MGA) Section 692, the land use bylaw amendment requires a public hearing and advertisement prior to giving second reading and notice given in accordance with MGA Section 606.

RECOMMENDED ACTION:

Moved by Councillor _____ to give first reading to Bylaw No. 1690, a bylaw to amend Land Use Bylaw No.1525.

ATTACHMENTS:

- 1.) Draft Bylaw #1690 / Map

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 19, 2020



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1690**

A Bylaw of the Town of Claresholm to amend Bylaw #1525 being a bylaw setting out land uses for the Town of Claresholm.

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 Land Use Bylaw #1525;

WHEREAS it is deemed expedient and proper pursuant to the provisions of the *Municipal Government Act* that the Council shall issue a Bylaw to amend its existing Land Use Bylaw; and

WHEREAS the purpose of the amendment is to accommodate the change of use for several parcels of land that have been reconfigured to address existing land use and new subdivision boundaries.

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, Council duly assembled does hereby enact the following:

1. The Town of Claresholm Land Use Bylaw #1525 shall be amended as follows:

LAND USE DISTRICT MAP

The northerly 31.85 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869;

FROM: Direct Control DC

TO: Single Detached Residential R1

The southerly 22.90 Metres of the northerly 54.75 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869;

FROM: Direct Control DC

TO: Road (No Zoning)

The northerly 44.17 Metres of the southerly 70.23 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869.

FROM: Direct Control DC

TO: Multiple Residential R4

The southerly 26.06 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869 & the southerly 46.12 Metres of the easterly 12.67 Metres of Lot 1; Block 7; Plan 7911185

FROM: Direct Control DC & Multiple Residential R4

TO: Public P

as depicted in "Schedule A".

2. This Bylaw shall take effect on the date of final passage.

3. That Bylaw #1690 be consolidated with Bylaw #1525.

4. Bylaw #1525 is hereby amended.

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.

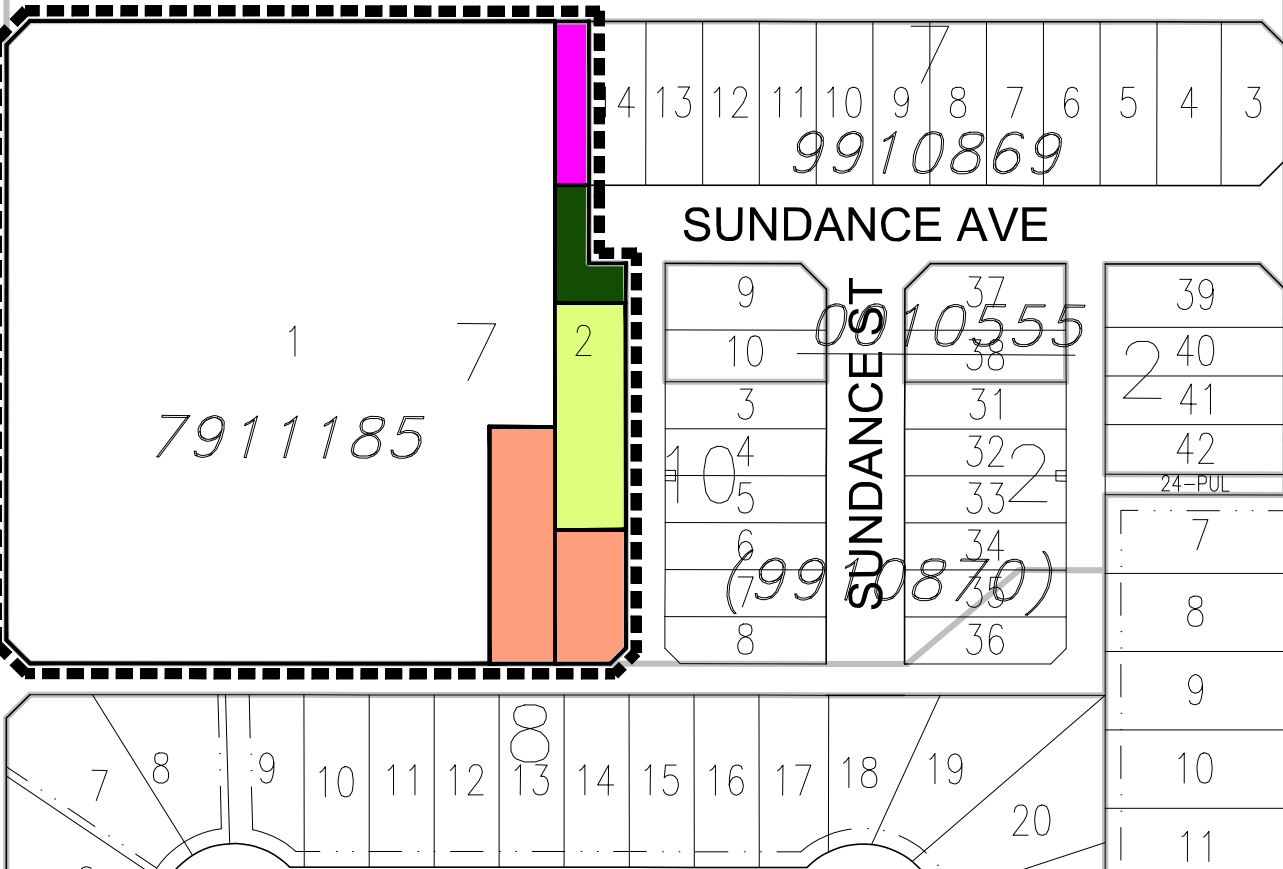
Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

00710020	0110064	0312886	1	2	3
UNITS 4,9,14	UNITS 6,11	UNITS 1,5,10			
9913061	52 1-MR	(9913062)		0914428	

43 AVE W (HIGHWAY 520)

8 ST W



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

- FROM: Direct Control DC - TO: Single Detached Residential R1
The northerly 31.85 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869
- FROM: Direct Control DC - TO: Road (No Zoning)
The southerly 22.90 Metres of the northerly 54.75 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869
- FROM: Direct Control DC - TO: Multiple Residential R4
The northerly 44.17 Metres of the southerly 70.23 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869.
- FROM: Direct Control DC & Multiple Residential R4 - TO: Public P
The southerly 26.06 Metres of Lot 2; Block 7; Plan 7911185 excepting thereout Plan 9910869 &
The southerly 46.12 Metres of the easterly 12.67 Metres of Lot 1; Block 7; Plan 7911185

ALL WITHIN LOTS 1 & 2, BLOCK 7, PLAN 791 1185
WITHIN NW 1/4 SEC 23, TWP 12, RGE 27, W 4 M
MUNICIPALITY: TOWN OF CLARESHOLM
DATE: MAY 12, 2020

Bylaw #: 1690
Date: _____





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:
 - a) Personally, upon the person to be served; or
 - b) 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;
 - c) 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
 - d) 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 **11th** day of **May** 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



REQUEST FOR DECISION

Meeting: May 25, 2020
Agenda Item: 4

BYLAW No. 1706 - LAND USE BYLAW No.1525 AMENDMENT

The applicant has applied for a land use bylaw amendment for the re-zoning of 735, 51 Avenue West from R4 (Multiple Residential) to R5 (Apartments). The applicant proposes to construct an apartment structure with 12-16 units. The lot size is 15,000 ft². The minimum required for an apartment in the R5 land use district is 10,000 ft².



The applicant proposes to build an apartment with a variety of sized units to accommodate 1- and 2-bedroom units. The R5 district has a minimum square footage of 500, and maximum height of 50 feet. The current land use district R4 has a minimum square footage of 800 and maximum height of the building is 35 feet. If the applicant proposes an apartment style building with elevator, potential underground parking, etc. then the land use district should reflect the development. Any proposed use, and development (structures) proposed is dealt with through the land use bylaw permit process (MPC or development officer). At that time items such as parking, setbacks, landscaping, etc. will be looked at. This is the first step in aligning the land use district with the intended development.

In accordance with the Municipal Government Act (MGA) Section 692, the land use bylaw amendment requires a public hearing and advertisement prior to giving second reading and notice given in accordance with MGA Section 606.

The application was circulated to Gavin Scott, Planner from ORRSC for review/comments in regards to compliance with Town Statutory plans.

"The proposal meets the Goal, Objectives and Policies of the Municipal Development Plan. Specifically, it meets policies 3.4.5, 3.4.7, and 3.4.12. As such I have no objection to this proposal moving forward." Gavin Scott

PROPOSED RESOLUTIONS:

Council pass a motion to give Bylaw No. 1706 a bylaw to amend Land Use Bylaw No.1525 1st reading.

RECOMMENDED ACTION:

Moved by Councillor _____ to give first reading to Bylaw No. 1706, a bylaw to amend Land Use Bylaw No.1525.

ATTACHMENTS:

- 1.) Draft Bylaw #1706 / Map
- 2.) Land use districts (R4 & R5)

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 20, 2020



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1706**

A Bylaw of the Town of Claresholm to amend Bylaw #1525 being a bylaw setting out land uses for the Town of Claresholm.

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 Land Use Bylaw #1525;

WHEREAS it is deemed expedient and proper pursuant to the provisions of the *Municipal Government Act* that the Council of the Town of Claresholm shall issue a Bylaw to amend its existing Land Use Bylaw; and

WHEREAS the purpose of the bylaw is to accommodate the construction of a proposed apartment building.

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, Council duly assembled does hereby enact the following:

1. The Town of Claresholm Land Use Bylaw #1525 shall be amended as follows:

LAND USE DISTRICT MAP

Lot 1, Block 66, Plan 9212404, be amended by changing the Multiple Residential – R4 designation to Apartments – R5

as depicted in “Schedule A”.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1706 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

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

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

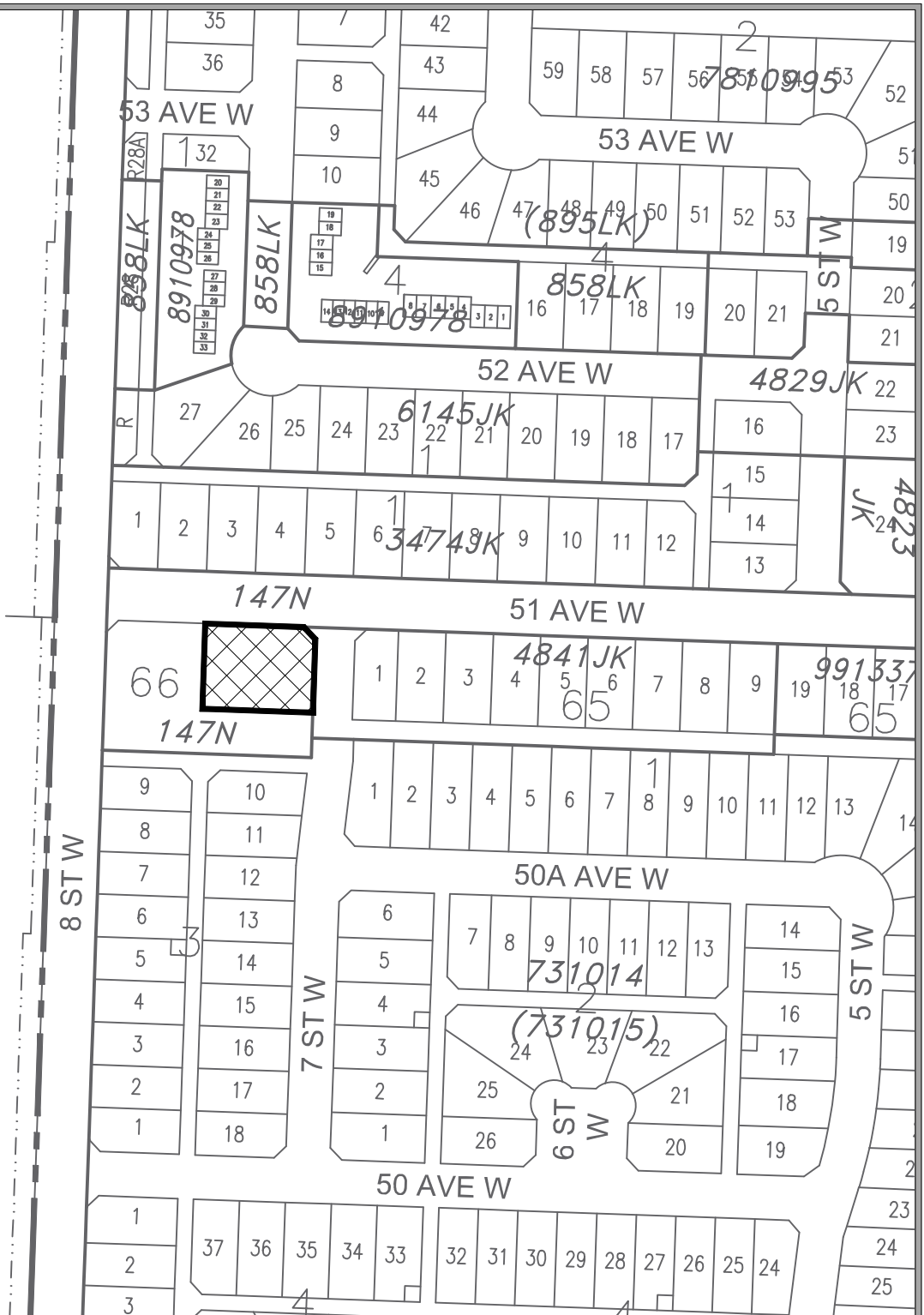
Read a third time in Council and finally passed in Council this day of 2020 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

NE27
12-27-4

SE27
12-27-4



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Multiple Residential R4

TO: Apartments R5

LOT 1; BLOCK 66; PLAN 9212404

WITHIN SW 1/4 SEC 26, TWP 12, RGE 27, W 4 M

MUNICIPALITY: TOWN OF CLARESHOLM

DATE: MAY 20, 2020

Bylaw #: 1706

Date: _____



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

MULTIPLE RESIDENTIAL – R4

INTENT: This district is intended to provide residential areas which will accommodate medium density housing within the community where high-quality multi-unit dwelling environments are integrated into either existing or proposed residential neighbourhoods.

1. PERMITTED USES

Accessory buildings
 Accessory structure
 Accessory use
 Duplex
 Home occupation 1
 Multi-unit dwelling
 Semi-detached dwelling

DISCRETIONARY USES

Alternative energy, solar
 Assisted living
 Boarding house
 Group home
 Home occupation 2
 Nursing home/extended care facility
 Rowhouse dwelling or townhouse
 Senior citizen housing

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
Semi-detached (each unit)						
– interior lot	9.1	30	30.5	100	325.2	3,500
– corner lot	12.2	40	30.5	100	371.6	4,000
Duplex						
– interior lot	18.3	60	30.5	100	650.3	7,000
– corner lot	22.9	75	30.5	100	696.8	7,500
Rowhouse dwelling						
– interior lot	6.1	20	30.5	100	185.8	2,000
– corner lot	9.1	30	30.5	100	278.7	3,000
Multi-unit dwelling	30.5	100	30.5	100	929.0	10,000

3. MINIMUM SETBACK DIMENSIONS

Use	Front		Side		Rear	
	m	ft.	m	ft.	m	ft.
Semi-detached duplex	7.6	25	1.5	5	7.6	25
Rowhouse dwelling or townhouse	7.6	25	1.5	5	7.6	25
Multi-unit dwelling	7.6	25	1.5	5	7.6	25

All other uses, as required by the Development Authority.

4. MAXIMUM PERCENTAGE OF LOT COVERAGE

Principal building – 50%
 Accessory buildings – 10% or 111.5 m² (1,200 sq. ft.), whichever is less.

5. MINIMUM FLOOR AREA

- Row dwelling – 74.3 m² (800 sq. ft.)
- Duplex – 74.3 m² (800 sq. ft.)
- Multi-unit dwelling – 74.3 m² (800 sq. ft.)
- All other uses – as required by the Development Authority

6. MAXIMUM HEIGHT OF BUILDINGS

- Principal building – 10.6 m (35 ft.)
- Accessory buildings – 4.6 m (15 ft.)

7. SPECIAL DEVELOPMENT STANDARDS

The side setback requirement does not preclude the building of a semi-detached dwelling, a row dwelling or townhouse where each dwelling is separated by a party wall and on a separate title.

8. SIGNS – See Schedule 2.

9. FENCING REQUIREMENTS – See Schedule 7.

10. PARKING AND LOADING SPACE REQUIREMENTS – See Schedule 8.

11. LANDSCAPING STANDARDS – See Schedule 9.

12. HOME OCCUPATIONS – See Schedule 10.

13. TELECOMMUNICATION ANTENNA STRUCTURES – See Schedule 12.

APARTMENTS – R5

INTENT: This district is intended to provide residential areas which will accommodate housing for sale and rent within the community where high-quality multi-unit dwelling environments are integrated into either existing or proposed residential neighbourhoods.

1. PERMITTED USES

Accessory buildings
 Accessory structure
 Accessory use
 Apartment
 Home occupation 1

DISCRETIONARY USES

Alternative energy, solar
 Boarding house
 Group home
 Home occupation 2
 Multi-unit dwelling
 Rowhouse dwelling or townhouse

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
Rowhouse dwelling or townhouse						
– interior lot	6.1	20	30.5	100	185.8	2,000
– corner lot	9.1	30	30.5	100	278.7	3,000
Apartment	30.5	100	30.5	100	929.0	10,000

3. MINIMUM SETBACK DIMENSIONS

Use	Front		Side		Rear	
	m	ft.	m	ft.	m	ft.
Rowhouse dwelling or townhouse	7.6	25	1.5	5	7.6	25
Apartment	7.6	25	3.0	10	7.6	25

All other uses, as required by the Development Authority.

4. MAXIMUM PERCENTAGE OF LOT COVERAGE

Principal building – 50%
 Accessory buildings – 10% or 111.5 m² (1,200 sq. ft.), whichever is less.

5. MINIMUM FLOOR AREA

Row dwelling – 74.3 m² (800 sq. ft.)
 Apartment – 46.5 m² (500 sq. ft.)
 Multi-unit dwelling – 74.3 m² (800 sq. ft.)
 All other uses – as required by the Development Authority

6. MAXIMUM HEIGHT OF BUILDINGS

Principal building – 15.2 m (50 ft.)

Accessory buildings – 4.6 m (15 ft.)

7. SPECIAL DEVELOPMENT STANDARDS

(a) The side setback requirement does not preclude the building of a semi-detached dwelling, a row dwelling or townhouse where each dwelling is separated by a party wall and on a separate title.

(b) All high-rise developments shall be built so as not to obstruct the sun from surrounding dwellings. An apartment over three storeys in height shall be built at least the distance the apartment is high from adjacent buildings.

8. SIGNS – See Schedule 2.

9. FENCING REQUIREMENTS – See Schedule 7.

10. PARKING AND LOADING SPACE REQUIREMENTS – See Schedule 8.

11. LANDSCAPING STANDARDS – See Schedule 9.

12. HOME OCCUPATIONS – See Schedule 10.

13. TELECOMMUNICATION ANTENNA STRUCTURES – See Schedule 12.



ALBERTA

MUNICIPAL AFFAIRS

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

AR100068

May 19, 2020

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

Dear Mayor MacPherson,

Over the past few months, our government has taken strong measures to protect Albertans and to support our communities through these extraordinarily difficult times. This includes passing Budget 2020, which builds on our government's commitment to support Alberta municipalities and Metis Settlements. It also includes numerous other measures to support Albertans and respond to the impacts of the COVID-19 pandemic.

As part of the commitment to our local government partners, I am pleased to confirm that \$993 million will be allocated to local governments in 2020 under the Municipal Sustainability Initiative (MSI).

For the Town of Claresholm:

- The **2020 MSI capital allocation is \$816,044**. This includes \$589,244 in MSI capital funding and \$226,800 in Basic Municipal Transportation Grant funding.
- The **2020 MSI operating allocation \$124,966**. This includes \$88,031 in Sustainable Investment funding.

In light of the current public health and economic crisis, communities are facing unprecedented financial pressures and our government understands this. 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 and expediting payment of 2020 MSI operating allocations to qualifying local governments.

.../2

We are also making an administrative change to the MSI Capital program to ensure you will receive your payment when you truly need it. Capital funding will be available for those projects that are ready to proceed, which will support economic activity and increase employment across Alberta. You will have received information on these changes recently via email.

To help municipalities and Metis Settlements with capital planning, we have updated the 2021 MSI allocation estimates. Like the estimates provided in November 2019, these amounts are based on the 2021 MSI funding target of \$927.2 million; however, they incorporate more current formula data. In 2022 and beyond, grant funding amounts will be determined by the *Local Government Fiscal Framework Act*.

Links to the 2020 MSI funding amounts for all municipalities and Metis Settlements, the 2021 MSI capital allocation estimates, and the program guidelines are available on the program website. Funding amounts under the federal Gas Tax Fund (GTF) will be confirmed after Infrastructure Canada confirms the total GTF funding amount allocated to the Province in 2020.

I am proud of the work you and your staff are doing to protect our communities in these challenging times, and Municipal Affairs will continue working with you to ensure Alberta's recovery.

Yours very truly,

A handwritten signature in blue ink, appearing to read 'Kaycee Madu', with a stylized flourish at the end.

Kaycee Madu, QC
Minister

cc: Marian Carlson, Chief Administrative Officer, Town of Claresholm

Karine Keys

From: Seniors and Housing Information <Seniorsinformation@gov.ab.ca>
Sent: Tuesday, May 12, 2020 9:01 AM
Cc: Seniors and Housing Information
Subject: Seniors' Week – June 1 to 7, 2020
Attachments: Community Declaration.pdf

For more than 30 years, the Government of Alberta has recognized Seniors' Week to honour and celebrate seniors for their many contributions to our province. Seniors and Housing encourages communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors during Seniors' Week, June 1 to 7, 2020.

The Honourable Josephine Pon, Minister of Seniors and Housing, encourages all municipalities, First Nations communities and Metis Settlements to officially declare Seniors' Week. Attached is a Community Declaration to show your community's support and to generate greater awareness of the importance of seniors in Alberta. Please notify us of your declaration by emailing seniorsinformation@gov.ab.ca so this information can be highlighted on the ministry's website. Updates for Seniors' Week will be posted to the ministry website at <https://www.alberta.ca/seniors-week.aspx> over the coming weeks.

During these challenging times, Albertans are encourage to consider innovative ways to recognize, celebrate and support seniors in their communities while adhering to current social distancing restrictions. Visit <https://www.alberta.ca/index.aspx> for the most up-to-date information. If you are planning virtual events, please submit them to [Seniors and Housing Events Calendar](#) for consideration.

Thank you for your ongoing support of seniors in Alberta.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.



DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 1 – 7, 2020 to be Seniors' Week in

Community

Official Title

Official Signature

A blue ink handwritten signature, appearing to read "Josephine Pon", written over a horizontal line.

The Honourable Josephine Pon, Minister of Seniors and Housing



REQUEST FOR DECISION

Meeting: May 25, 2020
Agenda Item: 7

REQUEST FOR TAX WAIVER ROYAL CANADIAN LEGION

DESCRIPTION:

The Town of Claresholm has received a request from the Royal Canadian Legion Branch No. 41 regarding the property taxes located at 414 – 53rd Avenue East.

BACKGROUND:

The Legion asks for forgiveness of these taxes every year. The amounts in past years are as follows:

- 2012 – \$1,194.14
- 2013 – \$1,123.36
- 2014 – \$1,160.39
- 2015 – \$1,140.09
- 2016 – \$1,152.75
- 2017 – \$1,206.06
- 2018 – \$1,144.96
- 2019 – \$1,132.02

The amount of the request for 2020 is \$1,238.96.

PROPOSED RESOLUTION:

Moved by Councillor _____ to cancel the municipal portion of the 2020 property taxes levied on the property located at 414 – 53rd Avenue East in the amount of \$1,238.96.

ATTACHMENTS:

- 1.) Legion request letter
- 2.) 2020 Tax Notice

APPLICABLE LEGISLATION:

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

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: May 21, 2020



Royal Canadian Legion Branch #41
414 - 53rd Ave East
Claresholm, AB T0L 0T0
Phone: 403-625-3755
email: RCLegion41@shaw.ca

May 20, 2020

Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Attention: Chief Administrative Officer

The Royal Canadian Legion Branch No. 41 Executive and General Membership request that the Town of Claresholm exempt the Claresholm Legion Branch No. 41 from paying the Municipal Tax (non-residential) portion of our 2020 taxation assessment.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Jeanne Balleny".

Jeanne Balleny
Secretary
RCL Branch #41
Claresholm, AB

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



2020

TAXATION NOTICE & PROPERTY ASSESSMENT

ROLL NO.	PROP. SIZE	RIVER LOT		QUAD PORT	QUAD	SEC	TWP	RGE	MER
11915000	0					0	0	0	0
SUBDIVISION NAME									
CIVIC ADDRESS		414 53 AVE E							
MORTGAGE NUMBER		PLAN	BLOCK	LOT					
		8010781	118	32					
MORTGAGE COMPANY NAME									

DATE OF MAILING	2020-May-15
NOTICE OF ASSESSMENT	2020-May-25
DUE DATE	2020-Jun-30

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2020-Jul-24

ROYAL CANADIAN LEGION
BOX 807
CLARESHOLM, AB T0L 0T0
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	231,700	COMMERCIAL IMPROVE	108,900
COMMERCIAL IMPROV	99,300	COMM ASSOC IMPROVE	254,100
TOTAL ASSESSMENT	331,000	TOTAL ASSESSMENT	363,000

EXEMPT	254,100	TAXABLE	108,900
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IMPORTANT PENALTY INFORMATION
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Tuesday, June 30th, 2020. DUE TO COVID-19 THE JUNE 30TH 14% PENALTIES ON CURRENT TAXES ARE DEFERRED TO DEC 30TH, 2020. A further 14% penalty will be assessed on all taxes and charges applied to tax accounts unpaid after Dec 31, 2020.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res	0.003733900	24.29105	406.62
TOTAL 2020 EDUCATION TAXES			406.62
SUB TOTAL 2020 TAXES			406.62

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged	0.000260500	1.69479	28.37
Municipal Tax - Non- Res	0.011377000	74.01416	1,238.96
TOTAL 2020 MUNICIPAL AND OTHER TAXES			1,267.33
SUB TOTAL 2020 TAXES			1,673.95

TOTAL 2020 TAXES	1,673.95
CURRENT OUTSTANDING	0.00
TOTAL CURRENT TAXES PAYABLE FOR 2020	1,673.95

AMOUNT DUE AFTER DECEMBER 30th, 2020	1,908.30
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TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR	139.50
PAYMENTS COULD BE AS LOW AS	0.00

FOR COMPARISON 2019 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	1,507.56
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Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

Your property has been assessed as shown for the above taxation year. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and appropriate assessment fee on or before July 24th, 2020 to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert.) To request a receipt for tax payment call 403-625-3381 or e-mail info@claresholm.ca.

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



ROLL NUMBER	11915000
LAST DATE BEFORE PENALTY	2020-Jun-30

2020

TAXATION NOTICE & PROPERTY ASSESSMENT

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	1,673.95	1,673.95

AMOUNT DUE PLEASE PAY	1,673.95
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

ROYAL CANADIAN LEGION
BOX 807
CLARESHOLM, AB T0L 0T0
Canada

11915000



REQUEST FOR DECISION

Meeting: May 25, 2020
Agenda Item: 8

REGIONAL ASSESSMENT REVIEW BOARD

DESCRIPTION/BACKGROUND:

The Town of Claresholm has been participating in a Regional Assessment Review Board with Oldman River Regional Services Commission (ORRSC) member municipalities since 2015.

As part of the Municipal Accountability Program (MAP) review conducted in December 2019, it was noted that Bylaw #1603 – Regional Assessment Review Board, required amendment to comply with the *Municipal Government Act*.

At the May 11, 2020 regular Council meeting, Council gave 2nd and 3rd Readings to Bylaw #1704, the Regional Assessment Review Board Bylaw, which now meets the requirements of the Municipal Government Act.

Now that the Bylaw has received final Reading, a motion is required to enter into the Agreement for Regional Assessment Review Services as well as a motion to appoint the Clerk and the Chairman.

PROPOSED RESOLUTIONS:

Administration recommends Council make the following motions:

Moved by Councillor _____ to enter into the Agreement for Assessment Review Services with the Oldman River Regional Services Commission as presented.

Moved by Councillor _____ to appoint Lenze Kuiper as the Clerk of the Regional Assessment Review Board.

Moved by Councillor _____ to appoint Doug Kemery as the Chairman of the Regional Assessment Review Board.

ATTACHMENTS:

- 1.) Agreement for Regional Assessment Review Services

APPLICABLE LEGISLATION:

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

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 21, 2020

AGREEMENT FOR REGIONAL ASSESSMENT REVIEW SERVICES

Between

Oldman River Regional Services Commission
("Coordinator")

- and -

("Member Municipality")

Dated this _____ day of _____, _____

BACKGROUND

- A. Oldman River Regional Services Commission is the Coordinator for property assessment complaints for the residents of the Member Municipalities identified in Schedule "A";
- B. The Member Municipalities wish to partner together to create one Regional Assessment Review Board.
- C. The Member Municipality is willing to join the Oldman River Regional Services Commission Region's Regional Assessment Review Services membership.

The Parties agree as follows:

1. AGREEMENT

The following schedules form part of this agreement:

- Schedule "A" - List of Member Municipalities
- Schedule "B" - Bylaw
- Schedule "C" – Responsibilities
- Schedule "D" - Fees

2. DEFINITIONS

In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:

- a. **"Assessor"** is the person appointed by the Member Municipality to assess residents' property.
- b. **"Assistant Clerk"** is a staff person employed by a Member Municipality to provide service to the Complainant;
- c. **"CARB"** is Composite Assessment Review Board as defined by the Matters Relating to Assessment Complaints Regulation;

- d. **“Clerk”** is the Director of Oldman River Regional Services Commission appointed by the Regional Member Municipality to act as the Designated Officer to the Regional Assessment Review Board;
- e. **“Complainant”** is an assessed person or taxpayer of the Member Municipality who files a compliant regarding that person’s tax or assessment notice;
- f. **“Coordinator”** is Oldman River Regional Services Commission;
- g. **“LARB”** is Local Assessment Review Board as defined by the Municipal Government Act;
- h. **“Member Municipality”** is a municipality listed in Schedule “A”;
- i. **“Regional Assessment Review Board”** means the Board appointed to hear appeals on tax and assessment notices established in accordance with section 454 of the Municipal Government Act.

3. MEMBER MUNICIPALITY RESPONSIBILITIES

- 3.1 The Member Municipality shall be entitled to participate in the Regional Assessment Review Board once it passes a Bylaw in the form attached as Schedule “B”.
- 3.2
 - i) The Member Municipality may select and appoint one Citizen-at-large to be a Board Member and one Council member to be available to sit on a panel for the Regional Assessment Review Board.
 - ii) If a vacancy on the Board occurs at any time, the Member Municipality who appointed the individual may appoint a new individual to fill the vacancy for the remainder of that term.
 - iii) Any costs incurred to advertise and select a Board Member are the responsibility of the Member Municipality.
- 3.3 Each Member Municipality will pay an equal portion of costs to train Board members, procure insurance and provide any other general costs to establish and maintain the Regional Assessment Review Board. This will include legal services if they are required for general purposes to facilitate the administration of the Board (i.e., procedural questions).
- 3.4 The Member Municipality requiring a Hearing will pay all costs related to the hearing, i.e., Board Member honorarium, mileage. If there are multiple hearings held involving more than one Member Municipality each municipality will pay their portion of costs based on number of hearings. If legal services are required for issues that relate only to a specific complaint, the cost of the service will be payable by the Member Municipality which has jurisdiction over the appeal.
- 3.5 The Coordinator will be responsible to pay all costs related to the Regional Assessment Review Board and invoice each Member Municipality as per clauses 3.3/3.4. The Coordinator will charge administration or staff fees for the services provided to operate the Board as prescribed in Schedule “D” - Fees.
- 3.6 Oldman River Regional Services Commission will invoice Member Municipalities based on actual costs to operate the Board. All invoices are payable within 30 days upon receipt of invoice.

4. COORDINATOR RESPONSIBILITIES

- 4.1 The Coordinator will coordinate services for the Member Municipality as identified in Schedule “C” and may assign any responsibilities to the Clerk as deemed necessary.

- 4.2 The Coordinator will, at the request of the Member Municipality, assist during negotiations between the Assessor and the Complainant.
- 4.3 The Coordinator is responsible for ensuring the Regional Assessment Review Board members receive training in accordance with the MGA and regulations.
- 4.4 The Coordinator is responsible to assign a panel of Committee Members (in consultation with the affected Municipality) to the CARB, LARB or one member Board for administrative items as described in the MGA.
- 4.5 The Coordinator will follow Oldman River Regional Services Commission's current remuneration policy for Board Members and Oldman River Regional Services Commission assessment appeal fee schedule "D".
- 4.6 The Coordinator will keep a record of the complaint in accordance with the MGA and regulations.
- 4.7 The Coordinator will retain paper records such as background information, correspondence, appeal notices and withdrawn appeals for ten (10) years upon receipt of such paper records. However, agendas and minutes are permanent records.
- 4.8 The Coordinator will maintain liability insurance for the Board, obtain legal services when required and ensure the affected Member Municipality is informed.

5. ASSISTANT CLERK RESPONSIBILITIES

The Assistant Clerk will, when required, administer withdrawn appeals in accordance with the Member Municipality's practice.

- 5.1 The Assistant Clerk will, upon receiving an appeal, review the documents for validity and compliance with the MGA and regulations.
- 5.2 The Assistant Clerk will forward a copy of all the appeal documents to the Regional Clerk, and advise regarding hearing location preferences.
- 5.3 Any other responsibilities as identified in Schedule "C".

6. TERM

- 6.1 The term of this Agreement shall be deemed as indefinite, provided, however, this Contract may be terminated as follows:
 - (a) By mutual consent, in which case, this Agreement will be terminated effective the date of the mutual consent and the Commission will be entitled to payment of fees, on a pro rata basis, to the effective date of termination;
 - (b) For cause, by delivery of a written notice of termination specifying the cause in which case the termination shall be immediate; "cause" being defined as any persistent or material breach by either party in its performance or observance of the terms of this Agreement;

- (c) Without cause or mutual consent, by delivery of a THREE (3) month notice of termination by either party, in which case the Commission will be entitled to payment of fees and expenses, on a pro rata basis, to the effective date of the termination.

7. PRIVACY

- 7.1 The Coordinator is subject to the Freedom of Information and Protection of Privacy Act (FOIP) and will protect the confidential information provided from unauthorized access or disclosure.
- 7.2 The Member Municipalities shall ensure that any information of a confidential nature which it provides to the Coordinator is clearly marked as such.

8. INFORMATION SHARING

- 8.1 Member municipalities will make every reasonable effort to ensure information will be or is intended to be used to make a decision in an assessment review is both complete and accurate.
- 8.2 In order to process reviews for a property tax or assessment notice, the Coordinator is authorized to collect the following types of personal information:
 - 8.2.1 Roll#
 - 8.2.2 Legal Address
 - 8.2.3 Civic Address
 - 8.2.4 Registered Owner Name(s)
 - 8.2.5 Registered Owner(s) mailing address and phone number
 - 8.2.6 Assessed Value and Assessment Class of the property under review
 - 8.2.7 Name, address and phone number of Registered Agent for the Owner
- 8.3 Personal information will be collected from the Member Municipality or ratepayer as per the FOIP Act.

9. DISPUTE RESOLUTION

- 9.1 All claims, disputes, and other matters arising out of this Agreement or relating to a breach thereof may, upon agreement of both parties, be referred to either:
 - 9.1.1 Mediation – voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties; or
 - 9.1.2 Arbitration – upon the agreement of both parties, be referred to a single arbitrator under the Arbitration Act, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the Alberta Court of Queen's Bench shall select one. All costs associated with the appointment of the arbitrator shall be shared equally unless the arbitrator determines otherwise in accordance with the Arbitration Act of Alberta.

10. INDEMNIFICATION

- 10.1 The Member Municipality agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Oldman River Regional Services Commission, its Board, Executive, Director and Employees against all damages, liabilities or costs arising out of the property assessment or disputes related to the property assessment.
- 10.2 The Member Municipality is solely responsible for the property assessments and compliance with the outcome of the disputed property assessments.
- 10.3 In the furnishing of any services by the Coordinator, the Coordinator shall not assume any responsibility, obligations or duties in respect to the services.

11. INSURANCE

- 11.1 The Coordinator through the Jubilee Insurance Program will arrange for comprehensive general liability insurance and directors and officers liability insurance to cover the Board and the members.

12. NOTICES

- 12.1 Any notices or other correspondence required to be given to any party to this agreement shall be deemed to be adequately given if delivered to the Member Municipality address as provided in Schedule "A".

13. FORCE MAJEURE

- 13.1 Each party reserves the right, at its option, either to suspend or cancel this Agreement, in whole or in part, at any time, without incurring any costs or damages whatsoever, where such suspension or cancellation is caused by force majeure, including, but not limited to, acts of God, the public enemy of the government, strikes or other labour disputes, fires, floods, freight embargoes, unusually severe weather or other contingencies beyond the control of either party.

14. SINGULAR AND MASCULINE

- 14.1 Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Agreement shall include all genders and words importing parties or persons in this Agreement shall include individuals, partnerships, corporations, and other entities, legal or otherwise.

15. GOVERNING LAW

- 15.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of Alberta except the International Sale of Goods Act, which is specifically excluded. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

16. INTERPRETATION

- 16.1 The headings in the Agreement are for ease of reference only and shall not affect the meaning or the interpretation of this Agreement.

17. SUCCESSORS

- 17.1 This Agreement shall inure to the benefit of and be binding upon the Parties and, except as herein before provided, the successors and assigns thereof.

18. ENTIRE AGREEMENT

- 18.1 This Agreement is the whole agreement between the parties and may not be modified, changed, amended or waived except by signed written agreement of the parties.

19. COUNTERPART

- 19.1 This Agreement may be executed in any number of counterparts by the parties. All counterparts so executed shall have the same effect as if all parties actually had joined in executing one and the same document.

The parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers. In the absence of a corporate seal, the “Affidavit Verifying Corporate Signing Authority” and the “Affidavit of Execution” attached shall be completed in full.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

PER: _____

PER: _____

“MUNICIPALITY”

PER: _____

PER: _____

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
 Stavely – Town
 Vauxhall – Town
 Vulcan – County
 Vulcan – Town
 Warner – County
 Willow Creek – Municipal District

Joined November 22, 2011:

Milk River – Town

Joined May 15, 2012:

Carmanagay – 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”

“MUNICIPALITY”

BYLAW NUMBER _____

A bylaw of the “Municipality” in the Province of Alberta to establish a Regional Assessment Review Board.

WHEREAS, 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 “Municipality” 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 “Municipality”, duly assembled, enacts as follows:

I. Title

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.
- 3) 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 “Municipality”.
- 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.

Read a First Time in Council this ____ day of _____, ____.

Read a Second Time in Council this ____ day of _____, ____.

Read a Third and Final Time in Council this ____ day of _____, ____.

Mayor / Reeve

Municipal Clerk/CAO

Schedule “C” 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 “D” 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



Claresholm

INFORMATION BRIEF

Meeting: May 25, 2020
Agenda Item: 9

AMUNDSEN PARK DESIGN UPDATE

DESCRIPTION / BACKGROUND:

The landscape architect (WSP) has been working through the winter on detailed design plans to assist with phased construction and upgrades to Amundsen Park. Please see the attached final drawings for your information. They have been circulated to the Park Committee for review and comments as well. The Kinsmen and Lions Clubs both have grant applications pending for components of the park and construction of those may commence spring 2021 if successful.

Additional funding sources and partnerships will be sought out and other phases (components) will be discussed during budget discussions moving forward. This proposed phasing plan may change or be completed non-consecutively according to resources/budget discussions.

Phase 1

1. Playground (partnership with Kinsmen)
2. Gazebo (partnership with Lions Club)
3. Minor planting (Fortis tree grant)

Phase 2

1. South side angle parking (still looking for grants)
2. Utility relocation / building (bathroom/storage room) upgrades
3. Plaza area/covered stage & trellis (still looking for grant applications/partnership)
4. Any plantings that budget allows (will continue to apply to tree planting grant)

Phase 3

1. North side angle parking
2. Stroll/sculpture garden
3. Water feature
4. Paths / fencing
5. Plantings

ATTACHMENTS:

- 1.) Design drawings

APPLICABLE LEGISLATION:

- 2.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

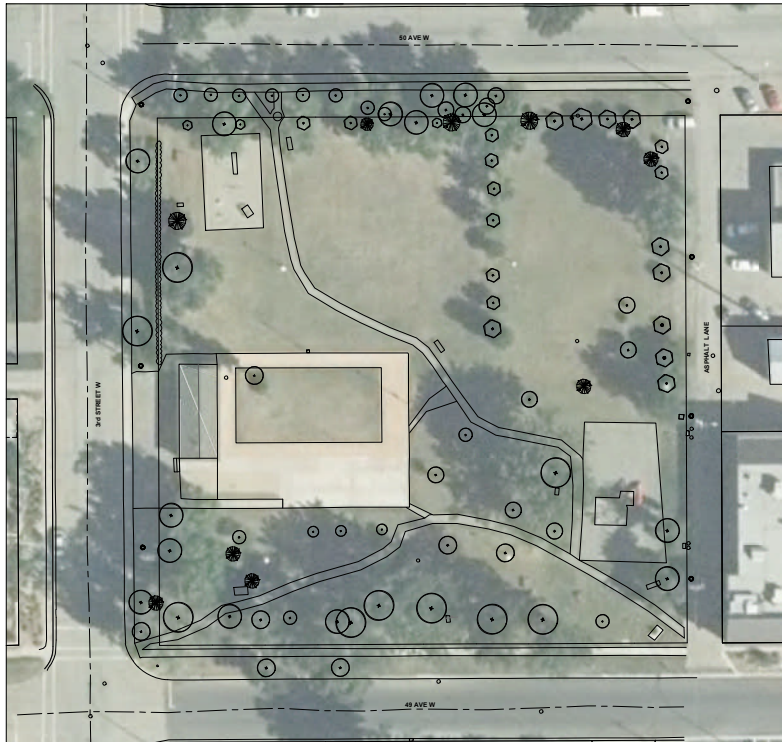
DATE: May 20, 2020

TOWN OF CLARESHOLM

AMUNDSEN PARK

Project No. 19M-00599-00

ISSUED FOR CONSTRUCTION - FEBRUARY 2020



SITE AND ADJACENT PROPERTY CONTEXT:
4900 3RD STREET WEST
CLARESHOLM, ALBERTA T0L 0T0

0 5 10 15 20m
SCALE 1:400



DRAWING INDEX:

L-100	EXISTING CONDITIONS AND REMOVALS
L-101	SITE PLAN
L-102	LAYOUT PLAN
L-103	GRADING PLAN
L-104	PLANTING PLAN
L-105	DETAILS
L-106	DETAILS

PREPARED FOR:



PREPARED BY:



LANDSCAPE ARCHITECTURE | URBAN DESIGN | PLANNING/ENGINEERING
50th Avenue Place, West Tower 237 4th Avenue SW,
Suite 5000 Calgary, AB T2P 4K3
1-403-261-9200 www.wsp.com



1 EXISTING CONDITIONS AND TREE REMOVALS
L-100 0 1 2 5 10m SCALE 1:250

LEGEND



EXISTING SITE TREES & SHRUBS			
TREES	TOTAL	TOTAL TO BE RETAINED	REMOVED TREES
Existing Deciduous	55	29	26
Existing Coniferous	10	05	05
Individual Shrubs	23	06	17
TOTAL	88	40	48

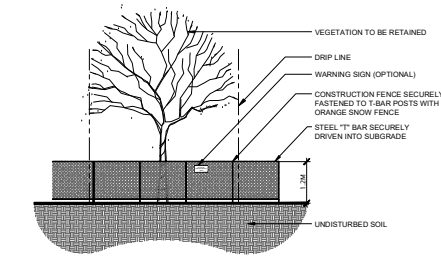
NOTES:

GENERAL NOTES:

- ALL WORK SHALL COMPLY WITH TOWN OF CLARESHOLM SERVICING STANDARDS FOR MUNICIPAL IMPROVEMENTS (CURRENT EDITION).
- CONTRACTOR MUST HAVE A COPY OF THE ACCEPTED PLANS ON SITE AT ALL TIMES.
- THE CONTRACTOR SHALL OBTAIN, AT THE CONTRACTOR'S SOLE EXPENSE, ALL UTILITY LOCATES PRIOR TO COMMENCING WORK.
- ENSURE SETBACKS AND VISIBILITY REQUIREMENTS AS OUTLINED IN THE LAND USE BYLAW, TOWN OF CLARESHOLM SERVICING STANDARDS FOR MUNICIPAL IMPROVEMENTS, ARE ADHERED TO.
- ANY AND ALL DAMAGES TO UTILITIES, REGARDLESS OF WHETHER LOCATES WERE COMPLETED, SHALL BE REHABILITATED, RESTORED AND/OR MADE GOOD BY THE CONTRACTOR, TO THE OWNERS AND/OR THE COUNTY OR TOWN AUTHORITY'S REQUIREMENTS.
- ANY DAMAGE TO ADJACENT ROADWAYS, CURBING, SIGNAGE OR INFRASTRUCTURE SHALL BE FIXED AT THE CONTRACTORS EXPENSE.
- THE EXISTING IRRIGATION SYSTEM SHALL BE REVIEWED PRIOR TO CONSTRUCTION TO IDENTIFY ANY REMOVALS AND SALVAGE ITEMS. TOWN OF CLARESHOLM TO PROVIDE DIRECTION ON ANY NEW INSTALLATION PRIOR TO CONSTRUCTION.
- EXISTING IRRIGATION SYSTEM SHALL BE REVIEWED PRIOR TO CONSTRUCTION TO IDENTIFY ANY REMOVALS AND SALVAGE ITEMS. TOWN OF CLARESHOLM TO PROVIDE DIRECTION ON ANY NEW INSTALLATION PRIOR TO CONSTRUCTION.
- EXISTING IRRIGATION SYSTEM SHALL BE REVIEWED PRIOR TO CONSTRUCTION TO IDENTIFY ANY REMOVALS AND SALVAGE ITEMS. TOWN OF CLARESHOLM TO PROVIDE DIRECTION ON ANY NEW INSTALLATION PRIOR TO CONSTRUCTION.
- ALL MATERIALS TO BE DISPOSED OF OFF SITE UNLESS OTHERWISE INDICATED.
- ANY MATERIALS IDENTIFYING AS SALVAGE AND REMAINING ON SITE SHALL BE PROTECTED FROM DAMAGE AND CONTAMINATION DURING THE CONSTRUCTION PROCESS.

TREE PROTECTION GUIDELINES:

- ALL RETAINED TREES AS SHOWN SHALL BE IDENTIFIED ON SITE IN SUCH A WAY SO THAT ALL WORKERS SHALL KNOW THAT THE VEGETATION IS TO BE RETAINED. IDENTIFICATION OF RETAINED VEGETATION ON SITE SHALL BE BY A TREE PROTECTION BARRIER AS DETAILED HERE. FOR SAFETY REASONS BE SURE TO CALL ALBERTA 1 CALL AT 1-800-242-3447 BEFORE INSTALLATION AND MAKE SURE IT DOES NOT INTERFERE WITH FIRE HYDRANTS, OBSCURE INTERSECTIONS OR TRAFFIC SIGNAGE.
- THE TREE'S ROOTS, TRUNK, CROWN AND TREE PROTECTION ZONE MUST BE ADEQUATELY PROTECTED. THE TREE PROTECTION BARRIER MUST BE AT LEAST 1.2M (4') IN HEIGHT, 3M (10') AROUND THE CIRCUMFERENCE OF THE TRUNK OR, TO THE TREE DRIPLINE (WHICHEVER IS GREATER) AND INSTALLED IN ALL LOCATIONS WHERE TREES ARE TO BE RETAINED. THE FENCING OR BARRIER MATERIAL SHALL BE A BRIGHT, CONTRASTING COLOUR AND BE DURABLE. FENCE POSTS SHALL BE METAL T-POSTS, COMPARABLE OR HEAVIER. FENCING WILL BE MAINTAINED IN AN UPRIGHT POSITION THROUGHOUT THE DURATION OF THE PROJECT. ENSURE THE BARRIER IS PLACED IN BETWEEN THE SIDEWALK AND PROPERTY LINE TO ENSURE THAT THERE IS NO UNAUTHORIZED SOIL DISTURBANCE OR ENTRY INTO THE AREA.
- A WARNING SIGN SHALL BE DISPLAYED ON ALL TREE PROTECTION BARRIERS. THE SIGN SHALL BE A MINIMUM OF 30.5X45.5CM AND CLEARLY STATE: "WARNING- TREE PROTECTION ZONE" AND INDICATE CONTACT PHONE NUMBER (OPTIONAL). SIGN TO BE OBTAINED WITH APPLICABLE PERMIT FROM THE TOWN OF CLARESHOLM.
- NO EXCAVATION, STOCK-PILING OF MATERIALS OR OTHER CONSTRUCTION RELATED ACTIVITY SHALL OCCUR WITHIN THE TREE PROTECTION BARRIER. STORAGE, LAY DOWN AND SALVAGED MATERIALS ARE TO BE CONFIRMED BY THE CONTRACTOR.
- TREES AND OTHER VEGETATION WITHIN THE TREE PROTECTION BARRIER SHALL BE ADEQUATELY MAINTAINED THROUGHOUT THE CONSTRUCTION PROCESS. THEY SHALL BE WATERED SUFFICIENTLY, PARTICULARLY IF THE ROOT SYSTEM HAS BEEN DISTURBED DURING CONSTRUCTION. A TREE WATERING SCHEDULE WILL BE REQUIRED WHEN THE DEVELOPMENT IS TO LAST MORE THAN TWO WEEKS.
- ROOT AND BRANCH PRUNING SHALL ONLY BE COMPLETED WITH APPROVAL FROM AND IN ACCORDANCE WITH THE TOWN OF CLARESHOLM AND THE PROJECT MANAGER.
- IF ANY DAMAGE OCCURS TO THE PROTECTED VEGETATION (REGARDLESS OF HOW) THE CONTRACTOR IS REQUIRED TO NOTIFY THE PERMIT HOLDER WITHIN TWO WORKING DAYS.
- A TOWN REPRESENTATIVE TO CONFIRM VIABILITY OF HEALTH OF PROPOSED TREES TO BE RETAINED.



2 TREE PROTECTION DETAIL
L-100 N.T.S.



LANDSCAPE ARCHITECTURE & CIVIL DESIGN & PLANNING & CONSULTING
4900 3rd Street West, Suite 200, Calgary, Alberta T2C 1A9
403.243.8888
WWW.WSP.CA

REVISIONS / ISSUED

NO.	DATE	DESCRIPTION

1	FEB 13/20	ISSUED FOR CLIENT REVIEW
NO.	DATE	DESCRIPTION

SEAL



Robert McDonnell
CONSULTANTS

CLIENT

TOWN OF
CLARESHOLM

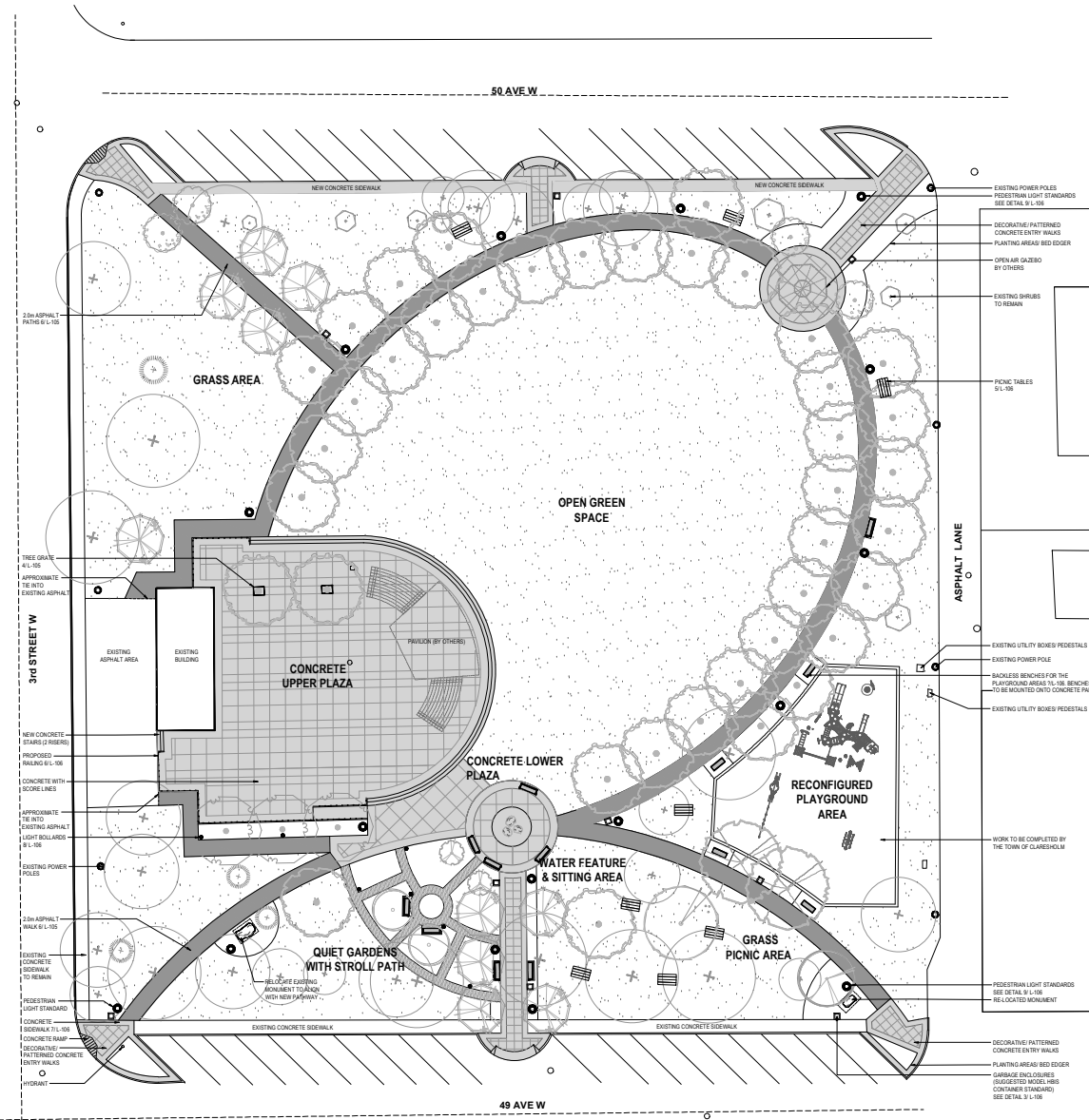
PROJECT

AMUNDSEN PARK
4900 3rd STREET WEST, CLARESHOLM, ALBERTA

SHEET

EXISTING CONDITIONS
& TREE REMOVALS

DESIGN BY: RM	SHEET NO.
DRAWN BY: KWT	L-100
CHECKED BY: RM	1 OF 6
PROJECT #	
SCALE: AS SHOWN	



LEGEND:

- NEW BENCHING
- PICNIC TABLES
- EXISTING POWER POLE
- PEDESTRIAN LIGHT STANDARD
- LIGHT BOLLARD
- EXISTING MONUMENT
- GARAGE ENCLOSURE
- SOIL SEED
- PATTERNED DECORATIVE CONCRETE
- BROOM FINISH CONCRETE
- CONCRETE CURB
- CONCRETE RAMP
- GRAVEL PATH
- WATER FEATURE AREA
- ASPHALT

1.) GENERAL NOTES:

- CONTRACTOR TO CALL ALBERTA ONE-CALL AT 1-800-242-3447 TO HAVE EXISTING UTILITIES LOCATED PRIOR TO START OF ANY CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR ALL UTILITY LOCATES. CONTRACTOR TO VERIFY LOCATION AND PROTECT ALL SERVICES PRIOR TO ANY EXCAVATION.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CALL A PRIVATE LOCATING COMPANY AND PAY ALL COSTS RELATING TO ALL SERVICES NOT STAKED OUT. ANY UTILITIES IN THE WORK AREA.
- CONTRACTOR IS RESPONSIBLE FOR DAMAGE TO ALL UNDERGROUND SERVICES INCURRED BY THEIR PERSONNEL OR THEIR SUB-TRADE. CONTRACTORS FOR THIS PROJECT INCLUDING LIGHT STANDARD ELECTRICAL LINES.
- CONTRACTOR TO REMOVE AND DISPOSE OF OFF SITE, AT NO ADDITIONAL COST TO THE CONTRACT, ITEMS NOTED FOR REMOVAL INCLUDING BUT NOT LIMITED TO: CONCRETE, STUMPS, SOIL, TOPSOIL, BRONZE AND PILES REQUIRED TO FACILITATE THE IMPLEMENTATION OF CHANGES AS PER P.A. AND DETAILS. ANY ITEMS IDENTIFIED WITHIN THE PLAN OR BY THE OWNER.
- CONTRACTOR TO MAKE GOOD TO OWNER'S APPROVAL ALL DAMAGES THAT OCCUR DURING CONSTRUCTION.
- CONTRACTOR TO REVIEW DRAWINGS AND REPORT ANY ERRORS, OMISSIONS, AND / OR DISCREPANCIES TO THE PROJECT CONTRACT ADMINISTRATOR IN WRITING PRIOR TO CONSTRUCTION. PROPERTY LIMITS ARE TO BE VERIFIED BY THE CONTRACTOR BEFORE OR PRIOR TO INITIATING ANY CONSTRUCTION.
- EXTENT OF WORK SHOWN IS TO CONVEY GENERAL INFORMATION. EXISTENCE OF CONDITIONS TO BE VERIFIED ON SITE PRIOR TO CONSTRUCTION. IF THERE IS AMBIGUITY OR LACK OF INFORMATION, THE CONTRACTOR SHALL IMMEDIATELY INFORM THE CONSULTANT'S CONTRACT ADMINISTRATOR. THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR AND PAY FOR REQUIRED REMOVALS RELATED TO ANY CHANGES MADE WITHOUT WRITTEN PERMISSION OF THE PROJECT CONTRACT ADMINISTRATOR.
- CHANGES TO THE WORK OF THIS CONTRACT THAT ARE UNAUTHORIZED BY THE PROJECT CONTRACT ADMINISTRATOR WILL NOT BE CONSIDERED AS AN EXTRA PAYABLE TO THE CONTRACTOR. ALL CONSTRUCTION OF THIS CONTRACT IS TO BE EXECUTED IN ADHERENCE WITH THE MOST CURRENT EDITION OF THE ALBERTA BUILDING CODE OR TOWN OF CLARESHOLM DESIGN AND CONSTRUCTION STANDARDS AND SPECIFICATIONS.
- CONTRACTOR TO VERIFY AND DOCUMENT DEPTH OF EXCAVATIONS TO ACCOMMODATE UNDERGROUND SERVICES AND LANDSCAPING AS SPECIFIED ON THESE DRAWINGS.
- CONTRACTOR IS RESPONSIBLE FOR ALL FEES REQUIRED TO FACILITATE COMPLETION OF WORKS CONVEYED BY THESE DRAWINGS. PERMIT FEES, DEPOSITS, APPLICATION FEES, LETTERS OF CREDIT, OR ANY OTHER RELATED FUNDING REQUIREMENTS.
- ALL MEASUREMENTS ARE IN METRES UNLESS OTHERWISE NOTED.
- ANY AMBIGUITY IN THIS DRAWING OR ACCOMPANYING DETAILS IS TO BE REPORTED TO THE CONSULTANT FOR CLARIFICATION. THE CONTRACTOR IS NOT TO PROCEED IN UNCERTAINTY.
- CONTRACTOR IS TO PROVIDE FIELD NOTES DOCUMENTING ALL FIELD CHANGES TO DRAWINGS. CONTRACTOR IS TO SUBMIT FIELD NOTES TO CONSULTANT TO BE USED AS RECORD (AS-BUILT) DRAWINGS.
- ESTABLISH TWO PERMANENT BENCH MARKS ON SITE, REFERENCED TO ESTABLISHED BENCH MARKS BY SURVEY CONTROL POINTS. RECORD LOCATIONS, WITH HORIZONTAL AND VERTICAL DATA IN PROJECT RECORD DOCUMENTS.
- THE CONTRACTOR SHALL RETAIN AN INDEPENDENT INSPECTION AND TESTING COMPANY, IF REQUIRED TO ENSURE THAT ALL WORK IS EXECUTED IN ACCORDANCE WITH THE DRAWINGS.
- SUBSTITUTIONS TO SPECIFIED PRODUCTS AND MATERIALS MUST BE APPROVED BY THE PROJECT CONTRACT ADMINISTRATOR PRIOR TO THE ORDERING OF MATERIALS.
- THESE DESIGN DRAWINGS ARE PREPARED SOLELY FOR THE USE BY THE PARTY WITH WHOM THE DESIGN PROFESSIONAL HAS ENTERED INTO A CONTRACT WITH.

2.) SITE PREPARATION NOTES:

- THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING TREE PROTECTION (SNOW FENCE OR HOARDING) FOR ALL TREES WITHIN (5) FIVE METERS OF PROJECT SITE OR ADJACENT TO CONSTRUCTION AREAS. PROTECTION REQUIREMENTS INCLUDE:
 - SNOW FENCING FOR TREES WITHIN 3.5 METERS.
 - 15MM TH. PLYWOOD X 1.22M HGT. WITHIN 1.5 METERS.
- CONTRACTOR TO WORK WITHIN GUIDELINES FOR THE MUNICIPALITY'S NOISE BYLAWS.
- ANY REFUSE, GARBAGE, OR OTHER DEBRIS ON SITE MUST BE PROMPTLY REMOVED AND LEGALLY DISPOSED OF OFF SITE AT THE EXPENSE OF THE CONTRACTOR.
- CONTRACTOR TO COMPLY WITH PRE-AGREED SITE ACCESS POINTS WITH THE OWNER TO MINIMIZE DAMAGES. CONTRACTOR TO RESTORE POINTS OF ACCESS AND ANY INCURRED DAMAGES TO EXISTING OR BETTER. APPROPRIATE CONSTRUCTION SITE SIGNAGE TO BE USED WHILE SITE IS UNDER CONSTRUCTION.
- CONTRACTOR TO ENSURE SITE IS SECURE AT ALL TIMES. CONSTRUCTION FENCING MAY BE USED TO KEEP PUBLIC OUT OF ACTIVE CONSTRUCTION SITES. APPROPRIATE ACTIVE FENCING TO BE USED TO KEEP PUBLIC OUT OF ACTIVE CONSTRUCTION SITES.
- NO SUBSTITUTIONS OF MATERIAL, PRODUCTS, OR QUANTITIES SHALL BE PERMITTED WITHOUT PRIOR CONSENT OF THE CONSULTANT.
- THE CONTRACTOR IS RESPONSIBLE FOR THE ADJUSTMENT OF ALL EXISTING CATCH BASINS, MANHOLES, WATER VALVES, HYDRANTS, ETC. TO MATCH PROPOSED GRADES.
- CONTRACTOR IS RESPONSIBLE FOR ALL SOIL TESTS AND AMENDMENTS TO TOPSOIL. CONTRACTOR TO SUBMIT TO CONSULTANT FOR REVIEW.
- THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE TO LANDSCAPED AREAS AND MUST MAKE ALL NECESSARY RESTORATIONS AND REPAIRS.
- CONTRACTOR TO ENSURE POSITIVE DRAINAGE OF ALL AREAS WITHIN THE LIMIT OF THE CONTRACT.
- ABSOLUTELY NO STORAGE OF EQUIPMENT OR MATERIALS OUTSIDE OF THE PROJECT CONSTRUCTION SITE IS PERMITTED.

3.) CONCRETE/ ASPHALT NOTES:

- ALL CONCRETE WORK SHALL CONFORM TO CSA STANDARDS A23.1, A23.2, & A23.3.
- REINFORCING BARS SHALL BE EPOXY COATED.
- WELDING OF REINFORCING STEEL SHALL NOT BE PERMITTED UNLESS SPECIFICALLY NOTED ON THE DRAWINGS.
- ALL REINFORCING STEEL FABRICATION AND PLACEMENT SHOP DRAWINGS SHALL BE SUBMITTED TO THE CONTRACT ADMINISTRATOR FOR REVIEW PRIOR TO FABRICATION.
- CONCRETE PROPERTIES:
 - EXPOSED CONCRETE TO HAVE A 28 DAY COMPRESSIVE STRENGTH OF 50MPA.
 - CONCRETE MIX DESIGN SHALL BE SUBMITTED TO THE ENGINEER FOR APPROVAL PRIOR TO USE AT JOB SITE.
- ALL CONCRETE FORMS TO BE WET THOROUGHLY BEFORE POURING CONCRETE.
- DO NOT ADD WATER TO CONCRETE UNLESS WRITTEN APPROVAL GIVEN BY THE CONTRACT ADMINISTRATOR. IF HIGHER SLUMP CONCRETE IS DESIRED, CONCRETE SUPPLIER SHALL DESIGN AND SUPPLY ACCORDINGLY.
- ALL OIL, GREASE, MUD AND DEBRIS SHALL BE ENTIRELY REMOVED FROM THE REINFORCING STEEL AND ANCHOR BOLTS PRIOR TO THE PLACEMENT OF THE CONCRETE. REBAR SHALL BE STORED ON SITE IN A MANNER TO BE KEPT CLEAN AND FREE FROM DELETERIOUS MATERIALS.
- CONCRETE REINFORCING BARS SHALL BE SECURELY TIED IN PLACE SO AS TO MAINTAIN THEIR EXACT POSITION BEFORE AND DURING PLACEMENT OF THE CONCRETE. BAR SUPPORTS SHALL ONLY BE MADE OF PRECAST CONCRETE BLOCKS, PLASTIC OR WIRE.
- ALL HARD SURFACES - REMOVE ALL TOPSOIL, ORGANIC LOOSE FILL AND OTHER DELETERIOUS MATERIAL FROM BUILDING AREA BEFORE STARTING CONSTRUCTION.
- ALL CONCRETE FOOTINGS SHALL BEAR DIRECTLY ON NATURALLY CONSOLIDATED, UNDISTURBED SOIL OR COMPACTED FILL WITH A MINIMUM ALLOWABLE SOIL BEARING CAPACITY OF 150 KPA.
- FIND ALL CONCRETE FOOTINGS BELOW THE LEVEL AT WHICH POTENTIAL DAMAGE RESULTING FROM FROST ACTION CAN OCCUR, BUT A MINIMUM 100MM (4 FT). BELOW FINISHED EXTERIOR GRADE UNLESS OTHERWISE NOTED.
- CONCRETE - SOIL CONDITIONS, REINFORCING STEEL AND FORMWORK SHALL BE INSPECTED BY THE CONTRACT ADMINISTRATOR BEFORE PLACING CONCRETE. CONTRACTOR SHALL GIVE CONTRACT ADMINISTRATOR 24 HOURS NOTICE TO CARRY OUT INSPECTION.
- CONCRETE OR ASPHALT - DO NOT LEAVE ANY EXCAVATION OPEN OVERNIGHT.
- ASPHALT GUIDELINES TO FOLLOW TOWNS REQUIREMENTS.

4.) AGGREGATE:

- ALL AGGREGATE TO BE LOCALLY SOURCED AND PRODUCED MATERIAL AND TO BE FREE OF ORGANICS AND DEBRIS.
- CONTRACTOR TO PROVIDE SOURCE LOCATION OF AGGREGATE AND SAMPLES UPON CLIENT REQUEST.

5.) SITE FURNITURE:

- SITE FURNITURE TO MATCH EXISTING UNLESS OTHERWISE NOTED. REFER TO SITE PLAN AND DETAILS FOR FURNITURE INFORMATION.
- PROPOSED BENCHES TO BE MAGLIN BENCHES WITH THE 870 SERIES WITH THE BACKLESS AND SINGLE BENCH SERIES. PLEASE CONTACT JACQUE MELIION FOR INFORMATION AT 403-930-1568.
- PROPOSED DAMAGED ENCLOSURES TO BE HAUL-ALL BEAR BINS. PLEASE CONTACT HAU-ALL EQUIPMENT SYSTEMS AT 1-888-488-8266.

6.) LIGHTING:

- IMPROVED LIGHTING TO BE PROVIDED. MODEL OR APPROVED EQUAL. CONTRACTOR TO SUPPLY ELECTRICAL DESIGN TO CLIENT FOR SIGNOFF PRIOR TO PURCHASE OR INSTALLATION OF ANY ELECTRICAL COMPONENTS.



REVISIONS / ISSUED

NO	DATE	DESCRIPTION
1	MAY 15/20	ISSUED FOR CLIENT REVIEW
2	JUN 27/20	ISSUED FOR CLIENT REVIEW

SEAL



CONSULTANTS

CLIENT

TOWN OF CLARESHOLM

PROJECT

AMUNDSEN PARK
4900 3rd STREET WEST CLARESHOLM, ALBERTA

SHEET

SITE PLAN

DESIGN BY	DM	SHEET NO.
DRAWN BY	KM	
CHECKED BY	DM	
PROJECT #	18-000-0000	
SCALE	AS SHOWN	

L-101



LANDSCAPE ARCHITECTURE & CIVIL ENGINEERING
10000 3rd Street West, Suite 100, Calgary, Alberta T2C 1A8
403.243.8888
www.wsp.ca

REVISIONS / ISSUED

NO	DATE	DESCRIPTION
1	MAY 15/20	ISSUED FOR CLIENT REVIEW
2	JUN 23/20	ISSUED FOR CLIENT REVIEW

SEAL



CONSULTANTS

CLIENT

**TOWN OF
CLARESHOLM**

PROJECT

AMUNDSEN PARK
4900 3rd STREET WEST CLARESHOLM, ALBERTA

SHEET

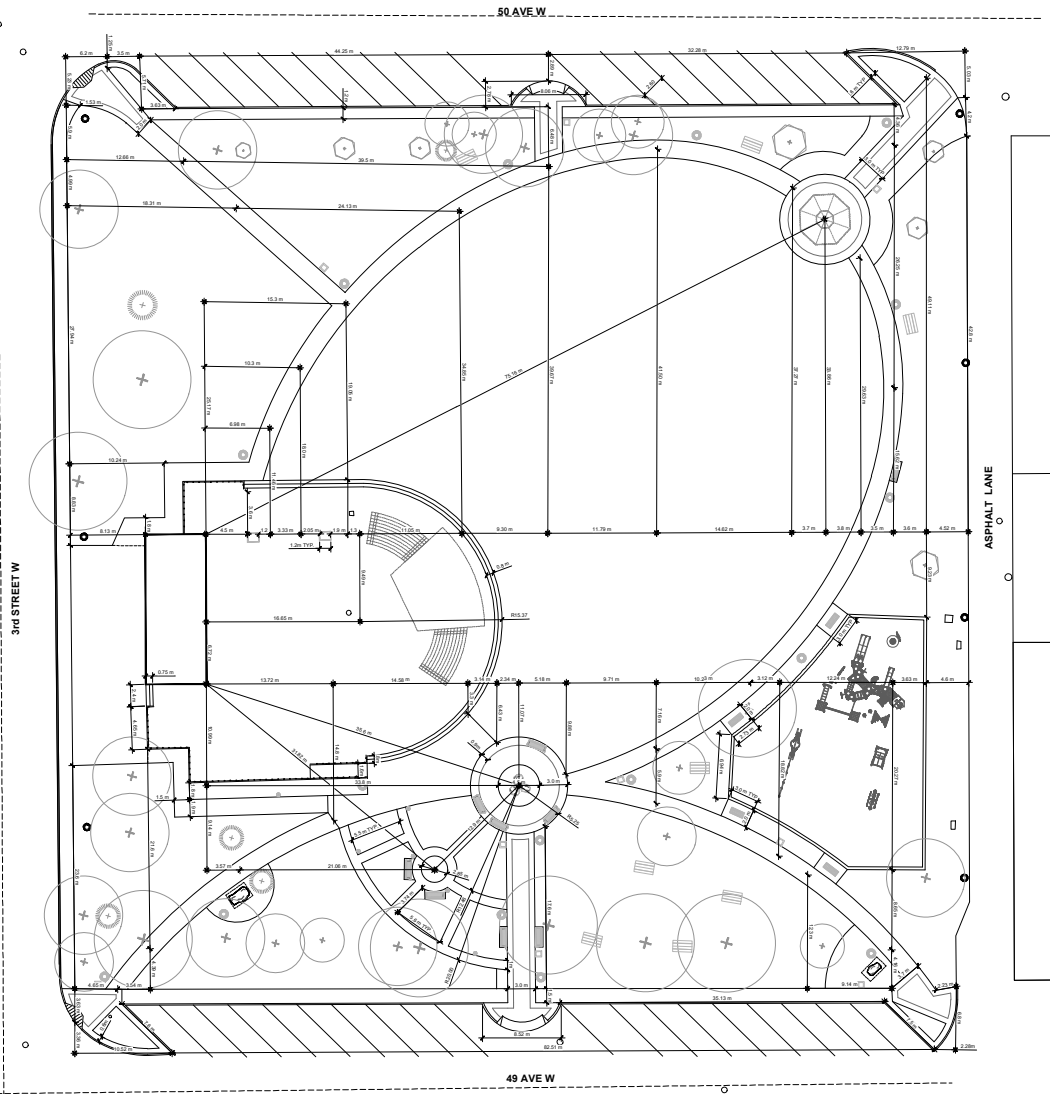
LAYOUT PLAN

DESIGN BY DM
DRAWN BY KH
CHECKED BY DM
PROJECT # 2019-0001
SCALE AS SHOWN

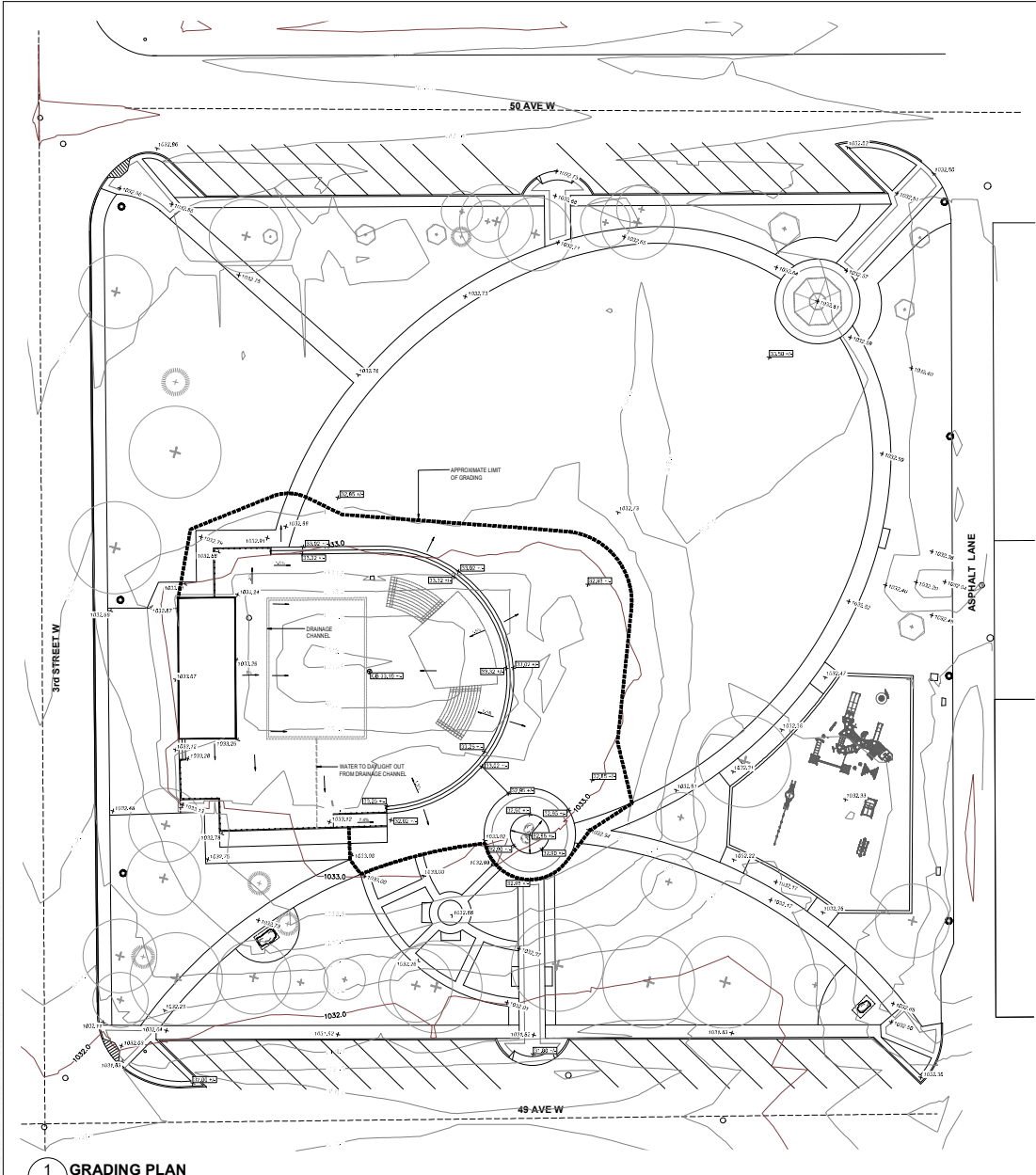
SHEET NO.

L-102

3 OF 6



1 LAYOUT PLAN
L-102 0 1 2 5 10m SCALE 1:250



1 GRADING PLAN
L-103
SCALE 1:250

LEGEND:

- PROPOSED GRADE
- EXISTING GRADE

GRADING NOTES:

ALL SITE GRADES SHALL MATCH EXISTING GRADES OF ADJACENT LANDS, WITH GRADING CONFINED TO THE SITE. REFER TO ENGINEERING DRAWINGS FOR GRADE INFORMATION.

THE CONTRACTOR SHALL OBTAIN, AT THE CONTRACTOR'S SOLE EXPENSE, ALL UTILITY LOCATES PRIOR TO COMMENCING WORK. ANY AND ALL DAMAGES TO UTILITIES, REGARDLESS OF WHETHER LOCATES WERE COMPLETED, SHALL BE REIMBURSED, RESTORED AND/OR MADE GOOD BY THE CONTRACTOR, TO THE OWNERS AND/OR THE COUNTY OR TOWN AUTHORITY'S REQUIREMENTS.

ANY DAMAGE TO ADJACENT ROADWAYS, CURBSIDE, SIGNAGE OR INFRASTRUCTURE SHALL BE FIXED AT THE CONTRACTOR'S EXPENSE.



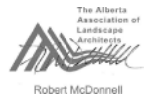
LANDSCAPE ARCHITECTURE & CIVIL ENGINEERING
10000 10th Avenue West, Suite 100, Edmonton, Alberta T5A 0A6
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www.wsp.ca

REVISIONS / ISSUED

NO.	DATE	DESCRIPTION

1	FEB 27/20	ISSUED FOR CLIENT REVIEW
NO.	DATE	DESCRIPTION

SEAL



CONSULTANTS

CLIENT

TOWN OF CLARESHOLM

PROJECT

AMUNDSEN PARK
4900 3rd STREET WEST CLARESHOLM, ALBERTA

SHEET

GRADING PLAN

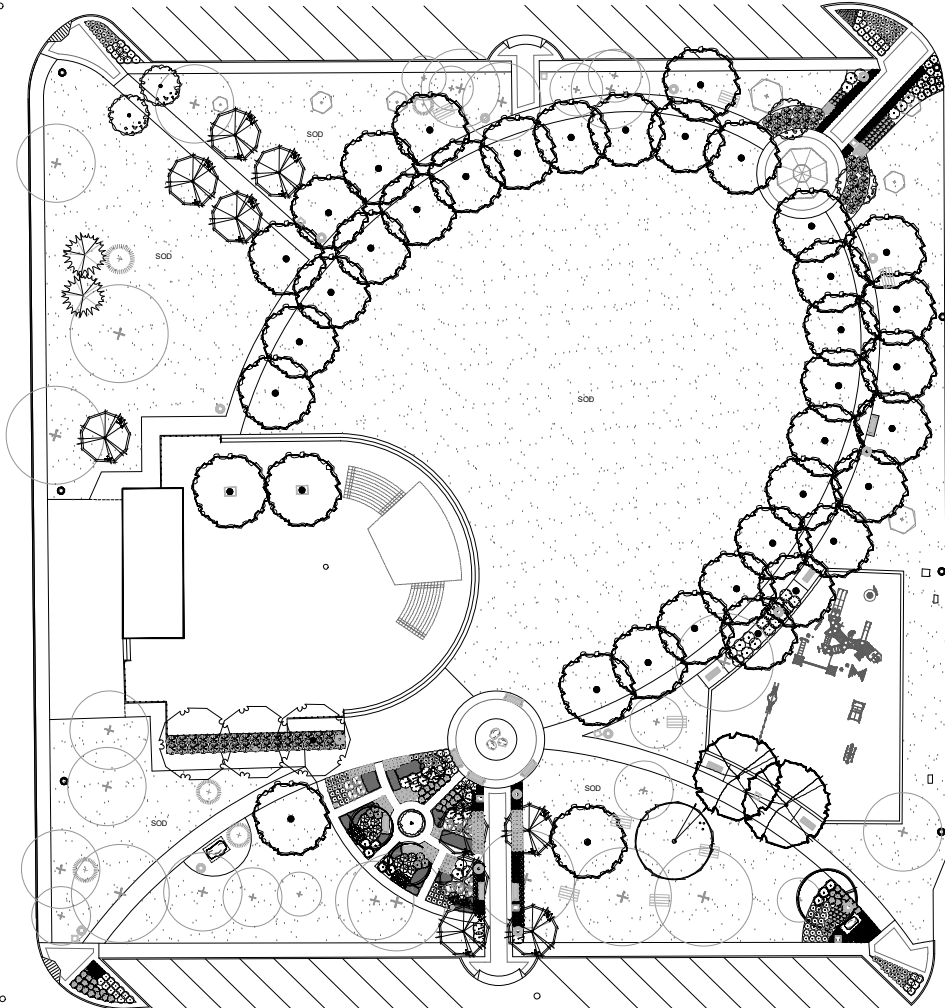
DESIGN BY: DM	9/22/19
DRAWN BY: KM	
CHECKED BY: DM	
PROJECT #:	
SCALE:	AS SHOWN

L-103

3 OF 6

1 PLANTING PLAN
L-104

0 1 2 5 10m
SCALE 1:250



PLANT SCHEDULE:

TREES	CODE	QTY	BOTANICAL / COMMON NAME	CONT.	CALL
TM	1	1	Acer glabrum / Tatarian Maple	B & B	75mm Cal
ABM	3	3	Acer x freemanii / Autumn Blaze Maple	B & B	75mm Cal
CB	2	2	Aesculus glabra / Ohio Buckeye	B & B	75mm Cal
H	2	2	Callus occidentalis / Common Hackberry	B & B	75mm Cal
TC	4	4	Melua 'Dudley' / Antaresa Flowering Crab	B & B	50mm Cal
WS	2	2	Prunus glauca / White Spirea	B & B	2.5m Ht.
PC	2	2	Prunus pennsylvanica / Pin Cherry	B & B	50mm Cal
LLW	1	1	Salix pentandra / Laurel Leaf Willow	B & B	75mm Cal
SL	1	1	Syringa reticulata 'Honey Silk' / Ivory Silk Japanese Tree Lilac	B & B	50mm Cal
DL	10	10	Thea sinensis 'Dragon' / Dragon's Linden	B & B	75mm Cal
BE	30	30	Ulmus americana 'Weinberg' / Brandon or American Elm	B & B	75mm Cal

SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	CONT.
as	15	15	Aster x 'Hardy Aster'	2 gal
kl	50	50	Coleragrostis x scutellaria 'Karl Foerster' / Feather Reed Grass	5 gal
ad	50	50	Cornus alternifolia 'Arctic Fire' / Arctic Fire Dogwood	5 gal
ed	30	30	Fuchsia x glauca 'Elph Blue' / Elph Blue Fuchsia	2 gal
bs	250	250	Hedera helix 'American' / Blue Oak Grass	2 gal
hd	100	100	Hydrangea x 'Honey Bells' / Honey Bells Dogwood	2 gal
hl	50	50	Japanese Hollyhock 'Blue Chip' / Blue Chip Juniper	5 gal
jms	50	50	Japanese Hollyhock 'Blue Chip' / Blue Chip Juniper	5 gal
jl	11	11	Japanese Hollyhock 'Blue Chip' / Blue Chip Juniper	5 gal
ng	30	30	Parthenocarpus 'Northwest Switch Grass'	2 gal
per 1	122	122	Perennial 1 / Client's Choice	2 gal
per 2-3	100	100	Perennial 2 or 3 / Client's Choice	2 gal
ng	40	40	Phlox x subulnaria / Ribbon Reed Grass	2 gal
bs	12	12	Physocarpus opulifolius 'Diana' / Little Devil Weibach	5 gal
ps	50	50	Physocarpus opulifolius 'Diana' / Little Devil Weibach	5 gal
mp	14	14	Physocarpus opulifolius 'Diana' / Little Devil Weibach	5 gal
al	30	30	Ribes alpinum / Alpine Cornet	5 gal
mr	43	43	Rosa x 'Morden Cardinale' / Morden Cardinale Rose	5 gal
gl	43	43	Spiraea x 'Morden' / Morden Cardinale Rose	2 gal
ms	63	63	Spiraea x 'Morden' / Morden Cardinale Rose	2 gal
sl	15	15	Syringa meyeri / Dwarf Korean Lilac	5 gal
tl	17	17	Thymus serpyllifolius 'Woody Thyme'	1 gal
dc	34	34	Viburnum opulus 'Nanum' / Dwarf European Cranberry	5 gal
sl	15	15	Viburnum opulus 'Nanum' / Dwarf European Cranberry	5 gal

GENERAL NOTES:

- ALL LANDSCAPE CONSTRUCTION MATERIALS AND TECHNIQUES SHALL MEET THE MINIMUM REQUIREMENTS OF THE CMA STANDARDS.
- NO SUBSTITUTIONS OF PLANT MATERIAL WILL BE PERMITTED BY THE LANDSCAPE CONSULTANT UNLESS APPROVED BY THE LANDSCAPE CONSULTANT IN WRITING PRIOR TO SHIPMENT TO SITE. ALL PLANT MATERIAL SHALL BE INSTALLED AS SHOWN ON THE DRAWINGS. ALL GROUND COVER SHALL BE PLANTED AT THE SPACING INDICATED. ANY PLANT MATERIAL INSTALLED THAT DOES NOT MEET WITH THE REQUIREMENTS OF THESE DRAWINGS AND ASSOCIATED SPECIFICATIONS SHALL BE REMOVED AND REPLACED WITH PLANT MATERIAL THAT MEETS THE AFORESAID REQUIREMENTS AT THE CONTRACTOR'S SOLE EXPENSE.
- ALL PLANT MATERIAL SHALL BE APPROVED AT THE SOURCE NURSERY PRIOR TO SHIPMENT TO SITE. THE CONTRACTOR BEARS THE SOLE RESPONSIBILITY OF NOTIFYING THE LANDSCAPE CONSULTANT A MINIMUM OF TWO WEEKS PRIOR TO SHIPMENT OF PLANT MATERIAL TO COORDINATE THE REVIEW OF THE PLANT MATERIAL. THE LANDSCAPE CONSULTANT RESERVES THE RIGHT TO WAIVE THIS REQUIREMENT BASED ON THE NURSERY SOURCE PROPOSED FOR USE BY THE CONTRACTOR.
- ALL PLANTING BEDS SHALL BE MULCHED WITH AN ALL BARK MULCH AS PER DETAILS.
- ANY DAMAGE OCCURRING TO THE EXISTING CONSTRUCTION, BUILDINGS, VEGETATION, LANDSCAPING, FINISHES AND/OR OTHER SITE AMENITIES ON THE SITE, ADJACENT PRIVATE PROPERTY OR PUBLIC LANDS SHALL BE REHABILITATED, RESTORED AND/OR MADE GOOD BY THE CONTRACTOR TO THE OWNERS AND/OR THE TOWN AUTHORITY'S REQUIREMENTS.
- REFER TO DETAILS FOR INSTALLATION OF ALL LANDSCAPING MATERIALS.

TOPSOIL:

- TOPSOIL: FERTILE NATURAL LOAM CAPABLE OF SUSTAINING HEALTHY GROWTH; TOPSOIL TO BE LOOSE AND FRABLE, FREE OF RUBBOL, CLAY LUMPS, STONES IN EXCESS OF 30 MM, LIVE PLANTS, ROOTS OR ANY OTHER DEBRIS; MATERIAL GREATER THAN 20 MM DIAMETER, FREE OF LITTER, FOREIGN MATTER AND TOXIC MATERIALS HARMFUL TO PLANT GROWTH. TOPSOIL CONTAINING CONSTRUCTION DEBRIS, SOIL CLUMPS, QUACKGRASS OR OTHER NOXIOUS WEEDS IS NOT ACCEPTABLE. TOPSOIL TO MEET THE FOLLOWING REQUIREMENTS:
 - MINIMUM 6% ORGANIC MATTER, 5% ACIDITY ALKALINITY SHALL RANGE FROM 5.5 PH TO 7.5 PH ±, ELECTRICAL CONDUCTIVITY (EC) - LEVEL OF SOLUBLE SALTS NOT EXCEED 1.5 DSM
 - TEXTURE: LOAM TOPSOIL IN ACCORDANCE WITH CANADIAN SYSTEM OF SOIL CLASSIFICATION
- TOPSOIL TO LAY WITH AN ALLOWANCE OF 2%.

SOD:

- CERTIFIED NO. 1 CULTIVATED TURF SOD WITH STRONG FIBROUS ROOT SYSTEM, THICK AND HEALTHY GROWTH AND DELIVERED 24 HOURS FROM THE TIME OF CUTTING. SOD SHOWING SIGNS OF DETERIORATION DUE TO AGE OR LACK OF MOISTURE WILL BE REJECTED. SOD MUST BE FREE OF STONES, STIRRS, DRY OR BARE SPOTS, TEARS AND DELIVERED MOSTLY CUT IN STRIPS OF UNIFORM WIDTH AND THICKNESS AND OF THE FOLLOWING SIZE OR APPROVED EQUAL:
 - SOD LAYING IS TO OCCUR BETWEEN MAY 1ST - SEPT. 30TH. LAYING OF SOD OUTSIDE THE RECOMMENDED SEASON WILL REQUIRE CONSULTANT APPROVAL PRIOR TO START OF WORK.
- SODDING SHALL CONFORM TO LANDSCAPE COUNTY OR TOWNS OF CLARESHOLM CONSTRUCTION STANDARDS.
- TOPSOIL SHALL BE EVENLY SPREAD OVER SUB-GRADE AND LOOSELY COMPACTED TO 100MM MINIMUM AND MAXIMUM OF 150MM FOR SODDED AREAS.
- ALL STONES AND DEBRIS OVER 25MM DIA. SHALL BE REMOVED. ALL TOPSOIL SHALL BE VIRTUALLY FREE OF PLANTS OR THEIR ROOTS, BUILDING MATERIALS, INVASIVE OR NOXIOUS PLANTS AND THEIR REPRODUCTIVE PARTS, NON-COMPOSTED WOOD, INSECTS/PESTS, CHEMICAL POLLUTANTS OR SUBSTANCES AT LEVELS TOXIC TO PLANTS. SOD SHALL HAVE AN ACIDITY RANGE OF PH 6.0 - 7.5 AND CONTAIN NO LESS THAN 6% ORGANIC MATTER.
- SOD SHALL BE PLACED WITH EXPOSED EDGES, ENDS THOROUGHLY AND ROLLED WHEN DRY.
- LAY SOD SECTIONS PERPENDICULAR ON SLOPES GREATER THAN 3:1 AND SECURE WITH STAKES OR PINS. PLACE STAKES 3 PER SQUARE METER, 100MM BELOW TOP EDGE TO PREVENT SWIFTING OF SOD AND DRIVE PEGS FLUSH WITH TOP OF SOD EDGES. PROVIDE A MINIMUM OF 2 STAKES PER ROLL OF SOD.
- MANTAIN SODDED AREAS IMMEDIATELY FOLLOWING INSTALLATION UNTIL RELEASE OF FINAL ACCEPTANCE BY THE CLARESHOLM COUNTY.
- MAINTENANCE SHALL INCLUDE ALL NECESSARY MEASURES TO ESTABLISH AND MAINTAIN GRASS IN A HEALTHY, VIGOROUS GROWING CONDITION.
- TURF GRASS MAINTENANCE SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING WORK:
 - MOWING TO MAINTAIN A MAXIMUM HEIGHT OF GRASS. DO NOT CUT MORE THAN 1/3 OF THE GRASS HEIGHT AT ANY ONE MOWING. TRIM AND CLIP EDGES, REMOVE CLIPPINGS AFTER MOWING AND TRIMMING.
 - WATERING WHEN REQUIRED IN SUFFICIENT QUANTITIES AND AT A FREQUENCY TO PREVENT TURF FROM DRYING OUT AND TO MAINTAIN SOIL CONTINUOUSLY MOIST TO A DEPTH OF 75 TO 100MM.
 - FERTILIZER SODDED AREAS ONE MONTH AFTER SODDING WITH 2-1-1 RATIO FERTILIZER. SPREAD EVENLY AT A RATE AS PER MANUFACTURER'S INSTRUCTIONS AND WATER IN WELL, WITH A MINIMUM OF 50MM INFILTRATION AS PREVIOUSLY MENTIONED.

GRAVEL:

- UNLESS OTHERWISE INDICATED, ALL SUB-BASE GRAVEL TO BE 20MM (INCLUDING FINES).
- PAVING COURSE TO BE COMPACTED GRAVEL, NOT CONFORMABLE TO TRAIL MIXES USED IN LOCAL AREA. CONTRACTOR TO PROVIDE SAMPLES AND/OR SUPPLIERS GRAVEL PRIOR TO INSTALLATION.

PLANT MATERIAL WARRANTY:

THE CONTRACTOR HEREBY WARRANTS THE WORK OF THIS SECTION FOR A FULL ONE (1) YEAR FROM THE RECOGNIZED COMPLETION DATE TO THE ENTIRE PROJECT. REQUIRED REPLACEMENTS SHALL BE PLANTS OF THE SAME SPECIES AND SIZE AS ORIGINALLY SPECIFIED, AND SHALL BE SUPPLIED AND PLANTED IN ACCORDANCE WITH THE DRAWINGS AND SPECIFICATIONS. SUCH REPLACEMENT MATERIAL SHALL ALSO BE SUBJECT TO A FULL ONE-YEAR WARRANTY PERIOD.



REVIEWS / ISSUED

NO.	DATE	DESCRIPTION
2	MAY 15/20	ISSUED FOR CLIENT REVIEW
1	SEP 27/20	ISSUED FOR CLIENT REVIEW

SEAL



CONSULTANTS

CLIENT

TOWN OF
CLARESHOLM

PROJECT

AMUNDSEN PARK
4000 3rd STREET WEST, CLARESHOLM, ALBERTA

SHEET

PLANTING PLAN

DESIGN BY: RM
DRAWN BY: KM
CHECKED BY: RM
PROJECT NO.: 100-104
SCALE: AS SHOWN

SHEET NO.:
L-104
4 OF 5



INFORMATION BRIEF

Meeting: May 25, 2020
Agenda Item: 10

CLARESHOLM & DISTRICT CHAMBER OF COMMERCE CIP GRANT WAYFINDING SIGNAGE

On May 12, 2020 the Community Initiatives Program announced changes to the Project-based and Operating-based funding streams. The release stated that “reallocating money from the Community Initiatives Program Project-based grant to the Community Initiatives Program Operating grant will help struggling front-line charities and non-profits maintain their core operations and provide services during the COVID-19 pandemic.” The submissions received for the January 15, 2020 to the Project-Based grant have been cancelled, and new applications are not being taken until further notice. Because of this the Claresholm & District Chamber of Commerce application for wayfinding support was not submitted.

The EDC Wayfinding Signage Project will continue to move forward in phases, with signs on the highway corridors being part of Phase One. Signs located in strategic locations around town will be Phase Two of the wayfinding project. Administration will continue to work to find additional funding sources as they become available, and work with community groups when possible.

CIP project grant webpage: <https://www.alberta.ca/cip-project-based-grant.aspx>

ATTACHMENTS: N/A

PREPARED BY: Spencer VanDellen, Economic Development Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 19, 2020



CAO REPORT

May 25, 2020

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

COVID 19

I would like to express my sincere gratitude to the staff for their dedication and understanding during the COVID 19 pandemic. As this event unfolded, the staff remained committed to providing services to the community, while also remaining flexible to the everchanging circumstances. I am proud to say that Claresholm residents were first and foremost on the minds of our staff and they worked diligently to protect our ability to provide the extraordinary services our residents deserve.

I would especially like to thank our Director of Emergency Management, Jason Hemmaway, who has gone above and beyond to keep the organization safe as well as communicating effectively with Mayor and Council and the community as a whole.

We know we are not out of the woods yet, but we are definitely on the road to recovery.

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

HR/TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

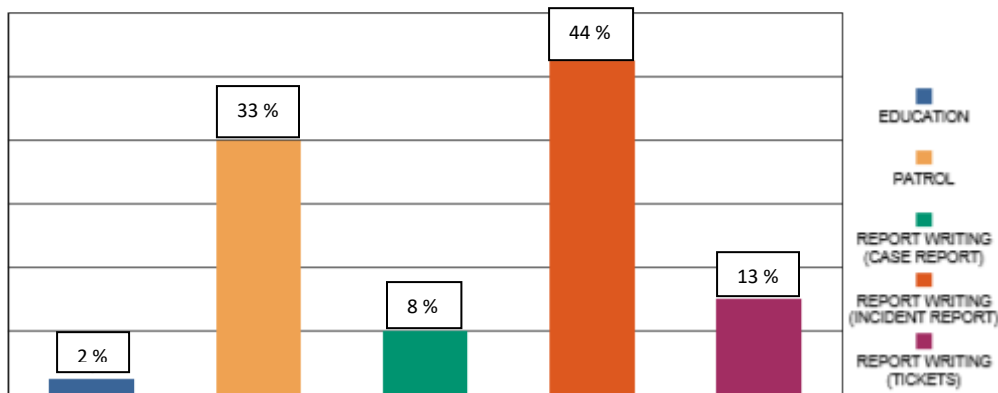


INFORMATION BRIEF

Meeting: May 25, 2020
Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT April 2020

Community Engagement in April 2020



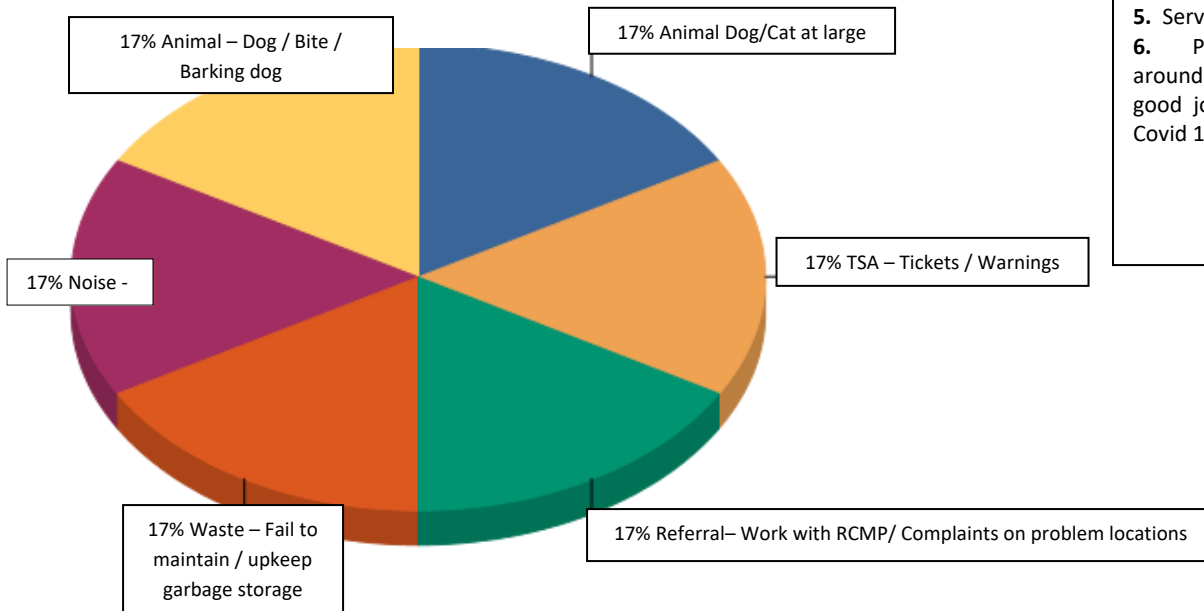
April newspaper Highlights:

- Covid 19 Information

April Enforcement Highlights:

1. Work with public on information around Covid 19 restrictions and what is and or is not allowed at the moment. Public questions on Covid 19 restrictions dominated a substantial amount of time on duty.
2. TSA tickets issued = \$110.00
3. With the warmer weather, getting more calls on skunks becoming more active. Advise residents on ways to deter skunks and or offer to borrow the bylaw skunk trap to remove the animal from their property.
4. Conversations with a few residents on camper trailer parking, where they can not park their trailers
5. Served notice for a dog bite
6. Patrolled playgrounds, and around town. Residents are doing a good job of following the current Covid 19 restrictions

Bylaw Infractions/Complaints/Actions in April



DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 4/27/2020 - 5/22/2020

Financial

- With the passing of the 2020 budget, 2020 capital grant applications for Federal Gas Tax Fund (FGTF) and Municipal Sustainability Initiative (MSI) have all been submitted.
- With the passing of the 2020 Property Tax Rate Bylaw on May 12, 2020 the 2020 Tax & Assessments Notices were mailed out (physical and electronic) on Friday May 15th. There were a couple glitches with the transmission, however these issues have been addressed and corrected.
- Multi-use Community Buildings project is underway and we are on track to receive our debenture issue on June 15th for \$2.8M.
- March bank rec has been completed and April is underway, starting to get ourselves caught up after yearend and audit. Every year we are behind on bank recs due to the yearend audit. This year with split shifting and staffing shortages it is taking longer to get caught up, but we are well on our way.

General

- Office Split-shifting went very well, however has now come to an end with Phase 1 relaunch strategy. This has allowed staff to return to normal shifts which should help remedy some of the delay and backlog we were starting to experience with split shifting.
- The office has undergone a number of changes to prepare reopening to the public, including a new plexiglass barrier at the front counter and additional hand sanitizer stations for the public on entering, and restriction to only one individual in the office at a time. Our first days open have been very busy. We encourage everyone to still interact with the office remotely where possible. The Development and Economic Development departments are by appointment only.
- We have made some big steps over the last month in our journey to Electronic Archiving and Paperless Workflows. These include:
 - Creation of an AP Paperless workflow for invoice approval and cheque stub/invoice archiving – should be testing the new processes in the next weeks.
 - Bylaws have all been added to Laserfiche with bylaws all the way back to 1943 being reviewed and updated for metadata on the files (about ¾ done all bylaws to the incorporation of the Town of Claresholm)
 - Bylaw processes have been created and training has been provided to utilize Laserfiche for all Bylaw archiving and Control document (paperless workflow) for Bylaws moving forward to keep the archive up to date and will result in time savings and improve the condition of the original bylaws due to less physical handling.
 - Similarly our Policy Manual has also moved to Laserfiche and we will discontinue paper copies of the policy manual except for locations outside the administration office which do not yet have access to Laserfiche.

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

DEVELOPMENT OFFICER REPORT



For: 4/23/2020 - 5/20/2020

Development Permits

- ❖ 7 permit applications received.
- ❖ 4 development permits closed.

Compliance Requests

- ❖ 5 compliance requests received.

Miscellaneous

- ❖ QMP (Quality Management Plan) has now been approved by Safety Codes Council and circulated to all safety codes officers for their review.
- ❖ May 1, 2020 – MPC meeting.
- ❖ Local Press Ads: MPC approved developments ad, contractors working in Town, permit and Alberta One Call reminders.
- ❖ Weekly Emergency Management zoom meetings (staff updates).
- ❖ April and May have been very busy with development and building questions, permit requirements as the weather is nice.
- ❖ May 4, 2020 – Webinar – Addressing Global Issues Starts with Community. Community is the lifeblood of every place. Positive relationships between neighbors boosts the wellbeing of everyone in the neighborhood. Tapping into and investing in social capital is essential for developing thriving neighborhoods. When governments and agencies partner with community, new possibilities emerge and the impact can be exponentially greater even when addressing global issues such as climate change and pandemics.

Individuals sometimes feel powerless, governments need to bring people together to create community before people will be engaged with government. Skills, knowledge, associations, passions of community can be leveraged outside of government budgets. Community is key when there is a crisis such as the current pandemic. Promotion of health practices, what neighborhoods need, & environment are influenced by our neighbors (beyond first responders, professionals, governments, etc.). People's eye's shift to relationships and smaller communities (immediate local area) & are looking to leaders for direction, certainty, etc. Shift changes to acts of caring, (what is really important), meeting needs of the local vulnerable sectors, & are looking for ways to contribute locally that can affect globally (find ways to connect).

Local Governments may see budget cuts and need to get back to basics, but not to cut community development projects and programs, and invest what money they have into the community and value partnerships to be successful with an economic crisis. Governments need to decide what part of "normal" do communities want to return to after a crisis.

On-going projects

- ❖ Multi-use Community Building Project – project ongoing.
- ❖ Amundsen Park drawings and planting plans have been completed. Continued work with community groups on grant submissions and finding funding sources. Claresholm Lions Club submitted a new application to the CFEP office for review (notification in the fall as to the success of that application).
- ❖ IDP meetings held April 30 & May 6, 2020. Discussions ongoing with the MD of Willow Creek.
- ❖ IMP (Infrastructure Master Plan) – engineers working within Town, continued information is provided as required.

Submitted by
Tara VanDellen
Planner/Development Officer

Economic Development Officer's Report

Town of Claresholm

May 19, 2020



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

Since the submission of the April 22, 2020 report I continue to perform my duties and responsibilities as outlined in my employment contract, and as directed by the Chief Administrative Officer and Economic Development Committee. This report provides a summary of the committee operations as well as highlights for significant projects when appropriate.

Economic Development Officer

As of March 19, 2020 the Town Office is back to regular operating hours with several risk-reducing measures in place for handling the public. EDO meetings will be on the phone or on-line whenever possible, in-person meetings strictly by appointment only, and scheduled visitors taken outdoors when the weather and circumstances permit.

For 2-weeks the Economic Development Assistant was working an alternate shift, however progress has been made in regards to Wayfinding Signage, the Community Initiatives Projects, and the next Opportunity for Growth information evening.

The EDA identified an opportunity to help fund the Wayfinding Signage Project with the Community Initiatives Project Grant. The EDO was able to gain the support of the Chamber of Commerce to lead the application. Additional letters of support were received from at least three organizations. Unfortunately in an effort to reallocated funds where needed, the project-stream was completely eliminated just days before the deadline. It was a great effort, and a good exercise on combining community assets for a grant opportunity.

Economic Development Committee (EDC):

The Economic Development Committee will meet on Tuesday May 19, 2020 using Zoom online meeting platform. In addition to other projects, the committee will consider approval to the updated EDC Business Plan 2020-2023, and the committee will consider its second-round of offers of employment for community recommendation, in the Rural & Northern Immigration Pilot.

Chamber of Commerce

The Chamber of Commerce held a strategic planning meeting on May 13th with three newly appointed Executive. The Chamber of Commerce will continue to be a partner with the Claresholm EDC on the quarterly offered Opportunities for Growth and the Labour Market Partnership. Next regular meeting is May 20, 2020.

Economic Response to COVID-19

The Foothills Economic Recovery Task Force and the Lethbridge Regional Economic Recovery Task Force circulated economic impact surveys for small and medium businesses. 167 businesses participated in the foothills survey, and 22 of those were from Claresholm, the third-highest next to High River and Okotoks. Copies are available from the EDO, as of April 24 the survey shows:

- 70% are experiencing a decline in business
- 41% have used most or all of their cash reserves to keep afloat
- 82% have not accessed resources available or they are not applicable to their business
- 64% of respondents have employees, of that 29% have laid off all of them
- Sole proprietors and owners who do not pay themselves a wage are not eligible for any current programs as of April 24th.

The Lethbridge Region Task-Force launched a telephone hotline and resource website, which has been shared using Facebook, the Local Press, and business licensing.

The Town of Claresholm Director of Emergency Management has provided some of the most useful and timely resources for businesses and employees. Using the business licencing registration these resources have been distributed to all commercial and home-based businesses.

The EDO held an online Open Business Forum, May 7, 2020. Advertised in the Local Press and on Facebook for 2-weeks, there were 8-participants from the business community and the call lasted approximately 2-hours.

Labour Market Partnership

A Request for Proposal has been circulated to a number of qualified project management firms with experience in community economic development, data collection and analysis, and municipal government operations. An online meeting of the LMP steering committee is scheduled for Wednesday May 20, 2020.

Rural and Northern Immigration Pilot (RNIP)

Applicants from out of the country are not currently allowed to enter Canada, however the processing time can take 6-months or longer, therefore it is advised that the EDC continue to review offers of employment. In some cases, non-permanent residents already living in Canada have been able to relocate to Claresholm, find jobs, and receive offers of employment from qualified local employers. The EDO anticipates this trend to continue once isolation measures are lifted by the province.

On May 19, 2020 the Economic Development Committee will consider the second group of offers of employment for community recommendation. The EDO has received eight (8) offers of employment to-date, and the EDC will continue to review on a monthly basis.

Renewable Energy Sector Workshop

Planning is underway for an online renewable energy sector workshop offered in partnership with the MD of Vulcan and Renewable Randolph, renewable energy consultant. The workshop will include an overview of the industry, major projects in the region, career pathways for employment, and contract-procurement opportunities. The workshop is anticipated for June, SouthGrow is the first financial sponsor, and we are currently seeking additional industry partners.

Community Advertising Program

Interest in adverting on the highway-2 billboards abruptly halted due to the COVID-19 restrictions on businesses. Existing and prospective users of the community advertising program have been adversely effected.

Wayfinding Project

The EDA has contacted AB Transportation regarding the proposed locations for the signage. The EDO has engaged the owner of HC Customs and Fabrication in Claresholm, and the group will hold a kick-off meeting once direction has been received from AB Transportation.

Shingle Signage

After months of delays, and receiving work that was inconsistent with the prototype, the EDO has made the difficult decision to reimburse 3-users of the program and return to the design phase of the project. The most notable concern with the current design is that owners have been un-able to safely secure them to their building. Additional mounting brackets were requested, after an 8-week turn-around the modifications were still found to be insufficient; in brick and in wood the signs could not be stabilized. Investigation has begun with a new contractor and lighter design.

Photo Contest

The EDC will select the winning photo at the May meeting. This photo will be used on 1000 Presentation Folders; a project between the MD of Willow Creek and the Town of Claresholm.

Submitted,

Brady Schnell, Economic Development Officer

FCSS Report to Council

- FCSS office has prepared to re-open by appointment only so one client at a time in office. Shop has installed a Plexiglas partition at the counter, hand sanitizer for clients, no magazines or pamphlets are present. FCSS staff is happy to be back together again.
- Children's Services has changed up the paperwork that we were supposed to be submitting, as agencies were struggling with the expectations of the other templates. We should be receiving new less confusing templates within the next week or two.
- Have completed the Annual Outcome Measures Report for the government and have asked the trainer to look them over before they get submitted.
- Received the Review Engagement from Blair so I was able to submit my Annual Financial Report.
- We received \$1500. 00 from Stavely Elementary School for supplying food hampers to Stavely families.
- Holly has supplied 64 hampers to date.
- We have processed 296 tax returns to date.
- We still have volunteers doing shopping for people who are isolating at home. It seems to be working very well.
- Claresholm Food Rescue is up and running. People can access food baskets on Monday/Wednesday/Fridays. They must register first and will receive an email with available food to choose from and when the baskets are prepared and ready they can be picked up or delivered. The first day (Friday May 15th) 6 baskets were given out. Anyone can access the Food Rescue as it is all about preventing good food from being thrown away. People can register by calling FCSS.

- John has been keeping in contact with the youth group by texting just to check on them and to remind them to be socially distancing. We prepared some care packages for the youth to let them know we were thinking of them and John delivered them.
- Zoom meeting with Elder Abuse Coalition – we were notified that funding would be put on hold for this coalition or be redirected to dealing with COVID and seniors. I wrote a letter to Roger Reid and Gabrielle sent a new proposal to Ministry of Seniors and Housing. Found out we would continue to receive the funding. There are senior care packages being prepared and distributed to seniors. The packages contain hygiene supplies and things to do at home. If you know of any senior that could use a care package please let us know.
- Jason (mostly) and I worked together to create an insert called Taking Charge of What you can: A Covid 19 Toolkit. The booklet was arranged by Amanda and inserted into the Local Press. Excerpts were taken from a toolkit developed by a team from AHS.
- We have continued to post many helpful websites, valuable information and emergency phone numbers on our Facebook pages.
- Arranged a zoom meeting with FCSS directors from Stavelly, Nanton and Fort Macleod. We wanted to touch base and see what strategies were being implemented during this pandemic, and any wonderful programs that were being done for community.



Claresholm Fire Report April 23rd, 2020 – May 20th, 2020

1. Claresholm Fire Department is still closed to the public due to the COVID-19 crisis; we do not anticipate re-opening the facility to the public until at least phase 2 of reopening.
2. Currently there are no members away sick or isolating.
3. There are zero active safety codes investigations open; however, we did have one in town structure fire this reporting period that the Chief did investigate, and that file is closed.
4. Fire activity has increased this month, including two structure fires.
5. Bi-monthly member training resumes Wednesday, May 20th at 7PM. The crews are being split, with no training to contain more than 15 members to stay within current health restrictions; as well as to limit the chance of the entire department being compromised should someone bring COVID into the hall.
6. The birthday drive-bys continue to be a huge success. By the end of the month we will have done a total of close to 50. We are ending the birthday parades after the 31st of May.
7. As mentioned, fire activity has increased this period (see attached), as well medical responses continue to be low as Claresholm Fire is not currently first-responding to low priority events as per the Province. The current fire hazard analysis, moderate in our response area, is also attached and is current as of the time of this report.

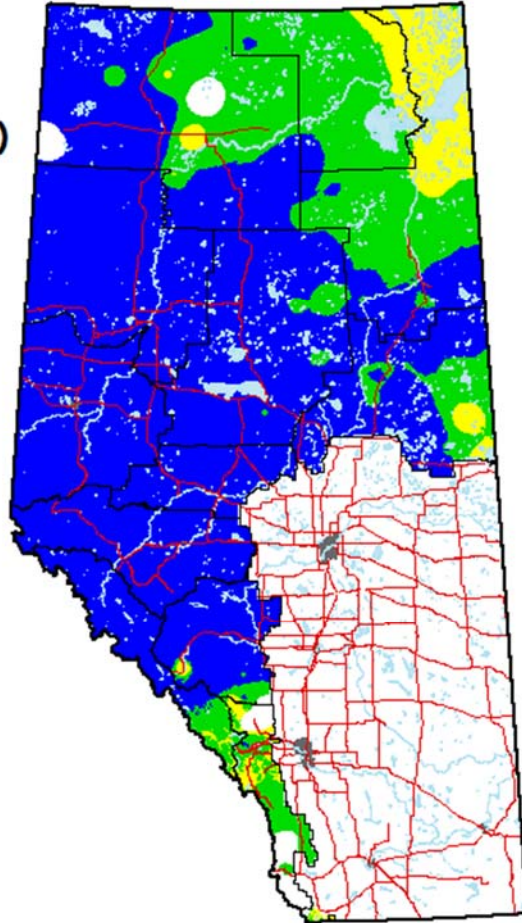
Respectfully submitted,

Craig White, BA/ACP

Fire Chief.

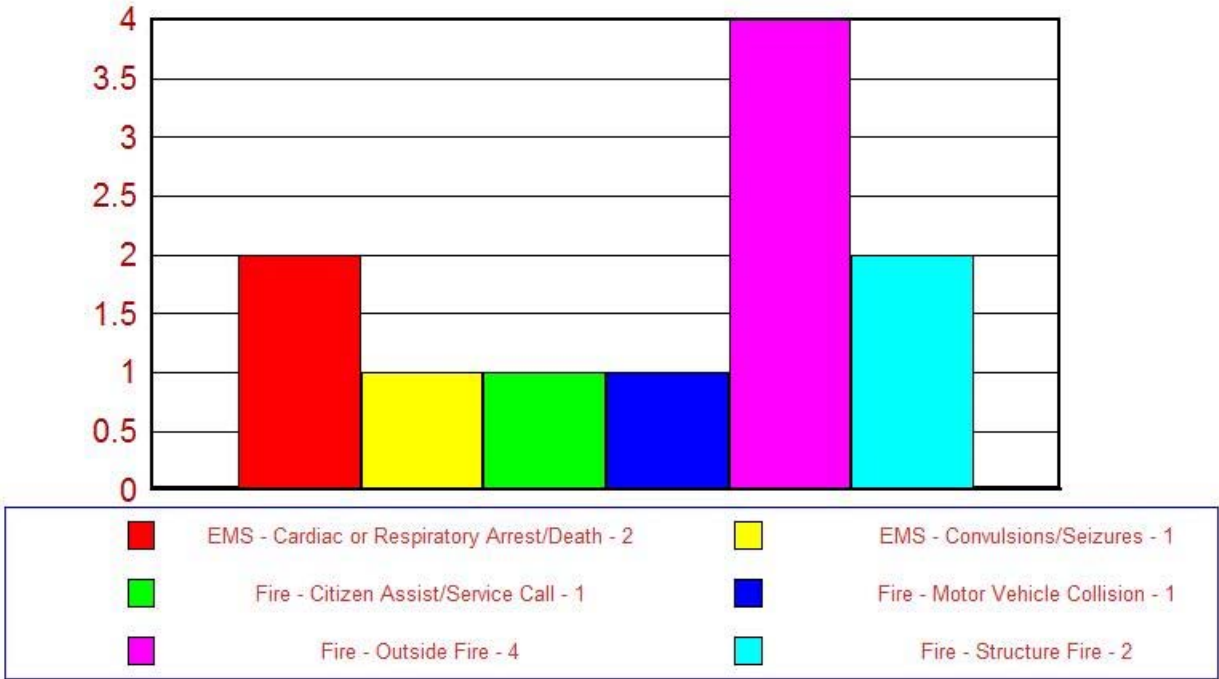
Alberta

Fire Danger (Fire Weather Index)
for May 18, 2020



Claresholm Fire Responses

Apr 23 20 to May 20 20



MAY 2020 H/R TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

The Town applied for grants prior to COVID-19, and were successful on a couple of them. Administration has taken advantage of the grant opportunities to hire 2 summer students to work in the museum even though it is still closed. There are many things to do and now is a great time to accomplish that. Ali Hemmaway has returned for a second season and Madison Keys was a layed off lifeguard so it was great that we were able to accommodate at least 2 students. We were also able to rehire Tristan Martin, a layed off pool employee, for a seasonal labourer position.

After offering the gardener position, first to the layed off staff, and then publicly, we didn't have any interest. We have taken the opportunity to utilize current staff and thus Denise Spencer will be our gardener. Some of her work has slowed down in the recreation department due to the pool being closed.

Assessment and Taxation

Combined tax and assessment notices were sent out on May 15th. This initiates a busy time in the office with lots of questions and explanations. All staff have been very helpful to answer phones and help with any inquiries.

Below is the amount of arrears for taxes, at May 19th, 2020.
Taxes outstanding are **\$83,549.18** summarized as follows:

\$ 43,409.49	Arrears including penalties
\$ 10,971.67	On 2019 Arrears List. Subject to auction Sept 22 nd , 2020
\$ 2,031.81	Property under tax agreement
\$ 27,136.21	On 2020 Tax Arrears List. Subject to auction in 2021.

There were 15 properties on the list last year. Twelve properties have been paid in full or are within current outstanding amounts.

The 2020 Tax Arrears List has been registered at the Alberta Registries Office. These properties are subject to auction in 2021 if not paid by March 31st, 2021. There were 9 properties registered of which 2 have been paid in full now.

The auction date for the properties that are outstanding on the Tax Arrears List of 2019, is proposed for September 22nd, 2020. All of the pertinent information and processes will be carried out within the MGA regulations.

The first of the processes is the Councils setting of the reserve bids and verifying the actual auction date. That should take place at the June 22nd, 2020 Council meeting in order for administration to meet all of the required advertising dates. There are currently 3 properties that would potentially be auctioned. I expect that number to be less, after discussions with the property owners, when it is closer to the date of auction.

Infrastructure Services



MAY 2020

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Airport

Runways are operational with all lighting working. No issues to report on active runway or taxi strip at this time.

Arena

The Arena programs and all bookings have been cancelled.

Town Buildings

The regular monthly inspection of Town owned buildings continues with repairs completed by priority. Light's on the water tower have been replaced with LED's.

Cemetery

Mowing has begun at the cemetery. Some cemetery stones were straightened and some sinking areas filled with soil and re-seeded. This work will continue all season.

Equipment

Maintenance and repairs continue. All equipment is operational at this time and no problems to report.

Garbage

Our collection program is working well. No complaints to report. Crew is starting at 6:00am and working straight through until completed.

Sidewalks

A new complete evaluation of the entire sidewalk system has been done this spring as part of the Infrastructure Master Plan by our engineer. Once received the Town will tender the replacement of sidewalks for 2020 based on their (AE) recommended list.

Streets

Public works has been working on potholes and sweeping, as manpower allows.

Sanitary Sewers

Monthly flushing of the sewer system in the Town's problem areas continues.

Water Distribution

Public works has started flushing the water mains to improve water quality, this will be ongoing for a couple more weeks. 2/3 of the flushing has been completed.

Storm Water Drainage

No problems at this time to report.

Parks

Tree maintenance has been completed on Town owned boulevard trees, to remove broken or dead limbs, for now. More may be done this fall if budget allows. Elm maintenance was completed by end of March. All tree removals are at the advice of a certified arborist.

Recycling

Still schedule confusion, people still setting bins out on the wrong week. Working to inform everyone of days and time for collection.

Staff

No complaints to me, from staff.

CLARESHOLM RECREATION

April-May 2020



Authored by: Denise Spencer



CLARESHOLM RECREATION

ARENA

- Out of town groups have begun to request ice slots for the 2020-21 season
 - Nothing will be confirmed until after Claresholm Minor Hockey has their dates for the season, which will be August
- If restrictions are lifted the Rink should be open September 28, 2020, same time frame as last year
- Arena staff have scheduled the ice painter for September 22 & 23
 - Uncertainty regarding opening dates, due to COVID 19
- Currently AAFRP and other stakeholders are working with AHS to determine a plan for reopening of Arenas.

CAC

- AHS maintenance is currently doing shutdown maintenance
 - Tiling the gradual entry walkway of the pool, grout has disintegrated over time which has caused issues with cut feet
 - Pool customers were allowed a scheduled entry May 20, 1 person at a time, to retrieve items from lockers.
- Due to Alberta Health Services Labs focusing on the Covid-19 testing, they do not have the capacity for the weekly testing that is mandated for swimming pools. This is one reason pools are not scheduled to open until stage 3.
- Contractor has been contacted and is working on plans for:
 - Shelf system in the equipment room; items on deck will need to be put away. Due to uncertainty regarding what the reopening will look like we are being prepared.
 - Installing plexi-glass for front counter
- Coloured wristbands
 - Will be used as a temporary procedure to track the numbers of patrons in our facility during public swims when the facility is reopened.
 - To be used during Saturday & Sunday public swims, matching parents to kids. This can be a hot topic with some parents, so this strategy along with education will help with the "Within Arm's Reach" policy the Lifesaving Society has adopted.
- Lockers: preparing to ziptie alternating lockers in the change rooms, possibly colour coded. This will help minimize the extra cleaning and sterilizing procedures that staff will be responsible for. Eg. 75 lockers becomes 38
- Lifeguards will be required to have their own dedicated fanny pack (gloves, mask, etc) and rescue aid. This will minimize the risk from one person to the other
- Staff training and advanced courses to become a lifeguard will be a priority as soon as there is a tentative opening date.
- Stakeholders (Red Cross, Lifesaving Society, Hotels, Universities etc.) across Alberta will be working with Alberta Health Services to develop a strategy:

Owners and operators of aquatic facilities should provide staff training prior to opening aquatic facilities. The training, at minimum, should include:

1. COVID-19 Aquatic Policy and Procedures Update
 - a. Prior to entering the facility, all staff and the public
 - b. Screened for COVID-19 (temperature above 37.8 C or 100 F and COVID assessment)
 - c. Education for public for: one-way traffic measures around the facility, such as, entering and exiting showers, change rooms or toilet facilities
 - d. Physical distancing guidelines
 - e. Updated staff protocols regarding rescues (minimize the possibility of COVID-19 transmission), and the additional safety education protocols.
2. First Aid and Resuscitation Protocols Update
 - a. Updated staff protocols regarding rescues (minimize the possibility of COVID-19 transmission), and the additional safety education protocols.
3. PPE (Personal Protection Equipment) Equipment for Aquatic and Facility Staff Update

a. Gloves, masks, eyewear available for staff

- *Denelle has taken part in 3 Webinars in the last month*
 - *May 4, Lakeview Consulting- Mermaid Camp & Lifeguard Games information*
 - *Adding fun and engaging programming for staff and patrons*
 - *May 8, AARFP-Alberta Association for Recreational Facility Personnel*
 - *Stakeholder engagement, shutdown status on other facilities, AHS update*
 - *May 11, AAAP- Alberta Association for Aquatic Professionals*

The Range Gravel Experience

- Organizer Garth Stotts suggested the proposed trails to be put onto the Strava app for cyclists which would help gain interest in the area, which would promote The Range Cycling event for 2021. The trails are through the MD of Willow Creek, and ranch land.
- The MD has requested the event be rescheduled for 2021

Tone Disc Golf

- Edmond Duguay, Craig Burrows-Johnson and myself toured Patterson Park Thursday May 14, they were impressed with the size and possibilities of the space.
- An 18 Tone Disc Golf Course could be easily added to the space east of Patterson Park, and be a great addition to the dog park creating a multiuse space and recreational area
- Urban forest was a key phrase during the meeting
- The proximity to Porcupine Lodge was a plus for the designers, a course could be utilized by seniors
 - Disc Golf is the official sport of the Alberta Masters Games (previously the Seniors over 55 Games)

Webinar

Rec Tec- Zoom meeting April 29, 2020

- **Natural Elements can now be used as long as they comply with chapter 9, and maintain the structural integrity outlined**
 - Logs and rocks are now officially permitted
 - Could now install a playhouse due to changes in CSA regulations
 - Changes to encroachment zones have been made
 - Should bring down the budget for playground purchasing
 - Will enable play structures to be made in smaller areas without being as spread out
 - Spinners; 3' zone now allows for encroachment zone
 - Surfacing for low level pieces; 450mm-18" does not require safety surfacing
 - Grass and earth ok
- Opens up more money for playground equipment versus budgets being eaten up for surfacing and site development. Gives municipalities more flexibility with design
- Possible benefit for Amundsen Park redesign

AFRP-Virtual Walk May 7, 2020

- Lots of uncertainty regarding reopening dates, eg. Summer camps (washrooms), outdoor recreation
- Conversations have centered on enhanced cleaning measures
- Community Gardens: Physical distancing measures in place
- Black Diamond has Guidelines in place that may help Claresholm's Community Garden at the Anglican Church

AFRP- Aquatics, May 7, 2020

- Stage 3 (pools) – may see freedom of movement like less number restrictions, but there is little information provided right now.

- Other pools (spray parks) may be allowed in other phases – but no concrete information on that right now. For now, they are still in Phase 3.
- There will be more information over the next couple weeks and AHS will be looking to coordinate with stakeholders and key players to help plan.
- We are dealing with Phase 1 right now and everything else will depend on that.

Alberta Recreation and Parks Association, May 12, 2020 Supervisory Connect

- Was working on stakeholder information for guidelines to open, then the government came out with some of their own.
- Recreation Facilities are not open until stage 3, but parts of them are allowed open not (eg. Daycares), so ARPA looking to push on where rec facilities fit within that and whether they should be stage 3.

ARFP- Arena's May 14

Discussion around Providing little sticks or play areas in arenas

- Banff has minor hockey paying for little space at end of arena to provide a shooting tunnel
- Peace River has playground
 - Some who have it say there are concerns with noise levels during rental groups

Sidewalk stencils

- These will be completed shortly by the Embroidery Shop, stencils will be made to last long term
- Site map for parks and trails has been completed, painting in these areas will commence when stencils are ready.

Grad Banners

- Ordered May 12, 2020.

Gardener

- Went through the Gardener File, lots of information although no set schedule, plant list, site map etc.
 - Created a draft Gardening Handbook, will be added to and submitted to the Director of Infrastructure, and Human Resources
 - The Handbook will be a good resource for future
- Some planters downtown are full of grass, overgrown with perennials, and the dirt is clay like in some.
- The North and South Entrance signs need special consideration, which includes removal of dead trees, and rebuilding of retaining walls
- Water Tower; the shrubs look good, adding a large flower container with flowing flowers may help the aesthetics
- Cemetery, flower bed needs retaining wall rebuilt
- Picking up Annuals for 7 half barrels, 3 stone planters & 1 specialty concrete planter between May 26-28, the greenhouse has an order in midweek, picked over from the long weekend



Claresholm



UTILITY SERVICES REPORT
MAY 2020



Utility Services Manager

Brad Burns

3700 8th Street West
Box 1000 TOL-OTO

Work# 1-403-625-3381
Cell # 1-403-625-1687

brad.burns@claresholm.ca
www.claresholm.ca

Claresholm, Alberta Fax # 1-403-625-3869

***“The Great Lakes contain 18 percent of the worlds
freshwater”***

Regional Water Treatment Plant

Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- SCADA Ethernet issue repaired.
- CHAMCO onsite servicing SULLAIR compressors.
- CIP both racks.
- Drain and clean CIP tanks.
- MPE technician online working with integrity test issues.
- PARCON Construction onsite checking acid line to neutralization tank.
- Continued contact with contractors and suppliers to discuss Covid-19 possible impact on service.

Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- TTHM's and HAA 5 testing sent to Element Labs.
- Required chlorine and bacteriological testing will be taken at specified sites due to the Covid-19 and temporary closing of prior sample locations.
- Ongoing wellness checks from Alberta Environment and Parks about Covid-19.

Training and Continuing Education Credits

- Staff training suspended during Covid-19

Meetings

- Bi-weekly management meetings.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- M.D Willow Creek Service Agreement Meetings as requested.
- Zoom Covid-19 meetings weekly.
- AEMA Covid-19 DDEM updates (Telephone Town Hall) bi-weekly.

Safety

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

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- Continued contact with chemical suppliers to discuss Covid-19 possible impact on chemical supply and delivery.

Pumping Stations and Reservoirs

Highway Pump Station

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Water Tower lights updated to LED.

East Side Reservoir (UFA)

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

M.D Willow Creek

Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Bacteriological, THM and Lead samples as per AEP code of practice.
- Check building daily and record as per AEP code of practice.
- Clean chlorine line, injection quill and replace pump tube as required.
- MPE site visit to determine pump tube/injection quill issue.
- TTHM's and Lead samples sent to Element labs.
- Required chlorine and bacteriological testing will be taken onsite due to the Covid-19.

Airport

- Onsite meeting at M.D Fire Suppression Building with MPE and M.D Willow Creek.

Hamlet of Granum

- Check meter vault and check electrical and telemetry equipment.
- Check supply line as required.
- Onsite visits as per AEP code of practice and service agreement.
- Contact AEP inspector to discuss code of practice.
- Onsite meeting to inspect water and wastewater facilities and discuss possible Covid-19 impact on operations with M.D superintendent.

West Water CO-OP

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Check PRV and double check valves biweekly.

Water Distribution

Universal Metering

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.

Government Compliance

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

Meter Vaults

- Check acreage meter vault bi-weekly.

Distribution Lines

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

Lagoon and Wastewater Collection

Government Compliance

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

Harvest Square Lift Station

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

Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.

Raw Water Supply

Pine Coulee Reservoir

- Pine Coulee Reservoir 96.14% level 1052.27 geodetic meters, 48649.12 (dam3).
- Chain Lakes Reservoir 104% 1297.18 geodetic meters, 15087.73 (dam3).

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir 5805 mm.
- Check blowers to lake daily.

Golf Course

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

Residential indoor Water Use in Canada



COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - January 27, 2020				
2	Delegation Response: Claesholm 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 - May 11, 2020				
1	BYLAW #1678 - Moved by Councillor Schulze to give Bylaw #1678, the Cemetery Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1678, the Cemetery Bylaw Amendment, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
2	BYLAW #1687 - Moved by Councillor Schlossberger to give Bylaw #1687, the Road Closure Bylaw, 2nd Reading. CARRIED Moved by Councillor Cutler to give Bylaw #1687, the Road Closure Bylaw, 3rd & Final Reading. CARRIED	Tara	Bylaw signed & sent to Surveyor	Complete
3	BYLAW #1698 - Moved by Councillor Schlossberger to give Bylaw #1698, the Off-Site Levy Bylaw, 1st Reading. CARRIED	Tara	to be on June 8th Council agenda	Complete
4	BYLAW #1700 - Moved by Councillor Zimmer to give Bylaw #1700, the COVID-19 Relief Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1700, the COVID-19 Relief Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
5	BYLAW #1701 - Moved by Councillor Schulze to give Bylaw #1701, the Electronic Transmission of Documents Bylaw, 2nd Reading. CARRIED Moved by Councillor Moore to give Bylaw #1701, the Electronic Transmission of Documents Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
6	BYLAW #1702 - Moved by Councillor Schlossberger to give Bylaw #1702, the 2020 Property Tax Rate Bylaw, 1st Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1702, the 2020 Property Tax Rate Bylaw, 2nd Reading. CARRIED Moved by Councillor Cutler to give unanimous consent to give Bylaw #1702, the 2020 Property Tax Rate Bylaw, 3rd & Final Reading at the same meeting. CARRIED UNANIMOUSLY Moved by Councillor Zimmer to give Bylaw #1702, the 2020 Property Tax Rate Bylaw, 3rd & Final Reading. CARRIED	Blair/Lisa	Bylaw printed & signed, Tax Notices generated & sent to property owners	Complete

7	BYLAW #1703 - Moved by Councillor Moore to give Bylaw #1703, the Recycling Materials Management Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1703, the Recycling Materials Management Bylaw Amendment, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
8	BYLAW #1704 - Moved by Councillor Schlossberger to give Bylaw #1704, the Regional Assessment Review Board Bylaw, 2nd Reading. CARRIED Moved by Councillor Cutler to give Bylaw #1704, the Regional Assessment Review Board Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
9	BYLAW #1705 - Moved by Councillor Schulze to give Bylaw #1705, the Fire Protection Bylaw, 1st Reading. CARRIED	Karine	On the May 25th Agenda for 2nd & 3rd Readings	Complete
10	Delegation Response: Moved by Councillor Moore to refer this request to Administration to work with the group that proposed the Disc Golf Tones Course in Claresholm to address any issues that may be attached to the installation of the course and to recommend that Patterson Park be suggested as the best location. CARRIED MOTION #20-068	Mike/Denise	Working with the delegation to get plans in place for Patterson Park	In progress
15	CORRES: AUMA - Moved by Councillor Cutler to refer the physician funding changes to the Claresholm Physician Recruitment Committee to discuss the matter further. CARRIED MOTION #20-069	Blair	Meeting to be scheduled	In progress
19	RFD: Lions Club Application - Moved by Councillor Moore 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. CARRIED MOTION #20-070	Tara	Letter signed and sent to grant office/Lions club	Complete
20	RFD: Chamber of Commerce Application - Moved by Councillor Schulze 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. CARRIED MOTION #20-071	Brady	As of May 12, 2020 the CIP, project-based grant applications have been cancelled until further notice.	Complete
21	RFDirection: 2020 Grad Class - Moved by Councillor Schlossberger to honour the 2020 WCCHS Graduation Class by purchasing two banners to be placed at the location of the new Town Office and the downtown parking lot, as well as celebrating them on our three electronic signs. CARRIED MOTION #20-072	Denise/Karine	Banners ordered & will be installed once ready	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 21, 2020

INFORMATION ITEMS

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Special Meeting thru emails

Initiated March 23, 2020

Email initiated by Barry Gibbs on March 23, 2020 to: Don Glimsdale, Betty Hoare, Gaven Moore, Verne Lunan, Ryan McKirdy and Bill Kells.

The email included the following attachments for review:

Board Decision Making Policy - FINAL

Progress Report on the Museum Strategic Plan – FINAL

Claresholm and District Museum Board meeting Feb 25, 2020 Draft

On April 3 an email sent out by Barry Gibbs noted that the board had voted to adopt the minutes of February 25, 2020 and the 2019 Progress report by remote email voting. Motion was made by Gaven Moore to approve the minutes and the Progress Report remotely, seconded by Verne Lunan. **CARRIED**



Board Chair

Claresholm Child Care Society Meeting
Approved Minutes

April 15, 2020, 7:00 pm
Town Office, Claresholm, AB

Executive and Board Members:

✓	Mireille Rigaux	x	Michael McMahon
✓	Jordan Smiley	✓	Bryanna Loefflor
✓	Travis Visser	x	Dean Alsgard
✓	Christy Bazell	✓	Amber Peatman
✓	Chelsae Petrovic	✓	Jillisa Morkin
✓	Lise Schulze		
	Danita Melnenly		

Day Care and Kid Zone Representatives:

✓	Kim Gugala	x	Kate Mackrel
x	Della Christman	x	Minna Martineau

Guests:

1.0 Called to Order 7:06 pm

2.0 Adoption of agenda - Jordan

3.0 Approval of Minutes from previous meeting: Amber

4.0 Reports:

4.1 Financial Report: Travis

- running at a loss of just over \$7000, no current casino income
- Government is paying for current empty spots of approximately \$18000
- Applying for 75% wage subsidy for current staffing
- Town is not currently charging rent or utilities
- \$500 grant for cleaning supplies from the Government

4.2 Executive Director Reports: Kim

- able to reopen Monday April 6th notified for Wed April 8th opening
- spoke with licensing to ensure policies were in place, recommended a heavy duty disinfectant and the town is donating this to us.
- 9 children enrolled in daycare - challenges of social distancing with the younger children
- 6 kids with 3 more starting next week at Kid Zone

- great support from parents and children are excited to be back
- Colour choices sent from the town for the outside of the new building, fences are ready to put up and start construction.

5.0 New Business

5.1 Fundraising:

- policy is currently on hold while the COVID is active; Motion: Mireille, second Jordan -
Vote: all in favour, Passed
- Letter will be sent to parents
- Casino Advisor: nobody knows what is happening, we will still be getting a quarter of the funding for our quarter. Question: who gets our request for the next session? Chelsea will send the package to everyone concerned.
- small stream grant has been denied
- other grants are currently on hold

5.2 Discounts for food:

- will there be a discount for the time when food cannot provide food?
- discussion, not to provide a discount
- Mireille, will respond to the email question and CC to Kim

5.3 auto withdrawal of fees

- put on hold until centre fully opens
- accept etransfers at this time, our numbers are small

5.4 Wage subsidy

- We will have the subsidy for when we hire back for hiring a student
- How do we move forward with rehiring - no policy for seniority
- Make the best decision financially for the daycare

6.0 Correspondence:

- Amendment to the grant agreement for the town

8.0 Next Meeting

- May 12, 2020 AGM at Town Council office if we are still in COVID then it will be via google meet

9.0 Adjournment 7:52 pm

From: Alberta Seniors & Housing <seniorsinformation@gov.ab.ca>
Sent: Friday, May 15, 2020 5:16 PM
To: Karine Keys
Subject: Newsletter - Alberta Seniors and Housing

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

Age-Friendly Alberta Newsletter

Alberta



Message from Honourable Josephine Pon Minister of Seniors and Housing May 15, 2020

Special Minister's Statement on COVID-19

Stage one of the province's three-stage economic relaunch began on Thursday, May 14. Our government is committed to maintaining strong protections for those Albertans who are most vulnerable, including seniors and low-income workers, as we carefully move to reopen our province. We are working closely with seniors lodge operators, seniors-serving organizations and continuing care providers, to ensure we are meeting the needs of this diverse group of Albertans. Thank you for continuing to share your ideas with my office and with department staff. Together, we can reopen our economy while keeping Albertans safe.

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

Alberta is ready for relaunch

With strict safety guidelines in place, Albertans can and should confidently support Alberta businesses as the province gradually relaunches the economy. Stage one of Alberta's relaunch strategy, which began on Thursday, puts safety first as restrictions are gradually lifted. Calgary and Brooks will see a slightly more gradual reopening, taking into account higher case numbers in these two communities, to balance public safety with the need to get businesses open and services restored for Albertans.

With enhanced testing capacity and contact tracing ability, along with a rapid response plan in place in the event of possible outbreaks, the province is ready to take the first incremental steps to reopen some businesses and services. To learn more about the details of stage

one, please read the [news release](#).

Online hub for seniors-serving organizations

On May 10, I was pleased to announce [CORE](#) – Collaborative Online Resources and Education – a new online hub that will make it easier for seniors-serving organizations to share resources and coordinate services. The online hub focusses on key COVID-19 issues such as transportation, food security, social isolation and home supports. Through CORE, partner organizations will be able to access training and COVID-19 information and resources, map the areas of greatest needs across the province, and help seniors in more remote locations get the support they need.

My sincere thanks to Age-Friendly Calgary, Edmonton Seniors Co-ordinating Council, carya and Sage Seniors Association for their work with more than 160 seniors organizations across Alberta to develop this platform. The online hub cost \$40,000 to develop and the Alberta government and partners will invest about \$720,000 in inter-agency programs and initiatives that will be coordinated through CORE. In addition to my ministry's funding, we are grateful for funding support from Alberta Health Services, Alberta Blue Cross and the federal government, and for the United Way of Calgary and Area's commitment to administer CORE and act as the fiscal agent.

Alberta Biz Connect

The new [Alberta Biz Connect](#) web page provides valuable workplace guidance and supports to non-profits and businesses affected by COVID-19 to help them reopen and resume operations safely. The page features information on health and safety guidelines for general workplaces and sector-specific guidelines for those able to open in stage one of the province's economic relaunch.

Funding for front-line nonprofits

Our government is making \$8 million available to help front-line charities and nonprofits maintain their core operations and provide services during the COVID-19 pandemic through the [Community Initiatives Program Operating grant](#). This funding has been reallocated from the Community Initiatives Program Project-based grant.

The May and September intakes of the Community Initiatives Program Operating grant will be combined into one intake in June, to get much-needed dollars to front-line organizations faster. Priority will go toward small and medium-sized organizations that focus on food security, shelter and housing, and addictions and mental health supports, so they can continue to care for vulnerable Albertans. You can read the full news release [here](#).

Our new normal

My ministry has been working hard to continue delivering services as safely and as effectively as possible during the COVID-19 pandemic. As a result, many of the special days and weeks we recognize will look a little different this year.

- Intergenerational day is June 1. There are many great virtual ways for people of different ages to connect without putting loved ones at risk. Grandchildren can challenge grandparents to an online dance off, parents can share a story from their youth with their children, and older adults can teach younger family members new skills. It is amazing what we can do together using our smart phones and computers.
- [Seniors' Week 2020](#) runs from June 1 to 7. In these challenging times, we need to find creative ways to celebrate and recognize the seniors in our lives – and all Alberta seniors. I know Albertans will find safe and meaningful ways to ensure all older adults feel valued by friends, loved ones and all Albertans. Please add your organization's online Seniors' Week events to our [calendar](#).

- Nominations for the 2020 Minister's Seniors Service Awards are now open. This year, the awards will focus on individuals, nonprofit organizations and businesses who stepped up to serve seniors during the COVID-19 pandemic. The public health emergency has changed how we live our daily lives, and we know seniors have been deeply affected. Now, more than ever, it is important to honour the outstanding Albertans who are investing their time, energy and resources for the benefit of seniors. Please encourage your staff, volunteers and clients to nominate someone for a Minister's Seniors Service Award. You can find a nomination package online at alberta.ca/MSSA. The deadline is August 11, 2020.
- World Elder Abuse Awareness Day (WEAAD) is June 15. Although we are unable to host or attend in-person events this year, we still want to recognize this day and raise awareness of elder abuse. Keep an eye out for something special from our government to acknowledge WEAAD.

In your own planning, I encourage you to find new and creative ways to engage Albertans. This could include an online event, arranging parades past seniors' lodges, or encouraging Albertans to reach out and connect directly with the seniors in their lives, either from a safe distance or via technology. We created a tip sheet to help you with this process during the public health emergency. I trust you will find innovative ways to raise awareness for your events and reach those in need during this difficult time.

Prevention of family violence

It is important to know where to turn if you or someone you know is experiencing family violence – including elder abuse – 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.

Mental health supports – You are not alone

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

During this time of uncertainty, it is vitally important 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, I encourage you to visit alberta.ca/COVID19 for the most up-to-date information on the Government of Alberta's comprehensive response to the COVID-19 pandemic, including details on the measures in place to help prevent spread and support Albertans.

Thank you.

Josephine Pon
Minister of Seniors and Housing

May 15, 2020

SUBDIVISION APPLICATION DECISION

Our File: 2020-0-059

Your File:

NOTICE DATE: May 14, 2020

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

RE: Plan 5721HU Waterline Right of Way within S1/2 Sec. 27-28-29-30, Twp. 12, Rge. 27 - W4M / M.D. of Willow Creek No. 26

DECISION: APPROVED ON CONDITION

(See attached resolution for conditions)

DECISION DATE: May 13, 2020

Your subdivision application has been *Approved on Condition* and a copy of the decision is attached.

We advise that it is the applicant's responsibility to ensure that all conditions of approval have been met. This process will require coordination between yourself, your surveyor, ORRSC and your municipality.

The subdivision may be finalized following the required 14-day appeal period as outlined below. If no appeals have been filed within the specified time period, you may proceed with the finalization. You have **one year from the approval date** to finalize your subdivision. *(If you are unable to finalize the subdivision within this time frame please contact the ORRSC in order to request a possible time extension. A minimum extension fee of \$330.00 will be required.)*

Right to Appeal

Pursuant to the Municipal Government Act, the applicant, government departments, and local authorities have a right to appeal the decision or any conditions of the subdivision **within 14 days of receipt of this notice** to the appropriate appeal board. The date of receipt of the decision is deemed to be 7 days from the date the decision is mailed.

You may also appeal any reserve requirement (land or money) established by the subdivision authority. The appeal may be commenced by providing a written statement of the grounds of appeal to:

Municipal Government Board, Alberta Municipal Affairs – Subdivision Appeals Case Manager
1229 – 91 Street SW, Edmonton, Alberta T6X 1E9

The appeal board must receive your notice of appeal within 21 days of the date of this letter informing you of the subdivision authority's decision. ***(Please contact the municipality to determine any applicable fees.)***

In order for your surveyor to register your subdivision at the Land Titles Office, they must receive an "Endorsement" document from our office. ORRSC will provide the Endorsement upon receipt of the following:

- **Finalization fee** – pay to ORRSC the finalization fee of \$205.00 for each new lot to be created by the subdivision.
- **Fulfilling the Conditions** – ensure that all the conditions of your approval have been met (*refer to attached Resolution*) and provide the Oldman River Regional Services Commission documented evidence to that effect.
- **Surveyor's package** which includes the Plan of Survey, signed consents, etc. (or your separation of title document as prepared by your lawyer or surveyor).

After endorsement, we will return the documents to your surveyor who will register them with the Land Titles Office.

Should you require any further clarification please contact ORRSC at (403) 329-1344 or visit our website at www.orrsc.com for more details regarding the finalization process.

Yours truly,



Mike Burla
Senior Planner

MB/jm
Attachment

RESOLUTION

2020-0-059

M.D. of Willow Creek No. 26 **Waterline** subdivision of Plan 5721HU Waterline Right of Way within S1/2 Sec. 27-28-29-30, Twp. 12, Rge. 27 - W4M

THAT the Waterline subdivision of Plan 5721HU Waterline Right of Way within S1/2 Sec. 27-28-29-30, Twp. 12, Rge. 27 - W4M (Certificate of Title No. 17T75), to subdivide a 16.0 acre titled area to create two smaller parcels of 7.98 acres and 8.02 acre respectively; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the M.D. of Willow Creek No. 26.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with the M.D. of Willow Creek No. 26 which shall be registered concurrently with the final plan against the title(s) being created.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(d) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

- (e) Canada Post has no comment.
- (f) TELUS – Chris Rvachew, Real Estate Specialist:
“As this subdivision does not include the Road Allowance URW and is just for the mentioned waterline URW, TELUS Communications has no objections to this subdivision.”

- (g) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

“Reference your file to create a parcel for waterline use at the above noted location.

The proposal is contrary to Section 14 and subject to the requirements of Section 15(2) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017 (“the regulation”).

Alberta Transportation’s primary objective is to allow subdivision and development of properties in a manner that will not compromise the integrity and associated safe operational use or the future expansion of the provincial highway system.

To that end, currently and as proposed, the parcel to be created and remnant land will gain indirect access to the provincial highway system solely by way of the local road system. Given this, strictly from Alberta Transportation’s point of view, we do not anticipate that the creation of the parcel for a waterline as proposed would have any appreciable impact on the highway.

Therefore, pursuant to Section 16 of the regulation, in this instance, Alberta Transportation grants a waiver of said Sections 14 and 15(2).

Notwithstanding the foregoing, the applicant would be advised that any development within the right-of-way or within 300 metres beyond the limit of the highway or within 800 metres from the center point of the intersection of the highway and another highway would require the benefit of a permit from Alberta Transportation. This requirement is outlined in the Highways Development and Protection Regulation, being Alberta Regulation 326/2009.

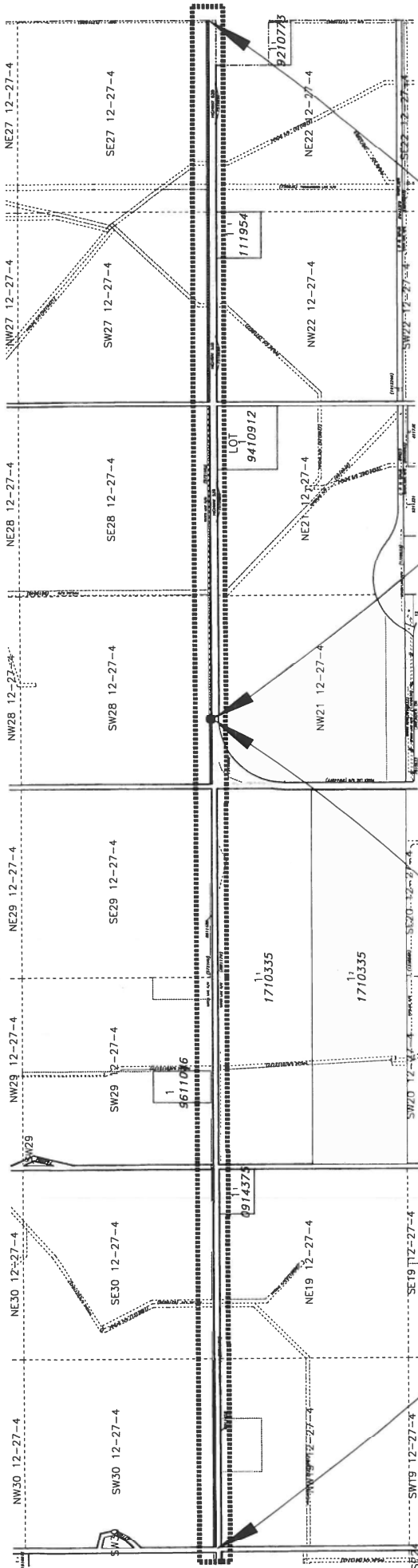
The subject property is within the noted control lines and, as such, any development would require the benefit of a permit from Alberta Transportation. To ensure that any future highway expansion plans are not unduly compromised, minimum setbacks would be identified and invoked as condition of approval such that an adequate buffer would be maintained alongside the highway and any other highway related issues could be appropriately addressed. The applicant could contact Alberta Transportation through the undersigned, at Lethbridge 403-382-4052, in this regard.

Alberta Transportation accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the subdivision/development design.

Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 5(5)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. Moreover, as far as Alberta Transportation is concerned, an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application.”

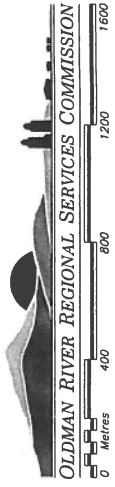
- (h) ATCO Transmission high pressure pipelines has no objections. Questions or concerns related to the ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.
- (i) ATCO Gas has no objection to the proposed.



PROPOSED
LOT 1
PORTION OF WATERLINE R/W
WITHIN SE29; SW29; SE30 & SW30 5-22-4
3.23±ha.
(7.98±ac.)

PROPOSED
LOT 2
PORTION OF WATERLINE R/W
WITHIN SE27; SW27; SE28 & SW28 5-22-4
3.25±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



APPROVED
☒ Approved
☐ Approved subject to revised parcel configuration
Approved subject to the conditions listed in
the original application
April 22, 2020 N:\Subdivision\2020\2020-0-059.dwg