



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
OCTOBER 26, 2020
AGENDA**

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

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – OCTOBER 13, 2020

DELEGATIONS:

1. CLARESHOLM ANIMAL RESCUE SOCIETY (CAREs)
2. CLARESHOLM & DISTRICT MUSEUM BOARD

ACTION ITEMS:

1. NEWS RELEASE: Government of Canada – October 7, 2020
“Canada one-step closer to zero plastic waste by 2030”
2. CORRES: Hon. Tracy Allard, Minister of Municipal Affairs
RE: Municipal Stimulus Program (MSP)
3. CORRES: Hon. Tracy Allard, Minister of Municipal Affairs
RE: Assessment Model Review (AMR) Communications
4. CORRES: Roger Reid, MLA, Livingstone-Macleod
RE: Alberta Government’s Affordable Housing Review
5. CORRES: Alberta Police Interim Advisory Board
RE: First Quarterly Report
6. CORRES: Oldman Watershed Council
RE: 2019 – 20 Annual Report
7. CORRES: Rowan House
RE: Family Violence Prevention Month
8. CORRES: Claresholm & District Transportation Society
RE: Operating Space for the Society
9. CORRES: Claresholm & Area Palliative Care Committee
RE: Campground Light Display
10. CORRES: Claresholm & District Museum
RE: Request for Change of Use
11. REQUEST FOR DECISION: Policy Update
12. FINANCIAL REPORT: Statement of Operations – August 31, 2020
13. FINANCIAL REPORT: Statement of Operations – September 30, 2020
14. INFORMATION BRIEF: Brownlee LLP – Emerging Trends in Municipal Law
15. INFORMATION BRIEF: Airport Land Purchase Update
16. INFORMATION BRIEF: CAO Report
17. INFORMATION BRIEF: Council Resolution Status
18. ADOPTION OF INFORMATION ITEMS
19. IN CAMERA
 - a. PERSONNEL – FOIP Section 17
 - b. PERSONNEL – FOIP Section 17

INFORMATION ITEMS:

1. Oldman River Regional Services Commission Executive Committee Meeting Minutes – August 13, 2020
2. Alberta SouthWest Regional Alliance Board Meeting Minutes – September 2, 2020
3. Alberta SouthWest Bulletin – October 2020
4. Claresholm Animal Rescue Society Board Meeting Minutes – August 20, 2020
5. Claresholm Child Care Society Board Meeting Minutes – September 8, 2020
6. Newsletter – Alberta Seniors and Housing – October 21, 2020

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
OCTOBER 13, 2020

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

ABSENT: Councillor Gaven Moore

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 Schlossberger that the Agenda be accepted as presented.

CARRIED

MINUTES: REGULAR MEETING – SEPTEMBER 28, 2020

Moved by Councillor Carlson that the Regular Meeting Minutes of September 28, 2020 be accepted as presented.

CARRIED

ACTION ITEMS:

1. **CORRES: Hon. Jason Nixon, Minister of Municipal Affairs**
RE: Coal Regulation

Received for information.

2. **CORRES: Hon. Tracy Allard, Minister of Municipal Affairs**
RE: Municipal Operating Support Transfer (MOST)

Received for information.

3. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE: Interim Alberta Police Advisory Board Survey

Received for information.

4. **CORRES: Inclusion Foothills**
RE: Request to Include Everyone in Council Communications

Received for information.

5. **CORRES: Royal Canadian Legion Branch #41**
RE: Poppy Fund 2020 Request

Mayor MacPherson will attend to receive the first poppy on Friday, October 30, 2020 at 11:00 a.m. at the Claresholm Legion.

6. **REQUEST FOR DECISION: Claresholm Library Board MD Representative**

MOTION #20-160 Moved by Councillor Schulze to appoint Ashley Oliver to the Claresholm Library Board as the member-at-large for the MD of Willow Creek.

CARRIED

7. **REQUEST FOR DECISION: Claresholm Library Donations**

MOTION #20-161 Moved by Councillor Schlossberger to donate \$5,000 to the Claresholm Library's "Improve Ergonomics" project.

CARRIED

MOTION #20-162 Moved by Councillor Carlson to donate a minimum of \$200 to the Claresholm Library's "Joan Mackin Murder Mystery Collections" and that this donation be increased by the amount of any additional donations received by the Town for this project.

CARRIED

8. REQUEST FOR DECISION: Claresholm Child Care Society Grant Application

MOTION #20-163 Moved by Councillor Schulze to partner with (as the funds managing partner) and support the Claresholm Childcare Society's grant application to the Community Foundation of Lethbridge and Southwestern Alberta for the re-siding of the existing portable buildings, with the remainder of the project costs to be funded from general reserves.

CARRIED

9. REQUEST FOR DECISION: Policy Update

MOTION #20-164 Moved by Councillor Cutler to repeal the Policy 5.3.90 – Fire Department Charges Policy (previously PROT 10-10) effective October 13, 2020.

CARRIED

MOTION #20-165 Moved by Councillor Zimmer to adopt the updated policy, Policy 5.9.05 – Miscellaneous Fees policy, effective October 13, 2020.

CARRIED

10. INFORMATION BRIEF: Stockpile Enforcement

Received for information.

11. INFORMATION BRIEF: Strategic Plan Report

Received for information

12. INFORMATION BRIEF: Council Resolution Status

Received for information.

13. ADOPTION OF INFORMATION ITEMS

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

CARRIED

14. IN CAMERA:

- a. PERSONNEL – FOIP Section 17 – CAO Performance Evaluation
- b. LAND – FOIP Section 16.1
- c. LAND – FOIP Section 16.1
- d. LAND – FOIP Section 16.1

Moved by Councillor Schulze to go In Camera at 7:20 p.m. for the following items:

- a. PERSONNEL – FOIP Section 17 – CAO Performance Evaluation
- b. LAND – FOIP Section 16.1
- c. LAND – FOIP Section 16.1
- d. LAND – FOIP Section 16.1

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 7:20 p.m.

Moved by Councillor Schulze to come out of In Camera at 8:16 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:16 p.m.

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:17 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:17 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DELEGATIONS

TRAP NEUTER RETURN

What is a Feral Cat?

A feral cat is just like a house cat but it lives outside and avoids human contact.

What is TNR (Trap/ Neuter/ Return)?

TNR is a humane, non-lethal and effective way to reduce the homeless cat population. TNR involves trapping, sterilizing, vaccinating, and returning cats to their colony where a caretaker feeds and monitors the colony. TNR is supported by almost all major animal welfare organizations. In practice for decades in the US after being proven in Europe, scientific studies show that TNR improves the lives of feral cats, improves their relationships with the people who live near them because it reduces or eliminates the behaviours associated with mating, and decreases the size of colonies over time.

Why is TNR so important?

Euthanasia due to homelessness is the largest cause of death in cats. Cats are very efficient reproducers. Kittens as young as 5 months old can become pregnant. Cats can have multiple litters each year. Females can become pregnant again almost immediately after giving birth. TNR stops the breeding cycle of cats and therefore improves their lives while preventing reproduction. Many towns, dissatisfied with the inefficiency of trap-and-kill programs, are turning to TNR as a humane alternative for dealing with free-roaming cat populations. Volunteers will support and help to implement a TNR program, whereas most people would find the emotional and mental toll of killing cats to be very distasteful to say the least.

Adopting out the Cats

Feral cats are not adoptable. Sometimes young kittens or the occasional stray or lost pet that finds its way into a colony can be re-homed.

Euthanising the Cats

Attempts to permanently remove cats from an area always fail because of a natural and scientifically-documented phenomenon known as the vacuum effect. In basic terms, every habitat has a carrying capacity: the maximum population size that can be sustained in a particular area. Whenever cats are removed, new cats move in, or the surviving cats left behind, breed to capacity. Most feral cats, especially in a monitored colony, are just as healthy as pet cats, so they would only be killed for the sake of convenience, not because the cat is unhealthy. And, of course, the killing of healthy, homeless cats is unpalatable to the public. A successful TNR program can improve the public image of a town and contribute to a positive image of the community.

Relocation of the Cats

While it might seem like an option, relocation is also ineffective for the same reason as above: it puts the vacuum effect into motion. And, it endangers cats' lives and causes them undue stress and suffering. Cats are territorial in nature and relocation is very difficult to accomplish successfully.

Stop Feeding the Cats

Feeding bans are notoriously ineffective, as well, primarily because they are impossible to enforce. Also, human nature rarely allows someone to sit idly by while an animal suffers. When a hungry cat or kitten appears, compassion prevails. Consequently, people will not adhere to a feeding ban that stops the feeding of cats in need. It's bad public policy to criminalize kindness. Also, the cats themselves will become more of a nuisance as they become more desperate to find other food sources.

Antoni
Cateo

off for the next
Month Oct 19 - Nov 19

Canadian Animal Task Force
Bay F, 3851-21 Street N.E.
Calgary, Alberta T2E 6T5



founder

R.J.



website

Community Cat Care and Control Program

Background:

The Canadian Animal Task Force (CATF) is a registered Canada Revenue Charity. Since our inception in 2008, we have spayed or neutered over 16,000 animals at over 60 on site clinics that are held within communities in school gyms, community halls, or arenas. Our clinics are licensed by the Alberta Veterinary Medical Association and we must meet their standards in order to provide safe surgery and care for our patients. We have the ability to care for over 600 animals at one time.

We also provide guidance, support and resources for community based Dog Care and Control Programs for First Nation communities. The Program includes legislation (bylaws), humane enforcement, licensing and registration of dogs, education, facilitating the sheltering of impounded or stray dogs, and a structured free pet food program for eligible community members. We provide these services by request of the First Nation.

Our work during the Fort McMurray wildfires and 2013 floods gained attention and we were invited to sit on the "Companion Animal Disaster Response Capability Steering Committee" that was formed in response to the need to create a province wide plan for companion animals in times of disaster. The Committee is led by the Alberta Veterinary Medical Association and the Director of Alberta Provincial Social Services, among other provincial agencies and animal welfare groups. We are also a non profit member of the Calgary Emergency Management Agency.

Jylina + I attended
meeting in Fort Macleod
Mar 4 re: Population ++ of
Cats there + possible
humane remedies.

"Responsible Pet ownership" on Facebook for
17,000
Town of Macleod is a
we received 1 plus
questionnaire
that should

data

Community Cat Care and Control Program:



The Community Cat Care and Control Program goal is that we create a stable, healthy cat population. All cats are spayed or neutered, vaccinated (including rabies), treated for internal and external parasites, and permanently identified.

Components of the Program:

Community Support: Engaging and gaining the support of local stakeholders including local Veterinarians, elected or appointed officials including By Law Officers, existing local cat caregivers, rescue groups, community members and all those impacted by free roaming cats. The ASNTF will request funding for the Program from the municipality. The ASNTF will meet with all stakeholders in order to ensure good communication and their support.

Establishing Leadership: In order to deliver a consistent message and ensure the humane and safe care of all cats, an ASNTF representative will be the contact point for the Program.

Marketing and Public Relations: Publicizing the Program through local media and social media. This will include education regarding the importance of spaying, neutering, identification and vaccinating of owned cats. Owners may be requested to keep their own cats indoors leading up to and during the clinic in order to ensure owned cats are not captured.

Workshop: Providing a workshop for local volunteers as well as inexperienced ASNTF volunteers that explains the overall Program including: systematic/humane trapping, low stress handling, ASNTF protocols, policies, orientations and role descriptions, ongoing care of cats, etc.

Locating cats and Counting: Identifying colonies and problematic areas; estimating the number of cats and evaluating the health of cats. Trapping feral cats prior to the clinic and identifying low income owners.

Spay and Neuter Clinic: Providing a high volume, on site spay and neuter clinic located within the community in a suitable site and ABVMA licensed. The ASNTF has protocols regarding ear tipping, parasite control, tattooing, labelling traps, quarantining, sedation, surgery, recovery, housing, recovery time, low stress handling, etc.

Ongoing Care by Local Volunteers: Local caregivers are expected to: ensure food, water and shelter are provided, keep colonies clean, monitor for new intact cats and also to monitor for illness or injuries. Community caregivers are the liaison between businesses and community members and are expected to address any concerns. A budget will be set up for veterinary care for these cats post clinic. The ASNTF will mentor and provide support for volunteers on an ongoing basis if necessary.

Please note: Cats belonging to qualified low income owners will be spayed or neutered as well.





Trap neuter return (TNR) programs offer a humane and effective alternative to the traditional method of managing community cats. Impounding and, quite often, euthanizing cats, can be costly, labour intensive and not generally accepted by many people. Removing cats only creates a “vacuum” and new cats will move into to fill this vacuum. TNR has a strong basis in science and is generally supported.

WHY TNR?

- Free roaming, unvaccinated cats pose a risk of rabies infection
- Many municipalities are responsible for managing cats by impounding them and for the related expenses
- Humane societies and rescue groups are overburdened with cats
- Municipalities receive numerous nuisance calls
- Cat predation on wildlife can be an issue
- Free roaming cats can experience poor health, injuries or abuse
- Mating behaviour (roaming, yowling, spraying, fighting) is a common complaint
- Removing cats creates a “vacuum” and new, intact cats will move in

GOALS?

- To strategically target and stabilize the cat population by sterilizing at least 70% and ideally 100% of the cats and eventually see a decrease in the number of cats
- To reduce the number of impounded cats and therefore the budget for animal control
- To remove and rehome friendly, socialized cats or kittens
- To remove ill or injured cats
- To mitigate the risk of rabies infection
- To improve the health and wellbeing of the community cats
- To reduce nuisance calls due to mating behaviour
- To provide ongoing care of the free roaming cats in the community

What we provide:

- License for a "Temporary Veterinary Facility" from the Alberta Veterinary Medical Association
- Fully licensed Veterinarians, Registered Veterinary Technologists, a Clinic Director and Medical Manager
- Experienced volunteers that are able to trap and humanely care for cats in a stress free manner
- Medical Equipment: Anesthetic machines, autoclaves, surgical packs, monitors, clippers, etc
- Other Equipment: Humane traps, kennels, etc.
- Supplies: Medications, disposables, cat food, litter, etc.
- Vehicles: SUV, van, truck, 2 trailers, volunteers' vehicles
- All printed material including all forms, posters, handouts
- Orientations for volunteers
- Liability Insurance
- A cell number to call for any concerns regarding post surgical complications
- Veterinary care for post surgical complications. All concerns must be communicated to the ASNTF Medical Manager who will arrange veterinary care.

What we need from the community:

- A letter of support in order to obtain a license from the Alberta Veterinary Medical Association
- Funding to cover the cost of the project
- A suitable site to house the cats and provide surgery.
- Approximately 10-20 tables; garbage disposal
- Dedicated local volunteers to help us leading up to the clinic and after the clinic. This includes: Putting up posters, Demographic Day volunteers, assistance with loading and unloading equipment, setting up and taking down, cleaning site post clinic, trapping volunteers that will be a part of a team led by ASNTF volunteers, cat caregivers and other volunteers during the clinic, local community cat caregivers for ongoing care
- Funding: We can provide tax receipts for donations \$20.00 and over providing any cheques are payable to the ASNTF. Tax exempt donations can also be made on line.

We are happy to answer any questions you may have! Please call Nancy at 403-797-3647

CAT CHAT SURVEY

Please help us gather current and relevant cat data for our Community, thank you for attending and adding your valuable thoughts to the discussion.

DEMOGRAPHIC QUESTIONS

Are you a cat owner? YES or NO

Do you live in Fort Macleod? YES or NO

1. Are you or someone you know feeding cats outside? If so, how many and do you know if they have owners?
 2. Is there a cat colony that you are feeding or that you are aware of? Where is it? Approximately how many cats?
 3. Are you aware of anyone or are you trapping cats in the community?
YES or NO
 4. Do you have/own cat/s that need to be spayed or neutered?
YES or NO How many?
 5. Do you allow your cats to roam outdoors?
YES or NO
 6. Have you ever taken a cat in to re-home? Or to take to a rescue group? If so, which group did you use?
 7. Would you support and or participate in a cat licensing program, with a one-time \$10 fee? Further public engagement and Council discussion would need to continue on this as there would need to be administration, enforcement and sheltering consideration.
 8. Please share any other thoughts you may have on the back page and provide contact information if you would be willing to volunteer if we move forward with any type of cat program.
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Claresholm & District Museum Delegation to Town Council

October 26, 2020

Document Submitted by:

Barry Gibb, Claresholm and District Museum Board Chair
Bill Kells, Claresholm and District Museum Executive Director

Project Proposal: Museum Multi-Purpose Storage Building

1. Overview

A community museum's archival and artifact collections lie at the very core of everything we do. Exhibit development, interpretation, programming, and public engagement all draw on collections to help interpret and promote the rich history of our community.

Museums are legally bound by their **public trust responsibility** to provide the best level of care as possible for those collections - for the benefit of present and future generations. The control of light, temperature and humidity, coupled with proper handling and storage are the most vital considerations regarding collection care. Some artifacts, however, are less sensitive to those elements than others, for example agricultural machinery and equipment.

The Claresholm Museum has been struggling for many years to provide *appropriate* artifact storage capacity, particularly for larger vehicles and farm machinery, in addition to storage of the overall collection in general.

The museum continues to receive donations of objects with strong community **provenance** - *relevant and significant historical items related to Claresholm and the Municipal District*, compounding the facility's storage issues year on year.

Over the past year the Museum Board has once again prioritized the storage building project as imperative and a sub-committee comprised of the Board Chair Barry Gibbs, Executive Director Bill Kells and Town Council representative Gavin Moore was formed to review past documents, current challenges and bring forth recommendations to the Board for consideration.

In discussions with Director of Corporate Services, Blair Bullock, prior to the finalizing of the 2019/2020 capital budget last October, the Museum storage building was once again discussed. The Museum Board and staff were pleased and grateful to see \$200,000 allocated in the five-year Capital budget for year 2025 for that building.

If the Town of Claresholm's commitment of \$200,000 in the 5-year capital budget could be moved from year 2025 up to year 2021, the Museum Board could leverage that funding for matching grants, corporate sponsorships and fundraising initiatives. This would also allow the Museum Board to

facilitate the preparation of detailed drawings and be used to support fundraising, with a possible sod-turning in late 2021 and construction and finishing through 2022 – 2023.

The Museum Board, with the support of the Friends of the Museum, are fully committed to fundraising a portion of the project cost's, through matching grants, foundation funding, local business donations and corporate sponsorship, and through a town and district-wide fundraising campaign.

2. Background

Museum Board secretary Betty Hoare researched and supplied minutes from previous Board meetings which referenced the topic of an onsite museum storage building. The minutes dated back as far as 2012 which demonstrated that the challenge for storage of the larger vehicles and farm equipment as well as a proper area for storage shelving is not new. They also pointed out that the construction of a new storage building had been given serious planning consideration by previous Museum Board's as embedded in the Museum's Facilities Plan 2012 – 2016 and had received endorsement and some financial commitment from Town Council in the 2013 capital budget of \$60,000. Unfortunately, this project stalled and had not been revisited since 2016. (See End Notes for meeting minute excerpts.)

An extensive review of all the current museum storage areas, both in outside storage and within the museum proper was conducted by the Museum Executive Director in 2019 (copies can be made available) which further supports the need for a multi purpose storage building.

The immediate areas of concern are:

- a. Numerous vehicles (Tractor, fire trucks, etc.) overcrowding the east end of the exhibit hall.
- b. Exceptionally large combine harvester, mowing machine, 2 grain wagons and numerous farm implements stored both inside and outside at the Town yard.
- c. Three outside storage units (rentals) containing both agricultural related artifacts and Town/MD related artifacts.
- d. The artifact storage areas in the station building, both upstairs and in the basement, are not ideal for artifact storage, particularly for larger, heavier artifacts.

3. Proposed Project

This document is in no way intended to represent detailed plans from which to calculate accurate cost estimates. It is a draft document to update Council on the Museum Board's planning considerations for the building to date. Moreover, it is an expression of serious intent on the part of the Museum Board to continue moving forward to the preparation of measured drawings and establishment of accurate cost estimates, should this concept be endorsed by all community stakeholders.

This proposal and attached rough sketches of the *proposed* floor plans were presented to the Museum Board at their regular meeting October 20, 2020. It was agreed that the building would cost significantly more than \$200,000. The Board agreed that if fundraising is extremely successful that the building could be built and finished in its entirety as one project.

It is expected, however, that would not be the case and that a phased approach similar to what the Agri-plex is doing may be more realistic. Completing the concrete floor and building shell to lock up first to provide museum storage, then focusing on other areas as separate phases to be completed as funds become available.

The Town of Claresholm and Municipal District of Willow Creek rely heavily on agriculture as its economic base. Both in cattle ranching and farming (grain, dairy, eggs, pork etc.) and all the businesses that support the agricultural sector. Focusing the project benefits on agriculture and the agricultural community, wherever possible – *including building design* – would benefit in soliciting community support in general, as well as broad-based corporate sponsorship from the agricultural sector.

The Executive Director also identified the need for a workshop space at the Claresholm Museum for building and painting components to be used in exhibits, and artifact restoration projects. These types of activities cannot take place in either the Station Building or the Exhibit Hall because of artifact exposure to dust, chemicals, and fumes. In the past, similar projects have taken place at the Town-owned hangar at the airport, but this space is no longer available to Museum Volunteers. Therefore, adding a workshop area into the new storage building is essential.

It has come to light that the Claresholm Seniors' Centre is also considering putting an addition onto their building to house, in part, a workshop to teach classes on a variety of shop related activities and for member's general use and enjoyment.

The Museum Executive Director has been in touch with the Seniors Centre to explore the possibility of a joint venture for a workshop in the museum's new storage building. The response was one of enthusiasm and a willingness to explore the possibility. It was also seen by both parties as an opportunity for seniors from the Centre to volunteer and participate in projects associated with the development of Museum exhibits and projects.

4. Design Considerations

- a. The building would be located in the south east corner of the Museum property off 2nd Street, with the entry door to the workshop opening from the Seniors' Centre parking lot.
- b. The vintage barn design of building with red siding and black metal roof was once again seen as important and very appropriate to acknowledge Claresholm's and the Municipal District's rich agricultural history.
- c. The size of building was discussed, and it was agreed 30 ft wide was too narrow when considering maneuvering fire trucks, threshing machine, etc around inside it. The 40ft width proposed by previous Museum Boards was more appropriate. With the addition of the workshop, a length of 80ft was deemed desirable, which is 20 ft longer than the previous Board's proposal, creating a functional space of 3,200 sqft on each floor.

- d. Concrete floor throughout on the main floor. The area for vehicle storage does not necessarily need to be heated but the workshop, washroom, and Museum “non-artifact” and artifact storage shelving areas should be heated. In floor hot water heating was viewed as preferable to minimize the dust normally present with forced air heating. It was suggested, however, that the tubing for in-floor heating be included in the vehicle and Farm machinery storage area floor at time of construction, which could be made serviceable any time in the future.
- e. The upper floor was seen by the sub-committee as an area that could be utilized by the Museum for Museum programming and public engagement such as, school programs, senior’s programs, travelling exhibits; and by the Friends of the Museum for their Speaker Series and other annual events. Essentially, this is a way to attract more people onto the Museum site. It would also be used in a similar way as the High River, Shepard’s Park Barn as a community meeting and event space (multi-purpose space).
- f. It would be preferable that loft space be finished completely inside at the time of the building construction, if funds allowed, but could be finished later if necessary. The finished space would include a kitchen, washrooms and utility room, the remainder, Museum programming and public meeting / event space.
- g. Forced air heating on the upper floor is seen as perhaps the easiest to install. The High River facility utilizes the round galvanized larger duct work to introduce heat overhead into their loft space. Once again, this could be added later if necessary. Natural gas should be piped to the building at time of construction regardless.
- h. The previous Boards suggestion of a lean-to along the side of the barn was also seen as a possibility. This would be used for both storing and displaying farming machinery. This too could be included at time of construction or added later.
- i. The option of displaying agricultural machinery outside, in a fenced enclosure was also discussed as an option. Like what was done at the Magrath museum.
- j. Depending on how the barn building is positioned on the site, the addition of a deck from the second floor at one end is seen as a desirable feature but to also serve as a second (emergency) exit. In both the Magrath and High River barn buildings the decks were made of wood, one with a black metal railing. It was agreed the wood did not look as good as the metal after it aged and recommend black metal be used as much as possible in this application.

5. Fundraising Considerations

Changing the project name from **museum on-site storage building** to **museum multi purpose building** is seen as being more attractive to solicit donations, grants, and sponsorships. Focusing the project on our agricultural history as outlined above would benefit in soliciting community support.

The Executive Director reviewed the fundraising initiatives undertaken by the Magrath Museum for their facility.

Several key points:

- a. Sent letters to all the descendants of early homesteaders requesting financial support for the building, pointing out they would be recognized on a donor board located in the building. Raised \$20,000.00 through this initiative.
- b. Contacted local businesses for donations of materials or financial assistance. Again, noting acknowledgement on the donor board. Good response in both materials (financial value) and money.
- c. MD and Town of Magrath financial contributions.
- d. Federal and provincial grants.
- e. Grant from Lethbridge Foundation.
- f. Local contractor gave a deal on construction costs.
- g. Strong contribution of volunteer/donated labour

6. Specific Requests to Claresholm Town Council

The Museum Board respectfully request the support and approvals from Town of Claresholm on the following requests:

- a) Request for approval, in principal, for the concept plans for the multi-purpose museum building on the Claresholm Museum grounds.
 - b) Request for approval to move the \$200,000 allocated for an artifact storage building in year 2025 of the Town capital budget forward to 2021 or 2022.
 - c) Request for approval to proceed with the development of detailed working drawings from which to solicit accurate cost of construction estimates.
 - d) Request for approval for the Museum Board to develop a fundraising plan to support, in part, the realization of this vital community project.
-

End Notes:

Excerpts from previous Museum Board Meeting Minutes:

Museum Board minutes January 9, 2013 (brainstorming meeting for building)

- Building only to be used for storage with equipment and vehicles to be rotated in and out of the museum.
- No public access
 - o Concrete floors
 - o Bathroom, Janitor room
 - o Forced air furnace/in floor heating – cost issue?
 - o Two story building – mezzanine walls min 7ft. with shelving for artifacts.
- Design – Vintage Barn style – red exterior – shingle roof
- 2nd choice - similar to the Exhibit hall – stucco walls, similar shingles.
- Location, SE corner of property with large barn door opening to the east. Set back the same as exhibit hall.
- Large door opening east – two other people doors.
- Building constructed in such a way that an extension could be added to the west end or a lien -to (cow shed) on the north side. Or an extension north making the building an L shape.
- Dimensions – 60ft. X 40ft. (Exhibit hall is 60ft. wide) total 2,400sq. ft.
- Estimated cost \$200,000.00,

Museum Facilities Plan 2012 – 2016

On-site storage shed

2013 – Build a storage building to accommodate vehicles and farm machinery and shelving for museum artifacts. Design building in such a way that vehicles and machinery are properly stored and also **on display for public access.**

Other considerations:

Future growth of collections.

Ownership of artifacts (several larger pieces just on loan)

Adherence to the “Care of vehicles on Display” document

Museum Board minutes April 20, 2016

Guest Simon Janhunnen from the Town of Claresholm addressed the board in regard to “monies in trust”. Various factors: new Town council, new board members and a new Executive Director, resulted in a miscommunication as to how the funds “monies in trust” were to be used. Simon said that a storm window project had been put on hold until the outcome of this meeting was determined. The board members asked that there be a more open line of communication between the three groups at the table.

It was also asked that Simon check into the \$60,000.00 that was approved as a capital budget item in the Claresholm town councils approved 2013 capital budget for a museum storage building. This was reported in the Claresholm Local Press on January 23, 2013. It also appears in the board minutes of January 30, 2013 *“Doug McPherson said \$60,000.00 from capital budget has been approved for the new storage building and will be carried over into this year’s budget. The estimated total cost will be closer to \$200,000.”*

CLARESHOLM & DISTRICT MUSEUM

After Simon left the meeting the board and executive director discussed how to proceed forward. Don Glimsdale made the motion to advise the Town of Claresholm to go forward with the storm window project. Monies to come from museum trust accounts. All in favour. Motion carried.

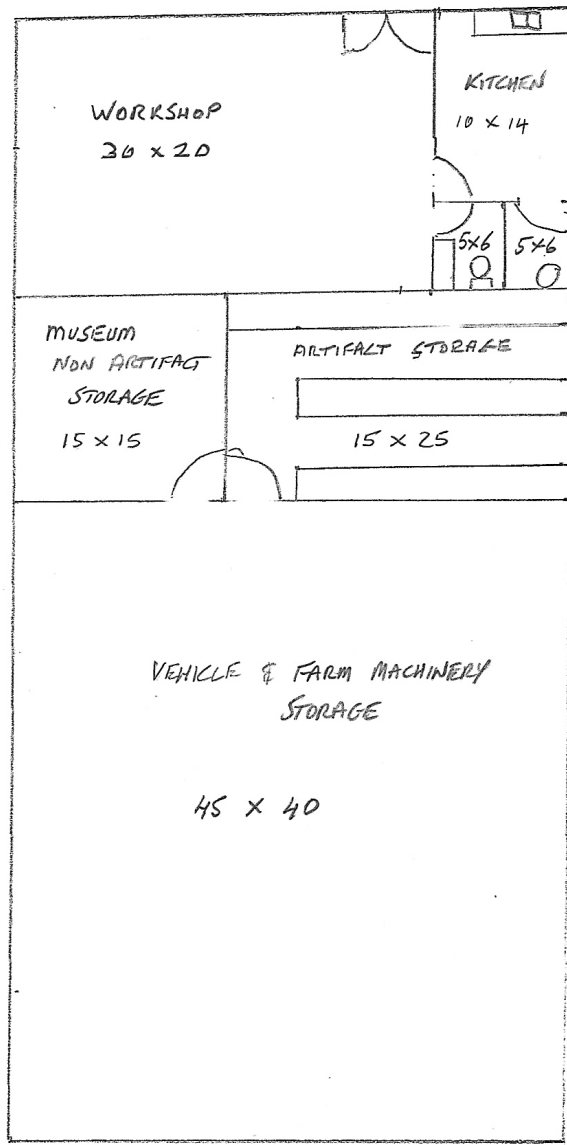
CLARESHOLM & DISTRICT MUSEUM

Proposed Multi-Purpose Storage Building, Claresholm Museum

DIAGRAM 3

PROPOSED

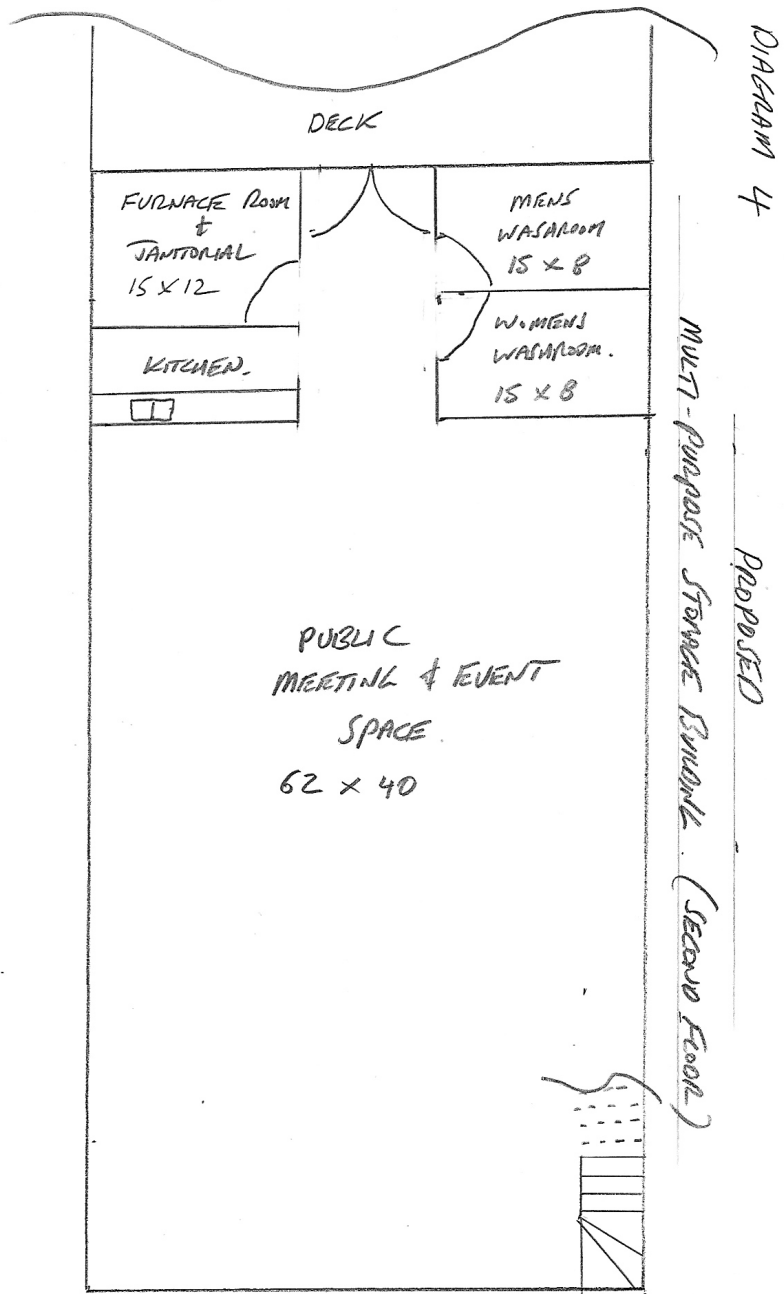
MULTI PURPOSE STORAGE BUILDING (MAIN FLOOR)



- VEHICLES & FARM MACHINERY ENTRY DOORS WILL BE DETERMINED BY THE BUILDING PLACEMENT ON SITE.
- LOCATION OF STAIRS TO SECOND FLOOR YET TO BE DETERMINED.

CLARESHOLM & DISTRICT MUSEUM

Proposed Multi-Purpose Storage Building - Loft, Clareholm Museum



Shepherd's Park Barn Community Space Exterior, High River, AB



Shepherd's Park Barn Community Space Loft Interior, High River, AB



Magrath Museum & Agricultural Heritage Centre, Magrath, AB



ACTION ITEMS



Government
of Canada

Gouvernement
du Canada

[Canada.ca](#) > [Environment and Climate Change Canada](#)

Canada one-step closer to zero plastic waste by 2030

From: [Environment and Climate Change Canada](#)

News release

October 7, 2020 – Gatineau, Quebec

Comprehensive plan includes banning harmful single-use plastic items like bags and straws

Plastic is polluting our rivers, lakes, and oceans, harming wildlife, and generating microplastics in the water we use and drink. Every year, Canadians throw away 3 million tonnes of plastic waste, only 9% of which is recycled, meaning the vast majority of plastics end up in landfills and about 29,000 tonnes finds its way into our natural environment. Canadians expect the Government to take action to protect the environment and to reduce plastic pollution across the country.

Today, Minister of Environment and Climate Change, the Honourable Jonathan Wilkinson, announced the next steps in the Government of Canada's plan to achieve zero plastic waste by 2030. The plan will protect wildlife and our waters, reduce greenhouse gas emissions, and create jobs.

A key part of the plan is a ban on harmful single-use plastic items where there is evidence that they are found in the environment, are often not recycled, and have readily available alternatives. Based on those criteria, the six items the

Government proposes to ban are plastic checkout bags, straws, stir sticks, six-pack rings, cutlery, and food ware made from hard-to-recycle plastics.

This list of items was published today in the discussion paper Proposed Integrated Management Approach to Plastic Products to Prevent Waste and Pollution. This plan also proposes improvements to recover and recycle plastic, so it stays in our economy and out of the environment. The Government of Canada is proposing to establish recycled content requirements in products and packaging. This will drive investment in recycling infrastructure and spur innovation in technology and product design to extend the life of plastic materials.

The Government wants to hear from Canadians and stakeholders on this approach to protect the environment from plastic pollution and reduce waste through a more circular economy. Comments will be accepted until December 9, 2020. Regulations will be finalized by the end of 2021.

The Government of Canada is collaborating with provinces and territories through the Canadian Council of Ministers of the Environment. Together, all federal, provincial and territorial governments agreed to the Canada-wide Strategy on Zero Plastic Waste that lays out a vision for a circular economy for plastics, as well as a two-phase action plan that is being jointly implemented. Provinces, territories, and municipalities are leaders in the recovery and recycling of plastic waste. The Government of Canada is continuing to work with them to strengthen existing programs and increase Canada's capacity to reuse and recover more plastics. This will include collaborating with them to develop pan-Canadian targets to ensure that rules are consistent and transparent across the country, and make producers and sellers of plastic products responsible for collecting them.

Minister Wilkinson also took the opportunity to announce over \$2M through the Zero Plastic Waste Initiative for 14 new Canadian-led plastic reduction initiatives. These projects are led by communities, organizations, and institutions, and will promote the development of new and innovative solutions to prevent, capture and remove plastic pollution from the environment.

By improving how we manage plastic waste and investing in innovative solutions, we can reduce 1.8 million tonnes of greenhouse gas emissions per year and create approximately 42,000 jobs across the country.

Throughout the COVID-19 pandemic, the health and safety of Canadians is our highest priority. Personal Protective Equipment (PPE) has played an important role in keeping Canadians safe, particularly our frontline health care workers. The ban on harmful single-use plastics will not impact access to PPE. The Government of Canada is also working with the provinces and territories, through the Canadian Council of Environment Ministers (CCME), and with the private sector to keep PPE out of our environment.

Quotes

“Canadians see the effects of plastic pollution in their communities and waterways and they expect the Government to take action. Our Government is introducing a comprehensive plan to get to zero plastic waste. Our plan embraces the transition towards a circular economy, recycled-content standards and targets for recycling rates. We also intend to ban plastic bags, straws, stir sticks, six-pack rings, cutlery, and hard-to-recycle take out containers. These items are harmful to our environment and their value is lost from the economy when they are tossed in the trash. This proposed ban will help drive innovation across the country as new and easier to recycle items take their place in our economy.”

– The Honourable Jonathan Wilkinson, Minister of Environment and Climate Change

Quick facts

- On October 10, the Government of Canada will also publish a proposed Order to add “plastic manufactured items” to Schedule 1 of the Canadian Environmental Protection Act, 1999 (CEPA). This is a necessary regulatory step to managing plastic products.
- CEPA is one of the Government’s principal laws for preventing pollution and protecting the environment. CEPA includes tools to address plastic pollution at different stages of the lifecycle of plastic manufactured items, such as manufacture, import, sale, use and disposal.
- The final Science Assessment of Plastic Pollution, which was also published today, evaluates the state of the science and looks at the presence and effects of plastic pollution on the environment and

human health. It confirms that plastic pollution is everywhere and is negatively impacting our environment.

- In July 2020, the second and final phase of the Canada-wide Action Plan on Zero Plastic Waste was released. The Plan outlines timelines for tangible, coordinated action to: improve consumer, business and institution awareness; reduce waste and pollution from aquatic activities including fishing and aquaculture; advance science; support prevention, capture, and clean-up of plastic pollution; and contribute to global action.
- In Canada, single-use plastics make up most of plastic litter that is found in freshwater environments.
- In Canada, up to 15 billion plastic bags are used every year and close to 57 million straws are used daily.
- Over 35 countries around the world have already taken action by banning certain single use plastics, including U.K., France, Italy.

Related products

- [Projects funded by the Zero Plastic Waste Initiative](#)

Associated links

- [Information on how to participate in the consultation](#)
- [Proposed Integrated Management Approach to Plastic Products to Prevent Waste and Pollution](#)
- [Science Assessment of Plastic Pollution](#)
- [Information on plastic pollution](#)

- [Canada to ban harmful single-use plastics and hold companies responsible for plastic waste](#)
- [Zero plastic waste: Canada's actions](#)
- [Canada-wide strategy on zero plastic waste and phase 1 and 2 of action plan](#)
- [Ocean Plastics Charter](#)
- [Canada's Plastics Science Agenda](#)

Contacts

Moira Kelly

Press Secretary

Office of the Minister of Environment and Climate Change

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From: MA Municipal Stimulus <MA.MunicipalStimulus@gov.ab.ca>

Sent: October 15, 2020 10:04 AM

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

Cc: Marian Carlson <Marian@claresholm.ca>

Subject: MSP Project Acceptance Notification - Town of Claresholm

Dear Mayor Macpherson:

The Government of Alberta is proud to provide municipalities with new infrastructure funding through the Municipal Stimulus Program (MSP). The MSP will help your community recover from the economic challenges posed by the pandemic and the downturn in energy prices. It also positions communities to support local jobs and participate in future economic growth.

I am pleased to accept the following eligible project submitted by your community under the MSP program.

2 Street West Rehabilitation from 49 to 51 Avenue \$449,325

My ministry welcomes the opportunity to celebrate your MSP project announcements with you. Municipalities are encouraged to refrain from making an MSP public announcement unless you have been in contact with your local MLA, or unless you connect with my office directly for approval, toll-free at 310-0000, then 780-427-3744, or at Minister.MunicipalAffairs@gov.ab.ca.

As partners in supporting Alberta's communities, I look forward to working together to move your infrastructure priorities forward.

Sincerely,

Tracy L. Allard
Minister

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

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

Sent: October 20, 2020 5:17 PM

To: Marian Carlson <Marian@claresholm.ca>

Subject: Assessment Model Review (AMR) Communications

Dear Chief Elected Official,

For more than a year, government has been working on a review of the regulated assessment models for wells, pipelines, and wellsite machinery and equipment. The review was intended to update the valuations of these properties in line with current circumstances, while promoting Alberta's competitiveness and preserving the ability of municipalities to deliver necessary services and infrastructure.

Upon being sworn in as the Minister of Municipal Affairs, I made this assessment model review (AMR) one of my top priorities. I undertook to consult extensively with municipalities and with industry. As a result, I understand and appreciate the delicate balance between the interests of municipal viability and industry competitiveness.

It is clear to me and my government colleagues that it may not be possible to strike the right balance, and do the right thing for the long term, if we implement comprehensive assessment system changes amidst the current uncertainty. Accordingly, we will not be proceeding with any of the assessment model review scenarios.

At the same time, we cannot simply maintain the status quo. The challenges facing our oil and gas sector remain, and there are specific areas where our assessment and taxation system can be improved to support Alberta's economic recovery and protect jobs in communities throughout our province.

Taking into account these considerations, as well as the constructive suggestions I have received from municipalities and industry over the past two months, I am pleased to inform you of the following government decisions:

- In order to encourage new investment, there will be a three-year "property tax holiday" for all new well and pipeline assets; these properties will receive an assessment of zero for the next three years.
- To further stimulate new drilling activity, the Well Drilling Equipment Tax will be eliminated beginning in January, 2021.
- Additional depreciation adjustments will be provided for lower-producing wells; this is expected to result in a reduction of approximately \$21 million in municipal taxes and \$7 million in education taxes provincewide.
- To promote continued viability of existing assets and companies, the shallow gas assessment reduction of 35 per cent will also be maintained for the next three years.

These measures are intended to support our economic recovery and provide much-needed certainty to industry, investors, municipalities, and other property taxpayers for the next three years. It is our intent that comprehensive changes to well, pipeline and wellsite machinery and equipment assessment models will not be enacted during this time. In the coming months, government will develop a plan for

regular, future reviews of assessment models for all regulated property types, including the timing and process for such reviews.

As the impacts of these changes are much more moderate than those contemplated under the AMR, my full expectation is that municipalities will be able to accommodate any reductions in the assessment base without raising taxes on other ratepayers.

In the absence of new assessment models, assessment year modifiers (AYMs) need to be established for the 2021 tax year. These modifiers are similar to a consumer price index, and are used to adjust the property assessments for regulated industrial property from the base cost year in order to reflect current values. To support the budgeting process municipalities are currently undertaking, attached are the approved AYM's for the 2020 Assessment Year (2021 tax year). Also attached is an estimate of the property tax impacts for rural municipalities resulting from additional depreciation. Direct impacts on urban municipalities are expected to be negligible.

Municipal Affairs is completing the annual updates to the Alberta Minister's Guidelines for taxation in 2021 to include the annual change to the AYM's, as well as the changes to additional depreciation for lower-producing wells. The Provincial Assessor's office will prepare the assessments for designated industrial property including wells, pipelines, and wellsite machinery and equipment in late January 2021. The assessments will include the changes resulting from this decision, and any annual changes to the inventory.

If you have any concerns regarding these changes, your administration is welcome to contact Ethan Bayne, Assistant Deputy Minister, Municipal Assessment and Grants, at 780-415-1717, or ethan.bayne@gov.ab.ca, or Janice Romanyshyn, Provincial Assessor, at 780-415-0833, or janice.romanyshyn@gov.ab.ca.

In my brief time as Minister, I have been pleased to hear candid feedback and tough questions from municipal leaders, and I hope that will continue. I am also very encouraged to hear from so many of you that municipalities are willing to be partners in supporting our economy, including the oil and gas sector. I look forward to seeing this commitment reflected in reduced red tape and fiscally prudent decision-making as you plan your budgets and establish tax rates for the coming year.

Sincerely,

Tracy L. Allard

Minister

Attachments **Both attachments are available to Council on request.**

1. Assessment Year Modifier (AYM) Table
2. Estimated Impact of Additional Depreciation on Total Tax Revenue

cc: Honourable Sonya Savage
Minister of Energy

Honourable Dale Nally
Associate Minister of Natural Gas and Electricity

Paul Wynnyk
Deputy Minister, Municipal Affairs

Ethan Bayne
Assistant Deputy Minister, Municipal Assessment and Grants
Janice Romanyshyn, Provincial Assessor

Constituency Office

618 Centre Street SE
High River, AB
T1V 1E9



Satellite Office

Bay 12 Ranchland Mall
1300 Hewetson Ave
Pincher Creek, AB
T0K 1W0

LEGISLATIVE ASSEMBLY

ALBERTA

Roger Reid, MLA

Livingstone-Macleod

Hon. Josephine Pon
Minister of Seniors and Housing
404 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6

October 9, 2020

RE: Alberta Government's Affordable Housing Review

Honourable Minister Pon,

Recently I had the opportunity to meet with leadership from the town of Claresholm, Claresholm Affordable Housing and the Porcupine Hills Lodge to discuss the Government of Alberta's proposal to merge local housing authorities.

I want you to know that I am in full support of the work that your ministry is doing to find operational efficiencies and working towards ensuring a sustainable future for seniors and affordable housing for Albertans.

I wish to caution against a broad stroke approach to implementing these changes across the province. I believe that there are numerous rural communities, like Claresholm, that have taken the initiative to ensure their own long term sustainability and have implemented those plans.

I believe that both the financial stewardship and the quality of life of the residents bear testimony to the effectiveness of the Claresholm Housing Authority and the Porcupine Hills Lodge, their boards and staff. In addition to meeting with these groups, I have spent time reviewing a number of documents that they have shared, as well as correspondence from your ministry.

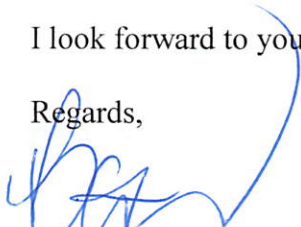
Both the Claresholm Housing Authority and the Porcupine Hills Lodge have responded to the needs of our community and their residents efficiently and with great financial responsibility. The work of the current staff and boards has turned the program around and has contributed to this thriving rural community.

I fear that any changes to the current structure to these organizations would only result in greater expense to the people of Alberta and even more concerning, a reduction in the services and quality of life for those who rely on these services in Claresholm.

I would ask you to take the time to come and see the facilities, meet the staff and see the positive impact on the lives of our residents by these organizations. Decisions cannot be made in isolation, and I would like to personally invite you to meet with me and these organizations before any decisions are made. I believe you may, in fact, find a model and solution that would benefit other rural communities in the province.

I look forward to your response.

Regards,



Roger W. Reid, MLA
Livingstone-Macleod

CC: via email

Mayor Doug MacPherson
Lisa Anderson, CAO Porcupine Hills Lodge
Maxine Middleton, CAO Claresholm Housing Authority
Shirley Isaacson, Chair Claresholm Housing Authority
Janice Binmore, Chair Porcupine Hills Lodge and Seniors Foundation

From: Crystal Zevola <czevola@auma.ca> **On Behalf Of** Dan Rude
Sent: October 22, 2020 9:48 AM
Subject: Fall 2020 Quarterly Update from Alberta Police Interim Advisory Board

Good morning,

Please find attached the Alberta Police Interim Advisory Board's (APIAB) first quarterly report, sent on behalf of APIAB Chair Tanya Thorn. If you have any questions, feel free to reach out to one of the APIAB members below:

Councillor Tanya Thorn, Town of Okotoks – tthorn@okotoks.ca
Councillor Trina Jones, Town of Legal – tjones@legal.ca
Mayor Bill Givens, City of Grande Prairie – bgiven@cityofgp.com
Deputy Mayor Angela Duncan, Village of Alberta Beach – duncan.angela.ad@gmail.com

Best regards,

Dan Rude | Chief Executive Officer
ALBERTA URBAN MUNICIPALITIES ASSOCIATION

D: 780.431.4535 | C: 780.951.3344 | E: drude@auma.ca
Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-AUMA | 877-421-6644 | www.auma.ca



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587.892.7874 | aapg.ca



310.AUMA | auma.ca



780.955.3639 | RMAAlberta.com

October 20, 2020

Dear Mayors, Reeves, and CAOs:

The Alberta Police Interim Advisory Board (APIAB) wants to ensure that municipalities have an understanding of the work the Board is doing, including the information we are collecting and our upcoming priorities. In an effort to achieve this we will be distributing a quarterly update to municipalities outlining our work. This update covers the interim Board's work over the summer of 2020 up to today, and looks ahead at upcoming priorities.

Interim Board's Mandate

The APIAB was established by the Minister of Justice and Solicitor General (JSG). Our work is two-fold: to share the municipal perspective on policing priorities with the RCMP and Government of Alberta, while developing the governance structure for the permanent Board. As determined by JSG, the interim Board is comprised of representatives from RMA, AUMA and the Alberta Association of Police Governance, with specific representation identified by each association. The interim Board's mandate concludes at the end of 2021. Based upon the Minister of JSG accepting the recommendations for the Governance structure of the permanent Board, the recruitment & selection process for the permanent Board will begin.

Interim Board's Focus

To this point, the interim Board has held seven meetings. We generally meet twice each month; once virtually, and once in-person. JSG staff and the RCMP have been active participants in these meetings.

The interim Board has been making progress on both aspects of its mandate. We have received presentations from the RCMP, Government of Alberta and Edmonton Police Commission. The RCMP has focused on topics such as the detachment resourcing process, how RCMP workload is measured, and how crime statistics are used for resourcing decisions. The Government of Alberta has provided an overview of their existing strategic planning process for provincial policing and the role that the Board will play in that moving forward, as well as the new provincial police funding model. The

Edmonton Police Commission shared their experiences in board governance and operations, including strategies for effective recruitment and public engagement.

The interim Board has also engaged in discussions with both the Government of Alberta and RCMP about how the Board will ensure that municipal perspectives on policing are better included in the provincial police planning process. Our objective is to ensure that the local knowledge that municipalities have on crime and public safety, and their increased financial commitments for policing provide them with an effective voice at the table. These conversations are ongoing, but both the Province and RCMP have indicated a willingness to regularly engage the Board.

Board members have also taken initial steps to consider how they can serve as a municipal voice on other policing-related issues such as the *Police Act* review and the current research being conducted into the viability of a provincial police service.

Focus for this next quarter will be on:

1. Compiling data from our current municipal survey to determine themes/priorities by district for the RCMP/JSG Joint Business Plan.
2. Providing recommendations for the RCMP's 2021 resourcing strategy and multi-year financial plan.
3. Creating the governance structure framework for the permanent Board, including the following:
 - a. Terms of reference,
 - b. Recruitment and selection process
 - c. Competency matrix

Interim Board's Engagement with Municipalities

The main role of the interim Board (and upcoming permanent Board) will be to provide municipalities with a collective voice in shaping provincial policing priorities. To fulfill this role effectively we rely on direct input from municipalities.

Over the past month, we have conducted a municipal survey to collect a variety of information related to policing priorities, detachment communication practices, and the roll-out of new policing resources under the police costing mode. We greatly appreciate the time that many of you took to complete the survey, as your input in these areas is critical to ensuring we adequately represent your interests at the provincial level. As we work through the process of analyzing the survey results, they will be integral to our work in informing RCMP and GOA policing priorities moving forward.

As part of this quarterly update we have attached a draft Provincial Police Service reporting template created by the RCMP that we are seeking input on (some of you have received this under a separate email). One of the areas that has been identified through our work with the RCMP and JSG is the disparity of information municipalities receive from their local detachments. The objective of this report is to streamline reporting to municipalities across the province so information sharing is more standardized.

“K” Division is prioritizing the consistent use of the template in all detachments in 2021 and is interested in the perspective of municipalities on possible changes or improvements that could be made to enhance its usefulness. With this in mind, we would encourage your municipality (at either the council or administrative level) to review the template and provide the APIAB with comments or suggestions. Consider focusing input on areas such as:

- Template format
- Statistics included
- Missing information
- How the information could be used
- How frequently the information should be provided
- Any other feedback your municipality considers important

Upon receiving input, the APIAB will review, compile, and work with “K” Division to enhance the template.

Please submit input to Board@ABPoliceAdvisoryBoard.com no later than **Friday November 6**. Please feel free to direct any questions about the templates or any other aspects of the APIAB’s work to myself or any other board member.

Finally, through our initial work with the RCMP, we have received helpful information on how detachment resourcing needs are determined. Call volume is a key determinant in resource planning so ensuring residents report crimes is imperative. The RCMP has released an online reporting tool that can help facilitate reporting in certain circumstances without requiring RCMP to attend the scene or residents to go to the detachment. The link to this tool is here if you wish to share this as an information item in your municipality’s communications: <https://ocre-sielc.rcmp-grc.gc.ca/alberta/en>.

The general formula for determining resourcing takes a number of factors into account: call volumes, types of crime, geography of crime, training, leaves, location of detachments, and overtime are all key elements. Unique local considerations are also factored in. RCMP run this methodology annually and it gives them the ability to be proactive. They also go through a process after this to determine the amount of time

remaining in the detachment to dedicate to proactive policing. They have also identified a value in front-line policing capabilities by increasing the regular member to civilian member ratio to 3:1 instead of the current 4:1 which is why there is a significant increase in the civilian member allocation for this budget year.

For the 2020/21 budget year, the new funding gathered through the police funding model is to result in 76 new regular RCMP members and 55 civilian members. As COVID-19 closed Depot for three months earlier in 2020, the RCMP is anticipating challenges in fulfilling this commitment. Depot is currently operating and has nine troops currently going through training. The RCMP will be providing the interim Board with a monthly update on resourcing. Attached is the most current update as of October 2021. As outlined above, the police resourcing methodology is how resourcing was determined for this budget year. This will be a key area that APIAB will be working with RCMP on for 2021/22.

In conclusion, myself and my fellow Board members are excited about the potential of this Board to increase the municipal voice in policing across the province. We appreciate your patience as we develop our own processes for the interim Board, as well as a permanent governance model. Please contact me or my Board colleagues with any questions or concerns, and I look forward to providing you with the next quarterly update in a few months.

Sincerely,



Tanya Thorn
Board Chair, Alberta Police Interim Advisory Board
403-860-7342
Board@ABPoliceAdvisoryBoard.com



RCMP Provincial Policing Report

MUNICIPALITY OF... X | VILLAGE OF... X

Provided for the ----: (month or quarter as per reporting schedule noted below)

DATE:

PROVINCIAL POLICE SERVICE COMPOSITION

2020-21 Fiscal Year Staffing Category:	Number as per Org Chart ¹	Actual Number	Variance	Pending (+/-)
Regular Members			0	
Public Servants			0	
Detachment Commander :				

*current could include mat leave, long term leave etc., which should be noted in explanation below.

* Pending – status of members/PSSs leaving or coming to the detachment

¹ The number of approved Provincial Police Service positions on the detachment Organisation Chart

Variance explanations: 1 cadet coming in March.....one retirement pending April.....

May want to mention duties over and above Detachment policing such as Major Event deployments or special duties on the detachment members ERT, TAC, SAR and Containment

1 REPORTING SCHEDULE

The reporting schedule as determined in consultation between the RCMP and the municipality, as of October 2020 is set for quarterly reporting.

- *It is agreed that in addition to the template the following additional reporting will be provided:*
- *Initiatives such as programs like START and DART, or briefing on a current issue like the Fentanyl role out, or crime trends).*
- *Other items that could be considered are traffic initiatives with support from Divisional Traffic Units*
- *Major Investigations with significant support of Provincial Support Services Units (FIS, PDS, MCU etc.)*

2 MANAGEMENT OF THE POLICE SERVICE:

2.1 Objectives, Priorities and Goals for 2020/21:

As per the meeting on date.....Municipality of XX place a high value on controlling property crime.....Drugs on our streets and in our schools is a major issue for the municipalities.....

This should read identical to the objectives and initiatives as indicated on your Detachment Annual Performance Plan.

RCMP's Planned Initiatives to Meet Objectives, Priorities and Goals:

2.1.1 OBJECTIVE:

Sample Text: Control Property Crime

Initiative #1:

Sample Text: The RCMP will target prolific offenders in the community committing property crime offences.....

Current Status and Results:

What is the impact on the community, what has been achieved, school visits, drug awareness presentations, and prolific offender checks done?

Initiative #2:

Current Status and Results:

2.1.2 OBJECTIVE:

Sample text: The RCMP will work with the community and the schools on target drug enforcement and education

Initiative #1:

Sample text: _Community Mobilization

Current Status and Results:

Initiative #2:

Sample text: Drug Enforcement activities

Current Status and Results:

3 CURRENT ACTIVITY STATISTICS – (as selected by municipality, should be tied to policing priorities)

Category:	Number This Half in 2020-21	Number This Half in 2019-20	Year to Date 2020-21	Year to Date 2019-20
Property Crime				
Common Offence Notices				
Impaired Driving Charges				
<i>Other statistic as requested (specify)</i>				
<i>Other statistic as requested</i>				
Other				

In order to provide comparable information, the reporting period for the current year is being compared to the same reporting period for the previous year. This will provide a more accurate comparison by taking into account any special events that happen in the community on an annual basis, and also account for seasonal changes in traffic/tourism, and RCMP strategic initiatives etc.

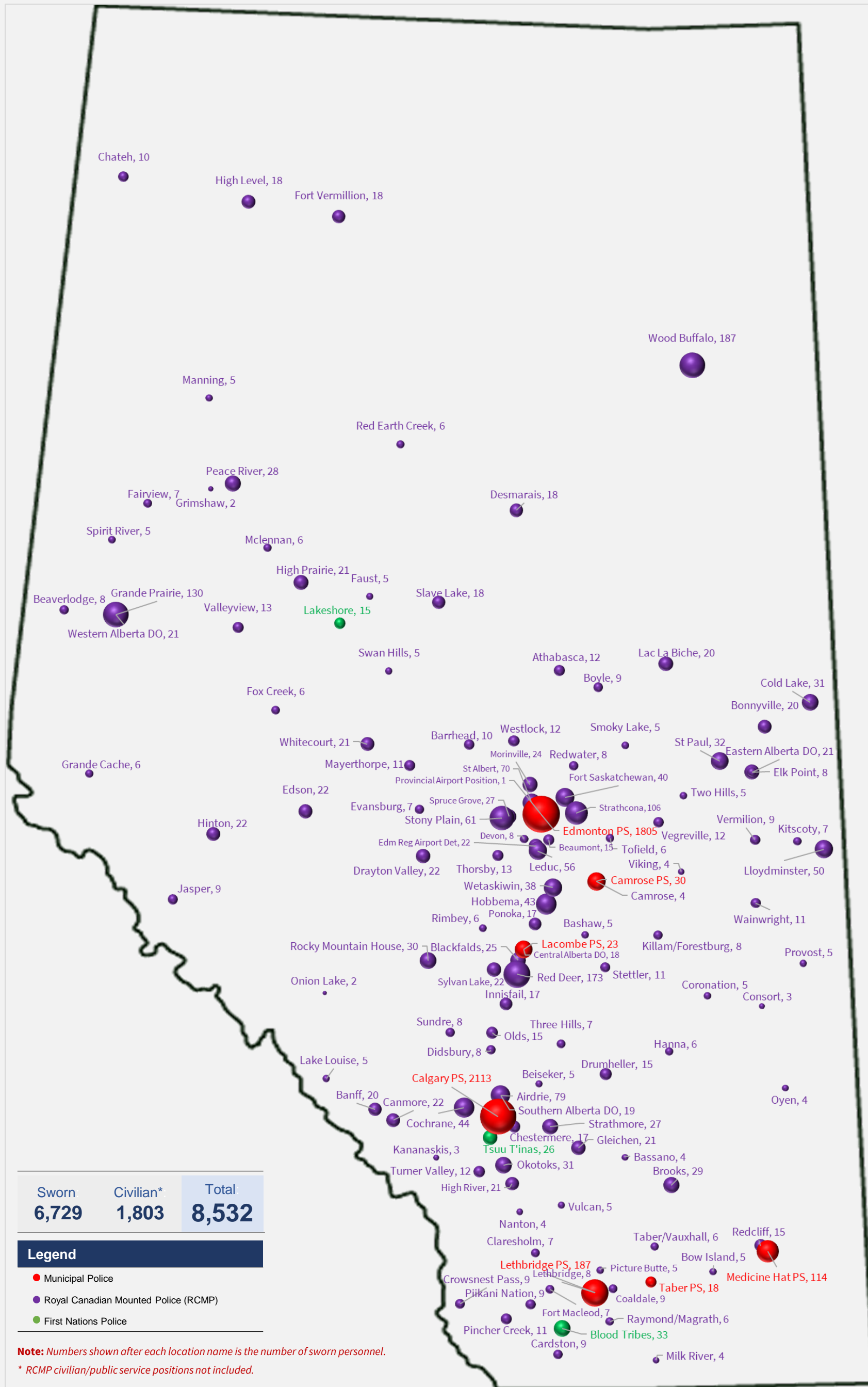
3.1 TRENDS/ POINTS OF INTEREST/ VALUE/ PERTINENT COST DRIVERS

Sample Narrative could include: traffic initiatives that required outside support from other detachments or Traffic Service members, requirement for resources outside detachment area such as major incident where ERT, Major Crimes, or other support services were required to deal with investigation of significant event. Also include any particular cost drivers that have potentially put a strain on the detachment budget such as mentioning a large incident or file in the community that has resulted in elevated overtime costs.

3.2 SIGNIFICANT MEETINGS IN THE COMMUNITY

*Meetings attended with organizations within the community, (Municipalities, Villages, First Nations, Chamber of Commerce, School District, Victim Services, local service clubs, COPP). This would speak to the goal of community based policing. This is different from officers attending schools or participating in community charity events. It is more about meetings attended by the **RCMP leadership** to provide a RCMP insight to a specific issue.*

Alberta Police Personnel Data, 2020



Municipal	Sworn	Civilian	Total
Calgary	2113	760	2873
Camrose	30	33	63
Edmonton	1805	838	2643
Lacombe	23	14	37
Lethbridge	187	75	262
Medicine Hat	114	35	149
Taber	18	15	33
Total	4,290	1,770	6,060

First Nations	Sworn	Civilian	Total
Blood Tribes	33	21	54
Lakeshore	15	3	18
Tsui T'inas	26	9	35
Total	74	33	107

RCMP [Total Sworn Position]	2,365
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Sources:

1. Alberta Association of Chiefs of Police: AACP, Provincial Police Agency - Employee Report, June 2020
2. RCMP "K" Division, Resource Summary, June 2020



PPSA Police Funding Model – 2020/21 Positions

Updated: October 8, 2020

As per the 2020/21 PPSA Call-Up of new positions, including 76 regular member and 57 public service employee positions, the Alberta RCMP has allotted the following new regular member resources:

- 46 positions in rural Alberta Detachments
 - 28 Filled
 - 18 Pending
- 10 positions in the Call Back Unit (Filled)
- 2 positions to KMOSS (Filled)
- 3 positions to Child Advocacy Centers (Filled)
- 3 positions to Emergency Response Teams (Filled)
- 4 positions to Offender Management (Pending)
- 3 positions to General Investigative Services (SAD) (Pending)
- 2 positions to Police Dog Services (Pending)
- 3 positions to the Diversity Unit (Pending)

This accounts for all of the 76 regular member positions. A total of 46 positions have been filled to date, 30 positions are pending within the staffing process. See Annex A for further details.

The following public service employee positions have been allocated:

- 31 Detachment Services Support positions (3 Filled, 28 Pending)
- 1 Court Case Management position (Filled)
- 2 Criminal Operations Strategic Management Services positions (Filled)
- 4 Community Engagement and Outreach Specialists (Pending)
- 4 Scenes of Crime Officers (Pending)
- 6 Operational Call Center Operators (3 Filled, 3 Pending)
- 2 Operational Call Center Administrative Support positions (2 Filled)
- 4 Rural Crime Reduction Analysts (Pending)
- 1 Rural Crime Administrative Support positions (Pending)
- 1 Forensic Identification Services Clerk – St. Paul position (Filled)
- 1 Intellex position (Pending)

This accounts for all of the 57 public service employee positions. A total of 12 positions have been filled to date, and the remaining positions are pending within the staffing process. See Annex B for further details.



Annex A – Regular Member Position Detail

Police Funding Model - Year 1 - Regular Members - as of October 8, 2020					
District/Unit	Detachment	Position Description	Staffing Status	Start Date	
Southern Alberta District	AIRDRIE	General Duty	Filled	2020-07-10	
		General Duty	Pending		
	CANMORE	General Duty	Filled	2020-08-11	
		COCHRANE	General Duty	Pending	
			General Duty	Pending	
	DIDSBURY	General Duty	Filled	2020-09-15	
	HIGH RIVER	General Duty	Pending		
	OKOTOKS	General Duty	Filled	2020-07-06	
	STRATHMORE	General Duty	Filled	2020-09-14	
	SAD GIS	General Investigative Services	Pending		
		General Investigative Services	Pending		
		General Investigative Services	Pending		
	Central Alberta District	BLACKFALDS	General Duty	Filled	2020-07-22
CAMROSE		General Duty	Filled	2020-04-01	
INNISFAIL		General Duty	Pending		
LEDUC		General Duty	Filled	2020-04-01	
MORINVILLE		General Duty	Filled	2020-09-03	
PARKLAND		General Duty	Filled	2020-07-27	
RIMBEY		General Duty	Pending		
ROCKY MOUNTAIN HOUSE		General Duty	Filled	2020-07-22	
		General Duty	Filled	2020-07-22	
STETTLER		General Duty	Pending		
STRATHCONA		General Duty	Filled	2020-07-27	
SYLVAN LAKE		General Duty	Pending		
THORSBY		General Duty	Pending		
		General Duty	Pending		
WETASKIWIN	General Duty	Filled	2020-07-18		
Eastern Alberta District	ATHABASCA	General Duty	Filled	2020-09-21	
		General Duty	Pending		
	BONNYVILLE	General Duty	Filled	2020-07-28	
	COLD LAKE	General Duty	Filled	2020-07-01	
	ELK POINT	General Duty	Filled	2020-07-21	
		General Duty	Filled	2020-09-14	
	KITSCOTY	General Duty	Filled	2020-08-10	
	LAC LA BICHE	General Duty	Pending		
	ST PAUL	General Duty	Pending		
	VEGREVILLE	General Duty	Filled	2020-07-22	
WESTLOCK	General Duty	Pending			



Police Funding Model - Year 1 - Regular Members - as of October 8, 2020				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Western Alberta District	BEAVERLODGE	General Duty	Filled	2020-07-06
	EDSON	General Duty	Filled	2020-07-02
	EVANSBURG	General Duty	Filled	2020-07-06
	GRANDE PRAIRIE	General Duty	Pending	
		General Duty	Filled	2020-09-12
		General Duty	Pending	
	HIGH LEVEL	General Duty	Pending	
	MAYERTHORPE	General Duty	Filled	2020-07-02
	VALLEYVIEW	General Duty	Filled	2020-07-02
WHITECOURT	General Duty	Filled	2020-07-02	
CROPS Contract Policing	Contract Policing Support Services	Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-07-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Management KMOSS	Filled	2020-04-07
			Filled	2020-04-01
		Critical Incident Program - ERT	Filled	2020-04-01
		Critical Incident Program - ERT	Filled	2020-04-01
		Critical Incident Program - ERT	Filled	2020-04-01
		Diversity Engagement	Pending	
		Diversity Engagement	Pending	
		Hate Crimes	Pending	
		Offender Management	Pending	
Offender Management	Pending			
Offender Management	Pending			
Offender Management	Pending			
Police Dog Services	Pending			
Police Dog Services	Pending			
Serious Crimes Branch	Operations South	Child Advocacy Center - Red Deer	Filled	2020-04-01
		Child Advocacy Center - Sheldon Kennedy Centre	Filled	2020-09-01
	Operations North	Centre	Filled	2020-04-01



Annex B – Civilian Position Detail

Police Funding Model - Year 1 - Civilian Support - as of October 8, 2020				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Southern Alberta District	BEISEKER	Detachment support	Pending	
	BOW ISLAND	Detachment support	Pending	
	COCHRANE	Detachment support	Filled	2020-09-10
	DIDSBURY	Detachment support	Pending	
	LAKE LOUISE	Detachment support	Pending	
	OLDS	Detachment support	Pending	
	PICTURE BUTTE	Detachment support	Pending	
Central Alberta District	TURNER VALLEY	Detachment support	Pending	
	BASHAW	Detachment support	Pending	
	BRETON	Detachment support	Pending	
	INNISFAIL	Detachment support	Pending	
	RIMBEY	Detachment support	Pending	
	STRATHCONA	Detachment support	Pending	
	SYLVAN LAKE	Detachment support	Pending	
Eastern Alberta District	THORSBY	Detachment support	Pending	
	CORONATION	Detachment support	Pending	
	DESMARAIS	Detachment support	Pending	
	KITSCOTY	Detachment support	Filled	2020-09-23
	PROVOST	Detachment support	Pending	
	TWO HILLS	Detachment support	Pending	
	WOOD BUFFALO	Detachment support	Pending	
Western Alberta District		Detachment support	Pending	
	BEAVERLODGE	Detachment support	Pending	
	FOX CREEK	Detachment support	Pending	
	GRANDE PRAIRIE	Detachment support	Pending	
		Detachment support	Pending	
	HINTON	Detachment support	Filled	2020-10-02
	MANNING	Detachment support	Pending	
PEACE RIVER	Detachment support	Pending		
RED EARTH CREEK	Detachment support	Pending		
VALLEYVIEW	Detachment support	Pending		



Police Funding Model - Year 1 - Civilian Support - as of October 8, 2020

District/Unit	Detachment	Position Description	Staffing Status	Start Date	
CROPS Contract Policing	Contract Policing Support Services	OCC - Administrative Support	Filled	2020-04-01	
			Filled	2020-10-14	
		OCC - Telecommunications Operators	Filled	2020-11-05	
			Filled	2020-11-06	
			Filled	2020-11-05	
			Pending		
		Scenes of Crime Officers	Pending		
			Pending		
			Pending		
			Pending		
	Court Case Management	Community and Indigenous Policing	Community Engagement and Outreach Specialists	Filled	2019-05-01
				Pending	
				Pending	
				Pending	
CROPS Contract	Criminal Operations	CROPS Strategic Management Services	Pending		
			Pending		
		Crime Reduction Analysts	Pending		
			Pending		
			Pending		
			Pending		
		Crime Reduction - Administrative Support	Pending		
		Forensic Identification Services Clerk - St. Paul	Filled	2020-04-01	
		Intellex	Pending		



319 – 6th Street South
Lethbridge, AB T1J 2C7
info@oldmanwatershed.ca
(403) 330-1346

RECEIVED
OCT 16 2020

Dear Mayor Doug MacPherson and Council,

On behalf of the Oldman Watershed Council and our Board of Directors, I am pleased to present you with a copy of our 2019-20 Annual Report. In the document, you will find many of the successes, initiatives, actions, and stories of the OWC. We could not have achieved so much without you - thank you very much for your support!

This year is the 15th anniversary of the OWC. We are so happy that this milestone year has been as productive and effective in conserving and protecting the watershed as it ever has. We have developed new partnerships and projects, increased our organizational resiliency, completed boots-on-the-ground restoration and clean-up work, and held a series of educational and outreach events. We continued to work with our diverse group of partners throughout Southern Alberta to help conserve, and restore the land, water, and wildlife that make up our watershed.

While we look forward to our future improving watershed health and the quality of life for watershed residents, we also took the opportunity to reflect on all of the great work—and people—of the OWC since our official formation in 2005. We have created a special anniversary photo collage, which is housed in this annual report, to commemorate many of the people who have contributed to the journey of the OWC. We hope you enjoy taking a moment to look at the photos, find a few familiar faces, reflect on where we were and where we have been, and think about what the future could hold for all of us who call the watershed home.

In 2020-2021, we look forward to continuing to act as a forum for all voices within the watershed, including citizens, nonprofits, industry, agriculture, government, First Nations, recreationists, and the business community. Maintaining and conserving a strong, resilient watershed is essential to the success of our Southern Alberta community and all those that live, work, and play in it. Thank you for your ongoing support of the OWC—we are excited for what we can achieve together!

Sincerely,

Full Report is available at the
Town Office.

Shannon Frank, Executive Director

Karine Keys

From: Ally Cramm <allyc@rowanhouse.ca>
Sent: October 22, 2020 1:45 PM
To: Karine Keys
Subject: Family Violence Prevention Month
Attachments: Rowan House - FVPM Overview.pdf; Town of Claresholm Proclamation Letter.pdf; FVPM Proclamation.pdf

Good afternoon Karine,

Rowan House would like to submit a request for council to proclaim November as Family Violence Prevention Month in the town of Claresholm.

I have attached a letter, proclamation and additional information sheet for their consideration.

Please let me know if you require anything further.

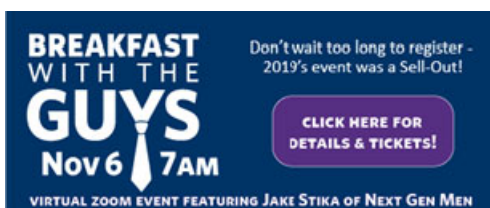
Kindest regards,
Ally



Ally Cramm,
Community Relations Coordinator

--

Cell: 403.714.2559 (Mon-Thur)
Email: allyc@rowanhouse.ca
24 HR Crisis Line: 403.652.3311 (call or text)
www.rowanhouse.ca



October 22, 2020

Dear Mayor MacPherson and members of council,

As many of you already know, November is Family Violence Prevention Month in Alberta.

At Rowan House Society, we provide awareness, education and prevention programming throughout the entire year as we work toward building violence-free communities; however we do like to take this opportunity to put a spotlight on this work and get more people actively involved.

Once again, we are asking you to proclaim November as Family Violence Prevention Month in the Town of Claresholm and have attached to this letter, a formal proclamation that we hope you will consider signing and returning a copy to us.

I have also attached, for your information, an outline of all of the activities Rowan House has planned this month to increase our presence and engage the community. We encourage you to take part as you're able.

Abuse thrives in secrecy. It's important that we, as a community, not turn a blind eye. When we know how to recognize violence and abuse, we can do more to support healthy relationships and safe home environments.

We thank you for your time and consideration.

In gratitude,



Ally Cramm
Community Relations Coordinator,
Rowan House Society

--

403.714.2559 (Mon-Thu)

allyc@rowanhouse.ca

www.rowanhouse.ca

November is Family Violence Prevention Month

*Whereas there are many people in Alberta who experience the impact of family violence;
and*

*whereas the impact may be carried on from generation to generation; and
whereas all Albertans have a role to play in preventing family violence.*

Therefore, I _____ do hereby proclaim the

Month of November 2020 to be Family Violence Prevention Month

*in _____
(town)*

*I call upon citizens to speak out against family violence. I call upon you to make a
difference by creating a culture of support for those impacted by family violence. And I
call upon you to encourage all Albertans to help make our province violence-free in
2020 and beyond.*

***In witness whereof,
I have here unto set my hand this***

____ Day of _____, 2020.

Signature

Family Violence Prevention Month Activities Overview

October 29 ~ Journeys to Hope and Healing Podcast Episode 8 Released

- Ally and Lindsay discuss what Family Violence Prevention Month is and why it's important.

November 6 ~ Breakfast with the Guys Online Zoom Event (7am-9am)

- Rowan House's official launch event to Family Violence Prevention Month
- Keynote Speaker: Jake Stika of Next Gen Men
- Expanding on the conversation started with Mike last year – challenging society's view of masculinity and empowering the community to take small steps to be an **#allyforher** for all the women and girls in their lives. Next Gen Men is an organization focused on redefining what 'manhood' means, so that boys and men experience less pain and cause less harm.
- Tickets \$20 each at <https://www.rowanhouse.ca/events/2020bwtg>

November 1-30 ~ Province-Wide #GoPurpleAB Campaign

- As part of all of our initiatives – we will invite community members to take part in the province's initiative as well (paint their nails purple, wear purple, streak their hair purple etc.) and share their pictures on social media using the hashtag: **#GoPurpleAB** and tag us:
@RowanHouse (Twitter) @RowanHouseEmergencyShelter (FB) @rowanhousesociety (IG)

November 2-30 ~ Purple Ribbon Awareness Campaign

- Purple Ribbons/Shoelaces, tied on streetlights/benches/signs in downtown High River and Okotoks
- Includes an information card with a fact/statistic about DV or RHS; and includes our Crisis Line and our Website
- This year will be the last year of our **#LaceUpForRowanHouse** campaign and due to COVID, the shoelaces will be tied like the ribbons and community members will be encouraged to take them from there.

November 3-26 ~ #HealthyRelationshipsMatter Social Media Awareness Campaign

- Who likes Internet Memes??? Side Eye Chloe and Success Kid will be navigating the differences between what makes a relationship healthy and red flags that might be disguised as acts of love.
- New memes and related educational information will be posted to all social channels on Tuesdays and Thursdays for the month of November.
- A Text to Donate "Help make **#HealthyRelationshipsMatter**" fundraising campaign will run alongside the campaign.

November 27 ~ Journeys to Hope and Healing Podcast Episode 9 Released

- A great opportunity for anyone who couldn't make it to Breakfast with the Guys.
- Ally will get to do a panel interview with Jake Stika and the hosts of Next Gen Men's two podcasts: Modern Manhood and Breaking the Boy Code.



FAO: Doug Macpherson and Town Council
Box 1000
Claresholm, AB
T0L 0T0

Oct 15, 2020

Dear Mayor and Town Council,

We write to you regarding the new Town Office and community building that is currently under construction.

Following on from discussion between our board members, we are exploring a new operating space for our office and community vehicles. We are looking at future budgeting, and ways to help reduce our costs; being a not for profit organization, we do our best to keep our costs as low as possible. We are looking for a designated parking area for our 6 vehicles, including an electrical supply for the winter months. In addition to this, we are also looking for a new office space for our administrative support, where we could also hold our monthly meetings. We currently pay \$7300 per year for our current office space & designated parking area, but if we can find a new space to operate from at a lower premium, it would be of great benefit to our Society.

We would like to ask our Town Councillors if there is the possibility of space in the new building for us, once construction is completed. Our Board is happy to talk further with you if there are any questions concerning our enquiry.

We look forward to hearing from you, thank you.

Yours sincerely,

Howard Paulsen, Chair
Claresholm & District Transportation Society

October 21, 2020

Mayor MacPherson & Council

Claresholm Town Council

Claresholm, AB

ToLoTo

Mayor and Councillors;

We are writing this letter on behalf of the Claresholm and Area Palliative Care Committee. The committee is comprised of health care staff from acute care, long term care, home care, physicians and community members. Our goal is to fundraise and support enhancements to end of life care for our patients and their loved ones.

You are probably familiar with our main fundraiser, the Tree of Hope. With COVID restrictions and people keeping closer to home this holiday season, we are hoping to add a new event to our fundraising efforts: a drive- thru Christmas light display. We are asking permission from the town to use the Centennial Campground for two weekends in the evenings of December (10,11,12 and 17,18,19) for the light display. We would request the use of the campground with access to the electrical plugs ins/electricity and to have the roads cleared for the event. Our vision is that the campsites will be decorated with lights by community groups or businesses. Each group will be responsible for setting up and taking down their display. The Palliative Care Committee and volunteers would supervise the set up and take down as well as the event with the traffic flowing from the 4th Street entrance through the campground and exiting by Parkside Manor. An entrance fee donation will be collected and there will be opportunities for corporate sponsorship (a business could have a spot and display their signage along with a light display) with the proceeds going to our committee's work. The Town would be recognized as a sponsor and would be welcome to decorate one of the campsites.

We recognize that this is an ambitious undertaking and we are anticipating that the event may take some time to develop. We are hoping that it will become an annual event. This drive thru light display will be a COVID friendly way to spread some Christmas cheer and to create a partnership with our committee and the community. It will be a way for us to offer a fun family event back to the community that has been so supportive to our purpose over the years.

If you have any questions or need more information don't hesitate to contact any one of us.

Yours truly,

Lori Hoff

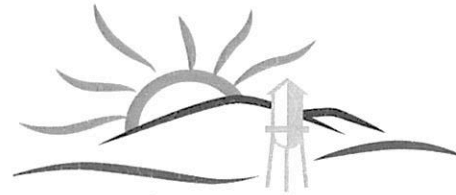
Carmelle Steel

Natalie Wright

403-682-3715 (wk)

403-625-8632

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



Claresholm

Date of Application: Oct 22/2020

Date of Event: Dec 10-19, 2020

1. Applicant Information

Name of Applicant: Claresholm + Area Palliative Care Committee

Address: Box 610 Claresholm

Contact Person: Lori Hoff Chair

Phone, Fax, Email: 403-682-3715

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify) Health

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

YES provide registration date & #

NO

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

YES provide registration date & #

NO

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

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

power at campsite stalls for 2 weekends

COMMUNITY PROJECT FUNDING - (explain):

+ plowing if needed

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: unknown

6. Details of how the funds will be expended:

Due to COVID restrictions, the committee is looking for a family friendly fundraiser. A light display in the campground would be installed by our group and other community groups and cars would drive through for a nominal donation.

7. Previous Donations

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

Date	Amount	Use of Funds
no		

8. Organizational Information

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

Palliative care support in home, at the Claresholm General Hospital and Willow Creek Continuing Care Ctr.

Our only fundraiser is the Tree of Hope, which has been running for many years. With COVID, we will have less walk in donations so we are looking to augment our efforts.

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

See above. We provide equipment and support to palliative patients.

How will your organization acknowledge the Town's donation?

- on a composite stall, signage would be utilized and lights added.

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

YES

NO

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

Funding Source	Amount	Recommended Use of Funds
Donations to Tree of Hope in previous years		purchase of lights
sponsorships to local businesses		in return for allowing a business to advertise, they would pay a small fee.



Claresholm & District Museum

PO Box 1000, 5115 – 2nd Street East, Claresholm AB T0L 0T0
www.claresholmmuseum.com

October 22nd, 2020

Claresholm Town Council

RE Request for Change of Use

The Claresholm and District Museum Board and the Museum Executive Director have identified a need to address the backlog of artifact donations. At the October 20th Board meeting, motion was passed requesting this change of use of budgeted funds.

The museum did not expend all the funding allocated in the 2020 operations budget under line item **Visitor Information Center – wages** in the summer 2020 season. The Museum Board respectfully requests the change of use for these funds to hiring a part time **Collections Technician**. This temporary, part time position will be tasked with addressing the backlog of Artifacts donations which need to be accessioned into the museum collection and entered into the museums collections database.

Thanks for your consideration of this request.

Sincerely,

A handwritten signature in cursive script that reads "Barry Gibbs". The signature is written in black ink on a white background.

Barry Gibbs
Claresholm & District Museum Board Chair



REQUEST FOR DECISION

Meeting: October 26, 2020
Agenda Item: 11

POLICY UPDATE

DESCRIPTION:

Administration has worked on a couple policy manual updates that went to the Audit and Finance Committee on October 19. Both of these policy updates have been reviewing by that committee and recommended to Council for adoption.

3.2.05 – Investment Policy

With the significant drop in the Bank of Canada rate and resulting prime rate at the banks our investment income has taken a pretty significant hit. This in combination with our efforts to increase our reserves, especially our utility capital reserves has caused administration to look at investment opportunities beyond simple high interest savings accounts or GICs with our regular bank.

To take advantage of some of these opportunities we are suggesting an update to our investment policy. There is no change to the investments or the rating of investments that are allowed. The main change to the policy is section 9 which allows for the CAO to select other investment dealers or institutions other than just our regular bank, and the Director of Corporate Services to select specific investments for the fund.

5.9.05 – Miscellaneous Fees Policy

In 2018 we adjusted our assessment appeal fees for multi-residential and non-residential up from \$50 per parcel, to \$150 per parcel with an assessment value of less the \$300K and \$300 for an assessment value equal to or greater than \$300K. This is still well below the maximums allowed in the Municipal Government Act Regulations of \$650 per parcel regardless of assessment value.

Administration would recommend increasing these fees further. Any assessment appeal that is successful gets a full refund of their appeal fee, and those who are reasonable and will work with our assessors often get some adjustment (if deemed appropriate by the assessor) without even going to appeal. It is mostly unreasonable, frivolous, or overly aggressive property owners who actually proceed to an actual appeal. The cost to the Town of administering and dealing with these appeals in man hours is much greater than the \$150 or \$300 the fees are currently set at.

It was recommended by the Audit and Finance Committee to keep the graduated rates, but to double them to \$300 and \$600 respectively.

There was also a question during the committee meeting as to why dog license fees are included in this Policy, assuming they would be included in the Dog Bylaw. We have confirmed that these rates are not set out in the Dog Bylaw and therefore they will remain here. We can review adding these directly to that bylaw in the future if desired.

RECOMMENDATION:

Administration recommends Council a motion to update policies 3.2.05 and 5.9.05.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the following updated policies effective October 26, 2020:

- Policy 3.2.05 – Investment Policy
- Policy 5.9.05 – Miscellaneous Fees Policy, version 1.2, effective Oct 13, 2020:


ATTACHMENTS:

- 1.) 3.2.05 – Investment Policy (v1.1)
- 2.) 5.9.05 – Miscellaneous Fees (v1.2)

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 22, 2020

	Investment Policy		Policy #3.2.05
Department Owner:	Finance		
Policy Applies To:	Town of Claresholm Funds		
Date Created:	Aug 4, 2020	Date Approved By Council:	
Version #:	1.1	Resolution #:	
Last Review Date:	October 19, 2020	Policy(ies) Replaced/Rescinded:	V1.0

Intent:

To provide general investment principles, rules and delegated authority for managing and monitoring the investments of the Town of Claresholm. Adherence to the Investment Policy will ensure compliant and effective investment management and assist in achieving the strategic goals and growth objectives of the Town.

Policy:

It is the policy of the Town to invest reserve funds and surplus operational funds in a prudent manner that will provide optimum investment returns with the maximum security, while meeting any cash flow requirements of the Town. Our investments must conform to the policies and guidelines set forth below.

Guidelines:

1. Capital Preservation

- a. The Town recognizes its fiduciary responsibility for the stewardship of funds it has been entrusted. Therefore, the prime objective of this policy is to ensure that the principal amount of each investment is insulated from losses due to market conditions and issuer default. To accomplish this objective, we will maintain minimum quality standards for all individual investments held, and mandate sufficient diversification within the portfolio itself.

2. Liquidity

- a. The investment portfolio will be sufficiently liquid in order to enable the Town to meet any projected or sudden cash flow requirements which might reasonably be expected to occur
- b. For the purposes of this policy, the Town defines liquidity as the ability to convert an investment into cash with minimal risk associated with loss of principal or accrued interest, taking into consideration any costs associated with converting investments into cash.

3. Permissible Investments / Safety

- a. All investments must be made in accordance with sections 250(1) and (2)(a)-(d) of the Municipal Government Act (MGA) RSA 2000 Chapter M-26 (as amended). The allowable investments are as follows:
 - i. Securities issued or guaranteed by either
 - 1. the Crown in right of Canada or an agent of the Crown, or

- 2. the Crown in right of a Province or Territory or an agent of a province or territory (Section 250(2)(a) MGA)
 - ii. Securities of a Canadian municipality, school division, school district, hospital district, health region under the Regional Health Authorities Act or regional services commission in Alberta (Section 250(2)(b) MGA)
 - iii. Securities that are issued or guaranteed by a Canadian bank, treasury branch, credit union or trust corporation (Section 250(2)(c) MGA)
- b. All investments must be denominated in Canadian dollars or U.S. dollars. U.S. dollar investments are not to exceed 5% of the total portfolio.
- c. Investments in shares, warrants, or other equities, convertible debt securities, derivatives, swaps, options or futures are prohibited, and all investment categories that are not explicitly permitted are prohibited.
- d. The portfolio shall not hold units of pooled funds, real estate, residential mortgages, asset-backed securities, or ownership interests in any unincorporated body.
- e. The Fund shall not borrow funds to acquire securities or otherwise deal in margin trading.

4. Ratings and Risk Tolerance

- a. Investments held in the Fund must be rated by at least one rating agency, namely Dominion Bond Rating Service (“DBRS”), Standard & Poor’s (“S&P”) or Moody’s. All investments must be considered Investment Grade, with a minimum credit rating of R1 (low) by DBRS, or equivalent, as classified in Appendix A. In the case where a security is rated by more than one agency listed, the higher rating will apply.
- b. **Cash:** The deemed rating for cash, including the current account and any High Interest Savings Accounts, will be equal to the rating of the institution it is being held in.
- c. **Provincial Credit Unions:** The deemed rating for securities issued by a Credit Union will be equal to the rating of the province that the credit union resides in.

5. Portfolio Constraints

- a. These primary constraints relate to safety of invested capital and maintaining the liquidity of the portfolio.
- b. **Overall Credit Rating:** The total Fund will be limited to the following credit rating thresholds on a weighted average basis (as defined by DBRS or equivalent):

Rating	Up to %
R-1 (high)	100%
R-1 (middle)	90%
R-1 (low)	70%

Note: Due to market fluctuations, maximum percentages may be exceeded at a point in time. Securities need not be liquidated to rebalance the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

In the event that DBRS does not rate a security, rating from any of the other agencies as per Appendix A shall be allowed.

- c. **Counterparty Limits:** The Chief Administrative Officer or designate, will ensure that no individual counterparty's total exposure exceeds 25% of the overall portfolio. Exceptions are as follows:
 - a. Gov't of Canada T-Bills: No limit.
 - b. Bank operating accounts: No limit.

6. Prudence

- a. Investments are to be made with judgement and care, under prevailing circumstances, which persons of discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital and income to be derived

7. Internal Controls

- a. Management shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, and misrepresentation by third parties.

8. Ethics & Conflict of Interest

- a. Officers and employees involved in the investment process shall refrain from personal business activity with the same individual(s) with whom business is conducted on behalf of the Town of Claresholm. Individuals involved with the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program or impair their ability to make impartial investment decisions.

9. Delegation of Authority

- a. Authority to manage the Town's investment program is derived from Section 150 of the Municipal Government Act (Appendix B).
- b. The Town delegates the management of the Fund to various agents including certain Officers of the Town of Claresholm. The Officers of the Town of Claresholm include:
 - i. CAO
 - ii. Director of Corporate Services
- c. CAO responsibilities include:
 - i. Review this Policy periodically and if appropriate make recommendations to Town Council for changes.
 - ii. Select investment dealers and institutions (the "Brokers") to assist the Director in meeting performance objectives for the Fund.
 - iii. Review the Fund's performance on a regular basis and provide a report to Town Council annually in the first quarter of the year.
 - iv. To be responsible for the delegation of any responsibility not specifically mentioned in this Policy.
- d. Director of Corporate Services responsibilities include:
 - i. Provide regular reports to the CAO and Council on the performance of the investments (annually following the completion and acceptance of the annual Audited Financial Statements at minimum)
 - ii. Select specific investments for the Fund, recognizing the quality and diversification requirements established in this Policy, and subject to approved signing authority.
 - iii. Ensure that the sum of all cash, the current account, money market securities, and coupon income expected from the fixed income instruments (i.e. bonds,

GICs etc.) in a year are sufficient to cover the disbursements expected to be paid from the Fund in that year.

- iv. Seek to maximize and preserve the investment return on the Fund, after ensuring that the foregoing liquidity, quality and diversification requirements have been satisfied.
- v. Manage the securities held by the Fund in accordance with this Policy and applicable legislation.

APPENDIX A – CREDIT RATINGS

Grade	Moody's		Standard & Poor's		DBRS	
	Long-Term	Short-Term	Long-Term	Short-Term	Long-Term	Short-Term
Investment Grade	Aaa	P-1	AAA	A-1+	AAA	R-1 (high)
	Aa1	P-1	AA	A-1	AA (high)	R-1 (high)
	Aa2	P-1	AA	A-1	AA	R-1 (middle)
	Aa3	P-1	AA	A-1	AA (low)	R-1 (middle)
	A1	P-1	A	A-2	A (high)	R-1 (low)
	A2	P-1	A	A-2	A	R-1 (low)
	A3	P-1	A	A-2	A (low)	R-1 (low)
	Baa1	P-2	BBB	A-3	BBB (high)	R-2 (high)
	Baa2	P-2	BBB	A-3	BBB	R-2 (middle)
	Baa3	P-3	BBB	A-3	BBB (low)	R-2 (low)
Speculative Grade	Ba1	NP	BB	B	BB (high)	R-3
	Ba2	NP	BB	B	BB	R-4
	Ba3	NP	BB	B	BB (low)	R-4
	B1	NP	B	B	B (high)	R-4
	B2	NP	B	B	B	R-5
	B3	NP	B	B	B (low)	R-5
	Caa1	NP	CCC	C	CCC	R-5
	Caa2	NP	CCC	C	CCC	R-5
	Caa3	NP	CCC	C	CCC	R-5
	Ca	NP	CC	C	CC	R-5
	C	NP	R	R	C	R-5
			D	D	D	D

APPENDIX B – MUNICIPAL GOVERNMENT ACT (SECTION 250)

(1) In this section, “securities” includes bonds, debentures, trust certificates, guaranteed investment certificates or receipts, certificates of deposit, deposit receipts, bills, notes and mortgages of real estate or leaseholds and rights or interests in respect of a security.

(2) A municipality may only invest its money in the following:

(a) securities issued or guaranteed by

(i) the Crown in right of Canada or an agent of the Crown, or

(ii) the Crown in right of a province or territory or an agent of a province or territory;

(b) securities of a municipality, school division, school district, hospital district, health region under the Regional Health Authorities Act or regional services commission in Alberta;

(c) securities that are issued or guaranteed by a bank, treasury branch, credit union or trust corporation;


(d) units in pooled funds of all or any of the investments described in clauses (a) to (c);

(e) shares of a corporation incorporated or continued under the Canada Business Corporations Act (Canada) or RSA 2000 Section 251 Chapter M-26 MUNICIPAL GOVERNMENT ACT 135 incorporated, continued or registered under the Business Corporations Act if the investment is approved by the Minister.

(3) The approval of the Minister under subsection (2)(e) may contain conditions and a municipality may not acquire shares of a corporation under subsection (2)(e) if the acquisition would allow the municipality to control the corporation.

(4) In addition to the investments referred to in subsection (2), the Minister may by regulation allow one or more municipalities to invest their money in other investments described in the regulation.

(5) Nothing in this section prevents a municipality from acquiring a share or membership in a non-profit organization.

		Miscellaneous Fees Policy		Policy #5.9.05	
Department Owner:		Corporate Services			
Policy Applies To:		Public			
Date Created:		April 2018	Date Approved By Council:		
Version #:		1.2	Resolution #:		
Last Review Date:		Oct 19, 2020	Policy(ies) Replaced/Rescinded:		V1.1

Intent:

To establish a policy stating miscellaneous fees that are not clearly defined in the Town of Claresholm bylaws, agreements, or other policies.

Policy:

Miscellaneous fees shall be charged based on the attached schedule.

Note:

The schedule of fees is to be reviewed annually and may be changed or updated by Council resolution.

SCHEDULE OF FEES

MISCELLANEOUS FEES	
Dog License (Spay/Neuter)	\$15 / year
Dog License (Intact)	\$40 / year
Paper Statement Admin Fee (Utility Statements)	\$1.50 / statement
Tax Recovery Land Titles Changes Admin Fee	\$50
Assessment Appeal Fees	
Residential 3 or fewer dwellings or Farm Land	\$50
Residential 4 or more dwellings or Non-Residential with assessed value less than \$300,000	\$300
Residential 4 or more dwellings or Non-Residential with assessed value of \$300,000 or more	\$600



Town of Claresholm
Income Statement by Object
August 31, 2020

Revenue	AUGUST	2020 YTD	2020 BUDGET
Net municipal taxes	(687.80)	(4,010,117.33)	(3,336,644.00) 1
Special assessments	2,400.00	(13,244.79)	(12,935.00)
User fees and sales of goods	(423,018.62)	(2,104,127.61)	(3,006,760.00)
Government transfers for operating	(8,769.00)	(303,867.92)	(379,131.00)
Investment income	(7,264.17)	(38,414.72)	(60,000.00)
Penalties and costs of taxes	(650.00)	(33,384.98)	(104,100.00)
Licenses and permits	(1,731.00)	(91,840.99)	(97,000.00)
Other local government transfers	(6,711.51)	(121,692.11)	(188,116.00)
Proceeds from disposal of capital assets	-	77,857.15	(75,000.00) 2
Franchise and concession contracts	(16,078.23)	(151,415.42)	(212,491.00)
Rental	(585.02)	(39,707.40)	(123,257.00)
Other	(1,465.65)	(40,320.35)	(32,500.00)
Government transfers for capital	(42,500.00)	(2,037,243.66)	(2,445,543.00)
	<u>(507,061.00)</u>	<u>(8,907,520.13)</u>	<u>(10,073,477.00)</u>
Expenses			
Salaries, wages and benefits	199,949.91	1,832,672.62	2,896,836.00
Contracted and general services	111,513.72	1,029,194.59	1,633,709.00
Materials, goods, supplies, and utilities	105,904.32	781,538.59	1,282,640.00
Bank charges and short-term interest	82.32	406.81	-
Interest on long-term debt	-	82,358.59	214,059.00
Other expenditures	14.34	17,385.25	27,690.00
Transfers to organizations and others	3,287.43	301,561.42	384,812.00
Amortization	-	-	1,699,578.00
	<u>420,752.04</u>	<u>4,045,117.87</u>	<u>8,139,324.00</u>
Internal Transfers			
Internal transfers	(7,812.03)	(9,289.09)	- 3
Net Income	<u>(94,120.99)</u>	<u>(4,871,691.35)</u>	<u>(1,934,153.00)</u>
Other			
Transfers to/from reserves	-	-	523,045.00
Capital expenditures	49,484.10	1,404,947.27	5,527,542.00
Debt Proceeds	-	(2,800,000.00)	(2,800,000.00)
Debt Principal Repayment	-	139,966.49	383,144.00
Amortization addback	-	-	(1,699,578.00)
	<u>(44,636.89)</u>	<u>(6,126,777.59)</u>	<u>-</u>

Notes

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



Town of Claresholm
Income Statement by Function
August 31, 2020

Revenue	AUGUST	2020 YTD	2020 BUDGET
Tax and requisition revenue	(24,070.20)	(4,225,933.45)	(3,668,935.00) ¹
General administration revenue	(3,115.67)	(421,069.61)	(522,571.00)
Police	(545.70)	(8,642.61)	(33,000.00)
Fire	(100.00)	(6,690.23)	(17,040.00)
Bylaw enforcement	(319.30)	(10,716.39)	(38,000.00)
Roads, streets, walks, lighting	-	(770.00)	(75,000.00)
Airport	-	-	(2,500.00)
Storm sewers and drainage	2,400.00	(1,166,337.97)	(1,306,751.00)
Water supply and distribution	(233,265.11)	(1,396,959.14)	(1,996,900.00)
Wastewater treatment and disposal	(69,471.42)	(298,355.08)	(406,162.00)
Garbage Collection	(55,154.89)	(271,893.37)	(426,000.00)
Recycling	(37,245.33)	(170,435.94)	(243,000.00)
FCSS	(15,800.51)	(181,796.36)	(267,641.00)
Cemetery	(900.00)	(8,975.00)	(18,500.00)
Economic development	(2,375.00)	(108,450.00)	(131,200.00)
Land use planning, zoning and development	(1,096.00)	(58,645.04)	(66,600.00)
Parks and recreation	(66,001.87)	(570,324.44)	(844,177.00)
Culture - libraries and museum	-	(1,525.50)	(9,500.00)
	<u>(507,061.00)</u>	<u>(8,907,520.13)</u>	<u>(10,073,477.00)</u>
Expenses			
Legislative	7,102.73	53,184.14	109,000.00
Administration	41,727.11	839,227.36	1,276,922.00
Police	-	-	73,730.00
Fire	15,742.90	125,341.87	206,430.00
Bylaw enforcement	9,925.34	74,077.02	124,445.00
Common and equipment pool	31,623.67	307,424.23	537,081.00
Roads, streets, walks and lighting	47,496.95	335,845.30	836,521.00
Airport	467.97	23,276.59	15,840.00 ²
Storm sewers and drainage	4,155.80	12,865.09	284,317.00
Water supply and distribution	63,175.95	530,631.37	1,273,556.00
Wastewater treatment and disposal	11,789.03	72,465.33	513,005.00
Garbage Collection	25,811.17	247,992.60	391,982.00
Recycling	28,476.52	221,109.49	244,499.00
FCSS	16,447.93	184,738.61	289,749.00
Daycare	3,183.50	25,466.40	38,202.00
Cemetery	1,885.64	16,975.71	18,973.00
Physician recruitment	-	-	3,000.00
Economic development	29,839.93	126,452.96	309,689.00
Agriculture - weed and pest control	4,328.53	10,820.86	44,750.00
Land use planning, zoning and development	8,926.55	147,847.92	200,212.00
Parks and recreation	58,560.76	445,847.18	982,988.00
Culture - libraries and museum	10,084.06	243,527.84	364,433.00
	<u>420,752.04</u>	<u>4,045,117.87</u>	<u>8,139,324.00</u>
Net Income	<u>(94,120.99)</u>	<u>(4,871,691.35)</u>	<u>(1,934,153.00)</u>

Notes:

- ¹ Tax revenue in excess of budget is related to education tax requisition amounts still to be paid during the remainder of the year.
- ² Airport expenses are over budget due to agreement on transfer of airport to the MD of Willow Creek to pay 17,250 per year for two years towards runway rehabilitation. This was approved by Council.



**Town of Claresholm
Income Statement by Object
September 30, 2020**

Revenue	SEPTEMBER	2020 YTD	2020 BUDGET
Net municipal taxes	225,178.23	(3,784,939.10)	(3,336,644.00) 1
Special assessments	-	(13,244.79)	(12,935.00)
User fees and sales of goods	(142,206.52)	(2,246,334.13)	(3,006,760.00)
Government transfers for operating	(23,427.66)	(327,295.58)	(379,131.00)
Investment income	(7,004.76)	(45,419.48)	(60,000.00)
Penalties and costs of taxes	(653.00)	(34,037.98)	(104,100.00)
Licenses and permits	(6,077.30)	(97,918.29)	(97,000.00)
Other local government transfers	(9,711.51)	(131,403.62)	(188,116.00)
Proceeds from disposal of capital assets	-	77,857.15	(75,000.00) 2
Franchise and concession contracts	(15,235.34)	(166,650.76)	(212,491.00)
Rental	(1,018.14)	(40,725.54)	(123,257.00)
Other	(9,815.65)	(50,136.00)	(32,500.00)
Government transfers for capital	-	(2,037,243.66)	(2,445,543.00)
	10,028.35	(8,897,491.78)	(10,073,477.00)
Expenses			
Salaries, wages and benefits	218,492.02	2,051,164.64	2,896,836.00
Contracted and general services	140,773.80	1,169,968.39	1,633,709.00
Materials, goods, supplies, and utilities	82,231.05	863,769.64	1,282,640.00
Bank charges and short-term interest	106.97	513.78	-
Interest on long-term debt	17,619.32	99,977.91	214,059.00
Other expenditures	2,207.45	19,592.70	27,690.00
Transfers to organizations and others	18,324.43	319,885.85	384,812.00
Amortization	-	-	1,699,578.00
	479,755.04	4,524,872.91	8,139,324.00
Internal Transfers			
Internal transfers	9,294.79	5.70	- 3
	499,078.18	(4,372,613.17)	(1,934,153.00)
Net Income			
Other			
Transfers to/from reserves	-	-	523,045.00
Capital expenditures	805,561.06	2,210,508.33	5,527,542.00
Debt Proceeds	-	(2,800,000.00)	(2,800,000.00)
Debt Principal Repayment	68,682.61	208,649.10	383,144.00
Amortization addback	-	-	(1,699,578.00)
	1,373,321.85	(4,753,455.74)	-

Notes

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



Town of Claresholm
Income Statement by Function
September 30, 2020

Revenue	SEPTEMBER	2020 YTD	2020 BUDGET
Tax and requisition revenue	202,818.13	(4,023,115.32)	(3,668,935.00) ¹
General administration revenue	(2,373.08)	(423,442.69)	(522,571.00)
Police	(164.90)	(8,807.51)	(33,000.00)
Fire	(9,310.00)	(16,000.23)	(17,040.00)
Bylaw enforcement	(803.10)	(11,519.49)	(38,000.00)
Roads, streets, walks, lighting	-	(770.00)	(75,000.00)
Airport	-	-	(2,500.00)
Storm sewers and drainage	-	(1,166,337.97)	(1,306,751.00)
Water supply and distribution	(70,357.19)	(1,467,316.33)	(1,996,900.00)
Wastewater treatment and disposal	(17,383.12)	(315,738.20)	(406,162.00)
Garbage Collection	(18,479.51)	(290,372.88)	(426,000.00)
Recycling	(7,097.18)	(177,533.12)	(243,000.00)
FCSS	(25,653.01)	(207,449.37)	(267,641.00)
Cemetery	(2,578.75)	(11,553.75)	(18,500.00)
Economic development	(2,375.00)	(110,825.00)	(131,200.00)
Land use planning, zoning and development	(5,272.30)	(63,917.34)	(66,600.00)
Parks and recreation	(23,356.48)	(593,680.92)	(844,177.00)
Culture - libraries and museum	(7,586.16)	(9,111.66)	(9,500.00)
	<u>10,028.35</u>	<u>(8,897,491.78)</u>	<u>(10,073,477.00)</u>
Expenses			
Legislative	-	53,184.14	109,000.00
Administration	63,547.47	902,774.83	1,276,922.00
Police	-	-	73,730.00
Fire	7,695.04	133,036.91	206,430.00
Bylaw enforcement	7,869.10	81,946.12	124,445.00
Common and equipment pool	23,470.27	330,894.50	537,081.00
Roads, streets, walks and lighting	127,435.49	463,280.79	836,521.00
Airport	(4.93)	23,271.66	15,840.00 ²
Storm sewers and drainage	986.72	13,851.81	284,317.00
Water supply and distribution	42,295.39	572,926.76	1,273,556.00
Wastewater treatment and disposal	32,078.19	104,543.52	513,005.00
Garbage Collection	24,607.87	272,600.47	391,982.00
Recycling	18,550.69	239,660.18	244,499.00
FCSS	33,803.59	218,542.20	289,749.00
Daycare	3,183.50	28,649.90	38,202.00
Cemetery	1,972.13	18,947.84	18,973.00
Physician recruitment	-	-	3,000.00
Economic development	9,284.99	135,737.95	309,689.00
Agriculture - weed and pest control	876.72	11,697.58	44,750.00
Land use planning, zoning and development	18,871.85	166,719.77	200,212.00
Parks and recreation	57,653.58	503,500.76	982,988.00
Culture - libraries and museum	5,577.38	249,105.22	364,433.00
	<u>479,755.04</u>	<u>4,524,872.91</u>	<u>8,139,324.00</u>
Net Income	<u>499,078.18</u>	<u>(4,372,613.17)</u>	<u>(1,934,153.00)</u>

Notes:

- ¹ Tax revenue in excess of budget is related to education tax requisition amounts still to be paid during the remainder of the year.
- ² Airport expenses are over budget due to agreement on transfer of airport to the MD of Willow Creek to pay 17,250 per year for two years towards runway rehabilitation. This was approved by Council.



INFORMATION BRIEF

Meeting: October 26, 2020
Agenda Item: 14

BROWNLEE LLP 2021 VIRTUAL EMERGING TRENDS IN MUNICIPAL LAW

DESCRIPTION:

Council has received an invitation from Brownlee LLP to participate in a one-day virtual seminar regarding Emerging Trends in Municipal Law.

There are two dates being offered: Thursday, February 11th and Thursday, February 18th, 2021. There is no cost to participate.

Brownlee holds this update every year at the same time to update both Council and Administration on what to watch for in the coming year.

BACKGROUND:

SAVE THE DATE

EMERGING TRENDS IN MUNICIPAL LAW

The latest trends to keep building strong communities and adapt to challenging times.

Virtual Conference

February 11, 2021 &
February 18, 2021

Attend through Zoom on either day

BrownleeLaw.com

The email from Brownlee LLP is as follows:

You are invited to the following event:

BROWNLEE LLP PRESENTS: VIRTUAL 2021 EMERGING TRENDS IN MUNICIPAL LAW

**An Exclusive Legal Education Seminar for Municipal
Elected Officials & Employees of Municipalities Only.**

Webinar to be held via Zoom

No cost to attend; topics will be the same on both days.

Emerging Trends in Municipal Law

Date: Thursday, February 11, 2021

Time: 8:30am – Noon and 1:00pm – 3:30pm

Location: Online

➔ [Register here](#)

Free Registration

Emerging Trends in Municipal Law

Date: Thursday, February 18, 2021

Time: 8:30am – Noon and 1:00pm – 3:30pm

Location: Online

→ [Register Here](#)

Free Registration

Presentation topics and the agenda will be released closer to the date.

We hope you can join us!

Brownlee LLP



PRESCILLA THOMPSON | MARKETING ASSISTANT | BROWNLEE LLP

MARKETING

m. 780-497-4800 | **d.** 780-970-5739 | **f.** 780-424-3254 | pthompson@brownleelaw.com

2200 COMMERCE PLACE | 10155 - 102 STREET | EDMONTON, AB T5J 4G8

Toll-Free. 800-661-9069 | www.brownleelaw.com

Administration would like to know if any members of Council are interested in attending this event.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 20, 2020



Claresholm

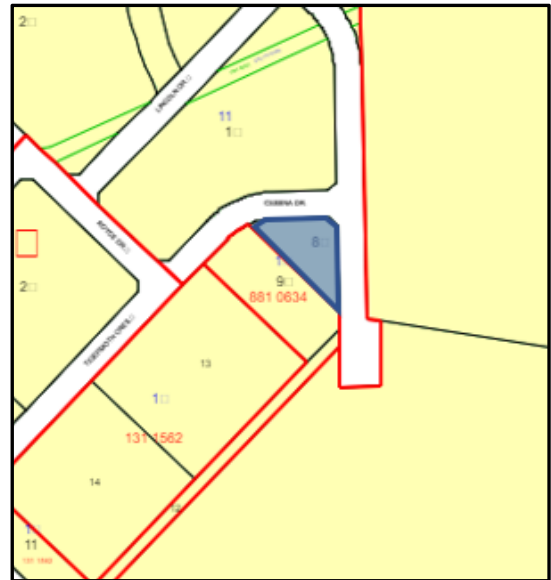
INFORMATION BRIEF

Meeting: October 26, 2020
Agenda Item: 15

AIRPORT LAND - PURCHASE UPDATE

At the Council meeting held August 17, 2020, Council carried a motion to accept the offer to purchase for Lot 8, Block 1, Plan 7910032 for \$10,440 from Keith Armstrong with the sale to be as is where is and on the condition that a development permit will be in place within one year.

Permits and servicing would be completed through the MD of Willow Creek. As servicing costs and development costs exceed the purchaser's expectations, he is not moving forward with the purchase at this time. He has been notified that in the future should he wish to proceed a new offer to purchase can be reviewed by Council.



ATTACHMENTS:

- 1.) N/A

PREPARED BY: Tara VanDellen Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 21, 2020



CAO REPORT

October 26, 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.

LAGOON UPGRADES

The lagoon upgrades project has gone to tender and was issued by invitation to 5 contractors. The tender closes on Tuesday, October 27th at 2 p.m.

STAFFING DURING COVID

Due to the second wave of COVID 19, we have implemented some changes to ensure we have staff available to provide essential services. As it is still a requirement for anyone who has been in contact with a person who tests positive to quarantine for 14 days, we want to make sure that there is some separation in our staffing. We will re-evaluate after 4 weeks or if there is a significant change in the meantime, we will adjust.

TRAINING

I have registered for a class through the ADR Institute of Alberta which will run from October 28th to December 10th online. The course is entitled Communication in Dispute Resolution and will introduce students to the causes and effects of interpersonal conflict and resolution styles.

ICF RECREATION COMMITTEE

The Request for Proposals for the facilitation of the Recreation Services Agreement which is part of the ICF process closed on October 16th and the CAO's met on October 20th to review the submissions. We received 6 proposals and a recommendation was made and accepted by the ICF Recreation committee on October 22nd to engage the services of Westwinds Management Solutions. This project should move ahead shortly with an anticipated completion date of June 2021.

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

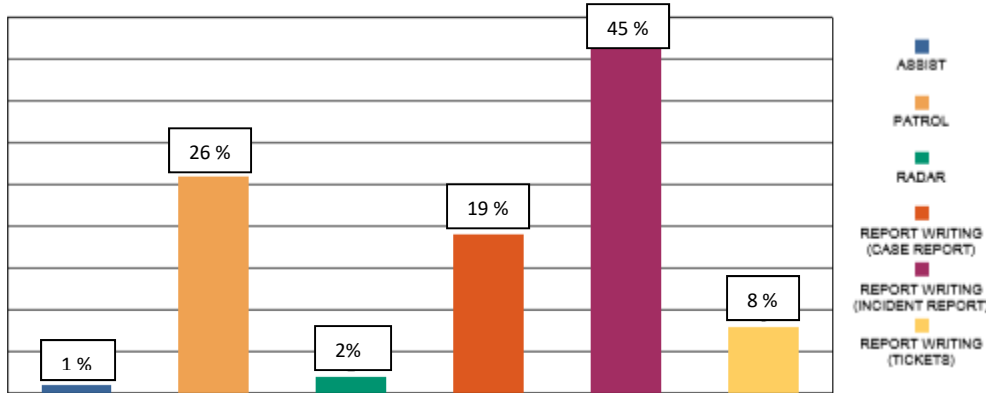


INFORMATION BRIEF

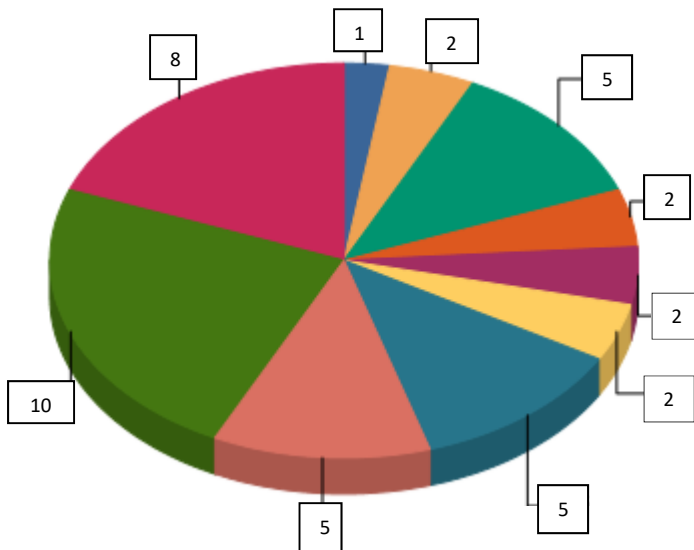
Meeting: October 26, 2020
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT September 2020

Community Engagement Time Percentage in September



Bylaw Infractions/Actions in September 2020



- BYLAW : ANIMAL : CAT : CAT AT LARGE
- BYLAW : ANIMAL : DOG : DOG RUNNING AT LARGE
- BYLAW : BUSINESS LICENSE
- BYLAW : FIRE PROTECTION AND EMERGENCY SERVICES : FAILURE TO COMPLY WITH FIRE PIT REGULATIONS
- BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS : ABANDONED VEHICLE
- BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS : PARK ON TOWN PROPERTY
- BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS : RV PARKING EXTENDED PERIODS
- BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS : UNATTACHED TARILER
- BYLAW : UNSIGHTLY + SNOW & ICE : GRASS AND WEEDS
- BYLAW : UNSIGHTLY + SNOW & ICE : GRASS AND WEEDS : GRASS/WEEDS/TREES/STAGNANT WATER

September newspaper Highlights:

- Reminder to residents of the approaching season change and to make their property ready for winter.
- Reminder to residents that after regular hours to call in complaints to RCMP

September Enforcement Highlights:

1. TSA tickets issued = \$410.00
2. Patrolled alley's, had many notices for trees and weeds in alley.
3. Continuing to work with AHS to help local resident with unsightly property, working to get property into compliance with unsightly bylaw regulations.
4. Served many notices for Tall Grass / Weeds. Had two notices move to Orders to Remedy Contraventions.
5. Moved speed sign to school zone, to try and keep speeds down in school zone. Moved second sign to north bound traffic entering town on south end of Hwy 2
6. Assisted RCMP with one call.

Other Highlights:

1. Working to patrol School zones as much as possible, concerns over drivers and children not paying attention.
2. Continuing to work on bylaw for animals/livestock restrictions in Town that our current bylaw governing such is very outdated. Research what other communities of similar size and in the area allow and drafting item for Committee discussion.

DIRECTOR OF CORPORATE SERVICES - UPDATE



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

Claresholm

Financial

- August and September month end reports were completed, bringing us back up to date.
- Completed first set of budget meetings with Council in committee with both the Facility and Infrastructure Planning Committee (FIPC) for capital budget and the Audit and Finance Committee for Operating Budget. Now starting to do further research and adjustments to the draft budgets as a result of those meetings to prepare for additional meetings in early November.
- As we are now at the end of the penalty hiatus on utilities penalties will be applied to all arrears accounts at the end of the month.

General

- All staff have now been onboarded to Rise. Paper timesheets are still being completed as well as we continue to catch and work on correcting slight errors in the setup, or training on how to use, the new system
- A couple additional policy updates have been prepped for Council's review/approval.
- We have been working on a new draft Unsightly Bylaw as per direction from the Municipal Planning Committee (MPC). We plan to present the draft to the MPC at their next meeting.
- Beginning the transition to VOIP phones for the Shop and the Aquatic Centre. Though there are slightly higher base costs, it eliminates long-distance charges, which were significant, and will provide significant operational efficiencies or conveniences once it is tied into the new VOIP system at the new Administration building when completed.
- In the processes of drafting a new lease agreement with the Claresholm Child Care Society for the Kidz Zone modular building and the new building that is under construction. Waiting on the Claresholm Child Care Society to respond further on whether or not they are satisfied with the draft agreement.
- We continue to make excellent progress digitizing Town records, still utilizing one public works staff member who is on modified duties due to an injury.
- As a result of extra precautions administration is taking to ensure business continuity amidst the current spike in COVID cases, Lisa and myself are working from home for the foreseeable future. We are still working regular hours and are available via email and phone, and we are keeping in regular contact with other staff members.

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

DEVELOPMENT OFFICER REPORT



Claresholm

For: 9/23/2020 - 10/21/2020

Development Permits

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

Compliance Requests

- ❖ 7 compliance requests received.

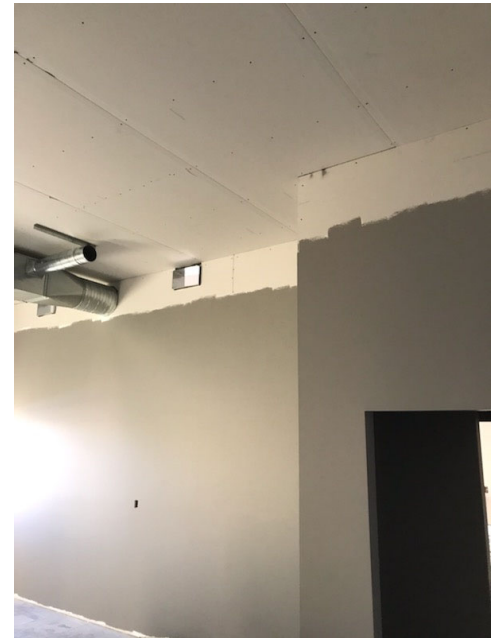
Miscellaneous

- ❖ MPC meeting – October 2, 2020.
- ❖ FIPC meeting – October 19, 2020.
- ❖ Local Press Ads: MPC approved developments
- ❖ Webinar – October 14, 2020 -Main Street Action Week: Small Business-Friendly Policy for Main Streets. Discussion regarding pandemic responses and the need for businesses to work on e-commerce platforms, delivery of products, etc. Municipalities are encouraged to look for long-term solutions, partnerships with tech industries, training for residents/businesses to shift to online service delivery models. Look at pop up shop operations, using parks for more business ideas outdoors, etc.

https://static1.squarespace.com/static/5eaa1b48c001020e903b2589/t/5f85bfedf49c377ee3f220e6/1602600943246/360+Solutions+Brief_FINAL_13Oct2020.pdf

On-going projects

- ❖ IMP (Infrastructure Master Plan) – project progressing.
- ❖ Multi-use Community Building Project – on site visits and confirmation of electrical, concrete, bike rack locations, and other final interior/exterior components completed. Working with furniture, and AV consultants for pricing and options. Project progressing on schedule. The Adhoc committee is meeting as required. Assisted the Child Care Society with their grant application to the Community Foundation for the exterior of the existing portable building.



Submitted by
Tara VanDellen
Planner/Development Officer



Submitted by
Tara vanDellen
Planner/Development Officer

Economic Development Officer's Report

Town of Claresholm

October 21, 2020



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

Since the submission of my September 17, 2020 report I continue to perform the duties as outlined in my employment contract and directed by the Chief Administrative Officer and Economic Development Committee. The following is a summary of the current projects and activities.

Economic Development Officer (EDO)

Using a portion of the education and training budget, I was able to virtually attend the International Economic Development Conference in Dallas, from the luxury and comfort of the Town of Raymond Chambers. Executive Director of SouthGrow, Peter Casurella coordinated several of the regional EDO colleagues to attend this 4-day event, of which we each participated in 3-days. Greg Robinson of Raymond was an excellent host, and although the conference was virtual I was able to network, share valuable ideas, and explore some facilities in Raymond, including a solar power generating parking lot, artificial turf football field, beautiful centennial park, Hells Creek Golf Course, and a popular new smoke-house in Stirling.

Economic Development Committee (EDC):

The EDC met Monday September 21st, 2020 using Zoom meeting platform; 8 of the 10 members were present. Next meeting was scheduled for October 19th however it has been postponed to Tuesday October 27th. The EDC recognized the honourable resignation of Darla Slovak and accepted Town Council's appointment of Lauren Hansma to the vacant business representative position. Plans for the 2021 budget were discussed in relation to the EDC 3-Year Business Plan. The EDC also made a recommendation to Town Council to submit a letter to the new Minister of Jobs Economic and Innovation in regards to the reduction of term and annual funding and term to the nine Regional Economic Development Alliances of Alberta. This letter has since been approved by Council and submitted to the Ministry. In addition, the EDO created a template and invited all Alberta REDA members to join the campaign and submit a personalized letter with the same call to action, "...to work with our governments and industries to carry out the investment and growth strategy and restore the full \$100,000 annual investment to the nine Regional Economic Development Alliance's of Alberta, and offer an investment contract to a full 5-years."

SouthGrow Regional Initiative

At the request of the Executive Director I prepared a presentation for the SouthGrow Quarterly Meeting on September 30, 2020. The other keynote speaker was the Assistant Deputy Minister for Jobs Economy and Innovation.

Rural and Northern Immigration Pilot (RNIP)

On September 21st, 2020 the EDC approved (3) applications for community recommendation for employment at Tim Hortons, Shell Gas, and Dairy Queen. Since February 2020 there have been 21 local employers complete the RNIP orientation, the EDC has issued 15 recommendations, and 14 of those remain active.

Labour Market Partnership; Dynamic Claresholm

Dynamic Claresholm held a business visitation blitz on September 23rd with volunteers from SouthGrow, Alberta Southwest, the Ministry of Economic Development, the Ministry of Labour and Immigration, Claresholm Chamber, Town of Cardston, and staff from Factor-5 Group. Using 6-teams and pre-determined routes, more than 30 business visits were completed in just 3-hours! Over the following weeks the survey was featured in the Local Press several times, invitations were sent using the business licensing system, and were included in the Town's commercial utility-bill mail-outs. As of October 16th, more than 80-businesses had completed the survey.

The second part of Phase-1 will begin in November with a town-wide resident survey that will be collected using a similar approach. Phase-2 is a full labor market profile with evaluation, and phase-3 will be an employment conference and strategic implementation. The data and profile will be valuable tools in strategic planning for all of the partners; EDC, Chamber of Commerce, and Southwest Community Futures.

Welcoming Claresholm Project; Willow Creek Immigrant Services

The first Welcoming Claresholm Committee meeting was held at the Baptist Church on Thursday September 24th, with more than 10 people attending in-person or virtually the meeting was a big success. A mission, vision, initial goals, and schedule were agreed upon. The first activity resulted from this meeting, with Chelsea Petrovic of My City Care offering to coordinate, and fund Thanksgiving Hampers for each of the six (6) Rural and Northern Immigration Pilot families who are living in Claresholm! Each recipient was contacted by WCIS in advance, to assure they wished to receive the items and could put them to good use. In addition to being matched with a family in town that can help, each family was provided with instructions on how to prepare a traditional Thanksgiving meal with all the fixings. The activity was featured in the Local Press on October 14th

Chamber of Commerce

The Chamber of Commerce held a regular meeting on Wednesday September 16th, 7:00 pm, however I was unable to attend due to a volunteer commitment.

The Chambers Strategic Planning session which is completely funded by the Labour Market Partnership grant took place on Saturday October 17th from 9:30 am – 5:00 pm. There were at least 12 participants in attendance for the session facilitated by Factor-5 Group. It was highly productive and is a big step in identifying what the Chamber's priorities will look like for the next 1-3 years. This activity will also allow the partners to strategically segment the responsibilities and activities to have the greatest impact on the local economy.

Wayfinding Signage Project

Alberta Transportation has issued permits, and the local contractor was approved to order materials and begin fabrication of the 4-wayfinding signs in August 2020.

Shingle Signage Program

Town Council approved the new design and updated policy on September 28th, 2020. The three participating businesses have been notified, and the process for replacement signs is underway.

Welcome Signs

A second 15-amp breaker was to be installed at the north LED location to prevent any further black-outs. Seasonal adjustments to advertising and brightness have been made.

Community Advertising Program

A revised offer has been circulated to existing participants of the Community Advertising Program with an additional loyalty discount. The new reduced offer has also been distributed to potential new participants of the program.

Claresholm Land Corp has been notified of the cancellation of 2 billboard leases, until such time that renewals can be secured.

Ministry of Economic Development, Jobs, and Innovation

The Economic Development Committee and the Town of Claresholm Council have submitted a letter of request to the Honourable Doug Schweitzer, Minister of Jobs Economy and Innovation. In addition, the EDO created a template and invited all Alberta REDA members to join the campaign and submit a personalized letter with the same call to action, "...to work with our governments and industries to carry out the investment and growth strategy and restore the full \$100,000 annual investment to the nine Regional Economic Development Alliance's of Alberta, and offer an investment contract to a full 5-years."

Other items

- Volunteered for Claresholm Summer Games casino-night fundraiser in Calgary
- Recruitment and orientation of new EDC Member Lauren Hansma
- Attended the first Welcoming Claresholm Committee meeting
- Accessed the FCSS and Foodbank resources for a family in need, which was a good exercise in awareness of how the services work
- Attended a lunch-invitation with MD Willow Creek CAO, Development, and Infrastructure
- Meeting/Tour of Starline Business Park, and Airport with landowners/site-selectors
- 3-days at IEDC conference, Lethbridge-Raymond

Submitted,
Brady Schnell, Economic Development Officer

FCSS Report to Council for October

- Met with Contract Specialist for Family Resource Network (Children's Services) to discuss the contract and when reports need to be done and who to reach out to for each of the assigned requirements of the contract.
- Sent in Mid-year financial report to FRN specialist
- Working on a mid-year activity report to be submitted by Oct. 31st.
- Worked on plan to get a senior woman back to Claresholm from Hawaii. Got her an apartment at Parkside Manor, and booked her 2 weeks at Bluebird Motel for quarantine that will be paid for by the Ministerial (Donna Alm). Her friends got her groceries.
- Talked with Mike at Mental Health Clinic about the hoarding client in Granum. I discussed with her that we could not send out a volunteer. Someone found the local Mormon boys to help her clean her yard. She was pleased with their help.
- Met with John to discuss the Youth of Tomorrow. He wants to focus on helping kids study for learner's licenses. He will be focusing on ways for the kids to get jobs. We will be hosting some classes from McBride Careers Group to help with this. He continues to host teen group on Tuesday evenings and Thursdays he focuses on the learning stuff.
- Signed and submitted the extension from Oct. 1st until Dec. 31st for Alberta Health Services Mental Health contract.
- Continuing to attend Zoom meeting for Emergency Service with Provincial Emergency Services and also with our Emergency Services for Bow Region group.
- Continuing to go through old files as we prepare for paperless life in the new Town of Claresholm building.
- Attending training for Emotional Safe Spot, through High River. This training will help us to make FCSS a safe place where people can reach out, to bring up a struggle, to help get them to the next step towards wellness.
- Watched a financial aid webinar in order to better understand financial issues and help clients to access the right resources for their needs.
- For Granum wellness initiative I have contacted a practicum student taking her master's in psychology that will take a few clients by phone or zoom to help with issues of mental distress due to COVID, or family issues or depression. The payment is \$25/hr and will be covered by FCSS for people we refer to her from Granum. There is also another counselling service that is working for free so we can refer people to that as well.
- We have started posting a connection to the PEP Society. Parents Empowering Parents is designed for parents or anyone that is suffering because of close contact with loved ones suffering with addiction. Parents with lived experience are the leaders of the

group. PEP has received a grant to do outreach via Zoom meetings and is happy to include any people from Claresholm needing help. This society is also doing outreach for youth that are in the beginning stages of experimenting with substances in hopes of helping them to make better choices.

- Submitted the report to Volunteer Alberta for the Volunteer Appreciation Grant.
- Attended the Leader Winter Ready workshop
- Did an interview with Rob Vogt for the Emergency Services Week insert in Local Press about E-prep and Reception Centre.



Claresholm Fire Report

September 23, 2020 to October 21, 2020

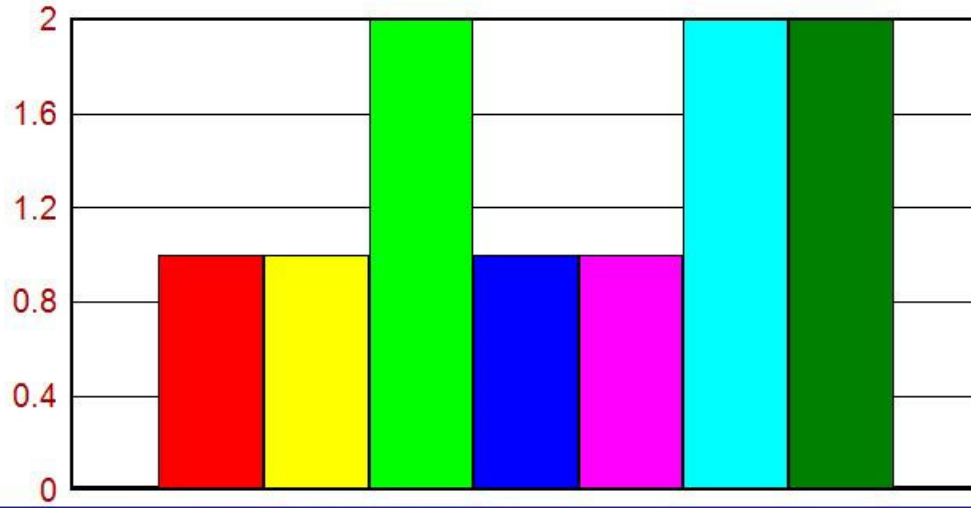
1. After last month – which was very busy, all members were glad to have the calls slow down. Despite this, we are still reporting yet another structure fire, as well as two motor vehicle collisions in this report.
2. As a result of the recent snow fall, and cooler temperatures, the Chief was able to remove the fire advisory issued on August 20, 2020. Fire permits may again be issued, subject to the Chief's approval.
3. Fire prevention week (Oct 4-10, 2020) was a bit different this year. Usually, our Fire Prevention Officer (Lt. G. Douros) would bring the grade 1 children to the fire hall for Fire Prevention Week activities, but, due to COVID this was not possible. Instead, Lt. Douros, the Chief, and a couple of firefighters took Fire Prevention week to both West Meadow Elementary, and the Claresholm Learn-A-Lot Playschool. The kids were able to take a "hands-off" tour of the fire trucks, and spend some time with Lt. Douros learning about Fire Prevention and Fire Safety. The event was held outdoors on the west field of West Meadow school and it was generally well received by all. On the evening of Thursday, October 8th, Lt. Douros and the fire department hosted an open house at the fire hall. Unfortunately, and for the second year in a row, it was not well attended with only 3 members from the public attending; this despite three weeks information ads in the

- Claresholm Local Press, as well as presence on various social media platforms. Plans for future open houses to be determined.
4. Currently, the Chief has 5 open safety codes investigations, as well, the one structure fire investigation is on-going. All Town-owned buildings are receiving a Safety Codes Fire inspection by the Chief at the request of the CAO; these are tentatively scheduled for completion by the middle of November. Additionally, the Chief was successful in completing his Fire Safety Codes Officer Level B-1 this past month, this will allow him to independently complete any Fire Safety Codes inspection in the Town of Claresholm. Although, assistance from other branches may from time to time be required (Electrical, Building, Gas, etc.).
 5. The training officers and Chiefs met and set out the training schedule for the next six months, there looks to be some exciting training nights in store.
 6. This fall, we are excited to announce, Claresholm Fire will be doing a fundraiser by way of a Claresholm Fire Department Calendar. This idea has been talked about for many years, but this year it came to fruition. It will be a two-year calendar, and will be sold for \$30. Funds raised will be used to assist in the purchase of low-slope rescue gear, which is a part of our level of service in the intermunicipal agreement.
 7. Although the fire danger index has been reduced to low, what is more concerning (for next year) is the drought code is still in the extreme range. If we don't receive a substantial snowfall this winter, and adequate rainfall in the spring of 2021, we may be faced with a very busy fire season in the summer of 2021.

Respectfully Submitted,
Craig White
Fire Chief.

Claresholm Fire Responses

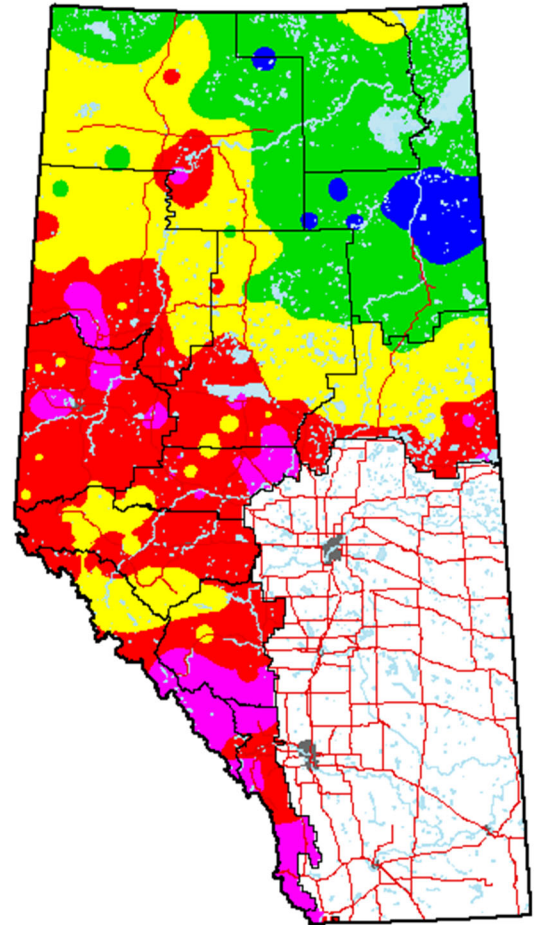
From Sep 23 20 to Oct 21 20



Alarm No Fire - accidental miscellaneous - 1	Alarm No Fire - detector activated - 1
Alarm No Fire - smoke or steam mistaken - 2	Fire Structure - 1
Medical - EMS - 1	Public Service - miscellaneous - 2
Vehicle Accident - 2	

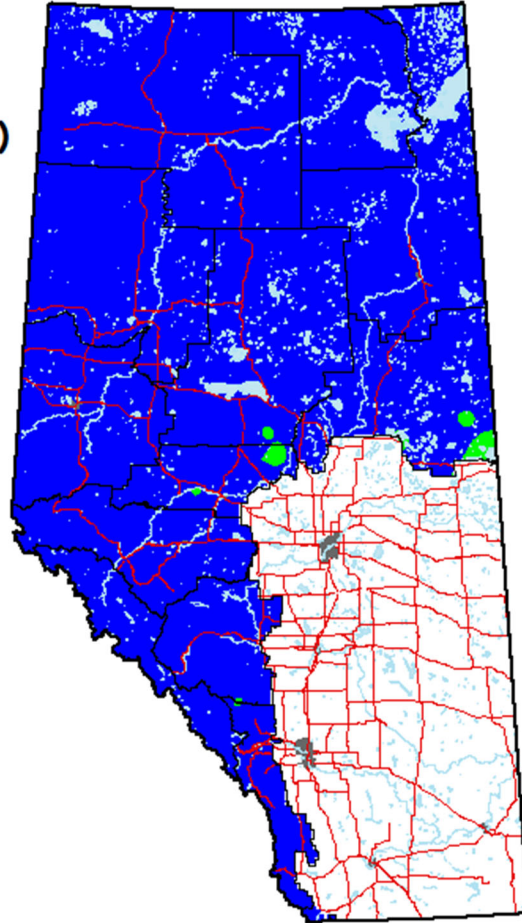
Alberta

Drought Code
for October 20, 2020



Alberta

Fire Danger (Fire Weather Index)
for October 20, 2020





OCTOBER 2020 HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

All seasonal staff are now finished for the year. Thank you Jude and Payton for staying longer to get things wrapped up for the winter.

We bid goodbye to Ryan Rasmussen who will be working with the MD of Willow Creek. We wish you well Ryan.

I am currently working from home for business continuity purposes. If the Town of Claresholm office staff have any cases of COVID 19 and all of the staff have to quarantine then Blair and myself will be available to go in and continue business in a scaled down version.

No other developments in the HR Department.

Assessment and Taxation

There are three (3) formal appeals. ORSCC is handling the appeal process for the Town and they have still not yet set a date for the appeals.

Below is the amount of outstanding taxes, at October 20th, 2020, not including TIPPS participants.

Taxes outstanding are **\$488,319.26** summarized as follows:

\$ 424,242.41	Current Taxes Outstanding
\$ 48,216.22	Arrears including penalties
\$ 1,073.23	Property under tax agreement
\$ 14,787.40	On 2020 Tax Arrears List. Subject to auction in 2021.

There are still 4 properties subject to auction next year as they are on the 2020 Tax Arrears List. We will be advertising heavily in November and December to remind people of the December 30th deadline on current taxes.

Infrastructure Services



OCTOBER 2020
TOWN OF CLARESHOLM
Mike Schuweiler
Director of Infrastructure

Arena

The Arena Mezzanine Roof and interior flooring replacement has been completed. Wall repairs and painting will continue as time allows. The space is unoccupied at this time and will be completed soon, ready for programming rentals.

Hockey has returned to the Arena, the weekly report on operations has identified 5 recommended changes that we will implement with minor hockey immediately. Staff only had one person refuse to wear a mask. They were told to comply with the rules or leave. Everything else went well with the first week, still a learning process.

Town Buildings

New building construction is going well, ahead of schedule at this time. Daycare pictured above is drywalled and HVAC is being installed, turnover expected mid. Dec. 2020. Administration building scheduled turnover mid. Feb. 2021.

Fire inspections have identified some electrical repairs at the Community center to be completed asap. The curling rink also has some issues with the kitchen. Due to the range hood age, and some kitchen equipment having been moved around, the appliances affected are NOT protected with a suppression nozzle. The system is not certified and the fire suppression system must be re-done before the kitchen can be used. The Curling Club (Lyal) has been notified.

Cemetery

No one out there is complaining at this time.

Equipment

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

Garbage

Our collection program is working well, but staffing has been inconsistent and with people not used to the daily run, it has been taking longer to complete.

Streets

Paving of the North industrial area, by our contractor has finished. There are some defects in the project, and with the engineer's recommendation, we have asked for replacement of some of the top lift of asphalt, as the best option for the Town. Payment has been withheld.

Sanitary Sewers

Monthly maintenance of the sewer system, in the Town's problem areas continues. Tree roots are now being reported to be causing blockages in service lines, this is typical of fall root activity. The campground washrooms, office and most sites were backed up, cause unknown. An underground repair was completed on the sewer force main at the lagoons, after a leak was discovered.

Water Distribution

No major issues to report. Fire Dept. has stopped wet practice and hydrants will be pumped out for winter, asap.

Storm Water Drainage

No problems at this time to report.

Parks

Tree planting in our parks, was completed with 65 new trees planted. 100+ hours were spent watering in the new trees and some of the existing trees for fall.

Recycling

Commercial weekly collection has increased and the program is operating well. A full report was requested for residential and is as follows for a 1 day residential collection:

The load was;

48% Cardboard

30% Mixed Paper²

10% Mixed Plastic

5% Tin

3% Newspaper/Magazines

1% Plastic Film (LDPE)

3% General Refuse¹

1. Includes multiple black bags filled with material, styrofoam egg cartons/block styrofoam, bagged recyclables, and loose LDPE film.

2. Includes any paper fibre that is not cardboard, newspapers or magazines (so things like shredded paper, boxboard, kraft paper, and office paper are included here)

Overall weight of the load was 1180kg.

Issues with the load:

- **Black bags of material in the load.**
- **Styrofoam egg cartons and blocks.**
- **Some bagged recycling was found in the load.**
- **Some loose LDPE film was found loose in the load.**

Solutions:

- **Educate the public on only using clear bags to bag film and shredded paper, and that all other items should be loose.**
- **Educate the public that styrofoam is waste.**

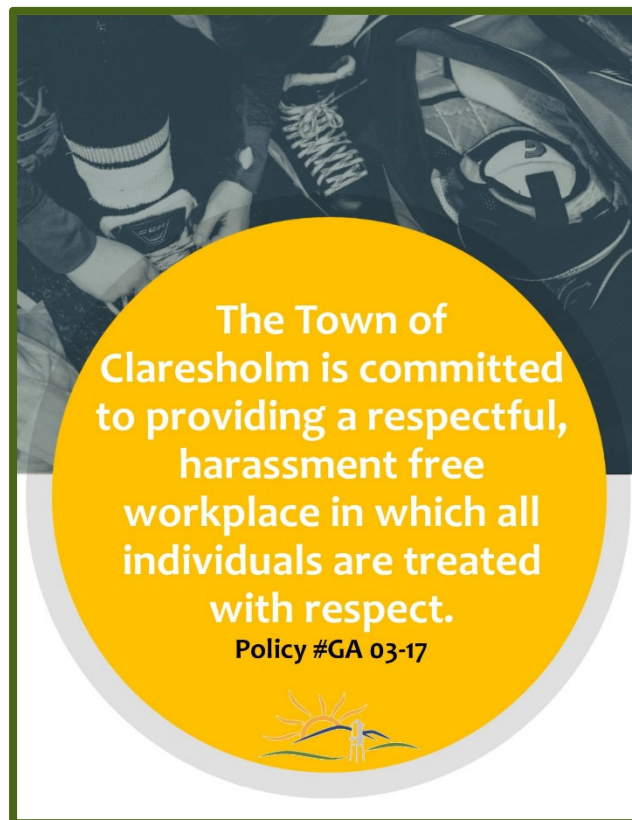
This information will be shared with the public, in an effort to educate.

Staff

Lots of extra duties for all of our facility operations. Customer and staff protection are our top priority with our Covid-19 operational plans, and staff are working hard every day to keep up. Public Works is struggling with staffing, and are continually missing 1 or 2 staff due to various reasons.

CLARESHOLM RECREATION

September-October 2020



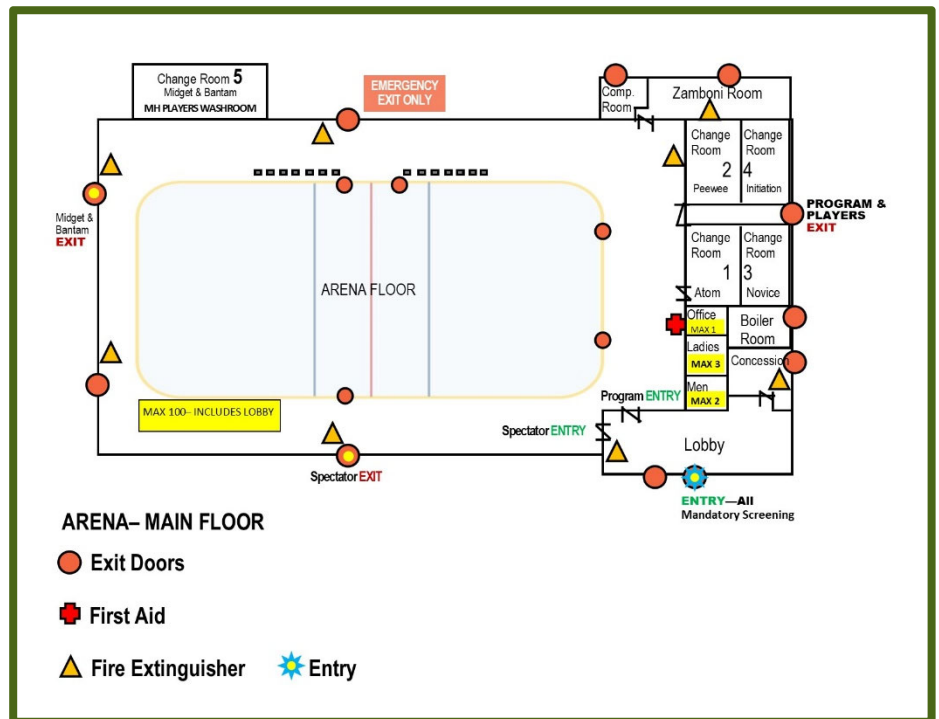
Authored by: Denise Spencer



CLARESHOLM RECREATION

ARENA

- The Omnify Reservation System is online at Claresholm.ca under Arena, used for public skate times, Puck & Stick and Rentals (rentals are to be booked 2 weeks prior).
 - The Google Calendar is posted online
- User groups are responsible for ensuring their groups adhere to the protocols set out by Alberta Health and the Claresholm Arena
- Signage is clearly posted at the facility
- Changes have been made to streamline the entry point exclusively to the front doors, which aids the screening process. Separate exit points are in effect
- Minor Hockey, Skate Club, and Pond Hockey are working collaboratively with the town with the changes that have been made, and are actively passing information to fine tune the systems in place.
- Advertising: the 2020-21 advertising fee schedule has had a positive response, with 5 new advertisers
- Created a new template for the advertising on the Arena monitor, which we have adopted for the Claresholm Aquatic Centre, and recreation as a whole.



CAC

- New Winter plan: Now in place, signage was created locally, entry and exits are now through the fire doors
 - Face coverings (masks) are required for all participants entering the facility, exceptions for swimmers 8 years and under and those with medical exemptions.
 - Swimmers must come with swimwear under their clothes.
 - New Entry Point
 - Screening protocol with temperature checks upon entry.
 - Program Entry- Be prompt
 - Doors open just before the start of the program, and are closed with no outside access after the last patron enters the facility. Lifeguards are required on deck.
- Staff Protocol: Staff safety and security is paramount when we switch over to the winter entry.
- National Lifeguard Recertification Course running October 25, 2020 has 7 registrants with the possibility of more
- Our 5:30-6:30pm Bootcamp (Aquafit) has not had the attendance numbers that we previously had. Considering running another Fitness Swim at this time, as the 8-9pm swim time will not work as Covid Cleaning would mean the swim would start later, and the pools hours would be increased significantly.
- After School Lessons: Parent Assisted lessons for Swimmer 2 and lower, there has been some push back from parents who may not understand that instructors cannot maintain physical distance while assisting little ones with their skills. The higher levels have not filled up, and we have chose to offer private lessons in those time frames instead.

- We've increased the 1-2pm Aquafit numbers by offering a Deep Water program at the same time. This class had a significant wait list, and by using more pool area we can continue to keep participants physically distanced.
- Rise Schedule: waiting to roll this out, there were some changes and the program has some quirks that have to be ironed out. The schedules are tailored for programs, staff who have other commitments, staff that have a specific skill set eg. Sport coach, and lessons require a consistent (same) instructor to have the best results.
- The Hot Tub will not be open until after an emergency shut off is installed on deck
- Our new Shaw Smart Voice phones have been installed,

Dog Park

- The Claresholm Lions Club has agreed to support the Dog Park by offering their name to Grant funding. There will be no financial support from the club.

Pickleball

- There have been a number of enquiries about the Pickleball program at West Meadow Elementary school. The School board is not currently allowing 3rd party rentals.

Southern Alberta Summer Games

- The S.A.R.A. Board met via an online meeting on October 20, 2020 and will be sending a letter and contract to Medicine Hat shortly. With the removal of grant funding from Alberta Sport (appr. \$17,000) it may impact the ability of smaller centers to host the games in the future.

The Range-Gravel Road Experience

- Garth has requested the use of Centennial Campground for July 23 & 24 for participants to camp and would like that to be the staging area for the start & finish for the race. He has decreased the registration number to 150 people from 250



Claresholm



Utility Services Report
October 2020



Utility Services Manager

Brad Burns

3700 8th Street West Work# 1-403-625-3381 brad.burns@claresholm.ca
Box 1000 TOL-0T0 Cell # 1-403-625-1687 www.claresholm.ca
Claresholm, Alberta Fax # 1-403-625-3869

A major expansion took place in 1954 replacing the old 6" wooden main with a 10" asbestos cement supply line from Willow Creek to the town. A new raw water pumping station and a 100,000 gallon storage reservoir were also built in the town complete with a small pump station.

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.
- CIP feed/filtrate clean on both racks to lower transmembrane pressure and increase permeability.
- Drain and clean CIP tanks.
- Test SCADA alarm callout, text messaging and email contacts.
- Prepare and paint weathered north water plant wall.
- Inspect roof and re caulk roof vents with rubberized compound.
- K&B Heating onsite for annual boiler service and replacing faulty glycol tank and updating inline pumps.
- Replace transfer pump and chlorine injection quill on distribution line to HPS.
- Replace domestic hot water pump in glycol loop.
- MPE service technician online replacing missing data on SCADA and working with CIP/EFM programming issues.
- Building hydronic heating system fan and coil maintenance.

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.
- Quarterly THM and HAA 5 testing complete.

Training and Continuing Education Credits

- Online courses available.
- Boots on the Ground Coaching zoom meetings with operators on engaging employment and ensuring consistent execution.
- Online AMHSA Winter Ready-Leader course completed.

Meetings

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

Safety

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

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- Bulk delivery of CPAC-180 coagulant.
- Bulk delivery of gas chlorine.

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.
- Replace UPS batteries in HMI PLC cabinet.

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.

Airport

- Provide information during transition of Airport system takeover of the M.D of Willow Creek.
- Construction continues on the fire suppression upgrades.

PRV Meter Vault

- Check PRV meter vault operating pressure.

Hamlet of Granum

- Check water supply meter vault, electrical and telemetry equipment.

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.
- Personal masks and gloves to be worn when entering homes for meter issues during Covid-19 Step 2.

Government Compliance

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

Meter Vaults

- Check acreage PRV 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.
- Lagoon clear water holding cells being released to Willow Creek as per AEP code of practice.

Harvest Square Lift Station

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

Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.
- CHAMCO onsite to replace main sewage pump back check valves.
- SCADA HMI screen system fail.
- Force main leak on line to facultative cells repaired.
- Lagoon clear water holding cells being released to Willow Creek as per AEP code of practice
- MPE initiated lagoon inter-cell vault replacement project upgrade.

Raw Water Supply

Pine Coulee Reservoir

- Pine Coulee Reservoir **77.23** % level 1050.56 geodetic meters, 39078.27 (dam3).
- Chain Lakes Reservoir **83.20** % 1296.30 geodetic meters, 11990.97 (dam3).
- No water is being released from the dam into Willow Creek to supply irrigation needs downstream prior to Willow Creek entering the Oldman River.

Pine Coulee Supply Line

- Visually check supply line valve, hydrants air release valves, vaults bi-weekly
- Flow fire hydrants and check hydrant valves.
- Cut grass around valves and paint.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir **6275** mm.
- Check blowers to lake daily.
- Raw water storage and supply will not be an issue for the remainder of 2020.

Golf Course

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



INFORMATION BRIEF

Meeting: October 26, 2020

Agenda Item: 17

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - August 17, 2020				
22	IN CAMERA: LAND - Moved by Councillor Schlossberger to accept the offer to purchase Lot 8, Block 1, Plan 7910032 for \$10,440 from Keith Armstrong, with the sale to be as is where is and on the condition that a development permit will be in place within one year. CARRIED MOTION #20-132	Tara/Brady	Purchase not proceeding at this time. Council would review a new offer if purchaser desired to move forward in the future.	Complete
22	IN CAMERA: LAND - Moved by Councillor Zimmer to accept the offer from Krishna Metals Ltd. to purchase the following parcels: Lot 6, Block 4, Plan 7910032; Lot 7, Block 4, Plan 7910032; Lot 8, Block 4, Plan 7910032; and Lot 9, Block 4, Plan 7910032 for \$147,810 with the sale to be as is where is and the condition that a development permit be in place within one year. CARRIED MOTION #20-133	Tara/Brady	Purchaser is out of the country, but arranging for signatures.	In progress
Regular Scheduled Meeting - September 14, 2020				
12	RFD: Telus Cell Tower Lease - Moved by Councillor Schlossberger to direct administration to respond to Telus that the Town is willing to renew the Cell Tower Lease Agreement, however with a rate of at least \$13,000 annually for the term January 1, 2021 to December 31, 2025 with a 2% increase each year of the term. CARRIED MOTION #20-141	Blair	Contacted Telus on the request but haven't had a response yet.	In progress
14	RFD: Claresholm Child Care Society - Moved by Councillor Schulze direct administration to work with the Claresholm Child Care Society to draft a new lease agreement between the Town and the Claresholm Child Care Society for the facilities located 5895 - 8th Street West effective September 1, 2020, based on a flat monthly rent which includes all utility services. CARRIED MOTION #20-143	Blair	Contract was drafted and sent to the Claresholm Child Care Society for review. Received some feedback and have now sent a version 2. Waiting on further feedback.	In progress
20e	IN CAMERA: PERSONNEL - Moved by Councillor Schulze to direct administration to send a letter of thanks to Darla Slovak for her many years of service on the Economic Development Committee. CARRIED MOTION #20-148	Brady	Letter will be provided along with EDC recognition of service gift.	In progress

Regular Scheduled Meeting - October 13, 2020				
5	CORRES: Royal Canadian Legion - Mayor MacPherson will attend to receive the first poppy on Friday, October 30, 2020 at 11:00 a.m. at the Claresholm Legion.	Karine	Legion has been notified	Complete
6	RFD: Claresholm Library Board MD Representative - Moved by Councillor Schulze to appoint Ashley Oliver to the Claresholm Library Board as the member-at-large for the MD of Willow Creek. CARRIED MOTION #20-160	Karine	Email sent	Complete
7	RFD: Claresholm Library Donations - Moved by Councillor Schlossberger to donate \$5,000 to the Claresholm Library's "Improve Ergonomics" project. CARRIED MOTION #20-161	Blair	Payment submitted to AP department for processing	Complete
7	RFD: Claresholm Library Donations - Moved by Councillor Carlson to donate a minimum of \$200 to the Claresholm Library's "Joan Mackin Murder Mystery Collections" and that this donation be increased by the amount of any additional donations received by the Town for this project. CARRIED MOTION #20-162	Blair	Payment submitted to AP department for processing	Complete
8	RFD: Claresholm Child Care Society Grant Application - Moved by Councillor Schulze to partner with (as the funds managing partner) and support the Claresholm Childcare Society's grant application to the Community Foundation of Lethbridge and Southwestern Alberta for the re-siding of the existing portable buildings, with the remainder of the project costs to be funded from general reserves. CARRIED MOTION #20-163	Tara	Letter sent & application submitted.	Complete
9	RFD: Policy Update - Moved by Councillor Cutler to repeal the Policy 5.3.90 – Fire Department Charges Policy (previously PROT 10-10) effective October 13, 2020. CARRIED MOTION #20-164	Blair	Policy Manuals have been updated	Complete
9	RFD: Policy Update - Moved by Councillor Zimmer to adopt the updated policy, Policy 5.9.05 – Miscellaneous Fees policy, effective October 13, 2020. CARRIED MOTION #20-165	Blair	Policy Manuals have been updated	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 22, 2020

INFORMATION ITEMS



MINUTES - 5 (2020)

EXECUTIVE COMMITTEE MEETING

Thursday, August 13, 2020 at 6:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - *Chair*
Jim Bester - *Vice-Chair*
Don Anderberg
Doug MacPherson

Ian Sundquist
Jennifer Crowson
Margaret Plumtree

STAFF:

Lenze Kuiper – *Director*

AGENDA:

1. **Approval of Agenda** – August 13, 2020.....
 2. **Approval of Minutes** – June 11, 2020.....(attachment)
 3. **Business Arising from the Minutes**
 4. **New Business**
 - (a) Board of Directors’ Meeting – September 3, 2020
 - (b) Staff Update.....
 - (c) Changes to Municipal Government Act re: Commissions.....(attachment)
 - (d) Subdivision Activity 2020.....(attachment)
 - (e) COVID Update.....
 5. **Accounts**
 - (a) Office Accounts –
 - (i) May 2020.....(attachment)
 - (ii) June 2020.....(attachment)
 - (b) Financial Statements –
 - (i) January 1 - May 31, 2020.....(attachment)
 - (ii) January 1 - June 30, 2020(attachment)
 6. **Director’s Report**
-

7. Executive Report.....
8. Adjournment.....
-

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Ian Sundquist

THAT the Executive Committee approve the agenda, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Doug MacPherson

THAT the Executive Committee approve the minutes of June 11, 2020, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Board of Directors' Meeting – September 3, 2020

- Direction sought and provided by Executive for the Board Meeting on September 3, 2020. The Board meeting will allow for in-person and electronic attendance, social distancing to be achieved by placing 35 chairs 6 feet apart – no tables, and masks will be mandatory. Self-serve bottled water and juice to be provided. The meeting will be brief and will deal with only immediate business items that need the Board's attention.

(b) Staff Update

- The Executive were informed of the resignations of Erin Graham (Assistant Planner) and Bonnie Andres (Municipal Planning Clerk). Interim and long-term replacement plans were discussed.

(c) Changes to Municipal Government Act re: Commissions

- The letter from the Minister of Municipal Affairs, Kaycee Madu, was reviewed, along with a Municipal Affairs Bulletin entitled *Regional Service Commissions – Streamlining Approvals*. Key changes, legislative impact, how ORRSC will be affected, what governance implications exist and what ORRSC will need to do to meet compliance by September 2, 2021.

- An update on how ORRSC is handling daily operations and meeting provincial requirements during COVID was presented.

(d) Subdivision Activity 2020

- Subdivision activity/statistics up to and including June 2020 were reviewed. Total fees are down approximately \$35,000 from 2019, yet applications are down by 9 and lots created down by 5. This indicates that most subdivision applications for 2020 are for first parcel out of a quarter section rather than multi-lot applications.

(e) COVID Update

- COVID office protocols continue and compliance with the *City of Lethbridge's Bylaw 6239 – Temporary Mandatory Face Coverings Bylaw* will occur, as of August 10, 2020. All staff must wear a mask indoors when dealing with the public (but not in their own work area provided that physical barriers or physical distancing practices are observed). The public must wear a mask when they enter our office (a sign has been posted at the front entrance notifying the public of this requirement). Masks and hand sanitizer have been provided at the front counter. The specified City of Lethbridge penalty for contravention of this bylaw is \$100.

5. ACCOUNTS

(a) Office Accounts –

(i) May 2020

5280	Janitorial Services	Madison Ave Business Services	\$ 425.00
5310	Telephone	Bell Mobility	590.84
5310	Telephone	Shaw Business	180.90
5320	General Office Supplies	Desjardin Services	210.57
5380	Printing & Printing Supplies	Desjardin Services	100.98
5320	General Office Supplies	Desjardin Services	24.18
5380	Printing & Printing Supplies	Desjardin Services	111.14
5330	Dues & Subscriptions	Claresholm Local Press	40.00
5330	Dues & Subscriptions	Westwind Weekly	35.00
5380	Printing & Printing Supplies	Desjardin Services	269.70
5380	Printing & Printing Supplies	Total Office Plus	71.99
5440	Land Titles Office	Minister of Finance	174.00
5470	Computer Software	Whipcord	1,262.80
5500	Subdivision Notification	Lethbridge Herald	511.70
5534	Chinook Intermunicipal SDAB	Norm Wilde	261.02
5534	Chinook Intermunicipal SDAB	Tyler Nelson	250.00
5534	Chinook Intermunicipal SDAB	Phil Jensen	250.00
5570	Equipment Repairs & Maintenance	Xerox	1,179.65
5570	Equipment Repairs & Maintenance	Digitex	810.00
1160	GST Receivable	GST Receivable	417.43
		TOTAL	<u>\$7,176.90</u>

(ii) June 2020

4140	Approval Fees	Alain Zumbach	\$ 125.00
4140	Approval Fees	Cornelio Giesbrecht	205.00
5280	Janitorial Services	Madison Ave Business Services	425.00
5320	General Office Supplies	Madison Ave Business Services	42.48
5285	Building Maintenance	Daniel Witkowski	50.00
5285	Building Maintenance	Isaac Witkowski	100.00
5310	Telephone	Bell Mobility	591.84
5320	General Office Supplies	Desjardin Services	453.19
5320	General Office Supplies	Total Office Plus	12.58
5330	Dues & Subscriptions	Nanton News	68.00
5330	Dues & Subscriptions	Costco Wholesale	120.00
5330	Dues & Subscriptions	Vauxhall Advance	24.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5440	Land Titles Office	Minister of Finance	182.00
5570	Equipment Repairs & Maintenance	Whipcord	1,262.80
5570	Equipment Repairs & Maintenance	Xerox	1,151.39
5534	Chinook Intermunicipal SDAB	Alan Vaughan	150.00
5534	Chinook Intermunicipal SDAB	Gordon Wolstenholme	150.00
5534	Chinook Intermunicipal SDAB	Lois Johnston	150.00
5570	Equipment Repairs & Maintenance	Xerox	1,179.65
5570	Equipment Repairs & Maintenance	Digitex	720.00
1160	GST Receivable	GST Receivable	571.94
		TOTAL	<u>\$7,757.87</u>

Moved by: Don Anderberg

THAT the Executive Committee approve the Office Accounts of May (\$7,176.90) and June (\$7,757.87) 2020, as presented. **CARRIED**

(b) Financial Statements –

(i) January 1 - May 31, 2020

(ii) January 1 - June 30, 2020

Moved by: Jennifer Crowson

THAT the Executive Committee approve the following unaudited Financial Statements, as presented:

January 1 - May 31, 2020

January 1 - June 30, 2020

CARRIED

6. DIRECTOR'S REPORT

- The Director reported on his activities since the last Executive Committee meeting.

7. EXECUTIVE REPORT

- Discussion surrounding provincial UCP policies with respect to policing, parks, linear assessment and NRCB/AUC decisions ensued.

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:45 p.m. until **Thursday October 8 , 2020 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: 



Alberta SouthWest Regional Alliance Minutes of the Board of Directors Meeting

Wednesday September 2, 2020 - Town Council Chambers - Fort Macleod

Board Representatives

Jim Bester, Cardston County
Brent Feyter, Fort Macleod
Scott Korbett, Pincher Creek
Brad Schlossberger, Claresholm
Bev Everts, MD Pincher Creek
Warren Mickels, Cowley
Beryl West, Nanton

Alberta Elias, Glenwood
Dennis Barnes, Cardston
Dale Gugala, Stavely
John Van Driesten, MD Willow Creek

Resource Staff and Guests

Linda Erickson, Jobs, Economy, and Innovation
Bev Thornton, AlbertaSW

1. Call to Order and Welcome Vice-Chair, Jim Bester, called the meeting to order.
2. Approval of Agenda Moved by Dennis Barnes THAT the agenda be approved.
Carried. [2020-09-698]
3. Approval of Minutes Moved by Scott Korbett THAT the minutes of August 5, 2020 be approved as presented.
Carried. [2020-09-699]
4. Approval of Cheque Register Moved by Brad Schlossberger THAT cheques #2833 to #2842 be approved as presented.
Carried. [2020-09-700]
5. Department re-organization and operations update Linda Erickson reported that Regional Offices are now aligned with new Ministry of Alberta Jobs, Economy and Innovation (JEI). REDA funding and operations agreements continue to be in process.
6. Succession Planning The joint pilot project of AlbertaSW, Community Futures Crowsnest Pass and Community Futures Southwest will roll smoothly into a larger 2-year project of 8 Community Futures offices: East Parkland, Central Alberta, Centre West, Wild Rose, Lethbridge, *Southwest, *Crowsnest, *Highwood.
(*these 3 offices serve our AlbertaSW member communities)
As part of the project, there will also be a "Not-For-Profit Succession Planning" on September 16, 2020.
7. Global Green Destinations Conference and website The event scheduled to be in Bodrum, Turkey will now be an online event October 6-8, 2020; registration not yet open.
AlbertaSW invited to submit a proposal to make a presentation at the conference; awaiting a decision on that.
Alberta SouthWest Crown of the Continent will be on the new Good Travel Guide website, which is currently in draft form
8. Reel Adventures Alberta Movie Maps AlbertaSW and SouthGrow are researching options to update this 2008 project. New technology and new content offer an opportunity to draw attention to our regions.

- | | |
|--------------------------------------|--|
| 9. Continuity Planning for AlbertaSW | Discussion reflected continued support for AlbertaSW from communities and value of regional projects. Next meeting: Review year-end for 2019-2020 and identify key outcomes of interest to member communities. |
| 10. Invest in Alberta Magazine | Economic Developers Alberta (EDA) has started collecting stories for the 2021 issue. There are advertising opportunities for communities and businesses. Deadline to book ad space is November 13, 2020. |
| 11. Executive Director Report | Accepted as information. |
| 12. Round Table Updates | Accepted as information. |
| 13. Upcoming Events | <p>❖ Alberta CARE (Coordinated Action for Recycling Enterprises) September 9-11, 2020: in person event, Heritage Inn, Pincher Creek. AlbertaSW invited to make opening remarks September 10.</p> <p>❖ Business of Outdoor Recreation Summit: October 13-15, 2020
On-line event details in development.</p> <p>❖ Global Green Destinations Days: October 6-8, 2020
Online event; Alberta SouthWest Crown of the Continent invited to submit proposal to be a presenter.</p> <p>❖ Global Sustainable Tourism Conference: November 19-22, 2020:
Kelowna, BC? Thompson Okanagan Tourism Association (TOTA) was a Top 100 Global Destination in 2018. GSTC is being held in Canada for the first time; opportunity to promote our region at this event.</p> <p>❖ EDA Conference: November 25-26, 2020
On-line event. www.edaalberta.ca</p> |
| 14. Board Meetings | <ul style="list-style-type: none"> ➤ October 7, 2020-in person, Fort Macleod ➤ November 4, 2020-TBD-(RMA scheduled for that week) ➤ December 4, 2020-TBD-Organizational Meeting |
| 15. Adjournment | Moved by Dale Gugala THAT the meeting be adjourned.
Carried. [2020-09-701] |

Chair

Approved October 7, 2020

Secretary/Treasurer

Alberta SouthWest Bulletin October 2020

Regional Economic Development Alliance (REDA) Update



❖ Together again!

In September and October, the AlbertaSW Board met in person for the first time since March, observing protocols, sharing community updates, discussing opportunities, red tape, and priorities for regional activities.

❖ Global Green Destinations Days Conference 2020

Alberta SouthWest Crown of the Continent was named as a “Top 100 Global Sustainable Destinations 2020” for the third year. Our destination is featured on the www.goodtravel.guide Our region is also noted as “Top 3 Best of the Americas 2020” along with other western American locations such as Vail CO, Jackson Hole WY, and Lake Tahoe CA.



❖ New Ministry and Secretariat

The regional economic development alliances (REDAs) are now aligned with the new department of Jobs, Economy, and Innovation (JEI) with a new Minister, The Hon. Doug Schweitzer. MLA for West Yellowhead, Martin Long, has been appointed Parliamentary Secretary for Small Business and Tourism and MLA Roger Reid has already brought him down to meet with tourism attractions and business in Livingstone-Macleod.

❖ SouthWest Succession Partnership

AlbertaSW, Community Futures Crowsnest Pass and Community Futures Southwest piloted “How to Sell or Buy a Business” project, to raise awareness of succession planning best practices and provide support for business transitions. This is now part of a larger 2-year project of 8 CFs. Call for info!

❖ Destination Development Association (DDA)

Thank you to Community Futures Southwest for once again buying the DDA license for our region. This license creates access to Roger Brooks resources to help build and support our visitor economy. Contact Tony at the CF office to arrange to obtain or renew your log-in.

❖ **Alberta CARE (Consolidated Action for Recycling Enterprise)** held an in-person conference in Pincher Creek September 9-11, 2020. AlbertaSW made an introductory presentation about regional initiatives. Sessions provided excellent information about significant waste management initiatives, pilot projects and new technologies. Congratulations to the organizers and to the diligent attendees. Three weeks later everyone is still healthy... a new measure of success!

Alberta SouthWest Regional Economic Development Alliance

International Economic Development Council (IEDC) Accredited Economic Development Organization (AEDO)

Green Destinations Top 100 Sustainable Global Tourism Destination and Top 3 Best of the Americas

Box 1041 Pincher Creek AB T0K 1W0
403-627-3373 (office) 403-627-0244 (cell)
bev@albertasouthwest.com
www.albertasouthwest.com



❖ **An interesting overview of Canadian cities**

An economist/economic development colleague in Nova Scotia forwarded this StatsCan graph depicting decline in active businesses (June vs Feb. 2020) for cities with a population of 100,000 or more across Canada. Lethbridge shows smallest percentage decline.

❖ **Investment Inquiries**

Communities report an increase in investment inquiries and real estate activity. It appears that small and rural communities are appealing! Outdoor attractions have had a busy summer, and this trend is expected to continue for summer 2021. Strategies will be to address that and provide the best possible experience for visitors and for businesses and communities.

ON-LINE EVENTS

**Global Green Destinations Days Conference
October 6-8, 2020**

On October 7 AlbertaSW made a presentation about the Peaks to Prairies EV Charging Station Network. Three mornings of presentations from around the world on managing tourism visitation. Sessions are recorded and available.

**Business of Outdoor Recreation Conference
October 13-15, 2020**

Organized by the Montana Governor’s Office of Outdoor Recreation and Crown of the Continent partners; Alberta speakers include: Michele Evans, ADM, Jobs, Economy and Innovation; Shelley Grollmus, VP Travel Alberta, Simon Wilkins, SW Area Manager, Environment and Parks, Brett Wuth, Director of Emergency Management, Pincher Creek Regional Emergency Management Organization.

**International Economic development Council Conference
October 13-16, 2020**

Alberta SouthWest is the only Accredited Economic Development Organization (AEDO) in western Canada and will be part of a panel presentation discussing the process of accreditation.

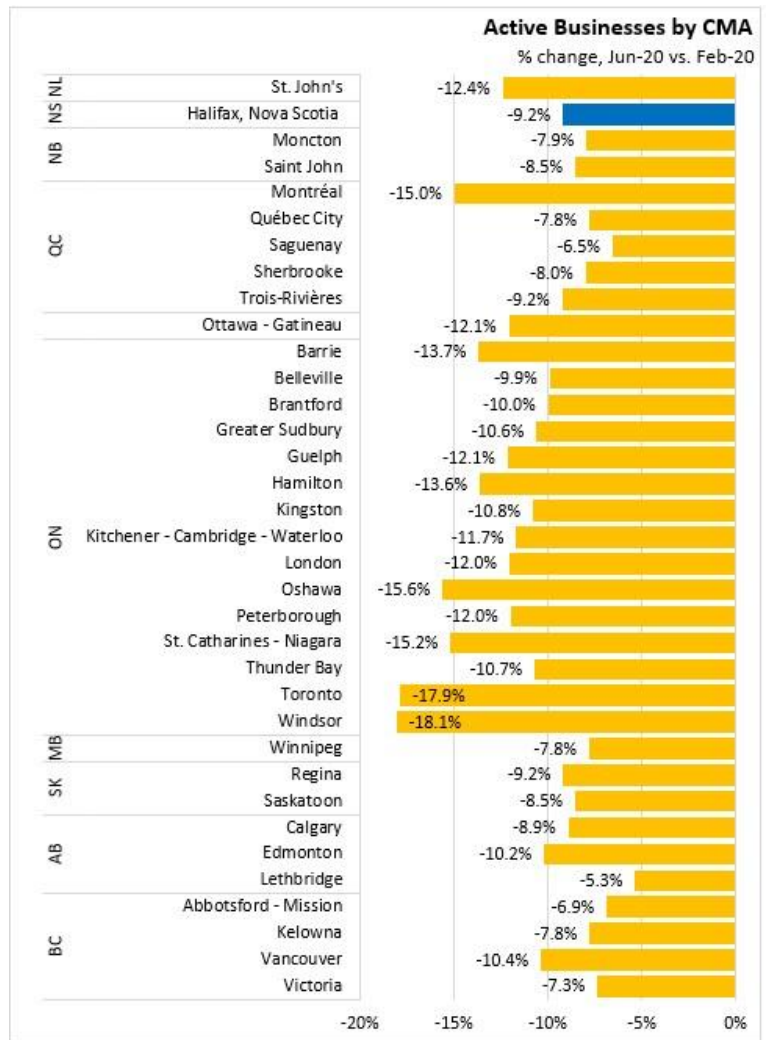
**Economic Developers Alberta (EDA) conference
November 25-27, 2020. www.edaalberta.ca**

Alberta SouthWest Regional Economic Development Alliance

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Claresholm Animal Rescue Society

Board Meeting

MINUTES

August 20, 2020

Claresholm Agriplex

Board Members:

Lorraine Norgard ✓

Lise Schulze ✓

Karen Thompson ✓

Judy Lelek ✓

Denise Peters ✓

Doreen VanLangen ✓

Dave Hatch ✓

Sylvia Giroux ✓

Barb Hinkle ✓

1. Call Meeting to Order

Lorraine called the meeting to order at 7:00 p.m.

2. Approval/Adoption of Agenda

The agenda was approved as amended on a motion made by Barb Hinkle, seconded by Denise Peters, carried.

3. Approval of Minutes

Minutes of July 16, 2020 were accepted as presented on a motion made by Dave Hatch, seconded by Doreen VanLangen, carried.

4. Treasurer's Report

Doreen read her financial report and so moved it, seconded by Karen Thompson, carried.

Current balances as of August 20, 2020:

- Community Account \$43,442.64
- Casino Account \$20,059.45
- Savings Account \$582.59
- Credential Management Assets – \$21,812.90
- Town of Claresholm's 3rd grant payment received \$7,500
- Donation Box from Flowers on 49th - \$45.00
- Also received donations from Marilyn Heyland and Bob Taylor; thank you all!

5. Adoption/Surrender & Scheduling/Volunteer Report for July 17 – August 20, 2020

Sylvia presented her report, seconded by Barb Hinkle, carried.

- Volunteers 20 for a total of 611.25 hours
- Cats in Shelter 25
- Dogs in Shelter 2
- Cats in Foster 32
- Dogs in Foster 2
- New Cats 12 (1 kitten passed away), Cats claimed 0
- Dogs Adopted 6 (pups)
- Cats at PetSmart – Okotoks 4, Lethbridge 0
- Cats adopted 27
- New Dogs 8, dogs claimed 7

6. Fundraising Reports

- Sales at Lockharts \$377.00

- Raffle 50/50 Project – discussed & everyone to brainstorm for September’s meeting. We will PAY for prizes/gift cards. Suggested vendors were Home Hardware, IGA, Flowers on 49th, Douros Restaurant, Casa Roma Restaurant, perhaps UFA and/or Shell gas station, and the picture Karen has that was donated by Rose P.

Increase from 600 to 1000 tickets at \$5.00 each.

September 2020

7. Old Business

7.1 Pet First Aid Course

We will continue to put off until COVID restrictions are lifted. **Finalized**

7.2 COVID Protocol

We have become slightly more lenient with letting potential adopters come in by appointment and they have to handwash (or sanitize) and wear smock. We continue to offer masks & sanitizer and clean front entry after each visit.

7.3 PetSmart Updates

Okotoks will let us bring more cats/kittens in and we have Michael Lockhart and his family helping out with cleaning and spending time with them. Lethbridge will let us take kittens in or 1 cat.

Rita Hahn has 21 kittens and 8 of them 2nd shot. She would like us to take them to have adopted. She will also be trying other shelters/rescues as well to assist with placements.

7.4 Adoption Rates

Reviewed our current rates and those as proposed for increase as we are still marginally less than other rescues and losing money on every adoption practically. Doreen VanLangen moved that as of September 1, 2020 our adoptions be:

Puppy (under 1 year)	\$350.00
Dog 1 – 5 years	\$300.00
Dog 6+ years	\$275.00
Cat or Kitten	\$150.00
Senior Cat 10+ years	\$100.00
Shop Cats	\$100.00

Seconded by Sylvia Giroux, carried.

7.5 Volunteer Appreciation Supper

FCSS will be holding their annual Volunteer Appreciation supper/evening on September 10 and we need to RSVP. No one in attendance at meeting wanted to go, and Lorraine will thank them and let them know that we will not be attending. **Finalized**

7.6 Goats’ Milk for Kittens

We will continue to get goats’ milk from the new owners, in lieu of a tax receipt at year end. Thank you very much! **Finalized**

7.7 Employment Assistance re: COVID Program

Lorraine summarized there is assistance for wages as per what she learned from David at the Agriplex. It is quite substantial and Doreen will look into and contact David for more info. **Doreen**

7.8 Cat Trees

Diane paid to have cat trees rectified and also some new wooden stand-up ones that he thought might last better than the rug. Thank you.

8. New Business

8.1 Letters from Claresholm Vet Clinic

Three letters were read as received from Claresholm Vet Clinic. Seeing as CArES chooses Willow Creek Vet ultimately to look after the cats, with back up from Edgewater, and problems as outlined in letters, we are not to take cats/kittens to emergency or get supplies for them from Claresholm Vet. Both vet clinics in Fort Macleod and the Nanton clinic have vets on call 24/7 for cat emergencies if Willow Creek Clinic cannot attend to emergency cat care.

Our dogs can continue to go Claresholm Vet Clinic for regular and emergency care.

Finalized

8.2 Catahoula/Greyhound Female Dog if comes in again

She was brought to shelter 2 times within a week, hungry and wandering. Her physical conditions seems unwell. The 2nd time Bylaw Officer did offer the owners to surrender her but they won't. Lorraine talked with SPCA and next time she comes in, we can have her assessed by a vet at our expense, and that report given to SPCA to follow up with.

8.3 Tara, Jordyn & Andrew

Tara Thompson has submitted her resignation as is moving to BC. Jordyn Wallace will not be able to help in the shelter as is going to school end of August, but will continue to volunteer helping with fundraising and anything she can do long-distance. She may be able to help at the shelter when home for long breaks. Andrew Hubbard has submitted his resignation for 24th of September as he is also planning to move to BC for a new career. We appreciate all three of these volunteers immensely. Everyone to be on the lookout for new volunteers.

8.4 Contacting Shelter Staff Outside of their Hours

Friendly reminder to keep in mind that staff do not get paid for the time that they are contacted outside of regular hours and it adds up. We have some ultimate staff and do not want to over-burden them. Please leave notes at the shelter for duties to tend to, rather than texting or calling outside of their hours.

8.5 Set Times to Pick Up Impounded Animals

Agreed that animals that are released by CArES' staff need to come between 11 am-2pm or 7 pm to 8 pm. If the owner(s) cannot come within these time limits, they will need to arrange with ByLaw Officer for the release.

8.6 Cat Surrender Request from Lethbridge

Agreed at this time we cannot help out as we are full plus many in foster as well as Rita's kittens coming through shortly.

8.7 Trap & Release Program for Claresholm

Crystal Hutka is personally willing to contact MEWS in Calgary to look into organizing a T&R program for Claresholm. Same as when the Town looked into it, CArES staff and volunteers can offer to help her with it, but it is not being run through CArES nor is she a member or volunteer anymore. Barb will keep us all informed. Lorraine will share contact info of the

program Fort Macleod is going to use. They were booked for Aug 18 & 19, 2020 but were unable to do it as too high outside temperature those days to release animals, so will be rebooking for their town. Canadian Animal Task Force out of Calgary.

8.8 Adopted Animals that don't show up for shots with Diane & Laura
Agreed that if adopters have agreed to appointments at the shelter to get vaccinations on adopted animals, and don't show up, they will pay \$25.00 for the wasted vaccine. Moved by Barb Hinkle, seconded by Sylvia Giroux, carried.

8.9 Market on August 26

Diane has registered CARES for an open market on Aug 26 in Claresholm which runs from 2pm to 8 pm. We are looking for volunteers to sit at the table. Possible to have two shifts, 1:30 pm to 4:00 pm and then 4:00 pm to 8:00 pm. Lorraine can do 4 -8, so will email all to see if someone can do 1:30 pm to 4:00 pm, or let Diane know.

9. Next Meeting

Scheduled for Thursday, September 17, 2020 at Agriplex probably, depending on COVID restrictions at the Library.

10. Adjournment

Barb moved the meeting be adjourned at 8:35 p.m.

11. Next Meeting

Thursday – July 16, 2020 7:00 pm, *location to be determined*

12. Adjournment

Dave Hatch moved the meeting be adjourned at 9:10 p.m.

Claresholm Child Care Society Meeting

Sept 8, 2020

Day Care and Virtual, Claresholm, AB

Executive and Board Members:

x	Mireille Rigaux		
x	Jordan Smiley	x	Bryanna Loefflor
x	Travis Visser	x	Dean Alsgard
x	Christy Bazell	x	Amber Peatman
x	Chelsae Petrovic		Danita Melnenly
	Lise Schulze		Melanie Leonhardt

Day Care and Kid Zone Representatives:

x	Kim Gugala	x	Kate Mackrel
x	Della Christman		

Guests:

1.0 Called to Order: 6:43

2.0 Adoption of agenda: Amanda

3.0 Approval of Minutes from previous meeting: Amanda

4.0 Reports:

4.1 Financial Report: Travis submitted and reviewed

4.2 Fundraising Report:

- Mabels labels is still running; needs to be reshared with families with a new write up
- Chelsea will continue to work on revising grant application, will be sent out for review
- Are we doing any fundraising at this time?
 - Catalogue – everyone agrees to do this one again
 - Southern Belle photography – Kate has approached and she is willing to do photos – need location

4.3 Executive Director Reports:

4.3.1 Daycare Manager Report: Kate read report, we can only have 30 children at this time; 2 new part time staff have been hired; Southern Belle photography will do another fundraiser this winter

4.3.2 Kids Zone Manager Report: Kim read report, reviewed summer programming and kindergarten transitions; school drop off and pick up; kids loved the pizza lunch – Shell donated beverages

5.0 Old Business

5.1 Sick time staff – staff wanting coverage for any extra sick times:

- There is a resource from the Federal government up to \$500 a week, COVID related
- [News release](#)

5.2 Temporary Layoffs Letters

- Need letters of termination for staff who did not return – need keys and shirts returned

5.3 Playschool

- Last meeting – discussed not allowing transition between the two sections for cohorting; AHS has changed the criteria for cohorting – one student going down VS 6 visitors; Do we allow just the puff children to go downstairs for services
- Motion: that children receiving PUF can receive service downstairs at the playschool as apposed to the daycare: Chelsea, second Amber – Motion passed
- Letter to be written to parents, Kim and Jordon will attend meeting

5.4 Board Attendance/Letters

- Reviewed attendance – letter will be sent to Jillisa; Danita and Melanie are now at 2 missed meetings (Aug and Sept). Mireille will get the letter to Jordon for sending out.

5.5 Direct Debit for payments – when do we want to set this up? Put on hold until January and revisit at Dec meeting

6.0 New Business

6.1 New Playground - Location/set-up

- We need to decide where the new playground will go, need to get a hold of company and size – Kim will get the information to Amber

6.2 New Playground- Grant

- sent to Tara and Chelsea, the playground company will write the grant with you

6.3 Rent/Utilities

- Are we 100% operational at this time which would require us to start paying rent again
– We currently are not operating at full capacity but we are able to start paying rent again – Motion to resume we start paying rent – Motion Chelsea seconded Dean – all in favour

7.0 Correspondence: None

8.0 IN Camera: None

9.0 Next Meeting: October 13, 2020

10.0 Adjournment: 7:32

Karine Keys

From: Alberta Seniors & Housing <seniorsinformation@gov.ab.ca>
Sent: October 21, 2020 4:43 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 October 2020

From Canmore to Cold Lake, I recently travelled Alberta to break ground, visit construction sites, and mark the opening of more seniors' and affordable housing units.

New seniors' housing, permanent supportive housing, and homes for struggling veterans are addressing the need for affordable, quality, and safe homes in Alberta's communities. In some cases, we are building new homes from scratch; in others, we are replacing outdated units, which can be a more cost-effective approach.

The redeveloped Parkland Lodge in Edson, for example, will provide more services and supports that meet the needs of seniors in that community. Designed for seniors with lower and moderate income who may need services, like meals and housekeeping, the 105-unit Parkland Lodge also offers seniors' self-contained units and units that provide scheduled health care services.

In Edmonton's Belvedere community, we opened a new 42-unit permanent supportive housing building that offers individuals, couples, and families experiencing housing instability or homelessness, access to affordable homes and social and cultural-based supports.

We are also helping veterans struggling to return to civilian life, in crisis, or experiencing homelessness. Premier Kenney and Military Liaison Brad Rutherford announced provincial funding, to help the Homes For Heroes Foundation build a new housing development and provide a fresh start for veterans. The new project will consist of 20 tiny homes in Edmonton's Evansdale community. Planning is underway, and the homes should be ready for occupancy by the end of 2020.

My travels also took me to Banff, Bonnyville, Edson, Redwater, and Leduc, where I was pleased to meet with our partners in these projects, municipalities, and housing providers. I am grateful for their support, and that of the federal government.

These projects – more than 500 housing units that created more than 1,000 jobs – are great news for all of these communities.

Alberta's government will continue to work with federal, municipal, nonprofit, and private partners, to deliver housing to those who need it most. And, we will do so as cost-effectively as possible, to ensure good stewardship of Albertans' tax dollars.

I look forward to visiting more housing developments – and to hitting the road again to see more of our beautiful province, and say hello to as many of you as possible.

Alberta's government is planning for Budget 2021, and we want to hear from you.

Our province has been hit especially hard by the economic impacts of the COVID-19 pandemic and oil price collapse. This has led to decreased revenues, increased expenses, higher than anticipated debt, and a record high deficit. Alberta now faces a debt burden of \$99.6 billion, or \$22,400 per Albertan. This is similar to an average Alberta family having their income reduced by 23 per cent, while having their expenses increase by nearly 10 per cent.

Your input will help inform tough decisions, to ensure we can continue providing important programs and services, and get Alberta out of debt and on the path to a prosperous future. This engagement will explore the following topics:

- reducing costs;
- prioritizing how revenue should be spent;
- seeking opportunities for saving; and
- looking for ways to strengthen the economy.

Please visit www.alberta.ca/budget-2021-consultation.aspx and provide your input.

Josephine Pon
Minister of Seniors and Housing

October 21, 2020

In this issue

- New COVID-19 information for seniors' centres and seniors-serving organizations
- New resources for caregivers
- Two new groups coming to CORE
- Elder Abuse Educational Needs Survey for Service Providers results

New COVID-19 information for seniors' centres and seniors-serving organizations

A list of common topics to consider when reopening seniors' centres and seniors-serving organizations is now available online. Topics include supporting volunteers, home supports guidance, resuming personal care services, and resuming recreational activities.

The Common Topics document, along with an updated Guidance for Seniors' Centres and Seniors Serving Organizations, can be accessed on [Alberta Biz Connect](#) or [CORE Alberta](#).

New resources for caregivers

On October 1, 2020, the Government of Alberta released fact sheets for family caregivers who work and provide care to family or friends.

- [Working & providing care for family or friends: job-protected leaves and flexible work arrangements](#) provides information on job-protected leaves and flexible work arrangements for employees who may need to take time off work for personal reasons, such as caring for family or friends.
- [COVID-19 information: information on job-protected leaves](#) provides information on job-protected leaves Albertans can access if they need to take time off work for reasons related to COVID-19.

Click [here](#) to access the facts sheets and to learn more about employment standards rules.

Two new groups coming to CORE

- **Intergenerational Community of Practice.** This provincial community of practice will focus on intergenerational programs, bringing together committed organizations to learn, share, and build capacity to develop and implement intergenerational programs in their communities. Registration is now open, and **the first discussion forum for this group will occur on CORE on October 26, 2020.** For more information, please visit the [CORE](#) website.
- **Caregivers Group.** This group will connect a network of professionals across Alberta who encounter individuals providing care to family or friends. This community-led group will offer resources as well as educational and collaboration opportunities geared towards the challenges and needs of caregivers, and ways that professionals can best support them in their communities. Stay tuned to [CORE](#) for more information about this group.

CORE is the knowledge hub for community-based seniors-serving organizations and allied agencies and individuals in Alberta. Discussion groups are where CORE participants can share information and stories, ask questions, learn and collaborate.

For more information about these and other groups, please visit the [CORE](#) website or contact healthyaging@calgaryunitedway.org.

Elder Abuse Educational Needs Survey for Service Providers results

The Alberta Elder Abuse Awareness Council (AEAAC) shared the results of the Elder Abuse Educational Needs Survey for Service Providers it conducted in August.

The top 10 topics identified are:

1. How to reduce recidivism
2. Overview of the legislative laws that apply to elder abuse
3. Shelters (four different models for supporting seniors)
4. Cultural practice
5. Elder abuse assessment (risk assessment, psycho social)
6. Supportive relationships (how to support perpetrators of elder abuse)
7. Intimate partner violence topics (predatory marriage)
8. Justice system (police, crown, court, restorative justice) tied with protective laws and policies (Powers of Attorney)
9. Developing approaches to reconnect in program planning and outcomes tied with It's Not Right: Neighbours, Friends, and Families for Older Adults

10. Emergency Protection Orders and the role of police tied with safety planning and developing a coordinated community response

The frequency that people wanted to receive training was every one to three months, and the method of training they felt would best meet their needs was through webinars and online courses. For further information, please visit [AEAAC Educational Needs Survey Report](#).



[Website](#)



[Email](#)

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

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