



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
SEPTEMBER 14, 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/UCe3OPyLhTzPajvPVAtNL1KA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – AUGUST 17, 2020

DELEGATIONS: (By Zoom)
1. SOUTHGROW REGIONAL INITIATIVE – Peter Casurella
RE: Update on Operations
2. YOUR DOLLAR STORE WITH MORE – Darla Slovak
RE: Halloween

ACTION ITEMS:

1. DELEGATION RESPONSE: Wild Rose Community Connections
RE: Snack Shack Initiative
2. CORRES: Hon. Tyler Shandro, Minister of Health
RE: Changes in Physician Compensation
3. CORRES: Hon. Leela Sharon Aheer, Minister of Culture, Multiculturalism and Status of Women
RE: Call for Nominations – 2020 Stars of Alberta Volunteer Awards
4. CORRES: Alberta Municipal Affairs
RE: Ministry of Municipal Affairs' 2019-20 Annual Report
5. CORRES: Alberta Environment and Parks
RE: Drinking Water Infrastructure Vulnerability and Risk Study – Final Reports
6. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Assessment Model Review
7. CORRES: SouthGrow Regional Initiative
RE: Sustainability Options
8. CORRES: Claresholm & District Chamber of Commerce
RE: Heritage Mural "A Claresholm Celebration" – Fields Building
9. CORRES: Willow Creek Agricultural Society
RE: Letter of Support
10. CORRES: Zentner Funeral Homes Ltd.
RE: Property Damage at 4079 – 1st Street West
11. REQUEST FOR DECISION: ATCO Gas & Pipelines Ltd. Franchise Agreement
12. REQUEST FOR DECISION: Telus Cell Tower Lease
13. REQUEST FOR DECISION: Water Shortage Response Plan
14. REQUEST FOR DECISION: Claresholm Child Care Society
15. FINANCIAL REPORT: Statement of Operations – July 31, 2020
16. INFORMATION BRIEF: Meeting with the Minister of Municipal Affairs
17. INFORMATION BRIEF: Strategic Plan Report
18. INFORMATION BRIEF: Council Resolution Status
19. ADOPTION OF INFORMATION ITEMS
20. IN CAMERA
 - a. LAND – FOIP Section 16.1
 - b. LAND – FOIP Section 16.1
 - c. LAND – FOIP Section 16.1
 - d. LEGAL – FOIP Section 27
 - e. PERSONNEL – FOIP Section 17

INFORMATION ITEMS:

1. Municipal Planning Commission Meeting Minutes – August 7, 2020
2. Oldman River Regional Services Commission Board Meeting Minutes – March 5, 2020
3. Oldman River Regional Services Commission Executive Meeting Minutes – June 11, 2020
4. Request and Thank You from the Thyssens
5. Porcupine Hills Classic Cruisers – Thank You
6. Claresholm & District Museum Board Meeting Minutes – June 16, 2020

ADJOURNMENT



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

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

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

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

ABSENT: None

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

MEDIA PRESENT: None

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

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

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

CARRIED

MINUTES: REGULAR MEETING – JULY 20, 2020

Moved by Councillor Zimmer that the Regular Meeting Minutes of July 20, 2020 be accepted as presented.

CARRIED

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

Chanice Tarasoff and Marianne Dickson from Wild Rose Community Connections presented their initiative to Council over Zoom. They proposed a three-month pilot project to have two locations in Claresholm for Snack Shacks. Snack Shacks are free standing self-serve storage units that contain a bin full of non-perishable food items such as granola bars, bears paws, crackers, juice and fruit snacks. They are intended to fill the gaps of food security programming during school holidays and the summer months. The group is partnering with the Claresholm Library and FCSS.

ACTION ITEMS:

1. CORRES: Hon Kaycee Madu, Minister of Municipal Affairs
RE: Municipal Stimulus Program

Received for information.

2. CORRES: Alberta Police Advisory Board
RE: Introduction

Received for information.

3. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Provincial Government has Rejected Principles of Local Democracy

Received for information.

4. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: AUMA Statement on AHS Changes to 911 Dispatch

MOTION #20-114 Moved by Councillor Schlossberger to write a letter to the Minister of Health urging the provincial government to rethink the decision regarding the consolidation of EMS 911 dispatch services across the province as it will likely affect response times and will negatively impact the health of Albertans.

CARRIED

5. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Assessment Model Review Urban Impacts Report

MOTION #20-115 Moved by Councillor Schlossberger to write a letter of concern to the Minister of Municipal Affairs regarding the potential negative impact that the proposed Assessment Model will have on rural municipalities and ultimately on the Town of Claresholm's budget, and that the Town fully supports the AUMA's position on the matter.

CARRIED

**6. CORRES: Claresholm Skating Club
RE: Request for Donation**

MOTION #20-116 Moved by Councillor Schlossberger to allow the Claresholm Skating Club to use the Claresholm Arena floor for their Registration Fair to be held on Wednesday, September 9, 2020 from 4:00 to 9:00 p.m. and to waive the rental fees.

CARRIED

**7. CORRES: The Bridges at Claresholm Golf Club
RE: Request for Water**

MOTION #20-117 Moved by Councillor Moore to allow the Claresholm Golf Club to access raw water from the Town of Claresholm as needed for the purpose of watering the golf course due to hot and dry conditions until the end of the 2020 season to be negotiated between Town Administration and golf course management.

CARRIED

8. REQUEST FOR DECISION: Existing Administration Building Insurance

MOTION #20-118 Moved by Councillor Zimmer to insure the building located at 221 - 45th Avenue West for the agreed value of \$500,000 plus contents of \$500,000 as of January 1, 2021.

CARRIED

9. REQUEST FOR DECISION: Recreation Fees & Arena Advertising Policies

MOTION #20-119 Moved by Councillor Carlson to adopt the following policies, effective August 17, 2020:

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

CARRIED

10. REQUEST FOR DECISION: Airport Policy

MOTION #20-120 Moved by Councillor Schulze to repeal Policy 5.5.30 – Claresholm Industrial Airport Policy (previously REC 04-11) effective August 17, 2020.

CARRIED

11. REQUEST FOR DECISION: Policy Manual Review & Updates – Human Resources

MOTION #20-121 Moved by Councillor Cutler to adopt the following policies, effective August 17, 2020:

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

CARRIED

12. REQUEST FOR DECISION: Face Coverings in Public Spaces

MOTION #20-122 Moved by Councillor Schlossberger to promote education of the public in all ways possible that wearing masks and face coverings is highly encouraged in public buildings in the Town of Claresholm to promote the health and safety of the population until the threat of the pandemic eases.

CARRIED

MOTION #20-123 Moved by Councillor Cutler that face coverings / masks be mandatory in the Claresholm Arena for non-participants for the entire 2020 / 2021 ice season due to the inability to maintain physical distancing in all areas, unless something changes when it comes to public health in a significant way.

CARRIED

13. REQUEST FOR DECISION: Dedicated CAO Award

MOTION #20-124 Moved by Councillor Carlson to submit Marian Carlson's name for the Dedicated CAO Award in 2020 that is sponsored by the Alberta Urban Municipalities Association (AUMA) and the Society of Local Government Managers (SLGM) to be awarded at the AUMA Convention to be held virtually on September 24, 2020.

CARRIED

14. REQUEST FOR DECISION: December 2020 Regular Council Meeting

MOTION #20-125 Moved by Councillor Zimmer to change the regular Council meeting date in December 2020 from Monday, December 14th to Monday, December 7th, 2020 to allow for more family and vacation time during the holiday season.

CARRIED

15. REQUEST FOR DECISION: Municipal Stimulus Program Grant

MOTION #20-126 Moved by Councillor Cutler to apply to the MSP Grant program to utilize the full allocation of \$449,325 to be used for 2nd Street West rehabilitation from 49th to 51st Avenue, including water and sewer main replacement, with the balance of the funding to be deferred to 2021 budget discussions, and to direct Administration to tender the detailed engineering for this project.

CARRIED

MOTION #20-127 Moved by Councillor Moore to direct Administration to tender the tennis courts resurfacing project to be completed prior to the 2021 Summer Games, with funding for the project to be deferred to 2021 budget discussions.

CARRIED

16. REQUEST FOR DECISION: Asset Management

MOTION #20-128 Moved by Councillor Carlson to rescind Motion #20-102 regarding out of budget expenditures for Asset Management.

CARRIED

MOTION #20-129 Moved by Councillor Zimmer to rescind motion #20-103 regarding direction to apply for the FCM grant.

CARRIED

MOTION #20-130 Moved by Councillor Cutler to approve the out of budget Asset Management Framework and System project in the amount of \$65,000 with funding as follows:

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

CARRIED

MOTION #20-131 Moved by Councillor Moore to direct Administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Town of Claresholm, Framework and System project. Be it therefore resolved that the Town commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program with the following three activities:

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

CARRIED

17. INFORMATION BRIEF: Grant Notifications

Received for information.

18. INFORMATION BRIEF: Police Funding Regulations

Received for information.

19. INFORMATION BRIEF: CAO Report

Received for information

20. INFORMATION BRIEF: Council Resolution Status

Received for information.

21. ADOPTION OF INFORMATION ITEMS

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

CARRIED

22. IN CAMERA:

- a. LAND – FOIP Section 16.1
- b. LAND – FOIP Section 16.1

Moved by Councillor Schulze to go In Camera at 8:22 p.m. for the following items:

- a. LAND – FOIP Section 16.1
- b. LAND – FOIP Section 16.1

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:22 p.m.

Moved by Councillor Moore to come out of In Camera at 8:45 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:45 p.m.

a. LAND – FOIP Section 16.1

MOTION #20-132 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

b. LAND – FOIP Section 16.1

MOTION #20-133 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

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:47 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:47 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DRAFT

DELEGATIONS

SOUTHGROW

REGIONAL ECONOMIC DEVELOPMENT

GROWTH • INNOVATION • PROSPERITY



Our Mission

To **accelerate** and **enhance** **quality of life, development,** and **sustainability** for the communities in the SouthGrow Regional Initiative region.



Accomplishments



Over 2-dozen large-scale studies and reports that continue to inform investment in the region.



Numerous development tools made available for members to support municipal projects and programs.



Training sessions for councilors and municipal staff to equip communities for success.



Tens of millions of external \$\$ leveraged for regional projects and tens of millions in external investment secured.



Conclusion.

Ongoing, multi-year work that has yielded huge results for the region.

2019-2020

Affordable Deployment Options for Unconnected Villages
Agri-food Ecosystem Report
Ag and Forestry Investor Tour
Annual Council Presentations
AUMA Conference
Bridge to Food Conferences
Canada's Premier Food Corridor
Canada 2020 Food Brand Convention
Circular Economy Promotion
Climate Consultations
Community Broadband Reports
Cost Benefit Analysis of Alberta Rural Broadband
CRTC Roundtable Consultations
Dark Fibre Opportunity
Economic Developers Association Conference
Economic Impact of Alternative Energy Report
Economic Recovery Taskforce
EDA Conference 2019
EDA Economic Recovery Training
EDA Ministry Dinner
EDO Support Group
Electric Bus Pilot Project (Rural)
Extension of On Farm Energy Program
Digital Futures 2019
Economic Development Summit
Foreign Direct Investment with the GOA
Government Relations Campaign
Grant Monitoring Program
Highway 3 Twinning Association
Innovation Corner at Ag Expo

Inventory of Investment Opportunities
MLA/MP Visits
Ministerial Meeting with REDA Chairs
On-Farm Energy Management Program
Ongoing collaborations with the Ministry
Ongoing participation in SAAEP
Ongoing work with SAITI
Ongoing work with RINSA
Open Farm Days
Part of the REDA Managers working group
Peaks to Prairies Electric Vehicle Network
Plant Protein Alliance of Alberta
Plant Protein Innovations Supercluster
Professional Development
Profile of a REDA campaign
Quest Canada Workshops
RBC Small Business Summit at the U of L
Rebranding
REDA Partnerships
Regional Asset Inventory
Regional Skills Gap Study
RMA Conference
SAAEP Renewable Energy Promotion
SAEWA Support
SARM Broadband Panel
SEDA Conference
Southern Alberta Energy Forum
SouthGrow Scholarship Program
SouthGrow Newsletter
Starfield Project – Magrath
Townfolio Profiles for Communities
Todd Hirsch at our AGM
U of L Scholarship Dinner
Water Security Project
Website Extranet Database
Website Redevelopment
Workforce Retention Committee

Conclusion.

Busy. Crazy Busy.

Tangible Returns



Townfolio Profile for Claresholm



Cost-Benefit Analysis of Alberta Rural Broadband



Community Broadband Reports



Broadband Final Mile Project



Regional Skills Gap Study

Provincial Corporate Income Tax
Source: Canada Revenue Agency
Last Update: January 2018

Category	Value
General	12
Final Returns	7
SRP	12
Final-Draft	12

Federal Personal Income Tax
Source: Canada Revenue Agency
Last Update: January 2018

Category	Value
Final 2018-19	12
Over 240,000 up to 201,000	12
Over 201,000 up to 174,000	12
Over 174,000 up to 130,000	12
Over 130,000	12

Site Selection Tools

Cost Benefit Analysis

Final Mile

Skills Gap Study

Projects informing Investments

Economic Recovery Taskforce – 2020
Regional Skills Gap Study – 2019 – 2020
Broadband Finish Line Project 2019 - 2020
Canada's Premier Food Corridor – 2019 – 2020
Community Broadband Options - 2019
Renewable Energy Impact Report - 2019
Highway 3 Twinning Development Association – 2019
Cost Benefit Analysis of Alberta Rural Broadband – 2019
On Farm Energy Program – 2018 - 2020
Peaks to Prairies Electric Vehicle Network – 2017 - 2020
SouthGrow Community Business Retention, Expansion, and Marketing Plans – 2017
Broadband Project Master Plan - 2017
Formation of SAITI - 2016
Community Broadband Report – 2016
Investment Readiness and Attraction Review – 2015
Broadband Infrastructure in SouthGrow – 2015
Hospitality and Tourism Investment Study– 2015
Community Renewable Energy Toolkit – 2014
Investment Attraction and Lead Generation Project (MNP) - 2014
More than Enough Marketing Campaign – 2013
Community Ec Dev Strategies - 2012
Formation of RINSA – 2012
Investment Readiness Assessment - 2012
Bio Energy Opportunity Profile – 2010
Productivity Improvement – 2009
Study of SouthGrow Business Trends – 2009
Water for Economic Development – 2009
Wind Power – 2009
Carbon Credit Opportunity Profile – 2008
Innovation and Commercialization – 2008
Formation of SAAEP - 2007
Green Growth Plan – 2007
Waste to Energy Opportunity Profile – 2007
Alternative Energy – 2006
Feasibility Study – Integrated Bio-Diesel Refinery 2006
Gateway to Alberta Phase 1 and Phase 2 – 2004-2006
Ready Meals Opportunity Profile - 2004
Confectionary Opportunity Profile – 2003
Solar Energy Opportunity Profile – 2003
Agricultural Assessment - - Grow your Own – 2003
Ready Meals Opportunity Profile - 2004



2018-2021

Strategic Collaboration

Board Restructuring	COMPLETE
Council Presentations	ONGOING
Expand Staff	IN PROCESS
Focused Committees	SHELVED
Grant Program	COMPLETE
Implement Associate Memberships	COMPLETE
Increase Member Resources	IN PROCESS
Leverage Provincial Resources	IN PROCESS
Regional Asset Inventory	COMPLETE
Secure New Members	IN PROCESS

Marketing and Communications

Community Website Enhancement	COMPLETE
Inventory of Investment Opportunities	COMPLETE
Site Selection/Market Data	COMPLETE
SouthGrow Newsletter	ONGOING
SouthGrow Rebranding	COMPLETE
Website Redevelopment	COMPLETE
Website Extranet	COMPLETE

Economic Development and Innovation

Ag-Tech Scholarship/Incentive Program	IMPLEMENTED
Broadband: Rural Econ. Impact Study	COMPLETE
Broadband Dep. Options for Villages	COMPLETE
Circular Economy Promotion	ONGOING
Electric Vehicle Network	COMPLETE
Foreign Direct Investment	ONGOING
RINSA Promotion	ONGOING
SAAEP Promotion	ONGOING
SouthGrow Expo 2020	IN PROCESS
Water Security	ONGOING

2020-2021 Priorities

1. Economic Recovery from Covid-19 Crisis
2. Completion of 3-year Strategic Goals
3. Completion of current operational projects
4. Execution of operational projects that have not been started

Conclusion.

Busy.

2020-2021 Projects of Note

1. Highway 3 Twinning from Taber to Grasse Lake
2. Digital Futures 2021
3. Innovation Corner at Ag Expo 2021
4. Bridge 2 Food North America 2021
5. Community Data Townfolio Replacement / Renewal
6. Investment and Trade Opportunity Profiles
7. 2020 Agri-food Scholarships
8. Economic Impact of Alternative Energy Study update
9. EV Bus Pilot Project (Hwy 4)
10. Transportation Corridor marketing project
11. Canada's Premier Food Corridor
12. Regional Tourism Collaboration
13. Community Broadband Finish Line Support
14. Regional Import Replacement Project
15. Long-term sustainability of SouthGrow due to funding cuts

CONCLUSION

Busy.

Economic Recovery

- Central Website for Resources
- Game-plan for Communities
- Regional Hotline
- One-stop Shop location
- CAI Global Assessment
- Regional Import Replacement Strategy



Lethbridge Region
ECONOMIC RECOVERY TASK FORCE



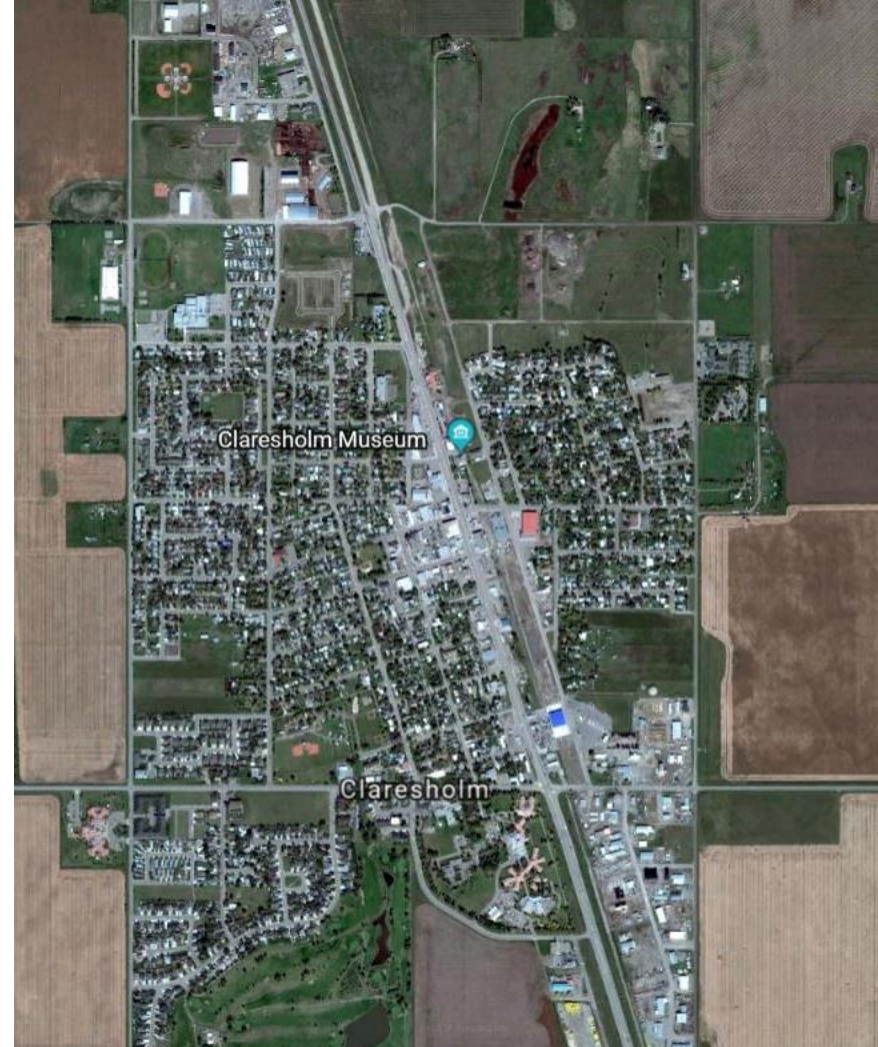
This Year's Challenge

- Sustainability for
SouthGrow Communities
and for the Association



Opportunities

- Geography / Regional Service Centre
- Broadband enabled service-based businesses
- Urban fringe partnerships
- Rural Immigration
- Regional tourism waypoint
- Utility provision for industrial growth
- Green-housing
- Community energy



Conclusion.

Opportunity is knocking for Claresholm, which benefits from regional agri-food growth plus location on a major corridor, and mid-point distance from major centres. The challenge Claresholm must overcome is demographics.



Thank You

Contact

 403 394 0615

 info@southgrow.ca

 www.southgrow.com



September 3, 2020

Attn: Claresholm Town Council members and Mayor

From: Delegation of Darla Slovak and Tracy Elke

Please find an attached proposal for a "Community Covid-19 Safe Halloween"

As parents and supporters of our beautiful community we are trying to be pro-active in organizing a community Halloween that families can safely participate in the event of the town having to cancel actual "trick or treating". We wanted to bring this to your attention early enough to organize and get everything in place and give the town time to digest the idea. We are open to suggestions as this is "where community takes root".

- Halloween falls on a Saturday 31st, October
- We will be taking donations for candy and have arranged to set up a non-profit account at Chinook Credit Union for this purpose with two signatures for funds. Donations can be made directly to the Credit Union. We have letters made up to give to local business and will advertise to community members as well.
- We will send out notices through the schools, local advertising as well as on-line advertising for pre-registration for candy bags. With this we hope to know our target number and can have them packaged 10 to 14 days prior to Halloween. These will be "Big-A##" bags of candy, glow sticks etc. The ladies at FCSS are on board for storing the bags and helping with the event.
- If we can use Amundsen Park as a starting point, we would like to have families or "bubbles" do a walk like we do for the Zombie walk. That way the kids can show off their costumes, and if people want to honk they can park and watch. We would keep them distanced in their groups. We will have stations to hand out candy bags. We would also decorate the park accordingly.
- We have been in contact with Carmelle Steele of the Claresholm Arts Society regarding a double header drive in movie night. The first movie would be a family friendly movie from 7-9 p.m. Followed by "Fright Night"!! A scarier teen to adult Halloween movie. The teens that come dressed and have masks will also receive a candy bag.

What we would ask of the Town Council and Mayor is:

- Do you feel this will be safe and appropriate for our community?
- The use of Amundsen Park for the day (9am – 9pm) for decorating and take down
- OK to have a walk from Amundsen Park we have 2 routes but will only use one route. Yellow highlight and orange highlight route.
- Would there be any monies left from fair days for the screen rental for double header movie? Depending on donations we might have enough to cover this.

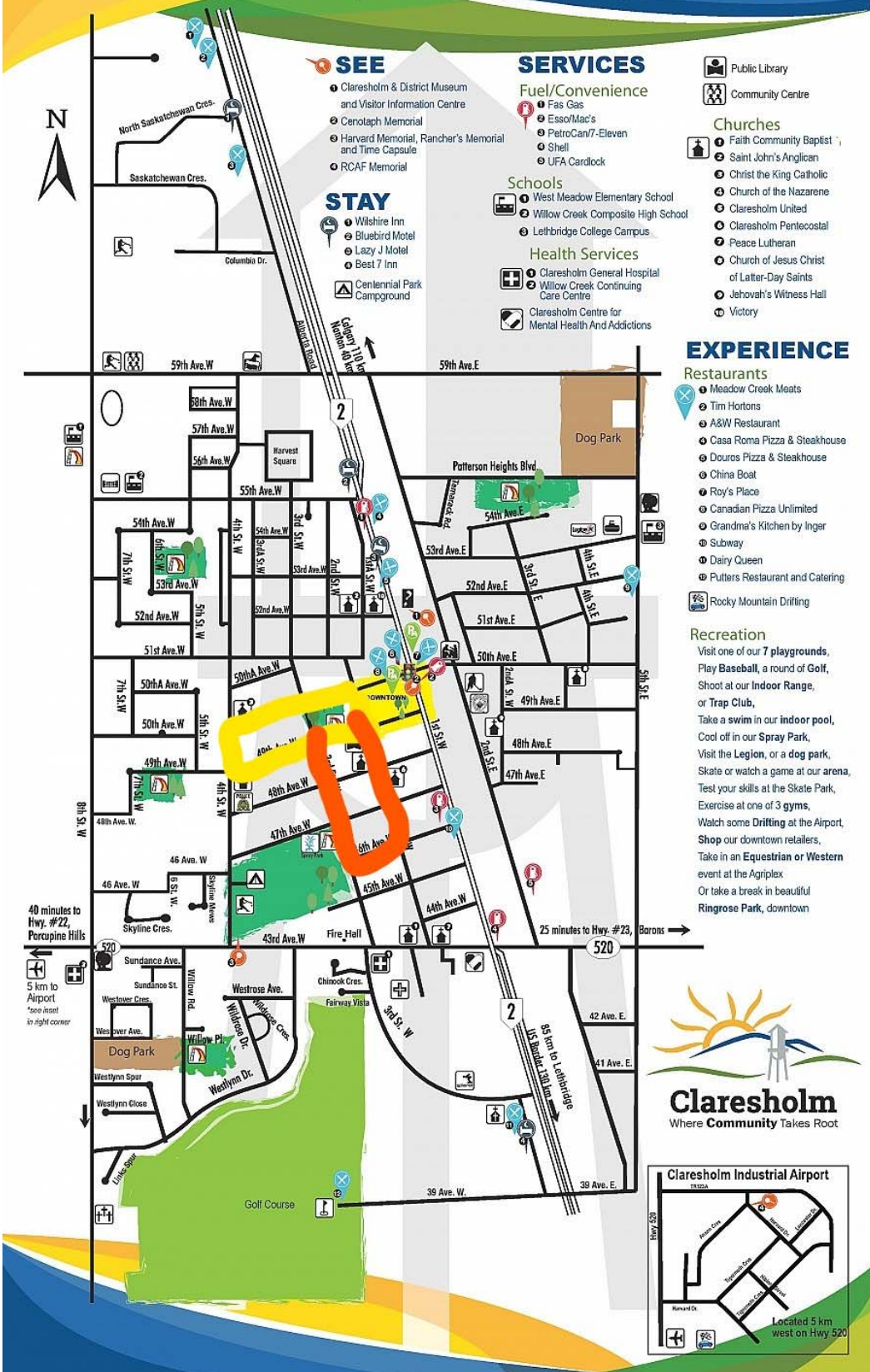
Town of Claresholm map with highlighted area included on next page.

Darla and Tracy would like to thank you all for your time and consideration of this community project, we love our town and all it has to offer. We look forward to speaking to you all at the next Council meeting September 16, 2020.

Sincerely,

Darla Slovak & Tracy Elke

THINGS TO SEE & DO, PLACES TO STAY, SHOP & EAT



- SEE**
- Claresholm & District Museum and Visitor Information Centre
 - Cenotaph Memorial
 - Harvard Memorial, Rancher's Memorial and Time Capsule
 - RCAF Memorial

- STAY**
- Wilshire Inn
 - Bluebird Motel
 - Lazy J Motel
 - Best 7 Inn
 - ▲ Centennial Park Campground

- SERVICES**
- Fuel/Convenience**
- Fas Gas
 - Esso/Mac's
 - PetroCan/7-Eleven
 - Shell
 - UFA Cardlock

- Schools**
- West Meadow Elementary School
 - Willow Creek Composite High School
 - Lethbridge College Campus

- Health Services**
- Claresholm General Hospital
 - Willow Creek Continuing Care Centre
 - Claresholm Centre for Mental Health And Addictions

- Public Library
- Community Centre

- Churches**
- Faith Community Baptist
 - Saint John's Anglican
 - Christ the King Catholic
 - Church of the Nazarene
 - Claresholm United
 - Claresholm Pentecostal
 - Peace Lutheran
 - Church of Jesus Christ of Latter-Day Saints
 - Jehovah's Witness Hall
 - Victory

EXPERIENCE

- Restaurants**
- Meadow Creek Meats
 - Tim Hortons
 - A&W Restaurant
 - Casa Roma Pizza & Steakhouse
 - Douros Pizza & Steakhouse
 - China Boat
 - Roy's Place
 - Canadian Pizza Unlimited
 - Grandma's Kitchen by Inger
 - Subway
 - Dairy Queen
 - Pulters Restaurant and Catering
 - Rocky Mountain Drifting

Recreation

Visit one of our 7 playgrounds, Play Baseball, a round of Golf, Shoot at our Indoor Range, or Trap Club, Take a swim in our indoor pool, Cool off in our Spray Park, Visit the Legion, or a dog park, Skate or watch a game at our arena, Test your skills at the Skate Park, Exercise at one of 3 gyms, Watch some Drifting at the Airport, Shop our downtown retailers, Take in an Equestrian or Western event at the Agriplex, Or take a break in beautiful Ringrose Park, downtown



Claresholm
Where Community Takes Root



40 minutes to Hwy. #22, Porcupine Hills
5 km to Airport
*see inset in right corner

25 minutes to Hwy. #23, Barons

85 km to Lethbridge

Golf Course

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Karine Keys

From: Darla Slovak <tdslovak@gmail.com>
Sent: Thursday, September 10, 2020 1:28 PM
To: Karine Keys
Subject: Fwd: Request for delegation Sept Council meeting
Attachments: Covid Halloween plans 2020.docx

In addition to the letter below, we are requesting to decorate Ring Rose Park for Halloween. Some lights and Halloween decorations as a walk through.

Darla and Tracy

----- Forwarded message -----

From: Darla Slovak <tdslovak@gmail.com>
Date: Fri., Sep. 4, 2020, 12:34 p.m.
Subject: Request for delegation Sept Council meeting
To: <karine@claresholm.ca>

Hi Karine,

Please find attached a letter addressed to Council and Mayor for a safe Halloween event for Claresholm. If you need more information please let me know.

Thank you,
Darla Slovak and Tracy Elke

Karine Keys

From: Darla Slovak <tdslovak@gmail.com>
Sent: Thursday, September 10, 2020 11:18 AM
To: Karine Keys

Hi Karine,

We have an addendum to the request for covid halloween. Chad Zentner always has a haunted house, he would like to participate by hosting a safe haunted house. I will have it drawn up and more deets for the zoom meeting. We would also like to decorate Ringrose Park with some not too scary halloween decorations.

Darla and Tracy

ACTION ITEMS



WILD ROSE
Community Connections

Wild Rose Community Connections

#2, 127 – 3rd Avenue SW

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

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

August 12, 2020

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

Attention Town of Claresholm Mayor and Council

Re: Snack Shack Initiative

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

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

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

Since the program opened in May:

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



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

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

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

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

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

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

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

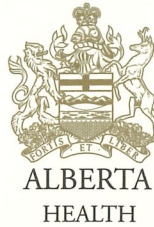
Thank you for your consideration.

Chanice Tarasoff

Claresholm Food Rescue Coordinator
Coordinator

Sarah Bruinsma

Wild Rose Food Connections Project
Coordinator



Office of the Minister
MLA, Calgary - Acadia

RECEIVED
AUG 20 2020

AR 167369

August 13, 2020

His Worship Doug MacPherson
Mayor, Town of Claresholm
PO Box 1000
221 - 45 Ave W
Claresholm AB T0L 0T0

Dear Mayor MacPherson:

Thank you for your letter regarding the Town of Claresholm's concerns about the changes in physician compensation in Alberta. Please accept my apologies for the delay in responding.

The Government of Alberta recognizes that Alberta's physicians, and all health care workers, are essential partners in our health system. We know that physicians and their colleagues bring professionalism and compassion to addressing Albertans' health needs, and that their first and foremost concern is patients' well-being.

Our government has been engaging with the Alberta Medical Association (AMA) since we came into office in 2019. We began formal negotiations with the AMA in November 2019 and were transparent about the need for changes to the physician funding framework to bring Alberta's per capita physician expenditures, currently the second highest in Canada, in line with comparator provinces. When mediation with the AMA broke down in February with no agreement, we faced an anticipated \$2 billion cost overrun over the next three years. Therefore, we used the language in the AMA agreement to terminate, and in the absence of an agreement implemented a new physician funding framework effective March 31, 2020. Details are available at alberta.ca/physician-funding-framework.aspx. **We are not cutting physician spending; the physician budget is being maintained at the current level of \$5.4 billion, and our government is committed to keeping Alberta's physicians amongst the highest paid in Canada.**

Various metrics on physician compensation produced by the Canadian Institute for Health Information (CIHI) show that Alberta physician compensation is higher than comparator provinces. For example, CIHI reports that in 2018, Alberta physicians earned \$90,000 more in average clinical payments per full-time equivalent than physicians in Ontario, and that Alberta spends about 24 per cent more per capita on physician compensation than comparator provinces (BC, ON, QUE). Reports provided by the AMA during negotiations also showed that physicians are higher paid than their counterparts in other provinces. These are facts the government cannot ignore when we look to manage provincial resources in these challenging economic times.

.../2

Since announcing the new physician funding framework, we have continued consulting with both the AMA and physicians. We are also carefully monitoring any impacts of our new physician funding framework on physician compensation and health service delivery. We have been responsive and have made adjustments as necessary, including our decision to rescind changes to complex modifiers. Using the AMA's advice, we also added appropriate virtual health services in response to the COVID-19 pandemic and announced on June 8, 2020, that these virtual services will remain in the *Schedule of Medical Benefits* permanently.

I recognize your concerns about the challenges involved in attracting and retaining physicians to practise in rural communities. Our government is committed to ensuring all Albertans, including those in rural, remote and small communities, have access to strong, publicly funded health services. As part of this commitment, on April 24, 2020 we announced new supports to enhance rural health care in Alberta. This is in recognition of the unique practice structures of rural physicians, the challenges to recruiting and retaining physicians in rural communities, as well as the need to keep community clinics open while rural physicians are attending to emergencies or providing care in a hospital. We have exempted rural physicians permanently from overhead policy changes. Also, under the Rural Remote and Northern Program, we have removed the cap on the amount of Variable Fee Premium earnings that eligible physicians can claim, and will continue to pay the Flat Fee component for those communities that have a zero per cent Variable Fee Premium.

In addition, medical liability rates for all rural physicians will be frozen at \$1,000, and on-call rates for rural family medicine physicians with special skills has increased from \$11 to \$20 per hour, and for rural on-call from \$20 to \$23 per hour. We are implementing service guarantee agreements for medical learners in exchange for financial incentives. We are also engaging physicians to improve health care in rural communities and ensure rural Albertans have access to safe and high quality health care.

Our government continues to communicate with the AMA and physicians on a regular basis. We are creating a physician compensation advisory committee, with physician and public members, which will examine all aspects of the physician services funding model and make recommendations supporting the delivery of high quality, patient-focused health services to Albertans. We also remain open to hearing any proposals for an agreement that the AMA may choose to bring forward towards our goal of maintaining our \$5.4 billion budget.

Alberta has a well-funded health system that can provide the quality care we all deserve while managing spending growth and developing new ways to improve patient care. The changes we are implementing will help to ensure our health care system is sustainable and efficient, and will improve health outcome for Albertans.

Thank you again for writing and for advocating for your community.

Sincerely,



Tyler Shandro, Q.C.
Minister of Health

From: Sharon Wadi <sharon.wadi@gov.ab.ca>
Sent: August 25, 2020 2:18 PM
Subject: Call for Nominations – 2020 Stars of Alberta Volunteer Awards



Call for Nominations – 2020 Stars of Alberta Volunteer Awards

Our communities are made stronger, more inclusive and welcoming places to live, work and raise a family thanks to indispensable contributions of Alberta volunteers. Each day, these remarkable Albertans freely give of their time and talents to make a difference in the lives of neighbours, friends and people they may never meet. They are the driving force behind the recreational, cultural, and social programs, and facilities that are at the heart of strong, vibrant communities.

The Government of Alberta is proud to honour the contributions of Alberta's amazing volunteers and celebrate their achievements through the presentation of the Stars of Alberta Volunteer Awards. The 2020 awards nominations are now open, and you can help recognize the remarkable volunteers in your community by submitting a nomination, and by encouraging local organizations and individuals to do the same. I encourage you to share the stories of how volunteers are making your community a better place, one good deed at a time.

As in previous years, six awards, two in each category, youth, adult, and senior were presented annually on or around International Volunteer Day on December 5th. However, this year we are introducing three additional awards in the new Breaking Barriers category. The Breaking Barriers category will recognize outstanding volunteers who have promoted equality or reduced barriers for marginalized groups through their volunteer activities, advocacy and/or leadership. Three awards will be given to individuals or groups who are addressing racism, advocating for LGBTQ2S+ inclusion and fighting gender discrimination in their communities. The Stars of Alberta Awards ceremony will take place at Government House in Edmonton on December 4, 2020 as it is scheduled to coincide with International Volunteer Day, which falls on Saturday, December 5, 2020.

Full information, including a nomination form and a downloadable promotional poster suitable for printing or placement on your community website, can be found on the Stars of Alberta website at www.alberta.ca/stars-awards. The deadline for nominations is **September 15, 2020**.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Sincerely,

Leela Sharon Aheer
Minister of Culture, Multiculturalism and Status of Women

From: Emilie Nolet <emilie.nolet@gov.ab.ca> **On Behalf Of** Paul Wynnyk
Sent: August 27, 2020 3:28 PM
Subject: Alberta Municipal Affairs 2019-20 Annual Report

Good afternoon,

I am pleased to share the Ministry of Municipal Affairs' 2019-20 Annual Report with you.

This latest report provides a comprehensive review of the programs and initiatives we have undertaken over the past year to build stronger communities and make life better for Albertans. It also outlines the ministry's extraordinary efforts as it responded, and continues to respond, to the COVID-19 pandemic.

The ability, at both the provincial and municipal levels, to deal with the impacts of a pandemic and continue to meet the needs of Albertans is a testament to the dedication and professionalism of this ministry and municipal officials.

This annual report highlights many of the ministry's accomplishments, opportunities, and challenges in 2019/20, including:

- implementing a red tape reduction plan to ensure the ministry's current and new regulations are free of unnecessary red tape, as required by the *Red Tape Reduction Act*, and an ongoing review of programs and services to ensure the best possible outcomes are being achieved for Albertans and businesses;
- continuing to work with municipalities to advance greater intermunicipal collaboration in regional planning and service delivery, and greater accountability;
- providing Alberta communities with funding through several different programs, including the Municipal Sustainability Initiative;
- continuing to implement centralized industrial property assessment, expected to be completed in 2021;
- continuing to support the four quasi-judicial boards in their work adjudicating on matters relating to land rights and property ownership;
- reducing the regulatory burden in the safety codes system without compromising public safety;
- supporting public libraries through investments made in internet access and digital content, such as ebooks and audio books, which have provided Albertans with sources of entertainment, learning, and comfort during the required isolation; and
- co-ordinating the government's non-health-related response to the COVID-19 pandemic, and other emergencies and disasters.

This, and more, is covered in our results analysis, performance measures, and financial information. You will see how actions and decisions connect to goals and key strategies, and how Municipal Affairs is progressing and adopting lessons learned. I invite you to look through our annual report online at: <https://open.alberta.ca/publications/1925-9247>.

I extend my sincere thanks to you and all our partners. My staff and I look forward to our continued collaboration.

Paul.

Paul Wynnyk

Deputy Minister
Municipal Affairs
Government of Alberta

18th floor, Commerce Place
10155-102 Street
Edmonton, AB T5J 4L4

Main Line: 780-422-2463





**Environmental Knowledge and
Prediction Branch**
11th Floor, Oxbridge Building
9820 – 106 Street
Edmonton, AB T5K 2J6
Canada
www.alberta.ca

August 12, 2020

Drinking Water Infrastructure Vulnerability and Risk Study – Final Reports

To whom it may concern:

Alberta Environment and Parks, in partnership with Alberta Innovates, initiated a study to assess climate change impacts to high and low flow events for several drinking water facilities throughout the province. The study is now complete and attached are the provincial report and your facility report.

The study objective was to complete a high-level assessment of drinking water system vulnerabilities and changing risks to support future adaptation and resilience planning. Information contained in the reports should identify vulnerabilities and risks to drinking water infrastructure to inform future upgrades and system modifications to ensure future operational resilience.

Please feel free to contact Kyle Swystun at Alberta Environment and Parks (swystunkyle@gov.ab.ca) or your Drinking Water Operations Specialist if have questions or concerns.

Thank you for your municipality's participation in this study.

Sincerely,

Kyle Swystun,
Resilience Planner



Key messages: Assessment Model Review

Deficiencies of the Review Process

- We were disappointed that the Assessment Model Review process provided little opportunity for input and consisted mainly of presentations from the ministries involved.
- Our alternative solutions were ruled out early in the process, making the review a one-way process in which AUMA, RMA, and the Assessment subject matter experts had a limited voice.

Flaws in the proposed assessment model

- Regardless of which scenario the government implements, urban municipalities will be subject to a 10% - 12% increase in the provincial education tax requisition, with residents and businesses paying 4% to 5% more each year on their overall property tax bill.
- Because the new Police Funding Model allocates funding according to assessment values, urban municipalities under 5,000 will pay a larger amount towards policing costs.
- This is a permanent change that benefits a small group of well-capitalized oil and gas companies, and results in smaller Alberta-based companies paying more than they do now, effectively subsidizing large, international corporations.
- Additionally, those corporations are not being incentivized to reinvest their tax savings to boost the Alberta economy and create much-needed jobs.
- If implemented, each assessment model scenario will have far-reaching impacts on municipal tax revenue, especially for rural municipalities, where oil wells and pipelines represent a significant portion of the local assessment.

Potential solutions

- AUMA strongly recommends abandoning changes to the assessment model in favour of temporary incentive-based tax reductions for companies investing in Alberta.
- AUMA would like the subject matter experts of the Ministry of Energy to be involved in developing an incentive-based tax solution.
- The province needs to be a partner in this solution by reducing their portion of the Education Tax Requisition by an equivalent amount.

Assessment Model Review – Wells & Pipelines

Background

The Ministry of Municipal Affairs and the Associate Ministry of Natural Gas and Electricity have been jointly leading a confidential stakeholder engagement process on assessment model changes for wells and pipelines since January 2020.

Stakeholders involved, in addition to AUMA, include:

- Rural Municipalities Association
- Canadian Association of Petroleum Producers
- Canadian Energy Pipeline Association
- Explorers and Producers Association of Canada
- Canadian Property Taxpayers Association

The process was embargoed until late July, at which time AUMA and RMA, and their members, started speaking out about their concerns with the proposed changes.

The provincial government has stated that the goal of the review is to modernize the assessment model for oil and gas properties to enhance industry competitiveness, while ensuring municipal viability.

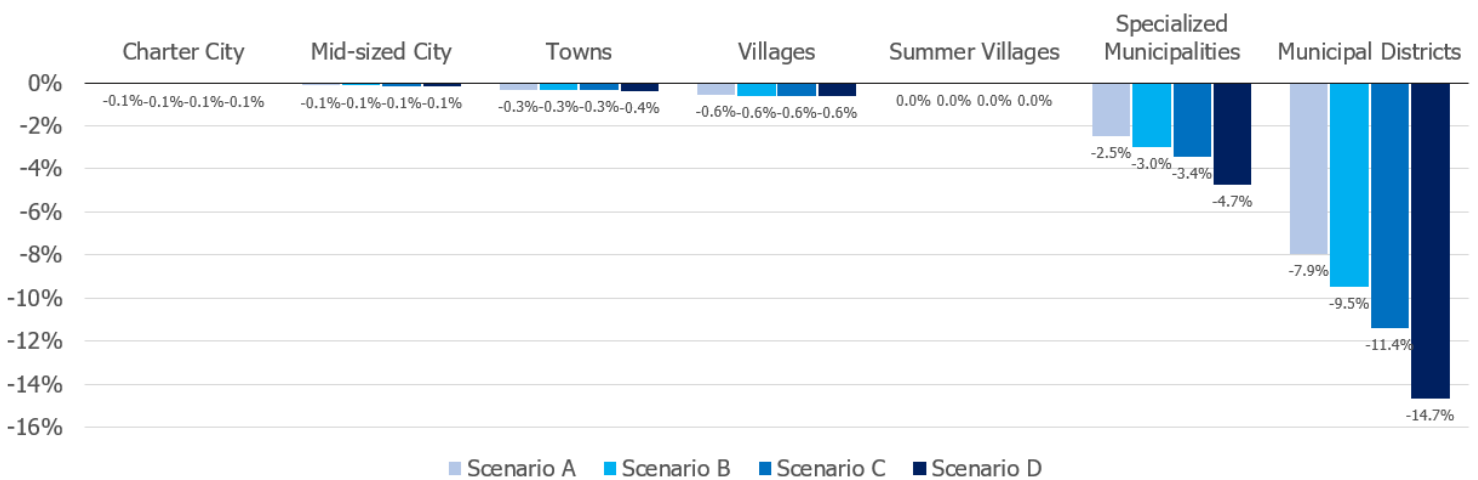
Four scenarios (labeled A, B, C and D) propose a mix of changes to the assessment of oil and gas wells, pipelines, and associated M&E including:

- Increased depreciation rates
 - Scenario D, which has the greatest negative impacts for municipalities, proposes:
 - to reduce the assessed value of a well by 85 % after 16 years; and
 - an overall 85% reduction in assessed value of pipelines when fully depreciated.
- Introducing adjustment factors applied to deep horizontal wells, SAGD wells, and/or pipes greater than 10 inches.
- Changing what types of construction costs are assessed.
- Changing the land assessment value based on the property’s state of depreciation.

Impacts to Municipalities

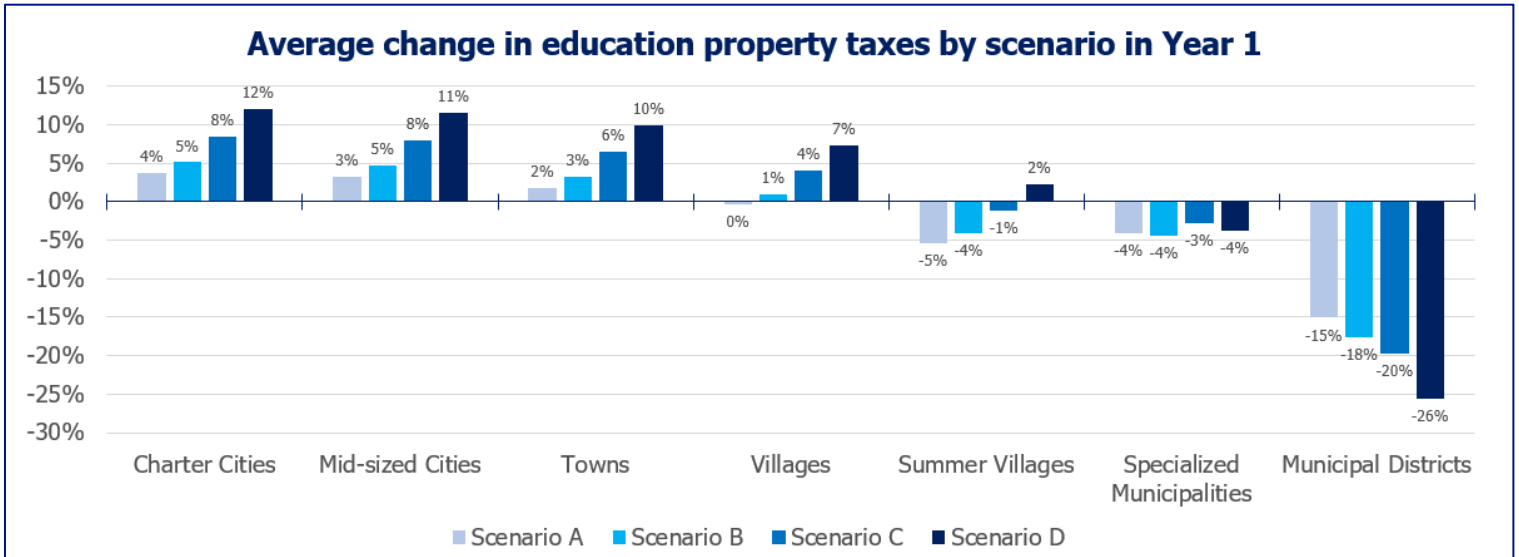
Depending on the scenario, total loss of municipal tax revenues in the first year will be \$117 million to \$301 million. After year 1, the steeper depreciation rates will lead to further declines in assessment in future years. The greatest losses in tax revenues will be in rural municipalities. Many municipalities will be forced to increase residential and/or non-residential taxes; and/or reduce service levels and staff. Some may also have to review their viability and consider amalgamation.

Average Change in Assessment – Year 1



Assessment Model Review – Wells & Pipelines

If the province were to implement Scenario D, municipal districts would collect approximately \$70 million less in education property taxes in year 1, and this tax burden would then shift to residences and businesses in urban municipalities.



Shortcomings of the Proposed Models

- Mainly benefits large oil and gas companies.
- No guarantee that the tax savings will be reinvested in Alberta through new jobs or capital investment.
- Tax reductions are permanent even if commodity prices change.
- Uses assessment methodology to meet tax policy goals, which violates the principles of property assessment.
- Puts the sustainability of cost-sharing agreements and viability of small communities at risk.
- Shifts a greater share of provincial education property tax onto other residences and businesses.
- Shifts a greater share of the new police costing model onto towns and villages with under 5,000 population.
- Province has not shared a forecast of the long-term impacts.

Potential Solutions

- Abandon changes to the assessment model in favour of incentive-based tax reductions for companies investing in Alberta.
- Alberta Energy develop programs and incentives for oil and gas companies.
- Province shares in any tax reductions by reducing education property taxes.

Who we are

The Alberta Urban Municipalities Association represents urban municipalities including cities, towns, villages, summer villages and specialized municipalities and more than 85% of Albertans. It is a dynamic and evolving association, advocating the interests of members to the provincial and federal orders of government and other stakeholders.



, 2020

FIRST LAST
RIDING

Via email: EMAIL ADDRESS

Dear MLA ,

Re: Impacts of Assessment Model Changes on Municipalities

MUNICIPALITY is extremely concerned with and opposed to the proposed changes to the assessment model for regulated properties (i.e. wells and pipelines) that were recently announced. The changes are intended to enhance oil and gas industry competitiveness but will have serious impacts on the residents and businesses of our community.

As your riding includes MUNICIPALITY, we would like to ensure that you are aware of the impacts these changes would have on the ability of many municipalities to provide services and maintain infrastructure, as well as the tax burden such changes may place on other types of property owners. Further, these changes would impact not only individual municipalities but entire regions due to the risks to the sustainability of Intermunicipal Collaboration Frameworks (i.e. cost-sharing agreements) and viability of small communities.

In addition, the assessment model changes would shift a greater proportion of provincial education property taxes onto urban property owners, as a result of the decrease in the assessment base in many rural municipalities. Urban municipalities under 5,000 population will also be responsible for a greater portion of costs under the new police costing model due to the program's link to assessment.

As MLA for RIDING, we rely on you to serve as a provincial government champion for our municipality, our municipal neighbours, and area residents and businesses. Right now, we need your support in urging your government colleagues (particularly the ministers of Municipal Affairs and Energy and the Associate Minister of Natural Gas and Electricity) to reconsider these assessment model changes and work with municipalities to develop a better solution.

MUNICIPALITY, and many others across Alberta, are proud supporters and partners of the oil and gas industry and deserve to be part of a mutually beneficial solution to industry competitiveness, rather than be forced to absorb crippling changes to the assessment model. Please see the attached summary prepared by the Alberta Urban Municipalities Association for further information on this issue.

Sincerely,

[Redacted], Mayor
Municipality

cc: Barry Morishita, President, Alberta Urban Municipalities Association

From: peter.casurella@southgrow.com <peter.casurella@southgrow.com>

Sent: August 25, 2020 8:49 PM

Subject: For Council to Discuss: RE SouthGrow

Dear SouthGrow CAOs and SouthGrow Board Members,

Please find attached a request from the Executive of the SouthGrow Regional Initiative for the **discussion of your Council**. The basic summary is that a 50% funding reduction by the provincial government has made our association unsustainable and our Member communities will need to decide what they would like to see in the future.

Please note that SouthGrow has sufficient reserves to operate at the same level of capacity that we are accustomed to for a while (details attached), but it would be prudent to begin these conversations now in advance of the full board meetings for SouthGrow in September and in December.

Thank you for your support of the valuable work and collaborations that this alliance engages in, and for forwarding this to your council for further discussion.

Sincerely,

Peter Casurella
Executive Director
SouthGrow Regional Initiative

Dear SouthGrow Members,

**Re: Sustainability of the SouthGrow Regional Initiative following funding reductions.
For council and Board discussions.**

From 2014 – 2019 Alberta's Regional Economic Development Alliances enjoyed the relatively modest investment of **\$100,000 per year** each from the Provincial government. This investment allowed your REDA (SouthGrow) to operate at a basic level, maintaining one staff person, and office, and covering overhead while using the \$0.35 per capita from our member communities to pursue regional projects and programs. While our budget has been small, we've been effective and have punched above our weight, leveraging our members investment many times over in terms of value returned to the region.

For example, in 2019/20 our base income from the province and our members was just over \$137,000, but we passed over \$680,000 through our books in that fiscal year. This level of leveraging was largely because we had funds that we could leverage against external grants and partner contributions. Without cash on hand to leverage, we are unlikely to be able to achieve that level of leveraging.

Early in 2020 the newly formed Ministry of Economic Development Trade and Tourism telegraphed their intent to reduce the amount funding provided by Edmonton by 50% to only **\$50,000 per year**.

This reduction places SouthGrow in a tough position. Our current level of funding from all sources is enough to cover our administrative overhead, but nothing beyond that. Our organization is lean and there are few efficiencies left to find.

The SouthGrow Executive Committee has asked me to present you with the situation for discussion at your council meetings to instruct your board representative with what direction you would like to see the association go in the future. At the request of the Executive, I have also attached documents that clarify the details of our situation and suggested options for directions we could take. This is not an exhaustive list, and one of the benefits of this organization is that we collectively benefit from each of your brilliant minds. If a superior model occurs to you that does not appear here, please communicate it. Board members will be asked to bring your views on the matter to a meeting of the full board in September 2020.

Please don't hesitate to reach out if your council requires more information about this issue.

Sincerely,



Peter Casurella
Executive Director
SouthGrow Regional Initiative
(403) 394-0615

Appendix 1: Overview

Figure 1.1: A Quick Overview

Current Per Capita	\$0.45
# of Members	25
Associate Members	1
Rate Paying Pop	70,092
Rate Paying Total	\$40,742.85
Assoc. Member Dues	\$7,500
GOA Contribution	\$50,000
Total	\$98,242.85
Manager's Contract	\$82,000
Admin Overhead	27,600
Total Overhead	\$109,600
Net Difference	\$11,357.15
SouthGrow Reserves:	\$291,662

Additional Notes:

- For the Past 3 years we have benefited from an additional \$25,000 (approx.) per year in earned operational funding by managing a program for the Ministry of Agriculture and Forestry. This contract is officially coming to an end as of August 31, 2020 due to the dismantling of the business unit and its programs that we were contracting to.
- The Board is currently leveraging our reserves of \$291,662 in the following ways:
 - \$10,000 has been allocated from reserves to fund economic recovery efforts.
 - \$50,000 has been allocated to replace the shortfall in our revenues for the current fiscal year.
 - Additional use of reserves has been approved for member broadband projects, of which \$3000 has currently been paid out. Additional expense in this line item is anticipated. We will enter the next fiscal year with an adjusted reserve \$ amount.
- The current level of investment from Edmonton of \$50,000 per year has been approved for **up to three years**. We have been advised to think about independent sustainability beyond this 3 year window.

Appendix 2: Options:

The options in order below are:

- Wait and see while funding from reserves
- Members fund shortfall
- Members independently fund the organization
- Hybridize / amalgamate the association
- Divert member tourism dollars to SouthGrow
- A combination of some of the above

1. Wait and see while funding from reserves

Under the first option, SouthGrow would continue to operate with a restricted budget, pulling money from our reserves year by year for grant matching and project funding. We would attempt to find additional efficiencies to slow the outflow of money, and review the situation with our members every year.

Pros:

- Defers decisions until the fiscal situation of our member municipalities is clearer.
- Avoids burdening members with additional costs as costs are being downloaded from multiple directions.
- Slim possibility that the ministry will reverse course.

Cons:

- Reduced operational capacity because of budget constraints.
- Reduced ability to commit to multi-year projects.
- Reduced ability to invest in projects and programs because every investment will drain reserves.
- Reduced ability to retain staff and offer competitive compensation commensurate with experience.
- Staff have to divert energy and time to working on organization building.

2. Members fund shortfall

Currently, members pay \$0.45 per capita. This is set to increase to \$0.50 per capita in the spring of 2021 as part of a progressive gradual rate increase that has been underway since 2018. An increase instead to \$1.00 per capita would enable SouthGrow to operate with almost the exact same base funding that it has right now. (Refer to chart in Appendix 3) Increasing to this amount could be done gradually over time. However, it is always possible that at the end of our current 3-year agreement with the GOA that all funding from Edmonton will be withdrawn completely.

Pros:

- Funding predictability for three years. 'Full Steam ahead'.
- Good options for staff retention / talent attraction.
- Able to keep reserves for golden opportunities / future hard times.
- Staff can focus on work, not organization building.
- Greater ability to demonstrate value in advance of the end of the next contract renewal with the Government of Alberta

Cons:

- Doubling of member rates at a time when all members are facing serious cost increases and their own revenue shortfalls
- Does not answer the long-term problem of sustainability if the Government of Alberta completely withdraws support.

3. Members independently fund organization

The membership could decide to set themselves on a path to independently fund the organization in the event that the Government of Alberta exits the partnership in the coming years. For similar levels of operation, this would look like around \$1.65 per capita with the largest member (Lethbridge County) paying over \$17,000 per year, and the smallest (Milo) paying \$168.00. There are other ways to structure this, for example with membership caps and minimums, to achieve a similar result.

Pros:

- We get off the Provincial rollercoaster of budget cuts and government changes.
- Predictability of funding only based on municipal sustainability and perceived value, not government relations.
- Can engage in advocacy and lobbying to the provincial government and can utilize both carrot and stick methods.
- Freedom to operate independently with our own mandate
- Staff don't have to invest time into provincial government relations to maintain organization

Cons:

- Tripling of member rates at a time when all members are facing serious cost increases and their own revenue shortfalls

4. Hybridize the association or form strategic partnerships

There are various ways in which SouthGrow could be rolled together into a strategic partnership with other organizations to find efficiencies without vastly increasing costs. Almost all of these models involve either a reduction in operational capacity or would constitute a change in the kind of work possible. Here are some examples:

- A. **Propose shared services to Alberta SouthWest:** SouthGrow could approach Alberta SouthWest to see if there is any appetite to share services, staff, or other overhead, or to align our programs and operations more closely so that we are maximizing our leveraging for individual projects and delivering them to both regions. It's feasible that most projects done by both REDAs could be jointly invested in and shared. The associations could share administrative/ EDO support in the form of a second part or full-time employee, and the constant cooperation of over 40 municipalities would have a heavy leveraging impact. On the negative side, staff might be less able to engage one-on-one with member municipalities and would have to do far more 'big picture' work, focusing on project management of consultants to achieve valuable results for the regions.
- B. **Seek a more robust partnership with Alberta SouthWest:** Conversations could be opened with ABSW to see if there is any appetite to align more permanently with each other. There are a number of ways this could look ranging from the options above to a full merger. However, it should be noted that a full merger would likely entail surrendering \$50,000 per year from Edmonton with the 'closure' of a REDA. For either this option or the one above, a first conversation between the executives of both organizations should be held to see what appetite there is for mutual support.
- C. **Explore a partnership with Economic Development Lethbridge:** EDL currently has a strong regional perspective. They may be willing to share services and/or space with SouthGrow to help us find efficiencies. SouthGrow would still be its own organization, but we would work in closer partnership with the City of Lethbridge. There could be significant administrative savings, but we would still need to increase our per-capita rate. The big drawback here is that the perception of what we do is negatively effected with a 'Lethbridge-centered' bias.
- D. **Partnership with another regional association, such as the Oldman River Regional Services Commission, one of our own municipalities, or other:** A similar shared service model could be set up with another organization. An example might be to put out an RFP for shared EDO services to our own municipal members. A community might opt to host and 'hire' our staff as a municipal staff member with their time being divided between their work with SouthGrow and providing part-time EDO services to the host municipality. There are benefits and drawbacks here as well. A notable benefit of this option is that making our staff actual municipal employees and being able to offer them the benefits that come along with that, would help with long-term retention and talent attraction.

Pros:

- Efficiencies to be found on the administrative overhead side for all models.
- Potential for cost sharing that would increase our ability to retain and attract qualified staff.

Cons:

- For most of these models, we would have to give up either operational capacity, or the ability to do ground-level work with our individual communities.
- For some of the models there is a loss of autonomy.

5. Divert member tourism dollars to SouthGrow

SouthGrow has been handed a new mandate along with our renewed grant agreement with the Government of Alberta to actively work on the development of tourism in our region. Under this model, the members would achieve the funding of SouthGrow (to some level or other) by diverting their tourism per-capita or set-rate to SouthGrow instead. In response, SouthGrow would make tourism one of our core business pillars and we would operationalize a plan to work on product and market development in cooperation with other regional partners.

Pros:

- Tourism dollars are diverted from out-of-region organizations to in-region.
- Cost increases not necessary for most members, just re-allocation of dollars.
- Tourism promotion for our region would be done by our region with our own brand that speaks to our offering.
- Alignment of Economic Development focus in-region with Edmonton's priorities and funding.
- Alignment with Alberta SouthWest and potential partnerships here.

Cons:

- Something would have to give on the side of our traditional economic development pieces. We would likely have to take capacity from the Renewable Energy and Broadband files to accommodate robust work in tourism.
- Group withdrawal from Canadian Badlands could accelerate the crisis in that organization and damage certain relationships.

6. Some combination of the above.

It will be apparent to many of you that some of the options above could work together. For example, sharing services and aligning our projects and programs with Alberta SouthWest, while also diverting tourism dollars to SouthGrow, would create strong mission alignment between the two organizations while also funding SouthGrow enough to keep it operationally flexible and able to hire support staff. We could actually end up with a much stronger organization that leverages the strengths and assets of both regions and is better staffed than before. And that is just one option.

Appendix 3: Rate Projections

Municipality	Population	\$0.35	\$0.40	\$0.45	\$0.50	\$0.60	\$0.70	\$0.80	\$0.90	\$1.00	\$1.65
Arrowwood	207	\$72.45	\$82.80	\$93.15	\$103.50	\$124.20	\$144.90	\$165.60	\$186.30	\$207.00	\$341.55
Blood Tribe	4750	\$1,662.50	\$1,900.00	\$2,137.50	\$2,375.00	\$2,850.00	\$3,325.00	\$3,800.00	\$4,275.00	\$4,750.00	\$7,837.50
Cardston	3585	\$1,254.75	\$1,434.00	\$1,613.25	\$1,792.50	\$2,151.00	\$2,509.50	\$2,868.00	\$3,226.50	\$3,585.00	\$5,915.25
Cardston County	4481	\$1,568.35	\$1,792.40	\$2,016.45	\$2,240.50	\$2,688.60	\$3,136.70	\$3,584.80	\$4,032.90	\$4,481.00	\$7,393.65
Carmangay	250	\$87.50	\$100.00	\$112.50	\$125.00	\$150.00	\$175.00	\$200.00	\$225.00	\$250.00	\$412.50
Coaldale	8215	\$2,875.25	\$3,286.00	\$3,696.75	\$4,107.50	\$4,929.00	\$5,750.50	\$6,572.00	\$7,393.50	\$8,215.00	\$13,554.75
Coalhurst	2668	\$933.80	\$1,067.20	\$1,200.60	\$1,334.00	\$1,600.80	\$1,867.60	\$2,134.40	\$2,401.20	\$2,668.00	\$4,402.20
Coutts	245	\$85.75	\$98.00	\$110.25	\$122.50	\$147.00	\$171.50	\$196.00	\$220.50	\$245.00	\$404.25
Lethbridge County	10353	\$3,623.55	\$4,141.20	\$4,658.85	\$5,176.50	\$6,211.80	\$7,247.10	\$8,282.40	\$9,317.70	\$10,353.00	\$17,082.45
Lomond	166	\$58.10	\$66.40	\$74.70	\$83.00	\$99.60	\$116.20	\$132.80	\$149.40	\$166.00	\$273.90
Magrath	2435	\$852.25	\$974.00	\$1,095.75	\$1,217.50	\$1,461.00	\$1,704.50	\$1,948.00	\$2,191.50	\$2,435.00	\$4,017.75
MD Taber	7098	\$2,484.30	\$2,839.20	\$3,194.10	\$3,549.00	\$4,258.80	\$4,968.60	\$5,678.40	\$6,388.20	\$7,098.00	\$11,711.70
Milk River	892	\$312.20	\$356.80	\$401.40	\$446.00	\$535.20	\$624.40	\$713.60	\$802.80	\$892.00	\$1,471.80
Milo	120	\$42.00	\$48.00	\$54.00	\$60.00	\$72.00	\$84.00	\$96.00	\$108.00	\$120.00	\$198.00
Nobleford	1278	\$447.30	\$511.20	\$575.10	\$639.00	\$766.80	\$894.60	\$1,022.40	\$1,150.20	\$1,278.00	\$2,108.70
Picture Butte	1810	\$633.50	\$724.00	\$814.50	\$905.00	\$1,086.00	\$1,267.00	\$1,448.00	\$1,629.00	\$1,810.00	\$2,986.50
Raymond	4029	\$1,410.15	\$1,611.60	\$1,813.05	\$2,014.50	\$2,417.40	\$2,820.30	\$3,223.20	\$3,626.10	\$4,029.00	\$6,647.85
Stirling	1269	\$444.15	\$507.60	\$571.05	\$634.50	\$761.40	\$888.30	\$1,015.20	\$1,142.10	\$1,269.00	\$2,093.85
Taber	8428	\$2,949.80	\$3,371.20	\$3,792.60	\$4,214.00	\$5,056.80	\$5,899.60	\$6,742.40	\$7,585.20	\$8,428.00	\$13,906.20
Vauxhall	1222	\$427.70	\$488.80	\$549.90	\$611.00	\$733.20	\$855.40	\$977.60	\$1,099.80	\$1,222.00	\$2,016.30
Vulcan	1917	\$670.95	\$766.80	\$862.65	\$958.50	\$1,150.20	\$1,341.90	\$1,533.60	\$1,725.30	\$1,917.00	\$3,163.05
Vulcan County	3984	\$1,394.40	\$1,593.60	\$1,792.80	\$1,992.00	\$2,390.40	\$2,788.80	\$3,187.20	\$3,585.60	\$3,984.00	\$6,573.60
Warner	373	\$130.55	\$149.20	\$167.85	\$186.50	\$223.80	\$261.10	\$298.40	\$335.70	\$373.00	\$615.45
Champion	317	\$110.95	\$126.80	\$142.65	\$158.50	\$190.20	\$221.90	\$253.60	\$285.30	\$317.00	\$523.05
Claresholm	3780	\$1,323.00	\$1,512.00	\$1,701.00	\$1,890.00	\$2,268.00	\$2,646.00	\$3,024.00	\$3,402.00	\$3,780.00	\$6,237.00

Subtotals	70092	\$25,855.55	\$29,549.20	\$33,242.85	\$36,936.50	\$44,323.80	\$51,711.10	\$59,098.40	\$66,485.70	\$73,873.00	\$121,888.80
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Associate Members											
Lethbridge	92730	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$10,000.00
Subtotals	92730	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$10,000.00

Member Totals	162822	\$33,355.55	\$37,049.20	\$40,742.85	\$44,436.50	\$51,823.80	\$59,211.10	\$66,598.40	\$73,985.70	\$81,373.00	\$131,888.80
Provincial Contribution		\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00
Associate Members		\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
Total Base Resources		\$90,855.55	\$94,549.20	\$98,242.85	\$101,936.50	\$109,323.80	\$116,711.10	\$124,098.40	\$131,485.70	\$138,873.00	\$139,388.80

*Current Situation

Prospective Members											
County of Warner	3847	\$1,346.45	\$1,538.80	\$1,731.15	\$1,923.50	\$2,308.20	\$2,692.90	\$3,077.60	\$3,462.30	\$3,847.00	
Barnwell	947	\$331.45	\$378.80	\$426.15	\$473.50	\$568.20	\$662.90	\$757.60	\$852.30	\$947.00	
Barons	341	\$119.35	\$136.40	\$153.45	\$170.50	\$204.60	\$238.70	\$272.80	\$306.90	\$341.00	
Bow Island	1983	\$694.05	\$793.20	\$892.35	\$991.50	\$1,189.80	\$1,388.10	\$1,586.40	\$1,784.70	\$1,983.00	
Foremost	541	\$189.35	\$216.40	\$243.45	\$270.50	\$324.60	\$378.70	\$432.80	\$486.90	\$541.00	
Subtotals	7659	\$2,491.30	\$3,063.60	\$3,446.55	\$3,559.00	\$4,270.80	\$4,982.60	\$5,694.40	\$6,406.20	\$7,118.00	

Potential Member Totals	170481	\$35,846.85	\$40,112.80	\$44,189.40	\$47,995.50	\$56,094.60	\$64,193.70	\$72,292.80	\$80,391.90	\$88,491.00	
Provincial Contribution		\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	
Total Base Resources		\$85,846.85	\$90,112.80	\$94,189.40	\$97,995.50	\$106,094.60	\$114,193.70	\$122,292.80	\$130,391.90	\$138,491.00	



SouthGrow Regional Initiative
403.394.0615
P.O. Box 27068
Lethbridge, Alberta
Canada T1K 6Z8

Current Rates of Other Regional Economic Development Alliances

REDA	# Municipalities	Rate
Central Alberta Economic Partnership	35	0.4
Peace Region Economic Development Alliance	26	0.5
Battle River Alliance for Economic Development	28	0.75
Northeast Alberta Information Hub	31	0.5
Alberta SouthWest Regional Alliance	16	1.0
Grizzly Regional Economic Alliance Society	11	1.5
Palliser Economic Partnership	19	1.0
Regional Economic Development Initiative for Northwest Alberta	3	<i>Special</i>
SouthGrow Regional Initiative	26	0.45

SOUTHGROW REGIONAL INITIATIVE

Background

In 2019, the Economic Development Committee recommended that Town Council consider joining the SouthGrow Regional Initiative. SouthGrow is one of nine (9) Regional Economic Development Alliance's (REDA) in Alberta. These REDA organizations are funded in-part by the province and in-part by membership fees. The decision to join SouthGrow provided the distinct advantage of having membership in two REDA organizations. The existing membership with Alberta Southwest has 16-members, and SouthGrow now has 26-member communities including Claresholm. www.southgrow.com/

Benefits of SouthGrow

The Executive Director of SouthGrow, Peter Casurella has proven to be a self-motivated and talented leader for the organization. The mission; to accelerate and enhance quality of life, development, and sustainability for the communities in the SouthGrow Regional Initiative region.

Benefits of membership

- Network of 25 other communities
 - Including County of Lethbridge, Taber, Vulcan
- Access to large-scale studies and reports
 - Labour, broadband, renewable energy.
- Training sessions for Councillors and municipal staff
 - Skills-gaps, rural broadband, plant protein industries
- Leveraged dollars for regional projects and grants
 - LMP project, EV Charging, Food Corridor
- A partner to support Town of Claresholm initiatives
 - Business visitation program, LMP Grant, Plant Protein



Peter is currently working on hosting the International Economic Development Council Conference in Lethbridge. The idea being that SouthGrow members will be able to meet as a small group and participate in this international conference virtually. By leveraging membership dollars this expensive conference becomes possible.

SouthGrow membership for the Town of Claresholm is \$0.50 per capita, while Alberta Southwest is currently \$1.00 per capita. This is in part due to the City of Lethbridge associate membership contributions to SouthGrow.

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 10, 2020



**Claresholm & District
Chamber of Commerce**

P.O. Box 1092,
Claresholm, AB T0L 0T0

August 25, 2020

Town of Claresholm

Attention: Chief Administrative Officer / Council

RE: Heritage Mural “A Claresholm Celebration” – Fields Building

We write regarding the above mural, painted on the north side of the “Fields Building” at the corner of 49 Avenue West and 2 Street West.

The Claresholm & District Chamber of Commerce (the “Chamber”) commissioned the painting of the mural in 2003. The Chamber has recently contacted the artist to obtain a quote to restore the mural, as the mural is now faded and the paint has begun to chip in some areas.

Quotes from the artist indicate that it will cost upwards of \$9,000 plus materials to restore the mural.

Given this cost and the fact that this will be the second repair needing to be completed, the Chamber is no longer in support of maintaining or restoring the mural. The first repair was completed in 2009 at a cost of \$5000, and we are not in a position to put any further funds into this project. The Chamber will surrender maintenance of the mural back to the owner of the Fields Building. It is the Chamber’s view that the mural has reached the end of its lifespan and that the Chamber is unlikely to receive any future benefit in continuing to maintain the mural.

Should the Town of Claresholm wish to be responsible for the maintenance or replacement of the mural, we would direct the Town to contact the owner of the Fields Building directly.

Yours Truly,

A Zimmer

Amanda Zimmer
President

president@claresholmchamber.ca



www.claresholmchamber.ca

From: David <clhmagriplex@telus.net>
Date: August 27, 2020 at 6:28:43 PM MDT
To: Marian Carlson <Marian@claresholm.ca>
Subject: Letter of Support

Hi Marian,

The Willow Creek Agricultural Society is once again applying for the Community Facility Enhancement Program. We need a letter of support from the Town of Claresholm in order to apply.

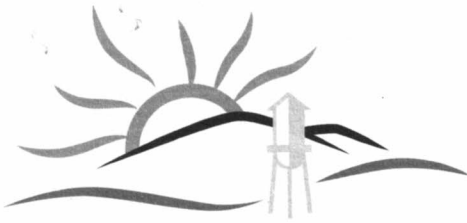
I have attached the last letter of support we received from the town. Something similar to this would be great except in the first paragraph should read "regarding the grant application being submitted by the Willow Creek Agricultural Society for the purpose of completing stage two of the indoor equine facility at the Claresholm Agriplex".

Also, I do need this letter before the application deadline of September 15.

Could you confirm receipt of this email and let me know if this would be possible.

Thank you,

David Hansma



Claresholm

Where **Community** Takes Root

September 10, 2019

Community Facility Enhancement Program
50 Corriveau Avenue
St. Albert, Alberta T8N 3T5

RE: MUNICIPAL LETTER OF SUPPORT – Willow Creek Ag Society

Please consider this letter of support from the Town of Claresholm regarding the grant application being submitted by the Willow Creek Agricultural Society for the purpose of the completion of the interior of the new riding facility that has been constructed at the Claresholm Agriplex.

Based on the information supplied to us, we wish to notify you that the Town of Claresholm supports the project as outlined. It should be noted that in the opinion of the Town of Claresholm, the Willow Creek Ag Society, and acting within the Claresholm Agriplex, provides a great service both to our residents and the residents of the surrounding areas. The facilities are amongst the most highly utilized in our community. The Town wishes the Society great success in their efforts.

If you have any questions or concerns regarding this matter, please contact the undersigned at your convenience.

Yours truly,

Marian Carlson, CLGM
Chief Administrative Officer
Town of Claresholm

MC/kw



From: Zentner Funeral Homes <info@zentnerfuneralhomes.ca>
Sent: August 20, 2020 9:47 AM
To: Marian Carlson <Marian@claresholm.ca>
Cc: Blair Bullock <Blair@claresholm.ca>; Mike Schuweiler <mike@claresholm.ca>
Subject: Zentner Funeral Home Property

Hello Marion,

I am writing this email to advise on the damage caused to the property.

The lawn at the front of the property on the east side, just in front of the fire hydrant has been driven over several times now, on different occasions. I have fixed the concern the first two times and this being the third, I believe it's going to continually happen.

I am recommending that the town repair the lawn this time as I cannot keep throwing money at something that is recurring.

I am also suggesting that the town gives me formal permission to place decorative sandstone rocks around the corner of my property (on the easement) to alleviate the recurring problem. As well as to protect the fire hydrant.

Thank you for your time,

--

Chad Zentner
Zentner Funeral Homes Ltd.
1-844-ZENTNER
"A Trusted Legacy"





Claresholm

REQUEST FOR DECISION

Meeting: September 14, 2020
Agenda Item: 11

ATCO GAS AND PIPELINES LTD. FRANCHISE AGREEMENT

DESCRIPTION:

ATCO Gas has contacted the Town of Claresholm with their annual inquiry regarding the Town's option to modify the franchise fee that is billed to ATCO Gas customers and paid to the Town of Claresholm for the 2021 year.

BACKGROUND:

ATCO Gas has a Natural Gas Distribution System Franchise Agreement with the Town of Claresholm that came into effect on April 28, 2005. This agreement gives ATCO Gas an exclusive franchise to provide gas distribution services within the Town of Claresholm. Clause 4(a) that is referenced in their letter reads as follows:

4) FRANCHISE FEE

a) *Calculation of Franchise Fee*

In consideration of the exclusive grant of franchise, the ability to use Municipal rights-of-way, and the mutual covenants herein, the Company agrees to pay to the Municipality a franchise fee. The parties agrees that s.360(4) of the Municipal Government Act RSA 2000 c.M-26, as amended, does not apply to the calculation of the franchise fee in this Agreement. For each calendar year the franchise fee will be calculated as a percentage of the Company's actual total revenue derived from the Delivery Tariff, including without the limitation the fixed charge, base energy charge, demand charge but excluding the cost of gas (being the calculated revenues from the gas cost recovery rate rider or the deemed cost of gas and revenues from gas related riders, for clarity Method A in the Company's Rider A as approved by the Board from time to time) in that year for Gas Distribution Service within the Municipal Area. For the first calendar year or portion thereof of the Terms of this Agreement, the franchise fee percentage shall be ten (10.00) percent.

By no later than September 1 of each year, the Company shall: (i) advise the Municipality in writing of the total revenues that were derived from the Delivery Tariff within the Municipal Area for the prior calendar year; and (ii) with the Municipality's assistance, provide in writing an estimate of total revenues to be derived from the Delivery Tariff within the Municipal Area for the next calendar year.

By no later than November 15 of each year, the Municipality shall advise the Company in writing of the franchise fee percentage to be charged for the following year. Failing which notification, the franchise fee percentage shall remain unchanged.

DISCUSSION/OPTIONS:

1. The franchise fee has remained unchanged at ten (10) percent since the agreement came into effect in 2005.
2. As per the Franchise Agreement, Clause 4(b) states: "The franchise fee percentage shall not at any time exceed thirty five (35%) percent, unless there has been prior Board approval."
3. Should Council choose to change the franchise fee, the Town would need to advertise the intent to change the fee at least 45 days prior to implementation as per Clause 4(c).
4. By increasing the percentage, residents within the Town of Claresholm would see an increase in their utility billing for natural gas, as the increase would be billed to each consumer as stated in Clause 4(d).
5. Per ATCO Gas' estimate, each one (1) percentage point increase would result in approximately ten thousand dollars (\$10,000) in increased revenue in 2021.

COSTS/ SOURCE OF FUNDING:

This is revenue to the Town of Claresholm. Extra costs would only be incurred should Council choose to lower the franchise fee percentage. Similarly, the Town would receive increased revenue if Council chooses to increase the franchise fee.

RECOMMENDED ACTION:

Council pass a resolution to keep the ATCO Gas Franchise Fee the same for 2021.

PROPOSED RESOLUTION:

1. Moved by Councillor _____ to keep the franchise fee percentage the same at 10% for 2021 as per Clause 4(a) of the Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd.

ATTACHMENTS:

1. Correspondence from ATCO Gas dated August 19, 2020.

APPLICABLE LEGISLATION:

1. Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd; (Executed April 28th, 2005)

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: September 9, 2020

August 19, 2020

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

RECEIVED
AUG 27 2020

Attention: Marian Carlson / Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 4(a)

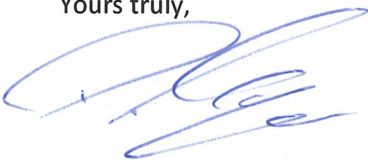
Pursuant to Clause 4(a) of our franchise agreement, the municipality has the ability to change the franchise fee percentage in 2021; this request must be received by ATCO Gas in writing prior to November 1st. If you are considering changing the franchise fee in 2021, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Town of Claresholm a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Town of Claresholm, this percentage is 10.00%.

In 2019, our Delivery Tariff revenue in the Town of Claresholm was \$1,079,001. Our forecast Delivery Tariff revenue for 2021 is \$1,224,360. Therefore, based on the current franchise fee percentage, the forecast 2021 franchise fee revenue would be \$122,436.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at (403) 380-5401 or Dan.Magnan@atco.com.

Yours truly,



Dan Magnan
Manager, Lethbridge Operations
ATCO Natural Gas Division



Claresholm

REQUEST FOR DECISION

Meeting: September 14, 2020
Agenda Item: 12

TELUS CELL TOWER LEASE AGREEMENT

Telus currently has a lease agreement with the Town of Claresholm for the land where the cell tower is located, just north of the water pump house/water tower on the highway. Telus has had this lease since January 1, 1996 (25 years) and it is coming up for renewal at the end of the year with no remaining renewal periods in the current lease. As per their letter they are wanting to renew this lease for a 5-year term with three renewal periods. Current lease payments are for \$11,000 annually and they are proposing a 15% increase to 12,650 annually.

The history of the lease payments have been as follows:

Term	Annual Payment	Percentage increase	Effective average annual increase
1996-2000	\$5,000		
2001-2005	\$7,000	40%	7%
2006-2010	\$9,000	28.6%	5.2%
2011-2015	\$10,000	11.1%	2.1%
2015-2020	\$11,000	10%	1.9%
Telus Proposal (2021-25)	\$12,650	15%	2.8%
Town Proposal (2021-25)	\$13,000	18.2%	3.4%

Each renewal period there should be an opportunity to further increase the lease payments. Accepting the 12,650 does not lock us into that lease payment for the next 20 years, through the 3 renewal periods. That being said the effective annual increase has been pretty fairly minimum over the last 10 years, and even this 15% increase only represents an average annual increase of 2.8%. Minor increases in the past, and current, will drastically affect the long term revenue as increases are compounding.

DISCUSSION/OPTIONS:

1. Accept the proposal from Telus for a 15% increase.
2. Ask for a greater increase.

RECOMMENDED ACTION:

Administration would recommend pushing for a larger increase as the increases over the past 10 years have been insignificant at best. We have little relevant comparable data to suggest any specific rate, but we do not recommend just accepting the first number they offer. Our recommendation is to ask for 13,000 minimum.

PROPOSED RESOLUTION:

Moved by Councillor _____ to direct administration to respond to Telus that we are willing to renew the lease, however at minimum rate of 13,000 annually.

ATTACHMENTS:

1. Letter from Telus requesting new lease agreement

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 10, 2020



TELUS
Suite 1600
200 Consilium Place
Scarborough, ON
M1H 3J3

416.279.9000
www.telus.com

VIA EMAIL: blair@claresholm.ca

October 8, 2019

The Town Of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0

Attention: Blair Bullock

**Re: Lease Agreement between The Town Of Claresholm (“Lessor”) and TELUS Communications Inc. (“Lessee”) for the site located at Plan 147N, Block B, Lots 26 & 27, Claresholm, Alberta
TELUS Site AB1057/2855 Claresholm 1:**

On behalf of TELUS, I would like to take this opportunity to thank you for being an important part of our network. As you are probably aware, your current lease with TELUS will expire on December 31, 2020 with no further renewal options. TELUS would like to enter into a new Lease for 5 years with three (3) further automatic five (5) year renewal options under the same terms and conditions as the original lease except for rent.

TELUS would like to propose that the rent for the period January 1, 2021 to December 31, 2025 be set at \$12,650.00 per year which represents a 15% increase.

If agreeable, please acknowledge and accept this proposal by executing below and returning one copy of this letter to me for our records. Should you have any questions or concerns, please do not hesitate to contact me directly. I thank you for the consideration shown to TELUS and look forward to continuing our good relationship in the future.

Sincerely,

TELUS Communications Inc.

Felix Davis
Senior Real Estate Manager
TELUS Real Estate Department
200 Consilium Place, Suite 1600
Scarborough, Ontario, M1H 3J3
Tel: (416) 554-3077
Fax: (416) 279-7942
Email: felix.davis@telus.com
CC: Kevin Hickman

Acknowledge and Accepted

This ----- day of -----, 2019



REQUEST FOR DECISION

Meeting: September 14, 2020
Agenda Item: 13

WATER SHORTAGE RESPONSE PLAN

DESCRIPTION/BACKGROUND:

In 2017, the Town applied to Alberta Environment for a Water License for the Golf Course. As part of the approval, Alberta Environment required the Town to update our Water Shortage Response Plan. The MD of Willow Creek also required an updated plan for the Airport system license. We partnered with the MD and engaged the services of MPE Engineering Ltd who worked with Alberta Environment to determine their exact requirements.

DISCUSSION/OPTIONS:

Attached is the final draft of the Water Shortage Response Plan which requires Council approval. This appears to be the last requirement from Alberta Environment to finalize the license applications.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the Town of Claresholm and MD of Willow Creek Water Shortage Response Plan as presented.

ATTACHMENTS:

- 1.) Water Shortage Response Plan

APPLICABLE LEGISLATION:

- 1.) *Environmental Protection and Enhancement Act*

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 10, 2020



REQUEST FOR DECISION

Meeting: September 14, 2020
Agenda Item: 14

CLARESHOLM CHILDCARE SOCIETY

BACKGROUND/DISCUSSION:

New Contract

With the new Daycare/Playschool Building construction project, the Town subdivided and purchased a piece of the School Division's property for the new site. Included in this subdivision was the current modular Kidz Zone building, with the school transferring ownership of this building to the Town. Previously this building was leased to the Town from the School Division and then subleased to the Claresholm Child Care Society. With the change in ownership of this building a new lease agreement is needed that removes reference to the School Division and sublease. The current lease agreement passed on the rent and utility charges the Town was charged by the School District to the Claresholm Child Care Society.

We are in the processes of drafting a new lease agreement. This one agreement will then cover rent/utilities for both buildings/facilities on the one property in a single agreement. This is approximately a \$300/month savings to the Claresholm Child Care Society (by removing utility charges for the Kidz Zone building). Once they move into the new building the "increased" rent for the daycare facilities removes this benefit, but overall costs would remain fairly consistent with what they were paying previously. For simplicity Administration also recommends that instead of charging back energy utilities that a monthly estimate is used instead, and adjust the rent charge to include utilities with just a simple monthly flat fee.

Discontinue Rent Waiver

On a slightly different, but related matter. On March 23, 2020, Council approved a waiver of rent and utilities for the Claresholm Childcare Society for both the daycare facility and the Kidz Zone (before and after school care) modular building "for the period of time they are not fully operational due to the province-wide closure on all licensed daycare facilities". This terminology for when rent would resume was left fairly vague and up to interpretation, so Administration is looking for direction from Council as to whether or not rent and utility charges should resume.

With Stage 2 of the relaunch there are still restrictions on the operations of the daycare, including operating in cohorts of no more than 30 people (staff and children), but they can operate in multiple cohorts and resume full numbers. Actual numbers however have not returned to pre-covid levels for the Claresholm Childcare Society. Pre-Covid they had 46 children enrolled in Daycare, and 27 in Kidz Zone. Currently those numbers are 20 in Daycare (43%) and 20 in Kidz Zone (74%). This is only 54.8% prior enrolment.

Despite numbers having not increased to pre-COVID levels, the Claresholm Child Care Society is also receiving additional relief still through the CEWS wage subsidy which provides fairly significant subsidies during this time, in addition to the continued partial rent/utility relief the new agreement would provide until such time as the new building is occupied.

Administration recommends rent charges be reinstated, but with the new structure they will still receive some savings from previous rates due to not charging Town Utilities at the modular building, until such time as they are in the new building.

COST:

Below is a table comparing historical estimated costs for facilities for the Claresholm Child Care Society compared to proposed costs, both prior to occupancy of the new building (continued partial savings for COVID relief) and after occupancy of the new building:

	Early 2020 and Prior	September 1, 2020	Spring/Summer 2021
Old Day Care Facility			
Rent	100	100	-
Telephone/Internet	100	100	-
Kidz Zone Facility			
Rent	250	350	350
Town Utilities	100	-	-
Energy Utilities	300	-	-
Telephone/Internet	100	100	-
New Day Care Facility			
Rent	-	-	600
Total	950	650	950

RECOMMENDED ACTION:

Administration recommends rent charges resume as of September 1, 2020, which the Claresholm Child Care Society has indicated they have no issue with, and that Council direct administration to work with the Society to draft a new lease agreement for the lease of facilities at 5895 8th St W (both buildings) in a single lease.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ direct administration to work with the Claresholm Child Care Society to draft a new new lease agreement between the Town and the Claresholm Child Care Society for the facilities located 5895 8th St W effective September 1, 2020, based on a flat monthly rent which includes all utility services.

Moved by Councillor _____ to resume charging rent to the Claresholm Child Care Society as of September 1, 2020 for both the Daycare facilities located at 221 45th Ave W and the before and after school care program (Kidz Zone) at 5895 8th St W.

ATTACHMENTS:
N/A

APPLICABLE LEGISLATION:
N/A

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 10, 2020



**Town of Claresholm
Income Statement by Function
July 31, 2020**

Revenue	JULY	2020 YTD	2020 BUDGET
Tax and requisition revenue	105,240.69	(4,201,863.25)	(3,668,935.00) 1
General administration revenue	(3,194.06)	(417,953.94)	(522,571.00)
Police	(1,238.84)	(8,096.91)	(33,000.00)
Fire	-	(6,590.23)	(17,040.00)
Bylaw enforcement	(536.16)	(10,397.09)	(38,000.00)
Roads, streets, walks, lighting	-	(770.00)	(75,000.00)
Airport	13,838.00	-	(2,500.00)
Storm sewers and drainage	(1,157,225.00)	(1,168,737.97)	(1,306,751.00)
Water supply and distribution	(74,103.22)	(1,163,694.03)	(1,996,900.00)
Wastewater treatment and disposal	(15,210.84)	(228,883.66)	(406,162.00)
Garbage Collection	(18,865.76)	(216,738.48)	(426,000.00)
Recycling	(7,368.93)	(133,190.61)	(243,000.00)
FCSS	(28,804.02)	(165,995.85)	(267,641.00)
Cemetery	(1,875.00)	(8,075.00)	(18,500.00)
Economic development	(2,375.00)	(106,075.00)	(131,200.00)
Land use planning, zoning and development	(13,700.55)	(57,549.04)	(66,600.00)
Parks and recreation	(24,947.20)	(504,322.57)	(844,177.00)
Culture - libraries and museum	-	(1,525.50)	(9,500.00)
	<u>(1,230,365.89)</u>	<u>(8,400,459.13)</u>	<u>(10,073,477.00)</u>
Expenses			
Legislative	4,778.73	46,081.41	109,000.00
Administration	104,785.74	797,500.25	1,276,922.00
Police	-	-	73,730.00
Fire	38,159.37	109,598.97	206,430.00
Bylaw enforcement	11,079.60	64,151.68	124,445.00
Common and equipment pool	50,735.39	275,800.56	537,081.00
Roads, streets, walks and lighting	40,218.25	288,348.35	836,521.00
Airport	17,557.42	22,808.62	15,840.00 2
Storm sewers and drainage	5,123.36	8,709.29	284,317.00
Water supply and distribution	86,882.98	467,455.42	1,273,556.00
Wastewater treatment and disposal	8,628.08	60,676.30	513,005.00
Garbage Collection	35,570.21	222,181.43	391,982.00
Recycling	31,058.95	192,632.97	244,499.00
FCSS	25,040.60	168,290.68	289,749.00
Daycare	3,147.24	22,282.90	38,202.00
Cemetery	5,283.96	15,090.07	18,973.00
Physician recruitment	-	-	3,000.00
Economic development	18,654.92	96,613.03	309,689.00
Agriculture - weed and pest control	4,348.93	6,492.33	44,750.00
Land use planning, zoning and development	20,120.69	138,921.37	200,212.00
Parks and recreation	80,772.10	387,286.42	982,988.00
Culture - libraries and museum	78,237.06	233,443.78	364,433.00
	<u>670,183.58</u>	<u>3,624,365.83</u>	<u>8,139,324.00</u>
Net Income	<u>(555,901.47)</u>	<u>(4,777,570.36)</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
July 31, 2020**

Revenue	JULY	2020 YTD	2020 BUDGET
Net municipal taxes	125,106.44	(4,009,429.53)	(3,336,644.00) 1
Special assessments	-	(15,644.79)	(12,935.00)
User fees and sales of goods	(146,090.95)	(1,681,108.99)	(3,006,760.00)
Government transfers for operating	(8,771.00)	(295,098.92)	(379,131.00)
Investment income	(4,299.92)	(31,150.55)	(60,000.00)
Penalties and costs of taxes	(1,560.00)	(32,734.98)	(104,100.00)
Licenses and permits	(15,535.55)	(90,109.99)	(97,000.00)
Other local government transfers	(19,423.02)	(114,980.60)	(188,116.00)
Proceeds from disposal of capital assets	-	77,857.15	(75,000.00) 2
Franchise and concession contracts	(14,965.83)	(135,337.19)	(212,491.00)
Rental	13,213.06	(39,122.38)	(123,257.00)
Other	(814.12)	(38,854.70)	(32,500.00)
Government transfers for capital	(1,157,225.00)	(1,994,743.66)	(2,445,543.00)
	<u>(1,230,365.89)</u>	<u>(8,400,459.13)</u>	<u>(10,073,477.00)</u>
Expenses			
Salaries, wages and benefits	346,707.60	1,632,722.71	2,896,836.00
Contracted and general services	117,324.07	917,680.87	1,633,709.00
Materials, goods, supplies, and utilities	126,263.14	675,634.27	1,282,640.00
Bank charges and short-term interest	88.53	324.49	-
Interest on long-term debt	-	82,358.59	214,059.00
Other expenditures	4,669.07	17,370.91	27,690.00
Transfers to organizations and others	75,131.17	298,273.99	384,812.00
Amortization	-	-	1,699,578.00
	<u>670,183.58</u>	<u>3,624,365.83</u>	<u>8,139,324.00</u>
Internal Transfers			
Internal transfers	4,280.84	(1,477.06)	- 3
Net Income	<u>(555,901.47)</u>	<u>(4,777,570.36)</u>	<u>(1,934,153.00)</u>
Other			
Transfers to/from reserves	-	-	523,045.00
Capital expenditures	417,682.32	1,355,463.17	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>(138,219.15)</u>	<u>(6,082,140.70)</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.



Claresholm

INFORMATION BRIEF

Meeting: September 14, 2020
Agenda Item: 16

MEETING WITH MINISTER OF MUNICIPAL AFFAIRS

DESCRIPTION:

On Tuesday, September 1, 2020, I attended a meeting in Fort Macleod to discuss the Assessment Model Review. In attendance with Minister Tracy Allard, Minister of Municipal Affairs, were MLA Roger Reid (Livingstone-Macleod), MLA Joseph Schow (Cardston-Siksika) and MLA Nathan Neudorf (Lethbridge East).

Minister Allard presented her position on the outcomes of the Assessment Model Review and stated that she feels that they have not got it right quite yet. She is meeting with Mayors, Reeves and CAO's throughout the province to get feedback on how municipalities feel this model should be structured.

I spoke to the concerns Mayor and Council have discussed and addressed the fact that all the changes that have taken place over the last year have a significant impact on municipal finances. I spoke to the following:

- Assessment changes reduce revenue stream
- Policing costs transferred down have significant impact
- Reduction in Grants in Lieu of taxes on provincially owned properties reduced revenue stream
- Assessment changes may have an impact on the Rural/Urban sharing agreements with the Rural municipalities having reduced financial ability
- Currently unsure of the impact that the assessment changes will have to the education requisition as rural municipalities will lose a significant share of their assessment base which in turn will transfer responsibility for that share of the education requisition to urban municipalities
- Mayor and Council are closest to the people they serve and it is difficult to explain to the residents the impacts to taxes caused by downloading from the provincial level

I also expressed concern over the Premier's comments that municipalities must reign in spending. I indicated that the majority of municipalities run a very tight budget and are finding it more and more difficult to meet our obligations to the province.

The Minister agreed that the province needs to look at the whole picture and not focus only on the Oil & Gas sector assessments, but made no commitment.

PREPARED BY: Marian Carlson, CLGM – CAO

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 2, 2020

Strategies

MULTI-YEAR		Assigned to	Update on Progress
POLICY & PLANNING			
3 Year Operations Plan and 5 Year Capital Plan			
	Revise 3 Year Operations Plan and 5 Year Capital Plan	Blair	Updated plans for 2021 forward have been adopted by Council on April 14th, 2020
Community Center			
	Enhance Community Center	Mike	Project complete, continued work with hall board as required.
Multi Use Community Facility			
	Tender Project for 2020	Mike	Tender awarded to Tricon Developments.
	Begin construction in 2020	Mike	Exterior finishes are almost complete.
	Complete construction 2021	Mike	Project is on track and ahead of schedule for both buildings.
Intermunicipal Development Plan (IDP)			
	Complete IDP by April 1, 2020 deadline	Tara	Still ongoing, Provincial deadline changed to April 1, 2021.
Intermunicipal Collaboration Framework (ICF)			
	Complete ICF by April 1, 2020 deadline	Marian	Complete. Notice sent to the Minister March 26, 2020
Stormwater Infrastructure			
	Apply for grant funding for Phase 2 and beyond	Blair/Mike	Funding possibilities still being investigated. Current grant/funding availability is very limited.
Development Processes			
	Continue with Land Use Bylaw updates as necessary	Tara	Ongoing as required.
	Update Signage Schedule of Land Use Bylaw	Tara	Draft amendment being reviewed.
	Develop Off-site Levy Bylaw	Tara	Project complete.
	Continue review of processes	Tara	Policies all updated, process review ongoing.
	Complete Infrastructure Master Plan	Mike/Tara	Initial review meeting with Engineers took place September 8, 2020. Project review will determine if there are any gaps.
	GIS updates	Tara	Ongoing, IMP will complete a thorough update. Investigating potential upgrades.

Strategies

MULTI-YEAR

MULTI-YEAR		Assigned to	Update on Progress
Encourage Residential Development			
	Review Land Use Bylaw and Planning documents	Tara/Brady	Reviews completed annually.
	Investigate incentive opportunities	Tara/Brady	Investigations ongoing.
	Complete a Housing Needs Assessment	Tara/Brady	The Alberta Rural Development Networks needs assessment was considered, but not recommended. The EDO will investigate other approaches to housing needs assessments.
ECONOMIC & COMMUNITY DEVELOPMENT			
Support the Economic Development Committee			
	Update 3 year Economic Development Business Plan	Brady	EDC adopted the updated 3-Year Business Plan on May 19th. The document will be presented to Council on June 8, 2020.
	Strategy for Challenging Land Owners	Brady	Investment Attraction; maintain accurate information and contacts for commercial and industrial properties in Claresholm. Connected buyers, sellers and investors whenever possible.
	Revitalize Downtown and Highway Corridor	Brady	Improved software and new breaker installed to the Welcome Sign LED's, back covers are in the queue, with plans to refresh the paint in June 2020. Community Advertising Project highway billboards continues, EDO taking steps to delagate parts of the process to private partners. Wayfinding Signage project was awarded in February, work to begin this spring with focus on highway corridor.
	Develop/Review policies pertaining to unsightly premises and vacant lands and buildings in retail, commercial and industrial areas	Brady/Ryan	Ongoing, EDC Agenda for May 18, 2020
	Address revitalization in 3 year Economic Development Business Plan	Brady	Scheduled for April 20, 2020 EDC online meeting
	Finish/paint entrance signs	Brady/Mike	Potential completion summer 2020.

Strategies

MULTI-YEAR

	Assigned to	Update on Progress
	Brady/Tara	Contacted developers to ensure communication is ongoing for potential development initiation. Working with Harvest Square on residential development (rental) to full build of subdivision in the next few years.
	Brady/Tara	Conversation ongoing.
Sound, Responsible Governance and Strengthen Internal Operations		
	Karine/Marian	Using the new software program (Connect) as well as social media, the website and the local press, to inform residents during the COVID 19 pandemic.
	Karine/Marian	Open House held February 27, 2020. Open House scheduled for May 7 has been cancelled by Council due to COVID 19. Will schedule the next one when allowed

Strategies

MULTI-YEAR		Assigned to	Update on Progress
	Continue to review and update Administration and Council policies	Blair/Marian	Have successfully reviewed and updated approximately 80% of Town Policies. Remaining 20% are under review.
	Address legislative changes in a timely fashion	Marian	Continue to report changes to Council and implement changes
	Succession planning for the CAO	Marian	In progress
PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS			
Build Government Relations at All Levels			
	Look for opportunities to collaborate	All departments	Working with various community groups/societies on grant applications for various municipal/partnership projects.
Strengthen Stakeholder Relationships			
	Encourage presentations to Council, visit organizations to build relationships and have a presence in the community	Council	
	Develop relationships with Land Developers in order to progress on residential development	Council/Brady	The EDO, and Development Officer continue to communicate with residential developers and potential investors.
Relationships with AHS and Other Service Providers			
	Continue to Enhance Relationships with AHS and Other Service Providers	Council	
VIBRANT COMMUNITY, QUALITY OF LIFE			
Housing			
	Investigate opportunities for various types of housing	Tara/Brady	Opportunities sought out and working with inquiries as presented.
Traffic			
	Continue work with Alberta Transportation and RCMP on enforcement measures on highway #2	Ryan	Ongoing, trying to keep a presence on the highway to slow traffic. Using welcome sign LED's to encourage slow and safe driving. Also using Radar speed signs to slow traffic in town.

Strategies

MULTI-YEAR

MULTI-YEAR		Assigned to	Update on Progress
Improvement of Parks			
	Admundsen Park upgrades 2020/2021/2022	Mike	Some tree removal, repositioning, and new planting scheduled for mid-September. Grant funding applications were unsuccessful.
	Tennis Courts 2020	Mike	Project has been booked for 2021. Updated quote has been received for 2021 budget.
	Work with Dog Park committee to create design and identify funding options	Denise	Unsuccessful with our application to the Rural Communities Foundation (UFA) Grant. There is currently no Society backing this project. We are continuing to look for other funding options.
	Extend pathway system 2021	Mike	To be determined during budget discussion for 2021.
Support the Arts Community		Council	



Claresholm

INFORMATION BRIEF

Meeting: September 14, 2020

Agenda Item: 18

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - January 27, 2020				
2	Delegation Response: Claresholm Skatepark Association - Moved by Councillor Moore to rescind Motion #19-038. CARRIED MOTION #20-016 Moved by Councillor Schulze to support locating the new skatepark on the site of the new Multi-use Community Building at 5318 – 2nd Street West. CARRIED MOTION #20-017	Mike/Denise	Location selected (east side of multi-use building). Newline working on draft design with geo-tech information.	Complete
Regular Scheduled Meeting - July 20, 2020				
8	NEWS RELEASE: Improving Access to Emergency Medical Services - Moved by Councillor Schulze to send a letter to the Minister of Health and Alberta Health Services regarding the possible use of Claresholm & District Transportation Society vehicles for non-urgent patient needs. CARRIED MOTION #20-094	Karine	Letter sent	Complete
10	CORRES: Alberta Chapter of the Wildlife Society - Moved by Councillor Carlson to write a letter to the Alberta Energy Regular and the Minister of Environment stating the Town of Claresholm's position is that the promotion of exploration of coal in Alberta is not conducive to the protection of our environment, and that these actions are harmful to the environment, our waterways and our wildlife. CARRIED MOTION #20-095	Karine	Letter sent	Complete
23	RFD: FCM Asset Management Grant - Moved by Councillor Schlossberger to approve the out of budget Asset Management Phase 2 Project – "Ensuring Asset Resilience in Claresholm" in the amount of \$62,500 with funding as follows: <ul style="list-style-type: none"> • \$50,000 FCM Grant Funding • \$11,000 Existing Unutilized IMP Budgeted Funding • \$1,500 General Operational Reserve Funding. CARRIED MOTION #20-102	Blair/Marian	Council rescind this motion on Aug 17, 2020 Council Meeting.	Complete

23	<p>RFD: FCM Asset Management Grant - Moved by Councillor Zimmer to direct Administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Ensuring Asset Resilience in Claresholm. Be it therefore resolved that the Town of Claresholm commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:</p> <ul style="list-style-type: none"> • Understanding what functionality of an asset management software system or computerized maintenance management system (CMMS) is most important to the Town and what implementation timelines and costs might look like. • Purchase of field tablets/hardware to utilize ESRI Collector and integrate/add data to our GIS database. • Staff training on the use of field tablets and ESRI Collector including monitoring and assessing adoption. • Map existing and future asset maintenance management business processes. <p>CARRIED MOTION #20-103</p>	Blair/Marian	Council rescind this motion on Aug 17, 2020 Council Meeting.	Complete
24	<p>RFD: 2021 Southern Alberta Summer Games - Moved by Councillor Cutler to write a letter to the Southern Alberta Recreation Association stating that the Town of Claresholm is willing to attempt to host the 2021 Southern Alberta Summer Games with their support, with the stipulation that there be some latitude in determining which events would possibly be hosted and that other avenues be explored for different ways of hosting the games including having other surrounding communities involved. CARRIED MOTION #20-104</p>	Karine	Letter sent	Complete
Regular Scheduled Meeting - August 17, 2020				
4	<p>CORRES: AUMA RE: 911 Dispatch - Moved by Councillor Schlossberger to write a letter to the Minister of Health urging the provincial government to rethink the decision regarding the consolidation of EMS 911 dispatch services across the province as it will likely affect response times and will negatively impact the health of Albertans. CARRIED MOTION #20-114</p>	Karine	Letter sent & cc'd to Alberta Health Services, Premier Jason Kenney & MLA Roger Reid	Complete
5	<p>CORRES: AUMA RE: Assessment Model - Moved by Councillor Schlossberger to write a letter of concern to the Minister of Municipal Affairs regarding the potential negative impact that the proposed Assessment Model will have on rural municipalities and ultimately on the Town of Claresholm's budget, and that the Town fully support the AUMA's position on the matter. CARRIED MOTION #20-115</p>	Karine	Letter sent & cc'd to MLA Roger Reid	Complete
6	<p>CORRES: Claresholm Skating Club - Moved by Councillor Schlossberger to allow the Claresholm Skating Club to use the Claresholm Arena floor for their Registration Fair to be held on Wednesday, September 9, 2020 from 4:00 to 9:00 p.m. and to waive the rental fees. CARRIED MOTION #20-116</p>	Karine/Mike	Letter sent	Complete
7	<p>CORRES: The Bridges at Claresholm Golf Club - Moved by Councillor Moore to allow the Claresholm Golf Club to access raw water from the Town of Claresholm as needed for the purpose of watering the golf course due to hot and dry conditions until the end of the 2020 season to be negotiated between Town Administration and golf course management. CARRIED MOTION #20-117</p>	Karine/Brad	Letter sent, negotiations ongoing	Complete
8	<p>RFD: Existing Administration Building Insurance - Moved by Councillor Zimmer to insure the building located at 221 - 45th Avenue West for the agreed value of \$500,000 plus contents of \$500,000 as of January 1, 2021. CARRIED MOTION #20-118</p>	Blair/Karine	Emailed AMSC Insurance with motion and form for value to be changed Jan 1, 2021	Complete

9	RFD: Recreation Fees & Arena Adverstising Policies - Moved by Councillor Carlson to adopt the following policies, effective August 17, 2020: • 5.7.10 – Recreation Fees Policy (v1.1) • 5.7.50 – Arena Advertising Fee Policy (v1.0). CARRIED MOTION #20-119	Denise/Blair	Policy Manuals have been updated	Complete
10	RFD: Airport Policy - Moved by Councillor Schulze to repeal Policy 5.5.30 – Claresholm Industrial Airport Policy (previously REC 04-11) effective August 17, 2020. CARRIED MOTION #20-120	Blair	Policy Manuals have been updated	Complete
11	RFD: Human Resources Policies - Moved by Councillor Cutler to adopt the following policies, effective August 17, 2020: <ul style="list-style-type: none"> • 1.1.25 – Cell Phone for Business Use Policy (v1.1) • 1.2.15 – Code of Conduct Policy (v1.0) • 1.3.20 – Scented Products in the Workplace Policy (v1.0) • 1.4.05 – Cell Phone Use Policy (v1.0) • 1.4.10 – Town Internet & Email Policy (v1.0) • 1.4.20 – Social Media Policy (v1.0). CARRIED MOTION #20-121	Blair	Policy Manuals have been updated	Complete
12	RFD: Face Coverings in Public Spaces - Moved by Councillor Schlossberger to promote education of the public in all ways possible that wearing masks and face coverings is highly encouraged in public buildings in the Town of Claresholm to promote the health and safety of the population until the threat of the pandemic eases. CARRIED MOTION #20-122	Karine	Advertising to be ongoing, information on proper mask wearing to be posted	Complete
12	RFD: Face Coverings in Public Spaces - Moved by Councillor Cutler that face coverings / masks be mandatory in the Claresholm Arena for non-participants for the entire 2020 / 2021 ice season due to the inability to maintain physical distancing in all areas, unless something changes when it comes to public health in a significant way. CARRIED MOTION #20-123	Denise/Mike	Following provincial guidelines. Advertising completed and user groups notified.	Complete
13	RFD: Dedicated CAO Award - Moved by Councillor Carlson to submit Marian Carlson's name for the Dedicated CAO Award in 2020 that is sponsored by the Alberta Urban Municipalities Association (AUMA) and the Society of Local Government Managers (SLGM) to be awarded at the AUMA Convention to be held virtually on September 24, 2020. CARRIED MOTION #20-124	Karine	Official nomination submitted	Complete
14	RFD: Dec 2020 Regular Council Meeting - Moved by Councillor Zimmer to change the regular Council meeting date in December 2020 from Monday, December 14th to Monday, December 7th, 2020 to allow for more family and vacation time during the holiday season. CARRIED MOTION #20-125	Karine	Meeting date changed on the Town website	Complete
15	RFD: Municipal Stimulus Program Grant - Moved by Councillor Cutler to apply to the MSP Grant program to utilize the full allocation of \$449,325 to be used for 2nd Street West rehabilitation from 49th to 51st Avenue, including water and sewer main replacement, with the balance of the funding to be deferred to 2021 budget discussions, and to direct administration to tender the detailed engineering for this project. CARRIED MOTION #20-126	Blair	Grant Application has been submitted	Complete
15	RFD: Municipal Stimulus Program Grant - Moved by Councillor Moore to direct administration to tender the tennis courts resurfacing project to be completed prior to the 2021 Summer Games, with funding for the project to be deferred to 2021 budget discussions. CARRIED MOTION #20-127	Blair/Mike	Quotes obtained	Complete
16	RFD: Asset Management - Moved by Councillor Carlson to rescind Motion #20-102 regarding out of budget expenditures for Asset Management. CARRIED MOTION #20-128	Blair	Associated Engineering has been informed we will not be proceeding with their application	Complete

16	RFD: Asset Management - Moved by Councillor Zimmer to rescind motion #20-103 regarding direction to apply for the FCM grant. CARRIED MOTION #20-129	Blair	Associated Engineering has been informed we will not be proceeding with their application	Complete
16	RFD: Asset Management - Moved by Councillor Cutler to approve the out of budget Asset Management Framework and System project in the amount of \$65,000 with funding as follows: <ul style="list-style-type: none"> • \$50,000 FCM Grant Funding • \$11,000 Existing Unutilized IMP Budgeted Funding • \$4,000 General Operational Reserve Funding. CARRIED MOTION #20-130 	Blair	MuniSight has completed application and application has been submitted to FCM	Complete
16	RFD: Asset Management - Moved by Councillor Moore to direct Administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Town of Claresholm, Framework and System project. CARRIED MOTION #20-131	Blair	MuniSight has completed application and application has been submitted to FCM	Complete
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	Letter and agreement sent for review.	In progress
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	Letter and agreement sent for review.	In progress

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 11, 2020

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

August 7, 2020

Town of Claresholm – Council Chambers

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

Regrets: Doug MacPherson – Mayor

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

Public Present: Rob Vogt – Claresholm Local Press
Gavin Scott – Planner, ORRSC

8:55 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the agenda by Doug Priestley
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Seconded by Jeff Kerr

CARRIED

Adoption of Minutes

- July 10, 2020

Motion to adopt the Meeting Minutes By Councillor Carlson

Seconded by Doug Priestley

CARRIED

Item 1: ACTION

SUBDIVISION

File: D2020.063
Applicant: Michael Thompson, A.L.S.
Owners: Brad & Marianna Orge, Brent & Brenda Standing
Address: 244 & 228 47 Ave W, Claresholm
Legal: Lots 21-25, Block 11, Plan 147N
Regarding: Subdivision

Motion to approve with conditions by Jeff Kerr

Seconded by Councillor Carlson

CARRIED

Item 2: DISCUSSION

LAND USE BYLAW AMENDMENT: SIGNS

Taken for information



MUNICIPAL PLANNING COMMISSION MINUTES

August 7, 2020
Town of Claresholm – Council Chambers

Item 3: ACTION

DEVELOPMENT PERMIT CONDITIONS

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

Motion to issue a warning
letter with conditions to be
fulfilled by August 31, 2020
by Doug Priestley

Seconded by
Jeff Kerr
CARRIED

Conditions:

Item 4: ACTION

**IN CAMERA – discussion
Advice from Officials -
FOIP Section 24**

Motion to go in camera by
Councillor Schlossberger

Seconded by Doug Priestley
CARRIED

Motion to come out of
in camera by
Councillor Carlson

Seconded by Doug Priestley
CARRIED

10:35 a.m.

Motion to adjourn by
Doug Priestley
CARRIED



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 1 (2020)

GENERAL BOARD OF DIRECTORS' MEETING

Thursday, March 5, 2020 – 7:00 p.m.

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

BOARD OF DIRECTORS:

Kevyn Stevenson Village of Arrowwood
 Delbert Bodnarek (absent) Village of Barnwell
 Ed Weistra Village of Barons
 Tom Rose Town of Bassano
 Norman Gerestein City of Brooks
 Jim Bester Cardston County
 Dennis Barnes - alternate Town of Cardston
 Peggy Hovde (absent) Village of Carmangay
 Jamie Smith (absent) Village of Champion
 Doug MacPherson (absent) Town of Claresholm
 Butch Pauls (absent) Town of Coaldale
 Elizabeth Christensen Town of Coalhurst
 Tanya Smith Village of Coutts
 Warren Mickels (absent) Village of Cowley
 Dave Filipuzzi Mun. Crowsnest Pass
 Dean Ward Mun. Crowsnest Pass
 Kole Steinley Village of Duchess
 Gordon Wolstenholme Town of Fort Macleod
 Gerry Carter Village of Glenwood
 Suzanne French (absent) Village of Hill Spring
 Morris Zeinstra (absent) Lethbridge County

Brad Koch (absent) Village of Lomond
 Richard Van Ee Town of Magrath
 Peggy Losey Town of Milk River
 Sheldon Walker (absent) Village of Milo
 Beryl West (absent) Town of Nanton
 Clarence Amulung County of Newell
 Marinus de Leeuw Village of Nobleford
 Henry de Kok (absent) Town of Picture Butte
 Bev Everts (absent) M.D. of Pincher Creek
 Don Anderberg Town Pincher Creek
 Ronald Davis (absent) M.D. of Ranchland
 Stewart Foss Town of Raymond
 Don Norby Town of Stavely
 Matthew Foss Village of Stirling
 Jennifer Crowson M.D. of Taber
 Margaret Plumtree (absent) Town of Vauxhall
 Jason Schneider Vulcan County
 Lyle Magnuson Town of Vulcan
 Morgan Rockenbach - alternate ... County of Warner
 Marty Kirby Village of Warner
 Maryanne Sandberg - alternate ... M.D. Willow Creek

STAFF:

Lenze Kuiper Director
 Diane Horvath Senior Planner
 Steve Harty Senior Planner

Gavin Scott Senior Planner
 Barb Johnson Executive Secretary

AGENDA:

1. **Approval of Agenda** – March 5, 2020.....
2. **Approval of Minutes** – December 5, 2019 (attachment)

3. **Business Arising from the Minutes**

4. **GUEST SPEAKER –**

SHANNON FRANK, EXECUTIVE DIRECTOR – OLDMAN WATERSHED COUNCIL
“An Overview of the Oldman Watershed Council, Current Projects & Watershed Health”

5. **Reports**

(a) Executive Committee Report (attachment)

6. **Business**

(a) Review of Fee Ceilings and Floors for Planning and GIS Services

(b) Change in Membership

(c) Subdivision and Development Appeal Board Update

(d) Printing & Mailing of Agenda Packages for Board of Directors’ Meetings

7. **Accounts**

(a) Summary of Balance Sheet and Statement of Income for the
12-month period: January 1 - December 31, 2019 (attachment)

8. **Adjournment –** Next Meeting June 4, 2020

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:02 P.M.

1. **APPROVAL OF AGENDA**

Moved by: Tom Rose

THAT the Board of Directors approve the agenda of March 5, 2020, as presented. **CARRIED**

2. **APPROVAL OF MINUTES**

Moved by: Peggy Losey

THAT the Board of Directors approves the minutes of December 5, 2019, as presented. **CARRIED**

3. **BUSINESS ARISING FROM THE MINUTES**

None.

4. GUEST SPEAKER –

SHANNON FRANK, EXECUTIVE DIRECTOR – OLDMAN WATERSHED COUNCIL
“An Overview of the Oldman Watershed Council, Current Projects & Watershed Health”

Shannon Frank, who has been with the Oldman Watershed Council for the past 10 years, gave an informative presentation on the purpose, goals and activities of the organization.

The Oldman Watershed Council (OWC) is a not-for-profit organization in Southern Alberta, Canada. They are one of 11 Watershed Advisory and Planning Councils in Alberta, mandated by the provincial government to provide an independent voice for watershed management and health under the Province's Water For Life strategy.

The Council consists of the staff and OWC members who work collaboratively with all stakeholders to improve the Oldman river watershed by:

- improving and sharing knowledge
- building and strengthening stakeholder partnerships
- providing a science-based forum for all voices to be heard
- promoting and facilitating community and institutional action and stewardship
- developing and implementing integrated land and water plans.

The Council is governed by a Board of Directors who are comprised of nineteen representatives from various stakeholder sectors, and four members at large.

The OWC was formed in September 2004, when the Oldman River Basin Water Quality Initiative (Initiative) merged with the Oldman Basin Advisory Council (BAC). When the Province's 'Water For Life' strategy was released, these two groups combined to provide a diverse partnership knowledgeable in all areas of watershed management, including sustainable water management and land use practices in the Oldman Basin.

The Government's Water For Life Action Plan includes three goals that form the basis for policy direction and reflect social, economic, and environmental influences.

Water For Life's 3 Goals:

- Safe secure drinking water
- Healthy aquatic ecosystems
- Reliable quality water supplies for a sustainable economy

For more information, contact:

Oldman Watershed Council
319 - 6 Street South
Lethbridge, AB T1J 2C7
403-330-1346
info@oldmanwatershed.ca

5. REPORTS

(a) Executive Committee Report

- The Executive Committee Report for the meetings of November 21, 2019 & January 9 and February 13, 2020 was circulated with the agenda. Chair Gordon Wolstenholme asked if there were any questions regarding the report and there was no response.

6. BUSINESS

(a) Review of Fee Ceilings and Floors for Planning and GIS Services

- A motion was passed at the last Board of Directors' meeting on December 5, 2019 directing administration and the Executive Committee to review the fee ceiling for both Planning and GIS services. At the January 9, 2020 Executive meeting, the Director was asked to explain the rationale behind our current fee structure at the March 5, 2020 meeting, and leave the decision regarding fee ceilings up to the Board.

FINANCIAL OBJECTIVES

- Ensuring the primary goal of the Commission remains the delivery of quality and cost-effective planning & GIS services to member municipalities
- Encouraging member municipalities to invest in their long range planning on a routine, consistent basis recognizing that well-planned communities contribute to the overall strength of the region
- Equitably distributing the costs of services between member municipalities
- Providing a more predictable cost structure for member municipalities and more predictable funding base to support the operation of the Commission
- Flexibility to adjust for future changes in membership and membership needs

STRATEGY

- The strategy is based on a full cost recovery model where member municipalities pay an annual membership fee for basic planning services that are further subsidized by other revenue streams such as subdivision fees, fee-for-service planning, and various grants
- The Commission continues to operate on a not-for-profit basis with the primary goal of providing planning and GIS services to member municipalities
- Members of the Commission receive the lowest possible cost for the services they receive with the ability to access additional services as needed

FORMULA

- Total Equalized Assessment of Municipality x Split Mill Rate (Urban & Rural)

BACKGROUND

- In 2012, the Oldman River Regional Services Commission instituted a membership fee floor and ceiling
- A **floor** dissuades understatement of the value of services provided and is required to realize the expenses accrued in providing member services to our smaller communities (i.e. planning advice, development advice, phone, travel, overhead, etc.)
- a **ceiling** prevents overstatement of the value of our services and is required to recognize the large fees that municipalities with high Total Equalized Assessments would pay as being exorbitant and out of line with the level of service being provided

RATIONALE

- The **floor** equates to 16 hours of planning time/year exclusive of subdivision and fee-for-service items, but more importantly it provides the municipalities with a ready and accessible professional planning service to be used when and where each community requests or requires it
 - The floor currently applies to 10 villages – **\$2,119/year**
- The **ceiling** equates to 510 hours of planning time/year exclusive of subdivision and fee-for-service items and acknowledges that beyond a certain price point these municipalities would lose any financial advantage inherent to belonging in a shared service
 - The ceiling currently applies to 3 rurals, 1 city and 1 town – **\$68,987/year**

GIS SERVICES

- GIS fees are based on per capita, except for 1 rural (Cardston County) based on parcels
 - Member per capita (\$5.36) – ceiling **\$41,430/year**
 - Non-member per capita (\$5.88) – ceiling **\$41,430/year**
 - City of Brooks per capita (\$5.36) – ceiling **\$62,135/year**
- Matthew Foss (Stirling) asked why the ceiling for non-member GIS was not higher than the member ceiling. Director Lenze Kuiper replied that we will be reviewing the GIS fee structure this year and the differential between member and non-member fees may need to increase. Following this review, the matter will be brought back to the Board for a decision.

(b) Change in Membership

- The Town of Granum has recently dissolved and is now been absorbed by the M.D. of Willow Creek. A motion of the Board is needed to proceed with removing the Town from the Oldman River Regional Services Regulation membership roll.

Moved by: Maryanne Sandberg

THAT the Board of Directors, as per the Lieutenant Governor's Order in Council (O.C. 017/2020 dated January 28, 2020) dissolving the Town of Granum, request that the Town of Granum be removed from the Oldman River Regional Services Commission Regulation 303/2003 membership roll. **CARRIED**

- The Town of Coaldale has given one-year notice to terminate their planning services agreement effective January 1, 2021 while wishing to maintain GIS services. As we are awaiting a response to our Executive Committee's request to meet with their Council on the issue, no motion to remove them from the ORRSC Regulation is needed at this time.
- The County of Newell has given notice of their intention to discontinue membership as of September 1, 2020. The Executive Committee passed a resolution on February 13, 2020 accepting termination of their planning services agreement as per their request.

Moved by: Elizabeth Christensen

THAT the Board of Directors, as per the instructions of the County of Newell, request that the Minister of Municipal Affairs and the Lieutenant Governor through an Order in Council remove the County of Newell from the Oldman River Regional Services Commission Regulation 303/2003 membership roll, as of September 1, 2020.

- Clarence Amulung (County of Newell) expressed disappointment that the decision to accept the termination request was made without ORRSC meeting with their Council. The Director explained that he sent a letter to the County requesting a meeting with Council and they declined, stating their normal procedure with any consultants and service providers is to work out details of contracted services with staff and administration rather than Council. Consequently, a motion to accept their termination request was passed by the Executive.
- Following discussion, consensus was that the Executive should reach out to County of Newell Council again in an attempt to understand and resolve the issues before proceeding further. Elizabeth Christensen withdrew her motion pending further action.

(c) Subdivision and Development Appeal Board Update

- The Chinook Intermunicipal Subdivision and Development Appeal Board was established May 1, 2019 and currently has 42 trained Board members. A total of 12 hearings have been completed to date. ORRSC held a one-day training session on February 28, 2020 for 11 new Chinook SDAB members, 3 independent SDAB members and 2 non-members.

(d) Printing & Mailing of Agenda Packages for Board of Directors' Meetings

- Board of Directors' meeting agendas are currently being printed and mailed to all Board members in addition to being e-mailed. Members were asked if the printed copies are still wanted, or whether receiving agendas by e-mail only was sufficient. Various opinions were expressed and an unofficial vote by raising of hands showed that many (almost half) preferred to continue receiving printed copies by mail. Therefore, we will continue to send agendas by both mail and e-mail, until further notice.

7. ACCOUNTS

- (a) Summary of Balance Sheet and Statement of Income for the 12-month period:
January 1 - December 31, 2019**

Moved by: Ed Weistra

THAT the Board of Directors approve the Summary of Balance Sheet and Statement of Income for the 12-month period: January 1 - December 31, 2019. **CARRIED**

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:26 p.m. until Thursday, June 4, 2020 at 7:00 p.m. **CARRIED**

/bj

CHAIR:





MINUTES - 4 (2020)

**EXECUTIVE COMMITTEE MEETING
Thursday, June 11, 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 (absent)
Doug MacPherson (remotely)

Ian Sundquist (remotely)
Jennifer Crowson
Margaret Plumtree (absent)

STAFF:

Lenze Kuiper – *Director*

AGENDA:

1. **Approval of Agenda** – June 11, 2020.....
2. **Approval of Minutes** – April 9, 2020 (attachment)
3. **Business Arising from the Minutes**
4. **New Business**
 - (a) Alberta Ombudsman – RARB Complaint & Result (attachment)
 - (b) County of Newell Update.....
 - (c) Assessment Review Board Update.....
 - (d) COVID Update
 - (e) GIS Update.....
 - (f) Subdivision Activity 2020 (attachment)
5. **Accounts**
 - (a) Office Accounts –
 - (i) March 2020 (attachment)
 - (ii) April 2020 (attachment)
 - (b) Financial Statements –
 - (i) January 1 - January 31, 2020 (attachment)
 - (ii) January 1 - February 29, 2020 (attachment)
 - (iii) January 1 - March 31, 2020 (attachment)
 - (iv) January 1 - April 30, 2020 (attachment)

- 6. Director’s Report
 - 7. Executive Report.....
 - 8. Adjournment
-

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:04 P.M.

1. APPROVAL OF AGENDA

Moved by: Jennifer Crowson

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

2. APPROVAL OF MINUTES

Moved by: Doug MacPherson

THAT the Executive Committee approve the minutes of April 9, 2020, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Alberta Ombudsman – RARB Complaint & Result

- The results of a complaint made to the Alberta Ombudsman regarding a Regional Assessment Review Board hearing conducted in 2019 in the Village of Glenwood was shared and discussed with the Executive. The Ombudsman has closed the case and has found no error in conducting the hearing with ORRSC, the Village of Glenwood and the Assessor in its findings.

(b) County of Newell Update

- A list of items (Minister of Municipal Affairs approval, release of Power of Attorney with Land Titles, subdivision file, statutory/land use bylaw file transfers) aiding in the transitioning of membership status of the County of Newell was reviewed.

(c) Assessment Review Board Update

- The upcoming 2020 Assessment Review Board year including the number of Board Members (11) / Clerks (3) trained and the number of complaints (3) already received, was presented.

(d) COVID Update

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

(e) GIS Update

- ORRSC continues with the roll-out of its new GIS platform. Five municipalities (Brooks, Coaldale, Olds, Pincher Creek and Taber) have been transitioned onto the new platform to date, with more expected shortly. The optional addition of Tangible Capital Assets and Vehicle Tracking modules was presented.

(f) Subdivision Activity 2020

- Six subdivision applications were received in April bringing the total number of applications to 75 with revenue of \$109,375 so far this year. ‘Subdivision Activity at this time Last Year’ shows 82 applications with \$138,070 in revenue were received during the same period in 2019.

5. ACCOUNTS

(a) Office Accounts –

(i) March 2020

5150	Staff Mileage	Bonnie Brunner	\$ 50.00
5150	Staff Mileage	Mike Burla	90.00
5150	Staff Mileage	Mike Burla	90.00
5150	Staff Mileage	Steve Harty	72.00
5151	Vehicle Gas & Maintenance	Steve Harty	4.00
5160	Staff Field Expense	Steve Harty	10.77
4140	Approval Fees	Gary Benson	125.00
4140	Approval Fees	Peter Kaupp	125.00
4140	Approval Fees	Adam Thompson	125.00
5280	Janitorial Services	Madison Ave Business Services	475.00
5280	Janitorial Services	Madison Ave Business Services	425.00
5320	General Office Supplies	Madison Ave Business Services	17.32
5285	Building Maintenance	Westburne	28.32
5285	Building Maintenance	Wild Rose Horticultural	600.00
5285	Building Maintenance	Westburne	20.98
5310	Telephone	Bell Mobility	621.04
5310	Telephone	Shaw Business	180.90
5310	Telephone	Shaw Business	180.90
5310	Telephone	DRC Communication	101.00
5320	General Office Supplies	Town of Nanton	49.39
5320	General Office Supplies	Desjardin Services	233.98
5330	Dues & Subscriptions	Lethbridge Herald	293.56

5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5440	Land Titles Office	Minister of Finance	184.00
5470	Computer Software	ESRI	20,105.07
5470	Computer Software	Whipcord	1,262.80
5500	Subdivision Notification	Lethbridge Herald	899.10
5520	Meetings	Costco	55.26
5570	Equipment Repairs & Maintenance	Xerox	1,425.92
5570	Equipment Repairs & Maintenance	Digitex	90.00
5570	Equipment Repairs & Maintenance	Digitex	720.00
1160	GST Receivable	GST Receivable	1,389.11
		TOTAL	<u>\$30,073.42</u>

(ii) April 2020

5150	Staff Mileage	Bonnie Brunner	\$ 50.00
5150	Staff Mileage	Gavin Scott	53.50
4140	Approval Fees	Barry Developments	205.00
4140	Approval Fees	Alain Zumbach	125.00
5285	Building Maintenance	Cam Air Refrigeration	426.40
5310	Telephone	Bell Mobility	651.44
5310	Telephone	Shaw Business	180.90
5320	General Office Supplies	Total Office Plus	62.55
5320	General Office Supplies	Total Office Plus	71.99
5380	Printing & Printing Supplies	Total Office Plus	6.59
5320	General Office Supplies	Total Office Plus	41.99
5320	General Office Supplies	Paramount Printers	50.29
5320	General Office Supplies	Desjardin Services	291.69
5330	Dues & Subscriptions	Pincher Creek Echo	68.00
5420	Accounting & Audit Fees	KPMG	9,980.00
5440	Land Titles Office	Minister of Finance	278.00
5470	Computer Software	ESRI	15,292.50
5470	Computer Software	Whipcord	1,262.80
5500	Subdivision Notification	Lethbridge Herald	357.00
5570	Equipment Repairs & Maintenance	Digitex	720.00
5570	Equipment Repairs & Maintenance	Xerox	1,389.48
5570	Equipment Repairs & Maintenance	Digitex	70.00
1160	GST Receivable	GST Receivable	1,839.46
		TOTAL	<u>\$33,474.58</u>

Moved by: Ian Sundquist

THAT the Executive Committee approve the Office Accounts of March (\$30,073.42) and April (\$33,474.58) 2020, as presented. **CARRIED**

(b) Financial Statements –

- (i) January 1 - January 31, 2020**
- (ii) January 1 - February 29, 2020**
- (iii) January 1 - March 31, 2020**
- (iv) January 1 - April 30, 2020**

Moved by: Jim Bester

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

- January 1 - January 31, 2020
- January 1 - February 29, 2020
- January 1 - March 31, 2020
- January 1 - April 30, 2020

CARRIED

6. DIRECTOR'S REPORT

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

7. EXECUTIVE REPORT

- Committee members reported on various projects and activities in their respective municipalities.

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:08 p.m. until **Thursday August 13 , 2020 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: 

Mayor and Counsel

We Gerrit and Toni Thyssen
enjoy the Frog creek Wetlands
very much

walk at least 4 times a week
but lately the walkpads are
overgrowing with weeds

Is it possible to do something
about it?

Maybe you have it in your
plans already?

Gerrit & Toni Thyssen

Mayor & Council of Clareholm

Thank you for cutting down
the weeds in the frog creek wetlands
it is realley appreciated
Hope you will continue to care
for our beautifull park

Gerrit & Toni Thyssen

Porcupine Hills Classic Cruisers

Thank You for your Generous
Sponsorship of the 2020 Car Show



CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Zoom Conference Call

June 16, 2020

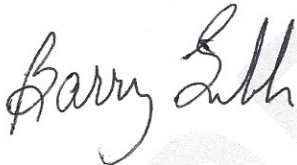
Present: Barry Gibbs, Don Glimsdale, Betty Hoare, Gaven Moore, Verne Lunan, Ryan McKirdy, Margaret Lane, and Bill Kells.

1. Call to order by Barry Gibbs at 3:08 PM.
2. Adoption of agenda as amended made by Verne Lunan. **CARRIED**
3. Approval of minutes from May 12, 2020 as circulated made by Don Glimsdale, seconded by Verne Lunan. **CARRIED**
4. Financial Report – Gaven Moore moved the financial report be accepted as reported, Don Glimsdale seconded. **CARRIED**
5. Executive Directors Report – Bill Kells reported on how the current staff members are providing interaction with the community thru a stronger social media presence. A schedule has been established on what should be posted on certain days:
 - Sunday Brunch – kitchen related themes
 - Monday – behind the scenes at the museum
 - Tuesday - Then and Now- historical buildings
 - Wednesday -Way back Wednesday -can you guess this item
 - Thursday – Time travel -focus on one current exhibit
 - Friday – open post. There is some social media created to engage the younger folks, thru colouring, puzzles, word searches. Prizes are awarded for some of the entries. These posts have been getting good engagement throughout the M. D. of Willow Creek. By increasing the social media, we can still interact with the public, even when closed. – The summer staff have also been able to help with maintenance type projects.
 - Bill Kells again addressed his concerns that the archives in the exhibit hall are too accessible to the public. Motion was made by Don Glimsdale to close off the window and secure the two access points to the archives room, seconded by Verne Lunan. **CARRIED**
 - The lack of a Farming exhibit was noticed while doing research for social media posts. There had been an exhibit, but it was removed to create storage. By deleting the exhibit, it created a void in the story line of Claresholm’s development history. It was felt that floor space in the exhibit hall could be better utilized as an exhibit for the public. But the 60 boxes of

books needed to go somewhere. Don Glimsdale made a motion that the storage space be re-opened for the creation of a ranching exhibit and that a 3rd off-site storage unit be rented for the material that was in that space, seconded by Ryan McKirdy. **CARRIED**

6. Heritage Buildings – Ryan McKirdy brought the board up to date on what he had learned while researching historical designation for heritage buildings. He circulated a list of buildings that was done thru the Main Street Project survey in 1973. It is a detailed list of church, commercial and residential buildings.
7. The board discussed possible ways of acknowledging those people who trained at the airport. This would also include people who trained for NATO.
8. Motion for adjournment at 4:40 PM made by Don Glimsdale, seconded by Verne Lunan. **CARRIED**

Next meeting July 21, 2020 at 3:00 PM



Board Chair