



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
SEPTEMBER 28, 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 – SEPTEMBER 14, 2020

ACTION ITEMS:

1. **DELEGATION RESPONSE: Your Dollar Store With More**
RE: Halloween
2. **CORRES: Claresholm Housing Authority**
RE: Alberta Government's Affordable Housing Review
3. **CORRES: Porcupine Hills Lodge and Seniors Foundation**
RE: Alberta Government's Affordable Housing Review
4. **CORRES: Royal Canadian Legion Branch #41**
RE: Remembrance Day Ceremonies – November 11, 2020
5. **CORRES: Canadian Senior Pro Rodeo Association**
RE: Canadian Senior Pro Rodeo 2020 Sponsorship
6. **CORRES: Willow Creek Immigrant Services**
RE: Welcoming Claresholm Committee Initiative
7. **REQUEST FOR DECISION: FortisAlberta Franchise Fee**
8. **REQUEST FOR DECISION: 2021 Southern Alberta Summer Games**
9. **REQUEST FOR DECISION: Shingle Sign Program Policy**
10. **REQUEST FOR DECISION: Campground Winter Operations**
11. **REQUEST FOR DECISION: EDC Recommendation on REDA's**
12. **INFORMATION BRIEF: CAO Report**
13. **INFORMATION BRIEF: Council Resolution Status**
14. **ADOPTION OF INFORMATION ITEMS**
15. **IN CAMERA**
 - a. **PERSONNEL – FOIP Section 17**
 - b. **PERSONNEL – FOIP Section 17**
 - c. **PERSONNEL – FOIP Section 17**
 - d. **LAND – FOIP Section 16.1**

INFORMATION ITEMS:

1. Rowan House Society – Thank you for your support
2. Rowan House – You're Invited to Breakfast with the Guys!
3. Oldman River Regional Services Commission – Notice of Application of Subdivision of Land – September 17, 2020
4. Proposed FortisAlberta 2021 Distribution Rates – September 17, 2020
5. MD of Willow Creek Notices of Municipal Planning Commission Meeting – Application 077-20 & Application 076-20

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
SEPTEMBER 14, 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 Schulze that the Agenda be accepted as presented.

CARRIED

MINUTES: REGULAR MEETING – AUGUST 17, 2020

Moved by Councillor Moore that the Regular Meeting Minutes of August 17, 2020 be accepted as presented.

CARRIED

DELEGATIONS: (Electronic Attendance by Zoom)

1. SOUTHGROW REGIONAL INITIATIVE – Peter Casurella
RE: Update on Operations

Peter Casurella, Executive Director of SouthGrow Regional Initiative, spoke to Council regarding their operations: past, present and future.

2. YOUR DOLLAR STORE WITH MORE – Darla Slovak
RE: Halloween

Your Dollar Store With More is spearheading a plan to have Halloween festivities held downtown as the pandemic continues. The festivities would be geared toward keeping kids safe while promoting safe practices. Many businesses and groups have shown interest in participating to give children a great Halloween despite the current public health situation.

Councillor Zimmer joined the meeting at 7:35 p.m.

ACTION ITEMS:

1. DELEGATION RESPONSE: Wild Rose Community Connections
RE: Snack Shack Initiative

MOTION #20-134

Moved by Councillor Cutler to allow Wild Rose Community Connections a three-month trial of their Snack Shack Initiative in Claresholm at the Claresholm Skate Park and have them report back after that time with an update.

CARRIED

2. CORRES: Hon. Tyler Shandro, Minister of Health
RE: Changes in Physician Compensation

MOTION #20-135

Moved by Councillor Zimmer to write a letter to the Minister of Health stating the Town's disappointment in the response from the ministry as rural Alberta is highly reliant on our physicians, and that the government's actions continue to disrupt the viability of rural municipalities. And further, to direct administration to prepare a statement to present to the Minister of Health during the AUMA conference during the dialogue with the Ministers.

CARRIED

3. CORRES: Hon. Leela Sharon Aheer
Minister of Culture, Multiculturalism and Status of Women
RE: Call for Nominations – 2020 Stars of Alberta Volunteer Awards

Received for information.

4. CORRES: Alberta Municipal Affairs
RE: Ministry of Municipal Affairs' 2019-20 Annual Report

Received for information.

**5. CORRES: Alberta Environment and Parks
RE: Drinking Water Infrastructure Vulnerability & Risk Study**

Received for information.

**6. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Assessment Model Review**

MOTION #20-136 Moved by Councillor Carlson to write a letter to MLA Roger Reid regarding the impacts of assessment model changes on municipalities and cc the Minister of Municipal Affairs, the Alberta Urban Municipalities Association and the MD of Willow Creek.

CARRIED

**7. CORRES: SouthGrow Regional Initiative
RE: Sustainability Options**

Received for information.

**8. CORRES: Claresholm & District Chamber of Commerce
RE: Heritage Mural “A Claresholm Celebration” – Fields Building**

MOTION #20-137 Moved by Councillor Zimmer to write a letter to the Claresholm & District Chamber of Commerce letting them know that the Town of Claresholm is not prepared to restore the mural on the building located at the corner of 49th Avenue and 2nd Street West at this time.

CARRIED

**9. CORRES: Willow Creek Agricultural Society
RE: Letter of Support**

MOTION #20-138 Moved by Councillor Cutler to write a letter of support towards the Willow Creek Ag Society’s application to the Community Facility Enhancement Program Grant for the purpose of completing stage two of the indoor equine facility at the Claresholm Agriplex.

CARRIED

**10. CORRES: Zentner Funeral Homes Ltd.
RE: Property Damage at 4079 – 1st Street West**

MOTION #20-139 Moved by Councillor Schulze to allow the property owner at 4079 – 1st Street West to place decorative sandstone rocks around the corner of the property to alleviate further damage to the property and to the fire hydrant.

CARRIED

11. REQUEST FOR DECISION: ATCO Gas & Pipelines Ltd. Franchise Agreement

MOTION #20-140 Moved by Councillor Schlossberger to maintain the franchise fee percentage at 10% for 2021 as per Clause 4(a) of the Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd.

CARRIED

12. REQUEST FOR DECISION: Telus Cell Tower Lease

MOTION #20-141 Moved by Councillor Schlossberger to direct administration to respond to Telus that the Town is willing to renew the Cell Tower Lease Agreement, however with a rate of at least \$13,000 annually for the term January 1, 2021 to December 31, 2025 with a 2% increase each year of the term.

CARRIED

13. REQUEST FOR DECISION: Water Shortage Response Plan

MOTION #20-142 Moved by Councillor Schulze to approve the Town of Claresholm and MD of Willow Creek Water Shortage Response Plan as presented.

CARRIED

14. REQUEST FOR DECISION: Claresholm Child Care Society

MOTION #20-143 Moved by Councillor Schulze direct administration to work with the Claresholm Child Care Society to draft a new lease agreement between the Town and the Claresholm Child Care Society for the facilities located 5895 - 8th Street West effective September 1, 2020, based on a flat monthly rent which includes all utility services.

CARRIED

MOTION #20-144 Moved by Councillor Cutler to resume charging rent to the Claresholm Child Care Society as of September 1, 2020 for both the daycare facilities located at 221- 45th Avenue West and the before and after school care program (Kidz Zone) at 5895 - 8th Street West.

CARRIED

15. FINANCIAL REPORT: Statement of Operations – July 31, 2020

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

CARRIED

16. INFORMATION BRIEF: Meeting with the Minister of Municipal Affairs

Received for information.

17. INFORMATION BRIEF: Strategic Plan Report

Received for information

18. INFORMATION BRIEF: Council Resolution Status

Received for information.

19. ADOPTION OF INFORMATION ITEMS

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

CARRIED

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

Moved by Councillor Cutler to go In Camera at 8:41 p.m. for the following items:

- 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

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:41 p.m.

Moved by Councillor Carlson to come out of In Camera at 9:20 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:20 p.m.

- a. LAND – FOIP Section 16.1

MOTION #20-145

Moved by Councillor Zimmer to enter into an encroachment agreement for the lane encroachment (small accessory building) located at 224 - 48 Ave East (Lot 38, Block 37, Plan 4344JK).

CARRIED

- b. LAND – FOIP Section 16.1

MOTION #20-146

Moved by Councillor Cutler to deny the request to enter into a lease agreement with Gerald and Glenda McNair for Lot 3, Block 6, Plan 7910032.

CARRIED

- e. PERSONNEL – FOIP Section 17

Councillor Schulze declared a conflict of interest as the appointee is in a relationship with Councillor Schulze's son and left the meeting at 9:23 p.m.

MOTION #20-147

Moved by Councillor Schlossberger to appoint Lauren Hansma to the Economic Development Committee as a representative of the business community.

CARRIED

Councillor Schulze rejoined the meeting at 9:24 p.m.

MOTION #20-148

Moved by Councillor Schulze to direct administration to send a letter of thanks to Darla Slovak for her many years of service on the Economic Development Committee.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:25 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:25 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

ACTION ITEMS

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.

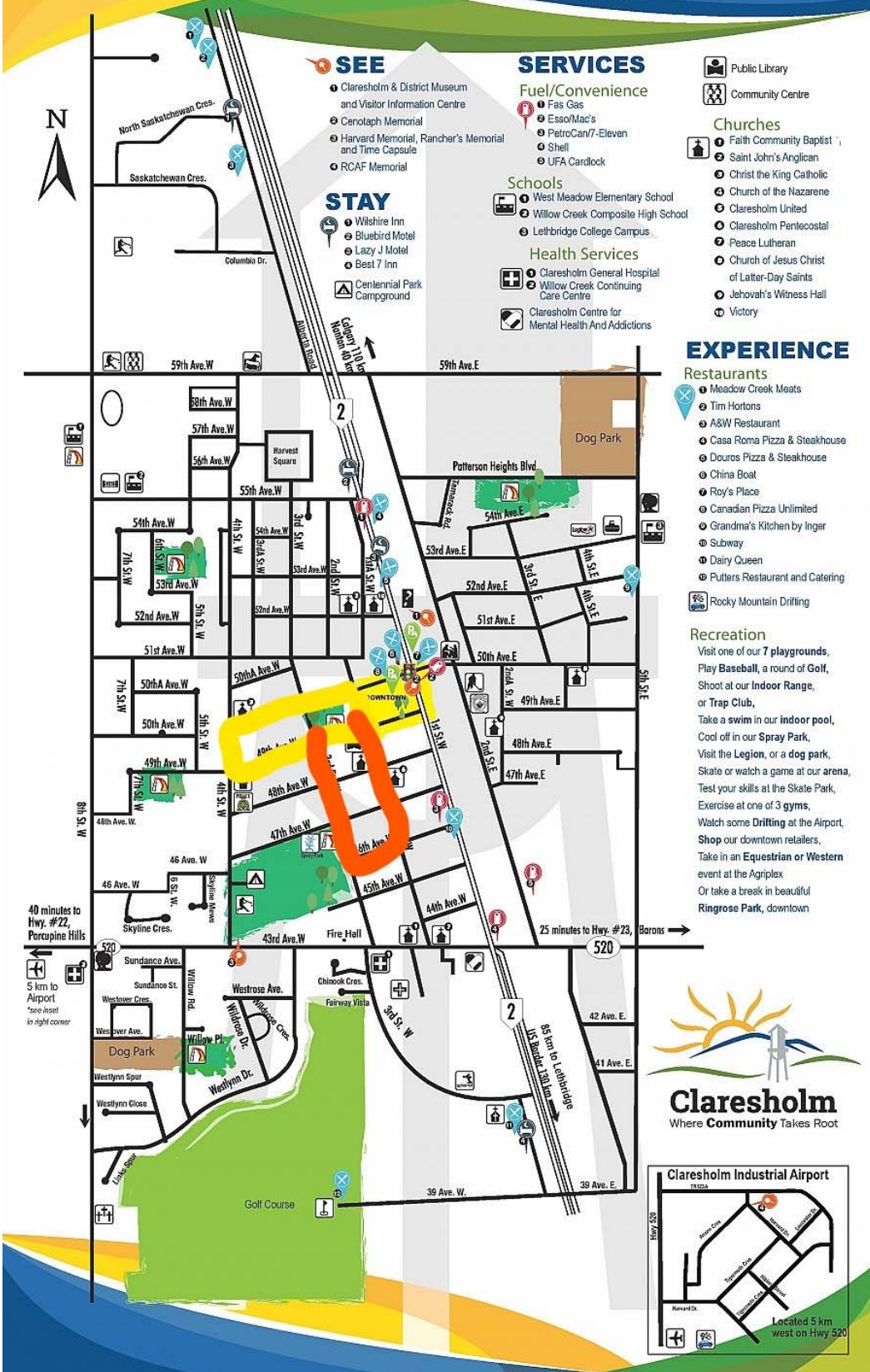
Town of Claresholm map with highlighted area included on next page.

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
 - Putters 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

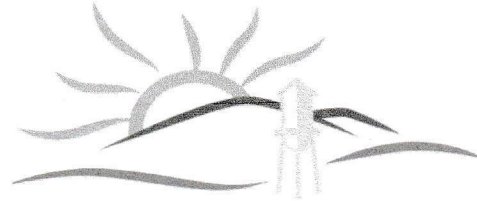


Claresholm
Where Community Takes Root



Located 5 km west on Hwy 520

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



Claresholm

Date of Application: Sept 20/20

Date of Event: Oct 31/20

1. Applicant Information

Name of Applicant: Community Halloween

Address: P.O. Box 897 Claresholm

Contact Person: Darla Slovak

Phone, Fax, Email: 403-682-7544 cell yourdollarstorewithmore@outlook.com

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

SAFE Community Halloween

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

YES provide registration date & #

NO

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

YES provide registration date & #

NO

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Double header Drive-In Movie

Other (explain):

Amount (value) Requested: 2500⁰⁰

6. Details of how the funds will be expended:

The money will be used to pay for movie screen rental for Halloween Drive-In

7. Previous Donations

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

Date	Amount	Use of Funds

8. Organizational Information

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

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

We would like to have a double header drive-in to help finish off Halloween evening. A family movie early with a scariest teen/adult movie to follow. The screen is expensive to rent

How will your organization acknowledge the Town's donation?

We will acknowledge the town via Advertising on-line posters. Also the night of the Drive-In.

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

YES

NO

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

Funding Source	Amount	Recommended Use of Funds
Community & Business Donations	TBA	used for, Candy Bags haunted house, etc.
Clareholm Arts Society	\$700 ⁰⁰⁰	Donation of 2 - Moires



RECEIVED

SEP 16 2020

Housing Authority

321 45 Avenue W, Box 1041, Claresholm, AB T0L 0T0

Ph: 403-625-4133 Cell: 403-489-4133 • Fax: 403-625-2212

September 14, 2020

Mayor Doug MacPherson
Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Dear Mayor MacPherson:

The Claresholm Housing Authority Board is writing to bring to your attention the Alberta Government's Affordable Housing Review with plans to amalgamate smaller housing management bodies such as ourselves.

Please see the attached letter from Shawn Ewasiuk, Acting Assistant Deputy Minister and our response letter to Josephine Pon, Minister of Seniors and Housing.

We would like the Town of Claresholm Council's support in the form of a letter to our local MLA, Roger Reid to stop amalgamation, as there are no benefits or cost saving measures to our unique rural community.

Sincerely,

Shirley Isaacson, Board Chair
Mike Cutler, Town Representative
Karen Arnold, Board Member
Ken McKee, Board Member
Joan Ritzen, Board Member



Housing Authority

321 45 Avenue W, Box 1041, Claresholm, AB T0L 0T0

Ph: 403-625-4133 Cell: 403-489-4133 • Fax: 403-625-2212

September 14, 2020

Honourable Josephine Pon
Minister of Seniors and Housing
Edmonton, AB

Dear Ms. Pon:

This is in response to a letter sent by Acting Assistant Deputy Minister, Shawn Ewasiuk dated September 11, 2020. We wish to advise you that we have no plans to replace our Chief Administrative Officer (CAO) or amalgamate, as there are definitely no cost savings or benefits by doing this at the Claresholm Housing Authority. We currently have effective governance; provide an efficient and accountable service that is a very unique model for affordable housing in Claresholm.

Claresholm Housing Authority is considered a high performing Housing Management Body with the Alberta Housing Division and often has a surplus.

Since hiring our current CAO ten years ago, we have a very strong, effective and efficient organization and community minded board. Over the past 10 years, Claresholm Housing Authority has made significant improvements and efficiencies to the 61 units (12 properties), has streamlined all administrative processes, all this with only 2 employees, a CAO and a maintenance worker. The 61 units are always at full capacity with a waitlist. Claresholm Housing Authority has successfully managed the Alberta Social Housing Corporation's 61 senior self-contained and community housing units (12 properties) with an already simplified administration and a strong, supportive volunteer board alongside a great deal of community support.

The CAO is currently managing all parts of administration including: hands on accounting, resident services, human resources, and overseeing all maintenance, including 24 hour on-call and overtime for one low cost to the taxpayer.


If a merge is made, the new CAO, accountant and other staff will want a significant increase to their salary to take on another 61 units (12 properties). If they are from a different community, staff travel time, mileage, on call, over time, etc. will be an increase to expenses which are not cost savings. The new management body will most likely replace our local Claresholm contractors with those of their own, affecting our local economy.

When Housing Management Bodies were initially set up many years ago, they were designed to run in the communities by the locals. Over the past 10 years, Claresholm Housing Authority has taken a lot of pride in our organization and the 61 units (12 properties) that are managed in Claresholm. Our programs are designed to serve local community and housing needs. If they are managed remotely, the quality of services to all Management Bodies will be drastically reduced. The needs in rural communities are extremely different than those in a large urban centre and will get swallowed up in the big picture.

A few suggestions to increase Management Bodies revenue is to remove the income exemptions for calculation of rent geared to income and charge for utilities. The rental rates for income support have not been looked at since 1972 for example: a single adult pays \$120/month rent and a single adult with one child pays \$212. These income support rates need to be increased.

Unifying services and Management Bodies does not always save money and will definitely not in this case. If it's not broken, we see no reason to change an efficiently run organization. These measures only appear to be penalizing the well-run Management Bodies that have taken all local needs into consideration and acted upon.

Sincerely,



Shirley Isaacson, Board Chair
Mike Cutler, Town Representative
Karen Arnold, Board Member
Ken McKee, Board Member
Joan Ritzen, Board Member

Cc:

John Thomson, Assistant Deputy Minister
Roger Reid, MLA - Livingstone-Macleod
Doug MacPherson, Mayor, Town of Claresholm
Brenda Matthews, Housing Advisor, Housing Division

AR49696

September 11, 2020

Ms. Shirley Isaacson
Board Chair
Claresholm Housing Authority
PO Box 1041
Claresholm AB T0L 0T0

Dear Ms. Isaacson:

The Honourable Josephine Pon, Minister of Seniors and Housing, launched the Affordable Housing Review on July 9, 2020, as part of government's commitment to make housing more affordable and accessible. The review will help transform the housing system to better meet the needs of Albertans, while living within our means. To that end, government is looking to increase the capacity of affordable housing operators and simplify administration.

Our current model for delivering affordable housing has successfully provided much-needed housing services to the communities Claresholm Housing Authority serves; however, the demands of the housing sector are becoming more challenging. As such, the department is exploring opportunities to increase operational efficiencies for Alberta Social Housing Corporation-owned assets. This may include amalgamating some Housing Management Bodies (HMBs).

Merging housing providers will help build capacity, support effective governance, promote efficiency and accountability, and ensure effective management of the province's housing assets. Ultimately, these changes will result in better service for Albertans in affordable housing and use taxpayer dollars as efficiently as possible.

The Government of Alberta values its partnership with HMBs to provide Albertans with low income access to safe, suitable, and affordable housing. I appreciate the ability of HMBs to respond to the unique housing needs of the communities in which they operate.

It will be important we continue to work closely with HMBs. If your board has already considered possible amalgamation or dissolution, please contact Brenda Matthews, Housing Division, Seniors and Housing, at 403-297-5717 (toll-free by first dialing 310-0000) or by email at brenda.matthews@gov.ab.ca.



Mr. Shawn Ewasiuk

Acting Assistant Deputy Minister

Housing Division

Dear Mr. Ewasiuk,

Thank you for your letter dated September 11th, 2020. In your letter, you state that 'our current model for delivering affordable housing has successfully provided much needed housing services to the communities, Porcupine Hills Lodge and Seniors Foundation.' Indeed, this is correct, and that is solely due to the fact that it has always been 'a community-based approach.'

Amalgamation and merging providers will not build capacity, support effective governance, or promote efficiency and accountability. The reason for this is, we, The Porcupine Hills Lodge and Seniors Foundation, are an already established, effective community with full capacity, extremely effective and enthusiastic governance from all three contributing municipalities, and effective leadership and accountability. Leadership that has not changed in over 6 years. Leadership has remained local, serving all municipalities with consistent administrative and fiscal roles and responsibilities.

The Porcupine Hills Lodge and Seniors Foundation has been a highly functional, operationally sound, pivotal establishment in the community of Claresholm, and surrounding communities, working with the Claresholm Housing Authority, another highly organized management body in the town, whom will not benefit from amalgamation. Rural Alberta housing management bodies that are thriving need to be community based, for the benefit of the community, and the community's taxpayers. The Porcupine Hills Lodge and Seniors Foundation has successfully accomplished this for 54 years.

Best Regards,

Lisa Anderson Chief Administrative Officer (for)

Ms. Janice Binmore

Chairperson, The Porcupine Hills Lodge and Seniors Foundation

AR49696

September 11, 2020

Ms. Janice Binmore
Board Chair
Porcupine Hills Seniors Foundation
PO Box 790
Claresholm AB T0L 0T0

Dear Ms. Binmore:

The Honourable Josephine Pon, Minister of Seniors and Housing, launched the Affordable Housing Review on July 9, 2020, as part of government's commitment to make housing more affordable and accessible. The review will help transform the housing system to better meet the needs of Albertans, while living within our means. To that end, government is looking to increase the capacity of affordable housing operators and simplify administration.

Our current model for delivering affordable housing has successfully provided much-needed housing services to the communities Porcupine Hills Seniors Foundation serves; however, the demands of the housing sector are becoming more challenging. As such, the department is exploring opportunities to increase operational efficiencies for Alberta Social Housing Corporation-owned assets. This may include amalgamating some Housing Management Bodies (HMBs).

Merging housing providers will help build capacity, support effective governance, promote efficiency and accountability, and ensure effective management of the province's housing assets. Ultimately, these changes will result in better service for Albertans in affordable housing and use taxpayer dollars as efficiently as possible.

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It will be important we continue to work closely with HMBs. If your board has already considered possible amalgamation or dissolution, please contact Brenda Matthews, Housing Division, Seniors and Housing, at 403-297-5717 (toll-free by first dialing 310-0000) or by email at brenda.matthews@gov.ab.ca.

Ms. Janice Binmore
Page Two

To help minimize disruptions to staff, tenants, and your community, I ask you please advise the department if Porcupine Hills Seniors Foundation plans to recruit to senior leadership positions, particularly a Chief Administrative Officer. Your board should contact the above-noted Housing Advisor prior to posting the position.

Thank you for your continued contribution to affordable housing.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shawn Ewasiuk', written in a cursive style.

Shawn Ewasiuk
Acting Assistant Deputy Minister
Housing Division

cc: Lisa Anderson, Chief Administrative Officer
Porcupine Hills Seniors Foundation



Legion

CLARESHOLM, ALBERTA
BRANCH #41

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

Thursday, September 10, 2020

**To: The Town of Claresholm
Regarding:**

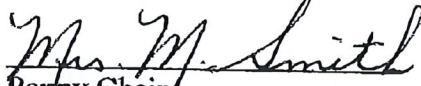
*The Covid 19 Pandemic
&
The 2020 Remembrance Day Ceremonies
Wednesday, November 11th, 2020 -*

From the Claresholm Legion Branch #41:

The Claresholm Legion, at the present time, has not yet formalized how they are going to acknowledge Remembrance Day, Wednesday, November 11, 2020 and the 75th Anniversary of the end of WWII due to Covid 19. We would like to inform the Town of Claresholm and its Mayor, Doug MacPherson, that due to social distancing and restriction of numbers at indoor venues that we the Branch are currently not anticipating a Community Service at the Claresholm Community Centre 59th Ave. & 8th St. W. on Wednesday, November 11, 2020, as has been done in the past. Information is currently being received from both Dominion and AB-NWT Commands as to how we may proceed. The Executive of the Branch will meet Thursday, September 24, 2020 and the General Membership will meet Wednesday, October 7, 2020 at which time Remembrance Day Service Plans will be established.


Please advise the Poppy Chair, Margaret Smith @ 403-625-5278 or President, Leonard Weiss @ 403-625-3515 or by contacting the Legion, 403-625-3755, fax 403-625-3533, email RCLegion41@shaw.ca if the Town of Claresholm has questions or concerns that the Branch would need to take into consideration. .

Thank you on behalf of the Claresholm Legion Branch # 41.



Poppy Chair

Margaret Smith.



President

Leonard Weiss

Honouring all who served

Karine Keys

From: CSPRA <info@canadaseniorrodeo.com>
Sent: Tuesday, September 15, 2020 2:24 PM
To: Karine Keys
Subject: 2020 Finals Sponsorship
Attachments: Town of Claresholm sponsorship request.pdf

The Town of Claresholm has supported the Candian Senior Pro Rodeo Association's annual rodeo with a sponsorship of \$500 per year since 2013.

Re: Canadian Senior Pro Rodeo 2020 Sponsorship

Hi Karine - As we get to the end of a rodeo season that we managed to make work in these crazy trying times and start planning for our finals (Oct 16-18), I was just reviewing our sponsorship position. I sent you a request for "community donation" back on April 7th and we are wondering if perhaps you have considered a sponsorship with our association again. I am attaching the request form again, as a few things have changed since April such as our cancelled fundraisers, we are still requesting \$500-\$1000 or more if at all possible.

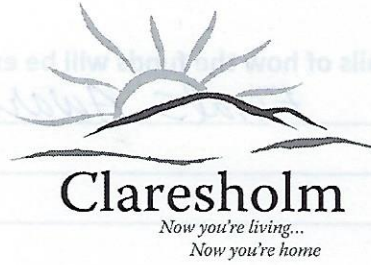
We are proud to be the only rodeo association catering to and celebrating contestants over the age of 40. We strive to provide a safe, fair, and competitive environment for cowboys and cowgirls who want to extend their rodeo career and we can't do this without the generous support of people like you. But it isn't just about the members. The CSPRA hosts rodeos in many different towns across Alberta and Montana, bringing economic spinoffs and building community connections in each of them.

We hope that we can count on your support for 2020 and are thankful for anything you can do this year and have done in the past.

*Thank you,
Michelle Atwood, Secretary
Canadian Senior Pro Rodeo Association*

*Tel: 403-875-3242
Website: canadaseniorrodeo.com
Mailing Address: Box 393, Carseland AB T0J 0M0*

Town of Claresholm Application for Donation
(As per Policy #CDEC 12-15)



Date of Application: March 25, 2020

Date of Event: Oct. 15-18, 2020

1. Applicant Information

Name of Applicant: Canadian Senior Pro Rodeo Association

Address: Box 393, Carseland AB T0J 0M0

Contact Person: Michelle Atwood

Phone, Fax, Email: tele 403-875-3242 / info@canadaseniorrodeo.com

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

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

YES provide registration date & #

NO

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

YES provide registration date & #

NO

may 1985 # 890193485

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain): sponsorship for the 2020 Finals.

IN-KIND CONTRIBUTION - Fee Waiver (explain):

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: \$ 500.⁰⁰ to \$ 1,000.⁰⁰ + + +

6. Details of how the funds will be expended:

Finals Awards - Buckle (\$)

7. Previous Donations

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

Date	Amount	Use of Funds
2019	\$ 500.00	for CSPRA Finals held in Claresholm each year
2018	\$ 500.00	"
2017	\$ 500.00	"

8. Organizational Information

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

Support businesses such as hotel, restaurants, gas, retail stores, agriculture services, as well hiring of local people to work at event (from high school kids to farmers/ranchers to Elton's Club)

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

An Association that provides tough but friendly competition and lively social gatherings for "senior" cowboys & cowgirls (senior being 40+ yrs old, our oldest is 82!), along with continued opportunities and growth in the sport of rodeo.

How will your organization acknowledge the Town's donation?

Thru print (rodeo programs, posters & ads) to social media (website & facebook) and depending on your contribution amount - we put logos on to our annual association jackets!

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

YES

NO

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

Funding Source	Amount	Recommended Use of Funds
sponsorship / donation	25,000	Finals awards
Raffle tickets	10,000	Finals expenses
Silent Auction	2,000	Finals expenses

?

Cancelled

?



Sept. 24th, 2020

Dear Mayor and Council,

I am inviting you to you to learn further about Willow Creek Immigrant Services, now with an office location in Claresholm. As part of larger Calgary Catholic Immigration Services, we offer settlement services in Southern Alberta. We are supporting those within the RNIP project and providing and/or referring appropriate resources for *all* immigrant newcomers as they are determined; additionally, our efforts will focus on contributing to the development of Claresholm as a welcoming and inclusive community, engaging businesses and residents, and enhancing both its cultural richness and diversity while respecting its unique characteristics.

Thus far we have engaged community partners from FCSS, AHS, the Chamber of Commerce, Livingstone Range School Division, the Public Library, small business owners, churches and those with lived-experience. Our goal is to establish a Welcoming Claresholm Committee and our objectives to include: assessing needs and gaps of newcomer immigrants; promoting inclusionary practices; mitigating discrimination by providing education; celebrating cultural events and moving forward in becoming a Welcoming Inclusive Community (WIC). Additionally, we have partnered with other institutions and organizations who can provide additional support and guidance as needs arise.

We anticipate that Welcoming Committee members invest time and energy into this viable initiative. We are currently project-funded for a shortened timeline (due to the impact of COVID) and we will be meeting monthly until March of 2021, although are confident that we will be extended for an additional 2 years.

We are inviting a member of Town Council to support and participate in the Welcoming Claresholm Committee initiative, enhancing cultural diversity and bringing both renewed vitality and growth to Claresholm. We believe that the input, insight and perspective of a council member are crucial to the sustainability of this committee, and will positively impact its direction. Our hope is that Claresholm becomes recognized as a model for welcoming and diverse communities and ask that you consider our request.

Sincerely,

Susan Kolpak-Jarvis

Community Engagement Coordinator



REQUEST FOR DECISION

Meeting: September 28, 2020
Agenda Item: 7

FORTISALBERTA INC. FRANCHISE AGREEMENT

DESCRIPTION/BACKGROUND:

Fortis Alberta Inc. has contacted the Town of Claresholm with an inquiry regarding the Town's option to modify the franchise fee that is billed to Fortis customers and paid to the Town of Claresholm for the 2021 year.

Fortis Alberta has an Electric Distribution System Franchise Agreement with the Town of Claresholm that came into effect on July 1, 2013 and expires July 1, 2023. This agreement gives Fortis Alberta an exclusive franchise to provide electric distribution services within the Town of Claresholm. Clause 5(a) that is referenced in their letter reads as follows:

"5) Franchise Fee

a) *Calculation of Franchise Fee-*

In consideration of the provisions of Article 4 and the mutual covenants herein, the Company agrees to pay the Municipality a franchise fee. For each calendar year, the franchise fee will be calculated as a percentage of the Company's actual revenue in that year from the Distribution Tariff rates charged for Electric Distribution Service within the Municipal Service Area, excluding any amounts refunded or collected pursuant to riders.

For the first (1st) calendar year of the Term of this Agreement, the franchise fee percentage shall be 2 percent (2%).

By no later than September first (1st) of each year, the Company shall:

- i) Advise the Municipality in writing of the revenues that were derived from the Distribution Tariff within the Municipal Service Area for the prior calendar year (excluding any amounts refunded or collected pursuant to riders); and*
- ii) With the Municipality's assistance, provide in writing an estimate of revenues to be derived from the Distribution Tariff (excluding any amounts refunded or collected pursuant to riders) within the Municipal Service Area for the next calendar year.*

b) *Adjustment to Franchise Fee-*

At the option of the Municipality, the franchise fee percentage may be changed annually by providing written notice to the Company.

*If the Municipality wishes to amend the franchise fee percentage so that the amended franchise fee percentage is effective January first (1st) of the following calendar year, then the Municipality shall, **no later than November first (1st) of the immediately preceding year, advise the Company in writing of the franchise fee percentage to be charged for the following calendar year.***

If the Municipality provides such notice after November first (1st) of the immediately preceding year for a January first (1st) implementation, or at any other time with respect to a franchise fee change that will be implemented after January first (1st) of the following year, the Company will implement the new franchise fee percentage as soon as reasonably possible.

c) *Franchise Fee Cap-*

The municipal franchise fee cap is 20 percent (20%) and shall not at any time exceed twenty percent (20%), unless there has been prior Commission approval."

DISCUSSION/OPTIONS:

1. The franchise fee was at two percent (2%) since the agreement came into effect in 2013. At the September 26, 2016 Council meeting, Council passed the following motion:

Moved by Councillor McAlonan to increase the franchise fee percentage to 4% for 2017 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with FortisAlberta Inc.

This increase took effect on January 1, 2017.

2. This increase put Claresholm closer to other communities in our area such as Nanton at 7% and Pincher Creek at 13%.
3. Revenue for 2016: \$45,917.75, revenue for 2017: \$96,513.72. This was an increase of \$50,595.97. Revenue in 2018: \$101,525.93. Revenue in 2019: \$105,590.06.

COSTS/ SOURCE OF FUNDING (if applicable):

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 once again if Council chose to increase the franchise fee.

RECOMMENDED ACTION:

Administration recommends Council keep the franchise fee percentage at 4% for 2020.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to maintain the franchise fee percentage at 4% for 2021 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with Fortis Alberta Inc. This decision is to emphasize the Town's commitment to economic development and to attract businesses by keeping franchise fees low.

ATTACHMENTS:

- 1.) Correspondence from Fortis Alberta dated September 17, 2019
- 2.) Municipal Franchise Fee Riders

APPLICABLE LEGISLATION:

- 1.) Electric Distribution System Franchise Agreement- Town of Claresholm & FortisAlberta Inc.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: September 22, 2020

From: Law, Kayla <kayla.law@fortisalberta.com>
Sent: September 16, 2020 2:50 PM
To: Marian Carlson <Marian@claresholm.ca>
Cc: Kot, Paula <paula.kot@fortisalberta.com>
Subject: 2020-2021 Franchise Fee Calculator - Claresholm
Importance: High

Good afternoon:

RE: Request Confirmation of Electric Distribution Franchise Fee for 2021

As part of your Electrical Distribution System Franchise Agreement with FortisAlberta you have the ability to either **increase, decrease or keep your franchise fee the same, with written notice.**

Please note: All proposed rate changes are estimated and have not been approved by the Alberta Utilities Commission (AUC). The Distribution Tariff revenues shown are estimates only, and are subject to change dependent on several factors, including but not limited to; fluctuations in the number of customer sites within the municipality and/or the electricity usage increasing or decreasing, and changes to the Transmission or Distribution rates, which could be impacted by current economic conditions.

If your municipality would like to defer adjusting your franchise fees until 2021, here are the **key dates** to consider. However, adjustments can only be done once per calendar year.

All advertisements are **required to be placed in the local newspaper with the widest circulation within your municipality for two consecutive weeks prior to these dates below:**

- Feb. 15, 2021 (for an April 1, 2021 implementation)
- May 15, 2021 (For a July 1, 2021 implementation)
- Aug. 15, 2021 (for an Oct. 1, 2021 implementation)
- Nov. 15, 2021 (for a Jan. 1, 2022 implementation)

IMPORTANT ACTIONS AND TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY JAN. 1, 2021:

1. **Review** the attached Franchise Fee Calculator and present your recommendations to Council;
2. If Council is proposing a change in franchise fee, a resulting impact to the customer's annual bill **must be advertised in the local newspaper that has the widest circulation within your municipality for two consecutive weeks.** (Please use the attached sample advertisement).
3. If **increasing** your franchise fee, it must stay within the current **Franchise Fee Cap of 20 per cent.**
4. **By Nov. 1, 2020,** please **email scanned copies** of the advertisements to Kayla Law at kayla.law@fortisalberta.com - Due to COVID-19 working precautions, we will only be accepting documentation via email. If this is a concern please contact me directly. Thank you.

INCLUDE:

- Copies of **both** advertisements
 - **Publication dates** for both advertisements
 - Name and location of newspaper
4. Any late, inaccurate or incomplete responses may result in re-advertising for a later implementation date.
 5. If Council decides to maintain the current franchise fee you do not have to advertise, but please notify Kayla Law at kayla.law@fortisalberta.com

If you have any questions or concerns, please contact me or your Stakeholder Relations Manager.

NOTE: Due to pandemic protocol instructions, I will be working remotely with access to my e-mail and cell phone (780-554-4888), if you have any questions or need any assistance please contact me directly. Thank you.

Kayla Law | Stakeholder Relations Manager

FortisAlberta Inc. | 100 Chippewa Road, Sherwood Park AB. T8A 4H4 | Tel: 780-464-8816 | Cell: 780-554-4888 | Fax: 780-464-8398

www.fortisalberta.com



MUNICIPAL FRANCHISE FEE RIDERS

Availability Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to all FortisAlberta distribution tariffs, except riders and rebates, in each municipality.

Price Adjustment A percentage surcharge per the table below will be added to the gross distribution tariff, excluding any riders or charges that relate to deferral account amounts, calculated for each site within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	18%	2020/04/01	03-0041	Boyle	10%	2020/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	5%	2017/01/01	01-0043	Brooks	12.63%	2015/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	0%	2013/07/01
02-0011	Athabasca	10%	2020/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	13%	2020/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	10%	2016/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	5%	2018/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	10%	2019/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	3%	2013/07/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Clareholm	4%	2017/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	10%	2020/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	11%	2015/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2015/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	20%	2013/07/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	01-0194	Lacombe	12.75%	2019/01/01
04-0080	Crystal Springs	0%	2016/01/01	04-0196	Lakeview	2%	2016/01/01
03-0081	Czar	5%	2013/10/01	02-0197	Lamont	7.50%	2020/01/01
02-0082	Daysland	7%	2018/01/01	04-0378	Larkspur	3%	2020/04/01
02-0086	Devon	13%	2018/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	10%	2018/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	10%	2018/01/01	02-0211	Magrath	8%	2017/01/01
03-0097	Edgerton	16%	2015/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.75%	2020/01/01	02-0215	Mayerthorpe	10%	2020/01/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	0%	2016/02/11	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Gramum	5.50%	2013/07/01	02-0236	Nobleford	0%	2013/10/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
02-0143	Hardisty	7.50%	2019/01/01	04-0385	Norris Beach	0%	2016/01/01
03-0144	Hay Lakes	7%	2017/11/01	02-0238	Okotoks	18%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0239	Olds	15%	2019/01/01
03-0149	Hill Spring	5%	2015/09/01	02-0240	Onoway	7.50%	2013/01/01
02-0151	Hinton	12.70%	2019/01/01	04-0374	Parkland Beach	0%	2015/01/01
03-0152	Holden	4%	2016/01/01	02-0248	Penhold	19%	2014/01/01
03-0153	Hughenden	5%	2016/01/01	02-0249	Picture Butte	10%	2016/01/01
03-0154	Hussar	12.50%	2017/01/01	02-0250	Pincher Creek	13%	2017/01/01
02-0180	Innisfail	13%	2020/01/01	04-0253	Point Alison	0%	2017/01/23
03-0182	Irma	20%	2015/01/01	04-0256	Poplar Bay	0%	2016/01/01
02-0183	Irricana	0%	2013/10/01	02-0257	Provost	20%	2015/01/01
04-0185	Island Lake	0%	2016/01/01	02-0261	Raymond	12%	2016/01/01
04-0186	Itaska Beach	0%	2017/10/01	02-0265	Redwater	5%	2020/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0266	Rimbey	16%	2019/01/01
04-0187	Kapasiwini	0%	2018/04/01	02-0268	Rocky Mtn House	12%	2017/01/01
02-0188	Killam	8%	2017/01/01	03-0270	Rockyford	5%	2015/04/01

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	14.50%	2020/01/01
04-0273	Ross Haven	0%	2016/01/01
03-0276	Ryley	3%	2016/01/01
04-0279	Seba Beach	4%	2014/01/01
02-0280	Sedgewick	9%	2020/01/01
04-0283	Silver Sands	3%	2018/01/01
04-0369	South Baptiste	0%	2005/05/01
04-0288	South View	3%	2019/01/01
01-0291	Spruce Grove	20%	2016/01/01
01-0292	St. Albert	7.50%	2020/01/01
03-0295	Standard	0%	2015/01/01
02-0297	Stavely	5%	2017/01/01
03-0300	Stirling	12%	2019/01/01
02-0301	Stony Plain	20%	2015/01/01
09-0302	Strathcona County	0%	TBD
02-0303	Strathmore	20%	2020/07/01
03-0304	Strome	8%	2016/01/01
02-0307	Sundre	10%	2020/01/01
04-0386	Sunrise Beach	0%	2018/01/01
04-0308	Sunset Point	10%	2017/01/01
02-0310	Sylvan Lake	15%	2019/01/01
02-0311	Taber	18%	2020/07/01
02-0315	Thorsby	20%	2015/01/01
02-0318	Tofield	5%	2015/01/01
02-0321	Turner Valley	10%	2017/01/01
04-0324	Val Quentin	0%	2016/01/01
02-0326	Vauxhall	6%	2020/01/01
02-0331	Viking	8%	2013/07/01
02-0333	Vulcan	20%	2013/10/01
03-0364	Wabamun	10%	2017/01/01
02-0335	Wainwright	11%	2020/04/01
07-0159	Waterton Park	8%	2018/10/01
03-0338	Warburg	10%	2015/01/01
03-0339	Warner	0%	2017/01/01
04-0344	West Cove	0%	2018/01/01
02-0345	Westlock	12.75%	2020/01/01
01-0347	Wetaskiwin	13.80%	2020/01/01
04-0371	Whispering Hills	5%	2016/10/01

Muni Code	Municipality	Rider	Effective
02-0350	Whitecourt	2.60%	2020/01/01
04-0354	Yellowstone	3%	2016/01/01



REQUEST FOR DECISION

Meeting: September 28, 2020
Agenda Item: 8

2021 SOUTHERN ALBERTA SUMMER GAMES

DESCRIPTION:

Upon recommendation from the Claresholm Summer Games Committee, the Town of Claresholm submitted their interest to the Southern Alberta Recreation Association (SARA) to host the 2020 Southern Alberta Summer Games in Claresholm in June of 2017. As there was significant interest in the games, the Committee asked to resubmit the Town's interest for the 2021 games instead. The 2021 Southern Alberta Summer Games were awarded to Claresholm in September 2019, and a Letter of Agreement was signed.

The Town of Raymond was to hold the 2020 Southern Alberta Summer Games, but they were cancelled. As Claresholm was already awarded the Games for 2021, Raymond asked SARA to postpone hosting the Games until 2022. The SARA Board responded to Raymond that they would be considered to host in 2022 if they so chose to submit their interest.

On April 15, 2020, the Town of Claresholm sent a letter to SARA suggesting that Raymond be allowed to host the games in 2021 and that Claresholm would be willing to wait until 2022 to host. This would allow planning and fundraising to take place in a timely fashion. The Town received a response letter from SARA that stated that Raymond is unable to host in 2021. The Town of Claresholm sent a letter back to SARA on August 18th that let them know that we would be willing to host the 2021 Games with their support and 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. SARA replied by email that they would be happy to work with Claresholm in whatever capacity we could give.

SARA held their board meeting earlier this month, and the City of Medicine Hat has shown interest in hosting the 2021 Southern Alberta Summer Games. In a letter to SARA, the Mayor of Medicine Hat states that they were supposed to host the 2022 Special Olympics Canada Summer Games, but they have been cancelled. They feel they have the capacity to host the Southern Alberta Summer Games next year if Claresholm does not feel prepared to do so.

This week, the Claresholm Summer Games Committee held their first casino, and the funds should be coming in sometime early in the New Year. No other fundraising has been scheduled at this time.

ATTACHMENTS:

- Letter from the Southern Alberta Recreation Association dated September 15, 2020
- Letter from the City of Medicine Hat dated September 11, 2020

PROPOSED MOTION:

Moved by Councillor _____ to send a letter to the Southern Alberta Recreation Association (SARA) letting them know that the Town of Claresholm appreciates the offer by the City of Medicine Hat to host the 2021 Southern Alberta Summer Games and is willing to relinquish hosting to them on the stipulation that Claresholm be slotted in the near future to host the games once the global health situation improves.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: September 25, 2020



Randi McPhillips, Acting Chairperson
Southern Alberta Recreation Association
City of Brooks
PO Box 879
Brooks, AB T1R 1B7
rmcphillips@brooks.ca

September 15, 2020

RE: 2021 Southern Alberta Summer Games

One of the greatest things about the Southern Alberta Summer Games is how it brings the communities of Southern Alberta together. In keeping with the spirit of the games, working together in cooperation, we received the attached communication from the City of Medicine Hat. They have extended an offer to be a back-up host community for the 2021 Southern Alberta Summer Games. If Claresholm feels hosting the Games would pose too much of a challenge or there is too much uncertainty in moving forward with the planning of the Games, Medicine Hat is willing to be the host in 2021.

The SARA Board would like to reiterate the City of Medicine Hat's sentiments, that Claresholm will be an amazing host community, your community did an exceptional job in 2015. If you opted to continue with the 2021 SASG, the SARA Board will support you as much as possible, with the understanding the SASG could likely look very different than they have in previous years. If Claresholm decides hosting in 2021 is not in their best interest, we look forward to working with you in the future as a host community.

Please review the attached letter from the City of Medicine Hat and respond to the SARA Board via the contact information above. We look forward to hearing your response and will support your decision, whatever it might be. If you have any questions, please feel free to contact me at rmcphillips@brooks.ca or at 403-362-3622.

Regards,

Randi McPhillips
Acting Chairperson
Southern Alberta Recreation Association



Office of the Mayor
580 First Street SE
Medicine Hat, Alberta T1A 8E6
Email: mayor@medicinehat.ca
Phone: 403.529.8181
www.medicinehat.ca

September 11, 2020

Southern Alberta Recreation Association
Attn: Randi McPhillips
Email: rmcphillips@brooks.ca

RE: 2021 Southern Alberta Summer Games

The City of Medicine Hat and Medicine Hat Sport and Event Council have been following news of the Southern Alberta Summer Games over the past several months. Medicine Hat was disappointed to hear the 2020 Southern Alberta Summer Games scheduled in Raymond had to be cancelled due to the current global situation and the restrictions in place for hosting events, but understand and respect the decision that was made.

We understand the tremendous amount of work that goes into planning an event of this magnitude and appreciate communities that put their names forward to host these Games and continue the tradition. We also acknowledge the amount of fundraising, sponsorship and community contribution required to host the Southern Alberta Summer Games.

Medicine Hat was recently notified that the Special Olympics Canada Summer Games, expected to take place in August 2022 in Medicine Hat, have been cancelled. This was extremely disappointing for our community as an immense amount of planning, fundraising and volunteer hours have already occurred to support this event. Our community enjoys hosting these occasions, and we are confident it would have been successful.

We know that the Town of Claresholm is more than capable of hosting the Southern Alberta Summer Games and that your community will embrace the opportunity. It will be a huge success, as it was the last time they hosted in 2015.

Looking at the current global pandemic and the impact it has had on all of our communities, we understand that hosting an event during these times brings both uncertainty and financial challenges. We acknowledge that this can be even more difficult on smaller communities, as there is often a smaller group of volunteers and businesses available to support the event.

If Alberta Health Services allow for the Games to take place, the City of Medicine Hat and the Medicine Hat Sport and Event Council would like to extend an offer to be a backup host community for the 2021 Southern Alberta Summer Games in the event that the Town of Claresholm is unable to host due to financial, volunteer or sponsorship concerns.

We understand the importance of working together as the Southern Alberta region and want to ensure SARA and the Town of Claresholm have our full support in hosting the 2021 Southern Alberta Summer Games or choosing to postpone hosting of this event.

If you have any questions or concerns, please do not hesitate to contact the undersigned at your convenience. We look forward to hearing from you in the near future.

Yours truly,

A handwritten signature in blue ink that reads "Ted Clugston". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Ted Clugston
Mayor
City of Medicine Hat

cc: Brian Varga, Medicine Hat Sport and Event Council

SHINGLE SIGNAGE PROGRAM POLICY #5.6.09 UPDATE

DESCRIPTION:

In August 2019 council passed a motion to accept a Shingle Signage Program Policy. Over the course of the year the manufacturer was only capable of producing three signs, which were heavy and not consistent in colour or design. The EDA and EDO have been working to source a better design while keeping the project local.



The wooden inserts are light-coloured maple with a laser engraved category, finished with a heavy duty outdoor lacquer. The frames are powder coated black metal that have brackets to attach to the wooden insert. The wooden insert and the frame are manufactured by two local companies. The total size is 24-inches long x 18-inches tall, the cost of production is approximately \$490.00 including GST, installation is extra.

The updated policy has changed the points that pertain to the metal sign design, such as varying colours and design in the corner, the majority of the policy remains the same. The sign permit fees for the participants of the program will be waived, and participation in this program will not reduce the number of signs or display surface area permitted per property. Three businesses had received signs in the original program and will be receiving the new signs as they are completed. Other businesses in the downtown area have expressed interest in this program as well.

RECOMMENDED ACTION:

Council to adopt the updated policy by resolution: Policy #5.6.09 Shingle Sign Program Policy.

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt the updated Policy #5.6.09 Shingle Sign Program as presented, effective September 28, 2020:

ATTACHMENTS:

- 1.) DRAFT Shingle Signage Policy #5.6.09 v2.0


APPLICABLE LEGISLATION:

- 1.)

PREPARED BY: Spencer VanDellen, and Brady Schnell, Economic Development

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 23, 2020

	Signage – Shingle Signage Program		Policy #5.6.09
Department Owner:	Planning & Development		
Policy Applies To:	Signage – Shingle Signage Program		
Date Created:	July 8, 2019	Date Approved By Council:	
Version #:	2.0	Resolution #:	
Last Review Date:	August 24, 2030	Policy(ies) Replaced/Rescinded:	#N/A

Intent:

To create uniform shingle signage to direct residents and visitors to local businesses. This signage will use categories instead of logos/names to identify the various products and/or services that each business offers. The intent is for the C1 (Retail Commercial) land use district (downtown core) to use these guidelines for uniform signage, but this policy extends to all Commercial & Industrial land use districts.

Policy:

Permit fees (for one shingle sign per business only) will be waived if the business chooses to apply for a shingle sign under this program. The cost of production of the shingle sign will be passed along to the applicant. The applicant will be responsible for the coordination and cost of installation.

Definition:

Shingle Sign means a small sign, which is either suspended from an overhang, canopy, marquee or awning, or is suspended from a mounting attached directly to the building wall. Shingle signs are generally placed perpendicular to the face of a building.

Guidelines:

- All shingle signs must follow the guidelines set out in this policy and the Land Use Bylaw.
- Must be an approved design and clearly state the category of the business, with a category decided by the applicant and approved by the Town of Claresholm Development Department. (as per schedule "A")
- May not include any type of logo and may only use colors and fonts that are approved by the Town of Claresholm Development Department.
- The frames will be powder coated black, with a light coloured wood insert that is laser engraved. The signs will be double sided.
- May not be attached to any structure other than a building.
- May not project more than 36 inches from the building to which it is attached.

- May not contain more than a total of five square feet of display surface, excluding the support structure.
- It may only be installed as high as the eave line of the building surface to which it is attached or 11 feet above grade, whichever is lower.
- It may not be installed lower than seven and one-half feet.
- It may not be internally illuminated.
- It may not be more than four inches or less than one-half inch thick, except reasonably required in connection with some graphic element of the sign.
- Participation in this program will not reduce the number of signs or display surface area permitted per property.

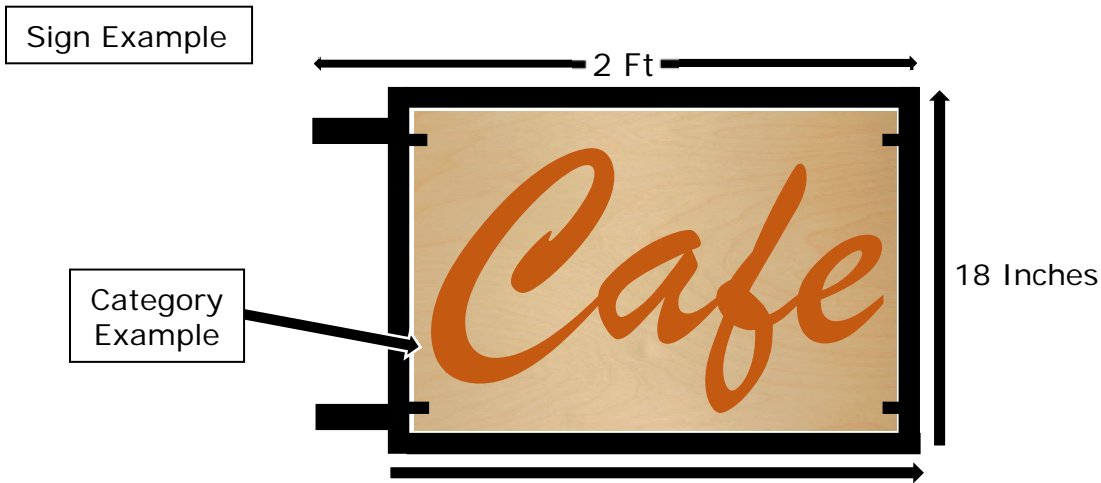
Sign Examples:



Schedule "A"
Shingle Sign Program Application

Date:	
Business Name:	
Description and/or Category desired for sign:	
Font Type Desired: (ex. Bold, Modern, Handwritten)	
Civic Address:	
Contact Information: (Phone & Email)	
Sign cost paid: (Yes/No & Amount)	

Applicant's Signature		Date:	
Building Owners' Approval/Signature		Date:	
Town of Claresholm Approval/Signature		Date:	





Claresholm

REQUEST FOR DECISION

Meeting: September 28, 2020
Agenda Item: 10

CAMPGROUND WINTER OPERATIONS

DESCRIPTION/BACKGROUND:

The Centennial Campground is nearing the end of its 2020 season. During the 2019-2020 season we kept the campground open through the winter for snowbirds to use on their way to or from their travels south.

During these months the campground was used minimally with the following numbers (I don't have data on the number of individuals – for example in February, whether this was one person for 5 nights or 5 people for 1 night each):

- Nov – 29 nights
- Dec – 21 nights
- Jan – 0 nights
- Feb – 5 nights

During this time there was also numerous complaints regarding the snow clearing in the campground and clearing of the sites, with numerous people having to be towed out of their spots as they were snowed in.

Due to the amount of equipment and number of staff we have, as well as the significant amount of snow received during last winter, the public works staff were unable to have timely snow removal for different residential streets in Town, for which numerous complaints were received, let alone timely snow removal for the campground.

RECOMMENDED ACTION:

This issue was reviewed and discussed by the Admin Services Committee on July 23rd, 2020 when reviewing the Recreation Fees Policy, including rates for the Campground, and whether or not to include a winter rate in the policy. The committee's recommendation noted in discussion (no official motion made specifically on this point) was to not have a posted campground open during this coming winter due to the limited use in 2019-2020, and due to COVID and travel restrictions that use would likely be even less, however certain one-off cases could be still considered without advertising. For example there is currently numerous bookings related to workers for the solar farm project – as long as they are made aware that snow clearing will not be completed and they would have power only and they are comfortable with that, they could remain.

Administrations recommendation is in line with the Administration Committees recommendation. The Campground Attendent does live at the campground year-round and so he is comfortable with managing some one off long-term bookings, however he was not comfortable with the experience from last year and the snowed in campers, and the complaints he received related to that.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to close the campground for the winter, however still allow one off long-term bookings that accept the risks related to limited to no snow clearing being provided.

ATTACHMENTS:

- 1.) NA

APPLICABLE LEGISLATION:

- 1.) NA

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 23, 2020



REQUEST FOR DECISION

Meeting: September 28, 2020
Agenda Item: 11

SUPPORT OF REGIONAL ECONOMIC DEVELOPMENT ALLIANCES

BACKGROUND / DESCRIPTION:

Recently the provincial government has reduced funding to Regional Economic Development Alliances by 50%, which could potentially cripple organizations such as SouthGrow Regional Initiative and Alberta SouthWest. At the September 14th meeting of Town Council, the Executive Director of South Grow presented a series of options to keep the organization viable.

The Economic Development Officer and Economic Development Committee have enjoyed the benefits of membership in both organizations and see great value in what they provide. Community Economic Development relies heavily on networking, information sharing, and partnerships. Claresholm's membership fees to SouthGrow and Alberta Southwest are leveraged to create greater benefit to the Town. The Economic Development Committee recognizes a reduction in funding for REDA's as another mechanism to download additional costs onto municipalities.

PROPOSED RESOLUTIONS:

At the September 21, 2020 meeting of the Economic Development Committee, a resolution was passed to, "Recommend to the Claresholm Town Council that a letter in favour of restoring provincial funding to the Regional Economic Development Alliances be drafted and distributed throughout the SouthGrow and Alberta Southwest member communities to garner support in its submission; this letter to be submitted to the Honourable Roger Reid MLA Livingstone-Macleod, and cc'd to the Honourable John Barlow Member of Parliament Foothills.

RECOMMENDED ACTION:

Moved by Councillor _____ to direct Administration to draft a letter in support of restoring provincial funding for Regional Economic Development Alliance's throughout Alberta, and once approved, to provide the letter to SouthGrow and Alberta Southwest members communities so they may have an opportunity to support the message, before submission to the Honourable Roger Reid MLA Livingstone-Macleod.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 23, 2020



CAO REPORT

September 28, 2020

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

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

HR/TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

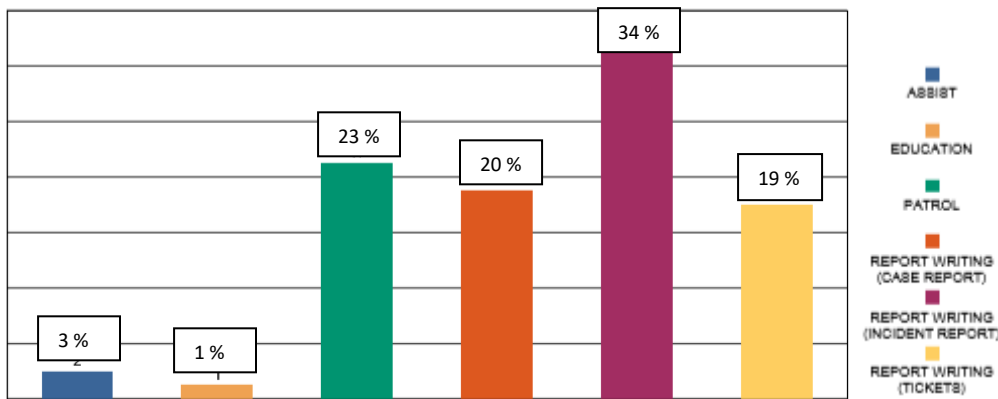


INFORMATION BRIEF

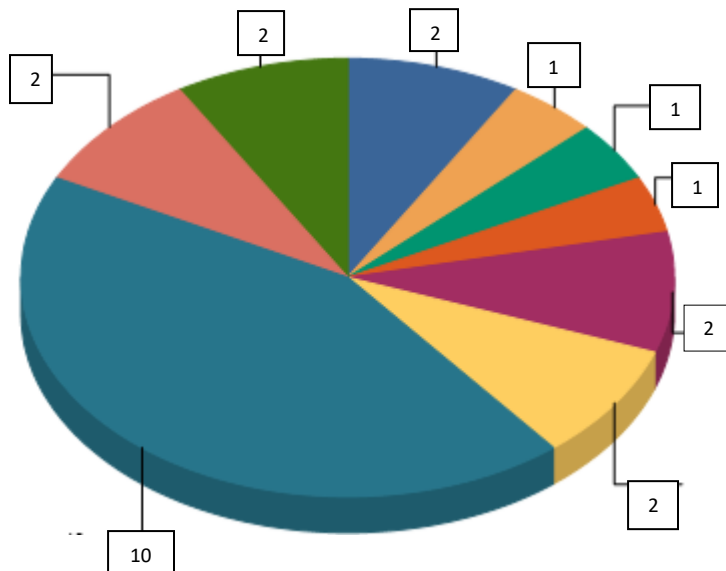
Meeting: September 28, 2020
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT August 2020

Community Engagement Time Percentage in August 2020



Bylaw Infractions/Actions in August 2020



- BYLAW : ANIMAL : DOG : DOG RUNNING AT LARGE
- BYLAW : BUSINESS LICENSE : FAILURE TO OBTAIN
- BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS : ABANDONED VEHICLE
- BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS : PARK ON TOWN PROPERTY
- BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS : RV PARKING EXTENDED PERIODS
- BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS : UNATTACHED TARIER
- BYLAW : UNSIGHTLY + SNOW & ICE : GRASS AND WEEDS
- BYLAW : UNSIGHTLY + SNOW & ICE : GRASS AND WEEDS : GRASS/WEEDS/TREES/STAGNANT WATER
- BYLAW : UNSIGHTLY + SNOW & ICE : UNSIGHTLY : UNTIDY PREMISES

August newspaper Highlights:

- Back to School Safety reminders for everyone. Pedestrian safety, Distractions around school zones and Traffic safety
- Reminder to residents that after regular hours to call in complaints to RCMP

August Enforcement Highlights:

1. Advised RCMP on what Municipal Fines can be handed Down in dog bite Incident.
2. TSA tickets issued = \$1000.00
3. Handed out positive Youth Tickets, Volunteering in the community, helping keep community clean.
4. Work with FCSS and AHS to help local resident with unsightly property, working to get property into compliance with unsightly bylaw regulations.
5. Served many notices for Tall Grass / Weeds. Had two notices move to Orders to Remedy Contraventions.
6. Moved speed sign to different location to try and keep speeds down intown.
7. Assisted Fire Dept with two calls. #1 House Fire. #2 Traffic incident on Hwy 2 at 43 Ave.

Other Highlights:

1. Numbers are down in August due to 1.5 weeks of holidays taken during the month.
2. It was noted during some resident inquiries regarding animals/livestock restrictions in Town that our current bylaw governing such is very outdated. Began researching what other communities of similar size and in the area allow and drafting item for Committee discussion.

DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

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

Financial

- July month end reports was completed, and started on August.
- All staff other than Aquatic Centre staff have been onboarded into the new cloud based paperless time and attendance system. Experiencing some hiccups as is normal with any change, but appears the system will work for us and will create some efficiencies and better transparency for staff on items such as current vacation or sick-time accrual balances.
- Spending significant time on 2021 budget, meeting with department heads and drafting information for discussion and decisions for upcoming budget meetings with the Audit and Finance Committee and the Facility and Infrastructure Planning Committee. This will be a difficult budget year due primarily to the cuts and downloading from the Province.

General

- The Tricon Multiuse Building Project continues to move forward with significant progress.
- Completed FCM Grant Application, with the assistance of MuniSight, through Federation of Canadian Municipalities for Asset Management and are awaiting on results of that application.
- In the processes of making a few additional policy updates for Council's review/approval. Will be presented to Council and/or Committee in October.
- Beginning the transition to VOIP phones for the Shop and the Aquatic Centre. Though there are slightly higher base costs, it eliminates long-distance charges, which were significant, and will provide significant operational efficiencies or conveniences once it is tied into the new VOIP system at the new Administration building when completed.
- In the process of drafting a new lease agreement with the Claresholm Child Care Society for the Kidz Zone modular building and the new building that is under construction.
- As we are coming to the end of the penalty hiatus on utilities we are sending out notice/warning letters to all account holders with arrears balances.
- We continue to make excellent progress digitizing Town records, currently utilizing one public works staff member who is on modified duties due to an injury for scanning our map room.

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

DEVELOPMENT OFFICER REPORT

For: 8/12/2020 - 9/23/2020



Claresholm

Development Permits

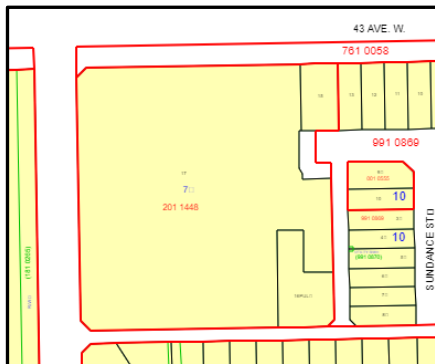
- ❖ 19 permit applications received.
- ❖ 6 development permits closed.

Compliance Requests

- ❖ 12 compliance requests received.

Miscellaneous

- ❖ MPC meeting – August 28, 2020.
- ❖ Local Press Ads: Bylaw and Development fall reminders, MPC approved ad.
- ❖ Cottonwood, Sundance area subdivision completed. Rear access now available to Cottonwood, and the storm pond is now designated as a public utility lot.



On-going projects

- ❖ IDP – Response discussed with MD, Councils to meet in the near future to discuss further.
- ❖ Unsightly bylaw review – continue to work with the Bylaw department to draft options for Council review.
- ❖ Land Use Bylaw sign schedule amendment – currently working on MPC suggested revisions.
- ❖ Multi-use Community Building Project – Project progressing, interior walk-through at framing stage for daycare/playschool complete, exterior work progressing and focus right now. Request for quote sent out to local construction companies for a quote on the existing portable buildings; no responses received.
- ❖ IMP (Infrastructure Master Plan) – September 8, 2020 meeting with engineers for a project update, currently looking at scale for road and sidewalk repairs & updating mapping.

Submitted by
Tara VanDellen
Planner/Development Officer

Economic Development Officer's Report

Town of Claresholm

September 17, 2020



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

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

Economic Development Officer (EDO)

I have recruited two local adult volunteers who are interested in helping with the EDC and community economic development activities. Martina has agreed to attend EDC meetings and take minutes on a 3-month trial basis, and Lettie has shown interest in the same.

Economic Development Committee (EDC):

The EDC met on Tuesday August 18, 2020 using Zoom online meeting platform; 7 of the 10 members were present. Next meeting was September 21st, 2020 online using zoom.us. On September 14, 2020 the Town Council accepted the resignation of Chairperson Darla Slovak after more than 5-years of service on the committee. Darla's contributions are hard to measure but there is no doubt that they were frequent, and they were appreciated. At the same meeting Town Council accepted the appointment of Lauren Hansma, owner-operator of Luna Salon in Claresholm as the new Business Representative for the EDC.

Rural and Northern Immigration Pilot (RNIP)

On August 27th Claresholm Economic Development hosted the first Welcoming event; staff, Council, EDC, and Chamber members turned out for the BBQ. Ricardo Morales of Calgary Catholic Immigration Society announced the opening of Willow Creek Immigrant Services with 2-new staff and office space downtown Claresholm. There were up to 20 participating employers, staff, and new candidates in the program attending as well. There was a lot of free food, live music, games, and welcome bags for the guests.

On September 10th the second RNIP Employer Orientation was held, and there were 7-participating employers including a restaurant, gas station, barber shop, liquor store, landscaping company, cleaning company, and food services contractor. There are now close to 20 qualified employers in the Claresholm RNIP.

On September 21st, 2020 the EDC will consider (3) offers of employment for RNIP community recommendation. To-date 11 community recommendations have been issued.

Labour Market Partnership; Dynamic Claresholm

The LMP Steering Committee met August 27, 2020. Factor-5 Group attended in-person to discuss branding, website, and upcoming business visitations. A training session was held September 16th for volunteers that will drive the business visitation blitz taking place on September 23rd. The blitz is positioned to be a big success with talented volunteers from SouthGrow, Alberta Southwest, the Ministry of Economic Development, the Ministry of Labour and Immigration, Claresholm Chamber executives, Town of Claresholm Administration, and 2-staff from Factor-5 Group.

Welcoming Claresholm Project; Willow Creek Immigrant Services

With the new Claresholm Community Outreach and Community Engagement Coordinators in place, Catholic Immigration Society has announced the creation of Willow Creek Immigrant Services (WCIS), with office space located downtown Claresholm. Reports indicate that recruitment has gone very well for the formation of a local Welcoming Advisory Committee, which is scheduled to meet Thursday September 24th. The goal of WCIS and its partnership with Claresholm Economic Development is to satisfy the conditions of being a Welcome and Inclusive Community (WIC). The new staff have already assisted with immigration questions, coordinated furniture donations, and helped make the RNIP welcoming event a success.

Chamber of Commerce

The Chamber of Commerce held a regular meeting on Wednesday August 19th, 7:00 pm, at the Local Press, with 9 people in attendance. October 16th has been selected as the Chambers Strategic Planning session, which is paid for by the Labour Market Partnership grant. The new Chamber Treasurer is working to get financial records up to date and in good working order. The Chamber Executive is keen to investigate the shared staffing proposal presented previously.

Wayfinding Signage Project

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

Shingle Signage Program

Final prototype has arrived and general consensus is that it is beautiful, well built, and suitable for downtown. The updated policy and design will go to Town Council for consideration Sept. 28th.

Welcome Signs

Welcome sign updates are now complete. Roger Smedstad of Starline Signs did a fantastic job painting the mountain range in particular.

Community Advertising Program

The first three billboards in the Community Advertising Program are set to expire over the coming months. Advertising is down due to the COVID outbreak, some vendors have indicated they do not wish to renew, while others have said they would like to remain on the Highway.

Media and Video

Claresholm has a logo, slogan, branding guidelines, website, social media presence, and over the summer, 20-different videos were released by Claresholm Economic Development. A diverse marketing strategy will continue to be used and built upon in 2021.

At the August meeting, the EDC approved up to \$3,000 for the development of a specific sound for Claresholm, the procurement of male and female voice talent that represents Claresholm, and creation of 3-radio advertisements that can be used across multiple stations. *Live, Visit, and Invest in Claresholm.*

Renewable Energy Sector

Grand Sierra Contracting and PCL Contracting have both reached out to the Economic Development Office following a recent site-visit. Both companies are recruiting labour for the project at starting rates of \$18-\$20/hour. Recently the Workforce Specialist for Grand Sierra reported that a large percentage of hires were local to Claresholm and that they were among the most consistent and dedicated recruits.

EV Charging Stations

The Town is now registered with PlugShare; see reviews, history of service call-outs and down-time, photos, and comments about the EV station in Claresholm.

The Claresholm, EV station was down on 2-occasions since installed, as described in the comments. However, ATCO has shown prompt service and replies to users' comments. As of August 19th, 2020, the chargers have been used a combined total of 52 times for 31 hours of charging. <https://www.plugshare.com/location/202289>

Ministry of Economic Development, Jobs, and Innovation

The office of Honourable Minister Tanya Fir was scheduling a visit Claresholm just hours before the announcement was made that she will be removed from Cabinet. The Ministry of Economic Development, Trade, and Tourism has been renamed, and the Honourable Doug Schweitzer has been appointed. There is some confusion as to what this means for tourism, as it is currently not identified under any Ministry.

Other items

- Working with major site selector at Industrial Airport, received offer
- Presentation folder project with MD of Willow Creek is complete
- Helped with the Union/Staff BBQ September 11, 2020
- Animated version of the Town of Claresholm logo and slogan, coming soon
- I have accepted nomination of Chairperson for the Lethbridge Community Partnership Council.

Submitted,
Brady Schnell, Economic Development Officer

FCSS Report to Council for September

- We have met a few times with the new Claresholm Immigrant Services workers to share resources and talk about needs.
- Met with Derrick Krizsan, Johanna, from the MD and Marian, and Blair to discuss the funding dollars that we have to spend for Granum FCSS. There were no programs running there this year because of COVID and the excess funding is getting larger. The government would like the money spent. We discussed the immediate need for Granum and determined that help with mental wellness would be useful. I have been looking into ways to make this happen for the community. We also agreed to buy IGA gift cards to help members through COVID issues. We are delivering these in different ways to the community members.
- As part of our Ladies Night activity we hosted a Laugh Yoga class. It went very well. We followed all the distancing rules for this event.
- We were making arrangements to have a visit from Minister Sawhney and inviting FCSS Directors from Ft. Mcleod and Pincher Creek but she unfortunately had to cancel at the last minute.
- Erin and Holly attended the Bridges out of Poverty seminar.
- Have been networking with Nanton and Stavely directors as the FCSS meetings have been postponed for this year and it is always nice to see what others are doing.
- Met with Provincial Outcomes Trainer to discuss how the outcomes will look this year with hosting no programs. There are a couple of events that I can submit at the end of this year.
- FCSSAA have been hosting some webinars that can take the place of the learning that we usually have during our conference.
- Attended the Welcome event put on by Economic Development for Newcomers to Claresholm.
- Met with new staff for the Safe at Home project from Rowan House. They are planning an open house event and hope to be up and running this project in Claresholm soon.
- We offered a webinar along with McBride Career Group on Using Linked In.
- Hosted our Volunteer Appreciation event in Amundsen Park. Had fabulous weather and a great turnout of 100 people.

1. Do you have any suggestions for celebrating volunteers in the future?

Awesome! Weather cooperated Hopefully back in community centre next year
Good job x2 Keep up the good work
Start young people-becomes a life habit You guys are awesome
Idea great for circumstances this year Always do an excellent job
Make presentation earlier-some left early Love being outside
Band was great Great job
MCs very good-always had a smile like the outside venue

- We are continuing our Interagency with Zoom but would like to look at possibly offering it in person to a limited number and the rest by Zoom.
- Holly has taken an Outcomes training course so she will be able to help with planning outcomes for events.
- Have gotten the list prepared for the seniors that will receive gifts from Seniors Secret Santa program out of Calgary.
- We have seen a few larger issues of need coming to our office lately. We are dealing with the issues as we are able to.





SEPTEMBER 2020

Claresholm & District FCSS

**4925 1st Street West
Box 1297
Claresholm, AB
T0L0T0**

**For questions:
Phone: 403-625-4417
Fax: 403-625-4851
Email:
communityfcss@shaw.ca**



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Dad's Creations—Build a Birdhouse (FREE —pick up kit at FCSS office) 5pm Youth of Tomorrow	2 2:00 Speaker Series: Learn about LinkedIn at the Library (pre-register at the FCSS office)	3 9am Seniors Trek 5pm Youth of Tomorrow	4 1-3pm Pop-In for Popsicles at the FCSS Office	5
6	7 FCSS OFFICE CLOSED Motivation Monday: Learn how to can fruits and vegetables	8 5pm Youth of Tomorrow	9	10 9am Seniors Trek 6pm Volunteer Appreciation Event (Private Event)	11 Family Challenge: Not my hands ice cream challenge—take a video and send it to us!	12
13	14 Motivation Monday: Walk the Kin Trail	15 5pm Youth of Tomorrow	16	17 9am Seniors Trek 5pm Youth of Tomorrow	18	19
20	21 Motivation Monday: Have a Family Game Night 7pm Ladies Night Out (FREE —pre-register at the FCSS office)	22 5 pm Youth of Tomorrow	23 2:00 Speaker Series: Scams & Frauds at Library (pre-register at the FCSS office)	24 9am Seniors Trek 5pm Youth of Tomorrow	25 Family Challenge: Kids Cooking Creation—take a photo of your creation and send it to us!	26
27	28 Motivation Monday: Volunteer in your community	29 5pm Youth of Tomorrow	30			

Check the FCSS Facebook Page for more details



Claresholm Fire Report

August 12, 2020 – September 22, 2020

1. It has been a very busy month here at the Claresholm Fire Hall, this reporting period we have responded to 36 events, with a majority being outside fires (equipment, grass, stubble, standing crops etc.). The hot dry weather kept us busy over the Labour Day Long Weekend, where on Saturday September 5th alone, Claresholm Fire responded to six separate fire events.
2. Because of the extremely dry conditions and weeks of high temperatures with little precipitation, the Chief issued a Fire Advisory for the Town of Claresholm on August 20, 2020. The Advisory is a reminder to residents to be fire safe. Back yard pits that conform to Bylaw 1705 are still allowed, but the Chief has suspended issuance of new Fire Permits at this time, and any existing permits were revoked.
3. In addition to our outside fires keeping us busy, we have had two separate structure fires this reporting period. I can proudly say the crews performed extremely well, thanks in large part to their training and on ground leadership. We were able to keep the fires to the area of origin in both cases.

4. Claresholm Fire is excited to announce we have filled our last vacant spot on the roster, Firefighter Jordan Noble has joined our ranks. Jordan was formerly a member of Granum Fire (Station 14) but has since moved to Claresholm and joined our department.
5. Earlier this month, the Chief had the opportunity to join Maxine Middleton of Claresholm Housing Authority as they conducted their annual inspections on the residences. It gave the Chief an opportunity to engage the residents on fire safety education as well as an appreciation for the layout of the homes should we have to respond to a fire event at one of them.
6. Fire Prevention Week (Oct 4-10, 2020) is coming up soon. Our Fire Prevention Officer (Lt. George Douros) is working with West Meadow Elementary School to come up with a plan for the Department to bring our annual fire safety message to them under the current COVID situation. Claresholm Fire will also be hosting a modified open house / information session highlighting this year's theme of **Serve up Kitchen Fire Safety**, during Fire Prevention Week on October 8th, 2020. Masking will be mandatory, as well as hand sanitization, and limiting numbers admitted to the fire hall.
7. We currently have one open Fire Safety Codes investigation, as well as one structure fire investigation. The first structure fire

investigation has been concluded from the Chief's side, but awaiting final report from the insurance investigator.

8. The departments Training Officers & Chiefs will be meeting this week to plan the next years training schedule.

9. As you see, the fire danger index is still very high, and as such the Fire Advisory the Chief issued is still in place, no new burn permits will be issued until sufficient moisture is received.

Also attached is our response breakdown for this reporting period, as mentioned, outside fires led the way this month.

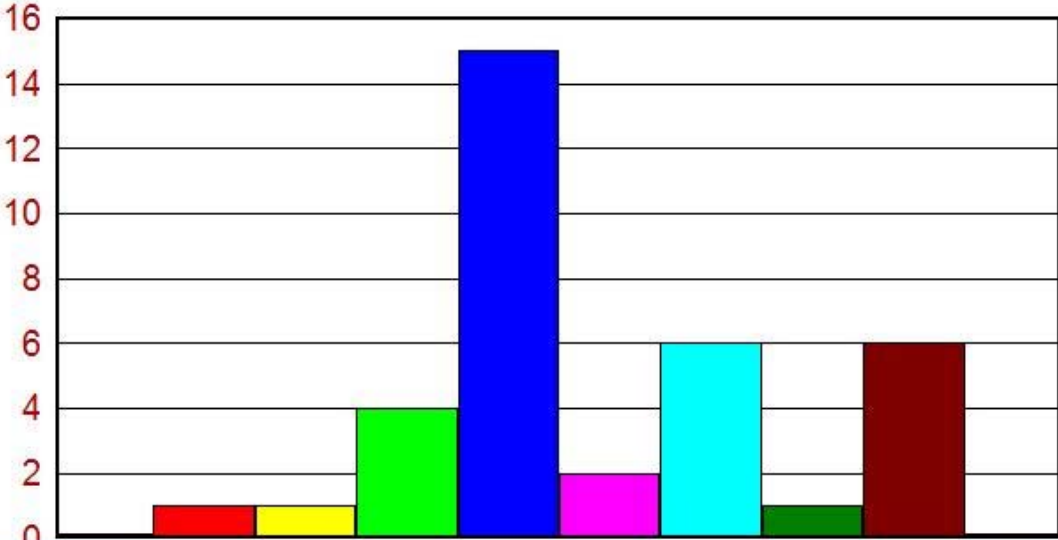
Respectfully Submitted,

Craig White

Fire Chief, Town of Claresholm

Claresholm Fire Responses

From Aug 12 20 to Sep 23 20



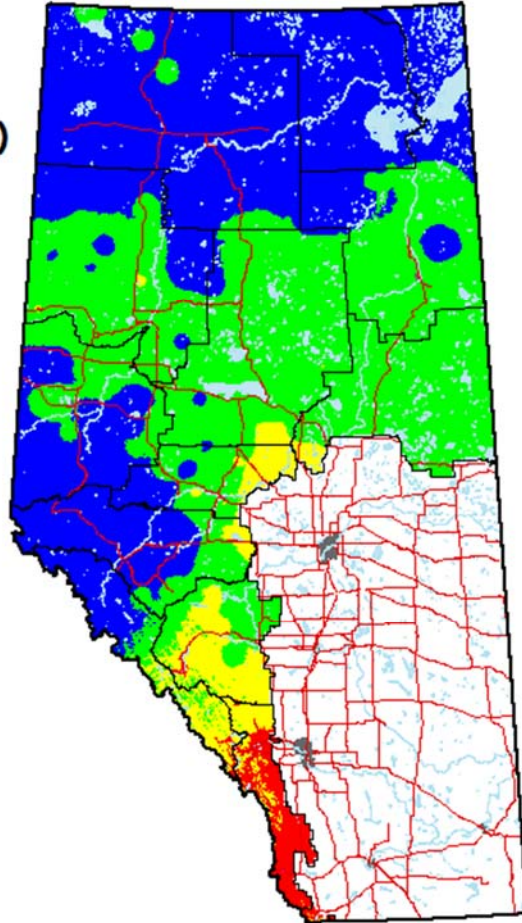
Alarm No Fire - accidental miscellaneous - 1	Alarm No Fire - detector activated - 1
Alarm No Fire - smoke or steam mistaken - 4	Fire Outside - 15
Fire Structure - 2	Medical - EMS - 6
Public Hazard - power line down - 1	Vehicle Accident - 6

Alberta

Fire Danger (Fire Weather Index)

forecasted for September 22, 2020

-  Low
-  Moderate
-  High
-  Very High
-  Extreme
-  No Data



Alberta  Government

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Map created on Sep-22 at 09:06



SEPTEMBER 2020

HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

The pool has reopened and were short staffed due to some employees moving on to school or different endeavors. Denise and I interviewed five potential junior guards and were able to hire three to fill in some gaps where needed.

The seasonal staff at the museum and in economic development have finished up and have all moved on to school. Thank you to Ali, Madison, and Spencer for adapting to a very unusual season.

The season for the gardener was extended due to the need for help in parks with the planting and care of sixty-five new trees. The watering before freeze up is crucial to their health. The late start to the gardening position allowed us to extend her contract a few weeks with no budgetary consequences.

One of the contracts for a seasonal laborer has also been extended. With her time off we are still well within budget to keep her on to assist with the parks and cemetery preparation for winter.

Assessment and Taxation

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

Below is the amount of outstanding taxes, at August 6th, 2020, not including TIPPS Participants. Taxes outstanding are **\$569,869.50** summarized as follows:

\$ 499,335.57	Current Taxes Outstanding
\$ 54,251.30	Arrears including penalties
\$ 1,495.23	Property under tax agreement
\$ 14,787.40	On 2020 Tax Arrears List. Subject to auction in 2021.

The 2020 Tax Arrears List has been registered at the Alberta Registries Office. These properties are subject to auction in 2021 if not paid by March 31st, 2021. There were nine (9) properties registered of which five (5) have been paid in full or are within current.

Infrastructure Services



September 2020
TOWN OF CLARESHOLM
Mike Schuweiler
Director of Infrastructure

Arena

The Arena Roof replacement, on the south end of the building was completed in September, replacing the 37-year-old original roof. Mezzanine flooring replacement is underway. Parks staff started making ice Sept. 21st, and should be ready for the Arena opening on Sept. 28. We will have the facility modified, (no locker rooms for now) for fall programming, with reduced opening times. A few details with Minor Hockey and all the proposed safety measures they may need to implement have been addressed. The Arena will not be open unattended.

Town Buildings

Staff is helping with requests for the facilities that have opened up, as needed. New building construction is going well, we have asked for and updated schedule from Tricon. The IMP has identified some building concerns in the evaluations they did on 20 of our existing Town buildings. Staff has reviewed and we are working on addressing the critical concerns asap.

Cemetery

The Parks crew will look after the cemetery maintenance for the remainder of the season. A new columbarium has been installed by the local funeral home.

Equipment

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

Garbage

Our collection program is working well, a few complaints.

Sidewalks

The replacement work for the town's sidewalk 2020 budget has been completed. Backfill and cleanup underway.

Streets

Paving of the North industrial area, by our contractor has been finished. There are some defects in the project, and we are working with the engineer to identify the best options for the Town. Painting of parking lines and crosswalks throughout Town, has been finished. Re-oiling of approximately 2.2 KM's of gravel roads has been completed by staff, as part of our maintenance program.

Sanitary Sewers

Monthly maintenance of the sewer system, in the Town's problem areas continues. One sewer back-up has been reported, cause was not the main but a plugged service line. A leak has been detected on the force main at the lagoons, and repairs are to be done once the problem has been identified.

Water Distribution

No major issues to report.

Storm Water Drainage

No problems at this time to report.

Parks

The campground was quite busy, full most weekends, but with colder weather coming the park will be winding down for the winter.

Tree planting in our parks, was completed with 65 new trees planted. (Replacing 47 dead) with the additional trees planted in Amundson Park as part of the redesign of the park.

Recycling

Commercial weekly collection has increased and the program is working well. Residential collection has had very few complaints; however, the windy days are still interesting in some areas.

Staff

Lots of extra duties for all of our facility operations. Customer and staff protection are our top priority with our Covid-19 operations plans, and staff are working hard every day to keep up.

CLARESHOLM RECREATION

August-September 2020



Authored by: Denise Spencer



CLARESHOLM RECREATION

ARENA

- The Omnify Reservation System is now online at Claresholm.ca under Arena, this will be used for public skate and rentals. they must be booked in advance to ensure staffing at the Arena during their rental time.
- The Arena personnel completed updated First Aid training for Covid Protocols September 24.
- Updated signage is now installed at the arena for Covid Protocols
- Cleaning checklists and screening sheets are in place.
- Taping of benches and floors scheduled September 23.
- User groups are responsible for ensuring their groups adhere to the protocols set out by Alberta Health and the Claresholm Arena
- Arena Advertising, mail outs went out September 11 with a letter, and insert. As a result we have 3 new advertisers for 2020-21, and have 2 advertisers who have in ice advertising for this season.

CAC

- August 25 & 26 the Aquatic Centre had a Comprehensive Aquatic Safety Audit by The Lifesaving Society. This Audit is meant to happen every 5 years. The Lifesaving Society reached out in October of 2019 as the last one was held in 2009. Results from the Audit will be available from the Lifesaving Society in early October.
- We are running a full roster of Advanced Aquatic Programming September through December; Bronze Star, Bronze Medallion & Cross, Standard First Aid, Standard First Aid Recert, National Lifeguard, Aquatic Emergency Care (SFA) Recert, Lifesaving & Swim Instructor.
 - The Claresholm Aquatic Centre is one of the few facilities in Southern Alberta who is offering these programs. Similar programs in Calgary have filled up, and we are now receiving overflow.
- JLC Vikings is at less than half capacity & Rookie Ranger Star (AKA JLC Sport) is running at 2 less than current capacity.
- Meeting on September 14, 2020 with CCHMA we discussed what our options are for winter, and maintenance requested we develop some sort of floating sidewalk to protect the grass.
 - Waiting on the Claresholm Chamber of Commerce to determine if we have permission to use the large tent during the winter months.

Welcome back to the Claresholm Arena



Arena User Information

- ◻ **Masks are Mandatory for Spectators, you will be asked to leave if you're not compliant. No exceptions unless there is a medical reason.**
- ◻ Arrive 5-10 minutes prior to your scheduled time, for Minor Hockey and Skate Club please wait until someone with your group gives the OK
- ◻ Please use the designated entry & exit for your program to ensure there is no crossover of programs, players & spectators. *Younger groups will enter through the lobby as parents may need to assist them with skates*
- ◻ **Players Must Come Dressed in Equipment, there is no dressing room access due to physical distancing measures and cleaning and sanitizing procedures. Please avoid bringing hockey bags and limit personal belongings to a labeled water bottle, skates, skate guards, sock tape, stick and helmet. These can be placed in a small duffel bag.**
- ◻ Arrive in skates w/skate guards or use players bench to put on skates
- ◻ Benches will be marked to accommodate maximum number permitted
- ◻ No loitering or congregating before or after programs
- ◻ Maintain physical distance of **2 metres**
- ◻ Washrooms will be available, players will have access to the Thunders Washroom
- ◻ Any patrons exhibiting signs related to COVID-19 may be asked to leave by Claresholm Arena staff.

Screening Requirements

All groups and spectators will be responsible to complete a Screening Check prior to accessing the facility. This is in compliance with Alberta Health Guidance documents, and will be held for a minimum of 4 weeks as mandated.

- ◻ Minor Hockey, Rec Hockey & Skating Club will screen their participants & maintain these records.
- ◻ Spectators, parents, and all participants must be screened upon entry by answering the posted questionnaire, and putting their contact information onto the provided sheet.
- ◻ Youth 17 and under must have a parent or guardian fill out the screening document.
- ◻ Everyone in the facility must be screened. If someone does not abide by this they may be asked to leave.

Please stay home if you have a fever, cough, sore throat, runny nose or shortness of breath or if you are in close contact of a person who tested positive for COVID-19.

Spectators

- ◻ Spectators are required to wear masks
- ◻ To align with Physical Distancing guidelines there is a maximum of 100 allowable in the facility.
- ◻ All AHS requirements must be met by all users.
- ◻ When restrictions are lifted we will continue to update our processes to meet AHS, and our patron's needs.

Public Skate and Puck & Stick

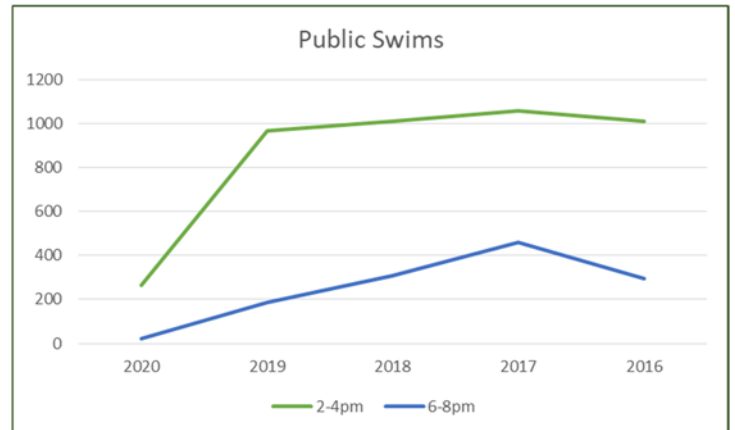
- ◻ Reservations for Public Skate and Stick & Puck are at claresholm.ca, under the arena. Rental times will be listed on the website, and the reservation system is user friendly. Bookings will close 1-2 weeks | prior to the date to ensure staffing for the rental time.
 - Please contact 403-625-2595 and leave a message or email rec@claresholm.ca if you need assistance
 - 25 people maximum to maintain physical distancing on the ice as these are not cohort groups.
- ◻ Puck & Stick: arena attendants will put out nets for puck & stick development. This is in place of Shiny.

Rentals

- ◻ Rental slots will be available during the week, these can be viewed at claresholm.ca, under arena. Reservations can be made on the same page. Prices are listed with the rental. A user agreement must be filled out. Bookings will close 1-2 weeks prior to the date to ensure staffing for the rental time.
 - Please contact 403-625-2595 and leave a message or email rec@claresholm.ca if you need assistance
 - 25 people maximum to maintain physical distancing on the ice as these are not cohort groups.

- For September we have added Lessons, parented for those in Swimmer 2 and lower. This means that our younger lessons have went from 5-6 per class to 3 per class. This will ensure the staff are following guidelines by maintaining physical distance.
- Parents are utilizing the private lessons we have available, as well have been receptive to the beginner levels (Preschool 1& 2) being parented, currently these levels are 95% capacity.
- Our high level group classes have fewer enrolment numbers, many parents have to juggle other cohorts to maintain AHS's guidelines the addition of Football and Hockey may be factors in these lower enrolment numbers.
- The 1-2pm Aquafit class continues to have a wait list.
 - To help alleviate the demand for Aquafit, we have added a Water Walking class, and will expand that to include a 30 min Deep Water Jog in October, which will increase capacity.
 - The maximum for the 1-2pm Aquafit has been increased to 10 by having this class strictly ladies, which allows them access to the Mens change room, increasing our numbers.
 - We are also exploring adding a deep water option from 1-2pm, (during our current scheduled Aquafit) to further help reduce the wait list. This would mean staggered times for the group to exit the pool, and could potentially increase the capacity to 18 people because we'd be utilizing the whole pool, and not a specific area.
- Numbers continue to be lower across the board for programs.
- Rise Schedule: After training we have set up 'Flex-Time' for aquatic staff, the schedule will roll out shortly.
- 4 staff members attended a JLC Coaching Clinic in Lethbridge (Sport Coach) on September 20, this is one more step for CAC to become a training facility, with the ability to host our own training clinics in Lifesaving Sport. Southern Alberta has a shortfall of training facilities and our goal is to fill in those blanks.

August Fitness & Public Swims



2018 Forest fires & smoke

Swim Club extended their Tuesday & Thursday rentals until 7pm, our 6-8pm Public Swims became 7-8pm Toonie Swims

Tone Disc Golf

- The course developer is looking at options to reuse and recycle materials found locally for tee markers.

Sidewalk stencils

- Porcupine Hills Early Childhood Coalition is looking to develop a community play project of sorts with the sidewalk stencils. On September 9, 2020 they reached out via a community health worker.



Claresholm



UTILITY SERVICES REPORT
September 2020



Utility Services Manager

Brad Burns

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

In 1909, a 6-mile wooden stave water supply line, complete with a pumping station, storage reservoir, water tower and distribution pumping facilities were constructed. This was a major undertaking for the community.

Regional Water Treatment Plant

Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- EFM feed/filtrate clean on both racks to lower transmembrane pressure and increase permeability.
- Drain and clean CIP tanks.
- CHAMCO onsite replacing drain valves on SULLAIR compressors.
- BMS heating system air relief valve replacements.
- Co2 tank electrical repairs to prevent venting product to atmosphere.
- HACH service technician onsite for yearly lab and online meter service.

Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Cyanobacterial water samples sent to accredited lab.
- Review AEP facility report and send comments to AEP drinking water specialist.

Training and Continuing Education Credits

- Online courses available.
- Staff member to attend level 1 certification preparation course in October.

Meetings

- Bi-weekly management meetings.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- M.D Willow Creek Service Agreement Meetings as requested.
- Review Town of Claresholm policies with utility service staff.

Safety

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

Chemical

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

Pumping Stations and Reservoirs

Highway Pump Station

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

East Side Reservoir (UFA)

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

M.D Willow Creek

Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Bacteriological, THM and Lead samples as per AEP code of practice.
- Check building daily and record as per AEP code of practice.
- Clean chlorine line, injection quill and replace pump tube as required.
- Capital Controls onsite replacing chlorine pump to solve pump tube brakeage issue.

Airport

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

PRV Meter Vault

- Check PRV meter vault operating pressure.

Hamlet of Granum

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

West Water CO-OP

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

Water Distribution

Universal Metering

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.
- Personal masks and gloves to be worn when entering homes for meter issues during Covid-19 Step 2.

Government Compliance

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

Meter Vaults

- Check acreage PRV vault bi-weekly.

Distribution Lines

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

Lagoon and Wastewater Collection

Government Compliance

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

Harvest Square Lift Station

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

Lagoons

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

-
- Inspect piping, valves and gauges daily.
 - CHAMCO onsite to replace main sewage pump back check valves.
 - SCADA HMI screen system fail.
 - Possible force main leak on line to facultative cells.

Raw Water Supply

Pine Coulee Reservoir

- Pine Coulee Reservoir **78.87%** level 1050.71 geodetic meters, 39908.7 (dam3).
- Chain Lakes Reservoir **87.98%** 1296.54 geodetic meters, 12680.48 (dam3).
- Water currently being released from the dam into Willow Creek to supply irrigation needs downstream prior to Willow Creek entering the Oldman River.

Pine Coulee Supply Line

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

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir **6211** mm.
- Check blowers to lake daily.
- Raw water storage and supply will not be an issue for the remainder of 2020.

Golf Course

- Backwash water from process continues through the neutralization system to the golf course holding ponds.
- Supply water from Pine Coulee to onsite irrigation ponds.
- A total of 15,751 cubic meters was supplied to the golf course irrigation ponds during August and September.

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - August 17, 2020				
22	IN CAMERA: LAND - Moved by Councillor Schlossberger to accept the offer to purchase Lot 8, Block 1, Plan 7910032 for \$10,440 from Keith Armstrong, with the sale to be as is where is and on the condition that a development permit will be in place within one year. CARRIED MOTION #20-132	Tara/Brady	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
Regular Scheduled Meeting - September 14, 2020				
DEL2	Your Dollar Store with More - Donation request form to be completed for next Council meeting. Assistance from the Town with planning for Halloween festivities downtown.	Karine	Donation request form sent, more details to be provided at Sept 28th meeting	Complete
1	Delegation Response: Moved by Councillor Cutler to allow Wild Rose Community Connection a three-month trial of their Snack Shack Initiative in Claresholm at the Claresholm Skate Park and have them report back after that time with an update. CARRIED MOTION #20-134	Mike/Karine	Email sent	Complete
2	CORRES: Minister of Health - Moved by Councillor Zimmer to write a letter to the Minister of Health stating the Town's disappointment in the response from the ministry as rural Alberta is highly reliant on our physicians, and that the government's actions continue to disrupt the viability of rural municipalities. And further, to direct administration to prepare a statement to present to the Minister of Health during the AUMA conference during the dialogue with the ministers. CARRIED MOTION #20-135	Karine	Letter sent	Complete
6	CORRES: AUMA - Moved by Councillor Carlson to write a letter to MLA Roger Reid regarding the impacts of assessment model changes on municipalities and cc the Minister of Municipal Affairs, the Alberta Urban Municipalities Association and the MD of Willow Creek. CARRIED MOTION #20-136	Karine	Letter sent	Complete

8	CORRES: Claesholm & District Chamber of Commerce - Moved by Councillor Zimmer to write a letter to the Claesholm & District Chamber of Commerce letting them know that the Town of Claesholm is not prepared to restore the mural on the building located at the corner of 49th Avenue and 2nd Street West at this time. CARRIED MOTION #20-137	Karine	Letter sent	Complete
9	CORRES: WC Ag Society - Moved by Councillor Cutler to write a letter of support towards the Willow Creek Ag Society's application to the Community Facility Enhancement Program Grant for the purpose of completing stage two of the indoor equine facility at the Claesholm Agriplex. CARRIED MOTION #20-138	Karine	Letter sent	Complete
10	CORRES: Zentner Funeral Homes Ltd - Moved by Councillor Schulze to allow the property owner at 4079 – 1st Street West to place decorative sandstone rocks around the corner of the property to alleviate further damage to the property and to the fire hydrant. CARRIED MOTION #20-139	Tara/Mike	Letter sent	Complete
11	RFD: ATCO Gas & Pipelines Ltd. - Moved by Councillor Schlossberger to maintain the franchise fee percentage at 10% for 2021 as per Clause 4(a) of the Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd. CARRIED MOTION #20-140	Karine	Email sent	Complete
12	RFD: Telus Cell Tower Lease - Moved by Councillor Schlossberger to direct administration to respond to Telus that the Town is willing to renew the Cell Tower Lease Agreement, however with a rate of at least \$13,000 annually for the term January 1, 2021 to December 31, 2025 with a 2% increase each year of the term. CARRIED MOTION #20-141	Blair	Contacted Telus on the request but haven't had a response yet.	In progress
13	RFD: Water Shortage Response Plan - Moved by Councillor Schulze to approve the Town of Claesholm and MD of Willow Creek Water Shortage Response Plan as presented. CARRIED MOTION #20-142	Marian/Brad	Sent notice to MPE & the MD that it was approved	Complete
14	RFD: Claesholm Child Care Society - Moved by Councillor Schulze direct administration to work with the Claesholm Child Care Society to draft a new lease agreement between the Town and the Claesholm Child Care Society for the facilities located 5895 - 8th Street West effective September 1, 2020, based on a flat monthly rent which includes all utility services. CARRIED MOTION #20-143	Blair	Contract was drafted and sent to the Claesholm Child Care Society for review. Received some feedback and have now sent a version 2. Waiting on further feedback.	In progress
14	RFD: Claesholm Child Care Society - Moved by Councillor Cutler to resume charging rent to the Claesholm Child Care Society as of September 1, 2020 for both the daycare facilities located at 221- 45th Avenue West and the before and after school care program (Kidz Zone) at 5895 - 8th Street West. CARRIED MOTION #20-144	Blair	Will issue invoice back to September 1 once contract is finalized.	Complete
20a	IN CAMERA: LAND - Moved by Councillor Zimmer to enter into an encroachment agreement for the lane encroachment (small accessory building) located at 224 - 48 Ave East (Lot 38, Block 37, Plan 4344JK). CARRIED MOTION #20-145	Tara	Agreement sent to lawyers for execution and registration	Complete
20b	IN CAMERA: LAND - Moved by Councillor Cutler to deny the request to enter into a lease agreement with Gerald and Glenda McNair for Lot 3, Block 6, Plan 7910032. CARRIED MOTION #20-146	Tara	Notification sent.	Complete
20e	IN CAMERA: PERSONNEL - Moved by Councillor Schlossberger to appoint Lauren Hansma to the Economic Development Committee as a representative of the business community. CARRIED MOTION #20-147	Brady	On Sept. 21st, EDC welcomed Lauren Hansma to the meeting	Complete

20e	IN CAMERA: PERSONNEL - Moved by Councillor Schulze to direct administration to send a letter of thanks to Darla Slovak for her many years of service on the Economic Development Committee. CARRIED MOTION #20-148	Brady	Letter will be provided along with EDC recognition of service gift.	In progress
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PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 25, 2020

INFORMATION ITEMS



Box 5121 High River, AB, T1V 1M3

24-Hour Help Line: 403.652.3311

Admin Office: 403.652.3316

www.rowanhouse.ca

Charitable Registration #899496707RR0001

August 20, 2020

Town of Claresholm
221 45 Ave West
Box 1000
Claresholm, AB T0L 0T0

RECEIVED
SEP 18 2020

Dear Town of Claresholm team,

The journey through the last fiscal year has come to the end and we want to thank our community and supporters like you for helping rebuild the lives and futures of domestic violence survivors. We often say that we work for an organization that should not exist, but until we can fully succeed in our work in prevention, we still need to focus on the women and children that find the strength to reach out for help.

Suzanne had the courage to walk away from five years of abusive, at the hands of her husband that isolated her in her home and away from her friends and family. After a couple of weeks at Rowan House with her two children, Suzanne started to relax and make her way out into the world, taking a leap of faith towards healing.

Your willingness to help families in our community weather the crisis in their lives makes all the difference to women like Suzanne. Gifts like yours enabled us to answer calls from 1,596 people who needed help. At the shelter, 98 women and 90 children received care, healing and support; and 109 women plus 1 adult male and 1 teen couple were supported through our Outreach Program. We helped 21 women through our six-week Healthy Relationship Groups and provided 12 Public Awareness Presentations to 368 people within the community. Preventative Education was presented to - 183 classrooms - that's a total of 4,173 students reached!

Thanks to you, Suzanne got through the darkest days of her life.

"The isolation I experienced, and the domestic abuse crept up on me silently and at the time, I thought I was making up my own mind. I honestly did not see that isolation was part of a very sophisticated plan on my abuser's part to control and abuse me."

Suzanne stated that the simple task of going to the store to buy a few groceries for her two children made her feel free, independent and more importantly, she felt empowered. Today, Suzanne completes these simple tasks with overwhelming gratitude for supporters like you who made healing possible. Thank you for supporting the work of Rowan House for the last 20 years.

With gratitude,

Sarah Davis
Resource Development Coordinator
SarahD@Rowanhouse.ca

Karine Keys

From: Ally Cramm <allyc@rowanhouse.ca>
Sent: Thursday, September 24, 2020 1:58 PM
To: Doug MacPherson; Karine Keys
Subject: You're Invited to Breakfast with the Guys!
Attachments: 2020 BWTG Poster.pdf

Good afternoon Doug and Karine,

I hope you're keeping safe and well!

I would like to take a moment to share with you some information on our 2020 Breakfast with the Guys. It's more of a webinar-style event this year as we wish to mitigate the risks of a second wave of Covid – but we feel the message is still an important one so we'd like to get the word out and hopefully still get a good "attendance".

There will be a keynote speaker, interactive moments, swag and other prizes – you just have to make your own breakfast :)

The main details:

Friday, November 6, 7-9am

Live Zoom presentation featuring Jake Stika of Next Gen Men

Tickets are \$20-\$40 and available at <https://www.rowanhouse.ca/events/2020bwtg> A link to the event will be provided once registered.

A poster is also attached.

Could you please pass along to the rest of council for their information?

Kindest regards,



Ally Cramm,
Community Relations Coordinator

--

Cell: 403.714.2559 (Mon-Thur)

Email: allyc@rowanhouse.ca

24 HR Crisis Line: 403.652.3311 (call or text)

www.rowanhouse.ca



BREAKFAST WITH THE GUYS

FOOTHILLS 2020



ROWAN
HOUSE
SOCIETY

20 YEARS OF HOPE & HEALING

FRIDAY, NOVEMBER 6

7AM - 9AM

ONLINE ZOOM EVENT



FEATURING: JAKE STIKA
WWW.NEXTGENMEN.CA



TICKETS:
\$20-\$40 EACH
WWW.ROWANHOUSE.CA

#allyforher #BWTGFoothills

NOTICE OF APPLICATION FOR SUBDIVISION OF LAND

DATE: September 21, 2020

Date of Receipt: September 17, 2020

Date of Completeness: September 17, 2020

TO: Landowner: MD of Willow Creek No. 26

Agent or Surveyor: David J. Amantea, A.L.S.

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

Adjacent Landowners: 1921832 Alberta Ltd., 2105677 Alberta Ltd., Allan Minor, Andrew & Ramona Hart, Canadian Natural Resources Ltd. Attn: Property Tax Dept., David Allan, GKC Packaging Ltd., High River Aviation Services, Laura Markle, Lazy T Farms Ltd., Long Term Asset Management Inc., Town of Claresholm

Planning Advisor: Mike Burla *(MB)*

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

In accordance with the Subdivision and Development Regulation, if you wish to make comments respecting the proposed subdivision, please submit them via email or mail no later than **October 13, 2020**. (Please quote our File No. 2020-0-119 in any correspondence with this office).

File No.: 2020-0-119

Legal Description: Lot 1, Block D, Plan 6686JK within NW1/4 16-12-27-W4M

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

Land Designation: Claresholm Industrial Area – CIA
(Zoning)

Existing Use: Industrial

Proposed Use: Industrial

of Lots Created: 1

Certificate of Title: 201 160 151

Meeting Date: **October 14, 2020** *Note that meeting dates are subject to change. It is advisable to contact the M.D. of Willow Creek No. 26 three (3) days prior to the meeting for times and to confirm that this application is on the agenda.*

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

Planner's Preliminary Comments:

This proposal would subdivide an existing 5.33 acre parcel to create a roadway extension, a 0.74 acre lot and a 4.18 residual title at the Claresholm Airport. The proposed subdivision is intent on creating a new parcel to accommodate a future new development at this location.

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

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

1. Payment of any outstanding property taxes to the M.D. of Willow Creek No. 26.
2. Provision of a development agreement with the M.D. of Willow Creek No. 26.
3. Pertinent comments and information provided by adjacent landowners and by referral agencies
4. Provision of money in place of land for Municipal Reserve purposes.

RESERVE:

Municipal Reserve is applicable and will be taken in cash on 0.74 acres.

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



**APPLICATION FOR SUBDIVISION
RURAL MUNICIPALITY**

FOR OFFICE USE ONLY	
Zoning (as classified under the Land Use Bylaw):	
Fee Submitted: <i>Invoiced</i>	File No: <i>2080-0-119</i>
APPLICATION SUBMISSION	
Date of Receipt: <i>September 17, 2020</i>	Received By: <i>[Signature]</i>
Date Deemed Complete: <i>September 17, 2020</i>	Accepted By: <i>[Signature]</i>

1. CONTACT INFORMATION

Name of Registered Owner of Land to be Subdivided: Municipal District of Willow Creek No. 26

Mailing Address: Box 550 City/Town: Claresholm

Postal Code: T0L 0T0 Telephone: 403-625-3351 EX 235 Cell: craig@mdwillowcreek.com

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

Name of Agent (Person Authorized to act on behalf of Registered Owner): _____

Mailing Address: _____ City/Town: _____

Postal Code: _____ Telephone: _____ Cell: _____

Email: _____ Preferred Method of Correspondence: Email Mail

Name of Surveyor: David J. Amantea, ALS, P.Eng brown okamura & associates ltd.

Mailing Address: 2830 - 12 Avenue North City/Town: Lethbridge

Postal Code: T1H 5J9 Telephone: 403-329-4688 ext. 129 Cell: _____

Email: david@bokamura.com Preferred Method of Correspondence: Email Mail

2. LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED

a. All/part of the NW ¼ Section 16 Township 12 Range 27 West of 4 Meridian (e.g. SE¼ 36-1-36-W4M)

b. Being all/part of: Lot/Unit 1 Block D Plan 6686JK

c. Total area of existing parcel of land (to be subdivided) is: 2.16 hectares 5.33 acres

d. Total number of lots to be created: 1 Size of Lot(s): 0.298 Ha (0.74 Ac)

e. Rural Address (if applicable): _____

f. Certificate of Title No.(s): 201 160 151

3. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is located in the municipality of M.D. of Willow Creek

b. Is the land situated immediately adjacent to the municipal boundary? Yes No
If "yes", the adjoining municipality is _____

c. Is the land situated within 1.6 kilometres (1 mile) of the right-of-way of a highway? Yes No
If "yes" the highway is No. _____

d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water, or by a canal or drainage ditch? Yes No
If "yes", state its name _____

e. Is the proposed parcel within 1.5 kilometres (0.93 miles) of a sour gas facility? Unknown Yes No

4. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe:

- a. Existing use of the land Vacant Lot
- b. Proposed use of the land _____

5. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

- a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) Flat
- b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.)
Concrete / Grass
- c. Describe the kind of soil on the land (sandy, loam, clay, etc.) Unknown
- d. Is this a vacant parcel (void of any buildings or structures)? Yes No
If "no", describe all buildings and any structures on the land. Indicate whether any are to be demolished or moved.

- e. Is there a Confined Feeding Operation on the land or within 1.6 kilometres (1 mile) of the land being subdivided? Yes No
- f. Are there any active oil or gas wells or pipelines on the land? Yes No
- g. Are there any abandoned oil or gas wells or pipelines on the land? Yes No

6. WATER SERVICES

- a. Describe existing source of potable water _____
- b. Describe proposed source of potable water _____

7. SEWER SERVICES

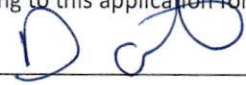
- a. Describe existing sewage disposal: Type _____ Year Installed _____
- b. Describe proposed sewage disposal: Type _____

8. REGISTERED OWNER OR PERSON ACTING ON THEIR BEHALF

I, David J. Amantea, ALS, P.Eng (boa file: 20-15027) hereby certify that

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

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

Signed:  Date: Sept 16/2020

9. RIGHT OF ENTRY

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

Signature of Registered Owner(s)

Personal information collected on this form is collected in accordance with Section 653 of the Alberta Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the information being collected, contact the Oldman River Regional Services Commission FOIP Coordinator at 403-329-1344.



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0018 822 320 6686JK;D;1 201 160 151

LEGAL DESCRIPTION

PLAN 6686JK
BLOCK D
LOT 1
CONTAINING 8.34 ACRES MORE OR LESS
EXCEPTING THEREOUT THE PLAN OF SUBDIVISION ON PLAN 7711526
CONTAINING 3.01 ACRES MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ATS REFERENCE: 4;27;12;16;NW
ESTATE: FEE SIMPLE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REFERENCE NUMBER: 159B219

REGISTERED OWNER(S)					
REGISTRATION	DATE (DMY)	DOCUMENT	TYPE	VALUE	CONSIDERATION
201 160 151	03/09/2020	TRANSFER OF LAND		\$81,350	NOMINAL

OWNERS

THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26.
OF P.O.BOX 550, CLARESHOLM
ALBERTA T0L 0T0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION	DATE (D/M/Y)	PARTICULARS
NUMBER		
781 113 420	18/07/1978	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.
101 029 412	28/01/2010	UTILITY RIGHT OF WAY

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2
201 160 151

REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

GRANTEE - THE TOWN OF CLARESHOLM.
AS TO PORTION OR PLAN:1010452

191 215 238 22/10/2019 UTILITY RIGHT OF WAY
GRANTEE - THE MUNICIPAL DISTRICT OF WILLOW CREEK
NO. 26.
AS TO PORTION OR PLAN:1010452

TOTAL INSTRUMENTS: 003

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 14 DAY OF
SEPTEMBER, 2020 AT 03:46 P.M.

ORDER NUMBER: 40103034

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

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

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

CLARESHOLM

28

27

520

21

22

16

15

4

SUBDIVISION LOCATION SKETCH

LOT 1, BLOCK D, PLAN 6686 JK

WITHIN NW 1/4 SEC 16, TWP 12, RGE 27, W 4 M

MUNICIPALITY: M.D. OF WILLOW CREEK No. 26

DATE: SEPTEMBER 18, 2020

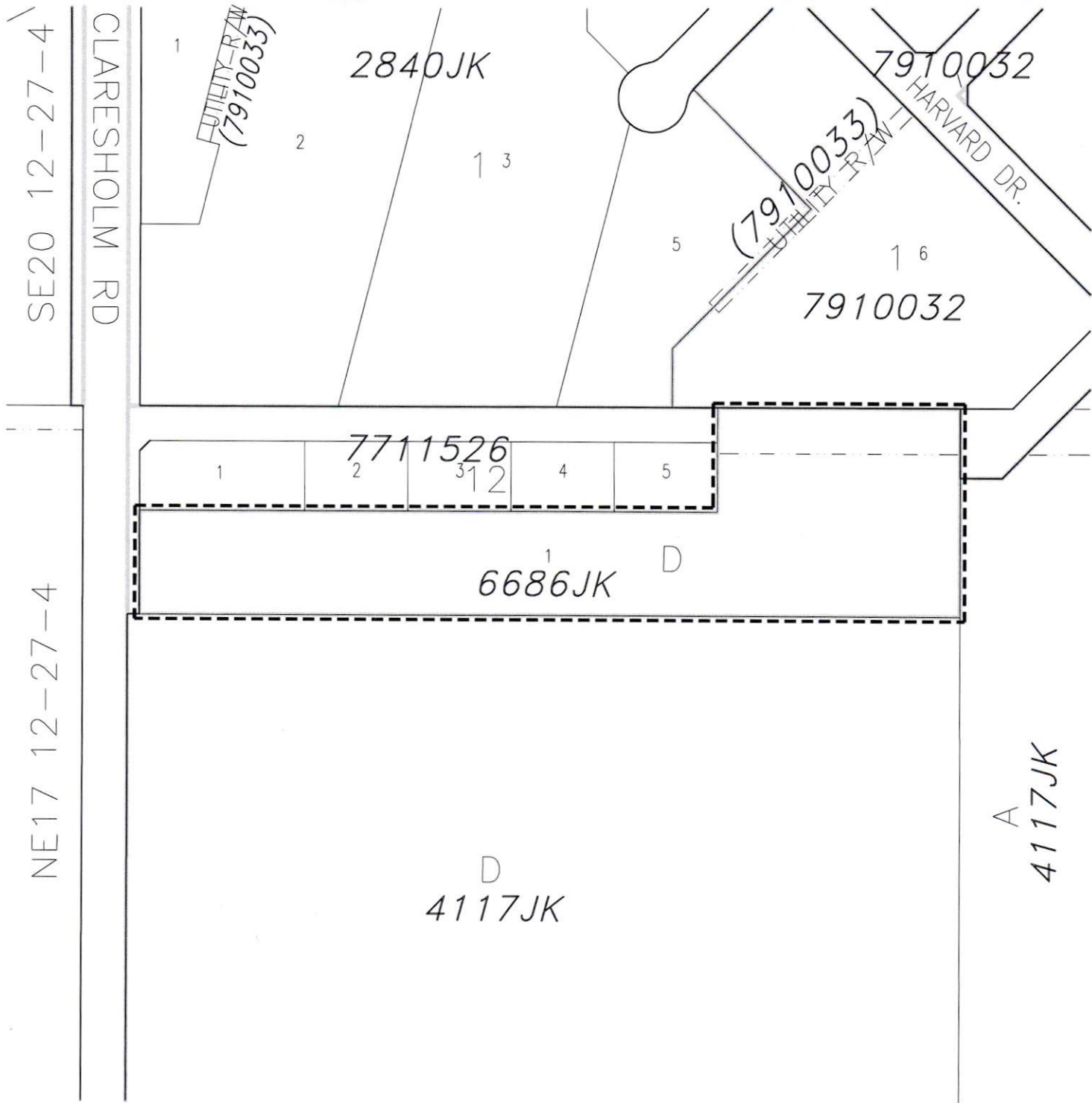
FILE: 2020-0-119

MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, AB T1H 5E8
NOT RESPONSIBLE FOR ERRORS OR OMISSIONS

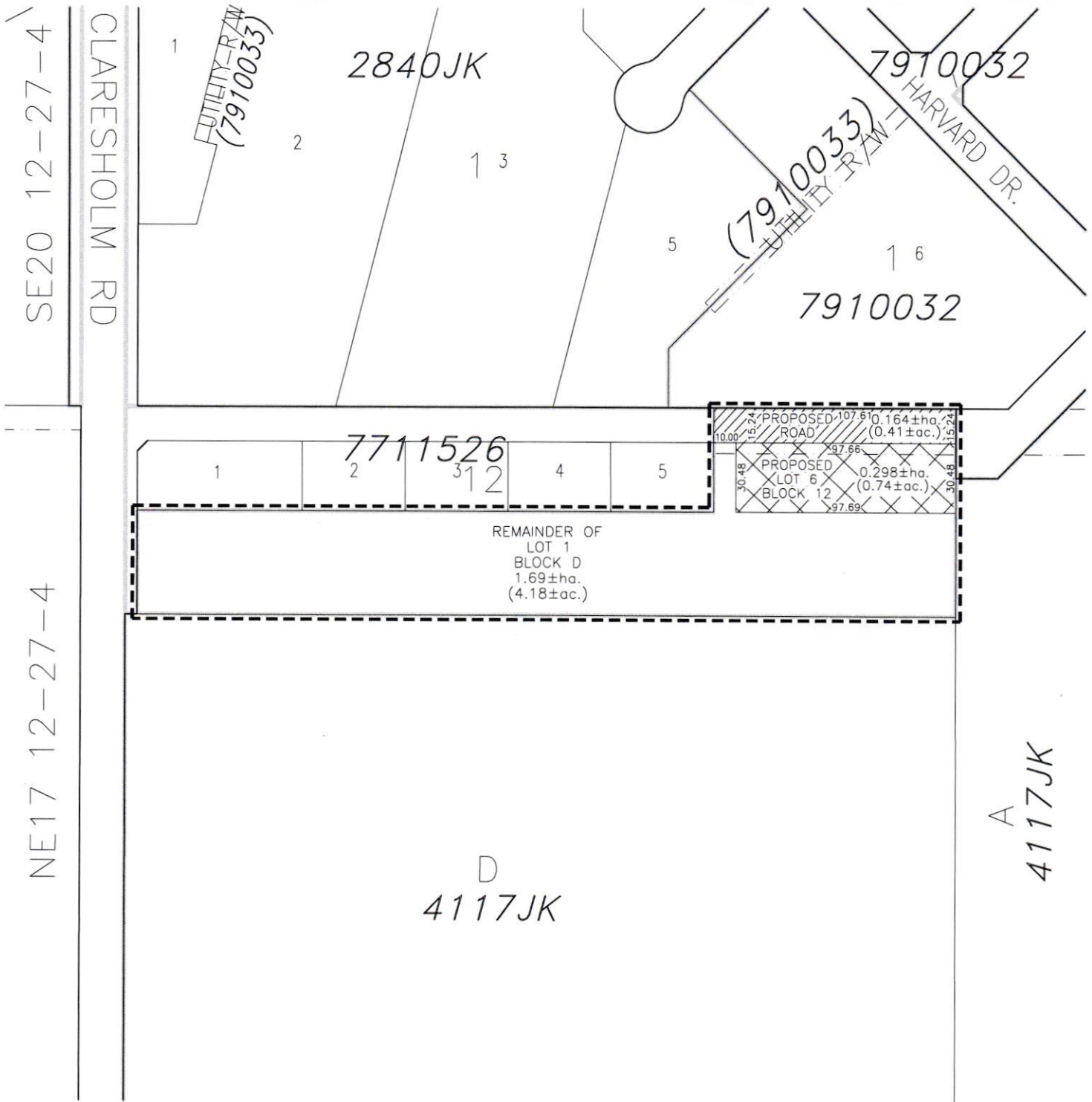


OLDMAN RIVER REGIONAL SERVICES COMMISSION

September 18, 2020 N:\Subdivision\2020\2020-0-119.dwg



SUBDIVISION SKETCH - EXISTING
 LOT 1, BLOCK D, PLAN 6686 JK
 WITHIN NW 1/4 SEC 16, TWP 12, RGE 27, W 4 M
 MUNICIPALITY: M.D. OF WILLOW CREEK No. 26
 DATE: SEPTEMBER 18, 2020
 FILE: 2020-0-119



SUBDIVISION SKETCH - PROPOSED

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 20-15027T

LOT 1, BLOCK D, PLAN 6686 JK

WITHIN NW 1/4 SEC 16, TWP 12, RGE 27, W 4 M

MUNICIPALITY: M.D. OF WILLOW CREEK No. 26

DATE: SEPTEMBER 18, 2020

FILE: 2020-0-119



SUBDIVISION SKETCH - PROPOSED

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 20-15027T

LOT 1, BLOCK D, PLAN 6686 JK

WITHIN NW 1/4 SEC 16, TWP 12, RGE 27, W 4 M

MUNICIPALITY: M.D. OF WILLOW CREEK No. 26

DATE: SEPTEMBER 18, 2020

FILE: 2020-0-119



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200

September 18, 2020 N:\Subdivision\2020\2020-0-119.dwg



AERIAL PHOTO DATE: 2015



Sept. 17, 2020

RE: Proposed FortisAlberta 2021 Distribution Rates

As your electrical distribution provider, FortisAlberta appreciates serving you as a customer and we look forward to continuing our partnership. Within this letter, we will share our 2021 Proposed Distribution Rates, currently filed with the Alberta Utilities Commission (AUC). While these are not yet approved, we recognize that the information contained here may be helpful for Municipal, Industrial and Commercial customers for budget planning purposes. Under Performance Based Regulation (PBR), distribution rate setting follows a formulaic approach set by the AUC, which allows for inflationary increases or decreases in recovery of costs plus recovery of amounts associated with investment in the distribution system. These investments ensure continued safe and reliable provision of distribution services. In addition, all transmission increases, or decreases are flowed through by the Alberta Electric System Operator (AESO) to be collected through the Delivery Charges section of the customer bill. Both distribution (FortisAlberta) and transmission (transmission provider) costs will see an increase in 2021.

Pending approval of our submission on Sept.10, 2020, from the AUC under proceeding 25843, following is a summary of the proposed 2021 rate changes, which would become effective Jan. 1, 2021:

1. FortisAlberta has submitted proposed changes to our base Distribution Rates and the Transmission Rates.
2. FortisAlberta has proposed adjustments to the AUC for the Maximum Investment Levels.

Note: 2021 rates may also be impacted by other applications and fees outside of FortisAlberta's control, including transmission rider rates, the Balancing Pool Allocation Rider, the Base Transmission Adjustment Rider and the Quarterly Transmission Adjustment Rider for Q1, and Municipal Franchise Fee Riders.

The attached Rate chart(s) illustrate the estimated percentage and monetary changes for each rate class based on estimated consumption and demands between your December 2020 and January 2021 bundled bill from your retailer.

We thank you for the opportunity to advise you of these pending updates. We'll be sending additional communications once our 2021 Rates are approved. In the meantime, please feel free to contact your Stakeholder Relations Manager should you have any questions or require further information.

FortisAlberta
2021 Proposed Rates
Average Monthly Bill Impacts by Rate Class
Including Energy, Retail, and DT Rates & Riders

				Monthly/Seasonal Bill			
Rate	Rate Class Description	Consumption Usage	Demand Usage	Dec 2020 Bill	Jan 2021 Bill	\$ Difference	% Change
		300 kWh		\$75.40	\$79.35	\$3.95	5.3%
11	Residential	640 kWh		\$123.68	\$130.58	\$6.90	5.6%
		1200 kWh		\$203.24	\$214.89	\$11.65	5.7%
		900 kWh	5 kVA	\$193.79	\$206.69	\$12.90	6.7%
21	Farm	1,400 kWh	10 kVA	\$321.64	\$342.86	\$21.22	6.6%
		7,500 kWh	25 kVA	\$1,237.47	\$1,327.64	\$90.17	7.3%
		6,000 kWh	20 kW	\$1,587.94	\$1,735.80	\$147.86	9.3%
26	Irrigation (seasonal bill)	14,518 kWh	33 kW	\$3,234.64	\$3,558.11	\$323.47	10.0%
		45,000 kWh	100 kW	\$9,886.93	\$10,884.46	\$997.53	10.1%
31	Streetlighting (Investment)	5,144 kWh	12,500 W	\$3,029.68	\$3,188.54	\$158.86	5.2%
33	Streetlighting (Non-Investment)	7,900 kWh	12,000W	\$1,669.39	\$1,757.47	\$88.08	5.3%
38	Yard Lighting	5,000 kWh	12,000 W	\$1,979.14	\$2,081.27	\$102.13	5.2%
<i>Rates 31, 33 and 38 is based on 100 HPS Lights in assorted fixture wattages.</i>							
		1,083 kWh	5 kW	\$212.43	\$226.68	\$14.25	6.7%
41	Small General Service	2,165 kWh	10 kW	\$400.44	\$428.02	\$27.58	6.9%
		10,825 kWh	50 kW	\$1,904.50	\$2,038.78	\$134.28	7.1%
		2,590 kWh	7.5 kW	\$467.36	\$495.80	\$28.44	6.1%
44/45	Oil and Gas Service	5,179 kWh	15 kW	\$899.09	\$954.75	\$55.66	6.2%
		25,895 kWh	75 kW	\$4,284.27	\$4,554.26	\$269.99	6.3%
		32,137 kWh	100 kW	\$3,828.11	\$4,006.17	\$178.06	4.7%
61	General Service	63,071 kWh	196 kW	\$7,143.33	\$7,479.08	\$335.75	4.7%
		482,055 kWh	1500 kW	\$52,151.08	\$54,568.60	\$2,417.52	4.6%
		824,585 kWh	2500 kW	\$87,931.39	\$91,200.02	\$3,268.63	3.7%
63	Large General Service	1,529,869 kWh	4638 kW	\$148,716.35	\$154,338.01	\$5,621.66	3.8%
		3,298,338 kWh	10,000 kW	\$311,502.17	\$323,025.12	\$11,522.95	3.7%
65	Transmission Connected Service	<i>The Distribution component will increase from \$39.17/day to \$41.11/per day. The Transmission Component is the applicable rate of the AESO.</i>					

CUSTOMER CONTRIBUTIONS SCHEDULES

Table 1
Maximum Investment Levels for Distribution Facilities
When the Investment Term is 15 years or more

Type of Service	Proposed 2021 Maximum Investment Level
Rate 11 Residential	\$2,638 per service
Rate 11 Residential Development	\$2,638 per service, less FortisAlberta's costs of metering and final connection
Rate 21 FortisAlberta Farm and Rate 23 Grain Drying	\$5,984 base investment, plus \$857 per kVA of Peak Demand
Rate 26 Irrigation	\$5,984 base investment, plus \$952 per kW of Peak Demand
Rate 38 Yard Lighting	\$851 per fixture
Rate 31 Street Lighting (Investment Option)	\$3,080 per fixture
Rate 41 Small General Service	\$5,984 base investment, plus \$952 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$5,984 base investment, plus \$952 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service (less than or equal to 2 MW)	\$5,984 base investment, plus \$952 per kW for the first 150 kW, plus \$120 for additional kW of Peak Demand
Rate 63 Large General Service (over 2 MW) (Distribution Connected)	\$108 per kW of Peak Demand, plus \$119 per metre of Customer Extension

Notes: Maximum investment levels are reduced if the expected Investment Term is less than 15 years.

*Proposed 2021 Maximum Investment Levels as filed with AUC on Sep. 10, 2020

THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26
#26-Hwy 520, Claresholm Industrial Area, Box 550, Claresholm, Alberta T0L 0T0
Phone: (403) 625-3351 Fax: (403) 625-3886
Email: development@mdwillowcreek.com

RECEIVED
SEP 25 2020

NOTICE OF MUNICIPAL PLANNING COMMISSION MEETING

Form B

Application No. 077-20

TO: Adjacent Landowners

Notice is hereby given that an application is being made for a development permit with regard to the following:

NAME OF APPLICANT: Canadian Flight Instruction (CFI)

TYPE OF DEVELOPMENT: To utilize the existing terminal building as a base for a flight school. A portion of the building requires modification to have a classroom, office and a flight simulator.

LEGAL DESCRIPTION OF SITE: Block D, Plan 4117JK

PLACE OF MEETING: Municipal Administration Building, Claresholm

TYPE OF MEETING: Regular Municipal Planning Commission

DATE OF MEETING: 9:00 a.m. on Wednesday, October 14, 2020

This development application and all associated information are available for viewing at the Municipal Office at the address shown above during normal hours of operation, or website at www.mdwillowcreek.com. Please go to the website for any future amendments to this notification and/or application.

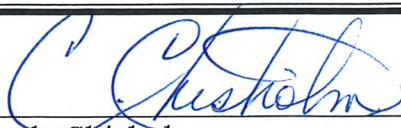
Any person affected by the said proposal has the right to present a written brief prior to the hearing and/or to be present and be heard at the meeting. Any information submitted will become available to the public and may also be shared with the applicant and appropriate government/other agencies and is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP). If you have any questions, please contact The Municipal District of Willow Creek No. 26.

Persons requesting to be heard at the meeting shall submit a written request to be heard to the development officer not later than:

(10 consecutive days from the date of this notice)

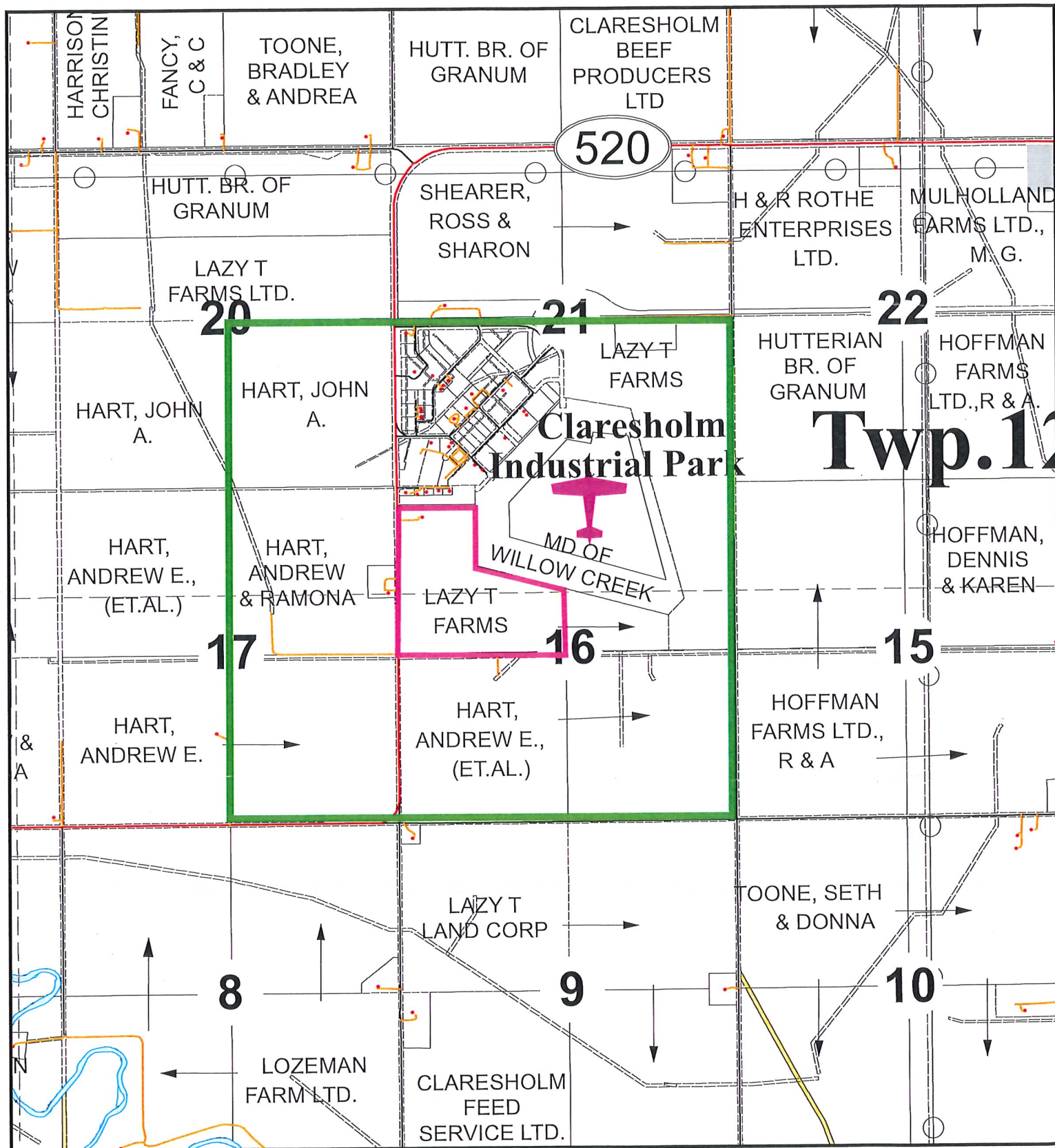
DATE: September 24, 2020

SIGNED:


Cindy Chisholm
Development Officer
MD of Willow Creek No. 26



Development Permit No. 077-20
Location: Block D, Plan 4117 JK



Applicant: Canadian Flight Instruction (CFI)

RECEIVED
SEP 25 2020

THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26
#26-Hwy 520, Claresholm Industrial Area, Box 550, Claresholm, Alberta T0L 0T0
Phone: (403) 625-3351 Fax: (403) 625-3886
Email: development@mdwillowcreek.com

NOTICE OF MUNICIPAL PLANNING COMMISSION MEETING

Form B

Application No. 076-20

TO: Adjacent Landowners

Notice is hereby given that an application is being made for a development permit with regard to the following:

NAME OF APPLICANT: Canadian Flight Instruction (CFI)

TYPE OF DEVELOPMENT: To construct a 7,000 sq. ft. hangar, to operate a flight school for classroom instruction; also, use as an airplane hangar and a maintenance garage.

LEGAL DESCRIPTION OF SITE: Ptn. Lot 1, Block D, Plan 6686JK

PLACE OF MEETING: Municipal Administration Building, Claresholm

TYPE OF MEETING: Regular Municipal Planning Commission

DATE OF MEETING: 9:00 a.m. on Wednesday, October 14, 2020

This development application and all associated information are available for viewing at the Municipal Office at the address shown above during normal hours of operation, or website at www.mdwillowcreek.com. Please go to the website for any future amendments to this notification and/or application.

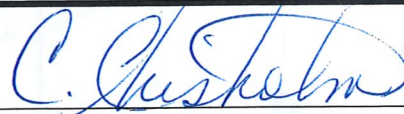
Any person affected by the said proposal has the right to present a written brief prior to the hearing and/or to be present and be heard at the meeting. Any information submitted will become available to the public and may also be shared with the applicant and appropriate government/other agencies and is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP). If you have any questions, please contact The Municipal District of Willow Creek No. 26.

Persons requesting to be heard at the meeting shall submit a written request to be heard to the development officer not later than:

(10 consecutive days from the date of this notice)

DATE: September 24, 2020

SIGNED:

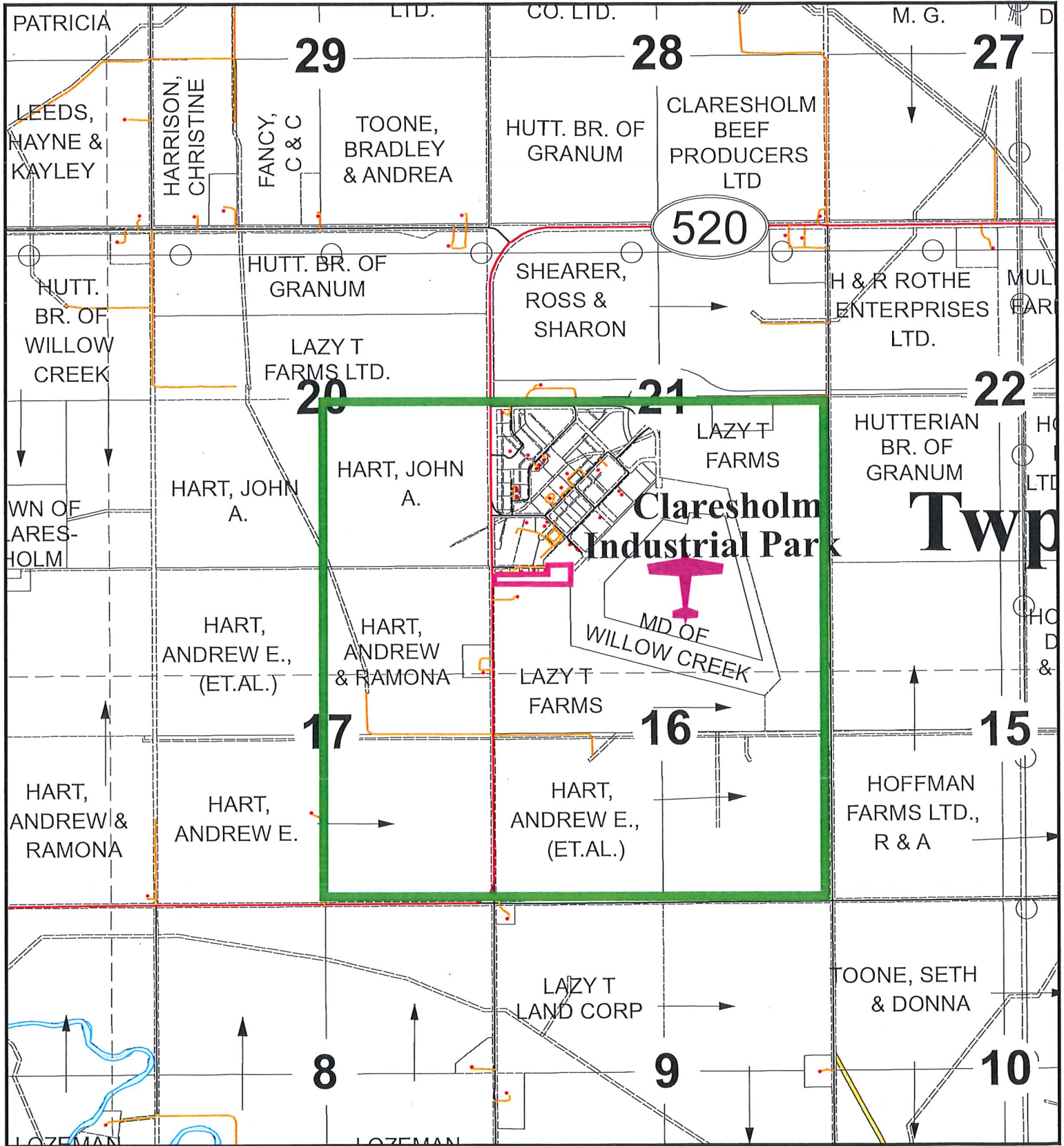


Cindy Chisholm
Development Officer
MD of Willow Creek No. 26



Development Permit No. 076-20

*Location: Ptn. Lot 1, Block D,
Plan 6686JK*



Applicant: Canadian Flight Instruction (CFI)