



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
AUGUST 15, 2022
AGENDA**

Time: 7:00 P.M.

Place: Council Chambers

Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – JULY 18, 2022

**DELEGATION: CLARESHOLM RCMP DETACHMENT - Cpl. Christian Lafleur
RE: Q1 Policing Report**

ACTION ITEMS:

1. **BYLAW #1741 – Residential Tax Refund Bylaw**
RE: 2nd & 3rd Readings
2. **BYLAW # 1746 – Road Closure**
RE: 1st Reading
3. **CORRES: Hon. Ron Orr, Minister of Culture**
RE: Community Facility Enhancement Program (CFEP) Small
4. **CORRES: Ministry of Justice**
RE: New Website on the Future of Provincial Policing
5. **CORRES: Ministry of Justice**
RE: Article on Policing from the Former Attorney General of British Columbia
6. **CORRES: Alberta Transportation**
RE: Possible Meeting with Minister at AUMA Convention
7. **CORRES: Alberta Municipalities and Culture and Status of Women**
RE: Alberta Day 2022 Expression of Interest Guidelines
8. **CORRES: Ukrainian Canadian Congress – Alberta Provincial Council**
RE: Ukrainian Independence Day 2022 & Alberta Ukrainian Canadian Heritage Day
9. **MEDIA RELEASE: Walk to Breathe 2022**
10. **CORRES: Calgary Region Airshed Zone**
RE: Air Quality Management Toolkit
11. **CORRES: Burn 24/7 Calgary – Worship & Prayer**
RE: Request to Use Centennial Park, Tables & Chairs
12. **REQUEST FOR DECISION: Office Closure - Functional Exercise**
13. **FINANCIAL REPORT: Statement of Operations June 30, 2022**
14. **INFORMATION BRIEF: Storm Water Project – ACRP Funding**
15. **INFORMATION BRIEF: Social Needs Assessment**
16. **INFORMATION BRIEF: Council Committee Reports**
17. **INFORMATION BRIEF: CAO Report**
18. **INFORMATION BRIEF: Council Resolution Status**
19. **ADOPTION OF INFORMATION ITEMS**
20. **IN CAMERA:**
 - a. **Land – FOIP Section 16**
 - b. **Land – FOIP Section 16**
 - c. **Land – FOIP Section 16**
 - d. **Legal – FOIP Section 27**
 - e. **Advice from Officials – FOIP Section 24**
 - f. **Confidential Evaluations – FOIP Section 19**
 - g. **Personnel – FOIP Section 17**

INFORMATION ITEMS:

1. **Municipal Planning Commission Meeting Minutes – June 17, 2022**
2. **Claresholm & District Transportation Society Meeting Minutes – June 16, 2022**
3. **Alberta Health Services – Claresholm Laboratory Collection Hours Change August 8, 2022**

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM PROVINCE OF ALBERTA REGULAR COUNCIL MEETING MINUTES JULY 18, 2022

Place: Council Chambers
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/live>

COUNCIL PRESENT: Mayor Chelsae Petrovic, Councillors: Kieth Carlson, Mike Cutler, Kandice Meister, Rod Kettles, Brad Schlossberger and Craig Zimmer

ABSENT: None

STAFF PRESENT: Chief Administrative Officer: Abe Tinney, Finance Assistant: Karine Keys

MEDIA PRESENT: None

NOTICE OF RECORDING: Mayor Petrovic 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 Petrovic.

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

CARRIED

MINUTES: REGULAR MEETING – JUNE 27, 2022

Moved by Councillor Meister that the Regular Meeting Minutes of June 27, 2022 be accepted as presented.

CARRIED

PUBLIC HEARING: BYLAW #1740 – Land Use Bylaw Amendment

Mayor Petrovic declared the Public Hearing open regarding Bylaw #1740 at 7:02 p.m.

CAO Abe Tinney presented Bylaw #1740, a Bylaw to amend Bylaw #1525, the Land Use Bylaw.

The purpose of the bylaw is to promote orderly, economical and beneficial development, enhance efficiency and service, and to bring the land use bylaw up to date with various new uses.

Planner Gavin Scott from the Oldman River Regional Services Commission provided some clarity on the bylaw for Council.

Mayor Petrovic asked if there were any comments from the public.

No comments were received from the public regarding Bylaw #1740.

Mayor Petrovic declared the Public Hearing closed at 7:06 p.m.

ACTION ITEMS:

**1. BYLAW #1740 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings**

MOTION #22-097 Moved by Councillor Cutler to add Day/Child Care Facilities into the Retail Commercial (C1), Highway Commercial (C2) & Public (P) Land Use Districts as Development Officer Discretionary Uses in Bylaw #1740 prior to 2nd Reading.

CARRIED

Moved by Councillor Schlossberger to give Bylaw #1740, a Land Use Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1740, a Land Use Bylaw Amendment, 3rd and Final Reading.

CARRIED

**2. BYLAW #1741 – Residential Tax Refund Bylaw
Re: 1st Reading**

Moved by Councillor Schlossberger to give Bylaw #1741, a Residential Tax Refund Bylaw, 1st Reading.

CARRIED

**3. BYLAW #1742 – Business License Bylaw Amendment
RE: 2nd & 3rd Readings**

Moved by Councillor Kettles to give Bylaw #1742, a Business License Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1742, a Business License Bylaw Amendment, 3rd & Final Reading.

CARRIED

**4. BYLAW #1744 – Water & Sewer Utility Bylaw Amendment
RE: 2nd & 3rd Readings**

Moved by Councillor Cutler to give Bylaw #1744, a Water & Sewer Utility Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Zimmer to give Bylaw #1744, a Water & Sewer Utility Bylaw Amendment, 3rd & Final Reading.

CARRIED

**5. DELEGATION RESPONSE: Claesholm Resident, Wayne MacKay
RE: Sanitary Sewer Line Issues**

Received for information.

**6. DELEGATION RESPONSE: The Woodshed
RE: Request to Use Arena Mezzanine**

Moved by Councillor Cutler to allow the Woodshed Martial Arts to lease the Arena Mezzanine East side for \$800 per month for a six-month term starting July 1, 2022.

DEFEATED

**7. CORRES: National Police Federation
RE: Following Up: Call to Action to the Government of Alberta**

MOTION #22-098 Moved by Councillor Schlossberger to join the National Police Federation's Call to Action to the Government of Alberta concerning its pursuit of an Alberta Provincial Police Service, and to support the retention of the RCMP in Alberta.

CARRIED

8. REQUEST FOR DECISION: Fair Days Beer Garden

MOTION #22-099 Moved by Councillor Cutler to approve the responsible sale and consumption of liquor at the 50th Avenue West downtown parking lot, Saturday August 13, 2022, between 11:00 am and 4:00 pm, on the condition that an application to the Alberta Liquor and Gaming Commission has been approved and is displayed at the event.

CARRIED

9. REQUEST FOR DECISION: Appointment of Assessor

MOTION #22-100 Moved by Councillor Carlson to appoint the Town's current Assessor, Logan Wehlage, an employee of Benchmark Assessments Consultants Inc, as the Assessor for the Town of Claesholm for the 2022 assessment year.

CARRIED

10. REQUEST FOR DECISION: Town's Unposted Speed Limit

MOTION #22-101 Moved by Councillor Cutler to direct administration to engage the public on changing the Town's unposted speed limit to 40km/h and the corresponding cost of \$4,300, and that administration report public engagement findings to Council at the October 10th, 2022 regular meeting of Council.

CARRIED

11. INFORMATION BRIEF: 2021 Transfer to Water/Sewer Capital Reserve

Received for information.

12. INFORMATION BRIEF: Cancellation of Public Auction

Received for information.

13. INFORMATION BRIEF: Strategic Plan Report

Received for information.

14. INFORMATION BRIEF: Council Resolution Status

Received for information.

15. ADOPTION OF INFORMATION ITEMS

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

CARRIED

16. IN CAMERA:

- a. Confidential Evaluations – FOIP Section 19
- b. Land – FOIP Section 16
- c. Land – FOIP Section 16
- d. Legal – FOIP Section 27
- e. Personnel – FOIP Section 17
- f. Personnel – FOIP Section 17

Moved by Councillor Kettles to go In Camera at 8 :10 p.m. for the following items:

- a. Confidential Evaluations – FOIP Section 19
- b. Land – FOIP Section 16
- c. Land – FOIP Section 16
- d. Legal – FOIP Section 27

- e. Personnel – FOIP Section 17
- f. Personnel – FOIP Section 17

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic stated that the live stream has ended at 8:10 p.m.

Moved by Councillor Carlson to come out of In Camera at 9:23 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 9:23 p.m.

a. Confidential Evaluations – FOIP Section 19

MOTION #22-102 Moved by Councillor Cutler to appoint Lisa Anderson to the Claresholm & District FCSS Board.

CARRIED

b. Land – FOIP Section 16

MOTION #22-103 Moved by Councillor Meister to begin the road closure process and transfer of the alley adjacent to 51 and 53 Westlynn Drive, split half to each adjacent property owner, with all the costs to be borne by the adjacent landowners.

CARRIED

c. Land – FOIP Section 16

MOTION #22-104 Moved by Councillor Zimmer to accept the unconditional offer in the amount of \$32,000 submitted by Structural Precast for the property located at Lot 67, Block 118, Plan 8010781, subject to obtaining a development permit within one year from date of title transfer.

CARRIED

MOTION #22-105 Moved by Councillor Cutler to accept the unconditional offer in the amount of \$42,000 submitted by Structural Precast for the property located at Lot 4, Block 117, Plan 8010781, subject to obtaining a development permit within one year from date of title transfer.

CARRIED

d. Legal – FOIP Section 27

MOTION #22-106 Moved by Councillor Schlossberger to enter into a one-year Real Estate Contract with Avison Young for the purpose of listing and selling Town owned land as per the submitted proposal.

CARRIED

MOTION #22-107 Moved by Councillor Zimmer to set the list price for:

- Lot 3, Block 6, Plan 7910032 at \$13,230
- Lot 6, Block 4, Plan 7910032 at \$6,100
- Lot 7, Block 4, Plan 7910032 at \$46,090
- Lot 8, Block 4, Plan 7910032 at \$47,820
- Lot 9, Block 4, Plan 7910032 at \$47,800
- Block 4, Plan 7610058 at \$299,000

Tamarack Lots:

- Lot 66, Block 118, Plan 8010781 at \$30,000
- Lot 68, Block 118, Plan 8010781 at \$30,000
- Lot 69, Block 118, Plan 8010781 at \$30,000
- Lot 2, Block 117, Plan 8010781 at \$30,000
- Lot 3, Block 117, Plan 8010781 at \$30,000

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:29 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic noted that recording ceased at 9:29 p.m.

Mayor – Chelsae Petrovic

Chief Administrative Officer – Abe Tinney

DELEGATIONS



2022-07-27

Cpl. Christian LAFLEUR
a/Detachment Commander
Claresholm, AB

Dear Mayor Chelsae PETROVIC,

Please find attached the quarterly Community Policing Report that covers the April 1st to June 30th, 2022 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for Claresholm Detachment.

In addition to the local priorities established collaboratively between your community and our local Detachment team, the Alberta RCMP has developed broader priorities for the provincial police service. Also attached as an appendix is the Alberta RCMP/Alberta Justice and Solicitor General 2022-2025 Joint Business Plan (JBP), which has been finalized and is now in effect. Created through a united effort between the Alberta RCMP and Justice and Solicitor General, this three-year plan is focused on ensuring Albertans are safe and protected.

Meetings with subject matter experts from the Alberta RCMP, Justice and Solicitor General, and community partners were a foundational aspect in developing collective priorities for the next three years. These meetings, in addition to recommendations from the Interim Police Advisory Board, helped identify emerging trends and best practices while providing clarity on the needs of our communities.

The 2022-2025 Joint Business Plan is focused on the following six priorities:

- **Enhancing Engagement and Communication with Communities and Stakeholders:** Engaging with our communities to collectively develop policing priorities that are community-led and enhancing communication about matters related to local policing services.
- **Community Safety and Well-Being:** Working with partners in an integrated, multifaceted manner to interrupt the cycle of crime and victimization.
- **Indigenous Communities:** Strengthening relationships, working together in support of Reconciliation, and responding to the needs of Indigenous communities in Alberta.



- **Equity, Diversity, and Inclusion:** Promoting inclusion and building trust with diverse communities by addressing the behaviours that threaten their sense of safety and belonging.
- **Crime Reduction:** Understanding the drivers of crime and focusing on priority offenders to increase community safety.
- **Enhancing Service Delivery:** Ensuring service delivery models and strategies effectively meet the policing needs of our communities.

The Alberta RCMP is committed to a transparent and collaborative approach in assessing performance, including establishing appropriate indicators to track progress in achieving these goals. As such, the Alberta RCMP has secured an external Consultant to assist in developing performance metrics with ongoing consultations with the Rural Municipalities of Alberta and Alberta Municipalities to ensure alignment with the needs and expectations of our communities.

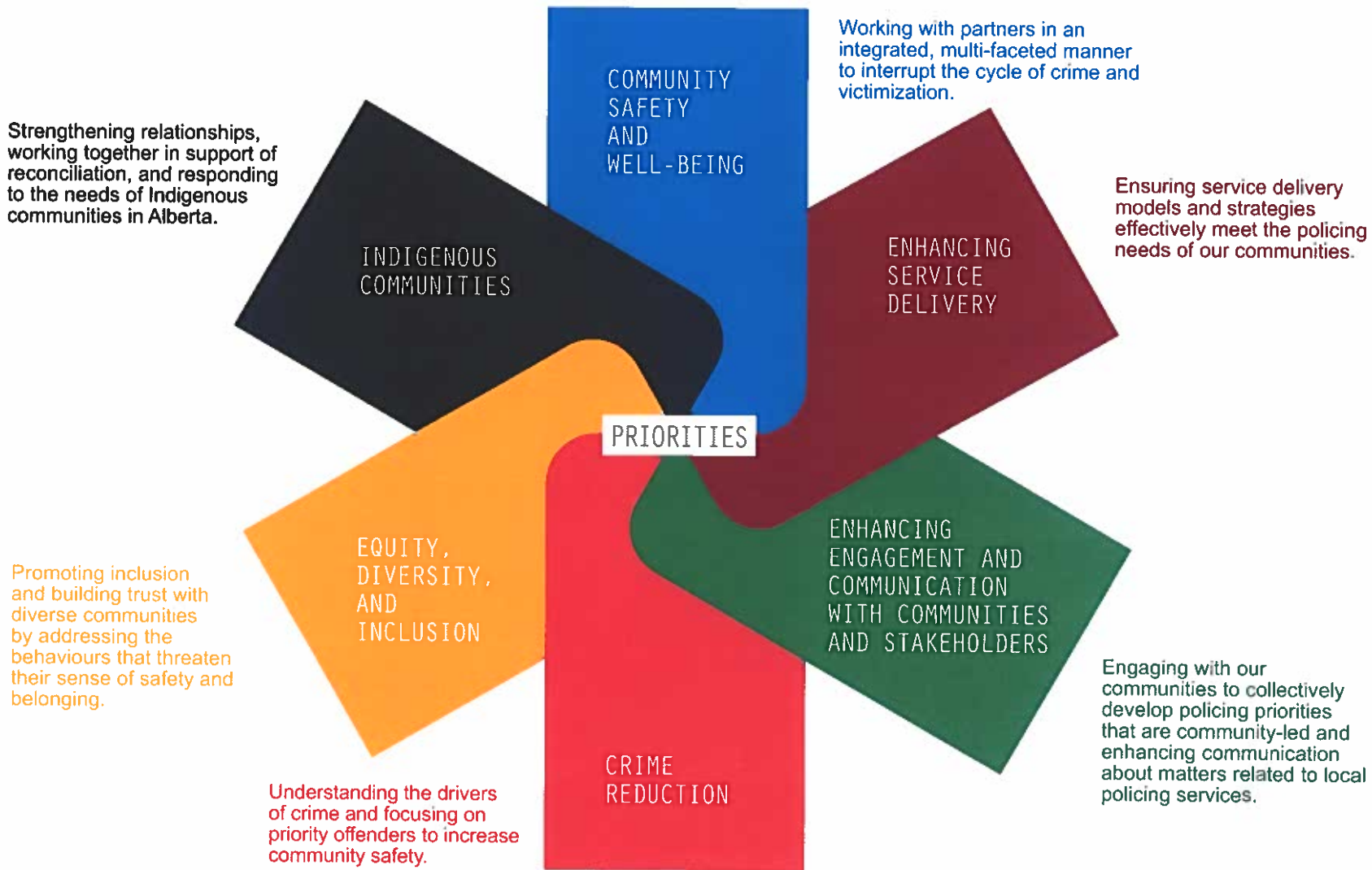
The result of our collaborative efforts is a plan that is robust, responsive to community needs, and in alignment with Ministry and partner plans and priorities. You can download a full copy of the 2022-2025 Joint Business Plan at: <https://www.rcmp-grc.gc.ca/ab/publications/joint-business-plan-2022-25-plan-d'activites-conjoint-eng.htm>.

As the Chief of Police for your community, please feel free to contact me if you have any questions or concerns.

Sincerely,

Cpl. Christian LAFLEUR
a/Detachment Commander
Claresholm Detachment

Alberta Provincial Police Service Priorities Alberta RCMP and JSG Joint Business Plan (2022-2025)



For more information about the Alberta RCMP's provincial policing priorities, please visit:
<https://www.rcmp-grc.gc.ca/ab/publications/joint-business-plan-2022-25-plan-d-activites-conjoint-eng.htm>



RCMP Provincial Policing Report

Detachment	Claresholm Provincial
Detachment Commander	Cpl. Christian LAFLEUR
Quarter	Q1 2022
Date of Report	2022-07-26

Community Consultations

Date	2022-04-08
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Crime Reduction; Regular Reporting/Info Sharing
Attendees	Sgt. Rob HARMS, P.O. Mike ACKERMAN, P.O. Jeoff GREEN
Notes/Comments	In Person Meeting with two Probation Officers - introductions of new P.O., updates on local clients and issues. Initiatives to prevent re-offending.

Date	2022-04-12
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Regular Reporting/Info Sharing
Attendees	Sgt. Rob HARMS and et al
Notes/Comments	In person meeting with Emergency Services Group - discussed updates, initiatives, resource sharing.

Date	2022-04-21
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Regular Reporting/Info Sharing
Attendees	Sgt. Rob HARMS and approximately 20 stakeholders



Notes/Comments	In person meeting with Claresholm FCSS Partnership group. Discussed updates, initiatives, resource sharing.
Date	2022-04-25
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Human Trafficking; Persons Crimes; Regular Reporting/Info Sharing
Attendees	Sgt. Rob HARMS, advocates X 2, School District psychiatric doctor
Notes/Comments	Met with the Claresholm Human Trafficking Advocates plus school district Psychologist to discuss increasing awareness with activities such as delivering training to youth, and providing educational sessions to school councilors.
Date	2022-05-10
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Youth; Crime Reduction; Traffic
Attendees	Sgt. Rob HARMS, Cpl. Dalyn HORSTEN, Graig WHITE (Fire Chief), Brian WEBBER and Kyle AIKEMA (Bylaws)
Notes/Comments	ORSTEN and HARMS attended Mock Disaster Planning meeting with Bylaw (Brian and Kyle) and Fire Chief Craig WHITE.
Date	2022-05-10
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Victim Services
Attendees	Sgt. Rob HARMS and board members
Notes/Comments	Attended the Victim Services Board Meeting.
Date	2022-05-14



Meeting Type	Community Connection
Topics Discussed	Youth
Attendees	Cst. NAIRN, Cst. JONES, Cst. LABERGE, Cst. YOUNG, Cst. WOODS, Cst. BIENIEWSKI and approximately 40 attendees.
Notes/Comments	Attended the Claresholm Walk with a Hero Event with 2 members in Red Serge, 4 in duty uniform, and the PMV on display.

Date	2022-05-26
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Annual Planning; Educational Session
Attendees	Sgt. Rob HARMS plus 16 town officials including elected officials and Mayor.
Notes/Comments	Sgt. HARMS met in person with approx 16 town officials including elected officials and mayor for table top exercise related to disaster scenarios. This was Part 1 of the exercise, part 2 is scheduled for October.

Date	2022-05-26
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Annual Planning; Educational Session
Attendees	Sgt. Rob HARMS, approximately 20 MD officials
Notes/Comments	Sgt. HARMS met in person with MD of Willowcreek officials for Table Top exercise in relation to Disaster scenerio. This was Part 1 of the exercise, part 2 is scheduled for October.

Date	2022-06-06
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Crime Reduction; Regular Reporting/Info Sharing
Attendees	Sgt. Rob HARMS, Officer Cole SMITH.



Notes/Comments Sgt. HARMS met with Officer Cole Smith of Fish and Wildlife; exchanged introductions, discussed mandates and resources, and discussed RAPID Response Protocols/use.

Date 2022-06-07

Meeting Type Community Connection

Topics Discussed Victim Services; Crime Reduction

Attendees Sgt. Rob HARMS, FCSS, VSU and approximately 75 elders.

Notes/Comments Sgt. HARMS attended an event of FCSS and VSU serving brunch to elders at the drop-in center for conducting introductions and networking, and provided information on Fraud awareness and protection from crime.

Date 2022-06-08

Meeting Type Meeting with Elected Officials

Topics Discussed Regular Reporting/Info Sharing; Annual Planning

Attendees Sgt. Rob HARMS and approximately 10 MD officials.

Notes/Comments Sgt. HARMS met with MD of Willow Creek Council to review 2021 2022 Q4 Results. Also discussed Body Cams, RCMP APP, new priorities, and rural crime and recent arrests.

Date 2022-06-13

Meeting Type Meeting with Elected Officials

Topics Discussed Regular Reporting/Info Sharing; Crime Reduction

Attendees Sgt. Rob HARMS, Mayor and Council.

Notes/Comments Sgt. HARMS met with Claresholm Town Council to review Q4 2021 2022 Results and confirmed new priorities.



Date	2022-06-14
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Victim Services
Attendees	Sgt. Rob HARMS, VSU Board.
Notes/Comments	Sgt. HARMS attended monthly VSU Board Meeting; reviewed monthly reports and financials, discussed local VSU Coordinator, transition, and initiatives.

Date	2022-06-17
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular Reporting/Info Sharing; Crime Reduction
Attendees	Sgt. Rob HARMS, Mayor Chelsae PETROVEC, CAO Abe TINNEY
Notes/Comments	Sgt. HARMS called a meeting with Mayor Chelsae PETROVEC and CAO Abe TINNEY. Discussed current state of the union, hubbing, initiatives, relationship, etc. No concern noted.

Date	2022-06-29
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Regular Reporting/Info Sharing
Attendees	Sgt. Rob HARMS, Cst. JONES, Bylaws Officer Brian WEBBER.
Notes/Comments	Sgt. HARMS and Cst. JONES met with Bylaw Officer Brian WEBBER for relationship building.

Date	2022-06-29
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Regular Reporting/Info Sharing



Attendees	Sgt. Rob HARMS
Notes/Comments	Claresholm Emergency Services Meeting.
Date	2022-06-30
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Set 1st meeting date
Attendees	Sgt. Rob HARMS, CAO Candice GREIG
Notes/Comments	Set 1st meeting date, updated CAO on Sgt. Rob HARMS being seconded to Piikani and his replacement



Community Priorities

<p>Priority 1</p>	<p>Road Safety</p>
<p>Current Status & Results</p>	<p>Q1 Results - A total of 63 speeding interventions occurred in Q1 and included 55 speeding tickets, 6 written warnings, 1 dangerous driving, and 1 flight from police. Speeding interventions are below target. A total of 5 impaired related enforcements were done in Q1 of which all were provincial sanctions of various types (no CC charges). Impaired interventions are below target.</p>
<p>Priority 2</p>	<p>Crime Reduction</p>
<p>Current Status & Results</p>	<p>Q1 Results - A total of 8 compliance checks were done in Q1 which is far below target. A total of 12 media releases with awareness messaging were done which is the year end target; such messages will continue. Operation street sweep commenced with multiple arrests and charges and was considered a success.</p>
<p>Priority 3</p>	<p>Communicate Effectively</p>
<p>Current Status & Results</p>	<p>Q1 Results - The detachment conducted a total of 17 foot patrols in Q1 in various locations including alleys, streets, parks, and PR events; foot patrols are above target. A total of 6 enhanced shifts were run in Q1 on crime suppression shift and PR events; met annual target. A total of 1 presentation (mock disaster) to school, 3 presentations (Intimate images) to school, and 18 meetings occurred in Q1; exceeded annual target.</p>



Priority 4

Drug Enforcement

Current Status & Results

Q1 Results - 2 Drug investigations are ongoing but 0 drug enforcement actions occurred. Drug Enforcement Actions are considered below target. The detachment aggressively addressed drug related training in Q1 with a total of 11 training exposures which is considered well above target.



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2021	2022	% Change Year-over-Year	2020	2021	% Change Year-over-Year
Total Criminal Code	118	117	-1%	484	493	2%
<i>Persons Crime</i>	23	24	4%	106	97	-8%
<i>Property Crime</i>	68	70	3%	290	304	5%
<i>Other Criminal Code</i>	27	23	-15%	88	92	5%
Traffic Offences						
<i>Criminal Code Traffic</i>	4	4	0%	33	24	-27%
<i>Provincial Code Traffic</i>	202	191	-5%	841	896	7%
<i>Other Traffic</i>	0	0	N/A	7	3	-57%
CDSA Offences	4	4	0%	28	24	-14%
Other Federal Acts	5	6	20%	28	28	0%
Other Provincial Acts	63	43	-32%	160	189	18%
Municipal By-Laws	4	3	-25%	23	15	-35%
Motor Vehicle Collisions	32	27	-16%	139	160	15%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest





Provincial Police Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	7	7	0	0
Detachment Support	2	3	0	0

²Data extracted on June 30th, 2022 and is subject to change over time.

³Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers - Of the 7 established positions, 7 officers are currently working. 1 position has 2 officers assigned to it.

Detachment Support - Of the 2 established positions, 3 resources are currently working. 1 position has 2 resources assigned to it.

Quarterly Financial Drivers

--	--	--	--	--



Claresholm Provincial Crime Gauge

2022 vs. 2021
January to Q2

Criminal Code Offences



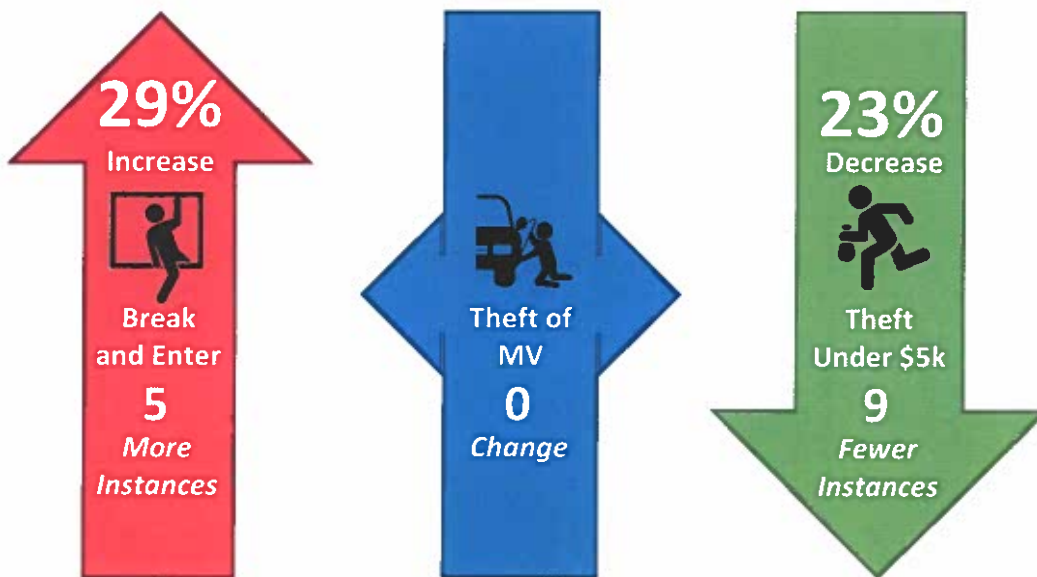
**Total
Criminal Code
Offences:**

8%

Decrease

When compared to
January to Q2, 2021

Select Property Crime



NOTE: If in both 2020 and 2021 a category had fewer than 20 offences, a percent change is not shown. All numbers without a '%' beside them represent counts.



Claresholm Provincial Detachment Crime Statistics (Actual) January to June: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

July 7, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		1	2	0	0	0	-100%	N/A	-0.4
Sexual Assaults		2	5	0	3	1	-50%	-67%	-0.4
Other Sexual Offences		1	0	2	2	3	200%	50%	0.6
Assault		35	24	13	20	17	-51%	-15%	-4.0
Kidnapping/Hostage/Abduction		3	1	0	0	0	-100%	N/A	-0.7
Extortion		0	0	2	0	0	N/A	N/A	0.0
Criminal Harassment		9	7	14	13	13	44%	0%	1.4
Uttering Threats		23	10	10	9	14	-39%	56%	-1.9
TOTAL PERSONS		74	49	41	47	48	-35%	2%	-5.4
Break & Enter		10	23	14	17	22	120%	29%	1.8
Theft of Motor Vehicle		6	7	5	10	10	67%	0%	1.1
Theft Over \$5,000		3	3	4	0	1	-67%	N/A	-0.7
Theft Under \$5,000		43	40	57	40	31	-28%	-23%	-2.4
Possn Stn Goods		3	3	3	16	11	267%	-31%	2.9
Fraud		19	28	22	29	20	5%	-31%	0.3
Arson		1	0	0	2	1	0%	-50%	0.2
Mischief - Damage To Property		0	0	21	27	10	N/A	-63%	4.7
Mischief - Other		37	27	12	18	26	-30%	44%	-3.1
TOTAL PROPERTY		122	131	138	159	132	8%	-17%	4.8
Offensive Weapons		8	7	5	7	4	-50%	-43%	-0.8
Disturbing the peace		12	6	7	7	22	83%	214%	2.1
Fail to Comply & Breaches		31	24	14	16	12	-61%	-25%	-4.6
OTHER CRIMINAL CODE		18	14	11	14	12	-33%	-14%	-1.2
TOTAL OTHER CRIMINAL CODE		69	51	37	44	50	-28%	14%	-4.5
TOTAL CRIMINAL CODE		265	231	216	250	230	-13%	-8%	5.1



Claresholm Provincial Detachment Crime Statistics (Actual) January to June: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

July 7, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	1	0	0	0	N/A	N/A	-0.1
Drug Enforcement - Possession		11	4	6	10	3	-73%	-70%	-1.0
Drug Enforcement - Trafficking		5	2	10	4	2	-60%	-50%	-0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		16	7	16	14	5	-69%	-64%	-1.5
Cannabis Enforcement		0	0	0	1	1	N/A	0%	0.3
Federal - General		3	1	0	1	4	33%	300%	0.2
TOTAL FEDERAL		19	8	16	16	10	-47%	-38%	-1.0
Liquor Act		4	3	2	4	3	-25%	-25%	-0.1
Cannabis Act		0	2	0	5	1	N/A	-80%	0.5
Mental Health Act		32	24	30	57	50	56%	-12%	6.9
Other Provincial Stats		57	35	28	44	40	-30%	-9%	-2.5
Total Provincial Stats		93	64	60	110	94	1%	-15%	4.8
Municipal By-laws Traffic		3	1	0	0	2	-33%	N/A	-0.3
Municipal By-laws		12	7	12	5	5	-58%	0%	-1.6
Total Municipal		15	8	12	5	7	-53%	40%	-1.9
Fatals		0	0	1	0	0	N/A	N/A	0.0
Injury MVC		6	9	3	7	6	0%	-14%	-0.2
Property Damage MVC (Reportable)		68	54	51	54	47	-31%	-13%	-4.2
Property Damage MVC (Non Reportable)		17	13	5	8	8	-53%	0%	-2.3
TOTAL MVC		91	76	60	69	61	-33%	-12%	-6.7
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	5	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		396	737	340	464	352	-11%	-24%	-36.1
Other Traffic		8	11	4	0	2	-75%	N/A	-2.3
Criminal Code Traffic		19	18	15	9	13	-32%	44%	-2.1
Common Police Activities									
False Alarms		41	18	18	19	28	-32%	47%	-2.5
False/Abandoned 911 Call and 911 Act		5	5	4	7	10	100%	43%	1.2
Suspicious Person/Vehicle/Property		53	63	72	59	73	38%	24%	3.6
Persons Reported Missing		7	10	6	10	6	-14%	-40%	-0.2
Search Warrants		0	0	0	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		23	16	9	12	38	65%	217%	2.6
Form 10 (MHA) (Reported)		0	0	3	7	6	N/A	-14%	1.9

Town of Claresholm - Claresholm Detachment
Crime Statistics (Actual)
January to June: 2019 - 2022

All categories contain "Attempted" and/or "Completed"

July 15, 2022

CATEGORY	Trend	2019	2020	2021	2022	% Change 2019 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	0	N/A	N/A	0.0
Robbery		2	0	0	0	-100%	N/A	-0.6
Sexual Assaults		5	0	2	1	-80%	-50%	-1.0
Other Sexual Offences		0	1	2	2	N/A	0%	0.7
Assault		25	11	17	15	-40%	-12%	-2.4
Kidnapping/Hostage/Abduction		1	0	0	0	-100%	N/A	-0.3
Extortion		0	2	0	0	N/A	N/A	-0.2
Criminal Harassment		6	10	11	10	67%	-9%	1.3
Uttering Threats		6	7	8	11	83%	38%	1.6
TOTAL PERSONS		45	31	40	39	-13%	-3%	-0.9
Break & Enter		13	11	7	10	-23%	43%	-1.3
Theft of Motor Vehicle		4	4	3	8	100%	167%	1.1
Theft Over \$5,000		3	1	0	0	-100%	N/A	-1.0
Theft Under \$5,000		30	40	30	21	-30%	-30%	-3.7
Possn Stn Goods		3	3	10	7	133%	-30%	1.9
Fraud		33	29	12	16	-52%	33%	-6.8
Arson		0	0	2	0	N/A	-100%	0.2
Mischief - Damage To Property		0	17	17	6	N/A	-65%	1.8
Mischief - Other		19	8	15	28	47%	87%	3.4
TOTAL PROPERTY		105	113	96	96	-9%	0%	-4.4
Offensive Weapons		6	5	5	1	-83%	-80%	-1.5
Disturbing the peace		6	7	6	20	233%	233%	4.1
Fail to Comply & Breaches		15	8	11	8	-47%	-27%	-1.8
OTHER CRIMINAL CODE		12	9	8	8	-33%	0%	-1.3
TOTAL OTHER CRIMINAL CODE		39	29	30	37	-5%	23%	-0.5
TOTAL CRIMINAL CODE		189	173	166	172	-9%	4%	-5.8

Town of Claresholm - Claresholm Detachment
Crime Statistics (Actual)
January to June: 2019 - 2022

All categories contain "Attempted" and/or "Completed"

July 15, 2022

CATEGORY	Trend	2019	2020	2021	2022	% Change 2019 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	0	-100%	N/A	-0.3
Drug Enforcement - Possession		4	4	7	0	-100%	-100%	-0.9
Drug Enforcement - Trafficking		1	9	4	2	100%	-50%	-0.2
Drug Enforcement - Other		0	0	0	0	N/A	N/A	0.0
Total Drugs		6	13	11	2	-67%	-82%	-1.4
Cannabis Enforcement		N/A	N/A	1	1	N/A	0%	0.4
Federal - General		N/A	N/A	0	2	N/A	N/A	0.3
TOTAL FEDERAL		N/A	N/A	12	5	N/A	-58%	-0.7
Liquor Act		N/A	N/A	2	3	N/A	50%	0.6
Cannabis Act		N/A	N/A	0	0	N/A	N/A	0.0
Mental Health Act		N/A	N/A	52	40	N/A	-23%	8.4
Other Provincial Stats		N/A	N/A	19	32	N/A	68%	1.6
Total Provincial Stats		N/A	N/A	73	75	N/A	3%	10.6
Municipal By-laws Traffic		N/A	N/A	0	1	N/A	N/A	0.0
Municipal By-laws		N/A	N/A	5	5	N/A	0%	-1.0
Total Municipal		N/A	N/A	5	6	N/A	20%	-1.0
Fatals		0	0	0	0	N/A	N/A	0.0
Injury MVC		1	2	1	1	0%	0%	-0.1
Property Damage MVC (Reportable)		N/A	N/A	11	14	N/A	27%	-0.5
Property Damage MVC (Non Reportable)		N/A	N/A	3	3	N/A	0%	0.1
TOTAL MVC		N/A	N/A	15	18	N/A	20%	-0.5
Roadside Suspension - Alcohol (Prov)		N/A	N/A	1	5	N/A	400%	1.6
Roadside Suspension - Drugs (Prov)		N/A	N/A	0	0	N/A	N/A	0.0
Total Provincial Traffic		N/A	N/A	71	109	N/A	54%	12.8
Other Traffic		N/A	N/A	0	0	N/A	N/A	-2.0
Criminal Code Traffic		10	7	4	7	-30%	75%	-1.2
Common Police Activities								
False Alarms		N/A	N/A	7	15	N/A	114%	0.4
False/Abandoned 911 Call and 911 Act		N/A	N/A	2	9	N/A	350%	1.2
Suspicious Person/Vehicle/Property		N/A	N/A	30	44	N/A	47%	2.9
Persons Reported Missing		N/A	N/A	7	6	N/A	-14%	-0.1

ACTION ITEMS



REQUEST FOR DECISION

Meeting: August 15, 2022
Agenda Item: 1

TAX REFUND BYLAW No. 1741 - 2nd & 3rd READINGS

At the regularly scheduled Council meeting held July 18, 2022, Council carried a motion to give first reading to a Residential Tax refund Bylaw No. 1741.

Within section 347 of the MGA, there is an opportunity for Council's to cancel or refund taxes on residential or any properties/business. Section 347 provides that a Council may cancel, refund or reduce any or all of the municipal portion on the collection of a tax, where Council considers it equitable to do so. So, the properties would still be taxed (not exempt from taxation), but a bylaw can be put in place which identifies a process by which owners can apply for a refund. Within the bylaw, the application process and criteria applied by Council in determining whether a refund will be granted would be listed, with the final decision is always made by Council. The taxes need to be paid, then can be refunded as per the % noted within the schedules in the bylaw.

There are two tax refund provisions noted within the bylaw (all criteria specified in the schedules).

1. New residential development (whether on a newly created lot, or an in-fill (possibly following demolition) for up to 3 years. This can help individual owners, builders, increase density and help with in-fills (after demolition).
 - Must be in a residential district.
 - Must have completed permit inspections & comply with development standards.
 - Assessed value on property must increase at minimum by \$200,000. (Adding a garage for instance would not qualify a property, meant to be a stimulus for significant improvements and new development).

2. Residential subdivisions over 20 lots for up to 3 years. This can provide relief for developers carrying lots for a few years (as taxes and assessments increase with each new lot created from a larger parcel), and if sold within the 3 years, can provide a refund to the one subsequent owner.
 - Must be located in a residential district.
 - Final approval granted for the subdivision.
 - Properties must remain unsold (being held for sale by any commercial means).
 - As soon as development occurs on a lot it is no longer considered vacant, so in the case of when a developer qualifies for the refund for the minimum of 20 lots, the vacant tax refund no longer applies, but when development is completed, they can apply for the new residential development refund.
 - Does not transfer to the second property owner if the lot remains vacant (if development occurs, the other schedule could apply – for either the developer or one subsequent owner).

Attached is the draft bylaw for review and presented for first reading. This bylaw has been reviewed by Legal for compliance with the MGA, and at the July 7, 2022 Community Development Committee meeting a motion was carried to refer the bylaw to Council for 1st reading.

Administration recommends 2nd and 3rd readings of the bylaw as presented.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1741, a residential tax refund bylaw second reading.

Moved by Councillor _____ to give Bylaw No. 1741, a residential tax refund bylaw third and final reading.

ATTACHMENTS:

- 1.) Bylaw No. 1741

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act - Section 347

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: August 12, 2022



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1741**

A Bylaw of the Town of Claresholm, in the Province of Alberta, for the provision of Providing for applications to Council for Residential Tax Refund.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, s. 347, Council of the Town of Claresholm (hereafter called Council) has the authority to cancel or reduce tax arrears, cancel or refund all or part of a tax and defer the collection of a tax, with or without conditions;

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

1. This Bylaw may be referred to as the Residential Tax Refund Bylaw.
2. For the purposes of this Bylaw the following definitions shall apply:
 - (a) “Act” means the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto.
 - (b) “Application” means an application for a tax incentive pursuant to this policy.
 - (c) “CAO” means the Chief Administrative Officer of the Town of Claresholm.
 - (d) “Council” means the Council of the Town of Claresholm.
 - (e) “Eligible Property” means:
 - (i) vacant residential land being held for resale in the Town of Claresholm created as a result of a subdivision of more than twenty (20) lots and which remains unsold. For the purposes of this Bylaw land shall be considered held for resale if listed or advertised for sale by any commercial means including but not limited to a realtor.
 - (ii) residential land that becomes improved with development (new residential construction) within the timeframe of the Bylaw.
 - (f) “Tax Refund” means the refund of all or part of the municipal portion of the taxes for a property pursuant to s. 347(1)(b) of the Act.
3. The purpose of this Bylaw is to encourage and assist development in the Town of Claresholm, and to establish the criteria that the Council will consider when determining whether to grant a Tax Refund.

4. The owner of an Eligible Property in the Town of Claresholm may apply to Council for a Tax Refund in accordance with the procedure established in this Bylaw and the criteria outlined in Schedule “A” to this Bylaw.
5. Applications for a Tax Refund in accordance with this Bylaw shall be made to the CAO in a form and with supporting documentation satisfactory to the Chief Administrative Officer, which shall include but is not limited to proof of payment of all outstanding taxes for the property that is the subject of the application and, in the case of new development or the construction of a new addition to an existing building, a valid development permit and building permit.
6. The CAO shall refer all complete Applications to Council for a decision in accordance with s. 347(1)(c) of the *Municipal Government Act* and the criteria set out in Schedule “A” to this Bylaw. All Applications are subject to approval by Council in its sole and unfettered discretion, which approval if provided shall be in the form of a Council resolution.
7. The duration of any Tax Refund granted pursuant to this Bylaw shall be limited to three (3) years, in accordance with s. 347(1)(c) of the *Municipal Government Act* and the criteria set out in Schedule “A” to this Bylaw.
8. Tax Refunds granted pursuant to this Bylaw apply to the municipal portion of property taxes only and do not include school or other requisitions.

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

Read a first time in Council this **18** day of **July** 2022 A.D.

Read a second time in Council this day of 2022 A.D.

Read a third time in Council and finally passed in Council this day of 2022 A.D.

Chelsae Petrovic, Mayor

Abe Tinney, Chief Administrative Officer

SCHEDULE “A”
CRITERIA FOR TAX REFUNDS (individual lots)
BYLAW No. 1741

1. To be eligible for consideration for a Tax Refund of the Municipal portion of tax upon development:
 - a. Residential land being held for resale must:
 - i. Be located in a residential land use district in the Town of Claresholm;
 - ii. Development occurs on the property after coming into effect of this Bylaw;
 - iii. Development is in compliance with the requirements of the Town’s Land Use Bylaw and any other applicable municipal bylaw or regulation, as amended from time to time;
 - iv. Development must be completed and the final inspection of the building permit for the development completed and compliant (new construction);
 - v. All outstanding property taxes (including amounts added to the tax roll pursuant to the *Municipal Government Act*) on the property have been paid in full and are not in arrears.
2. An application pursuant to the Bylaw must be made:
 - a. In the case of residential land being held for resale, within one (1) year of the date of the first assessment notice issued with respect to the property (transferred only to the first subsequent owner).
3. Eligibility for a Tax Refund pursuant to this Bylaw shall be determined based on the total assessed value of the property in question; provided however that a property will not be eligible for consideration unless the total increase in assessed value as a result of the development greater than a \$200,000 increase in assessed value.
4. Council shall take the following guidelines into account when considering an Application pursuant to the Bylaw:
 - a. Residential Land Being Held for Resale:
 - i. 75% in the first taxation year (year one);
 - ii. 50 % in the second taxation year (year two), and;
 - iii. 10% in the third taxation year (year three).
 - iv. 0% in the year subsequent to year three.

SCHEDULE “A”
CRITERIA FOR TAX REFUNDS (Subdivision resulting in over 20 lots created)
BYLAW No. 1741

1. In order to be eligible for consideration for a Tax Refund of the Municipal portion of tax upon subdivision:

b. Vacant residential land being held for resale must:

- vi. Be located in a residential land use district in the Town of Claresholm;
- vii. Development occurs on the property after coming into effect of this Bylaw;
- viii. Development is in compliance with the requirements of the Town’s Land Use Bylaw and any other applicable municipal bylaw or regulation, as amended from time to time;
- ix. Be the result of a completed subdivision (final approval has been received) of more than 20 lots;
- x. Remain unsold, i.e., be owned by the owner of the lands prior to subdivision or applicant for subdivision;
- xi. All outstanding property taxes (including amounts added to the tax roll pursuant to the *Municipal Government Act*) on the property have been paid in full and are not in arrears.

2. An application pursuant to the Bylaw must be made:

a. In the case of vacant residential land being held for resale, within one (1) year of the date of the first assessment notice issued with respect to the property following the subdivision.

3. Council shall take the following guidelines into account when considering an Application pursuant to the Bylaw:

a. Vacant Residential Land Being Held for Resale:

- v. 50% in the first taxation year following subdivision (year one);
- vi. 20 % in the second taxation year following subdivision (year two), and;
- vii. 10% in the third taxation year following subdivision (year three).
- viii. 0% in the year subsequent to year three.

CLOSURE OF WALKWAY – BYLAW NO. 1746

DESCRIPTION/BACKGROUND:

At the July 18, 2022 Council meeting, a motion was carried to begin the road closure bylaw process (for closing a walkway). The cost associated with the closure, surveying and consolidation will be shared by the two adjacent property owners as they each will receive half of the property (as per Council's motion at the July 18, 2022 meeting). Bylaw No. 1746 is therefore being presented for first reading.



Section 22 of the Municipal Government Act reads as follows:
"Road closure

22(1) No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw.

(2) A bylaw closing a road must be advertised.

(3) A bylaw closing a road made by the council of a municipality that is not a city has no effect unless it is approved by the Minister of Transportation before the bylaw receives second reading.

(4) Before passing a bylaw closing a road, a person who claims to be affected prejudicially by the bylaw or that person's agent must be given an opportunity to be heard by the council."

Upon the completion of 1st reading, the bylaw will be subject to a public hearing (with the applicable advertising/circulation requirements and after being circulated to the utility companies), and then the Bylaw will be sent to the Transportation Minister for approval/signature prior to second and third readings. At the public hearing stage the bylaw is circulated to the neighbors as well, and Council can hear any concerns from the circulation at the public hearing. Access to the golf course can be through the other walkway, or by contacting the golf course for access through the gate if any property owner would require rear yard access (keep in mind the golf course has irrigation and people on the fairways). Emergency services would not utilize this walkway for rear yard access. If the Bylaw does not pass first reading the property would remain within the Town's road plan and the Town would continue to maintain.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1746, a Road Closure Bylaw, 1st Reading.

ATTACHMENTS:

1. DRAFT Bylaw No. 1746, Road Closure Bylaw.

APPLICABLE LEGISLATION:

1. Municipal Government Act, Section 22 – Road Closure
2. Municipal Government Act, Section 606 – Requirements for Advertising

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: August 12, 2022



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW No. 1746**

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

WHEREAS, the lands hereafter described is not required for public travel,

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

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

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

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

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

**FIRSTLY
THAT PART OF
PLAN 7410893
BLOCK 3
WALKWAY
THAT FALLS WITHIN
PLAN _____
BLOCK 3
LOT 52
CONTAINING 0.013 HECTARES (0.03 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS**

**SECONDLY
THAT PART OF
PLAN 7410893
BLOCK 3
WALKWAY
THAT FALLS WITHIN
PLAN _____
BLOCK 3
LOT 53
CONTAINING 0.013 HECTARES (0.03 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS**

#

READ a **first** time this _____ day of _____, 20__.

Chief Elected Official Seal

Chief Administrative Officer

Approved this ____ day of _____, 20__

Minister of Transportation

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

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

Chief Elected Official Seal

Chief Administrative Officer

DRAFT



SURVEYOR: Michael A. Thompson, A.L.S.
 Surveyed on the date of July 27, 2022, in accordance with the provisions of the Surveys Act.

LAND TITLES

PLAN No.

ENTERED AND REGISTERED

ON _____

INSTRUMENT No. _____

A.D. REGISTRAR



REGISTERED OWNERS:

CHRISTOPHER JOSEPH VADNAIS
 FONDA LYN VADNAIS
 NORA I TOWNSEND

ABBREVIATIONS:

3TM	3 ^d Transverse Mercator	Mp	2 metre standard Alberta Survey Marker Post
A	Atch	N.E.S.W	North, East, South, West
ASCM	Alberta Survey Control Marker	NAD	North American Datum
A/R	Access Road	P	Standard Pattern Post
C of T	Certificate of Title	PPP	Precise Point Positioning
calc	Calculated point or position	Pit	4 Pits
ckm	Check Measured	Pits	4 Road Pits
cs	Countersunk	Pl	Placed
CSRS	Canadian Spatial Reference System	P/L	Pipeline
FCP	Fence Corner Post	PUL	Public Utility Lot
Fd	Found	R	Radius
GNSS	Global Navigation Satellite System	(R)	Radial Bearing
ha	Hectares	R/W	Right of Way
i	Statuatory Iron Post	Re-est	Re-established
m	Metre	Rest	Restored
M	Mound	RGE	Range
MR	Municipal Reserve	SEC	Section
MER	Meridian	TWP	Township
Mk	Mark	URW	Utility Right of Way

LEGEND:

- Alberta Survey Control Marker
- Statuatory iron post found
- Statuatory iron post placed, marked P254
- ◇ Iron bar placed
- RP Georeference Point

- Distances are ground and are in metres and decimals thereof, and are between survey monuments unless otherwise shown.
- Bearings are grid (3TM NAD'83 (ORIGINAL)), derived from GNSS observations and are referred to the meridian through 114° West Longitude.
- Lands dealt with by this plan are bounded thus _____ and contain 0.242 ha.

NOTES:

1. The georeferenced point is a statuatory iron post, 3TM NAD'83(ORIGINAL) Coordinate: 5,542,058.34 N, 29,271.81 E.
2. The georeferenced coordinate was calculated using the published coordinate value for ASCM 31310.
3. A combined factor of 0.999752 was used to scale ground distances to the projected plane.

PLAN SHOWING SURVEY OF
CONSOLIDATION
 OF
 LOT 16, BLOCK 3, PLAN 881 0870,
 CLOSED WALKWAY, PLAN 741 0893,
 AND
 LOT 11, BLOCK 3, PLAN 741 0893
 (NW 1/4 SEC 23-12-27-4)

TOWN OF CLARESHOLM
 ALBERTA

SCALE 1:500

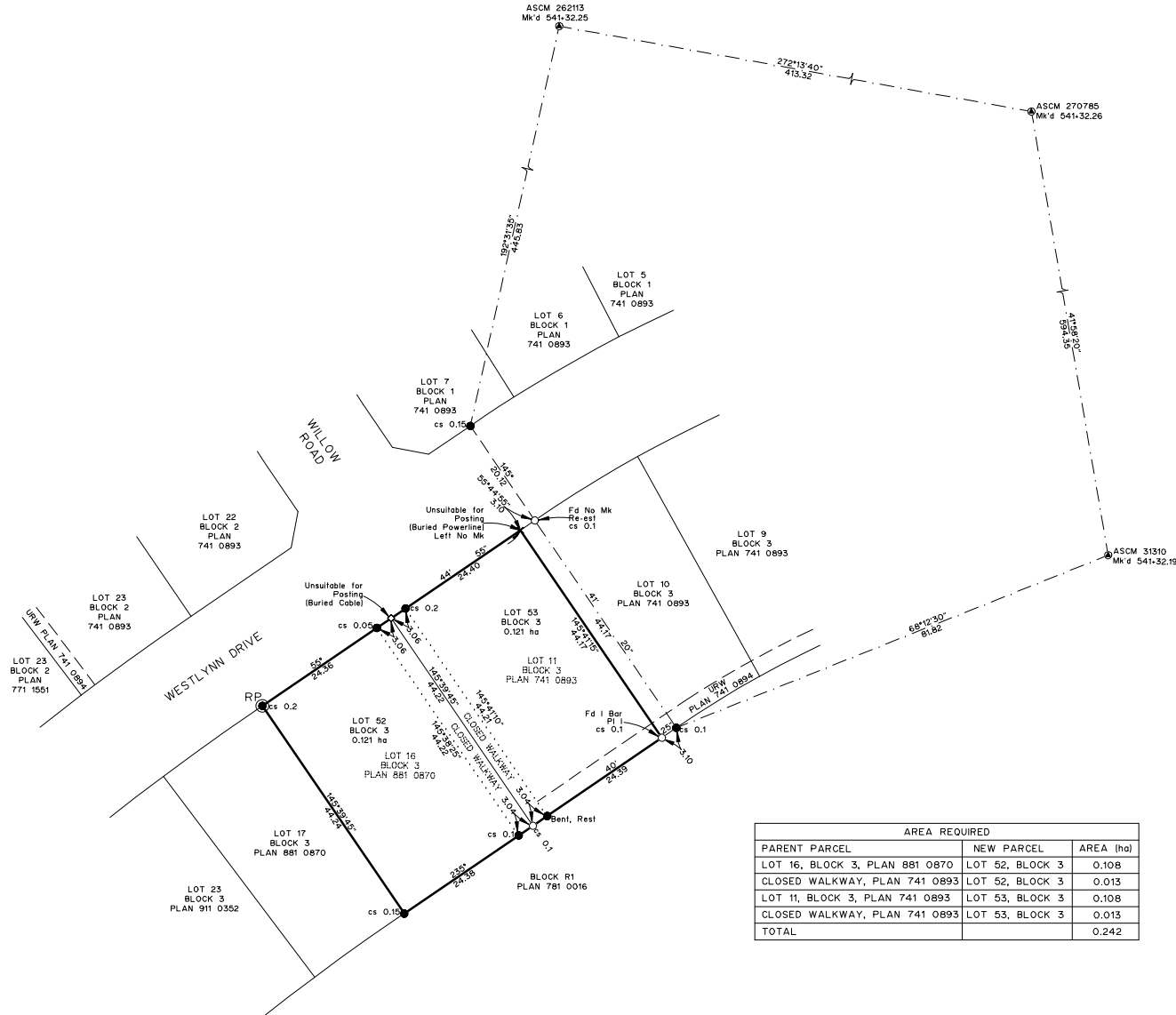


DRAWN: DRL
 CHECKED: MAT
 AUGUST 5, 2022



200-410 Stafford Drive S
 Lethbridge AB, T1J 2L2
 Phone: (403) 381-1320
 Fax: (403) 381-1366

JOB
 H17922
 DRAWING
 H17922L





ALBERTA
CULTURE

Office of the Minister

July 25, 2022

Shirley Isaacson
Claresholm Community Centre Association
PO Box 183
Claresholm, AB T0L 0T0

Dear Shirley Isaacson:

RE: Community Facility Enhancement Program (CFEP) Small

I am pleased to advise you that your Community Facility Enhancement Program (CFEP) Small Application No. CFEP-102001 to assist the Claresholm Community Centre Association with facility upgrades has been approved for \$123,825. An electronic transfer of funds will be sent to your bank account in the coming weeks and notification will follow.

As Minister of Culture, I am extremely honoured to support the work of non-profit organizations that aim to foster healthy, vibrant communities across Alberta. Alberta's government is proud to support organizations that improve the quality of life in our communities.

Acceptance and use of the grant funds will confirm your agreement with the terms and conditions of the Grant Agreement in your application. The final reporting templates are available on the Culture and Status of Women website at alberta.ca/community-facility-enhancement-program.aspx.

Please note that you will be required to file a statement of accounting and final report upon project completion or within 18 months of the payment date. If you have any inquiries, please contact program administration at 1-800-642-3855.

I wish you continued success with your important work.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ron Orr'.

Ron Orr
Minister

cc: Roger Reid, MLA
Livingstone-Macleod

Thu 2022-08-04 2:28 PM

Ministry of Justice ministryofjustice@gov.ab.ca

RE: New Website on the Future of Provincial Policing

Dear Mayor/Reeve and Council,

Over the past months I have been meeting with municipal leaders regarding the provincial government exploration of an Alberta police service. I heard loud and clear that Albertans want to be provided with more information on this topic. To meet this need, we have launched a website www.futureofABpolicing.ca.

I encourage all municipal leaders to visit the website and learn more about how Alberta is part of a growing national conversation on the future of RCMP contract policing, (see <https://www.futureofABpolicing.ca/canadian-context> for the details).

No decisions have been made on whether Alberta will transition to an Alberta provincial police, and Alberta's government is continuing to listen to a wide variety of viewpoints on this topic.

Warm Regards,

**On behalf of Honourable Tyler Shandro
Minister of Justice and Solicitor General**

204 Legislature Building
10800 - 97 Avenue, Edmonton AB T5K 2B6
Phone (780)-427-2339
ministryofjustice@gov.ab.ca



Classification: Protected A

Karine Keys

From: Ministry of Justice <ministryofjustice@gov.ab.ca>
Sent: August 11, 2022 4:08 PM
Subject: Article on Policing from the Former Attorney General of British Columbia

Dear Mayor/Reeve and Council,

I am writing to draw your attention to an op-ed written by Wally Oppal. You can read his article here:
<https://www.thestar.com/opinion/contributors/2022/08/11/the-rcmp-has-an-important-role-to-play-one-that-shouldnt-include-functioning-as-a-provincial-police-force.html>

Mr. Oppal is a prominent lawyer, former Judge, and was British Columbia's Attorney General from 2005-2009. He has advocated and fought for policing reforms over the course of a lengthy and distinguished career, including authoring a major report in the 1990s that led to significant police reforms in his home province.

Thank you,

Sent on behalf of Hon. Tyler Shandro
Minister of Justice and Solicitor General

204 Legislature Building
10800 - 97 Avenue, Edmonton AB T5K 2B6



Classification: Protected A

From: Wendy Birch <Wendy.Birch@gov.ab.ca>

Sent: August 2, 2022 4:25 PM

To: Lesley Flynn <lesley.flynn@gov.ab.ca>

Subject: Alberta Municipalities Fall 2022 Convention - meeting with Alberta Transportation

Hello,

On behalf of Minister Panda, I am pleased to advise that the Minister and Alberta Transportation regional department staff will be participating in the upcoming 2022 Alberta Municipalities (AM) convention in Calgary from September 21 – 23.

If you would like to request a meeting with the Minister during the convention, please forward your request to me by noon on Friday August 12, 2022. I can be reached via email at wendy.birch@gov.ab.ca or by phone at 780-427-5718. Due to limited availability, please ensure you provide your top three priority items for discussion along with your meeting request. As the time of the convention approaches, more details on the meeting will be provided.

If you would like to request a meeting with regional staff I can also assist in the scheduling of that meeting and will forward your request.

Should you have any questions or concerns, please feel free to contact me.

Wendy Birch
Issues Manager
ADMO, Construction & Maintenance
Alberta Transportation
780-427-5718

From: Exec. Assistant on behalf of Dan Rude <EA_DRude@abmunis.ca>
Sent: August 3, 2022 2:04 PM
To: Abe Tinney <Abe@claresholm.ca>
Subject: Alberta Day 2022

Good afternoon Mayors, Reeves and CAOs,

I am sending this out on behalf of Alberta Culture and Status of Women.

The Government of Alberta recently established September 1 as [Alberta Day](#) in perpetuity. Alberta Day is a chance to celebrate who we are as Albertans and what we can achieve together.

To create a province-wide celebration of our heritage and cultural identity, Alberta's Government is providing funding through Alberta Municipalities to eligible Alberta communities to host local Alberta Day events on **Saturday, September 3, 2022**.

Funding will be distributed across three categories based on a per capita model as follows:

- - Municipalities with populations greater than 10,000 will be eligible for up to \$10,000;
 - Municipalities with populations between 1,000 and 10,000 will be eligible for up to \$5,000; and
 - Municipalities with populations less than 1,000 will be eligible for \$1,500.

Municipalities are encouraged to submit a completed Expressions of Interest Application to csw.event@gov.ab.ca, with details about the activities they are planning, by **August 12, 2022**.

Should you be interested in this opportunity, the Expression of Interest Application Form and Guidelines, as well as "Festival in a Box" guideline document are attached.

Alberta Day will be a chance for communities across Alberta to come together and celebrate everything that makes this province special.

For more information, please visit alberta.ca/AlbertaDay or contact CSW.Event@gov.ab.ca.

Dan Rude | Chief Executive Officer

ALBERTA MUNICIPALITIES

D: 780.431.4535 | C: 780.951.3344 | E: dan@abmunis.ca

300, 8616 51 Ave NW Edmonton, AB T6E 6E6

Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



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

Alberta Municipalities is working to protect the health of its members, partners, & employees. Fully vaccinated & masked visitors are welcome at Alberta Municipalities' office and events. Please contact us to make alternative arrangements if you are unable to meet these requirements.

Dan Rude | Chief Executive Officer

ALBERTA URBAN MUNICIPALITIES ASSOCIATION

D: 780.431.4535 | C: 780.951.3344 | E: drude@auma.ca

300-8616 51 Ave Edmonton, AB T6E 6E6

Toll-Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



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

ALBERTA DAY 2022 EXPRESSION OF INTEREST GUIDELINES



OVERVIEW

The Province of Alberta was established by federal legislation on September 1, 1905. To recognize this important date, Alberta's Government will be establishing September 1 as Alberta Day in perpetuity. Alberta Day will provide municipalities an opportunity to celebrate the history, heritage and cultural identity of our Province.

The Alberta government is inviting municipalities to take part in this celebration. This document has been created to assist municipalities in organizing a local Alberta Day event. Alberta's Government believes that all municipalities within the Province of Alberta should be given an opportunity to apply for funding to host an Alberta Day celebratory event showcasing Alberta's cultural identity.

Funding will be distributed across three categories based on a per capita model as follows:

- Municipalities with populations greater than 10,000 will be eligible for up to \$10,000.
- Municipalities with populations between 1,000 and 10,000 will be eligible for up to \$5,000.
- Municipalities with populations less than 1,000 will be eligible for \$1,500.

PROCEDURE FOR SELECTING MUNICIPALITIES

Selection Process

Staff within the Alberta Municipalities and Culture and Status of Women will assess municipalities that qualify.

Selection Criteria

The following criteria will be considered in the selection of a municipality:

1. Population of Municipality
2. Financial Resources
3. Proposed Programming

SUBMISSION TIMELINES

1. Expression of Interest Invitation

- An "Expression of Interest" document is sent to Alberta Municipalities in **August 2022**.

2. Expression of Interest Preparation and Submission

- Complete and submit the Expression of Interest document which includes a Budget Worksheet.
- Assistance in the preparation of the Expression of Interest document is available by contacting csw.event@gov.ab.ca.
- Expression of Interest is forwarded to csw.event@gov.ab.ca **August 12, 2022**

3. Expression of Interest Selection

- Alberta Municipalities and Culture and Status of Women staff, will review the submissions, and recommend successful municipalities based on the Selection Criteria.

4. Awarding of Funding

- The successful municipalities will be officially announced **August 2022**.

Completed bids must be received by 4:30 pm on August 12, 2022

Please email bid submission to: csw.event@gov.ab.ca

Alberta Day Festival Planning Guide



Table of Contents

- Overview of Alberta Day
- Key Components for Festival in a Box
- Communications Expectations
- Suggested Site Layout
- Sample Festival Schedule
- Sample Entertainment Schedule
- Local Action Plan
- Extra Details to Consider
- Checklist

Overview

The Province of Alberta was established by federal legislation on September 1, 1905. To recognize this important date, Alberta's Government will be establishing September 1 as Alberta Day in perpetuity. Alberta Day will provide municipalities an opportunity to celebrate the history, heritage and cultural identity of our Province.

Celebrating Alberta Day will give Albertans the chance to come together, build community and celebrate everything that makes Alberta special

The Alberta government is inviting communities to take part in this celebration. We have created this document to assist municipalities in organizing a local Alberta Day event.

This document contains suggested components of the celebration, including but not exclusive to the following: Alberta artist concert; Market Place; Multicultural programming; Youth programming; Indigenous components; Alberta Showcase display; and Fireworks.

Key Components Your Alberta Day Event Might Include

Main Stage

- Speeches
- Indigenous ceremony
- Performing artists

Cultural Stage

- Indigenous Showcase
- Cultural Showcases
 - Various multicultural/Francophone groups

Family Programming

- Arts and Crafts, Games, Inspiration Wall, Face Painting
- Workshops (i.e. Dream Catchers, Ukrainian Easter Egg colouring, jam making...)
- Games and Activities

Indigenous Programming

- Story telling, Tipi demonstration, Round dances

Alberta History Showcase

- Regional historical artifacts and photographs
- Municipal government display of programs
- Indigenous history

Market Place/Showcase of Alberta Products

- Alberta products
- Indigenous products
- Local food vendors and/or food trucks

Fireworks

- Concluding your event

Communications guidelines and expectations

Alberta Day

The following guidelines will help you promote your events and align with Alberta Day messaging.

Messaging

This high-level messaging will help you draft descriptions of your events and make sure that your promotions align with the spirit of Alberta Day:

- Alberta Day is a chance to celebrate who we are as Albertans, and what we can achieve together.
- Since Alberta became a province on September 1, 1905, it has been defined by the innovation, bravery and community spirit of its people.
- Establishing Alberta Day gives us the chance to take pride in this province and celebrate our heritage and cultural identity.

Communications guidelines and expectations, cont'd..

Promotions

Alberta's government will be promoting Alberta Day event on the [Alberta Day web page](#), on social media, with paid advertising, and at a media kickoff event. To help us promote your event, please submit a description of your event to csw.event@gov.ab.ca before August 19, 2022.

Please include the hashtag #AlbertaDay in all social media posts about the event, and encourage attendees to do the same on their social media accounts.

Branding

Social media graphics and other branded assets will be provided closer to September 1 to ensure a standard look and feel for Alberta Day events across the province.

Suggested Site Layout



Sample Festival Schedule

The following sample schedule will help organize your event.

Location	Start Time	End Time	Activities
Main Stage*	12:00	9:00 pm	Speeches, Local Performers, Headliner
Cultural Stage*	2:00	8:00 pm	Variety of Cultural Showcase Performances
Family Corner	12:00	6:00 pm	Tent of Arts and Crafts, Workshops (i.e. Dream Catchers, Ukrainian Easter Egg colouring, Jam Making, etc...)
Indigenous Programming	12:00	6:00 pm	Storytelling, Round Dance, Crafts, Bannock Making
Alberta Showcase	12:00	9:00 pm	Local and Provincial Government Display Programs, Historical Artifacts, Photographs, Indigenous history
Alberta Marketplace	12:00	9:00 pm	Marketplace of Alberta Products
Food & Beverage	12:00	9:00 pm	Local Vendors/Concessions and Food Trucks
Fireworks	9:30	9:50 pm	Pyrotechnic Display that concludes your event

*Main Stage and Cultural Stage alternate performance times – see Entertainment Schedule

Sample Entertainment Schedule

Location	Start Time	End Time	Entertainment
Main Stage	12:00	12:05 pm	MC Opens the event
	12:05	12:25 pm	Indigenous ceremony
	12:15	1:00 pm	Speeches
	1:00	2:00 pm	First local artist performs
Cultural Stage	2:00	2:30 pm	Indigenous Showcase
	2:30	3:00 pm	Cultural Showcase TBD
Main Stage	3:00	4:00 pm	Second local artist performs
	4:00	5:00 pm	Third local artist performs
Cultural Stage	5:00	5:30 pm	Cultural Showcase TBD
	5:30	6:00 pm	Cultural Showcase TBD
Main Stage	6:00	7:00 pm	Fourth local artist performs
Cultural Stage	7:00	7:30 pm	Cultural Showcase TBD
	7:30	8:00 pm	Final Cultural Showcase
Main Stage	8:00	9:00 pm	Headliner performs

Local Action Plan

Government Involvement

Invite local MLA and MP.
Mayor and Council Members could participate and speak.

Indigenous Components

Invite a local elder to perform a blessing at start of event.
Invite local Indigenous artists and groups to participate in showcase, storytelling, round dance, drumming, and other performance elements throughout the day.
Invite local Indigenous crafters and artisans to participate in the Marketplace.
Work with local Indigenous groups to ensure that their history and artifacts are included in Showcase displays.
Run Indigenous games/activities/crafts in Family Programming area.

Displays and Activities

Work with local museum or historical sites to contribute to Alberta Showcase displays.
Work with local libraries, agricultural societies, cultural organizations, dance schools, and/or churches to presents a variety of cultural showcase performances on the Cultural Stage.
Work with local crafting or artist guilds, invite them to present and sell their work.

Alberta Culinary Promotions

Connect with local agricultural producers and farmers markets to sell and promote their products.
Invite local food trucks and restaurants to participate in the food and beverage area. Encourage local restaurants to feature Alberta recipes and cuisine September 1-3.

Media Partner Promotions

Submit an event listing to local media organizations.
Connect with local radio stations and newspapers. Invite them to cover your Alberta Day event.
Invite local radio station on site to MC event and set up promotional table or booth.
Encourage local radio stations to play Alberta based and/or local artists September 1 - 3 .
Encourage local paper to run an Alberta themed essay or colouring contest before event.

Extra Details to Consider

Vendors and Merchants

Confirm that all vendors have their own insurance.
Make sure all food vendors are inspected and/or approved by Alberta Health Services. Make sure all food vendors follow safe food-handling practices.
If vendors are providing their own tents and tables make sure that they are properly and safely secured

Artists and Performers

Confirm that artists and performers have their own insurance.
Sign contracts in advance with artists and presenters.
Make arrangements to sell performer merchandise or provide a location for them to sell their own merchandise.

Site Logistic

Create your own individual site map in advance of event.
Make sure that all cords and cables are safely covered.
Obtain appropriate number of Port-a-Potties for your site.
Obtain appropriate number of wash stations for your site.

Miscellaneous

Provide a variety of parking and transportation options for attendees.
Have a contingency plan in case of bad weather.
Have a first aid station.
Have a lost and found location.

Checklist

Please use this checklist as a guideline for planning and organizing your event:

- Create an Organizing Committee;
- Create a budget;
- Select your event site;
- Identify community organizations to work with;
- Recruit volunteers;
- Identify local businesses to partner with;
- Contract artists and vendors;
- Promote your event.



UKRAINIAN CANADIAN CONGRESS
ALBERTA PROVINCIAL COUNCIL

КОНГРЕС УКРАЇНЦІВ КАНАДИ
ПРОВІНЦІЙНА РАДА АЛЬБЕРТИ

Date: August 2, 2022

To: Alberta Municipalities

From: Orysia Boychuk, President, Ukrainian Canadian Congress – Alberta Provincial Council

RE: Ukrainian Independence Day 2022 (August 24) & Alberta Ukrainian Canadian Heritage Day 2022 (September 7)

Ukraine's 31st Independence Day is approaching on August 24th, 2022, as well as Ukrainian Heritage Day on September 7, 2022. We would like to thank all the municipalities in Alberta that have acknowledged these important dates by lifting a Ukrainian flag or displaying a banner. This year more than ever it is important to acknowledge these dates and display Alberta's solidarity with Ukraine, those who have newly arrived fleeing the war and the diaspora that has worked tirelessly to assist the Ukrainian Nationals. The war was caused by Russian military aggression and has accounted for many lost lives, damaged infrastructure and displaced Ukrainians.

The Ukrainian Canadian Congress – Alberta Provincial Council (UCC-APC) is inviting all municipalities to raise the Ukrainian Flag, display a banner, or light up significant structures with blue and yellow colors on these 2 important dates. We appreciate all the support so many communities have provided to assist Ukrainians in their home country and on arrival to Alberta.

UCC-APC also encourages short ceremonies where possible and including all ethnic and refugee groups as appropriate. We would also appreciate receiving any photos or short notes about these events. UCC-APC will proudly display these photos on our social media pages and share with our national organization the Ukrainian Canadian Congress to showcase Alberta's commitment to this important cause and that we remain the cradle of Ukrainian settlement in Canada.

Orysia Boychuk, President

UCC-APC



Town Council supported the Walk to Breathe in 2021: May 25, 2021 "Moved by Councillor Carlson to direct administration to work with community groups and economic development to support the Walk to Breathe project coming to Claresholm in July of 2021 by assisting with promotion and education of the project, by assisting to facilitate a gathering in Amundsen Park, and by ensuring that all public health guidelines are followed." CARRIED MOTION #21-094
There was a gathering and the Town covered Chris' stay in Centennial Park for the night.

MEDIA RELEASE

WALK TO BREATHE 2022
FOR IMMEDIATE RELEASE
July 20, 2022 www.ablung.ca

WALK TO BREATHE HITS TEMPORARY ROADBLOCK

With disappointment – but without defeat- the 2022 Walk to Breathe, changes its focus

In its first two years, the walk across Alberta covered over 840km and raised nearly \$100,000. Edmonton's Chris Sadleir has been the heart – and soles – of the walk since its inception – and this year – his doctors have recommended he sit it out. Sadleir has dealt with arthritis and gout for over 20 years and has recently been struggling with mobility even more. As a result, the 2022 WALK TO BREATHE has to change, we are calling on all Albertans to help keep this vital fund-raising event, alive.

"I'm usually a few days into the walk by now, so it's disappointing," says Sadleir. "I pushed the start as late as I could into summer, awaiting results from X-rays and CT scans. Unfortunately, there is some genuine concern and need for attention".

Unable to participate himself, Sadleir is instead throwing his support and transitioning this event into a Province wide virtual walk starting September 7 running through until September 17, 2022. To get more information about the walk and how you can participate, contact Chris, info below.

"Respiratory ailments and lung diseases come in so many forms – my family has been directly impacted by Pulmonary Fibrosis and my father, Rob - a five-year lung transplant survivor, is the reason I started "Walk to Breathe".

Funds raised will continue to support many crucial and necessary programs, in particular the need to build Canada's first lung health and transplant home called Breathing Space. Alberta Lung receives little to no funding outside of donations from Albertans just like Chris, events like this are very much a requirement to allow them to continue providing the support and service to Albertans like his father Rob – the very personal inspiration behind his own WALK TO BREATHE.

Lung Disease and respiratory ailments come in so many forms and does NOT target smokers and the elderly – it affects EVERYONE - babies, young children, young adults and otherwise healthy people.

-30-

For Interviews and further event details, contact:

Chris Sadleir
780-233-9941
Sads.chris@gmail.com



MEDIA RELEASE

WALK TO BREATHE 2022
FOR IMMEDIATE RELEASE
August 5, 2022 www.ablung.ca

WALK TO BREATHE LAUNCHES VIRTUALLY FOR 2022

The focus has changed, but the determination to make a difference never has

As a follow up from previous Media Release, Edmonton's Chris Sadleir has taken his vision to a VIRTUAL level in 2022! Over the past 2 years, Sadleir has walked over 840km and raised over \$90k with the WALK TO BREATHE, in honour of his Father, and in support of Alberta Lung and nearly 1-million Albertans who struggle to breathe every single day. Although Sadleir's Walk has, unfortunately, been delayed due to health concerns, we are excited to OFFICIALLY LAUNCH the 2022 (Virtual) WALK TO BREATHE!

"I'm NOT GIVING UP this year! I need to heal, but I'm going VIRTUAL in 2022 . . . and BOY, do I need your help!" said Sadleir!"

- Join us Sept 7-17, 2022, as we hope to get 840 people to commit to walk 10 kilometres over a 10-day period, and raise a minimum \$100 each . . . That's only \$10 a day to help save lives across Alberta!
- All funds raised will go to support Breathing Space, and other programs that support Albertans with lung disease and respiratory ailments.

Register as an INDIVIDUAL or a TEAM below, to do something positive for yourself and others!
https://secure3.convio.net/ablung/site/TR?fr_id=1060&pg=entry

Sept 7th is the day for stretching and encouragement to all, as that is the final day before the 10-day push . . . but for anyone with questions before then, Chris Sadleir can be reached at the number below, or follow on SOCIAL:

FB: Ck Sadleir

IG: Sads216

Twitter: @SadleirChris

ONLINE: <https://www.ablung.ca/how-you-can-help/fundraising-events>

-30-

For Interviews and further event details, contact:

Chris Sadleir

780-233-9941

Sads.chris@gmail.com

PO Box 4500, Station South, Edmonton, AB T6E 6K2 | 1.888.774.5864 ablung.ca
Charitable #13031 8041 RR0001

Abe Tinney

From: Jill Bloor <jill.bloor@craz.ca>
Sent: June 22, 2022 9:29 AM
To: Clint Goodman; jen.silverthorn@calgary.ca; Julie McLean; Suzanne Oel; robert.ellis@mdbighorn.ca; jkoole@rockyview.ca; michael.hay@banff.ca; sharleneb@town.blackdiamond.ab.ca; Caitlin Van Gaal; Abe Tinney; nicole.tomes@cochrane.ca; syoung@okotoks.ca; nels.petersen@vulcancounty.ab.ca
Subject: Air Quality Management Toolkit
Attachments: Municipal Toolkit 2022.pdf

Hello CRAZ Members, We are so proud to release the 'Air Quality Management Toolkit for Municipalities' to our members.

The purpose of the toolkit include:

- Helping municipalities develop local air quality management plans and take actions aligned with provincial and federal policies, laws, regulations and standards to address local air quality issues,
- Illustrating the know and potential social, economic and ecological benefits of air quality management, and,
- Providing examples of local air quality management policies, bylaws and activities.

This toolkit is for the use of CRAZ members only so please respect the work done by the volunteers on the CRAZ Policy & Research committee by utilizing it internally only.

Thank you,
Jill Bloor, B.A., M.N.A., R.S.W.
Executive Director
Calgary Region Airshed Zone
A13, 6120 – 2 St SE
Calgary, AB T2H 2L8
www.craz.ca
403-540-5314

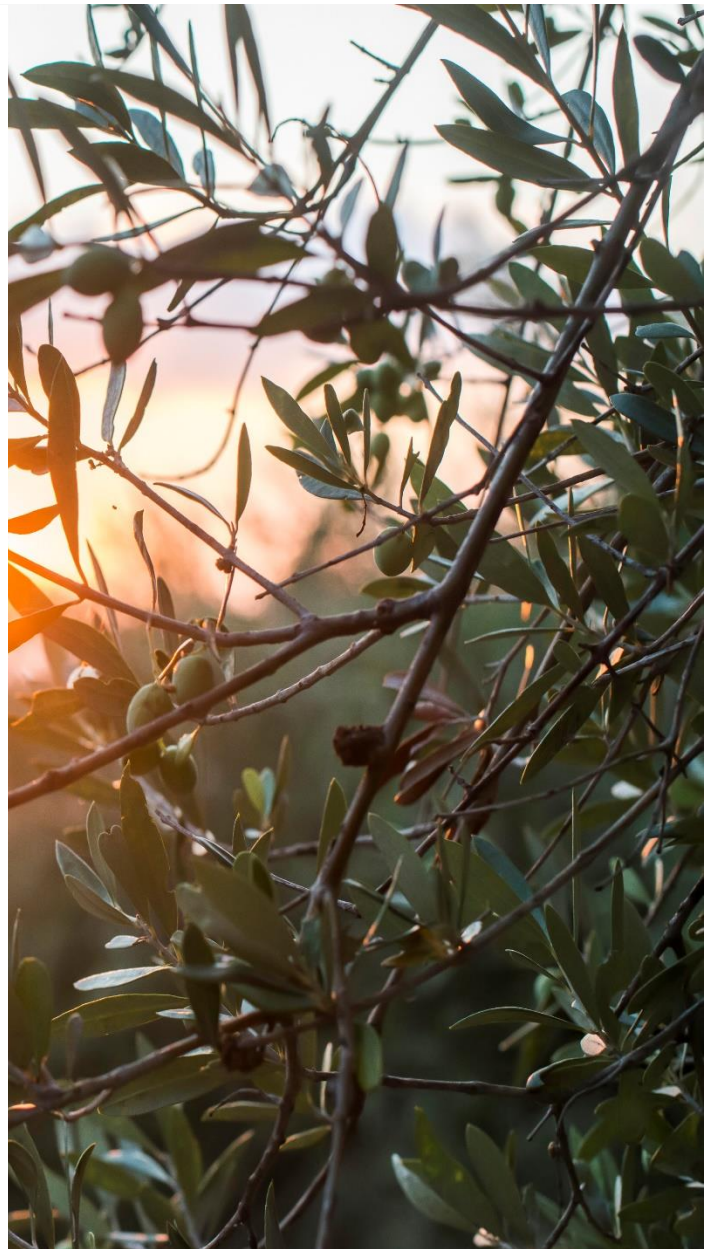


Air Quality Management Toolkit

For Municipalities

2022

CALGARY REGION AIRSHED ZONE



Acknowledgement

The Calgary Region Airshed Zone gratefully acknowledges the generous financial contribution made by the Cochrane Environmental Action Committee in preparation of the Air Quality Management Toolkit for Municipalities.

Preface

The Calgary Region Airshed Zone (CRAZ) is the go-to multi-stakeholder organization for air quality monitoring data and management planning in the CRAZ region. CRAZ aligns its work with federal standards and provincial air quality management policies, laws and regulations, strategies, and management frameworks. Also, CRAZ develops programs and projects to help maintain air quality parameters within the desired limits established in the *South Saskatchewan Regional Plan 2014-2024 (SSRP)*.

The CRAZ Policy and Research Committee is pleased to provide municipalities in the CRAZ region with this Air Quality Management Toolkit for Municipalities (Toolkit). The Toolkit was created in response to municipal feedback from a 2020 survey created by the CRAZ Policy and Research Committee to identify municipal concerns with respect to air quality in the CRAZ region. The Toolkit has the following sections:

- Background
- Municipal responsibilities under the SSRP
- Current status of air quality in the CRAZ region.
- Tools for municipalities including examples of how they are used.
- Appendices: Best management practices from Alberta and other jurisdictions

The Toolkit supports municipalities in the CRAZ region by:

- Helping municipalities develop local air quality management plans and take actions aligned with provincial and federal policies, laws, regulations and standards to address local air quality issues;
- Illustrating the known and potential social, economic and ecological benefits of air quality management; and
- Providing examples of local air quality management policies, bylaws and activities.

List of Acronyms

AQHI	Air Quality Health Index
AQMP	CRAZ Air Quality Management Plan
AUMA	Alberta Urban Municipalities Association
CAS	Clean Air Strategy
CEM	Cumulative effects management
CRAZ	Calgary Region Airshed Zone
EMPs	Environmental master plans
EMRB	Edmonton Metropolitan Region Board
GHG	Greenhouse Gas
GMB	Growth Management Board
ICFs	Intermunicipal Collaboration Frameworks
MGA	Municipal Government Act
NO ₂	Nitrogen Dioxide
O ₃	Ozone
Province	Province of Alberta; Alberta Government
PM _{2.5}	Particulate Matter (2.5 µm or less in diameter)
SSR	South Saskatchewan Region
SSRP	South Saskatchewan Regional Plan, 2014-2024
SSRP Framework	SSRP Air Quality Management Framework
Toolkit	Air Quality Management Toolkit for Municipalities
VOCs	Volatile Organic Compounds

Table of Contents

1.0	Background: Why Good Air Quality Matters	6
1.1	Purposes of the Toolkit	7
1.2	Alberta’s Air Quality Policy and Regulatory System	7
1.3	Health, Social, Economic & Ecological Benefits of Air Quality Management	9
2.0	Municipal Responsibilities under the SSRP Framework	11
3.0	Air Quality Issues Identified by Municipalities	14
4.0	Current Status of Air Quality in the CRAZ Region	17
4.1	Air Quality Management Levels	17
4.2	Ambient Air Quality Trends	17
4.3	Key Emission Sources	19
4.4	Summary of Air Quality Issues	20
5.0	Tools in the Municipal Toolkit	22
5.1	History of Alberta's Air Quality Management Toolbox	23
5.2	Introducing the Tools	26
5.3	Describing each Tool in Detail	28
	TOOL 1: Air Quality Monitoring Data	28
	TOOL 2: Air Quality Health Index	30
	The AQHI is intended to be used by all Albertans..	32
	TOOL 3: Environmental Master Plans	32
	TOOL 4: Statutory Planning Documents and Other Policies and Plans	35
	TOOL 5: Land Use Bylaws	42
	TOOL 6: Health and Welfare Bylaws (Section 7 Bylaws)	45
	TOOL 7: Education and Outreach	48
	TOOL 8: Tree Planting and Protection of Natural Areas and Assets	53
6.0	Conclusion	58
7.0	Glossary of Terms	59
	APPENDIX A: The Evolution of the Provincial Air Quality Management System since 2012	60
	APPENDIX B: Municipal Best Management Practices: Case Study from Alberta	63
	APPENDIX C: Municipal Best Management Practices: Case Studies Other Jurisdictions	66

List of Tables

Table 1: List of Potential Measures and Tools for each Management Level	13
Table 2: Types of policy instruments to avoid, manage or reduce emissions	25
Table 3: Benefits and Challenges of each Tool	26
Table 4: Other municipal plans and policies that address air quality management	68

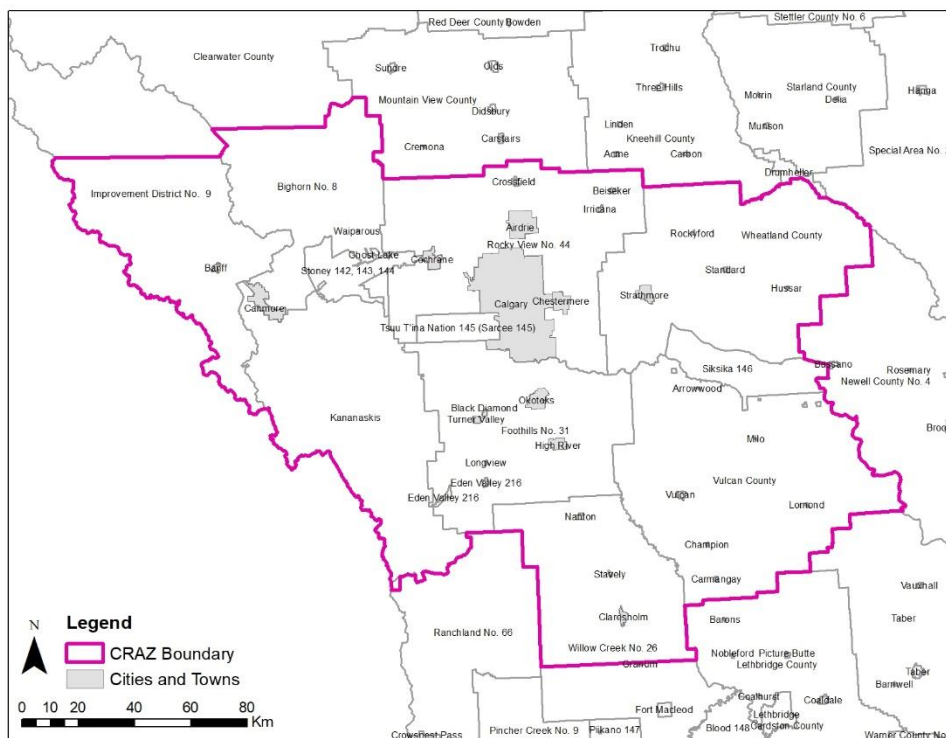
List of Figures

Figure 1: Calgary Region Airshed Zone Map	6
Figure 2: Air Quality Issues in Municipality.	14
Figure 3: Beneficial Tools	15
Figure 4: Barriers for Municipalities Face Acting	16
Figure 5: Monitoring Trends in the CRAZ Region 2014-2018	17
Figure 6: Summary of key emission sources	19
Figure 7: Avoiding, Managing, and Reducing Emissions and Negative Air Quality Impacts	22
Figure 8: Air Quality Health Index	30
Figure 9: Hierarchy of Land-Use Planning Documents in the CRAZ Region	36

1.0 Background: Why Good Air Quality Matters

Every day we go outdoors to work, play, and socialize. Often, we take good air quality for granted. We are not concerned about air quality when the air is clean. The Calgary Region Airshed Zone (CRAZ) region (Figure 1) generally, has good air quality.¹ It is not until air quality deteriorates and we are confined to our homes due to smoke, or when there is an increase in hospital visits for respiratory illnesses, that we collectively take notice of air quality. Poor air quality can affect our health, our economy and our environment.²

Figure 1: Calgary Region Airshed Zone



¹ Novus Environmental Inc. “Identifying Drivers for Local Anthropogenic Ozone in the Calgary Region”. 2011, Final Report Completed for CRAZ, Guelph: Ontario, online: https://craz.ca/downloads/craz-documents/Documents/Reports/Novus_Final_Draft_Report_Mar15.pdf (Novus Report.) Accessed April 5, 2021.

² Markbek Resource Consultants and Amec Earth & Environmental, *Air Quality Management Policy Tool Leading Practice Research*, 2007, online: <https://open.alberta.ca/dataset/27147ba3-d6cf-46c6-b720-e764df5e76aa/resource/fabbe8c7-529f-4ed3-8f11-ed4cf7d26d77/download/2007-airqualitymanagementtools-dec2007.pdf> (Markbek Report) (Accessed June 30, 2020.) Markbek Resource Consultants and Amec Earth & Environmental, *Air Quality Management Policy Tool Leading Practice Research*, 2007, online: <https://open.alberta.ca/dataset/27147ba3-d6cf-46c6-b720-e764df5e76aa/resource/fabbe8c7-529f-4ed3-8f11-ed4cf7d26d77/download/2007-airqualitymanagementtools-dec2007.pdf> (Markbek Report) (Accessed June 30, 2020.)

1.1 Purposes of the Toolkit

The purposes of this Air Quality Management Toolkit for Municipalities (Toolkit) include:

- helping municipalities develop local air quality management plans and take actions aligned with provincial and federal policies, laws, regulations and standards to address local air quality issues;
- illustrating the known and potential social, economic, and ecological benefits of air quality management; and
- providing examples of local air quality management policies, bylaws, and activities.

1.2 Alberta's Air Quality Policy and Regulatory System

Managing human activities that negatively impact air quality is a critical component of cumulative effects management (CEM) emerging at the federal, provincial, regional, and local scales. CEM considers the combined effects of land-use activities on the environment over time (past, present, and future).³ This includes not only large industrial emissions, but also smaller more spatially distributed emissions that result from day-to-day activities and lifestyles (for example, from vehicles and home heating).

Large, industrial activities that negatively impact existing components of the environment, such as water and air, are still regulated and managed through different laws and processes. For example, the *Environmental Protection and Enhancement Act* (EPEA) regulates and controls the release of pollutants from major projects that may cause poor air quality throughout Alberta.

The air quality management system, with its focus on both CEM and regulatory processes is complex and includes several policies, regional land use plans, management frameworks, and action strategies.

The CRAZ *Air Quality Management Plan, 2019* (AQMP)⁴ aligns with federal and provincial air quality management systems. The AQMP is a collaborative action plan for managing air quality in the CRAZ region. Updated in 2019, the AQMP was first developed in 2008 by area

³ Government of Alberta, *Land-use Framework*, 2008, online: <https://landuse.alberta.ca/LandUse%20Documents/Land-use%20Framework%20-%202008-12.pdf> (LUF). Accessed April 21, 2021.

⁴ Calgary Region Airshed Zone, *Air Quality Management Plan, 2019*, online: [CRAZ Air Quality Management Plan](#) (AQMP). Accessed October 15, 2020.

stakeholders, including Alberta Environment (now Alberta Environment and Parks), industry, municipalities, non-governmental organizations, First Nations and Alberta residents. The AQMP can enhance municipalities' understanding of the Toolkit. For more information on the CRAZ Air Quality Management Plan, see Appendix A: The Evolution of the Provincial Air Quality Management System since 2012.

Other air quality management documentation that may help municipalities when they use the toolkit, include:

- *Clearing the Air: Alberta's Renewed Clean Air Strategy, 2012* (CAS)⁵;
- *South Saskatchewan Regional Plan 2014-2024* (SSRP);⁶
- *South Saskatchewan Region Air Quality Management Framework for Nitrogen Dioxide (NO₂), Ozone (O₃) and Fine Particulate Matter (PM_{2.5})* (SSRP Framework);⁷ and
- *Canadian Ambient Air Quality Standards* (CAAQs).⁸

Each of the above documents is described briefly in the next section, and Appendix A provides more information about the evolution of Alberta's air quality management system since 2012.

Clean Air Strategy

In 2012, the Province of Alberta (the Province) updated and released a renewed *Clean Air Strategy* (CAS) accompanied by an Action Plan⁹. CAS provides a vision and desired outcomes for air quality along with strategies and actions to achieve them over the short, intermediate, and long terms. The CRAZ AQMP aligns with CAS and the Action Plan.

South Saskatchewan Regional Plan, 2014 -2024

In 2014, the Province enacted the South Saskatchewan Region Plan (SSRP) establishing a vision for balancing economic, environmental, and social outcomes in the South Saskatchewan Region (SSR), and aligning land use decision making at the provincial, regional and local levels with

⁵ Government of Alberta, *Clearing the Air: Alberta's Renewed Clean Air Strategy, 2012*, online: <https://open.alberta.ca/dataset/clearing-air-albertas-renewed-clean-air-strategy-2012-10-09.pdf> (CAS). (Accessed October 15, 2020.)

⁶ Government of Alberta, *South Saskatchewan Regional Plan 2014-2024*, online: <https://open.alberta.ca/SSRP> (SSRP). (Accessed October 15, 2020.)

⁷ Government of Alberta, *South Saskatchewan Region Air Quality Management Framework for Nitrogen Dioxide (NO₂), Ozone (O₃) and Fine Particulate Matter (PM_{2.5})* (SSRP Framework), (nd) online: <https://open.alberta.ca/dataset/ssrd-airqualityframework.pdf> (the Framework). (Accessed October 15, 2020.)

⁸ Government of Alberta, 'Canadian Ambient Air Quality Standards' (nd), online: <https://www.alberta.ca/canadian-ambient-air-quality-standards.aspx> (CAAQs). Accessed October 15, 2020.)

⁹ Government of Alberta, *Clearing the Air: Alberta's Renewed Clean Air Strategy Action Plan, 2012*, online: <https://open.alberta.ca/dataset/bc18d01f-5e4e-4cc2-8668-f43782258915/resource/d38839ee-d1ad-41b9-9c8c-da7fe60aa603/download/2012-ClearingAirActionPlan-Oct2012.pdf> (Action Plan). (Accessed June 30, 2020.)

these outcomes. Municipalities play an important role in implementing the SSRP by ensuring that municipal land use plans and decision-making processes are aligned with the desired outcomes of the plan. The SSRP states as one of the outcomes that: “Air quality is managed to support healthy ecosystems and human needs through shared stewardship.”¹⁰

The South Saskatchewan Regional Plan Air Quality Management Framework

The South Saskatchewan Region Plan Air Quality Management Framework (SSRP Framework) was adopted by the Province for managing three criteria air contaminants: nitrogen dioxide (NO₂), ozone (O₃) and fine particulate matter (PM_{2.5}). The SSRP Framework identifies numerical thresholds (triggers and limits) for managing air quality, as well as a process if a trigger or limit is crossed. Triggers and limits are based on the Canadian Ambient Air Quality Standards (CAAQS) and Alberta Ambient Air Quality Objectives (AAAQOs). The SSRP Framework is Alberta’s approach to implementing the CAAQS and AAAQOs in the SSRP region.

1.3 Health, Social, Economic and Ecological Benefits of Air Quality Management

A 2019 study of the health impacts of air pollution conducted by Health Canada¹¹ compared the number of deaths and illnesses based on current air quality concentrations to historical (baseline) values. CRAZ accessed the Health Canada data for the CRAZ region and concluded that anthropogenic (human-caused) air pollution in the CRAZ region results in, on average:

- 377 premature mortalities per year (about 23 in 100,000 people);
- 254 adult chronic bronchitis cases and 1,259 child acute bronchitis episodes per year;
- 234 emergency room visits per year; and
- 57 hospital admissions per year.

The total cost of air pollution in the CRAZ region was found to be about \$2.94 billion per year (\$161 million from morbidity (illness) and \$2.78 billion from premature mortality).

¹⁰ Government of Alberta, *South Saskatchewan Regional Plan 2014-2024*, online: <https://open.alberta.ca/SSRP> (SSRP). (Accessed October 15, 2020.)

¹¹ Health Canada, *Health Impacts of Air Pollution in Canada Estimates of morbidity and premature mortality outcomes 2019 Report*, online: <https://www.canada.ca/content/dam/hc-sc/documents/services/publications/healthy-living/2021-health-effects-indoor-air-pollution/hia-report-eng.pdf> (Report updated 2021). Data from the 2019 study was extracted for the CRAZ region.

In addition to health benefits of managing air quality; social, economic and ecological benefits can also be created. They include:

- Increased enjoyment of outdoor spaces
- Increased opportunities for outdoor physical activity
- Reduced impacts on vegetation
- Reduced impacts on the built environment
- Positive external relations and public image
- Reduced legal and regulatory risks.¹²

¹² Federation of Canadian Municipalities, 2005, Environmental Management Systems for Municipal Infrastructure: online: [Environmental Management Systems for Municipal Infrastructure \(fcm.ca\)](https://www.fcm.ca/en/infrastructure-environmental-management) [EMS Report] at page 9. (Accessed August 20, 2020.)

2.0 Municipal Responsibilities under the SSRP Framework

When the SSRP came into effect, municipalities in the SSR were required to review their statutory land-use planning documents and bylaws, amend them as necessary, and submit a 'compliance declaration' affirming compliance with the plan. Municipalities in the SSR now function in accordance with the SSRP.

Municipalities have additional responsibilities for air quality management under the SSRP Framework where trigger and limit values have been defined for NO₂, O₃ and PM_{2.5}. If a trigger or limit is crossed, a management response is required to maintain air quality below the limit or to bring air quality back below the limit.

The management response is a set of steps that will be undertaken (all or in part) if the data shows that an ambient air quality trigger or limit has been exceeded.

Part of the management response is determining the need for management actions. Management actions become more stringent as stations are assigned to higher ambient air quality levels.¹³

According to the management system defined in the SSRP Framework, the following types of action must be taken at each of the following management levels:

- Level 1** If air quality as observed at the monitoring stations in the SSR is below the first trigger, the management level for the region is determined to be a Level 1. At Level 1, air quality is good, and no management response is required beyond standard regulatory and non-regulatory approaches.
- Level 2** When the first trigger is crossed, the SSR moves into a management Level 2. At Level 2, the management response involves improving knowledge and understanding of the drivers of air quality in the region and start to plan.
- Level 3** When the second trigger is crossed, the SSR moves into a management Level 3. At Level 3, the management response requires the development of an air quality management plan, or the identification of management actions to maintain air quality below the limit.
- Level 4** When the limit is crossed, the SSR moves into a management Level 4. At Level 4, significant action is needed to improve air quality to below the limit.

¹³ The SSRP Framework, *supra* note 7 at page 28.

According to the SSRP Framework, if a limit is crossed, a “notice respecting limits” may be issued.¹⁴ All affected decision makers and local government bodies referred to in the notice are required to comply with the notice.¹⁵ However, if the Designated Minister is of the opinion that a non-point source is reasonably expected to have significant effect on the exceedance of the limit, the Designated Minister may decide not to issue a notice respecting limits.¹⁶ In such a case, it is likely that stakeholders would convene to collaboratively identify management actions to bring air quality to below the limit.

Since the SSRP Framework came into effect in 2014, triggers have been crossed for PM_{2.5}, NO₂ and O₃. To date, no limits (Level 4) have been crossed under the SSRP Framework. In response, to these trigger crossings, many actions have been implemented.

In the CRAZ region, management actions that have been implemented to address the trigger exceedances include the development and ongoing implementation of the CRAZ AQMP and various voluntary actions by key stakeholders. These actions are reported on in a regular basis in the *South Saskatchewan Region Air Quality Management Framework Status of the Management Response Report*. The most recent report is available at:

<http://open.alberta.ca/publications/9781460147757>.

If it is determined that these actions are insufficient to maintain air quality below a limit, or if air quality crosses a limit into a higher management level (Level 4), further action will be required.

¹⁴ Framework, *supra* note 7: Subsection 13(1): Notice respecting limits “In respect of one or more limits that, if, in the opinion of the Designated Minister, have been exceeded, the Designated Minister shall issue a notice specifying all of the following:

- (a) the applicable limit or limits in respect of the activity or activities referred to in clause (b) that, in the opinion of the Designated Minister, have been exceeded;
- (b) the activity or activities, or type or class of activities, that in the opinion of the Designated Minister are reasonably expected to have or have had, a direct or indirect, effect on the exceedance of the limit or limits;
- (c) the area of the planning region affected by the exceedance of the limit or limits;
- (d) the decision-maker or decision-makers affected by the notice;
- (e) the local government body or local government bodies affected by the notice;
- (f) the anticipated duration of the effect of the exceedance of the limit or limits on the activity or activities, type or class of activities, area, decision-makers, or local government bodies;
- (g) the action to be taken by affected decision-makers and affected local government bodies in response to the exceedance of the limit;
- (h) the direction that no statutory consent in respect of a proposed activity referred to in clause (b) shall be issued.”

¹⁵ SSRP Framework *supra* note 7: Subsection 13(4) “Upon receiving a notice referred to in subsection (1), all affected decision-makers and local government bodies shall comply with the notice.”

¹⁶ SSRP Framework, *supra* note 7, subsection 13(2).

Some examples of actions that could be proactively undertaken to avoid, manage and reduce emissions are outlined in the SSRP Framework. These actions are summarized in Table 1 (which is taken from the SSRP Framework Table 10).

Table 1: List of Potential Measures and Tools for each Management Level

Potential Measures and Tools	Potential Management Level for Tool Application			
	Level 1	Level 2	Level 3	Level 4
Education and awareness	x	x	x	x
Beneficial management practices	x	x	x	x
Ambient air quality management plan	x	x	x	x
Approval conditions or restrictions	x	x	x	x
Approval conditions to participate in local airshed organizations, regional initiatives	x	x	x	x
Director-initiated approval amendments (in accordance with authority under EPEA)	x	x	x	x
Codes of practice	x	x	x	x
Economic instruments	x	x	x	x
Additional regional monitoring	x	x	x	x
Air modelling	x	x	x	x
Enforcement of regional, municipal and local programs and plans	x	x	x	x
Municipal bylaws, First Nations bylaws	x	x	x	x
Revise policies, performance standards for new or existing sources		x	x	x
Introduce new mechanisms for managing non-regulated sources		x	x	x
Emission caps including mechanisms for management (i.e., trading)			x	x
More stringent performance standards or regulations			x	x
Emission reduction requirements to allow for new sources			x	x
Restrictions on further emission sources				x

Source: Government of Alberta, *South Saskatchewan Region Air Quality Management Framework for Nitrogen Dioxide (NO₂), Ozone (O₃) and Fine Particulate Matter (PM_{2.5})* (SSRP Framework), (nd) online: <https://open.alberta.ca/dataset/ssrd-airqualityframework.pdf> (the Framework). (Accessed October 15, 2020.)

3.0 Air Quality Issues Identified by Municipalities

In 2020, the CRAZ Policy and Research Committee asked municipal members in the CRAZ region to identify the most pressing municipal air quality management issues they faced. Survey results were submitted, and summaries of responses are provided in Figures 2 through 4 below.

Figure 2 provides a summary of the air quality issues that were identified by municipalities during the survey. The top five were:

- Ensuring your municipality is meeting responsibilities under the SSRP
- Health impacts due to air quality issues
- Dust or dust related issues
- Monitoring air quality
- Burning of biomass, garbage, or other materials.

Figure 2: Air Quality Issues Identified in Municipalities



Figure 3 provides what municipalities identified as beneficial tools (resources) for air quality management. The top five were:

- A list of actions to consider and share on how to react in the event of smoke events from fires.
- An Air Quality Health Index (AQHI) specific to each municipality or for the CRAZ region.
- A handbook on provincial requirements for municipalities with respect to air quality management.
- Templates or examples of existing policies to adapt for your municipality.
- Case studies or examples of what other Alberta municipalities are doing to support air quality.

Figure 3: Beneficial Tools Identified by Municipalities

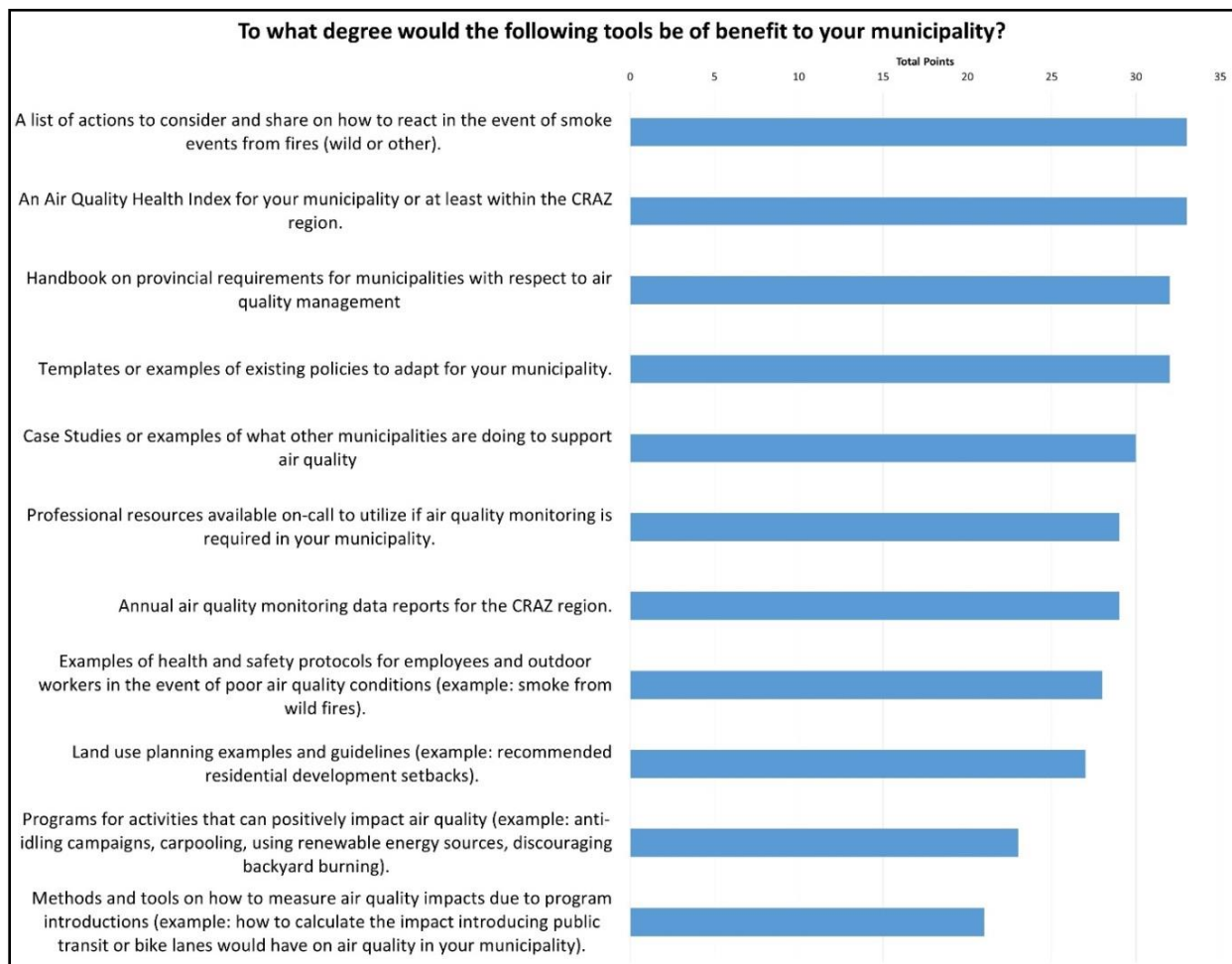
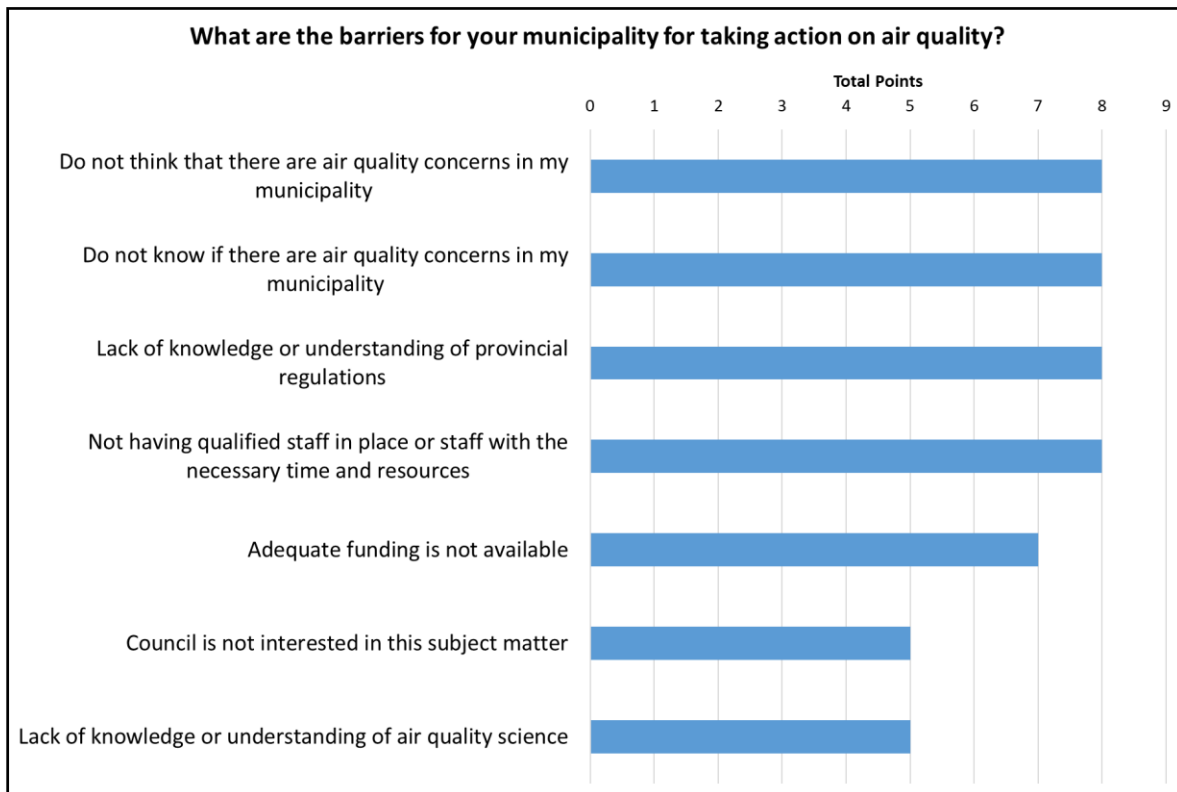


Figure 4 presents barriers municipalities face regarding implementing air quality management. The top five were:

- Do not think there are air quality concerns in my municipality.
- Don't know if there are air quality concerns in my municipality.
- Lack of understanding of provincial regulations.
- Not having qualified staff in place or staff with the necessary time and resources.
- Adequate funding is not available.

Figure 4: Barriers Municipalities Face Acting on Air Quality



This Toolkit aims to address the issues identified by the municipalities surveyed by providing tools and information to help overcome the identified challenges. Other work that CRAZ does, including the development of a “wildfire toolkit” and deploying a portable air monitoring laboratory (PAML) to measure AQHI in additional municipalities in the CRAZ region, also help to support the management of the air quality issues identified by the survey.

4.0 Current Status of Air Quality in the CRAZ Region

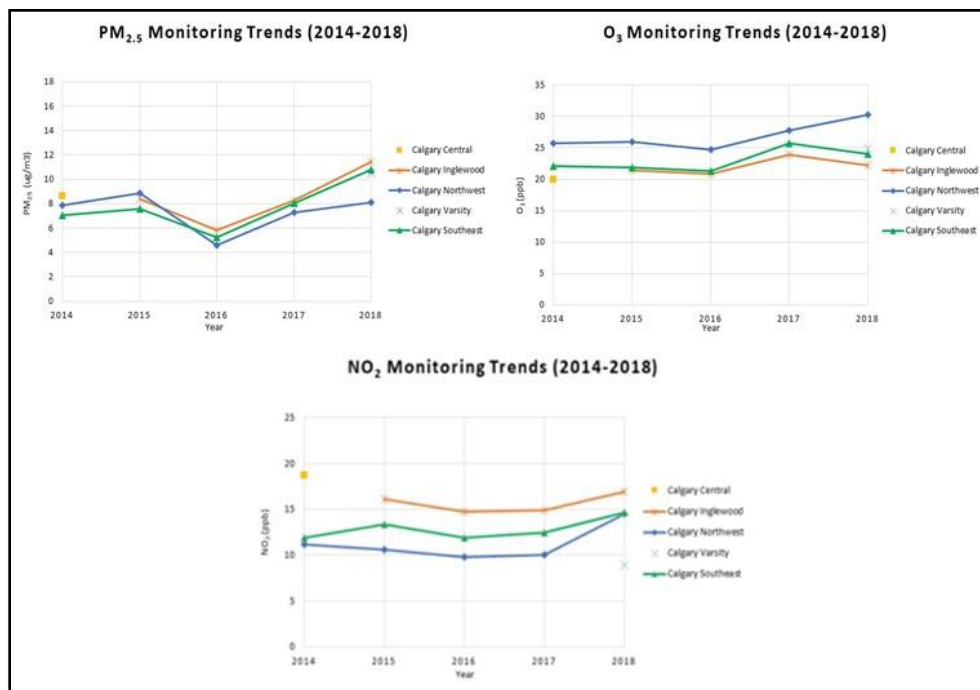
4.1 Air Quality Management Levels

Trigger and limit values identified in the SSRP Framework are used to assign “management levels” to each air quality monitoring station in the SSR on an annual basis. These triggers and limits are based on the CAAQS or, where CAAQS do not exist, the AAAQOs. In the past, triggers have been crossed for all parameters included in the SSRP Framework (PM_{2.5}, NO₂ and O₃). No limits have been crossed to date. The most recent information on the status of air quality in the SSR is included in the Status of Air Quality, South Saskatchewan Region report, which is available at: <https://open.alberta.ca/publications/status-of-air-quality-south-saskatchewan-region-alberta>

4.2 Ambient Air Quality Trends

Air quality trends between 2014 and 2018 at the monitoring stations in the CRAZ region are illustrated in 5 below for PM_{2.5}, O₃ and NO₂. In general, most parameters were relatively constant over time . PM_{2.5} and O₃ increased slightly.

Figure 5: Monitoring Trends in the CRAZ Region 2014-2018



Reference: CRAZ Air Quality Management Plan. [2019 CRAZ Air Quality Management Plan_final.pdf](#)

Information on how emissions have changed over time is available from the Environment and Climate Change Canada (ECCC) Air Pollution Emissions Inventory (APEI)¹⁹ and National Pollutant Release Inventory.²⁰ The information available in the APEI is for all of Alberta, not just the CRAZ region.

In general, the APEI shows that in Alberta nitrogen dioxide (NO_x) emissions appear to be decreasing over time²¹. This decrease is at least partially due to improved emissions controls on vehicles, especially light-duty gasoline trucks and vehicles.²² Emissions from heavy-duty diesel vehicles and off-road diesel vehicles have also been decreasing since 2010²³. NO_x emissions from the transportation sector appear to remain a fairly significant contributor of overall NO_x emissions in Alberta despite the decreases over time²⁴. NO_x emissions from another key NO_x emission source, the upstream petroleum industry (excluding oil sands), appear to have stayed fairly constant over time.²⁵

Fine particulate matter (PM_{2.5}) emissions appear to have stayed fairly constant. These emissions primarily result from dust from unpaved roads and construction operations²⁶.

Volatile organic compounds (VOCs) combine with NO_x in the atmosphere to form O₃. VOCs have fluctuated over time but do not show an increasing or decreasing trend. Most the VOCs in Alberta appear to originate from the upstream petroleum industry and fluctuations in the emissions from this industry, specifically light and medium crude oil production, appear to drive the overall fluctuations in VOCs. Another significant VOC source, general solvent use, appears to have increased over time. Other VOC sources (off road use of gasoline, agriculture, and light duty trucks and vehicles) appear to have remained fairly constant.²⁷

The emissions values calculated by APEI use a variety of different approaches for different sectors and uncertainties are inherent in the emissions estimations. Therefore, uncertainties

¹⁹ Environment and Climate Change Canada, *Canada's Air Pollutant Emissions Inventory Report 2021*, (nd), online: <https://www.canada.ca/en/environment-climate-change/services/air-pollution/publications/emissions-inventory-report-2021-executive-summary.html>. (APEI) Accessed October 1, 2021.

²⁰ APEI, supra note 21.

²¹ Ibid.

²² Ibid.

²³ Ibid.

²⁴ Ibid.

²⁵ Ibid.

²⁶ Ibid.

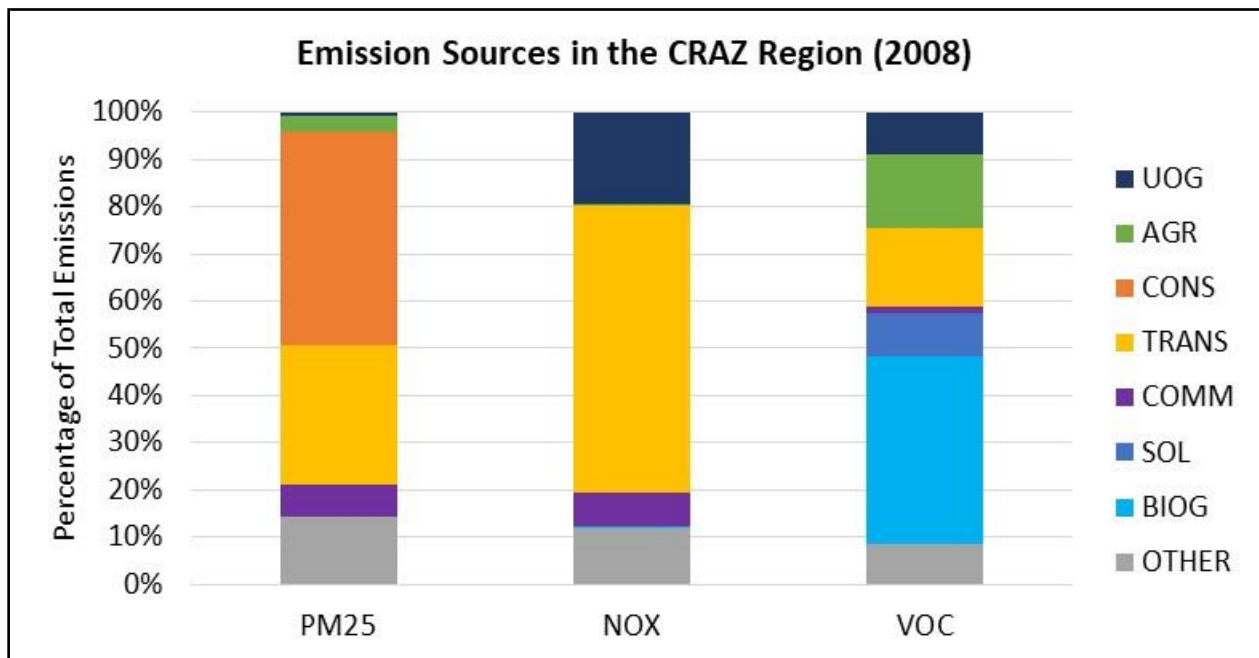
²⁷ Ibid.

are present in the trends described above. This summary represents the most up-to-date information available at the time of writing.

4.3 Key Emission Sources

Figure 6 below provides a summary of the key emission sources in the CRAZ region identified in a CRAZ consultant’s report from 2008.²⁸ Although this data is several years old, a comparison with more recent data from the APEI indicates that the figure below still reflects a relatively accurate picture of key emission sources in the CRAZ region in 2021 but with more spatial specificity to the CRAZ region than is available in the more recent APEI data.

Figure 6: 2008 Summary of Key Emission Sources in the CRAZ Region



Upstream Oil and Gas (UOG) – includes all types of petroleum exploration and production.

Agriculture (AGR) – includes agricultural anthropogenic activities, crop related fertilizing, field burning, stock burning, orchard heaters, food processing, livestock waste, etc.

Construction (CONS) – includes all construction related fugitive emissions (commercial, residential and industrial constructions)

²⁸ Novus Environmental, All Source Pollutant Emissions Inventory for the Calgary Region Airshed Zone, 2012, online [CRAZ All Source Pollutant Emissions Inventory, Novus Environmental, 2012](#)

Transportation (TRANS) – includes on-road and off-road mobile sources, airports, railroads, marine, etc.

Commercial and Residential Heating (COMM) – includes all types of commercial and residential heating such as wood stoves, fireplaces, gas, oil and coal-fired, etc.

General Solvent Use (SOL) – includes industrial surface coating and solvent use, consumer & commercial solvent use, degreasing and dry cleaning.

Biogenic (BIOG) – includes forest, agriculture vegetation, crops, grassland, dryland, urban and build-up land, range land, wetland, barren land, tundra, perennial snow and ice, and other natural emission sources

Other (OTHER) – includes any emissions not included in the above categories.

4.4 Summary of Air Quality Issues

Some of the key air quality issues that were identified by municipalities during the CRAZ survey are summarized as follows:

Health Impacts Due to Air Quality Issues

Degraded air quality in the CRAZ region may have impacts on human health. Most people in the region understand that some days there is ‘smog’ in the air that may affect their respiratory systems. Smog is community-wide air pollution that may cause reduced visibility, breathing difficulty and irritation (of the eyes or skin) for people and animals, and may damage trees, shrubs and other vegetation. SMOG is essentially an urban issue.

There are two predominant types of smog: Sulfurous smog and photochemical smog. Sulfurous smog comes from high concentrations of sulfur dioxide in the air and usually results from burning coal and fossil fuels. It is compounded by rain in areas where there are large concentrations of particulate matter in the air. Photochemical smog is of concern in the CRAZ region because it comes from the operation of vehicles and other equipment that emit nitrogen oxide and hydrocarbon gases into the air. These chemicals undergo photochemical reactions in the presence of sunlight and produce ozone.²⁹

Ozone and nitrogen dioxide (NO₂) concentrations that are over prescribed limits are unhealthy and the AQHI reflects this on a real-time basis.

²⁹ Energy Education, “Smog”, (nd), online: <https://energyeducation.ca/encyclopedia/Smog>. Accessed on September 1, 2021.

Burning Biomass/Garbage

Historically, burning garbage in ‘burning barrels’ and outdoor fire pits was a normal activity for Albertans, especially in the fall during harvest and when yard waste accumulated. However, burning biomass can result in the release of excessive amounts of PM_{2.5} in the local atmosphere that may affect people with respiratory illnesses, such as those with chronic asthma. The Municipal District of Foothills (Foothills) website provides information on biomass burning, including municipal burning regulations and FireSmart guidelines to help citizens voluntarily manage risks to their health. In Foothills, if a resident wishes to burn biomass, a burning permit is required. This is a similar requirement in most municipalities in the CRAZ region. For example, the City of Calgary requires ‘fire permits’ before a landowner may burn biomass on his or her property.

Dust

Dust is the most common air quality management issue that arises at the local scale. Most human outdoor endeavours create dust. Municipalities regulate agricultural and industrial dust controls, street sweeping, road paving, spot treatment programs, etc. Most municipalities in the CRAZ region have a dust control policy. Some have strict regulations for base stabilization during construction and road preparations. Some have a “maintainable roads decision making matrix” that they use to estimate the amount of particulate matter that is allowed for certain common activities.

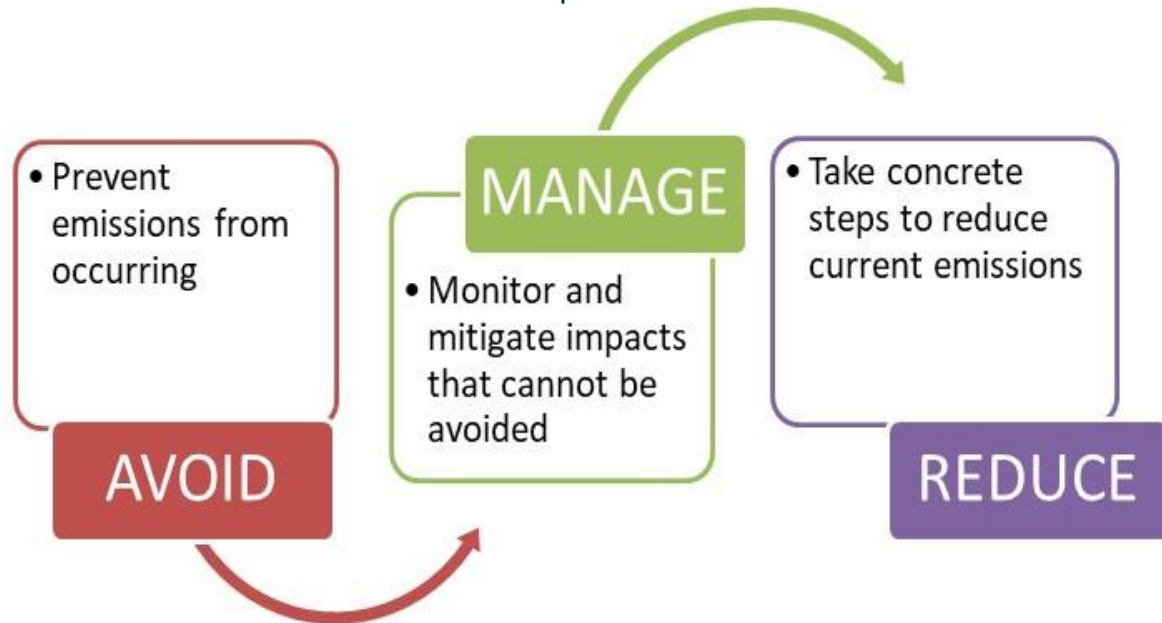
Wildfire Smoke

Wildfire smoke is a source of air pollution that is not easy to mitigate at a local scale. Wildfires from other parts of Canada and the USA can travel long distances and negatively impact air quality far from the source. The most effective management tools municipalities have at their disposal includes the AQHI, air quality monitoring and education and outreach (Table 9).

5.0 Tools in the Municipal Toolkit

Tools provided in this section of the Toolkit will help municipalities to avoid, manage, or reduce emissions and negative air quality impacts. Figure 7 shows a schematic of each strategy and illustrates how they relate to one another.

Figure 7: Avoiding, Managing, and Reducing Emissions and Negative Air Quality Impacts



Examples of each strategy are provided below.

AVOID Prevent emissions from occurring.
Example: Prohibit the use of wood burning stoves; regulate idling.

MANAGE Monitor and mitigate impacts that cannot be avoided.
Example: Set up air quality monitoring stations in problem areas to identify spatial and temporal trends. Only allow construction activities that increase dust to take place during certain wind conditions. Set residential housing development back from transportation corridors.

REDUCE Take concrete steps to reduce current emissions.
Example: Promote local and regional transit and energy efficient appliances. Provide charging stations for electric cars.

5.1 History of the Development of Alberta’s Air Quality Management Toolbox

In 2007, Alberta Environment (now Alberta Environment and Parks) commissioned *the Air Quality Management Policy Tool Leading Practice Research Report* prepared by Markbek Resource Consultants in association with Amec Earth & Environmental, (the Markbek Report).³⁰ The Markbek Report is a compilation of policy instruments and best management practices for managing ambient air quality in the Province. At the time, policy instruments were analyzed for the following stakeholder/user sectors, and categorized under the types of policy instruments as listed below:

A: Stakeholder/User Sectors:

- Industrial;
- Transportation;
- Residential;
- Commercial / Institutional;
- Energy; and
- Agriculture.

B: Types of Policy Instruments:

- Market Based Instruments and Fiscal Mechanisms;
- Regulatory Approaches;
- Negotiated Agreements;
- Voluntary Stewardship and Corporate Responsibility; and
- Supportive Programming.

The Markbek Report provides a starting point for developing policy tools and best management practices for municipalities in the CRAZ region. Some of the tools are best used to avoid air quality impacts, while others are best employed when air quality impacts cannot be avoided. In other cases, tools are implemented to reduce emissions by encouraging the use of new technology or by creating economic incentives for individual behavioural change.

³⁰ Markbek Report, *supra* note 2.

In 2016, the Province commissioned the *International Review of Non-Attainment Area Air Quality Management Tools and Techniques* from Ramboll Environ (the Ramboll Report).³¹ The new report supports the Markbek Report by addressing the same issues from an international perspective.

Together the two reports provide background information, tools and techniques that were used to develop the Province's *Air Quality Management Toolbox* (Toolbox): a user-friendly inventory of possible actions for addressing air pollution. The Toolbox is currently in an Access Database format so the list of actions can be filtered and sorted. It is meant to be a living document that is regularly maintained to include the most innovative emerging actions to address air quality management. The Toolbox is not yet publicly available, but a draft copy of the Toolbox was obtained from Alberta Environment and Parks and used to support the development of the Toolkit. While the provincial Air Quality Management Toolbox contains a list of possible management actions, this Toolkit expands on these to provide in-depth case studies for how those actions have and/or could be applied at the municipal scale.

A summary of the different types of tools identified in the Markbek Report, Ramboll report and *Air Quality Management Toolbox* have been organized into tools best suited to avoid, manage or reduce air pollution for the purposes of this Toolkit, as shown in Table 2.

Most of the tools in the Toolkit acknowledge that all of the 'sectors' identified in the Markbek Report, the Ramboll Report and *Air Quality Management Toolbox* may operate within municipal boundaries. Therefore, municipalities may be interested in using both general and sector-specific policy instruments and best management practices to address air pollution.

The Toolkit is a value-added approach for municipalities because it provides a one-stop-shop for addressing the specific air quality management issues identified by municipal members in the 2020 CRAZ survey. It provides examples of how tools within municipal jurisdictions were and could be applied.

³¹Ramboll Environ, *International Review of Non-Attainment Area Air Quality Management Tools and Techniques*, 2016, online: <https://open.alberta.ca/dataset/a796c8c4-3388-4ace-992d-cacdc2eda1e3/resource/2e1209e7-d824-4c68-abfa-3fdcd70af92e/download/reviewnonattainmentairquality-jul29-2016.pdf> (Ramboll Report). (Accessed September 15, 2020.)

Table 2: Policy Instruments to Avoid, Manage or Reduce Emissions

Policy Instrument	Avoid	Manage	Reduce
Market Based Instruments (See below)		Used as management tools and may be effective	Encourages reductions in emissions to save money
Regulatory Approaches	Non-compliance with regulations attracts fines and penalties so emissions are avoided		Regulated reductions are adhered to
Negotiated Agreements		Collaborative approaches to manage emissions among users to stay within limits	Encourages collaboration among competitors in an industry
Voluntary Stewardship	Helps to avoid	Helps to manage	Helps to reduce
Supportive Programs (See below)	Helps to avoid	Helps to manage	Helps to reduce Encourages reductions on a voluntary basis

5.2 Introducing the Tools

Each of the eight Tools in this Toolkit (identified in Table 3) are characterized as a type of policy instrument identified in the Markbek Report. Table 3 provides a list of overall benefits and challenges municipalities may face using each tool.

Table 3: Benefits and Challenges of Each Tool

TOOLS	Type of Instrument	Overall Benefits	Overall Challenges
Air Quality Monitoring Data	Supportive Programming Voluntary Stewardship	Government approved data sets Accessible through CRAZ and Provincial websites.	May not apply to specific municipality Need trained staff and resources to understand and apply
Air Quality Health Index (AQHI)	Supportive Programming Voluntary Stewardship	Real time data easily accessible through CRAZ and Alberta Health Services	Not well known and citizens don't understand its relevance to themselves
Environmental Master Plans	Regulatory approach Voluntary Stewardship Supportive programming	Can visualize connections among resource management objectives	May not have the trained staff and resources to be able to prepare and implement such a plan
Municipal Statutory Planning Documents and Other Policies and Plans	Regulatory Approach Voluntary Stewardship	General statements of policy Determine locations where known emitters may or may not locate	Plans are not enforceable Requires political will to establish land use zones with restrictions
Land Use Bylaw Provisions	Regulatory Approach	Enforceable May include conditions in development permits and subdivision approvals	Not standard practice to include in LUBs Development industry may not be onsite Municipalities do not regulate emissions

Health and Welfare Bylaws (s.7 MGA)	Regulatory Approach	Control general non-point source emissions –used to regulate specific activities known to create emissions- such as woodstoves & idling	Enforceability is problematic because largely complaint-driven. Must be able to prove non-compliance Requires personnel, monitoring and performance measures
Education and Outreach	Voluntary Stewardship Supportive Programming	Stakeholder buy-in Encourages peer reviews and self-audits	May not be able reach important stakeholders
Tree Planting and Protection of Natural Areas and Assets	Regulatory Approaches Voluntary Stewardship Supportive Programming	Stakeholder buy-in Part of EMP	Landowners may not want to protect natural areas and assets Costs of restoration may be a deterrent

Section 5.3 describes each tool in more detail to guide municipalities in deciding which tools to incorporate within their communities. The information provided in Section 5.3 answers the following questions for each tool:

- What is the tool and what is its purpose?
- How can this tool help with air quality management?
- What does this tool include?
- Where can this tool be applied?
- What air quality management issues could this tool help with?
- What are the social, economic and ecological benefits of using this tool?
- Is there government funding that relates to this tool?
- What are some examples of where this tool has been used?
- Who should use this tool?

5.3 Describing each Tool in More Detail

TOOL 1: Air Quality Monitoring Data

What is air quality monitoring data and what is its purpose?

Air quality monitoring data comes from permanent and portable air quality monitoring stations and sensors. CRAZ operates three permanent air quality monitoring stations in the region: Calgary Inglewood, Calgary Varsity and Calgary Southeast. AEP operates one permanent monitoring station, located in Airdrie. One Portable Air Monitoring Laboratory (PAML), operated by CRAZ, monitors air quality within the CRAZ region on a continuous basis at additional locations, but only for a short period of time (for example 6 months of the year in each location). In addition, CRAZ has deployed several PurpleAir PM_{2.5} sensors across the CRAZ region in partnership with Environment and Climate Change Canada (ECCC).

The data collected from the air quality monitoring network is available online through the Alberta Air Data Warehouse: <https://www.alberta.ca/alberta-air-data-warehouse.aspx> and the CRAZ website. The purpose of the collected data is to inform key stakeholders and the public of the status of air quality and how air quality is changing over time.

How can air quality monitoring data help with air quality management?

One key use of air quality monitoring data collected in the CRAZ region is to calculate management levels against the federal Canadian Ambient Air Quality Standards (CAAQS): the overarching guidelines for air quality management in Canada. Regional monitoring data is compared to the CAAQS to determine the “management level” for each region (green, yellow, orange or red). The management levels provide guidance on actions that are required to address air quality concerns in the area.

To compare monitored data to the CAAQS, complex pre-processing is required. Municipalities need (and should) not do the comparisons themselves but can obtain the CAAQS levels from the Province. The CAAQS management levels can be found online in the annual Alberta Environment and Parks Alberta Air Zones Reports: <https://www.alberta.ca/canadian-ambient-air-quality-standards.aspx>.

What does air quality monitoring data include?

Monitoring data is recorded continuously at stations in the CRAZ region for several parameters including

- Nitrogen dioxide (NO₂)
- Ozone (O₃)

- Fine particulate matter (PM_{2.5})
- Sulfur dioxide (SO₂)

What issues could air quality monitoring data help with?

Air quality monitoring data helps to inform municipalities of how much action is required to address air quality issues. The data provides an indication of the current status and historic trends of air quality in the region to compare to CAAQS management levels.

The CAAQS management levels are used to inform whether a management response is required to address air quality issues. At the lowest management level, no action is required. At higher management levels, actions would be required to maintain air contaminants at the current levels or to reduce air contaminants of concern to acceptable levels.

What are the social, economic, and ecological benefits of using air quality monitoring data?

The CAAQS are set based on the protection of human health and the environment. At the time the CAAQS were established, socio-economic assessments were completed to assess the costs and benefits of achieving the CAAQS including benefits to human health. Therefore, the use of the management levels to guide air quality management activities is expected to have social, economic and environmental benefits if it results in the continued achievement of the CAAQS.

Is there government funding that relates to air quality monitoring data?

Provincial and federal government funding contributes to the collection of air quality data and the processing of the air quality data..

What are some examples of where monitoring data has been used?

Example 1

Use of CAAQS Management Levels in Environmental Scorecards

Several municipalities are incorporating the CAAQS management levels into objectives under their Environmental Management Plans (EMP) (see Tool 5). The EMP may include a “scorecard” to measure performance against CAAQS.

Example 2

Annual Review of Updated Management Levels

Some municipalities review the updated CAAQS management levels every year with the intent to report to council if data indicates a need to act.

Who should use the air quality monitoring data?

Environmental specialists within municipalities may review the data and use it to support the development of an air quality management plan.

TOOL 2: Air Quality Health Index

What is the Air Quality Health Index and what is its purpose?

The Air Quality Health Index (AQHI) is a numeric evaluation of health risks posed by specific contaminants in the air based on continuous air quality monitoring and forecasted air quality. It is a real time number from 1 to 10+ that indicates the level of relative health risk associated with local air quality as shown in Figure 8. The AQHI can be accessed online at airquality.alberta.ca or by downloading the AQHI Canada app on a mobile phone or tablet. The AQHI for the CRAZ region is posted on the [CRAZ website](#).

Figure 8: Air Quality Health Index



The AQHI provides Albertans with a tool for understanding outdoor air quality on any given day so Albertans can choose outdoor activities accordingly.

How can the Air Quality Health Index help with air quality management?

The AQHI tool helps with air quality management in Alberta by translating air quality conditions into a risk-based value for Albertans to use in decision-making. This tool presents Albertans with a measure of the health risks they potentially face by going outside, enabling Albertans to reduce exposure during to poor air quality conditions.

What does the Air Quality Health Index include?

The AQHI website and app provide current air quality conditions, as well as forecasted conditions over several hours and the maximum AQHI value expected for the following day. Along with the AQHI number, information on health risks associated with current air quality conditions are provided. Information on actions individuals can take to avoid exposure to poor air quality is also available.

What issues could Air Quality Health Index help with?

The AQHI provides the public with current air quality conditions. The AQHI is intended to advise when poor air quality conditions exist, and which vulnerable groups should avoid going outdoors. Municipalities can aid their community members by developing engagement materials to promote the use of the AQHI. There are several existing AQHI-related engagement materials that could be adapted or used directly. For example, the Alberta Airsheds Council (AAC) developed a video on the AQHI. It is available at <https://www.youtube.com/watch?v=h9-eezU0 Ng>.

The AQHI is used in Alberta's Air Quality Notification Protocol (AQNP). The AQNP is a collaboration between AEP, Alberta Health Services (AHS) and ECCC. Special Air Quality Statements are issued if the AQHI is 7 or higher for 2 or more hours, if forest fire smoke is impacting a community, or if visibility is reduced. Special Air Quality Statements can be accessed on different platforms including the Government of Canada Public Weather Alerts <https://weather.gc.ca/warnings/>. More information on Alberta's AQNP can be found at <https://open.alberta.ca/publications/alberta-air-quality-notification-protocol-what-you-need-to-know>.

In addition, municipalities may want to use Special Air Quality Statements to, for example, issue notices to residents, reduce outdoor work by employees, or restrict/discourage activities on municipally owned sports fields during Special Air Quality Statements.

What are the social, economic, and ecological benefits of using Air Quality Health Index?

Use of this tool can provide social, economic, and environmental benefits. If residents are aware of poor air quality events when they are occurring, then they can reduce their time outdoors during these conditions and decrease personal discomfort and illness. Reduced exposure of residents to poor air quality can result in economic benefits in the form of saved medical expenses. During poor air quality events, hospital visits tend to increase from individuals with respiratory issues. When these individuals are informed of air quality conditions, hospital visits, chronic conditions and instances of premature death can be avoided hence, reduce hospital admissions. The AQHI raises awareness of the importance of air quality for citizens and may motivate Albertans to reduce emissions, especially during poor air quality events.

Is government funding available for Air Quality Health Index?

The AQHI is freely provided on provincial and federal websites and through mobile apps. Municipalities only need to direct their residents to the tool and apply it to their municipal website if desired.

What are some examples of where the Air Quality Health Index have been used?

Example 1

AQHI Linked Lighting in the City of Edmonton and Medicine Hat

The City of Edmonton promotes the use of the AQHI with a self-made app. The app translates the AQHI into lights on a map that change colour to reflect the AQHI conditions outside. The lights can be used in places like recreation facilities, and parks to inform people poor air quality conditions. Edmontonians can make informed decisions on whether to recreate outside or not. The app is freely available, and Palliser Airshed Society (Medicine Hat area) is using it at the Family Leisure Centre in Medicine Hat. The app is available at:

<https://smartcities.edmonton.ca/resources/>.

Who should use the Air Quality Health Index?

The AQHI is intended to be used by all Albertans. Municipalities can promote the use of AQHI by using existing engagement products, developing their own or working with CRAZ.

TOOL 3: Environmental Master Plans

What is an Environmental Master Plan and what is its purpose?

An Environmental Master Plan (EMP) is designed to provide a long-term vision and list of goals for the municipality's environment. The document describes how all activities in a region might impact on the natural environment. It provides metrics, measurable targets for those metrics, identifies roles and establishes a process for evaluating and implementing actions to attain the set goals. It is intended to set clear commitments on how negative impacts will be **avoided**, **reduced**, and **managed** so that they are environmentally acceptable.

How can an Environmental Master Plan help with air quality management?

An EMP can help with air quality management by setting about a clear approach and targets for managing air quality issues, proactively approaching air quality issues, and clearly laying out synergetic benefits with other environmental issues.

What does an Environmental Master Plan include?

An EMP is a comprehensive document that includes the following information:

- long-term vision
- goals
- process to follow regarding how decisions are made
- measurable metrics
- legal requirements and targets (including schedule)
- baseline (what you are measuring against) and
- actions on how to meet goals

What issues could an Environmental Master Plan help with?

This tool could help **avoid**, **manage**, or **reduce** any local air quality issues a municipality would like to address (ones that lie within the boundaries of the municipality). Aligning with bordering municipalities' EMPs, naturally could have a larger geographic impact.

Where / how do I apply an Environmental Master Plan?

Since an EMP is a document that sets out the framework for a municipality, it is prudent that the EMP is completed as a separate document (like a policy document) from other plans. This document could be statutory but does not need to be, so long as the document is accepted by municipal council and backed by its authorizers.

What are the social, economic, and ecological benefits of using an Environmental Master Plan?

Social benefits to addressing an EMP include being proactive in addressing potential negative impacts to the air shed. This could translate into less complaints by individuals within the municipality about air quality issues (such as dust and smoke). Economic and ecological benefits of using EMPs includes addressing all environmental components within one framework. By having one clear document laying out a municipality's vision for the environment, a municipality can take a holistic approach to its environmental stewardship and find efficiencies.

Is government funding available for Environmental Master Plans?

Information on government funding for the development of Environmental Master Plans can be obtained from Alberta Urban Municipalities Association at [AUMA Planning and Funding Grants](#).

What are some examples of where an Environmental Master Plan has been used to manage air quality?

Example 1

Red Deer Environmental Master Plan

The Town of Red Deer completed their Environmental Master Plan in June 2019. The document lays out a clear framework of the city's environmental vision, goals, and processes. The document lists air quality as a "Focus Area" and provides an excellent example of how air quality is integral part of their environmental stewardship (See Appendix B).

Example 2

Okotoks Environmental Master Plan

The Town of Okotoks provides an example of how a smaller municipality uses an environmental management approach to manage air quality. Okotoks' *Environmental Master Plan* was adopted by Council in 2018 following 4 years of community consultation. The Environmental Master Plan includes sections on 'Energy, Emissions and Air Quality' that set out how the community intends to avoid, manage, or reduce air quality impacts over time. (See Appendix B).

Who should complete an Environmental Master Plan?

Since the municipality is the responsible environmental steward of the lands they inhabit, it is prudent that they are involved. However, since most municipalities do not have specialists in every environmental component, it is recommended they engage professionals specializing in environmental assessments and management.

TOOL 4: Statutory Planning Documents and Other Policies and Plans

What are statutory planning documents, and what is their purpose?

A municipal council is responsible for creating four types of statutory planning documents to control land use and development within municipal boundaries. These include:

- Intermunicipal Development Plans (IDPs)
- Municipal Development Plan (MDP)
- Area Structure Plans (ASPs) and
- Area Redevelopment Plans (ARPs).

All statutory planning documents might be used to help municipalities avoid and manage negative impacts of development on air quality within local boundaries.

Intermunicipal Development Plans (IDPs) are high-level land use planning policy documents created by two or more adjacent municipalities. The purpose of IDPs is to ensure that municipalities with shared borders agree about future land use development within co-

identified “fringe areas.” An IDP helps municipalities plan for future development along their borders and avoid negative social, economic, and ecological impacts.

Municipal Development Plan (MDPs) are high-level land use planning policy documents. A municipal council must prepare an MDP for all lands within the municipality. The MDP must address the future use of land, the manner and proposals for future development, and the provision of required transportation systems and municipal services and facilities in the entire municipality. An MDP must also contain policies respecting development constraints, development in relation to sour gas facilities, the allocation of municipal and school reserves, and the protection of agricultural operations. Finally, an MDP may address proposals for the financing and programming of municipal infrastructure, the coordination of municipal programs relating to the development of the municipality, environmental matters, financial resources, economic development, and any other matter relating to the physical, social, or economic development of the municipality.

Area Structure Plans (ASPs) and Area Redevelopment Plans (ARPs) are used to provide broad-brush land use and development policies for large green fields, or large areas of land slated for redevelopment. Policies in these plans are more specific than in an MDP because they are for a particular ASP or ARP planning area.

IDPs, MDPs, ASPs and ARPs are policy documents and as such are not enforceable in Alberta’s court system. A municipal council is not bound by the policies in their statutory plans and may decide not to implement any of the policies or implementation strategies found in these documents.

While IDPs are not amended frequently because they require extensive formal processes in both municipalities, MDPs, ASPs and ARPs are amended at the discretion of municipal councils or in response to applications for amendments made by landowners or developers.³²

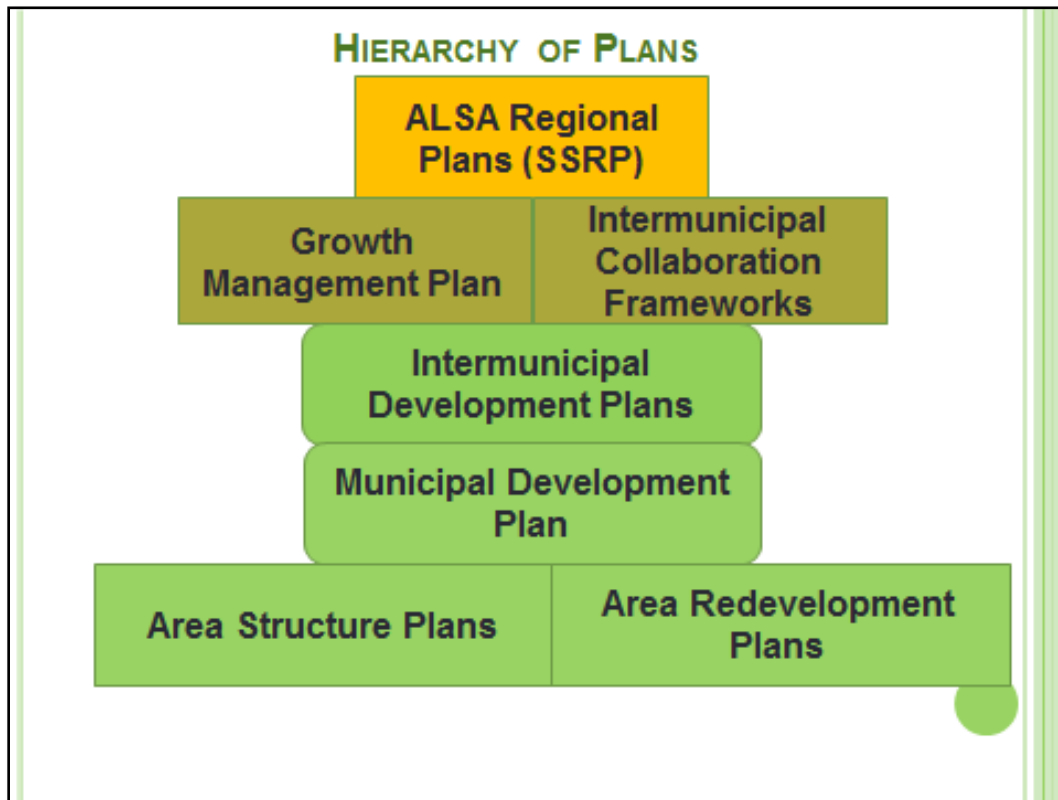
There is a hierarchical relationship among these plans: for example, policies in an IDP supersede the MDP and other statutory plans. The MDP supersedes ASPs and ARPs. All statutory planning

³² See: Alberta Urban Municipalities Association, ‘Municipal land use planning,’ (nd) online: <https://www.auma.ca/advocacy-services/programs-initiatives/municipal-planning-hub/land-use-planning-alberta/municipal-land-use-planning> for description of municipal land use planning and statutory planning documents. Please note that provisions in Land Use Bylaws prevail over policy statements in statutory planning documents.

documents must be consistent with one another and any applicable growth plan, such as the Calgary Metropolitan Region Board Growth Plan, and regional land use plan, such as the SSRP.

The hierarchy of land use planning documents is shown in Figure 9.

Figure 9: Hierarchy of Land-use Planning Documents in the CRAZ Region



Source: Judy Stewart presentation materials, Municipal Planning Law, University of Calgary, March 2021.

What other Municipal Policies and Plans are available, and what purposes do they serve?

Other municipal policies and plans, including growth plans, intermunicipal collaboration frameworks (ICFs), sustainability plans, and transportation plans may help municipalities avoid and manage negative impacts of poor air quality. Alberta municipalities are collaborating and using other types of planning documents to address interjurisdictional environmental issues that pose potential health and safety risks to their citizens.

Recent amendments to the *Municipal Government Act*³³ (Part 17, 17.1 and 17.2) enables regional scale land use planning to manage rapid growth and to manage the need for development and upgrades to existing regional infrastructure. New institutional arrangements have emerged to help municipalities collaborate to manage growth (growth plans) and to plan, build, and fund needed facilities, pipelines, and mobility corridors together through mandated ICFs.

Municipal councils in the Calgary Metropolitan Area are required by law to participate in preparing and adhering to the growth plan for the growth management area. When they participate in regional growth planning, municipalities are not required to create ICFs with their neighbours. Instead, municipalities may rely on existing IDPs. All municipal councils with one or more neighbours have the discretion to prepare and adhere to an ICF.

In larger urban centers, local sustainability plans, erosion and sediment control plans, and transportation plans reflect local needs to work within the carrying capacity of the local and regional ecosystem. This includes the capacity of the airshed to handle both regulated emissions and non-point source emissions, such as emissions within transportation corridors.

How can Statutory Planning Documents and Other Policies and Plans help municipalities manage air quality?

Statutory planning documents may help municipalities manage local air quality. This is accomplished through planning and developing policies and implementation strategies which can aid with the following:

- avoid and manage negative air quality impacts caused by land development, (such as dust) during and post-construction
- create commercial and industrial land use districts where development to accommodate regulated emitters is setback from residential communities (at scientifically determined appropriate distances to protect human health and well-being) and
- conserve and restore natural areas that function as natural buffers to regulated emitters.

Traditionally, IDPs and MDPs were used by municipalities to frame future land use and development. The plans identified locations for major transportation and servicing corridors. Not much consideration was given to how future development patterns and transportation

³³ *Municipal Government Act*, RSA 2000, c.M-26 (MGA).

corridors might impact local or regional air quality. Some newer MDPs provided sustainability and climate change adaption policies, but these focused on energy efficiency and carbon reduction. In the future, more direct commitments with the MDP, such as land use districts housing, known industrial emitters, and major transportation corridors, should address specific setback distances from residential areas. Such policy statements could demonstrate strategic air quality management actions.

Municipalities rarely provide policies for air quality management in ASPs or ARPs. In the future, ASPs and ARPs could include policy statements that limit land uses in certain land use districts to achieve strategic air quality management outcomes. They may include policies that require conservation and management of natural areas next to regulated emitters.

Municipal sustainability plans, regional growth plans and ICFs could help municipalities create transportation policies that reduce air emissions. Transportation plans emerging at the municipal scale are generally aligned with regional growth plans and ICFs. Specific strategies could include local and regional public transit corridors.

What do Statutory Planning Documents and Other Municipal Policies and Plans include?

Every municipality has different industries and influences, so statutory plans, and policies each municipality creates, will be unique to that community's issues. Generally, these plans provide direction to municipal administrators, landowners, and land development industries about the desired future state for the community. When air quality management outcomes are identified, they reflect shared community values to meet the living, working and recreational needs of the citizens. These usually provide the "how to" implement, who is paying for it and the length of time it will take to implement. For example, a transportation plan could provide a capital budget and capital reserve for improving transit and other infrastructure.

What identified municipal air quality management issues could Statutory Planning Documents and Other Municipal Policies and Plans help with?

These tools could help municipalities manage air emissions sources and bring in emissions free or cleaner technologies. For instance, integrating policies promoting public transit-oriented development and transportation corridors into ASPs. Local planning documents restricting biomass burning to specific locations or land use districts within the community or time of year could also be addressed within these documents. These documents could help municipalities plan locations for regulated commercial and industrial emitters such as factories, industrial operations, and gravel pits.

Where within Statutory Planning Documents and Other Municipal Policies and Plans do I address air quality?

Statutory planning documents are usually prepared by municipal planning staff for consideration by municipal council. Statutory planning documents may only be adopted by resolution or enacted as a bylaw after a public hearing. Bylaws to enact statutory planning documents must have three readings. Once the bylaw is formally enacted, after third reading, municipal councils and planning departments must follow these plans when reviewing and approving proposed subdivisions or development of land within a municipality.

Statutory planning documents are implemented through provisions in the municipality's Land Use Bylaw (see Tool 5 below). Broad-brush policy statements in statutory planning documents are implemented through land use bylaw provisions that are of general application throughout the municipality, or only apply in certain land use districts.

When air quality management is a local issue, policy statements and strategic action plans are usually included as part of or a section of an MDP, an ASP, or ARP. For example, the most recent version of the growth plan for the Edmonton Metropolitan Area does not contain any policies for local or regional air quality management.

What are the social, economic, and ecological benefits of using these tools?

As statutory planning documents are required by law, they may provide the most logical and cost-effective opportunity for creating air quality policy statements and strategic action plans. Each document would outline social, economic, and ecological benefits of each proposed action.

Is government funding available for these tools?

There are government resources available to help municipalities create statutory planning documents and other municipal policies and plans. Municipal Affairs has developed a *Guidebook for Preparing a Municipal Development Plan*³⁴ to assist municipalities in developing MDPs that “meet the requirements in the MGA.”³⁵

³⁴ Government of Alberta, ‘Guidebook for Preparing a Municipal Development Plan’, online: [Guidebook for Preparing a Municipal Development Plan \(alberta.ca\) 2018](#)

³⁵ Alberta Urban Municipalities Association, ‘Municipal land use planning’, (nd), online: <https://www.auma.ca/advocacy-services/programs-initiatives/municipal-planning-hub/land-use-planning-alberta/municipal-land-use-planning> (Accessed on July 1, 2021.)

Growth management boards receive funding from Alberta Municipal Affairs. When preparing ICFs, municipalities may receive partial funding from Alberta Municipal Affairs.

What are some examples of where statutory planning documents and other municipal policies and plans have been successful in managing air quality?

Example 1

Airdrie MDP

In 2018, the City of Airdrie included an air quality policy statement within their MDP. It stated “Air Quality 3.30. The City shall promote efforts to improve air quality and may work with other stakeholders to monitor air quality and establish stewardship programs that promote improved air quality.”³⁶

Example 2

Okotoks MDP

In early 2021, the Town of Okotoks revised their MDP to include policies for reducing transportation emissions through land use planning for compact urban form and transit oriented development.³⁷

Example 3

Calgary Transportation Plan

In 2020, the City of Calgary adopted the Calgary Transportation Plan. The transportation plan provides an example of how desired air quality management outcomes align with the city’s sustainability plan and the revised MDP. All three documents were coordinated as part of long-term planning for mitigating and minimizing negative impacts of transportation corridors and infrastructure on the environment.

‘Transportation Goal 6: Advance environmental sustainability. The transportation system should be planned, designed, operated and maintained to reduce the impact of travel on the environment by curbing land consumption, protecting air and water quality and reducing energy consumption and greenhouse gas emissions.’³⁸

³⁶ City of Airdrie, 2018, Airdrie City Plan, Municipal Development Plan for the City of Airdrie,’ online: <https://www.airdrie.ca/getDocument.cfm?ID=6602> at page 29. (Accessed June 1, 2021.)

³⁷ Town of Okotoks, 2021, Uniquely Okotoks: Municipal Development Plan’ online: [Draft Bylaw 02-21 with Schedule A.pdf \(okotoks.ca\)](https://www.okotoks.ca/Draft%20Bylaw%2002-21%20with%20Schedule%20A.pdf)

³⁸City of Calgary, 2020, ‘Transportation Plan – 2020 Adopted 2009 and updated 2020 Municipal Development Plan - Volume 3’, online: <https://www.calgary.ca/ctp2020/CTP-2020-P12> at page 9. Accessed July 3, 2021.

It remains unclear how these policies will be implemented through land use bylaw provisions and strategic action plans.

Who should prepare Statutory Planning Documents and Other Municipal Policies and Plans?

Statutory Planning and Municipal Policies and Plans are usually planned and prepared by planning departments or other municipal departments (such as transportation and infrastructure). Municipal administrators often require technical support from consultants and other experts to ensure that policies and strategic action plans are scientifically correct and achieve municipal outcomes. Draft policies and plans are considered by municipal councils who formally enact or adopt the policies and plans in accordance with requirements provided in the MGA.

TOOL 5: Land Use Bylaws

What are Land Use Bylaws, and what is their purpose?

Under Part 17 of the *MGA*, municipalities are authorized to prohibit, regulate, and control land use and development within municipal boundaries through a land use bylaw (LUB). A LUB is a regulatory instrument and is enforceable in Alberta courts against a person or legal entity that does not comply with the provisions. LUB provisions supersede policy statements included in statutory plans such as an MDP, ASP or ARP.

Every municipality must ensure each parcel of land within their jurisdiction, no matter whether it is federally, provincially, municipally, or privately owned, is included in a land use district. Land use districts must have at least one permitted use and may have many discretionary uses that require careful consideration by a development authority before they are approved. LUB provisions may be applied in general, in all land use districts in the municipality, or may only apply within a specific land use district.

Municipal councils acknowledge that land use development practices may have negative impacts on local air quality. Municipalities use LUBs to manage dust and odour from specific industrial operations. They have not been used in other applications. Even then, the LUB usually directs the applicant for a development permit or a subdivision approval to provincial policies and laws. Such permits and approvals may include *Environmental Protection and Enhancement Act (EPEA)* approval, and development and operating codes of practice, for example the *Code of Practice for Pits*.

How can Land Use Bylaw provisions help with air quality management?

LUBs may help with air quality management by the following:

- including provisions that require air quality management studies assess potential negative impacts on air quality before certain land uses may be considered in certain land use districts.
- Listing land uses in industrial or natural extraction land use districts as discretionary uses. This could aid these industries in properly locating proposed operations in suitable locations (such as gravel extraction).
- indirectly addressing potential negative air quality impacts when ‘buffer zones’ are put in place to ensure that industries, such as gravel operations, are located safe distances from residential developments.
- indirectly addressing air quality by promoting higher density, transit-oriented, or mixed use neighbourhoods to encourage active lifestyles (pedestrian only areas) and public transit.

What do land use bylaws include?

A typical LUB (see Town of Okotoks referenced below) contains the following information:

- Purpose and Authority
- Administration
- Provisions of General Application
- Land Use Districts (Residential; Commercial; Industrial; Institutional; Natural Areas; Parks and Open Space. Within each of these categories there may be further distinctions to reflect the specific policies and needs of the municipality.)
- Maps and Overlays
- Direct Control Districts (if any)

What issues could land use bylaws help with?

LUBs could help with manage air quality sources by requiring:

- dust management plans during construction
- strict times of day and locations for certain activities such as biomass burning
- transit oriented development and transportation corridors for cyclists, carpool lanes and pedestrian only areas
- locating regulated emitters and industrial operators (such as gravel extraction operations) at appropriate distances from residential and institutional land districts
- air quality monitoring, buffering, and landscaping to help reduce air emissions in vulnerable areas (hospitals, schools, etc.).

Where/how are land use bylaws applied?

LUB provisions are applied by municipal development authorities. Often air quality studies are completed by technical experts to determine the level of impact a management strategy may have to the area.

What are the social, economic, and ecological benefits of using land use bylaws?

A LUB is required by law and therefore provides opportunities for municipal councils to establish development patterns and regulate land use in all districts. The five purposes of municipal government are as follows:

- to provide good government,
- to foster the well-being of the environment,
- to provide services, facilities, or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality,
- to develop and maintain safe and viable communities, and

- to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.³⁹

Is government funding available for land use bylaws?

No, LUBs are paid for by municipal general revenues.

What are some examples where Land Use Bylaws were successful in managing air quality?

Example 1

Town of Okotoks Land Use Bylaw

See section: Active Transportation & Vehicular Circulation Standards to promote transit and other forms of transportation within the community.⁴⁰

Example 2:

Rocky View County LUB

In Rocky View County, the updated LUB includes the provision that any new gravel pit must be under a Direct Control (DC) land use designation. This allows Council to customize the regulations for these developments to be site specific and can, for example, include specifics related to dust mitigation to prevent excessive PM_{2.5} emissions.⁴¹

Example 3:

Municipal District of Foothills LUB

The Foothills LUB includes requirements for home-based businesses. Smoke, dust and odour shall not be detectable beyond the boundary of the lot (home based business). Also, the LUB contains provisions to facilitate renewable energy generation including:

- allowing installation of a wind energy conversion system for personal or agricultural use on that parcel without requiring a development permit.
- allowing installation of solar power systems for personal household or agricultural use without a development permit.

³⁹MGA, *supra* note 34, section 3.

⁴⁰ Okotoks Land Use Bylaw, BYLAW 17-21, JUNE 14, 2021, online; <https://www.okotoks.ca/sites/default/files/2021-06/Land%20Use%20Bylaw%2017-21.pdf>. Accessed on June 30, 2021.)

⁴¹ Rocky View County Land Use Bylaw, pg. 53. July 27, 2021 [RVC-Land-Use-Bylaw.pdf \(rockyview.ca\)](https://www.rockyview.ca/files/2021-07/RVC-Land-Use-Bylaw.pdf)

- creating new, direct-control, land-use districts for commercial solar power generation facilities.⁴²

Who should complete the Land Use Bylaw?

Municipal councils enact Land Use Bylaws under the authority of Part 17 of the *MGA*. Development authorities appointed by municipal councils are required to implement LUB provisions when they are reviewing and approving applications for development permits or subdivision approvals.

TOOL 6: Health and Welfare Bylaws (Section 7 Bylaws)

What are Section 7 Bylaws, and what is their purpose?

Section 7 of the *MGA* gives municipalities the authority to pass bylaws that support the health and welfare of its citizens.⁴³ These bylaws are regulatory tools and apply throughout the municipality; they are enforceable through Alberta’s court processes. Bylaw provisions must not be ambiguous, and a citizen must be able to understand the consequences of failure to comply.

How can Section 7 Bylaws help with air quality management?

Recent Section 7 bylaws are used by different municipalities to regulate human activities that have negative impacts on local air quality. These include:

- vehicle idling,
- wood burning stoves and outdoor burning barrels, and
- application of pesticides for cosmetic purposes.

What do Section 7 Bylaws include?

A typical Section 7 bylaw includes the following:

- Municipal authority and reason why the municipality is enacting the bylaw
- Title

⁴² Foothills County Land Use Bylaw, Bylaw 10-12 Home Based Business, Nuisances, pg. 130, August 27, 2021 [MD Foothills | Resource Library](#)

⁴³ *MGA*, *supra* note 34, s.7: General jurisdiction to pass bylaws: A council may pass bylaws for municipal purposes respecting the following matters: (a) the safety, health and welfare of people and the protection of people and property; (b) people, activities, and things in, on or near a public place or place that is open to the public; (c) nuisances, including unsightly property; (d) transport and transportation systems; (e) businesses, business activities and persons engaged in business; (f) services provided by or on behalf of the municipality; (g) public utilities; (h) wild and domestic animals and activities in relation to them; (i) the enforcement of bylaws made under this or any other enactment.

- Definitions
- General Prohibition Statement
- Specific Prohibitions (for specific issues such as dust, smoke, wood burning)
- Exemptions from application
- Notice
- Right of Entry for Inspection
- Enforcement
- Penalties
- General clauses
- Coming into Force Provisions

What issues could Section 7 Bylaws help with?

Section 7 bylaws help municipalities by:

- containing provisions that help citizens avoid, manage, or reduce emissions. This tool is most effective when combined with financial incentives and education programs.
- regulating and restricting biomass burning throughout the community. This tool is most effective when combined with education programs.
- mandating dust control measures during certain surface conditions, near residential areas and vulnerable areas.

Where/how are the Section 7 Bylaws applied?

Section 7 by laws, once enacted are municipal laws and are enforced by municipal bylaw enforcement officers.

What are the social, economic, and ecological benefits of using Section 7 Bylaws?

Social, economic, and ecological benefits may include managing air emissions sources around the community activities so members can enjoy their natural environment. Enforcing the bylaw takes additional resources; however, this could be managed through cross-training and community education programs. Ecological benefits of implementing this tool include potentially reducing the amount of impact to vegetation, waterbodies, and wildlife.

Is government funding available for Section 7 Bylaws?

Creation, enactment, and enforcement of Section 7 bylaws is paid for from general municipal revenues.

What are some examples of where Section 7 Bylaws have been used to manage air quality?

Example 1

MD of Foothills Open air burning bylaws

The MD of Foothills has included the following provisions in their bylaws:

- Open fires require a burning permit prior to the activity (does not apply to backyard fire pits)
- Include regulations for burning on agricultural lands.
- Ban large burn piles while Foothills Fire Board and Council review the permit and processes.
- Develop restrictions surrounding fireworks to reduce risk of fires.⁴⁴

Example 2

Town of Okotoks Idle-Free Bylaw

Okotoks has implemented idle free areas within the town limits.⁴⁵

Example 3

City of Calgary Community Standards Bylaw

The City's *Community Standards Bylaw* addresses all manner of nuisances including dust and burning.⁴⁶

Example 4

Town of Cochrane Nuisance and Unsightly Premises Bylaw

Section 4.2(d) of the bylaw prohibits any occupant or owner of any property or premise from allowing or causing an opaque or dense smoke or dust to be emitted to the atmosphere from any lands, buildings or premises within the Town of Cochrane.⁴⁷

⁴⁴ MD of Foothills, [MD Foothills | Burning Permits & Regulations](#) (Accessed October 28, 2021)

⁴⁵ <https://www.okotoks.ca/sites/default/files/pdfs/publications/Bylaw%2018-15.pdf> (Accessed on October 15, 2020.) See: *Okotoks Idle Free*, (nd), online: <https://www.okotoks.ca/sustainability/your-environment/air> (Accessed October 25, 2020)

⁴⁶ <https://www.calgary.ca/csps/abs/bylaws-by-topic/community-standards-bylaw.html> (Accessed October 25, 2020.)

⁴⁷ Town of Cochrane, Bylaw No. 04/2007, online:

<https://www.cochrane.ca/ArchiveCenter/ViewFile/Item/50#:~:text=The%20main%20goal%20of%20this,airborne%20nuisances%20or%20visual%20nuisances>

Who should prepare Section 7 Bylaws?

Municipal administration usually prepares health and welfare bylaws for consideration and enactment by council. Unlike statutory planning documents and the LUB, Section 7 Bylaws do not require a public hearing. Some municipalities make reviewing Section 7 Bylaws an educational activity and invite public input to help reflect shared community values (see *Okotoks Idle Free* referenced above.) Section 7 bylaws are administrative in nature and attract penalties or fines. Municipal bylaw enforcement officers enforce Section 7 bylaws. Non-compliance with Section 7 bylaws or refusal to pay penalties or fines can be enforced by municipal bylaw enforcement officers through provincial court process.

TOOL 7: Education and Outreach

What are education and outreach programs and what is the purpose of these tools?

Education and outreach programs create awareness, provide information, and build understanding of the importance of air quality and the impacts of air pollution on human health, the environment, and the economy. These types of programs empower residents, visitors and the business community better avoid, manage, and reduce emissions from many daily activities. Education and outreach provide municipalities with a forum to inform the public of environmental stewardship.

How can education and outreach programs help with air quality management?

Taking care of our air is a shared responsibility between business/industry, levels of government, and the public with each having a role to play. Education and outreach help build knowledge and empower individuals and businesses to promote environmental sustainability.

The public and stakeholders must first be made aware that air quality is an issue that has health, environmental, and economic impacts. They must understand the types of air contaminants, understand the AQHI, understand the types of activities that contribute to air pollution, and understand how air quality impacts their quality of life. Only then, can individuals develop an appreciation for good air quality and improve awareness and attitudes. Individuals must be empowered as environmental stewards and support air quality initiatives.

What do education and outreach programs include?

Education and outreach programs vary widely; however, all are intended to create awareness, educate, and empower residents, visitors, and the business community about air quality. Many air quality information and education publications already exist and can be found online. The federal and provincial levels of government, airsheds, and environmental organizations

have a variety of air quality publications in the forms of infographics, brochures, posters, fact sheets, mobile phone apps, and classroom and resource kits. These resources are free to use and can be imbedded into municipal websites, messaging, and campaigns.

Energy efficiency, green living, or best practice 'do-it-yourself' guides provide key information to homeowners and business owners, to understand improvements in energy efficiency that can save money, add comfort, create healthier buildings and outdoor spaces, and reduce ecological impact.

Various municipalities and airsheds regularly host educational and interactive exhibits and workshops. There are opportunities to take part in or advertise these events, as well as to host a similar event specifically targeted at your municipality.

There are organizations (such as CRAZ) across Alberta and Canada that deliver tailored environmental awareness and education programs. Awareness campaigns can provide constant reminders to foster specific environmentally friendly behaviors. In addition, government and non-government organizations offer ready-made campaigns targeted at addressing specific air quality issues.

What issues could education and outreach programs help with?

The municipal government is well positioned to partner with their local airshed organization in air quality education and outreach and to remove barriers to foster solutions. Education and outreach create awareness and understanding of complex air quality issues. This aids to mitigate the following difficulties in garnering public and stakeholder support in implementing air quality management solutions:

- The public and stakeholders may not see and understand air quality is a concern in Alberta with the AQHI quantifying air quality as good most of the time.
- There may be gaps in information and inconsistent messaging resulting in a lack of clear, collective understanding, direction, and expectations from the public and stakeholders.
- The public and stakeholders may have unrealistic expectations. When the expectation is not realised it may result in decreased motivation and participation.
- Viewpoint that the economy and environment are disconnected or work in conflict of each other.
- Willingness to understand and contribute to the issue because of belief paradigms shaped by perception, emotions, and values.

Where/how are education and outreach programs applied?

Education and outreach programs are tools which a municipality can use to send messaging to the public regarding a municipality's challenges in dealing with specific air quality issues. A municipality can communicate to their public and businesses the following information and techniques:

- General
 - Improve air quality literacy, including the current state of air quality and its impact on human and environmental health.
 - Use simple and straightforward messaging.
 - Partner with other levels of government and coordinate with external stakeholders for consistency in key messaging and leverage engagement opportunities.
 - Current, targeted, and coordinated public outreach, media releases, and information sharing.
 - Leverage special events (Clean Air Day, Earth Day, National Environment Week).
 - Work with airsheds to leverage opportunities to build on awareness and knowledge in communities and with airshed members.
 - Understand the impacts of wood/waste burning on air quality.
- Buildings & Energy
 - Where energy comes from.
 - Impacts of everyday energy use on air quality.
 - Results from adopting energy conservation practices.
 - Opportunities in green energy alternatives.
 - Impacts of various forms of building heating and cooling on air quality.
- Transportation
 - Link vehicle emissions with fine particulate matter levels, and human health impacts.
 - Impact of transportation of air quality.
 - Actions and decisions that can be done to reduce transportation emissions and to act, including:
 - Reducing idling duration and frequency,
 - Selecting more efficient and appropriate vehicles for the need,
 - Choosing alternate forms of transportation.
- Business & Industry
 - Impact their operations can have on air quality.
 - Bottom-up (ready to implement) initiatives to reduce impacts on air quality.
 - Options available for 'greening' their operations.

- Best practices (specific to business/industry type) to reduce their contribution to air pollution.

What are the social, economic, and ecological benefits of using education and outreach programs?

The social benefits of education and outreach include facilitating dialogue, information sharing, and collaboration between stakeholders and the public on meaningful and lasting solutions to air quality. It fosters a public that is motivated to support initiatives to help their community become more environmentally sustainable and resilient.

The economic benefits of educating the community can lead to efficiency of purchased goods which can reduce the load on community infrastructure such as electricity, water treatment, etc. It can also lead to the community championing and supporting new technologies and innovation within the municipality potentially creating early buy-in for new products or services. The ecological benefits of educating the community includes a healthier environment for those living in that community. Good air quality trickles down to other areas of the environment such as water quality, vegetation and soil quality and promotes biodiversity.

Is government funding available for education and outreach programs?

Yes. There is funding for municipalities; however, it changes from year to year. It is recommended to investigate provincial and federal government websites, air councils, airsheds, and environmental organizations for funding and partnership opportunities.

Also, funding sources exist for schools, community groups, individuals, and businesses interested in air quality education and stewardship.

What are some examples of where education and outreach programs were used to manage air quality?

Governments and airsheds across Alberta run air quality programs. Some examples of education and outreach include:

- Okotoks Do-It-Yourself Home Energy Audit
- City of Calgary Mayor's Environmental Expo
- Calgary Region Airshed Zone (CRAZ) Simplified Wildfire Smoke Guide
- Calgary Region Airshed Zone (CRAZ) Idle-Free Campaign Manuals
- Alberta Airsheds Council (AAC) Resources
- Government of Canada – Air Quality Health Index Publications
- Government of Alberta – Air Quality Health Index Resources

Example 1

City of Calgary Mayor's Environmental Expo

The Mayor's Environment Expo is a celebration of excellence in environmental education and stewardship for Calgary's youth. It is held annually in conjunction with National Environment Week featuring over 100 free, in-person and virtual sessions for students of all ages. The Expo fosters environmental behavior change through educational and interactive exhibits and workshops aimed at youth. <https://www.calgary.ca/uep/esm/mayors-environment-expo/mayors-environment-expo.html>

Example 2

Okotoks Do-It-Yourself Home Energy Audit

The booklet will show you how to conduct a basic inspection of your home's enclosure and heating system to make informed decisions about energy efficiency upgrades.

https://www.okotoks.ca/sites/default/files/pdfs/publications/2%20%20DIY-Green-Energy-Audit-Guide%20OKOTOKS%20EDITS_CT.pdf

Example 3

EcoSchools

EcoSchools Canada provided through the Alberta Council for Environmental Education (ACEE) is the largest environmental certification program for K-12 schools in Canada, currently reaching one million Canadian students annually. It provides teachers with a framework to engage their students and entire school community in environmental and climate action projects. Most importantly, schools become active players in helping their community become more sustainable and resilient. EcoSchools Canada supports school communities as they:

- Build environmental leadership and capacity for students, staff and communities
- Connect teachers to local tools and resources
- Recognize achievements and excellence through robust reporting and a collective impact framework
- Support Canada's commitment to achieving the UN's Sustainable Development Goals

<https://www.abcee.org/ecoschools>

Example 4

Green Calgary: Generation Green

A program offered to schools & community groups for youth grades 7-12; providing education, problem-solving skills, and encouragement to make personal changes that promote positive environmental action. Presentations are designed to align directly with Alberta Education's

cross-curricular competences so educators can easily incorporate the program into learning plans. <https://www.greencalgary.org/generation-green>

TOOL 8: Tree Planting and Protection of Natural Areas and Assets

What is the purpose of planting trees and protecting natural areas and assets?

Protecting natural areas and planting trees are essential for biodiversity and maintaining ecological processes that directly benefit the municipality and the people who live, work, and play there. Natural areas can generally be described as a geographical area that retains or has re-established its natural character, and that supports plants, animals, and native ecological systems. Natural assets can generally be described as the stock of natural resources or ecosystems that provide key services to municipalities.

Natural areas and assets play a critical role for human health and wellbeing and these links have begun to be recognized, understood, and applied by both governments and other sectors. Natural areas and assets perform a range of environmental services that make municipalities healthier places, including improved air, soil and water quality, energy savings, noise abatement, etc. In total, these services can provide millions of dollars of value each year. Just as environmental degradation and pollution are damaging to human health, ecosystem management has positive effects on human health. A healthier environment translates directly into a healthier population.

How can planting trees and protecting natural areas and assets help with air quality management?

It is widely understood that natural areas and assets have an inherent ability to filter contaminants from the air in addition to providing an array of other ecosystem services.^{48 49 50} Trees in particular, improve air quality through the uptake of gases through their leaves.⁵¹ Air pollutants filtered by trees include particulate matter (PM), sulphur dioxide (SO₂), ground-level

⁴⁸ Nowak, D.J. 2002. The Effects of Urban Trees on Air Quality. US Department of Agriculture, Forest Service.

⁴⁹ Domm J., R. Drew, A. Greene, E. Ripley, R. Smardon, and J. Tordesillas. 2008. Recommended Urban Forest Mixtures to Optimize Selected Environmental Benefits. *EnviroNews: International Society of Environmental Botanists* 14: 7–10.

⁵⁰ Nowak, D.J., S.M. Stein, P.B. Randler, E.J. Greenfield, S.J. Comas, M.A. Carr, and R.J. Alig. 2010. Sustaining America's Urban Trees and Forests: A Forests on the Edge Report. U.S.D.A. Forest Service, General Technical Report NRS-62. Newtown Square, PA: Northern Research Station, 27 pp.

⁵¹ Nowak, D.J. 2002. The Effects of Urban Trees on Air Quality. US Department of Agriculture, Forest Service.

ozone (O₃), nitrogen dioxide (NO₂) and carbon monoxide (CO), which are associated with human illness caused by air pollution.⁵²

Pollution removal rates differ depending on factors such as: amount of air contaminants, length of time trees and plants retain their leaves, plant species, plant size, plant age, location of plants, amount of precipitation, and other meteorological conditions.⁵³ Individual tree and plant species exhibit vast differences in their ability to uptake pollutants; however, these natural assets can be natural tools for mitigating air pollution.

Pollen can be an unintended negative result from healthy plants and is often associated with allergies and asthma. Appropriate species selection and thoughtful planting design can mitigate these issues and maximize the beneficial effects on air quality.

Also, shade provided by neighborhood trees reduces energy demand which indirectly contributes to improved air quality.

What do tree planting and protecting natural areas and assets include?

To protect trees, natural areas and assets, it is beneficial for municipalities to implement policies, by laws and plans directed towards these. For instance, the City of Calgary has a Tree Protection Plan to ensure native trees and tree species at risk are not removed, damaged or the tree(s) are replaced, if compromised. Several other plans can be implemented depending on need of the municipality. A municipality should review, with an environmental professional, plans or policies that would produce the best results for their area.

Environmental related policies ensure environmental considerations are part of all municipal decisions. A wide range of policies may be used to ensure municipal operations comply with environmental legislation and other environmental requirements, while also encouraging and demonstrating resource conservation and pollution prevention. Policies can be used to initiate municipal plans, strategies, and bylaws and promote legislative initiatives by other orders of government.

⁵² Heinz Center for Science, Economics and the Environment. 2008. Chapter 10: Indicators of the Condition and Use of Urban and Suburban Areas. The State of the Nation's Ecosystems: The Indicators. Washington D.C., Island Press.

⁵³ Nowak, D.J. 2002. The Effects of Urban Trees on Air Quality. US Department of Agriculture, Forest Service.

What issues could tree planting and protecting natural areas and assets help with?

Natural areas, environmental, or related policy and plans provide the municipality with a direction and plan to fostering environmental sustainability with the intent to foster healthy air quality. These plans integrate environmental considerations into all decisions and approvals relating to growth, planning, infrastructure, transportation, and development. It provides a framework for municipal operations, contractors, and businesses to follow.

Having appropriate information about natural areas and assets aids a municipality in developing meaningful plans, strategies, and programs to ensure its natural assets are protected and maintained. It allows a municipality to better understand the economic and environmental trade-offs of municipal development, allowing for better decision-making.

What are the social, economic, and ecological benefits of using tree planting and protecting natural areas and assets?

Social benefits:

Protection of trees, natural areas and assets can aid in absorbing air contaminants which can reduce the impact on human health and stress and maintain wellbeing.

Economic benefits:

Protection of trees, natural areas and assets can create local employment, increase property values, expand local business, attract new or relocating businesses, increase municipal tax revenues, decrease municipal expenditures through the natural provision of ecosystem services, decrease the cost of recreation, and promote a sense of local community.

Environmental benefits:

Protection of trees, natural areas and assets can, reduce stormwater runoff, improve air quality, moderate heating, provide energy savings, increase biodiversity through plant, animal, and insect habitats, and help moderate climate change.

Is government funding available for this tool?

The federal government has committed planting 2 billion trees and \$3.2 billion over the next 10 years. This program is called the Growing Canada's Forest program. See the following website for up to date information: <https://www.nrcan.gc.ca/science-and-data/funding-partnerships/funding-opportunities/forest-sector-funding-programs/growing-canadas-forests-program/23308>

What are some examples of where tree planting and protecting natural areas and assets was successful in managing air quality?

Example 1

Natural Asset Inventory and Ecosystems Service Assessment for the Town of Okotoks

Allows the municipality to comprehensively document and map natural assets and calculate their value based on the benefits and services they provide to the municipality and its residents.

<https://www.okotoks.ca/sites/default/files/pdfs/publications/Okotoks%20Natural%20Asset%20Inventory%20Report.pdf>

Example 2

Edmonton City-Wide Natural Area Management Plan

Set out objectives and strategies for managing and restoring natural areas in a comprehensive and integrated approach. It ensures that natural area management principles and strategies are consistently applied throughout the city to support the health of the ecological network as a whole.

[https://www.edmonton.ca/sites/default/files/public-files/assets/PDF/City-Wide Natural Area Management Plan.pdf](https://www.edmonton.ca/sites/default/files/public-files/assets/PDF/City-Wide%20Natural%20Area%20Management%20Plan.pdf)

Example 3

City of Calgary Land Use Bylaw

Contains rules for the use and development of land. Land parcel designations such as: natural, park, recreation, community reserve, etc., may be used to (or in-part to) allow for preservation and restoration of natural areas and ecological processes. It also provides landscaping rules and planting requirements for residential, commercial, and industrial land uses. See

<https://www.calgary.ca/pda/pd/calgary-land-use-bylaw-1p2007/calgary-land-use-bylaw-1p2007.html>

Example 4

The City of Calgary: Caring for Our Urban Forest Program

Branching Out Tree Program <https://www.calgary.ca/csps/parks/programs/tree-planting/branching-out-tree-program.html>

City owned (public) trees <https://www.calgary.ca/csps/parks/planning-and-operations/tree-management/city-owned-trees.html>

Citizen owned (private) trees <https://www.calgary.ca/csps/parks/planning-and-operations/tree-management/citizen-owned-trees.html>

Submit a tree related service request <https://www.calgary.ca/csps/parks/planning-and-operations/tree-management/contact-retree.html>

Learn about trees & tree care <https://www.calgary.ca/csps/parks/planning-and-operations/tree-management/tree-education.html>

Tree maps: <https://maps.calgary.ca/TreeSchedule/>

6.0 Conclusion

Municipalities can influence how ambient air quality is managed at the local scale. The Toolkit exists to help municipalities take action to manage human activities that may contribute to poor local air quality. It provides background information on the strategies, plans, frameworks and standards that influence and govern air quality in the Calgary region. It sets the context for social, economic, and ecological benefits that come from managing air quality and provides examples of tools that have been successfully used for local air quality management.

The Toolkit is not the only source for municipalities to consider. Table 4 provides a list of local plans and policies that can address air quality that were not included in the Toolkit but are worth mentioning. The Toolkit is, however, a local resource and a starting point for those who may not know where to begin or who may be looking for ideas.

Table 4: Other Municipal Plans and Policies to Address Air Quality Management

Type of Plan or Policy	Local Example
Open Spaces plans	Airdrie Great Places Plan: used to guide the City of Airdrie’s acquisition, development and long-term use of open space
Erosion and Sediment Control	City of Calgary Erosion and Sediment Control Guidelines, 2017.
Environmental policies	Calgary Environmental Policy
Resiliency strategies	Resilient Calgary Strategy
Pedestrian strategies	STEP Forward Calgary Pedestrian Strategy
Cycling or non-motorized transportation strategies	Calgary Cycling Strategy
Transit strategies	RouteAhead Calgary Transit Strategy
Climate change policies and programs	Calgary Climate Program
Procurement policies	Calgary Sustainable Environmental and Ethical Procurement Policy
Best available control technology (BACT) programs and policies	Landfill gas capture/flaring (Calgary) Biogas capture (Calgary)

CRAZ exists to further support local governments as they take steps to manage air quality. This toolkit is a living resource and can be accessed through CRAZ website (www.craz.ca). A workshop supporting the Tools in this Toolkit is being considered. Through resources like the Toolkit your municipality gains value for your CRAZ membership.

7.0 Glossary of Terms

The following terms used in the Toolkit are defined in the **Markbek Report** and are further described in the AQMP.

AIRSHED: A geographical area that shares the same air because of topography, meteorology, and climate.

AIR QUALITY MANAGEMENT (AQM): Monitoring and protecting the quality of the air within a designated airshed management zone.

BEST AVAILABLE CONTROL TECHNOLOGY (BACT): The most up-to-date methods, systems, techniques, and production processes available to achieve the greatest feasible emission reductions for given regulated air pollutants and processes.

CRITERIA AIR CONTAMINANT An air pollutant for which acceptable levels of exposure can be determined and for which an ambient air quality standard has been set. Examples include: ozone, carbon monoxide, nitrogen dioxide, sulfur dioxide, and PM₁₀ and PM_{2.5}.

NITROGEN OXIDES (NO_x): A general term pertaining to compounds of nitric oxide (NO), nitrogen dioxide (NO₂) and other oxides of nitrogen. Nitrogen oxides are typically created during combustion processes and are major contributors to smog formation and acid deposition. NO₂ is a criteria air contaminant.

OZONE (O₃): A strong smelling, pale blue, reactive toxic chemical gas consisting of three oxygen atoms. It is a product of the photochemical process involving the sun's energy and ozone precursors, such as hydrocarbons and oxides of nitrogen. Ozone near the earth's surface causes numerous adverse health effects and is a criteria air contaminant and a major component of smog.

PARTICULATE MATTER (PM_{2.5}): Particles, except pure water, that exists in the solid or liquid state in the atmosphere and are less than 2.5 microns in diameter. These particles are of great concern to public health as these particles are small enough to be inhaled into the deepest parts of the lung.

SULFUR DIOXIDE (SO₂): A strong smelling, colorless gas that is formed by the combustion of fossil fuels. Power plants, which may use coal or oil high in sulfur content, can be major sources of SO₂. SO₂ and other sulfur oxides contribute to the problem of acid deposition. SO₂ is a criteria air contaminant.

VOLATILE ORGANIC COMPOUNDS (VOCs): Carbon-containing compounds that evaporate into the air at room temperature. VOCs contribute to the formation of smog and / or may themselves be toxic. Common sources include gasoline, alcohol, and the solvents used in paints.

APPENDIX A: The Evolution of the Provincial Air Quality Management System since 2012

Emergence of Alberta's Renewed Clean Air Strategy

In 2012, the Province of Alberta updated and released a renewed Clean Air Strategy (CAS) accompanied by an Action Plan to implement objectives. CAS and the Action Plan were aligned with and reflected air quality management guidelines established through the National Air Quality Management System⁶¹ which was developed by the Canadian Council of Ministers of the Environment (CCME) in 2012.

CAS is a provincial policy document (Figure A1) that provides a vision and desired outcomes for air quality, along with strategies and actions to achieve them over the short, intermediate, and long-term time frames. CAS addresses emergent issues and recognizes the on-going need for all those involved in the management system to adapt as air quality issues arise at different scales. CAS and the Action Plan are scheduled for review and update in 2022.

Figure A1: Clearing the Air: Alberta's Renewed Clean Air Strategy, 2012



Source: Government of Alberta [Clearing the Air: Alberta's Renewed Clean Air Strategy, 2012](#)

CAS provides direction to the Government of Alberta (GOA) and commits the GOA to including stakeholders including airshed zone organizations such as CRAZ, and municipal governments in implementing the strategy and related actions. The CAS outlines four strategic directions to guide planning to achieve the desired clean air outcomes. These include:

- Regional air management including complementary management of point and non-point source emissions;
- Shared responsibility and partnerships;
- Integrated monitoring, evaluation and reporting; and
- Knowledge enhancement.

⁶¹ Government of Alberta, 'National Air Quality Management System', online: [National Air Quality Management System | Alberta.ca](#) (NAQMS).

The associated CAS Action Plan provides 14 Key Action Areas to support the strategic directions and 105 specific actions for implementing CAS at different scales. Each specific action is intended to be implemented within a short (3-year), medium (5-year), or long-term (10-year) timeframe.

Emergence of the South Saskatchewan Regional Plan

The Province has taken a cumulative effects management approach to managing environmental ‘components,’ such as air quality. Land-use planners working at any scale now understand that how we manage human activities and interactions on the land has significant impacts on other environmental components, such as the air, water and biodiversity.

On private land in the White Area of Alberta, municipalities are largely responsible for regulating and controlling land-use through statutory planning documents and Land Use Bylaws, and therefore they have a role to play in environmental management planning at a local scale. Air pollution has many point sources and many non-point sources that arise from human activities and interactions on the land that municipalities may wish to avoid, manage, or reduce. Degraded air quality is a matter of public health, and municipalities are responsible for protecting the health and safety of citizens who live, work and play within their boundaries.

South Saskatchewan Regional Plan

In 2014, the Province enacted the SSRP to provide an overarching vision to guide land-use decision making in the SSR watershed-scale planning area. The SSR watershed includes a significant portion of southern Alberta and includes the cities of Calgary, Medicine Hat and Lethbridge. Most of the CRAZ Region is embedded within this vast land-use planning area. The SSRP is the most senior provincial land-use planning document for municipalities in this region, replacing the Alberta Land Use Policies from 1996.

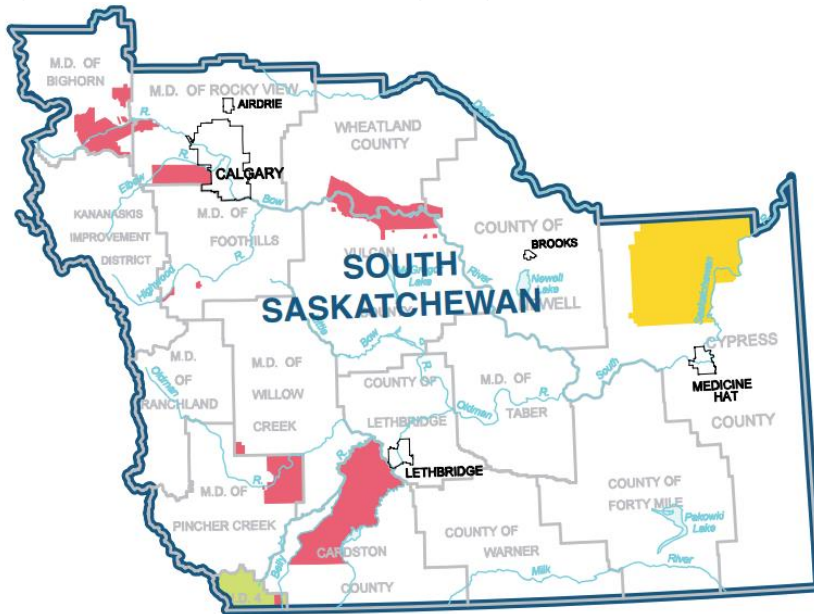
The SSRP is one of only two regional plans that have been enacted to date under the Alberta Land Stewardship Act (ALSA) and the Alberta Land-use Framework (LUF). Eventually, a regional land-use plan is expected to be place for every major land-use planning region in the province to reflect regional-scale environmental management priorities and provide management frameworks to address identified issues in each region. This approach recognizes that every region in the Province is unique and requires different planning processes to achieve identified social, environmental and economic outcomes.

The SSRP reflects regional-scale considerations for implementing provincial environmental management policies: for land (LUF)⁶²; for air quality (CAS); for sustaining water quantity and quality

⁶² Government of Alberta, *Land-use Framework*, 2008, online: <https://landuse.alberta.ca/LandUse%20Documents/Land-use%20Framework%20-%202008-12.pdf> (Accessed October 15, 2020.)

and watershed health (Water For Life: Alberta’s Strategy for Sustainability); and similar emergent strategies to manage biodiversity and cumulative effects. The SSR Area is shown in Figure A2.

Figure A2: The SSRP Planning Region



Source: South Saskatchewan Regional Plan, 2014-2024, South Saskatchewan regional planning | Alberta.ca

SSRP Air Quality Management Framework

The SSRP Air Quality Management Framework was adopted by the Province for managing three criteria air contaminants: nitrogen dioxide, ozone and fine particulate matter (PM_{2.5}). Numerical “triggers” and “limits” are outlined in the framework and if a trigger or limit is crossed, a collaborative management response is initiated. Triggers and limits are based on the Canadian Ambient Air Quality Standards (CAAQS). Where CAAQS were not yet established, Alberta Ambient Air Quality Objectives (AAAQOs) were used.

CRAZ Air Quality Management Plan

These criteria air contaminants are also addressed in CRAZ’ Air Quality Management Plan ([CRAZ Air Quality Management Plan](#)), 2019 (AQMP) and CRAZ’ monitoring programs. The AQMP was updated in 2019 to reflect outcomes for new air quality contaminants of concern, such as nitrogen dioxide. The AQMP recognizes that municipalities are critical partners in achieving the vision for air quality management in the CRAZ region.

APPENDIX B: Municipal Best Management Practices: Case Study from Alberta

Municipalities take action to clear the air in central Alberta

AUMA <https://auma.ca/news/municipalities-take-action-clear-air-central-alberta>

May 26, 2016

Municipalities are a key part of a plan to improve air quality in the Red Deer region.

Between 2009 and 2013, air quality in the region failed to meet Canadian standards for fine particulate matter, which contributes to smog and negatively impacts human health. Fine particulate matter has a wide variety of sources including industrial emissions, transportation, residential and commercial heating and dust from construction, agricultural operations, and gravel roads.

In response, the province convened a multi-sectoral advisory committee to develop a Red Deer Fine Particulate Matter Response Plan which was released this April. The plan includes a number of actions for governments and industry to reduce particulate matter. Examples of municipal action in the region include:

- *Idling reduction programs.*
- *Strategies to green the municipal fleet of vehicles and transit.*
- *Launch of a regional transit program linking the Cities of Lacombe and Red Deer, the Town of Blackfalds and Red Deer County.*
- *Development of multi-use trails to promote walking and cycling throughout the region.*
- *Promotion of renewable power production.*
- *Energy efficiency measures such as LED streetlight replacement programs.*

These actions have the added benefit of reducing greenhouse gas emissions. If your municipality is interested in taking action to reduce air pollution and mitigate climate change, make sure you take advantage of the programs and services offered by the provincial government.

Other Municipal Policies and Plans

Growth Plans

Both the Edmonton and Calgary Metropolitan Regions are required by Part 17.2 of the *Municipal Government Act* to form Growth Management Boards (GMBs) to encourage efficient, collaborative growth in each region. Each GMB is made up of one elected official from each participating municipality identified in the region's regulation. GMBs are required to develop growth management plans and servicing plans to manage regional growth. All municipal statutory plans within the growth region that are deemed of regional significance must be compared against the growth plan and approved by the GMB before adoption by the municipality (this includes IDPs, MDPs, ASPs, and ARPs).

Case Study

The Edmonton Metropolitan Region Board (EMRB) has a growth plan that identifies two guiding principles directly related to improving air quality:

Achieve compact growth that optimizes infrastructure investment.
Ensure effective regional mobility.

The plan contains a variety of policies related to the above guiding principles to encourage the integration of land use and infrastructure as well as efficient transportation systems. All municipal statutory plans within the region deemed of regional significance must comply with these policies to be approved by the EMRB. The plan can be found here:

[http://emrb.ca/Website/media/Shared/Banners/EMRB-Growth-Plan-\(2020\).pdf](http://emrb.ca/Website/media/Shared/Banners/EMRB-Growth-Plan-(2020).pdf). (Accessed October 15, 2020)

The Calgary Metropolitan Region Board, (CMRB) is currently preparing the growth plan for the Calgary region.

Intermunicipal Collaboration Frameworks (ICFs)

ICFs are a requirement for all municipalities in Alberta who share a border (unless the municipalities agree otherwise or are participating municipalities in a GMB). The purpose of an ICF is to establish a pattern for intermunicipal communication and cooperation and to encourage and support collaboration on the delivery of services where a mutual benefit can be realized. While ICFs are required to identify all services shared by each municipality that is party to the document (such as joint servicing agreements discussed below), ICFs also provide the opportunity for municipalities to document and commit to exploring potential future shared services such as mobility corridors and public transit, both of which may help reduce pollutants.

Case Study

In 2020, the City of Medicine Hat, Town of Redcliff, and Cypress County adopted an ICF that includes an implementation and negotiation plan. This plan identifies and prioritizes potential future intermunicipal initiatives within five service areas that the municipalities are interested in exploring. Included within this plan are initiatives involving exploring bilateral taxi bylaw harmonization as well as a trilateral Transportation Master Plan.

Joint servicing agreements

Joint servicing agreements, whereby two or more municipalities may contract with one another to provide services, such as water, wastewater treatment, transit systems, etc. are enabled through section 54 of the current MGA.

Case Study

The Municipal District of Foothills (Foothills) has a joint servicing agreement with several municipal neighbours with the goal of coordinating sustainable and efficient solutions for provision of infrastructure and services in the region. This contractual arrangement follows several agreements between the municipal district and small urban communities in the area. For example, Foothills and Town of Okotoks entered into a Joint Planning Agreement which was adopted January 18, 2010 by Foothills and Okotoks. The Agreement recognizes the ‘carrying capacity’ of the landscape, which is defined as follows: “Carrying Capacity” means the ability of a watershed, airshed and/or landscape to sustain activities and development before it shows unacceptable signs of stress or degradation.” See the Agreement online: http://www.municipalaffairs.gov.ab.ca/documents/mdrs/final_jpa.pdf

Municipal Sustainability Plans

Municipal sustainability plans are high level non statutory plans for the community. They provide policy direction for all municipal operations and programs including land use planning. *“A municipal sustainability plan... is a collaborative and inclusive community planning process that identifies a future vision for the community what it looks like, how it functions and how to achieve it. The main role of a MSP is to guide the ongoing growth and development of the community from more than just a land use perspective.”*⁶³

Case Study

AirdrieOne Sustainability Plan outlines 10 goals to guide municipal actions over the next 5-10 years to create a more sustainable community and work toward a shared community vision. These goals align with what citizens shared is important to long term quality of life in the community. The plan provides objectives and strategies for developing on-the-ground actions to achieve the vision of the plan.

The AirdrieOne Plan sets the strategic-level direction for sustainability, particularly in the areas of energy efficiency, environmental protection, water conservation, and smart growth. – across other municipal initiatives, plans, and strategies. As such, the implementation of AirdrieOne occurs through many of the City’s existing mechanisms, including budgets, plan development, regulations, policies, and programs.

⁶³ Alberta Urban Municipalities Association, ‘Non statutory Plans’, (nd), online: [Non statutory plans | AUMA.ca](#)

APPENDIX C: Municipal Best Management Practices: Case Studies from Other Jurisdictions

British Columbia

Vancouver's Model Anti-Idling Bylaw

Source: https://www.greenpolicy360.net/w/North_Vancouver,_British_Columbia_Anti-Idling_Bylaw

In Metro Vancouver, 35% of the nitrogen oxides and 17% of all man-made volatile organic compounds in the Lower Fraser Valley airshed comes from operation of cars, trucks, and buses. The region determined that reducing the number of vehicles in the valley would also reduce the amount of SMOG and would protect people both in the vehicles and living and working in the transportation corridor. Metro Vancouver developed policies and practices to address SMOG.

First, the regional municipalities worked with the BC government, volunteer non-profit organizations, and others to design and implement more effective and user-friendly emission inspection and maintenance programs for the most polluting light and heavy-duty vehicles.

The stakeholders committed to working collaboratively with municipalities to establish regional air quality management targets and strategies that could be adopted in municipal development plans and long range transportation corridor planning processes. Municipalities would use monitoring data and air quality management guidelines and strategies to determine where to locate fleet facilities. They would invest in fleet technology to reduce the emissions coming from each vehicle. Municipalities in the region adopted idling reduction programs, and in many cases they adopted and implemented Vancouver's model anti-idling bylaw.

This is an excellent example of how air quality monitoring data was used by a municipality in their budget considerations and day to day decision making. Vancouver amended the Street and Traffic Bylaw in 2005 based on a model bylaw that was developed in 2004. The provisions prohibit a motor vehicle stopped on a city street from operating its engine for more than three (3) minutes during a 60-minute period. The penalties for motor vehicle operators who violate these new Street and Traffic Bylaw provisions are, as follows:

- A basic penalty of \$45
- A penalty reduction to \$35 if early payment is received
- A penalty increase to \$60 if late payment is received

The penalties also serve as market-based incentives and deterrents.

For every bylaw, there are exemptions

The following vehicles are exempt from the idling provisions:

1. A mobile workshop, while such a vehicle is being used as a mobile workshop.

2. Police, fire or ambulance vehicles while engaged in operational activities, including training activities, except where idling is substantially for the convenience of the operator of the vehicle.
3. Vehicles assisting in an emergency activity.
4. Vehicles for which idling is required as part of a repair or regular pre-check maintenance process.
5. Armoured vehicles in which a person remains inside the vehicle while guarding the contents of the vehicle or while the vehicle is being loaded or unloaded.
6. Vehicles required to remain motionless because of an emergency, traffic, or mechanical difficulties over which the driver has no control.
7. Vehicles engaged in a parade or race or any other event authorized by the City of North Vancouver.
8. Vehicles required to use heating or refrigeration systems powered by the motor or engine for the preservation of perishable cargo.
9. Vehicles when the ambient temperature inside the vehicle is: more than twenty-seven degrees Celsius (27 C.); or less than five degrees Celsius (5 C).

MetroVancouver “Air Quality Action” (nd), online: <http://www.metrovancouver.org/services/air-quality/action/Pages/default.aspx> Accessed on November 4, 2021.

Ontario

Ontario Ministry programs: Published plans and annual reports 2020-2021: Ministry of Environment, Conservation and Parks

Source: [Published plans and annual reports 2020-2021: Ministry of Environment, Conservation and Parks | Ontario.ca](#)

On November 29, 2018, Ontario released its Made-in-Ontario Environment Plan to help protect our air, land and water, address litter and reduce waste, support Ontarians to continue to do their share to reduce greenhouse gas emissions, and help communities and families prepare for climate change. The plan, *Preserving and Protecting our Environment for Future Generations: A Made-in-Ontario Environment Plan*, was posted on the Environmental Registry for a 60-day consultation period. The ministry received more than 1,400 comments.

Category: Clean air

Although Ontario’s air quality has improved significantly, some areas of the province still experience poorer air quality due to pollution. In the Environment Plan, Ontario committed to continuously working to ensure cleaner air.

Ongoing actions to improve Ontario’s air include:

- operating a network of 39 ambient air monitoring stations across the province to measure and track common air pollutants and provide the public with real-time air pollutant data.

- operating a roadside air monitoring network to better understand traffic-related air pollution in highly urbanized environments.
- reducing harmful smog-causing vehicle emissions through an enhanced heavy diesel commercial motor vehicle emissions inspection program for the biggest polluters on our roads, such as commercial trucks and buses, complemented by strengthened on-road enforcement under a new Vehicle Emissions Regulation (457/19), which came into effect on January 1, 2020.
- continuing to deliver tailored compliance approaches based on risk to target heavy diesel commercial vehicles, fleets and garages that promote tampering with emissions systems which present the greatest threat to air quality.
- partnering with the Ministry of Transportation to integrate the emissions inspection program with the Ministry of Transportation’s annual Motor Vehicle Inspection Station program in 2021, which will save taxpayers’ money and modernize services for drivers and businesses.
- developing and implementing comprehensive health-based standards, and technology-based site-specific standards and technical standards for industrial sectors.
- working in partnership with municipalities, industry, public health units, community stakeholders and Indigenous communities to create unique solutions to local air quality concerns.
- working with the federal government and other provinces and territories to develop Canadian Ambient Air Quality Standards.
- continuing to enforce Ontario’s local air quality regulations by conducting risk-based proactive inspections, responding to incidents, issuing orders and notices, and undertaking investigations, as needed.
- reaching out to neighbouring states to understand the impact of transboundary air pollution on the province.
- formalizing a notification protocol between the ministry and the New York State Department of Environmental Conservation to share timely communication when a pollution event or spill may be a risk to the neighbouring jurisdiction.
- continuing to implement the multi-year Sarnia Air Action Plan to address air quality concerns, improve local ministry programs, and reduce the ambient concentrations of priority air contaminants. This includes moving forward with the Sarnia Area Environmental Health Project, a commitment in the Made-in-Ontario Environment Plan, to improve our understanding of the links between the environment and health in the community.
- continuing to work collaboratively with industry, the Hamilton Air Monitoring Network, and Clean Air Hamilton to drive improvements in Hamilton’s air quality through actions and initiatives, communication and public education, and providing transparent and timely public access to government and industry air monitoring data.

Hamilton Air Monitoring Network, and Clean Air Hamilton to drive improvements in Hamilton’s air quality through actions and initiatives, communication and public education, and providing transparent and timely public access to government and industry air monitoring data.

The ministry is working collaboratively with industry and the Clean Air Sarnia and Area (CASA) advisory panel to enhance the Clean Air Sarnia and Area website that provides transparent and timely public access to government and industry air monitoring data. In 2019, the ministry installed two temporary air monitoring stations at locations where elevated concentrations of priority contaminants are anticipated.

Community Resources for Tracking Local Air Quality - Clean Air Hamilton

Source: Air Quality - Environment Hamilton [Air Quality - Environment Hamilton](#)

Developed a number of important, yet simple tools over the years to enable community members to get involved in tracking and pushing for improvements to our local air quality. Each of these approaches is described below, along with the associated resources needed to take action!

Stack Watch

We have been helping Hamiltonians to OBSERVE, DOCUMENT and REPORT problem emissions from the city's industrial core since 2003. Along the way we have developed tools to help people to do this effectively. Today, most people have access to a digital camera either as a standalone camera or integrated into a cell phone. We encourage people to snap pics of problem emissions and report them both to the Ministry of Environment, Conservation & Parks and to the company in question. We hand out fridge magnets that include the essential details anyone needs to report a problem emission.



STACKWATCH
REPORTING AIR EMISSIONS IN OUR COMMUNITY

Do you see visible pollution emissions?
Do you smell an offensive odour coming from the industrial area?

TAKE ACTION! REPORT IT!

Ministry of the Environment,
Conservation and Parks (MoE)
Hamilton District Office (Mon-Fri, 9am-4:30pm)
905-521-7650
24/7 Spills Action Centre
1-866-663-8477
Email your photos
moe.tips@ene.gov.on.ca

You can contact industry directly or copy them on your reports to the MoE

ArcelorMittal Dofasco
905-548-7200 x0
environment.dofasco@arcelormittal.com

Stelco
905-528-2511 x2268
environment@stelco.com

Need more info on how to effectively report a pollution problem? Visit environmenthamilton.org/air_quality

Source: Air Quality - Environment Hamilton [Air Quality - Environment Hamilton](#)

We have also created a more detailed document that provides important information about stack watching and includes various views of the industrial skyline with all active industrial stacks labelled - to help even further with effective emission observations.

[CLICK HERE](#) to access Side 1 of our detailed Stack Watch Flyer

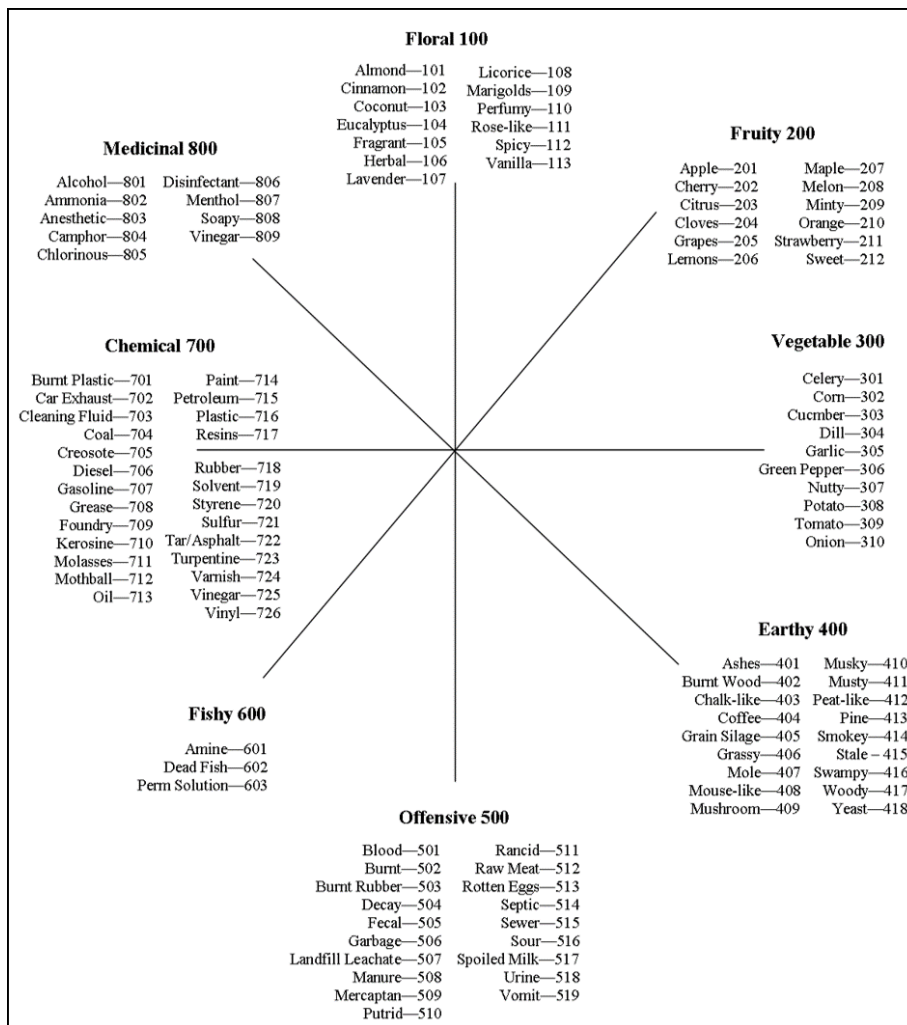
[CLICK HERE](#) to access Side 2 of the flyer

Odour Impacts

Odour is another impact that is related to air quality, but sometimes requires different strategies to resolve. These are helpful resources to help community members tackle odour problems in their neighbourhoods.

Odour Wheel

This odour wheel, developed by St. Croix Sensory and modified by us for easier public use, is designed to help you to describe the odours you might be experiencing in your neighbourhood:



Source: Air Quality - Environment Hamilton [Air Quality - Environment Hamilton](#)

Breathe – the Lung Association – Canadian – Health lens

Source: Air Quality | the lung association [Air Quality | the lung association](#)

Outlines simple actions any individual or community can take to improve Air Quality (indoor and outdoor)

Indoor Air Quality

On average, Canadians spend 90 per cent of their time indoors. For this reason, our indoor air quality is an important health concern. Everyone's health can be affected by indoor air quality problems. People with asthma, allergies or lung disease can be greatly affected by poor indoor air quality. Poor indoor air quality can affect development in children and has been linked to lung disease later in life.

Community Air Toolkit – 2019

Source: ISSUU.com [https://issuu.com/evolveea/docs/community air quality toolkit - final](https://issuu.com/evolveea/docs/community_air_quality_toolkit_-_final)

Communities across Allegheny County are taking action related to air quality and this toolkit can help you take the first step. Whether you are a part of a community who is concerned about air pollution, a member of a small group of motivated citizens, or a single person with a big vision, this toolkit can help you build your community's capacity to make a change related to air quality. The Community Air Toolkit is the collective intellectual property of New Sun Rising, the Millvale Community Library, and evolveEA.

Air Quality – Region of Peel - 2018

Source: Air Quality [Air Quality Discussion Paper \(peelregion.ca\)](#)

Covers a broad regional process with related action areas (Chapter 6.2-7.1)

Clean Air Partnership: About The Municipal Green Development Standards Toolkit FCM

Source: Clean Air Partnership [GDS-toolkit.pdf \(cleanairpartnership.org\)](#)

Clean Air Partnership (CAP) collaborated with eight municipalities to develop a toolkit to help communities develop and implement green development standards (GDS) for new residential buildings. This project was funded by FCM's Municipalities for Climate Innovation Program's Transition 2050 initiative.

The tool, *Towards Low Carbon Communities: Creating Municipal Green Development Standards, An Implementation Toolkit* for Municipal Staff helps municipalities achieve Official Plan objectives, such as GHG reduction targets, and goals related to sustainability, health, and economic development. The tool considers how communities can grow healthy, well-designed communities that have integrated greenspace, pedestrian and transit networks while offering a variety of housing, transportation, human services, and employment options. GDS help municipalities alleviate pressures from population growth and urbanization by using infrastructure and resources efficiently.

The Calgary Region Airshed Zone would like to thank the Policy and Research Committee members for their contributions, diligence, and hard work in the production of the “Air Quality Management Toolkit: For Municipalities”.

Judy Stewart, LL.M. Ph.D. Barrister & Solicitor

Carolyn Carruthers, SLR Consulting

Emily Traxel, Alberta Environment and Parks

Alison Timmins, Stantec

Jennifer Koole, Rocky View County

Austin Weleschuk, City of Calgary

Jordon Copping, Calgary Metropolitan Regional Board

Matt Endsins, Songbird Life Science Inc

Jill Bloor, CRAZ Executive Director

Tanya Carlson, CRAZ Engagement Program Manager

Copyright © 2022 by Calgary Region Airshed Zone

All Rights Reserved

This product is protected by copyright and distributed under licenses restricting copying, distribution and decompilation.



Claresholm Pentecostal Assembly
Phone: 403-625-3008
Cell: 403-617-4018
Email: pastoralcare@claresholm.church
Web: www.claresholm.church



August 4, 2022

Mayor Chelsae Petrovic,
Town of Claresholm
Town Administrative Offices
111 - 55 Avenue West
PO Box 1000,
Claresholm, AB T0L 0T0

Dear Mayor Petrovic & Town Council,

Re: Family Gospel Festival Sept 3, 2022

This letter is a request for approval by Mayor Petrovic and Town Council to host the Burn 24/7 Calgary – Worship & Prayer (legal name), 332 Nolan Hill Boulevard NW, Calgary, Alberta T3R 0P8 at the Centennial Park in Claresholm, Website: (<https://www.burn247calgary.com/>). This is a grass roots worship band, prayer and missions' movement that I am excited about bringing to Claresholm for a family fun worship event on September 3, 2022. It will commence starting at 12:00 noon for the afternoon until 4:00 p.m. for the activities. Preparation and setup time will start at 9:00 a.m. and take down at 4:30 p.m. Design and satellite images of the use of the park are enclosed. Sponsorship and media advertising will be prepared by

The event setup would need to be about 100 x 100 feet and will include the following assets:


1. Main tent (60 x 40 Ft) capacity 100 to 150 people
2. Second Tent (20 x 10 Ft) for meeting and prayer
Tent insurance is covered under the rental of the tents.
3. Stage setup inside large tent
4. Bouncy Castle per diagram
5. Face Painting – Yes
6. Food trucks (to be determined)
7. Insurance including third party coverage for Town of Claresholm by Calgary Burn 247 through the Town's recommended vendor. Cost 221.40
8. Generator 3000 W Inverter quiet – Rental
9. Sound system by Calgary Burn 247



10. Music worship teams will rotate throughout the afternoon. Organized by Calgary Burn 247
11. Volunteers recruited and coordinated by Brenda Rehaluk, CPA and Joe Sinanan, Director of the Calgary Burn 247.
12. Chair and Event tables. I have the policy from the Town regarding the use of chairs. Contact person Brenda Rehaluk. If you know of someone that would sponsor this piece in Town that would be great. I'll also work on this aspect. Request 5 tables and 150 chairs.

I am working through this fast turnaround, and I trust that I have given you enough information for your discussion and favour to bless the Town of Claresholm with a unique opportunity to engage in music and fellowship. I am happy to answer any further questions you may have to help in your decision making. It has been a pleasure working with you.

Sincerely,

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

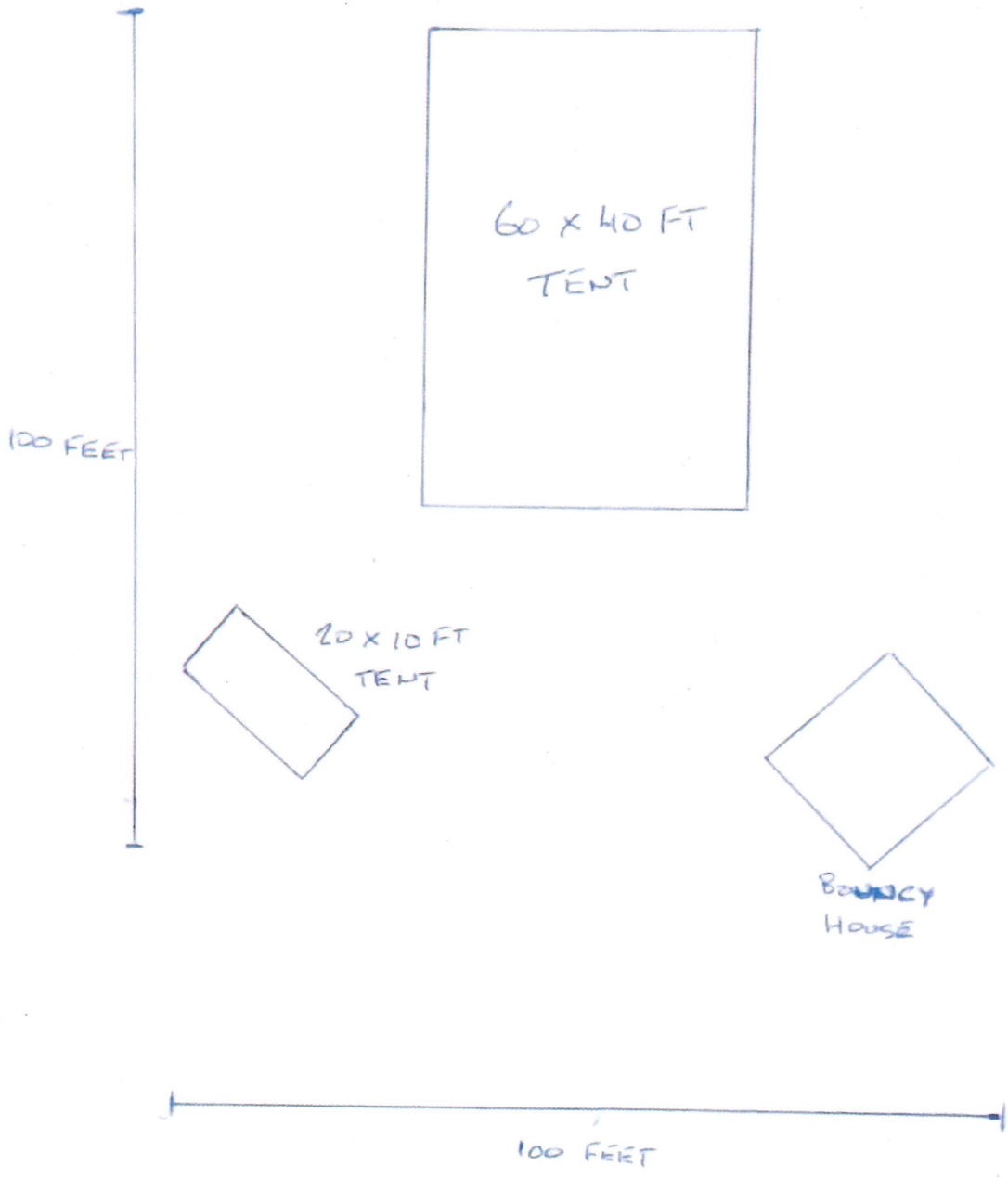
**Brenda Rehaluk, Pastor
Pastoral Care**


**Enc. Google Site Map
Sketch Design**





45 Ave W



 Claresholm	Town Tables & Chairs Policy		Policy #5.8.20
Department Owner:	Public Works		
Policy Applies To:	Non-Profit Organizations		
Date Created:	January 2013	Date Approved By Council:	November 12, 2019
Version #:	1.0	Resolution #:	19-179
Last Review Date:	October 21, 2019	Policy(ies) Replaced/Rescinded:	GA 01-13

Intent:

To establish a policy regarding the loaning of tables and chairs owned by the Town of Claresholm.

Policy:

The Town of Claresholm will loan tables and chairs to non-profit groups only.

Guidelines:

1. Tables and chairs will be loaned at no cost to non-profit groups only.
2. The Town of Claresholm shall not incur any costs nor expend any labour to provide the tables and chairs.
3. The group borrowing the tables and chairs shall be responsible for any damage incurred to the items.
4. The Town of Claresholm's needs shall take priority over loaning out of tables and chairs.
5. Any group wishing to use the tables and chairs shall submit their request to the Town of Claresholm for approval stating the event, group name and contact person(s), required number of tables and chairs, and the required dates and times.



REQUEST FOR DECISION

Meeting: August 15, 2022
Agenda Item: 12

Office Closure for the Emergency Management Functional Exercise – October 5th 2022

BACKGROUND INFORMATION:

Under the Emergency Management Act and the Local Authority Emergency Management Regulation, municipalities are required to have a functional exercise once every four years.

In 2018, the M.D. and all the towns within it, collaborated and applied for an Alberta Emergency Management Agency (AEMA) grant to do a regional functional exercise. The past four years have been filled with training, drills, exercises and planning meetings to get all the partners to this point. As a municipality and a region, we have grown immensely with staff and council haven taken training in Municipal Elected Officials (MEO), Basic Emergency Management (BEM), Incident Command System (ICS) ICS100, ICS 200, ICS 201, ICS 300, Director of Emergency Management (DEM), Information Officer (IO) and several Emergency Social Services (ESS) courses. The exercise is planned for October 4th, 5th and 6th with the main day being October 5th.

Because of the scope and depth of the exercise, through AEMA we have secured ***Provincial and Federal emergency management mentors and coaches*** to provide support and empower staff to be successful. This is a unique opportunity that will most likely never happen again to the scale and magnitude that is being achieved here.

DISCUSSION/OPTIONS:

As a group, we will be practicing in a controlled environment, with real life scenario injects. If staff struggle a hard stop will be initiated by the mentors/coaches so that the staff can recover, learn together and proceed. Training and practicing together is critical, because, when disasters hit, it requires all of our staff to respond.

I am requesting the closure of the office on October 5th to avoid interruptions to the exercise and include all of our office staff. There will be no reduction in service with public works operations. If approved, advertising will be done well in advance to notify our community that the office is closed and why.

PROPOSED RESOLUTIONS:

Moved by Councilor _____ to approve closing the office for the Emergency Management Functional Exercise on October 5th.

APPLICABLE LEGISLATION:

- 1.) None attached

PREPARED BY: Jason Hemmaway, Director of Emergency Management

APPROVED BY: Abe Tinney, CAO

DATE: August 15, 2022



**Town of Claresholm
Income Statement by Object
June 30, 2022**

Revenue	JUNE	2022 YTD	2022 BUDGET	YTD % of Budget
Net municipal taxes	311,010.74	(4,383,678.57)	(3,656,794.00)	120% 1
Special assessments	-	(3,289.54)	(5,140.00)	64%
User fees and sales of goods	(434,143.51)	(1,509,494.20)	(3,129,090.00)	48%
Government transfers for operating	(16,876.86)	(221,142.25)	(345,671.00)	64%
Investment income	(3,656.88)	(15,335.46)	(66,000.00)	23%
Penalties and costs of taxes	(2,179.05)	(37,279.27)	(80,100.00)	47%
Licenses and permits	(14,756.08)	(72,528.32)	(113,000.00)	64%
Other local government transfers	-	(135,569.12)	(202,339.00)	67%
Proceeds from disposal of capital assets	-	(22,804.05)	(40,000.00)	57%
Franchise and concession contracts	(22,761.97)	(153,354.46)	(262,000.00)	59%
Rental	(5,908.16)	(54,856.94)	(120,330.00)	46%
Other	(3,289.66)	(34,632.69)	(80,800.00)	43%
Government transfers for capital	(69.00)	(889,225.00)	(1,691,734.00)	53%
	(192,630.43)	(7,533,189.87)	(9,792,998.00)	77%
Expenses				
Salaries, wages and benefits	400,438.97	1,587,202.66	3,177,113.00	50%
Contracted and general services	158,957.44	966,909.49	1,799,545.00	54%
Materials, goods, supplies, and utilities	142,052.11	615,788.21	1,331,845.00	46%
Bank charges and short-term interest	(38.94)	599.50	500.00	120% 2
Interest on long-term debt	106,878.47	106,878.47	220,326.00	49%
Other expenditures	12,547.43	31,333.25	90,040.00	35%
Transfers to organizations and others	4,548.81	196,865.05	381,366.00	52%
Amortization	-	-	1,805,159.00	0%
	825,384.29	3,505,576.63	8,805,894.00	40%
Internal Transfers				
Internal transfers	10,783.70	(35.92)	-	3
Net Income	643,537.56	(4,027,649.16)	(987,104.00)	
Other				
Transfers to/from reserves	-	-	202,202.00	0%
Capital expenditures	230,781.62	678,543.21	2,259,334.00	30%
Debt Proceeds	-	-	-	
Debt Principal Repayment	128,696.93	128,696.93	337,127.00	38%
Amortization addback	-	-	(1,805,159.00)	0%
	1,003,016.11	(3,220,409.02)	6,400.00	

Notes

- 1** Tax revenue is in excess of budget due to Q3-Q4 education tax requisitions still to be paid.
- 2** Bank charges are over budget due to undercalculating budget. Interac machine monthly charges are just over \$75 per month which is \$900 annually by itself, not including any other minor charges we have throughout the year. Total amount is minimal.
- 3** Internal transfers will balance to NIL at yearend. Current YTD balance is due to timing of entries.



Town of Claresholm
Income Statement by Function
June 30, 2022

Revenue	JUNE	2022 YTD	2022 BUDGET	YTD % of Budget
Tax and requisition revenue	282,629.84	(4,589,130.01)	(4,075,394.00)	113% 1
General administration revenue	(7,168.58)	(55,543.71)	(499,130.00)	11%
Police	(29.83)	(1,950.58)	(15,000.00)	13%
Fire	(902.10)	(37,094.72)	(15,500.00)	239% 2
Bylaw enforcement	(872.17)	(9,042.17)	(18,000.00)	50%
Common equipment pool	-	(3,619.05)	(40,000.00)	9%
Roads, streets, walks, lighting	(720.00)	(852,747.00)	(1,267,150.00)	67%
Storm sewers and drainage	(2,034.97)	(2,034.97)	(1,318.00)	154% 3
Water supply and distribution	(235,558.35)	(777,362.16)	(1,598,320.00)	49%
Wastewater treatment and disposal	(85,114.24)	(283,972.45)	(575,312.00)	49%
Garbage Collection	(57,542.43)	(205,548.54)	(429,000.00)	48%
Recycling	(40,826.68)	(139,280.00)	(299,280.00)	47%
FCSS	(802.88)	(126,580.63)	(240,344.00)	53%
Cemetery	(1,025.00)	(9,050.00)	(20,700.00)	44%
Physician recruitment	-	-	(1,000.00)	0%
Economic development	(1,067.33)	(159,892.24)	(219,566.00)	73%
Land use planning, zoning and development	(12,211.08)	(44,618.32)	(82,100.00)	54%
Parks and recreation	(11,880.24)	(177,576.79)	(385,884.00)	46%
Culture - libraries and museum	(17,504.39)	(58,146.53)	(10,000.00)	581% 4
	<u>(192,630.43)</u>	<u>(7,533,189.87)</u>	<u>(9,792,998.00)</u>	
Expenses				
Legislative	9,533.65	51,881.87	116,900.00	44%
Administration	190,474.69	802,309.70	1,426,034.00	56%
Police	-	112,190.00	168,179.00	67%
Fire	34,980.22	113,532.31	205,507.00	55%
Bylaw enforcement	10,989.89	63,897.57	121,559.00	53%
Common and equipment pool	36,758.77	230,087.57	515,745.00	45%
Roads, streets, walks and lighting	48,131.62	245,099.55	611,151.00	40%
Storm sewers and drainage	2,947.52	5,142.82	13,347.00	39%
Water supply and distribution	159,088.27	420,992.77	935,975.00	45%
Wastewater treatment and disposal	19,516.74	64,902.47	177,529.00	37%
Garbage Collection	79,576.94	195,530.13	371,575.00	53%
Recycling	31,238.31	132,205.18	301,988.00	44%
FCSS	19,016.77	136,952.88	252,438.00	54%
Daycare	2,944.75	18,623.50	36,292.00	51%
Cemetery	4,753.38	10,118.83	20,102.00	50%
Physician recruitment	-	741.90	3,000.00	25%
Economic development	35,199.74	195,254.62	417,226.00	47%
Agriculture - weed and pest control	657.97	2,787.43	19,270.00	14%
Land use planning, zoning and development	19,142.30	114,388.37	194,554.00	59%
Parks and recreation	85,084.44	416,295.48	740,757.00	56%
Culture - libraries and museum	35,348.32	172,641.68	351,607.00	49%
Amortization	-	-	1,805,159.00	0%
	<u>825,384.29</u>	<u>3,505,576.63</u>	<u>7,000,735.00</u>	
Net Income	<u>643,537.56</u>	<u>(4,027,649.16)</u>	<u>(987,104.00)</u>	

Notes:

- 1** Tax revenue is in excess of budget due to Q3-Q4 education tax requisitions still to be paid.
- 2** Fire revenues are already in excess of budget, primarily due to significant structure fire at 46th Ave on Hwy 2
- 3** Overbudget due to revenue collected from a developer to install upsized culverts.
- 4** Museum revenues are over budget due to capital grant funding that was budgeted for last year, but not received until this year for the Museum Sandstone Project (\$38,539).



Claresholm

INFORMATION BRIEF

Meeting: August 15, 2022
Agenda Item: 14

STORM WATER PROJECT COMPLETION - ACRP FUNDING

DESCRIPTION / BACKGROUND:

In 2013/2014 the Town of Claresholm engaged Associated Engineering to do a Stormwater Management Plan (SWMP). This project happened to coincide with the flood event which the Town experienced in 2014, allowing Associated Engineering (AE) to get pictures and video of real flood conditions in Town to better assess our current position and the upgrades required to help prevent similar future events.

AE was then awarded a follow-up project to complete the preliminary design for the Phase 1 project that was identified in the SWMP. This project included development of a new large stormwater management facility (SWMF) at the south end of Town, combined with ditch improvements along 8 Street West, and along Frog Creek Drain, within the Town limits upstream of the proposed SWMF. Upon completion of this design, AE assisted the Town in applying for grant funding through the Alberta Community Resilience Program (ACRP).

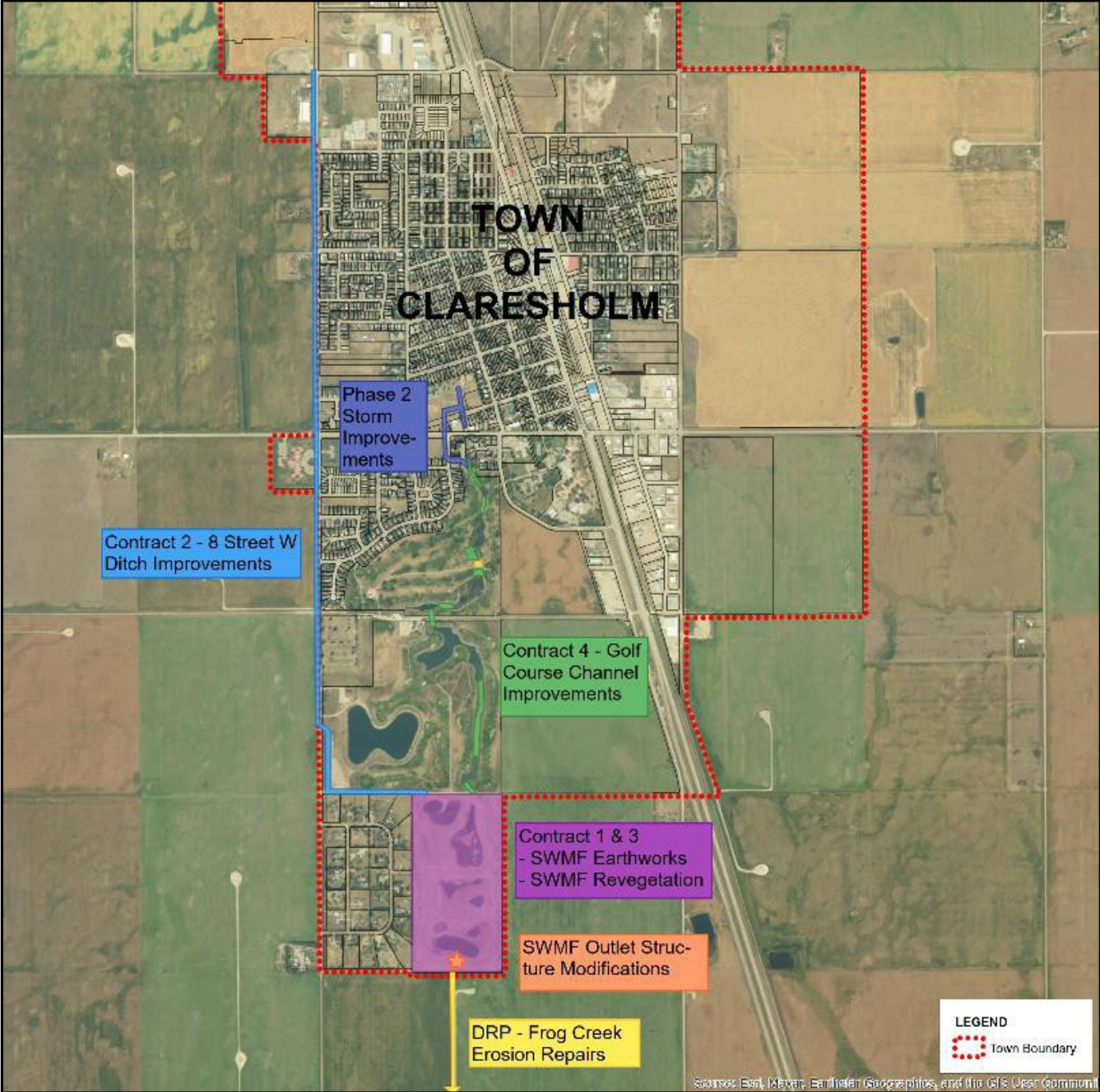
In February 2016, the Alberta Government awarded the Town a significant ACRP grant totaling \$5,325,030 for this project to cover engineering and construction costs. This funding was structured with the first \$3,000,000 of project costs being funded 90% by ACRP funding and 10% contribution from the Town, and the remainder at 70% ACRP and 30% Town contribution. The Town's contribution was covered by a combination of Alberta Community Partnership (ACP) grant funding applied for in collaboration with the MD of Willow Creek and the remainder from Municipal Sustainability Initiative (MSI) – Capital funding. The grant funding, along with the Town's contributions allowed for a total project expenditure amount of \$6,846,408.

Phase 1 included the development of a Storm Water Management Facility, or Storm Ponds, which were built south of the Golf Course, as well as upgrading of the ditch along 8th Street to convey water from the West and North/West of Town to the Storm Ponds, diverting it from going through Town. As the work was completed considerably under the total project budget, the grant office provided approval to include additional work which included:

- Golf Course Channel Improvements
- Goldfish Mitigation at the Golf Course
- Outlet Structure Modifications
- Phase 2 SWM Improvements

The final reporting for the program has been completed and the grant is officially closed. Associated Engineering assisted to finalize that reporting and the Town now has completed the first steps in upgrading the stormwater system through Town.

Map indicating project location:



As shown on the above map, contracts 1,2,3 & 4, as well as, the Disaster Relief Program and outlet structure modifications have all been completed as “Phase 1”. The dark blue Phase 2, detailed engineering and stormwater utility right of way have also been completed (as part of the phase 1 funding). Construction of that portion of phase 2 (shown above in dark blue) is on hold until additional funding can be secured.

Project detail summary:

Year	Description of Work	Annual Expenditure
2016	<ul style="list-style-type: none">• ACRP Grant Funding Received• Phase 1 Detailed Design and Tendering• SWMF Earthworks and Frog Creek Drain Repairs Construction	\$ 328,709.96
2017	<ul style="list-style-type: none">• SWMF Earthworks and Frog Creek Drain Repairs Construction Completion• 8 Street West Ditch Improvements• Revegetation and Wetlands Design• Goldfish Mitigation Startup and Environmental Assessments	\$ 3,713,768.67
2018	<ul style="list-style-type: none">• 8 Street West Ditch Improvements• Revegetation and Wetlands Design• Goldfish Mitigation Startup and Environmental Assessments• Golf Course Drainage Channel Improvements Design and Construction Startup	\$ 1,978,919.25
2019	<ul style="list-style-type: none">• Golf Course Drainage Channel Improvements Construction• SWMF Outlet Control Structure Modifications Design and Construction Startup	\$ 661,581.39
2020	<ul style="list-style-type: none">• SWMF Outlet Control Structure Modifications Construction Completion• SWMF Additional Wetland Plantings and Revegetation Warranty Work	\$ 95,373.83
2021	<ul style="list-style-type: none">• Completion of SWMF Revegetation Warranty Work• Phase 2 Stormwater Improvements Project Design Startup	\$ 24,132.90
2022	<ul style="list-style-type: none">• Phase 2 Stormwater Improvements Project Design Completion• ACRP Final Reporting	\$ 58,495.12
TOTAL EXPENDITURES		\$ 6,860,981.12

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: August 12, 2022



INFORMATION BRIEF

Meeting: August 15, 2022

Agenda Item: 15

FCSS Social Needs Assessment

DESCRIPTION:

Claresholm FCSS has partnered with Claresholm Economic Development Department in hiring Rural Development Network to perform a Social Needs Assessment for the town of Claresholm and the hamlet of Granum.

Part of the FCSS Mandate is to engage citizens in the planning of governance programs and to effectively and efficiently use resources based on identified community needs and priorities. The most successful way to fulfill this mandate is to do a Social Needs Assessment. With the information from the Assessment we can develop and maintain programs that can support the needs identified.

The RDN has supplied two types of surveys; one for youth and one for adults in the community. The posters have a QR code that transports to the online survey, an online link and also paper copies to be handed out, that when completed will be mailed to the RDN for organizing.

The surveys became active on June 13th and are being advertised on the town website, FCSS website, FCSS Facebook, Local Press, various poster boards around town, shared with Interagency and paper copies are on counters at Town Office and Local Press. The deadline for entries is July 13, 2022.

Our hope is to take the information and continue to improve the social well-being of individuals, families and community.

UPDATE:

The deadline for survey entries was extended in order to receive more feedback from the community.

As part of the Social Needs Assessment the RDN has to host a Community Engagement Session. We have chosen September 7, 2022, all day, for this to happen. They would like to do this in 3 separate sessions throughout the day and evening hosting to a diverse population each time. These sessions will be conversations that will gain information from the participants about all social aspects of living in Claresholm; things like park space availability or activities to do around town or if supports are in place to help those in need. Also, we will be discussing an issue that is forefront for our town now; lack of housing and homelessness. I believe the population that they will be looking for will be all citizens from different economic status to different ethnicities, persons of different age categories to people of different employments (non-employment). Also, workers from different non-profit agencies and of course councilors. This is a valuable part of this assessment and we would like to make sure that we have a large percentage of community participation which can help both the Economic Development Department and Family and Community Support Services find the information needed to move forward for the best possible outcomes for the Town of Claresholm.

PREPARED BY: Barbara Bell, FCSS Director

APPROVED BY: Abe Tinney, Chief Administrative Officer

DATE: August 10, 2022



Town of Claresholm

Council Committee Report

Date: August 15, 2022

Mayor Petrovic	
Councillor Carlson	
Councillor Cutler	
Councillor Kettles	
Councillor Meister	<p>CSCDC It's been a little slower for the summer months. Christmas in July was a hit, with almost 100 people in attendance! We had a quick survey at the event with choices for the name change and that should be decided soon. It was great to see some new faces in attendance as well as volunteering.</p> <p>Museum Attendance has been pretty steady with donations being decent also. We have had a bigger presence in the local press with ads as well as articles about the museum, it seems to be paying off. Our new exhibit on transportation is almost ready for our soft opening during fair days.</p> <p>WCC Spread the world was a hit on Canada day with 131 passports completed. RNIP program has been extended to early 2023. Roger Reid and a few</p>

Note: Individual Councillor reports are non-binding, and do not represent the will of Council. Council may only act by resolution in accordance with section 180(1) of the *Municipal Government Act, R.S.A 2000*.



Town of Claresholm

	<p>other new faces attended our dinner meeting in June which included a lively discussion in regards to the change of wording on the mission statement. The process that was taken at this meeting led me to bring up concerns at the July meeting in regards to voting rights and responsibilities for members on the committee. This was also a pretty heated discussion but in my opinion it is time to firm up policies and add bylaws that would be clear to everyone. We had a delegation from Cochrane 'from committee to society' The main thing that I took away from them is to be successful we need to be more inclusive to all members of the community. I think they will be a great resource for us in the path forward.</p>
<p>Councillor Schlossberger</p>	<p>July 19 EDC. Approved 4 participants in RNIP program. Approved new way-finding signs. RNIP program extended by 1 year. Great news!! Would like to see this program become permanent!!!</p> <p>July 26 Productive CAO evaluation meeting. Good discussion.</p> <p>July 29 Very interesting zoom meeting with Hannah Scott, Brady Schnell and Tara VanDellen. Hannah works for Mitacs through University of Lethbridge. Looking at working with a graduate student and a professor to do a project. ASP, Urban planning, Report on the benefits the Starline Business Park. Mitacs covers 1/2 the cost.</p> <p>July 29 Toured the landfill with CAO to observe the repair to a wet cell and constructing the new dry cell!! What a lot of work. A lot of regulations to follow. You have to have weeping tile in bottom of hole. 12" in diameter with a pipe attached to tile then brought up to the surface so that it can be pumped out. Slope on walls have to be a certain grade. NLSS are professionals at this work and always so helpful with advice. Large job. Took them over a month. Getting an unbelievable amount of garbage. Seeing all that buried is a little worrisome. Digging out wet cell was very very fragrant!!! Our landfill is in good hands with our currant CAO there. Always on top of things and looking to the future.</p> <p>Aug 3</p>



Town of Claresholm

	<p>Alberta SW. Not much new here. Discussed programs available through Prairies Can with Linda Erickson. Prairies Can is the federal arm of Economic Development. Like Economic Development Alberta, Invest Alberta they like to see metrics and statistics. Always like to here about opportunities, inquiries, land and buildings for sale. Talked about succession planning.</p> <p>Aug 10 Attended 2 RNIP interviews. Just amazing to see how elated people are to be considered to come to Canada and a small town. This program has been extended by 1 year. Excited about that. It feels good being able to help employers in our community find employees.</p> <p>Aug 10 Quick meeting with Nu and Naz at Wiltshire to collect information on what is available for rooms. Lengths of stays available. Cost. Contacts etc. These guys very helpful. Our health care facilities always have temporary people working in our facilities and are always looking for places to stay.</p>
Councillor Zimmer	



CAO REPORT

August 15, 2022

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

The Town was successful in an application to work with the Sustainable Housing Initiative (a branch of the Rural Development Network) on its Enabling Housing Choice project (<https://www.housingredefined.ca/enabling-housing-choice-project>). The Project “will drive transformational, long-term policy change that will benefit Alberta’s real estate industry by addressing policy, bylaw and process barriers that realtors, housing developers, and municipalities often face when trying to improve housing choice.” The Town will work with this group to build off our Housing Needs Assessment and Affordable Housing Strategies reports. We are expecting the reports September/October and will begin working with RDN shortly thereafter.

I have completed my professional development for the year, which consisted of three online courses dealing with organizational change management. The courses include: Managing People Through Change, Change Leadership, and Managing Organizational Change. This course work provided change management tools that translate to local government (including leadership, communications, assessing organizational readiness and willingness for change, and general organizational change planning and execution) that can be applied to service delivery changes, organizational restructuring and recruitment, and internal operational and process changes.

BYLAW

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

FCSS

See enclosed report

FIRE

No report this month

HR/TAXATION

See enclosed report

INFRASTRUCTURE SERVICES

See enclosed report

RECREATION

See enclosed report

Respectfully submitted by

Abe Tinney
CAO



INFORMATION BRIEF

Meeting: Aug 15, 2022
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT - June/July/Aug 2022

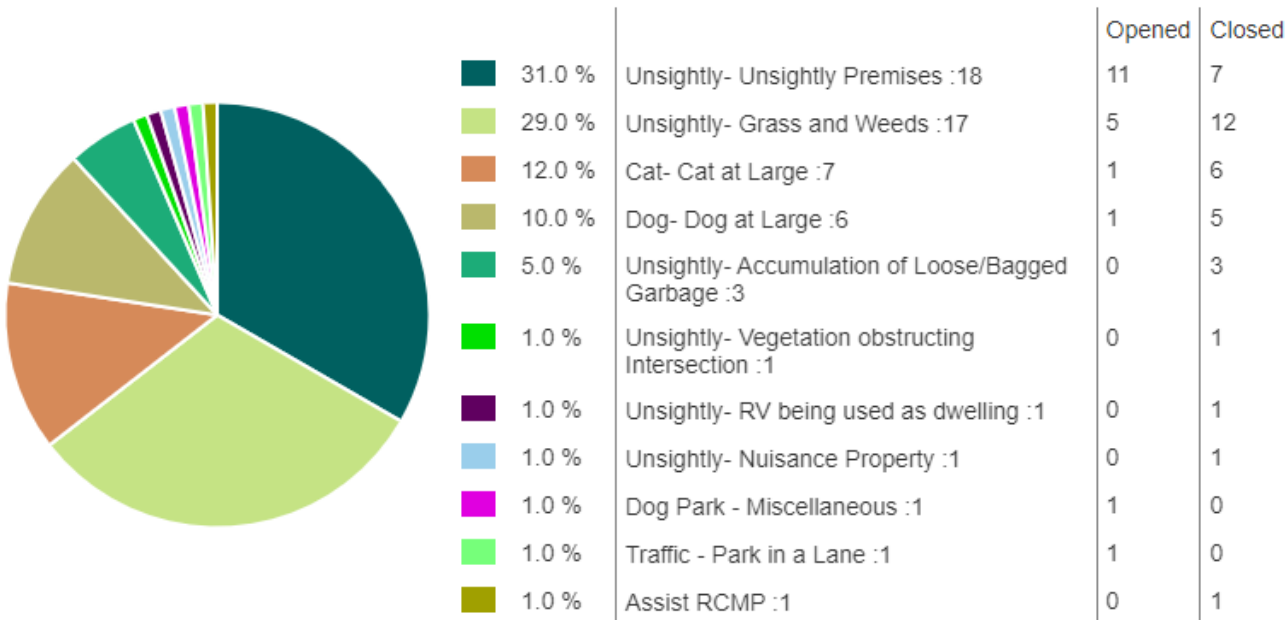
Report Mapping



Total number of requests by Service Type :

June/August Highlights:

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.
 2. 13 Animals brought into CARES
 - 7 Cats
 - 6 Dogs
 3. Unsightly Properties has been on the rise, it is being closely monitored, the rain has made it slightly more difficult to enforce for properties owners to keep on top of the maintenance.
 4. Bylaw Officer started 57 files in between Jun 24 – Aug 9 .
 5. Dogs off leash around town calls have declined in the last month.
 6. Speed radar signs have been put up on the North and South sides of Town to remind travelers to slow down as they enter Town. The data is shared with RCMP on a weekly basis.
 7. RFP was developed for council Re: Lowering of the town non posted speed limit.
- The survey will be released at the end of August, with results to be presented in Oct.



DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 6/27/2022 - 8/12/2022

Claresholm

Financial

- June's Council Financial Report is being presented at the August 15th Meeting. Percentages of budget utilized was added to these monthly financial reports for the last May report, and is still there, with the correction of displaying these as percentages in both pages (was presented as a decimal on one page in May's report).
- Utility rate review was completed and presented to the Audit and Finance Committee, and then to Council, on July 18th. In short the amounts put into reserve at the end of 2021 were slightly less than originally planned. The excess shown from the 2021 budget was due to a budgeting error in 2021.
- 3-year operational financial plan is drafted, however required changes keep coming up due to inflationary cost pressures. At the July 18, 2022 Audit and Finance Committee some of these pressures were presented and discussed.

General

- July 21, 2022 Council Open House went well with a presentation from myself on the 2022 budget. Had hoped for a better turn out, but everyone who was present seemed to appreciate the presentation and gain a better understanding of the Town's Finances.
- Completed the Forms process/template in early August to move Council Timesheets to an electronic/paperless process that will ensure proper review/signoff of the forms. Will be presenting and training Council on these new forms at our next Audit and Finance Committee meeting in September.
- Will be using these completed forms process done by Ricoh as a template for us to be able to create more forms templates/processes ourselves. These will likely include:
 - Fire Department Truck Checks forms
 - Safety Checks
 - Expense Claims
- Continuing to make progress on Asset Management objectives/initiatives as well as other process improvements and efficiencies outside of Asset Managements. Some of these include:
 - Updates to condition assessment forms and processes for items such as water valves, fire hydrants, and sewer manholes.
 - Updates to cash receipting reporting process for more efficiencies, especially in the bank reconciliation process
 - Update Service Tracker (primarily only used for Bylaw at this point, but will be rolling out for more general use throughout the organization) to have custom defined ID numbers for easier tracking and reporting.

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

DEVELOPMENT OFFICER REPORT

For: 6/23/2022 - 8/12/2022



Claresholm

Development Permits

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

Compliance Requests

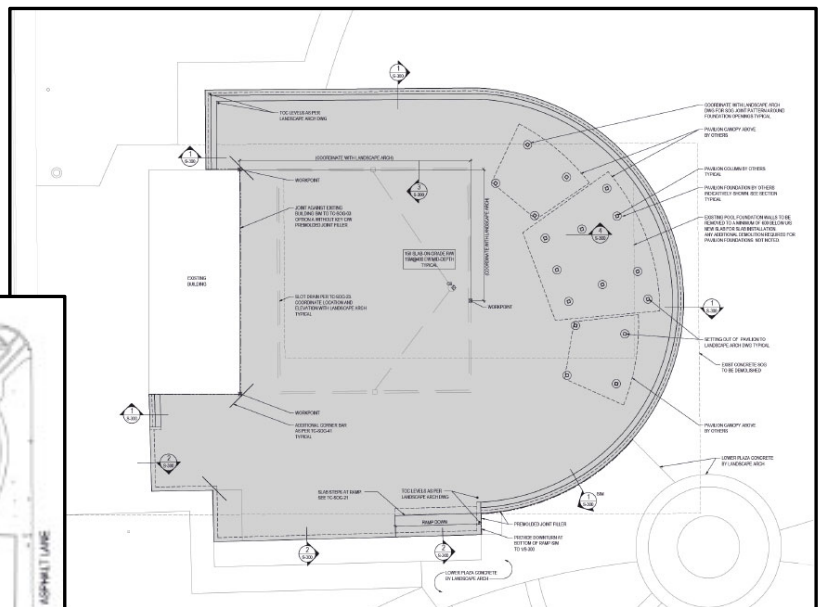
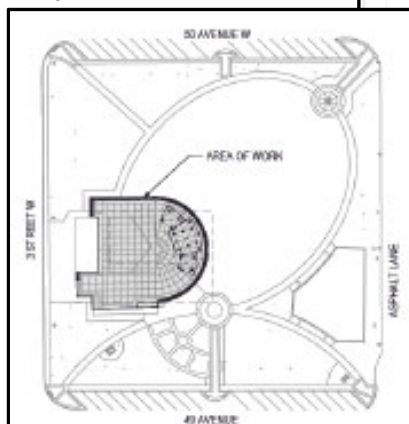
- ❖ 5 compliance requests received.
- ❖ 1 Environmental and information search request

Miscellaneous

- ❖ Local Press Ads – Public notice for LUB public hearing, MPC approved developments ad.
- ❖ Emergency Management – continued planning for mock exercise. Meeting in Fort Macleod July 12, 2022 with regional partners (to discuss unified command). August 9, 2022- planning meeting.
- ❖ Service review meeting with Munisight – July 11, 2022.
- ❖ MPC meeting – July 22, 2022.

On-going projects

- ❖ Community Development Committee – continued work on RFP/contract for Real Estate Services with Avison Young for the sale of Town owned property. Residential tax refund bylaw presented to Council. Investigation in regards to Community (brownfields, etc.) ongoing.
- ❖ Road closure bylaw – Presented to Council for 1st reading (alley). Still waiting for AHS road closure to be returned from the Minister's office.
- ❖ Asset Management – Munisight GIS and asset management forms continuing to be updated and changed for the public works crews to use while completing inspections and condition assessments. New and upgraded infrastructure as well as correction made at time of installation/investigation.
- ❖ Fire Hall – working with firms (site visits/etc.) to receive a quote to provide pre-construction services (conceptual drawings and opinion of probably costs) for the Fire Hall addition/renovation (in order to apply for grant funding in 2023).
- ❖ Business License Bylaw update complete and consolidated with original bylaw, website updated with new bylaw.
- ❖ Tamarack lots for sale (bid process) – agreements, finalizations ongoing. List prices set, continued work with realtor and/or any inquiries.
- ❖ Land Use Bylaw Amendment (updates for development, etc.) & consolidation complete.
- ❖ Amundsen Park project – Site visits completed. Project tendered.



FCSS Report to Council July 2022

- FCSS was present at the Granum Tri-Services building grand opening. I chatted with some of the local people and handed out the RDN social needs surveys to those that were interested.
- The Willow Creek Ministerial donated half of their Community Garage Sale proceeds to our initiative called The Creative Youth Fund. This is a fund that we started with Amanda from Local Press, and Darla from Dollar Store. These funds will focus on helping children from lower income families participate in events, classes or clubs that are geared toward the more creative side of life (singing, painting, writing etc). Workshops of this sort, for youth, will be starting in the fall.
- The Needs Assessment work through RDN continues. The survey deadline was extended in order to receive more feedback from the community. A date of September 7 has been chosen for the Community Engagement Session. They will host 3 separate sessions on that day.
- Our drumming sessions continue outdoors whenever possible. Each time there seems to be new participants. Holly has planned a special drumming through the Alberta Friendship Centre to recognize National Day of Truth and Reconciliation. This will be held on Mon. Sept. 26
- FCSS planned a picnic in Amundsen Park for seniors. It was a lovely day to enjoy meat and cheese and snacks. There were about 30 people that joined us. Even one couple from out of town joined in the fun.
- Every Friday throughout the summer, we have been offering free craft kits for kids ages 5-7 and 8-12. Vivienne (our amazing volunteer) has helped to organize and put these kits together.
- Holly ran a couple of kids contest for different age groups; a colouring contest for young kids, which we proudly displayed in the town window, and a town scavenger hunt for older kids. Prizes were given to winners and participants.
- The Youth of Tomorrow have had 2 opportunities to access the Drop in Centre activities. They enjoyed pool, darts and shuffleboard. They continue to meet on Tuesdays and also to volunteer when needed in town events.
- Tumbling Tots is still going strong in the park even without the aid of Holly (as she has been manning the office while I have been away). August 22 will be the first day that Tumbling Tots will operate in our new space, at the Claresholm Pentecostal Church. All the equipment was moved from the United Church in July.
- We invited the FCSS staff from Ft. MacLeod and Nanton and the MD emergency staff to join us for an overview of our Reception Centre supplies and to answer any questions they may have to prepare for the upcoming mock disaster in October. Unfortunately, the MD staff did not join.

- The FCSS Summer Bash was a hit...other than the extreme heat! There were around 150 participants to enjoy supper at the food truck, a bouncy house, Frisbee golf, outdoor games, Sparkle Tattoo, face painting, crafts and preschool aged activities. Lots of wonderful volunteer helpers including Youth of Tomorrow.

Survey Results:

1. As a result of attending Summer Bash, I feel a stronger sense of community with the people on my block/in my neighbourhood.

Strongly agree	Agree	Somewhat agree	Somewhat disagree	Disagree	Strongly disagree
33	13	3			1

2. Summer Bash has helped me to understand the importance of my family going on outings together.

Strongly agree	Agree	Somewhat agree	Somewhat disagree	Disagree	Strongly disagree
34	10			1	1

- We are working alongside the Kinettes Club to provide the Back-Pack Program to our community again. We are in charge of the registration intake and advertising, and the Kinettes will be buying the supplies and putting together the back-packs for the families. There are 22 children registered for this program so far.
- The 1st quarter report for the 3rd year of Family Resource Network has been filed along with the separate report that gets sent into the Hub as well.
- Had to postpone the Caregiver Support Group but we have scheduled a new date of Aug 28th at 10am.
- Big thanks to Holly for holding down the office while I vacationed and took sick time. She was amazing doing it all alone!

TOWN OF CLARESHOLM FIRE DEPARTMENT

MONTHLY UPDATE

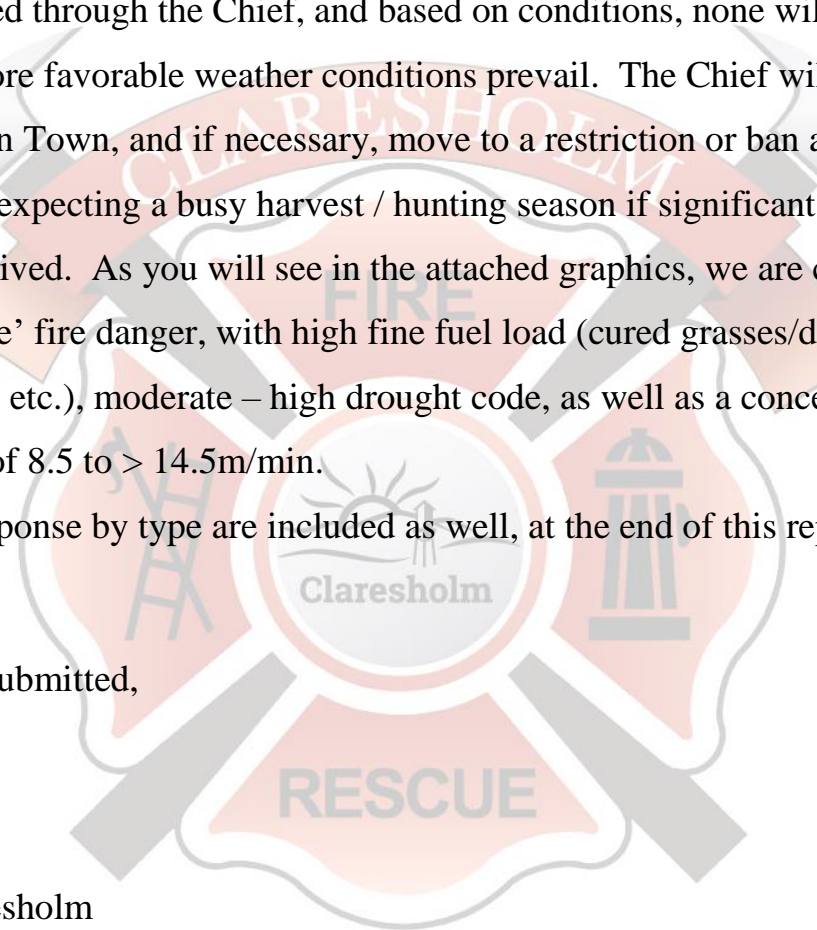
FOR THE PERIOD OF: 18-JUNE-2022 TO 5-AUGUST-2022

1. For the most part this summer has been relatively calm (so far!) for the Department. This reporting period we responded to 28 events including:
 - a. 1 Structure Fire
 - b. 7 Motor Vehicle Collisions
 - c. 8 Medical (first or co-response) EMS
 - d. 1 Motor Vehicle Fire
 - e. 3 Outside / Grass Fires
2. The Annual Claresholm Fire Fund Raising Golf Tournament is less than 2 weeks away! We thank Town & Council for the donation, and hope that some of you have put in a team and come out and enjoy a great afternoon of golf, and support our continued fundraising efforts towards electronic vehicle extrication tools (Jaws of Life).
3. The members were hard at work this past Wednesday evening at practice getting the trucks and hall polished up for the parade next Saturday. Murphy's Law says we'll have cause to get the trucks dirty before then, but we'll keep our fingers crossed.
4. June & July saw members from across the MD, including 4 from Claresholm Fire complete their NFPA-1002 Standard for Fire Apparatus Driver / Operator Qualifications (Driver/Operator & Pump Operator).
5. The Chief attended Cottonwood Village at the invitation of their manager, Nils, on 4-August to observe & report on their fire drill. The drill went very well, staff were organized, and residents calm during the two-stage evacuation. Kudos to Nils & his staff!
6. There are currently 0 open safety codes files at the time of this report.

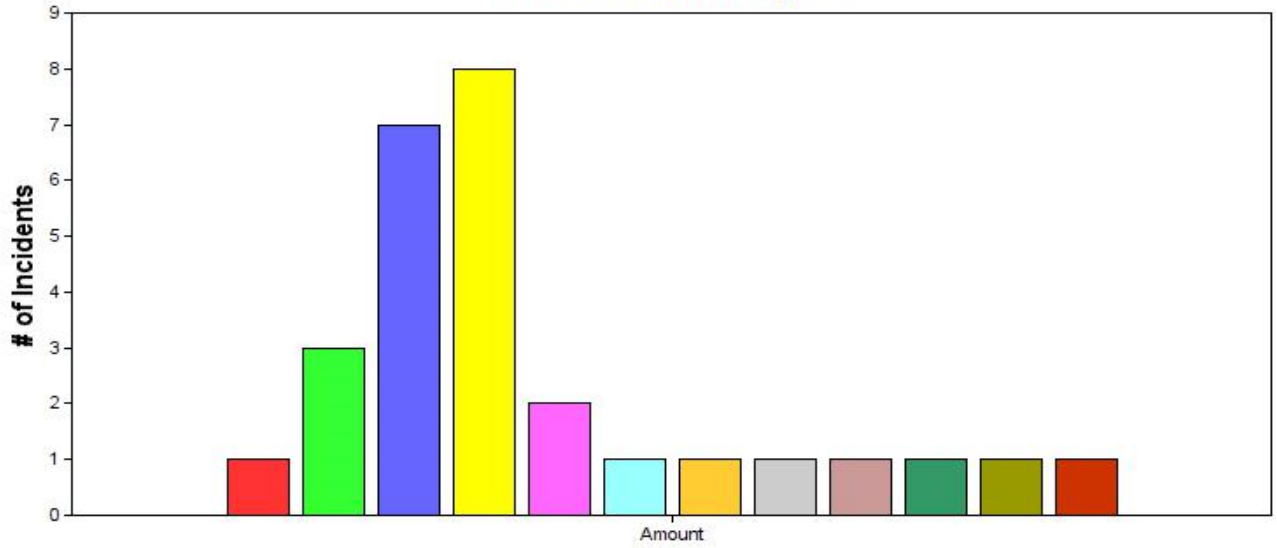
7. The Chief is currently in the process of performing asset management on the Town owned Engine, report to be forwarded to CAO upon completion.
8. With the hot temperatures, winds, and no significant precipitation, our neighbours in the MD of Willow Creek have moved to a fire restriction- with the possibility of extending to a full ban with little to no notice. I have not placed the Town under such restrictions – yet. Fire permits must be requested through the Chief, and based on conditions, none will be issued until more favorable weather conditions prevail. The Chief will monitor events in Town, and if necessary, move to a restriction or ban as warranted. We are expecting a busy harvest / hunting season if significant moisture is not received. As you will see in the attached graphics, we are currently in an ‘extreme’ fire danger, with high fine fuel load (cured grasses/decaying deadfall etc.), moderate – high drought code, as well as a concerning rate of spread of 8.5 to > 14.5m/min.
9. Call response by type are included as well, at the end of this report.

Respectfully submitted,

Craig White
Fire Chief
Town of Claresholm



CLARESHOLM FIRE RESPONSES BY TYPE
From Jun 18 22 to Aug 5 22



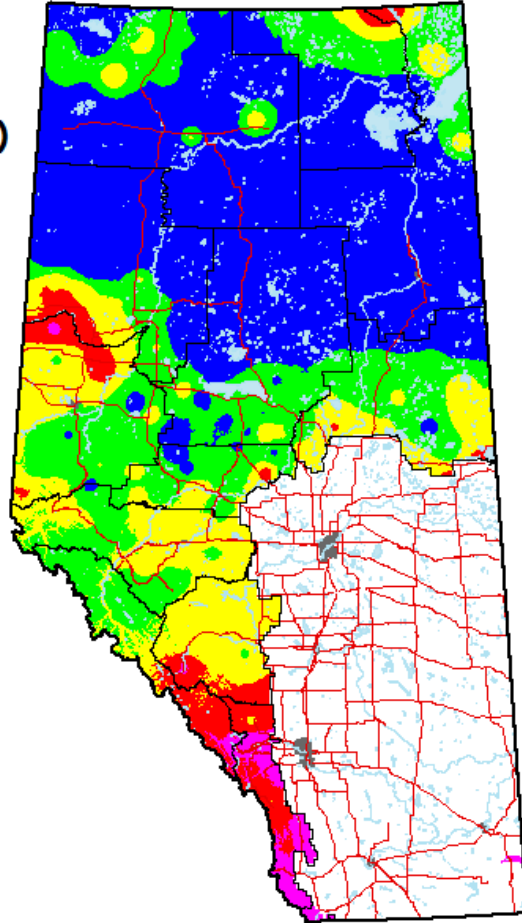
- Fire Structure - 1 ■ Fire Outside - 3 ■ Vehicle Accident - 7 ■ Medical - EMS - 8
- Alarm No Fire - detector activated - 2 ■ Alarm No Fire - accidental miscellaneous - 1
- Alarm No Fire - miscellaneous - 1 ■ Alarm No Fire - smoke or steam mistaken - 1
- False Alarm - internal or local alarm system - 1 ■ Public Service - assist police or other agency - 1
- Public Service - miscellaneous - 1 ■ Rescue - miscellaneous - 1



Alberta

Fire Danger (Fire Weather Index) for August 8, 2022

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

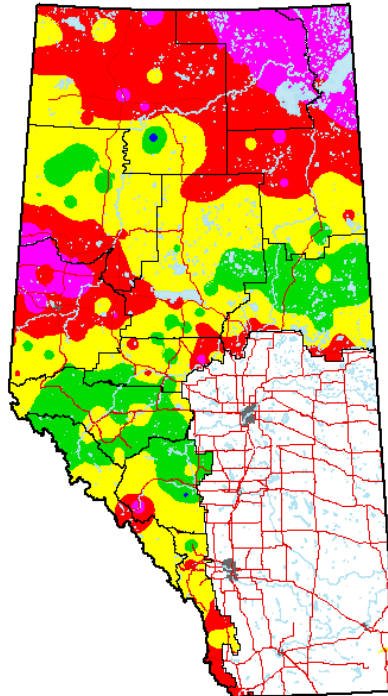


Alberta Government
© 2022 Government of Alberta
Map created on Aug-8 at 14:06

Alberta

Drought Code for August 8, 2022

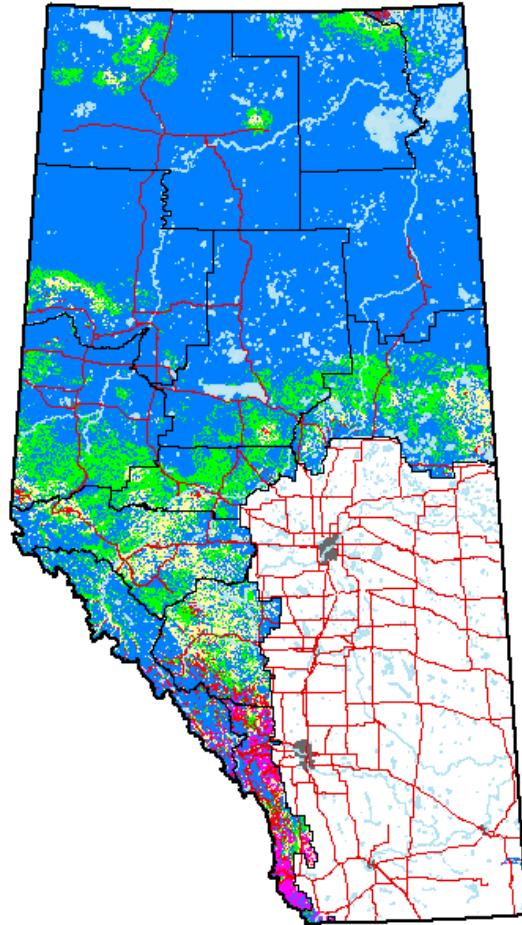
- 0 - 79
- 80 - 189
- 190 - 299
- 300 - 424
- 425+
- No Data



Alberta Government
© 2022 Government of Alberta
Map created on Aug-8 at 14:06

Alberta

Rate of Spread
for August 8, 2022

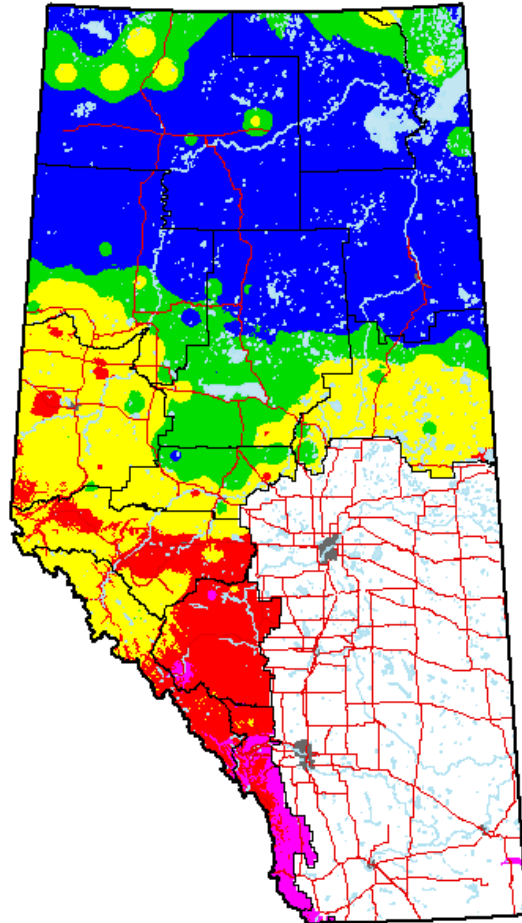
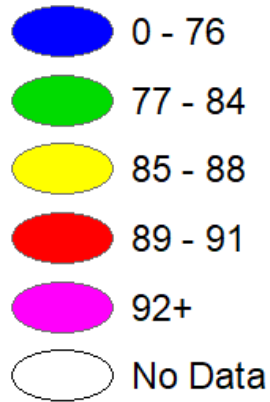


Alberta Government
© 2022 Government of Alberta
Map created on Aug-8 at 14:06



Alberta

Fine Fuel Moisture Code for August 8, 2022



Alberta Government
© 2022 Government of Alberta
Map created on Aug-8 at 14:06



AUGUST 2022

HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

Summer staff are coming to the end of their employment terms. We had great summer staff this year and would love to have any one of them back again. I'm sure their last few weeks will be just as great as their prior few months, and we wish them all the best as they transition back to school or whatever else they may pursue.

Assessment and Taxation

I'm happy to say that, after working diligently with the property owner, we were able to cancel the auction of the 1 (one) remaining property from the 2021 Tax Arrears List due to payment in full of all outstanding taxes.

There are still nine (9) properties remaining on the 2022 Tax Arrears List. If the taxes are not paid by March 31st, 2023 the properties can be auctioned.

Below is the amount of outstanding taxes, at August 3rd, 2022 not including TIPPS Participants. Taxes outstanding are **\$512,472.95** summarized as follows:

\$ 421,913.69	Current Taxes Outstanding
\$ 20,626.35	Arrears including previous penalties
\$ 69,932.91	On 2022 Tax Arrears List. Subject to auction in 2023.

The complaint deadline for appeals, of July 19th, 2022 has passed. There is a total of 5 (five) appeals, all non-residential properties. It is possible these appeals will be settled before they actually come to a hearing. There has been no date set for the Composite Assessment Review Board (CARB) hearings yet should they proceed to that point.

INFRASTRUCTURE SERVICES REPORT

for July/August 2022



Buildings There are no new issues to report. Inspections now done monthly; minor deficiencies are repair as scheduled. Janitors' hours have been increased to 25hrs a week from 20hrs.

Sidewalks We have awarded the 2022 sidewalk tender for the removal and replacement of sidewalks in Town, work to start in Sept. As well, Safe Sidewalks was hired and has removed 100+ tripping hazards, again this year, on sidewalks that are not getting replaced. All work to be within the 2022 sidewalk budget.

Streets Potholes are being dealt with as manpower allows. The Town has completed the 2nd St. project in the downtown with McNally Contractors, around the first week of July. Line painting has been completed.

Sanitary Sewers No issues to report at this time. The Centennial Park campground has been having frequent sewer blockages. Still unsure of the cause, but we are able to unplug it. Annual system cleaning is underway, throughout the entire town.

Water Distribution No problems to report. One water leak was repaired on a main valve leaking on 4100 blk of 1A St. West. Every main valve in the system was exercised to verify operation. The watermain replacement project on Westrose Ave. is approx. 25% completed, we are trying our best to accommodate the resident concerns with the construction.

Storm Sewer Drainage No issues to report.

PARKS The new playground at Admunson Park has been completed. All positive feedback. Benches have been installed at the dog park.

RECYCLING Program is operating well, wind is usually a small issue.

GARBAGE Our Collection program is running well. Dumpster requests have far exceeded the bins, in inventory, and we are behind in filling the rental requests.

EQUIPMENT Maintenance and repairs are done as needed. All equipment is operational.

STAFF 7 weeks of holidays were used by staff, in July, and 13 weeks in August.

This Report by

Mike Schuweiler

Director of Infrastructure

CLARESHOLM RECREATION

June – July
2022 Recreation Report



August 9, 2022

Authored by: Denise Spencer

ARENA

- Arena Ice, Arena Ice Slots (daily times & Birthdays) and Mezzanine Rentals have been advertised for the Claresholm Arena
- New Minor Hockey Registrar: She will have permissions to change the Minor Hockey schedule
 - Training day was July 28, 2022; went over the calendar with the new registrar, explained the Towns needs for public skate times, out of town tournaments, and Minor Hockey ice slots. Requested to be informed if changes were needed that were out of the normal schedule.
- Big Top Circus is confirmed for August 20, 2022. They will host 2 shows that day.
- Arena User Meeting scheduled August 11, 2022
 - Discussion on schedule & tournaments for 2022-23
 - Discussion regarding user needs for the Arena that would impact the Recreation Master Plan
- Arena Calendar: tentative schedule is posted on Google Calendar, this can be viewed at Claresholm.ca
- Arena Ice start: September 19, 2022
- Arena Open: September 26
- Mezzanine: Tap Dance will be starting September
- Alberta Prosperity Project has rented the Arena for September 9, 2022
- 5 individuals have been interested in operating the Arena Concession; one has provided a plan, 2 have dropped out, and the other two have not followed up further.
- Arena Advertising: Letters will be going out to our current Board and Wall Advertisers to ensure they still want their space.

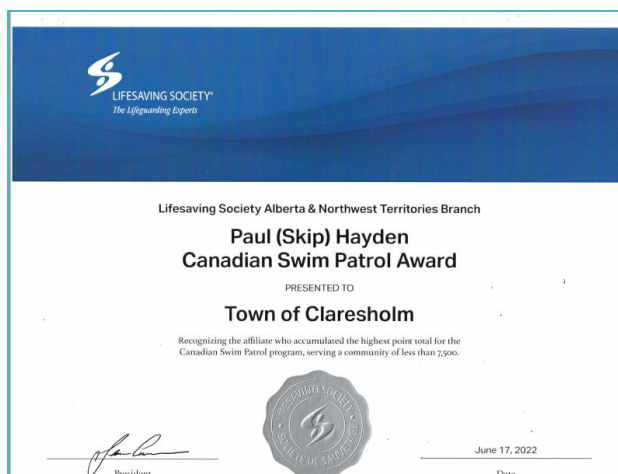
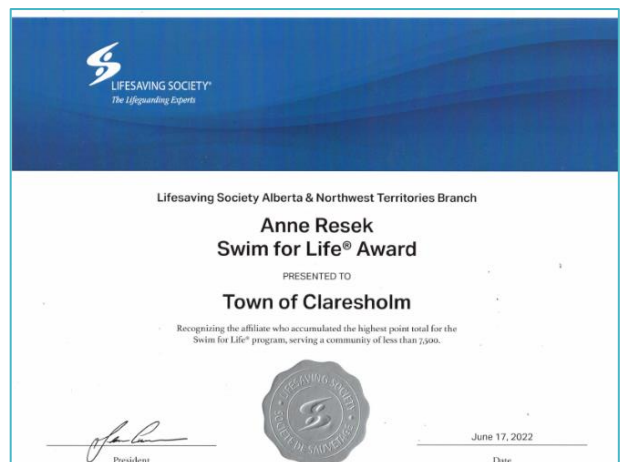
**ARENA ICE RENTALS
2022-23**

- \$47.50/ HOUR + GST BIRTHDAY RENTAL
- \$105.00/ HOUR + GST LOCAL ADULT PRIME TIME
- \$70.90/ HOUR + GST LOCAL YOUTH PRIME TIME
- \$123.65/ HOUR + GST OUT OF TOWN YOUTH
- \$129.50/ HOUR + GST OUT OF TOWN ADULT

rec@claresholm.ca 403-625-2172 or 403-625-2595

CAC

- Won 3 Awards with the Lifesaving Society, picked these up June 17, 2022 at the Seton YMCA
- Summer Lessons have went well, our public swims are not filling like they could when people could drop in



- Inflatables: This arrived July 14, 2022
 - Need additional Guards for safe operations
 - Currently doing private rentals
 - Rented out for private rental August 6, 2022, rental group provided volunteers.
- National Drowning Prevention Week: July 18-22, we provided daily activities and a colouring contest.
- Program Guide for fall went live August 2
 - New programs:
 - Laughing Yoga
 - Masters 18+ Swim Club
 - Bootcamp + Shallow Play; up to 5 children can attend with their parent or Guardian, a Lifeguard will occupy them during BootCamp.
 - Posters have went live
- Claresholm Kraken Swim Club finished August 10, 2022
- The Claresholm Aquatic Centre will require one more Senior Guard for fall



WATER EXERCISE OPTIONS

Seniors Program
TUESDAYS & THURSDAYS 11:15-11:45AM
Come out and get your groove on to some classic rock. With great people, a smooth 20-30 minute workout, ideal if you're just starting to exercise, have lower mobility, or need rehabilitation due to an injury or surgery.

AQUAFIT
MONDAY, WEDNESDAY & FRIDAY
7:45AM- 8:45AM OR 1:00-2:00PM
August 3-31 \$48.75
September 2-28 \$41.25
October 3-31 \$45
November 2-9 \$15

"An intense workout for adults targeting the core, cardiovascular system, and strength with zero impact on joints due to buoyancy. Great for post partum health!"

BOOTCAMP & SHALLOW PLAY
ADULT WORKOUT + CHILDREN 8 MONTHS TO 5 YEARS
TUESDAYS & THURSDAYS 5:00-6:00PM
September 1-29 \$33.75
October 4-27 \$31.50
November 1-10 \$14.00
Bring your kiddos for supervised play while you get your sweat on!

UP TO 5 CHILDREN, REGULAR ADMISSION + PREREGISTRATION REQUIRED.

Contact 403-625-2172
Claresholm.ca

CLARESHOLM.CA

MASTERS 18 + CLUB

MONDAYS & WEDNESDAYS 8-9PM
SEPTEMBER 12 - NOVEMBER 2

A COACH WILL PROVIDE PERSONALIZED WORKOUTS, STROKE CORRECTION & SKILL DEVELOPMENT.

WORK TOWARDS PERSONAL GOALS.
CONTACT 403-625-2172 TO REGISTER

\$172.50
15 SESSIONS

Must be able to swim independently, take direction & circle swim in lane.

Claresholm
AT THE CLARESHOLM AQUATIC CENTRE

LAUGHING YOGA

JOIN JADE FOR A BELLY LAUGH

This class will stretch your cheeks, tighten the abdominals, and start your week off on a positive note! No coordination or experience needed!

SEPTEMBER 12, 19, & 26 \$36
OCTOBER 3, 17, 24 & 31
DROP IN \$12/ CLASS

ONLINE REGISTER CLARESHOLM.CA UNDER AQUATIC CENTRE
OR CALL 403-625-2172
PAYMENT TO THE INSTRUCTOR ON THE FIRST DAY

Ball Diamonds

- The Ball Diamonds have been in excellent shape this year.
- Co Ed Slo Pitch: wrapped up August 5 & 6 with Filthy Mittz in 1st, Baconators 2nd and Allcoballics 3rd
 - Barbecue followed the event
- Claresholm Fair Days Slo Pitch Tournament, 11 teams confirmed hoping 12 are in.
 - Beer Gardens will be going all weekend

Bark Park

- Bark Park Benches: Installed August 8, 2022
 - Waiting on cement
- This park continues to be very popular and well attended

SASG-Southern Alberta Summer Games

- Letter was sent to all 13 regions to request bids for the games going forward.


Centennial Campground

- On July 14, 2022 there was a request to create new signage for the Campground, the current signage states the price, and there is only a white board
- Rules have been developed

- Request to have a slider/ or flip to change prices easily

Community Recreation

- Developed 2 Recreation Flyers
 - For Air Show scheduled August 27, 2022- Air Plane Theme
 - For Welcoming Claresholm – Parks & Pathways Theme
- Kite Decoration & Flying scheduled August 12, 2022 at the Museum
 - 120 small kites were purchased to be given away to youth
 - Let's Go Fly A Kite!
- Town Event Inflatable & Blow up Obstacle on hold, supplier was going to charge \$3900 for one unit. Looking for an alternative supplier. Covid has impacted this area, and Canada does not have a lot of options.



Claresholm RECREATION
Town of Claresholm 403-625-3381 Claresholm.ca August 2022

Recreation Facilities


- Aquatic Centre
- Agriplex
- Beach Volleyball
- Bridges of Claresholm Golf Course
- Curling Rink
- Community Centre
 - Indoor Gun Range
- Disc Golf
- Drop in Centre
- Ice Arena
- Millennium Ball Diamonds
- Museum
- Pickleball courts
- 3 local Gyms
- Willow Creek Gymnastics
- Rocky Mountain Drifting
- Skateboard Park
- Tennis Court
- WCCHS Football Field

Adult Recreation

Volleyball *October-March*
Pickleball *Year Round*
Slo Pitch *May-July*
Ball Hockey *April-September*
Basketball *October-April*
Adult Hockey *October-March*
Claresholm Arts Society Productions
Claresholm Community Singers
Contact rec@claresholm.ca for organizer information. Not all recreation is listed.

Top Notch Restaurants

And Kitchen
Antree
Blackwood Coffee
Casa Roma
Douro
Maonhouse
Putters Restaurant
Rays place
The Bell Hotel
From Greek, to Indian Food and everything in between!



Gravel Road Race-The



Parks

- Amundsen Park
- Bark Park
- Centennial Park & Campground
- Lions Park
- Patterson Park
- Ring Rose Park
- West Hill Park
- Westlynn Park

Pathways

- Frog Creek Storm ponds
- Kin Trail
- Claresholm has over 7 km of pathways!*

Recreation Nearby

- Pine Coulee
 - Fishing, boating, paddling & kayaking
- Willow Creek
 - Camping, fishing & tubing
- Trapshooting Club- *10 minutes west*

Night Life

- Douros Lounge
- The Bell-Claresholm Inn

Community Events

- Chad Besplug Bull Riding - *February*
- WinterFest- *March*
- Farmers Market
 - *Wednesdays July-September*
- Canada Day Celebration
- Community Summer Bash - *July*
- Fair Days & Car Show - *August*
- Old Fashioned Christmas - *November*

"Where Community Takes Root"



Range

To the Town of Claresholm: *On behalf of some volunteers, we THANK YOU for the great campground and help you gave Garth to have the event. We love your town and golf course. We met many residents and everyone was very friendly. We will return next year if the event will be held.*

Town Gardens & Plantings

- Gardens look amazing this year, the perennials planted at the entrances in 2020 & 2021 are visible from the road, hoping they're even larger next year. The entrances cause issues because of their proximity to the road (salt) and our chinook winds.

Tennis Courts

- These have developed cracks that the manufacturer does not have warranty for. Frost and temperature changes affect the surface, and there is no repair for this as this is part of the structure footing and not just the surface. The company does supply repair kits for the surface.



Claresholm

INFORMATION BRIEF

Meeting: August 15, 2022

Agenda Item: 18

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - April 25, 2022				
7	RFD: Community Futures Business Loan Program - Moved by Councillor Schlossberger to accept the Business Improvement Loans Program offered by Community Futures Alberta Southwest, and that the loan interest be repaid at 50% by the Claresholm & District Chamber of Commerce and 50% by the Town of Claresholm Economic Development Committee. CARRIED MOTION #22-061	Brady	EDO is working with Community Futures to complete the agreement in partnership with the Chamber	In progress
11	RFD: 2022 Final Budget - Moved by Councillor Carlson to direct administration to prepare information on the water rates to be discussed at the Audit & Finance Committee level at an upcoming meeting. CARRIED MOTION #22-067	Blair	Utility Rate Analysis completed and presented to A&F Committee. Summary provided to public at July 18, 2022 Council Meeting	Complete
Regular Scheduled Meeting - June 27, 2022				
14	RFD: Town Council Open Houses - Moved by Councillor Schlossberger to set an Open House on Thursday, July 21st, 2022 at 7:00 p.m. to discuss Council's Strategic Plan and Budget 2022, and that the Open House be held at the Multi-Use Community Building. CARRIED MOTION #22-095	Abe/Blair	Open House held	Complete
Regular Scheduled Meeting - July 18, 2022				
1	BYLAW #1740 - Moved by Councillor Cutler to add Day/Child Care Facilities into the Retail Commercial (C1), Highway Commercial (C2) & Public (P) Land Use Districts as Development Officer Discretionary Uses in Bylaw #1740 prior to 2nd Reading. CARRIED MOTION #22-097 Moved by Councillor Schlossberger to give Bylaw #1740, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1740, a Land Use Bylaw Amendment, 3rd and Final Reading. CARRIED	Tara/Karine	Bylaw printed and sent to ORRSC for LUB update.	Complete
2	BYLAW #1741 - Moved by Councillor Schlossberger to give Bylaw #1741, a Residential Tax Refund Bylaw, 1st Reading. CARRIED	Tara	On an upcoming agenda for 2nd & 3rd readings	Complete
3	BYLAW #1742 - Moved by Councillor Kettles to give Bylaw #1742, a Business License Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1742, a Business License Bylaw Amendment, 3rd & Final Reading. CARRIED	Karine	Bylaw signed and filed	Complete

4	BYLAW #1744 - Moved by Councillor Cutler to give Bylaw #1744, a Water & Sewer Utility Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1744, a Water & Sewer Utility Bylaw Amendment, 3rd & Final Reading. CARRIED	Karine	Bylaw signed and filed	Complete
5	Delegation Response: Wayne MacKay RE: Sanitary Sewer Line Issues - Received for information	Abe	Correspondence Issued	Complete
6	Delegation Response: The Woodshed - Moved by Councillor Cutler to allow the Woodshed Martial Arts to lease the Arena Mezzanine East side for \$800 per month for a six-month term starting July 1, 2022. DEFEATED	Denise	Correspondence Issued	Complete
7	CORRES: National Police Federation - Moved by Councillor Schlossberger to join the National Police Federation's Call to Action to the Government of Alberta concerning its pursuit of an Alberta Provincial Police Service, and to support the retention of the RCMP in Alberta. CARRIED MOTION #22-098	Karine	Email sent	Complete
8	RFD: Fair Days Beer Garden - Moved by Councillor Cutler to approve the responsible sale and consumption of liquor at the 50th Avenue West downtown parking lot, Saturday August 13, 2022, between 11:00 am and 4:00 pm, on the condition that an application to the Alberta Liquor and Gaming Commission has been approved and is displayed at the event. CARRIED MOTION #22-099	Brady	License has been processed	Complete
9	RFD: Appointment of Assessor - Moved by Councillor Carlson to appoint the Town's current Assessor, Logan Wehlage, an employee of Benchmark Assessments Consultants Inc, as the Assessor for the Town of Claresholm for the 2022 assessment year. CARRIED MOTION #22-100	Lisa	Assessor has been notified of the motion	Complete
10	RFD: Town's Unposted Speed Limit - Moved by Councillor Cutler to direct administration to engage the public on changing the Town's unposted speed limit to 40km/h and the corresponding cost of \$4,300, and that administration report public engagement findings to Council at the October 10th, 2022 regular meeting of Council. CARRIED MOTION #22-101	Brian/Abe	Public Engagement Strategy is being finalized	In progress
16a	IN CAMERA: Confidential Evaluations - Moved by Councillor Cutler to appoint Lisa Anderson to the Claresholm & District FCSS Board. CARRIED MOTION #22-102	Karine	Email sent & committee listing updated	Complete
16b	IN CAMERA: Land - Moved by Councillor Meister to begin the road closure process and transfer of the alley adjacent to 51 and 53 Westlynn Drive, split half to each adjacent property owner, with all the costs to be borne by the adjacent landowners. CARRIED MOTION #22-103	Tara	Surveyor contacted to begin process, road closure bylaw to be on an upcoming agenda.	Complete
16c	IN CAMERA: Land - Moved by Councillor Zimmer to accept the unconditional offer in the amount of \$32,000 submitted by Structural Precast for the property located at Lot 67, Block 118, Plan 8010781, subject to obtaining a development permit within one year from date of title transfer. CARRIED MOTION #22-104	Tara	Agreement signed	Complete
16c	IN CAMERA: Land - Moved by Councillor Cutler to accept the unconditional offer in the amount of \$42,000 submitted by Structural Precast for the property located at Lot 4, Block 117, Plan 8010781, subject to obtaining a development permit within one year from date of title transfer. CARRIED MOTION #22-105	Tara	Agreement signed	Complete
16d	IN CAMERA: Legal - Moved by Councillor Schlossberger to enter into a one-year Real Estate Contract with Avison Young for the purpose of listing and selling Town owned land as per the submitted proposal. CARRIED MOTION #22-106	Tara	Contract signed	Complete

16d	IN CAMERA: Legal - Moved by Councillor Zimmer to set the list price for (various lots & various prices - see minutes). CARRIED MOTION #22-107	Tara	Prices set, realtor contacted	Complete
-----	-----------------------------------------------------------------------------------------------------------------------------------------------	------	-------------------------------	----------

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: August 12, 2022

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

June 17, 2022

Town of Claresholm – Council Chambers

Attendees: Brad Schlossberger - Council Member (Chairperson)
Doug Priestley - Member-at-Large
Chelsae Petrovic – Mayor

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

Public: Jessica McDowell – Applicant
Rob Vogt – Claresholm Local Press

Regrets: Jeff Kerr – Member-at-Large (Vice Chairperson)
Kieth Carlson – Council Member

8:56 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt the
Agenda by
Doug Priestley**

**Seconded by
Mayor Petrovic**

CARRIED

Adoption of Minutes

- May 20, 2022

**Motion to adopt the
Meeting Minutes
By Mayor Petrovic**

**Seconded by
Doug Priestley**

CARRIED

Item 1: ACTION

DEVELOPMENT PERMIT

File: D2022.041
Applicant/
Owner: Jessica McDowell & Komlan Assiagbo
Address: 340 55 Avenue W
Legal: Lots 20 & 21, Block A, Plan 6006AC
Regarding: Fence waiver – secondary front/side yard
setback

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

**Seconded by
Mayor Petrovic**

CARRIED

Condition(s):

1. The fence is to be constructed to a maximum height of 6 feet, on or inside property lines and not to extend into the boulevard (approved as per the submitted drawing, any changes will require a new permit application).



MUNICIPAL PLANNING COMMISSION MINUTES

June 17, 2022
Town of Claresholm – Council Chambers

2. The applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.
 3. The existing retaining wall must remain in place, any fencing can be on or inside the retaining wall.
 4. The applicant is responsible to ensure that underground utilities are marked prior to commencing with development. [Alberta One-Call 1-800-242-3447]
-

Item 2: DISCUSSION

In Camera – discussion

- Advice from officials FOIP Section 24

**Motion to go in camera by
Doug Priestley**

**Seconded by
Mayor Petrovic**

**Motion to come out of in
camera by Doug Priestley**

**Seconded by
Mayor Petrovic**

**Motion to recommend
to Council the addition of
daycare/childcare facility to
the C1, C2 & P
Land Use Districts to the
land use bylaw amendment
No. 1740
by Mayor Petrovic**

**Seconded by
Doug Priestley**

9:45 a.m.

**Motion to adjourn by
Mayor Petrovic**

CARRIED

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, June 16, 2022
Meeting Room, Claresholm Town Office

ATTENDEES: Howard Paulson – Lay Representative
Brydon Saunders – Lay Representative
Laurie Lyckman – Vulcan County
Cindee Schlossberger – Lay Representative
Sally Morton – CEO

REGRETS: Jason Schneider – Vulcan County
Ian Sundquist – MD of Willow Creek
Mike Cutler – Town of Claresholm
Brian Comstock – Lay Representative
Shirley Isaacson - Secretary

Chair Howard Paulson called the meeting to order at 10:51 a.m.

1.0 APPROVAL OF AGENDA:

Moved by Laurie Lyckman to accept the agenda as amended. Carried.
Additions to Agenda: 24 hour contact person, Part time help in the office, and
New chair for Sally

2.0 APPROVAL OF MINUTES:

Moved by Brydon Saunders that the minutes of the May 19, 2022
meeting be accepted as presented. Carried.

3.0 BUSINESS ARISING FROM MINUTES:

New rate structure is being implemented as May billing is now done.

4.0 CORRESPONDENCE:

4.1 Discussed the correspondence from Blair concerning the year end
information and tasks to be completed.
Several new contacts coming from the website inquiring about our services.
Sent a thank you to Rob at the Local Press for the great job he did on the article
for the Transportation Society during Seniors Week.

5.0 REPORTS:

5.1 Financial – Sally presented the Balance Sheet and Profit and Loss
statements,. \$60,060.03 in chequig, \$8031.32 casino, \$7674.01 savings.
Council directed Sally to transfer \$6000.00 from the casino account to the savings
account and to have the Vulcan funding transferred to the savings account when
we receive payment.
It was discussed sending a van to Vulcan and purchasing one passenger van and
one wheelchair van. To be discussed further when we can secure grant funding.
Sally moved the financial reports be accepted as presented. Mottion Carried.

5.2 Chairman's Report – Nothing new to report..

6.0 OLD BUSINESS:

Mike Cutler is working on the 50/50 raffle. He is still trying to connect with someone at the Raffle Box. Once that is done he will meet with Shirley to get a license. Hoping to have this completed by the end of June.

7.0 NEW BUSINESS:

- 7.1 It was discussed the value of having a 24-hour contact number. We will monitor to see if this is needed before moving forward.
- 7.2 Part Time Help – Howard motioned to have Peter Morton handle the phone calls on weekends and Sally's hours will be increased up to 30 hours per week. Motion Carried.
- 7.3 New Office Chair – Brydon motioned that Sally go shopping for a new office chair. Motion Carried.
- 7.4 Lethbridge Foundation Grant – Laurie will contact the grant sub-committee members to search out grant options and follow up on the Lethbridge Foundations Grant.

8.0 IN CAMERA: Laurie moved to go in camera at 12:00 p.m.
Laurie moved to go out of in camera at 12:05 p.m.

NEXT MEETING DATE: July 21, 2022. No meeting in August, 2022.

The meeting was adjourned by Cindee Schlossberger.at 12:10 p.m.

SIGNED:

SIGNED:

Karine Keys

From: Community Engagement <Community.Engagement@albertahealthservices.ca>
Sent: August 2, 2022 11:38 AM
To: Community Engagement
Subject: Changes to Claresholm Lab Hours
Attachments: 08 02 22 memo Claresholm lab.pdf

Good morning,

Please be advised of some minimal changes we are making to the community collection hours of the Claresholm laboratory.

Effective Aug. 8, the Claresholm General Hospital laboratory is changing its community collection hours to 8 a.m. to 4 p.m., Monday to Friday.

Collection hours currently run from 8 a.m. to 5 p.m, but the lab is highly underutilized during the final hour. Adjusting the laboratory's community collection hours will enable the department to better align with the needs of hospital patients in the early morning hours and allow laboratory staff to focus on community collections during the busy, late-morning hours.

Staff will be able to start their shifts earlier, focusing on inpatients before community collection begins at 8 a.m., while also aligning with the hours of operation of Diagnostic Imaging, which shares staff with lab.

Alberta Health Services and Alberta Precision Laboratories recognize the importance of access to healthcare and aims to ensure health services are provided in a safe, efficient, and sustainable manner, using staff and healthcare resources most effectively for Albertans.

Janine Sakatch

[Pronouns:](#) she/her/hers

Community Engagement & External Relations

Alberta Health Services



Healthy Albertans.
Healthy Communities.
Together.



This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.
