



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
NOVEMBER 14, 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:

1. **ORGANIZATIONAL MEETING MINUTES – OCTOBER 24, 2022**
2. **REGULAR MEETING – OCTOBER 24, 2022**

PUBLIC HEARING:

BYLAW #1752 – Land Use Bylaw Amendment

DELEGATION:

1. **SOUTHGROW REGIONAL INITIATIVE – Peter Casurella, Executive Director (Remotely by Zoom)**
2. **RCMP CLARESHOLM DETACHMENT – Cpl. Tom Nairn, Detachment Commander**
RE: Quarterly Policing Report – July 1 to September 30, 2022

ACTION ITEMS:

1. **BYLAW #1751 – Cemetery Bylaw Amendment**
RE: 2nd & 3rd Readings
2. **BYLAW #1752 – Land Use Bylaw Amendment**
RE: 2nd & 3rd Readings
3. **BYLAW #1753 – Land Use Bylaw Amendment**
RE: 1st Reading
4. **CORRES: Hon. Rebecca Schulz, Minister of Municipal Affairs**
Re: Minister Introductory Letter
5. **CORRES: Town of Fox Creek**
RE: Victim Services Redesign
6. **CORRES: Town of Fort Macleod**
RE: Arena Use & Reduced Rates
7. **CORRES: Town of Fort Macleod**
RE: 29th Annual Santa Claus Parade
8. **CORRES: Oldman Watershed Council**
RE: Thank you for ongoing support
9. **CORRES: NWST Charitable Foundation**
RE: Each One Plant One
10. **CORRES: Brownlee LLP Barristers & Solicitors**
RE: Emerging Trends in Municipal Law
11. **CORRES: Claresholm Local Press**
RE: Old Fashioned Christmas
12. **REQUEST FOR DECISION: Protective Services Policy Changes**
13. **FINANCIAL REPORT: Statement of Operations September 30, 2022**
14. **INFORMATION BRIEF: Council Committee Reports**
15. **INFORMATION BRIEF: Council Resolution Status**
16. **ADOPTION OF INFORMATION ITEMS**
17. **IN CAMERA:**
 - a. **Land – FOIP Section 16**
 - b. **Advice from Officials – FOIP Section 24**

INFORMATION ITEMS:

1. Municipal Planning Commission Meeting Minutes – September 16, 2022
2. Claresholm Public Library Board Meeting Minutes – September 20, 2022
3. Alberta SouthWest Bulletin – November 2022
4. Alberta SouthWest Regional Alliance Board Meeting Minutes – October 5, 2022

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
ORGANIZATIONAL COUNCIL MEETING MINUTES
OCTOBER 24, 2022

Place: Council Chambers
Town of Claresholm Administration Office
111 – 55 Avenue West

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

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

NOTICE OF RECORDING: Mayor Chelsae 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 pm by Mayor Chelsae Petrovic.

1. ADOPTION OF AGENDA

Moved by Councillor Cutler that the Agenda of the Organizational Meeting of October 24, 2022 be accepted as presented.

CARRIED

2. PROPOSED COMMITTEE & ORGANIZATION STRUCTURE

Moved by Councillor Schlossberger that the proposed Committee Organization and Structure be accepted as presented.

CARRIED

3. MEETING DATES - REGULAR

Moved by Councillor Zimmer that the Regular Council Meeting dates for 2023 be accepted as presented.

CARRIED

4. APPOINTMENT OF DEPUTY MAYOR

Moved by Councillor Carlson that the Deputy Mayor appointments be accepted as presented.

CARRIED

5. ANNUAL MOTIONS

a. Designate Municipal Office

Moved by Councillor Meister to designate 111 – 55 Avenue West in Claresholm, Alberta as the Town's municipal office.

CARRIED

b. Designate Financial Institution

Moved by Councillor Kettles to designate the Bank of Montreal as the Town's banking institution.

CARRIED

6. ADJOURNMENT

Moved by Councillor Carlson that this meeting adjourn at 7:06 pm.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic noted that recording ceased at 7:06 p.m.

Mayor – Chelsae Petrovic

Chief Administrative Officer – Abe Tinney



Claresholm

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
OCTOBER 24, 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, Rod Kettles, Kandice Meister, 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 7:06 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 7:06 p.m. by Mayor Petrovic.

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

CARRIED

MINUTES: **REGULAR MEETING – OCTOBER 11, 2022**

Moved by Councillor Zimmer that the Regular Meeting Minutes of October 11, 2022 be accepted as presented.

CARRIED

PUBLIC HEARING: **BYLAW #1750 – Land Use Bylaw Amendment**

Mayor Petrovic declared the Public Hearing open regarding Bylaw #1750 at 7:07 p.m.

CAO Abe Tinney presented Bylaw #1750, a Bylaw for the purpose of amending Land Use Bylaw #1525 to add a use within the Retail Commercial ‘C1’ Land Use District, under Section 1.

- Development Officer Discretionary Uses
 - Place of Worship

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

Bev Larabie was present and spoke to the use of lands as a Place of Worship.

No other comments were received from the public regarding Bylaw #1750. No comments from members of Council were noted.

Mayor Petrovic declared the Public Hearing closed at 7:12 p.m.

ACTION ITEMS:

1. **BYLAW #1750 – Land Use Bylaw Amendment**
RE: 2nd & 3rd Readings

Moved by Councillor Cutler to give Bylaw #1750, a Land Use Bylaw Amendment, 2nd Reading.

DEFEATED

2. **BYLAW #1751 – Cemetery Bylaw Amendment**
RE: 1st Reading

Moved by Councillor Meister to give Bylaw #1751, a Cemetery Bylaw Amendment, 1st Reading.

CARRIED

3. **BYLAW #1752 – Land Use Bylaw Amendment**
RE: 1st Reading

Moved by Councillor Schlossberger to give Bylaw #1752, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

4. **REQUEST FOR DECISION: Enabling Accessibility Grant – Amundsen Park**

MOTION #22-141

Moved by Councillor Cutler to approve the application to the Enabling Accessibility Fund for the purpose of enabling accessibility by increased lighting/pathways/modifications of curbs/entrances, within Amundsen Park, and to provide the required 20% matching funds.

CARRIED

5. REQUEST FOR DECISION: Enabling Accessibility Grant – Community Centre

MOTION #22-142 Moved by Councillor Schlossberger to support and provide authorization to the Claresholm Community Centre Association to undertake the project and apply to the Enabling Accessibility Fund for the purpose of enabling accessibility to the building through renovation of the entrance and accessible portions of the bathrooms at the Claresholm Community Centre and to provide the required 20% matching funds.

CARRIED

6. REQUEST FOR DECISION: Claresholm Fire Department Engine Replacement

Fire Chief Craig White was present to speak to the proposed fire engine replacement.

MOTION #22-143 Moved by Councillor Zimmer to proceed with the tendering process to replace the current Town of Claresholm Pumper/Engine with one of a similar type and kind of the current model.

CARRIED

7. INFORMATION BRIEF: AEMA Functional Exercise

Received for information.

8. INFORMATION BRIEF: CAO Report

Received for information.

9. INFORMATION BRIEF: Council Committee Reports

Received for information.

10. INFORMATION BRIEF: Council Resolution Status

Received for information.

11. ADOPTION OF INFORMATION ITEMS

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

CARRIED

12. IN CAMERA:

a. Land – FOIP Section 16

Moved by Councillor Zimmer to go In Camera at 7:29 p.m. for the following items:

a. Land – FOIP Section 16

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic stated that the live stream has ended at 7:29 p.m.

Moved by Councillor Carlson to come out of In Camera at 8:07 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 8:07 p.m.

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:07 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic noted that recording ceased at 8:07 p.m.

Mayor – Chelsae Petrovic

Chief Administrative Officer – Abe Tinney

PUBLIC HEARING

NOTICE OF PUBLIC HEARING

TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1752

7:00 p.m., Monday, November 14, 2022
Town of Claresholm Council Chambers
111 - 55 Avenue West

PURSUANT to sections 216.4, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta has given first reading to Bylaw No.1752, which on final passage would amend the Town of Claresholm Land Use Bylaw No.1525.

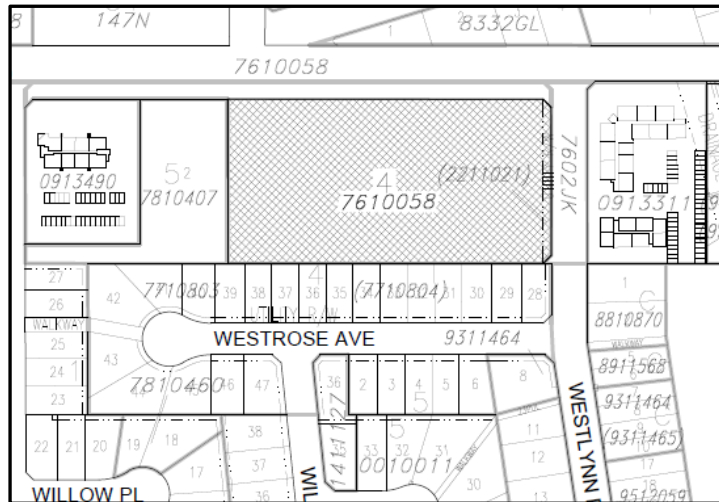
THE PURPOSE of proposed Bylaw No. 1752 is to amend the Land Use Bylaw No. 1525 to redesignate lands for the purpose of a residential development.

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

LAND USE DISTRICT MAP

Block 4 Plan 7610058

Be amended by changing the lands from “Multiple Residential – R4” to “Apartments – R5”



THEREFORE, TAKE NOTICE THAT a public hearing to consider proposed Bylaw No. 1752 will be held in the Town of Claresholm Council Chambers at 7:00 p.m. on Monday, November 14, 2022.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Town Planner/Development Officer no later than 2:00 p.m. on November 10, 2022. Both written and/or verbal presentations may be given at the public hearing. A copy of the proposed bylaw may be emailed please inquiry at the Town office during normal business hours.

DATED at the Town of Claresholm in the Province of Alberta this 31 day of October, 2022.

Abe Tinney
Chief Administrative Officer

DELEGATIONS



Our Mission

*In **collaboration** with its members and supporters, SouthGrow will proudly **enable** economic development programs and initiatives that contribute to **growth potential** throughout the region.*



Accomplishments

- 
Over 2-dozen large-scale studies and reports that continue to inform investment in the region.
- 
Numerous development tools made available for members to support municipal projects and programs.
- 
Training sessions for councilors and municipal staff to equip communities for success.
- 
Tens of millions of external \$\$ leveraged for regional projects and tens of millions in external investment secured.



Conclusion.

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

Projects that Enable Ec Dev.

- | | |
|--|---|
| <ul style="list-style-type: none"> Grad Retention Project - 2022 Regional Supply Chain Identification - 2022 Global Agri-food Marketing Initiative - 2022 Zero Emissions Vehicle Infrastructure Project Terragraph Technology Trial - 2021 Economic Recovery Taskforce - 2020 Regional Skills Gap Study - 2019 - 2020 Broadband Finish Line Project 2019 - 2020 Canada's Premier Food Corridor - 2019 - 2020 Community Broadband Options - 2019 Renewable Energy Impact Report - 2019 Highway 3 Twinning Development Association - 2019 Cost Benefit Analysis of Alberta Rural Broadband - 2019 CHP Technology trial on Dairy Farm - 2019 On Farm Energy Program - 2018 - 2020 Peaks to Prairies Electric Vehicle Network - 2017 - 2020 SouthGrow Community Business Retention, Expansion, and Marketing Plans - 2017 Broadband Project Master Plan - 2017 Formation of SAITI - 2016 Community Broadband Report - 2016 Investment Readiness and Attraction Review - 2015 Broadband Infrastructure in SouthGrow - 2015 Hospitality and Tourism Investment Study- 2015 Community Renewable Energy Toolkit - 2014 | <ul style="list-style-type: none"> Investment Attraction and Lead Generation Project (MNP) - 2014 More than Enough Marketing Campaign - 2013 Community Ec Dev Strategies - 2012 Formation of RINSA - 2012 Investment Readiness Assessment - 2012 Bio Energy Opportunity Profile - 2010 Productivity Improvement - 2009 Study of SouthGrow Business Trends - 2009 Water for Economic Development - 2009 Wind Power - 2009 Carbon Credit Opportunity Profile - 2008 Innovation and Commercialization - 2008 Formation of SAAEP - 2007 Green Growth Plan - 2007 Waste to Energy Opportunity Profile - 2007 Alternative Energy - 2006 Feasibility Study - Integrated Bio-Diesel Refinery 2006 Gateway to Alberta Phase 1 and Phase 2 - 2004-2006 Ready Meals Opportunity Profile - 2004 Confectionary Opportunity Profile - 2003 Solar Energy Opportunity Profile - 2003 Agricultural Assessment - - Grow your Own - 2003 Ready Meals Opportunity Profile - 2004 |
|--|---|



2022 -2023

Pillar I: Strategic Collaboration

Member Engagement

- A. Annual Council Presentations
- B. Councillor Training
- C. Government Relations Committee
- D. Annual Economic Development Summit

Build and Sustain Collaborations

- A. Southern Alberta Alternative Energy Partnership – ARRCUS Mapping Project
- B. Southern Alberta Alternative Energy Partnership – Community Energy Forum
- C. Southern Alberta Alternative Energy Partnership – Government Education
- D. Southern Alberta Investment and Trade Initiative
- E. Canada's Premier Food Corridor and Canada's Western Gateway
- F. Southern Alberta Tourism Collaboration
- G. Highway 3 Twinning Development Association

Sustain or Expand Membership

- A. Sustain Membership
- B. Expand Associate Memberships to Industry

Pillar II: Marketing & Communications

Regional Promotion

- A. Website Improvements
- B. Market the Region Globally
- C. FDI Test Drive Year 2

Internal Communications

- A. Newsletters

Pillar III: Economic Development & Innovation

Ag-Tech Market Development

- A. Agri-food Scholarship Program
- B. Agri-food Conference Representation

Broadband Deployment

- A. Support Completion of Vulcan County, Highway 4, and Cardston Broadband Upgrades

Labour Market Solutions

- A. Rural Immigration Pathways

Community Supports

- A. Community Ec Dev Resource Promotion

Special Projects

- A. Zero Emissions Vehicle Infrastructure Project (2-year)
- B. EV Bus Project
- C. Supply Chain Opportunity Identification Project

Targets of Opportunity

- D.1. *Uppskrift*

Shelved Projects on the Wish List

- A. Local Waste Solutions Feasibility Study
- B. Blackfoot Language Signage



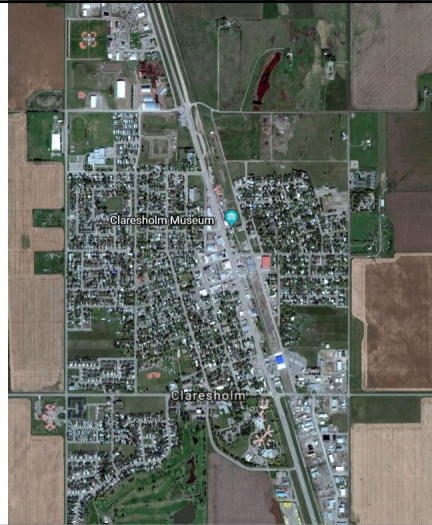
This Year's Challenges

- Problems of Success.
Chewing through the mouthful we've bitten off.
- Chasing grant opportunities for next year with low capacity



Opportunities

- Geography / Regional Service Centre
- Urban fringe partnerships
- Rural Immigration Designation
- Regional tourism waypoint
- Utility provision for industrial growth
- Light Industrial Expansion
- Green-housing
- Community Energy Management ***



Conclusion.

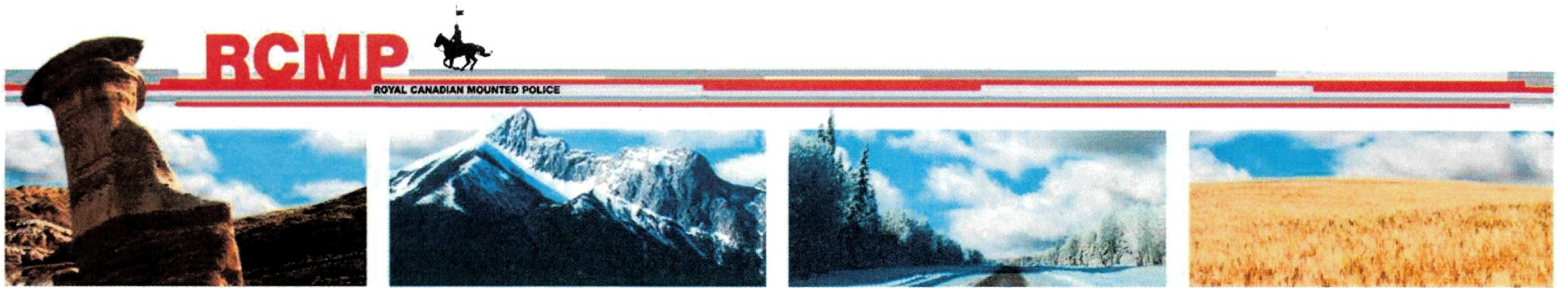
Opportunity is knocking for Claresholm, which benefits from regional agri-food growth plus location on a major corridor, and mid-point distance from major centres. The challenge Claresholm must overcome is demographics.

Thank You

Contact

- ☎ 403 394 0615
- ✉ info@southgrow.ca
- 🌐 www.southgrow.com

SOUTHGROW
REGIONAL ECONOMIC DEVELOPMENT
GROWTH • INNOVATION • PROSPERITY



2022/11/05

Cpl. Tom NAIRN
Detachment Commander
Claresholm, AB

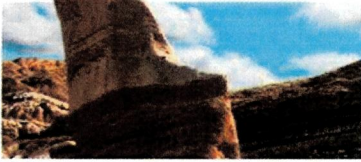
Dear Mayor Chelsae PETROVIC,

Attached you will find the quarterly Community Policing Report that encompasses the July 1st to September 30th, 2022 reporting period, and will provide you a quarterly snapshot of the human resources, financial data and crime statistics for the Claresholm Detachment. These quarterly reports contribute greatly to ensuring that the police services provided by the Alberta Royal Canadian Mounted Police (RCMP) to you, and the citizens you represent, are meeting your needs on an ongoing basis.

This quarter I want to update you on the status of Body Worn Cameras (BWC), which are set to be field tested early in 2023 at three different pilot locations in Alberta. A total of 191 cameras will be distributed amongst front line officers in Grand Prairie, Parkland, and St. Paul Detachments respectively; the objectives of this Field Test will be as follows:

- Confirm the Contractor is able to deliver the required services as defined within the SOW (Statement of Work) and Request for Proposal (RFP).
- Provide an early opportunity to get cameras in the hands of 191 frontline officers who will be the primary users of the BWC and the accompanying Digital Evidence Management System (DEMS) Service.
- Capture preliminary “lessons-learned” to help refine service delivery processes for full implementation in Alberta.

Should the top vendor demonstrate they can meet our requirements, the next step will be full implementation later in 2023. The introduction of body-worn cameras and digital evidence management service will become a new national standard to enhance public trust, confidence and public safety. Although preliminary estimates were provided within the 2023/24 to 2027/28 Multi-Year Financial Plan for your community, the field test results may impact the estimated costs. As details are refined the forecast will be updated and shared with your community.



Your ongoing engagement and the feedback you provide guides our Detachment team in responding to the priorities of our citizens. It solidifies our strong community partnership that supports your Alberta RCMP Detachment in providing flexible and responsive policing services that reflect the evolving needs of those who we are proud to serve.

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

Sincerely,

Cpl. Tom NAIRN
Detachment Commander
Claresholm Detachment



RCMP Provincial Policing Report

Detachment	Claresholm Provincial
Detachment Commander	Cpl. Tom NAIRN
Quarter	Q2
Date of Report	2022/11/05

Community Consultations

Date	2022-07-06
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Regular reporting
Notes/Comments	Claresholm Emergency Services meeting.

Date	2022-07-26
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Regular reporting
Notes/Comments	Meeting with Claresholm Bylaw Officer to establish working relationship.

Date	2022-08-03
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Diversity
Notes/Comments	Introductory meeting with the Mentorship Partnership Coordinator for the Willow Creek Immigrant Services.

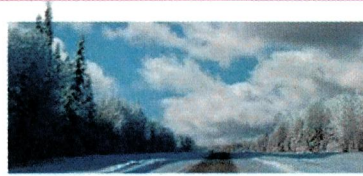


Date	2022-08-03
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Regular reporting
Notes/Comments	Introductory meeting with the Director of Emergency Services for the M.D. of Willow Creek.

Date	2022-08-10
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting
Notes/Comments	Meeting with the Willow Creek M.D. Council to review 2022 Q1 report and discuss points of interest that the council would like policing efforts to focus on.

Date	2022-08-11
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Regular reporting
Notes/Comments	Meeting with Clarsholm's CAO and Director of Corporate Services to discuss policing priorities for the community.

Date	2022-08-16
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting
Notes/Comments	Meeting with MD of Ranchland Council to present Q1 Policing Report. Also in attendance was the Md of Willow Creek's Director of Emergency Services.



Date 2022-08-23

Meeting Type Meeting with Elected Officials

Topics Discussed Regular reporting

Notes/Comments Meeting with the Town of Stavely's Council to present Q1 Policing report.

Date 2022-08-24

Meeting Type Meeting with Stakeholder(s)

Topics Discussed Crime reduction

Notes/Comments Meeting with Bylaw Officer to discuss areas of concerns in drug trafficking, and break and enters of the Centennial baseball field score keeper shack.

Date 2022-08-25

Meeting Type Meeting with Stakeholder(s)

Topics Discussed Victim Services

Notes/Comments Introductory meeting with Family and Community Support Services Director and Outreach Coordinator to discuss opportunities for assistance.

Date 2022-09-05

Meeting Type Meeting with Elected Officials

Topics Discussed Crime reduction

Notes/Comments Meeting with Mayor of Clareholm to discuss recent crime trends and starting a Citizens on Patrol program.



Date 2022-09-07

Meeting Type Meeting with Stakeholder(s)

Topics Discussed Regular reporting

Notes/Comments Meeting with various stakeholders in the community to discuss homelessness, elder abuse, affordable housing solutions, drug/alcohol counseling, and mental health concerns.

Date 2022-09-14

Meeting Type Meeting with Stakeholder(s)

Topics Discussed Education session

Notes/Comments Meeting with Vulcan/Claresholm Regional Response to Elder Abuse Council.



Community Priorities

<p>Priority 1</p>	<p>Enhance Road Safety</p>
<p>Current Status & Results</p>	<p>Q2- Speeding Enforcement- 64 speeding tickets were written in Q2 bringing the total for the year to 127 tickets out of the annual goal of 360 tickets. Stats are currently on track to achieve year end goal.</p> <p>Q2- Impaired Driving Investigations- 5 impaired driving investigations were completed in Q2 bringing the years total to 10 investigations. Detachment will bring up numbers next quarter to be on track for the year end goal of 60 impaired investigations.</p>
<p>Priority 2</p>	<p>Crime Reduction</p>
<p>Current Status & Results</p>	<p>Q2- Prolific Offender Checks- A total of 12 offender checks were completed in Q2 with a total of 20 offender checks being completed thus far in the year. On track to reach year end goal of 60.</p> <p>Q2- Educational Media Releases- A total of 4 educational media releases were completed in Q2 spanning from driver safety, impaired driving awareness to how to protect yourself from property crime. Currently at 16 media releases for the year and have surpassed the year end goal of 12.</p> <p>Q2- Operations Street Sweep- A total of 1 "Operation Street Sweep" was completed in Q2 with several offenders being arrested on outstanding warrants and 15 new charges being laid on offenders and 12 curfew checks being completed. The detachment is on track to reach the year end goal with 2 operations being completed out of the year end goal of 4.</p>
<p>Priority 3</p>	<p>Communicate Effectively</p>
<p>Current Status & Results</p>	<p>Q2- Foot Patrols- A total of 26 foot patrols were completed in Q2. Foot patrols were conducted in schools, streets, parks, alleys and community events. 43 foot patrols have been completed and the Year end goal is 60. Det. is above target.</p> <p>Q2- Enhanced Shifts- A total of 6 enhanced shifts were completed in Q2 stemming from Members working "operation street sweep" to Members participating in Red Serge duty at community events. A total of 18 shifts have been completed thus far and have exceeded the year end goal of 4.</p> <p>Q2- Presentations and Meetings- A total of 14 presentations and meetings were completed in Q2. The presentations were with partners and elected officials. Cumulative is 36 and the year end goal is 12 which has been far exceeded.</p>



Priority 4

Drug Enforcement

Current Status & Results

Q2- Drug Enforcement- A total of 3 drug enforcement actions were taken in Q2 resulting in possession of methamphetamine related charges. The detachment is on track for the year end goal of 6 drug enforcement actions.

Q2- Drug Enforcement Training- A total of 2 drug enforcement training exposures occurred in Q2 with cumulative exposures at 13 for the year which exceeds the year end target of 12.



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	July - September			January - December		
	2021	2022	% Change Year-over-Year	2020	2021	% Change Year-over-Year
Total Criminal Code	143	162	13%	484	493	2%
<i>Persons Crime</i>	26	24	-8%	106	97	-8%
<i>Property Crime</i>	85	114	34%	290	304	5%
<i>Other Criminal Code</i>	32	24	-25%	88	92	5%
Traffic Offences						
<i>Criminal Code Traffic</i>	5	10	100%	33	24	-27%
<i>Provincial Code Traffic</i>	250	223	-11%	841	896	7%
<i>Other Traffic</i>	2	0	-100%	7	3	-57%
CDSA Offences	4	6	50%	28	24	-14%
Other Federal Acts	5	7	40%	28	28	0%
Other Provincial Acts	45	52	16%	160	189	18%
Municipal By-Laws	6	9	50%	23	15	-35%
Motor Vehicle Collisions	28	32	14%	139	160	15%

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

Trends/Points of Interest

"Property Crime" shows a 34% increase when comparing this quarter to the same quarter last year. This category involves vehicle thefts, break and enters and thefts from vehicles and most likely the number is from the rash of breaks ins in september and offenders out looking for easy money after serb payment ending. "Persons Crime" shows a 8% decrease for this quarter.

"Claresholm Provincial Crime Gauge", "Claresholm Provincial Detachment Crime Statistics", and "Town of Claresholm Detachment Crime Statistics" is attached.



Provincial Police Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	7	6	0	1
Detachment Support	2	3	0	0

²Data extracted on September 30, 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.

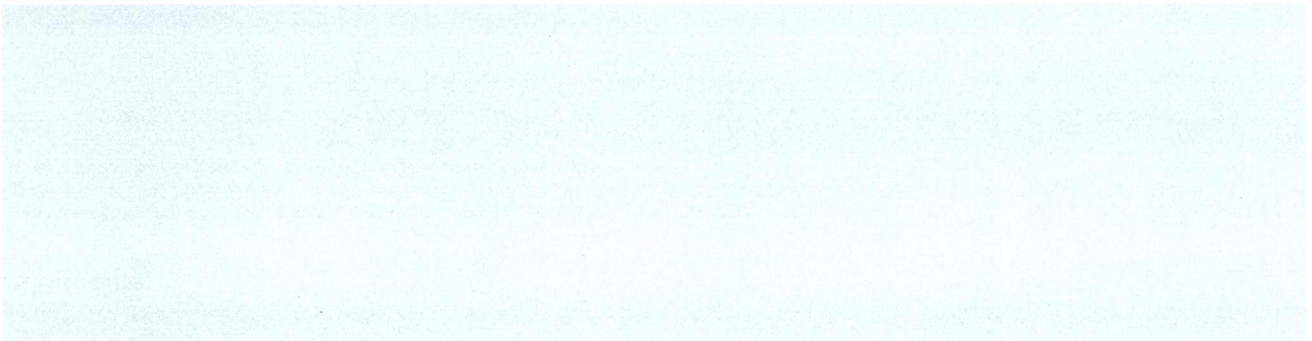
⁴Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the 7 established positions, 6 officers are working. There are 2 positions that have 2 officers assigned to each. There is one hard vacancy.

Detachment Support: Of the 2 established positions, 3 resources are working. One position has 2 resources assigned to it.

Quarterly Financial Drivers





Strategic Analysis and Research Unit

Claresholm (Provincial) Crime Statistic Summary – January to September

2022-10-04

Claresholm (Provincial) – Highlights

- **Break & Enters** are showing a 116.7% increase when compared to the same period in 2021 (January to September). There were 28 more actual occurrences (from 24 in 2021 to 52 in 2022).
- **Theft of Motor Vehicles** increased by 21.4% when compared to the same period in 2021 (January to September). There were 3 more actual occurrences (from 14 in 2021 to 17 in 2022).
- **Theft Under \$5,000** increased by 11.3% when compared to the same period in 2021 (January to September). There were 7 more actual occurrences (from 62 in 2021 to 69 in 2022).

Claresholm (Provincial) – Criminal Code Offences Summary

Crime Category	% Change 2021 – 2022 (January to September)
Total Persons Crime	2.7% Increase
Total Property Crime	1.6% Increase
Total Criminal Code	1.0% Increase

From January to September 2022, when compared to the same period in 2021, there have been:

- 2 more **Persons Crime** offences;
- 4 more **Property Crime** offences; and
- 4 more **Total Criminal Code** offences;

Claresholm (Provincial) – September, 2022

- There were 1 **Thefts of Motor Vehicles** in September: 0 cars, 1 trucks, 0 minivans, 0 SUVs, 0 motorcycles, 0 other types of vehicles, and 0 vehicles taken without consent.
- There were 11 **Break and Enters** in September: 7 businesses, 1 residences, 0 cottages/seasonal residences, 3 in some other type of location, and 0 unlawfully being in a dwelling house.
- There were a total of 2 **Provincial Roadside Suspensions** in September (2 alcohol related and 0 drug related). This brings the year-to-date total to 12 (12 alcohol related and 0 drug related).
- There were a total of 3 files with the **Spousal Abuse** survey code in September (September 2021: 0). This brings the year-to-date total to 51 (2021: 15).
- There were 111 files with **Victim Service Unit** referral scoring in Claresholm Provincial: 6 accepted, 33 declined, 0 proactive, 0 requested but not available, and 72 files with no victim.

PROS Data pull 2022/10/04

The data contained in this document was obtained from PROS, which is a live database. As such, some of the information presented could differ slightly from any past or future reports regarding the same time period.



Claresholm Provincial Crime Gauge

2022 vs. 2021
January to September

Criminal Code Offences



**Total
Criminal Code
Offences:**

1%

Increase

When compared to
January to September, 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.

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

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

October 12, 2022

CATEGORY	Trend	2019	2020	2021	2022	% Change 2019 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	1	0	N/A	-100%	0.1
Robbery		2	0	0	0	-100%	N/A	-0.6
Sexual Assaults		9	0	2	3	-67%	50%	-1.6
Other Sexual Offences		0	1	2	4	N/A	100%	1.3
Assault		33	23	27	18	-45%	-33%	-4.1
Kidnapping/Hostage/Abduction		1	0	0	1	0%	N/A	0.0
Extortion		0	2	0	0	N/A	N/A	-0.2
Criminal Harassment		7	14	20	18	157%	-10%	3.9
Uttering Threats		7	14	13	14	100%	8%	2.0
TOTAL PERSONS		59	54	65	58	-2%	-11%	0.8
Break & Enter		24	18	11	36	50%	227%	2.9
Theft of Motor Vehicle		8	6	7	11	38%	57%	1.0
Theft Over \$5,000		3	1	2	0	-100%	-100%	-0.8
Theft Under \$5,000		51	60	47	52	2%	11%	-1.0
Possn Stn Goods		6	7	18	9	50%	-50%	2.0
Fraud		62	41	22	26	-58%	18%	-12.7
Arson		0	0	4	0	N/A	-100%	0.4
Mischief - Damage To Property		13	29	26	16	23%	-38%	0.6
Mischief - Other		26	21	25	35	35%	40%	3.1
TOTAL PROPERTY		193	183	162	185	-4%	14%	-4.5
Offensive Weapons		7	5	5	3	-57%	-40%	-1.2
Disturbing the peace		8	14	16	32	300%	100%	7.4
Fail to Comply & Breaches		16	16	30	15	-6%	-50%	1.1
OTHER CRIMINAL CODE		14	18	13	11	-21%	-15%	-1.4
TOTAL OTHER CRIMINAL CODE		45	53	64	61	36%	-5%	5.9
TOTAL CRIMINAL CODE		297	290	291	304	2%	4%	2.2

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

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

October 12, 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		5	9	10	2	-60%	-80%	-0.8
Drug Enforcement - Trafficking		1	11	6	2	100%	-67%	-0.2
Drug Enforcement - Other		0	1	0	1	N/A	N/A	0.2
Total Drugs		7	21	16	5	-29%	-69%	-1.1
Cannabis Enforcement		N/A	N/A	2	1	N/A	-50%	0.5
Federal - General		N/A	N/A	0	3	N/A	N/A	0.6
TOTAL FEDERAL		N/A	N/A	18	9	N/A	-50%	0.0
Liquor Act		N/A	N/A	6	5	N/A	-17%	1.5
Cannabis Act		N/A	N/A	1	0	N/A	-100%	0.1
Mental Health Act		N/A	N/A	70	52	N/A	-26%	10.8
Other Provincial Stats		N/A	N/A	38	49	N/A	29%	12.2
Total Provincial Stats		N/A	N/A	115	106	N/A	-8%	24.6
Municipal By-laws Traffic		N/A	N/A	1	2	N/A	100%	0.7
Municipal By-laws		N/A	N/A	10	14	N/A	40%	3.8
Total Municipal		N/A	N/A	11	16	N/A	45%	4.5
Fatals		0	0	0	0	N/A	N/A	0.0
Injury MVC		2	2	1	1	-50%	0%	-0.4
Property Damage MVC (Reportable)		N/A	N/A	16	21	N/A	31%	4.7
Property Damage MVC (Non Reportable)		N/A	N/A	4	6	N/A	50%	1.9
TOTAL MVC		N/A	N/A	21	28	N/A	33%	6.2
Roadside Suspension - Alcohol (Prov)		N/A	N/A	2	8	N/A	300%	2.6
Roadside Suspension - Drugs (Prov)		N/A	N/A	0	0	N/A	N/A	0.0
Total Provincial Traffic		N/A	N/A	121	182	N/A	50%	48.0
Other Traffic		N/A	N/A	1	0	N/A	-100%	-1.9
Criminal Code Traffic		18	11	6	13	-28%	117%	-2.0
Common Police Activities								
False Alarms		N/A	N/A	16	18	N/A	13%	4.5
False/Abandoned 911 Call and 911 Act		N/A	N/A	3	10	N/A	233%	2.9
Suspicious Person/Vehicle/Property		N/A	N/A	47	68	N/A	45%	19.3
Persons Reported Missing		N/A	N/A	11	10	N/A	-9%	2.6
Search Warrants		N/A	N/A	1	0	N/A	-100%	-1.0
Spousal Abuse - Survey Code (Reported)		N/A	N/A	19	42	N/A	121%	23.0
Form 10 (MHA) (Reported)		N/A	N/A	7	7	N/A	0%	0.0



Claresholm Provincial Detachment Crime Statistics (Actual) Q2: 2018 - 2022

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

October 4, 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	1	0	N/A	-100%	0.1
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		2	6	0	0	1	-50%	N/A	-0.8
Other Sexual Offences		2	2	0	0	1	-50%	N/A	-0.4
Assault		14	13	12	9	5	-64%	-44%	-2.2
Kidnapping/Hostage/Abduction		0	1	0	0	1	N/A	N/A	0.1
Extortion		1	0	0	0	0	-100%	N/A	-0.2
Criminal Harassment		6	2	7	10	10	67%	0%	1.6
Uttering Threats		5	3	9	6	6	20%	0%	0.5
TOTAL PERSONS		30	27	28	26	24	-20%	-8%	-1.3
Break & Enter		13	17	13	7	29	123%	314%	2.2
Theft of Motor Vehicle		9	8	2	4	7	-22%	75%	-0.8
Theft Over \$5,000		2	2	3	3	0	-100%	-100%	-0.3
Theft Under \$5,000		29	27	26	22	36	24%	64%	0.9
Possn Stn Goods		6	5	3	8	4	-33%	-50%	-0.1
Fraud		6	6	16	21	14	133%	-33%	3.1
Arson		0	0	0	2	0	N/A	-100%	0.2
Mischief - Damage To Property		0	17	12	10	16	N/A	60%	2.5
Mischief - Other		16	8	12	8	8	-50%	0%	-1.6
TOTAL PROPERTY		81	90	87	85	114	41%	34%	6.1
Offensive Weapons		2	1	1	2	1	-50%	-50%	-0.1
Disturbing the peace		8	4	7	9	15	88%	67%	1.9
Fail to Comply & Breaches		18	8	18	16	6	-67%	-63%	-1.6
OTHER CRIMINAL CODE		5	5	13	5	2	-60%	-60%	-0.6
TOTAL OTHER CRIMINAL CODE		33	18	39	32	24	-27%	-25%	-0.4
TOTAL CRIMINAL CODE		144	135	154	143	162	13%	13%	4.4

RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA
 Claresholm Provincial Detachment

Crime Statistics (Actual) Q2: 2018 - 2022

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

October 4, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	4	6	2	4	300%	100%	0.4
Drug Enforcement - Trafficking		0	2	2	2	1	N/A	-50%	0.2
Drug Enforcement - Other		0	0	1	0	1	N/A	N/A	0.2
Total Drugs		1	6	9	4	6	500%	50%	0.8
Cannabis Enforcement		0	0	0	1	0	N/A	-100%	0.1
Federal - General		0	1	0	0	1	N/A	N/A	0.1
TOTAL FEDERAL		1	7	9	5	7	600%	40%	1.0
Liquor Act		2	3	4	6	4	100%	-33%	0.7
Cannabis Act		0	0	2	1	0	N/A	-100%	0.1
Mental Health Act		13	13	14	17	16	23%	-6%	1.0
Other Provincial Stats		24	18	31	21	32	33%	52%	1.9
Total Provincial Stats		39	34	51	45	52	33%	16%	3.7
Municipal By-laws Traffic		0	0	0	1	1	N/A	0%	0.3
Municipal By-laws		17	7	7	5	8	-53%	60%	-2.0
Total Municipal		17	7	7	6	9	-47%	50%	-1.7
Fatals		2	0	0	0	0	-100%	N/A	-0.4
Injury MVC		0	6	1	3	6	N/A	100%	0.9
Property Damage MVC (Reportable)		22	26	27	23	22	0%	-4%	-0.3
Property Damage MVC (Non Reportable)		3	11	2	2	4	33%	100%	-0.7
TOTAL MVC		27	43	30	28	32	19%	14%	-0.5
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	7	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		150	296	278	250	223	49%	-11%	10.0
Other Traffic		0	2	3	2	0	N/A	-100%	0.0
Criminal Code Traffic		13	15	9	5	10	-23%	100%	-1.6
Common Police Activities									
False Alarms		21	10	14	13	7	-67%	-46%	-2.5
False/Abandoned 911 Call and 911 Act		4	1	3	1	2	-50%	100%	-0.4
Suspicious Person/Vehicle/Property		34	32	41	31	34	0%	10%	-0.1
Persons Reported Missing		7	10	9	5	5	-29%	0%	-0.9
Search Warrants		0	0	0	0	1	N/A	N/A	0.2
Spousal Abuse - Survey Code (Reported)		8	6	5	3	13	63%	333%	0.7
Form 10 (MHA) (Reported)		0	0	1	1	4	N/A	300%	0.9

ACTION ITEMS



REQUEST FOR DECISION

Meeting: November 14, 2022
Agenda Item: 1

BYLAW No.1751 – CEMETERY AMENDMENT BYLAW

DESCRIPTION:

This bylaw amended was given first reading at the October 24, 2022 meeting of Council, for the update to the fee schedule for the bronze plaques. These plaques are purchased through Nelson Granite, which is the same company that we purchased the Columbarium from. Annually the cost for these plaques may change, and the last ones we sold, we sold at a loss due to prices from Nelson Granite changing and the Bylaw listing an outdated price.

To avoid this occurring again in the future, and to avoid needing to issue bylaw amendments year after year, the bylaw is being amended to just indicate Cost+.

UPDATE:

It has however come to our attention that the Memorial Plaque pricing is changing as well, as well as noted that the cost for the memorial tree program isn't set currently by Bylaw or Policy and it should be. Administration is thus proposing to further update the schedule by adding the memorial tree program pricing into the schedule as well.

The current pricing is \$100 for a memorial plaque, and \$175 for a memorial tree. These prices have remained unchanged since the program was first instituted in 2011. Inflation over the past 11 years has made these prices insufficient to cover costs.

Cost for the plaques is increasing to \$150. Cost for trees ordered this year, not including any Town labour for watering etc. ranged from \$240 to \$280. These prices can fluctuate fairly significantly depending on the type of tree and size/maturity of sapling available.

It is therefore proposed that the price for the memorial plaque be increased to cost at \$150, from \$100, and the memorial tree be increased from \$175 to \$275.

RECOMMENDED ACTION:

Administration recommends that prior to second reading a motion be made to add Memorial Tree and Memorial Tree Plaque pricing to the schedule, and then be presented for 2nd and 3rd readings.

PROPOSED RESOLUTION:

1. Moved by Councillor _____ to add pricing for the memorial tree program to Bylaw #1751 Schedule A prior to 2nd reading. Memorial Tree \$275 and Memorial Plaque \$150.
2. Moved by Councillor _____ to give Bylaw #1751, Cemetery Amendment Bylaw, 2nd Reading.
3. Moved by Councillor _____ to give Bylaw #1751, Cemetery Amendment Bylaw, 3rd Reading.

ATTACHMENTS:

1. Bylaw No. 1751 Cemetery Amendment Bylaw
2. Policy 5.6.24

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

APPROVED BY: Abe Tinney – CAO

DATE: November 9, 2022



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1751**

A Bylaw of the Town of Claresholm to amend Bylaw 1650, the Cemetery Bylaw.

WHEREAS pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Cemetery Bylaw, Bylaw #1650 and applicable amendments; and

WHEREAS Council deems it necessary to amend the existing Bylaw #1650;

NOW THEREFORE under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm, in the Province of Alberta, duly assembled does hereby enact the following:

1. The Town of Claresholm Cemetery Bylaw #1650 shall be amended as follows:

a) **SCHEDULE "A"** updated as attached.

2. This bylaw comes into full force and effect upon third and final reading.

3. Bylaw #1650 is hereby amended.

Read a first time in Council this **24th** day of **October** 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, CAO

**BYLAW #1678
SCHEDULE "A"**

Burial Rights:	
Burial plot & permit fee	500.00 + GST
Cremation plot & permit fee (one open & close)	200.00 + GST
Columbarium:	
Columbarium Niche	950.00 + GST
Bronze Plaques	Cost + 6% + GST
To add year or date of death to bronze plaque	Cost + 6% + GST
Memorial Tree Program:	
Memorial Tree	275 + GST
Memorial Tree Plaque	150 + GST
Services:	
Open & close for interment – April 1 to October 31	300.00 + GST
Open & Close for Interment – November 1 to March 31	450.00 + GST
Open & close for cremation (18" x 18" x 24" deep) Apr 1 to Oct 31	125.00 + GST
Open & close for cremation (18" x 18" x 24" deep) Nov 1 to Mar 31	275.00 + GST
Cremation Vault Burial	
Open & close for cremation (24"x 24" x 30" deep) Apr 1 to Oct 31	200.00 + GST
Cremation Vault Burial	
Open & close for cremation (24"x 24" x 30" deep) Nov 1 to Mar 31	350.00 + GST
Open & close for Columbarium Niche	60.00 + GST
Late funeral surcharge (after 3:00 p.m. arrival)	150.00 + GST
Weekend/holiday surcharge	200.00 + GST
Disinterment with permanent concrete vault	Double the Open & Close fees
Disinterment without permanent outer box surcharge	Quadruple the Open & Close fees
Perpetual Care per burial site	300.00 + GST
<ul style="list-style-type: none"> Grave, Infant and Cremation sites that were purchased prior to April 23, 1990 shall be charged the appropriate perpetual care rate at the time the grave site is utilized. 	
Administration fee on cancellation	50.00

 Claresholm	Sponsorship Plaque/Memorial Policy		Policy #5.6.24
Department Owner:	Planning & Development		
Policy Applies To:	Recreational spaces signage/naming (donations/sponsors etc)		
Date Created:	March 26, 2019	Date Approved By Council:	May 13, 2019
Version #:	1.0	Resolution #:	19-068
Last Review Date:	April 29, 2019	Policy(ies) Replaced/Rescinded:	N/A

Intent:

The Town of Claresholm realizes it is an important and unique opportunity to recognize contributions of individuals, organizations, and/or businesses towards municipal buildings, significant infrastructure, parks or roadways, and the development of facilities and recreation within the Town of Claresholm.

The intent of this policy is to provide a consistent framework for the materials used and placement of naming or sponsorship plaques or memorials to municipally owned buildings, significant infrastructure, neighborhoods, roadways, and parks for the Town of Claresholm. All new plaques, signage, and memorials will be required to conform to this policy, with the exception of war memorials, which require approval by other authorities.

Whilst there are existing plaques, signage or memorials within the Town of Claresholm that predate this policy, an existing plaque, sign or memorial should not be taken as a precedent for future approvals.

Any decision regarding naming or sponsorship plaques and memorials needs to consider the balance between the desire to commemorate events or individuals/organizations, the ongoing enjoyment of uncluttered public space, and ensure placement hazards are adequately considered in relation to plaques and memorials on municipal land or buildings.

Definitions:

CAO means the Chief Administrative Officer as appointed by the Council of the Town of Claresholm.

Council means the municipal council of the Town of Claresholm.

Memorial: An object established to commemorate a person, group, association or event. A memorial may be a plaque or a 'living thing', such as a tree or garden.

Municipally Owned Building means any owned or wholly leased building by the Town of Claresholm that primarily serves the public or normally functions for the provision of offices, services, and operations; examples include, but are not limited to: Department offices, Public Works offices and shops, recreational facilities such as the swimming pool, museum, or ice arena, and other community service office buildings.

Public Space: All **Town of Claresholm** owned or managed land that is open or accessible to people. This includes:

- Public open spaces, parks, and sports fields

- Land managed by the Town of Claresholm, but owned by another body
- The exterior or interior of Town of Claresholm buildings within public space
- Furniture/equipment within public space (such as benches, picnic tables, etc.)
- Any other infrastructure within public space (such as picnic shelters, playgrounds etc.)

Town means the Town of Claresholm.

Infrastructure means capital infrastructure owned by the Town that is of a magnitude that it warrants sponsorship/naming plaques; examples include, but are not limited to: paths, parks, recognition monuments, trails, subdivisions, and buildings.

Sponsorship/Naming Plaques or “plaques”: Flat tablet of metal, stone or other **approved material** which includes text that commemorates a person, organization’s efforts, event or historical information relevant to a particular location. The tablet may be fixed to an object, stone, building or hard ground surface located within public space. All sponsorship/organization signage will be in the form of a plaque.

Guidelines:

- Plaques and memorials will only be considered where they are consistent with Council’s strategic plan and any proposed designs/plans for the location and in consultation with community groups or boards in charge of said lands/facilities. The proposal must be consistent with relevant Council strategies, master plans and the land’s public purpose. The siting or appearance of a plaque or memorial must not negatively impact the aesthetic or environmental value of public space, nor on the use of the space by the community.
- Plaques and memorials are to meet all relevant planning and building requirements. They are to be designed and sited in a way that will not damage the supporting structure or natural environment or create a public risk. Plaques and memorials are to be constructed in a manner that will require little ongoing maintenance and will be resistant to vandalism. Plaques attached to an asset like a seat, building, etc. must be durable and must have a life equivalent to the asset to which they are attached.
- All costs associated with the design, construction, installation and maintenance of plaques or memorials are to be paid by the person/organization making the request for the plaque or memorial. Once approved, installation of any plaque or memorial must be undertaken by the Town. Installed plaques and memorials will become the property of the Town. Maintenance of plaques and memorials will be the responsibility of the Town. There are no permits or fees required for the installation of plaques/memorials on Town property.
- The Town does not guarantee to retain plaques and memorials in perpetuity. Generally, a plaque or memorial will be retained in place for as long as practicable, with the following exceptions:
 - the area in which the item is sited is to be redeveloped;
 - ongoing maintenance costs are prohibitive;
 - in the case of a plaque, the asset to which it is attached has reached the end of its useful life; or
 - the condition of the plaque or memorial is poor as determined by the CAO or designate.

If a plaque or memorial is removed due to any of the reasons above, the Town will not guarantee replacement of the plaque or memorial, however replacement plaques or memorials of similar or different style or form may be considered. All reasonable efforts will be made to identify, contact and advise relevant stakeholders (including family members).

- Existing plaques and memorials will generally be retained in place for as long as practicable, subject to exceptions as listed above.

- Plaques may be installed by the Town on owned or managed land, buildings or structures to commemorate an opening of a new or refurbished public building or facility, or a historically significant event. The Town may seek a financial contribution from funding partners if applicable.
- Where project funding has been provided by an external agency, such as Provincial or Federal Government, and acknowledgement of the funding agreement is required in the form of a plaque, the layout and wording of the plaque will be in accordance with the funding agreement.

Requests for new plaques and memorials on Council owned or managed land

- The CAO or designate will consider requests for new plaques or memorials, including those from private individuals and organizations/community groups.
- Significant donations for public space infrastructure (e.g. playgrounds, picnic shelters, etc.) may be acknowledged by mounting a plaque on or adjacent to the infrastructure.
- Plaques and memorials will only be considered where the following criteria are met:
 - Commemoration of an individual/organization that is/was strongly linked to the Town;
 - Commemoration of an individual/organization that has made a substantial contribution to the leadership, cultural and social aspects of the Town's development or shared community history;
 - Must not have been already commemorated elsewhere in Town (for naming of parks or infrastructure or memorials) unless deemed appropriate by the CAO or designate;
 - The contribution of the individual/organization must have been exceptional and extend beyond what might reasonably be expected through paid employment or voluntary contribution to the community; and
 - The subject of a requested plaque or memorial must have a clear association and strong significance to the location proposed for the plaque or memorial.
 - The community groups or boards that are in charge of the facility or lands have been consulted.
- Memorials including reserve seating with attached plaques will be considered where they meet the requirements of this policy, and are consistent with Council's strategic plans and any designs/plans for the proposed site.

Approval Process

- Placement of plaques or memorials requires prior written approval from the CAO or designate. Persons making initial inquiries regarding the installation of a plaque or memorial should be referred to this policy for direction regarding applicable criteria.
- Formal requests for installation of any plaques or memorials must be presented to the CAO or designate in writing (email or letter). The request must include:
 - Demonstration of compliance with this policy.
 - Include all relevant details including proposed colors, materials, and text (limited use of logos or images should be used)
 - The preferred location for the plaque or memorial.
 - Information regarding the significance/organization or individual's contribution.
- The wording/layout may vary as appropriate based on the needs of the organization, facility, or event. However, sponsorship plaques will generally include the following:
 - Identification of facility/event/organization
 - Date (day, month, year) of event, opening, or contribution
 - Funding partner recognition (list of sponsors)
- Final approval for the design, layout, wording and location of any proposed plaque or memorial rests with the CAO or designate, and must be in compliance with any other applicable Municipal

Bylaws (ex. Land Use Bylaw). Once approved, the design, manufacture and installation will be coordinated by the Town, and all costs will be borne by the applicant/organization. In some instances, and at its sole discretion, Council may approve and contribute toward the cost of the manufacture and/or installation.

- Approval from other responsible authorities may be required if a plaque or memorial is proposed on land controlled by legislation.
- Plaques or memorials placed in the Town’s public spaces without CAO’s approval will be removed. All reasonable efforts will be made to identify and contact the persons responsible for placing the item to advise them of this policy and to return any removed item to them.

Examples:





REQUEST FOR DECISION

Meeting: November 14, 2022
Agenda Item: 2

BYLAW No. 1752 – LAND USE BYLAW AMENDMENT

The Town passed first reading on the attached bylaw on October 24, 2022. The purpose of this application is to align the zoning with the purchasers intended use. The plans for development of the parcel would be done in phases through subdivision and then the permit process. Initial plans for one 5 story apartment building with parking and some garage units along the east portion of the property (see the attached preliminary plans for discussion purposes – some items may change as required).

In accordance with the Municipal Government Act (MGA) Section 692, the land use bylaw amendment requires a public hearing and advertisement prior to giving second reading and notice given in accordance with MGA Section 606. The Town advertised for two consecutive weeks in the local press Town News, as well as, mailed out a large circulation to the neighboring area with information in regards to the public hearing.

Administration would recommend Council passing second and third readings after the public hearing. Any considerations for buildings, parking, access, uses, intensity, servicing, etc. for a specific use/development would be dealt with at the approval stage through a separate application (Subdivision/Development Office).



Comments from Gavin Scott, Planner, ORRSC:

The subject property has been designated for multi-unit development since 1980 when the residential district was split into more than one designation or zone. The 1980 Land Use bylaw was preceded by the 1977 General Plan (today's equivalency of a Municipal Development Plan). Within that plan the following tenet for multi-unit development was stated:

Multiple-unit housing shall not be concentrated in one area of Claresholm, but dispensed throughout the community with regard to:

- (a) traffic flow,*
- (b) impact on existing neighbourhoods,*
- (c) proximity to open space and recreational facilities,*
- (d) proximity to schools.*

These tenets stand in the current Municipal Development Plan (Bylaw 1644) under policy 3.4.7 which reads:

3.4.7 Multiple family dwellings and higher density developments will locate in areas:

- a) accessible to an arterial, or major or minor collector road;*
- b) where traffic, generated by the development, will not affect the traffic patterns of other residential districts. This will be achieved through access management policies in the Transportation section of this document;*
- c) accessible to schools and community facilities including parks and trails;*
- d) accessible to commercial areas for shopping and employment;*
- e) where the appearance of an existing residential neighbourhood is not affected.*

The subject property fronts an arterial road (Hwy 520) serviced by a minor collector (WestLynn Drive) on the east, it has park and trail development across the street, is reasonably connected to commercial areas via 4th Street West and Hwy 520, and with proper design can be buffered from the adjoining residential lots to the south. The location of the schools in Claresholm are not central, so close access is not always a criteria that can be met.

Dependent on density, a western entrance in line with 4th Street West and an entrance onto WestLynn Drive is anticipated to service the property for traffic. Any connection to Hwy 520 will require the approval of Alberta Transportation.

The redesignation from R4 to R5 has generally one difference. That being the inclusion of apartment buildings in R5 only. At this location, from the history and criteria discussed above, the proposal is viable.

RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1752, a bylaw to amend Land Use Bylaw No.1525 second reading.

Moved by Councillor _____ to give Bylaw No. 1752, a bylaw to amend Land Use Bylaw No. 1525 third and final reading.

ATTACHMENTS:

- 1.) Bylaw No. 1752 & Map
- 2.) Preliminary phase 1 subdivision/concept plan

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 216.4 – Public Hearings.

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: November 10, 2022



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1752**

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

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted Land Use Bylaw #1525; and

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

WHEREAS the Town of Claresholm is in receipt of an application to redesignate lands for the purpose of a residential development.

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

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

LAND USE DISTRICT MAP

Block 4 Plan 7610058

Be amended by changing the lands from “Multiple Residential – R4” to “Apartments – R5” as per “Schedule A” attached.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1752 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **24** day of **October** 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

PARKING REQUIREMENTS:

- 1 PARKING PER 1 BED UNIT
- 1.5 PARKINGS PER 2 BED UNITS

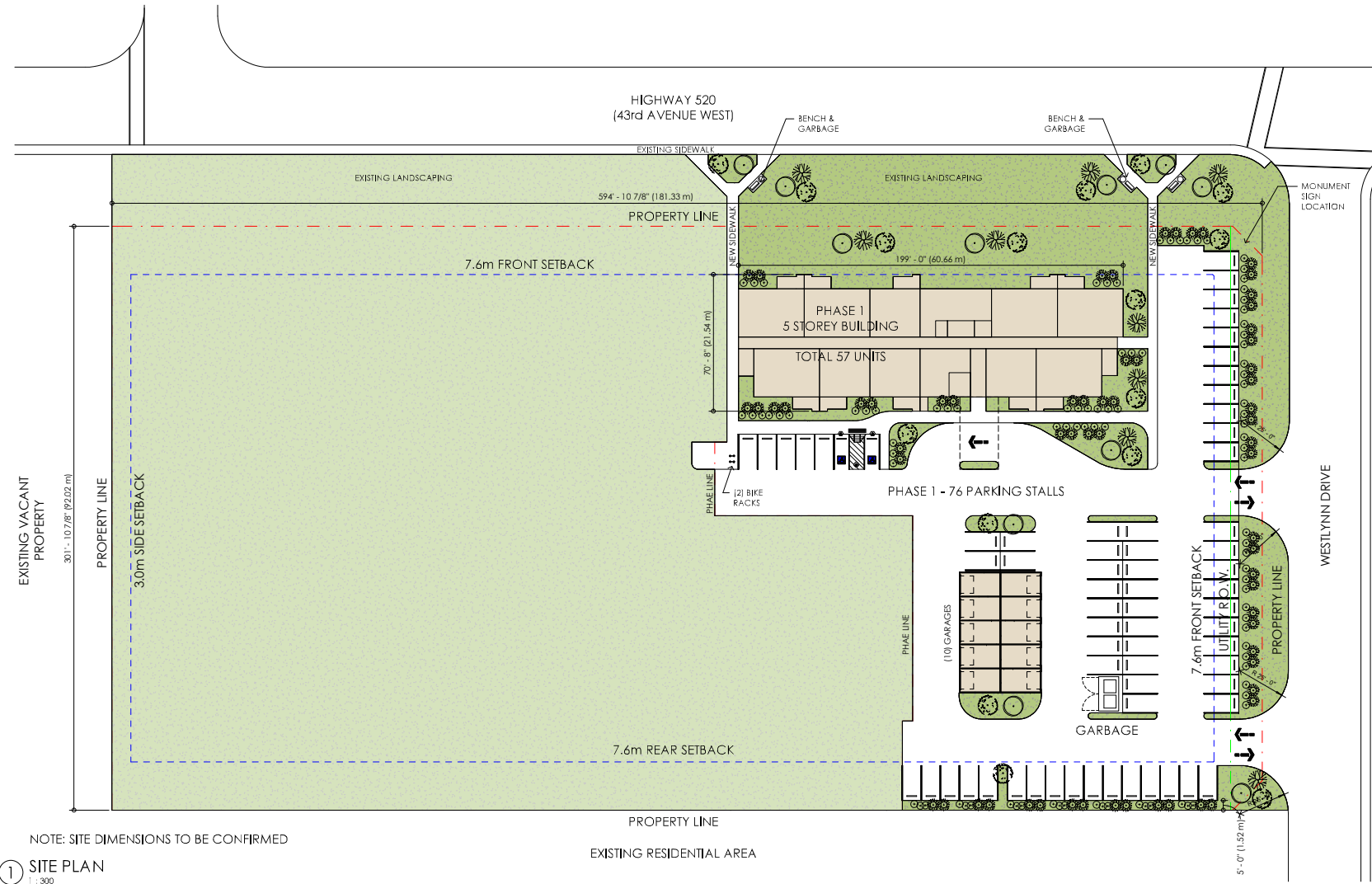
PHASE 1

1 BED UNIT	18 UNITS	18 STALLS
2 BED UNIT	39 UNITS	59 STALLS
TOTAL STALLS REQUIRED		77 STALLS

PARKING PROVIDED:

PHASE 1

TOTAL STALLS PROVIDED	76 STALLS
64 STANDARDS	
10 GARAGES	
2 BARRIER-FREE	



NOTE: SITE DIMENSIONS TO BE CONFIRMED

① SITE PLAN
1:300

REVISION / ISSUED FOR

NO.	BY	DESCRIPTION	DATE
A	IM	CLIENT REVIEW	22/09/23
B	IM	CLIENT REVIEW	22/10/11
C	IM	CLIENT REVIEW	22/10/24

359 43 AVENUE WEST
CLARESHOLM ALBERTA
BLOCK 4 - PLAN 761005B

© The copyright to all design information shown on this drawing is the property of Ian Moxon Architect Inc. and shall not be reproduced or used without the Architect's written permission. Do not scale. Use only figured dimensions. The contractor shall check and verify all dimensions and layout prior to construction or omission to the Architect.

NOT FOR CONSTRUCTION

Professional Seal

SITE PLAN.....

Ian Moxon Architect Inc.
 #300 416 - Stafford Drive
 South
 Lethbridge, Alberta
 T1J 3S2
 info@ianmoxonarchitect.com
 Tel: (403) 926-9969

Ian Moxon Architect

Project: CLARESHOLM RESIDENTIAL APT. - PH. 1

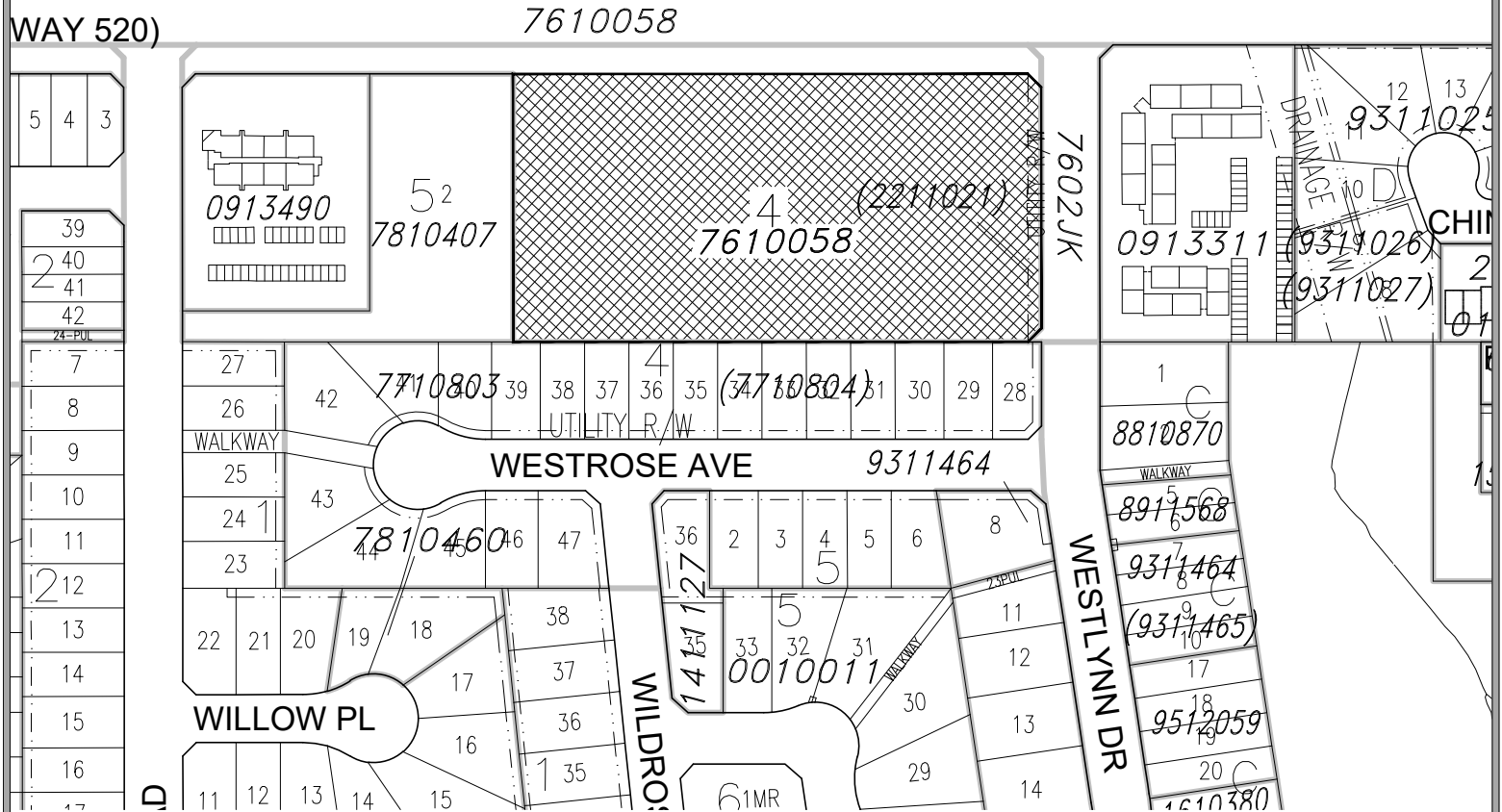
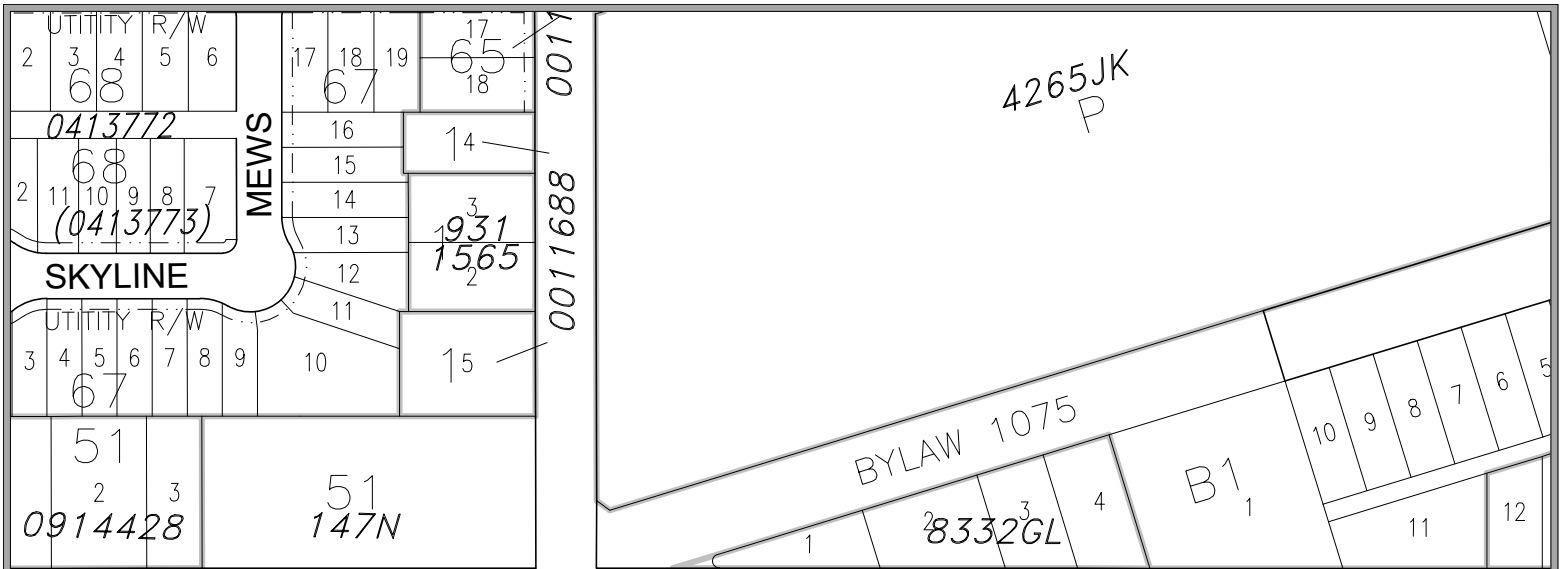
Drawing: SITE PLAN - PHASE 1
 CFR A-22096

Drawn By: KP Checked by: IM

Phase: SCHEMATIC DESIGN

Status: PRELIMINARY

Sheet Number: **A1.02**



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



**FROM: MULTIPLE RESIDENTIAL R4
TO: APARTMENTS R5**

**BLOCK 4, PLAN 7610058
WITHIN NW 1/4 SEC 23, TWP 12, RGE 27, W 4 M
MUNICIPALITY: TOWN OF CLARESHOLM
DATE: OCTOBER 21, 2022**

**Bylaw #: 1752
Date: _____**



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



REQUEST FOR DECISION

Meeting: November 14, 2022
Agenda Item: 3

BYLAW No. 1753 – LAND USE BYLAW AMENDMENT

The Town passed a land use bylaw amendment (Bylaw No. 1740) on July 18th, 2022, in which various amendments were made adding uses, providing for development officer discretionary powers and duties, as well as updating schedule 8 (parking & loading), and adding definition and standards for cryptocurrency mining and tourist homes. However, when the amendment was completed, there was discussion about adding cryptocurrency mining into the Industrial land use districts, and this was all presented at the public hearing in which there were no comments, however it was missed from the bylaw.

Bylaw No. 1753 then is a bylaw to add the use of cryptocurrency mining as a discretionary use into both the Industrial (I1) and Services Industrial (I2) land use districts. As no comments were received from the public hearing in July, and this is clerical in nature, as per Section 692(6) of the Municipal Government Act, of the Province of Alberta, a bylaw may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical, or typographical errors and does not materially affect the bylaw in principle or substance, and all three readings can take place within the same meeting (as per the motion noted below).

RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1753, 1st, 2nd, and 3rd readings.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1753, a bylaw to amend Land Use Bylaw No.1525 first reading.

Moved by Councillor _____ to give Bylaw No. 1753, a bylaw to amend Land Use Bylaw No.1525 second reading.

Moved by Councillor _____ to allow for third and final reading of Bylaw No. 1753.

Moved by Councillor _____ to give Bylaw No. 1753, a bylaw to amend Land Use Bylaw No. 1525 third and final reading.

ATTACHMENTS:

- 1.) Bylaw No. 1753

APPLICABLE LEGISLATION:

- 1.) LUB No.1525 & Bylaw No. 1740
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 692(6)

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: November 9, 2022



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1753**

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

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted Land Use Bylaw #1525; and

WHEREAS Section 692(6) of the *Municipal Government Act* of the Province of Alberta provides that a bylaw may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical, or typographical errors and does not materially affect the bylaw in principle or substance, and

WHEREAS the clerical error of including Cryptocurrency mining operation as a discretionary use in the Industrial districts was discussed, but missing from the wording of Bylaw 1740, and the topic had gathered no concern at the public hearing,

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

1. The Town of Claresholm Land Use Bylaw #1525 shall be amended as follows:
Add Cryptocurrency mining to Industrial – I1 and Service Industrial – I2 as a discretionary use
2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1753 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this day of 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



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

October 28, 2022

Dear Chief Elected Officials and Public Library Boards:

I am honoured to serve as the new Minister of Municipal Affairs. I believe in the importance of local government to our province and its people, and I am excited to work with you to ensure Alberta's economic prosperity and strengthen the long-term viability of municipalities across the province.

As Minister of Municipal Affairs, I am committed to municipal capacity building, transparency, and accountability, which are essential elements for responsible local government. My ministry will continue to support municipalities, as you play a significant role in fostering the local economic conditions that improve Alberta's vibrant communities. Municipal Affairs will also continue to manage and provide financial support for the network of municipal library boards and regional library system boards that offer vital public library services for Albertans.

Through collaboration, we can reduce red tape and barriers by reviewing legislation and making certain Albertans are protected with appropriate safety codes, standards, and supports for the construction and maintenance of buildings and equipment.

I look forward to working together to strengthen municipalities in Alberta and to work with you on areas of shared interest.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R Schulz'.

Rebecca Schulz
Minister of Municipal Affairs



October 19, 2022

The Honorable Tyler Shandro
Minister of Justice and Solicitor General, Deputy House Leader
Office of the Minister
204 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6
ministryofjustice@gov.ab.ca

RE: Victim Services Redesign

Dear Minister Shandro,

The Town of Fox Creek has recently become aware of the proposed Victim Services Redesign and is greatly concerned about the negative impacts it would have on our community. Losing the incredibly valuable service the Victim Services Unit provides our residents to a centralized area, would prove to be detrimental.

We realize efforts and resources were put into the MLA review; however, we strongly believe conversations and discussions should have been held with municipalities and Victim Services Units while putting this plan together. Municipal consultation should have been considered an integral component of a redesign.

Potential negative effects could leave our community and its people without the much-needed resources and support the Victim Services Unit provides. In rural Alberta, Victim Services Staff are as critical as First Responders and their ground zero efforts are invaluable. The proposed areas in the redesign are incredibly large, we are very concerned about where our services would be provided from, and the amount of time victims would have to wait to receive such valuable services. We have been made aware that it is being proposed to replace 17 police-based Victim Services Units in Western Alberta with one board that will more than likely be based in an Urban Center. Once again, Rural Albertans will be the one's to suffer from the decisions made by the Government. Rural Alberta has different needs than urban centers, one's that often do not go hand in hand with the needs of our urban neighbours. We firmly believe that these needs should be addressed in the proposed redesign.

We have also been informed that in the proposal is the loss of support for non-criminal trauma. Victim Services Units work closely and collaboratively with local RCMP to handle any trauma that requires support. Not all trauma involves a criminal nature, and often these traumas are felt throughout a close-knit community. We are a small community, one where people know each other, look out for each other, and support each other. I am sure you can imagine how a tragedy can very quickly touch the lives of many in Rural Alberta. In a community that has lost many of its previously supported programs, having the support of the Victim Services Unit is more valuable now than ever and once again, the loss of this support or change of how the support is being offered will have huge negative impacts.

Our Victim Services Unit is a non-profit unit serving victims of trauma by offering information and referrals to agencies or programs and helping with court preparation. Our advocates are volunteers having experience in dealing with trauma, shock and unexpected loss, who, in the middle of the night, get up to deal with people at the worst time in their lives who need support immediately. The people offering these supports are local. They are part of the fabric that makes up the Community that we love and the ones that support us in times of need. Centralizing these services means we lose the people who know the ins and outs of how Rural Alberta Works, the people who spend time caring about their neighbours, and dedicate countless hours to keeping them safe, checking in on them and being the olive branch they need.

Our Victim Services Unit has not received any funding increases since 2008 yet have still managed to fully service and support victims of crime. Additional fundraising is done throughout the year to support victims of non-criminal trauma to fill the void in our communities and now this would end under the proposed redesign.

The Town of Fox Creek agrees with Woodlands County's suggestion of looking at a Crown model (Alberta Crown prosecution office zones). This would increase the areas of service, but not as drastically as the current proposal and we believe these smaller areas could be managed more effectively allowing rural communities' voices to be heard and considered.

We sincerely hope that the province delays moving forward with the current redesign proposal and stops to consult with the municipalities and current Victim Services Units. This is an opportunity to build and create a better plan that will benefit all Albertans and Victim Services Units throughout the Province.

Sincerely,



Sheila Gilmour

Mayor

sheila@foxcreek.ca

cc: The Honourable Danielle Smith, Premier of Alberta
Arnold Viersen, MP, Peace River – Westlock
Todd Loewen, MLA, Central Peace – Notley
Alberta Municipalities Members
Tina Prodaniuk, Program Manager - Eagle Tower Victim Services



Claresholm Town Council
PO Box 1000
Claresholm AB
T0L 0T0

RE: ARENA USE & REDUCED ICE RENTAL RATES

On behalf of the Town of Fort Macleod I would like to thank Claresholm Town Council and Administration for their consideration and decision to reduce the rental rate for the Fort Macleod Minor Hockey Association ice rentals as well as being able to accommodate their teams for some needed practice time.

I am happy to be able to report that we are up and running and have successfully opened our home ice. There was a similar scenario in the past when the Claresholm arena was being repaired and Claresholm Lacrosse needed space, and we were able to help accommodate the group in our arena. What a great way to reinforce the neighbourly and regional collaboration mindset and continue positive relations.

“Good neighbours are like stars, you don’t always see them, but they are there”

Thanks again,

Liisa Gillingham
Director of Community & Protective Services
Town of Fort Macleod

cc: *Fort Macleod Town Council*
Fort Macleod Minor Hockey Association



October 25th, 2022

Mayor & Council
PO Box 100
Claresholm, AB
T0L 0T0

RE: 39th ANNUAL SANTA CLAUS PARADE

On behalf of Mayor & Council for the Town of Fort Macleod, would like to extend an invitation to a dignitary from your Council to ride along in our horse drawn carriage and participate in the 39th annual Fort Macleod Santa Claus Parade.

The parade will take place on Saturday November 26th, 2022, starting at 11:00 am and this year's theme is "Welcome to Macleodville". The Santa Claus Parade committee has sent out Parade Entry Registration forms should your community wish to host their own entry.

Fort Macleod's Mayor & Council has a limited number of spaces in their horse drawn carriage. **Should your community delegate wish to join, please RSVP as soon possible or by Thursday November 10th, 2022**, to Executive Assistant Meranda Day Chief at m.daychief@fortmacleod.com or (403)553-4425.

In the spirit of community,

A handwritten signature in black ink, appearing to read "Anthony Burdett", with a long horizontal line extending to the right.

Anthony Burdett
Chief Administrative Officer
Town of fort Macleod
a.burdett@fortmacleod.com
(403) 553-4425

mdc/ab



Oldman Watershed Council
Unit 276, 104 13 St N
Lethbridge, Alberta T1H 2R4
info@oldmanwatershed.ca
(403) 330-1346

RECEIVED
OCT 25 2022

Mayor Chelsae Petrovic
Town of Claresholm
PO Box 1000
Claresholm Alberta T0L 0T0

Dear Mayor Chelsae Petrovic and Council,

October 20, 2022

Thank you for your on-going support of the Oldman Watershed Council and our mission to keep our water and land—*the foundation of our economy and society*—healthy and safe. You are an essential part of the fabric of our organization and we offer our sincerest thanks for your support as a donor.

The Oldman Watershed Council is your partner and a collaborative forum for all voices. Our Board of Directors is made up of 19 seats from all sectors, where each voice is at the table and has an equal vote. Municipalities have the most seats, with 3; 1 for towns and villages, 1 for rural municipalities, and 1 for the City of Lethbridge. OWC provides updates to municipalities at the monthly Mayors and Reeves of Southwest Alberta meetings.

When contentious issues are being debated, OWC provides reliable, trustworthy information so that you can make your own informed decisions—it is vital to have an unbiased, factual, science-based voice informing the conversation. Our unique role helps depolarize debates and assist decision-makers in making efficient and effective choices. We often receive accolades from stakeholders and government officials that our non-judgmental approach and information sharing is valuable and appreciated. We are uniquely positioned to help you make the best decisions for your community by providing neutral, apolitical information.

We work alongside all levels of government, stakeholders, and First Nations partners to improve the health of the watershed. We provide information about key watershed issues and work on the ground to restore ecosystems in Southern Alberta. For example, in 2021-22, we rehabilitated 11 streambanks by staking over 2500 willows. This reinforced eroding banks, improved water quality, and now provides critical habitat for fish and wildlife. In our community, we directly engaged with 3500+ people in-person and many more through our 11,000+ social audience who engage with our blogs, videos, and other content.

Our flagship project focuses on directly supporting watershed stewardship with funding, training, and technical expertise. Whether it is First Nations land managers, agricultural producers, backcountry recreationists, or an urban homeowner, we assist everyone in their journey to adopt watershed-friendly practices and minimize their environmental impacts. We invest in grassroots restoration projects and showcase these beneficial practices to the broader community. Additionally, we ensure that the needed educational opportunities, appropriate infrastructure, and practical guidelines exist to support steward initiatives. OWC focuses on *real solutions*. I hope you will take a moment to look through our [annual report](#), which highlights some of our amazing work through photos and brief project summaries.

Your municipality is asked to help ensure this critical work continues with a **standardized rate of 48¢ per resident for the April 2022 to March 2023 fiscal year. For 3,780 residents, based on the 2019 Municipal Affairs Population List, that is a donation of \$1,777.** Thank you for your support over the years, it is making a difference. Your contribution provides critical funding which allows us to provide citizen education, habitat restoration, and be an unbiased forum for all voices in the watershed.

Sincerely,

Doug Kaupp, OWC Chair and General Manager of Water and Wastewater, City of Lethbridge

Karine Keys

From: rbs@nwstl.ca
Sent: October 21, 2022 10:20 AM
To: viktoriia@nwstl.ca
Subject: Each one Plant one

Dear Hon. Mayor/CAO,

We have established not for profit Corporation in Alberta with the following two goals.

Plant trees around Alberta.

To recreate Sustainable Environment for Mankind and Animals to thrive.

In this context,

We request the following.

Dedicated areas in your jurisdiction to plant trees.

Dedicated areas where you want to create a fruit garden for the general population to enjoy various fruits.

We will be doing this with local volunteers, our volunteers, and staff.

This all be done FREE of Cost to you.

Our Plan is to plant 250,000 trees in the first year 2023

It is on First Come Fist Basis.

Initially we just need your expression of interest letter.

Looking forward to your support.

EACH ONE PLANT ONE.

Best Wishes.

Rajan Ahluwalia
Executive Director
NWST Charitable Foundation
Unit 286, 8170 50 Street, Edmonton, AB T6B1E6
Tel Office: 825-254-7171
Tel Mobile:780-280-7171

Karine Keys

From: rbs@nwstl.ca
Sent: November 1, 2022 2:56 PM
To: viktoriia@nwstl.ca; olwy@nwstl.ca
Subject: Land for Nursery

Dear Hon. Mayor/CAO,

We have got tremendous response from various Municipalities for planting trees. It is overwhelming.

To achieve our goals, we have decided to set up four nurseries for plant seedlings.

For this we are looking for 10 acres of FREE land in 4 directions of Alberta.

The benefit to the local community will be 4 to 5 families moving into their community.

Ag. Tourism will bring additional revenue.

Please inform us, if you such land for us, so that we can bring all around prosperity to your community,

Your quick response will be highly appreciated.

Thanks.

Rajan Ahluwalia
Executive Director
NWST Charitable Foundation
Unit 286, 8170 50 Street, Edmonton, AB T6B1E6
Tel Office: 825-254-7171
Tel Mobile:780-280-7171
www.nwstl.ca

About Us

NWST is a non-profit organization established to accomplish the goal of fulfilling the responsibility of making the Earth sustainable and plant and protect trees all around Canada.

Our planet is a gift for all living creatures as it provides us all the facilities we need to survive.

In all, **TREES** play prominent role in our daily life. Forests are essential part for life on Earth.

For the betterment of the world, our goal is to plant as many trees as possible around Canada first and later on around the world.

EACH ONE PLANT ONE

Contact Us for Inquiry



Unit 286. 8170 50 Street
Edmonton, Alberta, Canada T6B 1E6



+18252547171



+17802807171



info@nwstl.ca



Visit our website at:
www.nwstl.ca

**NO TREES,
NO FUTURE.**



*Someone's sitting
in the shade today
because someone
planted a tree a
long time ago.*

- Warren Buffett



SAVE THE DATE

EMERGING TRENDS IN MUNICIPAL LAW

**THE TRENDS YOU NEED TO KNOW
FOR YOUR COMMUNITY TO GROW**

CALGARY | FEBRUARY 9, 2023
ATTEND IN-PERSON

EDMONTON | FEBRUARY 16, 2023
ATTEND IN-PERSON OR VIRTUALLY

BrownleeLaw.com

Dear Town of Claresholm CAO and Council,

Mark your calendars!

You are invited to join us this February for our annual **Emerging Trends in Municipal Law** seminar featuring topics curated exclusively for our elected and administrative municipal clients.

Emerging Trends in Municipal Law will be held in-person in Calgary and Edmonton – and the Edmonton date will also offer a live-stream option for virtual attendance.

Details:

Emerging Trends in Municipal Law - Calgary

Date: Thursday, February 9, 2023

Time: 8:30 a.m. – 3:30 p.m.

Location: Best Western Premier Calgary Plaza Hotel & Conference Centre

Emerging Trends in Municipal Law - Edmonton

Date: Thursday, February 16, 2023

Time: 8:30 a.m. – 3:30 p.m.

Location: Edmonton Expo Centre

More information including the topics, the live-stream, and hotel discounts will be provided in the near future.

We hope you can join us!

Brownlee LLP

This message is sent on behalf of the Brownlee Municipal Practice Area.

You are receiving this correspondence because you have previously attended Emerging Trends in Municipal Law, or because you or your employer has utilized or expressed interest in utilizing our services.

If you do not wish to receive information regarding future Emerging Trends in Municipal Law sessions, [Unsubscribe here](#).

Connect with us:

Edmonton:

2200 Commerce Place
10155 102 St. NW
Edmonton, AB T5J 4G8
(780) 497-4800
Toll Free: 1-800-661-9069

Calgary:

1500 Watermark Tower
530 – 8 Ave. SW
Calgary, AB T2P 3S8
(403) 232-8300
Toll Free: 1-877-232-8303

Vancouver:

1450 Toronto Dominion
Tower
700 West Georgia St.
Vancouver, BC V7Y 1K8
(604) 416-5100

Website: BrownleeLaw.com

LinkedIn: [Brownlee LLP](#)



JULIA ROSSO | EVENTS COORDINATOR | BROWNLEE LLP

PRONOUNS: SHE/HER/HERS

MARKETING

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

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

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

Brownlee LLP would like the opportunity to send you invitations and legal news electronically. Please give us your permission by [clicking here](#).



Box 520, 4913 - 2 ST. W., Claresholm, AB T0L 0T0
Phone: 403-625-4474 • Fax: 403-625-2828
amanda@claresholmlocalpress.ca
www.claresholmlocalpress.ca

October 27, 2022

Mayor & Council
Town of Claresholm

RE: Old Fashioned Christmas

I am writing to let you know that the Chamber, EDC and Local Press are working together to plan our annual Old Fashioned Christmas local shopping event as a kick-off to the Christmas season to be held Friday, November 25, 2022.

Activities will be much the same as they have been in the past:

- Late Night Shopping (until 9 p.m.)
- Christmas Carollers around the Christmas tree in the parking lot.
- Official lighting of the Christmas tree by our Citizens of the Year, plus I would like to invite our Council to be a part of this.
- Horse drawn wagon rides starting from the downtown parking lot
- Bonfire in downtown parking lot - attended by Claresholm Fire Dept.
- Museum board and staff; Welcoming Claresholm committee and other community groups have been invited to participate as well.
- We will have the ATCO Gas stage this year with performances through the evening.

We would like to have permission to close off the the parking lot to accommdate the event. I will make arrangements with Mike Schuweiler and the town crew for the set up of barricades, the lights on the tree and the fire pit once I receive your approval.

If you have any questions or concerns - please contact me.

Sincerely,

Amanda Zimmer,
403-625-4474
clpprint@shaw.ca



REQUEST FOR DECISION

Meeting: November 14, 2022
Agenda Item: 12

Protective Services Policy Changes

DESCRIPTION/BACKGROUND:

In 2021, Council discontinued the Town's Community Peace Officer (CPO) program, and replaced the CPO with a Bylaw Enforcement Officer. The Town has several CPO related policies (required by the Peace Officer Act and Peace Officer Regulation of Alberta) that are no longer required and should be eliminated or updated to reflect our current structure.

DISCUSSION/OPTIONS:

Administration recommends the following changes to our Protective Services policies:

Policy	Change
5.3.03 CPO Code of Conduct	Rescind (The Bylaw Officer is subject to the Town's Code of Conduct Policy, Conflict of Interest Policy and Respectful Workplace Policy)
5.3.04 CPO Notebook Policy	Amend (see attached)
5.3.16 CPO Incident Capture System (ICS)	Rescind
5.3.20 Exhibits Handling Policy	Amend (see attached)
5.3.25 CPO Use of Force	Under Review
5.3.30 CPO Complaint Process	Rescind (Covered in the Bylaw Enforcement Officer bylaw)
5.3.35 CPO Safety Policy	Under Review
5.3.36 Dangerous Persons and Property	Under Review

PROPOSED RESOLUTIONS:

MOVED by Councillor _____ to rescind Town of Claresholm Policies 5.3.03 CPO of Conduct, 5.3.16 CPO Incident Capture System (ICS), 5.3.30 CPO Complaint Process.

MOVED by Councillor _____ to amend Town of Claresholm Policies 5.3.04 CPO Notebook Policy, and 5.3.20 Exhibits Handling Policy as recommended.

COSTS/ SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Approve the recommended changes to the Town's Protective Services policies.

ATTACHMENTS:

- 1) 5.3.03 CPO Code of Conduct Policy
- 2) 5.3.04 CPO Notebook Policy
- 3) 5.3.16 CPO Incident Capture System (ICS)
- 4) 5.3.20 Exhibits Handling Policy
- 5) 5.3.30 CPO Complaint Process


APPLICABLE LEGISLATION:

- 1.) MGA 555,556

PREPARED BY: Abe Tinney

APPROVED BY: Abe Tinney

DATE: November 7, 2022

		CPO Code of Conduct		Policy #5.3.03	
Department Owner:		Regulatory & Protective Services			
Policy Applies To:		Code of Conduct			
Date Created:		Mar 1, 2019	Date Approved By Council:		May 13, 2019
Version #:		1.0	Resolution #:		19-066
Last Review Date:		April 29, 2019	Policy(ies) Replaced/Rescinded:		N/A

Intent:

1. To comply with the Alberta Public Security Peace Officer Program Policy and Procedures Manual and the Peace Officer (Ministerial) Regulation.

Guidelines:

A peace officer must not:

1. Violate:

- a) An Act of Parliament of Canada;
- b) An Act of Legislature of Alberta;
- c) Any Regulation made under an Act of either Parliament of Canada or the Legislature of Alberta;
- d) Any provisions of the peace officer's appointment;
- e) Any provisions of the Town of Claresholms authorizations;
- f) Any provisions of the Town of Claresholm job descriptions for the peace officer.

2. Act in a manner:

- a) That is disorderly, inappropriate or harmful to the discipline of peace officers, or that is likely to discredit the office of peace officers, or would be likely to discredit the reputation of law enforcement;
- b) Being insubordinate to a supervisor and/or authorized employer by word or action;
- c) Doing anything prejudicial to discipline or likely to bring discredit on the reputation of the authorized employer;
- d) Using oppressive or tyrannical conduct towards a subordinate;
- e) Using profane, abusive or insulting language to a co-worker or to any member of the general public;
- f) Differentially applying the law or exercising authority on the basis of race, color, religion, sex, physical disability, mental disability, marital status, age, ancestry or place of origin;
- g) Failing to exercise sound judgment and restraint in respect of the use of any restraining device and/or a use of force item such as a baton and/or O.C. spray and/or personal self-defense techniques;
- h) Applying inappropriate force in circumstances in which force is used;
- i) Failing to report the use of any restraining device and/or the use of use of force items such as a baton and/or O.C. spray and/or personal self-defense techniques as soon as practicable to their supervisor and/or their authorized employer;
- j) Using the peace officer's authority as a peace officer when it is unnecessary to do so;
- k) Omitting or neglecting, without adequate reason, to carry out a lawful order, directive, rule or policy of the employer;


- l) Neglecting, without a lawful excuse, to promptly and diligently perform duties as a peace officer;
- m) Failing to report a matter that is the peace officer's duty to report;
- n) To willfully or negligently make or sign false, misleading or inaccurate statements or complaints in any official document or record;
- o) To destroy, mutilate or conceal records or property, or alter or erase an entry in a record;
- p) That makes known any matter the peace officer has duty to keep in confidence;
- q) That is abetting in or knowingly being an accessory to suppressing information, complaints or reports about any other peace officer;
- r) Failing to report anything a peace officer knows concerning a criminal or other charge;
- s) Failing to work in accordance with orders or leaving an area, detail or other place of duty without due permission or sufficient cause;
- t) Permitting a prisoner to escape on account of the peace officer being careless or negligent.

3. In relation to conflict of interest or apprehension of lack of integrity:

- a) Put themselves in a situation in which a peace officer, who is in a position of trust, has a competing professional or personal interest. Such competing interests can make it difficult to fulfill his or her duties impartially. A conflict of interest exists even if no unethical or improper act results. A conflict of interest can create an appearance of impropriety that can undermine confidence in the peace officer, the peace officer activity, and the office of peace officer. A conflict of interest could impair an individual's ability to perform his or her duties and responsibilities objectively;
- b) Willfully or negligently uses the peace officer's position for the peace officer's own advantage or another person's personal advantage or disadvantage;
- c) Fail to account for or to make a prompt and true return of money or property that the peace officer receives in the capacity of a peace officer;
- d) Become involved in a financial, contractual or other obligation with a person concerning whom the peace officer could reasonably expect to report or give evidence;
- e) Directly or indirectly ask for or receive payment, gift, or favor without consent of the authorized employer.

3. In relation to controlled drugs, controlled substances and alcohol while on duty:

- a) Consume or possess either;
- b) Report for duty, be on duty or be on stand by for duty while unfit to do so by reason of the use of either;
- c) Demand, persuade or attempt to persuade another person to give, purchase or obtain either.


 CPO and Bylaw Enforcement Officer Notebook Policy	Policy #5.3.04		
Department Owner:	Regulatory & Protective Services		
Policy Applies To:	CPOs and Bylaw Enforcement Officers		
Date Created:	Nov. 18, 2019	Date Approved By Council:	
Version #:	1.1	Resolution #:	
Last Review Date:	Nov. 25, 2019	Policy(ies) Replaced/Rescinded:	V1.0

Intent:

To provide requirements for Community Peace Officer (CPO) and **Bylaw Enforcement Officer** notebooks.

Policy:

1. All Officers are expected to maintain a notebook for evidentiary purposes.
2. Notebooks are the sole property of the Town of Claresholm.
3. Notebooks are subject to inspection or review ~~by the Director of Corporate Services and the CAO~~ **by the CAO and/or the direct supervisor of the Officer.**
4. Completed (old) notebooks must remain on site and are subject to the Records Management and Retention Bylaw for retention and destruction by the Town.

	CPO Incident Capture System (ICS)		Policy #5.3.16
Department Owner:	Regulatory & Protective Services		
Policy Applies To:	CPO Officer Multimedia Recording Systems		
Date Created:	May 23, 2019	Date Approved By Council:	June 10, 2019
Version #:	1.0	Resolution #:	19-084
Last Review Date:	May 27, 2019	Policy(ies) Replaced/Rescinded:	N/A

Intent:

To establish a procedure for the use, management, storage and retrieval of audio-visual media recorded by the in-car camera incident capture systems/WatchGuard (ICS).

The use of an ICS provides persuasive documentary evidence. ICS also helps defend against civil litigation and allegations of officer misconduct. Officers assigned the use of these devices shall adhere to this procedure in order to maximize the effectiveness and utility of the ICS and the integrity of evidence and related electronic documentation.

The use of ICS has been adopted to accomplish the following objectives:

- To enhance officer safety;
- To accurately capture statements and events during the course of an incident;
- To enhance the officer's ability to document and review statements and actions for both internal reporting requirements and for courtroom preparation/presentation;
- To provide an accurate account of an event for self-critique, training and supervisory review;
- To capture visual and audio information for use in current and future investigations.

General Procedures:

1. ICS equipment shall be programmed to automatically activate when emergency equipment (lights) are operating. The system may also be activated manually from the control panel affixed to the interior of the vehicle. Standard activation settings shall be set and approved by the supervisor.
2. It is mandatory to use the ICS to record in the following situations, when the ICS is in close proximity to do so:
 - a. Traffic stops (to include, but is not limited to traffic violations, stranded motorist assistance, compliance checks);
 - b. Emergency responses;
 - c. Violation in progress; and
 - d. Any other situation or incident that the officer, through training and experience, believes should be audibly and visually recorded.
3. When the ICS is activated, officers shall ensure that the audio portion is also activated so all events are properly documented.
4. An officer may disable the audio feature of the ICS only if there is a compelling reason to do so (interview with an informant, suspect phone call to lawyer, etc.).
5. Officers shall wear the ICS wireless lapel microphone with a wind hood at all times when engaged in activities described in item 2 in proximity of their vehicle.


Operational Protocol

6. Officers shall review ICS recordings when preparing written reports of events to help ensure accuracy and consistency of accounts. Officers should make written notes during a recorded statement as a safeguard against indiscernible statements or equipment failure and given that the ICS does not replace the use of notebooks.
7. With the exception of radio communications, officers shall ensure that the volume from other electronic devices inside the vehicle will not interfere with ICS recordings.
8. Officers shall not erase, alter, reuse, modify or tamper with ICS recordings outside of procedures noted in section 20.
9. ICS recordings shall be appropriately marked as containing evidence, logged as exhibits and held and/or duplicated when they record any of the following:
 - a. Criminal or Municipal Violations where a ticket was issued;
 - b. Assaults
 - c. Physical or verbal confrontations;
 - d. Emergency responses.
10. When the ICS is activated to document an event, it shall not be deactivated until the event has been concluded, unless:
 - a. The incident or event is of such duration that the ICS should be deactivated to conserve recording times;
 - b. The officer reasonably believes that deactivation will not result in the loss of critical documentary information; and
 - c. The intention to stop the recording has been noted by the officer either verbally or in a written notation.
11. The recording media shall be replaced prior to the recording device reaching full capacity.

Officer Responsibilities

12. Inspection and general maintenance of ICS equipment installed in Town vehicles shall be the responsibility of the vehicle operator.
13. ICS equipment shall be operated in accordance with the manufacturer's recommended guidelines.
14. Prior to beginning each shift, the vehicle operator shall perform an inspection to ensure that the ICS is performing in accordance with the manufacturer's recommendations covering the following matters:
 - a. Remote audio transmitter functional:
 - i. Adequate power source;
 - ii. Connected to the recording equipment; and
 - iii. Remote activation of system via transmitter.
 - b. Camera Lens:
 - i. Windshield and camera lens free of debris; and
 - ii. Camera facing intended direction.
 - c. Recording mechanism capturing both audio and video information:
 - i. System plays back both audio and video.
 - d. A secondary recording media is in place in the recording mechanism if required.
 - e. The ICS will record:
 - i. Times;
 - ii. Dates;
 - iii. Location;
 - iv. Speed;
 - v. Brakes;
 - vi. Lights;
 - vii. Name of officer (last name only)
15. Malfunctions, damage or theft of ICS equipment shall be reported to the immediate supervisor and documented in the officer's notebook prior to placing the vehicle into service.

16. All recording media, recorded images and audio recordings are the property of the Town. Dissemination outside of the Town is prohibited without specific written authorization of the CAO or designate.
17. Officers shall upload recorded data from the memory device to their assigned computer using the ICS software provided for that purpose.
18. Officers shall transfer all recorded media onto the Town's server for storage and backup at the end of each shift or as soon as practical in extenuating circumstances.
19. Officers will be required to present recorded media upon request by their immediate supervisor or CAO.
20. Media records shall be:
 - a. Deleted within 3 months if they DO NOT contain recordings of the events noted in section 9 to limit data storage space utilized on the server.
 - b. Maintained for 3 years if they DO contain records of the events noted in section 9.
 - c. Deletion of any records noted in (b) above shall not be deleted by the Officer until records scheduled for deletion have been reviewed and approved by the supervisor.
21. When destruction of recorded media has occurred it shall be documented in the file retention log.
22. Officers shall ensure that all digital media storage devices when not in use are stored securely in a locked receptacle.


 Claresholm	Physical Exhibits Handling Policy		Policy #5.3.20
Department Owner:	Regulatory & Protective Services		
Policy Applies To:	Community Peace Officer/ Bylaw Enforcement Officer		
Date Created:	July 5, 2019	Date Approved By Council:	
Version #:	1.1	Resolution #:	
Last Review Date:	July 8, 2019	Policy(ies) Replaced/Rescinded:	V1.0

Intent:

1. To ensure the preservation and safeguarding of physical exhibits seized by a Community Peace Officer ~~or Bylaw Enforcement Officer~~ once turned into the Town Office.

Guidelines:

1. When any type of physical exhibit comes into the possession of an Officer, care must be taken to preserve the exhibit in its original form. Furthermore, it is the ~~Community Peace~~ Officer's responsibility to make sure that the exhibit is safeguarded.
2. As the Town of Claresholm does not regularly make any seizures of physical exhibits nor do they have any secure storage unit for the safekeeping of such exhibits, all such exhibits shall be turned over to the RCMP for storage and processing, and the owner of the exhibit will be required to retrieve such exhibits from the RCMP Claresholm Detachment.
3. Any ticket or incident that resulted in the receipt or seizure of physical exhibits, the ticket or incident report must document such seizure/receipt along with sufficient detail to identify or cross-reference the item held by the RCMP (i.e. RCMP tag number).

		CPO Complaint Process Policy		Policy #5.3.30	
Department Owner:		Regulatory & Protective Services			
Policy Applies To:		Public Complaints on CPOs			
Date Created:		Nov. 18, 2019	Date Approved By Council:		November 25, 2019
Version #:		1.1	Resolution #:		19-184
Last Review Date:		Nov. 25, 2019	Policy(ies) Replaced/Rescinded:		5.3.30 (v1.0)

Intent:

1. To comply with the Alberta Public Security Peace Officer Program Policy and Procedures Manual in relation to complaints against a Community Peace Officer.
2. To help ensure the prompt investigation, documentation and/or resolution of any complaints against our Community Peace Officer(s) to protect the rights and safety of our citizens and our Community Peace Officer(s).
3. In the event of a conflict between the provisions of this policy and the provisions of any Federal, Provincial or Municipal regulation, the provisions of those regulations shall prevail over the provisions of this policy to the extent of any conflict.

Definitions:

- CAO – Chief Administrative Officer
- CPO – Community Peace Officer
- Director – Unless otherwise specified, “Director” refers to the Director of Law Enforcement with the Government of Alberta.
- Director of Corporate Services – Is an employee of the Town who is the direct supervisor of the CPO or Bylaw Officer(s) and reports directly to the CAO.
- POMR – Peace Officer (Ministerial) Regulations
- The Act – refers to the Peace Officer Act of Alberta – Statute of Alberta, 2006 Chapter P-3.5

Guidelines:

1. In the event of a complaint against or related to the CPO and/or their conduct or actions, such complaints should be taken seriously and be immediately brought to the attention of the Director of Corporate Services and/or the CAO, and where appropriate to the attention of the CPO.
2. An official complaint is a written complaint and must be handled as per the Act, and detailed in the Alberta Public Security Peace Officer Program Policy and Procedures Manual:
 - a. A written complaint is received by the authorized employer.
 - b. The authorized employer must, within 30 days and in writing, acknowledge receipt of the complaint to the complainant.
 - c. Notify the Peace Officer involved of the complaint if appropriate (see ‘Appendix A’ below for details).
 - d. The authorized employer must advise Public Security Division of public complaints in accordance with Incident Report Form J3535 (‘Appendix B’).
 - e. Investigate the allegations of the complaint by interviewing the complainant, any

witnesses, the Peace Officer(s) involved if they so consent, and any other person who may have knowledge relevant to the occurrence.

- f. Review any relevant documents in existence pertaining to the occurrence including, but not limited to:
 - i. Occurrence reports
 - ii. Dispatch logs
 - iii. Peace Officer notebook(s)
 - iv. Court reports
 - v. Legal documents
 - vi. In car video recordings
- g. Notify the complainant, the Peace Officer involved if appropriate, and Director as to the status of the investigation at least once every 45 days.
- h. Upon conclusion of the investigation the authorized employer must notify the complainant, the Peace Officer involved, and the Director of the disposition of the complaint using wording found in Section 22 of the POMR, which reads as follows:
 - 'The complaint is unfounded.' This means that on the basis of a thorough investigation no reasonable belief exists that the complaint has merit or basis.
 - 'The complaint is unsubstantiated.' This means that on the basis of a thorough investigation there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.
 - 'The complaint is found to have merit in whole or in part.' This means that on the basis of a thorough investigation that
 - 'in whole' a reasonable belief exists that the Peace Officer has engaged in misconduct in regards to the entirety of the complaint; or
 - 'in part' a reasonable belief exists that the Peace Officer has engaged in misconduct in regards to a portion(s) of the complaint, but not in its entirety.
 - 'The complaint is frivolous, vexatious or made in bad faith.' This disposition will be used when an authorized employer chooses not to investigate a complaint as per Section 15(2) of the Act which allows no investigation to occur when the complaint is deemed to be frivolous, vexatious, or made in bad faith.
- i. In the event a complaint is found to have merit in whole or in part the authorized employer must state what disciplinary action has been taken and it must be in accordance with the agency's disciplinary policy filed with the Director:

NOTE1: The specifics of what disciplinary action is taken (verbal reprimand, three day suspension, dismissal, etc.) may be articulated, if permitted by a Collective Agreement or Human Relations policy. If the details are released it is permitted under 40(1)(f) of the FOIP Act.

NOTE2: The specifics of what disciplinary action is taken must be reported to the Director of Law Enforcement to ensure the disciplinary policy submitted as a requirement of legislation is being adhered to. If specific information is not provided to the complainant, employers must indicate disciplinary action was taken in accordance with discipline policies supplied to the Solicitor General and Ministry of Public Security. The conclusion letter issued to the complaint must contain the following closing paragraph which communicates to the complainant that appeals of the decision reached by the authorized employer must be addressed to the Director as required in Section 15 of the Act.

PLEASE BE ADVISED YOU HAVE THE RIGHT TO APPEAL THESE FINDINGS TO THE DIRECTOR OF LAW ENFORCEMENT FOR THE PROVINCE OF ALBERTA PURSUANT TO SECTION 15(4) OF THE PEACE OFFICER ACT. AN APPEAL MUST BE IN WRITING AND INITIATED WITHIN 30 DAYS OF RECEIPT OF THIS

DECISION, AND ANY DECISION REACHED BY THE DIRECTOR OF LAW ENFORCEMENT ON APPEAL IS FINAL.

Correspondence to the Director must be sent to:
Director of Law Enforcement
10th Floor, 10365 - 97 Street
Edmonton AB T5J 3W7

3. It is recognized that some complaints will be made under circumstances in which an investigation is not required. The legislation has included four circumstances under which an employer may choose not to investigate a complaint if the authorized employer is of the opinion that the complaint falls into one of noted categories:
 - a. Frivolous. A complaint intended merely to harass or embarrass.
 - b. Vexatious. Complaint that has no basis in fact or reason, with its purpose to bother, annoy and embarrass the Peace Officer or authorized employer.
 - c. Bad Faith. Filing the complaint with intentional dishonesty or with intent to mislead.
 - d. Public complaints received regarding quality of service relating to the interpretation or application of legislation, investigation outcome or action taken as a result of an investigation are not normally considered complaints against the conduct or actions of a Peace Officer. After a review, the authorized employer may choose not to investigate these occurrences pursuant to Section 15(2)(b) of the Act (Peace Officer Act of Alberta).

Reasons for not investigating complaints by reason of the above definitions must be explained in written format to the complainant and advise them of the ability to appeal to the Director. All complaints disposed through this section must be reported to the Director on a monthly basis.

4. Informal Resolution of Official Complaints:

The Director of Corporate Services, being the direct supervisor of the CPO or Bylaw Officer against which a complaint was made, or the CAO has the authority to informally resolve the public complaint. This shall be accomplished by meeting with the complainant to discuss their concerns, circumstances, facts and any information pertaining to the complaint. If a mutually agreeable solution can be reached by all parties involved, the complaint shall be deemed to be resolved and no investigation, or further investigation, is necessary. An informal resolution must be reported to the Director within one month of resolution.

APPENDIX A

Notification to CPO of Complaint

Part 5 of the Peace Officer (Ministerial) Regulation (POMR) makes references in Sections 20 and 21 to notifying a Peace Officer of complaints made where the Director deems it appropriate. It is recognized that in the majority of cases it is always appropriate and necessary to inform a Peace Officer about a complaint made to facilitate the principles of due process and fairness. However, in circumstances where such notification may unduly have a negative impact on an internal investigation or place the complainant in an unfavourable position, the notification to the Peace Officer may be delayed for a period of time.

In the following general circumstances, consideration must be given to delay informing the Peace Officer about a complaint when it may reasonably be suspected that:

- a) The complainant may be placed in danger,
- b) The complainant may face other inappropriate action by the Peace Officer should the Peace Officer be informed,
- c) The notification may impede the gathering of evidence during an internal investigation conducted under Part 3 of the Act,
- d) A reasonable likelihood exists that the complaint may lead to charges under federal or provincial legislation and that notification of the Peace Officer could impede any resulting police or other investigative agency investigation, or
- e) Any other situation identified by the authorized employer or Director in which it may be appropriate to delay informing the Peace Officer about the complaint.

In any case where the authorized employer is uncertain as to the appropriateness of informing a Peace Officer about a complaint, the Public Security Division should be contacted.

APPENDIX B
Public Security Peace Officer Program – Incident Report (J3535)



Town of Claresholm
Income Statement by Function
September 30, 2022

Revenue	SEPTEMBER	2022 YTD	2022 BUDGET	YTD % of Budget
Tax and requisition revenue	(33,522.68)	(4,762,123.35)	(4,075,394.00)	117% 1
General administration revenue	(4,517.28)	(171,000.66)	(128,280.00)	133% 2
Police	-	(3,687.58)	(15,000.00)	25%
Fire	(800.00)	(38,494.72)	(15,500.00)	248% 3
Bylaw enforcement	(100.00)	(10,254.41)	(18,000.00)	57%
Common equipment pool	-	(24,779.05)	(40,000.00)	62%
Roads, streets, walks, lighting	-	(855,147.00)	(1,267,150.00)	67%
Storm sewers and drainage	-	(2,034.97)	(1,318.00)	154% 4
Water supply and distribution	(70,881.10)	(1,175,600.49)	(1,598,320.00)	74%
Wastewater treatment and disposal	(21,735.21)	(420,399.25)	(575,312.00)	73%
Garbage Collection	(18,507.92)	(298,824.63)	(429,000.00)	70%
Recycling	(11,276.30)	(199,804.48)	(299,280.00)	67%
FCSS	(60.00)	(158,688.19)	(240,344.00)	66%
Cemetery	(4,625.00)	(15,975.00)	(20,700.00)	77%
Physician recruitment	-	-	(1,000.00)	0%
Economic development	(285.00)	(162,337.24)	(219,566.00)	74%
Land use planning, zoning and development	(4,457.32)	(55,478.31)	(82,100.00)	68%
Parks and recreation	(46,913.19)	(276,326.75)	(763,134.00)	36%
Culture - libraries and museum	(1,405.77)	(60,716.59)	(10,000.00)	607% 5
	<u>(219,086.77)</u>	<u>(8,691,672.67)</u>	<u>(9,799,398.00)</u>	
Expenses				
Legislative	5,572.87	72,820.66	116,900.00	62%
Administration	79,354.60	1,065,681.00	1,426,034.00	75%
Police	-	112,190.00	168,179.00	67%
Fire	12,654.51	144,485.76	205,507.00	70%
Bylaw enforcement	10,818.23	88,349.98	126,369.00	70%
Common and equipment pool	36,122.60	341,650.05	515,745.00	66%
Roads, streets, walks and lighting	36,270.45	381,382.91	611,151.00	62%
Storm sewers and drainage	588.48	7,579.00	13,347.00	57%
Water supply and distribution	59,495.86	636,991.81	935,975.00	68%
Wastewater treatment and disposal	18,594.99	100,147.38	177,529.00	56%
Garbage Collection	30,253.02	284,342.74	371,575.00	77%
Recycling	28,754.04	208,930.57	301,988.00	69%
FCSS	14,546.87	177,874.36	252,438.00	70%
Daycare	2,944.75	27,457.75	36,292.00	76%
Cemetery	1,917.64	18,200.81	20,102.00	91%
Physician recruitment	-	741.90	3,000.00	25%
Economic development	19,677.44	264,581.44	417,226.00	63%
Agriculture - weed and pest control	872.41	5,096.18	19,270.00	26%
Land use planning, zoning and development	10,136.57	152,137.96	194,554.00	78%
Parks and recreation	49,642.38	600,449.48	740,757.00	81%
Culture - libraries and museum	6,180.82	252,225.88	351,607.00	72%
Amortization	-	-	1,805,159.00	0%
	<u>424,398.53</u>	<u>4,943,317.62</u>	<u>7,005,545.00</u>	
Net Income	<u>196,169.94</u>	<u>(3,757,913.21)</u>	<u>(988,694.00)</u>	

Notes:

- 1** Tax revenue is in excess of budget due to Q3-Q4 education tax requisitions still to be paid. (Q3 would normally be paid last day of September, but didn't come out of our account until Oct 3rd).
- 2** Administration is over budget due to proceeds on sale of property that isn't budgeted for.
- 3** Fire revenues are already in excess of budget, primarily due to significant structure fire at 46th Ave on Hwy 2
- 4** Overbudget due to revenue collected from a developer to install upsized culverts.
- 5** 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).



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

Revenue	SEPTEMBER	2022 YTD	2022 BUDGET	YTD % of Budget
Net municipal taxes	0.02	(4,383,678.63)	(3,656,794.00)	120% 1
Special assessments	-	(3,289.54)	(5,140.00)	64%
User fees and sales of goods	(152,840.18)	(2,317,021.52)	(3,129,090.00)	74%
Government transfers for operating	-	(267,325.25)	(345,671.00)	77%
Investment income	(11,865.80)	(60,422.48)	(66,000.00)	92%
Penalties and costs of taxes	(339.63)	(101,906.56)	(80,100.00)	127% 2
Licenses and permits	(4,842.32)	(85,925.81)	(113,000.00)	76%
Other local government transfers	-	(155,703.68)	(202,339.00)	77%
Proceeds from disposal of capital assets	-	(43,964.05)	(40,000.00)	110% 3
Franchise and concession contracts	(21,197.27)	(218,581.69)	(262,000.00)	83%
Rental	(18,768.08)	(85,944.77)	(120,330.00)	71%
Other	(9,233.51)	(78,683.69)	(87,200.00)	90%
Government transfers for capital	-	(889,225.00)	(1,691,734.00)	53%
	(219,086.77)	(8,691,672.67)	(9,799,398.00)	89%
Expenses				
Salaries, wages and benefits	239,012.98	2,342,708.44	3,177,113.00	74%
Contracted and general services	86,569.32	1,249,177.26	1,799,545.00	69%
Materials, goods, supplies, and utilities	86,303.22	931,413.45	1,336,655.00	70%
Bank charges and short-term interest	48.86	836.57	500.00	167% 4
Interest on long-term debt	9,312.05	116,190.52	220,326.00	53%
Other expenditures	60.00	33,521.61	90,040.00	37%
Transfers to organizations and others	3,092.10	269,469.77	381,366.00	71%
Amortization	-	-	1,805,159.00	0%
	424,398.53	4,943,317.62	8,810,704.00	56%
Internal Transfers				
Internal transfers	(9,141.82)	(9,558.16)	-	5
Net Income	196,169.94	(3,757,913.21)	(988,694.00)	
Other				
Transfers to/from reserves	-	-	197,392.00	0%
Capital expenditures	353,754.54	1,298,090.72	2,259,334.00	57%
Debt Proceeds	-	-	-	
Debt Principal Repayment	76,989.88	205,686.81	337,127.00	61%
Amortization addback	-	-	(1,805,159.00)	0%
	626,914.36	(2,254,135.68)	-	

Notes

- 1** Tax revenue is in excess of budget due to Q3-Q4 education tax requisitions still to be paid (Q3 would normally be paid last day of September, but didn't come out of our account until Oct 3rd)
- 2** Penalties on Current taxes applied July 1 - actual above budgeted
- 3** Proceeds on disposal of equipment was slightly more than budgeted/anticipated.
- 4** Bank charges are over budget due to undercalculating budget. Total amount is minimal.
- 5** Internal transfers will balance to NIL at yearend. Current YTD balance is due to timing of entries.

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - October 11, 2022				
13	RFD: Rural Immigration Grant - Moved by Councillor Schlossberger to direct the Economic Development Officer to prepare and apply to the Alberta Advantage Rural Entrepreneur Stream. CARRIED MOTION #22-138	Brady	The EDO will begin building an application for submission in late November 2022	In progress
13	RFD: Rural Immigration Grant - Moved by Councillor Cutler to direct the Economic Development Officer to prepare and apply to the Alberta Settlement Integration and Language Partnerships Grant; Building Community Capacity Stream, in partnership with the Calgary Catholic Immigration Society and Willow Creek Immigrant Services. CARRIED MOTION #22-139	Brady	Application is due November 11, 2022	In progress
21a	IN CAMERA: LAND - Moved by Councillor Cutler to reject the offer from Mile Mike Petrovic. CARRIED MOTION #22-140	Tara	Notice of Decision has been sent	Complete
Regular Scheduled Meeting - October 24, 2022				
1	BYLAW #1750 - Moved by Councillor Cutler to give Bylaw #1750, a Land Use Bylaw Amendment, 2nd Reading. DEFEATED	Tara	Notified the applicant	Complete
2	BYLAW #1751 - Moved by Councillor Meister to give Bylaw #1751, a Cemetery Bylaw Amendment, 1st Reading. CARRIED	Blair	The Bylaw is on the Nov. 14 Council Agenda for 2nd and 3rd Readings	Complete
3	BYLAW #1752 - Moved by Councillor Schlossberger to give Bylaw #1752, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Tara	Advertising and circulation complete, scheduled for public hearing November 14, 2022	Complete
4	RFD: Enabling Accessibility Grant - Moved by Councillor Cutler to approve the application to the Enabling Accessibility Fund for the purpose of enabling accessibility by increased lighting/pathways/modifications of curbs/entrances, within Amundsen Park, and to provide the required 20% matching funds. CARRIED MOTION #22-141	Tara	Letter sent	Complete
5	RFD: Enabling Accessibility Grant - Moved by Councillor Schlossberger to support and provide authorization to the Claresholm Community Centre Association to undertake the project and apply to the Enabling Accessibility Fund for the purpose of enabling accessibility to the building through renovation of the entrance and accessible portions of the bathrooms at the Claresholm Community Centre and to provide the required 20% matching funds. CARRIED MOTION #22-142	Tara	Letter sent	Complete

6	RFD: Claresholm Fire Department Engine Replacement - Moved by Councillor Zimmer to proceed with the tendering process to replace the current Town of Claresholm Pumper/Engine with one of a similar type and kind of the current model. CARRIED MOTION #22-143	Craig	The request for proposal has been posted to Alberta Purchasing Connection, outcome to be on an upcoming Council agenda.	Complete
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PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: November 10, 2022

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

September 16, 2022
Town of Claresholm – Council Chambers

Attendees: Chelsae Petrovic – Mayor
Brad Schlossberger - Council Member (Chairperson)
Doug Priestley - Member-at-Large

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

Regrets: Kieth Carlson – Council Member
Jeff Kerr – Member-at-Large (Vice Chairperson)

8:57 a.m.

Call to Order /Adoption of Agenda

Motion to adopt the Agenda by Doug Priestley

**Seconded by Mayor Petrovic
CARRIED**

Adoption of Minutes

- August 19, 2022

Motion to adopt the Meeting Minutes By Mayor Petrovic

**Seconded by Doug Priestley
CARRIED**

Item 1: ACTION

HOME OCCUPATION

File: D2022.062
 Applicant/Owner: Randy Tiglao
 Address: 533 50A Avenue W
 Legal: Lot 14, Block 2, Plan 731014
 Regarding: Home Occupation – windshield repair/minor detailing

Condition(s):

1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.
2. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.
3. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.
4. Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.
5. All work is to be completed inside the garage (ex: no outdoor vacuuming, creation of noise or dust), no on-site outdoor washing of vehicles permitted (no chemicals, soaps, etc. are permitted to be washed down the Town of Claresholm storm drains).

Motion to approve with amended conditions to include all work to be completed inside the garage by Doug Priestley

Seconded by Mayor Petrovic

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

September 16, 2022
Town of Claresholm – Council Chambers

9:06 a.m.

Motion to adjourn by
Doug Priestley

Next Meeting to be held October 21, 2022

CARRIED

MINUTES

In attendance: Earl Hemmaway, Joanna Ridley, Brad Schlossberger, Jay Sawatzky, Kelsey Hipkin, Kendall Schille, Donna Meister, Tony Hamlyn

With regrets: Ashley Tebbutt

1: Call to Order: 5:10

2: APPROVAL OF AGENDA

Motion: Earl H

Carried

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from June 21, 2022

Motion to approve: Kendall S

4: CORRESPONDENCE

4.1 From Public Services Library Branch

-Amount of \$20,857 accepted into account, same as usual

5: FINANCIAL

5.1 Financial report for end of August

-Library fee payment increase over the summer – people coming back

-Energy increase in August due to AC

Motion: Brad S makes motion to accept financials as shared

Carried

6: REPORTS

6.1 Library Manager's report

-Library won the parade award for their category

-PLSB has added new fields to complete – helpful for Jay/library

-We've given out 600 craft kits so far

-DVDs in cases instead of behind the counter saving time

-82 people came for a magic show

6.2 Librarians' Committee Meeting Report from May 9

MINUTES

-Hold shelf has moved from 10 days to 12 - gives people from smaller libraries more time to pick them up

Motion: Kelsey H moves to accept reports as presented

Carried

7: NEW BUSINESS

7.1 Claresholm Museum requesting to take some items from the Library's Jean Hoare Room as per the letter from the Archives Society of Alberta

-At the time the library was built it was to serve the purpose of an archive, the museum has asked for some of these items stemming from a 2013 letter - Jay reviews list of requests

- Local press microfiche/CDs - they will make copies
- Some original photos of Jean Hoare will be copied

Motion to allow Bill Kells to take some of the items off his list: Earl H

Carried

8: OLD BUSINESS:

8.1 AED/CPR Training

- If vote fails, machine would go to another town facility

Motion to pursue AED/CPR training: Kelsey H

Recorded vote

Against: Earl H, Joanna R, Kendall S, Brad S, Tony H, Kelsey H

For: Donna Meister

Not carried

8.2 Naloxone supplies and training / draft policy per this item

- Concerns about liability - if we start at naloxone, where does it stop?
- Good Samaritan defence from a law perspective
- Two sprays per person who takes the training
- Two year shelf life

Motion to pursue naloxone training and supplies etc.: Kelsey H

Opposed Earl H, Brad S, Tony H

MINUTES

Carried

8.3 Alberta Blue Cross grant – Expired Sept. 15

8.4 Town Council Meeting from Monday September 19

ACTION Re Town Council Meeting library presentation Jay sending details to Tony – meetings every second and fourth Monday

8.5 numbers re staff raises

Motion to increase salaries as per Jay’s schedule, option two, on the basis Jay sees a 6% increase effective Oct. 1, 2022: Brad S

Carried

9: CLOSED SESSION (if required)

10: ADJOURNMENT 6:10 pm

Next Meeting: October 18, 2022 at 5 pm

Alberta SouthWest Bulletin November 2022

Regional Economic Development Alliance (REDA) Update

❖ **BASTION: Building A Sustainable Tourism Investment Opportunity Network**

The Investment Opportunity Network (CAOs, EDOs, community partners) has had 3 meetings.

- August 30: Introductions and Project Overview
 - September 29: Discussion with **Travel Alberta** and **Invest Alberta**
 - October 25: Discussion with **Alison Anderson, CEO of SuccessionMatching.com**
- To request a link to the recordings of the meetings, e-mail bev@albertasouthwest.com



❖ **SXNM: SuccessionMatching.com**

Thanks to funding from Community Futures, for \$25, AlbertaSW businesses can access services valued at over \$5,000: a 3-year membership to access professional and CONFIDENTIAL services to sell or expand their businesses. The "Sign-up" link is on www.albertasouthwest.com home page.

In AlbertaSW, 6 businesses have started succession plans; 3 more in process, 4 completed; 4 buyers, 17 sellers listed.

❖ **READI: Rural Employers' Awareness on Diversity and Inclusion**

This Rural Development Network (RDN) pilot project has qualified 16 AlbertaSW businesses and municipal organizations to engage in learning how to attract newcomers with the needed skills and share ways to create a productive and comfortable workspace and gain new residents in our communities.

❖ **EAT: Energizing Agricultural Transformation**

Building upon the agricultural supply chain inventory developed during this project in 2019-2021, a team of students in Geography 3700 at University of Lethbridge are developing the prototype of a mapping tool showing locations and information for a sample of producers.

❖ **Discussion with MLA**

Livingstone-Macleod MLA Roger Reid provided news about leadership and programs in housing, health care, labour market, and workforce development. He has sent a letter of support for REDAs to the Hon. Brian Jean, Minister of Jobs, Economy, and Northern Development (JEND) and shared experiences in AlbertaSW with CEO of Travel Alberta.

❖ **In the news ...**

★ **Alberta named a top travel destination for 2023 by *National Geographic***

CFWE Radio, October 28, 2022

<https://www.cfweradio.ca/news/alberta-news/alberta-named-a-top-travel-destination-for-2023-by-national-geographic/>

National Geographic, October 26, 2022

<https://www.nationalgeographic.com/travel/article/best-of-the-world-2023>

★ **Greetings from Alberta's Energy Transition Corridor, Canada's unlikely green power hotspot**

Globe and Mail, October 27, 2022

https://www.theglobeandmail.com/business/article-alberta-energy-transition-corridor/?fbclid=IwAR3j8UXPpvDYXpkpiKBjkeHvJeD6OTZIPUCrFR4EWZ_KBSwmQc8cx0J1yO8

★ **10 Beautiful towns in Alberta that give Banff a run for its money**

The Travel, October 27, 2022-Nanton, Pincher Creek and Waterton noted!

<https://www.thetravel.com/beautiful-towns-in-alberta-other-than-banff/>

Alberta SouthWest Regional Economic Development Alliance

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

2018-2022 Green Destinations Top 100 Sustainable Global Destinations and 2020 Top 3 Best of the Americas

Box 1041 Pincher Creek AB T0K 1W0

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Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday, October 5, 2022-Cowley and District Community Hall



Board Representatives

Brent Feyter, Fort Macleod
Brad Schlossberger, Claresholm
Barbara Burnett, Cowley
Cam Francis, Cardston County
Blair Painter, Crowsnest Pass
Ron Davis, MD Ranchland
Tim Court, Cardston

John Van Driesten, MD Willow Creek
Kevin Todd, Nanton

Resource Staff and Guests

Clara Yagos, LRSD
Selena McLean-Moore, JEI
Linda Erickson, PrairiesCan
Tony Walker, CF Southwest
Bev Thornton, AlbertaSW

- 1 Call to Order/ Chair Brent Feyter called the meeting to order.
- 2 Approval of Agenda Moved by Blair Painter THAT the agenda be approved as presented.
Carried. [2022-10-815]
- 3 Approval of Minutes Moved by John Van Driesten THAT the Minutes of September 7, 2022, be approved as presented.
Carried. [2022-10-816]
- 4 Approval of Cheque Register Moved by Tim Court THAT cheques #3109 to #3119 be approved as presented.
Carried. [2022-10-817]
- 5 BASTION update Investment Opportunity Network held a second on-line meeting with presentations from Invest Alberta and Travel Alberta.
- 6 Green Destinations Alberta SouthWest Crown of the Continent Story titled "Dark Skies ... Bright Future" was named a Global Top 100 Sustainability Success Story for 2022.
- 7 RDN READI Pilot Project Rural Development Network (RDN) is piloting a Rural Employers Awareness in Diversity and Inclusion (READI) project and has invited 6-10 AlbertaSW businesses to become engaged in providing input and ideas to the initiative.
- 8 Connect4Commerce Board reviewed a proposal for this on-line tool to promote land and buildings for lease and sale. Bev will follow up with questions noted in discussion.
- 9 Succession Planning and Communications Board discussed ideas to strengthen communication with stakeholders. One page Bulletin will continue. Local papers and Chamber newsletters may be a way to share success stories. Executive Director summary report will be attached to approved minutes that are shared with Councils.
- 10 Executive Director Report Moved by Blair Painter THAT Executive Director Report be accepted as information.
Carried. [2022-10-818]
- 11 Roundtable reports Accepted as information.
- 12 Upcoming Board Meeting ➤Wednesday, November 2, 2022 – tentatively-MD Ranchland
- 13 Adjourn Moved by Blair Painter THAT the meeting be adjourned.
Carried. [2022-10-819]

Approved November 2, 2022

Executive Director Report October 2022

MEETINGS and PRESENTATIONS

- Oct 3: Meeting with Edmonton Global staff and Dr. Grozeva, Bulgaria, IEDC Fulbright Scholar and Executive Director Stara Zagora Regional Economic Development: researching transition from coal to renewables/hydrogen
- Oct 3: Refer two businesses to SucessionMatching
- Oct 4: Phone meeting with EDA publisher re: REDA profiles for Invest in Alberta magazine
- Oct 4: RINSA meeting, Lethbridge College
- Oct 5: Attend Immigration Workshop organized by SouthGrow, Lethbridge
- Oct 5: AlbertaSW Board meeting, Cowley Community Hall
- Oct 7: Phone meeting with Travel Alberta re: Tourism Relief Fund (TRF)
- Oct 11: Meeting with U of L Geography 3700 professor, student team and InnoVisions to plan project, Zoom
- Oct 11: Meeting with PrairiesCan, Lethbridge
- Oct 12: JEI South EDO meeting, Teams [regrets]
- Oct 12: Meeting with Travel Alberta, Zoom
- Oct 13: REDA Managers meeting, Zoom
- Oct 13: IEDC-AEDO Accreditation Committee meeting, Zoom
- Oct 17: Interview with Price-Waterhouse Coopers re: Highway 3 Economic Impact Assessment, Teams
- Oct 18: Meeting with Floor 13 Consultants, Crowsnest Pass [regrets]
- Oct 18: Meeting with RDN team, re READI pilot project in AlbertaSW, Google Meet
- Oct 19: EDL Board Meeting, City Hall, Lethbridge; made presentation about AEDO certification
- Oct 19: EDA Ministry Dinner, Edmonton; travel and planning (film, ag, etc.) with EDL
- Oct 20: Planning Meeting with InnoVisions, travel from Edmonton to Calgary
- Oct 25: BASTION Investment Opportunity Network meeting; Succession Matching presentation, Zoom
- Oct 25: Meeting with SuccessionMatching and InnoVisions re: updated metrics, Zoom
- Oct 21: Meeting with U of L student team and InnoVisions to review ag mapping project plan, Zoom
- Oct 27: Meeting with EDL and Trade Commissioner, Denmark, to plan itinerary in Sothern Alberta, Zoom
- Oct 27: Meeting South Canadian Rockies (SCR) Steering Committee, Travel Alberta, Floor 13 consulting, Teams
- Oct 28: Meeting with InnoVisions and new staff at SCR, Zoom

PROJECT MANAGEMENT and REPORTING

- Submit Mid-term Grant report to Travel Alberta, special funding 2022-2023
- Ongoing consultation with Rural Development Network (RDN) on READI pilot project
- Referrals to SuccessionMatching
- Coordinate REDA profile submissions for EDA *Invest in Alberta* magazine

- Provide Peaks to Prairies summary and intro to Community Energy Association: PrairiesCan case study
- Compile documents and review attendee list for Travel Alberta destination development consultations
- Update monthly Regional Business License sales
- Investment Opportunity Network meetings (CAOs, EDOs, and Chambers)
- Input to Tourism Lethbridge presentation to City Council

REGIONAL PROMOTION

- Circulate Bulletin to region, Mayors and Reeves, MP office, MLA offices
- Compile AlbertaSW photos for Invest in Alberta magazine
- Report for September: SAITI “Ag Awareness” social media campaign for southwest/southcentral
- Media items pertaining to our region:

Links to news items:

1) Alberta named a top travel destination for 2023 by *National Geographic* - CFWE Radio

<https://www.cfweradio.ca/news/alberta-news/alberta-named-a-top-travel-destination-for-2023-by-national-geographic/>

<https://www.nationalgeographic.com/travel/article/best-of-the-world-2023>

2) Greetings from Alberta’s Energy Transition Corridor, Canada’s unlikely green power hotspot *Globe and Mail*, October 27, 2022

[https://www.theglobeandmail.com/business/article-alberta-energy-transition-corridor/?fbclid=IwAR3j8UXPpvDYXpkpiKB\]keHvJeD6OTZIPUCrfR4EWZ_KBSwmQc8cx0\]1yO8](https://www.theglobeandmail.com/business/article-alberta-energy-transition-corridor/?fbclid=IwAR3j8UXPpvDYXpkpiKB]keHvJeD6OTZIPUCrfR4EWZ_KBSwmQc8cx0]1yO8)

3) 10 Beautiful Towns in Alberta That Give Banff A Run For Its Money

Nanton, Pincher Creek and Waterton featured!

<https://www.thetravel.com/beautiful-towns-in-alberta-other-than-banff/>