



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
SEPTEMBER 12, 2022
AGENDA**

Time: 7:00 P.M.

Place: Council Chambers

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA:

ADOPTION OF AGENDA

MINUTES:

REGULAR MEETING – AUGUST 15, 2022

PUBLIC HEARING:

BYLAW #1746 – Road Closure Bylaw

DELEGATION:

STARS – Glenda Farnden, Senior Municipal Relations Liaison

ACTION ITEMS:

1. **BYLAW #1748 – Designated Officers Bylaw**
RE: 1st Reading
2. **BYLAW #1749 – Bylaw Officer Bylaw**
RE: 1st Reading
3. **NEWS RELEASE: Expanding the benefits of immigration in rural and northern communities, August 26, 2022**
4. **CORRES: Hon. Tyler Shandro, Minister of Justice and Solicitor General**
RE: Victims Services Redesign
5. **CORRES: Mayor Debora Dueck, Town of Tofield**
RE: Victim Services Redesign
6. **CORRES: Hon. Tyler Shandro, Minister of Justice and Solicitor General**
RE: Engagement Opportunity – Provincial Police Service
7. **CORRES: Alberta Justice & Solicitor General**
RE: Community Justice Centre (CJC) Stakeholder Engagement
8. **CORRES: Alberta Municipalities**
RE: Asset Management Training
9. **CORRES: Recycling Council of Alberta**
RE: Event Announcement – RCA Circular Economy Summit for Elected Officials
10. **CORRES: Claresholm Pentecostal Assembly**
RE: Burn 24/7 Calgary – Worship & Prayer at Centennial Park
11. **CORRES: The Terry Fox Run**
RE: Annual Terry Fox Run – September 18, 2022
12. **CORRES: Calvin Browne**
RE: Stench from Sewer Lagoon and Feed Lot
13. **CORRES: Claresholm Thunder Alumni Committee**
RE: Request for Donation of Arena Ice Time
14. **REQUEST FOR DECISION: ATCO Franchise Fee**
15. **REQUEST FOR DECISION: Claresholm Housing Authority**
16. **REQUEST FOR DECISION: 2022 Centennial Campground Closure**
17. **FINANCIAL REPORT: Statement of Operations July 31, 2022**
18. **INFORMATION BRIEF: Alberta Municipalities Convention 2022**
19. **INFORMATION BRIEF: Solid Waste to Energy**
20. **INFORMATION BRIEF: Council Committee Reports**
21. **INFORMATION BRIEF: Council Resolution Status**
22. **ADOPTION OF INFORMATION ITEMS**
23. **IN CAMERA:**
 - a. **Confidential Evaluations – FOIP Section 19**
 - b. **Personnel – FOIP Section 17**

INFORMATION ITEMS:

1. Municipal Planning Commission Meeting Minutes – July 22, 2022
2. Alberta SouthWest Regional Alliance Board Meeting Minutes – August 3, 2022
3. Alberta SouthWest Bulletin – September 2022

ADJOURNMENT



Claresholm

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

Place: Council Chambers
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajyPVAtNL1KA/live>

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

ABSENT: Councillor Craig Zimmer

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 7:02 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 7:02 p.m. by Mayor Petrovic.

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

CARRIED

MINUTES: **REGULAR MEETING – JULY 27, 2022**

Moved by Councillor Schlossberger that the Regular Meeting Minutes of July 18, 2022 be accepted as presented.

CARRIED

DELEGATION: **CLARESHOLM RCMP DETACHMENT: Cpl. Christian Lafleur**

Corporal Christian Lafleur, Acting Detachment Commander for the Claresholm RCMP Detachment, was present to go over the quarterly Community Policing Report that covers April 1st to June 30th, 2022. The report provides a quarterly snapshot of the human resources, financial data and crime statistics for the detachment.

ACTION ITEMS:

1. BYLAW #1741 – Residential Tax Refund Bylaw
Re: 2nd & 3rd Readings

Moved by Councillor Schlossberger to give Bylaw #1741, a Residential Tax Refund Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1741, a Residential Tax Refund Bylaw, 3rd & Final Reading.

CARRIED

2. BYLAW #1746 – Road Closure Bylaw
RE: 1st Reading

Moved by Councillor Meister to give Bylaw #1746, a Road Closure Bylaw, 1st Reading.

CARRIED

3. CORRES: Hon. Ron Orr, Minister of Culture
RE: Community Facility Enhancement Program (CFEP) Small

Received for information.

4. CORRES: Alberta Ministry of Justice
RE: New Website on the Future of Provincial Policing

Received for information.

5. CORRES: Alberta Ministry of Justice
RE: Article on Policing from the Former Attorney General of British Columbia

Received for information.

6. CORRES: Alberta Transportation
RE: Possible Meeting with Minister at AUMA Convention

Received for information.

7. CORRES: Alberta Municipalities and Alberta Culture & Status of Women
RE: Alberta Day 2022 Expression of Interest Guidelines

Received for information.

8. CORRES: Ukrainian Canadian Congress – Alberta Provincial Council
RE: Ukrainian Independence Day 2022 & Alberta Ukrainian Heritage Day

Received for information.

9. MEDIA RELEASE: Walk to Breathe 2022

Received for information.

**10. CORRES: Calgary Region Airshed Zone
RE: Air Quality Management Toolkit**

Received for information.

**11. CORRES: Burn 24/7 Calgary – Worship & Prayer
RE: Request to Use Centennial Park, Tables & Chairs**

MOTION #22-108

Moved by Councillor Cutler to allow the Claresholm Pentecostal Assembly and the Burn 24/7 Calgary – Worship & Prayer to use Centennial Park on Saturday, September 3, 2022 from 12 noon until 4:00 p.m. and to allow the use of the Town tables & chairs as per Policy #5.8.20 at no cost.

CARRIED

12. REQUEST FOR DECISION: Office Closure – Functional Exercise

MOTION #22-109

Moved by Councillor Meister to approve the closure of the Town of Claresholm Administration Office on October 5, 2022 for a Regional Emergency Management Functional Exercise.

CARRIED

13. FINANCIAL REPORT: Statement of Operations June 30, 2022

Moved by Councillor Schlossberger to accept the Consolidated Statement of Operations for the month ended June 30, 2022 as presented.

CARRIED

14. INFORMATION BRIEF: Storm Water Project – ACRP Funding

Received for information.

15. INFORMATION BRIEF: Social Needs Assessment

Received for information.

16. INFORMATION BRIEF: Council Committee Reports

Received for information.

17. INFORMATION BRIEF: CAO Report

Received for information.

18. INFORMATION BRIEF: Council Resolution Status

Received for information.

19. ADOPTION OF INFORMATION ITEMS

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

CARRIED

20. IN CAMERA:

- a. Land – FOIP Section 16
- b. Land – FOIP Section 16
- c. Land – FOIP Section 16
- d. Legal – FOIP Section 27
- e. Advice from Officials – FOIP Section 24
- f. Confidential Evaluations – FOIP Section 19
- g. Personnel – FOIP Section 17

Moved by Councillor Kettles to go In Camera at 7:47 p.m. for the following items:

- a. Land – FOIP Section 16
- b. Land – FOIP Section 16
- c. Land – FOIP Section 16
- d. Legal – FOIP Section 27
- e. Advice from Officials – FOIP Section 24
- f. Confidential Evaluations – FOIP Section 19
- g. Personnel – FOIP Section 17

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic stated that the live stream has ended at 7:47 p.m.

Moved by Councillor Cutler to come out of In Camera at 8:44 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 8:44 p.m.

a. Land – FOIP Section 16

MOTION #22-110

Moved by Councillor Cutler to accept the offer in the amount of \$17,500 submitted by Southline Real Estate Ltd for the property located at Lot 2, Block 117, Plan 8010781, subject to obtaining a development permit within one year from date of title transfer.

CARRIED

MOTION #22-111 Moved by Councillor Schlossberger to accept the offer in the amount of \$17,500 submitted by Southline Real Estate Ltd. for the property located at Lot 3, Block 117, Plan 8010781, subject to obtaining a development permit within one year from date of title transfer.

CARRIED

b. Land – FOIP Section 16

MOTION #22-112 Moved by Councillor Carlson to accept the offer in the amount of \$17,330.00 submitted by Jacob Dunn & Candice Dunn for the property located at Lot 6, Block 4, Plan 7910032 & Lot 3, Block 6, Plan 7910032.

CARRIED

MOTION #22-113 Moved by Councillor Kettles to accept the offer in the amount of \$45,800.00 submitted by Jacob Dunn & Candice Dunn for the property located at Lot 9, Block 4, Plan 7910032.

CARRIED

c. Land – FOIP Section 16

MOTION #22-114 Moved by Councillor Meister to accept the offer in the amount of \$270,000 for the property located at Block 4, Plan 7610058, subject to revised conditions.

CARRIED

d. Legal – FOIP Section 27

MOTION #22-115 Moved by Councillor Cutler to award the contract for the demolition and construction of the concrete plaza at Amundsen Park to Premiere Builders in the amount of \$348,998.26 plus GST.

CARRIED

e. Advice from Officials – FOIP Section 24

MOTION #22-116 Moved by Councillor Schlossberger to approve the additional budget for the Westrose Avenue rehabilitation project by \$70,000 to a total of \$740,000, and amend funding for the project to \$230,000 from water/sewer capital reserve and \$510,000 from MSI Capital.

CARRIED

f. Confidential Evaluations – FOIP Section 19

MOTION #22-117 Moved by Councillor Meister to appoint Cynthia Wannamaker to be the Town of Claresholm's representative on the Calgary Region Airshed Zone (CRAZ).

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:51 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic noted that recording ceased at 8:51 p.m.

Mayor – Chelsae Petrovic

Chief Administrative Officer – Abe Tinney

PUBLIC HEARING

BYLAW No.1746 – ROAD CLOSURE BYLAW (walkway closure)

At the regularly scheduled Council meeting held August 15, 2022, Council carried a motion to give first reading to Bylaw No. 1746 for the closure of the walkway (road plan) adjacent to 51 & 53 Westlynn Drive.

The road closure bylaw public hearing has been circulated to the neighbors and utility companies for comment, and two weeks within the Claresholm Local Press. The bylaw is now presented for a Public Hearing for any comments in regards to the closure. **The Development Department did not receive any comments from the neighboring circulation**, but did receive comments from utility companies. All correspondence received indicates there are no objections.



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

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

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

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

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

Upon the completion of the public hearing, the Bylaw will be sent to the transportation minister for approval prior to second and third readings.

ATTACHMENTS:

1. Bylaw No. 1746, Road Closure Bylaw & Sketch.

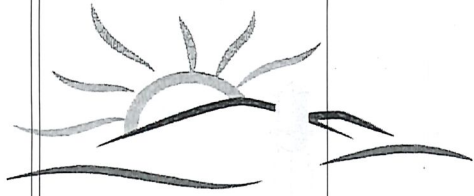
APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: September 8, 2022



Claresholm

TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW No. 1746

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

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

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

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

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

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

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

FIRSTLY

THAT PART OF

PLAN 7410893

BLOCK 3

WALKWAY

THAT FALLS WITHIN

PLAN _____

BLOCK 3

LOT 52

CONTAINING 0.013 HECTARES (0.03 ACRES) MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS

SECONDLY

THAT PART OF

PLAN 7410893

BLOCK 3

WALKWAY

THAT FALLS WITHIN

PLAN _____

BLOCK 3

LOT 53

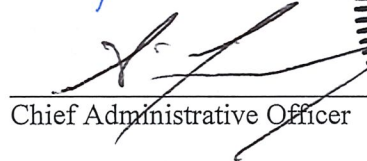
CONTAINING 0.013 HECTARES (0.03 ACRES) MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS

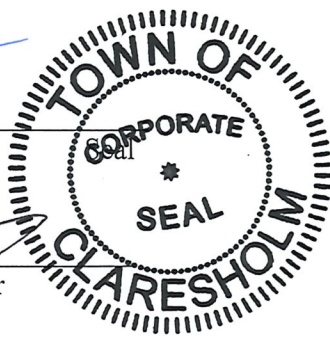
READ a **first** time this 15th day of August, 2022.



Chief Elected Official



Chief Administrative Officer



Approved this ____ day of _____, 20__

Minister of Transportation

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

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

Chief Elected Official Seal

Chief Administrative Officer



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

LAND TITLES

PLAN No.

ENTERED AND REGISTERED

ON _____

INSTRUMENT No. _____

A.D. REGISTRAR



REGISTERED OWNERS:

CHRISTOPHER JOSEPH VADNAIS
 FONDA LYN VADNAIS
 NORA I TOWNSEND

ABBREVIATIONS:

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

LEGEND:

- Alberta Survey Control Marker
 - Statuatory iron post found
 - Statuatory iron post placed, marked P254
 - ◇ Iron bar placed
 - RP Georeference Point
- Distances are ground and are in metres and decimals thereof, and are between survey monuments unless otherwise shown.
 - Bearings are grid (3TM NAD'83 (ORIGINAL)), derived from GNSS observations and are referred to the meridian through 114° West Longitude.
 - Lands dealt with by this plan are bounded thus _____ and contain 0.242 ha.

NOTES:

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

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

**TOWN OF CLARESHOLM
 ALBERTA**

SCALE 1:500

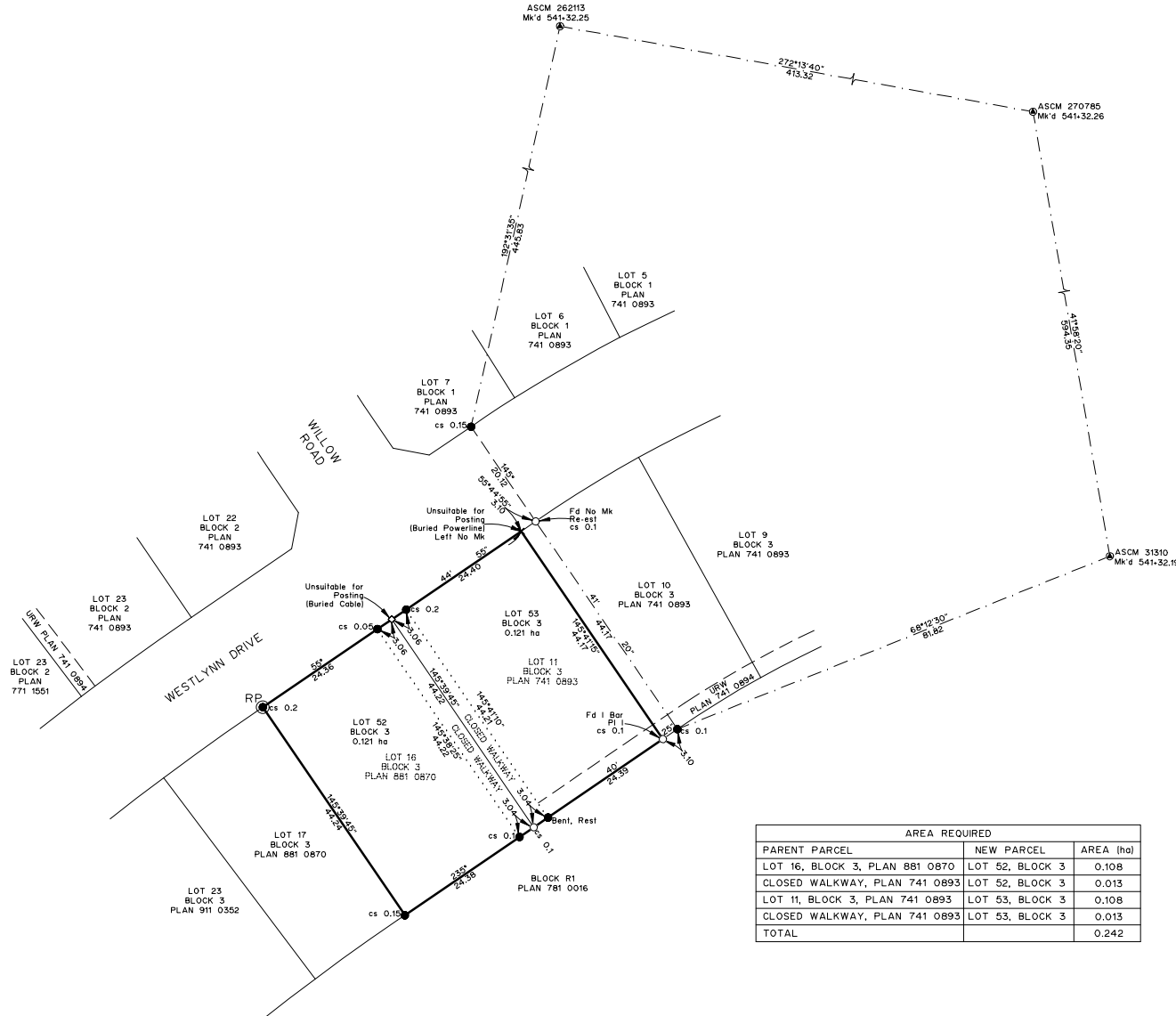


DRAWN: DRL
 CHECKED: MAT
 AUGUST 5, 2022



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

JOB
 H17922
 DRAWING
 H17922L



AREA REQUIRED		
PARENT PARCEL	NEW PARCEL	AREA (ha)
LOT 16, BLOCK 3, PLAN 881 0870	LOT 52, BLOCK 3	0.108
CLOSED WALKWAY, PLAN 741 0893	LOT 52, BLOCK 3	0.013
LOT 11, BLOCK 3, PLAN 741 0893	LOT 53, BLOCK 3	0.108
CLOSED WALKWAY, PLAN 741 0893	LOT 53, BLOCK 3	0.013
TOTAL		0.242

DELEGATIONS



CRITICAL CARE, ANYWHERE.

#1 PRIORITY

UNINTERRUPTED OPERATIONS

STARS - Under strict protocols
Slowed approach to re-integration
Increased stress-related missions

COVID-related cases

- * Previously 1-in-5 missions
- * Now decreased cases
- * Decreased hospitalizations
- * Less severity/intubations

STARS Transport Physicians

- * Assisting hospital personnel
- * Critical care guidance
- * Virtual consultations
- * Airway management
- * Ventilation/resuscitation



COVID-19 PANDEMIC CONTINUES

WE ARE ALL STARS®

24 / 7 SAFETY NETWORK

Access to All Available Resources

- * Includes GIS mapping
- * Pre-set coordinates

Transport Physicians

- * Medical oversight all critical calls
- * Mechanism of injury/illness
- * Determine and dispatch appropriate level of response
- * 1-10 ratio for STARS community assistance
- * 99 requests per day

Received over 36,000 emergency requests last year.



MINUTES COUNT!

Transport Physicians

- * Coordinate complex logistics
- * Schedule with receiving hospitals
 - ✓ Neuro-Surgeons
 - ✓ Mobilize Specialty Teams
 - ✓ Cardiac Cath Lab
 - ✓ CAT Scanner
(prerequisite for stroke patients)

Physicians in Virtual Consultation

- * Face-to-face decisions
- * Transmit *real-time* diagnostics
- * Positive Results!
 - ✓ Critical/trauma patients
 - ✓ Direct delivery to O.R.
 - ✓ Improved patient outcomes

A game changer !



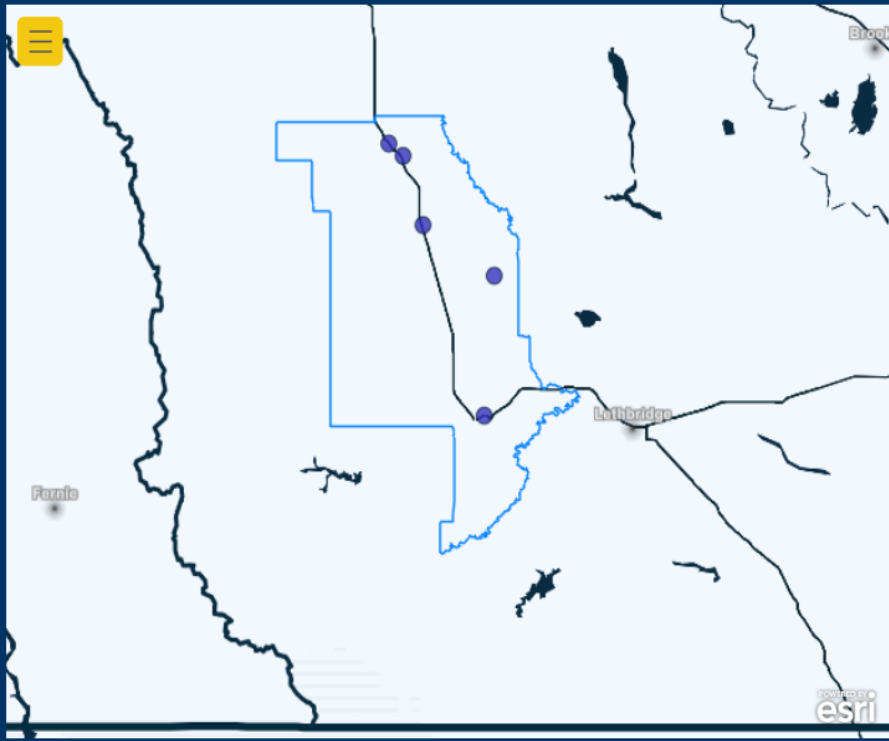
TOWN of CLARESHOLM / M.D. of Willow Creek @ Aug. 31, 2022	2017	2018	2019	2020	2021	2022	TOTAL
Claresholm Hospital (critical inter-facility transfers)	10	14	8	5	10	3	50
Claresholm (scene)	2	4	1	2	2	2	13
Near Eden Valley (within M.D. of Willow Creek)		1					1
Fort Macleod Hospital (critical inter-facility transfers)	6	8	14	4	3	4	39
Fort Macleod (scene)	1	1	1	2	5	1	11
Near Glenwood (within M.D. of Willow Creek)					1		1
Granum					2		2
Nanton	10	4	6	3	2	4	29
Near Pearce (within M.D. of Willow Creek)			2	1			3
Stavely		2					2
TOTAL	29	34	32	17	25	14	151

*Claresholm averages 12 missions per year/ represents approx. \$90K in service value annually for your residents

*Within M.D. of Willow Creek - averages 27 missions per year / represents approx. \$200K in service value annually for your area

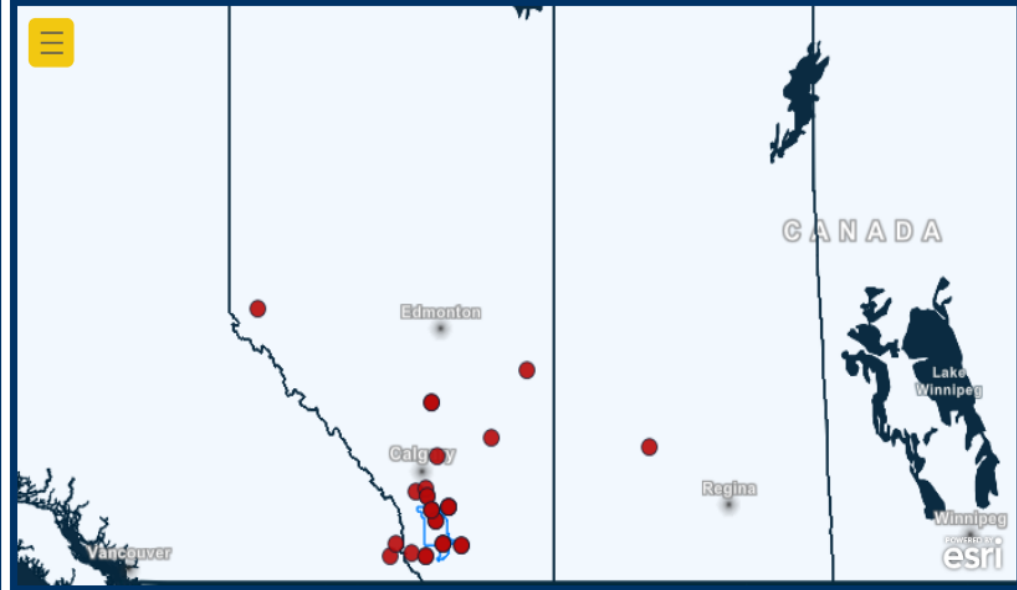
Within MD of Willow Creek Boundaries - Patients Flown by STARS (2010-Present)

MD of Willow Creek Residents Flown by STARS

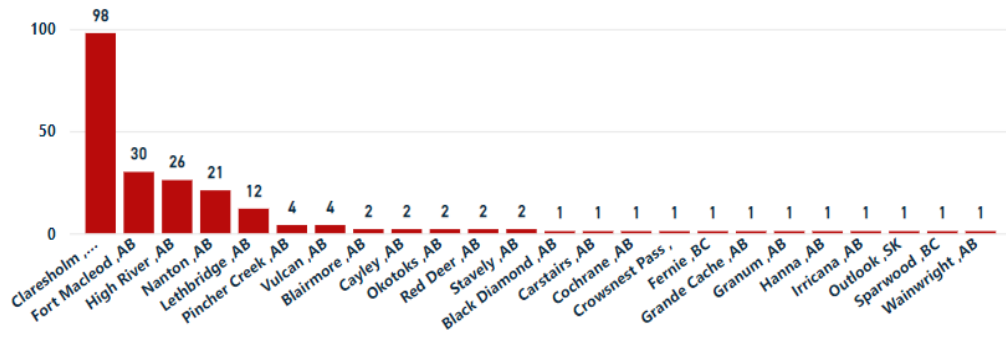


Resident Community	5 Yrs Ago	4 Yrs Ago	3 Yrs Ago	2 Yrs Ago	Last Year	5 Year Total	Total Since 2010
Claresholm	10	14	5	5	7	41	96
Fort Macleod	5	4	5	2	2	18	47
Granum	0	2	1	1	1	5	10
Nanton	10	6	4	0	6	26	55
Stavely	1	0	1	0	0	2	9
Total	26	26	16	8	16	92	217

Locations where MD of Willow Creek Residents Traveled and Needed STARS



Count by Pickup Location



MUNICIPALITIES SUPPORT STARS

- * STARS – An Essential Service
- * Emergency Protective Services Asset

Per capita or annual fixed-rate commitment

- * Urban - \$2 per capita
- * Rural - Up to \$90 per capita

90% Regional Partnerships

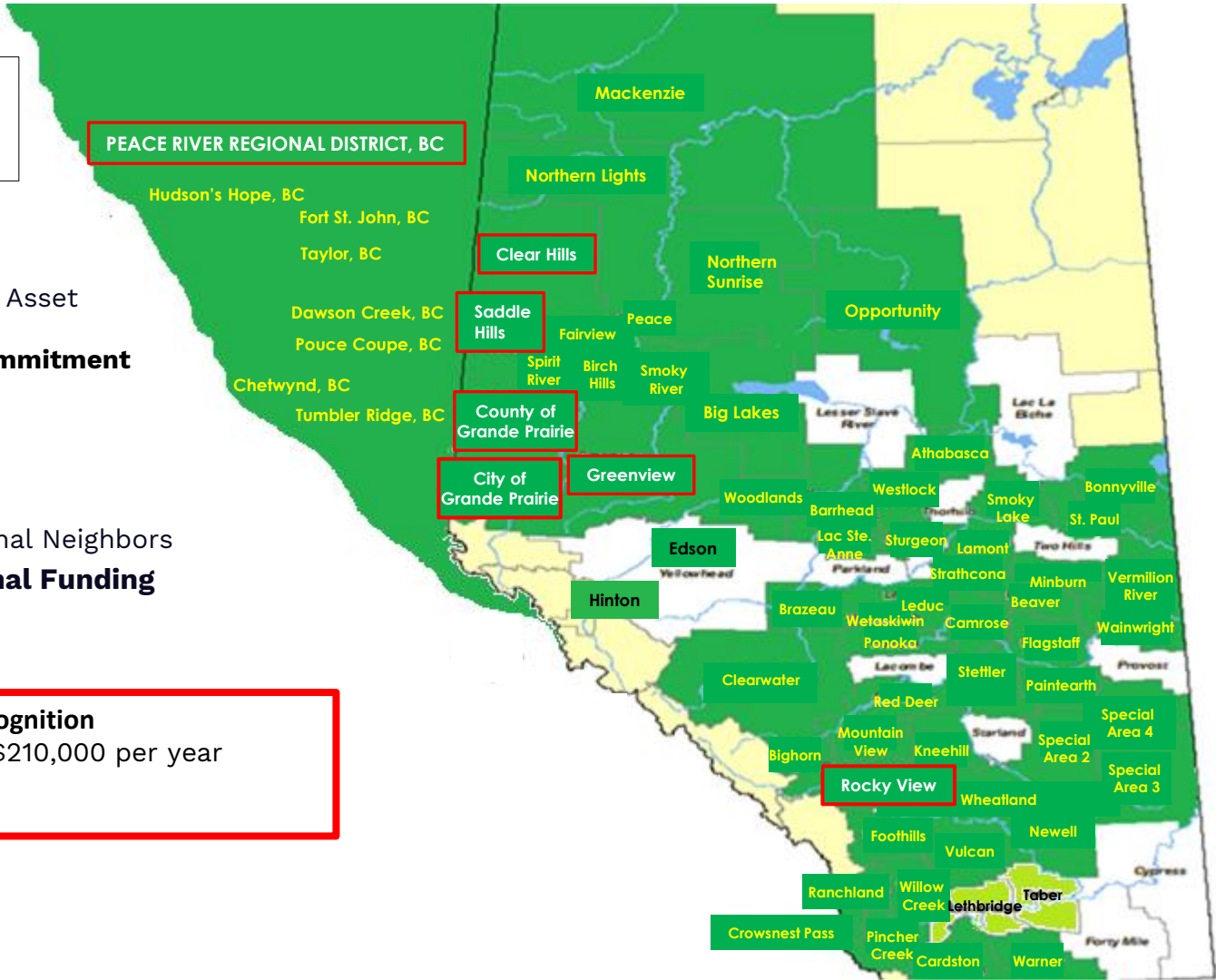
- * MD of Willow Creek and Regional Neighbors
- * **\$2M+ Sustainable Operational Funding**

(7) Municipalities Receive Logo Recognition

- * Standing Motion - \$100,000 - \$210,000 per year

(2) Upcoming Logo Unveilings

* GREEN represents municipal supporters



A GENERATIONAL INVESTMENT

\$138M Fleet Campaign

- \$65M Federal Government (5)
- \$13M Saskatchewan Govt. (1)
- \$13M Alberta Government (1)
- \$47M Corporate Business
Dedicated Individuals
Municipalities

Campaign Finalized!

Final (2 of 9) have arrived!
10th Helicopter – Due to arrive late Fall
Sale of BK117s / Market value / USD rate

MD of Willow Creek & area
*** 1st to be served by new H145!**
Fully H145 operational Sept. 2022



FLEET CAMPAIGN COMPLETED

WE ARE ALL STARS®

H145 BREAKTHROUGH TECHNOLOGY

- * Outperforms previous BK117
- * Speed, range, fuel efficiency
- * Powerful twin engines
- * Advanced avionics
 - Auto-pilot / Auto-hover
 - Reduced pilot fatigue
 - Superior safety features
- * New 5-bladed system
 - Increased lift/load capacity
 - Beneficial in complex terrain
- * Less maintenance required
 - Increased availability
 - Reduced cost



AIRBUS H145

WE ARE ALL STARS®

HIGHEST LEVEL OF CRITICAL CARE

- * World-Class Expertise
- * STARS ICU Flight Nurse
- * STARS ALS Paramedic
- * Transport Physician Oversight
- * Virtual Enhancements
- * Bluetooth / Integrated Wi-fi
- * Satellite Connectivity
- * Cutting Edge Diagnostics
- * Transmit Test Results
- * Life-saving Blood Onboard
- * **Critical Care – Anywhere**



AIRBUS H145 - INTENSIVE CARE UNIT

WE ARE ALL STARS®



STARS – Born of necessity.
Serving Albertans since 1985.
More than 50,000 missions flown,
No cost to the patient.

OUR REQUEST

\$2 per capita
2023, 2024, 2025

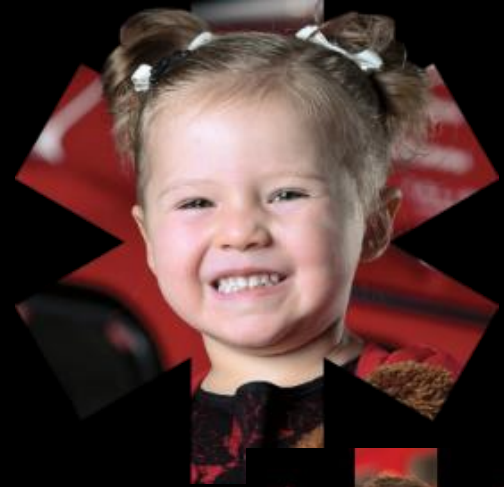
(In conjunction with Council term)

Join municipal neighbors in partnership.

*Over \$200K service value annually
- Within M.D. of Willow Creek -*

A life is saved every day.
Partnerships make this possible.

You are STARS reason for being.



ACTION ITEMS



REQUEST FOR DECISION

Meeting: September 12, 2022
Agenda Item: 1

Bylaw 1748 – Designated Officers Bylaw – 1st Reading

DESCRIPTION/BACKGROUND:

The MGA identifies municipal purposes as follows:

- To provide good government,
- To foster the well-being of the environment,
- To foster the economic develop of the municipality (recent addition to the MGA)
- To provide services, facilities, or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality,
- To develop and maintain safe and viable communities, and
- To work collaboratively with neighboring municipalities to plan, deliver and fund intermunicipal services. (Municipal Government Act, S.3

The legislation is not overly prescriptive in regards to these municipal purposes, and Councils are generally free to pursue these purposes without the need for legislation (bylaws, policies).

The MGA also grants powers to municipalities, many of which can only be exercised after a Council has authorized and designated the power to a specific employee (officer) through the Designated Officer Bylaw. For example, municipalities must designate officers to exercise the following powers:

- Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
- Section 270 – Opening and closing all the accounts of the Town that hold money.
- Section 544 – Inspecting Meters

The Town's Designated Officers Bylaw gives the Peace Officer certain functions and powers, but the Town no longer has a Peace Officer. Administration is thus looking to amend the bylaw to reflect the Town's current structure by giving these powers and functions to the Bylaw Enforcement Officer. There are also some minor changes and redundancies that we would like to clean up, including:

- Removing the Subdivision and Development Review Board Clerk and Assessment Review Board Clerk as designated officers. Bylaws 1664 and 1730 allow for ORRSC to appoint or designate the clerks for the SDAB and ARB respectively.
- Adding Development Authority powers to the Director of Corporate Services to ensure coverage when the Development Officer and CAO are absent from the office.
- Removing signing of council and council committee minutes from the Director of Corporate Services and giving this power to the Finance Assistant and Communications Administrator.

PROPOSED RESOLUTIONS:

MOVED by Councilor _____ to give 1st Reading to Bylaw 1748, the Town's Designated Officers Bylaw.

COSTS/ SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Council pass 1st Reading of the Designated Officer Bylaw.

ATTACHMENTS:

- 1.) Bylaw 1748, Designated Officer

APPLICABLE LEGISLATION:

- 1.) MGA s.210

PREPARED BY: Abe Tinney, CAO

APPROVED BY: Abe Tinney, CAO

DATE: August 29, 2022



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1672 1748**

A Bylaw of the Town of Claresholm to establish the positions of designated officers.

WHEREAS Section 210 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to establish one or more positions to carry out the powers, duties and functions of a designated officer;

AND WHEREAS Council wishes to exercise its authority pursuant to the Municipal Government Act by establishing designated officer positions;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the **“DESIGNATED OFFICERS BYLAW.”**

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **“Act”** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
 - b) **“Bylaw”** is a bylaw of the Town of Claresholm.
 - c) **“Chief Administrative Officer (CAO)”** is the person appointed by Council under Section 205 of the Municipal Government Act and is the administrative head of the municipality.
 - d) **“Committee”** is any board, committee, or commission or other body to which Council may appoint, but excluding Committee of the Whole.
 - e) **“Committee of the Whole”** is Members of Council present at a meeting of Council sitting in committee.
 - f) **“Council”** is the municipal Council of the Town of Claresholm.

SECTION 3 AUTHORIZING OF MUNICIPAL DOCUMENTS

- 3.1 All agreements, cheques and other negotiable instruments and opening and closing of accounts that hold money, shall be signed by any two of the following: Mayor, Deputy Mayor, Councillor, CAO, Director of Corporate Services or Finance Assistant & Communications Administrator.

SECTION 4 DESIGNATION

- 4.1 The following positions are designated officers of the Town:
- a) Chief Administrative Officer;
 - b) Director of Corporate Services;
 - c) Finance Assistant & Communications Administrator;
 - ~~d) Peace Officer; Bylaw Enforcement Officer;~~
 - e) Development Officer;
 - f) Director of Infrastructure Services;
 - g) Municipal Assessor;
 - ~~h) Subdivision and Development Appeal Board Clerk;~~
 - ~~i) Assessment Review Board Clerk;~~

SECTION 5 CHIEF ADMINISTRATIVE OFFICER (CAO)

- 5.1 The CAO may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw.

SECTION 6 DIRECTOR OF CORPORATE SERVICES

- 6.1 The Director of Corporate Services is the designated officer for the purposes of the following sections of the Act:
- Section 69 – Consolidating bylaws.
 - ~~Section 213(1)(b) – Signing minutes of Council meetings.~~
 - ~~Section 213(2)(b) – Signing minutes of Council committee meetings.~~
 - Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
 - Section 270 – Opening and closing all the accounts of the Town that hold money.
 - Section 606(7) – Requirements for proof of advertising.
 - Section 623 – Development Authority**

SECTION 7 FINANCE ASSISTANT & COMMUNICATIONS ADMINISTRATOR

- 7.1 The Finance Assistant & Communications Administrator is the designated officer for the purposes of the following sections of the Act:
- Section 69 – Consolidating bylaws.
 - Section 213(1)(b) – Signing minutes of Council meetings.**
 - Section 213(2)(b) – Signing minutes of Council committee meetings**
 - Section 213(4)(b) – Signing cheques and other negotiable instruments.
 - Section 270 – Opening and closing all the accounts of the Town that hold money.
 - Section 606(7) – Requirements for proof of advertising.

SECTION 8 PEACE OFFICER BYLAW ENFORCEMENT OFFICER

- 8.1 **The Bylaw Enforcement Officer** is the designated officer for the purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement
 - Section 545 – Order to remedy contraventions
 - Section 546 – Order to remedy dangers and unsightly property

SECTION 9 DEVELOPMENT OFFICER

- 9.1 The Development Officer is the designated officer for purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement
 - Section 545 – Order to remedy contraventions
 - Section 623 – Development Authority
 - ~~Section 624 – Development Authority~~ **(REPEALED IN MGA 2020)**

SECTION 10 DIRECTOR OF INFRASTRUCTURE SERVICES

- 10.1 The Director of Infrastructure Services is the designated officer for purposes of the following sections of the Act:
- Section 544 – Inspecting Meters

SECTION 11 MUNICIPAL ASSESSOR

- 11.1 The Municipal Assessor is the designated officer for purposes of carrying out the duties and responsibilities of an “assessor” under the Act, and any other relevant statute, regulations or bylaw.
- 11.2 The Municipal Assessor is the designated officer for purposes of the following sections of the Act:
- Section 482(1) & (2) – Admissible evidence at hearings – assessment rolls and assessment notices.
 - Section 525 – Certifying copies of assessment roles and assessment notices.

SECTION 12 SUBDIVISION & APPEAL BOARD CLERK

- ~~12.1 The Subdivision & Development Appeal Board Clerk is the designated officer for purposes of carrying out the duties and responsibilities of a “Subdivision & Development Appeal Board Clerk” under the Act, and any other relevant statute, regulations or bylaw.~~

SECTION 13 ASSESSMENT REVIEW BOARD CLERK

~~13.1 The Assessment Review Board Clerk is the designated officer for purposes of carrying out the duties and responsibilities of a “Assessment Review Board Clerk” under the Act, and any other relevant statute, regulations or bylaw.~~

SECTION 14 FIRE CHIEF

14.1 The Fire Chief is the designated officer for purposes of providing fire protection services to the Town and carrying out the duties and responsibilities of the Alberta Safety Codes Act and the Alberta Fire Code, and any other relevant statute, regulations or bylaw.

SECTION 13 PASSAGE OF BYLAW

13.1 This Bylaw shall come into effect upon passage of Third Reading.

13.2 Bylaw #1672 is hereby rescinded.

Read a first time in Council this **12th** day of **September** 2022.

Read a second time in Council this day of 2022.

Read a third time in Council and finally passed in Council this day of 202.

Chelsae Petrovic, Mayor

Abe Tinney, CAO

DRAFT



REQUEST FOR DECISION

Meeting: September 12, 2022
Agenda Item: 2

Bylaw 1749 – Bylaw Enforcement Officer – 1st Reading

DESCRIPTION/BACKGROUND:

In 2021 Council discontinued the Town's Community Peace Officer (CPO) program, and replaced the CPO with a Bylaw Enforcement Officer. Municipalities that employ bylaw enforcement officers must pass a bylaw to specify the powers and duties of the officer, and to establish disciplinary procedures for misuse of powers. The bylaw must also include penalties and an appeal process for misuse of power (MGA, s. 556). The Town currently does not have a Bylaw Enforcement Officer Bylaw in place.

DISCUSSION/OPTIONS:

The proposed bylaw will improve transparency with the public regarding bylaw enforcement in Town, as it outlines the officer's duties and powers. Additionally, the bylaw holds the Town and the Officer accountable to the public for misuse of power, as it provides penalties and appeal processes for misuses of power.

The Administrative Services Committee reviewed the proposed bylaw at its Aug 31 meeting, and requested that administration prepare the bylaw for Council and 1st Reading.

PROPOSED RESOLUTIONS:

MOVED by Councillor _____ to give Bylaw 1749, Bylaw Enforcement Officer, 1st Reading.

COSTS/ SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Council approve 1st Reading of the Bylaw Enforcement Officer Bylaw.

ATTACHMENTS:

- 1.) Bylaw 1749

APPLICABLE LEGISLATION:

- 1.) MGA 556

PREPARED BY: Abe Tinney, CAO

APPROVED BY: Abe Tinney, CAO

DATE: September 8, 2022



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1749

A BYLAW OF THE TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE APPOINTMENT, EMPOWERMENT AND DISCIPLINE OF BYLAW ENFORCEMENT OFFICERS WITHIN THE TOWN OF CLARESHOLM.

WHEREAS, the Town of Claresholm is required by section 556 of the Municipal Government Act to specify the powers and duties of Bylaw Enforcement Officers, and establish disciplinary procedures for misuse of powers, and penalties and appeal processes.

NOW THEREFORE, the Council of the Town of Claresholm, in the Province of Alberta, duly assembled, enact as follows:

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the **“BYLAW ENFORCEMENT OFFICER BYLAW.”**

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **“Act”** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
 - b) **“Bylaw”** is a bylaw of the Town of Claresholm.
 - c) **“Bylaw Enforcement Officer”** means an employee of the Town of Claresholm, who is employed for the purposes of the enforcement of Town of Claresholm Municipal Bylaws, and may include a Community Peace Officer appointed under the Peace Officer Act of Alberta.
 - d) **“Chief Administrative Officer (CAO)”** means the Chief Administrative Officer of the Town or the Chief Administrative Officer’s delegate. Section 205 of the Municipal Government Act and is the administrative head of the Municipality.
 - e) **“Council”** is the municipal Council of the Town of Claresholm.
 - f) **“Town”** means the municipal corporation of the Town of Claresholm, in the Province of Alberta, or the area within the Town of Claresholm’s corporate limits, as the context requires.

SECTION 3 APPLICATION

- 3.1 Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order, or license.
- 3.2 Any heading, sub-headings, or tables of contents in this Bylaw are included for guidance purposes and convenience and shall not form part of this Bylaw.
- 3.3 Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes reference to any Act, bylaw, regulation or agency that may be substituted therefore.

SECTION 4 CHIEF ADMINISTRATIVE OFFICER (CAO)

- 4.1 The powers and duties of the CAO or delegate are as follows:
- a) To establish one or more Bylaw Enforcement Officer positions as approved by Council;
 - b) To appoint, promote or dismiss individuals to the position of Bylaw Enforcement Officer for the purpose of enforcing the Town Bylaws;
 - c) To provide for the supervision of the performance and conduct of the Bylaw Enforcement Officer(s);
 - d) To ensure that the Bylaws of the Town are enforced in an appropriate manner;
 - e) To investigate formal complaints made against a Bylaw Enforcement Officer;
 - f) To discipline Bylaw Enforcement Officers in the case of a substantiated formal

complaint;

SECTION 5 APPOINTMENT

- 5.1 The Bylaw Enforcement Officer shall be appointed by the Chief Administrative Officer of the Town of Claresholm.
- 5.2 Upon being appointed a Bylaw Enforcement Officer, and prior to entering duties, each officer shall take the official oath prescribed by the Oaths of Office Act.
- 5.3 The authority and appointment of the Bylaw Enforcement Officer shall cease when the person is no longer an employee of the Town of Claresholm.

SECTION 6 BYLAW ENFORCEMENT OFFICER POWERS AND DUTIES

- 6.1 The powers and duties of a Bylaw Enforcement Officer are as follows:
 - a) To enforce bylaws within the Town;
 - b) To follow lawful directions of the CAO;
 - c) To respond to and investigate complaints;
 - d) To conduct routine patrols;
 - e) To issue and service notices, tickets/tags, and lay information as required;
 - f) To assist in the prosecution of bylaw contraventions including gathering evidence, assisting witnesses, and attending court to provide evidence as required;

SECTION 7 FORMAL COMPLAINTS AND DISCIPLINE

- 7.1 A formal complaint against a Bylaw Enforcement Officer shall be in writing unless a complainant is unable to make the complaint in writing due to a language barrier or disability. In this case, the Town will record the complaint and treat it as if it was received in writing.
- 7.2 Anonymous complaints shall not be investigated.
- 7.3 When a formal complaint is received by the Town against a Bylaw Enforcement Officer, the CAO shall:
 - a) Advise the complainant of the receipt of the complaint within 30 days;
 - b) Notify the Bylaw Enforcement Officer involved if appropriate (see 'Appendix A' below for details);
 - c) Investigate the allegations of the complaint by speaking with the complainant, any witnesses, and the Bylaw Enforcement Officer involved, and any other person who may have knowledge relevant to the occurrence;
 - d) Review any relevant documents in existence pertaining to the occurrence, including but not limited to:
 - i. Occurrence Reports;
 - ii. Dispatch logs
 - iii. Notebooks
 - iv. Court documents
 - v. Legal documents
 - vi. Audio or video recordings
 - e) Advise the complainant and the Bylaw Enforcement Officer of the status of the investigation at least once every 45 days.
 - f) Upon conclusion of the investigation, the CAO shall notify the complainant, and the Bylaw Enforcement Officer involved of the disposition of the complaint as follows:
 - i. "the complaint is unfounded" means that on the basis of a thorough investigation that no reasonable belief exists that complain has merit or basis;
 - ii. "the complaint is unsubstantiated" 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;
 - iii. "the complaint is found to have merit in part" means that on the basis of a thorough investigation that a reasonable belief exists that the Bylaw Enforcement Officer engaged in misconduct in regards to portion(s) of the complaint, but not in its entirety;
 - iv. "the complaint is found to have merit in whole" means that on the basis of a thorough investigation that a reasonable belief exists that the Bylaw Enforcement Officer engaged in misconduct in regards to the entirety of the complaint.
 - g) No investigation shall be required if the CAO determines the complain to be frivolous,

vexatious, made in bad faith, or relating to the interpretation or application of legislation, investigation outcome, or action taken as a result of an investigation.

h) In the event a complaint is found to have merit in whole or in part, the CAO shall take appropriate disciplinary action in accordance with Town human resource policies and practices.

7.4 The CAO has the authority to informally resolve a formal 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 documented within one month of resolution.

SECTION 8 SEVERABILITY

8.1 If any Section or parts of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Section or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such

SECTION 9 PASSAGE OF BYLAW

9.1 This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this **12th** day of **September** 2022.

Read a second time in Council this day of 2022.

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

Chelsae Petrovic, Mayor

Abe Tinney, CAO

APPENDIX A

Notification to CPO of Complaint

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.

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,
- d) A reasonable likelihood exists that the complaint may lead to charges under federal or provincial legislation and that notification of the Bylaw 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 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.

DRAFT

From: Info / Info (IRCC) <IRCC.Info-Info.IRCC@cic.gc.ca>
Sent: August 26, 2022 10:51 AM
To: Info / Info (IRCC)
Subject: NEWS RELEASE / COMMUNIQUÉ - Expanding the benefits of immigration in rural and northern communities / Accroître les avantages de l'immigration dans les collectivités rurales et nordiques

Le français suit



Immigration, Réfugiés
et Citoyenneté Canada

Immigration, Refugees
and Citizenship Canada

NEWS RELEASE

For immediate release

Expanding the benefits of immigration in rural and northern communities

August 26, 2022—Timmins, Ontario—Immigration plays a crucial role in our economic recovery from the pandemic and, now more than ever, newcomers are vital to the future of rural and northern communities across the country. The Government of Canada is committed to supporting these communities, expanding immigration to create jobs, addressing our labour shortage, and helping businesses grow.

The Honourable Sean Fraser, Minister of Immigration, Refugees and Citizenship, today announced the expansion of the Rural and Northern Immigration Pilot (RNIP), increasing the benefits of immigration in the 11 participating communities. A number of new improvements will be implemented this fall and will support community partners, employers and candidates by

- expanding the geographic boundaries of the following participating communities, so more employers are able to participate: North Bay (Ont.), Sudbury (Ont.), Timmins (Ont.), Thunder Bay (Ont.), Moose Jaw (Sask.), West Kootenay (BC) and Vernon (BC)
- making it easier to fill labour market needs in the health care and trades sectors, by expanding the range of job offers available to candidates, with specific work experience
- allowing communities to participate for a longer period, until August 2024, when the pilot comes to an end
- helping community partners provide greater support to candidates and employers
- reducing the amount of settlement funds participants are required to have
- strengthening program integrity

Based on the recommendations of our community partners, these changes take another step in meeting their needs and promoting growth in smaller and rural communities across the country. With expanded geographic boundaries, the RNIP will support more employers in filling crucial labour market needs.

Regional immigration programs, like the RNIP, are increasingly important to the sustainable growth of our country and build on the success of the new permanent Atlantic Immigration Program (AIP), launched in March 2022, which continues to help the Atlantic provinces attract the skilled newcomers they need to address the labour shortage and demographic challenges in the region. To date, 167 confirmed permanent program applications have been received since the launch.

Francophone immigration is also crucial for Canada, including in rural and northern communities. Immigration is one of the most important factors in maintaining, and even increasing, populations of Francophone minority communities, and we are collaborating with partners, provinces and territories to ensure French-speaking immigrants have the opportunity and resources to settle in, and contribute to, Francophone communities across the country. We will continue to take measures to increase the proportion and retention of French-speaking newcomers in welcoming Francophone communities outside Quebec.

Expanding regional immigration builds on the ongoing work to strengthen Canada's immigration system, including our plan to hire up to 1,250 new employees by the end of this fall to reduce application backlogs, with a focus on addressing labour shortages, improving client experience and reuniting families. We are taking action to ensure that our immigration system works well for everyone—including those in rural and northern communities.

Quote

“Rural and northern communities face unique economic and demographic challenges, and the expansion of RNIP announced today makes it that much easier for communities to fill their critical labour market needs. They also expand community boundaries so that employers in remote areas can access the program, helping to support economic development and growth in smaller communities across the country.”

– The Honourable Sean Fraser, Minister of Immigration, Refugees and Citizenship

Quick Facts

- Rural communities employ over 4 million Canadians and account for almost 30% of the GDP. They help to supply food, water and energy for urban centres, sustaining the industries that contribute to Canada's prosperous economy.
- The 11 RNIP communities are: North Bay (Ont.), Sudbury (Ont.), Timmins, (Ont.), Sault Ste. Marie (Ont.), Thunder Bay (Ont.), Brandon (Man.), Altona/Rhineland (Man.), Moose Jaw (Sask.), Claresholm (Alta.), West Kootenay (BC) and Vernon (BC).
- As of June 30, 2022, 1,130 newcomers have arrived in RNIP communities, helping address labour shortages in key sectors, such as health care, hospitality and food services, retail, manufacturing and transportation.
- It is estimated that an average of 125 newcomers and their family members could be welcomed into each of the participating communities, every year.
- There is a maximum of 2,750 principal applicants, plus family members, whose applications can be accepted for processing under RNIP, in any given year.
- In January 2022, the Government of Canada [invested](#) \$35 million to ensure newcomers settling in small towns and rural communities have access to essential services during their first year in Canada.

Associated Links

- [RNIP Community Boundaries](#)
- [Rural and Northern Immigration Pilot](#)
- [Atlantic Immigration Program](#)
- [Immigration Matters](#)

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Contacts for media only

Aidan Strickland

Press Secretary
Minister's Office
Immigration, Refugees and Citizenship Canada
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+++



Immigration, Réfugiés
et Citoyenneté Canada

Immigration, Refugees
and Citizenship Canada

COMMUNIQUÉ

Pour diffusion immédiate

Accroître les avantages de l'immigration dans les collectivités rurales et nordiques

26 août 2022 — Timmins (Ontario) — L'immigration se révèle essentielle à notre reprise économique après la pandémie et, maintenant plus que jamais, les nouveaux arrivants jouent un rôle de premier plan dans l'avenir des collectivités rurales et du Nord du pays. Le gouvernement du Canada s'est engagé à soutenir ces collectivités en augmentant l'immigration afin de créer des emplois, de remédier à la pénurie de main-d'œuvre et d'aider les entreprises à croître.



ALBERTA
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister
MLA, Calgary-Acadia*

AR 52074

Sent via email to jedwards@tofieldalberta.ca

August 26, 2022

Her Worship Debra Dueck
Mayor
The Town of Tofield
P.O. Box 30
5407 – 50 Street
Tofield AB T0B 4J0

Dear Mayor Dueck:

Thank you for your letter of August 23, 2022 regarding the provincial changes to victim services announced July 19, 2022. I would like to reassure you that these changes, including the new zonal governance model, have been designed to ensure services to victims of crime remain consistent and uninterrupted across all regions of the province, including Tofield, while also ensuring that victims are supported locally from within their own communities. I appreciate the opportunity to provide further information about the redesign work that has occurred to date as it relates to your municipality and others like it.

I would like to ensure that you have the most up-to-date information about the consultations and engagements completed during, and following, the MLA led Review of Victim Services that took place over 2020/2021. The Rural Municipalities of Alberta (RMA) and the Alberta Municipalities (AM) were invited to, and attended, the engagements. This was intentional to ensure a linkage and a mechanism for information sharing. In addition, a specific meeting was held with the RMA and AM to ensure they were comfortable with this approach, and by all indications they were. Further, all MLAs were also invited, regardless of political affiliation.

Other engaged individuals and organizations included:

- Volunteers, staff, and board members of police-based victim services units;
- Victim-serving community and specialized organizations such as child advocacy centres, sexual assault centres, and domestic violence service providers;
- Representatives from the Alberta Police-based Victim Services Association;
- The Alberta Association of Chiefs of Police;

.../2

- The Alberta Federation of Police Associations;
- The Royal Canadian Mounted Police;
- Legal community representatives such as the Criminal Trial Lawyers Association and Legal Aid Alberta; and
- Indigenous organizations such as the Awo Taan Healing Lodge Society, and Métis Child and Family Services Society.

I can advise that the changes to victim services are particularly centred around stabilizing and improving program governance and leadership at a high level, in addition to the significantly enhanced supports and services available to victims. There are no plans to interrupt service delivery within communities or at detachments, nor to disrupt victim service workers from continuing to engage in the important work they do. In fact, it is intended that these same locally based services will continue to be offered through the new zonal governance model, in the same co-located manner as they are now, but with more flexibility and sustainability than could be offered under the current governance model. In the new model, local front-line victim services workers will be supported by a core of professional support staff at the zonal level that will provide financial, legal, and human resource services; direct supervision and resource coordination; and personal support and guidance for each employee. There is no reduction in paid positions within the new model, in fact with the new professional support staff there will be approximately 40 additional positions available to Albertans.

To ensure that you and your colleagues have the most accurate and up to date information as to how the new victim services zones will operate, I encourage you to follow up with Trent Forsberg, the director of Victim Services at Trent.Forsberg@gov.ab.ca. He would be happy to meet with you and relay further detailed information about the changes to victim services programs, and provide you with the opportunity to ask specific questions.

I also understand that you have requested a meeting with MLA Jackie Lovely. I welcome the opportunity to have representatives from my office and our department staff who are leading this work attend this meeting. To schedule a meeting, please contact my scheduling coordinator Lisa Gentles at Lisa.Gentles@gov.ab.ca.

I am appreciative of any time you would be willing to dedicate to gaining a complete understanding of the improvements planned to the systems that serve victims of crime in Alberta. Thank you for ensuring the needs of victims in your community continue to be met.

Sincerely,



Honourable Tyler Shandro, QC, ECA
Minister

cc: Jackie Lovely, MLA Camrose
Alberta Municipalities
Rural Municipalities of Alberta



PO Box 30 5407 50th Street
Tofield, Alberta T0B 4J0
P 780 662 3269
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E tofieldadmin@tofieldalberta.ca
W www.tofieldalberta.ca

August 23, 2022

The Honorable Tyler Shandro
Minister of Justice and Solicitor General
204, 10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister,

Re: Victim Services Redesign

Minister Shandro, Town of Tofield Council have only recently become aware of the Victim Services Redesign, and to say that we are both shocked and disappointed would be a vast understatement. Victim Services play an integral part in our community, and rural Alberta. Victim Services staff are as essential as first responders, and work cohesively with RCMP. These people help families and individuals through what could be the most traumatic experience of their lives. Having experience in dealing with trauma, unexpected loss, and extreme shock cannot be measured. Now, your government is looking to remove this from our community and proceed with a centralized approach.

The MLA led review did not engage municipalities, nor did it fully engage Victim Services Boards. Had our local Victim Services Board Chair not come forward to Mayor and Council, we would not be aware of this ill-thought-out change. Of interest, the two MLA'S leading this charge were from major urban centres, with no tie, nor thought to the impacts this would have on rural Albertans.

Not only will this change see a loss of jobs within our community, but more importantly it will leave this service to become reliant on an individual(s) residing outside our community boundaries. What does this mean for response time? Does this mean that response could be upwards of hours before assistance is provided, or does this also mean that it will be based upon the availability of staff? Neither of these scenarios is ideal, especially when dealing with crisis. Our current structure is comprised of hard working, caring individuals who provide an immeasurable service in what is the most trying of circumstances. These people respond in a quick, professional, and caring manner. Now, your government is removing this service from our community, and failing those who require what is often the immediate assistance of Victim Services.

Honorable Tyler Shandro
Minister of Justice and Solicitor General
Page 2

Minister Shandro, we can not fathom the rationale behind this decision, once again without input or consultation from those that this affects most. In our opinion this is a recipe for disaster and stands to only continue to fail rural Alberta. Mayor and Council implore you to pause on this decision and seek input from those forgotten, rural Alberta.

Sincerely,

Debora L. Dueck

Debora Dueck
Mayor

C.C AUMA Membership
 RMA Membership
 Jackie Lovely, MLA



ALBERTA
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister
MLA, Calgary-Acadia*

August 30, 2022

Dear Mayor/Reeve,

I am writing to you to invite your municipality's participation in an upcoming engagement opportunity regarding Alberta's ongoing consideration of re-establishing a provincial police service.

At the Spring 2022 conventions of both the Rural Municipalities of Alberta (RMA) and Alberta Municipalities (AM), I committed to having further discussions with municipal leaders on the topic of the provincial government's exploration of a made-in-Alberta provincial police service. Since making that commitment, I have met with well over a hundred municipalities as well as the Board of Directors of both RMA and AM. We have also launched a new website www.futureofabpolicing.ca to provide Albertans with further information on the topic of provincial policing, and on August 16, 2022, we publically released a provincial police deployment model that would see an Alberta police service greatly increase the number of front line police officers serving rural and smaller detachments. See the following link for more details:

<https://www.alberta.ca/release.cfm?xID=8441787ED317B-026D-6A3C-A617AA3F3CB5A842>

I am committed to continuing this discussion and I am pleased to offer additional engagement opportunities for municipal leaders throughout the month of September. During this time, the Ministry of Justice and Solicitor General will be facilitating a series of in-person engagement meetings for municipal leaders and myself. Each meeting will be an opportunity for focused dialogue between municipal leaders and myself on the topic of provincial policing, as well as, any other justice and public safety topic important to municipal leaders.

Dates/Locations:

- September 13 (Edmonton)
- September 14 (Edmonton)
- September 16 (Grande Prairie)
- September 19 (Cold Lake)
- September 27 (Lethbridge)
- September 28 (Calgary)
- September 29 (Calgary)

Venues:

- Venue locations and addresses will be provided and updated via the registration process.

Meetings Format:

- There will be six (6) meeting timeslots available per day.
 - 9:00am to 9:50am

- 10:00am to 10:50am
- 11:00am to 11:50am
- 1:00pm to 1:50pm
- 2:00pm to 2:50pm
- 3:00pm to 3:50pm
- Each meeting will be between 50-60 minutes in length.
- Each meeting will have up to twenty (20) attendees from various municipalities to enable focused discussions on local issues, or other items of interest to municipalities.
- Municipalities are requested to register a maximum of two (2) attendees per municipality. This is to ensure that all municipalities are provided with an opportunity to participate.
- There is no set agenda for the meetings, discussion will be guided by items of interest to municipalities.

Government of Alberta attendees:

- Honourable Tyler Shandro, Minister of Justice and Solicitor General
- Staff members, Ministry of Justice and Solicitor General

Registration Details

- All registration will be through Eventbrite, which is an online registration system. Please choose the location/date/time most convenient for your municipality's attendees, and then use the links below to complete the registration process.

Date	Location	Timeslot	Eventbrite Registration Link
September 13, 2022	Edmonton	9:00am to 9:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-edmonton-tickets-409942658527
		10:00am to 10:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-edmonton-tickets-409963510897
		11:00am to 11:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-edmonton-tickets-409968716467
		1:00pm to 1:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-edmonton-tickets-409977613077
		2:00pm to 2:50pm	https://www.eventbrite.ca/e/minister-

			jsg-alberta-police-service-municipal-engagement-edmonton-tickets-409980732407
		3:00pm to 3:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-edmonton-tickets-409982176727
September 14, 2022	Edmonton	9:00am to 9:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-edmonton-tickets-409983791557
		10:00am to 10:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-edmonton-tickets-409989107457
		11:00am to 11:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-edmonton-tickets-409992567807
		1:00pm to 1:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-edmonton-tickets-410000722197
		2:00pm to 2:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-edmonton-tickets-410002286877
		3:00pm to 3:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-edmonton-tickets-410004894677
September 16, 2022	Grande Prairie	9:00am to 9:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-grande-prairie-tickets-410009438267

		10:00am to 10:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-grande-prairie-tickets-410010330937
		11:00am to 11:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-grande-prairie-tickets-410019127247
		1:00pm to 1:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-grande-prairie-tickets-410021363937
		2:00pm to 2:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-grande-prairie-tickets-410023089097
		3:00pm to 3:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-grande-prairie-tickets-410051684627
September 19, 2022	Cold Lake	9:00am to 9:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-cold-lake-tickets-410052567267
		10:00am to 10:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-cold-lake-tickets-410057271337
		11:00am to 11:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-cold-lake-tickets-410058866107
		1:00pm to 1:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-cold-lake-tickets-

			410061072707
		2:00pm to 2:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-cold-lake-tickets-410061955347
		3:00pm to 3:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-cold-lake-tickets-410071674417
September 27, 2022	Lethbridge	9:00am to 9:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-lethbridge-tickets-410073028467
		10:00am to 10:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-lethbridge-tickets-410074001377
		11:00am to 11:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-lethbridge-tickets-410074723537
		1:00pm to 1:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-lethbridge-tickets-410075766657
		2:00pm to 2:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-lethbridge-tickets-410076990317
		3:00pm to 3:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-lethbridge-tickets-410078073557

September 28, 2022	Calgary	9:00am to 9:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-calgary-tickets-410078534937
		10:00am to 10:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-calgary-tickets-410078885987
		11:00am to 11:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-calgary-tickets-410079949167
		1:00pm to 1:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-calgary-tickets-410080771627
		2:00pm to 2:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-calgary-tickets-410081684357
		3:00pm to 3:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-calgary-tickets-410082356367
September 29, 2022	Calgary	9:00am to 9:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-calgary-tickets-410083078527
		10:00am to 10:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-calgary-tickets-410083559967
		11:00am to 11:50am	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-calgary-tickets-410085224947

		1:00pm to 1:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-calgary-tickets-410085716417
		2:00pm to 2:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-calgary-tickets-410086197857
		3:00pm to 3:50pm	https://www.eventbrite.ca/e/minister-jsg-alberta-police-service-municipal-engagement-calgary-tickets-410086599057

Alberta's government is continuing to listen to a wide variety of viewpoints on this topic, and I look forward to speaking with you, or other representatives from your municipality as we work together to ensure that all Albertans feel safe, secure, and protected in their communities, no matter where they live.

Sincerely,



Honourable Tyler Shandro, QC, ECA
Minister

cc: Honourable Ric McIver, ECA

Karine Keys

From: JSG Engagement <JSG.Engagement@gov.ab.ca>
Sent: September 6, 2022 2:44 PM
Cc: JSG Engagement
Subject: Community Justice Centre (CJC) Stakeholder Engagement
Attachments: Registration Instructions .docx

Good afternoon,

Justice and Solicitor General is excited to be starting stakeholder engagement on how a Community Justice Centre (CJC) could improve access to justice and address the root causes of crime in your community. These conversations will occur between September 2022 and November 2022 and will be open to First Nations and Metis community leaders (elected and technicians) and community-based organizations that support Indigenous peoples as well as representatives from law enforcement, organizations representing municipalities, non-governmental organizations, social service agencies, legal groups, and community groups representing cultural and ethnic diversity.

CJCs are places where justice processes are integrated with health and social services to facilitate a coordinated approach that more effectively addresses the root causes of crime, breaks the cycle of offending, and improves public safety and community well-being. CJCs can take different forms, from a physical setting that brings together a courtroom and social services, to a virtual linking of different providers aligned with justice system processes.

The design of CJCs needs to be driven by communities, providing the ability to directly address the unique challenges they face, and being informed by their own priorities and cultural protocols.

The engagement sessions will explore the concepts of CJCs, gather feedback on these ideas as well as local Court perspectives that will be used to refine the CJC proposed model and inform federal government decision making. Your participation in this engagement would be highly valued and is an integral part of understanding how CJCs could be implemented in Metis and First Nation communities and will inform a report back to the federal government, who has funded this engagement initiative.

In the attachment, you will find a list of dates, times and locations for these engagement sessions along with a hyperlink to register for a session near you. There are 4 sessions geared specifically for representatives from indigenous organizations and communities. They are marked with an asterisk(*). Representatives of Indigenous organizations and communities are welcome to attend another session in the list if the location or dates marked with the asterisk do not work with your schedule.

I encourage you or a representative from your community or organization to attend an engagement session to discuss the proposed model for an Alberta CJC, and to discuss what this model could mean for your community. If you have questions about the engagement sessions or suggestions of stakeholders who should also be invited to the sessions, please contact the department by emailing JSG.Engagement@gov.ab.ca.

Sincerely,

JSG Engagement Team

Classification: Protected A

Registration Instructions

Justice and Solicitor General: Community Justice Centres

Event overview

The Government of Alberta is engaging with stakeholders and Indigenous community members and organizations on Community Justice Centres (CJCs).

The department of Justice and Solicitor General will be facilitating in-person engagement sessions with municipalities between September and November 2022, and virtual engagement sessions with Edmonton and Calgary in early 2023.

The in-person sessions are open to representatives from represent law enforcement, organizations representing municipalities, non-governmental organizations, social service agencies, legal groups, and community groups representing cultural and ethnic diversity.

The engagement sessions will explore the concepts of CJCs, gather feedback on these ideas as well as local Court perspectives that will be used to refine the CJC proposed model and inform federal government decision making.

Space is limited and the content is the same for all sessions. For this reason, we ask individuals only sign-up for one session in this series and limit registration to up to two people per organization. There are four sessions geared specifically for representatives from Indigenous organizations and communities. They are marked with an asterisk(*). Representatives of Indigenous organizations and communities are welcome to attend another session in the list if the location or dates marked with the asterisk do not work with your schedule.

Participants are encouraged to sign-up for a session near their community. Specific event locations will be added as soon they are available and registrants will receive an email when the event address is updated.

Instructions

To register for a session, follow the Eventbrite link to the session that works best for your location and schedule.

Registration Links

Dates (2022)	Time	Location	Registration Link
September 19	1:00pm to 4:00pm	Cold Lake	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405429359127
September 20	1:00pm to 4:00pm	St. Paul*	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405432949867
September 21	9:00am to 12:00pm	Lloydminster	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405433541637
September 27	1:00pm to 4:00pm	Peace River	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405435868597

Last Updated: September 1, 2022

September 28	9:00am to 12:00pm	Peace River*	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405436219647
September 29	9:00am to 12:00pm	Grande Prairie	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405436751237
October 17	8:30am to 11:30am	Drumheller	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412462665937
October 17	1:45pm to 4:30pm	Airdrie	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-410829621457
October 18	1:00pm to 4:00pm	Lethbridge	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-410837525097
October 19	9:00am to 12:00pm	Medicine Hat	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-410839440827
October 24	1:00pm to 4:00pm	Fort McMurray	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412386127007
October 25	9:00am to 12:00pm	Fort McMurray*	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412392385727
October 26	9:00am to 12:00pm	Lac La Biche	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412407831927
November 7	1:00pm to 4:00pm	Drayton Valley	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412415254127
November 8	1:00pm to 4:00pm	Wetaskiwin	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412419747567
November 9	1:00pm to 4:00pm	Red Deer*	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412427661237

* Session geared towards representatives from Indigenous organizations and communities

Last Updated: September 1, 2022

From: "Exec. Assistant on behalf of Dan Rude" <EA_DRude@abmunis.ca>
Subject: **Asset Management Training**
Date: August 22, 2022 at 2:45:01 PM MDT
To: Chelsae Petrovic <chelsae.petrovic@claresholm.ca>

Good afternoon,

I'm happy to share that Alberta Municipalities, in partnership with Rural Municipalities of Alberta (RMA) and Infrastructure Asset Management Alberta, have received funding to offer asset management training to municipal administrators and elected officials at **no charge**, under the Federation of Canadian Municipalities (FCM) Municipal Asset Management Program (MAMP).

We have offered this training in past years, but as this is the last year that MAMP funding is available we wanted to offer a more fulsome program. The training available for this year will include:

- 1-day workshops for elected officials in five locations across the province
- Introductory and Advanced Asset Management Cohort Workshop Series for administration
- A community of practice group learning opportunity offered by Infrastructure Asset Management Alberta

We have already launched registration for the elected officials workshops and the introductory and advanced cohorts on our website: <https://www.abmunis.ca/advocacy-resources/infrastructure/asset-management/asset-management-courses>

Infrastructure Asset Management Alberta will be launching the group learning opportunity at a later date.

Registration in the cohort workshops for administrators requires a council resolution to support participation and is part of our reporting requirements to FCM. If you are unable to secure a resolution prior to September 16, 2022 we will accept a draft resolution with a commitment to secure a council resolution prior to the end of the training opportunity. If you have any questions about this offering, please email Clint Neufeld at clint@abmunis.ca

Sincerely,

Dan Rude | Chief Executive Officer

ALBERTA URBAN MUNICIPALITIES ASSOCIATION

[View this email in your browser](#)



Event Announcement: RCA Circular Economy Summit for Elected Officials in Alberta

This is Not Your Grandmother's Economy! Or Maybe It Is.....

Across the country, dozens of municipalities are beginning their transition to the Circular Economy (CE). It's an alternative approach that designs out waste and pollution, keeps products and materials in use, and regenerates our natural environment. And it's taking shape in the form of road maps, policies, regulations, funding programs, procurement specifications, and the support of sharing, reuse, and repair initiatives.

Here's your chance to learn more! Rural Municipalities of Alberta, Alberta Municipalities, and the Recycling Council of Alberta are teaming up to bring you an informative and engaging one-day workshop on the CE. Interested in economic development? The CE can help. What about climate change? Yep, it can help. Waste reduction. Again, check!

Spend the day with us and you'll walk away educated and inspired....and quickly become the envy of all your municipal peers. So, mark your calendars.

Date: Thursday, October 6, 2022

Location: Strathcona County Community Centre – Sherwood Park, AB

Time: 9:00 am to 4:30 pm

Cost*:

Elected Officials: Open Mind, Positive Outlook

Administration: \$125 (RCA member) or \$175 (non-member)

*Includes lunch and activities

[Register Now](#)

Are you a keener, and interested to learn more about the CE now? Click [here!](#)



About the Recycling Council of Alberta

The RCA's mission is to promote, facilitate and advocate for a Circular Economy in Alberta through waste reduction and resource conservation.

Through a consultative approach and support of the RCA Committees and partners (i.e., government, industry, stewardship organizations and other associations) and additional stakeholders, the RCA will pursue protection of the environment through resource conservation following the 3Rs hierarchy.



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



September 7, 2022

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

Dear Mayor Petrovic & Town Council,

Re: Family Gospel Festival Sept 3, 2022

This is a thank you letter to Mayor Petrovic and Town Council for your wonderful support and help to host the Burn 24/7 Calgary – Worship & Prayer at the Centennial Park in Claresholm.

It was great to have the chairs and tables delivered on a flat bed trailer! Thank you so much. The face painter booked could not attend because of the smoke and her personal asthma conditions.

If you would like to debrief and let me know how it went from your perspective, I look forward to hearing from you. I trust we met your expectations.

It was valuable and encouraging working with Mayor Petrovic, the Town Council, and its employees!

Sincerely,

Brenda Rehaluk, Pastor
Pastoral Care





THE TERRY FOX RUN
FOR CANCER RESEARCH

September 9, 2022

Mayor Chelsae Petrovic and Councillors
Town of Claresholm

Dear Mayor Petrovic:

Claresholm's annual Terry Fox Run will again be celebrated this year. The Town of Claresholm continues to shine in supporting Terry's legacy. This year's Run for cancer research takes place on Sunday, **September 18th**, at 2 p.m at the Claresholm Fire Hall.

We hope to see you and other members of the Council on Sunday, September 18th. It would be great if a representative from the Town Council could say a few words as we prepare to send everyone off on the Run. Please contact me at 403 625-9686 for further information. Thank you for your continued support.

Sincerely,

Debbie Lozeman, Terry Fox Run Organizer

THE TERRY FOX RUN Sunday September 18, 2022

BN/Registration Number: 10809 9979 RR0001

Karine Keys

From: Calvin Browne
Sent: August 31, 2022 3:14 PM
To: Karine Keys
Subject: Stench from Sewer Lagoon and Feed Lot

Town Council:

Please note I am writing you all to Complain about the stench coming into town from the south. There is not many days in the summer that we are able sit outdoors in the day and night and enjoy this community because of the terrible smells coming from these two spots. When there is a small breeze or a bad wind from the southwest we are completely subjected to the smell. We have many new people in this community that purchased homes here recently , and I would imagine they were not aware of the air quality in this community, and perhaps now wish that they would not have moved here because of the terrible smells. Maybe the Provincial Health people would find a solution to this problem if the town cannot. Please Please do something about this situation

Calvin Browne

To Town of Claresholm,

We are running a Thunder Alumni Charity Hockey Tournament March 24-26th, 2023. All money raised will be going to support local groups within our own community. This is something that surrounding towns have done for a few years, and they have had great response with it. We are hoping to make this a yearly event that we can continue to donate money back to local groups. We will ask Local Groups to write us a letter requesting funds and what the funds will be used for. We as a committee will then pick groups and donate money back to those groups, with hopes to pick new groups every year!

The tournament will be a 3-day tournament made up of Senior Thunder Alumni players, past Thunder players and coaches. Each team will be guaranteed 4 games. We are hoping to have 8 teams with 12 skaters and a goalie on each team. A lot of these players are no longer living in Claresholm, we are hoping this will bring money back into our community and to our local businesses.

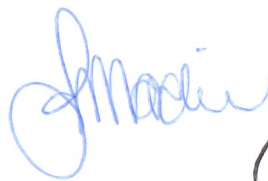
We are asking the Town of Claresholm to be one of our major sponsors by donating the ice time for the weekend. This will leave us more money to donate back to the community when the tournament is done. Games will be Friday 6-10:45pm with 4 games, Saturday 9-5:45pm with 8 games and Sunday 10-2:45pm with 4 games, a rough total of 20 hrs of ice time.

We would also like access to the upstairs of the arena to run our raffle table, a dry bar with snacks and for individuals to watch hockey. The dry bar will be licensed and ran by Fort Macleod Fish and Game that is licensed to run a bar.

We thank you for your support and help to get this tournament up and going! If you have any further questions please don't hesitate to reach out to either of us - Randy Keller 403-625-0068 or Jenn Mackin 403-625-0290, our Alumni email is claresholmthunderalumni@gmail.com

Thanks again for the support!

Claresholm Thunder Alumni Committee



TOURNAMENT SCHEDULE

	POOL A	POOL B
	R. Keller	B. Keller
	Martineau	Mackin
	Red	Pink
	Yellow	Orange
FRIDAY	HOME	VISITOR
6:00-7:00pm	B. Keller	Mackin
7:15-8:15pm	Pink	Orange
8:30 - 9:30pm	R. Keller	Martineau
9:45 - 10:45pm	Red	Yellow
SATURDAY		
8 - 9:00 am	B. Keller	Pink
9:15 - 10:15 am	Mackin	Orange
10:30 - 11:30 am	R. Keller	Yellow
11:45 - 12:45pm	Red	Martineau
1 - 2:00pm	B. Keller	Orange
2:15 - 3:15pm	Mackin	Pink
3:30 - 4:30pm	R. Keller	Red
4:45 - 5:45pm	Martineau	Yellow
7pm	DINNER	
SUNDAY		
10 - 11:00am	4th Pool A	4th Pool B
11:15 - 12:15pm	3rd Pool A	3rd Pool B
12:30 - 1:30pm	2nd Pool A	2nd Pool B
1:45 - 2:34pm	1st Pool A	1st Pool B

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



Date of Application: September 6, 2022

Date of Event: March 24-26, 2023

1. Applicant Information

Name of Applicant: Claresholm Thunder Alumni Tournament

Address: Box 2696 Claresholm AB T0L 0T0

Contact Person: Bandy Keller or/and Jenn Mackin

Phone, Fax, Email: claresholmthunderalumni@gmail.com

2. Type of Organization: (circle) ARTS/CULTURE RECREATION/SPORTS EVENT OTHER(specify)

3. Is the Organization registered with Revenue Canada as a Charity? (circle) YES NO

If yes provide registration date & # _____

4. Is the Organization incorporated as a non-profit organization? (circle) YES NO

If yes provide registration date & # _____

5. Type of Donation: (check and explain)

- COMMUNITY EVENT
- COMMUNITY PROJECT FUNDING
- IN-KIND CONTRIBUTION - Fee Waiver
- Other (explain):
- SPECIAL EVENT
- DONATION - Financial Assistance
- IN-KIND CONTRIBUTION - Service, Equipment or Materials

Explanation:

1st Claresholm Thunder Alumni Tournament -
Charity Fundraiser Hockey Tournament.

Amount (value) Requested: _____

6. Details of how the funds will be expended:

We are requesting the ice fee be waived so we are
able to donate more money back to community
groups.

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

YES NO
Unknown at this time, until we know how much
is raised.

7. Previous Donations N/A

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

Date	Amount	Use of Funds

8. Organizational Information

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

We will be providing a 3 day Alumni Senior Hockey Tournament. This will be open to fans at no cost to enter. We are hoping this will bring lots of business to local stores, hotels and restaurants.

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

All money raised will be donated back to local groups. We will ask local group to write a letter requesting funds. We hope to make this a yearly event, donating to different groups every year.

How will your organization acknowledge the Town's donation?

We will have the towns logo in our program and on our sponsor board.

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

Funding Source	Amount	Recommended Use of Funds
Local Sponsorship	Unknown	Raffle Table, Silent Auction (money raised back to local groups)
Players Registration	\$200 per player	Jerseys, socks, meal, divided between local groups

EXECUTIVE FOR CLARESHOLM THUNDER ALUMNI TOURNAMENT

President - Randy Keller

Vice President - Scott Martineau

Treasurer - Jenn Mackin

Secretary - Don Mackin

Committee Members - Landon Flynn, Kirby Watt, Blaine Keller, Clayton Watt, Scott Egger

8 CAPTAINS

- 1) Randy Keller
- 2) Don Mackin
- 3) Scott Martineau
- 4) Blaine Keller
- 5) Kirby Watt
- 6) Landon Flynn
- 7) Scott Egger
- 8) Clayton Watt



Claresholm

REQUEST FOR DECISION

Meeting: September 12, 2022
Agenda Item: 14

ATCO (Natural Gas) Franchise Fee

BACKGROUND

Council has the ability to change the rate for our ATCO (natural gas) franchise fee, which is rent that the Town of Claresholm charges utility distributors for having infrastructure (pipes, wires, etc.) on Town land, and have exclusive rights to such distribution in Town.

The utility distributors charge this fee to consumers then forward the payments to the municipality. Most municipalities in Alberta have franchise fees. As per our agreement, we must notify ATCO of any changes. The attached rate schedule shows how we compare to other municipalities in the south. We do not require a motion if Council does not want to make changes.

DISCUSSION

Franchise Fees to Utility Companies can be a fairly significant portion of an urban municipalities' revenue. The Town often makes comparisons to other municipalities for different rates we may charge our residents, especially around Property Tax rates. Comparison of Tax rates however can often be misleading for various reasons. Franchise fees is one reason these comparisons can be misleading.

To illustrate, if Municipality A has charges of \$1,000 of tax per \$100,000 of property assessment value, and Municipality B charges only 950, the public in Municipality A may claim taxes are too high. But this may be ignoring the fact that Municipality A charges a 10% franchise fee and Municipality B charges a 35% (like Vulcan) and therefore Municipality B is probably charging residents more in total, it just is hidden on their energy bills. Rates can be set anywhere from NIL (0%) to 35%.

Claresholm's rate is currently 10%. As detailed in the attached chart, Claresholm is lower than the majority of communities – out of 31 communities (not including Claresholm), there are only 4 that are lower than Claresholm (Coalhurst – 7.5%, Hill Spring – 5%, Nobleford 0%, and Standard 0%) and one that is the same (Vauxhall). The other 26 are all higher, many significantly so – all the way up to 35%. Average for the 32 communities is 18.55%, nearly double our rate. This chart is based on rates effective as of April 2021.

Communities we generally compare ourselves to for tax rates and such include those in close proximity to us, including Fort Macleod (12.5%), Nanton (17%), High River (20%), Stavely (11%), and Granum (12%), and those of similar size and distance from larger urban communities, including Vulcan (35%), Raymond (15%), and Cardston (15%).

Based on our current rate, and ATCO's projection for 2023 delivery tariff revenue, it is estimated that our 2023 revenue from ATCO Franchise Fees will be \$141,791. This is a projected 3.6% increase over the projection for 2022 of \$136,894. If the rate was increased to 11% this would result in estimated revenues of \$155,970, a \$14K (or 10%) increase).

Claresholm's Fortis Franchise Fees (electricity) is similarly below average and Council did make a motion in November 2021 to increase that rate from 4% to 5%.

RECOMMENDATION

Administration has noted above the difficulty in comparing tax rates, and other financial and level of service comparisons, with other communities when other rates are significantly below the average, or below other communities we are comparing ourselves to. If we are wanting to have a more apples to apples comparison with other communities on items such as tax rates, then franchise fee rates should be increased to be more comparable across the board. That being said Administration recognizes the strain on residents with utility rate increases in general (outside of franchise fee rates) as well as other inflationary cost increases and is therefore not making any recommendation one way or the other. If Council would like to make a change in the rate, the following motion has been drafted to do so.

If Council would like to leave the rate unchanged no motion is required.

POSSIBLE RESOLUTION

Moved by Councillor _____ to approve a rate change in the ATCO Franchise Fee from 10% to _____%.

ATTACHMENTS:

- 1) ATCO Letter – RE: ATCO Gas and Pipeline Ltd. Franchise Agreement
- 2) Franchise Fee Rate Comparison Chart

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

APPROVED BY: Abe Tinney – CAO

DATE: September 8, 2022

August 31, 2022

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

Attention: Mr. Abe Tinney, Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Franchise Agreement

Pursuant to our franchise agreement, your municipality has the option to change the franchise fee percentage in 2023. A request to change the franchise fee must be received by ATCO Gas in writing prior to November 1, 2022. If you are considering changing the franchise fee in 2023, please contact us as soon as possible to begin the process.

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

In 2021, our Delivery Tariff revenue in the Town of Claresholm was \$1,102,610. Our forecast Delivery Tariff revenue for 2023 is \$1,417,906. Therefore, based on the current franchise fee percentage, your forecast 2023 franchise fee revenue would be \$141,791.

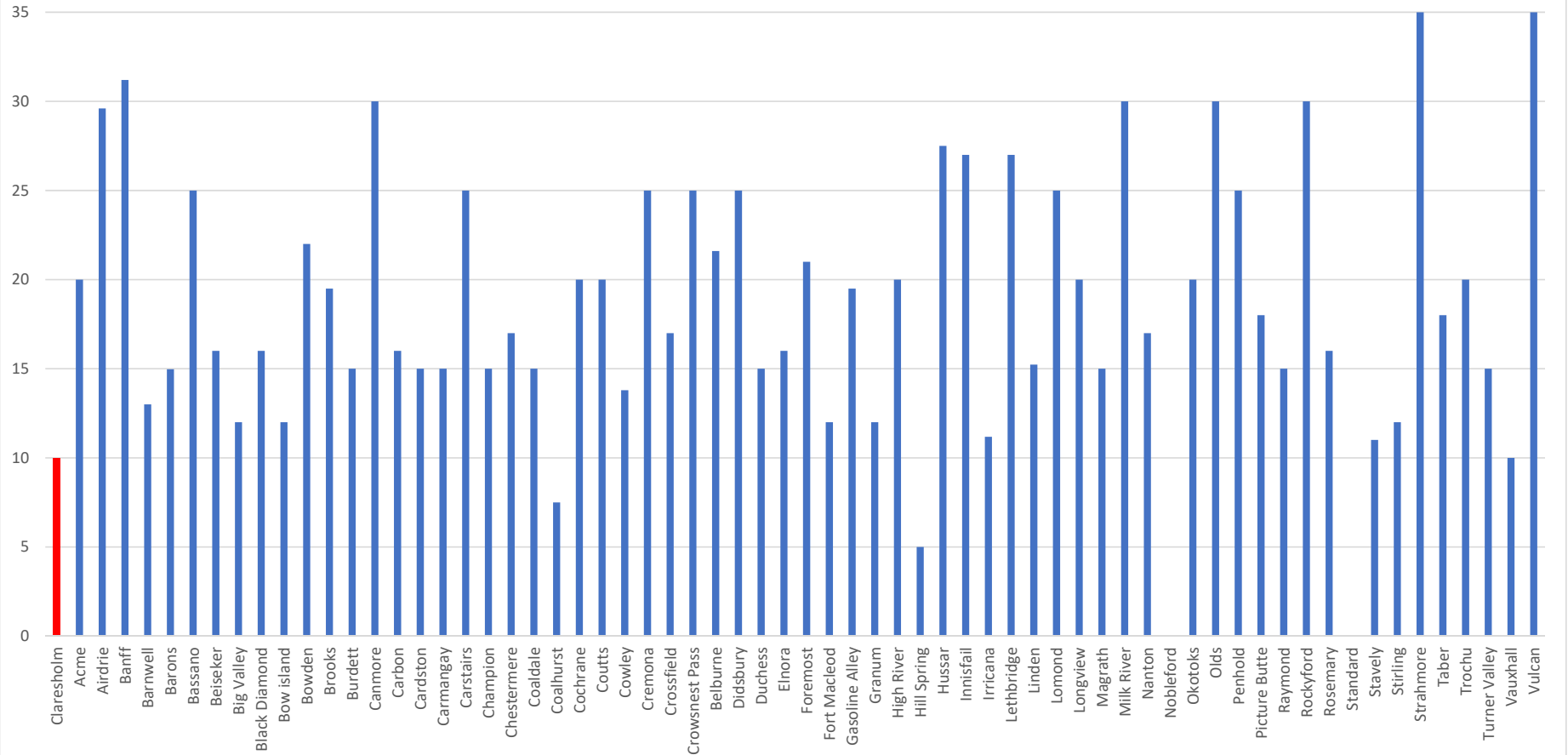
We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at Dan.Magnan@atco.com.

Yours truly,



Dan Magnan
Manager, Lethbridge Operations
ATCO Natural Gas Division

ATCO Franchise Fee Comparison - Feb 1, 2022
 (Average rate 18.55%)





REQUEST FOR DECISION

Meeting: September 12, 2022
Agenda Item: 15

Claresholm Housing Authority

DESCRIPTION/BACKGROUND:

Members of the Claresholm housing Authority (CHA) board visited with the Mayor and CAO to discuss changes to their recruitment process. The province, which governs Housing Management Bodies (HMB) through legislation, is implementing a housing board competency matrix. The purpose of the matrix is to ensure HMBs are actively seeking out board members, and are compiling boards, that have broad experiences in matters that relate directly to managing a housing body. For example, the matrix will require board members with experience in the housing industry, accounting, community engagement, real estate, change management, public safety, etc.

The CHA is governed by provincial legislation as well as Ministerial Order (MO) (see attached 2020 MO Amendment). The MO contains provisions that govern the board; the number of members on the board, chair and vice chair appointment terms, as well as certain aspects of the Town's relationship with the authority, including board recruitment.

The new provincial recruitment matrix is set to take effect in spring/summer 2023, and the CHA would like to make changes to the MO in preparation. Currently, the Town recruits and appoints board members. However, the board would like more control over the recruitment process to ensure they are satisfying the matrix competencies (once the matrix is rolled out).

There are two correspondence items from CHA attached that discuss the desired changes. CHA originally approached provincial policy advisers about amending the MO to allow the Town and CHA to work together to recruit board members (June 3 correspondence). However, CHA policy personnel recommended that the MO either stay as is or be amended to remove the Town completely from the MO. Policy advisers felt that the two bodies working together in recruitment could create issues.

CHA board is now requesting (June 21st correspondence) that the Town approve changes that remove the Town from the MO completely and allow the board to recruit members directly. CHA has indicated in the attached correspondence that they are happy to continue having a Council member on the board, but have requested that the Council member help satisfy matrix competencies. Councillor Meister, the current Council appointee, meets the competencies (most Councillors would meet the competencies). As outlined in the MO, the Town of Claresholm is the only member of the management body. Thus, the Town must give approval on any changes to the MO.

DISCUSSION/OPTIONS:

Administration does not have any concerns with amending the MO to remove the Town and allow the CHA board to recruit their own board members, as they know the matrix and the nature of their work better than Town staff. Additionally, the Authority runs the service autonomously, without any input from the Town, and it would be logical to allow the board to have recruitment autonomy as well.

Administration spoke with the housing advisor with Alberta Seniors and Housing, who indicated that if the MO did not change (the Town remained on the MO), the Town and CHA would have to work more closely to ensure that recruitment aligns with new legislated requirements.

PROPOSED RESOLUTIONS:

MOVED by Councillor _____ to provide a letter of support to the Claresholm Housing Authority and the Alberta Seniors and Housing in support of removing the Town of Claresholm from the Claresholm Housing Authority's Ministerial Order for the purpose of allowing Claresholm Housing Authority autonomy in appointing and recruiting board members.

RECOMMENDED ACTION:

Council approve the CHA's request to remove the Town from its Ministerial Order.

ATTACHMENTS:

- 1.) June 3rd Correspondence from CHA
- 2.) June 21st Correspondence from CHA
- 3.) 2020 MO Amendment CHA
- 4.) Housing Management Body and Municipality Relation

PREPARED BY: Abe Tinney, CAO

APPROVED BY: Abe Tinney, CAO

DATE: September 9, 2022



Housing Authority

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

Email: claresholmhousing@gmail.com

Ph: 403-625-4133 Cell: 403-489-4133

June 3, 2022

Town of Claresholm
Attn: Mayor Chelsae Petrovic
CAO Abe Tinney
111 - 55 Avenue West
PO Box 1000,
Claresholm, AB T0L 0T0

Dear Chelsae and Abe:

This letter will serve as a follow-up to the meeting we had yesterday afternoon. First, let me express our gratitude for meeting with us and the collaborative approach we were able to take, towards the pending changes to the Claresholm Housing Authority (CHA) Ministerial Order.

As was discussed, with the new Housing Management Body (HMB) Board Competencies Matrix being instituted, the CHA will need to take a more active role in the recruitment process of board members, to ensure those members complement the competency matrix. Although the CHA is independent of the Town of Claresholm, nor does the town have a vested interest in the CHA, it was a unanimous decision to maintain a mutual partnership. Going forward, the CHA will advertise, vet possible board members in conjunction with the Alberta Board Competencies Matrix, then send forward the applicants to Town Council for the appointment. Due to the confidential nature of CHA, part of the vetting process will look at issues surrounding any conflict of interest. As for a town council rep, there will be one who sits on the CHA board, with the understanding that the individual will, likewise, need to complement the skillsets outlined in the competencies matrix and vetted for possible conflict of interest, by the CHA Board, prior to the appointment.

To begin the process for CHA to move forward with changing the Ministerial Order, we will need a letter from the Town of Claresholm agreeing to the change in the CHA's Ministerial Order for the recruitment process. Likewise, and thanks to your counsel Abe, we will be adding a policy on conflict of interest and declaration of a conflict of interest.

Enclosed you should find two attachments. The first is the highlighted sections of our Ministerial Order indicating the changes to be made to the Ministerial Order. The second is the competency checklist we shared with you. Once we have made revisions to the matrix, using the updated material we received on May 31, 2022, we will forward to you the revised form.

In the event we have missed anything, within this overview of our meeting, please feel free to contact us, accordingly. You can reach me at 403-489-0489.

Again, thank you for your time and co-operative approach, enabling us to make the necessary changes required for the new legislation. We are looking forward to working collaboratively through this process and in providing housing for seniors and low income families within the community.

Sincerely,

A handwritten signature in black ink that reads "Vonda Chatterton". The signature is written in a cursive, flowing style.

Vonda Chatterton
CHA Board Member

cc. Maxine Middleton – CAO
Kandice Meister – Town Rep.
Ken McKee – CHA Board Chair
Brenda Matthews – Housing Authority Supervisor

Draft

With
Changes

APPENDIX

Claresholm Housing Authority

1. **Claresholm Housing Authority** (hereafter referred to as the “management body”) is hereby established as a management body.
2. **Town of Claresholm** is the only member of the management body.
3. (1) The management body shall be governed by a board (hereafter referred to as “the board”), comprised of five (5) members appointed as follows, and in accordance with subsection (2):
 - (a) Five (5) members, appointed by the **Town of Claresholm**, after **Claresholm Housing Authority** has advertised, vetted and selected candidate(s) according to the Housing Management Body Board Competency Matrix.
- (2) The board shall be appointed as follows:
 - (a) Members of the board shall be appointed by the **Town of Claresholm** in accordance with this Order and at the times the board requests the **Town of Claresholm**.
 - (b) The term of office for each member of the board shall be for a four (4) year term.
 - (c) Members of the board may hold two (2) consecutive terms of office.
 - (d) If the office of a board member is vacated, the **Claresholm Housing Authority** will initiate the process outlined in 3.1.a on the vacancy occurring or as soon as possible thereafter, another individual as a member of the board to complete the term of the vacating member.

Core competency 2: Experience working with or supporting, or lived experience as a member of a target population group in Stronger Foundations

Competency	(T)raining, (W)ork, and/or (P)ersonal life	Briefly describe the experience	Necessary Competencies for CHAB
Indigenous peoples			
People with disabilities			
Women and children fleeing violence			
People at risk of homelessness or transitioning			
Seniors			
People dealing with mental health and addiction			
Youth exiting government care			
Veterans			
Recent immigrants and refugees			
Racialized groups			
LGBTQ2S+ people			
Tenants in social/affordable housing			
<i>Additional Competency</i>			

Name: _____

Claresholm Housing Authority Board Competencies

This checklist is to help identify the core competencies within the Claresholm Housing Board. Please indicate the areas you have gained knowledge within each of the competencies, by putting where you gained your insight – (T)raining, (W)ork, and/or (P)ersonal life experiences. It is okay to leave some blank. In the third column briefly describe your experience(s). For further explanation for each competency see the *Housing Management Body Board Competency Matrix*. In the last column, check the competencies you think are essential for the Claresholm Home Housing Authority Board.

Core competency 1: Work and/or volunteer experience and related post-secondary education			
Competency	(T)raining, (W)ork, and/or (P)ersonal life	Briefly describe the experience	Necessary Competencies for CHAB
Understanding of housing industry/sector			
Understanding of legal/regulatory environments			
Accounting/financial acumen			
Community engagement			
Real estate and/or asset management			
Public/media relations, marketing, crisis management, and/or communications			
Change management and/or human resource management			
Technology and/or innovation			
Public safety and/or emergency management			
Related post-secondary education			
<i>Additional Competency</i>			

Housing Management Body Board Skills Requirements

As per Section 5.01(2), *Management Body Operation and Administration Regulation*, a housing management body (HMB) board must determine the competencies required for board members and develop a process for the appointment of those board members.

The Minister requires each HMB board to include members who fulfil the skills, experience, expertise and qualifications on the list below. One board member may fulfil one or more of the skillsets listed (e.g., one board member may satisfy both the Board Governance and Financial skillsets); however, at a minimum, all skills listed below must be accounted for on each board.

STEP 1: A HMB board must include members who have experience, expertise or qualifications in at least one of the following skills, obtained through training, past experience and/or profession.

Category	Description
A. Knowledge of board governance	Experience or training on board governance, duties and evaluation of the Chief Administrative Officer, understanding of the legal and fiduciary duty of board members, collaborative decision-making, able to lead/chair a board ensuring effective strategic planning and succession planning. This may include board chairs and board members who have acquired leadership skills while serving on boards.
B. Knowledge of housing industry and/or provincial government social housing sector	Experience or training in nonprofit, private, and/or the government housing industry in which the HMB operates. Understands particular trends, challenges and opportunities facing the community, and unique aspects of the sector. This may include, but is not limited to, experience in social services, government, health care system, property management or property development, with a passion for serving vulnerable Albertans.
C. Organizational and business knowledge	Experience or training within regulatory, business, legal or policy fields, such as interpreting bylaws and regulations. Understands legal and regulatory principles, processes, and systems in the context of housing management bodies; able to effectively interpret policies, and understands organizational strategy, such as risk management. This may include, but is not limited to, experience within the law, policy, human resources, or administration sectors in business, government, or nonprofit organizations.
D. Financial knowledge	Experience or training in financial knowledge. Able to analyze and interpret financial statements and utilize the information to guide organizational decisions. Understands generally accepted accounting/financial principles. This may include, but is not limited to, experience within the accounting, finance, business planning, and auditing sectors.
E. Community and social responsibility	Experience or training with community engagement, demonstrates knowledge and passion for the community and people the HMB serves, such as work with the general public or identifiable communities. Capacity to build networks and foster trusting relationships with communities and stakeholders. This includes, but is not limited to, experience in municipal engagement, communications, nonprofit organizations, cultural communities, health advocates, fundraising, and social work.



Housing Authority

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

Email: claresholmhousing@gmail.com

Ph: 403-625-4133 Cell: 403-489-4133

June 21, 2022

Town of Claresholm
Attn: Mayor Chelsae Petrovic
CAO Abe Tinney
111 - 55 Avenue West
PO Box 1000,
Claresholm, AB T0L 0T0

Dear Chelsae and Abe:

This letter is to update you on the recent developments within the Alberta Senior and Housing (May 31st) and the Alberta Municipal Affairs (June 16) and our request to tweak the Claresholm Housing Authority (CHA) Ministerial Order. Due to these developments, it makes it necessary to request changes to our Ministerial Order.

As was discussed, on June 2, we did make the modifications to the CHA Ministerial Order and sent them to our advisor. However, the policy committee overseeing such changes returned the draft, with the clear directive we either keep things as they are or remove the Town of Claresholm, from the Ministerial Order. Due to the correspondence the board received on May 31st and June 16th, we really do not have much option but to request the removal of the Town of Claresholm. The legislation accompanying board competencies clearly indicates it is the board responsibility to have a "process for the appointment of the board members that ensures board members have the competencies". (See

https://www.qp.alberta.ca/1266.cfm?page=1994_243.cfm&leg_type=Regs&isbncln=9780779829521 page 6). We also need to ensure we are using the skillset matrix for recruitment process.

In our June 2nd meeting I shared the safeguard of having the Town of Claresholm serve as CHA's management body. I have since learned there are safeguards already in place to ensure the board operates within legislative bounds. We also mutually agreed that the town council rep who sits on the CHA board, prior to the appointment, will be selected using the outlined skillsets in matrix and vetted for possible conflict of interest, by the CHA Board.

In years past the Ministerial Order served as the bridge linking the Town of Claresholm and Claresholm Housing Authority. It is our hope that by issuing the invitation to have a representative from the Town Council, on the CHA Board, it would serve as the bridge, going forward.

To make the necessary changes to the Ministerial Order, we will need a letter from the Town of Claresholm simply stating the Town of Claresholm is in agreement to be removed from the CHA's Ministerial Order. We, as a board will make the necessary policy changes to ensure the Town of Claresholm is invited to have a Town Council rep on the Board, and the appointment process is clearly outlined.

In the event you have any questions, please feel free to contact us, accordingly. You can reach me at 403-489-0489. We are looking forward to working collaboratively through this process and in providing housing for seniors and low income families within the community.

Sincerely,



Vonda Chatterton
CHA Board Member



Ken McKee
CHA Board Chair

cc. Maxine Middleton – CAO
Brenda Matthews – Housing Authority Advisor



ALBERTA
SENIORS AND HOUSING

*Office of the Minister
MLA, Calgary-Beddington*

Updated
Jan 2020

AR48572

February 20, 2020

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

Dear Ms. Isaacson:

I am pleased to enclose a copy of Ministerial Order No. H: 006/20, which amends the Appendix and Schedule "A" of the Claresholm Housing Authority.

As requested, references to the appointment of the first board, rent supplement programs, and the \$390 prescribed maximum basic rent have been removed. The term of board members has also been changed from three to four years. Schedule "A" has been updated to reflect correct municipal addresses, and the revised Alberta Land Titles land identification number code for Claresholm 2.

If you have any questions regarding this matter, please contact Ms. Brenda Matthews, Housing Advisor, Seniors and Housing, by telephone at 403-297-5717 (toll-free by first dialing 310-0000) or by email at brenda.matthews@gov.ab.ca.

Thank you for providing safe, affordable housing for Albertans in your community.

Sincerely,

Josephine Pon
Minister of Seniors and Housing

Enclosure

cc: Maxine Middleton, Chief Administrative Officer
Claresholm Housing Authority

404 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9550 Fax 780-415-9411
Unit 106, 8220 Centre Street NE, Calgary, Alberta T3K 1J7 Canada Telephone 403-215-7710 Fax 403-216-5410



ALBERTA
SENIORS AND HOUSING

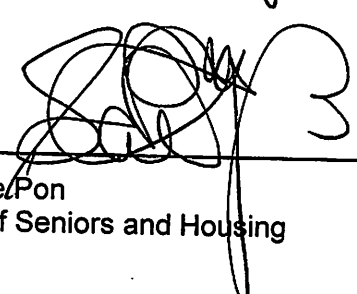
*Office of the Minister
MLA, Calgary-Beddington*

MINISTERIAL ORDER NO. H: 006/20
DEPARTMENT OF SENIORS AND HOUSING
PROVINCE OF ALBERTA
ALBERTA HOUSING ACT
CLARESHOLM HOUSING AUTHORITY

I, Josephine Pon, Minister of Seniors and Housing, pursuant to section 5 of the *Alberta Housing Act*, make the following order:

1. Ministerial Order No. H:183/94 establishing the **Claresholm Housing Authority** as a management body, is amended as follows:
 - a) By replacing the Appendix of Claresholm Housing Authority, as amended, attached to Ministerial Order No.H:183/94, with the attached Appendix of Claresholm Housing Authority dated January 28, 2020.
 - b) By replacing the Schedule "A" of Claresholm Housing Authority, as amended, attached to Ministerial Order No. H:183/94, with the attached Schedule "A" of Claresholm Housing Authority dated January 28, 2020.
2. This Ministerial Order comes into effect on the date it is signed by the Minister.

Dated at Edmonton, Alberta the 20 day of February, 2020.



Josephine Pon
Minister of Seniors and Housing

APPENDIX

Claresholm Housing Authority

1. **Claresholm Housing Authority** (hereafter referred to as the "management body") is hereby established as a management body.
 2. Town of Claresholm is the only member of the management body.
 3. (1) The management body shall be governed by a board (hereafter referred to as "the board"), comprised of five (5) members appointed as follows, and in accordance with subsection (2):
 - (a) Five (5) members, appointed by the Town of Claresholm in the manner the Town determines appropriate.
 - (2) The board shall be appointed as follows:
 - (a) Members of the board shall be appointed by the Town of Claresholm in accordance with this Order and at the times the board requests the Town of Claresholm.
 - (b) The term of office for each member of the board shall be for a four (4) year term.
 - (c) Members of the board may hold two (2) consecutive terms of office.
 - (d) If the office of a board member is vacated, the Town of Claresholm shall appoint, on the vacancy occurring or as soon as possible thereafter, another individual as a member of the board to complete the term of the vacating member.
 - (e) The chairperson, vice-chairperson or any other officers of the board, the board determines necessary, shall be appointed from among the board members in the manner and at the times the board determines appropriate.
 - (f) The term of office for the chairperson, vice-chairperson or any other officers of the board shall be for a one (1) year term.
 - (g) The chairperson, vice-chairperson or any other officers of the board, may hold consecutive terms of office as long as each officer is a member of the board.
 - (h) Each member of the board is entitled to deal with all matters arising from the policies and programs, and operation and administration, of the management body, except where otherwise provided under the Act or its Regulations.
 - (3) The board is a continuing body.
 - (4) The board shall provide the Deputy Minister with the name of its chairperson and vice-chairperson as soon as possible on selection, and shall notify the Deputy Minister of any change of chairperson and vice-chairperson.
4. The board shall:
 - (a) designate the offices of the management body, and
 - (b) immediately notify the Deputy Minister of the location of its primary place of business in Alberta and any other offices, the management body's address for service, and any change in the location of such offices or address for service.

5. (1) The management body is responsible for the operation and administration of the housing accommodation listed in Schedule "A".
6. For the purposes of the Act, the management body has and is subject to the powers, functions or duties as provided in the following Regulations:
 - (a) Management Body Operation and Administration Regulation;
 - (b) Social Housing Accommodation Regulation; and
 - (c) Housing Accommodation Tenancies Regulation.
7. For the purposes of the Act, the management body's reporting date is 90 days from the effective date of this Order.

Schedule "A"
Claresholm Housing Authority
Housing Accommodation

Accommodation Type		Legal Description								No. Of Units
Site Name	AHISProject Id	Land Owner	Meridian	Plan	Block	Lot	LINC	Building Owner	Municipal Address	
Claresholm 4 (FCLS)	227027316188									2
		ASHC		731014	2	26	0018330662	ASHC	5046 – 6 Street W	Claresholm
		ASHC		6006AC	A	1-2	0019023795	ASHC	304 – 55 Avenue W	Claresholm
Seniors Self Contained										
Heritage Manor	227027556151									8
		ASHC		8510428	122		0026022590	ASHC	5023 – 2A Street E	Claresholm
		ASHC		8510428	122		0026022608	ASHC		
Parkside Manor	227027556013									33
		ASHC		147N	21	5-10	0018107607	ASHC	321 – 45 Avenue W	Claresholm

Schedule "A"
Claresholm Housing Authority
Housing Accommodation

Accommodation Type		Legal Description				Building		Municipal Address		No. Of
Site Name	AHISProject Id	Land Owner	Meridian	Plan	Block	Lot	LINC	Owner		Units
Community Housing										
Claresholm 1	227027310005									10
		ASHC		7057JK	2	32	0016596992	ASHC	5221A – 4 Street W	Claresholm
		ASHC		7057JK	2	32	0016596992	ASHC	5221B – 4 Street W	Claresholm
		ASHC		7057JK	2	31	0016597008	ASHC	5217A – 4 Street W	Claresholm
		ASHC		7057JK	2	31	0016597008	ASHC	5217B – 4 Street W	Claresholm
		ASHC		7057JK	2	20	0016597016	ASHC	5222A – 5 Street W	Claresholm
		ASHC		7057JK	2	20	0016597016	ASHC	5222B – 5 Street W	Claresholm
		ASHC		858LK	2	19	0016609786	ASHC	5226A – 5 Street W	Claresholm
		ASHC		858LK	2	19	0016609786	ASHC	5226B – 5 Street W	Claresholm
		ASHC		858LK	2	33	0016651697	ASHC	5225A – 4 Street W	Claresholm
		ASHC		858LK	2	33	0016651697	ASHC	5225B – 4 Street W	Claresholm
Claresholm 2	227027316137									6
		ASHC		147N	79	9-10	0037064540	ASHC	305 – 55 Avenue W	Claresholm
		ASHC		147N	79	9-10	0037064540	ASHC	307 – 55 Avenue W	Claresholm
		ASHC		147N	79	13-16	0021080288	ASHC	302 – 54 Avenue W	Claresholm
		ASHC		147N	79	13-16	0021080288	ASHC	304 – 54 Avenue W	Claresholm
		ASHC		147N	79	13-16	0021080288	ASHC	306 – 54 Avenue W	Claresholm
		ASHC		147N	79	13-16	0021080288	ASHC	308 – 54 Avenue W	Claresholm
Claresholm 3	227027316167									2
		ASHC		147N	37	1	0021105706	ASHC	205A – 49 Avenue E	Claresholm
		ASHC		147N	37	1	0021105706	ASHC	205B – 49 Avenue E	Claresholm

Housing Management Body (HMB) and Municipality Relationship

History

The partnership between HMBs and municipalities is long-standing, with the first seniors' lodge built in 1958. Historically, the Government of Alberta partnered with municipal regions by building lodges on land donated by municipalities. This relationship was operationalized by the Government of Alberta creating HMBs for the governance of these lodges, with municipalities agreeing to be requisitioned for any operating deficits as well as to appoint members to the board of directors.

The modern era of the partnership between HMBs and municipalities was marked by the development of the *Alberta Housing Act* in 1994 to guide this relationship.

In addition to Lodges, HMBs may also operate other types of social housing. This could be:

- Other regulated provincial programs, such as Seniors Apartments and Family Community Housing;
- Non-regulated affordable housing funded in whole or in part through provincial funding such as a capital grant or agreements; or
- Housing without the Ministry of Seniors and Housing funding or participation.

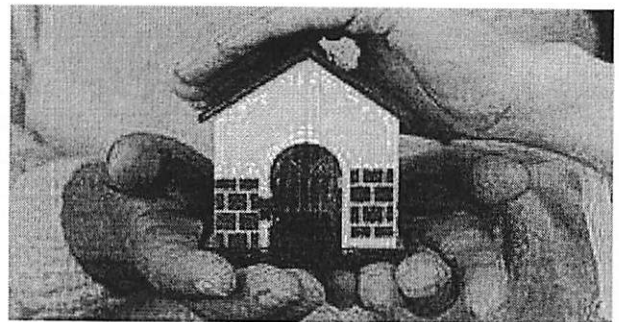
While municipalities and HMBs should work together to plan and partner on affordable housing in their communities, the only legislated municipal financial obligation pertains to the requisition for lodge operations.

Today, the seniors' lodge program houses almost 10,000 Albertans in over 147 lodges in a community setting with meals, housekeeping, and recreational activities for functionally independent seniors.

Governing Legislation

Housing Management Bodies

The *Alberta Housing Act* (AHA) and Regulations, is the legislation that governs Housing Management Bodies (HMBs). The AHA establishes HMBs as corporations with the capacities of natural persons, subject to limitations in the AHA. The corporate status gives the management body a legal status; the natural person capacity makes the HMB a 'legal person'. Therefore, its ability to act, obligations to act, and the consequences of acting all have legal implications, similar to any other person.¹



The *Municipal Government Act* (MGA) is the primary statute governing the affairs of Alberta municipalities. HMBs are not governed by the MGA, nor do they fall under the authority of municipalities.

For more details on the comparison between HMBs and municipalities, including their roles, responsibilities, and governance, please see Appendix A.

HMB Board Members

The HMB Ministerial Order sets out the composition of its board. The HMB or member municipalities may request changes to the board composition. Boards may be made up of municipal councilors as part of their membership, or whomever the municipality appoints for this role. While serving, the *Management Body*

¹ *Alberta Housing Act* s.6

Operation and Administration Regulation outlines the legal requirements for board members.²

Funding

Lodge Municipal Contributions (Requisitions)

Housing Management Bodies (HMBs) can requisition the municipalities where the HMB provides seniors' lodge accommodations. The amount requisitioned is limited to the HMB's annual financial deficit for the previous fiscal year from providing lodge accommodation, and any amounts necessary to establish or continue a reserve fund for the management body. The municipality must pay the HMB the requisitioned amount within 90 days, or interest begins accruing.

If there are multiple municipalities in the region for which the HMB is providing lodge services, then the municipalities should work together to determine how the total requisition is to be shared. If the municipalities are unable to make that determination for any year, the total requisition for each year must be shared on the basis of the proportion that the equalized assessment for each municipality in that year bears to the total of the equalized assessments for that year of all the municipalities requisitioned.

If a municipality agrees to contribute to the operating costs of any housing accommodation, other than lodge accommodation, provided by an HMB, it must make the contribution agreed to within 90 days after the mailing of the invoice by the HMB.³

Lodge Reserve Funds

Subject to prior approval of the municipalities, a board may create a reserve fund and the municipalities may:

- Establish limits on the aggregate amounts to be maintained in capital reserve funds or operating reserve funds by the HMB and
- Provide for the disposition, transfer or allocation of all or any portion of the surplus amount in excess of the amounts provided for

² https://www.qp.alberta.ca/documents/Regs/1994_243.pdf

³ *Alberta Housing Act*, s. 7(1)

⁴ *Alberta Housing Act* s.7(4)

⁵ *Alberta Housing Act* s.15(2)(h)

This does not apply to social housing outside of lodges.

Right to Information

HMB must supply a copy of its estimates and a copy of its calculation of the requisitioned amount to the municipality.⁴

HMB shall forward annual financial statements along with the auditor's report to all municipalities that the HMB requisitioned for that fiscal year.⁵

HMB shall provide on request to each municipality liable to be requisitioned, copies of the operating budget or capital budget adopted by the board for the current fiscal year. As well, HMBs must provide any other information municipalities may require pertaining to the maintenance and operation of the capital reserve funds or the operating reserve funds.⁶

Liability

Under the MGA, councilors are protected from personal liability while acting in good faith for the municipality. Therefore, presuming that councilors follow the requirements for municipal requisitions for lodges, there should be no liability on the part of councilors on paying seniors' lodge requisitions.⁷

In addition, under the *Management Body Operation and Administration Regulation* (MBOAR), HMBs may indemnify its board members under certain circumstances. This, along with insurance requirements mandated in MBOAR, mitigates risk to those involved in the management body.⁸

Contact Information

For further information, please contact your local HMB.

⁶ Ministerial Order No: H:023/17

⁷ *Municipal Government Act*, s.535

⁸ http://www.qp.alberta.ca/documents/Regs/1994_243.pdf s.34, s.35

Appendix A

	Municipalities	HMBs
Legislation	<p><i>Municipal Government Act (MGA)</i></p> <ul style="list-style-type: none"> In 1967, the various pieces of municipal legislation were consolidated into the original MGA. The current MGA is the primary statute governing the affairs of Alberta municipalities. 	<p><i>Alberta Housing Act (AHA)</i></p> <ul style="list-style-type: none"> Established in 1994 and replaced other legislation. The <i>Alberta Housing Act (AHA)</i> provides the ability for the Minister to create an HMB, through a Ministerial Order HMBs are governed under the AHA and Regulations Sets out the operations of the Alberta Social Housing Corporation (ASHC).
Purposes under the Legislation	<p>S. 3 of the MGA states the purposes of a municipality are:</p> <ul style="list-style-type: none"> To provide good government; To foster the well-being of the environment; To provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality; and To develop and maintain safe and viable communities. 	<p>The AHA's purpose is to enable the efficient provision of a basic level of housing accommodation for persons who because of financial, social or other circumstances require assistance to obtain or maintain housing accommodation.</p> <p>It achieves this through:</p> <ul style="list-style-type: none"> Establishment of Housing Management Bodies; Guiding Operations of the Alberta Social Housing Corporation; Creating Social Housing Program Regulations.
Structure	<p>Elected representatives through municipal council are responsible for overseeing governance of the municipality as outlined in the MGA.</p> <p>An HMB is not governed by the MGA, as the MGA only applies to all municipalities and improvement districts.</p>	<p>HMBs are established through Ministerial Orders (MO), which also:</p> <ul style="list-style-type: none"> Sets out the member municipalities; Board Composition and Appointment of the board of directors; Which municipalities can be requisitioned for lodge operating deficits; Identifies which facilities the HMB is responsible for operating; Identifies the Act and Regulations the HMB is subject to.

Appendix A

<p>Corporation Status</p>	<p>A municipality is a corporation and has the powers of a natural person, except to the extent that those powers are limited by the MGA or any other enactment. The introduction of natural person powers provides council with a great deal of flexibility in terms of how the municipality is organized and administered, what services are provided, and how those services are delivered.</p> <p>The power of municipalities to pass bylaws is stated in general terms. This gives councils broad authority and respects their right to govern the municipality in the way that council considers appropriate within the jurisdiction provided under the MGA. However, bylaws authorized by the MGA or any other enactment are subordinate to federal and provincial legislation and regulations.</p>	<p>Section 6 of the AHA provides that management bodies are corporations with the capacities of natural persons, subject to limitations placed in the legislation.</p> <p>The corporate status gives the management body a legal status; the natural person capacity makes the management body a "legal person". Therefore, its ability to act, obligations to act, and the consequences of acting all have legal implications, similar to any other person.</p>
<p>Role</p>	<p>Defined by the MGA including to:</p> <ul style="list-style-type: none"> • consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality; • participate generally in developing and evaluating the policies and programs of the municipality; • participate in council meetings, council committee meetings and meetings of other bodies to which they are appointed by council; • obtain information about the operation or administration of the municipality from the CAO or a person designated by the CAO; • keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public; 	<p><i>The Management Body Operation and Administration Regulation (MBOAR)</i> defines board duties as:</p> <ul style="list-style-type: none"> • ensuring that the management body governs and operates efficiently; • administers and provides accommodation for those persons in greatest need of that type of housing accommodation; • developing and evaluating the policies and programs of the management body. <p>There are several functions that the Board cannot delegate to the Chief Administrative Officer (CAO):</p> <ul style="list-style-type: none"> • Adopting a business plan & budget; • Authorizing signing authority • Appointing an auditor; • Approving the audited financial statements; • Hiring a CAO.

Appendix A

	<ul style="list-style-type: none"> • perform any other duty or function imposed on councillors by this or any other enactment or by council. 	
Financial Restrictions	<p>Regulated under the <i>Local Authorities Capital Financing Act</i> MGA: Certain sections addresses requirements related to the municipal debt limit.</p>	<p>Regulated under MBOAR 25 (2), HMB must receive Ministerial approval for any amount of borrowing that will extend beyond the fiscal year.</p>
Housing Programs	<ul style="list-style-type: none"> • HMBs deliver housing programs under various funding mechanisms. • Social housing and rent supplement programs are provincially-funded. 	
Senior's Lodge Program	<ul style="list-style-type: none"> • The Seniors Lodge Program offers private rooms, meals, housekeeping services and recreational opportunities for independent seniors. • Priority is given to seniors with low income, through partnerships with the Government of Alberta, municipalities and HMBs. • This program and its funding does not include those units as defined as DESIGNATED Supportive Living (DSL). These units are funded by Alberta Health Services. 	
History of Partnership between Municipalities and the Provincial Government	<ul style="list-style-type: none"> • The first lodge was built in 1958. • The Government of Alberta partnered with municipalities by building lodges on land donated by the municipalities. <ul style="list-style-type: none"> – This agreement was operationalized by <ul style="list-style-type: none"> • the Government of Alberta creating HMBs for the governance of these lodges; and • municipalities agreeing to be requisitioned for any shortfalls. – The relationship was renewed with the development of the <i>Alberta Housing Act</i> in 1994. 	
Senior's Lodge Funding	<ul style="list-style-type: none"> • The revenue to cover lodge operating costs comes through three main sources: <ul style="list-style-type: none"> – Resident Accommodation Fees <ul style="list-style-type: none"> • A monthly disposable income amount is regulated. – Lodge Assistance Program Grant (LAP) <ul style="list-style-type: none"> • Government of Alberta grant to HMBs to offset the operational costs associated with housing residents with low income. – Municipal Contributions <ul style="list-style-type: none"> • Generally, this is in the form of municipal requisitions. 	



REQUEST FOR DECISION

Meeting: September 12, 2022
Agenda Item: 16

2022 CENTENNIAL CAMPGROUND CLOSURE

DESCRIPTION / BACKGROUND: The Town has kept the Centennial Park campground open for the last two years with no closure during the winter season. This was requested by the former Council, as needed for travelers.

In 2020, 6 campers registered and used the campground, from Nov. – March. No numbers were recorded for 2021, as we didn't have an attendant in there all winter. There was one camper that camped all winter, and this required that town staff clean the washrooms daily. Moreover, the camper moved out without paying his bill in full as well. This year, due to personnel issues, the Town will not have an attendant through the winter to maintain the facilities, and this responsibility will once again be on Town staff.

The list of maintenance items needed at the campground require the park to close for the winter and reopen in the spring. The biggest item is the road oiling and stall maintenance, as we cannot do the roads while the park has people staying (hoping for warm weather in October to do this work). The washrooms also require repair -- painting, baseboards, counter top, and some taps -- which are challenging with campers using the facilities. Due to problems with the attendant contract position we must do some maintenance work on the office/living unit trailer as well.



DISCUSSION / OPTIONS: The Infrastructure service dept. is requesting the campground be closed for the off-season starting October 11, 2022 and re-open in April 2023.

PROPOSED RESOLUTIONS:

MOVED by Councillor _____ to approve season closure of the Centennial Park campground on October 11th 2022.

RECOMMENDED ACTION:

Approve the closure of the campground for the 2022 season.

ATTACHMENTS:

- 1.) none

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Abe Tinney, CAO

DATE: September 9, 2022



Town of Claresholm
Income Statement by Function
July 31, 2022

Revenue	JULY	2022 YTD	2022 BUDGET	YTD % of Budget
Tax and requisition revenue	(104,918.68)	(4,694,048.69)	(4,075,394.00)	115% 1
General administration revenue	(16,022.31)	(71,566.02)	(499,130.00)	14%
Police	(1,737.00)	(3,687.58)	(15,000.00)	25%
Fire	-	(37,094.72)	(15,500.00)	239% 2
Bylaw enforcement	(360.00)	(9,402.17)	(18,000.00)	52%
Common equipment pool	(21,160.00)	(24,779.05)	(40,000.00)	62%
Roads, streets, walks, lighting	-	(852,747.00)	(1,267,150.00)	67%
Storm sewers and drainage	-	(2,034.97)	(1,318.00)	154% 3
Water supply and distribution	(69,176.12)	(846,538.28)	(1,598,320.00)	53%
Wastewater treatment and disposal	(22,001.88)	(305,974.33)	(575,312.00)	53%
Garbage Collection	(18,339.41)	(223,887.95)	(429,000.00)	52%
Recycling	(8,293.11)	(147,573.11)	(299,280.00)	49%
FCSS	(29,917.56)	(156,498.19)	(240,344.00)	65%
Cemetery	(1,000.00)	(10,050.00)	(20,700.00)	49%
Physician recruitment	-	-	(1,000.00)	0%
Economic development	(1,080.00)	(160,972.24)	(219,566.00)	73%
Land use planning, zoning and development	(2,392.27)	(47,010.59)	(82,100.00)	57%
Parks and recreation	(34,461.57)	(212,038.36)	(385,884.00)	55%
Culture - libraries and museum	(1,015.84)	(59,162.37)	(10,000.00)	592% 4
	<u>(331,875.75)</u>	<u>(7,865,065.62)</u>	<u>(9,792,998.00)</u>	
Expenses				
Legislative	8,316.86	60,198.73	116,900.00	51%
Administration	107,706.31	910,016.01	1,426,034.00	64%
Police	-	112,190.00	168,179.00	67%
Fire	9,563.40	123,095.71	205,507.00	60%
Bylaw enforcement	7,179.69	71,077.26	126,369.00	56%
Common and equipment pool	44,942.40	275,029.97	515,745.00	53%
Roads, streets, walks and lighting	61,441.84	306,541.39	611,151.00	50%
Storm sewers and drainage	899.76	6,042.58	13,347.00	45%
Water supply and distribution	75,179.23	496,172.00	935,975.00	53%
Wastewater treatment and disposal	8,390.20	73,292.67	177,529.00	41%
Garbage Collection	29,361.02	224,891.15	371,575.00	61%
Recycling	28,149.86	160,355.04	301,988.00	53%
FCSS	12,765.44	149,718.32	252,438.00	59%
Daycare	2,944.75	21,568.25	36,292.00	59%
Cemetery	2,900.80	13,019.63	20,102.00	65%
Physician recruitment	-	741.90	3,000.00	25%
Economic development	27,388.66	222,643.28	417,226.00	53%
Agriculture - weed and pest control	414.78	3,202.21	19,270.00	17%
Land use planning, zoning and development	17,680.96	132,069.33	194,554.00	68%
Parks and recreation	70,990.33	487,285.81	740,757.00	66%
Culture - libraries and museum	57,773.13	230,414.81	351,607.00	66%
Amortization	-	-	1,805,159.00	0%
	<u>573,989.42</u>	<u>4,079,566.05</u>	<u>7,005,545.00</u>	
Net Income	<u>235,264.54</u>	<u>(3,792,384.62)</u>	<u>(982,294.00)</u>	

Notes:

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



**Town of Claresholm
Income Statement by Object
July 31, 2022**

Revenue	JULY	2022 YTD	2022 BUDGET	YTD % of Budget
Net municipal taxes	(0.05)	(4,383,678.62)	(3,656,794.00)	120% 1
Special assessments	-	(3,289.54)	(5,140.00)	64%
User fees and sales of goods	(159,563.89)	(1,669,058.09)	(3,129,090.00)	53%
Government transfers for operating	(9,783.00)	(230,925.25)	(345,671.00)	67%
Investment income	(22,367.56)	(37,703.02)	(66,000.00)	57%
Penalties and costs of taxes	(61,574.05)	(98,853.32)	(80,100.00)	123% 2
Licenses and permits	(3,634.77)	(76,163.09)	(113,000.00)	67%
Other local government transfers	(20,134.56)	(155,703.68)	(202,339.00)	77%
Proceeds from disposal of capital assets	(21,160.00)	(43,964.05)	(40,000.00)	110%
Franchise and concession contracts	(22,778.04)	(176,132.50)	(262,000.00)	67%
Rental	(6,469.00)	(61,325.94)	(120,330.00)	51%
Other	(4,410.83)	(39,043.52)	(80,800.00)	48%
Government transfers for capital	-	(889,225.00)	(1,691,734.00)	53%
	(331,875.75)	(7,865,065.62)	(9,792,998.00)	80%
Expenses				
Salaries, wages and benefits	259,177.04	1,846,379.70	3,177,113.00	58%
Contracted and general services	121,394.36	1,088,303.85	1,799,545.00	60%
Materials, goods, supplies, and utilities	124,999.32	740,787.53	1,336,655.00	55%
Bank charges and short-term interest	99.49	698.99	500.00	140% 3
Interest on long-term debt	-	106,878.47	220,326.00	49%
Other expenditures	1,855.40	33,188.65	90,040.00	37%
Transfers to organizations and others	66,463.81	263,328.86	381,366.00	69%
Amortization	-	-	1,805,159.00	0%
	573,989.42	4,079,566.05	8,810,704.00	46%
Internal Transfers				
Internal transfers	(6,849.13)	(6,885.05)	-	4
Net Income	235,264.54	(3,792,384.62)	(982,294.00)	
Other				
Transfers to/from reserves	-	-	197,392.00	0%
Capital expenditures	171,227.19	849,770.40	2,259,334.00	38%
Debt Proceeds	-	-	-	
Debt Principal Repayment	-	128,696.93	337,127.00	38%
Amortization addback	-	-	(1,805,159.00)	0%
	406,491.73	(2,813,917.29)	6,400.00	

Notes

- 1** Tax revenue is in excess of budget due to Q3-Q4 education tax requisitions still to be paid.
- 2** Penalties on Current taxes applied July 1 - actual above budgeted
- 3** Bank charges are over budget due to undercalculating budget. Total amount is minimal.
- 4** Internal transfers will balance to NIL at yearend. Current YTD balance is due to timing of entries.



INFORMATION BRIEF

Meeting: September 12, 2022

Agenda Item: 18

ALBERTA MUNICIPALITIES – 2022 CONVENTION

DESCRIPTION:

The 2022 Alberta Municipalities Convention is being held in Calgary from September 21-23 at the TELUS Convention Centre. Two members of Council are scheduled to attend as well as the CAO.

You will find the Agenda attached. With the limited number of attendees, it would be beneficial to select the most pertinent sessions to attend so that Council receives the biggest benefit.

There are three Special Resolutions that have been put forward, and you will find them attached. It would be helpful for Council to familiarize yourselves with these resolutions to determine what Council's overall position is on each one.

ATTACHMENTS:

- 2022 Alberta Municipalities Convention Agendas
- Notice of Special Resolutions

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: September 9, 2022

Alberta Municipalities 2022

Convention Agenda

**Times and sessions are subject to change*

Date	Time	Event
Tuesday, September 20	7:00 am – 5:00 pm	Registration open
	8:30 am – 4:00 pm	EOEP – Council’s Role in Public Engagement (Pre-Convention)
	8:30 am – 4:00 pm	EOEP – Council’s Role in Land Use Planning (Pre-Convention)
	8:30 am – 4:00 pm	RMRF Legal Seminar (Pre-Convention)
Wednesday, September 21	7:30 – 8:30 am	Registration & Breakfast
	8:30 am	Welcome
	9:15 – 10:30 am	Education Session (8 Concurrent)
	11:00 am – 12:15 pm	Education Session (8 Concurrent)
	12:15 – 1:30 pm	Lunch
	1:30 pm – 3:00 pm	Opening Ceremonies & Keynote Address
	3:00 – 5:30 pm	Trade Show Opening Reception
	6:00 – 8:00 pm	City of Calgary Reception (Ticketed Event)
After 6:00 pm	Networking Reception (various locations)	
Thursday, September 22	7:30 am	Breakfast
	8:30 am	Welcome
	8:40 am	Alberta Municipalities’ Award Winners video
	9:00 – 11:30 am	Resolutions
	11:30 am – 1:30 pm	Trade Show Lunch
	1:45 – 2:20	Thursday Panel Discussion – Diversity, Equity, and Inclusion in our Communities
	2:30 pm – 3:45 pm	Minister dialogue #1
	3:45 – 4:30 pm	UCP Leadership Candidates remarks
	4:30 – 6:00 pm	Municipal Affairs Reception
After 6:00 pm	Networking Receptions (various location)	
Friday, September 23	7:00 am	Breakfast
	8:00 am	Welcome
	8:10 am	Annual General Meeting - Includes elections
	9:30 – 10:00 am	Leader of the Opposition
	10:15 – 10:45 am	Premier’s Address
	11:00 am – 12:00 pm	Minister dialogues #2
	12:00 – 12:30 pm	Closing Entertainment – Brent Butt
	12:30 pm	Announcement of Board Prizes Goodbye and see you in 2023

August 26, 2022

Notice of Three (3) Special Resolutions

The Board of Directors of Alberta Urban Municipalities Association (herein the “Association”) hereby gives notice that at the 2022 Annual General Meeting of the Association to be held on September 23, 2022, the Board of Directors will be proposing the following Special Resolutions:

- (1) a Special Resolution to repeal and replace the Association’s existing Bylaws with the amended Bylaws attached hereto as Schedule “A”;
- (2) a Special Resolution to amend the legal name of the Association to the “**Association of Alberta Municipalities**”;
- (3) a Special Resolution to update the then current Bylaws with the new name of the Association by replacing the name “Alberta Urban Municipalities Association” in such Bylaws to the name “Association of Alberta Municipalities”, if and upon the Association’s legal name change, and such updated Bylaws shall replace the Association’s then current Bylaws;

(1) Amended Bylaws

WHEREAS Section 16.01 of the Association’s current Bylaws states that “The Board of Directors or a Regular Member may propose a special resolution, as required by the *Societies Act*, R.S.A. 2000, c.S-14, or any amendments thereto, to amend these bylaws.”;

AND WHEREAS the proposed amended Bylaws, attached as Schedule “A”, broaden the membership categories and otherwise add further clarity to certain of the provisions contained therein;

AND WHEREAS a redline compare of the Bylaws, attached as Schedule “B”, highlights the revisions that are contained within the amended Bylaws as compared against the Association’s existing Bylaws;

AND WHEREAS the proposed amendments to the Bylaws have been submitted to the Association only after taking into consideration:

- a. The Association’s fundamental and paramount principle of ownership and control of the Association by its Regular Members; and
- b. The Association’s tax exempt status under para. 149(1) (d.5) of the *Income Tax Act*, Canada as discussed by the Canada Revenue Agency in its letter dated March 14, 2007,

and that the proposed amendment herein will not, by its nature, content or description, compromise, modify, alter, affect or change in any way the fundamental and paramount principle of the Association (the Association being owned and controlled by its Regular Members only) or the Association’s tax exempt status under para. 149(1) (d.5) of the *Income Tax Act*, Canada as same may be amended from time to time;

(2) Change of Name

AND WHEREAS the Association updated its brand and trade name in 2021;

AND WHEREAS the Board of Directors of the Association desires to amend the legal name of the Association to the “Association of Alberta Municipalities” to better reflect its brand and trade name;

(3) Amended Bylaws to Reflect the Name Change

AND WHEREAS in the event the proposed name change proceeds with Alberta Corporate Registry, the Board of Directors of the Association desires to update the then current Bylaws to reflect this approved name change;

NOW THEREFORE the Board of Directors of the Association proposes that the following Special Resolutions be passed at the Annual General Meeting of the Association:

- (1) to repeal and replace the Association’s existing Bylaws in their entirety with the Bylaws attached as Schedule “A”; and
- (2) to amend the legal name of the Association to the “**Association of Alberta Municipalities**”;
- (3) to update the then current Bylaws with the new name of the Association by replacing the name “Alberta Urban Municipalities Association” in such Bylaws to the name “Association of Alberta Municipalities”, if and upon the Association’s legal name change, and such updated Bylaws shall replace the Association’s then current Bylaws.

Alberta Urban Municipalities Association

Per: _____

SCHEDULE "A"
AMENDED BYLAWS

BYLAWS



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Article 1 – Name and Definitions

- 1.01** The name of the Association (herein referred to as the “Association”) is currently the Alberta Urban Municipalities Association, which may be amended from time to time in accordance with the governing legislation and the terms hereof.
- 1.02** In these Bylaws, in addition to any other definitions contained herein, save where the contrary is expressed:
- a. **"Act"** means the *Societies Act* (Alberta) and any statute that may be substituted therefor, and the regulations made thereunder, as from time to time amended, and in the case of such amendment, reference in the Bylaws shall be read as referring to the amended provisions thereof;
 - b. **"appoint"** includes "elect" and vice versa;
 - c. **"Affiliate Member"** has the meaning set forth in clause 4.02(c);
 - d. **"Associate Member"** has the meaning set forth in clause 4.02(b);
 - e. **"Association"** means the Alberta Urban Municipalities Association or such other name that it is legally changed to.
 - f. **"Board"** means the Board of Directors of the Association, as constituted from time to time;
 - g. **"Bylaws"** means these Bylaws and all other Bylaws of the Association from time to time in force and effect;
 - h. **"Chief Executive Officer"** means the person referred to in Article 13 hereof that is duly appointed as the chief executive officer of the Association by the Board from time to time;
 - i. **"Director"** means a person who is from time to time duly elected or appointed as a Director of the Association;
 - j. **"Elected Representative"** means a member of the council of a Regular Member, elected pursuant to the MGA;
 - k. **"Good Standing"** means a member in respect of whom the Association has received the membership fee for the current membership year or, in the case of a Regular Member, evidence of intention to pay satisfactory to the Board has been received;
 - l. **"MGA"** means the Municipal Government Act (Alberta) and any statute that may be substituted therefor, and the regulations made thereunder, as from time to time amended, and in the case of such amendment, reference in the Bylaws shall be read as referring to the amended provisions thereof;
 - m. **"Officers"** means the officers of the Association including the elected or appointed officers that are elected or appointed by the membership as per the terms hereof, namely the President and Vice-Presidents (herein also referred to as the “elected Officers”), as well as those officers appointed by the Board, such as the Chief Executive Officer, and such other persons as would be construed as “officers” at law by reason of their senior roles of management with the Association.

- n. **"Regular Member" and "Regular Membership"** have the meanings set forth in clause 4.02(a);
- o. **"Returning Officer"** has the meaning set forth in clause 7.01;
- p. **"Special General Meeting"** means a meeting of the membership other than the annual general meeting;
- q. **"Special Resolution"** has the meaning set forth in the Act.

Article 2 – Purpose of Bylaws

- 2.01 The purpose of these Bylaws is to conform to the provisions of the Act and to set out the Association's membership, participation and leadership structures and processes to facilitate the Association's ability to provide leadership in advocating for legislation and programs to the Alberta and Canadian governments and to other organizations that support effective municipal governance and municipal interests in general, and to provide services that address the needs of its membership.
- 2.02 These Bylaws establish, and shall continue to establish in each and every year of the Association's existence, a fundamental and paramount principle that the Association is owned and controlled, directly or indirectly, by the Regular Members (as referenced in Article 4) of the Association in every material way, and that the Association's Bylaws, or any other constating document of the Association, shall be interpreted by the Association's Members, any court of competent jurisdiction and any taxing authority having jurisdiction, in a manner consistent with this fundamental and paramount principle.

Article 3 – General

- 3.01 The Board may establish procedures for convening any meeting referred to in these Bylaws by electronic or other communication facilities including a conference telephone call, video-conferencing, facsimile, e-mail or such other technology as may become available.
- 3.02 Notwithstanding anything in these Bylaws, if by virtue of severe weather conditions, a pandemic or other emergency reason that is generally applicable, it is impossible for a quorum to participate in any scheduled or required meeting, then:
 - a. the time for undertaking any action, and
 - b. the terms of office of the Directors, President and Vice-Presidents,shall be extended until the meeting can be reconvened.
- 3.03 When written notice is required to be provided under these Bylaws, the notice may be given by mail, facsimile or other electronic means which enables the recipient to review the entire text of the notice.
- 3.04 The Association shall comply with the governing privacy legislation to the extent it is applicable to the Association and/or its activities.

Article 4 – Membership

4.01 Any municipality, organization or business which:

- a. desires to further one or more objects of the Association,
- b. qualifies under a membership category described in clause 4.02, and
- c. pays the relevant membership fee,

may become a member of the Association, but subject to Board approval where clauses 4.02a.ii., 4.02a.iii. and 4.05 are applicable, and subject to clause 4.09 as it pertains to reinstatement.

4.02 The categories of membership are:

- a. **REGULAR MEMBERSHIP**, such members being referred to as “**Regular Members**”, which shall be available to:
 - i. any city, town, village, summer village, or specialized municipality located in Alberta;
 - ii. upon Board approval, any successor municipality of a Regular Member referred to in subsection i. above, including any municipal district or county if the municipal district or county is the successor municipality thereof; and
 - iii. upon Board approval, any applying improvement district or Special Area, located in Alberta;
- b. **ASSOCIATE MEMBERSHIP**, such members being referred to as “**Associate Members**”, which shall be available to:
 - i. any municipality other than a municipality referred to in clause 4.02a.i.;
 - ii. any organization wholly owned by one or more municipalities that are eligible to be Regular Members or Associate Members, any municipally-related non-profit organization or special purpose board or commission;
 - iii. any municipally-related non-profit organization or special purpose board or commission that provides a reciprocal membership that has been approved by the Board; and
 - iv. any other local authority or non-profit organization, located in or outside Alberta.
- c. **AFFILIATE MEMBERSHIP**, such members being referred to as “**Affiliate Members**”, which shall be available to any company, organization or individual, in or outside of the Province of Alberta.

4.03 The classifications of Regular Members for the purposes of determining Board representation under Articles 7 and 8 are as follows:

- a. cities with populations over 500,000;
- b. cities with populations up to 500,000;

- c. towns;
 - d. villages; and
 - e. summer villages.
- 4.04** For purposes of determining membership classification, a specialized municipality, municipal district or county shall be classified according to its population such that if it has a population equal to or greater than the population thresholds set out in applicable provincial legislation, or as otherwise determined by the Government of Alberta, in relation to:
- a. a city, it shall be considered a city;
 - b. a town, it shall be considered a town;
 - c. a village, it shall be considered a village; and
- if less than the population set out for a village, it shall be considered a summer village.
- 4.05** The Townsite of Redwood Meadows, the Special Areas Board and an improvement district are eligible for inclusion, upon Board approval, in the classification of Regular Membership appropriate to its population.
- 4.06** (1) Subject to sub-clause (2), any member may withdraw from membership in the Association at any time by notice in writing.
- (2) A Regular Member which wishes to withdraw from membership in the Association shall provide at least twelve (12) months' notice in writing to the Association accompanied by a certified copy of the resolution of council.
- (3) Any notice of withdrawal of membership shall be presented to the Board.
- (4) A member which withdraws from membership is not entitled to reimbursement of any membership fees.
- 4.07** The membership year is the calendar year.
- 4.08** For purposes of this section, "Association activities" means all activities of the Association under its mandate other than business services, and "business services", for the purposes of these Bylaws, shall mean the provision, directly or indirectly, of certain products or services by the Association to its members which shall typically be through a service delivery entity owned by or related to the Association. With respect to access to these activities and services:
- a. Regular Members - Regular Members are entitled to participate in all Association activities and business services, including the right to vote as set forth in Article 5;
 - b. Associate Members - Associate Members are entitled to participate in business services and may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, but,

for greater clarity, such participation shall not include the right to vote on Association matters;

- c. Affiliate Members - Affiliate members are entitled to participate in business services and may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, but, for greater clarity, such participation shall not include the right to vote on Association matters.

4.09 If a member ceases to be a member in Good Standing:

- a. such member shall not be entitled to participate in Association activities nor have any voting rights under Article 5 but shall be entitled to participate in the Association's business services;
- b. for a period exceeding six (6) months, the member may be expelled from the Association upon approval thereof by the Board, effective immediately upon notice from the Association to the member. Thereafter the member shall not be entitled to participate in Association activities or enjoy membership privileges until the member has been brought into Good Standing and reinstated upon approval of the Board.

Article 5 – Voting Rights at Members' Meetings

5.01 The voting rights of a Regular Member in Good Standing of the Association at any annual general meeting or Special General Meeting shall be equal to one (1) vote for and by each Elected Representative of such Regular Member that is in attendance at such meeting.

5.02 For greater clarity, subject to clause 5.01, the maximum number of votes available to a Regular Member shall depend on the number of Elected Representatives it has on its council at the relevant time.

Article 6 – Nominations

6.01 Nominations for Directors and elected Officers shall be conducted in accordance with the election procedures established by the Returning Officer designated pursuant to clause 7.01.

6.02 To be eligible for nomination, a person must at a minimum:

- a. be an Elected Representative of a Regular Member in Good Standing,
- b. submit a completed nomination in the form prescribed by the Returning Officer, and
- c. be nominated by at least two other Elected Representatives of Regular Members in Good Standing.

Further, for the President or Vice-President positions, the nomination must be approved by a motion of the council of the Regular Member that the nominee is an Elected Representative of.

- 6.03** A municipality shall not have more than one Elected Representative serving in a Director position, except for the Cities of Edmonton and Calgary. In the event more than one Elected Representative from a municipality is nominated, the municipality's council needs to approve a motion for only one nominee.
- 6.04** The persons making a nomination and the person being nominated must be eligible to vote in the election for which the nomination is being made.
- 6.05** The Association shall have five (5) Vice-Presidents who shall be elected or appointed according to a classification system that is slightly modified from that set forth in clause 4.03, with the applicable classifications for which a Vice-President shall be appointed, or elected being as follows:
- a. the City of Calgary;
 - b. the City of Edmonton;
 - c. cities with populations up to 500,000;
 - d. towns; and
 - e. villages and summer villages.
- A person eligible for nomination as Vice-President for a classification must also be elected or appointed as a Director in the classification.
- 6.06** The President shall also be a Director but not a Director that has been appointed or elected pursuant to clause 8.02 in relation to a classification.

Article 7 – Elections

- 7.01** The Board shall designate a person to be the “Returning Officer” who shall be responsible for the fair and proper conduct of elections.
- 7.02** The Returning Officer shall establish and publish election procedures in accordance with these Bylaws and any applicable policies and procedures adopted by the Board from time to time.
- 7.03** Elections of Directors and elected Officers shall be held at the annual general meeting.
- 7.04** The Regular Members eligible to vote on the election or appointment of the Directors and elected Officers through their respective Elected Representatives are as follows:
- a. President – For the President of the Association, all persons that meet the voting requirements under Article 5;
 - b. Vice-Presidents – For each Vice-President, only those persons that: (i) are Elected Representatives of Regular Members that fit within the relevant classification, as set forth in clause 6.05, for which the Vice-President is being elected, and (ii) that otherwise meet the voting requirements under Article 5;

- c. Directors – For each Director, only those persons that: (i) are Elected Representatives of Regular Members; (ii) where in relation to a classification, only those Elected Representatives of Regular Members that fit within the relevant classification as set forth in clause 4.03, and, if a town or village, the electoral zone for which the Director is being elected, and (iii) that otherwise meet the voting requirements under Article 5.

Article 8 – Directors and Officers

8.01 The Association shall have a Board consisting of fifteen (15) Directors. For greater clarity, one of whom shall also be the President.

8.02 The number of Directors representing each classification is:

- a. two (2) Directors appointed by the City of Calgary, one of whom shall be designated by the City as Vice-President for Calgary;
- b. two (2) Directors appointed by the City of Edmonton, one of whom shall be designated by the City as Vice-President for Edmonton;
- c. three (3) Directors representing cities with populations up to 500,000;
- d. three (3) Directors representing towns;
- e. three (3) Directors representing villages;
- f. one (1) Director representing summer villages;

for an aggregate total of fourteen (14) Directors elected or appointed in relation to a classification.

8.03 The Directors representing towns and villages shall be elected according to electoral zones designated by the Board.

8.04 The Board shall establish the electoral zones for towns and villages as follows:

- a. towns shall be grouped into three zones, designated as towns east, west and south, and otherwise in such a manner that the number of towns in each zone is approximately the same;
- b. villages shall likewise be grouped into three zones, designated as villages east, west and south, in such a manner that the number of villages in each zone is approximately the same;

The Board shall publish the electoral zone information on its website by June 30 in each year except where there are no changes from the previous year.

8.05 The following applies to the term of office for each position on the Board:

- a. it commences at the organizational meeting of the Board following the annual general meeting, and

- b. it continues until the applicable (as per the terms of office in clause 8.06) annual general meeting at which time the position is available for election.

8.06 The terms of office for the positions of Directors and elected Officers are as follows:

- a. President - Two (2) years;
- b. Vice-President - One (1) year;
- c. Director - Two (2) years.

For greater clarity, Directors and elected Officers may be re-elected for one or more successive terms, provided they are otherwise eligible for the position.

8.07 (1) The term of office for the following Director positions shall begin in odd numbered years:

- a. one (1) Calgary Director;
- b. one (1) Edmonton Director;
- c. two (2) for cities with populations up to 500,000;
- d. towns east;
- e. villages south;
- f. summer villages.

(2) The term of office for the following Director positions shall begin in even numbered years:

- a. one (1) Calgary Director;
- b. one (1) Edmonton Director;
- c. one (1) for cities with populations up to 500,000;
- d. towns west and south;
- e. villages east and west.

8.08 (1) A President who is no longer an Elected Representative immediately ceases to be President and a member of the Board.

(2) A Director who is no longer an Elected Representative immediately ceases to be a member of the Board.

8.09 Should the legal municipal status change of the municipality of which a Director is an Elected Representative:

- a. the Director is eligible to remain in the position until the next annual general meeting,
and

- b. if the term of office for the position does not expire at the end of the next annual general meeting a by-election shall be held at the next annual general meeting to fill the position for the remainder of the term.
- 8.10** Should the office of the President become vacant, the remaining Board shall forthwith appoint a member of the Board to serve as President until the next annual general meeting.
- 8.11** (1) Should a vacancy occur in a Director position other than a Director appointed by the City of Calgary or the City of Edmonton or in a Vice-President position, then:
- a. the Board may appoint a replacement to serve until the next annual general meeting, and
 - b. if the term of office for the position does not expire at the end of the next annual general meeting a by-election shall be held at the next annual general meeting to fill the position for the remainder of the term.
- (2) Should a vacancy occur in a Director position or a Vice-President position appointed by the City of Calgary or the City of Edmonton, the relevant city may appoint a replacement for the remainder of the term of office of the position.
- 8.12** A person appointed to fill a vacancy in any position must be eligible for election to that position if an election were held.
- 8.13** In carrying out the rights and responsibilities of a Director or Officer, every Director and Officer of the Association shall:
- a. act honestly and in good faith with a view to the best interests of the Association,
 - b. exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances,
 - c. comply with the applicable law including the Act, its regulations as well as with the objects, Bylaws, policies and procedures adopted by the Association,
 - d. maintain the confidentiality of all Association information given to such Director or Officer that is considered confidential, except in the following circumstances:
 - i. the confidential information is or subsequently enters the public domain through no action of the Director or Officer; or
 - ii. the confidential information is required to be disclosed by law,and if the Director or Officer receives Association information that is considered confidential from:
 - iii. such person's own independent sources; or
 - iv. any third party not under an obligation to keep the information Confidential,the Director will disclose to the Board that such information has been received.

- 8.14** A member of the Board ceases to be a Director if:
- a. the person is disqualified from Council pursuant to Section 174(1) of the MGA, or
 - b. the person misses three consecutive regular meetings of the Board, upon approval by the Board of the Director's removal, effective immediately upon notice from the Association to the Director.
- 8.15** The Board may, by resolution passed by at least three fourths (3/4) of the votes cast by those eligible to vote, remove a Director from the Board effective as of the date of the resolution or such later date as resolved by the Board. The provisions of clause 9.05 regarding notice and an opportunity to be heard apply to a resolution under this clause.

Article 9 – Disqualification of Directors

9.01 In this Article:

- a. "Director's family" means the Director's spouse or adult interdependent partner, the Director's children, the parents of the Director and the parents of the Director's spouse or interdependent partner;
- b. "spouse" means:
 - i. the spouse of a married person, and
 - ii. does not include a spouse who is living separate and apart from the other spouse if the spouses have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.

9.02 (1) A member of the Board has a pecuniary interest in a matter if:

- a. the matter could monetarily affect the Director or an employer of the Director, or
- b. the Director knows or should know that the matter could monetarily affect the Director's family.

(2) For the purposes of subsection (1), a person is monetarily affected by a matter if the matter monetarily affects:

- a. the person directly,
- b. a corporation, other than a distributing corporation (as defined under the governing legislation), in which the person is a shareholder, director or officer,
- c. a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or
- d. a partnership or firm of which the person is a member.

- (3) A Director does not have a pecuniary interest by reason only of any interest:
- a. that the Director or a member of the Director's family may have by reason of being appointed by the Board as a director of a company incorporated for the purpose of carrying on business for and on behalf of the Association or by reason of being appointed as the representative of the Board on another body;
 - b. that the Director or member of the Director's family may have with respect to any allowance, honorarium, remuneration or benefit to which the Director or member of the Director's family may be entitled by being appointed by the Board to a position described in clause a);
 - c. that the Director may have with respect to any allowance, honorarium, remuneration or benefit to which the Director may be entitled by being a Director; or
 - d. that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Director.

9.03 (1) When a Director, or a Regular Member of which the Director is an Elected Representative, has a pecuniary interest in a matter before the Board, a Board committee or any other body to which the Director is appointed as a representative of the Board, the Director must, if present:

- a. disclose the general nature of the pecuniary interest prior to any discussion of the matter,
- b. abstain from voting on any question relating to the matter,
- c. abstain from any discussion of the matter, and
- d. subject to subsection (2), leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

(2) If the matter with respect to which the Director, or the Regular Member of which the Director is an Elected Representative has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the Director to leave the room.

9.04 (1) A Director ceases eligibility to be a Director if the Director:

- a. takes part in a decision of the Board knowing that the decision might further a private interest of:
 - i. the Director,
 - ii. a corporation, firm or partnership referred to in clause 9.02(2), or
 - iii. a Regular Member of which the Director is an Elected Representative,
- b. where applicable, does not declare an interest and withdraw from a meeting without voting on or discussing a matter before the Board which might further a private interest referred to in clause (a)i., ii. or iii. above, or

- c. accepts:
 - i. a fee of any amount other than a fee or honorarium paid by the Association for the Director's services as a Director, or
 - ii. a gift or other benefit having a value of more than the maximum determined by the Board from time to time where such amount is received because the Director is a Director.

(2) Subsection (1)(c) does not apply if a Director is invited to attend an event or function as a representative of the Association and the Director discloses such attendance and payment in a manner approved by the Board from time to time.

9.05 (1) A meeting of the Board may be called under clause 10.01 to determine whether a Director is no longer eligible to be a Director under this Article.

(2) The Director:

- a. shall be given notice of a meeting of the Board called under this section;
- b. upon request:
 - i. shall be given particulars of the grounds on which it is alleged that the Director has ceased eligibility to be a Director;
 - ii. shall be given an opportunity to make representations to the Board in writing or in person, or by legal counsel, or any combination of the foregoing;
- c. is not entitled to be present while the Board discusses the question whether or not the Director has ceased eligibility to be a Director.

9.06 (1) Upon determination by the Board that the Director has ceased eligibility to be on the Board, the Association shall provide notice to the Director of the Director's removal from the Board effective the date thereof.

(2) The provisions of Article 8 relating to the filling of vacancies on the Board until the next annual general meeting apply to filling a vacancy under this Article.

9.07 A Director, by accepting appointment or election as a Director, agrees the Director will not be entitled to assert any claim or bring any legal action, whether for defamation or any other cause of action, against the Association or any Officer, Director or employee of the Association, in respect of anything done by any of them in good faith pursuant to this Article.

Article 10 – Powers and Duties of the Board

10.01 Meetings of the Board shall be held as follows:

- a. pursuant to a regular schedule of meetings set by the Board, or
- b. at the call of the President, or
- c. upon the written request of four (4) Directors with at least 72 hours' notice.

10.02 A quorum of the Board is eight (8) members.

10.03 At meetings of the Board, each Director present shall have one vote and, in the case of a tie, the motion shall be lost. A resolution in writing signed by all of the Directors, shall be valid and effectual as if it had been passed at a meeting of Directors duly called and constituted.

10.04 The Board has the authority to manage, or supervise the management of, the affairs of the Association. The Board has the authority and responsibility to carry out as appropriate, or delegate to its committees, the powers and duties conferred upon it by the Association and by law.

10.05 If the Board establishes and prescribes the terms of reference for any committee, or delegates that authority to the Executive Committee, the persons appointed as committee members may be:

- a. Directors,
- b. Elected Representatives of members,
- c. other persons, and/or
- d. any combination of the above.

10.06 Members of the Board and Executive Committee shall receive an honorarium for their service and shall be reimbursed for expenses reasonably incurred in performing their duties on the Board or Executive Committee.

10.07 The Board shall have authority on behalf of the Association to approve and adopt policies and procedures from time to time relating to the Association and its operations.

10.08 In addition to the duties otherwise set forth herein, and for greater clarity, in exercising its operational authority, the Board, and each Director and Officer, shall comply with the then current objects, bylaws, policies and procedures of the Association.

Article 11 – Executive Committee

11.01 The Executive Committee, also referred to as the Executive, shall consist of the President and the Vice-Presidents and may also include such other Directors of the Association that the Board may approve to be part of the Executive.

- 11.02** A quorum for Executive Committee meetings shall consist of three (3) members of the Executive.
- 11.03** The Executive Committee shall have all the powers of the Board between meetings of the Board on emergent and time sensitive issues in accordance with such rules as the Board may adopt provided that the Executive may only provide recommendations to the Board, and shall not determine, the following:
- a. the employment or termination of the Chief Executive Officer of the Association,
 - b. the amount of membership fees under clause 15.04, and
 - c. borrowing money under clauses 15.06 and 15.07.
- 11.04** The Executive Committee shall report any action taken under clause 11.03 at the next meeting of the Board.
- 11.05** The President and the Vice-Presidents of the Association shall have the duties and powers set forth in these Bylaws as well as those associated with their position as set forth below:
- a. President – The President of the Board shall, when present, preside at all meetings of the Board and of the members. The President shall, subject to the authority of the Board, have general supervision of the activities and affairs of the Association and shall have such other duties and powers as the Board may specify;
 - b. Vice-Presidents – If the President is absent or is unable or refuses to act, one of the Vice-Presidents shall preside at the meetings of the Board and of the members. The duty to preside in the President's absence shall be undertaken by the Vice-Presidents on a rotation that is approved by the Board. The Vice-Presidents shall have such other duties and powers as the Board may specify.

Article 12 – Meetings

- 12.01** The annual general meeting of the Association shall be held at such time and place as the Board may determine.
- 12.02** Written notice of the date of the annual general meeting shall be provided to each Regular Member and the Association's auditor not less than twenty-eight (28) days prior to the date of the meeting.
- 12.03** A Special General Meeting of the Association may be held at the call of five (5) percent of the Regular Membership or by two-thirds (2/3) vote of all the Board and written notice shall be provided to each Regular Member not less than fourteen (14) days before the date of the meeting except where a matter is to be decided by a Special Resolution in which case the notice period set forth in clause 16.03 shall apply.
- 12.04** A quorum at an annual general meeting or Special General Meeting shall be representation from twenty-five percent (25%) of the Regular Members in Good

Standing and the quorum shall be determined within fifteen minutes of the posted starting time of the meeting. For the purposes of this determination, a Regular Member shall be deemed to be represented if:

- a. at an annual general meeting, one of its Elected Representatives is registered to attend the annual Association's conference and annual general meeting, regardless of whether such Elected Representative attends the said meeting;
- b. at a Special General Meeting, one of its Elected Representatives is in attendance.

12.05 The President or, where applicable, a Vice-President or such other Director approved by the Board, shall chair the annual general meeting and any Special General Meeting.

12.06 The persons entitled to speak at an annual general meeting or Special General Meeting are:

- a. those Elected Representatives in attendance whose municipalities are Regular Members of the Association in Good Standing,
- b. in the event a Regular Member is unable to be represented at the annual general meeting or a Special General Meeting by an Elected Representative, an official appointed by motion of the council to represent it, provided that notice of such appointment is submitted in writing to the Chief Executive Officer at least three (3) days prior to the date of the annual general meeting or Special General Meeting, and for greater clarity, such person shall not have any voting rights,
- c. upon a motion from the floor, a representative of an Associate Member, and
- d. the Association's auditor and such other person(s) upon consent or invitation of the chair of the meeting.

12.07 Except as otherwise provided in these Bylaws, the rules of procedure to be followed at meetings of the Board, the annual general meeting and any Special General Meeting shall be formal in nature following, generally speaking, the applicable procedures set forth in "Robert's Rules of Order, Newly Revised" with deviations as deemed appropriate by the meeting's chair, to facilitate consensus, discussion and collaboration.

Article 13 – Chief Executive Officer

13.01 The Board shall appoint a Chief Executive Officer to manage the affairs of the Association. For greater clarity, the Chief Executive Officer shall not be a Director of the Association.

13.02 The Chief Executive Officer, as the chief officer of the Association and any of its subsidiaries, ensures that the policies and programs of the Association are implemented, and performs the duties and functions and exercises the powers assigned to the Chief Executive Officer by the Board.

13.03 The Chief Executive Officer may cause the Association to employ any staff required within the expenditure authority included in the Association's budget.

Article 14 – Signing Authority

- 14.01** After minutes are approved by the Board in relation to Board meetings and by the Regular Members in relation to membership meetings, the minutes shall be signed by the Chief Executive Officer to indicate such approval.
- 14.02** Except where otherwise authorized herein, the Board shall designate signing authorities for any financial or other instrument, contract, document or agreement requiring the signature of the Association and grant authorizations for the use of the seal by Board resolution or in one or more Board approved policies.

Article 15 – Financial Affairs

- 15.01** The fiscal year of the Association shall be the calendar year unless otherwise approved by the Board.
- 15.02** Before the end of each fiscal year, the Board shall approve a budget for the next fiscal year which shall include revenues at least sufficient to pay the estimated expenditures.
- 15.03** The Board may approve an interim budget for part of the next fiscal year.
- 15.04** The Board shall annually determine a method of calculating membership fees which will generate the membership fee revenue projected in the budget.
- 15.05** If any number of Regular Members agree to undertake a special initiative, the Board may levy a special fee on those members to raise the required revenue.
- 15.06** The Board shall have the power and authority to cause the Association to borrow money for operating purposes, and to give security therefor, in an amount not in excess of sixty percent (60%) of annual fees or special assessments then levied or assessed by the Association to its membership but not yet collected.
- 15.07** By a two-thirds (2/3) majority vote of the Board, the Association may borrow for capital purposes on such terms as the Board determines appropriate.
- 15.08** The Association may draw, make, accept, endorse, execute and issue promissory notes, bills of exchange and other negotiable instruments.
- 15.09** The books and records of the Association shall be available for the inspection by any Regular Member of the Association at the Association's office during normal business hours except confidential information of the Association which may only be disclosed upon Board approval and on such terms as are required by the Board.
- 15.10** In the event the Association is wound up or dissolved, the Association shall obtain and comply with the required authorizations and processes referenced in the Act. Further, in such event, all of its remaining assets after payment of its liabilities, if any, shall be paid to such registered and incorporated non-profit organization or

organizations with purposes similar to those of the Association as a majority of the Regular Members determine and in no event shall any member become entitled to any remaining assets of the Association.

- 15.11** The Board shall appoint by resolution an independent firm of chartered professional accountants as the Association's auditor to audit the annual financial statements of the Association and an audited annual financial statement shall be submitted to each annual general meeting.
- 15.12** The Association may acquire by gift or purchase and have, possess, and enjoy land, tenements, rents, annuities, and other property of any kind whatsoever within the Province of Alberta.
- 15.13** The Association may from time to time sell, alienate, exchange, mortgage, let, lease or otherwise dispose of any part of its real or personal estate.
- 15.14** Every Director and Officer of the Association and their heirs, executors and administrators, respectively, shall be deemed to have assumed office on the express understanding and agreement and condition that each shall, from time to time and at all times, be indemnified and saved harmless out of the funds of the Association from and against:
- a. all costs, charges, damages and expenses whatsoever, including without limitation, an amount paid to settle an action or satisfy a judgment, which they sustain or incur in or about any action, claim, suit or proceeding which is brought, commenced or prosecuted against them by reason of being or having been a Director or Officer of the Association or who acts or acted at the Association's request as a director or officer of another entity in which the Association had a material interest or in respect of any act, omission, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office; and
 - b. all other costs, charges, damages and expenses which they sustain or incur in or about or in relation to any act, omission, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office;
- except such costs, charges, damages and expenses as are occasioned by their own willful misconduct or dishonesty and except in respect of an action by or on behalf of the Association or other said entity to procure a judgment in its favour.
- 15.15** The Association shall purchase and maintain, or otherwise ensure, there is directors' and officers' liability insurance for the benefit of the Directors and Officers of the Association, in such amounts and with such insurers as the Board may from time to time determine appropriate.

Article 16 – Amendments

- 16.01** The Board or a Regular Member may propose a Special Resolution, as required by the Act, to amend these Bylaws.

- 16.02** A proposed Special Resolution may be considered at the annual general meeting or at a Special General Meeting.
- 16.03** Written notice of a proposed Special Resolution shall be provided to each Regular Member not less than twenty-eight (28) days before the meeting at which the Special Resolution is to be considered.
- 16.04** An amendment to the Bylaws shall not be made unless approved by Special Resolution.
- 16.05** Notwithstanding any other provision contained in these Bylaws, every Special Resolution to amend these Bylaws shall contain the following preamble:
- “WHEREAS the following proposed amendment has been submitted to the Association only after taking into consideration:
- a. the Association’s fundamental and paramount principle of ownership and control of the Association by its Regular Members; and
 - b. the Association’s tax-exempt status under para. 149(1)(d.5) of the *Income Tax Act* (Canada) as discussed by the Canada Revenue Agency in its letter dated March 14, 2007,
- and that the proposed amendment herein will not, by its nature, content or description, compromise, modify, alter, affect or change in any way the fundamental and paramount principle of the Association (the Association being owned and controlled by its Regular Members only) or the Association’s tax exempt status under para. 149(1)(d.5) of the *Income Tax Act* (Canada) as same may be amended from time to time.”
- For greater clarity, failure to include the above preamble shall not invalidate a Special Resolution approved in accordance with these Bylaws and the governing law.
- 16.06** In 2025 and every subsequent year divisible by five (5), the President shall establish a special committee to conduct a general review of the Bylaws of the Association.
- 16.07** In the event any provision of these Bylaws is in any manner determined to be inconsistent with, or in violation of, the fundamental and paramount principle of the Association set forth in clause 2.02 above, then upon such determination being made by the Board acting reasonably, such provision shall be deemed to be void ab initio and of no force and effect, and such provision shall be deemed to be struck from these Bylaws without further notice or approval by the Regular Members. Further, the Regular Members and the Board shall take such steps and grant such approvals as are necessary to ensure the Bylaws are formally amended, approved and filed with Corporate Registry to reflect same.

SCHEDULE "B"

REDLINE COMPARE OF THE BYLAWS

~~ALBERTA URBAN MUNICIPALITIES ASSOCIATION~~

BYLAWS

Article ~~1~~ - NAME AND DEFINITIONS

- 1.03** The name of the Association (~~herein referred to as the "Association"~~) ~~is currently shall be~~ the Alberta Urban Municipalities Association, ~~which may be amended from time to time in accordance with the governing legislation and the terms hereof.~~ ~~referred to in these Bylaws as the "Association."~~
- 1.04** In these Bylaws, in addition to any other definitions contained herein, save where the contrary is expressed:
- a. **"Act"** means the *Societies Act* (Alberta) and any statute that may be substituted therefor, and the regulations made thereunder, as from time to time amended, and in the case of such amendment, reference in the Bylaws shall be read as referring to the amended provisions thereof;
 - b. **"appoint"** includes "elect" and *vice versa*;
 - c. **"Affiliate Member"** has the meaning set forth in clause 4.02(c);
 - d. **"Associate Member"** has the meaning set forth in clause 4.02(b);
 - e. **"Association"** means the Alberta Urban Municipalities Association ~~or such other name that it is legally changed to~~;
 - f. **"Board"** means the Board of Directors of the Association, as constituted from time to time;
 - g. **"Bylaws"** means these Bylaws and all other Bylaws of the Association from time to time in force and effect;
 - h. **"Chief Executive Officer"** means the person referred to in Article ~~13XIII~~ hereof that is duly appointed as the chief executive officer of the Association by the Board from time to time;
 - i. **"Director"** means a person who is from time to time duly elected or appointed as a Director of the Association;
 - j. **"Elected Representative"** means a member of the council of a Regular Member, elected pursuant to the MGA;
 - k. **"Good Standing"** means a member in respect of whom the Association has received the membership fee for the current membership year or, in the case of a Regular Member, evidence of intention to pay satisfactory to the Board has been received;
 - l. **"MGA"** means the *Municipal Government Act* (Alberta) and any statute that may be substituted therefor, and the regulations made thereunder, as from time to time amended, and in the case of such amendment, reference in the Bylaws shall be read as referring to the amended provisions thereof;

- m. **"Officers"** means the officers of the Association including the elected or appointed officers that are elected or appointed by the membership as per the terms hereof, namely the President and Vice-Presidents (herein also referred to as the **"elected Officers"**), as well as those officers appointed by the Board, such as the Chief Executive Officer, and such other persons as would be construed as "officers" at law by reason of their senior roles of management with the Association.
- n. **"Regular Member"** and **"Regular Membership"** have the meanings set forth in clause 4.02(a);
- o. **"Returning Officer"** has the meaning set forth in clause 7.01;
- p. **"Special General Meeting"** means a meeting of the membership other than the annual general meeting;
- q. **"Special Resolution"** has the meaning set forth in the Act.

Article **2II** - PURPOSE OF BYLAWS

- 2.01** The purpose of these Bylaws is to conform to the provisions of the Act and to set out the Association's membership, participation and leadership structures and processes to facilitate the Association's ability to provide leadership in advocating for legislation and programs to the Alberta and Canadian governments and to other organizations that support effective municipal governance and municipal interests in general, and to provide services that address the needs of its membership.
- 2.02** These Bylaws establish, and shall continue to establish in each and every year of the Association's existence, a fundamental and paramount principle that the Association is owned and controlled, directly or indirectly, by the Regular Members (as referenced in Article **4IV**) of the Association in every material way, and that the Association's Bylaws, or any other constating document of the Association, shall be interpreted by the Association's Members, any court of competent jurisdiction and any taxing authority having jurisdiction, in a manner consistent with this fundamental and paramount principle.

Article **3III** - GENERAL

- 3.01** The Board may establish procedures for convening any meeting referred to in these Bylaws by electronic or other communication facilities including a conference telephone call, video-conferencing, facsimile, e-mail or such other technology as may become available.
- 3.02** Notwithstanding anything in these Bylaws, if by virtue of severe weather conditions, a pandemic or other emergency reason that is generally applicable, it is impossible for a quorum to participate in any scheduled or required meeting, then:
 - a. the time for undertaking any action, and
 - b. the terms of office of the Directors, President and Vice-Presidents, shall be extended until the meeting can be reconvened.

- 3.03** When written notice is required to be provided under these Bylaws, the notice may be given by mail, facsimile or other electronic means which enables the recipient to review the entire text of the notice.
- 3.04** The Association shall comply with the governing privacy legislation to the extent it is applicable to the Association and/or its activities.

Article ~~4IV~~ - MEMBERSHIP

4.01 Any municipality, organization or business which:

- a. desires to further one or more ~~o~~ objects of the Association,
- b. qualifies under a membership category described in clause 4.02, and
- c. pays the relevant membership fee,

may become a member of the Association, but subject to Board approval where clauses 4.02 ~~(a)ii.~~, ~~4.02(a)iii.~~ and 4.05 are applicable, and subject to clause 4.09 as it pertains to reinstatement.

4.02 The categories of membership are:

- a. REGULAR MEMBERSHIP, such members being referred to as "**Regular Members**", which shall be available to:
 - iv. any city, town, village, summer village, or specialized municipality located in Alberta; ~~and~~
 - ~~v.~~ upon Board approval, any successor municipality of a Regular Member referred to in subsection i. above, including any municipal district or county if the municipal district or county is the successor municipality thereof; ~~and~~
 - ~~v.~~ upon Board approval, any applying improvement district or Special Area located in Alberta;
- b. ASSOCIATE MEMBERSHIP, such members being referred to as "**Associate Members**", which shall be available to:
 - i. any municipality other than a municipality referred to in clause 4.02 ~~(a)i.~~;
 - ii. any organization wholly owned by one or more municipalities that are eligible to be Regular Members or Associate Members, any municipally-related non-profit organization or special purpose board or commission;
 - ~~iii.~~ any municipally-related non-profit organization or special purpose board or commission that provides a reciprocal membership that has been approved by the Board; and
 - ~~iii.~~ any other local authority or related non-profit organization incorporated pursuant to provincial legislation; located in or outside Alberta;
- c. AFFILIATE MEMBERSHIP, such members being referred to as "**Affiliate Members**", which shall be available to any company, organization or individual, in or outside of the Province of Alberta.

4.03 The classifications of Regular Members for the purposes of determining Board representation under Articles ~~7VII~~ and ~~8VIII~~ are as follows:

- a. cities with populations over 500,000;

- b. cities with populations up to 500,000;
- c. towns;
- d. villages; and
- e. summer villages.

4.04 For purposes of determining membership classification, a specialized municipality, municipal district or county shall be classified according to its population such that if it has a population equal to or greater than the population thresholds set out in applicable provincial legislation, or as otherwise determined by the Government of Alberta, in relation to:

- a. a city, it shall be considered a city;
- b. a town, it shall be considered a town;
- c. a village, it shall be considered a village; and

if less than the population set out for a village, it shall be considered a summer village.

~~For purposes of determining membership classification, a specialized municipality, municipal district or county shall be classified according to its population such that if it has a population equal to or greater than the population thresholds set out in applicable provincial legislation or as otherwise determined by the Government of Alberta, in the MGA in relation to:~~

- ~~(a) a city, it shall be considered a city;~~
- ~~(b) a town, it shall be considered a town;~~
- ~~(c) a village, it shall be considered a village; and~~

~~if less than the population set out for a village, it shall be considered a summer village.~~

4.05 The Townsite of Redwood Meadows, the Special Areas Board and an improvement district are eligible for inclusion, upon Board approval, in the classification of Regular Membership appropriate to its population.

4.06 (1) Subject to sub-clause (2), any member may withdraw from membership in the Association at any time by notice in writing.

(2) A Regular Member which wishes to withdraw from membership in the Association shall provide at least twelve (12) months' notice in writing to the Association accompanied by a certified copy of the resolution of council.

(3) Any notice of withdrawal of membership shall be presented to the Board.

(4) A member which withdraws from membership is not entitled to reimbursement of any membership fees.

4.07 The membership year is the calendar year.

4.08 For purposes of this section, "Association activities" means all activities of the Association under its mandate other than business services, and "business services", for the purposes of these Bylaws, shall mean the provision, directly or indirectly, of certain products or services by

the Association to its members which shall typically be through a service delivery entity owned by or related to the Association. With respect to access to these activities and services:

- a. Regular Members - Regular Members are entitled to participate in all Association activities and business services, including the right to vote as set forth in Article 5V;
- b. Associate Members - Associate Members are entitled to participate in business services and may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, but, for greater clarity, such participation shall not include the right to vote on Association matters;
- c. Affiliate Members - Affiliate members are ~~not~~ entitled to participate in business services ~~and~~ but may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, but, for greater clarity, such participation shall not include the right to vote on Association matters.

4.09 If a member ceases to be a member in Good Standing:

- a. ~~municipalities or organizations that are Regular or Associate Members~~ such member shall not be entitled to participate in Association activities nor have any voting rights under Article 5V but ~~Regular or Associate Members~~ shall be entitled to participate in the Association's business services;
- b. for a period exceeding six (6) months, the member may be expelled from the Association upon approval thereof by the Board, effective immediately upon notice from the Association to the ~~Regular Member~~. Thereafter the member shall not be entitled to participate in ~~A~~association activities or enjoy membership privileges until the member has been brought into Good Standing and reinstated upon approval of the Board.

Article 5V – VOTING RIGHTS AT MEMBERS' MEETINGS

5.01 The voting rights of a Regular Member in Good Standing of the Association at any annual general meeting or Special General Meeting shall be equal to one (1) vote for and by each Elected Representative of such Regular Member that is in attendance at such meeting.

5.02 For greater clarity, subject to clause 5.01, the maximum number of votes available to a Regular Member shall depend on the number of Elected Representatives it has on its council at the relevant time.

Article 6VI - NOMINATIONS

6.01 Nominations for Directors and elected Officers shall be conducted in accordance with the election procedures established by the Returning Officer designated pursuant to clause 7.01.

6.02 To be eligible for nomination, a person must at a minimum:

- a. be an Elected Representative of a Regular Member in Good Standing,
- b. submit a completed nomination in the form prescribed by the Returning Officer, and

c. be nominated by at least two other Elected Representatives of Regular Members in Good Standing.

Further, for the President or Vice-President positions, the nomination must be approved by a motion of the council of the Regular Member that the nominee is an Elected Representative of.

6.03 A municipality shall not have more than one Elected Representative serving in a Director position, except for the Cities of Edmonton and Calgary. In the event more than one Elected Representative from a municipality is nominated, the municipality's council needs to approve a motion for only one nominee.

6.04 The persons making a nomination and the person being nominated must be eligible to vote in the election for which the nomination is being made.

6.05 The Association shall have five (5) Vice-Presidents who shall be elected or appointed according to a classification system that is slightly modified from that set forth in clause 4.03, with the applicable classifications for which a Vice-President shall be appointed, or elected being as follows:

- a. the City of Calgary;
- b. the City of Edmonton;
- c. cities with populations up to 500,000;
- d. towns; and
- e. villages and summer villages.

A person eligible for nomination as Vice-President for a classification must also be elected or appointed as a Director in the classification.

6.06 The President shall also be a Director but not a Director that has been appointed or elected pursuant to clause 8.02 in relation to a classification.

Article 7 - ELECTIONS

7.01 The Board shall designate a person to be the "Returning Officer" who shall be responsible for the fair and proper conduct of elections.

7.02 The Returning Officer shall establish and publish election procedures in accordance with these Bylaws and any applicable policies and procedures adopted by the Board from time to time.

7.03 Elections of Directors and elected Officers shall be held at the annual general meeting.

7.04 The Regular Members eligible to vote on the election or appointment of the Directors and elected Officers through their respective Elected Representatives are as follows:

- a. President – For the President of the Association, all persons that meet the voting requirements under Article 5;
- b. Vice-Presidents – For each Vice-President, only those persons that: (i) are Elected Representatives of Regular Members that fit within the relevant classification, as set

forth in clause 6.05, for which the Vice-President is being elected, and (ii) that otherwise meet the voting requirements under Article ~~5V~~;

- c. Directors – For each Director, only those persons that: (i) are Elected Representatives of Regular Members; (ii) where in relation to a classification, only those Elected Representatives of Regular Members that fit within the relevant classification as set forth in clause 4.03, and, if a town or village, the electoral zone for which the Director is being elected, and (iii) that otherwise meet the voting requirements under Article ~~5V~~.

Article ~~8VIII~~ – DIRECTORS AND OFFICERS

8.01 The Association shall have a Board consisting of fifteen (15) Directors. For greater clarity, one of whom shall also be the President.

8.02 The number of Directors representing each classification is:

- a. two (2) Directors appointed by the City of Calgary, one of whom shall be designated by the City as Vice-President for Calgary;
- b. two (2) Directors appointed by the City of Edmonton, one of whom shall be designated by the City as Vice-President for Edmonton;
- c. three (3) Directors representing cities with populations up to 500,000;
- d. three (3) Directors representing towns;
- e. three (3) Directors representing villages;
- f. one (1) Director representing summer villages;

for an aggregate total of fourteen (14) Directors elected or appointed in relation to a classification.

8.03 The Directors representing towns and villages shall be elected according to electoral zones designated by the Board.

8.04 The Board shall establish the electoral zones for towns and villages as follows:

- a. towns shall be grouped into three zones, designated as towns east, west and south, and otherwise in such a manner that the number of towns in each zone is approximately the same;
- b. villages shall likewise be grouped into three zones, designated as villages east, west and south, in such a manner that the number of villages in each zone is approximately the same;

The Board shall publish the electoral zone information on its website by June 30 in each year except where there are no changes from the previous year.

8.05 The following applies to the term of office for each position on the Board:

- a. it commences at the organizational meeting of the Board following the annual general meeting, and
- b. it continues until the ~~end of the~~ applicable (as per the terms of office in clause 8.06) annual general meeting at which time the position is available for election.

8.06 The terms of office for the positions of Directors and elected Officers are as follows:

- a. President - Two (2) years;

- b. Vice-President – One (1) year;
- c. Director – Two (2) years.

For greater clarity, Directors and elected Officers may be re-elected for one or more successive terms, provided they are otherwise eligible for the position.

8.07 (1) The term of office for the following Director positions shall begin in odd numbered years:

- a. one (1) Calgary Director;
- b. one (1) Edmonton Director;
- c. two (2) for cities with populations up to 500,000;
- d. towns east;
- e. villages south;
- f. summer villages.

(2) The term of office for the following Director positions shall begin in even numbered years:

- a. one (1) Calgary Director;
- b. one (1) Edmonton Director;
- c. one (1) for cities with populations up to 500,000;
- d. towns west and south;
- e. villages east and west.

8.08 (1) A President who is no longer an Elected Representative immediately ceases to be President and a member of the Board.

(2) A Director who is no longer an Elected Representative immediately ceases to be a member of the Board.

~~(3) In the case of either (1) or (2) above, if the period until the next annual general meeting is longer than three (3) months, the position shall be deemed to be vacant.~~

8.09 Should the legal municipal status change of the municipality of which a Director is an Elected Representative:

- a. the Director is eligible to remain in the position until the next annual general meeting, and
- b. if the term of office for the position does not expire at the end of the next annual general meeting, a by-election shall be held at the next annual general meeting to fill the position for the remainder of the term.

8.10 Should the office of the President become vacant, the remaining Board shall forthwith appoint a member of the Board to serve as President until the next annual general meeting.

8.11 (1) Should a vacancy occur in a Director position other than a Director appointed by the City of Calgary or the City of Edmonton or in a Vice-President position, then:

- a. the Board may appoint a replacement to serve until the next annual general meeting, and
- b. if the term of office for the position does not expire at the end of the next annual general meeting a by-election shall be held at the next annual general meeting to fill the position for the remainder of the term.

(2) Should a vacancy occur in a Director position or a Vice-President position appointed by the City of Calgary or the City of Edmonton, the relevant city may appoint a replacement for the remainder of the term of office of the position.

8.12 A person appointed to fill a vacancy in any position must be eligible for election to that position if an election were held.

8.13 In carrying out the rights and responsibilities of a Director or Officer, every Director and Officer of the Association shall:

- a. act honestly and in good faith with a view to the best interests of the Association,
- b. exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances,
- c. comply with the applicable law including the Act, its regulations as well as with the objects, Bylaws, policies and procedures adopted by the Association,
- d. maintain the confidentiality of all Association information given to such Director or Officer that is considered confidential, except in the following circumstances:
 - v. the confidential information is in or subsequently enters the public domain through no action of the Director or Officer; or
 - vi. the confidential information is required to be disclosed by law, _____ and if the Director or Officer receives Association information that is considered confidential from:
 - vii. such person's own independent sources; or
 - viii. any third party not under an obligation to keep the information confidential, the Director will disclose to the Board that such information has been received.

8.14 A member of the Board ceases to be a Director if:

- a. the person is disqualified from council pursuant to sSection 174(1) of the MGA, or
- b. the person misses three consecutive regular meetings of the Board, upon approval by the Board of the Director's removal, effective immediately upon notice from the Association to the Director.

8.15 The Board may, by resolution passed by at least three fourths (3/4) of the votes cast by those eligible to vote, remove a Director from the Board effective as of the date of the resolution or such later date as resolved by the Board. The provisions of clause 9.05 regarding notice and an opportunity to be heard apply to a resolution under this clause.

ARTICLE ~~9IX~~ - DISQUALIFICATION OF DIRECTORS

9.01 In this Article:

- a. "Director's family" means the Director's spouse or adult interdependent partner, the Director's children, the parents of the Director and the parents of the Director's spouse or interdependent partner;
- b. "spouse" means:
 - i. the spouse of a married person, and

- ii. does not include a spouse who is living separate and apart from the other spouse if the spouses have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.

9.02 (1) A member of the Board has a pecuniary interest in a matter if:

- a. the matter could monetarily affect the Director or an employer of the Director, or
- b. the Director knows or should know that the matter could monetarily affect the Director's family.

(2) For the purposes of subsection (1), a person is monetarily affected by a matter if the matter monetarily affects:

- a. the person directly,
- b. a corporation, other than a distributing corporation (as defined under the governing legislation), in which the person is a shareholder, director or officer,
- c. a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or
- d. a partnership or firm of which the person is a member.

(3) A Director does not have a pecuniary interest by reason only of any interest:

- a. that the Director or a member of the Director's family may have by reason of being appointed by the Board as a director of a company incorporated for the purpose of carrying on business for and on behalf of the Association or by reason of being appointed as the representative of the Board on another body;
- b. that the Director or member of the Director's family may have with respect to any allowance, honorarium, remuneration or benefit to which the Director or member of the Director's family may be entitled by being appointed by the Board to a position described in clause a.);
- c. that the Director may have with respect to any allowance, honorarium, remuneration or benefit to which the Director may be entitled by being a Director; or
- d. that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Director.

9.03 (1) When a Director, or a Regular Member of which the Director is an Elected Representative, has a pecuniary interest in a matter before the Board, a Board committee or any other body to which the Director is appointed as a representative of the Board, the Director must, if present:

- a. disclose the general nature of the pecuniary interest prior to any discussion of the matter,
- b. abstain from voting on any question relating to the matter,
- c. abstain from any discussion of the matter, and
- d. subject to subsection (2), leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

(2) If the matter with respect to which the Director, or the Regular Member of which the Director is an Elected Representative, has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the Director to leave the room.

- 9.04** (1) A Director ceases eligibility to be a Director if the Director:
- a. takes part in a decision of the Board knowing that the decision might further a private interest of:
 - i. the Director,
 - ii. a corporation, firm or partnership referred to in clause 9.02(2), or
 - iii. a Regular Member of which the Director is an Elected Representative,
 - b. where applicable, does not declare an interest and withdraw from a meeting without voting on or discussing a matter before the Board which might further a private interest referred to in clause (a)i., ii. or iii. above, or
 - c. accepts:
 - i. a fee of any amount other than a fee or honorarium paid by the Association for the Director's services as a Director, or
 - ii. a gift or other benefit having a value of more than the maximum determined by the Board from time to time where such amount is received because the Director is a Director.
- (2) Subsection (1)~~(c)~~ does not apply if a Director is invited to attend an event or function as a representative of the Association and the Director discloses such attendance and payment in a manner approved by the Board from time to time.

- 9.05** (1) A meeting of the Board may be called under clause 10.01 to determine whether a Director is no longer eligible to be a Director under this Article.
- (2) The Director:
- a. shall be given notice of a meeting of the Board called under this section;
 - b. upon request:
 - i. shall be given particulars of the grounds on which it is alleged that the Director has ceased eligibility to be a Director;
 - ii. shall be given an opportunity to make representations to the Board in writing or in person, or by legal counsel, or any combination of the foregoing;
 - c. is not entitled to be present while the Board discusses the question whether or not the Director has ceased eligibility to be a Director.

- 9.06** (1) Upon determination by the Board that the Director has ceased eligibility to be on the Board, the Association shall provide notice to the Director of the Director's removal from the Board effective the date thereof.
- (2) The provisions of Article ~~8VIII~~ relating to the filling of vacancies on the Board until the next annual general meeting apply to filling a vacancy under this Article.

- 9.07** A Director, by accepting appointment or election as a Director, agrees the Director will not be entitled to assert any claim or bring any legal action, whether for defamation or any other cause of action, against the Association or any Officer, Director or employee of the Association, in respect of anything done by any of them in good faith pursuant to this Article.

Article ~~10X~~ - POWERS AND DUTIES OF THE BOARD

- 10.01** Meetings of the Board shall be held as follows:
- a. pursuant to a regular schedule of meetings set by the Board ~~at its organizational meeting following the annual general meeting~~, or
 - b. at the call of the President, or
 - c. upon the written request of four (4) Directors with at least 72 hours notice.
- 10.02** A quorum of the Board is eight (8) members.
- 10.03** At meetings of the Board, each Director present shall have one vote and, in the case of a tie, the motion shall be lost. A resolution in writing signed by all of the Directors, shall be valid and effectual as if it had been passed at a meeting of Directors duly called and constituted.
- 10.04** The Board has the authority to manage, or supervise the management of, the affairs of the Association. The Board has the authority and responsibility to carry out as appropriate, or delegate to its committees, the powers and duties conferred upon it by the Association and by law.
- 10.05** If the Board establishes and prescribes the terms of reference for any committee, or delegates that authority to the Executive Committee, the persons appointed as committee members may be:
- a. Directors,
 - b. Elected Representatives of members,
 - c. other persons, and/or
 - d. any combination of the above.
- 10.06** Members of the Board and Executive Committee shall receive an honorarium for their service and shall be reimbursed for expenses reasonably incurred in performing their duties on the Board or Executive Committee.
- 10.07** The Board shall have authority on behalf of the Association to approve and adopt policies and procedures from time to time relating to the Association and its operations.
- 10.08** In addition to the duties otherwise set forth herein, and for greater clarity, in exercising its operational authority, the Board, and each Director and Officer, shall comply with the then current objects, bylaws, policies and procedures of the Association.

Article ~~11X~~ - EXECUTIVE COMMITTEE

- 11.01** The Executive Committee, also referred to as the Executive, shall consist of the President and the Vice-Presidents and may also include such other Directors of the Association that the Board may approve to be part of the Executive.
- 11.02** A quorum for Executive Committee meetings shall consist of three (3) members of the Executive.
- 11.03** The Executive Committee shall have all the powers of the Board between meetings of the Board on emergent and time sensitive issues in accordance with such rules as the Board may adopt

provided that the Executive may only provide recommendations to the Board, and shall not determine, the following:

- a. the employment or termination of the Chief Executive Officer of the Association,
- b. the amount of membership fees under clause 15.04, and
- c. borrowing money under clauses 15.06 and 15.07.

11.04 The Executive Committee shall report any action taken under clause 11.03 at the next meeting of the Board.

11.05 The President and the Vice-Presidents of the Association shall have the duties and powers set forth in these Bylaws as well as those associated with their position as set forth below:

- a. President – The President of the Board shall, when present, preside at all meetings of the Board and of the members. The President shall, subject to the authority of the Board, have general supervision of the activities and affairs of the Association and shall have such other duties and powers as the Board may specify;
- b. Vice-Presidents – If the President is absent or is unable or refuses to act, one of the Vice-Presidents shall preside at the meetings of the Board and of the members. The duty to preside in the President’s absence shall be undertaken by the Vice-Presidents on a rotation that is approved by the Board. The Vice-Presidents shall have such other duties and powers as the Board may specify.

Article ~~12XII~~ - MEETINGS

12.01 The annual general meeting of the Association shall be held at such time and place as the Board may determine.

12.02 Written notice of the date of the annual general meeting shall be provided to each Regular Member and the Association’s auditor not less than twenty-eight (28) days prior to the date of the meeting.

12.03 A Special General Meeting of the Association may be held at the call of five (5) percent of the Regular Membership or by two-thirds (2/3) vote of all the Board and written notice shall be provided to each Regular Member not less than fourteen (14) days before the date of the meeting except where a matter is to be decided by a Special Resolution in which case the notice period set forth in clause 16.03 shall apply.

12.04 A quorum at an annual general meeting or Special General Meeting shall be representation from twenty-five percent (25%) of the Regular Members in Good Standing and the quorum shall be determined within fifteen minutes of the posted starting time of the meeting. For the purposes of this determination, a Regular Member shall be deemed to be represented if:

- a. at an annual general meeting, one of its Elected Representatives is registered to attend the annual Association’s conference and annual general meeting, regardless of whether such Elected Representative attends the said meeting;
- b. at a Special General Meeting, one of its Elected Representatives is in attendance.

- 12.05** The President or, where applicable, a Vice-President or such other Director approved by the Board, shall chair the annual general meeting and any Special General Meeting.
- 12.06** The persons entitled to speak at an annual general meeting or Special General Meeting are:
 - a. those Elected Representatives in attendance whose municipalities are Regular Members of the Association in Good Standing,
 - b. in the event a Regular Member is unable to be represented at the annual general meeting or a Special General Meeting by an Elected Representative, an official appointed by motion of the c Council to represent it, provided that notice of such appointment is submitted in writing to the Chief Executive Officer at least three (3) days prior to the date of the annual general meeting or Special General Meeting, and for greater clarity, such person shall not have any voting rights,
 - c. upon a motion from the floor, a representative of an Associate Member, and
 - d. the Association's auditor and such other person(s) upon consent or invitation of the chair of the meeting.
- 12.07** Except as otherwise provided in these Bylaws, the rules of procedure to be followed at meetings of the Board, the annual general meeting and any Special General Meeting shall be formal in nature following, generally speaking, the applicable procedures set forth in "Robert's Rules of Order, Newly Revised" with deviations as deemed appropriate by the meeting's chair, to facilitate consensus, discussion and collaboration.

Article ~~13~~XIII - CHIEF EXECUTIVE OFFICER

- 13.01** The Board shall appoint a Chief Executive Officer to manage the affairs of the Association. For greater clarity, the Chief Executive Officer shall not be a Director of the Association.
- 13.02** The Chief Executive Officer, as the chief officer of the Association and any of its subsidiaries, ensures that the policies and programs of the Association are implemented, and performs the duties and functions and exercises the powers assigned to the Chief Executive Officer by the Board.
- 13.03** The Chief Executive Officer may cause the Association to employ any staff required within the expenditure authority included in the Association's budget.

Article ~~14~~XIV - SIGNING AUTHORITY

- 14.01** After minutes are approved by the Board in relation to Board meetings and by the Regular Members in relation to membership meetings, the minutes shall be signed by the Chief Executive Officer to indicate such approval.
- 14.02** Except where otherwise authorized herein, the Board shall designate signing authorities for any financial or other instrument, contract, document or agreement requiring the signature of the Association and grant authorizations for the use of the seal by Board resolution or in one or more Board approved policies.

Article ~~15XV~~ - FINANCIAL AFFAIRS

- 15.01** The fiscal year of the Association shall be the calendar year unless otherwise approved by the Board.
- 15.02** Before the end of each fiscal year, the Board shall approve a budget for the next fiscal year which shall include revenues at least sufficient to pay the estimated expenditures.
- 15.03** The Board may approve an interim budget for part of the next fiscal year.
- 15.04** The Board shall annually determine a method of calculating membership fees which will generate the membership fee revenue projected in the budget.
- 15.05** If any number of Regular Members agree to undertake a special initiative, the Board may levy a special fee on those members to raise the required revenue.
- 15.06** The Board shall have the power and authority to cause the Association to borrow money for operating purposes, and to give security therefor, in an amount not in excess of sixty percent (60%) of annual fees or special assessments then levied or assessed by the Association to its membership but not yet collected.
- 15.07** By a two-thirds (2/3) majority vote of the Board, the Association may borrow for capital purposes on such terms as the Board determines appropriate.
- 15.08** The Association may draw, make, accept, endorse, execute and issue promissory notes, bills of exchange and other negotiable instruments.
- 15.09** The books and records of the Association shall be available for the inspection by any Regular Member of the Association at the Association's office during normal business hours except confidential information of the Association which may only be disclosed upon Board approval and on such terms as are required by the Board.
- 15.10** In the event the Association is wound up or dissolved, the Association shall obtain and comply with the required authorizations and processes referenced in the Act. Further, in such event, all of its remaining assets after payment of its liabilities, if any, shall be paid to such registered and incorporated non-profit organization or organizations with purposes similar to those of the Association as a majority of the Regular Members determine and in no event shall any ~~m~~Member become entitled to any remaining assets of the Association.
- 15.11** The Board shall appoint by resolution an independent firm of chartered professional accountants as the Association's auditor to audit the annual financial statements of the Association and an audited annual financial statement shall be submitted to each annual general meeting.
- 15.12** The Association may acquire by gift or purchase and have, possess, and enjoy land, tenements, rents, annuities, and other property of any kind whatsoever within the Province of Alberta.

- 15.13** The Association may from time to time sell, alienate, exchange, mortgage, let, lease or otherwise dispose of any part of its real or personal estate.
- 15.14** Every Director and Officer of the Association and their heirs, executors and administrators, respectively, shall be deemed to have assumed office on the express understanding and agreement and condition that each shall, from time to time and at all times, be indemnified and saved harmless out of the funds of the Association from and against:
 - a. all costs, charges, damages and expenses whatsoever, including without limitation, an amount paid to settle an action or satisfy a judgment, which they sustain or incur in or about any action, claim, suit or proceeding which is brought, commenced or prosecuted against them by reason of being or having been a Director or Officer of the Association or who acts or acted at the Association’s request as a director or officer of another entity in which the Association had a material interest or in respect of any act, omission, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office; and
 - b. all other costs, charges, damages and expenses which they sustain or incur in or about or in relation to any act, omission, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office;
 except such costs, charges, damages and expenses as are occasioned by their own willful misconduct or dishonesty and except in respect of an action by or on behalf of the Association or other said entity to procure a judgment in its favour.
- 15.15** The Association shall purchase and maintain, or otherwise ensure, there is directors’ and officers’ liability insurance for the benefit of the Directors and Officers of the Association, in such amounts and with such insurers as the Board may from time to time determine appropriate.

Article 16XVI - AMENDMENTS

- 16.01** The Board or a Regular Member may propose a Special Resolution, as required by the Act, to amend these Bylaws.
- 16.02** A proposed Special Resolution may be considered at the annual general meeting or at a Special General Meeting.
- 16.03** Written notice of a proposed Special Resolution shall be provided to each Regular Member not less than twenty-eight (28) days before the meeting at which the Special Resolution is to be considered.
- 16.04** An amendment to the Bylaws shall not be made unless approved by Special Resolution.
- 16.05** Notwithstanding any other provision contained in these Bylaws, every Special Resolution to amend these Bylaws shall contain the following preamble:

“WHEREAS the following proposed amendment has been submitted to the Association only after taking into consideration:

- a. the Association's fundamental and paramount principle of ownership and control of the Association by its Regular Members; and
- b. the Association's tax-exempt status under para. 149(1)(d.5) of the *Income Tax Act* (Canada) as discussed by the Canada Revenue Agency in its letter dated March 14, 2007,

and that the proposed amendment herein will not, by its nature, content or description, compromise, modify, alter, affect or change in any way the fundamental and paramount principle of the Association (the Association being owned and controlled by its Regular Members only) or the Association's tax-exempt status under para. 149(1)(d.5) of the *Income Tax Act* (Canada) as same may be amended from time to time."

For greater clarity, failure to include the above preamble shall not invalidate a Special Resolution approved in accordance with these Bylaws and the governing law.

- 16.06** In 2025 and every subsequent year divisible by five (5), the President shall establish a special committee to conduct a general review of the Bylaws of the Association.
- 16.07** In the event any provision of these Bylaws is in any manner determined to be inconsistent with, or in violation of, the fundamental and paramount principle of the Association set forth in clause 2.02 above, then upon such determination being made by the Board acting reasonably, such provision shall be deemed to be void *ab initio* and of no force and effect, and such provision shall be deemed to be struck from these Bylaws without further notice or approval by the Regular Members. Further, the Regular Members and the Board shall take such steps and grant such approvals as are necessary to ensure the Bylaws are formally amended, approved and filed with Corporate Registry to reflect same.



INFORMATION BRIEF

Meeting: September 12, 2022

Agenda Item: 19

SOLID WASTE TO ENERGY – COUNCILLOR SCHLOSSBERGER

DESCRIPTION:

Councillor Schlossberger asked for this item to be placed on Council's Agenda for the September 12, 2022 meeting for discussion.

ATTACHMENT:

- AMCS Scale System Origin Report of tonnage for municipalities within the MD of Willow Creek.

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: September 8, 2022

AMCS Scale System
Origin Report
Transactions from 01/01/2017 through 08/08/2022
Inbound Tickets Only
Third Party and Intercompany Customers
Recycle and Disposal Material
Origin Summary

	Cubic Meters	Tonnes	Est Tonnes	Tax	Disposal Amount	Amount
100 - TOWN OF NANTON (2178) <i>89 tickets and 99 transactions</i>	0.00	72.87	0.00	\$0.00	\$5,349.68	\$5,349.68
200 - TOWN OF CLARESHOLM (3793) <i>11,116 tickets and 12,448 transactions</i>	0.00	16,621.21	0.00	\$0.00	\$1,186,512.46	\$1,186,512.46
300 - TOWN OF STAVELY (541) <i>1,728 tickets and 1,900 transactions</i>	0.00	1,370.53	0.00	\$0.00	\$98,898.90	\$98,898.90
400 - HAMLET OF GRANUM (436) <i>1,271 tickets and 1,420 transactions</i>	0.00	1,004.18	0.00	\$0.00	\$71,050.90	\$71,050.90
500 - MUNICIPAL DISTRICT OF WILLOW CREEK (5565) <i>8,437 tickets and 9,020 transactions</i>	0.00	7,721.91	0.00	\$0.00	\$573,395.03	\$573,395.03
4000 - FORT MACLEOD (3033) <i>3,788 tickets and 4,045 transactions</i>	0.00	10,304.44	0.00	\$0.00	\$717,415.08	\$717,415.08
NA - Not Applicable <i>259 tickets and 272 transactions</i>	0.00	670.72	0.00	\$0.00	\$54,102.30	\$54,102.30
<u>Report Grand Totals</u>	<u>0.00</u>	<u>37,765.86</u>	<u>0.00</u>	<u>\$0.00</u>	<u>\$2,706,724.35</u>	<u>\$2,706,724.35</u>
<i>26,687 tickets and 29,204 transactions</i>						End of Report

Origin Report

Origin: All

Transactions from 01/01/2017 through 08/08/2022

Site ID: All

Inbound Tickets Only

Third Party and Intercompany Customers

Recycle and Disposal Material

Origin Summary

	Cubic Meters	Tonnes	Est Tonnes	Tax	Disposal Amount	Amount
100 - TOWN OF NANTON (2178) <i>89 tickets and 99 transactions</i>	0.00	72.87	0.00	\$0.00	\$5,349.68	\$5,349.68
200 - TOWN OF CLARESHOLM (3793) <i>11,116 tickets and 12,448 transactions</i>	0.00	16,621.21	0.00	\$0.00	\$1,186,512.46	\$1,186,512.46
300 - TOWN OF STAVELY (541) <i>1,728 tickets and 1,900 transactions</i>	0.00	1,370.53	0.00	\$0.00	\$98,898.90	\$98,898.90
400 - HAMLET OF GRANUM (436) <i>1,271 tickets and 1,420 transactions</i>	0.00	1,004.18	0.00	\$0.00	\$71,050.90	\$71,050.90
500 - MUNICIPAL DISTRICT OF WILLOW CREEK (5565) <i>8,437 tickets and 9,020 transactions</i>	0.00	7,721.91	0.00	\$0.00	\$573,395.03	\$573,395.03
4000 - FORT MACLEOD (3033) <i>3,788 tickets and 4,045 transactions</i>	0.00	10,304.44	0.00	\$0.00	\$717,415.08	\$717,415.08
NA - Not Applicable <i>259 tickets and 272 transactions</i>	0.00	670.72	0.00	\$0.00	\$54,102.30	\$54,102.30
Report Grand Totals	<u>0.00</u>	<u>37,765.86</u>	<u>0.00</u>	<u>\$0.00</u>	<u>\$2,706,724.35</u>	<u>\$2,706,724.35</u>
<i>26,687 tickets and 29,204 transactions</i>						End of Report



Town of Claresholm

Council Committee Report

Date: September 12, 2022

Mayor Petrovic	<p>August 17, 2022 AG Society Business as usual.</p> <p>August 19, 2022 MPC Three applications, business as usual.</p> <p>August 27, 2022 Southern Alberta Air Tour The MD of Willow Creek in collaboration with the Town of Claresholm a great event was put on. Was able to chat with MLA Shane Getson on the state of provincial politics. Looking forward to the return of the air show to our community.</p> <p>September 1, 2022 Community Development Lots of discussion in regards to land and development within the town limits, information provided on Provincial Loan Programs and RDN.</p> <p>September 2, 2022 Lethbridge Herald Quick interview with the Lethbridge Herald about Claresholm. Lots of topics were discussed including the RNIP program, economic development and awards recently awarded to Welcoming Claresholm and Our EDO.</p> <p>September 2, 2022 Connecting Claresholm Was asked to co-host Connecting Claresholm. I encourage everyone to watch this neat and uniquely Claresholm talk show that takes place every Friday at noon.</p> <p>September 5, 2022 Claresholm RCMP Met with the RCMP, we discussed the current upswing of break and enters within our community.</p> <p>September 7, 2022 Economic Development for Elected Officials More great information provided on economic development. The three pillars of economic stability were discussed along with the benefits</p>
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Town of Claresholm

	<p>of community economic development. A large focus was how to set the Economic Developer for success.</p> <p>September 7, 2022 RDN</p> <p>I was able to attend the public session of the RDN to help understand the current and future social and housing needs. Unfortunately, there was only 6 community members who attended, two who currently live in the MD and one who was there for reasons that did not pertain to the RDN assessment. I was hopeful that more community members would be involved in this, these sessions will allow for a better understanding of the needs of the community.</p>
<p>Councillor Carlson</p>	
<p>Councillor Cutler</p>	
<p>Councillor Kettles</p>	
<p>Councillor Meister</p>	<p>FCSS</p> <p>The only face to face help that seems to be available in Claresholm, is FCSS. Most other forms of help are becoming more complicated to access. One of the issues brought up is the need for cell phones and computers, in many cases for those who can't afford them or seniors who have never had a need to use them. Often people are sent away from places with a link or a phone number and end up at the office for help from the ladies. Many other aspects of the 'system' seem to be broken and it leads to devastating outcomes. Tumbling tots has moved to the Pentacostal church. Granum would like to grow their youth programming. We could possibly get some funding for a part time seniors worker. Conversations have been</p>



Town of Claresholm

	<p>had with the RCMP to host the dangers of Texting and driving presentation for students, but feel it would benefit adults too, as people become more distracted on the roads.</p> <p>Our new Youth of tomorrow leader is... Will, welcome! Thank you, Vivienne, for the activity bag program that ran throughout the summer! Barb and Holly, I can't believe how far above and beyond you go for people, you are simply the best!</p> <p>Community Engagement Attended 2 sessions of engagement for the social needs assessment. I will admit I was a little disappointed by the community turn out. There seems to be many comments and concerns expressed on social media but very few show up to the important conversations. I do hope those that couldn't make it will attend the online session on the 13th. Thank you for those that did come. You are helping us to develop our strategy forwards. Both sessions were very similar. The deficits and gaps are pretty well known and there is no fast, easy, or 'one size fits all' fix. Once we receive the final reports we will have our base to begin building off of.</p> <p>Waste to energy tour We joined several members of the M.D and surrounding communities on a 'waste to energy' tour. It was a small-scale design but definitely an interesting concept. I think it has the potential to become a viable solution for waste reduction and refinement.</p>
<p>Councillor Schlossberger</p>	
<p>Councillor Zimmer</p>	

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - April 25, 2022				
7	RFD: Community Futures Business Loan Program - Moved by Councillor Schlossberger to accept the Business Improvement Loans Program offered by Community Futures Alberta Southwest, and that the loan interest be repaid at 50% by the Claresholm & District Chamber of Commerce and 50% by the Town of Claresholm Economic Development Committee. CARRIED MOTION #22-061	Brady	Chamber and EDC agreed to share the cost of interest payments for CF-Business improvement loans, to a maximum of \$2,500 per year for each organization.	Complete
Regular Scheduled Meeting - July 18, 2022				
10	RFD: Town's Unposted Speed Limit - Moved by Councillor Cutler to direct administration to engage the public on changing the Town's unposted speed limit to 40km/h and the corresponding cost of \$4,300, and that administration report public engagement findings to Council at the October 10th, 2022 regular meeting of Council. CARRIED MOTION #22-101	Brian/Abe	Survey Monkey has been opened & will run until September 30th.	Complete
Regular Scheduled Meeting - August 15, 2022				
1	BYLAW #1741 - Moved by Councillor Schlossberger to give Bylaw #1741, a Residential Tax Refund Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1741, a Residential Tax Refund Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
2	BYLAW #1746 - Moved by Councillor Meister to give Bylaw #1746, a Road Closure Bylaw, 1st Reading. CARRIED	Tara	Circulated to utility companies and neighbors for public hearing (Sept 12th)	Complete
11	CORRES: Burn 24/7 Calgary - Moved by Councillor Cutler to allow the Claresholm Pentecostal Assembly and the Burn 24/7 Calgary – Worship & Prayer to use Centennial Park on Saturday, September 3, 2022 from 12 noon until 4:00 p.m. and to allow the use of the Town tables & chairs as per Policy #5.8.20 at no cost. CARRIED MOTION #22-108	Abe	Event took place as planned & was successful	Complete
12	RFD: Office Closure - Functional Exercise - Moved by Councillor Meister to approve the closure of the Town of Claresholm Administration Office on October 5, 2022 for a Regional Emergency Management Functional Exercise. CARRIED MOTION #22-109	Jason	Advertising for closure has begun	Complete

20a	IN CAMERA: LAND - Moved by Councillor Cutler to accept the offer in the amount of \$17,500 submitted by Southline Real Estate Ltd for the property located at Lot 2, Block 117, Plan 8010781, subject to obtaining a development permit within one year from date of title transfer. CARRIED MOTION #22-110	Tara/Abe	Agreement executed, sent for registration.	Complete
20a	IN CAMERA: LAND - Moved by Councillor Schlossberger to accept the offer in the amount of \$17,500 submitted by Southline Real Estate Ltd. for the property located at Lot 3, Block 117, Plan 8010781, subject to obtaining a development permit within one year from date of title transfer. CARRIED MOTION #22-111	Tara/Abe	Agreement executed, sent for registration.	Complete
20b	IN CAMERA: LAND - Moved by Councillor Carlson to accept the offer in the amount of \$17,330.00 submitted by Jacob Dunn & Candice Dunn for the property located at Lot 6, Block 4, Plan 7910032 & Lot 3, Block 6, Plan 7910032. CARRIED MOTION #22-112	Tara/Abe	Signed offer sent to realtor	Complete
20b	IN CAMERA: LAND - Moved by Councillor Kettles to accept the offer in the amount of \$45,800.00 submitted by Jacob Dunn & Candice Dunn for the property located at Lot 9, Block 4, Plan 7910032. CARRIED MOTION #22-113	Tara/Abe	Signed offer sent to realtor	Complete
20c	IN CAMERA: LAND - Moved by Councillor Meister to accept the offer in the amount of \$270,000 for the property located at Block 4, Plan 7610058, subject to revised conditions. CARRIED MOTION #22-114	Tara/Abe	Conditions as revised accepted and contract signed.	Complete
20d	IN CAMERA: LEGAL - Moved by Councillor Cutler to award the contract for the demolition and construction of the concrete plaza at Amundsen Park to Premiere Builders in the amount of \$348,998.26 plus GST. CARRIED MOTION #22-115	Tara/Mike	Notified RFP submissions and posted award to APC.	Complete
20e	IN CAMERA: Advice from Officials - Moved by Councillor Schlossberger to approve the additional budget for the Westrose Avenue rehabilitation project by \$70,000 to a total of \$740,000, and amend funding for the project to \$230,000 from water/sewer capital reserve and \$510,000 from MSI Capital. CARRIED MOTION #22-116	Mike	Engineers notified	Complete
20f	IN CAMERA: Confidential Evaluations - Moved by Councillor Meister to appoint Cynthia Wannamaker to be the Town of Claresholm's representative on the Calgary Region Airshed Zone (CRAZ). CARRIED MOTION #22-117	Karine	CRAZ & member have been notified & contact has been made	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: September 9, 2022

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

July 22, 2022

Town of Claresholm – Council Chambers

Attendees: Brad Schlossberger - Council Member (Chairperson)
Doug Priestley - Member-at-Large – VIA ZOOM
Jeff Kerr – Member-at-Large (Vice Chairperson) – VIA ZOOM
Kieth Carlson – Council Member – VIA ZOOM

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

Public: Rob Vogt – Claresholm Local Press

Regrets: Chelsae Petrovic – Mayor

8:55 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt the
Agenda by
Doug Priestley**

**Seconded by
Councilor Carlson**

CARRIED

Adoption of Minutes

- June 17, 2022

**Motion to adopt the
Meeting Minutes
By Jeff Kerr**

**Seconded by
Councilor Carlson**

CARRIED

Item 1: ACTION

HOME OCCUPATION

File: D2022.047
Applicant: Ed Noordegraaf
Owner: Cara Pawlick
Address: 5230 5 Street W
Legal: Lot 50, Block 2, Plan 7810995
Regarding: Home Occupation Application – home office
for general contractor

**Motion to approve with
conditions by
Doug Priestley**

**Seconded by
Councilor Carlson**

CARRIED

Condition(s):

1. *The applicant shall adhere to the stipulations stated in Schedule 10,
of the Town of Claresholm Land Use Bylaw No. 1525.*
-



MUNICIPAL PLANNING COMMISSION MINUTES

July 22, 2022

Town of Claresholm – Council Chambers

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. All work is to be done within the rear detached garage.*
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. *Any intensifications of use or additional vehicles/employees will require a new application. This approval does not include major auto body painting/repairs, or exterior washing of vehicles.*
6. *Any enclosed trailer and business vehicles must be parked solely on property (driveway or in the rear yard) or directly adjacent to the property, and not block any adjacent driveways or properties.*

NOTE(S) -

1. *The purpose of the Town of Claresholm Noise Bylaw No. 1243 is to prohibit certain activities creating noise and to abate instances of noise and to restrict when certain sounds can be made. Hours: Mon – Sat morning 10:00pm to 7:00am (quiet times), Sat evening to Sun morning 10:00pm to 10:00am (quiet time).*
 2. *As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight of 4,500kg, shall not be parked on a highway any time after 10:00PM and before 7:00AM, unless it is parked in a location completely adjoining the vehicle owner's residence.*
 3. *As per Bylaw 1550 (Traffic Bylaw), any commercial vehicle, bus, truck or truck tractor:*
 - *may be parked on private property as long as that vehicle does not block any sidewalk, laneway or alley and doesn't obstruct or hinder the normal flow of traffic (pedestrian or vehicular).*
 - *shall not be parked on a highway unless it is parked in a location completely adjoining the operator's place of residence.*
 - *shall not be parked for more than 48 consecutive hours and must be removed to an off-highway location for at least 72 consecutive hours before it may park there again.*
-



MUNICIPAL PLANNING COMMISSION MINUTES

July 22, 2022

Town of Claresholm – Council Chambers

Item 2: ACTION

DEVELOPMENT PERMIT

**Motion to approve with
conditions by
Jeff Kerr**

File: D2022.050
Applicant: Kelly Matthews
Owner: Kelly & Tracey Matthews
Address: 280 59 Avenue E
Legal: Block 3, Plan 731663
Regarding: Add a farm building – hay shed

**Seconded by
Doug Priestley**

CARRIED

Condition(s):

1. *The Applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. The building permit application has been forwarded on your behalf.*
 2. *The Applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.*
 3. *Any contractors or trades people are required to obtain a Town of Claresholm Business License. For more information, please contact the Town of Claresholm Administration Office (403) 625-3381.*
 4. *The Applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*
 5. *As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the exterior of the development with materials to match the existing buildings.*
 6. *Any changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.*
-

Item 3: DISCUSSION

In Camera – discussion (if required)

9:07 a.m.

**Motion to adjourn by
Jeff Kerr**

CARRIED

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday, August 3, 2022-Stockmans Grill-Fort Macleod



Board Representatives

Brent Feyter, Fort Macleod
Brad Schlossberger, Claresholm
Barb Burnett, Cowley
Dale Gugala, Stavely
Cam Francis, Cardston County
Tim Court, Cardston

Maryanne Sandberg, MD Willow Creek
Sahra Nodge, Pincher Creek
Kevin Todd, Nanton

Resource Staff and Guests

Sacha Anderson, CF Crowsnest Pass
Linda Erickson, PrairiesCan
Bev Thornton, AlbertaSW

- 1 Call to Order/ Chair Brent Feyter called the meeting to order.
- 2 Approval of Agenda Moved by Dale Gugala THAT the agenda be approved as presented.
Carried. [2022-08-807]
- 3 Approval of Minutes Moved by Cam Francis THAT the Minutes of May 4, 2022, be approved as presented.
Carried. [2022-08-808]
- 4 Approval of Cheque Register Moved by Dale Gugala THAT cheques #3060 to #3101 be approved as presented.
Carried. [2022-08-809]
- 5 Opportunity Report Stormy Lake Consulting has completed a southwest Alberta “Economic Opportunities” Report. Bev will invite Patty Richards, Program Advisor, to attend an upcoming Board meeting.
- 6 Green Destinations- The Sustainability Good Practice Story submitted for Top 100 Review. Chosen stories will be announced in mid September. The international conference will be in Athens in 26 September to 01 October 2022. If we continue with this initiative, membership would be renewed in January 2023.
- 7 Operations Plan 2022-2023 Budget page and projects reviewed and discussed.
- 8 Succession/Continuity Plan In preparation for possibility of renewed contract with Government of Alberta, the Board will explore options for staffing and sustainability. Bev will prepare an “Ideas and Discussion” document for the next meeting that the Board may then share with councils and communities for input.
- 9 Executive Director Report Accepted as information.
- 10 Roundtable reports Accepted as information.
- 11 Upcoming Board Meetings Wednesday, September 7, 2022-Nanton
Wednesday, October 5, 2022
Wednesday, November 2, 2022
- 12 Adjourn Moved by Barbara Burnett THAT the meeting be adjourned.
Carried. [2022-08-810]

Approved 07 September 2022

Alberta SouthWest Bulletin September 2022

Regional Economic Development Alliance (REDA) Update



❖ **Alberta SouthWest achieved re-accreditation from the International Economic Development Council (IEDC)** Achieving recognition as an Accredited Economic Development Organization (AEDO) places AlbertaSW among 69 top organizations internationally.

The review team recommendation reads as follows:

The team feels that Alberta SouthWest is one of the most effective examples of a collaborative approach to economic development they have observed. The organization generates excellent value for funders and extremely high leverage for partners.

❖ **Alberta SouthWest Crown of the Continent nominated for Green Destinations Top 100 Story Award** Waterton-Glacier International Peace Park was named the world's first transboundary International Dark Sky Park in 2021, and this is already attracting new kinds of business proposals for accommodations, tours and activities that build upon this natural asset. Our "Dark Skies... Bright Future" story is in consideration to be among the Top 100 Stories for 2022. **Results to be announced in Athens, Greece on September 27, 2022.**

❖ Investment Opportunity Network (ION)

First meeting was held August 30th. CAOs, EDOs and community partners will meet regularly to identify local investment opportunities and design the best way to match buyers and sellers.

➤ **SuccessionMatching.com** pilot project (2018-21) has laid the foundation for these next steps. Community profiles will be re-designed to provide background for investors and others with interest in the region.

➤ Clusters and Corridors

An inventory of all our accommodations and agri-food attractions has been completed by InnoVisions and Associates for AlbertaSW communities. These will be grouped into clusters and itineraries, creating an innovative approach to promoting the region and also collecting valuable visitor data.

❖ Successful community events:

➤ Alberta Air Tour - Claresholm Airport

On August 27, 2022 the Town and MD Willow Creek hosted visiting pilots at the airport. Attendees enjoyed the atmosphere, food, shopping, games, plane tours, and a demonstration by Rocky Mountain Drift Club.

➤ Stavelly celebrates 110 years!

From August 26-28, 2022 "The Smallest Town in Alberta" hosted a full weekend of celebratory events!

➤ **A Taste of Fort Macleod** held September 1, 2022 was a delicious success, showcasing local food and beverages!

❖ Regional Business License sales on track for 2022

This program is in its 20th year of successful operations, providing a service to business.

❖ Southern Alberta Alternative Energy Partnership (SAAEP)

With support from RINSA and National Research Council, ARRCUS created a new tool on the website that captures, in real time, renewable energy production data for the region. www.saaep.ca/industry



Alberta SouthWest Regional Economic Development Alliance

International Economic Development Council (IEDC) Accredited Economic Development Organization (AEDO)
2018-2021 Green Destinations Top 100 Sustainable Global Destinations and Top 3 Best of the Americas

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