



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
DECEMBER 13, 2021
AGENDA**

Time: 7:00 P.M.

Place: Council Chambers (COVID-19 protocols in place)
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 – NOVEMBER 22, 2021

ACTION ITEMS:

1. BYLAW #1733 – BMO Operational Borrowing Bylaw
RE: 1st Reading
2. BYLAW #1734 – AMSC Operational Borrowing Bylaw
RE: 1st Reading
3. DELEGATION RESPONSE: Claresholm Coordinated Community Response to Elder Abuse Coalition – Gabrielle Kirk
4. CORRES: Mayor Craig Copeland, City of Cold Lake
RE: Request Sent to the College of Physicians & Surgeons of Alberta
5. CORRES: Alberta Regional Rail Inc.
RE: Request for Letter of Support
6. CORRES: The Station Association for Claresholm and Area
RE: June 28, 2021 Presentation to Council by the Station Board
7. CORRES: Oldman Watershed Council
RE: Requesting Volunteers on Board of Directors
8. CORRES: Alberta Recreation & Parks Association
RE: Congratulations on Recent Election
9. CORRES: Municipal District of Willow Creek
RE: Claresholm Library Board Representative
10. CORRES: Claresholm Seniors Citizens Drop-in Centre
RE: Notice of Special Meeting of the Membership
11. REQUEST FOR DECISION: Community Centre Project
12. REQUEST FOR DECISION: Community Centre Grant Support Request
13. REQUEST FOR DECISION: Community Donation & Operational Grant Policy
14. REQUEST FOR DECISION: Playschool Lease Agreement
15. REQUEST FOR DECISION: Claresholm Curling Club Lease
16. REQUEST FOR DECISION: Seniors Drop-in
17. REQUEST FOR DECISION: Downtown Alleys
18. REQUEST FOR DECISION: Christmas Eve Operations.
19. REQUEST FOR DECISION: 2022 Operational Budget
20. INFORMATION BRIEF: Grant Notification Skatepark
21. INFORMATION BRIEF: New Years Eve Skate Cancellation
22. INFORMATION BRIEF: Welcoming Claresholm Magazine
23. INFORMATION BRIEF: Council Resolution Status
24. ADOPTION OF INFORMATION ITEMS
25. IN CAMERA:
 - a. PERSONNEL – FOIP Section 17
 - b. LAND – FOIP Section 16
 - c. LAND – FOIP Section 16

INFORMATION ITEMS:

1. Claresholm & District Museum Board Meeting Minutes – September 22, 2021
2. Alberta SouthWest Regional Alliance Board Meeting Minutes – November 3, 2021
3. Alberta SouthWest Bulletin – December 2021
4. WC Regional Waste Management Services Commission Meeting Minutes – September 15, 2021
5. Claresholm/Area Recruitment & Retention Committee Survey – November 2021
6. Minutes of the Physician Recruitment & Retention Committee – November 30, 2021
7. Oldman River Regional Services Commission Board Meeting Minutes – September 2, 2021

ADJOURNMENT



Claresholm

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
NOVEMBER 22, 2021**

Place: Council Chambers (COVID-19 protocols in place)
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajyPVAatNL1KA/live>

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

ABSENT: None

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

MEDIA PRESENT: None

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

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

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

CARRIED

MINUTES: **REGULAR MEETING – NOVEMBER 8, 2021**

Moved by Councillor Zimmer that the Regular Meeting Minutes of November 8, 2021 be accepted as presented.

CARRIED

DELEGATION: **CLARESHOLM COORDINATED COMMUNITY RESPONSE TO ELDER ABUSE COALITION: Gabrielle Kirk**

Gabrielle Kirk was present to speak to Council regarding the Coalition's request to have a member of Town Council as a representative on their board. They have a varied membership that covers many different groups from the community, and they would like a representative from Council on their board who would assist in ensuring that the needs of the community are met.

Moved by Councillor Cutler to adjourn the regular meeting to hold the Public Hearing at 7:06 p.m.

CARRIED

PUBLIC HEARING: BYLAW #1728 – Road Closure Bylaw

Moved by Councillor Kettles to open the Public Hearing regarding Bylaws #1728 at 7:07 p.m.

CARRIED

The purpose of the bylaw is for closing to public travel and creating title to and disposing of portions of public roadway.

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

Chief Administrative Officer Abe Tinney explained the process regarding this Bylaw to Council.

No comments were received from the public regarding Bylaw #1728. Some comments were received from utility companies, however no concerns were raised. No one from the public attended the meeting to voice their concerns.

Moved by Councillor Meister to close the Public Hearing at 7:08 p.m.

CARRIED

Moved by Councillor Carlson to reconvene to the regular meeting at 7:08 p.m.

CARRIED

ACTION ITEMS:

1. **CORRES: Hon. Jason Kenney, Premier of Alberta**
RE: Congratulations to Mayor and Council

Received for information.

2. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**
RE: Congratulations to Mayor and Council

Received for information.

3. **CORRES: Hon. Kaycee Madu, Minister of Justice and Solicitor General**
RE: Alberta Provincial Police Service Transition Study

Received for information.

Council to attend the free Claresholm session on Tuesday, January 25, 2022.

**4. CORRES: Alberta Ombudsman
RE: Fairness Update**

Received for information.

**5. CORRES: Climate Caucus
RE: Congratulations on the 2021 Election Results**

Received for information.

**6. CORRES: Alberta Health Services
RE: AHS Welcome to all Calgary Zone Municipal Leaders**

Received for information.

**7. CORRES: Library Association of Alberta
RE: Congratulations to Town Council**

Received for information.

**8. CORRES: Community Futures Alberta Southwest
RE: Seeking Nominations for Board Position**

MOTION #21-195 Moved by Councillor Carlson to direct administration to pass on this request to the Economic Development Committee to ask for their recommendation to Council in order for an appointment to be made.

CARRIED

**9. CORRES: SouthGrow Regional Economic Development
RE: Elected Officials Information**

Mayor Petrovic along with Councillors Carlson and Meister will attend “Economic Development for Elected Officials” training on January 20, 2022 in Coaldale.

**10. CORRES: Claresholm & District Chamber of Commerce
RE: Alberta Film Industry – Film Friendly Municipalities**

Received for information.

11. REQUEST FOR DECISION: Library Endowment

Brenda Akins from CIBC was present to answer questions regarding this endowment.

MOTION #21-196 Moved by Councillor Cutler to accept and acknowledge the very generous annual donation of \$25,000 for the benefit of the Claresholm Public Library for programming and equipment, and confirm that the funds will be used for this purpose.

CARRIED

12. REQUEST FOR DECISION: The Range Gravel Road Experience

MOTION #21-197 Moved by Councillor Zimmer to hold the Start & Finish line for The Range Gravel Experience event July 23, 2022 at Centennial Park Campground.

CARRIED

MOTION #21-198 Moved by Councillor Schlossberger to set a \$5.00 Shower Fee for riders in the Range Gravel Road Experience at Centennial Park Campground after finishing the gravel road race on July 23, 2022.

CARRIED

MOTION #21-199 Moved by Councillor Kettles to have the Campground Attendant(s) reserve campsites for the event until May 31, 2022 for the Riders in the Range Gravel Road Experience to advance register their sites, after that time the campsites would be available as normal.

CARRIED

13. REQUEST FOR DECISION: Arena Advertising

MOTION #21-200 Moved by Councillor Carlson to adopt Policy #5.7.50 version 1.1, the Arena Advertising Fee Policy, as presented effective September 1, 2021.

CARRIED

14. INFORMATION BRIEF: Atrum Coal

Received for information.

15. INFORMATION BRIEF: Councillor Committee Reporting

MOTION #21-201 Moved by Councillor Cutler to approve the Council Committee Reporting process as presented to begin in January 2022.

CARRIED

16. INFORMATION BRIEF: AUMA Report

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 Carlson to adopt the information items as presented.

CARRIED

20. IN CAMERA

- a. PERSONNEL – FOIP Section 17
- b. PERSONNEL – FOIP Section 17

Moved by Councillor Meister to go In Camera at 7:50 p.m. for the following items:

- a. PERSONNEL – FOIP Section 17
- b. PERSONNEL – FOIP Section 17

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic stated that the live stream has ended at 7:50 p.m.

Councillor Meister excused herself from the meeting at 8:00 p.m. due to a potential conflict of interest regarding Personnel.

Councillor Meister rejoined the meeting at 8:05 p.m.

Moved by Councillor Meister to come out of In Camera at 8:25 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 8:25 p.m.

21. IN CAMERA

- a. PERSONNEL – FOIP Section 17

Councillor Meister declared a conflict of interest and left the meeting at 8:26 p.m.

MOTION #21-202

Moved by Councillor Cutler to appoint Donna Meister to the Claresholm Library Board.

CARRIED

Councillor Meister rejoined the meeting at 8:27 p.m.

MOTION #21-203

Moved by Councillor Kettles to appoint Barry Wood to the Claresholm Museum Board.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:28 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic noted that recording ceased at 8:28 p.m.

Mayor – Chelsae Petrovic

Chief Administrative Officer – Abe Tinney

ACTION ITEMS



REQUEST FOR DECISION

Meeting: December 13, 2021

Agenda Item: 1

OPERATIONAL BORROWING BYLAWS – BYLAW 1733 & 1734

DESCRIPTION/BACKGROUND:

As per MGA Section 251(1) a municipality may only borrow if such borrowing is authorized by a borrowing bylaw. Such borrowing bylaws should be renewed regularly (i.e. annually)

The Town has maintained a revolving line of credit for many years with a principle sum of \$450,000 and there are currently no funds drawn on this credit facility. It has been a long time since we have had to use the revolving line of credit, but maintain it to ensure there are funds available in an emergency or where there is a short-term cash flow concern. There is no change to this bylaw from the prior one with the exception of bylaw number and date.

The Town of Claresholm in early 2018 began using AMSC's Procurement Card credit card program, which is a MasterCard issued by BMO. The Town has a total authorized credit limit on this account of \$50,000. Issuing of cards and card limits are governed by Policy 3-0-01 "Corporate Credit Card Policy".

As the attached bylaws are for operational borrowing not to exceed 3 years we are not required to advertise the bylaw. Limits authorized cannot exceed expected tax revenue for 2022, approximately \$3.5M, which we are well below.

RECOMMENDATION:

Administration recommends that these two operational borrowing bylaws, Bylaw #1733 – 2022 BMO Operational Borrowing, and Bylaw #1734 – 2022 AMSC Operational Borrowing, be maintained at the same amounts and both receive first reading.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw #1733 – 2022 BMO Operational Borrowing Bylaw – regarding the Town revolving line of credit in the amount of \$450,000 1st Reading.

Moved by Councillor _____ to give Bylaw #1734 – 2022 AMSC Operational Borrowing Bylaw – regarding the Town MasterCard account in the amount of \$50,000 1st Reading.

ATTACHMENTS:

- 1.) Bylaw #1733 – 2022 BMO Operational Borrowing Bylaw
- 2.) Bylaw #1734 – 2022 AMSC Operational Borrowing Bylaw

APPLICABLE LEGISLATION:

- Municipal Government Act, RSA 2000, Chapter M-26 Section 251 - 258

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

APPROVED BY: Abe Tinney - CAO

DATE: December 10, 2021



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1733**

WHEREAS the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from the Bank of Montreal (“BMO”) up to the principal sum of \$450,000.00 repayable upon demand at a rate of interest per annum from time to time established by BMO not to exceed 5%, and such interest will be calculated daily and due and payable monthly on the last day of each and every month. The principal sum of \$450,000.00 consists of the following:
 - a. \$450,000.00 revolving line of credit;
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:
 - a. To apply to BMO for the aforesaid loan to the Corporation and to arrange with BMO the amount, terms and conditions of the loan and security or securities to be given to BMO;
 - b. As security for any money borrowed from BMO:
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to BMO all such securities and promises as BMO may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of BMO of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to BMO the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from BMO are:

Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.
5. In the event that the *Municipal Government Act* permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and BMO is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to BMO will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note or other obligation, and BMO will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw comes into force on the final passing thereof.
7. Bylaw #1716 is hereby rescinded.

Read a first time in Council this day of 2021 A.D.

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

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

Chelsae Petrovic, Mayor

Abe Tinney, Chief Administrative Officer



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1734**

WHEREAS the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Municipal Services Corporation (“AMSC”) up to the principal sum of \$50,000.00, repayable monthly on the 4th day of each and every month. Past Due Amounts will be subject to a rate of interest per annum from time to time established by AMSC not to exceed 19.5%, and such interest will be calculated daily and due and payable monthly on the 4th day of each and every month. The principal sum of \$50,000.00 consists of MasterCard accounts administered by AMSC and issued by the Bank of Montreal (BMO).
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:
 To apply to AMSC for the aforesaid credit to the Corporation and to arrange with AMSC the amount, terms and conditions of the MasterCard Accounts;
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:
 Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the credit will not exceed any restrictions set forth in the *Municipal Government Act*.
5. This Bylaw comes into force on the final passing thereof.
6. Bylaw #1717 is hereby rescinded.

Read a first time in Council this day of 2021 A.D.

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

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

Chelsae Petrovic, Mayor

Abe Tinney, Chief Administrative Officer

Claresholm Town Council
111 - 55 Avenue West
PO Box 1000,
Claresholm, AB
T0L 0T0

Re: Request for council representation on the Claresholm Coordinated Community Response to Elder Abuse Coalition

Dear Claresholm Town Council,

This is Gabrielle Kirk with the Claresholm Coordinated Community Response to Elder Abuse Coalition (CCR). The CCR was established in August 2016 in a response to the growing numbers of elder abuse concerns happening in the Claresholm area. With 36% of Claresholm's population over the age of 60, it became a priority of multiple agencies in the community to work together to prevent and respond to elder abuse concerns. Due to the complex nature of elder abuse, many diverse agencies are needed to address a single elder abuse response case. The Claresholm CCR to Elder Abuse Coalition works diligently to organize and collaborate with all the necessary stakeholders to achieve the best possible outcomes for individuals in abusive situations. It is a multi-disciplinary organization made up of diverse professional agencies.

On behalf of the Claresholm CCR, I would like to request a representative from town council to join the Claresholm CCR. Responsibilities would include attending monthly meetings, which occur every first Tuesday of the month at 9am, and to work collaborative with all coalition members to advance our programming in the community.

Thank you for your consideration, and I look forward to hearing back from you.

Sincerely,

Gabrielle Kirk
Claresholm CCR Coordinator



OFFICE OF THE MAYOR

November 25, 2021

Via email: registrar@cpsa.ab.ca

College of Physicians & Surgeons of Alberta
2700, 10020 100 Street NW
Edmonton, AB
T5J 0N3

Attention: Dr. Scott McLeod, Registrar

Dear Dr. ^{Scott} McLeod:

I am writing on behalf of Council to inform you that, at our regular Council meeting held on November 23, 2021, Cold Lake City Council passed a motion requesting that the College of Physicians & Surgeons of Alberta consider streamlining the assessment process for physicians moving to Cold Lake from outside of Canada.

Over the years, the City of Cold Lake has spent hundreds of thousands of dollars on doctor recruitment and retention efforts. These efforts have been — and remain — one of our Council's top priorities as many residents in our community are unattached to a local family physician.

It is our understanding that physicians moving to Cold Lake from outside of Canada must first complete an assessment at another healthcare facility prior to establishing their practice in our community. We understand that this process takes several months, after which the doctor is then oriented to the community and the local healthcare facilities and clinic at which he or she will establish a practice.

We have great respect for the doctors in our community, and we are confident that among them there are several who would be willing and able to assist in this assessment process locally. Doing so, we feel, would greatly streamline this process for doctors who are new to Canada, preventing drawn out orientation process, and allowing for a smoother transition to their community.

.../2



OFFICE OF THE MAYOR

-2-

It is our hope that these assessments take place at the Cold Lake Healthcare Centre by local physicians. If this is not a possibility, our Council would appreciate the opportunity to learn more about the assessment process and would like to extend an invitation to speak with you about the process. This information will assist our Council and our administration as we continue to work to support our local healthcare providers.

You may reach out at your earliest convenience or, alternatively, you may contact the City of Cold Lake's Chief Administrative Officer, Kevin Nagoya, at 780-594-4494 or via email at knagoya@coldlake.com.

With warm regards,

Craig Copeland,
Mayor

cc: The Honourable Jason Copping, Minister of Health
Mr. David Hanson, MLA for Bonnyville - Cold Lake - St. Paul
Dr. Verna Yiu, AHS President and CEO
Alberta Municipalities
Rural Municipalities Association
Cold Lake City Council
Kevin Nagoya, CAO

Karine Keys

From: Vern Raincock <vern.r@abrailway.com>
Sent: December 1, 2021 12:57 PM
To: Karine Keys
Subject: Alberta Regional Rail Update

Can't read or see images? [View this email in a browser](#)

Letters of Support on File & several Council presentations scheduled in December

Alberta Regional Railway Travel System Passenger Rail
Investment in Alberta brings us all together.



ABRailway.com has obtained Letters of Support from communities along the proposed RoW to enable passenger rail to get on track by 2027.

News Release December 1, 2021

Alberta Regional Rail Inc
PO Box 70065
Airdrie, Alberta, Canada
T4B 0V9

+1 587-503-5555 t
ABRailway.com

Airdrie, Alberta (IssueWire.com) - Alberta Regional Rail (ARR) 's Wild Rose Passenger Rail Travel System is a designed and costed plan that can be implemented as a "shovel ready" project. The travel system build out can commence within three years, linking bedroom communities to Calgary, Red Deer and Edmonton. Alternative Hyper-Loop and High Speed rail proposals require acquisition of a new right of way and utility corridor which likely will take decades to be fully functional. Alberta Regional Rail uses passenger rail cars and technology that is "off the shelf" and available now, funding would be sourced and provided through a Public Private Partnership model.

Alberta Regional Rail offers residents an alternative form of transportation to single occupancy vehicles. The travel system will allow municipalities to schedule their respective transit services to the arrival of the train in the heart of the city.

A travel system integrating regional rail and local bus service enables residents to live in Penhold and work in Ponoka, continue education in agriculture at Olds College and sprinkle in arts courses as electives from Red Deer College, attend medical specialist appointments, visit family and friends, go to a game, or just get out and about to enjoy the cultural and historic areas of the corridor, without the stress of driving on the QE2 especially in winter.

Building a travel system incorporating passenger rail removes cars and congestion along the QE 2 freeway. Environmental benefits include reduced emissions not just from the reduced number of vehicles, but also from the motive power of the trains that may use hydrogen fuel cells and battery technology.

The population of the Calgary to Edmonton corridor is only expected to increase. The alternative to building Alberta Regional Rail would be to add more lanes of traffic to the QE2 and build more roads. This course of action will come at a significant environmental, social and economic cost. The four lane Calgary Ring Road is estimated to cost \$30 million per km, double tracking the existing Canadian Pacific Right of Way costs no more than \$7 million per km, and a twinned railway line has a greater capacity than a 4-lane highway.

“The passenger rail travel system costs less than a quarter of the cost of building out equivalent capacity highways, and the initial passenger rail service can be established cost effectively on the existing rail infrastructure”, says Thomas Fryer, Chief Engineer of the project.

“Alberta Regional Rail ‘s Wild Rose Travel System provides substantial economic, environmental and social benefits, and it is a "shovel ready" project that can be implemented in a relatively short period of time.” confirms Vern Raincock, Director of Global Sourcing.

Charles Adler and the [Corus Entertainment](#) invited Alberta Regional Rail to discuss the Hyper-Loop, our Alberta Passenger Rail [#green](#) alternative and [#CanadianCommonSense](#) .

<https://omny.fm/shows/charles-adler-tonight/how-an-hyperloop-rail-could-be-impacting-commute-b>

If your community is interested in providing a letter of support - please reach out to Thomas Fryer at:

Alberta Regional Rail Inc.
Po Box 70065
Airdrie, Alberta, T4B 0V9

+1 (587) 503-5555
Thomas.F@ABRailway.com

About ARR

An integrated travel system offering residents and visitors within the Calgary to Edmonton corridor, links to Local Transit and Alberta’s international airports via an affordable regional rail network. The scenery is superb en route and the regional rail network stops at communities that offer cool attractions, entertainment, and hospitality options.

vern.r@abrailway.com

PO Box 70065 Creekside RPO, Airdrie, AB, T4B 0V9

+1 587-503-5555

<https://abrailway.com>

This email was sent by vern.r@abrailway.com to info@claresholm.ca
Not interested? [Unsubscribe](#) | [Update profile](#)
Alberta Regional Rail Inc. | PO Box 70065 Creekside RPO Airdrie, AB T4B 0V9

Email Marketing by  Campaigns



The Station Association for Claresholm and Area

PO Box 1297
Claresholm, AB T0L 0T0
Tel: 403-715-5750
Email: k.hayes@familyties.ca

November 4th/2021

Claresholm Town Council
111 55 Ave W.
Claresholm, Alberta
T0L 0T0

Dear Members of Claresholm Town Council,

RE: JUNE 28th/2021 PRESENTATION TO COUNCIL BY 'THE STATION' BOARD

We write to you today regarding the presentation provided by a delegation from 'The Station' to Town Council on June 28th/2021 and concerns relating to the Council discussion relating to this presentation which occurred on July 19th/2021. It appears that there are fundamental misunderstandings between our two parties regarding both the services provided by 'The Station' and the request included in presentation given.

The first item we would like to address is what 'The Station' is; a volunteer-based society that is dedicated to increasing awareness and access to social services to the residents of the Claresholm area. This group is largely comprised of representation from multiple non-profit organizations who realized that there were many barriers to the way in which services were being offered to Claresholm. We have demonstrated the ability to increase access to services in this area simply by providing coordination of these services and establishment of a useable space. The Station does not provide direct services but rather provides an unfunded service to the community to make it easier for services located outside of town to efficiently and effectively assist those in need living in this more rural location.

To be frank, comments were made during the July 19th/2021 Council meeting that were incorrect and rather offensive. For example, the following was said: "We did predict that if we started this two years ago that if we started down this road they would look for free forever". This message insinuates that our group is somehow looking to pull one over on the town, which could not be further from the truth. With the exception of one grant-based short-term frontline role (a system navigator pilot project), not a single person or board member has ever been financially compensated for their work on 'The Station' project. For clarity, it should be noted that frontline staff from each organization providing direct services would be compensated for their work with clients but this is beyond the scope of the coordination services provided by 'The Station' so cannot be commented on. To imply that a group of volunteers who saw a way to improve services in this area and have worked (often at a personal cost) for multiple years to realize this goal are somehow attempting to take advantage of the town is simply not accurate. Many of the board members have dedicated their careers to improving lives through their involvement in various human services. It is not and has never been our intent to be subsidized by the town for services that could be funded elsewhere. Rather, it was our desire to partner with the town in such a way that there was a nominal overall cost to both the town and our volunteer-based group so that we could keep a service with demonstrated utility and benefit operational. We were simply proposing the continued use of what appears to be an underutilized facility by a non-profit group of

volunteers; we were not attempting to somehow set a precedent that the Town should be using tax dollars to subsidize a business which is how it appears to have been suggested.

In reviewing the discussion that occurred on July 19th, it appears that there are multiple areas in which a partial understanding of topics such as confidentiality requirements (programs mentioned do not carry the same stigma as many of the other services offered), funding sources/structures, and our involvement in the planning of the new multiuse space have led to assumptions that we do not fully agree with. Perhaps our presentation did a poor job of explaining our concerns and position. As such, we are prepared to take responsibility for these misassumptions but would like the opportunity to have a discussion in which we could provide clarity on some of these topics and to provide in-depth answers to any questions you might have. We believe that many of the concerns expressed by both sides are absolutely workable. However, we do have specific concerns regarding how we will be able to continue to offer some of the specific services within the constraints of the proposed lease in the multi-use facility. For example, we have one group in need of a space larger than what is available and which presently operates hours beyond those which are included in the proposed agreement.

We would like to propose a meeting between the board members of 'The Station' and a couple of members who can represent the greater Town Council. Perhaps it would be possible to arrange to have two Council members with opposing views but such selection is exclusively up to you. During this meeting we will be prepared to provide you in-depth answers to any questions you might hold, to share a more detailed overview of the concerns/barriers we are facing with the intended move into the multi-use facility, and we can even provide you a breakdown of our financials which may provide much needed context and hopefully clarify the basis of our request. It is ultimately our desire to find a reasonable and mutually-beneficial means of working with the Town of Claresholm and strongly believe that the vast majority of issues can be worked through in a collaborative versus an adversarial manner.

If you could please let us know if such a meeting would be possible that would be much appreciated.

Thank you for your time,



Kale Hayes
Board President
The Station Association for Claresholm and Area

C.C - Chief Administrative Officer: Abe Tinney

Karine Keys

From: Shannon Frank <shannon@oldmanwatershed.ca>
Sent: December 1, 2021 2:34 PM
Subject: Seat available on Board of Directors
Attachments: OWC 2021 Primer for Municipal Governments.pdf

Oki Mayors of Southwest Alberta,

We have an open seat on our Board of Directors for Towns and Villages, and encourage you to volunteer for this role. This position is elected at the Mayors and Reeves of Southwest Alberta meeting, so that is where you can put your name forward. We also encourage an alternate, so two people can be elected. This will be on the agenda for tomorrow's meeting.


We meet once per month for 3-4 hours on zoom, except in July and August. Your key role is to bring a perspective from Towns and Villages to the Board of Directors. The Board is responsible for discussing and approving OWC's strategic plan, annual work plan, annual budget and any letters sent to government bodies. More information is available in the attached document and on our website: www.oldmanwatershed.ca.


I hope you will consider volunteering for this important role. Your voice is vital and we would like it at the table as we discuss important issues and make recommendations on key topics like drought, flood, land use, etc. Thank you,


Shannon Frank


Executive Director
Oldman Watershed Council



 1 (403) 317-1328

 shannon@oldmanwatershed.ca

 oldmanwatershed.ca

 PO Box 1892, Lethbridge, AB, T1J 4K5



Sign up for a [free membership](#) to get the latest news straight to your inbox

Oldman Watershed Council



AN INTRODUCTION
FOR MEMBERS OF
MUNICIPAL GOVERNMENT

WELCOME

The Oldman Watershed Council would like to welcome you to your new or continuing role in municipal government. Congratulations, and thank you for your service.

We look forward to working with you as we address the many challenges all those who live, work, and play face in our watershed.

This brief document will introduce you to our organization, what we do, some of our projects, and start a path towards future collaborations.



WHAT IS THE OWC?

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

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

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

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





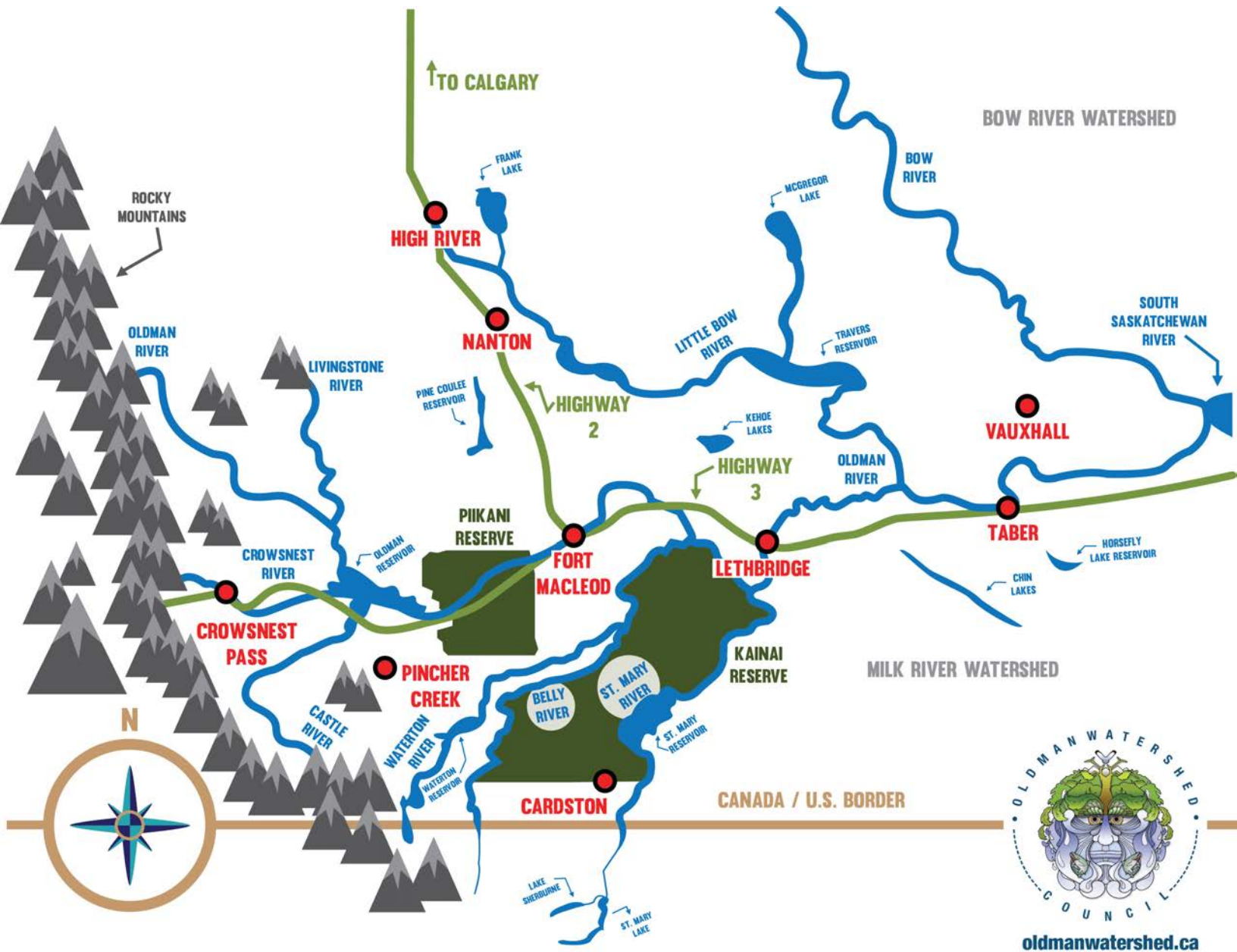
The OWC was formed in September 2004, when the Oldman River Basin Water Quality Initiative merged with the Oldman Basin Advisory Council. When the Province's *Water for Life* strategy was released, these two groups combined to provide a diverse partnership knowledgeable in all areas of watershed management,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

WPACs (Watershed Planning and Advisory Councils) are mandated to create a State of the Watershed Report and an Integrated Watershed Management Plan. The OWC has accomplished these targets, and is moving through implementation.

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

Water For Life's 3 Goals:

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



THIS IS OUR OLDMAN WATERSHED

OUR WATERSHED

Who is Oldman Watershed Council?

The core OWC staff consists of three full-time employees, one part time employee, and seasonal staff and/or project-based staff hired throughout the year. We are an inclusive organization with a diverse membership, governed by a Board of Directors from all sectors of the watershed.

Executive Director



Shannon Frank
August 2010 – Present

Education Program
Manager



Sofie Forsström
November 2015 – Present

Communications
Specialist



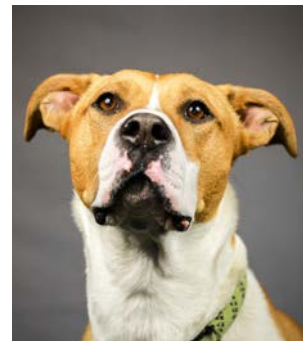
Jon Martin
October 2018 – Present

Office Manager



Kallie Desruisseaux
October 2018 – Present

Office Dog



Quiche
April 2017 – Present

We rely on our membership, volunteers, and partnerships with First Nations, industry and government to complete on-the-ground restorative work, public outreach, and work in the watershed.

BOARD OF DIRECTORS

The Oldman Watershed Council Board of Directors is comprised of 19 people bringing diverse perspectives from many sectors and 4 Members At Large, with elections held for each position.

Individuals and organizations nominate someone from their sector to bring that perspective to the OWC Board of Directors. The nomination forms for these Board positions are available in early spring.

Board Member	Sector	Organization
Kaupp, Doug (Chair)	City of Lethbridge	City of Lethbridge
Hurly, Andrew (Vice Chair)	Academia	University of Lethbridge
Harrold, Alan (Treasurer)	Irrigation	Lethbridge Northern Irrigation District
Barnes, Autumn	Agriculture	Canola Council of Canada
Bell, Maureen	Environment Non-Government	Water Conservation Trust
Vacant	Federal Government	N/A
Dykstra, Kristen	Health	Alberta Health Services
Bruised Head, Mike	Indigenous	Kainai Ecosystem Protection Association
Wolf Tail, Randall	Indigenous	Piikani Public Works
Kutcher, Errol	Industry	Spray Lakes Sawmills
Nixdorf, Cade	Industry (Alternate)	Spray Lakes Sawmills
Cline, Erik	Member at Large	N/A
Newberry, Jan	Member at Large	N/A
MacKenzie, Jana	Member at Large	N/A
De Vlieger, Henk	Member at Large	N/A
Devoy, Chloe	Member at Large (Alternate)	N/A
Bullock, Randy	Municipal Districts and Counties	Cardston County
Cerney, Linda	Provincial Government	Alberta Environment and Parks
Wagner, Michael	Provincial Government	Alberta Agriculture and Forestry
Willms, Chad	Provincial Government (Alternate)	Alberta Environment and Parks
Painter, Blair	Towns and Villages	Municipality of Crowsnest Pass
Goater, Lori	Wildlife & Habitat Conservation	Southern Alberta Group for the Environment)
Stevick, Anne	Wildlife & Habitat Conservation (Alternate)	Rancher

PROJECTS, FUNDING, AND DONORS

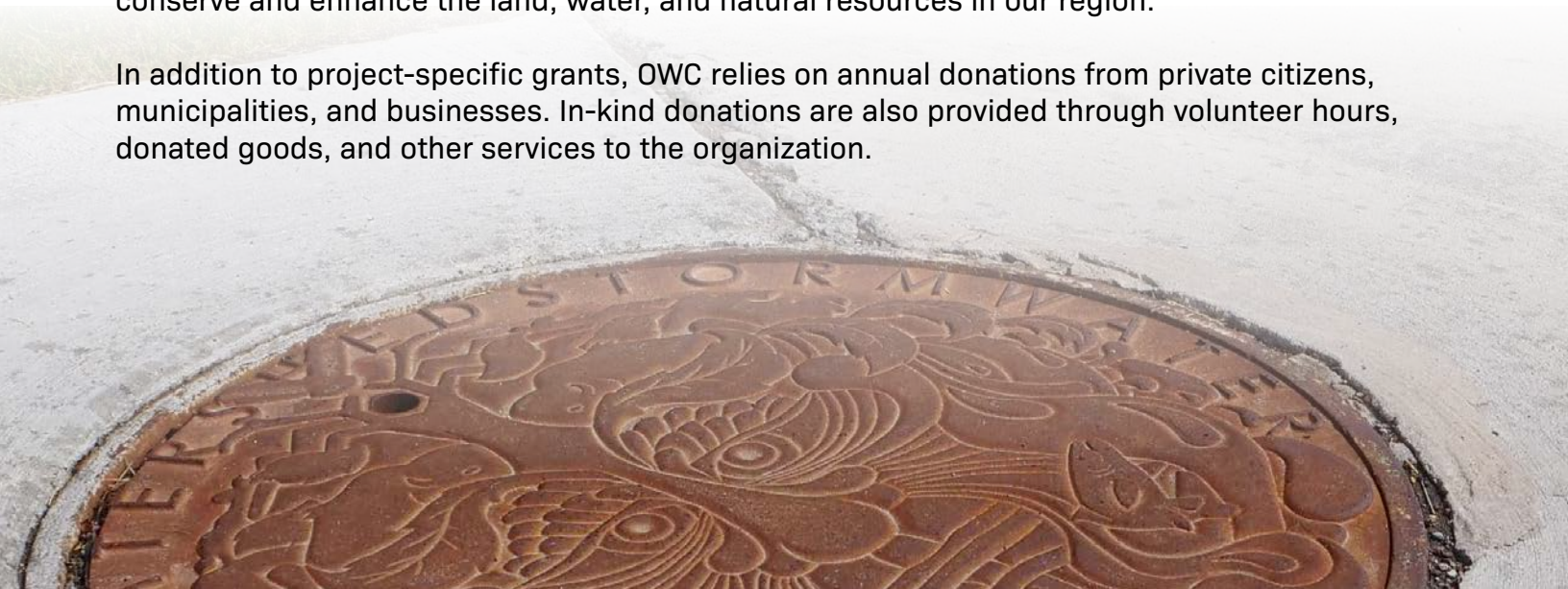
Central to our not-for-profit organization is the outreach, advising, and community building work done each year through our core funding from Alberta Environment and Parks. We pursue specialized projects made possible through grant funding from the private sector, industry, and all three levels of government.

Our projects address pertinent challenges in our watershed and generally range from one-year to five-years in length. We currently have active projects in the areas of: Indigenous partnerships, agricultural literacy, headwaters restoration and education, legislation and policy, tech-based communications and virtual reality, and youth education.

The outputs of our projects range from in-class grade school education, headwaters restoration, and aquatic species monitoring, to community-building events with First Nations partners, virtual reality experiential training, and publicly accessible outreach videos.

Our flagship project, *The Watershed Legacy Program*, provides the tools, funding, resources, and assistance necessary for watershed stewardship groups and landowners to take the next steps toward sustainable management of their land. The program enables infrastructure, like off-site animal watering and riparian and stream bank fencing, to be installed, which helps conserve and enhance the land, water, and natural resources in our region.

In addition to project-specific grants, OWC relies on annual donations from private citizens, municipalities, and businesses. In-kind donations are also provided through volunteer hours, donated goods, and other services to the organization.



HOW WE COLLABORATE WITH YOU

The OWC is an apolitical, science and data-based organization. We work with all those who live, work, and play in the watershed, including private citizens, First Nations, industry, and all levels of government.

As a member of municipal government, we are your partner to advise and help you navigate concerns within the watershed. When dealing with concerns that are pertinent in our area, including drought, coal mining, and water rights, we can provide you with accurate and neutral information so that you can be informed and confident when you are called upon to form opinions and make decisions regarding the watershed.

Navigating our changing and complex watershed is not an easy task. As a trusted partner, we also help connect you and your colleagues in municipal government with the right people from other sectors. The OWC is a forum for all voices—something demonstrated in the make up of our organization and board, our work, and our diverse membership.

As a non-profit, we rely on funding and donations from multiple sources to perform our work and make a difference on the ground and in the headwaters. Each year, we ask municipalities to make a donation to the OWC based on population. We hope that we can count on your support to help make our watershed a better place for all those who live, work, and play here.



Thank you for taking the time to review this document. If you would like to learn more about our organization, we invite you to:

- [Visit our website](#)
- Read our [2020-2021 Annual Report](#)
- [Join our membership](#) (free)

Your support and the support of your peers in municipal government enables us to make the watershed a better place to live now and ensure it will thrive for future generations.

If you have questions or would like a live presentation from our Executive Director, please contact Shannon Frank at shannon@oldmanwatershed.ca to arrange an appointment.



THANK YOU!



Alberta Recreation and Parks Association

December 6, 2021

Dear Mayor and elected Councillors,

On behalf of the Alberta Recreation and Parks Association (ARPA), I would like to extend my congratulations on your recent election to your municipal council! You should be proud of the passion and dedication you have to making your communities better places to live, work and play.

I would also like to take this opportunity to introduce you to our Association. ARPA is a non-profit, volunteer run organization whose purpose is to collaboratively support our members and partners to (re)create healthy citizens, communities and environments, enhancing the wellbeing of all Albertans. The majority of municipalities in Alberta are members with ARPA, especially those that have recreation and parks within their planning and services.

Recreation and parks are the heart of our communities and often serve as the hubs for communities to gather and connect. In a recent study ARPA undertook, 77% of Albertans surveyed strongly agree that public recreation services are essential to their community and over 95% believe that recreation and parks make a community a desirable place to live.

Over the past 18 months, Albertans have reconnected with nature and the outdoors. This has led to both opportunities and challenges. Over this same period the pandemic and changing restrictions has made it difficult to provide consistent, equitable and quality recreation programs in our indoor spaces.

ARPA is here to help our municipal members more than ever to support our citizens and communities to recover and re-engage with the activities they have always loved, or maybe just recently discovered. We are here to support your staff, volunteers and community leaders. We are also here to help you as elected officials.

I would also like to highlight the important role you have as a member of council to ensuring everyone in your community has access to affordable, quality recreation and park experiences. If you and your council would like to learn more about providing leadership to the recreation and parks in your own communities please contact us in regards to the Recreation and Parks for Elected Officials training we have available for both virtual and in-person. We would also love to host you at our annual Conference next October in Jasper. We will send you all invitations next summer once we have the program finalized.

Once again, my sincere congratulations on your appointment to council. We value the work you are doing to support the quality of life in your community, and we encourage you to reach out at any time with questions or simply to connect. You can contact our Executive Director, Steve Allan at 780-415-1745 ext. 102 or sallan@arpaonline.ca

Warmest regards,

Heather Cowie
President

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6
ph: 780-415-1745 • fax: 780-451-7915 • arpa@arpaonline.ca • www.arpaonline.ca



Municipal District of Willow Creek No. 26

Office of the Administrator

www.mdwillowcreek.com

273129 Secondary Hwy 520
Claresholm Industrial Airport
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351
Fax: (403) 625-3886
Shop: (403) 625-3030
Toll Free: 888-337-3351

November 12, 2021

Claresholm Library Board
Box 548
Claresholm, Alberta
T0L 0T0

Dear Sir/Madam:

I wish to advise that the Council of The Municipal District of Willow Creek No. 26 appointed Councillor Earl Hemmaway as their representative for the ensuing year on the Claresholm Library Board. Please advise him of your meeting dates.

- Earl Hemmaway: Box 153, Claresholm, Alberta T0L 0T0

The Council has requested the Municipal District be notified if a representative is absent for three meetings to ensure proper representation.

Sincerely,

Derrick Krizsan, C.L.G.M.
Chief Administrative Officer
Municipal District of Willow Creek #26

Notice of Special Meeting of the Membership:

Dissolution and Liquidation of Claresholm Senior Citizens Drop-In Centre

The Board of Claresholm Senior Citizens Drop-in Center needs input from you, the members on the following question:

Should the Claresholm Senior Citizens Drop-In Center liquidate and dissolve the corporation, hereby ceasing activities permanently?

Please come to a Special Meeting of the Membership to determine the future or closure of the Claresholm Senior Citizens Drop-In Centre.

WHEN: December 17 at 2:00 pm.

WHERE: Claresholm Senior Citizens Drop-In Centre

WHY: The Center has been losing money for many months now with low levels of interest in our programs and activities. The following are possible actions we can take to rectify our financial difficulties:

OPTION ONE: Close the drop-in centre permanently through resolution of the membership to liquidate assets, dissolve the corporation, and cease activities.

OPTION TWO: Close the drop-in centre temporarily through resolution of the membership to lay-off staff and shutter operations until all Covid related restrictions have been fully lifted. *Please note: this option will still result in a steady drain on finances.*

OPTION THREE: Remain open and embark on serious fundraising efforts with all members involved in planning, implementing, organizing various endeavours.

Are we serving a need in our community?

AHS REP Guidelines to be followed: vaccinations and masks

December 9, 2021

To the Mayor and Councilors of the Town of Claresholm.

Re: Claresholm Senior Citizens Drop-In Centre

The Claresholm Senior Citizens Drop-In Centre has scheduled a meeting for 2 pm, December 17th to discuss the possibility of closing the centre permanently. This monumental meeting of the Claresholm Senior Citizens Drop-In Center has only opened to current membership holders. I am aware that the Claresholm Senior Citizens Drop-In Centre is run by an independent board and that historically voting on Centre matters has been, rightfully, reserved for membership holders. Currently membership is down considerably and this is not solely the result of global events that have occurred the last two years as the current board would have the community to believe. These events have understandably played a role, however it has been the loss of faith in the decisions made by the Claresholm Senior Citizens Drop-In Centre board members that has had the biggest impact on membership numbers. These decisions have resulted in a loss of several key programs at the centre, which in turn, resulted in a considerable decline in memberships. All of these have cumulated into ineffective financial decisions that have placed the Claresholm Senior Citizens Drop-In Centre in the financial hardship that it is in. The current board members of the Claresholm Senior Citizens Drop-In Centre have effectively ignored open dialogue between themselves and previous members.

To have adequate input on what our members (past and present) and community would like to see happen, I am requesting that the Town step in to have this meeting accessible to our community as a whole. This inclusion would result in increased and renewed interest and memberships at the Claresholm Senior Citizens Drop-In Centre. Many past members would willingly renew membership in an effort to rectify and continue building up our centre to its former good standing.

As a past volunteer, member and board member to our Senior Centre, I feel that such an important decision does affect our entire community. I have known past members that chose to retire to our community after visiting and attending one or more of our events, because purchasing a membership has always been encouraged, however you do not need a membership to participate in most of the programming and events that were available at the Centre. Past boards and members have worked tirelessly to bring in and host events and programs that have been in the interest of our community as a whole. Changing with the times, so to speak.

The closing of Claresholm Senior Citizen Drop-In Centre would not only have us with another empty and under utilized building, it would mean the end to a host of these much needed programming, health and wellness, information, support and a sense of community for our seniors and community. This is needed more than ever these days. It would also be a great dishonor to the legacy of our past members who have bequeathed large sums of money to have

this center continue, such as the Lethbridge Community Foundation Endowment Fund. This endowment fund would not be in the proceeds should the Centre close permanently. This investment, as I understand it, allows the Senior Centre income in the form of interest made on the principal amount that is paid out annually. In 2020 that amount was expected to be just over \$19,000.00. Should the center close, the principal amount of \$450,000.00 (I believe) would remain with Lethbridge Community Foundation and the interest made on that amount would no longer be available. This would be a disgrace to the legacy of our previous member who had so generously bequeathed our Claresholm Senior Citizens Drop-In Centre these funds.

Again, I ask that the town encourage the current board members at the Claresholm Senior Citizen Drop-In Centre, move this upcoming meeting to a date and time that is more accessible, taking into account that there are and have been members still actively working. To make this meeting attendable either in person or via a live streaming platform, and to have it available to all current, past and future members of the Claresholm Senior Citizens Drop-in Centre for the betterment of our community.

I have attached the notice that appeared on another service group's social media 2 weeks ago. I have not, as of yet, seen any other advertisement for this meeting.

I thank you for your consideration,

Ruby Koevort



REQUEST FOR DECISION

Meeting: December 13, 2021

Agenda Item: 11

COMMUNITY CENTRE PROJECT

BACKGROUND / DESCRIPTION:

The Claresholm Community Centre is moving forward with grant applications for an interior renovation. Additional drawings and information will be required when the project continues to the construction phase, therefore the Infrastructure Department has met with Westco and asked for them to provide a quote for those additional services.

The Facility and Infrastructure Planning Committee (FIPC) reviewed the project and quote options and carried a motion to recommend Council the approval of Items 2 & 3 as presented from Westco for accessibility grant application and project plans and development for the Claresholm Community Centre.

ITEM 2 - SUMMARY

\$7,650

The preparation of an accessibility renovation project package to include with Grant applications that identifies existing shortfalls, renovation scope, with concept drawings/renderings, and preliminary pricing.

Modernization / Accessibility Grant - Renovation Information Package

- Coordination, preparation, and issuance of package for Grant submission
 - Basic design, scope development, and specifications
 - Initial design layouts and Alberta Building Code review
 - Colour renderings in perspective views
 - Floor plans, elevations, and sections
- Report, Recommendations, and Budget Pricing

ITEM 3 - SUMMARY

\$11,040

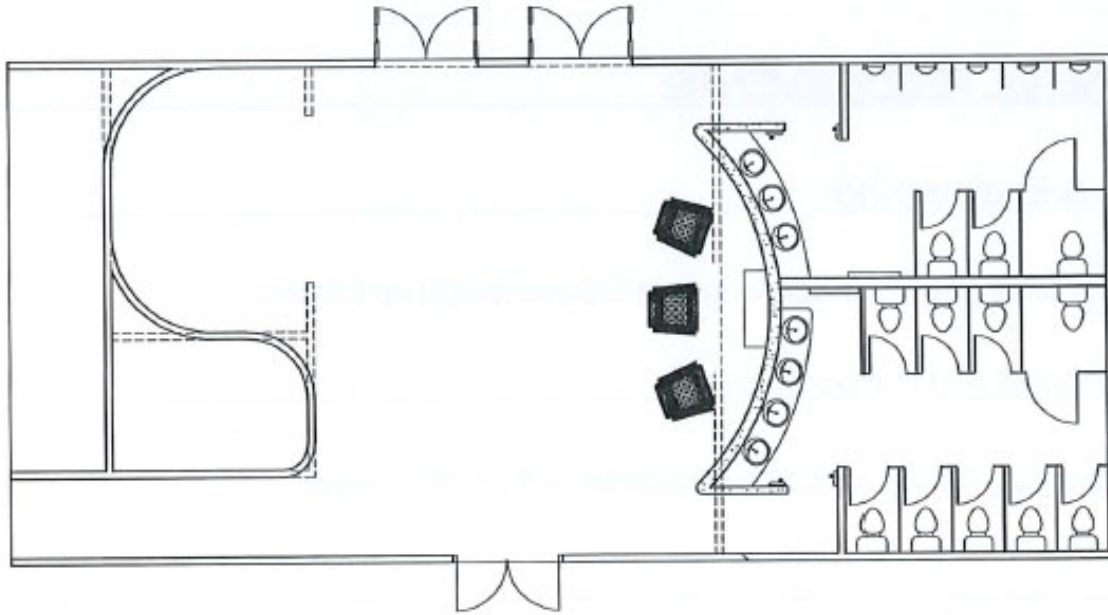
The preparation of a complete set of construction/tender drawings and scope based on findings and desired design direction of Item 1 & 2, as combined, or separate.

Permit/Construction Drawing Package

- Coordination, preparation, and issuance of drawings for construction
 - Building design coordination
 - Drawings stamped by a Professional Engineer with a permit to practice in the Province of Alberta (if required)
 - Floor plans, elevations, sections, and details prepared to jurisdiction requirements
 - Alberta Building Code review
 - Schedules are not included; if required additional fee will apply

Note:

Cost Savings available when combining above Items, and or, as part of an overall Time and Material construction agreement.



DISCUSSION / PROPOSED RESOLUTIONS:

Currently the plans for the renovation are sufficient for grant applications, but would not be sufficient for the full renovation. Permit/construction drawings will be required as well as coordination for any other grants applied for (accessibility grant).

FIPC recommends Council carry a motion for the out of budget expenditure for project plans and coordination of accessibility grant with Westco Construction for the Claresholm Community Centre project to be funded from General Capital Reserves in the amount of \$18,690.00.

RECOMMENDED ACTION:

Moved by Councillor _____ to approve the out of budget expenditure for Westco Construction's proposal of project plans and grant coordination in the amount of \$18,690.00 to be funded from General Capital Reserves.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26 Section 248 – Expenditure of money

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: December 10, 2021



REQUEST FOR DECISION

Meeting: December 13, 2021

Agenda item: 12

COMMUNITY CENTRE PROJECT – GRANT SUPPORT REQUEST

BACKGROUND/DESCRIPTION:

The Claresholm Community Centre had requested from Council support for a Community Facility Enhancement Program (CFEP) application in September. (see attached letter and quote). Council at that time referred this project back to budget to investigate further.

The group is applying with a deadline of January 15th, and requesting Council support with a letter of support and commitment of the matching funds. The small stream grant is up to \$125,000. So, the project would need to remain under \$250,000 to qualify for the small stream for 50% funding, or if the project is larger the amount of funding would be less than 50%. The project and discussion of matching funds was discussed at the FIPC meeting held November 25, 2021 and a motion was carried to refer the project and commitment of matching funds to Council for approval.

The Infrastructure Department has met with Westco and asked for them to provide a quote for additional services that would be required.

RECOMMENDED ACTION:

Council pass a motion to provide a letter of support and provide matching cash and in-kind funds for the Community Hall Board's application to the Community Facility Enhancement Program. This is for the purpose of an entrance and bathroom renovation. The matching funds are included in future years budget (2022 or 2023 upon successful grant notification).

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to write a letter of support for the Community Hall Board's application to the Community Facility Enhancement Program for the purpose of a renovation project at the Community Centre & provide the matching funds/in-kind donation of \$123,825.

ATTACHMENTS:

- 1.) Request Letter & Drawing

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: December 10, 2021

Claresholm Community Centre Association

August 25, 2021

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

To Town Councilors:

The Community Centre Association has obtained a quote to complete a renovation on the entryway and bathrooms to update the current space and improve accessibility. We have been in discussion on this for the past 4 years and had planned a fundraiser in March of 2020 as a start to obtaining funds. Unfortunately, that was cancelled, and everything put on hold due to Covid. We are now ready to proceed down the path of fundraising and applying for grant funding to get this improvement completed.

Wesco Construction completed a proposed design of the renovation as well as a quote in the amount of \$247,650.00 plus tax to complete the construction. We have requested quotes from other contractors, but at the time of this letter, have not received any back.

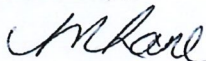
To be eligible to apply for grant funding, we are required to have 50% of the funds on hand at the time of application. We are planning to hold fundraising events to help with the costs, but it will take a long time to fundraise enough to complete the renovations and the longer it takes the higher the cost will be. Due to the closure of the hall during the pandemic our revenue has been in a negative state as we were still required to pay utilities and maintenance costs and had to provide refunds for all the cancelled events.

The Community Centre Association requests that council approve to fund 50% of the project and provide written confirmation so that we may apply for Community Enhancement grant and proceed with renovations in 2022 if approved for grant funding.

Included with this request is a letter we received from community member Dale Ohler in support of this update.

Thank you for your consideration. If you have any questions please contact me or one of the board members.

Sincerely,



Marni Lane

Secretary

BUILDING STRUCTURES - BUILDING RELATIONSHIPS

BUILDING STRUCTURES - BUILDING RELATIONSHIPS

BUILDING STRUCTURES - BUILDING RELATIONSHIPS

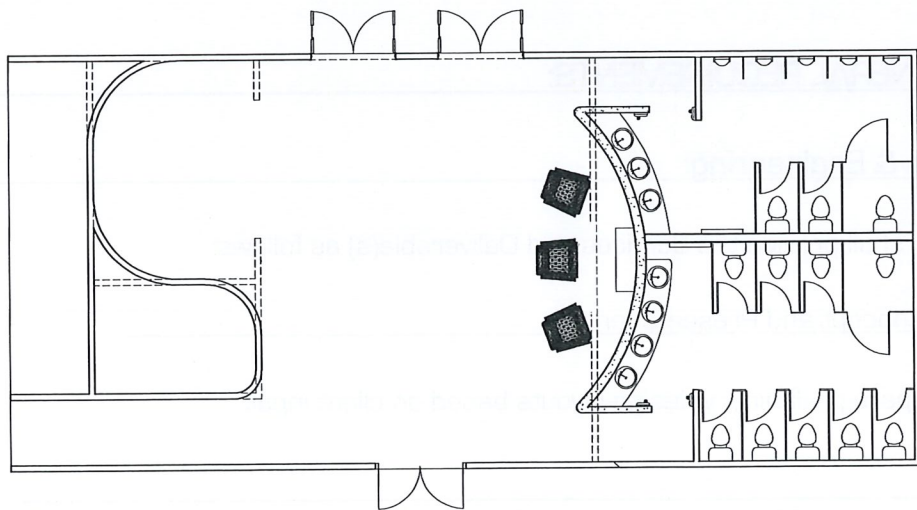
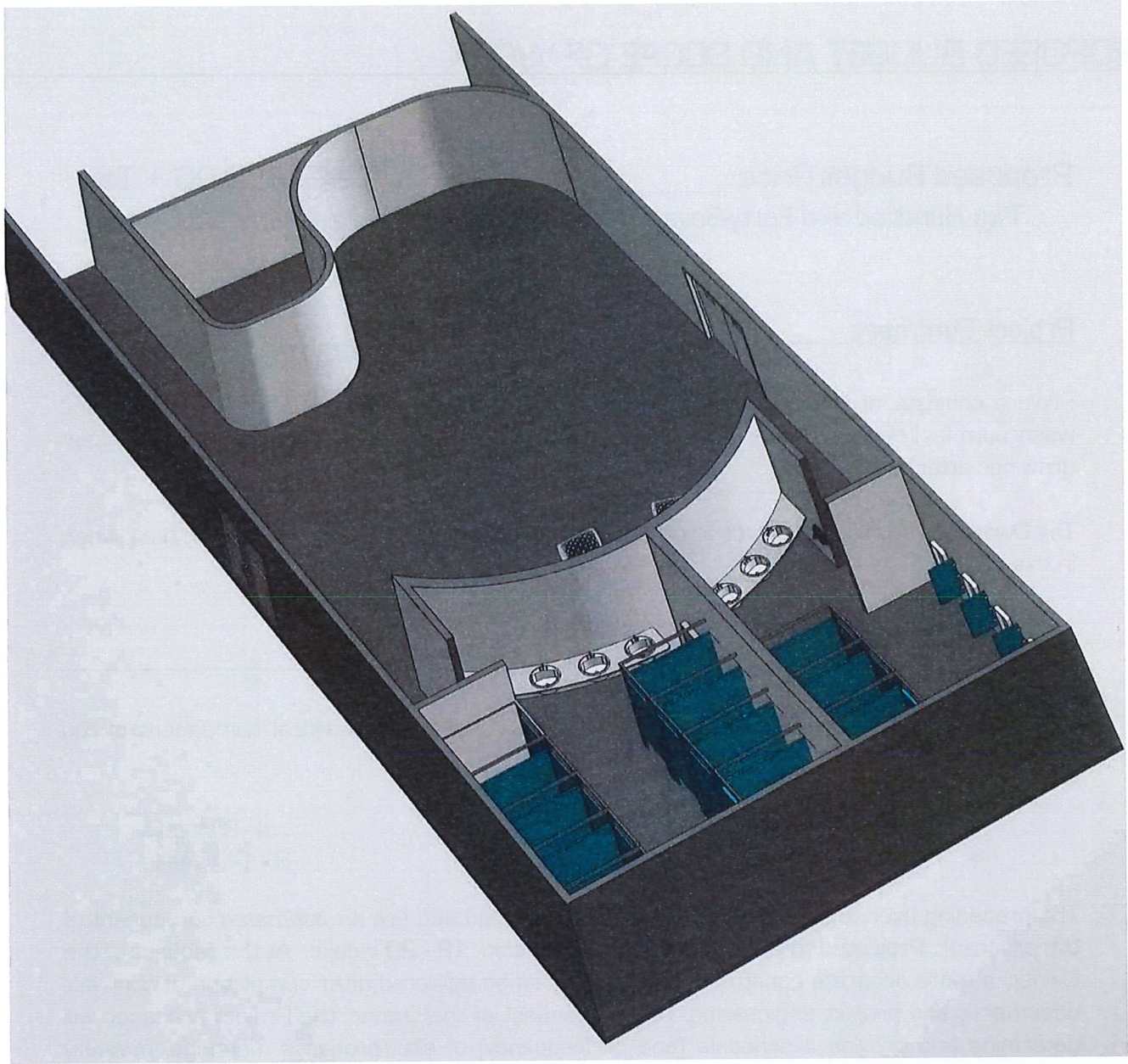
PROPOSED BUDGET AND SCOPE OF WORK

Claresholm Community Centre
Accessibility Renovation
Claresholm, AB.

July 19, 2021



WESTCO
Construction



PROPOSED BUDGET AND SCOPE OF WORK

Proposed Budget Price **\$247,650.00 + Tax**
Two Hundred and Forty-Seven Thousand, Six Hundred and Fifty, No Cents

Project Summary

Project consists of the redesign and renovation of the Community Centre entrance and washroom facilities for proper accessibility. This pricing is based on the preliminary concept drawings attached.

The **Owner** will be responsible for **all** other associated work not listed, or included by the Owner, in this SOW.

Schedule

The following basic timelines have been identified and are **not** a critical component of the contract:

- Project Design & Permitting 4 - 6 Weeks
- Project Construction 8 - 14 Weeks

The preceding overlapping timelines have been identified and are an *estimated* component of the proposal. Projected total of combined construction, **12 - 20** weeks. At the request of the Owner, a more accurate construction schedule can be delivered after completion of contract documents and project engineering. At the request of the Owner, the Project Manager will determine and provide a schedule (and or frequency) of site/progress meetings, mutually agreeable to both Parties.

01000 GENERAL REQUIREMENTS:

Drawings & Engineering:

Consultant shall provide the Services and Deliverable(s) as follows:

Stage 1 - Concept and Presentation

- Prepare preliminary design layouts based on client input.

Stage 2 – Development Permit Package

- Coordination, preparation, and issuance of basic drawings for development permit submission:
 - Floor plans prepared to local AHJ development permit requirements.

Please note the following, not listed in SOW, is not included in the above scope:

- ❖ Surveys
- ❖ Permit fees
- ❖ Civil engineering
- ❖ As-built drawings
- ❖ Landscaping design
- ❖ Geotechnical investigation / Report
- ❖ Demolition engineering and drawings
- ❖ Erosion and Sediment Control (ESC) Plan
- ❖ Storm water management report and site civil design
- ❖ Quantity Surveying and Associated Costs for engineering inspections and reports required for this purpose; will be billed as an extra.

Note:

- ❖ **Owner** is responsible to ensure all work completed (including outside of this SOW) is in accordance with the AB Building Code 2019 and all other applicable laws and regulations.
- ❖ **Owner** is responsible to notify the Authority Having Jurisdiction of any substantial revisions to the building permit drawings prior to construction.
- ❖ **All** drawings and designs are copyrighted and remain the exclusive property of Westco Construction Ltd. Reproduction or use without prior consent is strictly prohibited.

02000 EXISTING CONDITIONS (SITE WORK):

- Interior demolition and rubble removal

03000 CONCRETE:

- Floor cutting and rubble removal in washrooms
- Floor patching and leveling for tile work

04000 MASONRY: NOT INCLUDED

05000 METALS: NOT INCLUDED

06000 WOOD, PLASTICS & COMPOSITES: NOT INCLUDED

07000 THERMAL & MOISTURE PROTECTION: NOT INCLUDED

08000 OPENINGS:

Man Doors:

- Feature sliding doors, interior entrance to hall

Aluminum Doors:

- Exterior Entrance upgrade including closures and activation button bollard

09000 FINISHES:

Supply and Installation as per BP/Tender drawings (Included details below)

- Steel stud framing, drywall, tape ready for paint
- Two coats paint
- A.C.T. and T-bar installation; Armstrong Dune #1774 (2'x2')
- Vinyl plank flooring in washrooms
- Commercial grade carpet throughout foyer

10000 SPECIALTIES:

- Hadrian overhead braced toilet stalls
 - 2 barrier free stalls
 - 10 standard stalls
 - 4 urinal screens
 - Colour selected from Hadrian standard colour chart
 - Upcharge for 800 series colours
- (2) Bobrick KB200 baby change tables
- (7) Bobrick 2013 auto soap dispenser

- (9) Bobrick 270 sanitary napkin disposals
- (12) Bobrick 2740 TP dispensers
- (2) Bobrick 5898 grab bars for barrier free stalls

11000 EQUIPMENT: NOT INCLUDED

12000 FURNISHINGS:

- Washroom counter millwork
- Feature wall mantle

13000 SPECIAL CONSTRUCTION: NOT INCLUDED

14000 CONVEYING EQUIPMENT: NOT INCLUDED

21000 FIRE SUPPRESSION: NOT INCLUDED

22000 PLUMBING:

- Permits as Required.
- (2) ADA tank type toilets
- (10) Elongated tank type toilets c/w open front seats
- (5) Urinal's c/w infrared flush valves
- (7) China drop-in sinks c/w infrared faucets
- (2) Floor drains c/w trap primers
- PVC/DWW pipe and fittings for new layout
- Copper water mains
- Pex pipe in walls
- Demo old fixtures
- Re-use existing HWT

23000 HVAC:

- Reworking of existing ducting to match new layout
- Air Balance

25000 **INTEGRATED AUTOMATIONS:** **NOT INCLUDED**

26000 **ELECTRICAL:**

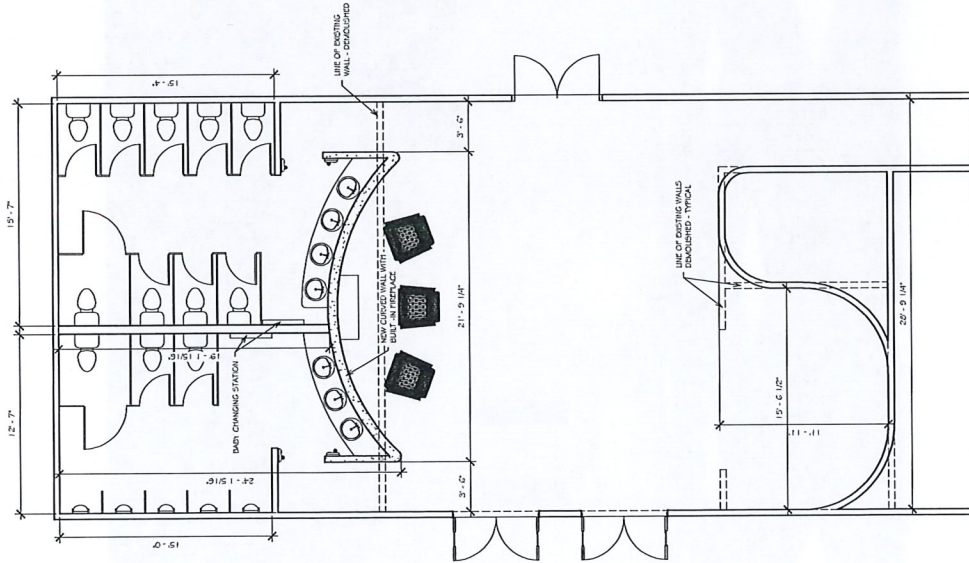
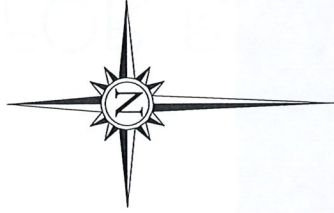
- Permits as Required.
- Demolition of existing
- (50) 2'x2' LED flat panel installed in T-bar ceiling
- (2) Wall switch/Occ c/w Ceiling Occ Sensor for washroom lighting
- (4) Dyson hand dryers
- (6) Convenience receptacles
- (2) USB receptacles
- (2) Bathroom counter GFI receptacles
- (1) Electric Fireplace; 20A circuit

27000 **COMMUNICATIONS:** **NOT INCLUDED**

28000 **ELECTRONIC SAFETY & SECURITY:** **NOT INCLUDED**

Project Close Out & Clean Up: _____

- Westco Construction will **not** be responsible for obtaining the building occupancy permit outside of items listed in this SOW.
- During and at the completion of the work, the premises will be left clean. All construction
 - rubbish, packing, and similar materials associated with our portion of the construction will be removed from site; and or disposed of as directed by **Owner**.



No.	Description	Date
1	ISSUED FOR PERMIT	2021.03.05
2	ISSUED FOR REVIEW	2021.03.05
3	ISSUED FOR REVIEW	2021.03.05

Clareholm Community Center

Floor Plan

Project number: _____
 Date: 2021.03.05
 Drawn by: KWB
 Checked by: _____
 Scale: 1/4" = 1'-0"

A1.1



FOR REVIEW ONLY

No.	Description	Date
3	ISSUED FOR REVIEW	2021 03 09

Clareholm Community Center

Renderings

Project number

Date 2021 03 09

Drawn by KWB

Checked by

A0.1

Scale

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3/9/21 9:53:30 AM



FOR REVIEW ONLY

No.	Description	Date
1	ISSUED FOR REVIEW	2021 03 09

Clareholm Community Center	
Renderings	
Project number	
Date	2021 03 09
Drawn by	KWB
Checked by	
A0.2	
Scale	

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REQUEST FOR DECISION

Meeting: December 13, 2021
Agenda Item: 13

POLICY 5.1.01 - COMMUNITY DONATION & OPERATING GRANT POLICY

DESCRIPTION / BACKGROUND:

During 2022 budget discussions, Council requested that Administration draft a new policy and process for a reporting and application process for ongoing operational funding. Administration has taken the existing "Community Donation" policy and modified it to include ongoing operating grants/funding. By modifying this existing policy rather than creating an additional separate policy, it reduces confusion of which policy should be utilized for different scenarios. Policy 5.1.01 is attached with all changes from the current policy being shown.

Changes include:

- Adding a definition for "Operational Grant" and adding wording and reference to Operational Grant throughout the policy instead of just Donations.
- Adding criteria of who would qualify for an operational grant
- Adding application requirements for an operational grant
- Removal of prior clause 4 regarding a request for a long-term or ongoing donation as this is essentially duplicating the "Operational Grant" with less details and structure.

Administration also modified Schedule A – Application for Donation – removing extra white space to reduce down to two pages (single sheet double sided). There was no change in requested information.

Schedule B was also added for "Application for Operational Grant" which includes a checklist of required documents or information to be included with the application.

Included in policy is application deadline for Operational Grant submission deadline for budgetary purposes. Administration felt it would be overly onerous for some of these community organizations to have all the required information together by October in time for Interim budgeting. The interim budget would just have estimated figures and operational grant dollars would not be distributed until after the final budget is passed in April. Deadline is being proposed as the last business day in February each year.

RECOMMENDATION:

Administration recommends Council adopt the amended policy by resolution. If Council would notice anything Administration missed from their direction/request for such a policy, please either amend in the motion, or refer back to Administration to correct.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt Policy 5.1.01 – Community Donation & Operational Grant Policy (v2.0), effective December 13, 2021


ATTACHMENTS:

- 1.) 5.1.01 – Community Donation & Operational Grant Policy (v2.0)

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

APPROVED BY: Abe Tinney – CAO

DATE: December 10, 2021

		Community Donation <u>and Operational Grant</u> Policy		Policy #5.1.01	
Department Owner:		Finance			
Policy Applies To:		Non-Profit Community Organizations			
Date Created:		Dec 2015	Date Approved By Council:		
Version #:		2.0	Resolution #:		
Last Review Date:		December 9, 2021	Policy(ies) Replaced/Rescinded:		V1.0

Intent:

- To establish, the funding criteria and application procedure for requests for financial or in-kind assistance from individuals or community groups and organizations in the Town of Claresholm.
- To provide Council with a consistent response and clear direction to requests for donations and operational grants from individuals or community groups.
- To secure an open and transparent decision-making process for requests ~~for donations~~.
- To provide clear procedures for staff when responding to requests ~~for donations~~.
- To match the Town of Claresholm Strategic Goals and Priorities.

Policy:

The Town of Claresholm recognizes the many benefits that various groups, organizations, volunteers, and events within the Municipality provide by promoting and improving upon the cultural, social, and economic well-being of the community. It is for that reason that the Town of Claresholm is committed to treating all requests for contributions and grants in a consistent, fair, and equitable manner subject to local needs, priorities, and Council’s approved budget. Council also recognizes that citizens have the right to expect that tax dollars will be expended in a manner that is justifiable, fair and holds groups accessing public funds accountable for their spending.

Definitions:

“**Donation**” shall be any direct monetary contribution from the Town of Claresholm requested by the applicant.

“**Community Project Funding**” shall be a one-time assistance either as seed funding for the start-up of an organization/project, or funds for a short-term undertaking with a start-up and completion date or loan guarantees to assist an organization in acquiring the financial assistance, from financial institutions, needed to support the construction of the project or support for a specific project.

“**In-Kind Contributions**” shall be based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind contributions, it is recognized that the contribution will involve either an expense or foregone revenue for the Town of Claresholm.

- Use of facility (rental fee reduced/waived)
- Staff support - expertise for an event (wages reduced/waived)
- Use of Town of Claresholm owned equipment (rental fee reduced/waived)

- Use of Town of Claresholm owned materials (fee reduced/waived)

“**Special Event**” shall be defined as any one-time or first-time event that is of cultural, social, or recreational significance to the community and which may have participation of more than one organization.

“**Community Event**” shall be a recurring event that Town Council has determined provides some significant benefit to the broad community, and is open to all members of the public.

“Operational Grant” shall be funding provided to assist non-profit community groups with yearly operating expenses. This would generally be amounts in excess of \$5,000 and recurring in nature.

Guidelines:

1. Requests for consideration of a donation in-kind contributions or alike will be accepted on an ongoing basis, and must be in writing to the CAO on the prescribed form (attached); To align with the Town’s budgeting processes, Operational Grant requests must be submitted by the end of February.
2. Council, at its discretion may or may not grant a request for a donation or alike for the event/project. There is no guarantee that a request will be approved;
3. The funding may not exceed the approved yearly budget amount unless by resolution of Council;
4. Donations and Operational Grants made by the Town are not to be regarded as commitment by the Town to continue such donations in the future.
5. The Town of Claresholm may provide Operational Grant funding to organizations, groups or societies in the community, provided the organization, group or society has included a voting position on their Board for a Council appointed member/representative, and that the position is filled.
6. Council has deemed that Operational Grants to private causes or individuals, or, organizations, groups or societies for which there is no assigned Council representative, is an inappropriate use of municipal finances. If a request is received from an organization for which there is not currently a voting position on the Board for a Council appointed member, before any request would be entertained, the organization, group, or society would be required to create such a position as a condition of the funding.
4. ~~Where a request is for a long term or ongoing donation and it is the wish of Council to provide long term or ongoing contributions Council may by motion authorize the drafting of an agreement between the group and the Town. The following items shall be included in the agreement~~
 - ~~Details outlining the total project and work to be completed~~
 - ~~Details as to material ordered and the method of purchases~~
 - ~~Details as to financial arrangements for grants or other financing~~
 - ~~Provisions for cost overruns and financing of the same~~
 - ~~A current listing of persons who will ultimately be responsible for the project and those who would report to Council~~
 - ~~A time schedule of the project~~
 - ~~Details as the provisions for cost overruns~~
 - ~~A financial statement for the project once the project is completed.~~

~~13.7.~~ To be eligible an individual, group or organization must:

- I. Be based within the Town of Claresholm;
- II. Demonstrate the need for the specific request;
- III. Be an individual or non-profit entity;
- IV. Use or distribute the donation wholly within the Town of Claresholm through the events or activities associated with the donation or alike;
- V. Not be the recipient of other funds from the Town of Claresholm;
- VI. Not be a Federal or Provincially funded initiative;
- VII. Not be a registered political party, registered constituency association or registered political candidate;
- VIII. Not be raising funds on behalf of another group who would not otherwise be eligible;
- IX. Not be an activity that is contrary to the policies of the Town of Claresholm, or an activity which is deemed to be unlawful, or would incite hatred towards any group;
- X. Applications for assistance to attend conferences, and sponsorships of individuals or groups attending or participating in sporting events are excluded;
- XI. Agree to acknowledge the Town contribution in all publicity relating to the event or activity to which the donation applies.

8. All requests for donations or alike shall be directed in writing to the CAO through the completion of the Town of Claresholm Application for Donation (Schedule "A");

14-9. All requests for Operational Grants shall be directed in writing to the CAO and must include an itemized budget, detailing how the grant will be utilized and prior year financial statements. Returning applicants must provide a report detailing how the previous grant was utilized (See Schedule B for Application). Applicants may be requested to appear before Council to present their application.

15-10. All requests will be assessed based on the availability of the requested resource, potential financial impact to the Town of Claresholm, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact;

16-11. The applicant shall demonstrate a reasonable effort to raise funds from sources other than the Town of Claresholm;

17-12. In ~~making-approving~~ donations/requests, the Town of Claresholm may impose such conditions and/or restrictions as it deems fit;

18-13. The Town of Claresholm decisions regarding donations Operating Grants, and other- requests are final;

19-14. Applications for In-Kind non-financial assistance will be forwarded to the respective department for review with a report to Council for consideration and approval. Each department will keep a detailed listing of all in-kind services offered in a calendar year and this will form part of the budget process;

20-15. A written response for each application will be provided upon review.

Requests for assistance outside scope of policy:

Nothing in this policy prohibits Town Council from considering financial assistance or in-kind support outside the scope of this policy. Council will consider each case on its merit and any assistance provided will be without precedent.

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



Claresholm

Date of Application: _____

Date of Event: _____

1. Applicant Information

Name of Applicant: _____

Address: _____

Contact Person: _____

Phone, Fax, Email: _____

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:

Amount (value) Requested: _____

6. Details of how the funds will be expended:

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

YES NO

7. Previous Donations

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

Date	Amount	Use of Funds

8. Organizational Information

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

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

How will your organization acknowledge the Town's donation?

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

Funding Source	Amount	Recommended Use of Funds

**Town of Claresholm Application for
Operational Grant**
(Policy 5.1.01 – Schedule “B”)



Claresholm

DUE ON FINAL BUSINESS DAY OF FEBRUARY

Date of Application: _____

Applicant Information

Name of Applicant: _____

Address: _____

Contact Person: _____

Phone, Fax, Email: _____

Amount Requested: \$ _____ Date funding is Required: _____

A complete application must include the following. Where applicable you may use the templates below or attaching separate documents:

- Description of Request (Rationale for Town Funding)
- Operating or Grant Budget for Period Grant is Being Requested
- Most Recent Annual Financial Statements (*Signed by two Board Members*)
- Report on use of prior year grant funding (most recent annual financials may be sufficient)

Cheque is payable to: _____

Applicant Name and Position: _____

Applicant Signature: _____

Date: _____

Please submit applications to:

**Town of Claresholm
111-55th Avenue W
PO Box 1000
Claresholm, AB T0L 0T0**

You may also email applications to **info@claresholm.ca**

The personal information collected on this form is collected for the purpose of determining eligibility for the applicant to receive support for an event or activity. The information is collected under Section 33(c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information should be directed to the FOIP Coordinator at the address noted above.

Description of Request (use additional paper if required):

Proposed Budget For Grant (Use format below or attach your own)

Revenues:

Applicant Fund-raising: _____

Applicant Contribution: _____

Other Grants/Donations: _____

In-kind Contributions: _____

Other: _____

Application Amount: _____

Total Revenue: _____

Expenditures:

Transportation: _____

Accommodations: _____

Contracted Services: _____

Administration: _____

Other: _____

Other: _____

Total Expenditures: _____

Details of Previous Year's Grant Expenditures (If Applicable)

Expenditures:

Transportation: _____

Accommodations: _____

Contracted Services: _____

Administration: _____

Other: _____

Total Expenditures: _____



REQUEST FOR DECISION

Meeting: December 13, 2021
Agenda Item: 14

LEASE AGREEMENT – CLARESHOLM LEARN-A-LOT PLAYSCHOOL SOCIETY

BACKGROUND / DESCRIPTION:

Administration drafted a new lease agreement with the Claresholm Learn-A-Lot Playschool Society in May following the Societies moving into the new building built for their operations. This lease agreement was drafted based on direction received from Council as well as based on the letter of intent sent to the CFEP Grant Office from the Town with the letter of support and letter of understanding when receiving approval for the grant for the new building. This direction from Council, and the letter of understanding, was essentially that there would not be any significant change in operating costs in relation to moving to the new building.

With the new building, because the building is used by more than one user, and due to limited service availability at the time in that location for telecommunications, the Town invested in fibre service to that building. As such the telecommunications service is through the Town and included in their lease.

In the old location the Playschool did not pay for their own Town utilities or for their electrical or gas utilities. This was in part due to the fact that they were in a shared building without separate services. In the new building they are again receiving shared services and so again it is difficult to have them pay for these services directly. Lease rent in the old location was only \$150 annually, however they did pay for their phone and internet service directly, paying approximately \$120/month. This came to approximately \$1,600 per year for their facilities including utilities and telecommunications.

With the new building they do not pay any of their utilizes or telecommunications directly, and so the lease agreement was adjusted to include a higher rent amount to offset some of the additional costs to the Town of having telecommunications included in the lease. Based on a request from the Society, due to not being operational during July and August, they requested rent not be charged during those months, with rent adjusted, if necessary, during the rest of the year to compensate. As such this lease agreement has been drafted with rent of \$225 per month for the months of September to June each year.

This totals \$2,700 annually which is definitely an increase from previous, however the Board has agreed that this is very reasonable considering the wonderful facilities they now have.

The agreement was originally sent to the Society for review and signing in May, however it was not finalized prior to the end of their operating year and due to a significant turn over in board members and time for the new board to get up to speed, this agreement finalization was delayed, and so the effective date of the agreement was updated to Sept 1, 2021 to coincide with their operating yet. The agreement has been reviewed and signed by the Claresholm Learn-A-Lot Playschool with an effective date of September 1, 2021 for a 5-year term to August 31, 2026 with one 5-year optional renewal term included as well.

RECOMMENDED ACTION:

Moved by Councillor _____ to enter into a lease agreement with the Claresholm Learn-A-Lot Playschool Society with the terms and conditions as proposed (September 1, 2021 to August 31, 2026, with a 5-year option to renew).

ATTACHMENTS:

- 1.) Draft Lease Agreement

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

APPROVED BY: Abe Tinney – CAO

DATE: Dec. 10, 2021

LEASE AGREEMENT

TOWN OF CLARESHOLM

TO

LEARN A LOT PLAYSCHOOL SOCIETY

THIS LEASE made the _____ day of _____, 20_____.

BETWEEN:

TOWN OF CLARESHOLM

(hereinafter referred to as the "Landlord")

AND:

LEARN-A-LOT PLAYSCHOOL

(hereinafter referred to as the "Tenant")

WHEREAS:

A. The Landlord is the registered owner of the Lands;

NOW THEREFORE in consideration of the grant of leasehold interest, rents payable, and the mutual covenants contained within this Lease, the parties hereby agree as follows:

ARTICLE 1 - DEFINITIONS

1.1 In this Lease the following terms have the following meanings:

- (a) "Buildings" means the buildings and improvements from time to time located upon the Lands;
- (b) "Commencement Date" means the 1st day of September, 2021;
- (c) "Playschool Facilities" means the approximate 1,500 square feet located in the south east section of the building located in the north building on the Lands;
- (d) "Hazardous Substances" means toxic, hazardous, dangerous or potentially dangerous substances of any kind whatsoever including, without restricting the generality of the foregoing, urea formaldehyde, asbestos, PCB transformers and those elements, materials, substances or compounds which are regulated by federal, provincial or local statute, law, ordinance, code, rule, regulation order or decree including, but not limited to, the *Environmental Protection and Enhancement Act*, R.S.A. 2000, c.E-12, as amended from time to time, regulating, relating to or imposing liability or standards of conduct concerning any hazardous, toxic or dangerous or potentially dangerous waste, substance or material of any kind or nature whatsoever;
- (e) "Lands" means those lands legally described as Lot 2, Block 1, Plan 2010646 (5895 – 8 Street West);
- (f) "Lease" means this lease agreement, as from time to time amended in writing by agreement between the Landlord and the Tenant;
- (g) "Permitted Use" means the operation and management of a playschool, offered by the tenant to the public, in compliance with all applicable laws, regulations or bylaws and for no other purpose whatsoever unless expressly authorized in writing by the Landlord in writing.

- (h) "Rent" means the rent payable by the Tenant pursuant to Paragraph 5.1 of this Lease, together with any other sums, amounts, costs or charges as may be required to be paid by the Tenant to the Landlord pursuant to the terms of this Lease;
- (i) "Stipulated Rate" means the Canada Prime Rate as stated on the Bank of Montreal's website, plus Three (3%) percent per annum; and
- (j) "Term" means the term of this Lease as set forth in Paragraph 3.1 of this Lease.

ARTICLE 2 - GRANT

2.1 Demise of Lands. In consideration of the rents, covenants, conditions and agreements contained within this Lease to be paid, observed and performed by the Tenant, the Landlord hereby demises and leases the Lands to the Tenant. With the exception of the Playschool Facilities as defined, the tenant will not have control or sole use to the lands (parking lot, sidewalks, greenspaces playgrounds, entryways, etc.). The Tenant will have free access to the lands; however, the Landlord will retain control.

ARTICLE 3 - TERM OF LEASE

3.1 Term. The term of this Lease shall be for approximately five (5) years commencing on the Commencement Date and ends August 31, 2026, subject always to earlier termination or renewal of this Lease and the Term as provided in this Lease.

3.2 Option to Renew. Provided that the Tenant is not then in default of any of its obligations contained within this Lease, the Tenant shall have the option to renew this Lease for one (1) further term of five (5) years, upon the same terms, covenants and conditions contained within this Lease. The Landlord and the Tenant acknowledge and agree that there shall be no recurring right of renewal, and that the renewal term(s) contemplated within this Paragraph constitute the extent of the Tenant's renewal right. The Tenant may exercise its right of renewal contained within this Lease by delivering notice in writing to the Landlord at any time up to and including the date of the expiration of the Term or renewal term, as the case may be.

ARTICLE 4 - EXAMINATION OF LANDS

4.1 "As Is, Where Is". The Landlord shall provide, and the Tenant shall accept, the Leased Premises in as-is, where-is condition.

4.2 Satisfactory Condition. Without limiting the foregoing, the Tenant agrees:

- (a) that there exists no promise or collateral agreement by the Landlord to alter, remodel, decorate or improve the Lands or any property neighbouring or surrounding the Lands;
- (b) that no warranties or representations whatsoever respecting the Lands (including, without restriction, the condition or quality of the Lands, or its suitability for the purposes and use intended by the Tenant) have been made by the Landlord or its agents or employees; and
- (c) that the Tenant has examined the Lands and as at the date of this Lease the Lands are in good order, ready for occupancy and in satisfactory condition.

ARTICLE 5 - RENT

5.1 Rent. Rent payable by the Tenant to the Landlord for the Term of this Lease shall be:

- (a) Playschool Facilities - the sum of \$225 (TWO HUNDRED TWENTY FIVE DOLLAR) per

month, payable in advance on the first day of each and every month of the Term, excepting July & August each year, starting with the Commencement Date.

- (b) Rent payable by the Tenant will be reviewed by the parties before the end May at the end of the term of the lease.

5.2 Utilities. The Landlord is responsible for the payment of the following utilities and other charges in relation to the Property: electricity, water/sewer, internet, natural gas, garbage collection, recycling collection, internet and telephone in the normal course of operations.

5.4 Additional Costs. The Tenant is responsible for the payment of the following utilities and other charges in relation to the property: cable, alarm/security system, and any extra ordinary utility charges (i.e. long-distance charges).

ARTICLE 6 - TAXES

6.1 Goods and Services Tax. If and whenever applicable, the party making any payment required under this Lease shall be responsible for the payment of any and all Goods and Services Tax pursuant to the Excise Tax Act, or other value-added tax which may be imposed in place of or in addition to the Goods and Services Tax, which may become payable in respect of any sums to be paid pursuant to the terms of this Lease.

ARTICLE 7 - TENANT'S BUILDINGS

7.1 Ownership of Buildings and Fixtures. The Landlord and the Tenant agree that the Leased Premises together with anything in the nature of installations, alterations, additions and improvements, and all other fixed improvements which the Tenant may construct upon the Lands from time to time, are and shall remain the separate property of the Landlord and not of the Tenant, but subject to and governed by all the provisions of this Lease. The Tenant shall not mortgage, charge or encumber such improvement, nor assign or otherwise deal with the fixed improvements separately from any dealing with the leasehold interest under this Lease, unless authorized by the Landlord in writing. The Tenant would maintain ownership of:

- (a) Any Appliances (fridges, freezers, etc).
- (b) Shelving/cabinets installed by the Tenant that can be removed without causing damage, beyond cosmetic damage, to the building and is removed prior to termination of the lease.
This would not include:
 - i. Kitchen cabinets
 - ii. Mirrors
 - iii. Bathroom or classroom sink cabinets, dispensers
 - iv. Coat hooks/shelves
- (c) Moveable play structures (not anchored in the ground).
- (d) Storage sheds with no foundation.

7.2 Builders' Liens. The Tenant covenants not to permit any builders' or other liens to be registered against either the Landlord's freehold title to the Lands, or the Tenant's leasehold interest pursuant to this Lease. Upon the registration of such a lien on the said titles, the Tenant shall obtain a discharge thereof within Thirty (30) days after the Tenant has notice of the lien. With respect to liens registered against the Landlord's freehold title to the Lands, the Landlord shall have the right, but in no way shall it be obligated, to obtain a discharge of the lien, whereupon all sums paid by the Landlord to procure the discharge, as well as the Landlord's costs of obtaining such discharge including, without restriction, legal and other costs on a solicitor and his own client full indemnity basis, shall be repaid forthwith upon demand by the Tenant as

Rent. Notwithstanding the foregoing the Tenant may, with respect to liens registered on the Tenant's leasehold title only, contest the validity of any such lien provided that the Tenant shall first either:

- (a) obtain an order from a Court of competent jurisdiction discharging the lien from the Tenant's leasehold title by payment into Court; or
- (b) furnish to the Landlord security satisfactory to the Landlord, in both format and amount, against all loss or damage which the Landlord might suffer or incur as a result of the Tenant contesting the lien.

7.3 Liability for Liens. Notwithstanding anything contained within this Lease, the Landlord and the Tenant hereby covenant and agree that the Landlord shall not be considered to be an owner for the purposes of the attachment of builders' liens. Without limiting the generality of the foregoing, nothing contained within this Lease shall be interpreted as an admission of liability on the part of the Landlord for the performance of any work or furnishing of any materials in relation to any improvements made to the Lands or the Leased Premises.

ARTICLE 8 - QUIET ENJOYMENT

8.1 The Tenant's Quiet Enjoyment. Subject to the terms, covenants and conditions contained in this Lease, the Landlord covenants that upon duly performing and observing all its covenants and obligations contained in this Lease the Tenant shall and may peaceably possess and enjoy the Lands for the Term without any interruption or disturbance from the Landlord or any other person lawfully claiming by, from or under the Landlord.

ARTICLE 9 - OPERATION OF LEASED PREMISES

9.1 Management. The Tenant shall operate and manage the Leased premises in a manner consistent with the Permitted Use and in a safe, efficient, and good workmanlike manner, and in substantially the same manner as a prudent municipal owner would operate and manage the Leased Premises in compliance with all applicable laws affecting the Tenant and the Leased Premises, and shall take such action as appropriate to ensure that the Leased Premises is properly and adequately supervised including, without limiting the generality of the foregoing, the Tenant shall:

- (a) supply all necessary equipment and personnel reasonably required with respect to the management, operation, and maintenance of the Leased Premises.
- (b) undertake all activities and provide all services reasonably required for the efficient management, operation and maintenance of the Leased Premises as a prudent owner would in similar circumstances;
- (c) throughout the Term continuously use the Leased Premises solely for the Permitted Use and shall not use or permit or suffer the use of the Leased Premises or any part thereof for any other business or purpose;
- (d) provide annually to the Town of Claresholm a reviewed and signed copy of financial statements and society filing to ensure status (within 6 months of the fiscal year end);
- (e) provide annually to the Town's Director of Infrastructure, or delegate, the municipal buildings inspection worksheet;
- (f) not cause or suffer or permit any Hazardous Substances (other than normal cleaning or other products reasonably required with respect to the maintenance and operation of the Leased Premises, and in the performance of the Tenant's normal operations upon the Lands as contemplated under the Permitted Use), to be located in or upon the Leased Premises, or

discharged into the Leased Premises or into any driveways, parking areas, ditches, water courses, culverts, drains or sewers in or adjacent to the Leased Premises;

- (g) not do, omit to do, permit to be done, or omit to be done, any act or thing which may render void or voidable or conflict with the requirements of any policy or policies of insurance, including any regulations of fire insurance underwriters applicable to such policy or policies, under which the Leased Premises or the contents of the Leased Premises are insured;

9.2 Maintenance. Notwithstanding section 9.1, repairs and maintenance to the building, inside and out, with the exception of cleaning and other janitorial services and clearing of snow from sidewalks, will be completed by the Landlord at no additional charge. It is however the responsibility of the Tenant to inform the Landlord of work that needs to be completed.

9.3 Utilities. The Tenant shall pay promptly when due all rates, levies and charges (including installation charges) for telephone, cable, telecommunication, and any and all other services and utilities supplied to or used within the Leased Premises (except services provided by the Landlord), and shall indemnify the Landlord against any and all liability or damages pertaining thereto.

9.4 Evidence of Payments. The Tenant shall produce upon the reasonable request of the Landlord, satisfactory evidence of the due payment by the Tenant of all payments required to be made by the Tenant under this Lease.

9.5 No Nuisance. The Tenant shall not at any time during the Term, use, exercise or carry on or permit or suffer to be used, exercised or carried on, in, about or upon the Leased Premises or any part thereof any waste or any offensive act, trade, business, occupation or calling, and no act, matter or thing whatsoever shall at any time during the Term be done in, about or upon the Leased Premises or any part thereof which shall be inconsistent or incompatible with the intended use of the Leased Premises, or which may be or grow to the annoyance, nuisance, damage or disturbance of the occupants and other users of the Leased Premises, as well as occupants of lands and property owners in the vicinity of the Leased Premises.

9.6 Comply with Laws and Regulations. The Tenant shall comply promptly at its expense with all laws, by-laws, ordinances, regulations, requirements and recommendations of any and all federal, provincial, civic, municipal and other lawful authorities, which may be applicable to the Tenant, to the construction of the Leased Premises, to the manner of use or operation of the Leased Premises, or the making by the Tenant of any repairs, alterations, changes or improvements to the Leased Premises.

9.7 Alterations. The Tenant shall not without the prior written consent of the Landlord, which consent may not be unreasonably withheld, excavate, drill, install, erect, or permit to be excavated, drilled, installed or erected over, under or through the Leased Premises, any pit, foundation, pavement, building, fence, sidewalk, installation, addition, partition, sign, alteration, or other structure or improvement. Notwithstanding the forgoing, throughout the Term of this Lease and renewal the Tenant shall be entitled to make changes, additions or improvements to the Leased Premises, without the requirement for consent from the Landlord, provided that such alterations:

- (a) do not alter the exterior of the buildings and improvements comprising part of the Leased Premises; and
- (b) do not result in changes to the square footage of the buildings or improvements forming part of the Leased Premises.

9.8 Signs. The Tenant shall be entitled to construct, erect, or install signs related to its operations in or upon the Lands and the Leased Premises. All such signs constructed, erected, or installed upon the Lands and the Leased Premises shall comply with all statutes, by-laws, regulations, codes and restrictions affecting the Lands and the Leased Premises, and all permits and approvals obtained in respect of such

signs.

9.9 Fire Extinguishers/Alarms. The Landlord shall be responsible for the annual inspection and maintenance of the fire extinguishers & fire alarms. The Tenant is responsible for the monthly inspections of the fire extinguishers.

ARTICLE 10 - INSURANCE AND INDEMNITY

10.1 Insurance. The Tenant shall purchase and maintain in force during the Term and any renewal term the following insurance coverage satisfactory to the Landlord, acting reasonably:

- (a) during any periods of construction upon the Lands, property insurance in an amount not less than One Hundred (100%) percent of the replacement value of the improvements upon the Lands, providing coverage by way of a "Builder's All Risk" policy;
- (b) comprehensive general liability insurance against, among other things, claims for personal injury, death, property damage, or third party or public liability claims arising from any one accident or occurrence upon, in or about the Leased Premises (as well as the balance of the Lands, to the extent that the Tenant's activities occur thereon) of and from any cause to an amount of not less than FIVE MILLION (\$5,000,000.00) DOLLARS (or from time to time such greater amounts as are sufficient, as determined from time to time by the Landlord acting reasonably, to afford equivalent protection against all such claims) in respect of any one accident or occurrence; and
- (c) risks normally insured against by Tenants of a Leased Premises in the Province of Alberta, in particular for the contents owned by the Tenant.
- (d) The Landlord shall purchase and maintain in force during the Term and any renewal term insurance coverage on the Leased Premises, the Equipment, and all intrinsic fixtures and improvements within the Leased Premises.

10.2 Additional Terms. All such policies of insurance maintained by the Landlord and the Tenant may contain a waiver or waivers of subrogation against the other party and its insurers, provided that such waiver is reciprocal within the insurance coverage and is first approved by the Landlord's and the Tenant's insurer.

10.3 Copies of Policies. The Landlord and the Tenant shall when requested, and no more often than on an annual basis, provide the other party with copies of each insurance policy purchased pursuant to the terms of this Lease.

10.4 Proceeds of Insurance. Subject to the provisions contained within Article 11 of this Lease, the proceeds of any insurance which may become payable under any policy of insurance effected pursuant to this Lease shall be payable to the Landlord and the Tenant as their respective interests may appear.

10.5 Repair Obligations. Subject to the provisions contained within Article 11 of this Lease, where repairs are necessary due to damage or destruction of the Leased Premises, the Equipment, or any fixtures and improvements in or upon the Leased Premises, the Tenant shall promptly affect such repairs to the extent of the proceeds of insurance received.

10.6 Indemnity. The Tenant shall indemnify and save harmless the Landlord from any and all liabilities, damages, expenses, costs, fees (including all legal and other professional costs on a solicitor and his own client full indemnity basis), claims, suits or actions arising out of or caused by the use and occupation of the Lands, the balance of the Lands, and the Leased Premises by the Tenant, and its respective employees, agents, and those for whose actions they are responsible for in law including, without restriction, such liabilities, damages, expenses, costs, fees, claims, suits or actions arising from:

- (a) any breach, violation, or non-performance of any covenant, condition or agreement in this Lease;
- (b) any damage to property; or injury to any person or persons including death;
- (c) any environmental damage and resulting clean-up costs; and
- (d) all claims arising under the *Workers' Compensation Act, Occupational Health and Safety Act, Occupiers' Liability Act* or other statute that imposes liability upon the owners or occupiers of land or in relation to the operation of a worksite.

This indemnity shall specifically exclude any and all such claims, costs and expenses or portions thereof arising from the negligence of the party to be indemnified, or those for whose actions the party to be indemnified is legally responsible for. This indemnity shall survive the expiry or sooner termination of this Lease.

ARTICLE 11 - DAMAGE AND DESTRUCTION

11.1 Damage or Destruction of Leased Premises. In the event that the Leased Premises is damaged or destroyed by any cause whatsoever, the Tenant shall promptly repair such damage subject to the following provisions:

- (a) if, in the reasonable opinion of the Tenant, the Leased Premises cannot be rebuilt or made fit for the purposes of the Tenant within one hundred and eighty (180) days of the damage or destruction;
- (b) if, in the reasonable opinion of the Tenant, no less than fifty (50%) percent of the Leased Premises requires repair or reconstruction; or
- (c) if, in the reasonable opinion of the Tenant, the repair or reconstruction of the Leased Premises is not financially reasonable given the age of the Leased Premises, the equipment and improvements, or given the availability of alternative premises for Leased Premises and/or use by the Tenant;

then instead of being required to rebuild or make the Leased Premises fit for use by the Tenant the Tenant may, at its option, terminate this Lease by giving the Landlord Sixty (60) days' notice of termination and the Tenant shall deliver up possession of the Lands to the Landlord in the condition required under the terms of this Lease on or before the expiry of such sixty (60) days.

11.2 Distribution of Insurance Proceeds. Notwithstanding anything contained within this Lease, the proceeds of any insurance received by the Tenant as a result of the damage or destruction of the Leased Premises, or a portion thereof, shall be dealt with as follows:

- (a) subject to the provisions of Paragraph 10.1 of this Lease, applied to the costs of repairing, replacing, or reconstructing the Leased Premises; and
- (b) in the event of a termination pursuant to Paragraph 11.1 of this Lease, the proceeds shall be applied in the following order:
 - (i) the payment in full of any and all costs incurred in relation to the demolition of the Leased Premises and restoration of the Lands in accordance with Paragraph 15.1(b) of this Lease; and
 - (ii) any remaining portion of the insurance proceeds shall be paid to the Tenant.

11.3 Notice of Accidents, Defects or Damages. The Tenant shall immediately advise the Landlord, and promptly thereafter by notice in writing confirm such advice to the Landlord, of any accident to or defect in the equipment, plumbing, gas pipes, water pipes, heating, ventilating, and air conditioning apparatus, electrical equipment, conduits, or wiring, or of any damage or injury to the Leased Premises, or any part thereof, howsoever caused. Provided, however, that in no way shall this provision be construed in such a manner as to obligate the Landlord to affect any repairs or replacement.

ARTICLE 12 - SUB-LETTING AND ASSIGNMENT

12.1 Assignment and Subletting. The Tenant shall not assign its interest in this Lease in whole or in part, nor sublet all or any part of the Leased Premises, nor part with or share possession of all or any portion of the Leased Premises, nor mortgage by either specific or floating charge or encumber in any way whatsoever this Lease or the Leased Premises, without the prior written consent of the Landlord. The Landlord may be permitted temporary use of the Leased Premises, subject to availability, at no cost to the Landlord.

ARTICLE 13 - DEFAULT

13.1 Events of Default. Each and every of the following events shall constitute an event of default (hereinafter referred to as an "Event of Default"):

- (a) if the Tenant fails to make any payment, in whole or in part, of any amount payable to the Tenant as provided in this Lease;
- (b) if the Tenant ceases to carry on the Permitted Use;
- (c) if the Tenant is or becomes, insolvent or bankrupt or if the Tenant:
 - (i) makes any assignment for the benefit of creditors,
 - (ii) is declared bankrupt,
 - (iii) seeks the protection of the *Bankruptcy and Insolvency Act*, the *Companies Creditor's Arrangement Act* or like legislation,
 - (iv) disposes of all or substantially all of its assets without the consent of the Landlord, or
 - (v) commences proceedings to wind itself up or if winding up proceedings are commenced in respect of the Tenant; and
- (c) if the Landlord or the Tenant neglects or fails to observe, perform or comply with any of its obligations pursuant to this Lease, howsoever arising, and fails to remedy such default within Thirty (30) days from the date of receipt of written notice from the Landlord requiring that the curing the default.

13.2 Termination. Upon the occurrence of an Event of Default, in addition to any and all other rights and remedies available to landlords the Landlord may terminate this Lease by delivery of notice in writing to that effect to the party in default. Such termination shall not limit in any way the Landlord's recourse to any remedies available to it at law, equity or otherwise.

13.3 Collection of Costs. In addition to any other rights available to the Landlord or the Tenant pursuant to this Lease, the Landlord or the Tenant shall be entitled to collect from the party in default:

- (a) all payments made by the party not in default or costs incurred by the party not in default which ought to have been paid or incurred by the party in default, or for which the party not in default is entitled to be paid or to be reimbursed pursuant to the terms of this Lease;
- (b) all disbursements and costs (including legal and other professional costs on a solicitor and his own client full indemnity basis) and all fees and costs related to recovery or collection of such sums or the enforcement of the terms of this Lease generally; and
- (c) interest at the Stipulated Rate on all outstanding amounts owed by the party in default to the party in default, from the 31st day following the date they are invoiced to the date of payment in full.

13.4 Set-Off. In the event that either the Landlord or the Tenant fails to make any payment or provide any sum to the other party as required under the terms of this Lease, at the election of the Landlord or the Tenant, as the case may be, that amount may be set off against and applied to any sum of money owed by the defaulting party to the party not in default from time to time until all amounts owing to the party not in default are set-off in full. Exercise of such right of set-off by either the Landlord or the Tenant shall not limit or waive any right or remedy against the other party under this Lease.

ARTICLE 14 - PERFORMANCE & REMEDIES

14.1 Right to Perform. In addition to any other rights or remedies available under this lease, in law or in equity, if the Landlord shall fail to perform or cause to be performed any of the covenants or obligations owed by the Tenant under the terms of this Lease, the Landlord shall have the right, but shall not be obligated, upon Ten (10) days' notice in writing to perform or cause the same to be performed, and to do or cause not to be done such things as may be necessary or incidental thereto (including without limiting the foregoing, the right to make repairs, installations, erections and expend monies). All payments, expenses, costs, charges, fees, including all legal fees on a solicitor and his own client full indemnity basis, and disbursements incurred or paid by or on behalf of the Tenant in default in respect thereof shall be immediately due and payable by the Tenant.

14.2 Overlooking and Condoning. Any condoning, excusing or overlooking by the Landlord or the Tenant of any default, breach or non-observance by the other party at any time or times in respect of any covenant, proviso or condition contained in this Lease shall not operate as a waiver of the Landlord's or the Tenant's respective rights under this Lease in respect of any subsequent default, breach or non-observance nor so as to defeat or affect in any way the rights of the Landlord or the Tenant in respect of any subsequent default, breach or non-observance.

14.3 Remedies Generally. Mention in this Lease of any particular remedy of the Landlord or the Tenant does not preclude the Landlord or the Tenant from any other remedy in respect of any such default, whether available at law or in equity or by statute or expressly provided for in this Lease. No remedy shall be exclusive or dependent upon any other remedy, all such remedies being cumulative and not alternative.

ARTICLE 15 – REPAIR ON TERMINATION [OR REMOVAL AND RESTORATION]

15.1 Upon the expiration of the Term or upon the earlier termination of the Lease, the Tenant covenants to surrender the Leased Premises in substantially the same condition as the Leased Premises were in upon delivery of possession thereof under this Lease save and except for reasonable wear and tear, any alterations approved by the Landlord pursuant to the terms of this Lease, and damage caused by fire, tempest or other casualty not due to the negligent, careless or willful acts or omissions of the Tenant, its employees, agents, servants, invitees, or those for whom the Tenant is responsible in law.

ARTICLE 16 - GENERAL

16.1 Grants of Interests. Provided always that the Tenant's use and enjoyment of the Lands is not significantly interrupted or prevented, the Tenant's leasehold interest in the Lands is and shall be subject to any and all grants of easements, utility right of ways, or other similar interests in the Lands by the Landlord, whether presently existing or to be granted in the future. In this regard, the Tenant acknowledges that the Landlord may deem it necessary or appropriate from time to time to cause or allow third parties, or the Landlord itself, to construct and install permanent underground or above-ground utility lines, pipeline facilities and transmission lines which will cross the Lands. The Tenant acknowledges and agrees that it shall in no way interfere or hinder the construction, installation, repair or maintenance of such lines or facilities undertaken by the Landlord or any person to whom the Landlord has granted such permission, and shall execute such further documentation as deemed appropriate in the sole discretion of the Landlord for purposes of expediting or permitting any such utility lines, pipeline facilities and transmission lines to be constructed, installed, repaired or maintained within the Lands by the Landlord or other authorized persons.

16.2 Overholding. If at the expiration of the Term or renewal term, as the case may be, the Tenant shall hold over with the consent of the Landlord, the tenancy of the Tenant thereafter shall, in the absence of written agreement to the contrary, be from month to month only and shall be subject to all other terms and conditions of this Lease except as to duration.

16.3 Notices. Any notice, demand, request, consent or other instrument required or permitted to be given under this Lease shall be in writing and shall be given and deemed to have been received as provided in this Section, and shall be addressed as follows:

to the Landlord at: Town of Claresholm
 P.O. Box 1000
 Claresholm, AB T0L 0T0
 Attention: Chief Administrative Officer

 Phone: (403) 625-3381
 Fax: (403) 625-3869

to the Tenant at: Learn A Lot Playschool
 P.O. Box 1777
 Claresholm, AB T0L 0T0
 Attention: Chairperson
 Phone: (403) 625-4551

or such other address as either party may appoint for all future notices by notice in writing. Any Notice must be mailed in Canada by prepaid registered post, delivered personally, or sent by prepaid courier. A notice shall be deemed to have been received by the party to whom the notice is addressed upon the same date as sending the notice by delivery or prepaid courier, or on that day which is five (5) business days following the date that the notice was mailed if sent by prepaid registered mail. Provided always that at the time of mailing there is not an actual or apprehended interruption in mail service by labor dispute or otherwise, in which case all notices shall be delivered or sent by prepaid courier.

16.4 Governing Law. This Lease shall be construed and governed by the laws of the Province of Alberta. All of the provisions of this Lease are to be construed as covenants and agreements as though the words importing such covenants and agreements were used in each separate article, paragraph and subparagraph of this Lease, and all of such covenants and agreements shall be deemed to run with the Land and the reversion therein. Should any provision of this Lease be illegal or not enforceable they shall be considered separate and several from the Lease and its remaining provisions shall remain in force and be binding upon the parties as though the illegal or unenforceable provisions had never been included. The schedules shall form part of this Lease.

16.5 Time of Essence. Time shall be of the essence throughout this Lease.

16.6 Captions. The headings, captions, paragraph numbers, sub-paragraph numbers, article numbers and indices appearing in this Lease have been inserted as a matter of convenience and for reference only and in no way define, limit, construct or enlarge the scope or meaning of this Lease or any provisions of this Lease.

16.7 Relationship Between Parties. Nothing contained herein shall be deemed or construed by the Landlord or the Tenant, nor by any third party, as creating the relationship of principal and agent or of partnership, or of a joint venture agreement between the Landlord and the Tenant, it being understood and agreed that none of the provisions contained in this Lease nor any act of the parties shall be deemed to create any relationship between the Landlord and the Tenant other than the relationship of a landlord and tenant.

16.8 Lease Entire Relationship. The Tenant acknowledges that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Lease save as expressly set out in this Lease and that this Lease constitutes the entire agreement between the Landlord and the Tenant and may not be modified except by subsequent agreement in writing of equal formality executed by the Landlord and the Tenant.

16.9 Binding Effect. This Lease and everything contained within this Lease shall enure to the benefit of and be binding upon the heirs, executors, administrators, successors, permitted assigns and other legal representatives, as the case may be, of each of the Landlord and the Tenant, subject to the granting of consent by the Landlord as provided to any assignment or sublease. Where Tenant is comprised of more than one legal entity, this Lease shall be binding upon all such parties on a joint and several basis.

IN WITNESS WHEREOF each of the Landlord and the Tenant have executed this Lease on the day and year first written above.

TOWN OF CLARESHOLM

Per: _____

Per: _____

LEARN-A-LOT PLAYSCHOOL SOCIETY

Per: _____

Per: _____



REQUEST FOR DECISION

Meeting: December 13, 2021
Agenda Item: 15

Curling Club Lease Renewal

DESCRIPTION/BACKGROUND:

In 2021, to control budgetary increases, Council began charging community groups for town utility (water, wastewater, and garbage/recycling) usage in town owned facilities. Administration notified the Curling Club of this change and the Curling Club indicated that, according to their lease, the Town was required to pay utilities. Furthermore, the lease contains an option for the tenant to renew under the current terms and conditions for another five years. The Curling Club has requested to renew the lease, which means that the town can't charge for these services for several more years.

DISCUSSION/OPTIONS:

Despite the renewal of the existing lease, the Curling Club is willing to change some terms of the agreement, specifically:

Old wording:

3.2 Option to Renew

Provided that the Tenant is not then in default of any of its obligations contained within this Lease, the Tenant shall have the option to renew this Lease for one (1) further term of five (5) years, upon the same terms, covenants and conditions contained within this Lease. The Landlord and the Tenant acknowledge and agree that there shall be no recurring right of renewal, and that the renewal term(s) contemplated within this Paragraph constitute the extent of the Tenant's renewal right. The Tenant may exercise its right of renewal contained within this Lease by delivering notice in writing to the Landlord at any time up to and including the date of the expiration of the Term of renewal term, as the case may be.

New Wording:

3.2 Lease Renewal. The Tenant may seek a renewal of this Lease for one (1) further term of five (5) years, upon the same terms, covenants and conditions contained within this Lease by delivering notice in writing to the Landlord at any time up to and including the date of the expiration of the Term. Upon receipt of a renewal request, the Landlord will have the ability to accept or decline the renewal request, or to request a lease with new terms, covenants and conditions.

New Wording:

9(e) provide annually to the Town of Claresholm a reviewed and signed copy of financial statements and society filing to ensure status (within 90 days of the fiscal year end).

(f) provide annually to the Town's Director of Infrastructure, or delegate, the municipal buildings inspection worksheet;

(g) provide within the society bylaws, one non-voting seat on the Board for a member of Claresholm Town Council. The Council member that fills that seat is to be appointed by Council.

No Change:

9.2 Utilities. The Tenant shall pay promptly when due all rates, levies and charges (including installation charges) for telephone, cable, telecommunication, (except services provided by the Town of Claresholm) and any and all other services and utilities supplied to or used within the Leased Premises, and shall indemnify the Landlord against any and all liability or damages pertaining thereto.

Additionally, there are some very minor changes in section 10 and 11 to provide clarity regarding commercial insurance, as well as damage and destruction of leased property.

Administration has spoken with several members of the Curling Club and they are in favour of the updated agreement. Council needs to appoint a representative to the Curling Club board.

PROPOSED RESOLUTIONS:

1) Moved by Councillor _____ to approve the lease renewal with the Claresholm Curling Club as presented.

2) Moved by Councillor _____ to approve Councillor _____ as the Council Representative to the Claresholm Curling Club Board.

RECOMMENDED ACTION:

Approve the lease renewal with the Curling Club

ATTACHMENTS:

- 1.) Curling Club Lease 2021
- 2.) Council Committee Appointments List

APPLICABLE LEGISLATION:

- 1.) MGA Part 1, s. 3
- 2.) Bylaw 1641, Code of Conduct

PREPARED BY: Abe Tinney, CAO

APPROVED BY: Abe Tinney, CAO

DATE: December 10, 2021

LEASE AGREEMENT

TOWN OF CLARESHOLM

TO

CLARESHOLM CURLING CLUB

THIS LEASE made the _____ day of _____, 2021.

BETWEEN:

TOWN OF CLARESHOLM

(hereinafter referred to as the "Landlord")

AND:

CLARESHOLM CURLING CLUB

(hereinafter referred to as the "Tenant")

WHEREAS:

A. The Landlord is the registered owner of the Lands;

NOW THEREFORE in consideration of the grant of leasehold interest, rents payable, and the mutual covenants contained within this Lease, the parties hereby agree as follows:

ARTICLE 1 - DEFINITIONS

1.1 In this Lease the following terms have the following meanings:

- (a) "Buildings" means the buildings and improvements from time to time located upon the Lands;
- (b) "Commencement Date" means the 30th day of November, 2021;
- (c) "Hazardous Substances" means toxic, hazardous, dangerous or potentially dangerous substances of any kind whatsoever including, without restricting the generality of the foregoing, urea formaldehyde, asbestos, PCB transformers and those elements, materials, substances or compounds which are regulated by federal, provincial or local statute, law, ordinance, code, rule, regulation order or decree including, but not limited to, the *Environmental Protection and Enhancement Act*, R.S.A. 2000, c.E-12, as amended from time to time, regulating, relating to or imposing liability or standards of conduct concerning any hazardous, toxic or dangerous or potentially dangerous waste, substance or material of any kind or nature whatsoever;
- (d) "Lands" means those lands legally described as Lot 33, Block 118, Plan Claresholm Unregistered (430 – 53 Avenue East);
- (e) "Lease" means this lease agreement, as from time to time amended in writing by agreement between the Landlord and the Tenant;

- (f) "Permitted Use" means the operation and management of the curling rink for use by the public and the Curling Club in compliance with all applicable laws, regulations or bylaws and for no other purpose whatsoever unless expressly authorized in writing by the Landlord in writing. The Permitted Use of the curling rink includes use by the public, use by the Curling Club, operation of a concession, cultural or community events, and such other uses as authorized by the Landlord;
- (g) "Rent" means the rent payable by the Tenant pursuant to Paragraph 5.1 of this Lease, together with any other sums, amounts, costs or charges as may be required to be paid by the Tenant to the Landlord pursuant to the terms of this Lease;
- (h) "Stipulated Rate" means the prime rate of interest charged from time to time by the ATB Financial, formerly Alberta Treasury Branches, or its successor, at its main branch in Edmonton to its most preferred borrowers, plus Three (3%) percent per annum; and
- (i) "Term" means the term of this Lease as set forth in Paragraph 3.1 of this Lease.

ARTICLE 2 - GRANT

2.1 Demise of Lands. In consideration of the rents, covenants, conditions and agreements contained within this Lease to be paid, observed and performed by the Tenant, the Landlord hereby demises and leases the Lands to the Tenant.

ARTICLE 3 - TERM OF LEASE

3.1 Term. The term of this Lease shall be for approximately five (5) years commencing on the Commencement Date and ends November 30, 2026, subject always to earlier termination or renewal of this Lease and the Term as provided in this Lease.

3.2 Lease Renewal. The Tenant may seek a renewal of this Lease for one (1) further term of five (5) years, upon the same terms, covenants and conditions contained within this Lease by delivering notice in writing to the Landlord at any time up to and including the date of the expiration of the Term. Upon receipt of a renewal request, the Landlord will have the ability to accept or decline the renewal request, or to request a lease with new terms, covenants and conditions.

ARTICLE 4 - EXAMINATION OF LANDS

4.1 "As Is, Where Is". The Landlord shall provide, and the Tenant shall accept, the Leased Premises in as-is, where-is condition.

4.2 Satisfactory Condition. Without limiting the foregoing, the Tenant agrees:

- (a) that there exists no promise or collateral agreement by the Landlord to alter, remodel, decorate or improve the Lands or any property neighbouring or surrounding the Lands;

- (b) that no warranties or representations whatsoever respecting the Lands (including, without restriction, the condition or quality of the Lands, or its suitability for the purposes and use intended by the Tenant) have been made by the Landlord or its agents or employees; and
- (c) that the Tenant has examined the Lands and as at the date of this Lease the Lands are in good order, ready for occupancy and in satisfactory condition.

ARTICLE 5 - RENT

5.1 **Base Rent.** The base rent payable by the Tenant to the Landlord for the Term of this Lease shall be the sum of \$1 per year, payable in advance on the first day of each and every year of the Term starting with the Commencement Date. The base rent payable by the Tenant will be reviewed by the parties before the end of November at the end of the term of the lease.

5.2 **Net Lease.** The Landlord and the Tenant hereby covenant and agree that for all purposes that this Lease shall be a net lease for the Landlord, and that save and except for as specifically set forth within this Lease the Landlord shall not be responsible for any cost, charge, expense or outlay of any nature whatsoever arising from or relating to the Lands, the Buildings, or any impositions, costs and expenses of every nature and kind relating to the Lands and the buildings whether or not specifically provided for within this Lease. All such costs shall be the responsibility of the Tenant to pay promptly when due. To the extent that any such costs are paid by the Landlord the Tenant shall reimburse the Landlord immediately upon demand, such sums being collectable in the same manner as Rent.

5.3 **Additional Costs.** In addition to the payment of Rent as set forth in Paragraph 5.1 of this Lease, the Tenant shall be responsible for payment of all servicing costs incurred in the construction of any and all services upon or within the Lands for the purposes of providing such services to the Leased Premises.

ARTICLE 6 - TAXES

6.1 **The Tenant's Taxes.** Subject to the availability of any exemption under the *Municipal Government Act*, R.S.A. 2000, c. M-26, the Tenant shall, pay when and if they shall become due and payable, all real estate taxes, assessments, rates and charges and other government impositions, general or special, ordinary or extraordinary, foreseen or unforeseen, of every kind, including assessments for local or public improvements and school taxes which may at any time during the Term be imposed, assessed or levied, in respect of the Tenant's buildings and Tenant's leasehold interest in the Lands and all fixtures and improvements from time to time located thereon, or which, howsoever imposed, might constitute a lien on the leased premises or any part thereof or a liability of the Landlord.

6.2 **Goods and Services Tax.** If and whenever applicable, the party making any payment required under this Lease shall be responsible for the payment of any and all Goods and Services Tax pursuant to the *Excise Tax Act*, or other value-added tax which may be imposed in place of or in addition to the Goods and Services Tax, which may become payable in respect of any sums to be paid pursuant to the terms of this Lease.

ARTICLE 7 - TENANT'S BUILDINGS

7.1 Ownership of Buildings and Fixtures. The Landlord and the Tenant agree that the Leased Premises together with anything in the nature of installations, alterations, additions and improvements, and all other fixed improvements which the Tenant may construct upon the Lands from time to time, are and shall remain the separate property of the Landlord and not of the Tenant, but subject to and governed by all the provisions of this Lease. The Tenant shall not mortgage, charge or encumber such improvement, nor assign or otherwise deal with the fixed improvements separately from any dealing with the leasehold interest under this Lease, unless authorized by the Landlord in writing.

7.2 Builders' Liens. The Tenant covenants not to permit any builders' or other liens to be registered against either the Landlord's freehold title to the Lands, or the Tenant's leasehold interest pursuant to this Lease. Upon the registration of such a lien on the said titles, the Tenant shall obtain a discharge thereof within Thirty (30) days after the Tenant has notice of the lien. With respect to liens registered against the Landlord's freehold title to the Lands, the Landlord shall have the right, but in no way shall it be obligated, to obtain a discharge of the lien, whereupon all sums paid by the Landlord to procure the discharge, as well as the Landlord's costs of obtaining such discharge including, without restriction, legal and other costs on a solicitor and his own client full indemnity basis, shall be repaid forthwith upon demand by the Tenant as Rent. Notwithstanding the foregoing the Tenant may, with respect to liens registered on the Tenant's leasehold title only, contest the validity of any such lien provided that the Tenant shall first either:

- (a) obtain an order from a Court of competent jurisdiction discharging the lien from the Tenant's leasehold title by payment into Court; or
- (b) furnish to the Landlord security satisfactory to the Landlord, in both format and amount, against all loss or damage which the Landlord might suffer or incur as a result of the Tenant contesting the lien.

7.3 Liability for Liens. Notwithstanding anything contained within this Lease, the Landlord and the Tenant hereby covenant and agree that the Landlord shall not be considered to be an owner for the purposes of the attachment of builders' liens. Without limiting the generality of the foregoing, nothing contained within this Lease shall be interpreted as an admission of liability on the part of the Landlord for the performance of any work or furnishing of any materials in relation to any improvements made to the Lands or the Leased Premises.

ARTICLE 8 - QUIET ENJOYMENT

8.1 The Tenant's Quiet Enjoyment. Subject to the terms, covenants and conditions contained in this Lease, the Landlord covenants that upon duly performing and observing all its covenants and obligations contained in this Lease the Tenant shall and may peaceably possess and enjoy the Lands for the Term without any interruption or disturbance from the Landlord or any other person lawfully claiming by, from or under the Landlord.

ARTICLE 9 - OPERATION OF LEASED PREMISES

9.1 Management. The Tenant shall operate and manage the Leased premises in a manner consistent with the Permitted Use and in a safe, efficient, and good workmanlike manner, and in substantially the same manner as a prudent municipal owner would operate and manage the Leased Premises in compliance with all applicable laws affecting the Tenant and the Leased Premises, and shall take such action as appropriate to ensure that the Leased Premises is properly and adequately supervised including, without limiting the generality of the foregoing, the Tenant shall:

- (a) supply all necessary equipment and personnel reasonably required with respect to the management, operation, and maintenance of the Leased Premises. In particular the Tenant shall comply the Landlord's policy requiring the presence of personnel trained in the Alberta Server Intervention Program;
- (b) undertake all activities and provide all services reasonably required for the efficient management, operation and maintenance of the Leased Premises as a prudent owner would in similar circumstances;
- (c) promptly pay when due any and all charges, impositions, costs and expenses of every nature and kind relating to the Leased Premises and the maintenance, operation, cleaning (in a clean and sanitary condition, satisfactory to the Provincial Regulations), and caretaking (including providing bathroom and cleaning supplies, toilet paper, paper towels and soap), repair and replacement of all structures and improvements located thereon including, without restriction, all costs relating to cleaning the interior and exterior portion of the Leased Premises, provision of hot and cold water, and provision of electricity;
- (d) throughout the Term continuously use the Leased Premises solely for the Permitted Use and shall not use or permit or suffer the use of the Leased Premises or any part thereof for any other business or purpose;
- (e) provide annually to the Town of Claresholm a reviewed and signed copy of financial statements and society filing to ensure status (within 90 days of the fiscal year end).
- (f) provide annually to the Town's Director of Infrastructure, or delegate, the municipal buildings inspection worksheet;
- (g) provide within the society bylaws, one non-voting seat on the Board for a member of Claresholm Town Council. The Council member that fills that seat is to be appointed by Council.
- (h) not cause or suffer or permit any Hazardous Substances (other than normal cleaning or other products reasonably required with respect to the maintenance and operation of the Leased Premises, and in the performance of the Tenant's normal operations upon the Lands as contemplated under the Permitted Use), to be located in or upon the Leased Premises, or discharged into the Leased Premises or into any driveways, parking areas, ditches, water courses, culverts, drains or sewers in or adjacent to the Leased Premises;
- (i) not do, omit to do, permit to be done, or omit to be done, any act or thing which may render void or voidable or conflict with the requirements of any policy or policies of insurance, including any regulations of fire insurance underwriters applicable to such policy or policies, under which the Leased Premises or the contents of the Leased Premises are insured;
- (j) promptly pay when due all costs incurred in the operation, maintenance, repair, replacement, improvement, and alteration of the Leased Premises, whether due to the supply of work,

services or materials, and in such a manner so as to ensure no mechanics' or builders' lien(s) arise in respect of the Leased Premises or the Tenant's leasehold interest under this Lease;

- (k) be responsible for the installation and maintenance of the curling ice surfaces.
- (i) maintain (including, without limitation, the performance of regular and periodic servicing, maintenance and inspections as a prudent owner would) in good operating condition all equipment, pipes, wiring and electrical apparatus and all plumbing fixtures, heating, ventilating and air conditioning equipment and all other mechanical systems and electrical systems in or about the Leased Premises and shall keep the same in clean and good working order and repair. It is understood and agreed that in case the said fixtures, systems and equipment or any part thereof shall be damaged or destroyed, or become incapable of performing their function, the prompt repair, replacement, and upgrading of the same shall be the sole responsibility of the Tenant;
- (j) maintain (including, without limitation, the performance of regular and periodic servicing, maintenance and inspections as a prudent owner would) in good operating condition all structural components and roofs comprising the Leased Premises;
- (j) maintain ice refrigeration equipment;
- (k) will without recompense use jointly the parking area around the building with the Royal Canadian Legion.

9.2 Utilities. The Tenant shall pay promptly when due all rates, levies and charges (including installation charges) for telephone, cable, telecommunication, (except services provided by the Town of Claresholm) and any and all other services and utilities supplied to or used within the Leased Premises, and shall indemnify the Landlord against any and all liability or damages pertaining thereto.

9.3 Evidence of Payments. The Tenant shall produce upon the reasonable request of the Landlord, satisfactory evidence of the due payment by the Tenant of all payments required to be made by the Tenant under this Lease.

9.4 No Nuisance. The Tenant shall not at any time during the Term, use, exercise or carry on or permit or suffer to be used, exercised or carried on, in, about or upon the Leased Premises or any part thereof any waste or any offensive act, trade, business, occupation or calling, and no act, matter or thing whatsoever shall at any time during the Term be done in, about or upon the Leased Premises or any part thereof which shall be inconsistent or incompatible with the intended use of the Leased Premises, or which may be or grow to the annoyance, nuisance, damage or disturbance of the occupants and other users of the Leased Premises, as well as occupants of lands and property owners in the vicinity of the Leased Premises.

9.5 Comply with Laws and Regulations. The Tenant shall comply promptly at its expense with all laws, by-laws, ordinances, regulations, requirements and recommendations of any and all federal, provincial, civic, municipal and other lawful authorities, which may be applicable to the Tenant, to the construction of the Leased Premises, to the manner of use or operation of the Leased Premises, or the making by the Tenant of any repairs, alterations, changes or improvements to the Leased Premises.

9.6 Alterations. The Tenant shall not without the prior written consent of the Landlord, which consent may not be unreasonably withheld, excavate, drill, install, erect, or permit to be excavated, drilled, installed or erected over, under or through the Leased Premises, any pit, foundation, pavement, building, fence, sidewalk, installation, addition, partition, sign, alteration, or other structure or improvement. Notwithstanding the forgoing, throughout the Term of this Lease and renewal the Tenant shall be entitled to make changes, additions or improvements to the Leased Premises, without the requirement for consent from the Landlord,

provided that such alterations:

- (a) do not alter the exterior of the buildings and improvements comprising part of the Leased Premises; and
- (b) do not result in changes to the square footage of the buildings or improvements forming part of the Leased Premises.

9.7 Signs. The Tenant shall be entitled to construct, erect, or install signs related to its operations in or upon the Lands and the Leased Premises. All such signs constructed, erected, or installed upon the Lands and the Leased Premises shall comply with all statutes, by-laws, regulations, codes and restrictions affecting the Lands and the Leased Premises, and all permits and approvals obtained in respect of such signs.

9.8 Fire Extinguishers/Alarms/Kitchen Hoods. The Landlord shall be responsible for the regular (no less than annual) inspection and maintenance of the fire extinguishers, fire alarms and kitchen hood systems. Any costs to the Landlord incurred through this maintenance will be paid for by the Tenant in a timely manner. Monthly inspection of fire extinguishers is the responsibility of the Tenant.

ARTICLE 10 - INSURANCE AND INDEMNITY

10.1 Insurance. The Tenant shall purchase and maintain in force during the Term and any renewal term the following insurance coverage satisfactory to the Landlord, acting reasonably:

- (a) during any periods of construction upon the Lands, property insurance in an amount not less than One Hundred (100%) percent of the replacement value of the improvements upon the Lands, providing coverage by way of a "Builder's All Risk" policy;
- (b) **commercial comprehensive** general liability insurance against, among other things, claims for personal injury, death, property damage, or third party or public liability claims arising from any one accident or occurrence upon, in or about the Leased Premises (as well as the balance of the Lands, to the extent that the Tenant's activities occur thereon) of and from any cause to an amount of not less than FIVE MILLION (\$5,000,000.00) DOLLARS (or from time to time such greater amounts as are sufficient, as determined from time to time by the Landlord acting reasonably, to afford equivalent protection against all such claims) in respect of any one accident or occurrence, **including tenants legal liability**; and
- (c) risks normally insured against by Tenant's of a Leased Premises in the Province of Alberta, in particular for the contents owned by the Tenant.
- (d) The Landlord shall purchase and maintain in force during the Term and any renewal term insurance coverage on the Leased Premises, the Equipment, and all intrinsic fixtures and improvements within the Leased Premises.

10.2 Additional Terms. All such policies of insurance maintained by the Landlord and the Tenant may contain a waiver or wavers of subrogation against the other party and its insurers, provided that such waiver is reciprocal within the insurance coverage and is first approved by the Landlord's and the Tenant's insurer.

10.3 Copies of Policies. The Landlord and the Tenant shall when requested, and no more often than on an annual basis, provide the other party with copies of each insurance policy purchased pursuant to the terms of this Lease.

10.4 Proceeds of Insurance. Subject to the provisions contained within Article 11 of this Lease, the proceeds of any insurance which may become payable under any policy of insurance effected pursuant to this Lease shall be payable to the Landlord and the Tenant as their respective interests may appear.

10.5 Repair Obligations. Subject to the provisions contained within Article 11 of this Lease, where repairs are necessary due to damage or destruction of the Leased Premises, the Equipment, or any fixtures and improvements in or upon the Leased Premises, the Tenant shall promptly effect such repairs to the extent of the proceeds of insurance received.

10.6 Indemnity. The Tenant shall indemnify and save harmless the Landlord from any and all liabilities, damages, expenses, costs, fees (including all legal and other professional costs on a solicitor and his own client full indemnity basis), claims, suits or actions arising out of or caused by the use and occupation of the Lands, the balance of the Lands, and the Leased Premises by the Tenant, and its respective employees, agents, and those for whose actions they are responsible for in law including, without restriction, such liabilities, damages, expenses, costs, fees, claims, suits or actions arising from:

- (a) any breach, violation, or non-performance of any covenant, condition or agreement in this Lease;
- (b) any damage to property; or injury to any person or persons including death;
- (c) any environmental damage and resulting clean up costs; and
- (d) all claims arising under the *Workers' Compensation Act, Occupational Health and Safety Act, Occupiers' Liability Act* or other statute that imposes liability upon the owners or occupiers of land or in relation to the operation of a worksite.

This indemnity shall specifically exclude any and all such claims, costs and expenses or portions thereof arising from the negligence of the party to be indemnified, or those for whose actions the party to be indemnified is legally responsible for. This indemnity shall survive the expiry or sooner termination of this Lease.

ARTICLE 11 - DAMAGE AND DESTRUCTION

11.1 Damage or Destruction of Leased Premises. In the event that the Leased Premises is damaged or destroyed by **the actions or inactions of the Tenant, directly or indirectly**, the Tenant shall promptly repair such damage subject to the following provisions:

- (a) if, in the reasonable opinion of the Tenant, the Leased Premises cannot be rebuilt or made fit for the purposes of the Tenant within one hundred and eighty (180) days of the damage or destruction;
- (b) if, in the reasonable opinion of the Tenant, no less than fifty (50%) percent of the Leased Premises requires repair or reconstruction; or
- (c) if, in the reasonable opinion of the Tenant, the repair or reconstruction of the Leased Premises is not financially reasonable given the age of the Leased Premises, the equipment and improvements, or given the availability of alternative premises for Leased Premises and/or use by the Tenant;

then instead of being required to rebuild or make the Leased Premises fit for use by the Tenant the Tenant may, at its option, terminate this Lease by giving the Landlord Sixty (60) days' notice of termination and the Tenant shall deliver up possession of the Lands to the Landlord in the condition required under the terms of

this Lease on or before the expiry of such sixty (60) days.

11.2 Distribution of Insurance Proceeds. Notwithstanding anything contained within this Lease, the proceeds of any insurance received by the Tenant as a result of the damage or destruction of the Leased Premises, or a portion thereof, shall be dealt with as follows:

- (a) subject to the provisions of Paragraph 10.1 of this Lease, applied to the costs of repairing, replacing, or reconstructing the Leased Premises; and
- (b) in the event of a termination pursuant to Paragraph 11.1 of this Lease, the proceeds shall be applied in the following order:
 - (i) the payment in full of any and all costs incurred in relation to the demolition of the Leased Premises and restoration of the Lands in accordance with Paragraph 15.1(b) of this Lease; and
 - (ii) any remaining portion of the insurance proceeds shall be paid to the Tenant.

11.3 Notice of Accidents, Defects or Damages. The Tenant shall immediately advise the Landlord, and promptly thereafter by notice in writing confirm such advice to the Landlord, of any accident to or defect in the equipment, plumbing, gas pipes, water pipes, heating, ventilating, and air conditioning apparatus, electrical equipment, conduits, or wiring, or of any damage or injury to the Leased Premises, or any part thereof, howsoever caused. Provided, however, that in no way shall this provision be construed in such a manner as to obligate the Landlord to effect any repairs or replacement.

ARTICLE 12 - SUB-LETTING AND ASSIGNMENT

12.1 Assignment and Subletting. The Tenant shall not assign its interest in this Lease in whole or in part, nor sublet all or any part of the Leased Premises, with the exception of the concession, nor part with or share possession of all or any portion of the Leased Premises, nor mortgage by either specific or floating charge or encumber in any way whatsoever this Lease or the Leased Premises, without the prior written consent of the Landlord. The Landlord may be permitted temporary use of the Leased Premises, subject to availability, at no cost to the Landlord.

ARTICLE 13 - DEFAULT

13.1 Events of Default. Each and every of the following events shall constitute an event of default (hereinafter referred to as an "Event of Default"):

- (a) if the Tenant fails to make any payment, in whole or in part, of any amount payable to the Tenant as provided in this Lease;
- (b) if the Tenant ceases to carry on the Permitted Use;
- (c) if the Tenant is or becomes, insolvent or bankrupt or if the Tenant:
 - (i) makes any assignment for the benefit of creditors,
 - (ii) is declared bankrupt,

- (iii) seeks the protection of the *Bankruptcy and Insolvency Act*, the *Companies Creditor's Arrangement Act* or like legislation,
 - (iv) disposes of all or substantially all of its assets without the consent of the Landlord, or
 - (v) commences proceedings to wind itself up or if winding up proceedings are commenced in respect of the Tenant; and
- (c) if the Landlord or the Tenant neglects or fails to observe, perform or comply with any of its obligations pursuant to this Lease, howsoever arising, and fails to remedy such default within Thirty (30) days from the date of receipt of written notice from the Landlord requiring that the curing the default.

13.2 Termination. Upon the occurrence of an Event of Default, in addition to any and all other rights and remedies available to landlords the Landlord may terminate this Lease by delivery of notice in writing to that effect to the party in default. Such termination shall not limit in any way the Landlord's recourse to any remedies available to it at law, equity or otherwise.

13.3 Collection of Costs. In addition to any other rights available to the Landlord or the Tenant pursuant to this Lease, the Landlord or the Tenant shall be entitled to collect from the party in default:

- (a) all payments made by the party not in default or costs incurred by the party not in default which ought to have been paid or incurred by the party in default, or for which the party not in default is entitled to be paid or to be reimbursed pursuant to the terms of this Lease;
- (b) all disbursements and costs (including legal and other professional costs on a solicitor and his own client full indemnity basis) and all fees and costs related to recovery or collection of such sums or the enforcement of the terms of this Lease generally; and
- (c) interest at the Stipulated Rate on all outstanding amounts owed by the party in default to the party in default, from the 31st day following the date they are invoiced to the date of payment in full.

13.4 Set-Off. In the event that either the Landlord or the Tenant fails to make any payment or provide any sum to the other party as required under the terms of this Lease, at the election of the Landlord or the Tenant, as the case may be, that amount may be set off against and applied to any sum of money owed by the defaulting party to the party not in default from time to time until all amounts owing to the party not in default are set-off in full. Exercise of such right of set-off by either the Landlord or the Tenant shall not limit or waive any right or remedy against the other party under this Lease.

ARTICLE 14 - PERFORMANCE & REMEDIES

14.1 Right to Perform. In addition to any other rights or remedies available under this lease, in law or in equity, if the Landlord shall fail to perform or cause to be performed any of the covenants or obligations owed by the Tenant under the terms of this Lease, the Landlord shall have the right, but shall not be obligated, upon Ten (10) days notice in writing to perform or cause the same to be performed, and to do or cause not to be done such things as may be necessary or incidental thereto (including without limiting the foregoing, the right to make repairs, installations, erections and expend monies). All payments, expenses, costs, charges, fees, including all legal fees on a solicitor and his own client full indemnity basis, and disbursements incurred or paid by or on behalf of the Tenant in default in respect thereof shall be immediately due and payable by the Tenant.

14.2 Overlooking and Condoning. Any condoning, excusing or overlooking by the Landlord or the Tenant of any default, breach or non-observance by the other party at any time or times in respect of any covenant, proviso or condition contained in this Lease shall not operate as a waiver of the Landlord's or the Tenant's respective rights under this Lease in respect of any subsequent default, breach or non-observance nor so as to defeat or affect in any way the rights of the Landlord or the Tenant in respect of any subsequent default, breach or non-observance.

14.3 Remedies Generally. Mention in this Lease of any particular remedy of the Landlord or the Tenant does not preclude the Landlord or the Tenant from any other remedy in respect of any such default, whether available at law or in equity or by statute or expressly provided for in this Lease. No remedy shall be exclusive or dependent upon any other remedy, all such remedies being cumulative and not alternative.

ARTICLE 15 – REPAIR ON TERMINATION [OR REMOVAL AND RESTORATION]

15.1 Upon the expiration of the Term or upon the earlier termination of the Lease, the Tenant covenants to surrender the Leased Premises in substantially the same condition as the Leased Premises were in upon delivery of possession thereof under this Lease save and except for reasonable wear and tear, any alterations approved by the Landlord pursuant to the terms of this Lease, and damage caused by fire, tempest or other casualty not due to the negligent, careless or willful acts or omissions of the Tenant, its employees, agents, servants, invitees, or those for whom the Tenant is responsible in law.

ARTICLE 16 - GENERAL

16.1 Grants of Interests. Provided always that the Tenant's use and enjoyment of the Lands is not significantly interrupted or prevented, the Tenant's leasehold interest in the Lands is and shall be subject to any and all grants of easements, utility right of ways, or other similar interests in the Lands by the Landlord, whether presently existing or to be granted in the future. In this regard, the Tenant acknowledges that the Landlord may deem it necessary or appropriate from time to time to cause or allow third parties, or the Landlord itself, to construct and install permanent underground or above-ground utility lines, pipeline facilities and transmission lines which will cross the Lands. The Tenant acknowledges and agrees that it shall in no way interfere or hinder the construction, installation, repair or maintenance of such lines or facilities undertaken by the Landlord or any person to whom the Landlord has granted such permission, and shall execute such further documentation as deemed appropriate in the sole discretion of the Landlord for purposes of expediting or permitting any such utility lines, pipeline facilities and transmission lines to be constructed, installed, repaired or maintained within the Lands by the Landlord or other authorized persons.

16.2 Overholding. If at the expiration of the Term or renewal term, as the case may be, the Tenant shall hold over with the consent of the Landlord, the tenancy of the Tenant thereafter shall, in the absence of written agreement to the contrary, be from month to month only and shall be subject to all other terms and conditions of this Lease except as to duration.

16.3 Notices. Any notice, demand, request, consent or other instrument required or permitted to be given under this Lease shall be in writing and shall be given and deemed to have been received as provided in this Section, and shall be addressed as follows:

to the Landlord at: Town of Claresholm
 P.O. Box 1000
 Claresholm, AB T0L 0T0
 Attention: Chief Administrative Officer
Phone: (403) 625-3381
Fax: (403) 625-3869

to the Tenant at: Claresholm Curling Club

P.O. Box 998
Claresholm, AB T0L 0T0
Attention: Bobbie-Jo Penner
Phone: (403) 625-3933

or such other address as either party may appoint for all future notices by notice in writing. Any Notice must be mailed in Canada by prepaid registered post, delivered personally, or sent by prepaid courier. A notice shall be deemed to have been received by the party to whom the notice is addressed upon the same date as sending the notice by delivery or prepaid courier, or on that day which is five (5) business days following the date that the notice was mailed if sent by prepaid registered mail. Provided always that at the time of mailing there is not an actual or apprehended interruption in mail service by labour dispute or otherwise, in which case all notices shall be delivered or sent by prepaid courier.

16.4 Governing Law. This Lease shall be construed and governed by the laws of the Province of Alberta. All of the provisions of this Lease are to be construed as covenants and agreements as though the words importing such covenants and agreements were used in each separate article, paragraph and sub-paragraph of this Lease, and all of such covenants and agreements shall be deemed to run with the Land and the reversion therein. Should any provision of this Lease be illegal or not enforceable they shall be considered separate and several from the Lease and its remaining provisions shall remain in force and be binding upon the parties as though the illegal or unenforceable provisions had never been included. The schedules shall form part of this Lease.

16.5 Time of Essence. Time shall be of the essence throughout this Lease.

16.6 Captions. The headings, captions, paragraph numbers, sub-paragraph numbers, article numbers and indices appearing in this Lease have been inserted as a matter of convenience and for reference only and in no way define, limit, construct or enlarge the scope or meaning of this Lease or any provisions of this Lease.

16.7 Relationship Between Parties. Nothing contained herein shall be deemed or construed by the Landlord or the Tenant, nor by any third party, as creating the relationship of principal and agent or of partnership, or of a joint venture agreement between the Landlord and the Tenant, it being understood and agreed that none of the provisions contained in this Lease nor any act of the parties shall be deemed to create any relationship between the Landlord and the Tenant other than the relationship of a landlord and tenant.

16.8 Lease Entire Relationship. The Tenant acknowledges that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Lease save as expressly set out in this Lease and that this Lease constitutes the entire agreement between the Landlord and the Tenant and may not be modified except by subsequent agreement in writing of equal formality executed by the Landlord and the Tenant.

16.9 Binding Effect. This Lease and everything contained within this Lease shall endure to the benefit of and be binding upon the heirs, executors, administrators, successors, permitted assigns and other legal representatives, as the case may be, of each of the Landlord and the Tenant, subject to the granting of consent by the Landlord as provided to any assignment or sublease. Where Tenant is comprised of more than one legal entity, this Lease shall be binding upon all such parties on a joint and several basis.

IN WITNESS WHEREOF each of the Landlord and the Tenant have executed this Lease on the day and year first written above.

TOWN OF CLARESHOLM

Per: _____

Per: _____

CLARESHOLM CURLING CLUB

Per: _____

Per: _____

STANDING BOARD & COMMITTEE APPOINTMENTS 2021

(updated November 22, 2021)

External Boards & Committees

Alberta Southwest

One Councillor from Town of Claresholm – Brad Schlossberger
1 Council member from each of the following partner municipalities:
Cardston County; Village of Glenwood; Crowsnest Pass; MD of Pincher Creek; Town of Pincher Creek; Town of Cardston; MD of Willow Creek; Town of Stavely; Village of Cowley; Town of Fort Macleod; Waterton; Town of Nanton; Village of Hillspring; MD of Ranchlands

Meetings the 1st Wednesday of every month at 6:00 p.m. and location rotates around the region.

Contact: Bev Thornton, Executive Director – bev@albertasouthwest.com
403-627-3373

Chinook Arch Regional Library System

Appointment term: Three (3) years

Appointed by the Claresholm Public Library Board – **Tony Hamlyn (Nov. 25, 2019), Alternate: Vacant**

Chinook Intermunicipal Subdivision and Development Appeal Board

Facilitator: Oldman River Regional Services Commission (ORRSC)

Councillor Rod Kettles

Member-at-Large: **Grant Jordan (Sept. 13, 2021)**

Appointment term; Three (3) years

Meetings as needed

Claresholm & District Chamber of Commerce

Councillor Mike Cutler

Twelve (12) members elected at large

Meetings the 3rd Monday of every month at 5:00 p.m. (Executive Meetings) at the Economic Development Office; and 3rd Wednesday of every month at noon (General Board Meetings) locations alternate.

Contact: Amanda Zimmer

Claresholm & District Transportation Society Board

Councillor Mike Cutler

One (1) member from Town of Granum

One (1) member from Vulcan County

Two (2) Special Interest Groups

- Claresholm Seniors Drop-In Centre

- Wandering Willows Association

Four (4) Community Members

- Claresholm – Stavely – Granum – M.D. Of Willow Creek #26

Meetings the 3rd Friday of every month at 10:00 a.m. at Auxiliary Hospital

Contact: cltransp@gmail.com 403-625-4455

Claresholm Animal Rescue Society (CAREs)

Councillor Kandice Meister
Nine (9) members elected at large

Meetings the 3rd Thursday of every month at 7:15 p.m. at the Library
Contact: Lorraine Norgard, President – lrr123@shaw.ca 403-625-5370

Claresholm Child Care Society Board

Councillor Rod Kettles
Nine (9) members elected at large

Meetings at 6:30 p.m. every month at the Town Office Council Chambers
(dates vary) – No meetings in July and August

Contact: Kim Gugala, Executive Director – cccs2@telusplanet.net
403-625-4543

Claresholm Curling Club

Vacant

Claresholm Food Bank

Councillor Mike Cutler

Meetings the 3rd Thursday of every month at 4:00 pm at the Library

Contact: Shirley Stange, 403-625-2092

Claresholm Golf Club Board

Councillor Rod Kettles
Nine (9) members elected at large

Meetings the 3rd Wednesday of every month at noon at the Golf Course

Contact: Lyle Broderson, Head Professional – bridgpro@telus.net 403-625-3500

Claresholm Housing Authority Board

Councillor Kandice Meister
Four (4) members at large (by the Town of Claresholm)

Appointment term: Four (4) years

July 20, 2020 – Karen Arnold; June 14, 2021 – Vonda Chatterton
November 8, 2021 – Ken McKee and Elaine Clay

Meetings the 3rd Monday of every month at 7:00 p.m. at Parkside Manor

Contact: Maxine Middleton – maxine.middleton984@gmail.com
403-625-4133

Community Hall Board

Councillor Brad Schlossberger
One (1) Councillor from MD of Willow Creek
Seven (7) members elected at large

Meetings once per month, no set date, at the Community Centre

Contact: Marni Lane – MLane@connectfirstcu.com

Claresholm Learn-a-lot Playschool Society Board

Councillor Rod Kettles

Meetings the last Wednesday of every month at 7:00 p.m. at the Playschool
Contact: Carol Van Rootselaar, Teacher – lotplay@telus.net 403-625-4551

Claresholm Library Board – Bylaw #1620

Councillor Brad Schlossberger

Two (2) members from MD of Willow Creek:

MD Councillor: Vacant

Member-at-large: Ashley Tebbut (Oct 13, 2020)

Three (3) to six (6) members at large (by the Town of Claresholm)

Appointment term: Three (3) years

May 10, 2021 – Joanna Ridley; May 25, 2021 – Kelsey Hipkin;

November 8, 2021 – Tony Hamlyn; November 22, 2021 – Donna Meister

Meetings quarterly on the 3rd Tuesday: November, February, May, September at 6:30 p.m. at the Library

Contact: Jay Sawatzky, Manager

Intermunicipal Development Plan Committee

Mayor Chelsae Petrovic and Councillor Brad Schlossberger

Alternate: Councillor Mike Cutler

Two (2) elected representatives from the MD of Willow Creek No. 26

Meetings are as needed.

Intermunicipal Collaboration Framework (ICF) Committee

Mayor Chelsae Petrovic and Councillor Mike Cutler

Alternate: Councillor Rod Kettles

Two (2) elected representatives of each of the Municipalities together with the CAO's of each municipality in an advisory role.

Municipalities: Town of Claresholm, MD of Willow Creek, Town of Fort Macleod, Town of Nanton, Town of Stavely

Meetings are at least once annually, and on an "as required" basis.

Joint Economic Development Initiative

Mayor Chelsae Petrovic and Councillor Kieth Carlson

MD of Willow Creek: Deputy Reeve Glen Alm and Councillor Darry Markle

Meetings are as needed.

Lethbridge College Community Advisory Council

Councillor Rod Kettles

Meetings are a minimum of twice per year, spring & fall, with additional meetings as needed; location to be determined

Contact: Melissa Reed, Regional Operations Assistant 403-320-5318

melissa.reed@lethbridgecollege.ca

Oldman River Regional Services Commission

Councillor Brad Schlossberger

Alternate: Mayor Chelsae Petrovic

Meetings quarterly the 1st Thursday: March, June, September, December at 7:00 p.m. at the ORRSC office in Lethbridge

Contact: Barb Johnson, Executive Secretary – admin@orrsc.com

403-329-1344

Physician Recruitment & Retention Committee

Councillor Mike Cutler

Alternate: Mayor Chelsae Petrovic

Meetings as necessary

Contact: Cindee Schlossberger 403-625-4484

Porcupine Hills Lodge Foundation Board

Councillor Kieth Carlson

One (1) member at large (by the Town of Claresholm)

November 8, 2021 – Cindee Schlossberger

Meetings the 1st Tuesday of every month at 4:00 pm at the Lodge

Contact: Lisa Anderson, CAO – landersonplodge@gmail.com
403-625-3988

Regional Assessment Review Board

Facilitator: Oldman River Regional Services Commission (ORRSC)

One (1) member at large – Doug Kemery (May 2020)

Appointment term: Three (3) years

Clerk: Lenze Kuiper

Chair: Doug Kemery

Meetings are as needed

Regional Emergency Preparedness Training Exercise Steering Committee

Councillor Craig Zimmer

Alternate: Councillor Rod Kettles

One (1) Councillor MD of Willow Creek

One (1) Councillor Town of Fort Macleod

One (1) Councillor Town of Stavely

One (1) Councillor Town of Nanton

Meetings as needed.

Regional Landfill Commission

Councillor Brad Schlossberger

One (1) Councillor MD of Willow Creek

One (1) Councillor Town of Fort Macleod

One (1) Councillor Town of Stavely

Meetings the 4th Thursday of every month at 3:00 p.m. at the Landfill

Contact: Cheryl Friesen, CAO willowcreekregionallandfill@cciwireless.ca
403-687-2603

Southern Alberta Summer Games Committee

Councillor Mike Cutler

Meetings as necessary

Contact: Karine Keys, Treasurer – karine@claresholm.ca

SouthGrow Regional Initiative

Councillor Brad Schlossberger

Meetings are held quarterly

Swimming Pool Joint Use Representative

Councillor Mike Cutler

Meetings are as needed – usually twice per year

Welcoming Claresholm Committee

Councillor Kandice Meister

Meetings are monthly

Willow Creek Agricultural Society Board

Mayor Chelsae Petrovic

Twelve (12) members elected at large

Meetings the 3rd Wednesday of every month at 6:30 p.m. – Supper meeting
at various restaurants

Contact: David Hansma, Manager – clhmagriplex@telus.net

403-625-2410

Internal Boards & Committees

Administrative Services Committee

Councillors: Kieth Carlson and Craig Zimmer, Chief Administrative Officer

Meetings are as needed in Council Chambers

Audit & Finance Committee

Full Council

Meetings are as needed in Council Chambers

Economic Development Committee – Bylaw #1635

Councillor Brad Schlossberger

Councillor Kieth Carlson

Alternate: Mayor Chelsae Petrovic

Eight (8) voting members appointed by Council

One (1) member from the MD of Willow Creek Council – **Glen Alm**

One (1) member nominated by the Chamber of Commerce – **Brad Toone (November 8, 2021)**

One (1) member representing the agricultural community – **Josh Fankhauser (November 8, 2021)**

Four (4) members representing the business/industrial community

Lauren Hansma (September 2020)

Jeffery Nielsen, Megan McClung, George Douros (November 8, 2021)

One (1) member representing the community at large – **Alec Harrison (January 2019)**

Appointment term: Four (4) years – or until successor is appointed

Meetings the 3rd Monday of every month at 7:00 p.m.

Emergency Management Advisory Committee

Mayor Chelsae Petrovic

Councillor Craig Zimmer

CAO

Meetings are once per year

Emergency Services Committee

Councillor Craig Zimmer

Councillor Rod Kettles

CAO

Claresholm Fire Chief

One (1) Member from the Claresholm Fire Department

One (1) Claresholm RCMP representative

Peace Officer

Director of Infrastructure

Meetings quarterly on the 1st Wednesday at 4:00 pm in Council Chambers

Facility & Infrastructure Planning Committee

Full Council

One (1) member at large

November 8, 2021 – Doug Priestley

Meetings as needed

Family and Community Support Services Board – Bylaw #1621

Councillor Kandice Meister

Councillor Kieth Carlson

One (1) Councillor MD of Willow Creek – Darry Markle

Three (3) to five (5) members at large

Appointment term: Three (3) years

July 15, 2019 – Sheila Karsten

November 8, 2021 – Delma Austin, Cindee Schlossberger, Vanessa McKenzie

Meetings the 1st Monday of every month at 7:00 p.m. in Council Chambers

Grievance Committee

Councillor Kieth Carlson

Councillor Craig Zimmer

Councillor Mike Cutler

Meetings are as needed

Municipal Planning Commission

Mayor Chelsae Petrovic

Councillor Kieth Carlson

Councillor Brad Schlossberger

Two (2) members at large

Appointment term: Three (3) years

November 8, 2021 – Jeffery Kerr and Doug Priestley

Meetings are Fridays at 8:00 a.m. once per month as needed in Council Chambers

Museum Board – Bylaw #1639

Councillor Kandice Meister

Four (4) to eight (8) members at large

Appointment term: Four (4) years

Nov 13, 2018 – Verne Lunan; Mar 9, 2020 – Margaret Lane; May 10,

2021 – Joe Toone; May 25, 2021 – Earl Taylor and Cynthia

Wannamaker; November 8, 2021 – Betty Hoare and Barry Gibbs;

November 22, 2021 – Barry Wood

Meetings the 3rd Wednesday of every month at 3:00 pm in Council Chambers

Recreation Facility Users Committee (Arena & Ball Diamonds)

Councillor Rod Kettles

Alternate: Councillor Craig Zimmer

Recreation Manager

Director of Infrastructure

Meetings are: Arena – twice yearly Ball Diamonds – once yearly

Wage Negotiating Committee

Mayor Chelsae Petrovic

Councillor Mike Cutler

Councillor Kandice Meister

Councillor Craig Zimmer

Meetings are only required when CUPE agreement is expiring

Appointments for Town of Claresholm Council: October 2021

Mayor Chelsae Petrovic

Appointments:

Internal: Audit & Finance Committee, Economic Development Committee (alternate), Emergency Management Advisory Committee, Facility & Infrastructure Planning Committee, Municipal Planning Commission, Wage Negotiating Committee

External: Intermunicipal Development Plan Committee, Intermunicipal Collaboration Framework Committee, Joint Economic Development Initiative, Willow Creek Agricultural Society Board.

Councillor Kieth Carlson

Appointments:

Internal: Administrative Services Committee, Audit & Finance Committee, Economic Development Committee, Facility & Infrastructure Planning Committee, FCSS, Grievance Committee, Municipal Planning Commission

External: Joint Economic Development Initiative

Councillor Mike Cutler

Appointments:

Internal: Audit & Finance Committee, Facility & Infrastructure Planning, Grievance Committee, Wage Negotiating Committee

External: Claresholm & District Chamber of Commerce, Claresholm & District Transportation Society Board, Claresholm Food Bank, Intermunicipal Development Plan Committee (alternate), Intermunicipal Collaboration Framework Committee, Physician Recruitment, Southern Alberta Summer Games Committee, Swimming Pool Rep.

Councillor Rod Kettles

Appointments:

Internal: Audit & Finance Committee, Emergency Services Committee, Facility & Infrastructure Planning Committee, Recreation Facility Users Committee.

External: Chinook Intermunicipal Subdivision & Development Appeal Board, Claresholm Child Care Society Board, Claresholm Golf Club Board, Claresholm Learn-a-lot Playschool Society Board, Intermunicipal Collaboration Framework Committee (alternate), Lethbridge Community College Advisory Council. Oldman River Regional Services Commission (alternate), Regional Emergency Preparedness Training Exercise Steering Committee (alternate).

Councillor Kandice Meister

Appointments:

Internal: Audit & Finance Committee, Facility & Infrastructure Planning Committee, FCSS, Museum Board, Wage Negotiating Committee.

External: Claresholm Animal Rescue Society, Claresholm Housing Authority, Porcupine Hills Lodge Foundation Board, Welcoming Claresholm Committee.

Councillor Brad Schlossberger

Appointments:

Internal: Audit & Finance Committee, Economic Development Committee, Facility & Infrastructure Planning Committee, Municipal Planning Commission.

External: Alberta Southwest, Community Hall Board, Claresholm Library Board, Intermunicipal Development Plan Committee, Oldman River Regional Services Commission, Regional Landfill Commission, Southgrow Regional Initiative.

Councillor Craig Zimmer

Appointments:

Internal: Audit & Finance Committee, Facility & Infrastructure Planning Committee, Administrative Services Committee, Emergency Management Advisory Committee, Emergency Services

Committee, Grievance Committee, Recreation Facility Users Committee (alternate), Wage
Negotiating Committee
External: Regional Emergency Preparedness Training Exercise Steering Committee



REQUEST FOR DECISION

Meeting: December 13, 2021
Agenda Item: 16

COMMITTEE APPOINTMENTS

DESCRIPTION:

During their last AGM for the Senior's Drop-in Center, they approved a new lease contract with the Town of Claresholm which included a requirement of a Council Appointment as a non-voting member on their board.

BACKGROUND:

Early in 2021 Council directed Administration to begin conversations with the Senior's Drop-in Centre Board to draft a new lease agreement. Here are the amendments to the agreement:

- provide annually to the Town of Claresholm a reviewed and signed copy of financial statements and society filing to ensure status (within 90 days of the fiscal year end).
- provide annually to the Town's Director of Infrastructure, or delegate, the municipal buildings inspection worksheet;
- provide within the society bylaws, one non-voting seat on the Board for a member of Claresholm Town Council. The Council member that fills that seat is to be appointed by Council.

Their AGM was back in the summer when they voted and approved these changes to the lease agreement, however the Board wanted to meet to discuss some questions prior to signing, so this was not brought forward for Council to appoint someone to that board until now. Abe, Mayor Petrovic, and myself met with their Manager and three board members on November 22nd.

PROPOSED RESOLUTIONS:

1. Moved by Councillor _____ to appoint _____ to the Claresholm Senior's Drop-in Centre Board.

ATTACHMENTS:

- NA

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

APPROVED BY: Abe Tinney, CAO

DATE: December 10, 2021



REQUEST FOR DECISION

Meeting: December 13, 2021

Agenda item: 17

DOWNTOWN ALLEYS (North of 50th Ave W)

BACKGROUND/DESCRIPTION:

At the October 25, 2021 regular meeting of Council, a motion was made to *direct Administration to develop an infrastructure plan regarding the back alleys in the downtown area and to explore a local area improvement tax as an alternative for paving costs.*

Administration has begun this process, however the details and costs of such a plan cannot be accurately determined without surveying and engineering to determine issues such as drainage, and the amount of impact, or work, required to adjacent lands for appropriate drainage, etc. As such, Administration has reached out to two different engineering firms to obtain quotes on costs for completing this project.

If Council is considering completing this project in the near future, adding this project to the existing 2nd Street West project, to be tendered in January for Spring 2022 construction, will have significant cost benefits. As both projects are strictly road and sidewalk construction, with no underground infrastructure, there are few unknowns for a construction company. Combining the two projects increases quantities, getting better pricing per square meter, as well as only one Tender, one mobilization and demobilization for the two projects. The projects are also adjacent to one another which also saves costs as well as disruption in that area once.

Moving forward with engineering at this time doesn't commit us to including this construction for 2022, but provides us that option depending on costs and funding. If Council wants to proceed with a local improvement tax to fund this construction, including engineering costs, this can still be done even with engineering costs already incurred. As per the MGA:

399 The undertaking of a local improvement may be started, the local improvement tax bylaw may be pass and debentures may be issued before or after the actual cost of the local improvement has been determined.

DISCUSSION:

Two quotes were received for this project, the lower one by a significant margin is with the same engineering company that is working on the 2nd Street project, and the quote includes everything from site surveying, detailed design drawings, landowner coordination, right through to tender and construction administration, and completion of the project. There are still a number of unknowns with this project, such as the scope. The current proposal is to pave/resurface the whole area noted in the image and in addition to resurfacing will address drainage improvement as well.

The area highlighted blue is an orphaned lot with no documented owner currently at Land Titles, nor is it included in our road plan, though it is currently utilized as if it is a public alley. This is being researched with Land Titles to track down prior ownership and history of this parcel so this can be sorted out. It shouldn't be an issue as it is currently used as an alley already, but some additional costs and coordination may be incurred to correct this issue and complete surveying and legal work to add it into the Town's road plan.

FUNDING:

Administration is looking for out of budget funding to be approved for the engineering of this project still in 2021 so that, if desired, this project can be included in the same tender as the 2nd Street Project for cost efficiencies.

In this request for decision and potential motion we are only looking to approve funding for a portion of the quote from the engineering firm to include work up to tendering the project. Any additional costs for the end of the contract will be incurred only if the project proceeds to construction in 2022, and will be approved as part of the 2022 Capital budget. Funding of \$15K will be sufficient for this work.

Administration recommends the “Land & Development Capital Reserve” be used at this time to fund this project with a caveat that a local improvement tax or other funding may be utilized after the fact, depending on the funding of the completion of the project in the 2022 budget if it proceeds.

RECOMMENDED ACTION:

This item went to the Facility and Infrastructure Planning Committee on November 25, 2021 and the motion from that committee was as follows:

“...to recommend Council approve the out of budget expenditure, not to exceed \$15,000 for the engineering costs for the proposed downtown alley rehabilitation project to be funded from the Land & Development Capital Reserve and the project be referred to budget upon engineering completion.”

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to recommend Council approve the out of budget expenditure, not to exceed \$15,000, for engineering costs for the proposed downtown alley rehabilitation project to be funded from the Land & Development Capital Reserve and the project be referred to budget upon engineering completion.

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26 Section 248 – Expenditure of money

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

APPROVED BY: Abe Tinney – CAO

DATE: December 10, 2021





Claresholm

REQUEST FOR DECISION

Meeting: December 13, 2021

Agenda Item: 18

TOWN OPERATIONS – CHRISTMAS EVE

DESCRIPTION:

Administration is asking Council's permission to discontinue operations at 12 Noon on Friday, December 24, 2021 in the spirit of the season. Regular operations should be completed by noon including garbage pickup. Closing early will give all Town staff the opportunity to be with their loved ones.

Many municipalities close their offices during the holiday season. In 2020 The Town of Nanton closed at noon on December 24th and the Town of Fort Macleod closed at 1 PM and both are planning to do so again this year.

Council generously allowed staff to be off at noon on December 24, 2019 and 2020, and it was very appreciated by all.

PROPOSED RESOLUTION:

Moved by Councillor _____ to discontinue Town operations at 12 Noon on Friday December 24th, 2021 in the spirit of the season and to allow staff to be with their families and loved ones.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) N/A

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

APPROVED BY: Abe Tinney - CAO

DATE: December 10, 2021



REQUEST FOR DECISION

Meeting: December 13, 2021
Agenda Item: 19

BUDGET 2022

DESCRIPTION:

Administration has prepared the attached draft Operating and Capital Budgets for 2021 after working with all departments, the Facility and Infrastructure Planning (FIPC) Committee, and the Audit and Finance Committee.

The FIPC Committee has recommended the 2021 Capital Budget to Council for approval and the Audit and Finance Committee has recommended the 2021 Operational Budget for approval.

This is an interim budget to allow the Town to continue to operate into the new year as Administration. Administration cannot operate without an approved budget as per section 248(1) of the MGA:

Expenditure of money

248(1) A municipality may only make an expenditure that is

- (a) included in an operating budget, **interim operating budget** or capital budget or otherwise authorized by the council,
- (b) for an emergency, or
- (c) legally required to be paid.

2022 budget discussions will continue into the new year as we receive additional information from the Province and other organizations on revenues granted and expenditures invoiced or funding requested. It is anticipated that the 2022 Operating Budget (final) will be passed in April 2022.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the Interim 2021 Operational and Capital Budgets as presented.

ATTACHMENTS:

1. Budget Highlights 2022
2. 2022 Interim Operational and Capital Budget

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

APPROVED BY: Abe Tinney – CAO

DATE: December 10, 2021

Town of Claresholm - 2022 Municipal Budget Highlights

Revenue

The 2022 budget has seen significant financial pressure with continued cuts and increased expectations from the Province, including an estimated \$56K increase to Policing Costs, increasing the funding model from a 15% contribution to a 20% contribution. We have also started to see significant inflationary cost increases, especially with Capital projects, but also with other supplies and materials such as Water Treatment Plant Chemicals and Energy Utilities.

Council recognizes the struggle that everyone is having at this time with rising inflation and continued struggles with COVID and therefore kept the interim budget to a modest 2% tax revenue increase for municipal purposes. Over and above this 2% increase there is a 1.6% increase for the increased Police Funding invoiced from the Province. In addition to these increases there is an anticipated 5.8% increase in the Education Tax Requisition from the Province, though this increase is anticipated to be exclusively on non-residential properties.

During 2021 we did not see the recovery in recreation revenue for the Town that we had hoped to see due to COVID restrictions continuing to plague us. As such 2022 recreation revenues were kept at modest increases – still below 2018 and 2019 revenues, and with no stimulus funding or additional supports from the Province to help offset these, this has put a significant amount of strain on our budget.

Council is still committed to reaching their goal of full cost recovery for utilities, so 2% inflationary increases included in the current utility Bylaws are planned to move ahead.

2022 Operating Budget

There are a number of fairly significant changes in the 2022 budget in comparison to the 2021 budget.

You will note that in the charts below that there was a \$308,000 increase in budgeted revenue this year over last, but only a 72K increase in expenditures. This is largely due to a significant amount of reserve funding utilized last year to balance the budget and help us through the significant hit we had to our budget from COVID and a significant cut to our MSI operating funding. This year we are utilizing only \$23K compared to last years 172K – this is a \$150K difference. We don't have sufficient reserve funds to continue this practice. We had hoped to see a recovery of our recreation revenues and MSI grant funding which we now are not expecting to see in 2022.

The other \$86,000 difference between the change in revenue and the change in expenditures is the continued increases in budgeted transfers to reserves, primarily in utilities, to achieve full cost recovery or plan for other upcoming expenditures.

Some of the significant changes in this budget include:

- An approximate \$100K decrease in operational grant funding.
- Continued increases in Policing costs passed down from the Province which in 2021 equals an additional \$56,000.
- There was a 10% increase in Council Remuneration. Council Remuneration hasn't changed or been increased since 2013.
- Franchise Fee income budget has increased approximately \$50K. Approximately half this increase is due to increasing our Fortis Franchise Fee rate from 4% to 5% (3/4 of a \$30K

estimated increase as increase isn't occurring until the 2nd quarter). The other half is due to inflationary increases in utility rates and franchise fees are based on a percentage of those fees.

- One time decrease in Library Grant was accepted by the Library Board last year to assist the Town balancing their budget. In 2022 the budget for that grant has returned to 2020 levels.
- Budgeted for a proposed Intern position through the Municipal Affairs Internship Program. If approved this position would be approximately 2/3 funded by a grant.
- Inflationary increases throughout.
- Airport was transferred to the MD during 2020, so the Town no longer has any costs related to the Airport. In 2021 there was still one payment to the MD to finalize the transfer agreement. That results in a decrease of 17,000 realized in our 2022 budget.
- Economic Development continues to see some elevated expenditures and revenue from grant programs. Their LMP program has come to an end in 2021, however they have a 2-year ASIP grant which provides funding for two staff members as well as other program expenses.
- Golf course loan was fully repaid in 2021, so there are no further payments on that loan in the 2022 budget.

Charts

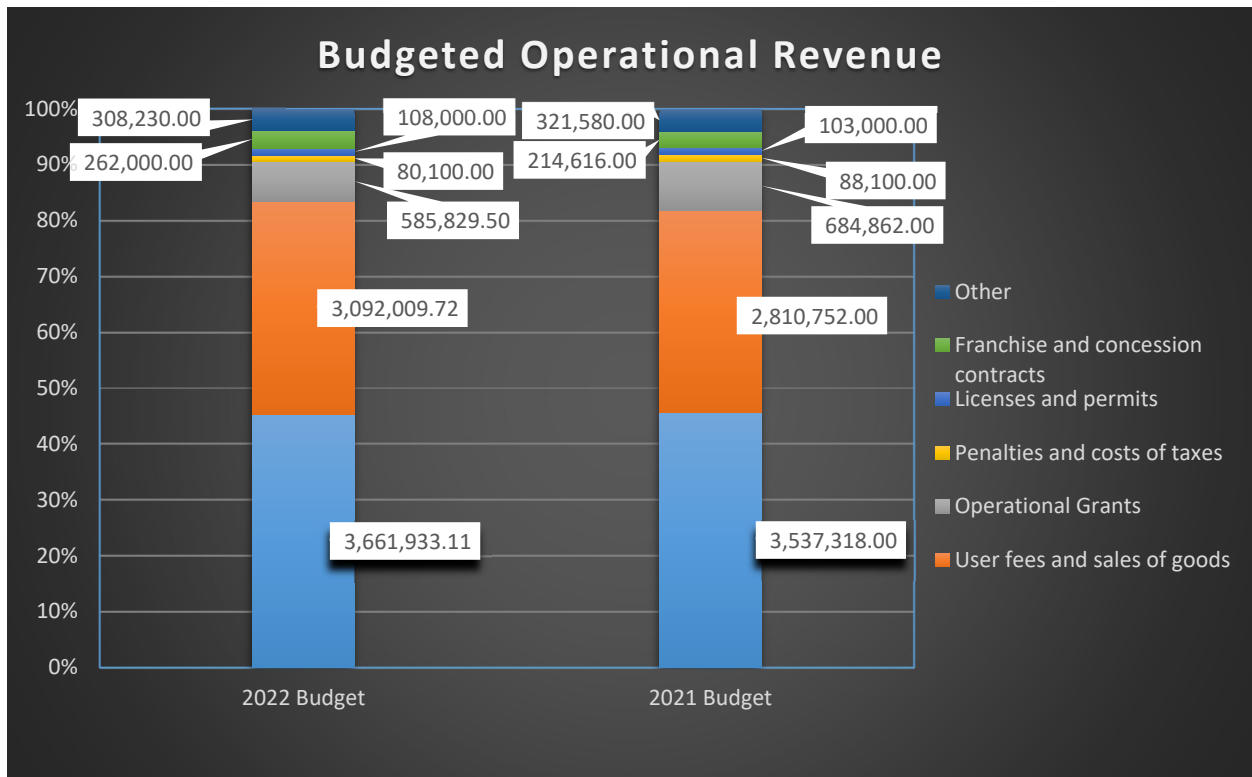


Figure 1 - Total budgeted revenue for 2022 is \$8,098,000 up 338,000 from last year's 7,760,000. This doesn't include capital funding, which skews these numbers slightly due to \$30,000 of "capital funding" (capital grants) funding operational expenditures (Asset Management program and Infrastructure Master Plan). This would reduce the real change to only \$308,000.

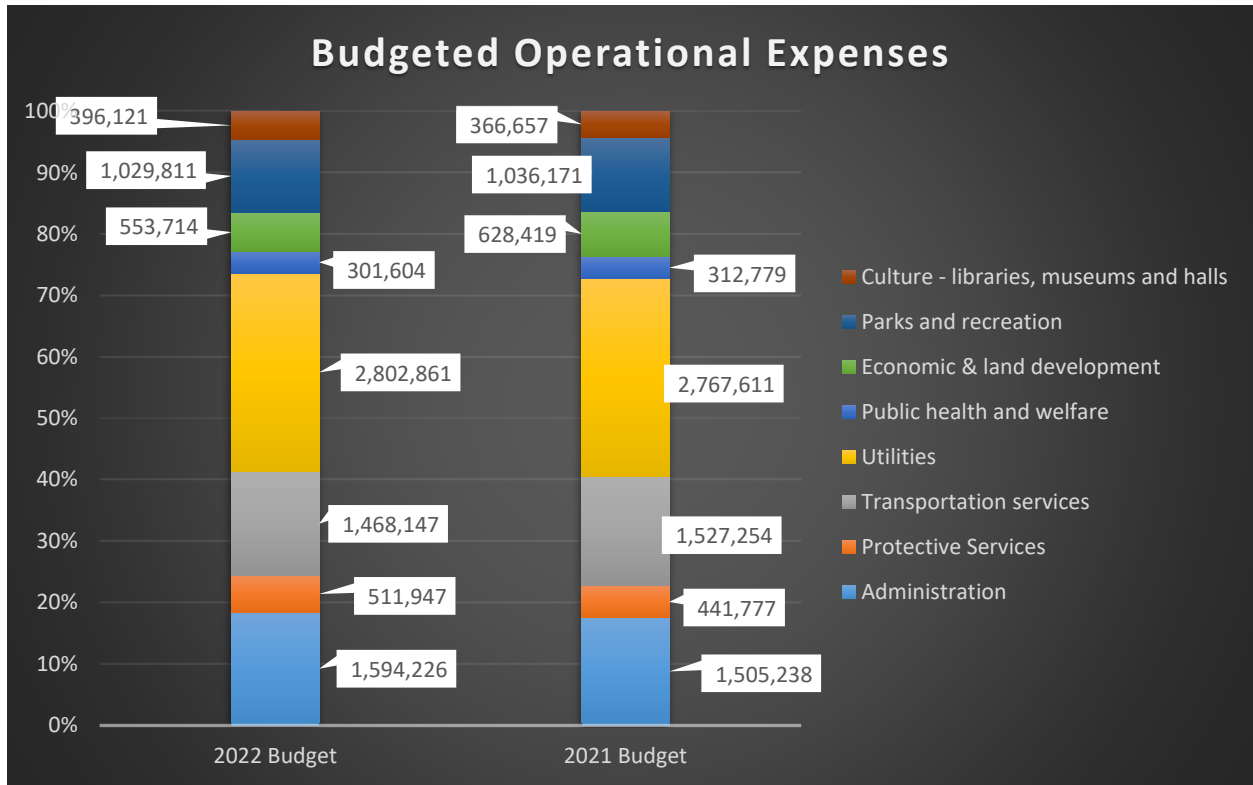


Figure 2- Total budgeted expenditures for 2022 is \$8,658,000, up \$72,000 from last year's 8,586,000. Expenses includes amortization of capital assets as well as budgeted transfers to reserves for future projects or uses

2022 Capital Projects

Some of the most significant capital projects budgeted for 2022 include:

- Rehabilitation of 2nd St W – from 49th to 51st – Phase 2 – Includes resurfacing, as well as replacement of sections of curb & gutter and sidewalk.
- Hwy #2 Sewer Main Liner – 50th to 53rd Ave
- Westrose Dr. Water and Road Rehab
- Arena Compressor Replacement
- Amundsen Park Upgrades – Pavilian (will only proceed if we are successful in receiving a 75% funding grant – Canada Community Revitalization Fund)



Claresholm

Where **Community** Takes Root

Interim Budget Document

2022

Dec 13, 2021

Abe Tinney
CAO

Chelsae Petrovic
Mayor

Assessment & Taxation

What is Property Assessment?

“Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta property is taxed based on the *ad valorem* principle. *Ad valorem* means “according to value.” This means that the amount of tax paid is based on the value of the property.” Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment

What is Property Tax?

“Property taxes are a primary source of revenue for municipalities. Property taxes are used to finance local programs and services, such as:

- Garbage collection
- Water and sewer services
- Road construction and maintenance
- Parks and leisure facilities
- Police and fire protection
- Seniors’ lodges
- Education

Each municipality is responsible for ensuring that each property owner pays his or her share of taxes. Property assessment is the method used to distribute the tax burden among property owners in a municipality.” Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment

What is School Tax?

“In 1994, the Government of Alberta established the Alberta School Foundation Fund (ASFF). This fund makes certain that the education property tax is accounted for separately from general revenues.

Every year the province calculates, based on assessment value, the amount each municipality must contribute towards the public education system. Municipalities collect the education property tax and then forward it to the province for deposit into the ASFF.”

Source: <http://education.alberta.ca/admin/funding/tax/facts.aspx>

Town of Claresholm Property Tax Rates

Each year, Council, during its budgetary process, approves the amount of revenue required to operate the municipality. From this amount they subtract the known revenues, such as grants, licenses, permits and so on. The remainder represents the amount of money to be raised by property taxes.

The table below portrays the tax rates in a format known as a “mill rate”. A property assessment value is divided by 1,000 before the mill rate is applied. The tax rate bylaw however shows the rates in a “tax rate” instead of “mill rate” format. So for example the 2016 Municipal Residential rate would be displayed as 0.0065130 in the tax rate bylaw.

Town Council continues to remain fiscally responsible and has made a concerted effort to curb spending when reasonable to do so.

The table below outlines the mill rate trends since 2016.

	2016	2017	2018	2019	2020	2021	2022
Municipal Residential	6.5130	6.7050	6.7997	6.7282	6.7691	6.9020	TBD
Municipal Non Residential	12.0279	12.5841	11.5303	11.4000	11.3770	11.5988	TBD
Municipal Vacant Residential & Farmland	11.3956	14.0650	6.7997	6.7282	6.7691	6.9020	TBD
Annexed Residential	0	3.4000	3.4000	3.8760	3.9560	4.0750	TBD
Annexed Farmland	0	6.8890	6.8890	7.3650	7.4450	7.7830	TBD
Annexed Non-Residential	0	7.4890	7.7930	7.9690	8.1360	8.2520	TBD
Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. & Farmland	0.2767	0.2767	0.2672	0.2659	0.2605	0.2510	TBD
Annexed Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. & Farmland	0	0.3120	0.3030	0.2930	0.2760	0.2940	TBD
Education ASFF – Residential, Vacant Res. & Farmland	2.5485	2.5318	2.5334	2.4655	2.5379	2.6396	TBD
Education ASFF - Non Residential	3.5621	3.7897	3.4159	3.5160	3.7339	3.0148	TBD
Annexed Education ASFF – Res., Vac. Rec., & F.L.	0	2.4960	2.5010	2.5150	2.4850	2.5800	TBD
Annexed Education ASFF – Non-Residential	0	4.1220	3.7180	3.7020	3.6490	3.8590	TBD

Town of Claresholm Budget

Comparative Statement of Operations

	2022 Budget	2021 Budget
Revenue		
Net municipal taxes (Sch 1)	3,661,933	3,537,318
User fees and sales of goods	3,092,010	2,810,752
Government transfers for operating	585,830	684,862
Investment income	66,000	60,000
Penalties and costs of taxes	80,100	88,100
Licenses and permits	108,000	103,000
Franchise and concession contracts	262,000	214,616
Rental	119,730	109,080
Other	122,500	152,500
Total Revenue	8,098,102	7,760,228
Expenses (includes amortization)		
Legislative	122,900	115,000
Administration	1,471,326	1,390,238
Policing	168,179	112,119
Fire	220,849	218,363
Bylaw enforcement	122,919	111,295
Common and equipment pool	578,082	657,156
Roads, streets, walks and lighting	890,064	852,848
Airport	-	17,250
Storm sewers and drainage	286,203	286,112
Water supply and distribution	1,294,135	1,277,866
Wastewater treatment and disposal	522,883	509,933
Solid waste management	699,641	693,700
Family and community support services	239,868	251,441
Day care	38,202	38,202
Cemeteries and crematoriums	20,534	20,136
Other public health and welfare	3,000	3,000
Weed and pest control	46,654	44,916
Economic development	368,510	421,856
Subdivision land and development	185,204	206,563
Parks and recreation	983,157	991,255
Culture - libraries, museums and halls	396,121	366,657
Total Expenses	8,658,430	8,585,906
Deficiency of revenue over expenses before other	(560,328)	(825,678)

Other		
Government transfers for capital	1,519,400	3,195,900
Surplus (deficiency)	959,072	2,370,222
Adjustment for Non-Cash items		
Amortization expenses	1,725,865	1,725,865
Adjustment for cash items that are not revenues and expenses (but are sources or uses of funds)		
Capital expenditures	(1,987,000)	(5,004,022)
Debt proceeds	-	750,000
Debt principal repayment	(337,127)	(429,439)
Transfers to reserves from operations	(806,410)	(591,937)
Transfers to operations from reserves	23,000	172,136
Transfer from reserves for capital	422,600	1,007,175
Budget balance	-	-

Schedule 1	2022 Budget	2021 Budget
Taxation		
Property taxes: Vacant residential and farmland	51,697	50,683
Property taxes: Non-residential	1,314,720	1,288,941
Property taxes: Linear property	120,933	118,562
Property taxes: Residential	3,568,356	3,400,839
Federal grants in lieu of taxes	6,171	6,050
Provincial grants in lieu of taxes	23,986	23,516
Local improvement taxes	5,140	5,140
	5,091,003	4,893,731
Less: Requisitions		
Alberta school foundation fund	1,313,219	1,241,716
Porcupine Hills Lodge	115,163	114,023
Designated Industrial Property	687	674
	3,661,933	3,537,318



DEPARTMENT
OPERATING
BUDGETS

4 Year Operating Budgetary Deficit (Surplus) Summary By Function

Excludes Amortization and Capital

OPERATING BUDGET DEFICIT (SURPLUS)	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Council	122,900	95,112	115,000	83,060	113,160
Municipal general revenue and requisitions	(4,109,593)	(4,297,677)	(3,984,683)	(3,965,227)	(3,560,114)
General administration	1,270,534	1,166,248	1,130,240	1,078,295	3,849,374
Policing	153,179	16,570	97,119	45,682	(20,395)
Fire department	215,244	155,155	203,758	165,181	154,576
Bylaw enforcement	66,773	50,968	41,525	78,219	104,515
Equipment pool	423,743	440,384	522,817	533,168	428,143
Roads and streets	581,150	432,747	583,934	622,778	565,797
Airport	-	17,250	17,250	23,271	9,777
Storm sewer utility	12,029	1,553	11,938	30,047	8,362
Water utility	(157,320)	(907,232)	(149,389)	(148,364)	(134,709)
Sanitary sewer utility	(127,128)	(423,870)	(121,646)	(234,630)	(208,078)
Garbage collection	(0)	(23,921)	-	-	0
Recycling	(13)	17,523	-	60,361	(23,402)
Childcare contribution	38,202	35,019	38,202	38,200	38,202
Family & Community Support Services (FCSS)	(0)	(44,031)	1	6,139	(6,288)
Cemetery	4,601	5,019	6,203	8,739	9,159
Other public health and welfare	-	-	-	-	-
Weed and pest control	19,271	14,058	17,533	15,294	12,795
Economic development	177,355	76,299	154,829	120,333	128,830
Planning and development	108,104	104,860	134,463	117,835	134,424
General recreation	80,922	33,658	19,613	34,439	28,587
Parks	107,661	108,809	97,588	96,991	113,138
Arena	155,414	92,946	173,206	164,344	133,158
Aquatic Centre	137,812	114,701	163,220	153,857	146,628
Museum	120,714	114,913	100,450	68,753	80,903
Library	219,333	150,499	192,833	224,332	217,786
OPERATIONAL NET DEFICIT (SURPLUS)	(379,113)	(2,452,443)	(433,996)	(578,904)	2,324,328

COUNCIL

The Council budget deals with all costs associated and incurred by Municipal Council including per diems, fees for meetings and conferences, travel reimbursements and professional development.

COUNCIL	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Wages, meetings and per diems	101,900	83,844	93,000	81,065	94,673
Travel and conventions	16,000	10,193	10,750	1,535	15,148
Education	5,000	1,075	5,000	460	3,339
Materials, supplies and operating costs	-	-	6,250	-	-
NET DEFICIT (SURPLUS) COUNCIL	122,900	95,112	115,000	83,060	113,160

Members of Council sit on various internal and external boards and committees and are compensated according to Bylaw #1713.

	2022 Remuneration Fees
Mayor – Annual	\$8,800/year
Councillors– Annual	\$6,160/year
Council Meetings	\$154/meeting attended
Per Diem Half Day or Evening (4 - 6 hours)	\$126.50/half day
Per Diem Full Day (6 hours or more)	\$253/full day
Per Diem Less Than 4 Hours	\$25.30/hour
Mileage	\$0.59/km
Meals and accommodation at cost	Upon submission of valid receipts

Variance Highlights

- In 2021 the prior Council passed a new Mayor and Council Remuneration Bylaw that came into effect on Nov 1, 2021. Remuneration for Mayor and Council hadn't been updated since 2013. This new Bylaw increased rates by 10%.
- Travel and Convention also increased in the hopes of returning to in person annual AUMA convention as well as additional training of new Council members.

MUNICIPAL GENERAL REVENUE AND REQUISITIONS

General Revenue is generated from Municipal Property Taxes and Grants In Lieu. Grants In Lieu are paid for property which is owned by the Provincial and Federal Governments. The grant is traditionally equal to the taxes that would have been paid if the property was not exempt from taxation. The Alberta Government reduced the amount they are paying for their properties to 50% of this rate starting in 2020.

The *Municipal Government Act* defines "requisition" as any part of the amount required to be paid into the Alberta School Foundation Fund that is raised by imposing a tax rate, and any amount to be paid to a management body referred to in the *Alberta Housing Act*. The Town of Claresholm pays requisitions to the Alberta School Foundation Fund and the Porcupine Hills Lodge Foundation. This budget also includes (in "General municipal revenue") the ATCO Gas & Fortis Franchise Agreements.

MUNICIPAL GENERAL REVENUE & REQUISITIONS	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Taxes	(5,055,706)	(4,854,582)	(4,859,025)	(4,596,577)	(4,432,004)
Education taxes	-	-	-	-	-
Grants in lieu	(30,157)	(29,566)	(29,566)	(29,090)	(34,312)
Taxes and grants in lieu	(5,085,863)	(4,884,148)	(4,888,591)	(4,625,668)	(4,466,316)
General municipal revenue	(452,800)	(412,111)	(452,505)	(633,111)	(354,674)
General municipal revenue	(452,800)	(412,111)	(452,505)	(633,111)	(354,674)
Designated Industrial Property	687	-	674	-	-
Home for aged - Porcupine Hills Lodge	115,163	114,023	114,023	114,139	112,399
School Foundation Program - res. & farmland	918,342	884,559	931,304	886,088	878,775
School Foundation Program - non-residential	394,877	-	310,412	293,325	269,702
NET DEFICIT (SURPLUS) GENERAL	(4,109,593)	(4,297,677)	(3,984,683)	(3,965,227)	(3,560,114)

Variance Highlights

- Net tax revenue increase for municipal purposes is approximately 2% not including requisitions or RCMP police funding invoiced by the province.
- General municipal revenue is down from 2021 budget by approximately \$25,000 due to prior year including a couple one-time grants. This was partially offset by an increase in Franchise Fees due to increasing Fortis Franchise Agreement to 5% from 4% (starting in April 2022) and by anticipated ACP grant for Municipal Internship Program.

ADMINISTRATION

The Administration budget includes business licenses, general operating grants (such as Municipal Sustainability Initiative (MSI) operating grant), rentals, internal transfers, and other miscellaneous income. Expenditures include finance, reception, utilities, communication, human resources and other general administrative costs.

ADMINISTRATION	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Business licenses	(28,000)	(26,665)	(28,000)	(28,480)	(25,760)
General administrative revenue	(96,480)	(7,531)	(92,350)	(320,156)	2,686,534
Administrative general revenue	(124,480)	(34,196)	(120,350)	(348,636)	2,660,774
Wages and benefits	720,086	615,925	646,245	630,884	631,727
Consultant fees	33,675	23,863	33,249	27,759	34,549
Materials, supplies and operating costs	343,553	316,723	306,500	301,950	326,205
Assessor	52,724	54,648	52,000	51,648	50,912
Auditor	15,645	15,190	15,190	19,780	19,465
Legal	15,000	13,407	20,000	19,306	25,190
Municipal grants	79,350	56,594	79,350	82,531	87,147
Celebrations	20,500	9,724	20,500	10,078	20,154
Tax levy cancellations and discounts	74,900	13,593	107,100	13,149	12,132
Public relations and taxi subsidy	10,500	16,347	10,500	9,188	15,787
Staff development and training	11,500	1,117	9,000	6,752	11,706
Debenture interest	70,962	36,524	67,673	40,134	-
Amortization	22,931	-	22,931	22,931	18,827
Administrative general expenses	1,471,326	1,173,655	1,390,238	1,236,090	1,253,801
	1,346,846	1,139,459	1,269,888	887,454	3,914,575
Operational budget adjustments					
Addback amortization	(22,931)	-	(22,931)	(22,931)	(18,827)
Transfer from reserve - operating	-	-	(67,836)	(30,871)	(15,601)
Internal charges to other departments	(88,590)	-	(84,090)	(78,575)	(78,575)
Internal transfers (expenses)	35,209	26,789	35,209	55,263	47,802
Transfer to reserve - operating	-	-	-	267,955	-
Transfer to reserve - capital	-	-	-	-	-
NET DEFICIT (SURPLUS) ADMINISTRATION	1,270,534	1,166,248	1,130,240	1,078,295	3,849,374

Variance Highlights

- General administrative revenue is up by approximately \$4K due to first full year of rental income for Community Space rentals in the Multi-use Community Building as well as the Daycare/Playschool Building.
- An approximate 2.25% increase in wages and benefits for union and non-union cost of living increase and changes in benefit rates. This will be the same across all departments unless otherwise stated.
- There is the addition of a new proposed position of an intern through the Municipal Affairs Internship Program that would be 2/3 grant funded. This would only proceed if the grant is received.
- Increase in materials, supplies, and operating costs of approximately \$35K is due to increased insurance costs with new Daycare/Playschool building and Multi-use Community Building as well as increased computer costs to replace server this year as well as other increases in software costs.
- Professional fees increased slightly due to inflationary costs.
- Decrease in Tax Levy Cancellations due to this being the second year of the tax incentive program for a major non-residential tax client, reducing the tax reduction from 75% last year to 50% this year.
- Staff development and training increased \$2,500 to cover costs of training requirements for anticipated ACP Municipal Internship Program.
- Debenture interest increased slightly from 2021 budget due to the 2021 budget figure being estimated on expected interest rates. Actual rates received when loan was issued were slightly higher than estimated. 2022 budget is slightly lower than 2021 actual due to normal repayment of loan.

POLICING

The Policing budget includes provincial fine revenues received by the Town which was previously included in the Bylaw department budget. The expense is the new Provincial Policing Costs that have been charged to the municipality from the Province of Alberta that only began being charged by the Province in 2020. These fees were being implemented gradually from 2020 to 2023, starting at an estimated 10% of our local policing costs in 2020 to 30% in 2023.

POLICING	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Provincial fines collected	(15,000)	(2,879)	(15,000)	(9,615)	(20,395)
Provincial fines collected	(15,000)	(2,879)	(15,000)	(9,615)	(20,395)
Provincial policing costs	168,179	19,449	112,119	55,298	-
Fire department expenses	168,179	19,449	112,119	55,298	-
NET DEFICIT (SURPLUS) FIRE DEPARTMENT	153,179	16,570	97,119	45,682	(20,395)

Variance Highlights

- The Government of Alberta's new police funding model charges small municipalities for policing costs. In 2020 this is charged was 10% of the cost. 2021 was 15%. 2022 this increases to 20%. In 2023 it will increase again to 30%.

FIRE

The Fire budget deals with expenses related to operating the Volunteer Fire Department. The Town of Claresholm fire services are provided through the Claresholm Volunteer Fire Department in partnership with the M.D. of Willow Creek.

FIRE DEPARTMENT	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Provincial Grants	-	-	-	(5,040)	(60,029)
MD contributions	(8,000)	-	(7,000)	(8,098)	(7,293)
Non-government contribution	(5,000)	(6,152)	(5,000)	(29,067)	(21,900)
Fire department revenue	(13,000)	(6,152)	(12,000)	(42,205)	(89,223)
Wages and benefits	135,117	96,157	130,531	121,981	104,331
Equipment, fuel, etc	25,500	25,854	30,000	23,340	30,350
Training	7,000	5,442	9,000	4,850	6,325
Materials, supplies and operating expenses	35,627	29,643	31,227	31,877	32,764
Regional fire study costs	-	-	-	10,410	60,029
Amortization	17,605	-	17,605	17,605	20,466
Fire department expenses	220,849	157,095	218,363	210,063	254,265
	207,849	150,943	206,363	167,858	165,042
Operational budget adjustments					
Addback amortization	(17,605)	-	(17,605)	(17,605)	(20,466)
Internal Charges	5,000	4,211	5,000	4,928	-
Transfer from reserve - operating	-	-	-	-	-
Transfer to reserve - capital	20,000	-	10,000	10,000	10,000
NET DEFICIT (SURPLUS) FIRE DEPARTMENT	215,244	155,155	203,758	165,181	154,576

Variance Highlights

- Slight increase in MD Contributions based on 2020 actuals
- Decrease in Equipment and fuel costs as last few years additional sets of bunker gear were required due to equipment expiring. In 2022 we are back on track for replacements, reducing annual replacement budget back to normal.
- Slight decrease in training due to actuals in last few years.
- Transfer to reserves – capital increased \$10K due to current fire truck nearing end of life and future plans for expansion of fire hall in 5-year capital plan. This will help to fund those future capital expenditures.

EMERGENCY MANAGEMENT

In 2020 the Local Authorities Emergency Management Regulation came into force. This regulation required local authorities, which includes the Town of Claresholm, to have in place an emergency advisory committee, emergency management agency, regional collaboration, and emergency management plan. With the growing frequency of natural disasters it has become more important than ever for us to be prepared to respond to these events to help protect our residents. This budget includes a part-time position for the Director of Emergency Management as well as training budget and some material costs to provide training and resources to the Director as well as other Town staff and volunteers.

EMERGENCY MANAGMENT	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Wages and benefits	32,986	21,883	27,110	34,500	-
Materials, supplies and operating expenses	4,000	2,062	1,500	1,811	2,355
NET DEFICIT EMERGENCY MANAGEMENT	36,986	23,945	28,610	36,311	2,355

Variance Highlights

- Increase in wages and benefits is a reallocation of percentage of time the Director of Emergency Management spends on Emergency Management tasks vs his other Town duties. There is no net increase in wages for this employee other than the 2% cost of living increase.
- Increase in Materials, supplies, and operating expenses for joint mock disaster exercise to be completed in 2022.

BYLAW ENFORCEMENT

The Bylaw Enforcement budget includes both bylaw and animal control activities. The Bylaw program continues to focus on animal control and unsightly premises, with safety and security of residents taking a high priority. The activities will include an education component along with enforcement.

BYLAW ENFORCEMENT	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Licenses and fees	(12,000)	(6,365)	(12,000)	(7,670)	(15,361)
Municipal fines	(5,500)	(3,380)	(20,500)	(5,374)	(5,702)
Workshop revenue	(500)	-	(5,500)	(500)	(500)
Bylaw enforcement revenue	(18,000)	(9,745)	(38,000)	(13,544)	(21,563)
Wages and benefits	65,323	46,683	52,225	72,964	95,907
Animal services	1,000	4,013	3,500	572	608
Materials, supplies and operating expenses	14,950	10,018	22,550	15,179	20,852
Professional development	1,500	-	1,250	1,048	6,710
Amortization	3,160	-	3,160	3,160	6,314
Bylaw enforcement expenses	85,933	60,713	82,685	92,923	130,392
	67,933	50,968	44,685	79,379	108,829
Operational budget adjustments					
Addback amortization	(3,160)	-	(3,160)	(3,160)	(6,314)
Transfer to reserve - capital	2,000	-	-	2,000	2,000
NET DEFICIT (SURPLUS) BYLAW ENFORCEMENT	66,773	50,968	41,525	78,219	104,515

Variance Highlights

- Significant decrease in Municipal Fines revenue based on historical actuals
- Workshop revenue decrease based on discontinuation of this Provincial grant program for safety programs and risk reduction.
- Increase in wages and benefits based on first full year with new Bylaw Enforcement Officer with full benefits coming into effect.
- Materials, supplies, and operating costs decreased by 7.6K based on discontinuing use of Report Exec software due to no longer requiring the additional reporting and review capabilities with being involved in the Community Peace Officer Program, along with also last year having high uniform costs with new uniforms required for new Bylaw Officer.
- Animal services budget back to traditional with TNR program being completed in 2021.
- Slight increase to professional development budget for training for the Bylaw Officer.

COMMON EQUIPMENT POOL

This department is responsible for general building and equipment maintenance and other general infrastructure. Equipment is then “rented” out to other departments to attempt to show a more accurate department cost.

EQUIPMENT POOL	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Rental revenue and insurance proceeds	-	-	-	-	(1,620)
Equipment pool revenue	-	-	-	-	(1,620)
Wages and benefits	207,743	190,950	203,764	201,285	199,758
Materials, supplies and operating expenses	298,000	243,300	381,053	394,089	293,651
Amortization	71,839	-	71,839	71,839	46,839
Equipment pool expenses	577,582	434,250	656,656	667,213	540,248
	577,582	434,250	656,656	667,213	538,628
Operational budget adjustments					
Addback amortization	(71,839)	-	(71,839)	(71,839)	(46,839)
Internal charges to other departments	(70,000)	-	(70,000)	(70,000)	(70,000)
Internal charges from other departments	8,000	6,134	8,000	7,794	6,354
Transfer from reserve - operating	(20,000)	-	-	-	-
NET DEFICIT (SURPLUS) EQUIPMENT POOL	423,743	440,384	522,817	533,168	428,143

Variance Highlights

- Materials, supplies and operating expenses decreased by approximately \$80K due to prior year including significant costs for completing the Infrastructure Master Plan (\$14,000) and costs for our asset management project utilizing the FCM grant (\$65,000).
- Transfer from reserve is to utilize reserve funds for road fill/material. Funds are budgeted each year for road material, but only purchased or crushed every few years for better pricing in larger quantities.

ROADS, STREETS, WALKS & LIGHTS

This department is responsible for road maintenance including plowing, sanding, street sweeping, and curb repairs. Utility costs for street lighting is also included here.

ROADS, STREETS, WALKS, AND LIGHTS	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Local improvement charges	-	-	-	-	-
Streets other income	(30,000)	(36,363)	-	(770)	(9,968)
Roads and streets revenue	-	-	-	-	-
Wages and benefits	199,650	157,172	196,934	217,282	218,770
Contracted services	80,000	80,898	75,000	78,385	77,162
Engineering	1,500	1,265	2,000	1,254	1,284
Street lights	210,000	158,941	210,000	210,727	184,742
Materials, supplies and operating expenses	120,000	70,834	90,000	100,901	93,806
Amortization	278,914	-	278,914	278,914	282,950
Roads and streets expenses	890,064	469,110	852,848	887,462	858,715
	860,064	432,747	852,848	886,692	848,747
Operational budget adjustments					
Addback amortization	(278,914)	-	(278,914)	(278,914)	(282,950)
Transfer to reserve - operating	-	-	10,000	15,000	-
Transfer to reserve - capital	-	-	-	-	-
NET DEFICIT (SURPLUS) ROADS AND STREETS	581,150	432,747	583,934	622,778	565,797

Variance Highlights

- Streets other income has a budgeted \$30K for sale of asphalt crush noted below.
- Contracted services were increased due to inflation as seen in 2021 actuals
- Materials, supplies and operating expenses increased \$30K from 2021 for asphalt crushing as noted in common equipment. This cost is offset by reserve funding included in common equipment and sale of asphalt crush noted above.

AIRPORT

Airport has been transferred to the MD of Willow Creek #26, therefore we no longer have any costs related to the airport. This section will be removed in the 2023 budget document.

AIRPORT	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Facility rental	-	-	-	-	(2,000)
Airport services revenue	-	-	-	-	(2,000)
Wages and benefits	-	-	-	702	3,574
Materials, supplies and operating expenses	-	17,250	17,250	22,569	8,203
Amortization	-	-	-	-	4,210
Airport services expenses	-	17,250	17,250	23,271	15,987
	-	17,250	17,250	23,271	13,987
Operational budget adjustments					
Addback amortization	-	-	-	-	(4,210)
Internal charges from other departments	-	-	-	-	-
NET DEFICIT (SURPLUS) AIRPORT	-	17,250	17,250	23,271	9,777

Variance Highlights

- Airport has been transferred to the MD of Willow Creek #26, therefore we no longer have any costs related to the airport.

STORM SEWER UTILITY

The storm sewer utility includes all costs related to the collection and transmission of surface water runoff and potential overland flooding and deals with the safe storage and controlled release of this water to Frog Creek to prevent flooding damage downstream.

STORM SEWER UTILITY	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Local improvement charges	(1,318)	(1,318)	(1,318)	-	-
Other revenue	-	-	-	-	-
Storm sewer utility revenue	(1,318)	(1,318)	(1,318)	-	-
Wages and benefits	7,347	1,854	7,256	10,986	3,183
Contracted services	2,500	-	2,500	3,602	1,203
Materials, supplies and operating expenses	3,500	1,017	3,500	2,114	3,977
Overland flooding	-	-	-	13,346	-
Amortization	272,856	-	272,856	272,856	266,433
Storm sewer utility expenses	286,203	2,871	286,112	302,903	274,796
	284,885	1,553	284,794	302,903	274,796
Operational budget adjustments					
Addback amortization	(272,856)	-	(272,856)	(272,856)	(266,433)
NET DEFICIT (SURPLUS) STORM SEWER UTILTIY	12,029	1,553	11,938	30,047	8,362

Variance Highlights

- No significant variances to note.

WATER SUPPLY & DISTRIBUTION

The Water Supply & Distribution department is responsible for producing potable water and maintaining a water storage and distribution system capable of providing suitable water to the residents. The production and distribution adheres to the Canadian Drinking Water Standards and the standards set out in the license issued to the Town by Alberta Environment.

WATER SUPPLY AND DISTRIBUTION	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Water sales	(1,607,320)	(1,611,440)	(1,484,398)	(1,565,315)	(1,294,097)
Water services revenue	(1,607,320)	(1,611,440)	(1,484,398)	(1,565,315)	(1,294,097)
Wages and benefits	407,828	312,763	403,228	335,404	342,982
Training	3,000	130	3,000	3,899	819
Materials, supplies and operating expenses	193,900	163,981	194,900	175,549	216,697
Chemical	100,000	113,524	95,000	104,749	88,123
Maintenance	99,700	88,415	84,100	99,865	81,948
Debenture interest	131,548	70,705	139,479	147,092	153,871
Amortization	358,659	-	358,659	358,659	386,984
Water services expenses	1,294,635	749,518	1,278,366	1,225,217	1,271,425
	(312,686)	(861,922)	(206,032)	(340,098)	(22,673)
Operational budget adjustments					
Addback amortization	(358,659)	-	(358,659)	(358,659)	(386,984)
Services to other departments	(35,700)	(45,310)	(37,400)	(46,742)	(36,131)
Services from other departments	67,875	-	67,875	67,875	67,875
Transfer to reserve - capital	481,850	-	384,827	529,260	243,204
NET DEFICIT (SURPLUS) WATER SERVICES	(157,320)	(907,232)	(149,389)	(148,364)	(134,709)

Variance Highlights

- Water utility rates are scheduled to see another 2% increase in 2022. Increase from 2021 budget is larger than this 2% based on 2020 and 2021 actuals.
- Small decrease in materials, supplies and operating expenses based on prior actuals.
- Chemical increased \$5K based on inflation.
- Maintenance increased approximately \$15K to complete some additional preventative maintenance being recommended for the Plant as well as replacement of their mower.
- Debenture interest decrease based on normal repayment schedule.
- Increase in transfer to capital reserve based on increased budgeted cash surplus in water utility. Transfers budgeted to result in net zero budget in water utility after debt principle payment accounted for.

SANITARY SEWER TREATMENT & DISPOSAL

The Wastewater Treatment & Disposal budget deals with all functions related to the collection, treatment and disposal of sanitary sewer water. This system functions in accordance with the standards set out by Alberta Environment.

SANITARY SEWER TREATMENT AND DISPOSAL	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Local improvement charges	(3,822)	(3,290)	(3,822)	-	-
Service fees	(571,490)	(536,408)	(418,154)	(459,677)	(351,005)
Sanitary sewer services revenue	(575,312)	(539,697)	(421,976)	(459,677)	(351,005)
Wages and benefits	96,464	77,584	94,821	80,984	83,990
Contracted services	21,000	13,903	18,800	26,493	9,636
Materials, supplies and operating expenses	42,250	17,807	27,750	20,774	34,016
Debenture interest	17,816	18,535	23,209	27,107	32,008
Amortization	345,353	-	345,353	345,353	380,719
Sanitary sewer services expenses	522,883	127,830	509,933	500,711	540,369
	(52,429)	(411,867)	87,957	41,034	189,364
Operational budget adjustments					
Addback amortization	(345,353)	-	(345,353)	(345,353)	(380,719)
Services to other departments	(6,900)	(12,003)	(8,300)	(12,441)	(7,541)
Services from other departments	28,275	-	28,275	28,275	28,275
Transfer to reserve - capital	249,279	-	115,775	53,855	(37,457)
NET DEFICIT (SURPLUS) SANITARY SEWER SERVICES	(127,128)	(423,870)	(121,646)	(234,630)	(208,078)

Variance Highlights

- Approximately 2% increase in sanitary sewer service fee revenue is scheduled in the utility rate bylaw. Increase in budget from 2021 is larger than this based on 2020 and 2021 actuals.
- Increase contracted services related to increased preventative maintenance and inspections.
- Increase in materials, supplies and operating expenses for the purchase of a new chemical to try and reduce odour from the lagoons.
- Debenture interest decrease based on normal repayment schedule.
- Transfers to reserve budgeted to result in net zero budget in sewer utilities, after debt principle payments accounted for. Increase due to increase in budgeted revenues.

SOLID WASTE MANAGEMENT

The Solid Waste Management function provides weekly curbside waste collection services through the Infrastructure Services department. Claresholm is one of five member municipalities who belong to the Willow Creek Regional Waste Management Services Commission, which is the body that manages the regional landfill.

SOLID WASTE MANAGEMENT	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Garbage collection fees	(429,000)	(385,945)	(429,000)	(433,508)	(432,228)
Solid waste revenue	(429,000)	(385,945)	(429,000)	(433,508)	(432,228)
Wages and benefits	171,993	196,553	168,160	210,153	165,860
Landfill fees	125,000	110,770	125,000	114,799	119,351
Landfill contract	41,580	41,580	41,580	41,580	41,580
Landfill closure	6,120	-	6,000	6,023	4,433
Materials, supplies and operating expenses	27,000	23,942	25,000	11,874	35,030
Amortization	25,960	-	25,960	25,960	37,086
Solid waste expenses	397,653	372,845	391,700	410,388	403,340
	(31,347)	(13,100)	(37,300)	(23,120)	(28,888)
Operational budget adjustments					
Addback amortization	(25,960)	-	(25,960)	(25,960)	(37,086)
Services to other departments	(8,600)	(10,821)	(9,000)	(13,201)	(12,269)
Services from other departments	45,725	-	45,725	45,725	45,725
Transfer to reserve - capital	20,182	-	26,535	16,556	32,518
NET DEFICIT (SURPLUS) SOLID WASTE MANAGEMENT	(0)	(23,921)	-	-	0

Variance Highlights

- Materials, supplies and operating costs increased \$2K due to inflation and replacement of old bins.
- Transfers to reserves budgeted to result in net zero budget.

RECYCLING

The Town's recycling program provides bi-weekly curbside recycling pickup for residential and non-residential properties.

RECYCLING	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Recycling service fees	(300,000)	(249,627)	(300,000)	(267,617)	(171,087)
Commodity revenue	-	(15,107)	-	-	(4,422)
Recycling revenue	(300,000)	(264,733)	(300,000)	(267,617)	(175,508)
Wages and benefits	3,803	3,391	3,722	5,089	124,946
Contracted services	298,184	282,619	298,278	324,737	2,760
Materials, supplies and operating expenses	-	110	-	1,987	24,690
Amortization	-	-	-	-	2,937
Recycling expenses	301,987	286,120	302,000	331,813	155,333
	1,987	21,387	2,000	64,196	(20,175)
Operational budget adjustments					
Addback amortization	-	-	-	-	(2,937)
Services to other departments	(2,000)	(3,864)	(2,000)	(3,835)	(1,441)
Transfer to reserve - capital	-	-	-	-	1,151
NET DEFICIT (SURPLUS) RECYCLING	(13)	17,523	-	60,361	(23,402)

Variance Highlights

- No significant variances to note.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

FCSS is an 80/20 funding partnership between the Government of Alberta and the Municipality. The Town of Claresholm operates a regional program in partnership with the M.D. of Willow Creek. FCSS designs and delivers social programs that are preventative in nature to promote and enhance well-being among individuals, families and communities. The FCSS program receives its mandate from the FCSS Act and Regulations, however, the FCSS Board determines the priority programs to be offered.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Provincial funding	(105,235)	(105,235)	(105,235)	(105,235)	(105,235)
MD of Willow Creek	(80,539)	(80,538)	(80,539)	(80,130)	(74,658)
Alberta Health Services (AHS)	-	(7,073)	(7,072)	(28,290)	(28,290)
Child & Family Services Alberta (CFSA)	(36,000)	(36,000)	(36,000)	(27,000)	(35,352)
Other income	(6,000)	(16,159)	(6,000)	(16,741)	(1,800)
FCSS Revenue	(227,774)	(245,005)	(234,846)	(257,395)	(245,335)
Wages and benefits	132,494	128,860	140,653	165,545	156,130
Professional development	3,000	740	3,000	1,009	1,003
Materials, supplies and operating expenses	44,300	27,601	38,899	57,804	49,938
Community grants	60,074	41,958	67,074	57,586	50,425
Accounting and legal	-	1,815	1,815	3,700	3,660
General FCSS expenses	239,868	200,973	251,441	285,644	261,156
	12,094	(44,031)	16,595	28,248	15,821
Operational budget adjustments					
Town of Claresholm Contribution	(26,309)	-	(26,309)	(26,309)	(26,309)
Admin Allocation	14,215	-	9,715	4,200	4,200
NET DEFICIT (SURPLUS) FCSS	(0)	(44,031)	1	6,139	(6,288)

Variance Highlights

- Alberta Health Services grant ended in March of 2021 and was not renewed.
- Wages and benefits decreased due to first full year with only two employees instead of three.
- Reallocation from prior year on funding utilization between Community grants and internal programming (materials, supplies and operating expenses)
- Admin allocation increased for first full year in new building.

DAY CARE CONTRIBUTION

The Day Care program is run by a non-profit board who receives a portion of their funding from the Town of Claresholm.

DAYCARE CONTRIBUTION	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Municipal contribution to daycare	38,202	35,019	38,202	38,200	38,202
NET DEFICIT DAYCARE CONTRIBUTION	38,202	35,019	38,202	38,200	38,202

Variance Highlights

- No changes to highlight.

DRAFT

CEMETERY

The Cemetery is owned and operated by the Town of Claresholm. The maintenance is provided through the Infrastructure Services department and the Office staff oversees the administrative function.

CEMETERY	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Cemetery Fees	(17,500)	(13,875)	(15,500)	(16,417)	(18,954)
Local government grants	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Cemetery revenue	(20,500)	(16,875)	(18,500)	(19,417)	(21,954)
Wages and benefits	19,101	20,242	18,703	20,294	22,913
Materials, supplies and operating expenses	1,000	1,652	1,000	363	700
Amortization	433	-	433	433	235
Cemetery expenses	20,534	21,894	20,136	21,089	23,847
	34	5,019	1,636	1,672	1,894
Operational budget adjustments					
Addback amortization	(433)	-	(433)	(433)	(235)
Services from other departments	2,500	-	2,500	2,500	2,500
Transfer to reserve - capital	2,500	-	2,500	5,000	5,000
NET DEFICIT CEMETERY	4,601	5,019	6,203	8,739	9,159

Variance Highlights

- Increase in cemetery fees based on historical actuals and recognition of perpetual care into revenue.

PHYSICIAN RECRUITMENT

The Physician Recruitment program is designed to provide incentives to recruit and retain Physicians in the community as well as other healthcare professionals. This is a program carried out in partnership with the Town of Stavely, and the MD of Willow Creek.

PHYSICIAN RECRUITMENT	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Physician recruitment	3,000	-	3,000	684	1,050
Operational budget adjustments					
Transfer from reserve - operations	(3,000)	-	(3,000)	(684)	(1,050)
NET DEFICIT (SURPLUS) PHYSICIAN RECRUITMENT	-	-	-	-	-

Variance Highlights

- No significant changes.

WEEDS & PESTS

The majority of the allocation within the Weeds & Pests budget deals with weed and pest control in parks throughout the Town. The Parks department has trained staff members who provide weed control within the parks.

WEED AND PEST CONTROL	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Wages and benefits	7,771	4,265	7,533	3,872	5,832
Chemical and materials	11,500	9,793	10,000	11,421	6,963
Amortization	27,383	-	27,383	27,383	27,383
	46,654	14,058	44,916	42,676	40,177
Operational budget adjustments					
Addback amortization	(27,383)	-	(27,383)	(27,383)	(27,383)
NET DEFICIT WEED AND PEST CONTROL	19,271	14,058	17,533	15,294	12,795

Variance Highlights

- Increase in chemical and material due to inflationary costs.

ECONOMIC DEVELOPMENT

The Economic Development department is responsible for maintaining the Business Growth & Development Centre, business retention, investment attraction and municipal marketing efforts. This department is guided by the Municipal Strategic Plan and the Economic Development Committee and primarily implemented by the Economic Development Officer.

ECONOMIC DEVELOPMENT	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Grants and contributions	(191,156)	(197,343)	(247,027)	(59,534)	(63,240)
Economic development revenue	(191,156)	(197,343)	(247,027)	(59,534)	(63,240)
Wages and benefits	230,268	138,664	175,400	103,503	94,532
Materials, supplies and operating expenses	138,242	134,978	246,456	76,364	148,610
Economic development expenses	368,510	273,642	421,856	179,867	243,142
	177,355	76,299	174,829	120,333	179,902
Operational budget adjustments					
Transfer from reserve - operations	-	-	(20,000)	-	(51,072)
Transfer to reserve - operations	-	-	-	-	-
NET DEFICIT ECONOMIC DEVELOPMENT	177,355	76,299	154,829	120,333	128,830

Variance Highlights

- Decrease in grants and contributions is due to LMP grant expecting to be concluded in 2021, and due to 2021 including some upfront revenues (expenditures expected) for the ASIP grant. Total ASIP grant awarded was \$298,000. \$138,000 is the estimated amount to be utilized in 2021.
- Wages and Benefits increased due to the joint project with the Chamber noted above, which includes a new position that will be shared with the Chamber. This position is largely funded by Community Futures, with remaining costs being shared between the Chamber and the Town. The ASIP grant also includes funding for 2 additional positions for that program on a two year contract basis. This is the first full year for these 3 new positions.
- Materials, supplies, and operating expenses decreased significantly due no longer including expenses related to LMP project and the majority of the ASIP grant expenditures now being wages where prior year included other one-time expenses like computers for new staff and funds for computers, mobile wifi hubs, other language books, etc. for the Library.

LAND PLANNING & DEVELOPMENT

The Development Officer provides development services to the municipality and works with the Municipal Subdivision and Development Authority. The planning advice and services are contracted through membership in the Oldman River Regional Services Commission. Building code, gas and plumbing and electrical inspections are currently being provided through a contract with Superior Safety Codes.

LAND PLANNING AND DEVELOPMENT	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Permits	(74,000)	(90,887)	(69,000)	(71,850)	(51,776)
Planning and development fees	(3,100)	(3,422)	(3,100)	(3,244)	(4,290)
Planning and development revenue	(77,100)	(94,309)	(72,100)	(75,094)	(56,066)
Wages and benefits	90,753	79,450	86,396	84,057	85,644
Planning and GIS services	54,325	58,742	58,742	54,380	52,604
Legal and professional services	38,625	60,977	54,425	50,701	44,938
Materials, supplies and operating expenses	1,500	-	7,000	3,791	7,305
Planning and development expenses	185,204	199,169	206,563	192,929	190,490
NET DEFICIT PLANNING & DEVELOPMENT	108,104	104,860	134,463	117,835	134,424

Variance Highlights

- Permits and fees were increased from 2021 budget to reflect numbers closer to 2021 actuals with still being conservative.
- Planning and GIS services decreased due to switch from using ORRSC for GIS services to using MuniSight.
- Legal and professional services decreased as prior year included additional funds for new orthophotos, along with some decreases in contingency funds included in the budget.
- Materials, supplies and operating expenses were reduced significantly as much of this budget is to cover unplanned circumstances (contingency funds). Due to a change in process, much of the contingency funds included in different departments was removed and a single general contingency fund has been set up instead. This helps keep the budget leaner, as it is unlikely that all departments will utilize contingent funds every year.

GENERAL RECREATION

The general recreation budget deals with general recreational programming, such as the Southern Alberta Summer Games as well as overarching expenditures such as wages and benefits for the recreation manager. It also includes costs related to the Claresholm Golf Course.

GENERAL RECREATION	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Local government grants	(74,300)	(74,300)	(74,300)	(50,000)	(50,000)
Summer Games	-	-	-	(58)	(13,254)
General recreation revenue	(74,300)	(74,300)	(74,300)	(50,058)	(63,254)
Golf course management	50,300	37,725	50,300	56,100	55,000
Debenture interest	-	1,237	1,859	4,199	6,572
Wages and benefits	74,822	67,157	73,154	71,742	69,133
Programming expenses	5,500	1,838	4,000	2,455	11,136
General recreation expenses	130,622	107,958	129,313	134,496	141,841
	56,322	33,658	55,013	84,439	78,587
Operational budget adjustments					
Transfer from reserve - operations	-	-	(60,000)	(50,000)	(50,000)
Transfer to reserve - capital	24,600	-	24,600	-	-
NET DEFICIT GENERAL RECREATION	80,922	33,658	19,613	34,439	28,587

Variance Highlights

- Debenture interest has reduced to NIL as debt was repaid/closed in 2021.
- Programming expenses increased \$1.5K based on expectation of summer games resuming in 2022.
- No transfer from reserves this year due to debt being fully repaid. \$50K of the prior year reserve funds transfer was for debt payment. The other \$10K was to try and offset some of the losses seen in recreation revenues due to the COVID pandemic.

PARKS

The parks budget includes maintenance of the Town's parks as well as the fees and costs related to the Town's campground.

PARKS	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Campground fees	(80,000)	(101,341)	(80,000)	(92,367)	(66,067)
Parks grants and other funding	(2,500)	(4,493)	(2,500)	(275)	(6,177)
Parks revenue	(82,500)	(105,834)	(82,500)	(92,642)	(72,244)
Wages and benefits	113,161	143,212	110,088	115,120	116,823
Materials, supplies and operating expenses	58,500	51,210	51,500	56,080	53,408
Amortization	180,101	-	180,101	180,101	186,499
Parks expenses	351,762	194,422	341,689	351,300	356,730
	269,262	88,589	259,189	258,659	284,486
Operational budget adjustments					
Addback amortization	(180,101)	-	(180,101)	(180,101)	(186,499)
Services to other departments	18,500	20,220	18,500	18,434	15,150
Transfer to reserve - capital	-	-	-	-	-
NET DEFICIT PARKS	107,661	108,809	97,588	96,991	113,138

Variance Highlights

- Materials, supplies and operating expenses increased \$7K for the new Campground Attendant contract.

ARENA

The Arena operates an ice area during the winter and is also used for lacrosse and other rentals during the summer. The main users of the Arena are the Claresholm Minor Hockey Association and the Figure Skating Club.

ARENA	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Minor hockey	(28,000)	(11,075)	(20,000)	(21,038)	(27,931)
Figure skating	(6,500)	(2,919)	(6,000)	(6,568)	(7,120)
Other rentals	(21,250)	(12,364)	(18,030)	(11,847)	(31,166)
Advertising	(6,000)	(10,785)	(7,700)	(276)	(7,960)
Arena revenue	(61,750)	(37,142)	(51,730)	(39,728)	(74,177)
Wages and benefits	120,664	63,643	117,086	98,574	102,395
Materials, supplies and operating expenses	81,100	59,914	80,750	91,305	91,001
Amortization	54,854	-	54,854	55,936	55,635
Arena expenses	256,618	123,557	252,690	245,815	249,031
	194,868	86,415	200,960	206,087	174,853
Operational budget adjustments					
Addback amortization	(54,854)	-	(54,854)	(55,936)	(55,635)
Services to other departments	9,400	6,531	9,400	9,309	5,979
Transfer to reserve - capital	6,000	-	17,700	4,884	7,960
NET DEFICIT ARENA	155,414	92,946	173,206	164,344	133,158

Variance Highlights

- Revenues were increased due to presumption of Arena being able to operate normally again, with hockey and other ice activity practices and games/events resuming. Budgets in general are still below actuals seen in 2019 and prior as participation and activities post COVID are still lower than pre COVID.
- Decrease in transfer to reserves is due to new compressor being included in capital budget this year. This transfer is traditionally to pay for the compressor rebuild every other year. With a new purchase this bi-annual rebuild will be skipped.

AQUATIC CENTRE

The Aquatic Centre is owned by Alberta Health Services and shares the facility with the Town for the Town residents use and benefit. The Town operates the facility covering lifeguards wages and benefits, programming expenses, and telecommunications.

AQUATIC CENTRE	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Lessons	(45,000)	(33,177)	(40,000)	(29,952)	(59,142)
Gate admission	(25,000)	(11,788)	(25,000)	(17,189)	(35,462)
Rentals	(15,000)	(9,652)	(18,000)	(6,895)	(18,630)
Other funding	(5,000)	(2,674)	(5,000)	(14,184)	(8,122)
Aquatic Centre revenue	(90,000)	(57,292)	(88,000)	(68,220)	(121,356)
Wages and benefits	196,312	148,987	218,220	187,275	232,170
Materials, supplies and operating expenses	31,500	23,006	33,000	34,802	35,813
Amortization	16,343	-	16,343	16,343	17,262
Aquatic Centre expenses	244,155	171,993	267,563	238,420	285,245
	154,155	114,701	179,563	170,200	163,889
Operational budget adjustments					
Addback amortization	(16,343)	-	(16,343)	(16,343)	(17,262)
NET DEFICIT AQUATIC CENTRE	137,812	114,701	163,220	153,857	146,628

Variance Highlights

- Increase in lessons revenue as we hope to get closer to back to normal capacity and use. Still well below revenues we saw in 2019.
- Rentals decreased further from last year based on actuals. Hoping we see some significant increases with restrictions decreasing and lifting.
- Wages and benefits decreased based on actuals seen in 2020 and 2021 as programming and attendance is still below normal, part-time staffing needs are also reduced.
- Small decrease in materials, supplies and operating expenses.

MUSEUM

The Museum Board oversees the operation of the Museum in cooperation with the Museum Executive Director and administrative staff and provides recommendations to Council on the budget. The Museum budget includes the operations of two buildings, the Historic CPR Train Station and Museum Exhibit Hall. The Visitor Information Centre operates out of the Historic CPR Train Station. Both are open to the public from May to early October, plus some off season special events.

MUSEUM	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Sales	(1,000)	(535)	(1,500)	(110)	(1,180)
Donations	(4,000)	(2,708)	(4,000)	(240)	(2,013)
Grants	(5,000)	(6,722)	(4,000)	(9,112)	(4,577)
Museum revenue	(10,000)	(9,966)	(9,500)	(9,462)	(7,770)
Wages and benefits	93,614	80,014	86,150	54,406	80,873
Materials, supplies and operating expenses	31,700	40,161	39,700	20,083	30,872
Professional development	2,000	1,605	2,000	375	1,572
Amortization	23,781	-	23,781	23,781	23,781
Museum expenses	151,095	121,780	151,631	98,646	137,099
	141,095	111,814	142,131	89,184	129,329
Operational budget adjustments					
Addback amortization	(23,781)	-	(23,781)	(23,781)	(23,781)
Services to other departments	3,400	3,099	3,400	3,350	2,630
Transfer from reserve - operations	-	-	(21,300)	-	(27,275)
NET DEFICIT MUSEUM	120,714	114,913	100,450	68,753	80,903

Variance Highlights

- Decreases in materials, supplies, and operating expenses of \$8K due to 2021 being high with unused 2020 funds being carried into 2021 to complete some larger projects that were deferred or incomplete. No comparable projects in 2022.

LIBRARY

The local Library Board oversees the activities and budget requests. The Municipality is a member of the Chinook Arch Regional Library system which is a network of independent, cooperating libraries in the southwestern corner of Alberta. Chinook Arch provides training, consulting, IT support and centralized purchasing, cataloguing, processing, and delivery services.

LIBRARY	Budget 2022	Actual 2021 YTD (Dec 7)	Budget 2021	Actual 2020	Actual 2019
Grant	190,000	120,000	160,000	190,000	185,275
Chinook Arch membership	29,333	29,333	29,333	30,883	30,278
Amortization	25,693	-	25,693	25,693	25,693
	245,026	149,333	215,026	246,576	241,246
Operational budget adjustments					
Addback amortization	(25,693)	-	(25,693)	(25,693)	(25,693)
Services to other departments	-	1,166	3,500	3,449	2,234
NET DEFICIT LIBRARY	219,333	150,499	192,833	224,332	217,786

Variance Highlights

- Grant for 2021 was reduced due to reduced wage costs during the pandemic to assist the Town with balancing our budget. In 2022 this has been returned to 2020 levels.
- Services to other departments was eliminated with Library now paying Town utility costs.



DEPARTMENT
CAPITAL
BUDGETS

Funding Sources for Capital Projects

Provincial and Federal grants are available each year to assist the municipality to fund major infrastructure projects. The Council has additional options to consider such as reserves, tax or utility funding. The following is a brief explanation of capital project funding source options.

Federal Gas Tax Fund (FGT)

Each year, the federal FGT assists municipalities by providing funding for local infrastructure projects. Funding is provided to the Province, who in turn flows this funding to the municipality. This program has been legislated as a permanent source of Federal infrastructure funding for municipalities. The program is broad-based and allows municipalities to use the funding toward a wide range of projects to meet local priorities.

Municipal Sustainability Initiative (MSI)

Municipalities in Alberta are eligible for funding under the MSI program based on the terms set out in long-term funding agreements with the Province. Municipalities determine projects and activities to be funded based on local priorities within the general criteria set out in the program guidelines and are encouraged to take a long-term approach to planning for capital projects.

Alberta Municipal Water/Wastewater Partnership (AMWWP)

The AMWWP is a competitive grant program that provides cost-shared funding to eligible municipalities to assist in the construction of municipal water supply and treatment and wastewater treatment and disposal facilities. Funding is provided for the construction of high-priority water supply and treatment and wastewater treatment and disposal facilities. Water distribution and/or sewage collection systems are not eligible for assistance.

Alberta Historic Resources Foundation Grant (AHRF)

Historic Resource Foundation grants provide project funding for conservation of Alberta's historic places and can include restoration, architectural and/or engineering services, studies reports or plans associated with the conservation of the historic place. Matching grants are awarded up to 50% of eligible costs. Conservation includes actions or processes that safeguard character-defining elements of a historic place to retain the heritage value and extend physical life. This may involve one or more conservation treatments—preservation, rehabilitation or restoration. The maximum matching grants per application per year are as follows: Provincial Historic Resources – \$100,000; Municipal Historic Resources – \$50,000; Local (non-designated) Historic Resources – one-time grant of \$5,000.

Community Facility Enhancement Program (CFEP)

The CFEP is a competitive grant program that assists with foster the unique characteristics of Alberta's many communities. The aim of the program is to reinvest revenues generated from

provincial lotteries into communities, empower local citizens and community organizations to work together and to respond to local needs.

Municipalities are not eligible for this funding and therefore must partner with a local organization to access these grants.

Reserves/Restricted Surplus

As a means of solid financial planning, Council has created a number of special reserve funds to address both future operational and especially, capital resource needs. These funds address new acquisition and replacement, but have general restrictions on use. Through the budget process, the Town will designate funds that have been internally restricted to finance those projects for which the funds have been ear-marked.

Utility Funded

Revenue generated through utility rates is intended to fully fund operational costs including amortization. As the utilities become closer to full-cost recovery, amounts generated to fund amortization can be used to fund capital projects. If there is no required capital replacement for a utility in any given year, the amortization amount may be reserved for future capital projects.

The following table summarizes the anticipated funding sources for the capital projects for the upcoming year.

FUNDING SOURCES FOR THE YEAR	
Municipal Sustainability Grant (MSI)	892,150.00
Canada Community Revitalization Fund (CCRF)	377,250.00
Federal Gas Tax Fund (FGTF)	250,000.00
<i>Total Government Transfers for Capital</i>	1,519,400.00
Transfers from reserves	422,600.00
Proceeds on sale or trade-in of vehicles and equipment	40,000.00
Tax funded	5,000.00
TOTAL FUNDING	<u>1,987,000.00</u>

DRAFT

Capital Summary Budget

ENGINEERING STRUCTURES PROJECTS	Funding	Expenditure
2nd St. W Rehabilitation from 49th to 51st Ave Phase 2 -		450,000
<i>Funding: FGTF Grant</i>	250,000	
<i>Funding: Capital Water and Sewer Reserve</i>	200,000	
Hwy #2 Sewer Main Liner Install - 50th to 53rd Ave		94,000
<i>Funding: Capital Water and Sewer Reserve</i>	94,000	
Westrose Dr. - Water and Road Rehab		670,000
<i>Funding: MSI Grant</i>	541,400	
<i>Funding: Capital Water and Sewer Reserve</i>	128,600	
ENGINEERING STRUCTURES TOTAL		1,214,000
MACHINERY & EQUIPMENT PURCHASES		
Arena Compressor Replacement		60,000
<i>Funding: MSI Grant</i>	60,000	
Bobcat Replacement		45,000
<i>Funding: Trade-in</i>	40,000	
<i>Funding: Tax funded</i>	5,000	
MACHINERY & EQUIPMENT TOTAL		105,000
LAND IMPROVEMENT PROJECTS		
Amundsen Park Redevelopment - Phase 2 Pavilion		503,000
<i>Funding: Canada Community Revitalization Fund</i>	377,250	
<i>Funding: MSI Grant</i>	125,750	
LAND IMPROVEMENT TOTAL		503,000
VEHICLE PURCHASES & PROJECTS		
Fleet Replacements - Sanding Truck - Chasis & Blade		165,000
<i>Funding: MSI Grant</i>	165,000	
VEHICLE TOTAL		165,000

ENGINEERED STRUCTURES

2022 Capital Project	
Project Name	2nd Street W Rehabilitation from 49th to 51st – Phase 2
Anticipated Start	2022
Project Description	Road, Curb & Gutter, and Sidewalk Restoration
Project Cost	\$450,000.
Funding Sources	FGTF Grant & Water & Sewer Capital Reserves
Rationale for need	In 2021 water system was upgraded to eliminate 4” AC pipe and replace cast iron fittings and valves that do not work. Replacement of old sanitary sewer system as well before repaving. Road is currently just gravel with sections of sidewalk and curb & gutter torn up. Needs restoration in this high traffic area.
Impact on future	No future impact.
Implications of deferring this project	Higher risk of trips and falls on torn up sidewalks, potholes/rough road with only gravel, drainage issues, etc.

2022 Capital Project	
Project Name	Hwy #2 Sewer Main Liner Install – 50th to 53rd Ave
Anticipate Start	2022
Project Description	Repair a portion of the sewer main on the highway, (South bound lanes) by inserting a lining to improve operation. A liner was the preferred option to open trenching.
Project Cost	\$670,000
Funding Sources	Water & Sewer Capital Reserve
Rationale for need	This is an older precast clay pipe that is starting to fail. The alignment of the pipe is still good making it a prime candidate for a sewer lining, which will increase the life of the pipe.
Impact on future operating costs	No immediate impact is expected on operations
Implications of deferring this project	The pipe could disintegrate to a point of no longer being able to utilize a liner, requiring the highway to be dug up to replace the whole pipe at a significantly increased cost.

2022 Capital Project	
Project Name	Westrose Dr – Water and Road Rehab
Anticipate Start	2022
Project Description	Water services repair and main replacement (6” to 8”) 260m + new sidewalk and pavement. Sewer has been inspected and is good.
Project Cost	\$670,000
Funding Sources	Debenture and both FGTF and MSI Grants
Rationale for need	Water service saddles are failing and require replacement. Poor quality connection saddles were discovered rusted off and leaking. 6 have been done as emergency repairs and this has caused the failure of some the road and sidewalk in the repaired areas.
Impact on future operating costs	An emergency repair is 4 times the cost, compared to scheduled repairs. There are 21 more services on that line to be replaced.
Implications of deferring this project	The continued complaints regarding road and sidewalk conditions. More service disruptions as the leaks surface and require repair.

MACHINERY & EQUIPMENT

2022 Capital Purchase	
Project Name	Arena Compressor Replacement
Anticipated Start	2021
Project Description	At CIMCO’s recommendation, after last rebuild, 4 years ago of the large compressor, we were told it would need replacement when due for the next rebuild after 10,000 hours of run time.
Project Cost	\$60,000
Funding Sources	MSI Grant
Rationale for need	Compressor can only be rebuilt so many times before replacement is required. This is the main (larger) compressor for the ice factory at the ice arena.
Impact on future operating costs	None realized, however the replacement parts for the old units are becoming harder to acquire.
Implications of deferring this project	Possible disruption in operations of the Arena.

2022 Capital Purchase	
Project Name	Bobcat replacement program
Anticipated Start	Yearly
Project Cost	\$45,000 (Net \$5,000 after trade-in of old unit).
Funding Sources	Trade in of old Bobcat, with Tax Funding for difference.
Rationale for need	The program involves rotating old machine for a new machine yearly. The equipment is only covered by one-year warranty and with some service of the machine included, we are keeping our costs for operations at the lowest possible for the Town.
Impact on future operating costs	This purchase procedure eliminates the chance of major repairs as we always have new warranty coverage
Implications of deferring this project	The value of our Bobcat will drop yearly and the cost for maintenance will also increase as this machine is used for 250+ hours per year. No warranty coverage unless we purchase extended warranty at almost \$2500.00 dollars per year.

LAND IMPROVEMENTS

2022 Capital Project	
Project Name	Amundsen Park Upgrades – Pavilion
Anticipated Start	2020
Project Description	Redevelop/Redesign Amundsen Park – Design & construction of a pavilion
Project Cost	\$503,000.00
Funding Sources	Canada Community Revitalization Fund and MSI grants
Rationale for need	This park is old and dilapidated and doesn't lend itself well to different activities in the park, such as markets, events, or performances.
Impact on future operating costs	No impact on future operating costs expected.
Implications of deferring this project	No significant implications of deferring the project other than deferring the benefits of an updated park. Project will not proceed if we are unsuccessful in our application for the Canada Community Revitalization Fund grant.

VEHICLES

2022 Capital Project	
Project Name	Sanding Truck Replacement – Chasis & Blade
Anticipated Date	2022
Project Description	Replace old Sanding Trunk. Will utilize same sand hopper from the current truck.
Project Cost	165,000
Funding Sources	MSI Grant
Rationale for need	The used 1996 Ford 5 ton has outlived its productive years. We are now operating an unreliable unit that is in the shop when needed.
Impact on future operating costs	Repairs are only a portion of the cost when this unit is not operating as we have to utilize the 2 smaller units to accomplish the same work.
Implications of deferring this project	Complaints of slow response, as there is 40+ Km's to service every snowfall.

COMMUNITY FOUNDATION GRANT NOTIFICATION

DESCRIPTION:

The Claresholm Skatepark Association received notification that they were successful in their grant application to the Community Foundation of Lethbridge and Southwestern Alberta in the amount of \$15,000 (see the attached notification letter). The purpose of the grant is to assist with the construction of the skatepark at the previously approved location adjacent to the Town Office.

The Town of Claresholm facilitates the holding of the funds and has signed the grant agreement on behalf of the skatepark association (final reporting to be completed by January, 2023). At this time there is no other commitment on behalf of the Town for funding. The Association continues to fundraise and apply for grants in an effort to raise funds for construction.



ATTACHMENTS:

- Notification letter

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: December 10, 2021

2021-12-06

Dear Lisa,

On behalf everyone at the Community Foundation of Lethbridge and Southwestern Alberta, we are delighted to inform you that your application to Community Priorities Grants - Fall 2021 was successful! Congratulations to you and your organization on receiving a \$15,000.00 grant for the Claresholm Skatepark Association.

A copy of your Grant Agreement is available through the online application portal. Please read the Grant Agreement carefully before having an authorized signatory for your organization sign the Agreement.

The Community Foundation Team will be organizing delivery dates to drop off plaques and cheques to all organizations that received funding through the Fall 2021 Community Priorities and Henry S. Varley Fund for Rural Life Grant Programs. We will be contacting you with further details after you have signed and uploaded your Grant Agreement to the portal.

Please watch your email for further updates and details. If you have any questions, please do not hesitate to contact our Grants Coordinator, Caitlin Gajdostik at grants@cflsa.ca.

Best Wishes,



Community Foundation of Lethbridge and Southwestern Alberta



Claresholm

INFORMATION BRIEF

Meeting: December 13, 2021
Agenda Item: 21

NEW YEARS EVE SKATE – CANCELLED FOR 2021

DESCRIPTION / BACKGROUND:

Traditionally, each year on December 31st the Town of Claresholm hosts a New Years Eve Skating event at the Claresholm Arena. Due to COVID restrictions the event was cancelled in 2020, and unfortunately this will be the case for 2021 as well.

Although there are measures which can allow for indoor activities to proceed, the specific challenge with the New Years Eve Skate is the mixing of youth and adults doing physical activity indoors. For the safety of residents, and to prevent any confusion or disruption of regular Arena operations, the Economic Development event planning team has decided not to proceed with the event this year.

A notice will be included in the Local Press community news, and on social media so that the community is aware of the cancellation.

ATTACHMENTS:

APPLICABLE LEGISLATION:

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: December 10, 2021



Claresholm

INFORMATION BRIEF

Meeting: December 13, 2021
Agenda Item: 22

WELCOMING CLARESHOLM MAGAZINE

DESCRIPTION / BACKGROUND:

Over the past 8-10 months, Economic Development and Welcoming Claresholm teamed up with TNC Publishing to create a one of a kind, Welcome to Claresholm Magazine. The 20-page publication is designed to assist immigrants and new residents of Claresholm in getting settled and connected to the community. The magazine is funded almost entirely through local advertising, with close to 30 different businesses and organizations taking advantage of the opportunity.

Topics that are detailed in the magazine include:

- See the sights
- Parks and Recreation
- Events & Celebrations
- Accessing Information
- Education and Child Care
- Health Care in Claresholm
- Health and Wellness
- When you Arrive
- Town Services
- Climate

2000 copies of the magazine have been provided to the Town of Claresholm and distribution throughout the community is already underway. In addition to print, TNC Publishing has also provided a digital version of the magazine so that it may be used online as well.

Copies are available downtown at Willow Creek Immigrant Services, and at the Town of Claresholm Office.

ATTACHMENTS: Welcoming Claresholm Magazine (digital copy)

APPLICABLE LEGISLATION:

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Abe Tinney

DATE: December 10, 2021



Welcoming Claresholm

Accessing Information

How to find everything you need to settle in.

Education and Health

Medical and schooling supports for your family.

Services, Parks and More!

Discover what Claresholm has to offer!



Scan to watch a video about what locals have to say about living in Claresholm!



A guide to relocating to and getting started in Claresholm, Alberta

welcoming.claresholm.ca



Curly's

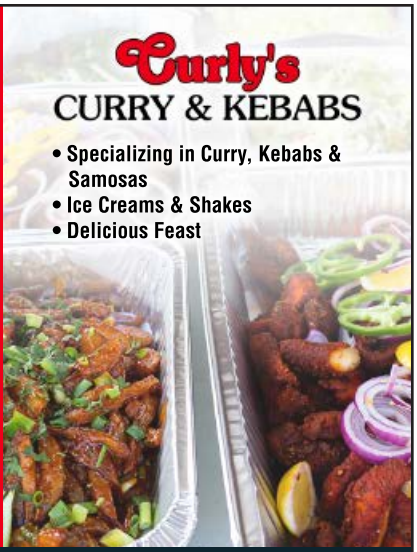
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 Claresholm, AB, T0L 0T0
 T: **403-625-4417** • F: 403-625-3869
 fcss.director@claresholm.ca
 fcss.outreach@claresholm.ca
www.claresholmfcss.ca
 Facebook – Claresholm Family and Community Support Services (@claresholmfcss)

Part of FRN, the Family Resource Network connecting families in need across the province, FCSS provides:

- Hosting for children's activities
- Connections for community to supports
- Hosting for women's events
- Help for seniors with CPP, OAS GIS and AB benefits income,
- Help to fill out forms
- Roots of Empathy program
- Mental wellness initiatives
- Community social enhancements
- Youth of Tomorrow youth group



The Town of Claresholm
 111 - 55 Avenue West
 PO Box 1000, T0L 0T0
 P: 403-625-3381
 F: 403-625-3869
claresholm.ca



Willow Creek Immigrant Services (WCIS)

A part of Calgary Catholic Immigration Society (CCIS)
 Box 742, 130 - 50 Avenue West
 Claresholm, AB T0L 0T0
 P: 403.973.5583
bit.ly/willowcreekab

Project Co-Ordinators

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Economic Development Officer

Charntelle Koch,
Diversity Coordinator



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Welcoming Claresholm is published by TNC Publishing Group in conjunction with and for Willow Creek Immigrant Services and The Town of Claresholm. The publisher accepts no responsibility for advertising claims, the safe arrival of unsolicited manuscripts, transparencies, illustrations or other materials: however inquiries are welcome.

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#1, 6923 Farrell Road S.E.
 Calgary, Alberta
 T2H 0T3

A Division of TNC Publishing Group
www.tncpublishing.com



Welcoming Claresholm

A community's most valuable resource is its people!

No matter where you were born or why you choose to be in Claresholm, you are important to our community and we are glad that you are here!

Willow Creek Immigrant Services, a project of Calgary Catholic Immigration Society (CCIS), was established in partnership with **The Town of Claresholm** in August 2020. The partnership was created primarily to support the **IRCC Rural & Northern Immigration Pilot (RNIP)** project embarked upon by the **Claresholm Economic Development Committee**, in 2019. In this first of three years, the project would see the committee nominate qualified immigrants and their families in Canada and abroad to work and settle in the Town of Claresholm.

Claresholm is the only community in Alberta to be selected by IRCC for the Rural and Northern Immigration Pilot, and as a result, the community welcomes skilled workers and their families who desire a great quality of life.

In addition, the **Welcoming Claresholm Committee** was created and comprises community stakeholders, service providers, and residents who are actively engaged in creating welcoming spaces and practices in the community. With an established office and staff and a successful partnership with the Town of Claresholm, the team is working on providing robust settlement services while building community capacity to support newcomers and residents alike.

We understand there are challenges with living in a new place, and the cultural norms and rules of language may feel different. At Welcoming Claresholm we honour your courage and can offer support as you navigate this new path.

Your Welcoming Claresholm Advisory Committee can facilitate a collaborative, coordinated and holistic approach to supporting our newcomer settlement and retention in the Claresholm area.

We are here to help you get connected, and we'd like you to feel welcomed, included, and comfortable in your new community!

For more information, visit our website at welcoming.claresholm.ca.

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We provide connections to local services & help you learn more about your new home.

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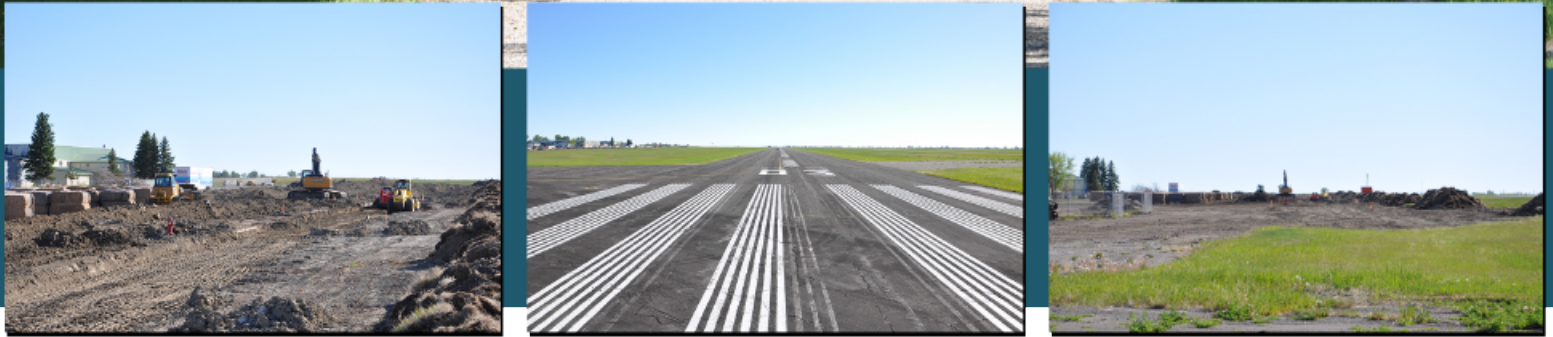
LOCATIONS

Serving the Municipal District of Willow Creek.



Exciting Opportunities

... in the M.D. of Willow Creek



The **Claresholm Industrial Airport** offers all necessary utility services for industrial, light industrial and commercial enterprises. Privately owned land and structures are currently for sale within the development: contact your preferred real estate agent to inquire on the unique opportunities to build or grow your business in the Claresholm area!

Coming Soon: 15 fully serviced airport lots which are being constructed for aviation purposes will be available for purchase in late 2021.

The **Claresholm Industrial Area** land use district offers a wide variety of discretionary uses for development of industrial, light industrial and commercial enterprises. The M.D. of Willow Creek Planning and Development department is prepared to answer your inquiries.



**Municipal District of Willow Creek
Development and Planning**

403-625-3351 ext 235

www.mdwillowcreek.com

www.mdwillowcreek.com/p/planning-development-services



See the Sights

AIRPORT DEVELOPMENT & FLIGHT SCHOOL

Claresholm is the ideal location to soak in Southern Alberta history while also being able to branch out to numerous regional attractions from Waterton Lakes National Park to the south and the Calgary Stampede to the north. Be sure to start with the Claresholm & District Museum and Visitor Information Centre to explore their unique displays and get all the information you need to navigate the beauty and history of the area.

The Visitor Information Centre located in the CPR Depot and the Museum Exhibit Hall is open from May through October, from 9:00 am to 5:00 pm daily (until Labour Day) The Museum is also open by appointment (to researchers, school or tour groups) by phoning the Museum at 403.625.1742 or 403.625.3131 or by e-mail at stationoffice@claresholm.ca.

THE HARVARD MEMORIAL

The Harvard Memorial, erected in 1998 as a special project driven by local resident Bill Erickson and friends, is located in Centennial Park (View Map at www.claresholm.ca/visitors/town-map), and commemorates the pilots who trained here and the personnel who were stationed in Claresholm in the 1950s as part of the NATO training program. Many of the young student pilots who learned to fly at Claresholm did so in a yellow Harvard like the one on display.



TRADITIONAL WISDOM:

Honouring Women, Farmers, Elders and The Indigenous Peoples before us - to see them not as remnants of our past but as a united path to our future, celebrating diversity, heritage and culture.

All throughout town, you will also find fantastic murals capturing the past. Keep a lookout for unique selfie hashtag spots to share your adventure through town with friends and family.

Painted by local artists C.A. Abel and P.J. Copeland in 2012, the four images feature the history of Claresholm from the time before European contact when the Blackfoot held sway and hunted the buffalo; to the early years of Claresholm before cars were seen on the streets; to the period during the NATO years when Harvard trainers flew over Claresholm daily, training pilots for their missions overseas;



including the Hutterites selling their produce at the Farmers' Market with the water tower in the background.

RINGROSE PARK

49 Avenue West, Claresholm, AB
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Dr. Jaycee George B.Sc. D.C



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403-625-2130
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drjayceegeorge@wcchiroclaresholm.com
@willowcreekchiro.claresholm
@willowcreekchiropractic.claresholm



Parks & Recreation



PARKS & RECREATION

Claresholm boasts a wealth of recreational facilities for you! Dive into our indoor pool at the aquatic centre, cool off at our seasonal spray park, or stroll our parks and walking paths. Hit the ice in our rinks, or team up on our diamonds, courts and fields. Kickflip your way through our skate park or rope some action at our Agriplex. Don't forget our 18 hole golf course, a true Alberta gem.

THE CLARESHOLM AQUATIC CENTRE

The Aquatic Centre features a 5-lane, 25 metre indoor swimming pool and hot tub. It is the only indoor swimming facility in the surrounding area, with access all year. Register for affordable swimming lessons, as well children's swim club and aqua aerobics.

212 Fairway Drive West,
403-625-2172
cac@claresholm.ca

THE BRIDGES AT CLARESHOLM

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PLAYGROUNDS AND SPRAY PARK

Claresholm has 7 playgrounds for your children to keep them active. We have an amazing Children's Spray Park, open from June to September. It is located at 321 - 45 Avenue West.

SPORTS, LEISURE, CLUBS & FACILITIES

The Claresholm community boasts a variety of both indoor and outdoor sporting and leisure facilities. Claresholm offers many local sports and leisure clubs representing a wide variety of interests.

They include minor baseball, softball, adult slow-pitch, fitness centres, dance, curling, darts, football, lacrosse, golf, hockey for youth, hockey for adults, rodeo, skating, archery, swimming, trapping, walking, yoga, 4-H, drama, and girl guides.

For more information and to contact individual programs see the complete listing of facilities in our **Get Active** section, at www.claresholm.ca/residents/town-services/parks-recreation

Claresholm Aquatic Centre
212 Fairway Drive West
On Facebook: [@ClaresholmRecreation](https://www.facebook.com/ClaresholmRecreation)

9 DISC GOLF TONES COURSE

Located adjacent to Patterson Park and the off-leash dog park on Claresholm's east side, this Disc Golf Course was installed in July 2020. The markers for Pro, Advanced and Novice distances are marked. The course begins on Tee 1 on the west side of the Patterson Playground.

Disc golf starter kits are available at the Claresholm Aquatic Centre (limited quantities). Please call 403-625-2172 to reserve your set and make payment and pickup arrangements.

You can download a scorecard and overview and basic rules to play at www.claresholm.ca/news/public-notice/9-disc-golf-tones-course



FROG CREEK WETLANDS TRAIL

Frog Creek Wetlands is a 4.7 kilometer lightly trafficked loop trail that features beautiful wild flowers and is good for all skill levels. The trail is primarily used for walking, running, and bird watching and is accessible year-round. Dogs are also able to use this trail but must be kept on leash. The walking paths are amazing & lots of wildlife to be seen! Access is from 8th Street West, south of the Claresholm Cemetery and Regional Water Treatment Plant, just north of the acreages.





Events & Celebrations



CANADA DAY CELEBRATION

We celebrate Canada Day with a morning flag raising ceremony and fireworks. Throughout the day there are family activities and entertainment for people to enjoy.

CLARESHOLM FAIR DAYS

The Claresholm Fair Days celebration is a three day event held in August. It features family activities and entertainment, a parade, outdoor entertainment and activities, a bench show, markets, BBQs and pancake breakfasts. The celebration concludes with a popular car show – the Claresholm Show and Shine.

OLD-FASHIONED CHRISTMAS

An evening celebration hosted by Claresholm & District Chamber of Commerce and The Local Press. Old-Fashioned Christmas event features a downtown bonfire, Christmas market, scavenger hunt, wagon rides, hot chocolate, photos with Santa, caroling and a tree lighting ceremony. Learn more by visiting claresholmchamber.ca/news-events/

WINTER FESTIVAL

Claresholm’s winter festival is a day of fun family activities that celebrates all things winter. It features a road hockey tournament, a Sno-pitch tournament, an artisan market, local entertainment, lots of children’s activities, and evening fireworks!

ART SOCIETY’S ANNUAL PRODUCTION

The Claresholm Arts Society produces an annual musical featuring local talent. Past productions include *Charlie and the Chocolate Factory*, *Beauty and the Beast*, *Chitty Chitty Bang Bang*, and more! Participation and / or tickets are open to the entire community.

SPREAD THE WORLD

An annual multicultural event hosted in June by the Welcoming Claresholm Committee to bring awareness and celebrate the diversity that exists within our community.



WELCOMING WEEK (September)

Through Welcoming Week, local organizations in our community bring together neighbours of all backgrounds to grow stronger connections and affirm the importance of welcoming and inclusive places in achieving collective prosperity.

ANNUAL CIFA CUP

CIFA (Claresholm International Football Association) friendly soccer game, featuring local and foreign exchange students from Claresholm and the MD of Willow Creek.

NEW YEAR’S EVE FAMILY SKATE

Come to the Claresholm Arena to ring in the new year with ice skating, music, food, and family fun!

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 Claresholm, AB T0L 0T0, Box 1401
 P: 403-625-2410
 F: 403-625-2414
 E: clhmagriplex@telus.net

Home of the **Claresholm Agriplex**

www.claresholmagriplex.ca



Accessing Information



USING TELEPHONES & DIRECTORIES

For telephone service in your home, you can use a landline (fixed line), a cell phone or both. You may decide to buy a bundle of services from a single company that provides local telephone, long-distance, cable television and Internet services for a fixed rate.

You can also buy the services separately.



SEND OR RECEIVE MAIL AND PARCELS

Get your mail and parcels sent and/or delivered to the local post office. At the Claresholm Canada Post Office, you can sign up for a Postal Box to receive mail and packages securely. Remember to bring proof of residence and a photo ID. You will receive two keys to access your new mailbox.

Contact information for Express shipping & delivery services for Claresholm like UPS, FedEx, Purolator and more can be found online at www.yellowpages.ca.

CLARESHOLM POST OFFICE

135 - 50th Avenue West
Claresholm, AB T0L 0T0



CLARESHOLM PUBLIC LIBRARY

The Claresholm Public Library enriches the lives of its community members by providing opportunities and inspiration to learn, discover, connect and enjoy.

With a **membership**, you can borrow books, movies, CDs, Audiobooks and access learning programs for children & adults. Chinook Arch Regional Library System makes it the perfect resource for anyone seeking local information or knowledge worldwide!

Claresholm Public Library unveiled its new foreign language book shelf with an appeal to the community to donate foreign language books (including children's books in other languages) to add to the shelf.



LEARNING & THE LIBRARY

The Claresholm Public Library offers exam proctoring for distance learners.

A new service for members, Internet-on-the-Go, will allow for laptops and portable Internet / wifi that can be used at home, providing a possible way to apply for documents, research, or apply for jobs from home. There is free internet service and access to computers & printers on site to use during business hours.

CLARESHOLM PUBLIC LIBRARY

211 - 49th Avenue West
www.claresholmlibrary.ca
403-625-4168 or
help@claresholmlibrary.ca

ADULT LANGUAGE AND STUDY OPTIONS

There are several English language programs offered within Claresholm. Many are designed to help you prepare for English testing you may require for Permanent Residency or Citizenship examinations. To understand when programs operate, don't hesitate to get in touch with them directly.

Additional supports are available for literacy and adult learning, continuing education, and personal and professional development.

Find out more about **WILLOW CREEK COMMUNITY ADULT LEARNING SOCIETY** (WCCALS) by visiting their website, at willowcreeklearning.ca.

ADULT EDUCATION

Lethbridge College, Claresholm Campus has variety of programs and courses. Delivery methods include face-to-face instruction, video conferencing or online learning. In addition to programming, they provide a number of student support services, including: exam/testing services, distance learning support (tutoring), access to computers, referrals to student counseling, advising, and information resources about post-secondary programs and institutions. Find out more at www.lethbridgecollege.ca/about-us/campuses/claresholm-campus 403-625-4231 or email claresholm@lethbridgecollege.ca or visiting them in the Jean Hoare Room at the Claresholm Public Library.

Janet's Fashions

101, 106 - 50 Avenue West | Hwy. 2 | Claresholm, AB
403-625-5440 | janetsfashions.com | info@janetsfashions.com
Mon - Sat: 11:00 am - 5:00 pm | Sundays & Holidays: Closed



Education & Child Care



EDUCATION & CHILDREN

In Alberta, children receive free education, from the ages of 5-18. They attend school daily, **Monday to Friday**, from **September to June**. In the Willow Creek area, schools operate under the Livingstone Range School Division no.68 (LRSD).

There are additional expenses for school such as supplies, books, sports, and field trips.

They have an elected school board that oversees administrators and teachers. If you need assistance registering your child in school, please contact the school directly.

Childcare is not free, but is readily available in Claresholm.

SCHOOLS IN CLARESHOLM

LIVINGSTONE RANGE SCHOOL DIVISION

403-625-3356 | www.lrsd.ca

WEST MEADOW ELEMENTARY SCHOOL

Kindergarten to Grade 6 (ages 5-12)
403-625-4464 | www.westmeadowsschool.ca

WILLOW CREEK COMPOSITE HIGH SCHOOL

(WCCHS) Grades 7 to 12 (ages 12 to 18)
Grades 7, 8, 9 are Junior High; Grades 10, 11, 12 are High School
403-625-3387 | www.willowcreekhighschool.ca

Child Safe Canada offers Home Alone Safety (ages 10+), a course to fulfill all the safety and educational requirements to begin the process of being home alone. Contact FCSS Claresholm at Call 403-625-4417 or email FCSS.Outreach@claresholm.ca to find out more about the Home Alone Safety course dates.



CHILD & AFTER SCHOOL CARE

The age at which children can be left home alone for reasonable periods varies, ranging from 10 to 12 years of age. No child under the age of 10 should be left alone for any period of time. Contact FCSS Claresholm at Call 403-625-4417 or email FCSS.Outreach@claresholm.ca to find out more about the Home Alone Safety course dates.

DAYCARE

The Claresholm Child Care Society is a Licensed and Accredited non-profit organization governed by a Board consisting of parents and interested members of the community. The facility is licensed to accommodate 47 children, ages 0 months – 5 years and provide 2 snacks and lunch each day for the children. Hours of operation are Monday to Friday, 6:30am-5:30pm.

221 45 Ave. W Claresholm, AB, Canada T0L 0T0
403-625-4543 | cccs4543@gmail.com

LEARN-A-LOT PLAY SCHOOL

This program is offered to 3- and 4- year-old children. This facility is in the same building as the Daycare (to the North of the Elementary School).

Please visit their website more information on fees and hours:
www.claresholmplayschool.webs.com

KIDZ ZONE OSC (OUT OF SCHOOL CARE)

This Out-of-School Program cares for children before school begins or after school ends for students from Kindergarten to Grade 6. It is located across the parking lot from West Meadow Elementary School so that children can be walked to and from school.
403-625-4151
kidzzone1111@gmail.com

Subsidized child care services are available for low-income families. To find out more information, determine if you are eligible for child care subsidies and find out how to apply, please contact the daycare centre directly or connect with a WCIS Settlement Counsellor.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS) CLARESHOLM

111 - 55 Avenue West
403-625-3869
fcss.outreach@claresholm.ca



ALBERTA HUMAN SERVICES

1-877-644-9992
www.child.alberta.ca/childcaresubsidy

Archer Photoworks
Passport, visa or other ID and
Firearms License Photos
All Photo Services Available
403 700-9633
By Appointment Only
www.archerphotoworks.ca



Health & Wellness



Claresholm is a hub of health and wellness for all ages. We have the Claresholm Medical Centre and a General Hospital. For seniors, we have a Drop-In Centre, a number of assisted living senior homes, as well as the Willow Creek Continuing Care Centre.

There are special treatment facilities for mental health and addictions, and our FCSS is always there to help local residents with their needs.

A variety of local businesses also promote wellness through fitness centers, workout programs, personal trainers, and retail products and support to complement your healthy lifestyle!

Find private businesses that support health and wellness, including chiropractors, massage therapists, dentists, and more in the Local business directory at www.claresholm.ca/business-directory.

The Claresholm General Hospital has a 24-hour emergency department for medical emergencies, and laboratory for blood tests. They also have x-ray, and electrocardiogram (ECG), pharmacy, and physiotherapy services.

CLARESHOLM GENERAL HOSPITAL

221 – 43 Avenue West | 403-682-3700

Get connected: To find a family doctor, you can phone 811 and someone at Alberta Health Services will help you. The **CLARESHOLM MEDICAL CLINIC** is located west of the General Hospital and occupied by local doctors.

4215 – 3rd Street West | 403-625-4484

The **CLARESHOLM COMMUNITY HEALTH CENTRE** offers a wide array of community health programs including home care, immunizations, public health inspections, speech pathologist, senior's wellness clinic, prenatal classes, and foot clinics.

5221 – 2nd Street West
403-625-4061



CALLING 911 IN AN EMERGENCY

In Claresholm, **DIAL 911** to call for emergency help, including firefighters, RCMP (police) and ambulance services when:

- In life or death situations,
- In case of a serious injury or accident, or
- During a crime in progress

NEVER try to drive a very sick or injured person to the hospital, thinking it will be faster than waiting for an ambulance and receiving the help you need.

COMMUNITY ORGANIZATIONS & CLUBS

Family Community Support Services (FCSS) takes care of its residents, offering a selection of services to help facilitate transportation, nutrition, child care and inclusion of all residents of all ages.



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Karen Linderman LL. B.
Barrister & Solicitor



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4916 - 2 Street West, P.O. Box 1377
Claresholm, AB T0L 0T0
P: 403.625.2880 • F: 403.625.2833 • lindlaw@telus.net

Claresholm and District FCSS envisions a strong, healthy, positive and caring community that maintains a high quality of life through mutual respect and interaction.

The Claresholm FCSS is happy to help, and please visit us at the Multi-use Facility.

111 - 55 Ave West
403-625-4417

fcss.outreach@claresholm.ca
www.claresholmfcss.ca



COMMUNITY ORGANIZATIONS AND CLUBS

FCSS (Family and Community Support Services) is an organization that is jointly funded by the Provincial, Municipal District, and Town governments. They maintain an extensive community resource directory on their website. We have provided you with links to different parts of their directory below:

- Child & Youth Programs - www.claresholmfcss.ca/child-and-youth-programs
- Claresholm & Area Churches - www.claresholmfcss.ca/claresholm-and-area-churches
- Claresholm Food Bank - www.claresholmfcss.ca/claresholm-food-bank
- Community Service Groups - www.claresholmfcss.ca/community-service-groups
- Employment Training - www.claresholmfcss.ca/employment-training
- Facilities - www.claresholmfcss.ca/facilities/
- Recreation and Sports Organizations - www.claresholmfcss.ca/recreation-and-sports-organizations
- Support Groups/Services - www.claresholmfcss.ca/support-services

If you have **any additions or changes** for any community organization, please contact FCSS at 403-625-4417.



GET INVOLVED

VOLUNTEERING AND ITS SURPRISING BENEFITS

Volunteering offers vital help to people in need, worthwhile causes, and the community, but the benefits can be even more significant for you, the volunteer. The right match can help you to meet new friends, connect with the community, learn or share new skills while enjoying the inclusive results by making a positive difference in someones life and building your community's resilience and equity.

Giving to others can also help protect your mental and physical health. It can reduce stress, combat depression, keep you mentally stimulated, and provide a sense of purpose.

Volunteerism allows Claresholm and area residents to contribute directly to our community and creates tremendous value for everyone involved.

When it comes to volunteering, passion and positivity are the only requirements to get started with your gift of time. If you need volunteers or want to volunteer, please visit our website welcoming.claresholm.ca for information and/or contact our Engagement Coordinator at engagement@claresholm.ca.

More Information on volunteering opportunities within the community can also be found under Town News in the Local Press weekly newspaper or visit www.claresholm.ca/news/town-news.

Claresholm Veterinary Services Ltd.

Veterinarian On-Call 24/7
Emergency #: 403-625-3608

Box 2350, 235 - 43rd Ave E P: 403-625-3677
Claresholm, AB T0L 0T0 F: 403-625-3655

Hours
Monday – Friday: 8:00 am - 12:00 pm, 1:00 pm - 5:00 pm
Saturday and Sunday: – Closed

LIVE WELL WITH
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114 - 49 Avenue W
Claresholm
P: 403-625-2727

Hours:
Monday - Friday: 9:00 am - 6:00 pm
Saturday: 9:00 am - 5:30 pm
Closed Sundays & Holidays



When You Arrive



FIND A PLACE TO STAY

Types of housing in Claresholm:

- [Room for rent](#) | [Room and board](#) | [Apartments & suites](#)
- [Townhouses or row houses](#) | [Duplex](#) | [Mobile homes](#)
- [Detached houses or single-family houses](#) | [Bungalows](#)

Available rental options can also be found in the Local Press Newspaper Classifieds, Real Estate Agents, or online.

SUGGESTED LOCAL RENTAL LISTINGS IN THE AREA AND ONLINE

- [Facebook Buy and Sell Page](#) | [MD Real Estate Site](#)
- [Local Newspaper Site](#) | [Kijiji Online Classifieds](#)
- [Zoeken Online Real Estate Listing](#)

Sometimes your monthly rent may include utilities. In other cases, utilities such as water, natural gas, electricity, garbage, and recycling are extra expenses. It is important to budget for these monthly costs.

A security (damage) deposit is usually expected as part of your rental agreement.

Learn more about tenant and landlord rights and responsibilities at [tenantrights.ca](#), and more about **energy rates** on our website at: [welcoming.claresholm.ca](#)

If you are experiencing financial hardship and require support with your rent, you may qualify for subsidized housing, which is also known as low-income housing. More information is available at: [alberta.ca](#)

Insurance coverage is needed to protect your personal belongings, as the owner of the rental property ensures the building only and is not responsible for the loss or damage of personal belongings.

CODY J. OLSON
BARRISTER & SOLICITOR

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- BUSINESS LAW



- DIVORCE & FAMILY LAW
- CIVIL LITIGATION
- CRIMINAL DEFENCE
- NOTARIAL SERVICES

133A - 49 AVE W. | CLARESHOLM | 403-625-5000 | CODY@LAWPOLLOCK.COM

ROCKWELL D. POLLOCK IS ALSO PLEASED TO ASSIST WITH ALL PERSONAL INJURY MATTERS

ASSISTED LIVING & CARE FACILITIES

WILLOW CREEK CONTINUING CARE CENTER (24 hour service)
Provides long-term residential care, including nursing and personal care, physical therapy, occupational therapy, recreational therapy and pharmacy services.
403-625-3361
4221- 8th Street West

THE PORCUPINE HILLS SENIORS LODGE
The Foundation provides subsidized, low-cost housing for seniors 65 years of age and older who are functionally independent.
403-625-3988
5312 - 5th Street East

Additional Private Facilities are also available within the town, see the Business Directory for more information.



NEW TO CANADA? APPLY FOR A SOCIAL INSURANCE NUMBER

A social insurance number (also called a SIN) is a nine-digit number used to administer Canadian government programs. You must have a social insurance number to work, open a bank account and to apply for government benefits. Employers cannot legally pay you without this number.

APPLYING FOR A SOCIAL INSURANCE NUMBER

If you are unable to apply online or by mail you have the option to apply in person at the Service Canada Centre.

Willow Creek Immigrant Services (WCIS) can assist with documentation & Settlement Services in Claresholm. **There is no fee to apply for a Social Insurance Number (SIN).**

Keep your number in a safe place. Legally, only your employer, bank or financial institution and the government may ask for your SIN number. Learn more at www.servicecanada.gc.ca

SERVICE CANADA CENTRE operates locations in Calgary and Lethbridge.
Lethbridge Address:
Crownsnest Trail Plaza, Unit 101
920 - 2A Avenue North, Lethbridge AB
1-800-622-6232

CARRYING IDENTIFICATION (ID)

Carrying identification (ID) with you is important. Canadians are often asked to show their ID to confirm their identity, age and address. It is best to carry two pieces of ID, one should be a photo ID. Your Alberta Health Care Card may be presented with photo ID when asked for 2 pieces of ID.

GET AN ALBERTA ID CARD at [alberta.ca](https://www.alberta.ca/get-id-card.aspx):
<https://www.alberta.ca/get-id-card.aspx>

If you are an **Alberta resident** who **can legally live in Canada**, and **do not have a valid driver's licence**, you **can apply for an ID card to use as photo identification**.

The minimum age to hold an ID card is 12 years old. Applicants under the age of 18 must be accompanied by a parent or guardian to provide consent.

DRIVERS LICENCE & GETTING AROUND

It is important to obtain an Alberta Drivers License within 90 days if you hold a driver's licence from a different country. It is also a widely accepted piece of photo identification (ID). To get a driver's licence, you will need to visit an Alberta Registry Agent or visit servicealberta.ca.

To apply for a driver's license exemption, you will be expected to surrender all driver's licenses (including international), which will not be returned once submitted.

Knowledge and road tests will be required and bookings can be made online or at the local registration office in Claresholm. Cost is subject to change.

- Be sure to bring along your original documents:
- Photo ID / Passport
 - Work permit / permanent residence cards
 - Proof of residency (must have physical address, not just a mailing address)

Vehicles on a public roadway in Alberta must have valid insurance and a Vehicle Registration Certificate. Vehicles that require registration can be either a motor vehicle, such as a car or truck, or a non-motor vehicle such as a trailer.

WC Tips:

Claresholm Registries is our Local Registries office:
CLARESHOLM REGISTRIES
 Phone: 403-625-4488
 Website: www.claresholmagencies.com
 138 - 49 Ave. West
 Claresholm, AB T0L 0T0

Community Supporters

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 1-403-667-7355

Claresholm and surrounding areas.

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- Black Diamond Laser Facial
- Pigmentation & Birth Mark Removal
- Permanent Hair Removal
- Vascular Removal • Acne Treatment
- Hydra Facial 6 in 1 • Facial Cupping
- Skin Tightening • Thermage FLX




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Find out about how to register a motor vehicle in Alberta, and how to transfer, renew or cancel a registration.

Visit www.alberta.ca/register-vehicle.aspx or your local registries office: Claresholm Registries for more information.

LOCAL TRANSPORTATION

If you do not have access to a vehicle or driver’s license, you can call a taxi service to pick you up and drop you off for a **fee**. View current taxi transportation listings online, Yellow Pages or the local town directory.
- www.claresholm.ca/business-directory
- www.claresholmlocalpress.ca/community-directory/

Wild Rose Taxi: 403-625-9321
Claresholm Taxi: 403-625-0044

OBTAINING AN ALBERTA HEALTH CARD (AHC)

Apply for your Alberta Health Care card as quickly as possible. Please note you must intend to stay in Alberta for 12-months or longer, and your permit must have at least 6-months before expiry. Your Alberta Health Care starts 3-months after you apply. Children under the age of 18 can be represented by their parents, by presenting their original documentation.

Your Alberta Health Care card can be used as a second piece of Identification.

Documents required to get an AHC card:

- Proof of identity (original documents only)
- Landing papers
- Evidence of Alberta residency
- Bank statement; or
- Address verification provided by your bank.

You can apply at your nearest Alberta Registries office to get your Alberta Health Card (AHC).



Answer from page 17

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Store Hours: Monday to Saturday from 10am - 8pm • Sunday from 11am - 7pm • Holiday Hours May Differ

Church Directory

Willow Creek Ministerial Purpose Statement

The purpose of the Willow Creek Ministerial is to provide Christian spiritual and pastoral leadership and care to all in the community. This leadership and care are administered through visiting at area care facilities, holding worship services throughout the year, being part of civic committees as needed and requested, and meeting social needs as necessary.



ANGLICAN

St. John the Evangelist Anglican Church

126 – 52 Avenue W. Claresholm Pastor: Father Tim Webster
P: 403-625-2732 Bishop's Warden: Syd Gray
Sunday worship: 10:30 AM

Come Join Us To Hear God's Word and to Praise the Lord.

BAPTIST

Faith Community Baptist Church

4404 - 3 St W. Claresholm AB Pastor: Joseph Steeves
P: 403-625-2744 Youth & Children's Pastor: Matt Hirch
Sunday 10 AM Worship Service and Kids Town for children.
Youth: Sunday evenings.

Rooted Deep, Branching Out.

CATHOLIC

Christ The King Catholic Church

344 – 50th Ave W. Claresholm Pastor: Father Dominic Nguyen
Rectory: 403-625-3147
www.christthekingclaresholm.ca myparish344@gmail.com

St. Cecilia's (Nanton) and St. Mary's (Champion) are missions of Christ the King. Mass every Sunday in Claresholm and Nanton, and Saturday evening in Champion. There are weekday masses as well.

LUTHERAN

Peace Lutheran Church

4304 - 2 St W. Claresholm AB Pastor: Donna Alm
P: 403-625-3833
Sunday worship 10:30 AM

Disciples of Christ Called to Serve.

PENTECOSTAL

Claresholm Pentecostal Assembly

4716 - 2nd Street W, Claresholm Pastor: Joachim Chisanga
P: 403 625 3008 www.claresholm.church
Sunday: 10:00 AM to 12 noon (also live streamed on YouTube & Facebook). Children's Church: 10:30 AM. Friday Prayer Meeting: 7:00 PM

Visit us on Instagram and Facebook. Everyone is Welcome.



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yourdollarstorewithmore@outlook.com
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EQUIPMENT

8500 Alberta Road, Box 108
Claresholm, AB TOL 0T0

P: 403-625-4421
F: 403-625-2148
cervusequipment.com

Town Services



TOWN SERVICES

COMMUNITY PROFILE

The Town of Claresholm is a municipality of 3780 residents, with a service area of 7000 when including surrounding residents. Claresholm is predominantly English-speaking, with a growing foreign national population that has added to its diversity. Claresholm enjoys a moderate climate. The Town has an average personal income, and a skilled workforce, far above the national median average. An abundant land bank for potential development, ease of access to natural resources and markets, low housing costs, ample amenities and services, and a unique focus on active living and thrilling events position the town for industrial, consumer and residential attraction.

The Town of Claresholm has built up the necessary infrastructure to serve the community today and well into the future.

This infrastructure includes state-of-the-art water treatment facilities, a wastewater management system, a municipal cemetery, parks and recreation facilities, and garbage / recycling services.

Bylaws ensure the proper management of the community and are enforced by our Community Peace Officer.

WATER & SEWER

Utility costs may be included in your rental or excluded, which means you will be responsible for paying the monthly utility bills,

Utility costs can be found in the **Cost of Living** section at www.claresholm.ca

GARBAGE & RECYCLING

The Town of Claresholm provides residential garbage pickup. Garbage pickup location for residents is their back alley or front curb. Any waste to be collected must be bagged or packaged in a manner that will prevent loose material from escaping. Garbage bags or bins set out for collection shall not exceed 18.2 Kgs (40 lbs). For your scheduled pickup day, download service map and schedule at: www.claresholm.ca/residents/town-services/recycling

BYLAW ENFORCEMENT

Municipal enforcement duties within the Town of Claresholm are the responsibility of the Community Peace Officer, who works in conjunction with the Claresholm RCMP Detachment to ensure the safety of our citizens and their property.

CLARESHOLM DEVELOPMENT OFFICE

The Claresholm Development Office can assist you with interpreting the Land Use Bylaw, acquiring the appropriate permits for building, acquiring your business license, and taking you through the steps to make sure your new business, expansion, or home-based business gets started on the right foot. The support will help you save time, money and frustration as you develop your project. You can contact our Development Officer for assistance by e-mail or by phone at 403.625.3381.

Economic Development can also assist in staff recruitment by connecting your business with the local job market and/or accessing the Rural & Northern Immigration Pilot Project (RNIP), which provides the opportunity to recruit and hire the most qualified candidates from around the globe for your business' needs and ongoing success.

Visit: www.claresholm.ca/claresholm-area to learn more about the process and how your business can participate, or stop by at the Multi-Use Facility, located at:

Town of Claresholm - 111 55th Ave W

Blessings | Home & Fashion Consignment

4925 - 1st Street West
Claresholm, AB

403-625-9130
crose64@telus.net

Cynthia Rose Oppenheim
Blessings Consignment on FB

Custom giftware by ACE Designs



Climate



WEATHER CONDITIONS IN CLARESHOLM

Weather changes in Southern Alberta may be a new experience for you. Spring rains may lead to flooding, the summer climate is hot and dry, and winter weather can range from light to heavy snow, cold winds, and colder nights. By being prepared, winter can be a beautiful and fun season enjoyed with the whole family, from skiing to building magical snow characters.

CLOTHING

Snowstorms and cold temperatures are common in winter, but they are manageable if you are prepared. Warm winter coats, boots, snow pants, scarf, mittens, and winter hats (toque) are necessities. Clothing and winter boots all have a temperature rating label; those that read -30°C or lower are suitable.

Children must wear weather-appropriate clothing to school, as they play outdoors during their breaks.

SEVERE STORMS

Winter storms can result in school and road closures, so it is essential to pay attention to local resources and news. If you have school-aged children, check their school website for information on school and bus closure.

Freezing of the skin can occur when exposed to cold temperatures. This condition is known as frostbite. Fingers, toes, nose, ears, cheeks, and chin areas are most affected. It is best to cover all exposed skin by wearing a hat, scarf, and gloves. In conditions -20°C or colder, it is suggested to limit exposure outdoors.

Strong winds are common in this area. Winds can develop to more than 120 km per hour, so watch for flying debris when driving, and hold on to your car door when you open it!

WC Tips:
Canadian coin denominations and names include:

2 Dollars (\$2.00) "Toonie"	1 Dollar (\$1.00) "Loonie"	25 Cents (\$0.25) "Quarter"	10 Cents (\$0.10) "Dime"	5 Cents (\$0.05) "Nickel"	1 Cent* (\$0.01) "Penny"
-----------------------------------	----------------------------------	-----------------------------------	--------------------------------	---------------------------------	--------------------------------

* The 1 Cent coin (penny) is no longer being produced, and vendors often round cash-based purchases to the nearest nickel.

Learn more winter facts at welcoming.claresholm.ca, where topics include operating a car in winter, and winterizing your home.

Spot the differences!
(Answer on page 14)



Claresholm Word Search Fun

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K I N D C E D Q T W
L G K E Z N O J F S I Q Z B
P L A N E H K A M E J B E B N Y K P
P L A S Q P D Z M M I P U D Z H E T R E
Y C R H R O D E O W U S L E E H W K W M J S
M R T U F H H O N X Q X C E W F Y F
L U E Y X A R W N I G F E O D S X W U
V E M R T L D Z S T F M B H D X F G M D
S R S O A W L K P S Y H S Y R L P R D D A L
W S U C R Y J P M M M G P N J B Z S P E N E
U I H M L B C Z C W I D V R A A N G O D Z C S J
M M F H E I S E M T L A Q A C P S N K T X E R B
U M B V W L I U N M E Q L Y R X U O M Q D X O H
R I R P L A Y G R O U N D Q J D P C L A R E S H O L M I H R
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B R X O S U M M E R A J O S K I D S N I L D V L
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O K Y R K R L D E K A L F W O N S R Q K
G G L U T B A S E B A L L C S E O P
C G R H A L L O C W L M B B
Q M J G N N S L A P
    
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WORD LIST:

- | | | | |
|------------|----------|------------|-----------|
| ART | FISHING | KIND | SKATING |
| BASEBALL | FLOWERS | LIBRARY | SMILE |
| BOOTS | FOOTBALL | MURAL | SNOWFLAKE |
| CLARESHOLM | FRIENDS | MUSEUM | SNOWMAN |
| COMMUNITY | GOLF | PARK | SPRAYPARK |
| CURLING | HALLO | AIRPLANE | SUMMER |
| DANCE | HOCKEY | PLAYGROUND | SWIMMING |
| FAIR DAYS | HOME | PUMPKIN | WELCOME |
| FALL | HORSE | RODEO | WHEELS |
| FESTIVAL | KIDS | SCARF | YOGA |

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INFORMATION BRIEF

Meeting: December 13, 2021

Agenda Item: 23

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 25, 2021				
14	RFD: EOC Communication System - Moved by Councillor Schulze to approve the out-of-budget expenditure in the amount of \$4,810 for the purchase and installation of an AFRACS radio system for the Emergency Operations Center, with funding to come from general reserves. CARRIED MOTION #21-097	Jason	System has been ordered. Expected soon.	In progress
Regular Scheduled Meeting - September 13, 2021				
7	CORRES: Claresholm Community Centre - Moved by Councillor Schlossberger for administration to work with the Claresholm Community Centre Association on their Accessibility Renovation Project and to come back with a recommendation to Council by the December 13, 2021 regular meeting for how the Town may assist in securing funding. CARRIED MOTION #21-155	Abe, Mike	On the Dec 13, 2021 Agenda for discussion	Complete
23a	IN CAMERA: Intergovernmental Relations - Moved by Councillor Cutler that administration investigate shared economic development services with neighboring municipalities and that a report be brought back to Council on the findings and recommendations. CARRIED MOTION #21-163	Brady, Abe	Correspondence communicating this motion has been sent to neighbouring municipalities. We will begin discussions when other municipalities have approval from their councils.	In progress
Regular Scheduled Meeting - October 25, 2021				
5	CORRES: QED Enterprises - Moved by Councillor Cutler to direct administration to develop an infrastructure plan regarding the back alleys in the downtown area and to explore a local area improvement tax as an alternative for paving costs. CARRIED MOTION #21-175	Abe	On the Dec 13, 2021 Agenda for discussion	Complete
7	RFD: Town Development - Moved by Councillor Carlson to direct administration to complete an overview of development opportunities in town, best practices for municipal development, including municipally controlled development corporations and public / private partnerships, and that the overview be prepared for Council's Strategic Planning Session on November 26th & 27th, 2021. CARRIED MOTION #21-176	Abe	Development document has been prepared and forwarded to Council prior to Strategic Planning.	Complete

Regular Scheduled Meeting - November 8, 2021				
7	CORRES: WCCHS Sports Society - Moved by Councillor Schlossberger to donate a basket not to exceed \$100 to the WCCHS Sports Society for their Turkey Bingo fundraising event. CARRIED MOTION #21-178	Karine	Donation sent	Complete
8	CORRES: Fortis Franchise Fee - Moved by Councillor Zimmer to increase the franchise fee percentage from 4% to 5% for 2022 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with FortisAlberta Inc. CARRIED MOTION #21-179	Blair	Fortis has been informed of the rate change. Required advertising will be done early in 2022	In progress
9	RFD: Sustainable Housing Initiative - Moved by Cutler to approve the project with the Rural Development Network in the amount of \$42,500 to provide the following: <ul style="list-style-type: none"> • \$12,000 Housing Needs Assessment • \$15,500 Affordable Housing Strategy • \$ 9,000 Community Consultation & Stakeholder Engagement • \$ 6,000 Social Needs Assessment CARRIED MOTION #21-180	Brady	Initial meeting with RDN to notify and review the accepted work plan. Service contract from RDN will be provided for administration to consider.	In progress
18	INFO BRIEF: Greater Metro Hockey League - Moved by Councillor Zimmer to direct administration to schedule a delegation with the Greater Metro Hockey League in order to gain more information on the request to expand to Claresholm. CARRIED MOTION #21-185	Abe	Meeting scheduled for January 10th.	Complete
Regular Scheduled Meeting - November 22, 2021				
8	CORRES: Community Futures Alberta Southwest - Moved by Councillor Carlson to direct administration to pass on this request to the Economic Development Committee to ask for their recommendation to Council in order for an appointment to be made. CARRIED MOTION #21-195	Brady	At their Nov 15th meeting, EDC was notified. Possible recommendations will be discussed at next meeting on Jan 17, 2021	In progress
9	CORRES: SouthGrow Regional Economic Development - Mayor Petrovic along with Councillors Carlson and Meister will attend "Economic Development for Elected Officials" training on January 20, 2022 in Coaldale.	Karine	Registration complete	Complete
11	RFD: Library Endowment - Moved by Councillor Cutler to accept and acknowledge the very generous annual donation of \$25,000 for the benefit of the Claresholm Public Library for programming and equipment, and confirm that the funds will be used for this purpose. CARRIED MOTION #21-196	Blair	Letter sent to accept	Complete
12	RFD: The Range Gravel Road Experience - Moved by Councillor Zimmer to hold the Start & Finish line for The Range Gravel Experience event July 23, 2022 at Centennial Park Campground. CARRIED MOTION #21-197	Denise	Organizer Garth Stotts Contacted November 23, 2021	Complete
12	RFD: The Range Gravel Road Experience - Moved by Councillor Schlossberger to set a \$5.00 Shower Fee for riders in the Range Gravel Road Experience at Centennial Park Campground after finishing the gravel road race on July 23, 2022. CARRIED MOTION #21-198	Denise	Organizer contacted. Following up with new Campground Attendee	Complete

12	RFD: The Range Gravel Road Experience - Moved by Councillor Kettles to have the Campground Attendant(s) reserve campsites for the event until May 31, 2022 for the Riders in the Range Gravel Road Experience to advance register their sites, after that time the campsites would be available as normal. CARRIED MOTION #21-199	Denise	Organizer contacted. Following up with new Campground Attendee	Complete
13	RFD: Arena Advertising - Moved by Councillor Carlson to adopt Policy #5.7.50 version 1.1, the Arena Advertising Fee Policy, as presented effective September 1, 2021. CARRIED MOTION #21-200	Denise	Updated in Policy Manual	Complete
15	INFO BRIEF: Councillor Committee Reporting - Moved by Councillor Cutler to approve the Council Committee Reporting process as presented to begin in January 2022. CARRIED MOTION #21-201	Abe	Created template and forwarded to Council.	Complete
21a	IN CAMERA: PERSONNEL - Moved by Councillor Cutler to appoint Donna Meister to the Claresholm Library Board. CARRIED MOTION #21-202	Karine	Board & Committee listing updated, member notified	Complete
21a	IN CAMERA: PERSONNEL - Moved by Councillor Kettles to appoint Barry Wood to the Claresholm Museum Board. CARRIED MOTION #21-203	Karine	Board & Committee listing updated, member notified	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: December 10, 2021

INFORMATION ITEMS

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Zoom Conference Call

September 22, 2021

Present: Barry Gibbs, Betty Hoare, Verne Lunan, Earl Taylor, Cynthia Wannamaker, Gaven Moore, Kandice Meister, and Bill Kells.

Absent: Marg Lane and Joe Toone

1. Call to order by Barry Gibbs at 3:01 PM.
2. The meeting started with a round of introductions to welcome new board member, Kandice Meister.
3. Verne Lunan moved for the adoption of agenda as circulated. **CARRIED**
4. No correspondence.
 - Cynthia Wannamaker moved for the approval of minutes from July 21, 2021, as presented. **CARRIED**
5. Financial report – report dated August 31, 2021, was reviewed. Gaven Moore moved the financial report be accepted as reported. **CARRIED**
6. Executive Directors Report
 - Lemonade on the Lawn was a great success with the Friends of the Museum reporting their best attendance and the best donations collected. Some board members thought the location was better with more shade available and less highway noise.
 - The Fair Days parade proved successful with many entries adopting the theme “Wings Over Claresholm” which brought awareness to the museum. Having some of Claresholm’s youth in military uniform brought life to the parade float and again promoted the new museum exhibit.
 - Visitor attendance was higher than expected, and donations were also good. Coming out of the third wave, we did not know what to expect.
 - The Sandstone repair project on the CPR Station was completed. The station is a Provincially designated historical resource, and this project will be funded, in part, by the province. The museum board members and Executive Director would like to thank the Town of Claresholm for getting behind this project. The sandstone looks fantastic and Ravenstone Masonry from Victoria, B.C. showcased the age-old art of masonry.
 - The museums social media following continues to grow with most of the

followers being from outside of the local area. The Wings Over Claresholm exhibits has had shared posts on sites like the Bomber Command, British Commonwealth Air Training Plan, Lethbridge Historical Society.

-Drawings for a proposed outside storage building have been revised to reflect recommendations made by the building code officer.

– Ali Hemmaway has done an excellent job accessioning artifacts and archival photos/documents. Ali will continue her education thru a comprehensive 10-week course run by Archives Society of Alberta.

– With the help of volunteers, the museum has been able to be open on Saturdays from 10 am to 4 pm. Motion made by Verne Lunan to continue opening on Saturdays for the month of October, within Covid regulations and with the help of volunteers. **CARRIED**

7. Barry Gibbs asked that everyone review the previous Claresholm & District Museum Strategic Plan 2019 -2022. The plan will be discussed at the next meeting. The next meeting will be October 20, 2021.
8. Verne Lunan made a motion for adjournment at 5:06 PM. **CARRIED**



Barry Gibbs

Board Chair

Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday November 3, 2021-Fort Macleod Council Chambers



Board Representatives

Brent Feyter, Fort Macleod
Keith Robinson, Waterton
Brad Schlossberger, Claresholm
Cam Francis, Cardston County
Dale Gugala, Stavely
Tim Court, Cardston

John Van Driesten, MD Willow Creek
Barb Burnett, Cowley
Sahra Nodge, Pincher Creek

Resource Staff

Linda Erickson, JEI
Bev Thornton, AlbertaSW

- 1 Call to Order and Welcome Mayor Brent Feyter called the meeting to order.
- 2 Approval of Agenda Moved by Tim Court THAT the agenda be approved as presented.
Carried. [2021-11-742]
- 3 Approval of Minutes Moved by Brad Schlossberger THAT the Minutes of August 4, 2021 be approved as presented.
Carried. [2021-11-743]
Moved by Dale Gugala THAT the Meeting Notes of September 1, 2021 be accepted as corrected.
Carried. [2021-11-744]
- 4 Approval of Cheque Register Moved by Brad Schlossberger THAT cheques #2956 to #2988 be approved as presented.
Carried. [2021-11-745]
- 5 Roundtable Introductions New and ongoing Board representatives introduced themselves.
- 6 AlbertaSW Project Overview Bev Thornton reviewed the Projects Overview document touching on key aspects of REDA operations and initiatives.
- 7 Communications and Organization The Organizational Meeting will require appointing a three-person Executive: Chair, Vice Chair and Secretary Treasurer. We will continue the customary procedure of nominations from the floor at the meeting, and, in addition, any Director is invited to submit an "expression of interest" ahead of time.
- 8 REDA presence at AUMA/RMA Moved by Dale Gugala THAT AlbertaSW join with other participating REDAs to sponsor a booth at both AUMA and RMA conference trade shows.
Carried. [2021-11-746]
- 9 Upcoming Events Bev will send link to rural economic development survey being conducted by the province
- 10 Executive Director Report Accepted as information
- 11 Upcoming Meeting December 1, 2021: Organizational Meeting-Pincher Creek
- 12 Adjourn Moved by John Van Driesten THAT the meeting be adjourned.
Carried. [2021-11-747]

Chair

Approved December 1, 2021

Secretary/Treasurer

Alberta SouthWest Bulletin December 2021

Regional Economic Development Alliance (REDA) Update

❖ New Executive named at AlbertaSW Organizational Meeting, December 1, 2021

The AlbertaSW Board for 2021-2022 is a great mix of ongoing and new community representatives! We appreciate those who offer their time and ideas to keep our region doing fun and innovative projects.

- Chair: Brent Feyter, Mayor, Town of Fort Macleod
- Vice-Chair: Brad Schlossberger, Councillor, Town of Claresholm
- Secretary Treasurer: Sahra Nodge, Councillor, Town of Pincher Creek
- Designated Signing Authority: Barbara Burnett, Mayor, Village of Cowley

❖ Film Friendly Southwest Alberta: first round of photos, videos and stories completed

AlbertaSW, Community Futures SouthWest, Keep Alberta Rolling (KAR) and regional Chambers invited businesses and organizations to be in a photograph with our “We Love Alberta Film” message. The intent is to build awareness of industry developments and be prepared for future opportunities and challenges. All this will soon be shared on a new website. Stay tuned! Brock Skretting, Head of Advocacy for KAR and Mayor Blair Painter give a thumbs up!



❖ Economic Developers Alberta (EDA) Annual Xperience Conference and Leadership Summit

April 6-8, 2022; mark your calendar and consider attending.

More information at <https://www.edaalberta.ca/xperience2022>



Do you have a product or experience package to donate to the **Silent Auction**? A great way to highlight your business, organization and community to 300 economic developers, businesses and elected officials from across the province!

❖ How to Sell Your Business: Succession Planning, Coaching, Buyer-Seller Matching Services

Sponsored by Community Futures: an opportunity for FREE expert and professional guidance on how to be prepared to sell your business, and be listed in an on-line service to match you with the right buyer.

Program ends March 2022.

More information now posted on www.albertasouthwest.com Just follow the links!

❖ Rural Economic Development Strategy

Ministry of Agriculture, Forestry and Rural Economic Development is engaging with stakeholders. **Survey closes December 18, 2021;** an opportunity to offer your ideas!

<https://www.alberta.ca/rural-economic-development-engagement.aspx>

Alberta SouthWest Regional Economic Development Alliance

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Phone: 403-687-2603
Fax: 403-687-2606

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill facility on September 15, 2021 at 10:00 A.M.

In attendance: Chair Gord Wolstenholme, Don Norby, Brad Schlossberger, John Kroetsch and CAO Cheryl Friesen

1. Chair Gord Wolstenholme called the meeting to order at 10:06 A.M.
2. Approval of Agenda

CAO Friesen asked that item 6(e) CAO Vacation, be added to the agenda.

21.74 **Moved by John Kroetsch** to adopt the agenda as amended.

CARRIED

3. Delegations

No delegations.

4. Approval of Minutes

- a) Regular Monthly Meeting July 21, 2021

21.75 **Moved by Don Norby** to approve the minutes of the July 21, 2021 regular meeting as presented.

CARRIED

5. Financial Information

- a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$4 713.73.

21.76 **Moved by Brad Schlossberger** to approve for payment, the accounts payable in the amount of \$4 713.73.

CARRIED

- b) Check Detail July 22 to September 10, 2021

CAO Friesen presented the members with the check detail from July 22 to September 10, 2021 in the amount of \$73 738.90.

21.77 **Moved by John Kroetsch** to accept the check detail of July 22 to September 10, 2021 in the amount of \$73 738.90 as presented.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill facility on September 15, 2021 at 10:00 A.M.

c) Bank Reconciliation July & August 2021 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation reports for July and August 2021 for the ATB Financial checking account & 90-day notice account.

21.78 **Moved by Don Norby** to accept the July and August 2021 reconciliation reports for the ATB Financial checking account & 90-day notice account as presented.

CARRIED

d) Budget vs. Actual ending August 31, 2021

CAO Friesen presented the members with the budget vs. actual report ending August 31, 2021.

21.79 **Moved by Brad Schlossberger** to accept the budget vs. actual report ending August 31, 2021 as presented.

CARRIED

e) Bank Statement ending August 31, 2021

CAO Friesen presented the members with the ATB Financial bank statement ending August 31, 2021.

21.80 **Moved by John Kroetsch** to accept the bank statement ending August 31, 2021 as presented.

CARRIED

6. New Business

a) Bylaw 2-2021

CAO Friesen presented the members with the draft Bylaw 2-2021 for consideration. As part of the Government of Alberta's Red Tape Reduction Act, the Commission is required to pass a bylaw(s) for several items. Bylaw 2-2021 is a bylaw respecting the process for changing the directors of the board and to establish the terms of office of the board of directors and the chair of the Commission

21.81 **Moved by Don Norby** to give first reading to Bylaw 2-2021.

CARRIED

21.82 **Moved by Brad Schlossberger** to give second reading to Bylaw 2-2021.

CARRIED

21.83 **Moved by John Kroetsch** to proceed to third and final reading of Bylaw 2-2021.

CARRIED UNANIMOUSLY

21.84 **Moved by Don Norby** to give third and final reading to Bylaw 2-2021.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill facility on September 15, 2021 at 10:00 A.M.

6. New Business cont.

b) Bylaw 3-2021

CAO Friesen presented the members with the draft administrative Bylaw 3-2021, being a bylaw to establish the organizational structure, powers and duties of the Commission.

21.85 **Moved by John Kroetsch** to give first reading to Bylaw 3-2021.

CARRIED

21.86 **Moved by Don Norby** to give second reading to Bylaw 3-2021.

CARRIED

21.87 **Moved by Brad Schlossberger** to proceed to third and final reading of Bylaw 3-2021.

CARRIED UNANIMOUSLY

21.88 **Moved by John Kroetsch** to give third and final reading to Bylaw 3-2021.

CARRIED

c) Groundwater Monitoring Proposal

CAO Friesen presented the members with the proposal from Hasegawa Consulting and Engineers for the annual groundwater monitoring and report in the amount of \$7 355.00. Friesen informed the board the there was no increase in cost from the 2020 testing and report.

21.89 **Moved by Don Norby** to accept the groundwater monitoring and report proposal from Hasegawa in the amount of \$7 355.00 as presented.

CARRIED

d) Day for Truth and Reconciliation

CAO Friesen asked the members to consider a paid day off for the landfill staff in recognition of the federal holiday, Day for Truth and Reconciliation. Friesen recommended that the landfill not close on September 30th, 2021 as that would disrupt service to our customers, but offer our staff a day off with pay in lieu of closing September 30th.

21.90 **Moved by Don Norby** that the landfill be open on September 30, 2021 and further that the staff get a paid day off in lieu of closing September 30, 2021.

CARRIED

e) CAO Vacation

CAO Friesen explained that she had one more week of carry over vacation to take and would like to take September 20th to 24th off unless the board needed her to be in the office. The consensus of the board was that Friesen be allowed to take September 20th to 24th off.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill facility on September 15, 2021 at 10:00 A.M.

7. Old Business

a) Winter Hours

CAO Friesen provided the members with a report regarding the Saturday openings at the landfill. Friesen explained that people are still illegally dumping garbage in the ditches and does not feel that is going to change. Member Kroetsch agreed regarding illegal dumping. Member Norby asked how the staff felt regarding the change in hours. Friesen explained that the staff was receptive to the change in hours during the summer. Friesen recommended that the members consider keeping the winter Saturday hours as in the past but start the Summer Saturday shifts in April instead of May.

21.91 **Moved by Don Norby** that the landfill expands the summer Saturday hours to include the month of April and further that the landfill not be open on Saturdays during the months of November to end of March.

CARRIED

8. Correspondence

No correspondence.

9. General Landfill Information

CAO Friesen gave a brief verbal report explaining that staff are busy finishing projects in preparation of winter.

10. In Camera

No In Camera items.

11. Adjournment

Chair Wolstenholme declared the meeting adjourned at 10:40 A.M.

Chairman Gord Wolstenholme

CAO Cheryl Friesen

CLARESHOLM/AREA RECRUITMENT & RETENTION COMMITTEE SURVEY

FINAL SUMMARY

NOVEMBER 30/21

CLARESHOLM FACILITIES & COMMUNITY SERVICES

Claresholm has 284 AHS inpatient beds (CCMHA-120, WCCC-100, Landers-48, CGH 16), along with various community based health services (Home care, public health, mental health), which is more than any other rural community in Alberta

With over 600 employees, AHS is by far the largest employer within the community

All Claresholm AHS employees were asked to contribute their feedback to the recruitment committee using a survey. The following is a summary of the survey results

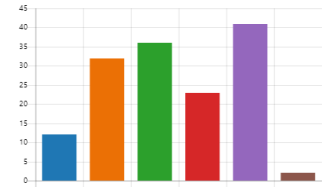


OVERALL DEMOGRAPHICS (146 RESPONSES)

1. Please select your age range

[More Details](#)

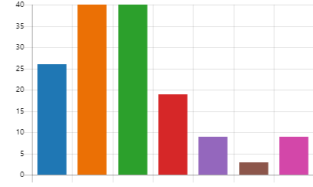
- 18-24 12
- 25-34 32
- 35-44 36
- 45-54 23
- 55 or older 41
- Prefer not to disclose 2



2. Which facility are you employed at?

[More Details](#)

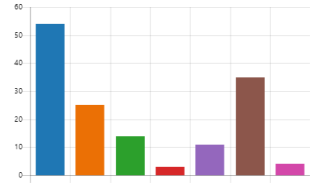
- Claresholm Hospital 26
- Claresholm Centre for Mental ... 40
- Willow Creek Continuing Care ... 40
- Lander Treatment Centre 19
- Claresholm Health Unit 9
- Claresholm Mental Health Clinic 3
- Other 9



3. Which department are you currently employed in?

[More Details](#)

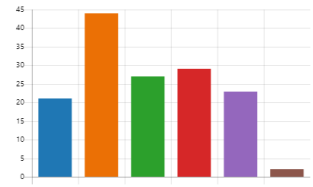
- Nursing (RN/RPN/LPN) 54
- Allied Health (DI, Rehab, Lab, ... 25
- Support Services (Housekeepi... 14
- Out of Scope (Management) 3
- Registration, Unit Clerk, Admi... 11
- Care Support Staff (HCA, CCA, ... 35
- Other 4



4. How long have you been employed at your facility?

[More Details](#)

- Less than 1 year 21
- 1-4 years 44
- 5-9 years 27
- 10-19 years 29
- 20 or more years 23
- Prefer not to disclose 2

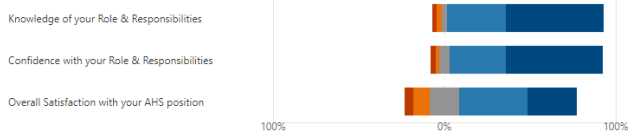


JOB SATISFACTION

8. Please rate your current level of knowledge/satisfaction/confidence with the following:

[More Details](#)

- Completely Dissatisfied
- Moderately Dissatisfied
- Neutral
- Moderately Satisfied
- Highly Satisfied



Staff reporting moderate to high satisfaction

- 91% of staff are moderately-highly satisfied with their Knowledge of Roles and Responsibilities
- 89.1% of staff are moderately-highly satisfied with their Confidence with their Roles and Responsibilities
- 68.5% of staff rate their Overall Satisfaction with their position as moderately-highly satisfied

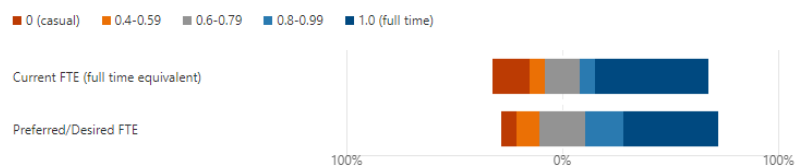
AHS has some work to do to increase Employee's Overall Satisfaction with their position

EMPLOYEE SUGGESTIONS TO IMPROVE JOB SATISFACTION

- Increased job security, continuity, support, resources (staffing and supplies)
- Flexible work schedules (part-time options) and increased opportunity for growth and development
- Increased two-way communication from management, sharing of information, listening, acknowledgment, appreciation, and feedback on expectations and performance
- Increased employee engagement and autonomy with decision-making
- Enhance team culture: open-mindedness for growth, innovation and ability to promote new ideas and adopt positive change
- AHS needs to recognize that rural is different than urban, providing managers the autonomy to meet the unique challenges within rural

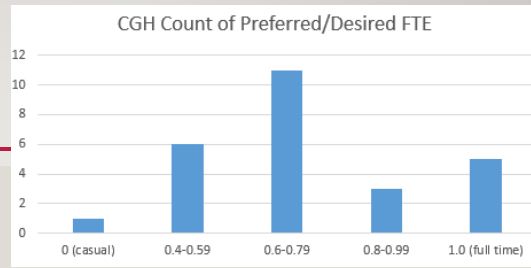
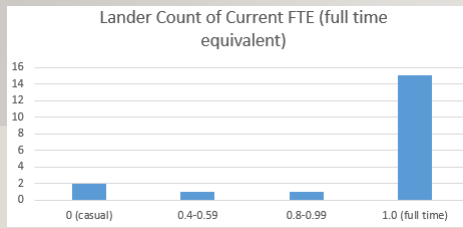
OVERALL FTE CURRENT AND PREFERRED

- 52.8% employees are full time, 43.8% desire full time
- 17.4% currently casual, but only 6.9% desire casual
- 49.3% employees prefer part-time employment

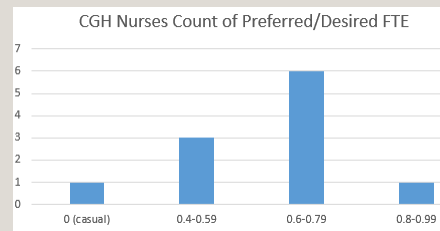


**10.5% of our current casual employees are eager to get into a part-time or full time position, when one comes available. We need to explore options to retain these employees while they are waiting as casuals for regular or temporary positions*

CGH FTE PREFERENCE

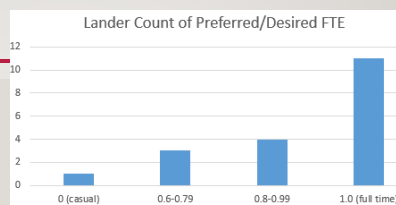
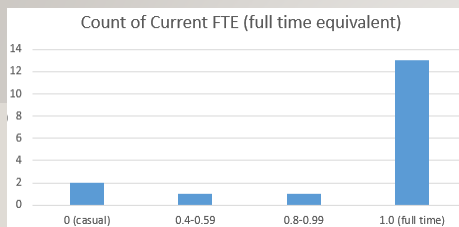


- Majority of CGH Nurses prefer part-time 0.4-0.79fte, none indicate preference for full time
- Allied health prefer mix of part-time-full time employment
- Registration, Unit Clerk and support services prefer casual or full time employment



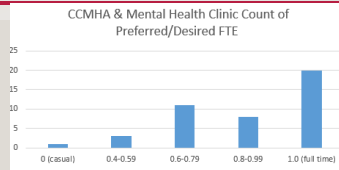
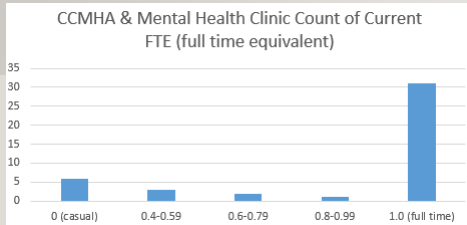
**Bottom line: Staff want flexible (part-time) options*

LANDER FTE PREFERENCE

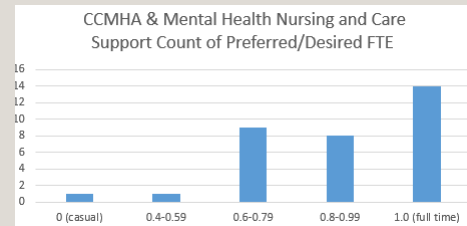


- Overall majority currently work and prefer full time employment
- Age 35-55 and older prefer full time, and a few prefer to work part-time
- Age 18-34 prefer flexibility from casual-full time d/t commute/12hr shifts

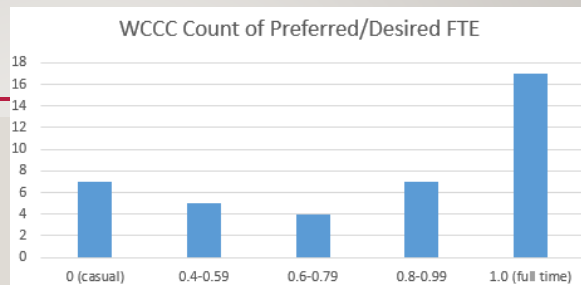
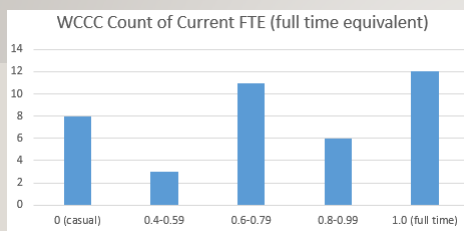
CCMHA/MENTAL HEALTH FTE PREFERENCE



- Overall majority currently work and prefer full time employment
- Nursing and Care Support prefer flexibility from part-time to full time (0.6-1.0 FTE)

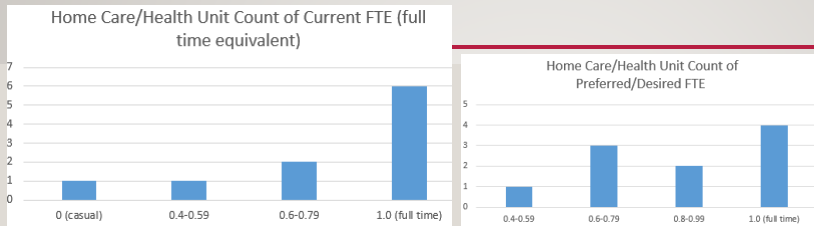


WCCC FTE PREFERENCE



- RN's/LPN's preference varies from casual to 0.8, however age 55 and older prefer full time if the rotation was more desirable
- HCA's prefer 0.6- full time FTE
- Allied health prefer 0.8-full time
- Support Services prefer 0.6-full-time, with those part-time appreciating the benefits and the variety and freedom to pick up shifts at other sites
- Registration and unit clerk prefer full time

HOME CARE AND HEALTH UNIT



- RN's and LPN's prefer 0.6-full time FTE to support work-life balance
- HCA's prefer 0.4- full time FTE to support work-life balance
- Registration/Clerical prefer full time

FTE BOTTOM LINE

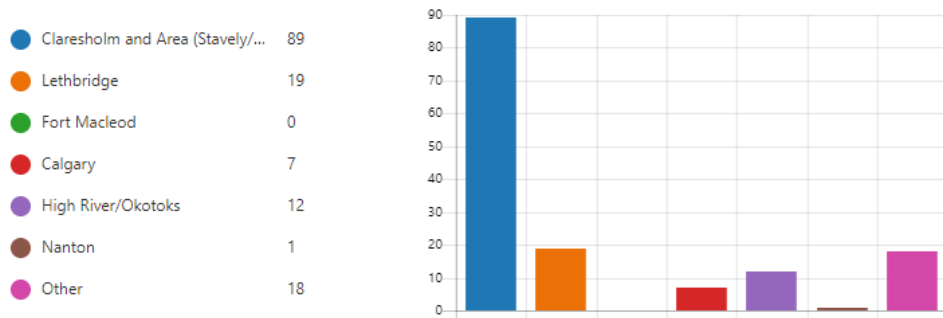
Rural Health Professionals have diverse needs

Rural managers require the autonomy to offer flexible work schedules
to meet the needs of the rural workforce

CURRENT RESIDENCE

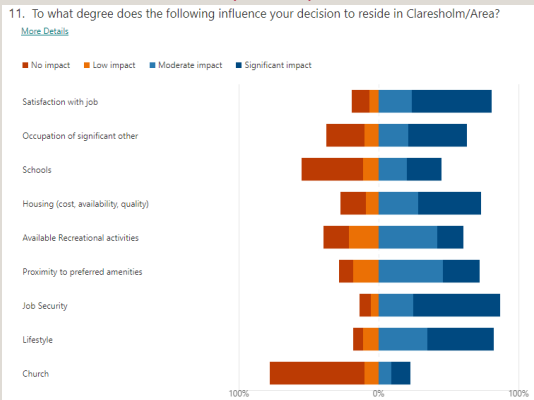
10. Where do you currently reside? (if in MD or County, please choose nearest community)

[More Details](#)

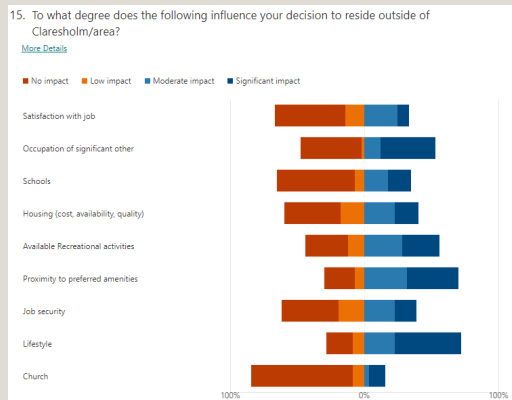


INFLUENCING FACTORS TO RESIDE IN...

CLARESHOLM (AREA)



ELSEWHERE



SATISFACTION WITH CURRENT RESIDENTIAL COMMUNITY

Satisfaction with residing in Claresholm/Area

12. Please rate your satisfaction with residing in Claresholm/Area (1 star indicates lowest level of satisfaction and 5 highest level)

[More Details](#)

89
Responses

★★★★☆
4.01 Average Rating

Satisfaction with residing outside of Claresholm/Area

16. Please rate your satisfaction with residing in your current community (1 star indicates lowest satisfaction and 5 highest level)

[More Details](#)

57
Responses

★★★★☆
3.98 Average Rating

WHAT ATTRACTED YOU TO RESIDE IN CLARESHOLM/AREA



WHAT ATTRACTED YOU TO RESIDE IN YOUR CURRENT COMMUNITY (OUTSIDE CLARESHOLM/AREA)

better rental options
 proximity to family
 housing options
 access to amenities
 recreation opportunities
 french immersion schools
 social activities
 prefer anonymity
 spousal employment
 lifestyle

CLARESHOLM/AREA EMPLOYEE SUGGESTIONS FOR ATTRACTION & RETENTION

commuter accommodation
 incentives- hiring bonus
 stop privatization cuts
 movie theatre or bowling
 rural compensation pay
 promote community benefit
 competitive prices
 enhance sports
 increased staffing
 job security
 affordable rentals
 signing bonuses
 free passes for golf ski
 big box stores
 flexible work hours
 more activities all ages
 option for part time jobs
 increased housing options
 relocation assistance
 spousal job opportunities

WHAT MIGHT ENTICE YOU TO RELOCATE TO CLARESHOLM/AREA?

A word cloud of reasons for relocation to the Clareholm area. The words are arranged in a roughly circular pattern on a white background. The words include: 'affordable house acreage', 'more recreation options', 'nice house for cheap', 'amenities for teens', 'costco or superstore', 'more amenities', 'more desirable rentals', 'better daycare hours', 'spousal employment', 'more activities for kids', 'great job', 'nothing', 'larger population', 'not interested in moving', 'better amenities', 'french immersion schools', and 'return service incentive'. The words are in various colors including pink, yellow, blue, green, and red.

affordable house acreage
more recreation options
nice house for cheap
amenities for teens
costco or superstore
more amenities
more desirable rentals
better daycare hours
spousal employment
more activities for kids
great job
nothing
larger population
not interested in moving
better amenities
french immersion schools
return service incentive



Minutes of the Physician Recruitment & Retention Committee

Attendees: Tracy Mitchell – CGH Site Manager
Blair Bullock Finance – Town of Claresholm
Earl Hemmaway –MD of Willow Creek
Mike Cutler Town of Claresholm
Cindee Schlossberger-Clinic Manager
Gentry Hall – Town of Stavely (Vice Chair)
Dr. Jeff Jones (Chair)
Julie Davis – RhPAP
Kandice Simser – WCCC site
Brenda Swartzenberger – Lander Treatment
John Bradbury – Mental Health & Addictions
Joshua Pynten – Home Care

Regrets: Brenda Swartzenberger, John Bradbury

Date: November 30, 2021 6:00 PM – Zoom

Organizational Meeting

Dr Jeff Jones nominated as Chair

Gentry Hall nominated as Vice Chair

Welcome to New Members

- 1) Called to Order: 6:05 PM
- 2) Additions to agenda: 7a) Thank you in Local Press from Recruitment Committee for Christmas
- 3) Gentry motioned to approve the agenda as amended, all in favor
- 4) Mike moved to accept the minutes as presented from the September 21st, 2021 meeting, all in favor
- 5) Recruitment- Dr. James Welke has settled in and is happy. We would like a 6th physician, but are not actively recruiting at this time. There was a discussion on scholarships available to high school students and other funding to encourage students to pursue a career in the medical

profession. RhPAP will have a Return of Service program available in the spring 2022 for Rural Students. AMA has funds for Rural Students that have applied to medical school. Canada Student Loans has a forgiveness program for rural nurses (\$4,000) and doctors (\$8,000). The Claresholm Health Foundation provides \$1,000/year to health care workers that want to pursue continuing education in their field.

6) Budget Report: \$14,066.81 General Funds. \$2,600.00 Grant Funds

7) Locums: No locums are scheduled at this time; we will be looking for coverage over the summer months for holidays. We currently have a Resident until December 17th, had a student for 2 weeks in October and have had 2 students for one day each this fall. We do not have any Residents scheduled for the spring of 2022.

7a) Mike motioned to put a Thank you to the Medical Community in the Local Press for Christmas. \$600.00 will be donated to the Claresholm Health Foundation on behalf of the doctors. All in favor

8) Other: Tracy shared a power point presentation on the survey that was distributed to the staff at our Medical Facilities in Claresholm. A discussion was had on the outcomes and moved to housing and billeting ideas. Currently the suites at the Medical Clinic are being utilized by a Lab worker and a new WCCC worker, staying when they are on a stretch of nights. There will also be an RN student staying for 6 weeks in January/February. Mike and Earl will look into contacting the hotels to see if they would provide a discount for Health Care workers when they require lodging, the Recruitment Committee would pay a portion to make this affordable. The outcome will be discussed further at our next meeting.

8) Next meeting March 1, 2022. 6:00 PM at
Town Council Chambers/Zoom

9) Adjourn: Mike moved to adjourn 7:20 PM. All in favor



OLDMAN RIVER REGIONAL SERVICES COMMISSION

ANNUAL GENERAL BOARD OF DIRECTORS' MEETING

MINUTES

Thursday, September 2, 2021

ZOOM Virtual Meeting

BOARD OF DIRECTORS:

Kevyn Stevenson (Absent) Village of Arrowwood
 Delbert Bodnarek (Absent)..... Village of Barnwell
 Ed Weistra (Remotely) Village of Barons
 Tom Rose (Absent)Town of Bassano
 Norman Gerestein (Remotely).....City of Brooks
 Jim Bester (Remotely)..... Cardston County
 Richard Bengry (Absent)..... Town of Cardston
 Doug Fraser (Remotely) Village of Carmangay
 Jamie Smith (Absent)..... Village of Champion
 Doug MacPherson (Absent).....Town of Claresholm
 Elizabeth Christensen (Absent) Town of Coalhurst
 Tanya Smith (Remotely).....Village of Coutts
 Warren Mickels (Absent)..... Village of Cowley
 Dave Filipuzzi (Absent)Mun. Crownsnest Pass
 Dean Ward (Remotely)Mun. Crownsnest Pass
 Kole Steinley (Remotely).....Village of Duchess
 Gordon Wolstenholme PresentTown of Fort Macleod
 Gerry Carter (Absent)Village of Glenwood
 Suzanne French (Absent)..... Village of Hill Spring
 Morris Zeinstra (Absent)..... Lethbridge County

Brad Koch (Absent) Village of Lomond
 Richard Van Ee (Absent)..... Town of Magrath
 Peggy Losey (Remotely)..... Town of Milk River
 Sheldon Walker (Absent) Village of Milo
 Victor Czop (Remotely)..... Town of Nanton
 Marinus de Leeuw (Absent) Village of Nobleford
 Henry de Kok (Remotely)..... Town of Picture Butte
 Bev Everts (Remotely) M.D. of Pincher Creek
 Don Anderberg (Absent) Town Pincher Creek
 Ronald Davis (Absent) M.D. of Ranchland
 Stewart Foss (Remotely)..... Town of Raymond
 Don Norby (Absent)Town of Stavelly
 Matthew Foss (Remotely) Village of Stirling
 Jennifer Crowson (Remotely) M.D. of Taber
 Margaret Plumtree (Absent)..... Town of Vauxhall
 Jason Schneider (Remotely) Vulcan County
 Lyle Magnuson (Remotely)..... Town of Vulcan
 David Cody (Remotely) County of Warner
 Marty Kirby (Remotely) Village of Warner
 Ian Sundquist (Remotely) M.D. Willow Creek

STAFF:

Lenze Kuiper..... Chief Administrative Officer
 Tara Cryderman Executive Assistant

Chair Gordon Wolstenholme called the meeting to order, the time being 7:00 pm.

1. APPROVAL OF AGENDA

Moved by: David Cody

THAT the Board of Directors approves the agenda for September 2, 2021, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Ian Sundquist

THAT the Board of Directors approves the meeting minutes of June 3, 2021, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4. REPORTS

a. Executive Committee Report

The Executive Committee Report was presented for information.

5. BUSINESS

a. ORRSC Bylaws

Moved by: Peggy Losey

THAT the following Bylaws, dated August 31, 2021 be given first reading:

- Bylaw No. 2021-01, Board of Directors and Executive Committee Bylaw
- Bylaw No. 2021-02, Administrative Bylaw
- Bylaw No. 2021-03, Procedural Bylaw
- Bylaw No. 2021-04, Code of Conduct for Board of Directors Bylaw
- Bylaw No. 2021-05, Document Retention Bylaw

CARRIED

Moved by: Ed Weistra

THAT the following Bylaws, dated August 31, 2021 be given second reading:

- Bylaw No. 2021-01, Board of Directors and Executive Committee Bylaw
- Bylaw No. 2021-02, Administrative Bylaw
- Bylaw No. 2021-03, Procedural Bylaw
- Bylaw No. 2021-04, Code of Conduct for Board of Directors Bylaw
- Bylaw No. 2021-05, Document Retention Bylaw

CARRIED

Moved by: Victor Czap

THAT the following Bylaws, dated August 31, 2021, be presented for third reading:

- Bylaw No. 2021-01, Board of Directors and Executive Committee Bylaw
- Bylaw No. 2021-02, Administrative Bylaw
- Bylaw No. 2021-03, Procedural Bylaw
- Bylaw No. 2021-04, Code of Conduct for Board of Directors Bylaw
- Bylaw No. 2021-05, Document Retention Bylaw

CARRIED UNANIMOUSLY

Moved by: Norman Gerestein

THAT the following Bylaws, dated August 31, 2021, be given third and final reading:

- Bylaw No. 2021-01, Board of Directors and Executive Committee Bylaw
- Bylaw No. 2021-02, Administrative Bylaw
- Bylaw No. 2021-03, Procedural Bylaw
- Bylaw No. 2021-04, Code of Conduct for Board of Directors Bylaw
- Bylaw No. 2021-05, Document Retention Bylaw

CARRIED

b. Council Orientation – January 2022

The Council Orientation for all elected officials (newly elected or re-elected), and their CAOs, has been scheduled for January 20, 2022 at the Coast Hotel. Both an afternoon session and an evening session will be offered. Supper will be provided as well. Further details will be provided closer to the date, and advance notice will be sent out early November.

c. Subdivision Activity

Subdivision activity to the end of August was presented to the Board. As of the end of August, there were 162 applications for the creation of 320 lots with fees collected totally \$269,303.

It was asked whether the application fee total of \$215,985 was for all applications or just the successful subdivisions. This total is for all applications, whether the subdivision was approved or not, as the work to present the application is the same. It was noted that most of the applications submitted get approved due to the efforts between the Planner, the applicant, and the municipality.

d. National Day for Truth and Reconciliation – September 30

Moved by: Bev Everts

THAT the discussion regarding the recognition of September 30, being the National Day for Truth and Reconciliation, be forwarded to the Executive Committee meeting scheduled September 9, 2021;

And that the Executive Committee, based on cost and feedback from Member Municipalities on how they are independently recognizing the day, determine how the National Day for Truth and Reconciliation will be recognized for ORRSC staff.

CARRIED

6. ACCOUNTS

a. Balance Sheet and Comparative Income Statement

Moved by: Ian Sundquist

THAT the Board of Directors approve the balance sheet and comparative income statement as of July 31, 2021.

CARRIED

7. NEW BUSINESS

There was no new business to discuss.

8. ADJOURNMENT

With no further questions and nothing further to discuss, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:31 pm.



Gordon Wolstenholme, Chair



Lenze Kuiper, Chief Administrative Officer