



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
APRIL 11, 2022
AGENDA**

Time: 7:00 P.M.

Place: Council Chambers

Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNLIKA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – MARCH 28, 2022

PUBLIC HEARING: BYLAW #1737 – Road Closure Bylaw

DELEGATIONS:

1. CHINOOK ARCH REGIONAL LIBRARY SYSTEM – Robin Hepher, CEO
RE: Presentation to Municipal Members
2. GREGORY HARRIMAN & ASSOCIATES LLP – Erin Gregory, CPA, CA
RE: 2021 Financial Statements

ACTION ITEMS:

1. REQUEST FOR DECISION: 2021 Reserve Transfers
2. REQUEST FOR DECISION: 2021 Audited Financial Statements
3. PRESS RELEASE: Town of Claresholm receives federal support for re-development of Amundsen Park
4. CORRES: Town of Fox Creek
RE: Increasing Utility Fees
5. CORRES: National Police Federation
RE: Call to Action
6. CORRES: Political Studies, Augustana University
RE: Project – Local Politics in Alberta
7. CORRES: Barrier-Free Alberta
RE: National AccessAbility Week – May 29 to June 4, 2022
8. CORRES: Granum & District Canada Day Society
RE: 2022 Canada Day Celebration
9. CORRES: Claresholm Local Press & Your Dollar Store With More
RE: Heroes Walk Fundraiser
10. REQUEST FOR DECISION: Museum Fire Truck
11. REQUEST FOR DECISION: Tamarack Lots Price Review
12. REQUEST FOR DECISION: Pitch-in Canada Week
13. REQUEST FOR DIRECTION: Town Speed Limit
14. FINANCIAL REPORT: Statement of Operations February 28, 2022
15. INFORMATION BRIEF: Municipal Emergency Program (MEP) Review Report
16. INFORMATION BRIEF: Economic Developers of Alberta Awards
17. INFORMATION BRIEF: Council Committee Reports
18. INFORMATION BRIEF: Council Resolution Status
19. ADOPTION OF INFORMATION ITEMS
20. IN CAMERA:
 - a. Confidential Evaluations – FOIP Section 19

INFORMATION ITEMS:

1. Rowan House Safe at Home Updates – April 1, 2022
2. Alberta SouthWest Bulletin – April 2022
3. Alberta SouthWest Regional Alliance Board Meeting Minutes – March 2, 2022
4. Intermunicipal Emergency Services Fire Chiefs Committee Meeting Minutes – October 5, 2021
5. Facility & Infrastructure Planning Committee (FIPC) Meeting Minutes – February 3, 2022
6. Audit & Finance Committee Meeting Minutes – December 8, 2021

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM PROVINCE OF ALBERTA REGULAR COUNCIL MEETING MINUTES MARCH 28, 2022

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

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

ABSENT: Councillors Mike Cutler and Kandice Meister

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 7:01 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 7:01 p.m. by Mayor Petrovic.

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

CARRIED

MINUTES: REGULAR MEETING – MARCH 14, 2022

Moved by Councillor Zimmer that the Regular Meeting Minutes of March 14, 2022 be accepted as presented.

CARRIED

ACTION ITEMS:

1. CORRES: Doug Griffiths
RE: 2022 Community Leaders Camp

Received for information.

2. CORRES: Oldman River Regional Services Commission
RE: Notice of Hearing - MD of Willow Creek - SDAB Hearing No. DP017-22

Received for information.

3. CORRES: 2022 WCCHS Grad Parents
RE: Request to Support Fundraiser Golf Scramble

MOTION #22-043 Moved by Councillor Kettles to provide a gift basket worth approximately \$100 to the WCCHS Best Ball Golf Scramble to be held on May 7, 2022 at the Bridges at Claresholm Golf Club.

CARRIED

4. CORRES: Rose Petek
RE: Utilities Costs

MOTION #22-044 Moved by Councillor Kettles to direct administration to send a letter to the Alberta Consumers' Representative expressing the Town's concern with ever increasing utility costs in rural communities and to cc the MLA and appropriate Ministers on this letter, and to direct administration to work towards providing a more detailed utility bill statement from the Town to our users to make it easier to understand.

CARRIED

5. REQUEST FOR DECISION: The Station Lease Renewal

MOTION #22-045 Moved by Councillor Carlson to approve the 2022 Mackin Hall / the Station Lease Agreement as presented.

CARRIED

6. REQUEST FOR DECISION: Active Transportation Fund

MOTION #22-046 Moved by Councillor Zimmer to support the Town's application to the Active Transportation Fund for the purpose of new Amundsen Park pathways, ramps, and lighting upgrades in the amount of \$350,842.09

CARRIED

7. REQUEST FOR DECISION: Health & Safety Policy Update

MOTION #22-047 Moved by Councillor Kettles to adopt the Town of Claresholm's updated Health and Safety Policy, Policy #1.3.01 as presented effective March 28, 2022.

CARRIED

8. REQUEST FOR DECISION: Community Advertising Program

MOTION #22-048 Moved by Councillor Schlossberger to discontinue the Community Advertising Program offered by Claresholm Economic Development, and cancel Community Advertising Program Policy #5.2.05.

CARRIED

9. REQUEST FOR DECISION: Council Strategic Plan 2022-2016

MOTION #22-049 Moved by Councillor Carlson to approve the Town of Claresholm's 2022-2026 Strategic Plan as presented.

CARRIED

10. REQUEST FOR DECISION: Ad Hoc Community Development Committee

MOTION #22-050 Moved by Councillor Schlossberger to approve the Community Development Committee's Terms of Reference as presented with the Committee to be reviewed in two years time.

CARRIED

11. INFORMATION BRIEF: Confined Feeding Operations

Received for information.

12. INFORMATION BRIEF: Winterfestival Follow-up

Received for information.

13. INFORMATION BRIEF: CAO Report

Received for information.

14. INFORMATION BRIEF: Council Committee Reports

Received for information.

15. INFORMATION BRIEF: Council Resolution Status

Received for information.

16. ADOPTION OF INFORMATION ITEMS

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

CARRIED

17. IN CAMERA:

- a. Confidential Evaluations – FOIP Section 19
- b. Intergovernmental Relations – FOIP Section 24
- c. Personnel – FOIP Section 17
- d. Confidential Evaluations – FOIP Section 19

Moved by Councillor Kettles to go In Camera at 8:11 p.m. for the following items:

- a. Confidential Evaluations – FOIP Section 19
- b. Intergovernmental Relations – FOIP Section 24
- c. Personnel – FOIP Section 17
- d. Confidential Evaluations – FOIP Section 19

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic stated that the live stream has ended at 8:11 p.m.

Moved by Councillor Zimmer to come out of In Camera at 8:38 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 8:38 p.m.

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:38 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic noted that recording ceased at 8:38 p.m.

Mayor – Chelsae Petrovic

Chief Administrative Officer – Abe Tinney

PUBLIC HEARING



PUBLIC HEARING INFO BRIEF

Meeting: April 11, 2022
Agenda Item: PUBLIC HEARING

BYLAW No.1737 – ROAD CLOSURE BYLAW (alley closure)

At the regularly scheduled Council meeting held March 14, 2022, Council carried a motion to give first reading to Bylaw No. 1737 for the closure of the alley adjacent to 221 43 Ave West (shown right in yellow).

The road closure bylaw public hearing has been circulated two weeks within the Claresholm Local Press and is now presented as a Public Hearing for any comments in regards to the closure. All utility companies and Alberta Transportation were circulated as part of the referral process.

Section 22 of the Municipal Government Act reads as follows:

“Road closure

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

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

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

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

Upon the completion of the public hearing, the Bylaw will be sent to the Minister of Transportation for approval prior to second and third readings. It can take some time to receive all the comments back from the utility companies and the approval from the Minister.

ATTACHMENTS:

1. Bylaw No. 1737, Road Closure Bylaw.

APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: April 7, 2022





**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW No. 1737**

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

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

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

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

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

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

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

ALL OF LANE SHOWN ON PLAN 6129 JK, CONTAINING 0.112 HECTARES, MORE OF LESS

READ a **first** time this **14** day of **March, 2022**.

Chief Elected Official Seal

Chief Administrative Officer

Approved this ____ day of _____, 20__

Minister of Transportation

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

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

Chief Elected Official Seal

Chief Administrative Officer

DELEGATIONS



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

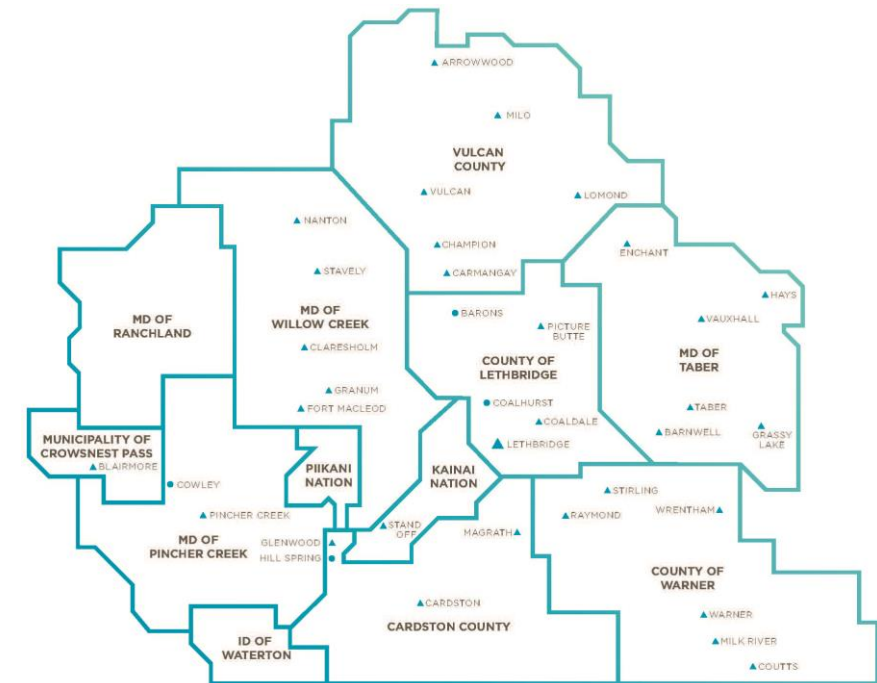
Chinook Arch Regional Library System

Presentation to Municipal Members
2022

Robin Hepher, CEO

What Is Chinook Arch?

- Member-driven public library service organization
- Inaugurated in 1992
- Started with 22 members; now 41 member municipalities and one school authority
- Formed by an agreement between member authorities
- Activities governed by the Libraries Act and Regulation



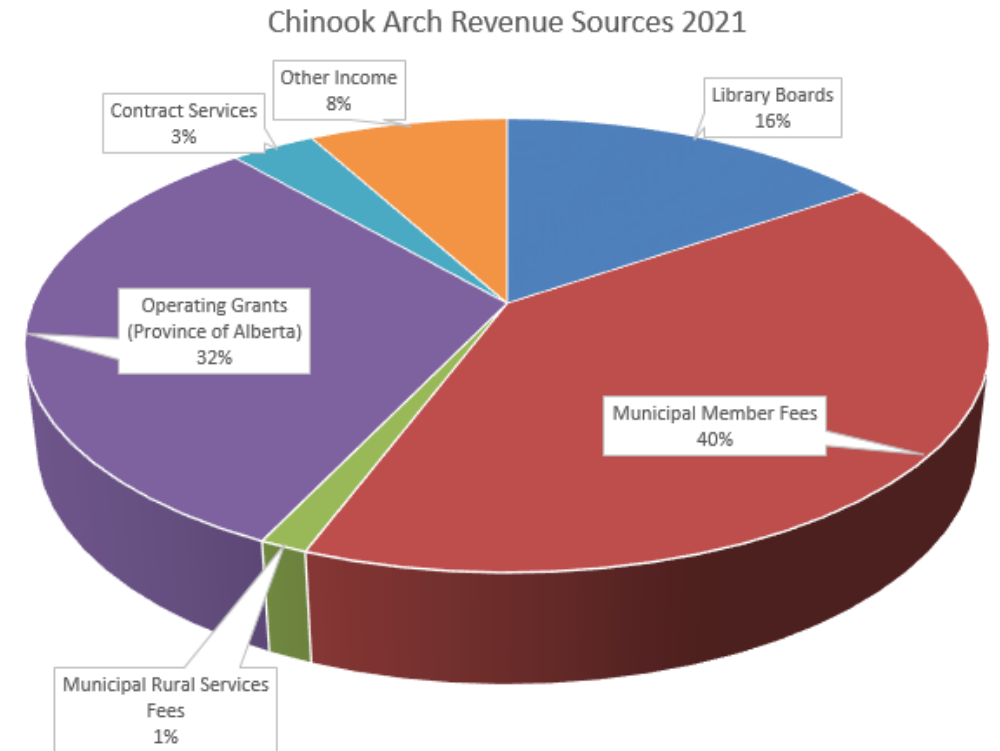
System Agreement and Plan of Service

- The System Agreement lays out our roles; Plan of Service guides how we will fill those roles
- The System Agreement was revised and updated in 2021
- Planning and budget cycles coincide with municipal election cycle
- Current Plan of Service is 2019-2022



Funding and Budgets

- Four year budget 2019-2022; 2022 budget is \$4 million
- Funding comes from members and the Government of Alberta, as well as fundraising
- Any increase in member levies must be approved by member councils
- In 2020, the Board reduced the member levy to 2017 levels



Governance

- Board is a one member, one vote model
- Members appointed by council/school division
- Standing Committees:
 - Finance/Personnel
 - Planning/Facilities
 - Marketing/Communications
 - Ad hoc committees as needed



Chinook Arch Services

- **Bibliographic Services**
 - Centralized ordering, cataloguing, and processing of materials
- **Information Technology Services**
 - Network management and help desk
 - Internet service
- **Member Support**
 - Library Operations Support
- **Digital Services**
 - Downloadable/streaming content
 - Ebooks and audiobooks
 - Online courses
- **Delivery**
- **In-library Programming**



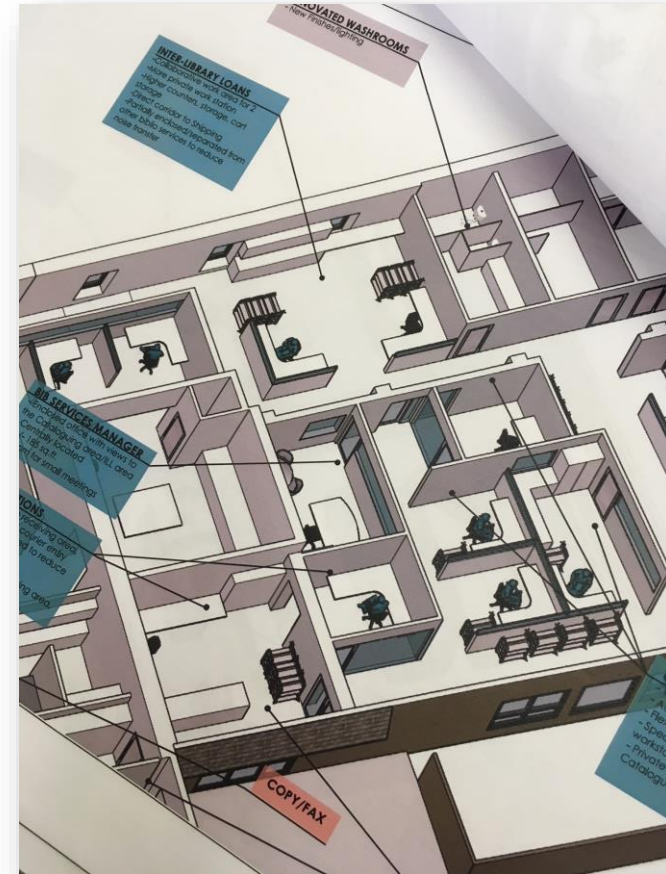
Highlights from 2021

- Libraries are getting busy again
- Van delivery increased from 452,000 items in 2020 to 720,000 in 2021
- Self-serve book lockers installed in Waterton and on the Piikani Nation
- 12% increase in online resource usage
- Internet connections upgraded at all member libraries
- Significant increase in online service usage



Looking Forward

- New 4-year budget and levy schedule for 2023-2026
- Needs assessment underway
- New Plan of Service for 2023-2026



Questions/Feedback?

Robin Hepher, CEO

403-380-1505

rhepher@chinookarch.ca

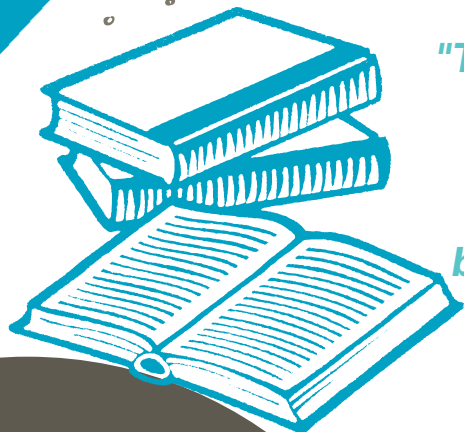
Visit www.chinookarch.ca for:

- Board Polices
- Meeting Minutes
- Audited Financial Statements
- Library Services





IMPACT REPORT 2021



Town of Nobleford joins Chinook Arch

Nobleford was the one municipality in our area that was not yet a member. Nobleford residents now enjoy full access to System services.

"Oh my goodness, I am so thrilled with this news. Thank you, thank you!"

"I went today and got my library card. So awesome!"

*"Woo-hoo!!! *happy dance*"*

Book Lockers bring automated library service to two new communities

Waterton Micro-Library opened July 2021
Piikani Micro-Library opened December 2021

"The book locker addresses the need for access to library materials. It was the perfect answer for Waterton."

"Oftentimes travelling to a surrounding community is a barrier. Removing this barrier evens the playing field for the children and adults that call Piikani Nation home."

Southern Alberta Library Conference moved online in 2021

Over 200 people across Alberta attended these sessions.

Two major grants allowed Chinook Arch to continue providing library programming

Digital Literacy Exchange Program
Seniors and Intergenerational Program

168
programs held

170
participants

1,879
activity /
information
packs
distributed

A slow return to normal by the numbers

UP **59%** 

Our vans delivered 719,050 items in 2021

eBook collection increased by 12%
bringing total virtual collection to **765,094 items**

 **ONSITE IT VISITS INCREASED BY 152%**

Visits to library catalogue up **14%** 

51,018 ITEMS CATALOGUED **Up 17%**

On-site consulting visits with libraries up **400%**

Appreciation from member libraries

"I can't say enough about how much I appreciate the friendly, helpful, and competent assistance of all your staff. As a sole employee at our library, this has been invaluable to me."
Nikki Francis
Library Manager, Glenwood Municipal Library

"Through the years the staff and CEO have helped with any questions that needed answering, and if there was a problem with computers or printers they were here to fix them as soon as possible. I couldn't imagine being a librarian and not being a part of the Chinook Arch Library System. It's wonderful to have so many caring and knowledgeable people in our lives."
Patty Abel
Library Manager, Champion Public Library

"I really don't know where I would be right now with everything I needed to learn as a library manager if it weren't for Chinook Arch. Every time I have a question or need guidance I am answered promptly. They are always happy to assist with my crazy questions, coming out to my library, and going above and beyond with helping me with some of my community projects. It is a comfort to me to know they are there!"
Connie Clement
Library Manager, Vulcan Municipal Library

**TOWN OF CLARESHOLM
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021**

Draft for discussion purposes only

Town of Claresholm

December 31, 2021

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Draft for discussion purposes only

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

Management of the Town of Claresholm is responsible for the preparation, accuracy, objectivity and integrity of the accompanying consolidated financial statements and all other information contained within this Financial Report. Management believes that the consolidated financial statements present fairly the Town's financial position as at December 31, 2021 and the results of its operations for the year then ended.

The consolidated financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).

The consolidated financial statements include certain amounts based on estimates and judgments. Such amounts have been determined on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly in all material respects.

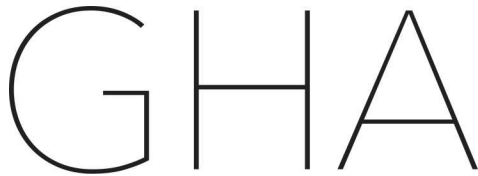
In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for preparation of the consolidated financial statements.

Town Council meets annually with management and external auditors to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, and to satisfy itself that each party is properly discharging its responsibilities. Council is also responsible for the engagement or re-appointment of the external auditors. The Town Council has approved the consolidated financial statements.

The consolidated financial statements have been audited by Gregory, Harriman & Associates LLP, Chartered Professional Accountants, independent external auditors appointed by the Town. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

Chief Administrative Officer
April 11, 2022



INDEPENDENT AUDITORS' REPORT

To the Members of Council:

Opinion

We have audited the consolidated financial statements of Town of Claresholm (the Municipality), which comprise the consolidated statement of financial position as at December 31, 2021, and the results of its operations, changes in its net financial assets (debt) and cash flow for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Town of Claresholm as at December 31, 2021, the results of its operations, change in its net financial assets (debt) and its cash flow for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditors' Responsibility for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omission, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Report on Other Legal and Regulatory Requirements

- Debt Limit Regulation:
In accordance with Alberta Regulation 255/2000, we confirm that the Municipality is in compliance with the Debt Limit Regulation. A detailed account of the Municipality's debt limit can be found in Note 9.
- Supplementary Accounting Principles and Standards Regulation:
In accordance with Alberta Regulation 313/2000, we confirm that the Municipality is in compliance with the Supplementary Accounting Principles and Standards Regulation and note the information required can be found in Note 13.

Strathmore, Alberta
April 11, 2022

Gregory, Harriman & Associates LLP

Gregory, Harriman & Associates LLP
Chartered Professional Accountants

**Town of Claresholm
Consolidated Statement of Financial Position
As at December 31, 2021**

	2021	2020
FINANCIAL ASSETS		
Cash (Note 2)	\$ 3,180,026	\$ 5,492,547
Investments (Note 3)	2,400,000	-
Taxes and grants in place of taxes receivable (Note 4)	228,851	199,742
Trade and other receivables (Note 5)	637,093	673,713
Land inventory held for resale	12,442	12,845
	6,458,412	6,378,847
LIABILITIES		
Accounts payable and accrued liabilities	385,234	835,786
Employee benefit obligations (Note 6)	381,767	368,178
Deposits	13,494	15,005
Deferred revenue (Note 7)	1,176,787	1,497,417
Long term debt (Notes 8, 9)	5,706,118	6,135,555
	7,663,400	8,851,941
NET FINANCIAL DEBT	(1,204,988)	(2,473,094)
NON-FINANCIAL ASSETS		
Prepaid expenses	98,152	170,956
Inventory for consumption	118,225	122,304
Tangible capital assets (Schedule 2)	33,120,820	32,259,548
	33,337,197	32,552,808
ACCUMULATED SURPLUS (Schedule 1) (Note 10)	\$ 32,132,209	\$ 30,079,714
COMMITMENTS AND CONTINGENCIES (Note 17)		
SUBSEQUENT EVENTS (Note 18)		

Approved by: _____ Mayor _____ Chief Administrative Officer

Town of Claresholm
Consolidated Statement of Operations
For the Year Ended December 31, 2021

	<i>Budget</i> <i>(Unaudited)</i>	2021	<i>2020</i>
REVENUE			
Net municipal taxes (Schedule 3)	\$ 3,537,318	\$ 3,528,479	\$ 3,332,116
User fees and sales of goods	2,810,752	3,402,678	3,157,324
Government transfers for operating (Schedule 4)	654,862	555,238	817,073
Franchise and concession contracts	214,616	227,944	217,183
Licenses and permits	103,000	124,633	106,855
Rental	139,080	109,814	76,973
Other	77,500	150,832	94,840
Investment income	60,000	55,661	60,413
Penalties and costs on taxes	88,100	110,339	57,999
Gain on disposal of capital assets	75,000	80,622	-
TOTAL REVENUE	<u>7,760,228</u>	<u>8,346,240</u>	<u>7,920,776</u>
EXPENSES (Schedule 5)			
Legislative	115,000	108,042	83,060
Administration	1,390,238	1,488,670	1,236,090
Fire	218,363	215,326	211,874
Bylaw enforcement	223,414	205,487	182,721
Common and equipment pool	657,156	676,592	667,213
Roads, streets, walks and lighting	852,848	806,420	900,808
Airport	17,250	17,250	23,271
Storm sewers and drainage	286,112	267,110	289,557
Water supply and distribution	1,277,866	1,209,775	1,225,217
Wastewater treatment and disposal	509,933	495,708	500,711
Solid waste management	391,700	431,039	410,388
Recycling program	302,000	294,324	331,813
Family and community support services	251,441	218,701	286,452
Day care	38,202	38,202	38,200
Cemeteries and crematoriums	20,136	23,757	21,089
Other public health and welfare	3,000	622	684
Planning and development	673,335	555,454	415,472
Parks and recreation	991,255	943,336	970,031
Culture - libraries, museums and halls	366,657	372,359	345,222
Loss on disposal of capital assets	-	-	143,113
TOTAL EXPENSES	<u>8,585,906</u>	<u>8,368,174</u>	<u>8,282,986</u>
SHORTFALL OF REVENUE OVER EXPENSES - BEFORE OTHER	<u>(825,678)</u>	<u>(21,934)</u>	<u>(362,210)</u>
OTHER			
Contributed assets	-	-	219,001
Government transfers for capital (Schedule 4)	3,195,900	2,074,429	1,366,393
	<u>3,195,900</u>	<u>2,074,429</u>	<u>1,585,394</u>
EXCESS OF REVENUE OVER EXPENSES	2,370,222	2,052,495	1,223,184
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>30,079,714</u>	<u>30,079,714</u>	<u>28,856,530</u>
ACCUMULATED SURPLUS, END OF YEAR	<u>\$ 32,449,936</u>	<u>\$ 32,132,209</u>	<u>\$ 30,079,714</u>

Town of Claresholm
Consolidated Statement of Change in Net Financial Assets (Debt)
For the Year Ended December 31, 2021

	<u>Budget</u> <i>(Unaudited)</i>	<u>2021</u>	<u>2020</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES	\$ 2,370,222	\$ 2,052,495	\$ 1,223,184
Acquisition of tangible capital assets	(5,004,022)	(2,706,912)	(4,358,953)
Contribution of tangible capital assets	-	-	(219,001)
Amortization of tangible capital assets	1,725,865	1,793,506	1,726,949
Loss (gain) on disposal of tangible capital assets	-	(80,622)	143,113
Proceeds on disposal of tangible capital assets	(75,000)	132,756	42,744
	<u>(3,353,157)</u>	<u>(861,272)</u>	<u>(2,665,148)</u>
Net change in inventory for consumption	-	4,079	8,231
Net change in prepaid expenses	-	72,804	(131,621)
	-	76,883	(123,390)
INCREASE (DECREASE) IN NET ASSETS (DEBT)	(982,935)	1,268,106	(1,565,354)
NET FINANCIAL ASSETS (DEBT), BEGINNING OF YEAR	<u>(2,473,094)</u>	<u>(2,473,094)</u>	<u>(907,740)</u>
NET FINANCIAL ASSETS (DEBT), END OF YEAR	<u>\$ (3,456,029)</u>	<u>\$ (1,204,988)</u>	<u>\$ (2,473,094)</u>

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**Town of Claresholm
Consolidated Statement of Cash Flow
For the Year Ended December 31, 2021**

	2021	2020
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
Operating		
Excess (shortfall) of revenue over expenses	\$ 2,052,495	\$ 1,223,184
Non-cash items included in excess (shortfall) of revenue over expenses:		
Amortization of tangible capital assets	1,793,506	1,726,949
Loss (gain) on disposal of tangible capital assets	(80,622)	143,113
Tangible capital assets received as contributions	-	(219,001)
	3,765,379	2,874,245
Non-cash charges to operations (net change):		
Decrease (increase) in taxes and grants in place of taxes receivables	(29,109)	(39,610)
Decrease (increase) in trade and other receivables	36,620	(89,963)
Decrease (increase) in land inventory held for sale	403	109,975
Decrease (increase) in inventory for consumption	4,079	8,231
Decrease (increase) in prepaid expense	72,804	(131,622)
Increase (decrease) in accounts payable and accrued liabilities	(450,552)	454,837
Increase (decrease) in employee benefit obligations	13,589	17,634
Increase (decrease) in deposits	(1,511)	4,500
Increase (decrease) in deferred revenue	(320,630)	816,256
	3,091,072	4,024,483
Capital		
Acquisition of tangible capital assets	(2,706,912)	(4,358,953)
Proceeds on disposal of tangible capital assets	132,756	42,744
Cash applied to capital transactions	(2,574,156)	(4,316,209)
Investing		
Decrease (increase) in investments	(2,400,000)	-
Cash applied to capital transactions	(2,400,000)	-
Financing		
Proceeds of long-term debt	-	2,800,000
Repayment of long-term debt	(429,437)	(482,222)
Cash applied to financing transactions	(429,437)	2,317,778
Change in cash and cash equivalents during the year	(2,312,521)	2,026,052
Net Cash, beginning of year	5,492,547	3,466,495
Net Cash, end of year	\$ 3,180,026	\$ 5,492,547
Net Cash is made up of:		
Unrestricted cash (Note 2)	\$ 1,989,744	3,980,125
Unspent grant funds (Note 2)	1,176,787	1,497,417
Deposits held (Note 2)	13,495	15,005
	\$ 3,180,026	5,492,547

Town of Claresholm
Schedule of Changes in Accumulated Surplus
For the Year Ended December 31, 2021
(Schedule 1)

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2021	2020
BALANCE, BEGINNING OF YEAR	\$ 1,554,855	\$ 2,400,866	\$ 26,123,993	\$ 30,079,714	\$ 28,856,530
Excess (shortfall) of revenue over expenses	2,052,495	-	-	2,052,495	1,223,184
Unrestricted funds designated for future use	(1,554,501)	1,554,501	-	-	-
Restricted funds used for operations	158,015	(158,015)	-	-	-
Current year funds used for tangible capital assets	(2,072,210)	(634,702)	2,706,912	-	-
Disposal of tangible capital assets	52,134	-	(52,134)	-	-
Annual amortization expense	1,793,506	-	(1,793,506)	-	-
Capital long term debt repaid	(429,439)	-	429,439	-	-
Change in accumulated surplus	-	761,784	1,290,711	2,052,495	1,223,184
BALANCE, END OF YEAR	\$ 1,554,855	\$ 3,162,650	\$ 27,414,704	\$ 32,132,209	\$ 30,079,714

Town of Claresholm
Schedule of Tangible Capital Assets
For the Year Ended December 31, 2021
(Schedule 2)

	Land	Land Improvements	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	2021	2020
COST:								
BALANCE, BEGINNING OF YEAR	\$ 1,407,208	\$ 1,945,853	\$ 16,385,492	\$ 74,644,730	\$ 1,933,591	\$ 1,658,932	\$ 97,975,806	\$ 93,925,680
Acquisition of tangible capital assets	-	362,708	352,378	1,425,488	337,781	204,678	2,683,033	909,788
Construction in progress	-	24,893	-	113,887	-	-	138,780	3,773,066
Disposal of tangible capital assets	(500)	-	(76,596)	(131,306)	(67,551)	-	(275,953)	(517,827)
BALANCE, END OF YEAR	1,406,708	2,333,454	16,661,274	76,052,799	2,203,821	1,863,610	100,521,666	98,090,707
ACCUMULATED AMORTIZATION:								
BALANCE, BEGINNING OF YEAR	-	959,609	6,572,057	55,702,840	1,333,469	1,263,184	65,831,159	64,436,181
Annual amortization	-	106,363	296,547	1,048,410	206,537	135,649	1,793,506	1,726,949
Accumulated amortization on disposals	-	-	(33,722)	(128,874)	(61,223)	-	(223,819)	(331,971)
BALANCE, END OF YEAR	-	1,065,972	6,834,882	56,622,376	1,478,783	1,398,833	67,400,846	65,831,159
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS								
	\$ 1,406,708	\$ 1,267,482	\$ 9,826,392	\$ 19,430,423	\$ 725,038	\$ 464,777	\$ 33,120,820	\$ 32,259,548
2020 Net Book Value of Tangible Capital Assets	\$ 1,407,208	\$ 1,009,637	\$ 9,813,435	\$ 19,033,398	\$ 600,122	\$ 395,748	\$ 32,259,548	

Town of Claresholm
Schedule of Property and Other Taxes
For the Year Ended December 31, 2021
(Schedule 3)

	<i>Budget (Unaudited)</i>	2021	2020
TAXATION			
Real property taxes	\$ 4,737,314	\$ 4,735,990	\$ 4,477,420
Linear property taxes	121,604	118,565	119,157
Government grants in place of property taxes	29,673	29,566	29,090
Special assessments and local improvements	5,140	-	-
	<u>4,893,731</u>	<u>4,884,121</u>	<u>4,625,667</u>
REQUISITIONS			
Alberta School Foundation Fund	1,241,716	1,241,619	1,179,412
Procupine Hills Lodge	114,023	114,023	114,139
Designated Industrial Property	674	-	-
	<u>1,356,413</u>	<u>1,355,642</u>	<u>1,293,551</u>
NET MUNICIPAL PROPERTY TAXES	<u>\$ 3,537,318</u>	<u>\$ 3,528,479</u>	<u>\$ 3,332,116</u>

Draft for discussion purposes only

Town of Claresholm
Schedule of Government Transfers
For the Year Ended December 31, 2021
(Schedule 4)

	<i>Budget (Unaudited)</i>	2021	2020
TRANSFERS FOR OPERATING			
Provincial Government	\$ 454,023	\$ 372,029	\$ 621,221
Other Local Governments	200,839	183,209	195,852
	<u>654,862</u>	<u>555,238</u>	<u>817,073</u>
TRANSFERS FOR CAPITAL			
Provincial Government	2,830,933	1,910,520	906,150
Federal Government	364,967	163,909	460,243
	<u>3,195,900</u>	<u>2,074,429</u>	<u>1,366,393</u>
TOTAL GOVERNMENT TRANSFERS	<u>\$ 3,850,762</u>	<u>\$ 2,629,667</u>	<u>\$ 2,183,466</u>

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Town of Claresholm
Schedule of Consolidated Expenses by Object
For the Year Ended December 31, 2021
(Schedule 5)

	<i>Budget</i> <i>(Unaudited)</i>	2021	2020
CONSOLIDATED EXPENSES BY OBJECT			
Salaries, wages and benefits	\$ 3,058,879	\$ 2,996,669	\$ 2,907,143
Contracted and general services	1,823,226	1,665,037	1,634,678
Materials, goods, supplies and utilities	1,279,500	1,226,023	1,256,240
Bank charges and short-term interest	500	878	1,386
Interest on long-term debt	232,220	235,364	218,532
Other expenditures	121,090	137,082	26,629
Transfers to organizations and others	344,626	313,615	368,317
Loss on disposal of tangible capital assets	-	-	143,113
Amortization of tangible capital assets	1,725,865	1,793,506	1,726,949
	<u>\$ 8,585,906</u>	<u>\$ 8,368,174</u>	<u>\$ 8,282,986</u>

Draft for discussion purposes only

Town of Claresholm
Schedule of Segmented Disclosure
For the Year Ended December 31, 2021
(Schedule 6)

	General Government	Protective Services	Transportation Services	Environmental Services	Public Health Services	Planning & Development	Recreation & Culture	Total
REVENUE								
Net municipal taxes	\$ 3,528,479	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,528,479
User fees and sales of goods	7,448	655	-	3,187,385	20,544	34,110	152,536	3,402,678
Government transfers for operating	109,490	8,707	-	-	208,463	152,556	81,022	555,238
Investment income	55,661	-	-	-	-	-	-	55,661
Penalties and cost of taxes	104,010	6,329	-	-	-	-	-	110,339
Licenses and permits	26,875	6,235	-	-	-	91,523	-	124,633
Franchise and concession contracts	227,944	-	-	-	-	-	-	227,944
Rental	40,176	-	-	-	-	-	69,638	109,814
Contributed assets	-	-	-	-	-	-	-	-
Government transfers for capital	589,860	43,562	173,169	930,862	-	28,719	308,257	2,074,429
Other revenues	77,849	6,952	36,363	-	566	-	29,102	150,832
Gain on disposal of tangible capital assets	80,877	-	(138)	(2,294)	-	-	2,177	80,622
	<u>4,848,669</u>	<u>72,440</u>	<u>209,394</u>	<u>4,115,953</u>	<u>224,573</u>	<u>306,908</u>	<u>642,732</u>	<u>10,420,669</u>
EXPENSES								
Salaries and wages	768,724	204,187	411,979	637,683	164,075	250,241	559,780	2,996,669
Contract and general services	376,638	133,101	220,487	506,952	29,422	277,037	121,400	1,665,037
Goods and supplies	88,407	52,610	497,316	414,008	6,377	793	166,512	1,226,023
Bank charges	878	-	-	-	-	-	-	878
Long term debt interest	72,563	-	-	161,050	-	-	1,751	235,364
Other expenses	135,830	100	-	330	822	-	-	137,082
Transfers to organizations and others	73,455	-	-	-	80,160	-	160,000	313,615
	<u>1,516,495</u>	<u>389,998</u>	<u>1,129,782</u>	<u>1,720,023</u>	<u>280,856</u>	<u>528,071</u>	<u>1,009,443</u>	<u>6,574,668</u>
NET REVENUE, BEFORE AMORTIZATION	<u>3,332,174</u>	<u>(317,558)</u>	<u>(920,388)</u>	<u>2,395,930</u>	<u>(56,283)</u>	<u>(221,163)</u>	<u>(366,711)</u>	<u>3,846,001</u>
Amortization expense	80,215	30,814	637,590	710,824	427	27,383	306,253	1,793,506
NET REVENUE	<u>\$ 3,251,959</u>	<u>\$ (348,372)</u>	<u>\$ (1,557,978)</u>	<u>\$ 1,685,106</u>	<u>\$ (56,710)</u>	<u>\$ (248,546)</u>	<u>\$ (672,964)</u>	<u>\$ 2,052,495</u>

Segmented Disclosure (Note 20)

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2021

1) SIGNIFICANT ACCOUNTING POLICIES

The Town of Claresholm ("the Town") is a Municipality in the Province of Alberta. The consolidated financial statements are the representations of management and have been prepared in accordance with Canadian generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Town of Claresholm are as follows:

A. Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenue and expenditures, changes in fund balances and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all the organizations that are owned or controlled by the Town and are, therefore, accountable to the Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education, health care, social and other external organizations that are not controlled by the municipal reporting entity.

These statements exclude trust assets that are administered for the benefit of external parties.

Interdepartmental and organizational transactions and balances are eliminated.

B. Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

C. Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates. The amounts recorded for valuation of tangible capital assets, the useful lives and related amortization of tangible capital assets is an area where management makes significant estimates and assumptions in determining the amounts to be recorded in the consolidated financial statements.

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Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2021

1) SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

E. Requisition Over-levy and Under-levy

Over-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any excess collections or under-levies of the prior year.

F. Land Inventory Held for Resale

Land inventory held for resale is recorded at the lower of cost or net realizable value. Cost includes the costs for land acquisition and improvements required to prepare the land for servicing, such as clearing, stripping and levelling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as capital assets under their respective function.

G. Tax Revenue

Tax revenue are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

H. Contaminated Sites Liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

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Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2021

1) SIGNIFICANT ACCOUNTING POLICIES (continued)

I. Government Transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met by the Town, and reasonable estimates of the amounts can be determined.

J. Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the consolidated Change in Net Financial Assets (Debt) for the year.

i. Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. The cost, less residual value of the tangible capital asset, is amortized on a straight-line basis over the estimated useful life as follows:

	YEARS
Land improvements	10-25 straight line
Buildings	25-50 straight line
Engineered structures	5-75 declining balance
Machinery and equipment	5-40 declining balance
Vehicles	10-25 declining balance

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

ii. Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

iii. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

iv. Inventories

Inventories held for consumption are recorded at the lower of cost or net realizable value with cost determined by the average cost method.

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Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2021

1) SIGNIFICANT ACCOUNTING POLICIES (continued)

v. Cultural and Historical Tangible Capital Assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

2) CASH	2021	2020
Savings - Operating	\$ 1,899,349	\$ 3,769,924
Savings - Reserves	1,013,818	1,548,337
Chequing account	151,853	60,424
Trust accounts	115,006	113,862
	\$ 3,180,026	\$ 5,492,547

The Town received Government grants and funding that are restricted in their use and are to be utilized as funding for operating or capital projects. Since the projects have not been completed for which the funding has been received, \$1,176,787 (2020 - \$1,497,417) is not available for general use by the Town (Note 7).

Included in cash is \$13,495 (2020 - \$15,005) of deposit liability funds which are not available for current purposes.

A temporary loan has been authorized by Bank of Montreal to a maximum of \$450,000 which bears interest at prime plus 0%, with an effective rate of 2.45%.

A settlement risk line of credit for payroll electronic funds transfer payments has been authorized by Bank of Montreal to a maximum of \$500,000.

Security pledged on these temporary loans includes a general security agreement. As at December 31, 2021 there were no balances outstanding on these loans.

3) INVESTMENTS

	2021	2020
GIC - Reserves	\$ 1,400,000	-
GIC - Operating	1,000,000	-
	\$ 2,400,000	-

Temporary investments are comprised of Canaccord Genuity Wealth Management GICs bearing interest from 1.2% to 1.4% maturing between July 2022 and April 2024.

4) TAXES AND GRANTS IN PLACE OF TAXES RECEIVABLE

	2021	2020
Current year	\$ 182,635	\$ 165,480
Arrears	46,216	34,262
	\$ 228,851	\$ 199,742

5) TRADE AND OTHER RECEIVABLES

	2021	2020
Trade accounts	\$ 512,735	\$ 447,263
Goods and Services Tax receivable	43,507	128,543
Due from local governments	40,297	38,366
Local improvement levies	36,173	47,172
Due from Provincial government	4,381	12,369
	\$ 637,093	\$ 673,713

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2021

6) EMPLOYEE BENEFIT OBLIGATIONS	<u>2021</u>	<u>2020</u>
Vacation	\$ 230,715	\$ 220,597
Sick time	151,052	147,581
	<u>\$ 381,767</u>	<u>\$ 368,178</u>

The employee benefit obligations liability is comprised of the vacation and sick time that employees are deferring to future years. Employees have either earned the benefits (and they are vested) or are entitled to these benefits within the next budgetary year.

7) DEFERRED REVENUE	<u>2021</u>	<u>2020</u>
MSI/CCBF (FGTF) capital grants	\$ 318,676	\$ 811,366
Alberta security infrastructure grant	193,106	-
Family and Community Support Services	135,374	91,404
Sundry trust	127,588	146,223
Cemetery	111,184	108,302
Municipal operating support transfer funds	-	73,089
Community facility enhancement grant	77,334	-
Offsite levies	68,951	68,265
Alberta Community Resilience Program	40,581	56,927
Subdivision fund	39,906	39,510
Labour market partnership project grant	22,874	60,871
Skate park	22,871	-
Taxi token prepayments	5,510	5,686
Parking fund	3,993	3,953
Rural physician associate program grant	2,378	-
Parks Society	2,819	2,819
Walking path fund	2,156	2,134
Winter festival	1,486	1,446
MSP grant	-	10,008
Community foundation grant	-	10,000
Enabling accessibility grant	-	5,414
	<u>\$ 1,176,787</u>	<u>\$ 1,497,417</u>

Draft for discussion purposes only

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2021

8) LONG TERM DEBT	2021	2020
Utility supported debentures	\$ 3,000,055	\$ 3,259,149
Tax supported debentures	2,706,063	2,876,406
	5,706,118	6,135,555
Less: Current portion of long term debt	(337,126)	(429,439)
	\$ 5,368,992	\$ 5,706,116

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2022	337,126	220,326	557,452
2023	352,874	204,579	557,453
2024	283,109	188,042	471,151
2025	295,407	175,744	471,151
2026	308,282	162,869	471,151
Thereafter	4,129,320	1,174,226	5,303,546
	\$ 5,706,118	\$ 2,125,786	\$ 7,831,904

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at rates ranging from 2.638% to 5.875% annum and matures in periods 2023 through 2050. The average annual interest rate is 3.81% (3.81% for 2020). Debenture debt is issued on the credit and security of the Town of Claresholm at large.

Interest on long-term debt amounted to \$235,363 (2020 - \$218,532). The Town's total cash payments for interest in 2021 were \$237,183 (2020 - \$216,565).

9) DEBT LIMITS

Section 276(2) of the Municipal Government Act requires that debt limits as defined by Alberta Regulation 255/2000 for the Town be disclosed as follows:

	2021	2020
Total debt limit	\$ 12,519,360	\$ 11,881,164
Total debt <i>(Note 8)</i>	5,706,118	6,135,555
Amount of surplus debt limit	\$ 6,813,242	\$ 5,745,609
Debt servicing limit	\$ 2,086,560	\$ 1,980,194
Debt servicing	557,452	666,622
Amount of surplus debt servicing limit	\$ 1,529,108	\$ 1,313,572

The debt limit is calculated at 1.5 times revenue of the municipality, as defined in Alberta Regulation 255/2000, and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2021

10) ACCUMULATED SURPLUS

Accumulated surplus consists of internally restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2021	2020
Unrestricted surplus	\$ 1,554,855	\$ 1,554,855
Internally restricted surplus (reserves) (Note 12)	3,162,650	2,400,866
Equity in tangible capital assets (Note 11)	27,414,704	26,123,993
	\$ 32,132,209	\$ 30,079,714

11) EQUITY IN TANGIBLE CAPITAL ASSETS

	2021	2020
Tangible capital assets (Schedule 2)	\$ 100,521,666	\$ 98,090,707
Accumulated amortization (Schedule 2)	(67,400,846)	(65,831,159)
Long term debt - Capital (Note 8)	(5,706,118)	(6,135,555)
	\$ 27,414,704	\$ 26,123,993

12) RESERVES

Reserves for operating and capital activities are as follows:

	2021	2020
Operating		
General	167,892	158,037
Trust accounts	54,488	54,000
Fill dirt	37,349	27,014
Economic development	33,331	-
Office	30,534	30,261
Policing costs	28,030	18,433
Physician recruitment fund	14,067	14,067
Cemetery	767	760
Museum	-	21,300
Debt reduction	-	51,213
Aquatic centre	-	10,960
Planning and development	-	9,708
	366,458	395,753
Capital		
Water and sewer	1,444,032	804,961
Land and development	629,179	463,751
Fire truck	218,409	197,502
Garbage and recycling equipment	152,952	140,746
Arena	77,067	55,885
Playground rehabilitation	53,048	52,572
Acreage assessment	43,203	42,816
General	41,992	92,943
Parks and pathways	41,664	55,579
Tamarack subdivision	26,682	26,443
Recreation	24,822	-
Cemetery	23,637	15,255
Tax recovery land	12,576	12,463
Enforcement vehicle	6,929	42,983
Museum	-	1,214
	2,796,192	2,005,113
	\$ 3,162,650	\$ 2,400,866

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2021

13) SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	Salary ¹	Benefits and Allowances ²	Total 2021	Total 2020
Council				
Mayor Petrovic	\$ 4,492	\$ 197	\$ 4,689	-
Councillor Carlson	10,856	501	11,357	9,912
Councillor Cutler, M	12,652	599	13,251	12,141
Councillor Kettles	3,157	124	3,281	-
Councillor Meister	3,908	165	4,073	-
Councillor Schlossberger	13,709	656	14,365	12,572
Councillor Zimmer	10,502	482	10,984	10,093
Mayor MacPherson	11,997	595	12,592	14,619
Councillor Moore	7,517	351	7,868	10,502
Councillor Schulze	8,191	387	8,578	11,055
	<u>86,981</u>	<u>4,057</u>	<u>91,038</u>	<u>80,894</u>
Chief Administrative Officer	142,554	21,115	163,669	149,424
Designated Officers (2021:5 positions, 2020: 5 positions)	391,833	80,612	472,445	499,631
	<u>\$ 621,368</u>	<u>\$ 105,784</u>	<u>\$ 727,152</u>	<u>\$ 729,949</u>

- 1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.
- 2) Benefits and allowances include the employer's share of all employee benefits and contributions or payments, made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long- and short-term disability plans, professional memberships, and tuition.

Benefits and allowances also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances, and club memberships.

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2021

14) LOCAL AUTHORITIES PENSION PLAN

Employees of the Town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pensions Plans Act. The plan serves about 276,000 people and 433 employers. The LAPP is financed by the employer and employee contributions and investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Town is required to make current service contributions to the LAPP of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.84% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable salary and 12.84% on pensionable salary above this amount.

Total current service contributions by the Town to the LAPP in 2021 were \$181,380 (2020 - \$181,413). Total current service contributions by the employees of the Town to the LAPP in 2021 were \$163,388 (2020 - \$163,655).

At December 31, 2020 the LAPP disclosed an actuarial surplus of \$4.96 million.

15) FINANCIAL INSTRUMENTS

The Town's financial instruments consist of cash, investments, taxes and grants in place of taxes receivable, trade and other receivables, accounts payable and accrued liabilities, employee benefit obligations, deposits and long term debt. It is management's opinion that the Town is not exposed to significant interest or currency risk arising from these financial instruments. Taxes receivables and requisition over/under-levy are compulsory in nature, rather than contractual, however the town manages risk exposure on these items similar to other receivables and payables.

Credit Risk

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivable and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2021

16) BUDGET AMOUNTS

The 2021 budget for the Town was approved by Council on April 26, 2021 and has been reported in the consolidated financial statements for information purposes only. These budget amounts have not been audited, reviewed, or otherwise verified.

The approved budget contained reserve transfers, capital additions and principal payments on debt as expenditures. Since these items are not included in the amounts reported in the consolidated financial statements, they have been excluded from the budget amounts presented in these financial statements.

Budget surplus per financial statements		\$	2,370,222
Less: Capital expenses			(5,004,022)
Long-term debt repayments			(429,439)
Transfers to reserves			(591,937)
Add: Amortization			1,725,865
Transfers from reserves			1,179,311
Proceeds from long-term debt			750,000
<hr/>			
Equals: Balanced budget		\$	-
<hr/>			

17) COMMITMENTS AND CONTINGENCIES

The Town is a member of the Alberta Municipal Insurance Exchange (MUNIX) which provides liability insurance. Under the terms of membership, the Town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

18) SUBSEQUENT EVENTS

In March 2020, the World Health Organization declared a global pandemic due to the Novel Coronavirus (COVID-19). The situation is currently evolving, and the measures put in place are having multiple impacts on local, provincial, national and global economies.

The full impact of the COVID-19 outbreak continues to evolve throughout the world including Canada. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the impact on the organization will not be known with certainty for months to come.

Although the Town cannot estimate the length or gravity of the impact of the COVID-19 outbreak at this time, if the pandemic continues, it may have a material adverse effect on the organization's results of future operations, financial position and liquidity in fiscal year 2022.

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2021

19) CONTAMINATED SITES LIABILITY

The Town has adopted PS3260 liability for contaminated sites. The Town did not identify any financial liabilities in 2021 (2020 - nil) as a result of this standard.

20) SEGMENTED DISCLOSURE

The Town provides a range of services to its ratepayers. For each reporting segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 6).

General government includes council and other legislative, and general administration. Protective services includes bylaw enforcement, police, and fire. Transportation includes roads, streets, walks and lighting. Planning and development includes land use planning, zoning and subdivision land and development. Public health and welfare includes family and community support. Recreation and culture includes parks and recreation, libraries, museums and halls. Environmental use and protection includes water supply and distribution, wastewater treatment and disposal, and waste management.

21) COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform to the financial statement presentation adopted in the current year.

Draft for discussion purposes only

ACTION ITEMS



REQUEST FOR DECISION

Meeting: April 11, 2022
Agenda Item: 1

Reserve Transfers – December 31, 2021

DESCRIPTION:

Administration requires a motion of Council in order to allocate unrestricted funds to restricted funds (Reserves) included in the draft 2021 Financial Statements.

BACKGROUND:

On April 5, 2021, the Audit & Finance Committee and Administration reviewed the draft 2021 Audited Financial Statements received from Gregory Harriman and Associates LLP. After an in-depth review of the statements with the committee, presented by Administration, a discussion was held regarding transactions that have occurred during the year, including transfer out of and into reserves and what the current reserve balances are. A discussion was then had as to what transfers the committee wanted to recommend to Council. Many of these reserve transfers were already approved in the 2021 budget or approved by Council Resolution during the year for specified projects and then there was a few year-end transfers into reserves to preserve 2021 surpluses for future use.

COSTS / SOURCE OF FUNDING:

The committee made a recommendation to Council for year-end transfers to or from reserves as follows, which includes amounts in the 2021 budget:

- Transfers from Operational Reserves in the amount of \$158,015, which is primarily for the payment of operational debt for recreation (golf course), new virtual servers, and carryforward of 2020 surpluses into 2021 fiscal year to finish incomplete projects from 2020, including projects for Economic Development, and Museum.
- Transfers into Operational Reserves in the amount of \$128,723 which includes reserving funds for future bulk gravel purchases, carrying forward unutilized 2021 budgeted amounts into 2022 for policing costs to be invoiced in 2022, Economic Development projects incomplete in 2021, Senior's Drop-In fire panel replacement not completed in 2021, and carrying forward general surpluses for future needs. In addition, there was \$2,112 of interest earned on these reserve funds transferred into reserves.
- Transfers from Capital Reserves in the amount of \$634,702, which includes utilizing reserves for water and sewer capital projects including the Lagoon Holding Cell upgrades, 2nd Street Rehab, and SCADA device communication. It also includes purchase of Bylaw vehicle, siding for Kids Zone building, and off-leash dog park fencing.
- Transfers into Capital Reserves of \$1,425,778 which includes transfers of utility services operational surpluses for future utility capital costs such as replacement of mains, annual savings for large future capital purchases such as a fire truck, Bylaw vehicle, and recreation infrastructure, and transfer of Arena advertising revenue for future Arena upgrades. In addition, there was 23,684 of interest earned on these reserve funds transferred into the reserves.

RECOMMENDED ACTION:

Council pass a motion to approve the transfers as presented.

PROPOSED REOLUTIONS:

Moved by Councillor _____ to transfer out of reserve funds for 2021 operational and capital purposes in the amount of \$792,716 for the year ended December 31, 2021 as follows:

Transfers from Operating Reserves

General - \$46,401
Debt reduction – \$51,213
Aquatic - \$10,960
Policing - \$18,433
Museum - \$21,300
Planning & Development - \$9,708

Transfers from Capital Reserves

General - \$79,574
Water and sewer – \$503,447
Parks & pathways - \$14,350
Enforcement vehicle - \$36,116
Museum - \$1,214

Moved by Councillor _____ to transfer 2021 unrestricted surplus funds of \$1,554,501 to Reserves for the year ended December 31, 2021 as follows:

Transfers to Operating Reserves

General – \$56,259
Policing Costs - \$28,030
Economic Development - \$33,331
Trust account - \$488
Office - \$273
Fill dirt - \$10,335
Cemetery - \$7

Transfers to Capital Reserves

General – \$28,623
Arena – \$21,182
Recreation - \$24,822
Fire - \$20,907
Parks and pathways - \$434
Water and sewer – \$1,142,518
Land & Development – \$165,428
Garbage & recycling equipment – \$12,206
Acreage assessment - \$387
Tamarack Subdivision - \$239
Playground rehabilitation – \$475
Enforcement vehicle - \$62
Tax recovery land - \$113
Cemetery - \$8,382

Attachments:

Reserve Schedule

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

APPROVED BY: Abe Tinney – CAO

DATE: April 8, 2022

**TOWN OF CLARESHOLM
RESERVES
FOR THE YEAR ENDED DECEMBER 31, 2021**

NAME	BALANCE	INCREASES (Budget / Motions during the year)	DECREASES (Budget / Motions during the year)	INCREASES (Yearend Motion)	INCREASES - Interest (Yearend Motion)	DECREASES (Yearend Motion)	BALANCE
	DEC 31/20						DEC 31/21
General Reserves							
General	158,037.18		(46,401.20)	55,250.00	1,008.94		167,894.92
Debt reduction	51,212.57		(50,000.00)			(1,212.57)	0.00
Aquatic Centre	10,960.34		(10,000.00)			(960.34)	-
Policing Costs	18,432.50			28,029.75		(18,432.50)	28,029.75
Physician recruitment fund	14,066.81						14,066.81
Trust accounts	54,000.03				488.04		54,488.07
Economic development	-			33,331.00	-		33,331.00
Office	30,260.86				273.49		30,534.35
Fill dirt	27,014.45	10,000.00			334.53		37,348.98
Museum	21,300.00		(21,300.00)		-		-
Cemetery	759.68				6.87		766.55
Planning & Development	9,707.95		(9,700.00)			(7.95)	(0.00)
	<u>395,752.37</u>	<u>10,000.00</u>	<u>-137,401.20</u>	<u>116,610.75</u>	<u>2,111.87</u>	<u>-20,613.36</u>	<u>366,460.43</u>
Capital Reserves							
General	92,942.77		(42,250.00)	28,164.77	458.15	(37,324.07)	41,991.62
Arena	55,884.55	20,492.40			690.27		77,067.22
Recreation		24,600.00			222.33		24,822.33
Fire Truck	197,501.60	10,000.00		9,032.00	1,875.34		218,408.94
Parks and pathways	55,579.46		(7,500.00)		434.53	(6,850.00)	41,663.99
Water and sewer	804,961.04	1,129,562.42	(501,078.77)		12,955.08	(2,368.11)	1,444,031.66
Land & development	463,751.48			161,236.61	4,191.26		629,179.35
Garbage & Recycling equipment	140,745.83	10,835.80			1,369.95		152,951.58
Acreage assessment	42,816.20				386.96		43,203.16
Tamarack subdivision	26,443.05				238.99		26,682.04
Playground Rehabilitation	52,572.48				475.14		53,047.62
Enforcement vehicle	42,983.11		(36,116.28)		62.06		6,928.89
Tax recovery land	12,462.93				112.64		12,575.57
Cemetery	15,255.48	8,170.00			211.71		23,637.19
Museum	1,214.43					(1,214.43)	(0.00)
	<u>2,005,114.41</u>	<u>1,203,660.62</u>	<u>-586,945.05</u>	<u>198,433.38</u>	<u>23,684.41</u>	<u>-47,756.61</u>	<u>2,796,191.16</u>
	<u>2,400,866.78</u>	<u>1,213,660.62</u>	<u>-724,346.25</u>	<u>315,044.13</u>	<u>25,796.26</u>	<u>-68,369.97</u>	<u>3,162,651.59</u>



REQUEST FOR DECISION

Meeting: April 11, 2022
Agenda Item: 2

2021 AUDITED FINANCIAL STATEMENTS

DESCRIPTION:

Council must pass a motion to accept the Audited Financial Statements for the year ended December 31, 2021.

Annually we must also pass a motion to appoint the Town's Auditor. We still have 1 more year on our current contract with Gregory Harriman and Associates.

BACKGROUND:

Erin Gregory, CPA, CA from Gregory Harriman & Associates LLP will present the draft Financial Statements for the year ended December 31, 2021 to Council with transfers to reserves included as noted in the 2021 Reserve Transfers RFD.

RECOMMENDED ACTION:

Council pass a motion to accept the Audited Financial Statements for the year ended December 31, 2021 as presented. The statements were reviewed by the Audit and Finance Committee on April 5, 2022 and they have recommended Council accept the statements.

A second motion is also required for appointing our Auditor for the 2022 Fiscal Year.

PROPOSED RESOLUTION:

Moved by Councillor _____ to accept the Audited Financial Statements for the year ended December 31, 2021 as presented.

Moved by Councillor _____ to appoint Gregory Harriman and Associates LLP as the Town of Claresholm Auditor for the 2022 fiscal year.

Attachments:

2021 Draft Financials

Applicable Legislation:

Municipal Government Act, RSA 2000, Chapter M-26 Section 276 to 281

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

APPROVED BY: Abe Tinney, CAO

DATE: April 7, 2022

NEWS RELEASE

Town of Claresholm receives federal support for re-development of Amundsen Park



The Town of Claresholm is pleased to announce that it will be completing re-development of Amundsen Park in 2022 to develop a large outdoor event space – thanks in part to an investment of \$377,250 from the Government of Canada.

The re-development will allow the Town to continue to use Amundsen Park as the heart of Claresholm by adding space and improving functionality by:

- Creating a vibrant, raised, public outdoor plaza and pavilion.
- Expanding event hosting capacity for farmers' markets, long table feasts, and other community events.

The outdoor pavilion will also create shade and an accessible gathering space for community members.

The park re-development will allow the Town of Claresholm to hold year-round events, which will generate revenue and support local businesses by:

- Creating a beautiful outdoor, accessible space to gather and promote tourism.
- Beautifying the area.
- Directing event traffic to flow into the downtown core.
- Encouraging joint effort with downtown businesses during events.
- Expanding the space to accommodate larger events.

Federal funding for this initiative is provided through the Canada Community Revitalization Fund, administered in Alberta by PrairiesCan.

About the Canada Community Revitalization Fund

The [Canada Community Revitalization Fund](#) (CCRF) helps communities rebound from the COVID-19 pandemic. The fund assists non-profit organizations, municipalities, community groups, and Indigenous communities across Canada to build and improve community infrastructure projects.

Quotes

"Through the Canada Community Revitalization Fund, we are able to revitalize Amundsen Park in hopes to inspire participation, development and sustainability for a strong community. We have an obligation to give something back to our community that will allow our citizens a place to come together and celebrate their own version of what Claresholm means to them."

-Chelsae Petrovic, Mayor Town of Claresholm

“Through the Canada Community Revitalization Fund, our government is enabling communities to reinvent outdoor spaces and create accessible green infrastructure. Today’s investment to complete the redevelopment of Amundsen Park will help the Town of Claresholm to support community events and activities that are vital for generating economic growth and maintaining a high quality of life for residents.”

- *The Honourable Daniel Vandal, Minister for PrairiesCan*

“Parks and outdoor gathering spaces are at the heart of communities across Alberta, bringing people together, supporting local producers and businesses, as well as offering memorable tourist experiences. Today’s investment supports the creation of a vibrant and sustainable space for residents and visitors to gather for future community events and activities for years to come.”

- *The Honourable Randy Boissonnault, Minister of Tourism and Associate Minister of Finance*

For more information:

Town of Claresholm
403-625-3381
111, 55th Ave West
Box 1000, Claresholm AB T0L 0T0
Email: info@claresholm.ca



March 23, 2022

Alberta Utilities Commission
106 Street Building
10th Floor, 10055 106 Street
Edmonton, AB T5J 2Y2

RE: INCREASING UTILITY FEES

Dear Utilities Commission,

There has been a growing concern in our community, and likely across the province, of the rising utility fees for both natural gas and electricity.

Over the course of the past two years, our residents have dealt with the strain of the pandemic, rising costs of groceries, rising gas prices, and job insecurity. Now they can add the stress of maintaining utilities in their homes to that list.

But it is not just residents that are struggling with these rising costs. Also greatly effected are the non-profits of our community and our province. Our non-profits offer us services that are greatly needed for our physical, mental, and social wellbeing however these services are now in jeopardy as they focus what funds they have on paying utility fees.

Instead of retaining funds for savings, for food, to pay rent or a mortgage, or to offer services that improve a community's wellness, people are being forced to pay exorbitant delivery charges to maintain utility services.

We at the Town of Fox Creek believe now is not the time to be taking more and more money from the pockets of Albertans, now is the time to support our people.

So, with the abovementioned in mind, the Town of Fox Creek would like to strongly encourage the Commission to perform a review of the fees being charged on top of the actual usage fees all the while giving strict attention to the amount of profit the corporations are making off Albertans.

Your time and consideration of our residents and non-profits is greatly appreciated.

Sincerely,

Mayor Sheila Gilmour
Town of Fox Creek
sheila@foxcreek.ca

cc The Honourable Sonya Savage, Minister of Energy
Todd Loewen, MLA
Alberta Municipalities

Karine Keys

From: Colin Buschman <cbuschman@npf-fpn.com>
Sent: March 28, 2022 10:59 AM
To: Chelsae Petrovic
Cc: Karine Keys
Subject: Proposal to Join Our Call to Action - NPF
Attachments: GoA Call to Action.pdf

Dear Mayor Petrovic and Town of Claresholm Council,

I am writing to you today, with a proposal to join our Call to Action to the Government of Alberta to halt the idea of a new provincial police service and to invest the proposed new monies into underfunded critical services within Alberta. This injection of funding would have a larger and more immediate impact within our communities to improve community safety and the health and well-being of all Albertans.

As you are aware, the Government of Alberta is reviewing the possibility of transitioning away from the RCMP to a new Alberta Provincial Police Service (APPS). Last year, they released a [Transition Study](#), which outlined potential exorbitant costs, including \$366 million in one-time transition costs over six-years and \$139 million in additional policing costs annually, increasing with inflation. With that said, over just a six-year period costs would total over \$1.2 billion.

Through polling that the NPF has conducted over the past year, it is clear that Albertans feel the same with. An overwhelming 84% of Albertans support retaining the RCMP and believe the Government of Alberta should instead focus on addressing the root causes of crime and improving social services.

As the Government of Alberta continues to consult and push the idea of a new and expensive police service forward, now is the time for all impacted stakeholders to come together to tell the government that the proposed money would be better invested into critical services to address under resourcing, staffing shortages, and the lack of social support programs.

Attached to this email is a draft of the Call to Action to the government for your review.

Our goal is to have stakeholders sign on and to release publicly at the end of April in a joint effort.

If you are interested in signing onto the Call to Action, please reply to this email and include your logo for use which will be added to the Call to Action, before April 15, 2022.

If you have any questions, comments, or concerns, please don't hesitate to contact me.

Colin Buschman

Western Government Relations Advisor | Conseiller, Relations Gouvernementales de l'ouest

National Police Federation | Fédération de la Police Nationale

(236) 233-8100

<https://npf-fpn.com>



**NATIONAL
POLICE
FEDERATION**

**FÉDÉRATION
DE LA POLICE
NATIONALE**

 @NPFFPN

 NPF_FPN

 nationalpolicefederation

 National Police Federation

April XX, 2022

Dear Premier,

We are committed to ensuring Albertans live in safe communities that support their health and well-being. Communities where people have reliable access to critical health, social, public safety, and educational services. Ultimately, Albertans living in a safe and healthy community communicate those needs to the Government of Alberta, who listen and respond.

The Government of Alberta has lost the trust of its constituents in its pursuit of an Alberta Provincial Police Service (APPS) by not undertaking fulsome, open, and transparent consultations with all those affected. Albertans have stated loud and clear that they do not want a costly new police service, with an overwhelming 84% of Albertans wanting to keep and improve the Alberta RCMP.

In addition, the Government of Alberta has not released a detailed funding model explaining who would be paying the costs of this proposed transition. The vague Transition Study noted initial transition costs of \$366 million over six years, and, at minimum, an additional \$139 million each year, increasing with inflation. Municipalities know that most of these costs will be downloaded directly to them, forcing them to significantly increase residents' and businesses' taxes.

Municipalities and engaged Albertans continue to call on the Government of Alberta to improve rural police response times and increase resources available to the justice system. The Province's \$2 million Transition Study did not highlight how a new APPS would address any of these issues.

We, the undersigned, call on the Government of Alberta to stop efforts and investment to advance the creation of an Alberta Provincial Police Service and instead invest in resources needed to:

- *Improve current policing services to reduce response times and address rural crime by increasing the number of RCMP officers within communities*
- *Improve social services to address the root causes of crime (health, mental health, social and economic supports)*
 - *Expand Police and Crisis Teams with police and Alberta Health Services*
 - *Work with communities to provide targeted social supports*
- *Increase resources within the justice system*
 - *Ensure timely trials by prioritizing violent over non-violent crimes*
 - *Hire more Crown prosecutors and appoint more Provincial Court Judges*

Karine Keys

From: swilton@ualberta.ca via SimpleSurvey <messages-noreply@simplesurvey.com>
Sent: March 31, 2022 10:51 AM
To: Karine Keys
Subject: Survey invitation



UNIVERSITY
OF ALBERTA

AUGUSTA

4901-46 Ave

Camrose, Alberta, Canada T4V 2R3

Tel: 780.679.1100

Fax:780.679.1129

www.ualberta.ca/augustana

Invitation to participate in the project: Local Politics in Alberta (Pro00117104)

My name is Dr. Shauna Wilton. I am an Associate Professor of Political Studies at the Augustana Campus of the University of Alberta. I am conducting research on gender and local politics in Alberta and would like to invite you to participate by completing a survey (Link Below). This invitation is being sent to all individuals who were elected to local government in Alberta in 2021. The aim of the research is to help us better understand who is participating in local government, why they are choosing to run, what has made you successful, any challenges you have faced, and the impact of location and background on candidates.

This email is intended for elected members of local and municipal councils. Please forward this email to members of your local council.

The results of this research may be publicly disseminated at conferences and/or in academic journals. There may also be coverage of this research in the popular press.

The survey responses are anonymous. You will not be asked where you live or what local government you serve on. You will be asked about your background, family, social networks, and experiences both running for office and serving on council.

You may have participated in a previous version of the survey after the 2017 elections. The responses from that survey were anonymous and cannot be connected to your responses in this survey.

We have obtained ethics approval for the dissemination of our findings and there is a statement on ethics and participation at the beginning of the survey. Completing and submitting the survey constitutes your consent.

The survey will take approximately 30 minutes to complete. To participate, please click on the following link:<https://questionnaire.simplesurvey.com/f/s.aspx?s=dfd1f013-8f1f-496c-9e9e-ddf6d09c113a>. The survey will be open for two weeks.

If you have any questions about this project or the survey, please contact me (swilton@ualberta.ca or 780-679-1154). If you wish to complete the survey by telephone, please let me know and I will arrange it.

Thank you for your participation.

[Unsubscribe](#) | [Report abuse](#)

Karine Keys

From: VAD Accessibility <accessibility@vadsociety.ca>
Sent: April 7, 2022 10:31 AM
To: Karine Keys
Subject: National AccessAbility Week

Mayor Chelsae Petrovic

PO Box 1000

Claresholm, Alberta T0L 0T0

Re: National AccessAbility Week

Dear Mayor Chelsae Petrovic,

Barrier-Free Alberta is an initiative facilitated by a group of passionate and engaged citizens and organizations committed to ensuring persons with disabilities in our province have the opportunity to meaningfully take part in the economic and social fabric of our society. Although progress has been made toward being a Barrier-free province, Albertans with disabilities still face significant challenges in moving their lives forward.

In recognition of National AccessAbility Week, Sunday May 29th to June 4th 2022, we are asking for elected officials to

- [Sign onto our support form](#) as an elected official
- [Arrange a 30 minute presentation](#) to discuss how Alberta can become a Barrier-free province.
- Share this information at your next council meeting.

We value your support in recognizing National AccessAbility Week, ensuring persons with disabilities have an equal chance to participate in all aspects of Canadian society.

Sincerely,
Barrier-Free Alberta



GRANUM & DISTRICT
CANADA DAY SOCIETY

Granum & District Canada Day Society

P.O. Box 381

Granum, Alberta T0L 1A0

Email: canadaday@granum.community

March 30, 2022

Chelsae Petrovic
Mayor Claresholm & Council
111 – 55 Avenue West
Claresholm, Alberta
T0L 0T0

Dear Mayor Chelsae Petrovic,

It is 2022 and the Granum and District Canada Day Society is excited to be planning another stellar firework show and Canada Day celebration for our corner of Alberta. The Granum celebration has become THE place to enjoy spectacular fireworks up close. The magnitude of this show continues to grow with thousands having watched over the last few years.

This event is only possible through the dedicated work of all the organizations in our community along with the financial support of our friends, neighbours, and local businesses.

The theme of this year's celebration is Our Royal Heritage: Small Town Connections to honour Her Majesty Queen Elizabeth on her jubilee. Other activities being planned, in addition to fireworks, include children's entertainment, a First Nations dancer, a parade, carriage rides by the Remington Carriage Museum, food, fun and contests.

We are looking for your support as well as to invite you to take part in the festivities. We would like very much to have you and Council as dignitaries in our Parade and the Cake Cutting Ceremony. Both of which will be happening in the evening.

We thank you in advance for your support of this small-town community event celebrating all things Canadian!

Sincerely,

Wendy Kennedy
Secretary
Granum & District Canada Day Society
canadaday@granum.community
www.granum.community/canadaday



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

April 5, 2022

TOWN OF CLARESHOLM COUNCIL

**RE: Heroes walk fundraiser
Saturday, May 14, 2022
11:00 a.m. - 1:00 p.m.
Patterson Park**

The Claresholm Local Press along with Your Dollar Store for More and FCCS are planning our 6th (Annual) Zombie Walk, but changing the theme to "Heroes". It is a fundraiser for a new fund we want to create to assist youth with finances for extra-curricular activities. We are potentially calling this the "Community Youth Creative Fund". FCCS is planning to hold the funds in trust and review any applications for funding assistance, similar to KidsSport, but for non-sporting activities.

We plan to have registration start at 10 a.m. in Patterson Park with the walk route to follow the path heading east to 5th Street, south to 50th Ave, west to 2nd Street, then north on 2nd street, and return to Patterson Park. Or start and end at the Arena if the weather is bad.

We would like to ask the following:

- Permission from the Town to use Patterson Park.
- Permission to use the Arena as a bad weather back up location.
- Barricades to help mark the route and make safe for participants.
- Participants from the Town - Bylaw, Fire Department and Council.

We plan to have registration in Patterson Park along with music. We have a few people posted along the route to supervise, and give directions. When walkers return to the park we will provide games, a barbecue, community heroes to do a meet and greet, all with music. We will use generators or electricity from the Curling Club for anything that requires it.

We ask for the town's permission and assistance with this event. Please let us know if there are any further requirements from the town.

We think it will be a very fun time for everyone, and invite you all to attend!

Sincerely

A handwritten signature in blue ink that reads "Zimmer".

Amanda Zimmer
On behalf of the Walk Committee



REQUEST FOR DECISION

Meeting: April 11, 2022
Agenda Item: 10

Museum Fire Truck Transfer

DESCRIPTION/BACKGROUND:

The Museum needs space for a restored WWII flight simulator and would like to create room by relocating one of the fire trucks. The museum currently has two fire trucks, one from the 1920's and one from the 1400's, and is proposing to transfer the 40's truck, which has not received accession into the collection (the 1920's truck has received accession). Fire services is well represented at the museum and the board would like to make room for the new simulator by relocating one of the fire trucks.

Here is the write-up on the truck:

1949 Chevrolet Brickle-Seagrave Pumper

On March 28, 1946 a major midnight blaze destroyed three business and living quarters on 49 Avenue W. At the time the town had two 1928 fire trucks and a half-ton Dodge truck with a portable pump in the back. The fire started at the rear of the Cuthbert's Bowladrome completely destroying it, the McKenzie building containing a barber shop and Foothill's Electrical Appliance Shop and living quarters of the Sakatch family to the east alley. The fire burnt out the interior of the newly completed rear section of Harwood's Meat Market and badly damaged the front section located west of the Bowladrome. Volunteer firemen worked tirelessly under the handicap of leaky hoses, smoke, wind and pumping capacity but confined the fire to three buildings.

Town Council decided it was time for a new truck and called for tenders. Ferd Seymour and George Simpson of Qually Motors whose whole staff were members of the Fire Department were adamant that they would supply the new fire truck and submitted a bid under cost, \$10,647.54. In May 1950 the new 425 g.p.m pumper arrived complete with hoses, ladders, air masks and various new gadgets. It was immediately put into service and continued to serve the town and district for many years. The "49'er" as it was affectionately known. was in service until 2003 at which time it was retired to the town compound and into the new museum building in 2009.

DISCUSSION/OPTIONS:

The museum is proposing to transfer the truck to Doug Leeds, a former board member, for \$1. Doug has the space and expertise to care for the truck. In the future, should Doug Leeds no longer wish to have the truck, the town will have first right of refusal. The museum board has approved the transfer. The town has considered keeping the truck, but we do not have the storage capacity.

PROPOSED RESOLUTIONS:

MOVED by Councillor _____ to transfer ownership of the 1949 Chevrolet Brickle-Seagrave Pumper to Doug Leeds as per the attached transfer agreement.

COSTS/ SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Council approve the transfer of the fire truck as presented.

ATTACHMENTS:

- 1.) Fire Truck Pictures
- 2.) DRAFT Transfer Agreement

PREPARED BY: Abe Tinney, CAO

APPROVED BY: Abe Tinney, CAO

DATE: April 8, 2022





Transfer Agreement

THIS AGREEMENT ("Agreement") is entered into this **DATE** by and between **Doug Leeds** (hereafter "**RECIPIENT**"), and the Town of Claresholm, PO Box 1000, 111 55th Ave. W., Claresholm, Ab TOL 0T0 (collectively the "Parties").

WHEREAS, the Town of Claresholm has determined the object described does not meet its current collection goals and has formally been approved for transfer;

WHEREAS, the RECIPIENT has indicated its commitment to care for the object described below.

NOW THEREFORE, the Parties agree as follows to the terms and conditions on the reverse:

Accepted and Agreed to by the Authorized Representatives of the Parties.

Town of Claresholm

Signature _____ Date _____

Name _____ Title _____

Doug Leeds

Signature _____ Date _____

Name _____ Title _____

TERMS & CONDITIONS

Transfer of the Object

The Town of Claresholm will transfer, by way of \$1.00 and in "as-is-condition," to **RECIPIENT**, the object described on the page attached to this agreement.

Transfer of the object shall be deemed to have occurred, and all right and title to the objects shall be deemed to have passed to **RECIPIENT**, upon the date that this agreement is executed by all Parties.

The Town of Claresholm shall not be responsible for any expenses under this Agreement.

If the **RECIPIENT** wishes to dispose of the objects for any reason whatsoever the **RECIPIENT** shall first offer in writing to return the objects to the Town of Claresholm. The Town of Claresholm, at its sole discretion and at no cost, except for the cost of returning the objects to the Town of Claresholm, may choose to accept the return of the object. The Town of Claresholm will have ninety (90) calendar days from the date of written notice from the **RECIPIENT** to exercise any such option. If the Town of Claresholm chooses to exercise such option, it shall do so in writing.

Warranties

The **RECIPIENT** acknowledges that the Town of Claresholm makes no warranties of any kind whatsoever regarding the objects.

The **RECIPIENT** represents and warrants that it will not use the objects, or parts thereof, for operational purposes.

Release of Liability

In consideration of this transfer, the **RECIPIENT** agrees that it will hold the Town of Claresholm, its officers, employees, agents, and contractors, harmless, and will indemnify and defend them against any and all suits, actions, and claims of any kind whatsoever, including attorney fees, which may arise from or be the result of the sale of the objects to the **RECIPIENT** or the **RECIPIENT's** possession and/or use of the objects.

Miscellaneous Provisions

The Parties, by this Agreement, do not intend to create a partnership, affiliation, principal/agent, master/servant, or joint venture relationship, and nothing in the Agreement shall be construed as creating any such relationship between the Parties.

Complete Agreement. This Agreement constitutes the entire legal agreement between the Parties regarding the relationship between the Parties with respect to the subject matter hereof.

Modification. This agreement may not be modified except in writing executed by both Parties.

Assignment. This Agreement and the rights granted hereunder may not be assigned by either Party, without the express written permission of the other Party.

TAMARACK LOTS – LOT PRICING REVIEW

In April 2021 Council reduced the lot prices within the Tamarack Subdivision (reduction of \$7000 for the R1 lots and \$5000 for the R4 lots). At that time, the motion added a requirement for the new Council to review the pricing within a years' time.

All Tamarack lots remain for sale at this time. No action is required from Council, unless a change in the lot prices or listing the properties is desired. These lots have had some inquiries, but no offers since the price reduction. The larger multiple residential lots are priced slightly below assessed value, but could be reduced further if desired as there has been no offers and few inquiries. The current pricing was set in 2021 (was reduced from the original set pricing in 2018).



Lot 2, Block 117, Plan 8010781 - List Price: \$76,500 plus GST
Lot 3, Block 117, Plan 8010781 - List Price: \$78,500 plus GST
Lot 4, Block 117, Plan 8010781 - List Price: \$91,500 plus GST

Lot 66, Block 118, Plan 8010781 - List Price: \$50,000 plus GST
Lot 67, Block 118, Plan 8010781 - List Price: \$50,000 plus GST
Lot 68, Block 118, Plan 8010781 - List Price: \$50,000 plus GST
Lot 69, Block 118, Plan 8010781 - List Price: \$50,000 plus GST

LOT	LIST PRICE	CURRENT ASSESSED VALUE	NEW ASSESSED VALUE	2018 APPRAISAL
2	\$76,500	\$90,000	\$92,000	\$81,500
3	\$78,500	\$93,000	\$96,000	\$83,500
4	\$91,500	\$118,000	\$133,000	\$96,500
66	\$50,000	\$59,000	\$51,000	\$57,000
67	\$50,000	\$59,000	\$51,000	\$57,000
68	\$50,000	\$56,000	\$47,000	\$57,000
69	\$50,000	\$56,000	\$47,000	\$57,000

Municipalities are obligated by legislation to sell land as close to appraised or assessed value as possible, this is Town owned land however, and not land sold on behalf of someone (as done with a tax recovery sale). Since the lots have been for sale since 2018 with no movement there would be justification if a list price was dropped below assessed or appraised value. At this time, Administration would not suggest obtaining a new appraisal as nothing has changed within the area or the lots.

OPTIONS:

- Keep the pricing as currently noted above (if this option is desired no motion is required).
- Reduce the price of the lots (by \$5000 each or another number as deemed appropriate).
- List with a local realtor so there is more promotion and advertising of the lots (if this option is desired a motion to proceed with realtor selection should be obtained).

POSSIBLE RESOLUTIONS:

Moved by Councillor _____ to reduce the current list prices on the lots within Tamarack, owned by the Town by \$ _____ each.

Or

Moved by Councillor _____ to direct Administration to investigate a real estate contract to list the Town owned parcels within the Tamarack subdivision for sale at \$ _____ list prices.

ATTACHMENTS:

- 1.) Property information sheet

PREPARED BY: Tara VanDellen Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: April 7, 2022



Claresholm

PROPERTY FOR SALE

TAMARACK SUBDIVISION



Lot 2, Block 117, Plan 8010781 - List Price: \$76,500 plus GST
Lot 3, Block 117, Plan 8010781 - List Price: \$78,500 plus GST
Lot 4, Block 117, Plan 8010781 - List Price: \$91,500 plus GST

Lot 66, Block 118, Plan 8010781 - List Price: \$50,000 plus GST
Lot 67, Block 118, Plan 8010781 - List Price: \$50,000 plus GST
Lot 68, Block 118, Plan 8010781 - List Price: \$50,000 plus GST
Lot 69, Block 118, Plan 8010781 - List Price: \$50,000 plus GST

PROPERTY SPECIFICATIONS:

Single Detached Residential (R1) Lots:

- ➔ Lot 66 – 26 Tamarack Road, size: 7093 ft² (water/sanitary serviced – power/ gas close by)
- ➔ Lot 67 – 24 Tamarack Road, size: 7200 ft² (water/sanitary serviced – power/ gas close by)
- ➔ Lot 68 – 22 Tamarack Road, size: 6600 ft² (water/sanitary serviced – power/ gas close by)
- ➔ Lot 69 – 20 Tamarack Road, size: 6600 ft² (water/sanitary serviced – power/ gas close by)

Multiple Residential (R4) Lots:

- ➔ Lot 2 – 5422, 2 St East, size: 18,000 ft² (currently not serviced by water/ sanitary)
- ➔ Lot 3 – 5432, 2 St East, size: 20,017 ft² (currently not serviced by water/ sanitary)
- ➔ Lot 4 – 19 Tamarack Road, size: 44,387 ft² (water/sanitary serviced)

SURROUNDING LAND USE MAP

	Single Detached Residential R1
	Duplex Residential R2
	Country Residential R3
	Multiple Residential R4
	Apartments R5
	Manufactured Homes R6
	Retail Commercial C1
	Highway Commercial C2
	Industrial I1
	Service Industrial I2
	Public P
	Agricultural / Transitional A/T
	Direct Control DC
	No Land Use





REQUEST FOR DECISION

Meeting: April 11, 2022

Agenda Item: 12

PITCH-IN CANADA 2022

DESCRIPTION:

Pitch-in Canada Week for 2022 is April 17-23. Administration would like Council's input regarding a town clean-up this year.

BACKGROUND:

Pitch-in Canada Week is typically the second last week of April. The Town of Claresholm has held a town-wide clean-up during Pitch-in Canada Week every year for many years to help clean-up our community in the spring. In 2020, we cancelled the clean-up due to COVID-19. Pitch-in Canada did not designate a Pitch-in Canada Week for 2021 with the ongoing pandemic. The Town of Claresholm still designated two clean-up days, Friday, April 23 and Saturday, April 24 to continue the spring clean-up tradition with COVID-19 restrictions in place. The Bylaw Officer oversaw the 2021 clean-up and was able to make some connections in the community.

Our meeting place is the downtown parking lot where bags are distributed as well as gloves. Maps of areas in town that could use a cleaning are provided. The Bylaw Officer is available to meet with the public on Friday, however a prior engagement means he will be unable to attend on Saturday. The Recreation Manger is willing to step in on Saturday to meet with the public.

In the past, public works has placed dumpsters in target areas for refuse, depending on participation from the community. We are hoping to include Centennial Park, Museum grounds, Amundsen Park, and the area around the new administration building.

Any members of Town Council that can donate some time to participate would be much appreciated.

COSTS/ SOURCE OF FUNDING (if applicable):

Tipping fees at the landfill and the cost for gloves should be our only costs. We have some bags left-over from past years. Public Works will be putting out the dumpsters and picking them up during their regular hours. Staff typically donate their time during the actual clean-up, but there may be some costs associated with traffic control should volunteers come forward.

PROPOSED MOTION:

Moved by Councillor _____ to approve town staff to coordinate April 22 and April 23, 2022 as Pitch-in Canada Days in the Town of Claresholm where the public is encouraged to "pitch-in".

PREPARED BY: Kyle Aikema, Bylaw Officer, Denise Spencer, Recreation Manager

APPROVED BY: Abe Tinney, CAO

DATE: April 7, 2022



REQUEST FOR DIRECTION

Meeting: April 11, 2022
Agenda Item: 13

Town Speed Limit

DESCRIPTION:

Over the last few years, several municipalities have changed their residential speed limits to 40km/hr. For example, Calgary and Edmonton dropped their unposted residential limits in 2021 to 40km/hr (<https://newsroom.calgary.ca/default-40-kmh-unposted-speed-limit-comes-into-effect-may-31-2021/>), (https://www.edmonton.ca/transportation/traffic_safety/residential-speed-limits).

Closer to Claresholm, Nanton changed its unposted speed limit to 40km/hour in 2019 (<https://www.nanton.ca/DocumentCenter/View/2269/Traffic-Bylaw-2019-update-FAQ>).

The general push for a 40km/hr limit is safety purposes – to reduce the probability of accidents and when accidents do occur, they will be less severe.

BACKGROUND:

Councillor Meister requested to have this discussion at Council meeting. Past Councils have not held formal discussions regarding reducing the speed limit in Town.

DISCUSSION/OPTIONS and Proposed Motion:

If council is interested in further discussion on a 40km/hr limit in town, administration can forward this item to the Emergency Services Committee on April 13. This committee has representatives from council, staff (bylaw), operations, fire department and the RCMP. There is good representation on this committee for a discussion on this topic. After discussion at the committee level, administration will prepare a report for Council discussion at a future Council meeting.

MOVED by Councillor _____, that administration research a 40km/hr speed limit in town and report back to Council.

If Council is generally not interested, then no action/motion is required.

PREPARED BY: Abe Tinney, CAO

APPROVED BY: Abe Tinney, CAO

DATE: April 7, 2022



**Town of Claresholm
Income Statement by Object
February 28, 2022**

Revenue	FEBRUARY	2022 YTD	2022 BUDGET
Net municipal taxes	(0.01)	0.03	(3,656,794.00) 1
Special assessments	-	-	(5,140.00)
User fees and sales of goods	(314,785.70)	(416,766.16)	(3,145,110.00)
Government transfers for operating	-	(174,860.54)	(330,890.00)
Investment income	(2,791.54)	(2,791.54)	(66,000.00)
Penalties and costs of taxes	(261.65)	(31,063.70)	(80,100.00)
Licenses and permits	(11,030.06)	(31,941.26)	(108,000.00)
Other local government transfers	(20,134.56)	(29,134.56)	(201,839.00)
Proceeds from disposal of capital assets	-	(19,185.00)	(40,000.00)
Franchise and concession contracts	(31,638.17)	(53,939.77)	(262,000.00)
Rental	(16,081.69)	(17,897.74)	(119,730.00)
Other	(3,251.33)	(4,351.95)	(82,500.00)
Government transfers for capital	-	-	(1,519,400.00)
	(399,974.71)	(781,932.19)	(9,617,503.00)
Expenses			
Salaries, wages and benefits	241,293.12	440,819.33	3,227,701.00
Contracted and general services	246,370.19	326,150.31	1,681,672.00
Materials, goods, supplies, and utilities	84,781.56	98,377.59	1,345,850.00
Bank charges and short-term interest	131.65	228.23	500.00
Interest on long-term debt	-	-	220,326.00
Other expenditures	2,153.27	2,760.76	88,890.00
Transfers to organizations and others	3,183.50	74,720.92	367,626.00
Amortization	-	-	1,725,865.00
	577,913.29	943,057.14	8,658,430.00
Internal Transfers			
Internal transfers	-	(5,547.87)	- 2
Net Income	177,938.58	155,577.08	(959,073.00)
Other			
Transfers to/from reserves	-	-	360,811.00
Capital expenditures	5,896.00	84,320.00	1,987,000.00
Debt Proceeds	-	-	-
Debt Principal Repayment	-	-	337,127.00
Amortization addback	-	-	(1,725,865.00)
	183,834.58	239,897.08	-

Notes

1 Minor rounding adjustments

2 Internal transfers net to NIL. Current YTD balance is due to timing of entries. Will balance to NIL at yearend.



Town of Claresholm
Income Statement by Function
February 28, 2022

Revenue	FEBRUARY	2022 YTD	2022 BUDGET
Tax and requisition revenue	(35,356.37)	(87,952.98)	(4,118,594.00)
General administration revenue	(12,375.55)	(44,324.17)	(501,730.00)
Police	(50.00)	(1,362.00)	(15,000.00)
Fire	(140.78)	(140.78)	(13,000.00)
Bylaw enforcement	(1,380.00)	(6,025.00)	(18,000.00)
Roads, streets, walks, lighting	(1,410.00)	(1,410.00)	(70,000.00)
Storm sewers and drainage	-	-	(893,468.00)
Water supply and distribution	(163,240.33)	(213,396.96)	(1,848,320.00)
Wastewater treatment and disposal	(64,236.26)	(80,442.81)	(575,312.00)
Garbage Collection	(38,709.25)	(55,916.25)	(429,000.00)
Recycling	(32,587.70)	(40,823.57)	(300,000.00)
FCSS	(20,734.56)	(68,615.19)	(227,774.00)
Cemetery	-	-	(20,500.00)
Physician recruitment	-	-	-
Economic development	(3,500.00)	(140,649.91)	(191,155.00)
Land use planning, zoning and development	(4,305.06)	(10,001.26)	(77,100.00)
Parks and recreation	(21,948.85)	(30,871.31)	(308,550.00)
Culture - libraries and museum	-	-	(10,000.00)
	(399,974.71)	(781,932.19)	(9,617,503.00)
Expenses			
Legislative	8,749.10	8,749.10	122,900.00
Administration	216,979.74	300,019.81	1,471,327.00
Police	-	-	168,179.00
Fire	12,735.46	20,420.16	220,849.00
Bylaw enforcement	11,974.84	18,678.88	122,919.00
Common and equipment pool	59,581.11	72,396.74	577,584.00
Roads, streets, walks and lighting	40,281.25	59,696.70	890,065.00
Airport	-	-	-
Storm sewers and drainage	829.54	829.54	286,203.00
Water supply and distribution	44,514.27	79,551.47	1,294,634.00
Wastewater treatment and disposal	7,321.86	11,015.20	522,882.00
Garbage Collection	24,962.83	35,712.12	397,655.00
Recycling	5,636.26	21,060.54	301,988.00
FCSS	12,059.92	32,060.64	239,868.00
Daycare	3,183.50	6,367.00	38,202.00
Cemetery	2,078.20	2,273.64	20,535.00
Physician recruitment	-	-	3,000.00
Economic development	21,801.62	67,630.79	368,509.00
Agriculture - weed and pest control	-	-	46,653.00
Land use planning, zoning and development	24,954.21	35,043.32	185,203.00
Parks and recreation	58,328.50	102,623.04	983,155.00
Culture - libraries and museum	21,941.08	68,928.45	396,120.00
	577,913.29	943,057.14	8,658,430.00
Net Income	177,938.58	155,577.08	(959,073.00)

Notes:



INFORMATION BRIEF

Meeting: April 11, 2022
Agenda Item: 15

MUNICIPAL EMERGENCY PROGRAM (MEP) REVIEW REPORT

DESCRIPTION:

The Alberta Emergency Management Agency (AEMA) conducts annual reviews to ensure municipalities are compliant with legislation, have reviewed and updated their emergency plans and have been able to engage staff in training opportunities and exercises. AEMA is also looking to see how the organization is engaging the community to promote and support emergency preparedness and resiliency building. Garry Dzioba, our regional AEMA Field Officer, conducted this review.

DISCUSSION/OPTIONS:

Highlights of the report are:

- a) We are compliant with legislative requirements of the updated Emergency Management Act (EMA) and the Local Authority Emergency Management Regulations (LAEMR).
- b) We have completed all of the required emergency management tasks, such as:
 - A well formatted and up-to-date Municipal Emergency Plan (MEP),
 - Emergency management agency and committee meetings are occurring,
 - Emergency Social Services (ESS) meetings, plans and programs are in place,
 - Organization wide training, drills & exercise programs are in place:
 - ❖ All elected officials have the Municipal Elected Officials (MEO) course,
 - ❖ All full-time staff have Basic Emergency Management (BEM) and ICS-100,
 - ❖ All full-time staff have been trained in and supplied with a 72-hour E-Prep kit,
 - ❖ Key staff have ICS-200, ICS-300, DEM, Emergency Reception Center training, Scribe training and Information Officer training.
 - Grant funding is being accessed and regional considerations (regional exercise),
 - The utilization of the Community Emergency Management Program (CEMP), which includes the Hazard Identification Risk Assessment (HIRA),
 - Community engagement programs are in place such as "Are You Ready" and E-Prep.

The Town of Claresholm Emergency Management (EM) program has had substantial growth in the past few years. The organization has really taken hold of the importance of a strong EM program and the benefits that come from having increased capacity and enhanced EM skills to coordinate and manage a substantial incident. This was very evident in how the EM team collaborated with our regional partners during the wildfire and 8th street standoff incidents. Both incidents resulted in command and reception centers being established. Debriefings were conducted with the staff, outside organizations involved and the AEMA Field Officer, as well as an After-Action Report (AAR) being generated for internal development and presented to AEMA.

ATTACHMENTS:

- 1.) CEMP Review (March 4, 2022) Municipal Emergency Program Review Report

PREPARED BY: Jason Hemmaway, DEM

APPROVED BY: Abe Tinney, CAO

DATE: April 7, 2022

MUNICIPAL EMERGENCY PROGRAM REVIEW REPORT (MEP Review)

Municipality: Town of Claresholm
Date of Visit: March 4th, 2022
Activity: Municipal Emergency Plan (MEP) review
Participants: Jason Hemmaway, Director of Emergency Management
Tara VanDellen, Deputy Director of Emergency Management
Garry Dzioba, Field Officer AEMA
Report Date: March 17th, 2022

Report Notes:

I had the pleasure of conducting a Municipal Emergency Program (MEP) review with you in the Town of Claresholm new Administration Building on March 4th, 2022. I wanted to provide you with some feedback as a result of this review, please see the detailed MEP review report below.

The following topics were discussed during this review: Legislative requirements due to the updated EMA (November 2018) and Local Authority Emergency Management Regulations. Confirmed contact information was up-to-date, EM agency meetings, EM Committee meetings, ESS, training & exercises, grant funding, regional considerations, previous events and the upcoming "Flying Bull" functional exercise.

We also discussed the Community Emergency Management Program (CEMP), which included the Hazard Identification Risk Assessment (HIRA). CEMP also has an emergency management library with all the applicable ICS Forms for handling an event impacting your municipality.

Respectfully,

Garry Dzioba

AEMA Emergency Management Field Officer, South Region, AB

☎ Office: (403) 562-3374 for long distance, dial 310-0000, then enter office number including area code

☎ After hours: 1-866-618-2362 📞 Cell: (587) 594-4211 ✉ e-mail garry.dzioba@gov.ab.ca

🌐 Web page: <http://www.aema.alberta.ca>

Community Emergency Management Program (CEMP) Review

YEAR: 2021-2022

Community / Municipality / Regional Name:
Town of Claresholm

Regional Partners:
No current Regional Partnership for Emergency Management, there is a very strong working relationship with the other municipalities within the MD of Willow Creek and the MD itself, as such the regional field officer has recommended considering a regional emergency management partnership to further strengthen your emergency management capacity.

Emergency Management Officials Present at Meeting:
DEM - Jason Hemmaway DDEM – Tara VanDellen

Date of Review:
March 4th, 2022 Claresholm Town Administrative Office.

Field Officer(s):
Garry Dzioba, Regional Field Officer, South Region

Field Officer(s) Signature(s):
<i>Garry Dzioba</i>

Summary:

Bylaw:

Municipal bylaw has been updated and passed by Council on October 15th, 2019.

Emergency Program:

Update: Over the past year Jason and Tara have continued to strengthen the Town of Claresholm emergency management program. During the COVID-19 pandemic Jason and his team addressed the many challenges this pandemic presented head on, utilizing the appropriate ICS forms kept your E.M. Team informed with a clear understanding of the objectives you were trying to meet. This Pandemic was trying for all municipalities and levels of government, if there was a benefit many municipalities including Claresholm took this as an opportunity to test your E.M. Program and make adjustments where necessary.

Previous comments: Jason and his team have been very proactive over the past year from building in staffing redundancy to developing an emergency management-training program. Recent legislative changes require specific training needs for several staff within the Town of Claresholm, these challenges are being met bringing the Town of Claresholm that much closer to meeting these challenges.

Exercises & Training:

Update: The past couple of years saw a significant disruption in emergency management course delivery, Claresholm has conducted a number of drills to ensure staff were thinking down the lines of E.M. even during this disruption. The return of training has provided Claresholm the ability to continue with the training program they had developed pre-COVID, prior to this review Claresholm municipal staff have completed ICS-200 & 300 courses. Your engagement with the MD of Willow Creek regarding the Functional Exercise "Flying Bull" scheduled for October 4-6, 2022 will be a true test of the capacity and skill of your team. I look forwarding to seeing your team know this out of the park given the capacity and skills you have acquired.

Previous comments: Over the past two years the Town of Claresholm has hosted several emergency management and ICS Canada courses. Working off a two-year training cycle that was developed in consultation with the Regional Field Officer, Claresholm has achieved an enhanced team of professionals ready to face the challenges of a significant emergency or disaster.

Best Practices:

Update: Nothing further to add.

Previous comments: Emergency management skills are perishable, continuing to offer training opportunities along with developing and exercise plan from workshops, tabletop exercise to functional and full scale exercises will keep you and your team sharp and ready to respond if and when needed.

Bylaw, Order, Resolution:

#	LEMR	Requirements	Yes	No	N/A
1	Section 2(1)	Appoints an emergency advisory committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Section 2(2)(a)	Sets out the purposes of the committee, both during an emergency or disaster and when those events are not occurring	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Section 2(2)(b)	Establishes that the committee provides guidance and direction to the local authority's emergency management agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Section 2(2)(c)	Establishes procedures that must be followed when declaring a state of local emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Section 2(2)(d)	Identifies the committee's membership and Chair by title or position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Section 2(2)(e)	Sets out a minimum meeting frequency for the committee, which must be at least once per year 3.5 (d)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Section 2(2)(f)	Outlines committee quorum and procedural requirements for decision making unless these requirements are set out in another local authority bylaw 3.3 (a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Section 3(1)	Establishes the local authority's emergency management agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Section 3(2)(a)	Sets out the responsibilities of the agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Section 3(2)(b)	Appoints a person as the director of emergency management, or states that a person who holds a specified title or position is appointed as the director of emergency management by virtue of holding that title or position 3.3 (c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Section 3(2)(c)	States that the agency is responsible for the administration of the local authority's emergency management program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Section 3(2)(d)	Identifies the frequency at which the agency must report to the emergency advisory committee: <ul style="list-style-type: none"> - Must be once per year - Must include an update on the agency's activities and review of the local authority's emergency plan 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Section 3(2)(e)	States that the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the local authority's emergency management agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Section 3(2)(f)	If the agency is acting as the agent of more than one local authority, indicates which local authorities the agency is acting for	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Section 7(1) 14(b)	If the local authority has delegated some or all of its powers or duties under the Act to a regional services commission, states which powers or duties are delegated, and whether the local authority will maintain an independent emergency management agency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Section 7(2) 14(c)	If the local authority is to be represented by a joint committee, sets out which powers or duties are delegated to the joint committee	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Section 7(3)(a) 14(d)	If a summer village has delegated some or all of its powers or duties under the Act to another local authority, states which powers or duties have been delegated	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18	Section 7(3)(b)	The other local authority must establish in a bylaw that it has accepted the powers and duties that have been delegated to it from the summer village	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Bylaw Comments:

Update: No change.

Previous comments: The Town of Claresholm has updated their Emergency Management Bylaw in October 2019, which is in line with the regulation changes in the EMA & LEMR.

Emergency Program:

#	LEMR	Requirements	Yes	No	N/A
19	Section 4(a)	A description of the administration of the emergency management program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Section 4(b)	The procedures for implementing the emergency plan during an emergency or exercise response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Section 4(c)	The local authority's plan for preparedness, response and recovery activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Section 4(d)	A Hazard and Risk Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Section 4(e)	Emergency management program exercises that the local authority will engage in	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Section 4(f)	The plan for regular review and maintenance of the emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Section 4(g)	The emergency management agency's plan for review and maintenance of the emergency plan after an exercise, emergency or disaster Recovery + Training plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Section 4(h)	How the command, control and coordination system prescribed by LEMR, Section 3(3) will be used by the emergency management agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Section 4(i)	The assignment of responsibilities to local authority employees and elected officials, by position, respecting the implementation of the local authority's emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Section 4(j)	A training plan for staff assigned with responsibilities under the emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Section 4(k)	The mechanisms that will be used to prepare and maintain an emergency management staff contact list for employees and elected officials who have been assigned responsibilities respecting the implementation of the emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Section 4(l)	The plan for communications, public alerts and notifications during exercises, emergencies and disasters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Section 4(m)	The plan for providing emergency social services during an emergency or disaster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Section 5(1)	The emergency management agency must review the emergency plan that applies to that local authority at least once per year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Section 5(2)	The emergency management agency must make the emergency plan that applies to that local authority available to the Alberta Emergency Management Agency for review and comment annually	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Section 5(3)	In the case of a summer village that has delegated their duties relating to the maintenance of an emergency plan to another local authority, that other local authority's emergency management agency is responsible for complying with subsection (1) and (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Emergency Program Comments:

Update: Over the past few there has been substantial growth and advancement for the Town of Claresholm emergency management program. Jason and his team have really taken ahold of the importance of a strong E.M. program and the benefits that come from having an increased capacity and enhanced E.M. Skills to coordinate and manage a substantial incident. The hardcopy MEP is very well laid out, easy to access and updated, well done, keep up the great work.

Previous comment: Other than a plan for regular review and maintenance of the emergency plan, along with a decision for activation of your ICP, your Emergency Management Program is very thorough and well thought out.

Exercises & Training:

#	LEMR	Requirements	Yes	No	N/A
35	Section 6(1)	Unless an exercise under subsection (2) is carried out that year, the emergency management agency must engage in at least 1 exercise per year in which: <ul style="list-style-type: none"> - Participants identify a significant possible emergency or disaster scenario - Discuss how the local authority would respond to and resolve emergency management issues that may arise from the scenario 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Section 6(2)	The emergency management agency must engage in at least 1 exercise every 4 years in which: Training Plan <ul style="list-style-type: none"> - Participants identify a significant possible emergency or disaster scenario - Carry out actions as if the significant emergency or disaster was actually occurring, but without deploying personnel or other resources 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Section 6(3)	The emergency management agency has met the requirements of subsection (2) by responding to an emergency or disaster within the previous 4 years that resulted in the implementation of the emergency plan and a written post-incident assessment that included observations and recommendations for improvement and correction action Ammonia Leak	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	Section 6(4)	The emergency management agency has met the requirements of subsection (1) and (2) by participation in a regional emergency exercise that required the utilization of relevant portions of the local authority's emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Section 6(5)	The emergency management agency must submit an exercise notification to the Alberta Emergency Management Agency 90 days prior the commencement of the exercise referred to in LEMR, Section 6(2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	Section 6(6)	The exercise notification must outline the exercise scenario, state the exercise objectives, identify the participants and state the date the exercise will be conducted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	Section 8(1) 8(2)(a)	Each elected official must complete the courses as prescribed the Managing Director of AEMA, within 90 days of taking official oath <ul style="list-style-type: none"> - Elected Officials course 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42	Section 8(1) 9 (1-3)	Councilors of an ID, persons with delegated powers and duties for an ID, Special Areas Board members – each person must complete the courses as prescribed by the Managing Director of AEMA, within 90 days of appointment <ul style="list-style-type: none"> - Elected Officials course 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43	Section 10(1) 10(2)	The Director of the Emergency Management Agency must complete courses, as prescribed by the Managing Director of AEMA, within 18 months of appointment <ul style="list-style-type: none"> - Basic Emergency Management - ICS 100, ICS 200, ICS 300 - Director of Emergency Management course 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	Section 12 13	(Exemptions, extensions or alternate course credit may be granted by the Managing Director, AEMA).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
45	Section 11(1) 11(2)	Each employee of the local authority who has been assigned responsibilities respecting the implementation of the emergency plan must complete courses, as prescribed by the Managing Director of AEMA, within 6 months of assignment <ul style="list-style-type: none"> - Basic Emergency Management - ICS 100 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exercises & Training Comments:

Update: See above.

Previous comments: Well done Claresholm, your commitment to training and staff development will surely pay dividends when you are faced with that harsh reality of a major emergency or disaster impacting your municipality. Although you have dealt with the ammonia leak that triggered and ICP activation, we recommend continuing on developing your 3-5 year exercise and training program.

Best Practices:

#	Requirements	Yes	No	N/A
46	Pre-Identification of Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47	Shelter-in-Place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48	Evacuation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49	Re-Entry Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50	Pets Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51	Livestock Plan will utilize the M.D. of Willow Creek #26 plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52	Post Event Procedures/Guidelines Training Plan + E-Prep workshops	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Best Practices Comments:

Update: Over the past couple of years the Town of Claresholm has dealt with a few incidents where debriefings were conducted where the AEMA Field Officer was invited to participate and provide feedback. Debriefings bring great value to those engaged in the event, a chance to identify things that went well and things we would do differently next time. It take good coordination, rules of engagement and planning to ensure these debriefings are constructive and remain "brief". Once a debriefing has been conducted produce an after action report (AAR) summarizing the event, identifying gaps in your MEP that need to be resolved, task out these deficiencies for a resolution, amend your MEP and run an exercise to see if the changes have resolved the deficiency.

Previous comments: Ensuring that your evacuation plans are well understood by your Agency partners who will be tasked with executing this plan if and when required, will result in improved efficiency and reduced confusion. We also recommend updating town's maps yearly, have multiple copies laminated and ready for use in the field by your emergency partners. Regardless of the activation to coordinate an event, post event briefings, lesson identified, Critical Stress Debriefings are a must. Produce and distribute an After Action Report that is shared with all our E.M. Partners, finally save that documentation for future reference.



Claresholm

Economic Development
Where **Community** Takes Root

INFORMATION BRIEF

Meeting: April 11, 2022

Agenda Item: 16

Economic Developers of Alberta Awards Presentation

DESCRIPTION:

The Annual Economic Developers of Alberta Leaders' Summit & Conference was held in Kananaskis, AB on April 6 – 8, 2022. The Town of Claresholm submitted for three awards – Economic Developer of the Year, and two Community Awards. Two of the submissions were chosen to be recipients of awards.

Brady Schnell - Economic Developer of the Year Award. Awarded to an individual who has made significant contributions to economic development within the province of Alberta

Town of Claresholm **Welcoming Claresholm** - Community Awards of Excellence for Implementation of ESG (Environment, Social, Governance) in an Economic Development Project



PREPARED BY: Sheila Karsten

APPROVED BY: Abe Tinney

DATE: April 8, 2022



Town of Claresholm

Council Committee Report

Date: April 11, 2022

Mayor Petrovic	
Councillor Carlson	
Councillor Cutler	
Councillor Kettles	
Councillor Meister	
Councillor Schlossberger	<p>Attended Southgrow economic development summit. Claresholm well represented. Councillor Carlson, Brady Schnell, Abe and me. Found Dr. David Ames talk about how the Australian government's approach to solving Australia's rural doctor/nurse shortfall. The Australian federal mandated that there be Medical Schools be operated in rural areas, with the hopes that some of those graduates would stay in the rural areas. It was moderately successful. Most doctors in Australia paid on a salary basis, not fee for service. The problem with this structure is that you have troubles convincing doctors to work on call in hospitals. Enjoyed Charles McArthur from the Lethbridge college who was on a panel with Brady talking about Labour Market shortages. Talked about us</p>



Town of Claresholm

	<p>as region developing a Strat. Plan for retaining graduates at Lethbridge College in our region for employment. Need to create more of a connection to entice graduates to stay and work in our region. Employers need to become more engaged. We as a region need to show graduates the advantages to staying and working in southern Alberta. Very good meeting. Except that I caught Covid there.</p> <p>AlbertaSW meeting same evening. Had a very interesting presentation by a internet company from Calgary. Had a very different business plan compared to what I have seen before. If we signed up we as a municipality could become a limited partnerships with this company. Would give us the opportunity to earn funds on that partnership. Only catch was you had to achieve 75% penetration in our market. That would never happen. In the round table discussion we heard from Fort Macleod about getting a MacDonalds, about selling industrial lots and a few residential lots.</p> <p>Had a short landfill meeting. Awarded a tender to dig a new dry cell at the landfill. Another big ticket item. Interesting how much money you need to have in the bank. Staffing at the landfill returning slowly!! We were downtown two out of five! Caused some alarm. Landfill does not have the option to close down.</p> <p>Meetings coming up: SouthGrow quarterly meeting April 28. This meeting should be interesting. Getting a tour of the new agriculture hub building at exhibition park.Hall board April 28. Next landfill meeting likely to be on zoom.</p>
Councillor Zimmer	

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - January 24, 2022				
12	RFD: Electric Vehicle Charging Station - Moved by Councillor Schlossberger to direct Administration to submit a letter of interest to the Municipal Climate Change Action Centre Electric Vehicle Charging Program. CARRIED MOTION #22-012	Brady	EDO attended information gathering meeting Feb 22. Working with Infrastructure Director to determine feasibility of a level-3 charging station at the Multiuse Building	In progress
Regular Scheduled Meeting - March 28, 2022				
3	CORRES: 2022 WCCHS Grad Parents - Moved by Councillor Kettles to provide a gift basket worth approximately \$100 to the WCCHS Best Ball Golf Scramble to be held on May 7, 2022 at the Bridges at Claresholm Golf Club. CARRIED MOTION #22-043	Erin	Basket has been delivered	Complete
4	CORRES: Rose Petek - Moved by Councillor Kettles to direct administration to send a letter to the Alberta Consumers' Representative expressing the Town's concern with ever increasing utility costs in rural communities and to cc the MLA and appropriate Ministers on this letter, and to direct administration to work towards providing a more detailed utility bill statement from the Town to our users to make it easier to understand. CARRIED MOTION #22-044	Abe	Correspondence has been sent	Complete
5	RFD: The Station Lease Renewal - Moved by Councillor Carlson to approve the 2022 Mackin Hall / the Station Lease Agreement as presented. CARRIED MOTION #22-045	Abe	Lease Signed and Filed	Complete
6	RFD: Active Transportation Fund - Moved by Councillor Zimmer to support the Town's application to the Active Transportation Fund for the purpose of new Amundsen Park pathways, ramps, and lighting upgrades in the amount of \$350,842.09. CARRIED MOTION #22-046	Tara	Letter submitted with grant application.	Complete
7	RFD: Health & Safety Policy Update - Moved by Councillor Kettles to adopt the Town of Claresholm's updated Health and Safety Policy, Policy #1.3.01 as presented effective March 28, 2022. CARRIED MOTION #22-047	Jason	Policy Manual has been updated	Complete
8	RFD: Community Advertising Program - Moved by Councillor Schlossberger to discontinue the Community Advertising Program offered by Claresholm Economic Development, and cancel Community Advertising Program Policy #5.2.05. CARRIED MOTION #22-048	Brady	Wind down of the program has begun	In progress

9	RFD: Council Strategic Plan - Moved by Councillor Carlson to approve the Town of Claresholm's 2022-2026 Strategic Plan as presented. CARRIED MOTION #22-049	Abe	Strategic Plan has been posted to the website and social media, and shared with administration.	Complete
10	RFD: Ad Hoc Community Development Committee - Moved by Councillor Schlossberger to approve the Community Development Committee's Terms of Reference as presented with the Committee to be reviewed in two years time. CARRIED MOTION #22-050	Abe	Council will be discussing board appointees on the 11th.	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: April 8, 2022

INFORMATION ITEMS

Karine Keys

From: Nara Fedozzi <naraf@rowanhouse.ca>
Sent: April 1, 2022 3:09 PM
Subject: Safe at Home - Program Updates / New podcast live

Hi everyone,

Good afternoon. I hope you all are having a wonderful week!

I am reaching out to provide you with an important update on the Safe at Home Program. Due to funding constraints, we have made the difficult decision to put a hold on the Creating Positive Relationship Group – our online program. Effectively immediately, we are no longer able to accept new applications for the online program. We understand this may be a big impact to some, as it has been an alternate resource for clients who have been facing extremely long waitlists to accessing services. That said, I want to assure you that we will continue to offer our core mandate program – which is our *In-House* service.

To recap, Safe at Home offers a unique opportunity for those looking to make a positive change to remove themselves from a volatile situation and focus on developing skills to self intervene in the cycle of abuse as well as receive individualized supports through our case management services. It is also an opportunity for the impacted family to stay safe at home, allowing them to remain close to their supports, work, school, etc. We work collaboratively with Rowan House Outreach Team to provide wrap around services to families and ensure safety is in place.

SAH is a voluntary program, which means, clients may or may not be involved with the legal system.

The program is divided into three phases, as follows:

Phase One: Minimum of 4 weeks in our transitional home - with possibility of extension depending on individual circumstances. During their stay, men are either working towards returning to the family residence or acquiring housing for independent living

- Length of stay is dependent upon individual circumstances.
- Each week consists of three sessions: group psychoeducation or life skills group workshops.
- Weekly individual psychoeducation, life skills or case management sessions.

Topics covered in the psychoeducation groups on phase I:

1. Definitions of Abuse
2. The Power and Control Wheel
3. Self Intervention Using the Control Log
4. Cycle of Abuse
5. Destructive Beliefs About Manhood
6. Owning Up That You Have a Problem
7. Thinking Errors
8. Domestic Violence and Substance Abuse

Phase Two: 10 weeks

- Weekly group psychoeducation sessions.
- Monthly individual psychoeducation, life skills or case management sessions.

Topics covered in the psychoeducation groups on phase II:

1. Healthy vs. Unhealthy Relationships
2. Intensity vs. Independence
3. Disrespect vs. Loyalty
4. Control vs. Equity
5. Isolation vs. Trust
6. Obsession vs. A Comfortable Pace
7. Guilt vs. Taking Responsibility
8. Put-downs vs. Respect
9. Anger vs. Communication
10. Transition Rites

Aftercare Program: 8 months

- Monthly psychoeducation, life skills or case management sessions.

Case Management, as indicated above, is available for all clients accessing our in-house service. It is based on the individual circumstances of each client. It can include Referrals to and Support with:

- Court and Legal Support
- Income Support
- Basic Needs (housing, food, clothing, furnishings)
- Parenting Programs
- Community Resources
- In Home Support Services
- Counselling/Mental Health
- Addiction Services
- Education
- Employment

If anyone has questions on the program, we can be reached at **403-468-2042** or **SAH@rowanhouse.ca**. This number and email account are monitored by the SAH program support workers regularly, therefore, the best way to reach us during business hours.

I also wanted to this as an opportunity to let you know our newest episode of The Journeys to Hope and Healing podcast is now live. On this episode – Jail isn't always the answer, we had the honour of having Judge Mark Tyndale and Raelene Notti from Resolution Services joining us. I invite you all to listen to this amazing discussion:

<https://www.buzzsprout.com/887248/10356614>

Thank you to each and everyone of you for supporting Safe at Home. I look forward to continue working with you!

Have a wonderful weekend!

Kindest regards,
Nara Fedozzi



Safe at Home Program Director
Box 5121, High River, Alberta
T1V 1M3

Alberta SouthWest Bulletin April 2022

Regional Economic Development Alliance (REDA) Update

❖ Peaks to Prairies Top 100 Story recognized at ITB Berlin International

Green Destinations Story Awards celebrate the outstanding Good Practice Stories of the Top 100 list, which are then further evaluated, in 6 categories, at the international ITB Berlin tourism conference. Peaks to Prairies was named Top 3 in the category of “Decarbonizing the Destination Supply Chain”.
The awards ceremony was held virtually on **March 11, 2022**.



❖ Tourism Town Hall Events

Travel Alberta and the Tourism Industry Association of Alberta (TIAA) co-hosted a series of in-person Tourism Town Halls in communities across the province. Travel Alberta CEO David Goldstein noted that a recent study by Destination Canada showed Alberta is consistently ranked highest in Canada in terms of tourist receptivity which gives the province an advantage in attracting visitors. Here are some news reports on our local events:

Lethbridge Herald <https://lethbridgeherald.com/news/lethbridge-news/2022/03/10/travel-alberta-looking-to-jumpstart-provincial-tourism-industry/>

Toronto Star/Shootin' the Breeze <https://www.thestar.com/news/canada/2022/03/16/tourism-recovery-strategy-announced-at-pincher-creek-town-hall.html?rf>

❖ Meeting with Minister Schweitzer

Board Chairs and Executive Directors of SouthGrow and AlbertaSW met with the Hon. Doug Schweitzer, Minister of Jobs, Economy and Innovation to share ideas on the planning and communications between our municipalities and the department can effectively create positive economic development outcomes.

❖ Presentation about “short tower” broadband network technology

AlbertaSW Board and municipal administration attended a presentation from Sequorum Inc. about their proprietary Quocom™ internet network technology. Described as “short tower” wireless technology, it may be a viable rural option that is fast (1 Gbps+) with “virtually unlimited” backhaul capability that can cover any terrain at roughly ¼ the cost of other network technologies. The business model is a partnership equity, investors and financing options.

❖ Bomber Command recovery mission

Pieces of RCAF Halifax bomber HR871 from 405 squadron are being recovered in the Baltic Sea near Sweden. Compressed air tools and hand tools are being used to cut through the bent ends of the Halifax wing main spar to get another piece that is critical to our wing build in Canada. For the last 10 years, Halifax parts have been collected from all over Europe, and the parts from the underwater Halifax will add to the parts already collected to build a complete plane to be displayed at the Bomber Command Museum of Canada in Nanton, next to the Lancaster.



❖ Resolutions in recognition of International Economic Development Week

Economic Developers Alberta, in partnership with AM and RMA, encourage municipalities to pass a council resolution in support of International Economic Development week, May 9-13, recognizing the important work of our economic development professionals and organizations.

<https://www.edaalberta.ca/Economic-Development-Week>

Alberta SouthWest Regional Economic Development Alliance

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

Green Destinations Top 100 Sustainable Global Destinations and Top 3 Best of the Americas

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Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday, March 2, 2022-6:30pm-Zoom



Board Representatives

Brad Schlossberger, Claresholm
Sahra Nodge, Pincher Creek
Keith Robinson, Waterton
Rick Lemire, MD Pincher Creek
Kevin Todd, Nanton
Barbara Burnett, Cowley
Cam Francis, Cardston County

Tim Court, Cardston
Milo Holthe, Glenwood

Resource Staff and Guests

Tony Walker, CFABSW
Selena McLean-Moore, JEI
Linda Erickson, PrairiesCan
Bev Thornton, AlbertaSW

- | | | |
|----|--|---|
| 1 | Call to Order/ | Vice-Chair Brad Schlossberger called the meeting to order. |
| 2 | Approval of Agenda | Moved by Kevin Todd THAT the agenda be approved as presented.
Carried. [2022-03-767] |
| 3 | Approval of Minutes | Moved by Barbara Burnett THAT the Minutes of February 10, 2022, be approved as presented.
Carried. [2022-03-768] |
| 4 | Approval of Cheque Register | Moved by Rick Lemire THAT cheques #3027 to #3045 be approved as presented.
Carried. [2022-03-769] |
| 5 | Authorize Agent for Service- | Moved by Blair Painter THAT the Executive Director be authorized to submit the Annual Return to Alberta Corporate Registry on behalf of AlbertaSW.
Carried. [2022-03-770] |
| 6 | Southern Alberta Succession Matching Partnership | Tony Walker provided an update and noted that any businesses registered before the program ends (March 31) will continue to receive support for 3 years. |
| 7 | New Projects Plan | JEI amendment to Grant Agreement allows early distribution of funds for 2022-23 and optional \$25,000 for projects. Documents have been submitted. |
| 8 | Economic Development Week | AlbertaSW municipalities are encouraged to submit a council resolution in recognition of International Economic Development Week, May 9-13, 2022. |
| 9 | Upcoming Events | Accepted as information; details have been distributed via Board Bulletin. |
| 10 | Executive Director Report | Accepted as information. |
| 11 | Round table updates | Accepted as information. |
| 12 | Upcoming Meeting | ➤ March 30, 2022- replaces regular meeting date of April 6, 2022-location TBD |
| 13 | Adjourn | Moved by Blair Painter THAT the meeting be adjourned.
Carried. [2022-03-771] |

Chair

Approved March 30, 2022

Secretary/Treasurer



**INTERMUNICIPAL EMERGENCY SERVICES
FIRE CHIEFS COMMITTEE MEETING
MINUTES**

REGULAR MEETING
Tuesday, October 5, 2021

The regular meeting of the Fire Chiefs Committee was held at the M.D. of Willow Creek Administration Building on Tuesday, October 5, 2021, commencing at 10:20 a.m.

IN ATTENDANCE: Kelly Starling, Emergency Services Coordinator, M.D. of Willow Creek
Mike Matchett, Fire Chief, Town of Nanton
Doug Arkes, Deputy Fire Chief, Town of Nanton
Craig White, Fire Chief, Town of Claresholm
Dallas Woodman, Deputy Fire Chief, Town of Claresholm
Duncan McLean, Fire Chief, Hamlet of Granum
Jim Watson, Fire Chief, Town of Stavelly (arrived at 10:46 a.m.)
Allen Zoeteman, Fire Chief, Town of Fort Macleod
Sean Kelly, Deputy Fire Chief, M.D. of Willow Creek
Kathy Wiebe, Recording Secretary

CALL TO ORDER: The meeting was called to order at 10:20 a.m.

**ACCEPTANCE OF
AGENDA**

FCC-21/19

MOVED by Fire Chief White that the agenda be adopted with the following addition:

- 6.c. 1001 Update/Course Update

CARRIED

**ADOPTION OF
MINUTES**

FCC-21/20

MOVED by Fire Chief Zoeteman that the Minutes of the Regular Meeting of the Fire Chiefs Committee held on June 22, 2021, be adopted as presented.

CARRIED

OLD BUSINESS

Review of Action List

- Interest in Fire Officer Level 1 & ICS 201 Form training
The ICS 201 Form training will take place on Tuesday, November 16, 2021 at the Claresholm Firehall with supper being provided at 6:00 p.m. A meeting invite will be sent out to all the Fire Chiefs. A list of attendees from each hall can be sent to Kathy.

- AFRRCS Radio Install
 - Station 11 received 1 gang charger, 18 long-life batteries and 5 radios with chargers;
 - Station 12 received 1 gang charger, 17 long-life batteries and 4 radios with chargers;
 - Station 13 received 1 gang charger and 26 long-life batteries;
 - Station 14 received 1 gang charger, 7 long-life batteries and 3 radios with chargers; and,
 - Station 15 received 22 long-life batteries.

Every MD unit should now have a working VHF and AFRRCS base station radio. There are two extra radios and seven extra long-life batteries in Deputy Fire Chief Kelly's office to be used as spares.

FCC-21/21

MOVED by Fire Chief Matchett that the Action List and the above-noted points of discussion be accepted for information.

CARRIED

NEW BUSINESS

Local Authority Emergency Management Regulation requirement for Basic Emergency Management and ICS 100 (online thru AEMA training)

The Fire Chiefs are to email a list of members that require BEM and ICS 100 training to Emergency Services Coordinator Starling, and then Kathy will organize the courses through AEMA training.

Alberta Motor Transport Driving Simulator/Emergency Vehicle Operations Course (EVOC)

Fire Chief White presented on the Alberta Motor Transport Association simulator. It is a mobile training unit that can be brought down to the Claresholm Firehall with an instructor to show Chief White how to use it. Whatever type of training is required they can simulate it. The cost is just under \$5,000.00, and it would

be available for 12 months once the package is purchased. The results of the training can be downloaded to a member's profile, and it will assist with proof of training and proficiency.

Deputy Fire Chief Kelly presented on the Emergency Vehicle Operations Course. It is 40 hours of training, and contains both theory and practical. Class size is a maximum of 20 people (12 – 15 is ideal). The cost is \$3,500.00 plus GST. Part of it is usually held over a weekend.

It was noted that most departments will have money available in their training or equipment budget.

Discussion: Is EVOC NFPA recognized? What is the cost of getting someone trained as an instructor so the training can be done in-house? Are we after certification or just seat time? Having our own in-house instructor(s) would allow for greater flexibility in scheduling.

The Fire Chief Committee members would like further information on the costs associated with becoming an EVOC instructor. This will help determine how many members can be trained as instructors.

Fire Chiefs are to remind their members that when driving a tender, they are to not turn the lights and sirens on until they are on scene.

Update on Specialty Teams (i.e., Rope Rescue, Search & Rescue)

SAR: Emergency Services Coordinator Starling advised that he has been in discussion with various SAR groups in southern Alberta. He has asked to join the Pincher Creek SAR group. At this point Pincher Creek SAR consists of volunteers from Pincher Creek and Crowsnest Pass, and is willing to accept Willow Creek volunteers. Brett Wuth is the overarching lead for the group. There is discussion about formalizing a southwestern Alberta search group consisting of Pincher Creek, Crowsnest Pass and Willow Creek. There would be team leads for each district. Kelly Fowler would like to be the Willow Creek team lead. If a search is required for either Willow Creek or Ranchland, Brett would assemble the team. The RCMP will continue to be responsible for tasking the group when a search is required.

Budgets for SAR would be separate from fire, and would not be managed by the Fire Chiefs. SAR gear would be kept at the firehalls.

The Fire Chiefs Committee confirmed they are agreeable to the general concept of joining a southwestern Alberta SAR group. Emergency Services Coordinator Starling is to continue working with Brett Wuth on the idea.

Rope Rescue: Claresholm Fire Department has a basic setup for four members, which includes harness, helmets and sked. 1006 training is not yet complete. Ropes will not go into service until the rope team is 1006 certified by way of a MD hosted course.

Nanton Fire Department has 4 – 6 qualified members. No high angle, just low slope.

Is there enough interest to form a regional team that can be toned out? It will help utilize the equipment, and a formal training scheduled can be built to keep skills current.

Clayton Rutberg is an instructor for 1006 Operations. He prefers a class size of approximately 16 people, and the cost would be approximately \$2,000.00. He is available for November 13th and 14th if there is enough interest for training. There could also be a Team Lead position. Emergency Services Coordinator Starling could prepare a posting for the Team Lead position so there is an understanding of the expectations. Members of a team will need to be certified to participate in the hot zone. If a member is not certified, but has received training, they can respond just cannot work in the hot zone. The Team Lead would need to develop some policy and procedures for responding and callouts.

FCC 21/22

MOVED by Fire Chief White to book Clayton Rutberg for the 1006 Operations training for November 13th and 14th, 2021.

CARRIED

FCC-21/23

MOVED by Deputy Fire Chief Arkes for the M.D. of Willow Creek to prepare and post a Team Lead position for the Rope Rescue team, with the Fire Chiefs Committee making the selection for the position from the applicant pool.

CARRIED

The members of the Fire Chiefs Committee recessed for lunch at 12:05 p.m. The meeting reconvened at 12:29 p.m. with all members present.

New procedures when responding to livestock emergencies

Emergency Services Coordinator Starling advised that Alberta Transportation has given the direction that Fire Departments are to only get live cattle out and contained under the supervision of a vet. Any dead cattle are to be left in the ditch or in the trailer and it is up to the tow company and/or the insurance company to deal with them. Fire Departments are not to call the rendering truck. Emergency Services Coordinator Starling will contact the tow companies to let them know of the direction given by Alberta Transportation. A contact sheet for livestock emergencies is to be created for the Fire Chiefs.

Update/Discussion on AHS/Medical Responses

Medical First Response/Immunizations: Emergency Services Coordinator Starling has forwarded the documentation received from Alberta Health Services to the M.D.'s lawyer for a legal opinion and is waiting to hear back. The legal opinion would help form a recommendation to the Emergency Services Committee. The Fire Chiefs Committee would like to wait to hear from the lawyer to see if the contents of the Memorandum are binding, and then determine if a special meeting of Emergency Services Committee is required in order to get direction from the CAOs. A meeting with an AHS rep (i.e., John Hein) may also be needed for a discussion on 'what if?'

Medical Response: The Fire Chiefs reviewed a handout of medical stats containing average wait times for ambulances in towns and within the M.D. Emergency Services Coordinator Starling advised that any action in regard to medical response times needs to be stat driven for the M.D. of Willow Creek. A FOIP request should be submitted to AHS for their dispatch times to see what their data reflects. Any data captured will be distributed to the Fire Chiefs.

Budget discussions for 2022

Emergency Services Coordinator Starling and Deputy Fire Chief Kelly are planning to meet next week with the Chiefs about 2022 Budget and long-range capital plans (10 year). Bunker gear costs went in to budgets this morning, but WCB costs have not yet been included.

INFORMATION

1. 'IamResponding' App - the subscription has been renewed for three years.
2. YTD Stats handout is just for information.

3. 1001 Update/Course Update – 1001 Level 2 will be offered in the same timeframe as last year. The pump course had six people attend; two of the attendees need to re-write the exam.

**ROUNDTABLE
DISCUSSION**

Updates from each Fire Department were provided and discussion took place. Items to note are:

- Nanton – inquired about the status of hose from Rocky Mountain Phoenix.
- Claresholm – waiting for numbers for helmet repairs. A form needs to be completed if you wish use the Claresholm Firehall; it helps CFD with tracing and costs.
- Granum – recently brought three new recruits onboard.
- Stavely – SCBAs are their only concern at this time.
- Fort Macleod is hosting a grain rescue course on October 23rd. If there are not enough Fort Macleod members able to participate, they will throw it open MD wide. A portion of the course is online, and then there is the practical portion on Saturday.

ADJOURNMENT

FCC-21/24

MOVED by Fire Chief White that the meeting be adjourned at 2:20 p.m.

CARRIED

These Minutes approved this 31st day of ^{kw} ~~February~~ ^{March}, 2022. ^{kw}



Kelly Starling, Emergency Services Coordinator



Kathy Wiebe, Recording Clerk

Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for February 3, 2022

7:00 pm (Council Chambers)



Present: Mayor Chelsae Petrovic
Rod Kettles, Councillor
Mike Cutler, Councillor
Kandice Meister, Councillor
Kieth Carlson, Councillor (via Zoom)
Brad Schlossberger, Councillor
Craig Zimmer, Councillor (via Zoom)
Doug Priestley, Member-at-large

Staff: Abe Tinney, CAO
Blair Bullock, Director of Corporate Services
Mike Schuweiler, Director of Infrastructure Services

1. **Call to Order** 7:00 pm; Meeting was called to order by Mayor Petrovic.

2. **Approval of Agenda**

- Motion to adopt the agenda as presented by Councillor Kandice Meister. CARRIED

3. **Minutes for Approval**

- **November 25, 2021** – Motion to approve by Councillor Mike Cutler. CARRIED

4. **Business**

4.1 Stormwater Plan – residential lot

Discussion

- *The 3 options presented by Associated Engineering were discussed. The Committee discussed increased capacity to handle stormwater with Options 1 and 2, and the ability to service the Town's vacant property, and thus increase property value, with stormwater services compared to Option 3. Additionally, the Committee discussed the benefits of purchasing the vacant property for stormwater install (Option 2) over going through the walkway (Option 3).*

Motion

- *Motion by Councillor Mike Cutler to recommend to Council to proceed with Stormwater Design Plan Option #2 – Storm Pipe Bypass System Through Vacant Lot, as prepared by Associated Engineering. CARRIED*
- *Motion by Councillor Rod Kettles to recommend to Council that the Town purchase the vacant lot to allow the Town to proceed with stormwater Option 2 plans. CARRIED*

4.2 2nd Street Paving Project tenders' recommendation

Discussion

Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for February 3, 2022

7:00 pm (Council Chambers)



Claresholm

- *The Committee discussed the tender options presented. The pricing for this project has come in over budget and administration suggests the overages come out of Federal or Provincial grant funding.*

Motion

- *Motion by Councillor Brad Schlossberger to recommend to Council to award the contract for the 2nd Street Surfacing Project to McNally Contractors (2011) Ltd., as recommended by ISL Engineering.*

CARRIED

5. Next meeting: TBD

6. Adjournment: 7:55 p.m. Motion by Councillor Mike Cutler

CARRIED

**Town of Claresholm
Audit & Finance Committee
Meeting Minutes for Dec 8, 2021
8:00pm Council Chambers**



Present: Chairperson Chelsae Petrovic, Mayor
Councillor Mike Cutler
Councillor Rod Kettles
Councillor Brad Schlossberger
Councillor Kandice Meister
Councillor Craig Zimmer
Councillor Kieth Carlson

Staff: Blair Bullock, Director of Corporate Services
Abe Tinney, CAO

1. Call to Order

7:03 p.m.: The meeting was called to order by Chairperson, Chelsae Petrovic

2. Adoption of Agenda:

Moved by Councillor Cutler to adopt the Agenda as presented. CARRIED

3. Minutes:

Moved by Councillor Zimmer to approve the Minutes of Nov 25, 2021 as presented. CARRIED

4. Business:

4.1 2022 Interim Budget

Administration presented a balanced budget. Council recommended minor editing changes to the report.

Moved by Councillor Carlson to recommend 2022 Interim Budget Approval to Council. CARRIED

5. Next Meeting: TBD

6. Adjournment:

Moved by Councillor Zimmer that the meeting be adjourned at 7:24 p.m. CARRIED