



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
FEBRUARY 28, 2022  
AGENDA**

Time: 7:00 P.M.

Place: Council Chambers (COVID-19 protocols in place)  
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West  
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtnL1KA/live>

**NOTICE OF RECORDING**

**CALL TO ORDER**

**AGENDA:** ADOPTION OF AGENDA

**MINUTES:** REGULAR MEETING – FEBRUARY 14, 2022

**PUBLIC HEARING:** BYLAW #1736 – Land Use Bylaw Amendment

**ACTION ITEMS:**

1. BYLAW #1735 – Dog Bylaw Amendment  
RE: 1<sup>st</sup> Reading
2. BYLAW #1736 – Land Use Bylaw Amendment  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
3. DELEGATION RESPONSE: Claresholm RCMP Detachment
4. CORRES: Hon. Ric McIver, Minister of Municipal Affairs  
RE: 2022 Minister’s Awards for Municipal and Public Library Excellence
5. CORRES: Canadian Transplant Association  
RE: Green Shirt Day – April 7, 2022
6. CORRES: Neil Barr  
RE: Utility Services
7. REQUEST FOR DECISION: Letters of Support – Claresholm Ag Society
8. REQUEST FOR DECISION: Traffic Concern – Alberta Road
9. REQUEST FOR DECISION: International Economic Development Week
10. REQUEST FOR DECISION: Claresholm Winterfestival
11. REQUEST FOR DIRECTION: Bylaw 1725, Unightly Premises and Property Standards
12. FINANCIAL REPORT: Statement of Operations – January 31, 2022
13. INFORMATION BRIEF: Council Committee Reports
14. INFORMATION BRIEF: CAO Report
15. INFORMATION BRIEF: Council Resolution Status
16. ADOPTION OF INFORMATION ITEMS
17. IN CAMERA:
  - a. Local Public Body Confidences – FOIP Section 23
  - b. Advice from Officials – FOIP Section 24
  - c. LAND – FOIP Section 16
  - d. Confidential Evaluations – FOIP Section 19

**INFORMATION ITEMS:**

1. Municipal Planning Commission Meeting Minutes – January 21, 2022
2. Oldman River Regional Services Commission Executive Committee Meeting Minutes – January 13, 2022
3. Claresholm Public Library Board Regular Meeting Minutes – January 18, 2022
4. Willow Creek Waste Management Services Commission Meeting Minutes – January 19, 2022
5. Claresholm & District Museum Board Meeting Minutes – January 19, 2022
6. Claresholm & District Chamber of Commerce, Announcement of New Executive – February 23, 2022
7. Claresholm & District Chamber of Commerce – 2021 Year in Review

**ADJOURNMENT**



# Claresholm

## TOWN OF CLARESHOLM PROVINCE OF ALBERTA REGULAR COUNCIL MEETING MINUTES FEBRUARY 14, 2022

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

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

**ABSENT:** None

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

**MEDIA PRESENT:** None

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

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

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

**CARRIED**

**MINUTES:** REGULAR MEETING – JANUARY 24, 2022

Moved by Councillor Carlson that the Regular Meeting Minutes of January 24, 2022 be accepted as presented.

**CARRIED**

**DELEGATION:** CLARESHOLM RCMP DETACHMENT – Sergeant Robert Harms

Appearing on behalf of the Claresholm Detachment of the RCMP was Sergeant Robert Harms. Sergeant Harms presented the quarterly Community Policing Report. He spoke of initiatives including a new TikTok account for the RCMP, and other social media accounts like Facebook and Twitter. Another Town Hall meeting will be held in March at the Claresholm Town Office. Discussion was also held regarding priorities for the detachment going forward.

**ACTION ITEMS:**

1. BYLAW #1728 – Road Closure Bylaw  
RE: 2nd & 3rd Readings

Moved by Councillor Cutler to give Bylaw #1728, a Road Closure Bylaw, 2nd Reading.

**CARRIED**

Moved by Councillor Kettles to give Bylaw #1728, a Road Closure Bylaw, 3rd and Final Reading.

**CARRIED**

2. BYLAW #1732 – Land Use Bylaw Amendment  
RE: 1st Reading

Moved by Councillor Schlossberger to give Bylaw #1732, a Land Use Bylaw Amendment, 1st Reading.

**CARRIED**

3. DELEGATION RESPONSE: Calgary Region Airshed Zone

MOTION #22-014

Moved by Councillor Carlson to approve the installation of a Purple Air Monitor in the Town of Claresholm with the location to be determined, and to become a member of the Calgary Region Airshed Zone at a cost of \$378 for 2022.

**CARRIED**

4. CORRES: Hon. Ric McIver, Minister of Municipal Affairs  
RE: Alberta Community Partnership Program – Municipal Internship

Received for information.

5. CORRES: Hon. Ron Orr, Minister of Culture  
RE: 2024 Alberta Winter Games

Received for information.

6. CORRES: Alberta Health Services - Community Engagement - Jan 24/22  
RE: EMS System Pressure and Mitigation

Received for information.

7. CORRES: Alberta Health Services - Community Engagement - Jan 27/22  
RE: DynaLIFE to begin providing community lab service across Alberta

Received for information

**8. CORRES: College of Registered Nurses of Alberta  
RE: Registration Processes for Internationally Educated Nurses**

Received for information.

**9. CORRES: Cathy Heron, President, Alberta Municipalities  
RE: Alberta Provincial Police Service**

Received for information.

**10. CORRES: Mayor Dan Deck, Town of Gibbons  
RE: Bill 21 – Provincial Administrative Penalties Act**

Received for information.

**11. CORRES: National Police Federation  
RE: Government of Alberta Consultations**

Received for information.

**12. CORRES: Farm Safety Centre  
RE: Request for Donation to Safety Smarts Program**

MOTION #22-015 Moved by Councillor Cutler to support the Farm Safety Centre's delivery of the Safety Smarts program to children in Claresholm schools in the amount of \$300 for 2022.

**CARRIED**

**13. REQUEST FOR DECISION: Spring 2022 Municipal Leaders' Caucus**

MOTION #22-016 Moved by Councillor Kettles to approve Mayor Petrovic and Councillor Carlson to attend the 2022 Alberta Municipalities' Spring Leader's Caucus, of which Councillor Carlson chooses to cover his own costs, to be held at the Edmonton Convention Centre on March 9 & 10, 2022.

**CARRIED**

**14. REQUEST FOR DECISION: Letter of Support – Claresholm Golf Club**

MOTION #22-017 Moved by Councillor Carlson that administration provide a letter of support towards the Claresholm Golf Club's application to the Tourism Relief Fund for the purpose of purchasing a golf simulator.

**CARRIED**

**15. REQUEST FOR DECISION: Letter of Support – Claresholm Skatepark**

MOTION #22-018 Moved by Councillor Schlossberger to write a letter of support towards the Claresholm Skatepark Association's application to the Co-op Community Spaces Program for the purpose of constructing the skatepark at 111 55 Ave West (in which the Town has allocated land for the Skatepark construction).

**CARRIED**

**16. REQUEST FOR DECISION: Seniors Drop-in Centre Lease**

MOTION #22-019 Moved by Councillor Carlson to approve the lease renewal with the Claresholm Senior Citizens Drop-In Centre Society as presented.

**CARRIED**

**17. REQUEST FOR DECISION: Claresholm Animal Rescue Society Lease**

MOTION #22-020 Moved by Councillor Cutler to approve the lease renewal with the Claresholm Animal Rescue Society as presented.

**CARRIED**

**18. REQUEST FOR DECISION: GMHL Expansion Exploratory Committee**

MOTION #22-021 Moved by Councillor Carlson to approve the GMHL Expansion Exploratory Committee Terms of Reference as presented.

**CARRIED**

MOTION #22-022 Moved by Councillor Cutler to remove to remove himself from the GMHL Expansion Exploratory Committee and to appoint Councillor Zimmer in his place.

**CARRIED**

**19. REQUEST FOR DECISION: Stormwater Plan Design Approval**

MOTION #22-023 Moved by Councillor Kettles to approve the out of budget expenditure and submit an offer to purchase the lot located at #3 Westlynn Drive, as discussed, with the funds to come from Land & Development Reserves.

**CARRIED**

MOTION #22-024 Moved by Councillor Cutler to direct Associated Engineering to proceed with alternative 2 for detailed design, assuming administration is able to secure the purchase of #3 Westlynn Drive. If #3 Westlynn Drive cannot be obtained to then direct Associated Engineering to proceed with alternative #1.

**CARRIED**

**20. REQUEST FOR DECISION: 2<sup>nd</sup> Street West Paving**

MOTION #22-025

Moved by Councillor Zimmer to award the 2<sup>nd</sup> Street West Surfacing Project contract to McNally Contractors (2011) Ltd. for the contract price of \$591,515.61 plus GST and that the funding for the over budget amount be referred to 2022 final budget discussions, to come from either MSI Capital or FGTF grants or a combination of both.

**CARRIED**

**21. INFORMATION BRIEF: SDAB Board Member**

Received for information.

**22. INFORMATION BRIEF: Council Committee Reports**

Received for information.

**23. INFORMATION BRIEF: Council Resolution Status**

Received for information.

**24. ADOPTION OF INFORMATION ITEMS**

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

**25. IN CAMERA:**

- a. LAND – FOIP Section 16
- b. ADVICE FROM OFFICIALS – FOIP Section 24
- c. ADVICE FROM OFFICIALS – FOIP Section 24

Moved by Councillor Zimmer to go In Camera at 8:36 p.m. for the following items:

- a. LAND – FOIP Section 16
- b. ADVICE FROM OFFICIALS – FOIP Section 24
- c. ADVICE FROM OFFICIALS – FOIP Section 24

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Petrovic stated that the live stream has ended at 8:36 p.m.

Moved by Councillor Kettles to come out of In Camera at 9:06 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 9:06 p.m.

- b. ADVICE FROM OFFICIALS – FOIP Section 24

MOTION #22-026

Moved by Councillor Carlson to approve the professional development courses in change management for the CAO, as discussed in closed session.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Zimmer that the meeting adjourn at 9:08 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Petrovic noted that recording ceased at 9:08 p.m.

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Mayor – Chelsae Petrovic

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Chief Administrative Officer – Abe Tinney

# PUBLIC HEARING



# REQUEST FOR DECISION

Meeting: February 28, 2022  
Agenda Item:

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## BYLAW No.1736 – ALLEY RE-DESIGNATION 2<sup>nd</sup> & 3<sup>rd</sup> READINGS

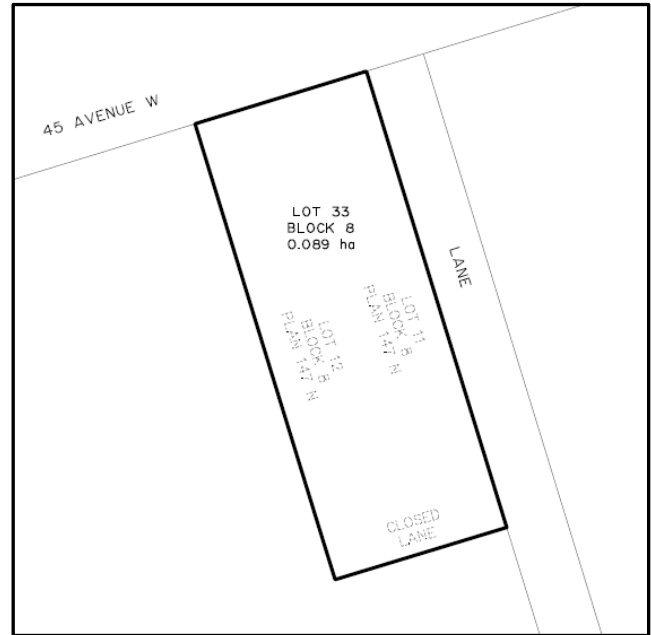
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In accordance with the Municipal Government Act (MGA) Section 692, a public hearing is required prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing was circulated in the Local Press Town News February 16, and February 23, 2022 and sent to the neighbors. If there are no comments from the Public Hearing Council can continue on to 2<sup>nd</sup> and 3<sup>rd</sup> readings of Bylaw No. 1736.

The purpose of proposed Bylaw No. 1736 is to re-designate a portion of land described as:

Closed roadway, Plan 147N, Block 8, that portion of land lying west of the southerly production of the east boundary of Lot 11 and East of the Southerly Production of the West Boundary of Lot 12, be amended as follows:

from “No zoning”  
to “Single Detached Residential – R1”.



Council passed 1<sup>st</sup> reading of Bylaw No. 1736 on January 24, 2022.

### **RECOMMENDED ACTION:**

Council pass a resolution to give Bylaw No. 1736, a Land Use Bylaw Amendment, 2<sup>nd</sup> and 3<sup>rd</sup> readings.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1736, a Land Use Bylaw Amendment, 2<sup>nd</sup> Reading.

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1736, a Land Use Bylaw Amendment, 3<sup>rd</sup> and final Reading.

### ATTACHMENTS:

1. Bylaw No. 1736.

### APPLICABLE LEGISLATION:

1. Municipal Government Act, RSA 2000, Chapter M-26, Section

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: February 25, 2022

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**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW # 1736**

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

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

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

**WHEREAS** the purpose of the amendment is to accommodate the change of use for closed roads from “No zoning” to “Single Detached Residential – R1”.

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

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

**LAND USE DISTRICT MAP**

Closed roadway, Plan 147N, Block 8, that portion of lane lying west of the southerly production of the east boundary of Lot 11 and East of the Southerly Production of the West Boundary of Lot 12 be amended by changing from no designation to a “Single Detached Residential – R1” as depicted in “Schedule A”.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1736 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **24** day of **January** 2022 A.D.

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

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

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Chelsae Petrovic, Mayor

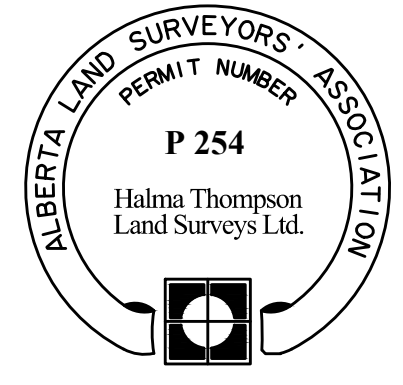
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Abe Tinney, Chief Administrative Officer

SCHEDULE OF AREAS		
NEW LOT	PARENT PARCEL	AREA
LOT 33, BLOCK 8	LOT 11, BLOCK 8, PLAN 147 N	0.039 ha
LOT 33, BLOCK 8	LOT 12, BLOCK 8, PLAN 147 N	0.039 ha
LOT 33, BLOCK 8	CLOSED LANE	0.011 ha
TOTAL		0.089 ha



**SURVEYOR:** Michael A. Thompson, ALS  
 Prepared in accordance with Section  
 88 (1) (b) of the Land Titles Act.  
 Dated this 14th day of October, 2021



**LAND TITLES**

**PLAN No.** \_\_\_\_\_

**ENTERED AND REGISTERED**

**ON** \_\_\_\_\_

**INSTRUMENT No.** \_\_\_\_\_

**A.D. REGISTRAR**

**REGISTERED OWNERS:**  
 PHILIP DEAN ZIEGLER

**ABBREVIATIONS:**

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

- LEGEND:**
- RP Georeferenced Point
- Parallel lines are shown thus
  - 90 Degree Angles are shown thus
  - Distances are ground and are expressed in metres and decimals thereof.
  - Lands dealt with by this plan are bounded thus and contain 0.089 ha.

- NOTES:**
- The georeferenced point is the NW CORNER LOT 12, BLOCK 8, PLAN 147 N, ATS V 4.1  
 Coordinate: 5,542,681.12 N, 29,931.87 E.
  - The georeferenced coordinate was calculated using Plan 081 3703.
  - A combined factor of 0.999752 was used to scale ground distances to the projected plane.
  - A field inspection was not carried out and boundaries were not established on the ground.

**DESCRIPTIVE PLAN**

**SHOWING**

**CONSOLIDATION**

**OF**

**LOTS 11 & 12, BLOCK 8, PLAN 147 N**

**AND**

**CLOSED LANE**

**(SE 1/4 SEC 26-12-27-4)**

**TOWN OF CLARESHOLM**

**ALBERTA**



DRAWN: DRL  
 CHECKED: MAT  
 OCTOBER 14, 2021

**HALMA THOMPSON**  
 LAND SURVEYS LTD.

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

JOB  
 H35321  
 DRAWING  
 H35321L



# **ACTION ITEMS**



# REQUEST FOR DECISION

Meeting: February 28, 2022  
Agenda Item: 1

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## Bylaw #1735 –Dog Bylaw PROPOSED AMMENDMENTS

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### **Background and Discussion:**

Based on an incident that occurred in 2021 regarding a Dangerous and Aggressive Dog, administration is seeking to amend the Dog Bylaw.

The provisions of the current bylaw state that the owner of an aggressive dog cannot sell the dog. However, there are no provisions preventing the owner from giving a dog away after it has been deemed aggressive and dangerous, which is exactly what happened in 2021. The purpose of these provisions of the Dog Bylaw are to protect people and other animals from Aggressive and Dangerous Dogs, and we couldn't do that effectively because the dog was given away. The suggested changes will give us the ability to pass information to the new owner and/or new municipality about the dangerous dog when it has been re-homed.

The recommended changes are consistent with Dog Control Bylaws from other municipalities in southern Alberta.

### **Recommendation:**

Administration is suggesting to amend the Aggressive and Dangerous dogs provisions of the bylaw. The recommendations are consistent with the bylaws of surrounding municipalities.

Administration makes the following recommendations:

- 1) Providing the owner 3 days after the dog is declared Aggressive or Dangerous to have a Registered Veterinarian implant an electronic identification microchip in the Dog. The Owner of the Aggressive or Dangerous dog shall provide a copy of this information to the Town prior to the Vicious Dog License being issued under this Bylaw.
- 2) The owner must provide to the Town proof that a policy of liability insurance is in force and provides third party liability coverage in a form satisfactory to the Town and in a minimum coverage amount of \$500,000.00 for any injuries which may be caused by the Aggressive or dangerous Dog.
- 3) Ensures that the insurance policy contains a provision requiring the insurer to immediately notify the Town in writing in the event that the policy expires, is cancelled or is terminated.
- 4) The owner of the Aggressive or Dangerous Dog cannot transfer ownership of the dog prior to having the electronic identification microchip implanted in the dog and acquire an Aggressive or Dangerous Dog license through the Town.
- 5) Any person who transfers a dog to a new owner after it is deemed as Aggressive or Dangerous without having the dog microchipped or acquiring a license shall be liable to a fine under section 44 of the Dog Bylaw.
- 6) The owner of an Aggressive or Dangerous Dog must provide to the town the new residential address and contact information of the new owners of the Dog, immediately upon transfer of ownership. Failure to do so will result in a fine under Section 44 of the Dog Bylaw.

7) The owner of an Aggressive or Dangerous Dog shall immediately advise the Bylaw Enforcement Officer in writing if the Aggressive or Dangerous Dog dies, or is sold, gifted or transferred, and provide the address and contact information for the new owner.

**Errors/Inconsistencies/Clerical:**

During review of the Dog Bylaw 1709 an error was observed.

Section 25 refers to section 35 of this Bylaw as a guide for issuance of fine amounts as it pertains to Aggressive and Dangerous Dogs.

The correct section is Section 44 as it pertains the fine guidelines for Aggressive and Dangerous Dogs.

Administration also suggest re-ordering sections 24, 25, and 26 as this process is not in sequential order for Aggressive and Dangerous Dog complaint process and investigation.

**PROPOSED RESOLUTIONS:**

Recommend Bylaw 1735 – Dog Bylaw Amendment – to Council for first reading.

Attachments:

- Bylaw 1709 – Dog Bylaw
- DRAFT Bylaw 1735 - Dog Bylaw Amendment

PREPARED BY: Kyle Aikema - Bylaw Officer

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APPROVED BY: Abe Tinney, CAO

DATE: February 25, 2022

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**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1735**

**A Bylaw of the Town of Claresholm to amend Bylaw 1709, the Dog Bylaw.**

**WHEREAS** pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Dog Bylaw, Bylaw #1709; and

**WHEREAS** Council deems it necessary to amend the existing Bylaw #1709;

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

1. The Town of Claresholm Dog Bylaw #1709 shall be amended as follows:

**REMOVE:** Sections 25

25. The owner of a dog alleged to be Aggressive or Dangerous shall be issued a fine as outlined in Section 35 of this Bylaw and shall be charged under the Alberta *Dangerous Dog Act*.

**ADD:** Amended Section 25

25. The owner of a dog alleged to be Aggressive or Dangerous shall be issued a fine as outlined in Section 44 of this Bylaw and shall be charged under the Alberta *Dangerous Dog Act*.

**REMOVE:** Sections 28

28. The owner of an Aggressive or Dangerous Dog shall obtain an Aggressive or Dangerous Dog license immediately after the dog is determined to be Aggressive or Dangerous. This shall be done on the first official business day following the dog being classified as such.

**ADD:** Amended Section 28

28. The owner of an Aggressive or Dangerous Dog shall obtain an Aggressive or Dangerous Dog license after the dog is determined to be Aggressive or Dangerous. This shall be done within three (3) business days following the dog being classified as such. To issue such a license the following must be completed and provided:

- a. Provide proof that a Registered Veterinarian has implanted an electronic identification microchip in the Dog that was declared Aggressive or Dangerous, with information indicating such declaration.
- b. Provide proof that a liability insurance policy is in force and provides third party liability coverage in a form satisfactory to the Town and in a minimum coverage amount of \$500,000 for any injuries which may be caused by the Aggressive or Dangerous Dog.
- c. The insurance policy must contain a provision requiring the insurer to immediately notify the Town in writing in the event that the policy expires, is cancelled or is terminated.

**REMOVE:** Sections 30

30. No person shall sell a dog that is found to be Aggressive or Dangerous.

**ADD:** Amended Section 30

30. Any person who sells, transfers, gifts, or surrenders a dog that is found to be Aggressive or Dangerous shall be liable to a fine under section 44 of the Dog Bylaw unless:

- a. It has first had an electronic identification microchip implanted in the dog and has a current Aggressive or Dangerous Dog License through the Town as per Section 28.
- b. The Town has been notified in writing of the new residential address and contact

information of the new owners of where the Aggressive or Dangerous Dog has been moved to.

- c. The owner of an Aggressive or Dangerous Dog shall immediately advise the Bylaw Enforcement Officer in writing if the Aggressive or Dangerous Dog dies, or if the Dog is sold, gifted or transferred, and provide the address and contact information for the new owner.

**REMOVE:** Section 24, 25, 26

- 24. At the conclusion of an investigation into a complaint and/or incident complete with a signed statement concerning a dog in the Town, the CAO or their designate may declare a dog to be an Aggressive or Dangerous dog. The CAO will issue an Aggressive or Dangerous Dog designation for the dog in question, provided that the CAO is satisfied that the dog constitutes an ongoing potential danger to persons, property, or domestic animals.
- 25. The owner of a dog alleged to be Aggressive or Dangerous shall be issued a fine as outlined in Section 35 of this Bylaw and shall be charged under the Alberta *Dangerous Dog Act*.
- 26. The owner of an alleged Aggressive or Dangerous dog, shall surrender the dog to the Animal Control Officer immediately and the dog shall be held pending the outcome of the investigation and/or a Provincial Court hearing.

**ADD:**

- 24. The owner of an alleged Aggressive or Dangerous dog, shall surrender the dog to the Animal Control Officer immediately and the dog shall be held pending the outcome of the investigation and/or a Provincial Court hearing.
- 25. At the conclusion of an investigation into a complaint and/or incident complete with a signed statement concerning a dog in the Town, the CAO or their designate may declare a dog to be an Aggressive or Dangerous dog. The CAO will issue an Aggressive or Dangerous Dog designation for the dog in question, provided that the CAO is satisfied that the dog constitutes an ongoing potential danger to persons, property, or domestic animals.
- 26. The owner of a dog declared to be Aggressive or Dangerous shall be issued a fine as outlined in Section 44 of this Bylaw and shall be charged under the Alberta *Dangerous Dog Act*.

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

3. Bylaw #1709 is hereby amended.

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

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

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

\_\_\_\_\_  
**Chelsae Petrovic, Mayor**

\_\_\_\_\_  
**Abe Tinney, CAO**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1709**

A Bylaw of the Town of Claresholm to provide for the regulation and control of dogs, within the Town of Claresholm.

**WHEREAS**, pursuant to Section 7 of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, a Council may, pass bylaws for municipal purposes respecting wild and domestic animals and activities in relation to them;

**NOW THEREFORE**, the Town of Claresholm, in the Province of Alberta, duly assembled hereby enacts the following:

**Title**

1. This Bylaw may be cited as the Dog Bylaw.

**Definitions**

2. In this Bylaw:
  - a. “Aggressive or Dangerous Dog” means any dog, whatever its age, whether on public or private property, which has:
    - i. without provocation chased, injured or seriously bitten any other domestic animal or human,
    - ii. without provocation damaged, or destroyed any public or private property,
    - iii. without provocation threatened or created the reasonable apprehension of a threat to other domestic animals or humans and which in the opinion of a Justice, presents a threat of serious harm to other domestic animals or humans,
    - iv. has been previously determined to be a dangerous dog under a Provincial Dog Act or by the Courts.
  - b. “Animal Control Officer” means any person, Bylaw Officer, Peace Officer, RCMP Officer, firm or corporation, appointed by Council to carry out the provisions of this Bylaw.
  - c. “CAO” means the Chief Administrative Officer appointed by the Council of the Town of Claresholm.
  - d. “Council” means the Council of the Town of Claresholm.
  - e. “Dog” shall mean either a male or female dog over the age of three (3) months.
  - f. “Dog Breeder” means any person, group of persons or corporation engaged in the commercial business of breeding, buying, selling, or boarding of dogs.
  - g. “Dog Breeding Facility” means the physical premises where dogs are harbored by a dog breeder.
  - h. “Holding Period” means a period of time being of three (3) business days.
  - i. “Off Leash Area” means an area designated by Council for the respectable enjoyment of dogs permitted to exercise in an open space free of a leash.
  - j. “Owner” means the person who has legal title to a dog and includes any person who has the possession or custody of the dog, or harbours the dog, or suffers the dog to remain on his/her premises.
  - k. “Pound” means a place designated by Council as a place where dogs may be placed and kept impounded under humane conditions.

- l. “Running At Large” means a dog found on any public street, lane, alley or other public place in the Town or is on private property without the permission of the occupant or owner thereof.
- m. “Town” means the Town of Claresholm.
- n. “Dog Fancier Permit” means a permit issued annually to an owner permitting the keeping or harbouring, on land or premises occupied by the owner, of up to five (5) dogs over the age of three (3) months.

## **Licensing**

3. No person shall own, keep or harbor any dog within the Town limits unless such dog has been licensed with the Town, paid the appropriate fee, and the following information about the dog has been collected:
  - a. described as to color, age, breed and sex,
  - b. residing address,
  - c. proof of spay or neutering.
4. License fees are determined by way of Schedule “A” set from time to time by the Town Council.
5. Licenses or Permits are required as set out below:
  - a. A Dog license for every dog residing in the Town of Claresholm over the age of three (3) months.
  - b. A Dog Fancier Permit for any single dwelling or household housing in excess of three (3) dogs.
  - c. An Aggressive or Dangerous Dog license if the dog is determined to be aggressive or dangerous.
6. Any person requesting a Dog Fanciers Permit shall submit an application to the Bylaw Enforcement Department, or it’s designate. All applications shall disclose:
  - a. Location for permit
  - b. Purpose (breeders will require a business license)
  - c. Breed and sex of dogs
  - d. Type of facilities
7. An Animal Control Officer shall not issue a Dog Fanciers Permit without first inspecting the proposed location and circulating adjacent property owners.
8. An Animal Control Officer shall not issue a Dog Fanciers Permit if, in their opinion, the site or conditions are unsuitable.
9. An Animal Control Officer may remove the Dog Fanciers Permit upon receipt of bona fide complaints from two (2) or more neighbors residing within sixty (60) meters of the residence of the permit.
10. The act of engaging in dog breeding and/or having a dog breeding facility must comply with the Town of Claresholm Land Use and Business License Bylaw.
11. Dog owners have one (1) month to comply with the licensing requirements upon possession of a dog or upon taking up residence in the Town of Claresholm. Dog owners issued a warning to purchase a dog license or a dog fancier permit will be granted fourteen (14) days to comply excepting when a dog has been impounded. Impounded dogs shall be required to be licensed before being released to the owner.
12. Annual license renewal fee is due before the last day of January for each year.
13. Upon payment of the required license fee, the owner will be supplied with a license tag stamped with a number and the year of the license. Every owner shall ensure that the license tag is securely fastened to a collar or harness which must be worn by the dog at all times when the dog is off the premises of the owner.

14. The owner of a dog will be permitted to pay a license fee of one half the annual rate if such owner takes up residence or such dog is acquired on or after the 1st of October in any one year.
15. No refund of license fees shall be made during any one year, except if documentation is provided from a veterinarian that the dog was neutered or spayed after the purchase of the license, then the difference in the license fee will be refunded.

### Offences

16. The following constitutes an offence for the owner, which may result in a notice, fine and if necessary, may result in the capture and impoundment of a dog. Offences are as follows:
  - a. an owner who has failed to purchase a valid dog license and/or whose dog is not displaying a valid dog tag,
  - b. a dog who is off the premises of the owner, is not in an off-leash area, is not on a leash and under other immediate, continuous and effective control by the owner,
  - c. a dog in an off-leash area that is not under immediate, continuous and effective control by the owner,
  - d. a dog running at large,
  - e. a dog chasing, worrying or annoying any person and/or domestic animal on property other than that belonging to the owner of the dog,
  - f. a dog which causes damage to private or public property within the Town,
  - g. a dog which barks, howls or otherwise disturbs any person or persons,
  - h. a dog which has bitten, is biting or is about to bite or attempting to bite any person, upon any street, park or other public place within the Town,
  - i. a dog deemed aggressive or dangerous in nature
  - j. a dog in heat upon any public lands or highway,
  - k. a dog left unattended in any motor vehicle without suitable ventilation,
  - l. a dog named or described or otherwise designated in a complaint made pursuant to The *Dangerous Dog Act*,
  - m. a dog affected with rabies or any other contagious disease.
  - n. a person who removes or attempts to remove any dog from the possession of the Animal Control Officer while in the pound or while being transported to the pound,
  - o. a person who hinders, delays or obstructs any such Animal Control Officer in the performance of any duty imposed upon them by this bylaw,
  - p. an owner who fails to remove defecated matter which the owner has permitted or caused the dog to deposit on public property, the off-leash area or upon the lands or premises of any person other than the owner.
  - q. an owner who has in excess of three (3) dogs in a single-family dwelling or household without a Dog Fancier Permit, or in excess of five (5) dogs with an authorized Dog Fancier Permit, over three (3) months old.
17. The residences or grounds where any dogs are kept shall at all times be maintained in a clean, sanitary and inoffensive condition, satisfactory to the Animal Control Officer. An owner or occupant of private property must not allow animal feces to accumulate on the property so as to create a health hazard. The Animal Control Officer may serve an owner or occupant of private property with a notice to remove all animal feces from the property within 72 hours of service of the notice. The Town may remove the feces from the property if the person to whom the request is made fails to remove the feces within 72 hours, or after reasonable inquiry, the whereabouts of the owner or occupant of the property cannot be determined. If the Town carried out the work, the costs and expenses may be added to the tax roll and form part of the taxes owing on the land whereon the work was done.



18. The owner of a dog shall ensure that such dog shall not:
  - a. bite or injure a person or persons whether on the property of the owner or not unless an unlawful act is being committed,
  - b. chase or otherwise threaten a person or persons whether on the property of the owner or not, unless the person chased or threatened is a trespasser on the property of the owner.
19. Where the owner of a dog provides for a dog run or enclosure on the property that dog run or enclosure shall be no closer than one (1) foot from the adjoining property. This dog run must be secure and of an adequate height and size for the dog being housed

### **Communicable Disease**

20. The Animal Control Officer shall immediately segregate from other animals and restrain any dog brought to the pound if it has or appears to have rabies or any other communicable disease.
21. The Animal Control Officer shall report any apparent illness, communicable disease, injury or unhealthy condition of any dog to a veterinarian.
22. The owner of a dog, which is suffering any communicable disease shall not permit or allow the dog to be:
  - a. in any public place,
  - b. in contact with or in proximity to any other dog,
  - c. shall keep the dog locked or tied up,
  - d. shall immediately report the matter to a veterinarian,
  - e. shall immediately report the matter to the Animal Control Officer or the RCMP.
23. Any dog known to be rabid shall be immediately euthanized in a humane manner.

### **Aggressive or Dangerous Dogs**

24. At the conclusion of an investigation into a complaint and/or incident complete with a signed statement concerning a dog in the Town, the CAO or their designate may declare a dog to be an Aggressive or Dangerous dog. The CAO will issue an Aggressive or Dangerous Dog designation for the dog in question, provided that the CAO is satisfied that the dog constitutes an ongoing potential danger to persons, property, or domestic animals.
25. The owner of a dog alleged to be Aggressive or Dangerous shall be issued a fine as outlined in Section 35 of this Bylaw and shall be charged under the *Alberta Dangerous Dog Act*.
26. The owner of an alleged Aggressive or Dangerous dog, shall surrender the dog to the Animal Control Officer immediately and the dog shall be held pending the outcome of the investigation and/or a Provincial Court hearing.
27. If a dog is declared to be an Aggressive or Dangerous Dog by the Justice and not ordered to be destroyed, the CAO or their designate shall give the owner written notice of such declaration containing the following details:
  - a. requiring that if the Aggressive or Dangerous Dog is off the owner's property, it shall be in a bite inhibition mechanism, under control, and on a permitted leash held by a competent person who is able to control the Aggressive or Dangerous Dog,
  - b. inform the owner the Aggressive or Dangerous Dog is not permitted in the off-leash area,
  - c. requiring the owner to install signage a minimum of 25cm by 25 cm, with 5 cm lettering, warning of the Aggressive or Dangerous dog, installed every fifty (50) feet or fifteen (15) meters on the perimeter of owner's property that is accessible by the general public.
28. The owner of an Aggressive or Dangerous Dog shall obtain an Aggressive or Dangerous Dog license immediately after the dog is determined to be Aggressive or Dangerous. This shall be done on the first official business day following the dog being classified as such.

29. The owner of an Aggressive or Dangerous Dog shall ensure that:
  - a. the dog does not, without provocation:
    - i. chase a person; or
    - ii. injure a person; or
    - iii. bite a person; or
    - iv. chase other domestic animals; or
    - v. injure other domestic animals; or
    - vi. bite other domestic animals.
  - b. the dog does not damage or destroy public or private property.
  - c. when the dog is on the property of the owner:
    - i. the dog is either confined indoors; or
    - ii. when the dog is outdoors it is in a locked pen or other structure, constructed to prevent the escape of the Aggressive or Dangerous Dog and capable of preventing the entry of any person not in control of the dog, and
    - iii. the locked pen or other structure shall not be within one (1) meter of the property line or within five (5) meters of a neighboring dwelling unit.
30. No person shall sell a dog that is found to be Aggressive or Dangerous.
31. An Aggressive or Dangerous Dog order pursuant to this Bylaw continues to apply if the dog is given or transferred to a new owner.

### **Capture and Impoundment**

32. An assistant or employee of the Animal Control Officer may do any act which the Animal Control Officer is obliged or permitted to do.
33. The Animal Control Officer, or any person or persons as shall be authorized or appointed by the CAO, may capture a dog that is in contravention of this bylaw by using any humane method and shall deliver said dog to the pound, where it shall be held for the holding period to ascertain the owner.
34. When any dog wearing a Town dog license tag is captured, the Animal Control Officer shall ascertain from the Town records the name and address of the owner and attempt to reunite the dog with its owner.
35. The Animal Control Officer shall, when the name and address of the owner of a dog are not known, post a notice on the door of the pound to inform the general public of the impoundment.
36. Unless the owner of a dog makes arrangements with the Animal Control Officer for the further retention of the dog, an Animal Control Officer may sell, transfer to a new owner or destroy all unclaimed dogs which have been in impoundment for:
  - a. seven (7) days if the dog has a current license or the owner can otherwise be identified (ie. Tatoo); or
  - b. seventy-two (72) hours if the dog does not have a current license.
37. Notwithstanding subsection 36 (a) & (b) above an Animal Control Officer may euthanize a dog after a shorter period of time, if humane purposes warrant.
38. When an Animal Control Officer agrees with an owner to euthanize a dog, the owner shall pay to the Town all costs related to such.
39. The Animal Control Officer may, in their discretion, continue to keep a dog in the pound for a longer period than the holding period provided:
  - a. the owner verifies their ownership and requests that the dog be kept there for a longer period,
  - b. a pending investigation requires the extension of the holding period.

### **Notice**

40. If a notice is not served personally on an owner or occupant of private property, then a copy of the notice shall be sent by registered mail to the owner of the property at the mailing address shown on the last assessment roll of the Town. A notice sent by registered mail is deemed to have been received on the fifth (5<sup>th</sup>) day following the date of its mailing.

## Impound Fees

41. Each dog impounded under the provisions of this Bylaw shall be subject to impounding fees at the rate of:
- a. \$20.00 per day for each day the dog has been impounded, plus
  - b. \$35.00 – First (1<sup>st</sup>) offence
  - c. \$100.00 - Second and each subsequent offence
42. Any dog impounded under the provisions of this Bylaw shall not be released until such time as the owner can:
- a. present proof of ownership to the satisfaction of the Animal Control Officer,
  - b. pay all licensing fees, offence fines and impounding charges and/or fees.

## Fines

43. Any person violating any of the provisions of this Bylaw or any other person responsible for such violation shall be liable to a penalty of:
- a. Warning – First (1<sup>st</sup>) offence
  - b. \$100 – Second (2<sup>nd</sup>) offence
  - c. \$250 – Third (3<sup>rd</sup>) offence
  - d. \$500 – Fourth (4<sup>th</sup>) and subsequent offences
44. Any Person violating any provisions of this bylaw where the dog has been deemed Aggressive or Dangerous in nature or any other persons responsible for such violations shall be liable to a penalty of:
- a. \$300– First (1<sup>st</sup>) Offence
  - b. \$500 – Second (2<sup>nd</sup>) Offence
  - c. \$1,000 – Third (3<sup>rd</sup>) and Subsequent Offences

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

Bylaw #1628, Bylaw #1688 are hereby repealed.

Read a first time in Council this **11<sup>th</sup>** day of **January** 2021 A.D.

Read a second time in Council this **25<sup>th</sup>** day of **January** 2021 A.D.

Read a third time in Council and finally passed in Council this **25<sup>th</sup>** day of **January** 2021 A.D.

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Doug MacPherson, Mayor

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Marian Carlson, Chief Administrative Officer



**BYLAW# 1688  
SCHEDULE "A"**

**FEES**

	Fee
Dog License (Spay/Neuter) – per dog	\$15/year
Dog License (Intact) – per dog	\$40/year
Dog Fancier Permit application fee – per household *	\$50
Dog Fancier Permit annual renewal fee – per household*	\$20
Aggressive or Dangerous Dog License	\$200

\*Does not include dog licenses for additional dogs





**BYLAW# 1688  
SCHEDULE "B"**

**APPLICATION FOR DOG FANCIER PERMIT**

Name of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone:  
(Res.) \_\_\_\_\_  
(Bus.) \_\_\_\_\_  
(Cell.) \_\_\_\_\_

**CATEGORY**  
 Breeder (# of times per year \_\_\_ Bus. Lic #: \_\_\_\_\_  
 Show Dogs  
 Pets  
 Kennel operation Bus. Lic #: \_\_\_\_\_

**DESCRIPTION OF DOGS**

Dog	Breed	Colour	Sex	Age	Altered (Y/N)

**TYPE OF FACILITES**

	Yes	No
Enclosed yard with fence?		
Enclosed kennel and dog run?		
Will the dogs be kept indoors during the period in when no one is home?		
Will the dogs be kept indoors at night?		
If "NO", will they be kept in a closed kennel or dog run?		

I understand that before this application can be approved, the Animal Control Officer must first inspect the proposed location to ensure the site and conditions are suitable. I further understand the Animal Control Officer will circulate adjacent property owners and advise them of the application, allowing for a period of response. The Animal Control Officer shall not issue a dog fancier permit if the site or conditions are not suitable.

\_\_\_\_\_  
Signature



# DELEGATION RESPONSE

Meeting: February 28, 2022  
Agenda Item: 3

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## RCMP Priority Setting

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### **DESCRIPTION:**

RCMP Sgt. Robert Harms visited Council on February 14<sup>th</sup> to provide a Q3 report and discuss setting community priorities for the year.

### **DISCUSSION/OPTIONS:**

As outlined in the letter from the RCMP, the current priorities are:

- 1) Traffic Safety – School/Playground patrols and intersection violation enforcement.
- 2) Police/Community Relations and Police Visibility – Foot patrols, enhanced visibility shifts, and presentations to the community.
- 3) Crime Reduction and Prevention of Property Crimes – Offender checks, media awareness campaigns, and decreasing thefts from vehicles.

The RCMP offered some suggestions if Council is looking for alternative priorities:

- 1) Drug Enforcement – Targeted drug enforcement and or education.
- 2) Traffic Safety – Impaired detection and enforcement, speeding, seatbelts, etc.
- 3) Fraud Prevention – Education, awareness and prevention initiatives.
- 4) Police presence in schools – Enforcement and or Education.
- 5) Interdepartmental Efforts – Increasing partnership relationships and involvement (agencies such as peace officers, bylaw officers, fire departments, Fish and Wildlife, etc).
- 6) Water Safety – Enforcement and Education on the waterways (boaters and users of the lakes and rivers).

Generally, municipal councils choose three priorities to recommend to the RCMP, who will then gather community feedback via survey and town hall and complete the list of priorities for the year.

### **PROPOSED RESOLUTIONS:**

MOVED by Councillor \_\_\_\_\_ to recommend the following priorities to the RCMP for the 2022 fiscal year: traffic safety, police/community relations and police visibility and crime reduction and prevention of property crimes for the 2022 fiscal year.

OR

MOVED by Councillor \_\_\_\_\_ to recommend the following priorities to the RCMP for the 2022 fiscal year: (whatever priorities Council deems fit).

ATTACHMENTS:

- 1.) Priority Setting Letter

APPLICABLE LEGISLATION:

- 1.)

PREPARED BY: Abe Tinney, CAO

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APPROVED BY: Abe Tinney, CAO

DATE: February 24, 2022

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January 26<sup>th</sup>, 2022

Sergeant Robert Harms  
Detachment Commander  
Claresholm, Alberta

Dear Council,

As we enter the 4<sup>th</sup> Quarter of our fiscal year, we are reaching out to all elected officials, partners, and community members to help us identify and set our Detachment Priorities for the next fiscal year, which starts April 1<sup>st</sup>, 2022. We will be soliciting input to set our priorities through different platforms including Council meetings, partnership meetings, a virtual Town Hall meeting, an online survey, and more. With that said, when I attend your next council meeting, I would like to solicit input and gain an understanding of what your council wants your local RCMP to be focused on and ultimately prioritize in the upcoming year.

As a reminder, our current priorities, which I believe have been very fitting, are:

- 1) Traffic Safety – School/Playground patrols and intersection violation enforcement.
- 2) Police/Community Relations and Police Visibility – Foot patrols, enhanced visibility shifts, and presentations to the community.
- 3) Crime Reduction and Prevention of Property Crimes – Offender checks, media awareness campaigns, and decreasing thefts from vehicles.

In preparation for our upcoming meeting and discussions, I request that council members review the current priorities, review the RCMP report and statistics, and review the needs of your community so we can discuss.

Other Priorities you may or may not wish to consider, in addition to the current, could be:

- 1) Drug Enforcement – Targeted drug enforcement and or education.
- 2) Traffic Safety – Impaired detection and enforcement, speeding, seatbelts, etc.
- 3) Fraud Prevention – Education, awareness and prevention initiatives.
- 4) Police presence in schools – Enforcement and or Education.



- 5) Interdepartmental Efforts – Increasing partnership relationships and involvement (agencies such as peace officers, bylaw officers, fire departments, Fish and Wildlife, etc).
- 6) Water Safety – Enforcement and Education on the waterways (boaters and users of the lakes and rivers).

After the consultation process, 3 priorities are typically selected. The detachment will set targets and initiatives to work towards the priority. Those initiatives and targets form part of the regular reporting to Mayors, Reeves, Councils, and the public and contribute to effective community based policing.

If at anytime you have questions, concerns, or comments, feel free to contact the undersigned.

Sergeant Robert Harms  
Detachment Commander  
Claresholm, Alberta  
403.625.4445 Det

## Abe Tinney

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**From:** municipalservicesandlegislation@gov.ab.ca  
**Sent:** February 14, 2022 1:23 PM  
**To:** Abe Tinney  
**Subject:** 2022 Minister's Awards for Municipal and Public Library Excellence

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2022 Minister's Awards for Municipal and Public Library Excellence. This program recognizes excellence in municipal government initiatives and provision of library services, and promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

For 2022, we are bringing together two of my ministry's recognition programs under one umbrella. This broader program will recognize innovation and excellence by both municipalities and library boards. Award submissions will continue to be evaluated by your peers and colleagues in the field, and winning initiatives will be highlighted in future communications.

Submissions will be accepted in the following categories:

- **Building Economic Strength (open to all municipalities)** – The award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community, and/or improves the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Safety (open to all municipalities)** – The award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (e.g., lighting, accessibility, traffic calming measures), and community services initiatives.
- **Partnership (open to all municipalities)** – The award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination, and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.
- **Public Library Services (open to library boards serving a population over 10,000)** – The award will be given for a library service initiative that demonstrates excellence and/or innovation. The initiative should demonstrate responsiveness to community needs and provide direct benefit to the public.
- **Public Library Services (open to library boards serving a population under 10,000)** – The two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community needs and provide direct benefit to the public.
- **Red Tape Reduction (open to all municipalities)** – The award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.
- **Service Delivery Enhancement (open to all municipalities)** – The award will be given for an innovative initiative that improves – or presents a new approach to – how a municipality can deliver a program or service.
- **Smaller Municipalities (open to municipalities with populations less than 5,000)** – The award will be given for a municipal initiative that demonstrates leadership, resourcefulness, or innovation to better the community.

Further details about eligibility and submission requirements are available at [www.alberta.ca/ministers-awards-municipal-public-library-excellence.aspx](http://www.alberta.ca/ministers-awards-municipal-public-library-excellence.aspx)

Questions about the program from municipalities can be sent to [municipalexcellence@gov.ab.ca](mailto:municipalexcellence@gov.ab.ca) or program advisors can be reached at 780-427-2225 (toll free by first dialing 310-0000).

Questions about the program from library boards can be sent to [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca) or program advisors can be reached at 780-427-4871 (toll free by first dialing 310-0000).

The deadline for submission is **March 31, 2022**.

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities.

Sincerely,

Ric McIver  
Minister

## Karine Keys

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**From:** Neil Barr <>  
**Sent:** February 22, 2022 2:28 PM  
**To:** Karine Keys  
**Subject:** Utility bill

Hi Council

On January 1<sup>st</sup> 2022 we had a fire at our property( 4605 1<sup>st</sup> street). The water has been shut off since that date and no sewer service was used either. Also we have not used commercial recycling.

We do use garbage pick up.

Can we eliminate charges for the services we are not using until we know what is going to continue at this address. Can we be refunded for charges since January 1<sup>st</sup> 2022?

Thank You

Neil Barr

Sent from [Mail](#) for Windows



# REQUEST FOR DECISION

Meeting: February 28, 2022  
Agenda Item: 7

## Claresholm

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### COMMUNITY INITIATIVES PROGRAM (CIP) APPLICATION & TOURISM RELIEF FUND - CLARESHOLM AG SOCIETY

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#### **DESCRIPTION:**

The Claresholm Ag Society has submitted an email request for two letters of support for grant applications they are currently completing.

1. Community Initiatives Program to host a Xibition Reining Horse Show July 28-31, 2022. This is a new event for the Ag Society. The grant provides funding up to \$75,000 for cultural and sporting events. <https://www.alberta.ca/cip-major-cultural-sport-events-grant.aspx#jumplinks-0>

2. Tourism Relief Fund to install a sound system and HRV system at the Claresholm Agriplex. <https://www.ic.gc.ca/eic/site/icgc.nsf/eng/07736.html>  
<https://www.canada.ca/en/prairies-economic-development/services/funding/tourism-relief-fund.html>

They are not asking for any funding from the Town of Claresholm, simply letters of support for their event & project. The Ag Society operates the Agriplex under a lease agreement and is a great asset to the community bringing people into the community for many events.

#### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to write a letter of support for the Claresholm Ag Society's application to the Community Initiatives Program (CIP) Grant for the purpose of hosting the Xibition Reining Horse Show on July 28-31, 2022 at the Claresholm Agriplex.

And

Moved by Councillor \_\_\_\_\_ to write a letter of support for the Claresholm Ag Society's application to the Tourism Relief fund for the purpose of installing a sound system and HRV system at the Claresholm Agriplex.

Attachments:

1). Email correspondence

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: February 24, 2022

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**From:** Claresholm Agriplex <[clhmagriplex@telus.net](mailto:clhmagriplex@telus.net)>

**Date:** February 22, 2022 at 3:30:27 PM MST

**Subject:** Claresholm Agriplex-Letters of Support

The Willow Creek Agricultural Society is applying for 2 grants and would like to request a letter of support from the Town of Claresholm for each. I have attached the last letter of support we received from the Town. A letter similar to this would be great with the following changes.

For the first grant, we are applying to the CIP grant for hosting The Xibition Reining Horse Show. This event will take place July 28-31, 2022 at the Claresholm Agriplex. This is a new event and we anticipate it being one of our larger events.

For this letter- the end of the first paragraph should read "for the purpose of hosting The Xibition Reining Horse Show on July 28-31, 2022 at the Claresholm Agriplex." And the address for this letter would be to:

Community Initiatives Program  
Alberta Culture and Status of Women  
Suite 212, 17205-106A Avenue  
Edmonton, Alberta T5S 1M7

For the second grant, we are applying to the Tourism Relief Fund for funds to install a sound system and HRV system in the West Agriplex. Currently we are only using a portable sound system that does not have sufficient sound coverage for the building. Also, we do not have an HRV system in this building yet.

For this letter- the end of the first paragraph should read "for the purpose of installing a sound system and HRV system at the Claresholm Agriplex".

Also, in the grant guidelines they emphasize "assets that serve as a motivator of travel to the region". Thus, if the second paragraph could mention something about how the Agriplex does attract a lot of people to the Town/provides an economic benefit/is a top destination for our region, then that would be great.

The address for this letter would be to:

Tourism Relief Fund  
Prairies Economic Development Canada  
1500-9700 Jasper Avenue  
Edmonton, Alberta T5J 4H7

Could you confirm receipt of this email and let me know when Council will be meeting next to decide on this?

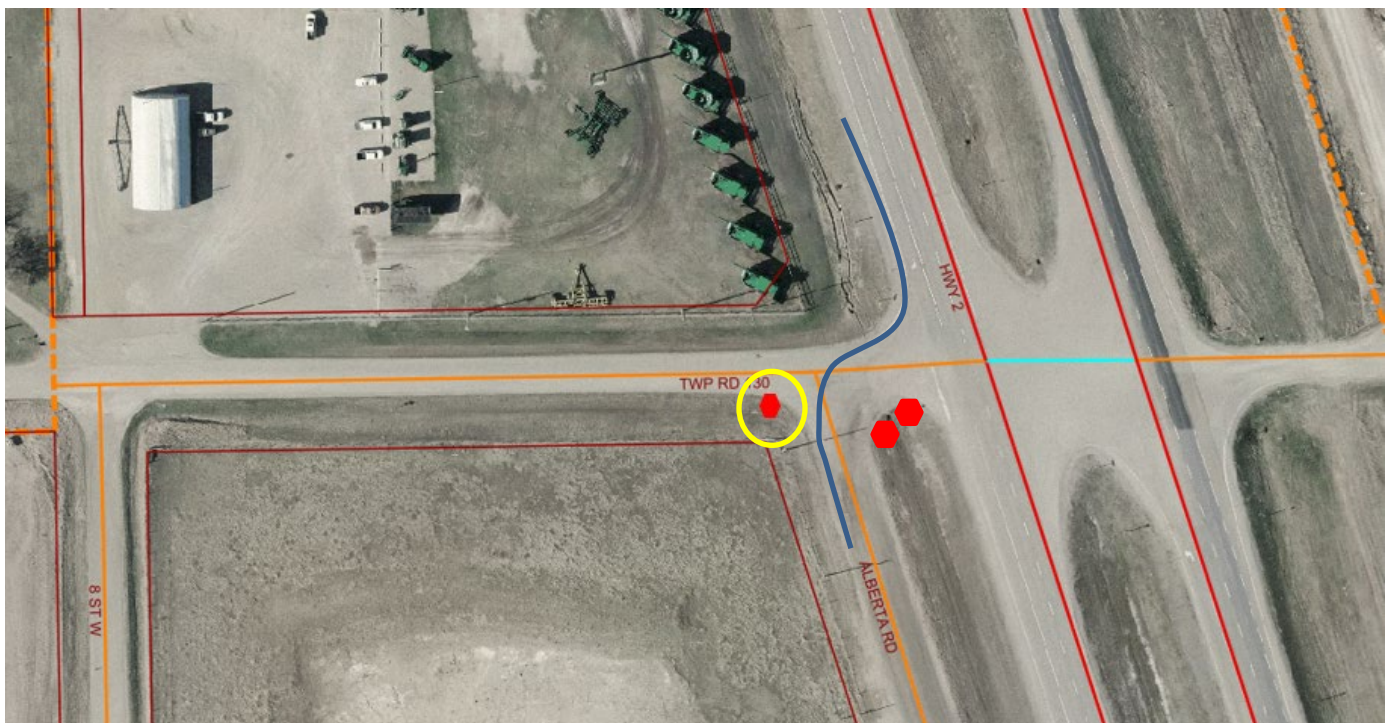
Thank you,  
David Hansma

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## CORRESPONDENCE – TRAFFIC CONCERN

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The Town received a letter in regards to traffic concerns at the north end of Town (see the attached letter). The letter was circulated to Alberta Transportation who sent the local operations manager to assess the situation. He has indicated that this is not a unique problem with trucks turning off the highway and onto service roads (shown below in blue). There are other municipalities that this occurs in and they do not have any further traffic controls from Alberta Transportation that would help address the situation as there is a turning lane from Highway 2. Alberta Transportation would have no official comment on control devices on municipal roads, but did note that adding a stop sign to the corner of Alberta Road and Twp Rd 130 heading east would mean that people heading east would be required to stop before proceeding to the highway stop. This could assist with people slowing down to notice traffic turning off highway 2.



According to Bylaw No. 1710 (Part 3.G) Council is required to carry a resolution for the installation of a control sign (stop or yield sign), see below.



**PART III TRAFFIC CONTROL DEVICE**

- 3 The CAO or designate is hereby authorized to place, erect or mark traffic control devices at such locations as he/she may determine and shall place traffic control devices at such locations as Council may by resolution direct and may from time to time alter the location of such traffic control devices for the following purposes:
- a. to divide the surface of a roadway into traffic lanes marked by solid or broken lines;
  - b. to prohibit U turns at any intersection;
  - c. to designate any intersection or other place on the highway as an intersection or place at which no left hand turn or right hand turn shall be made;
  - d. to designate as a one way street any roadway or portion thereof;
  - e. to designate school zones and playground zones;
  - f. to designate truck routes;
  - g. to set apart as through streets any highway or part of a highway and to control entry to any highway by means of a stop sign or yield sign.
  - h. to designate a crosswalk upon any highway;
  - i. to designate parking stands for use of any particular class of vehicle;
  - j. to close or restrict the use of any highway, subway, bridge or overpass or any part of any highway, subway, bridge or overpass either as to the full width thereof or as to part of the width thereof with respect to any class or classes of vehicles or with respect to any class or classes of pedestrians;
  - k. to prohibit, restrict or regulate the parking of vehicles or any particular class of vehicles on any highway or other public street or any portion thereof during such hours as he/she may determine;
  - l. to designate and mark guidelines for angle and parallel parking on any highway or other public place or any portion thereof.

**OPTIONS:**

Council pass a resolution to install a stop sign as indicated.

Or

No action at this time. Alberta Transportation continues to monitor situations such as these, and the issue can be reviewed again if no action is taken at this time.

**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to direct Infrastructure Services to install a stop sign as indicated on the map (corner of Twp Rd 130 and Alberta Road).

**ATTACHMENTS:**

- 1. Letter of concern.

**APPLICABLE LEGISLATION:**

- 1. Bylaw No. 1710 – Traffic & Highways Bylaw

**PREPARED BY:** Tara VanDellen, Planner/Development Officer

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**APPROVED BY:** Abe Tinney, CAO

**DATE:** February 24, 2022

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Hon. Ted Menzies, P.C.

Claresholm, AB

Town of Claresholm

Claresholm, Ab, T0L 0T0

February 8, 2022

Re: Traffic safety concern - intersection of TWP Rd 130 w/ Hwy 2

Please consider my request for a review of the danger presented from right turning vehicles; most specifically heavy trucks, exiting west from Hwy #2 onto Township Road 130, that then turn immediately left onto the southbound service road.

Most, simply proceed at an angle across this intersection with no regard for the fact that any approaching east bound traffic has the right of way and must stop in that truck's planned exit path.

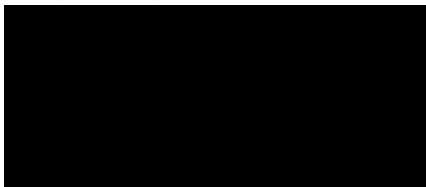
I, and others have witnessed heavily loaded trucks maneuvering this exit at 40+ KPH, with no hope of stopping should a vehicle be approaching or at the stop sign and are travelling too fast to make an abrupt turn west at more than 90 degrees. To their credit, Cervus Equipment has chosen not to park large implements close to the southeast corner of their sales lot to allow a more unobstructed view to the north.

As this crosses provincial as well as municipal jurisdiction, I would encourage you to share this concern with AB Transportation to seek a mutually agreeable solution to a serious safety concern

I would ask that this be addressed with urgency as there have already been too many close calls at this busy intersection. Myself and others included.

Thank you in advance.

**Hon. Ted Menzies P.C.**





# Claresholm

Economic Development  
Where **Community** Takes Root

## REQUEST FOR DECISION

Meeting: February 28, 2022  
Agenda Item: \_\_

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### INTERNATIONAL ECONOMIC DEVELOPMENT WEEK

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#### **DESCRIPTION / DISCUSSION**

The International Economic Development Council (IEDC) has established May 9-13 as International Economic Development Week for 2022. Although the Town of Claresholm is not a paid member of the IEDC, they do provide information and training available to all Economic Development Professionals. The Town of Claresholm is a paid member of Economic Developers of Alberta, who also recognizes this week as a time to highlight the important work that is done for communities, businesses, and people around the world.

#### **RECOMMENDATION**

The Town Council and Mayor have been invited to make a resolution to recognize May 9 – 13, 2022 as “Economic Development Week” in 2022, and remind individuals of the importance of this community celebration which supports the expansion of career opportunities and improving quality of life.

#### **PROPOSED RESOLUTION:**

see attached

PREPARED BY: Economic Development Officer, Brady Schnell

APPROVED BY: Abe Tinney, CAO

DATE: February 25, 2022

**Town of Claresholm Resolution for Recognition of  
International Economic Development Week**

---

WHEREAS, the International Economic Development Council is the largest professional economic development organization dedicated to serving economic developers; and

WHEREAS, for almost 50 years, Economic Developers Alberta has been Alberta's leading economic development network, committed to advancing the economic development profession by providing resources, professional development and networking opportunities; and

WHEREAS, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

WHEREAS, economic developers stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses, which is the hallmark of Alberta's economy; and

WHEREAS, economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and

WHEREAS, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

WHEREAS, economic developers work in the Town of Claresholm; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor does hereby recognize May 9-13, 2022 as "Economic Development Week" in 2022, and remind individuals of the importance of this community celebration which supports the expansion of career opportunities and improving quality of life.

BE IT FURTHER RESOLVED that the Mayor is authorized and directed to transmit an appropriate copy of this resolution to Economic Developers Alberta in support of these provincial celebrations.

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[Mayor/Reeve]





# Claresholm

Economic Development  
Where **Community** Takes Root

## REQUEST FOR DECISION

Meeting: February 28, 2022  
Agenda Item: 9

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### INTERNATIONAL ECONOMIC DEVELOPMENT WEEK

---

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The International Economic Development Council (IEDC) has established May 9-13 as International Economic Development Week for 2022. Although the Town of Claresholm is not a paid member of the IEDC, they do provide information and training available to all Economic Development Professionals. The Town of Claresholm is a paid member of Economic Developers of Alberta, who also recognizes this week as a time to highlight the important work that is done for communities, businesses, and people around the world.

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#### **PROPOSED RESOLUTION:**

see attached

PREPARED BY: Economic Development Officer, Brady Schnell

APPROVED BY: Abe Tinney, CAO

DATE: February 25, 2022

**Town of Claresholm Resolution for Recognition of  
International Economic Development Week**

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[Mayor/Reeve]



## Abe Tinney

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**From:** Abe Tinney  
**Sent:** February 14, 2022 8:29 AM  
**To:** Brady Schnell  
**Cc:** Karine Keys  
**Subject:** FW: FOR YOUR COUNCIL AGENDAS, PLEASE: Resolution to recognize International Economic Development Week 2022  
**Attachments:** 2022-02 Sample Resolution for recognition of International Ec Dev Week.docx  
**Importance:** High

Brady, can you prepare a RFD for next agenda? Thanks,



### Abe Tinney

Chief Administrative Officer

Phone: 403.625.3381 ext. 128 | Fax: 403.625.3869

PO Box 1000, 111 - 55<sup>th</sup> Avenue W, Claresholm, AB T0L 0T0

[www.claresholm.ca](http://www.claresholm.ca)

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**From:** Bev Thornton <bev@albertasouthwest.com>

**Sent:** February 11, 2022 1:31 PM

**To:** Barb Burnett-Cowley <barbrn1@shaw.ca>; Blair Painter-CNP <blair.painter@crowsnestpass.com>; Brad Schlossberger <brad.schlossberger@claresholm.ca>; Brent Feyter-Fort Macleod <Brent.Feyter@fortmacleod.com>; Cam Francis-Cardston County <Cam.francis@cardstoncounty.com>; Dale Gugala-Stavely <lamFriday1@hotmail.com>; John Van Driesten-MD Willow Creek <john.vandriesten@mdwillowcreek.com>; Keith Robinson-Waterton <robinson.keithb@gmail.com>; Kevin Todd-Nanton <Ktodd@nanton.ca>; Milo Holthe <holthemilo@gmail.com>; Monte Christensen-Hill Spring <mrchristensen@gmx.com>; Rick Lemire-MD Pincher Creek <CouncilDiv2@mdpincercreek.ab.ca>; Ron Davis-MD Ranchland <ronncranch@gmail.com>; snodge@pincercreek.ca; Tim Court-Cardston <t.court@cardston.ca>

**Cc:** Abe Tinney <Abe@claresholm.ca>; Candice Greig - Stavely <candice.greig@stavely.ca>; Carrie Kinahan - Glenwood <carrie@glenwood.ca>; Cindy Cornish - Cowley <vilocow@shaw.ca>; Derrick Krizsan - MD Willow Creek <derrick@mdwillowcreek.com>; Janet Edwards - Hill Spring <office@hillspring.ca>; Jeff Shaw - Cardston <jeff@cardston.ca>; Laurie Wilgosh - Pincher Creek <Laurie@pincercreek.ca>; Liisa Gillingham - Fort Macleod <l.gillingham@fortmacleod.com>; Murray Millward - Cardston County <murray@cardstoncounty.com>; Neil Smith - Nanton <cao@nanton.ca>; Patrick Thomas - CNP <patrick.thomas@crowsnestpass.com>; Robert Strauss - MD Ranchland <CAO@ranchland66.com>; Scott Barton - Waterton Park <admin@id4waterton.ca>; Troy MacCulloch - MD Pincher Creek <CAO@mdpincercreek.ab.ca>

**Subject:** FOR YOUR COUNCIL AGENDAS, PLEASE: Resolution to recognize International Economic Development Week 2022

**Importance:** High

Dear AlbertaSW Board and CAOs,  
Economic Developers Alberta (EDA), Alberta Municipalities (AM), and Rural Municipalities Alberta (RMA) are all supporting a celebration of "International Economic Development Week", May 9-13, 2022.

At the meeting on Thursday, February 10, 2022, the AlbertaSW Board approved a motion ....  
"THAT the Board encourage all our AlbertaSW member municipalities to pass a motion of recognition for International Economic Development Week."

Attached is a sample resolution to please present to your Councils at your next meeting!

**If the resolution is approved by your Council,**

1) please personalize it for your own municipality .... add logo or photo, and signature of your Mayor or Reeve; and  
2) send the pdf to me!! [bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

I will then forward to EDA, to be posted and visible on the website for 2022!

(Here is more information about Economic Development Week on the EDA website, including the list of municipalities that participated last year, in 2021)

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

Would be great if all our AlbertaSW communities were listed! Please call me if you need any other details

Bev  
AlbertaSW  
403-627-0244





# Claresholm

Economic Development  
Where **Community** Takes Root

# REQUEST FOR DECISION

Meeting: February 28, 2022  
Agenda Item: 10

## CLARESHOLM WINTERFESTIVAL; 2022 AND BEYOND

### DESCRIPTION / DISCUSSION

Claresholm Winterfestival has traditionally been a completely community-volunteer driven event, led by local champions and long-standing community organizations. Unfortunately, as a result of public health restrictions and the COVID-19 pandemic, the event has not taken place since 2019. Community group fundraisers and membership were also negatively impacted by the disruptions over the past 2-years.

The Town of Claresholm Engagement Coordinator was approached by the former Winterfestival event organizer who explained that they could no longer manage the time and energy required to hold the event. In late January, a Winterfestival Stakeholder meeting was held, and the feedback was encouraging. The Kinette Club of Claresholm, the Lions Club, the Art Society, Family Community Support Services, Penny Lane Farm House, and other local volunteers and businesses expressed a desire to bring back the event for 2020.

The Town of Claresholm held in trust, \$1,445.00 in funds remaining from Winterfest 2019. An additional \$1,650 in donations has been received for 2022, and more invitations for sponsorship were delivered on February 24<sup>th</sup>. While this funding is not enough to cover all of the costs of the event, it certainly reflects the community support for the cause. \*Beginning in 2018 the Town of Claresholm provided fireworks during Winterfestival rather than Canada Day, due to dry weather causing Fire-bans. Feedback for the 8:00 pm Winterfestival Fireworks in previous years has been tremendous.

### RECOMMENDATION

In an effort to secure the future of Winterfestival for years to come, the Economic Development Officer recommends including Winterfestival as an official Town of Claresholm event. If approved, Winterfestival would share the company, and the budget, with Canada Day, Fair Days, and the New Year's Eve Skate.

### PROPOSED RESOLUTION:

Moved by Councillor \_\_\_\_\_ to include Winterfestival as an annual Town of Claresholm event, sharing the previously budgeted funds for Canada Day, Fair Days, and the New Year's Eve Skate, as determined by the Economic Development Officer, under the supervision of the Chief Administrative Officer.

PREPARED BY: Economic Development Officer, Brady Schnell

APPROVED BY: Abe Tinney, CAO

DATE: February 24, 2022



# Claresholm Winter Festival

Saturday  
**12**

**MARCH**

11 a.m. - 8 p.m.

Claresholm Community Centre

*Family Fun!*

*Indoor & Outdoor  
Activities*



**Don't miss this  
Town of Claresholm event!**

*Invite your family and friends  
to come have some fun!*

- Live Entertainment by Gaven Moore & Guests (indoor and outdoor stages)
- **Feature performer: TREVOR PANCAK on the outdoor stage 2 - 4 p.m.**
- **SnoPitch Tournament - team registration: 403-625-2172**
- Indoor Artisan Market • FCSS Digital Scavenger Hunt • Kinette's Kids Zone
- Claresholm & District Museum Photo Booth
- Lions Beef on a Bun • Food Trucks • Movie Concession
- Fire Pit by Claresholm Fire Dept. • Outdoor Beer Garden
- Claresholm Arts Society Movie showing Cruella at 6 p.m.
- Fireworks following the movie at approx. 8 p.m.





# REQUEST FOR DIRECTION

Meeting: February 28, 2022  
Agenda Item: 11

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## Bylaw 1725, Amendment to the Unsightly Premises and Property Standards Bylaw

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### DESCRIPTION/BACKGROUND:

In 2021, Council amended Bylaw 1711, the Unsightly Premises and Property Standards Bylaw. The substantive changes are as follows:

1. The Town of Claresholm Unsightly Premises and Property Standards Bylaw #1711 shall be amended as follows:

#### **REMOVE Current Section 3.7:**

- 3.7 No Person shall keep or permit on any Residential Development or Property any Recreational Vehicle unless the Recreational Vehicle is parked:
- a) During the months of May to September inclusive, in a Front Yard or a Secondary Front Yard and located on a hard-surfaced, gravel, or rock parking area with a setback of at least 1.0 m from the sidewalk or curb if there is no sidewalk abutting the road; and
  - b) At any time during the year, in a Rear Yard or Side Yard and maintained to prevent the tracking of mud or debris onto adjacent roadways.

#### **ADD Revised Section 3.7:**

- 3.7 No Person shall keep or permit on any Residential Development or Property any Recreational Vehicle unless the Recreational Vehicle is parked:
- a) During the months of April to October inclusive, in a Front Yard or a Secondary Front Yard and located on a hard-surfaced, gravel, or rock parking area with a setback of at least 1.0 m from the sidewalk or curb if there is no sidewalk abutting the road; and
  - b) During the months of November to March inclusive, in a Front Yard and located on a hard-surfaced, gravel, or rock parking area with a setback of at least 3.0 m from the sidewalk or curb if there is no sidewalk abutting the road, or a Secondary Front Yard if located on a hard-surfaced, gravel, or rock parking area to be fully maintained on property and not to extend onto the municipal boulevard in anyway; and
  - c) At any time during the year, in a Rear Yard or Side Yard and maintained to prevent the tracking of mud or debris onto adjacent roadways.

#### **ADD Section 3.8:**

- 3.8 Every occupant of any property or premises within the Town shall:

- a) Prune or remove any and all trees located on the premises that, due to a deterioration of condition or for any other reason, interfere with any public utility or public works, or are a public safety hazard; and
- b) Where branches, foliage or other parts of trees, shrubs, or other vegetation on premises extend beyond the property lines of the subjects' premises, and interfere with or obstruct any public utility of the Town, including power lines, traffic signage, street lighting, and the safe movement of vehicular and pedestrian traffic within the Town, the Chief Administrative Officer may authorize the immediate removal, without notice, or any such interferences and obstructions; and
- c) Where the Town carries out any remedial measures as required pursuant to Section 3.8 of this Bylaw, neither the Town or any employees or contractors shall be held liable in any way in relation to any such remedial actions taken.

Administration has been enforcing the amended bylaw and has issued warnings and penalties for non-compliance. Members of Council have had feedback from the public on the bylaw changes and would like Council to review the provisions relating to RV setbacks and to ensure the bylaw is being properly enforced. Specifically, some members of the public feel the "hitch" of an RV should be permitted to be closer than the 3m setback requirement.

### **DISCUSSION and RECOMMENDED ACTION**

Council amended the bylaw because RV parking in front yards was a) unsightly, b) causing unnecessary snow drifting on neighboring sidewalks and c) a blind spot and thus a safety concern for parking vehicles.

Bylaw 1725 was vetted by the Town's legal team and administration recommends that the bylaw not be changed to accommodate any "exceptions" to the RV setback parking requirements. The current provisions are clear and any changes to allow exceptions for any reason could lead to unforeseen issues down the road, and may not be consistent with the original intent of the changes, namely unsightliness, snow drifting and blind spot concerns.

If Council would like this discussed further, or would like to amend the Bylaw, then administration would like a motion providing direction accordingly. If Council does not want to discuss this issue further, then no action is required.

### **APPLICABLE LEGISLATION and Attachments:**

- 1.) Bylaw No. 1725 – Amendment to Unsightly Premises and Property Standards Bylaw
- 2.) Bylaw No. 1711 – Unsightly Premises and Property Standards Bylaw

**PREPARED BY: Abe Tinney, CAO**

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**APPROVED BY: Abe Tinney, CAO**

**DATE: February 25, 2022**

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**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1725**

**A Bylaw of the Town of Claresholm to amend Bylaw 1711, the Unsightly Premises and Property Standards Bylaw.**

**WHEREAS** pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Unsightly Premises and Property Standards Bylaw, Bylaw #1711; and

**WHEREAS** Council deems it necessary to amend the existing Bylaw #1711;

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

1. The Town of Claresholm Unsightly Premises and Property Standards Bylaw #1711 shall be amended as follows:

**REMOVE Current Section 3.7:**

- 3.7 No Person shall keep or permit on any Residential Development or Property any Recreational Vehicle unless the Recreational Vehicle is parked:
- a) During the months of May to September inclusive, in a Front Yard or a Secondary Front Yard and located on a hard-surfaced, gravel, or rock parking area with a setback of at least 1.0 m from the sidewalk or curb if there is no sidewalk abutting the road; and
  - b) At any time during the year, in a Rear Yard or Side Yard and maintained to prevent the tracking of mud or debris onto adjacent roadways.

**ADD Revised Section 3.7:**

- 3.7 No Person shall keep or permit on any Residential Development or Property any Recreational Vehicle unless the Recreational Vehicle is parked:
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  - b) During the months of November to March inclusive, in a Front Yard and located on a hard-surfaced, gravel, or rock parking area with a setback of at least 3.0 m from the sidewalk or curb if there is no sidewalk abutting the road, or a Secondary Front Yard if located on a hard-surfaced, gravel, or rock parking area to be fully maintained on property and not to extend onto the municipal boulevard in anyway; and

- c) At any time during the year, in a Rear Yard or Side Yard and maintained to prevent the tracking of mud or debris onto adjacent roadways.

**ADD Section 3.8:**

3.8 Every occupant of any property or premises within the Town shall:

- a) Prune or remove any and all trees located on the premises that, due to a deterioration of condition or for any other reason, interfere with any public utility or public works, or are a public safety hazard; and
- b) Where branches, foliage or other parts of trees, shrubs, or other vegetation on premises extend beyond the property lines of the subjects' premises, and interfere with or obstruct any public utility of the Town, including power lines, traffic signage, street lighting, and the safe movement of vehicular and pedestrian traffic within the Town, the Chief Administrative Officer may authorize the immediate removal, without notice, or any such interferences and obstructions; and
- c) Where the Town carries out any remedial measures as required pursuant to Section 3.8 of this Bylaw, neither the Town or any employees or contractors shall be held liable in any way in relation to any such remedial actions taken.

**REMOVE Current Section 13.2:**

13.2 Section 3.7 of this Bylaw shall come into effect on October 1, 2021.

**ADD Revised Section 13.2:**

13.2 Section 3.7 of this Bylaw shall come into effect on November 1, 2021.

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

3. Bylaw #1711 is hereby amended.

Read a first time in Council this **14<sup>th</sup>** day of **June** 2021 A.D.

Read a second time in Council this **28<sup>th</sup>** day of **June** 2021 A.D.

Read a third time in Council and finally passed in Council this **28<sup>th</sup>** day of **June** 2021 A.D.

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**Doug MacPherson, Mayor**

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**Marian Carlson, CAO**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1711**

A Bylaw of the **Town of Claresholm** to **regulate and abate Nuisances and Unsightly Premises and regulate Property standards in the community.**

**WHEREAS**, the Municipal Government of Alberta, being Chapter M-26 of the Revised Statutes of Alberta, R.S.A. 2000 and amendments thereto, authorizes a Council to pass bylaws for the preventing of Nuisances generally, and regulating untidy and Unsightly private and public Premises;

**AND WHEREAS**, the Municipal Government of Alberta, being Chapter M-26 of the Revised Statutes of Alberta, R.S.A. 2000 and amendments thereto, authorizes a Council to pass bylaws for municipal purposes respecting people, activities and things in, on or near a public place or a place that is open to the public;

**AND WHEREAS** the Council deems it necessary to provide for an efficient means of regulating and encouraging the abatement of Unsightly Premises within the Town of Claresholm;

**AND WHEREAS** the Council believes the regulation of Nuisances through a Property Standards Bylaw would benefit the community as a whole;

**AND WHEREAS**, section 66(2) of the Safety Codes Act, R.S.A. 2000, c. S-1, authorizes a Council to pass bylaws respecting minimum maintenance standards for buildings and structures and Unsightly or derelict buildings or structures;

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

**SECTION 1 TITLE OF BYLAW**

- 1.1 This Bylaw may be cited as the “**Unsightly Premises and Property Standards Bylaw.**”

**SECTION 2 DEFINITIONS**

- 2.1 In this Bylaw, unless the context otherwise requires:

a) “**Administration Fee**” means a fee added to actual expenses incurred by the Town for measures taken pursuant to this Bylaw and such fee is equal to the greater of \$25.00 or 15% of actual expenses incurred by the Town;

b) “**Alley**” means a narrow Highway or public thoroughfare, which provides a secondary means of access to a lot or lots intended chiefly to provide access to the rear of buildings and parcels of land.

c) “**Animal Material**” means any animal excrement and Includes all material accumulated on a Premises from pet pens or pet Yards, stables, veterinary clinics, animal hospitals, kennels or feed lots;

d) “**Building**” includes anything constructed or placed on, in over or under land.

e) “**Building Material**” means material or debris which may result from the construction, renovation or demolition of any building or other structure and Includes, but is not limited to, wood, gypsum board, roofing, vinyl siding, metal, packaging material and containers of Building Material, gravel, concrete and asphalt and any earth, rocks and vegetation displaced during such construction, renovation or demolition of any building or other structure;

f) “**Chief Administrative Officer (CAO)**” means a municipal official employed by the Town of Claresholm in the position of Chief Administrative Officer or, in his/her absence, the Person appointed as Acting Chief Administrative Officer;

g) “**Control**” in reference to Weeds means:

- i) Cut, mow or carry out measures designed to inhibit propagation of the weed, or

- ii) Destroy the weed if specified by a Community Peace Officer, Bylaw Enforcement Officer or Weed Inspector employed by the Town of Claresholm;
- h) “**Council**” means the Council of the Town of Claresholm;
- i) “**Court**” means the Provincial Court of Alberta;
- j) “**Damaged, Dismantled or Derelict Vehicle**” means:
  - i) The whole or any part of any Vehicle which is not currently registered or licensed in accordance with Alberta Motor Vehicle Registries for the current year;
  - ii) Any Vehicle which is inoperative or incapable of movement under its own power by reason of disrepair, removed parts or missing equipment; or,
  - iii) And that is not located in an enclosed structure such that the whole or any part of the Vehicle is visible from the Highway.
- k) “**Designated Officer**” means a Person authorized by Council to act as Designated Officer pursuant to Section 210 of the Municipal Government Act, including but not limited to performing inspections and any other action required to enforce the provisions of this Bylaw. For the purpose of this Bylaw, the Designated Officer shall be the Enforcement Officer.
- l) “**Enforcement Officer**” means a Community Peace Officer, Bylaw Enforcement Officer, RCMP Constable or other Person appointed by the Town who is authorized to enforce Bylaws of the Town of Claresholm;
- m) “**Front Yard**” means the same as defined in the Town of Claresholm’s Land Use Bylaw;
- n) “**Garbage**” means any household or commercial rubbish including, but not limited to, boxes, cartons, bottles, cans, containers, packaging, wrapping material, waste paper, cardboard, food, discarded clothing or fabric and discarded household items;
- o) “**Graffiti**” means words, figures, letters or drawings scribbled, scratched, painted or sprayed upon any surface without the consent of the Owner of the building or Property on which such Graffiti is placed;
- p) “**Highway**” is as defined in the *Traffic Safety Act*;
- q) “**Including**” or “**Includes**” when introducing a list of items, does not limit the meaning of the words to those items or to items of a similar kind;
- r) “**Municipal Government Act**” means the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended;
- s) “**Notice**” means a Notice issued pursuant to this Bylaw directing an Owner or Occupant of a Property to remedy a condition that is not in compliance with a provision of this Bylaw;
- t) “**Nuisance**” means any use of or activity on land which demonstrates a disregard for the general maintenance and upkeep of Property so as to produce a material annoyance, inconvenience or discomfort to other Persons, whether or not it is detrimental to the surrounding area, some examples of which include, but are not limited to, the following:
  - i) excessive accumulation of material including but not limited to Building Materials, appliances, household goods, boxes, tires, Vehicle parts, Garbage or refuse, or Animal Material, whether of any apparent value or not;
  - ii) loose litter, Garbage, construction debris, Yard Material or refuse whether located in a storage area, collection area or elsewhere on the land;
  - iii) Damaged, Dismantled or Derelict Vehicles;
  - iv) smelly or messy compost heaps;
  - v) grass or Weeds higher than 15 centimeters (approximately 6 inches);
  - vi) production of excessive dust, dirt or smoke;
  - vii) production of any generally offensive odours;
  - viii) open or exposed storage of industrial fluids, including engine oil, brake fluid or anti-freeze;
  - ix) use of any pesticide or herbicide which has significant detrimental or environmental effects on surrounding areas;



- x) any trees, shrub, other type of vegetation or any structure:
  - (1) that obstructs any Sidewalk adjacent to the land;
  - (2) that impairs the visibility required for safe traffic flow at any intersection adjacent to the land; or
  - (3) that has any rot, disease or other deterioration;
- xi) the failure to destroy prohibited Weeds or Control noxious or Nuisance Weeds;
- xii) any accessible excavation, ditch, drain or standing water that could pose a danger to the public;
- xiii) any construction project or activity not completed within 3 years of the date the building permit for the project or activity was issued by the Town or, if no permit was issued or required, within 3 years of starting construction; and
- xiv) any conditions likely to attract Nuisance animals, pests or other vermin
- u) **“Occupy”** or **“Occupies”** means residing on or to be in apparent possession or Control of Property;
- v) **“Owner”** of a Property means:
  - i) a Person who is registered under the *Land Titles Act* as the Owner of the land;
  - ii) a Person who is recorded as the Owner of the Property on the tax assessment of the Town;
  - iii) a Person who has purchased or otherwise acquired the land, whether he has purchased or otherwise acquired the land directly from the Owner or from another purchaser, and has not yet become the registered Owner thereof;
  - iv) a Person holding himself out as the Person having the powers and authority of Ownership of the Property or who for the time being exercises the powers and authority of Ownership; or
  - v) a Person Controlling the Property under construction, or a Person who is the occupant of the Property pursuant to a rental or lease agreement, license or permit;
- w) **“Person”** means an individual or any business entity Including a firm, partnership, association, corporation, company, or society;
- x) **“Property”** means any land situated in whole or in part within the Town Including the external surfaces of all buildings and land immediately adjacent to any building or buildings and Includes any land or buildings owned or leased by the Town;
- y) **“Provincial Offences Procedures Act”** means the *Provincial Offences Procedure Act*, RSA 200, Chapter P-34, and the regulations thereof, as amended;
- z) **“Rear Yard”** means the same as defined in the Town of Claresholm’s Land Use Bylaw;
- aa) **“Recreation Vehicle”** means a Vehicle, trailer, water craft or off road Vehicle that is utilized for recreational purposes and includes any motor home, travel trailer, tent trailer, watercraft and trailer, fifth wheel trailer, a camper when it is not mounted on a truck but placed on the ground or stand, utility trailer, or any similar Vehicles, or any Vehicle as determined by an Enforcement Officer to be intended for predominantly recreation purposes that would not typically be seen as use directly related to the Property.
- bb) **“Residential Building”** means a structure used as a residence containing one or more dwelling units, including a house, multi-family dwelling, apartment building, hospital, lodging house, hotel, motel, mobile home, tent, trailer, motor home, camper, or recreational Vehicle of any type;
- cc) **“Residential Development”** means any land that is the site of one or more Residential Buildings, excepting farms, ranches, and other land which is used for primarily agricultural purposes;
- dd) **“Secondary Front Yard”** means the secondary side of properties with more than one street frontage, typically corner lots.
- ee) **“Side Yard”** means the same as defined in the Town of Claresholm’s Land Use Bylaw.

ff) “**Town**” means the municipal corporation of the Town of Claresholm in the Province of Alberta, or the area located within the Town of Claresholm's corporate limits, as the context so requires;

gg) “**Unsightly**” means:

i) A Property that because of its condition or the accumulation of refuse is detrimental to the use and enjoyment of the surrounding area or neighboring properties;

ii) In respect of a structure, includes a structure whose exterior shows signs of significant physical deterioration, serious disregard for general maintenance, upkeep or repair, or which constitutes a Nuisance;

iii) In respect of land, includes land that shows signs of a serious disregard for general maintenance or upkeep or which constitutes a Nuisance; or

iv) In an Unsightly condition within the meaning of s.546 of the Municipal Government Act.

hh) “**Vehicle**” has the same meaning as defined in the *Traffic Safety Act*, and Includes any motorized Vehicle that is unable to be moved under its own power;

ii) “**Weeds**” Includes dandelions, Nuisance and noxious Weeds as defined by the *Weed Control Act*;

jj) “**Yard**” means the same as defined in the Town of Claresholm’s Land Use Bylaw

kk) “**Yard Material**” means waste material of an organic nature formed as a result of gardening, horticultural pursuits, or agricultural activities and Includes grass, tree and hedge cuttings, waste sod and decomposing plants, leaves and Weeds.

### **SECTION 3 NUISANCE AND UNSIGHTLY LANDS**

- 3.1 A Person shall not cause or permit a Nuisance to exist on land they Own or Occupy.
- 3.2 A Person shall not allow Property which they Own or Occupy to be or to become Unsightly.
- 3.3 No Owner or Occupant of a Property shall have or allow in or on the Property, the accumulation of:
  - a) Any material that creates unpleasant odour;
  - b) Any material likely to attract animals, pests or wildlife; or
  - c) Animal remains, parts of animal remains or animal feces.
- 3.4 A Person shall not have or allow the following to accumulate on Property which they Own or Occupy such that the accumulation is visible to a Person viewing from outside the Property:
  - a) Loose Garbage and bagged Garbage;
  - b) Bottles, cans, boxes or packaging materials;
  - c) Household furniture or other household goods;
  - d) Automobile parts;
  - e) Parts of or disassembled machinery, equipment or appliances;
  - f) Yard waste, including grass, tree and hedge cuttings, leaves and other refuse; or
  - g) Any items or material of a similar nature.
- 3.5 No Person shall keep or permit in any part of any Yard within any Residential Premises or Property any Vehicle, loaded or unloaded, of a gross Vehicle weight in excess of 5,500 kg for longer than is reasonably necessary to load or unload the Vehicle.
- 3.6 No Person shall permit any Recreational Vehicle to be used as a dwelling unit on any Residential Development or Property.
- 3.7 No Person shall keep or permit on any Residential Development or Property any Recreational Vehicle unless the Recreational Vehicle is parked:

- a) During the months of May to September inclusive, in a Front Yard or a Secondary Front Yard and located on a hard-surfaced, gravel, or rock parking area with a setback of at least 1.0 m from the sidewalk or curb if there is no sidewalk abutting the road; and
- b) At anytime during the year, in a Rear Yard or Side Yard and maintained to prevent the tracking of mud or debris onto adjacent roadways.

#### **SECTION 4 BOULEVARDS AND ALLEYS**

- 4.1 A Person shall maintain any Boulevard or Alley adjacent to the Property they own or Occupy by:
  - a) Keeping any grass cut to a length of no more than 15 cm (approximately 6 inches);
  - b) Removing any accumulation of fallen leaves or other refuse or debris;
  - c) Replace dead or diseased lawn with grass or other landscaping material approved by the Town per section 4.2; and
  - d) Notifying the Town if tree maintenance is required.
- 4.2 No Person shall remove or prune trees located on a Boulevard or Alley without prior approval from the Town.
- 4.3 Subject to obtaining written permission from the Town, any Owner who chooses to utilize any landscaping material other than natural grass (e.g. crushed rock, mulch, artificial turf, hard-surfacing, plantings, etc.) on a Boulevard, Alley or any other publicly owned Premises or Property adjacent to their Premises or Property assumes responsibility for all maintenance of such landscaping material and the repair of damage to such landscaping material, regardless of cause.
- 4.4 Notwithstanding Section 4.1, if the Town is required to damage, disturb or remove landscaping material placed on a Boulevard or Alley as a result of repair of public utilities, the Town will only be responsible for the cost to repair the damage, disturbance or removal with natural grass.

#### **SECTION 5 BUILDINGS**

- 5.1 No Person shall cause or permit a Nuisance to exist in respect of any Building on land they Own or Occupy.
- 5.2 For the purpose of greater certainty, a Nuisance in respect of a Building means a Building showing signs of serious disregard for general maintenance and upkeep, whether or not it is detrimental to the surrounding area, some examples of which Include the following:
  - a) Any damage to the Building;
  - b) Any rot or other deterioration within the Building; and
  - c) Any inappropriate infiltration of air, moisture or water into the Building due to peeling, unpainted or untreated surfaces, missing shingles or other roofing materials, broken or missing windows or doors, or any other hole or opening in the Building.
- 5.3 If a Building normally intended for human habitation is unoccupied then any door or window opening in the Building may be covered with a solid piece of wood, but only if the wood is:
  - a) Installed from the exterior and fitted within the frame of the opening in a watertight manner;
  - b) Of a thickness sufficient to prevent unauthorized entry in the Building;
  - c) Secured in a manner sufficient to prevent unauthorized entry in the Building; and
  - d) Coated with an opaque protective finish in a manner that is not detrimental to the surrounding area.

#### **SECTION 6 CONSTRUCTION SITE**

- 6.1 Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site.
- 6.2 No Person shall allow the accumulation of Building Materials on a Property they Own or Occupy, whether new or used, such that they are visible to a neighbor or from a Highway or

public space, unless they can establish that a construction or renovation is being carried out on the Property and that:

- a) The project has begun or the beginning of work is imminent;
  - b) The materials found on the Property relate to the project taking place on the Premises in a quantity reasonable to complete the project; and
  - c) The work on the project has not been suspended for a period in excess of one hundred and twenty days.
- 6.3 No Person shall allow loose construction material to be stored or accumulated on a construction site they Own or Occupy unless it is:
- a) Stacked or stored on the Property in an orderly manner; and
  - b) Not capable of being blown around the construction area or off the construction site.

## **SECTION 7 REPAIR OF MOTOR VEHICLES**

- 7.1 A Person shall not conduct any repair work on Motor Vehicles, including mechanical repairs, auto body work, frame repair, collision repair, auto painting or modifications to the body or rebuilding of a Vehicle, on any land in a residential district, unless approved by way of development permit.
- 7.2 This prohibition shall not apply to routine maintenance work performed on any Vehicles owned, operated or registered in the name of the Person who Owns or Occupies the Property on which the work is being performed, provided that:
- a) There is no escape of offensive, annoying or noxious odors, fumes or smoke from the Property;
  - b) Vehicle fluids, oil, gasoline products or other hazardous materials are properly stored and disposed of and not swept or washed into lanes, streets, or down storm sewers;
  - c) All discarded Vehicle parts and materials are properly stored out of public view and disposed of from the Property;
  - d) No washing of motor, power train or other Vehicle parts which may cause petroleum product runoff into the storm water system on the Property; and
  - e) All building and fire code regulations are met.

## **SECTION 8 EXEMPTIONS & EXCEPTIONS**

- 8.1 The provisions of this Bylaw shall not be interpreted to prevent bona fide and permitted commercial, industrial, agricultural, construction, demolition, renovation, landscaping, clean-up, storage or other related activities from being carried out on, or in relation to, a Property.
- 8.2 The Person who Owns or Occupies a Property that carries on, or permits the carrying on, of any activities referred to in Section 8.1 of this Bylaw shall ensure that all reasonable steps are taken to minimize the duration and visual impact of any resulting untidiness or unsightliness of the Property.

## **SECTION 9 ENFORCEMENT**

- 9.1 Where an Owner or Occupant of a Property is found by a Designated Officer or Enforcement Officer to be in non-compliance with any provision of this Bylaw, the Owner or Occupant of the Property may be issued an Order containing the following information:
- a) The address and/or legal description of the Property where remedial action is required;
  - b) The condition or conditions that are not in compliance with this Bylaw;
  - c) The remedial action that is required to bring the Property into compliance;
  - d) The deadline for completion of the remedial action required, which must not be less than seven (7) days after the date of service of the Notice and must not be greater than thirty (30) days after the date of service of the Notice; and
  - e) A statement that the Town may carry out the required remedial action at the Owner's expense if the required work is not completed within the allowed time.

- 9.2 An application for an extension of the deadline provided for the completion of the remedial action required in a Notice issued pursuant to Section 9.1 of this Bylaw may be applied for in writing to an Enforcement Officer not later than seven (7) days after the service of the Notice. The application must include the reasons why the deadline extension is required, and the anticipated date for completion of the required remedial action. Any such deadline extension applied for may be allowed or refused at the sole discretion of the Enforcement Officer, and the extension shall not exceed sixty (60) days after the deadline provided in the Notice.
- 9.3 Any Notice issued pursuant to Section 9.1 of this Bylaw will be deemed to have been sufficiently served upon the Owner or Occupant of the Property when the Notice is:
- a) served Personally upon the Owner or Occupant, or served in substitution upon any Person who is 18 years of age or older who resides in the subject Property;
  - b) served Personally upon the Property manager or Person apparently in charge of the Property, if the Property is not occupied or managed by the Owner;
  - c) posted at a conspicuous location(s) near the main entry to the Property; or
  - d) mailed by regular mail to the Owner of the Property using the address provided by the Owner and/or on record with the Town of Claresholm as the mailing address for the Owner of the Property, in which case the deemed date of service is five (5) days after the date of mailing.
- 9.4 The Owner or Occupant of a Property who has been served with a Notice issued pursuant to this Section shall fully comply with the Notice within either the original or extended time allowed for compliance.
- 9.5 Where an Enforcement Officer has reasonable grounds to believe that a Person has contravened any provision of this Bylaw, he/she may commence enforcement of the Bylaw in relation to that Person by:
- a) Issuing the Person, a Violation Ticket in a form as approved by the Chief Administrative Officer;
  - b) Swearing out an Information and Complaint against the Person; or
  - c) In lieu of prosecution, issuing the Person a Bylaw Violation Tag, in a form as approved by the Chief Administrative Officer.
  - d) If the Violation Tag penalty is not paid within the specified period, the Person shall be issued a Violation Ticket pursuant to the provisions of Part Two (2) of the Provincial Offences Procedures Act (POPA);
  - e) Any penalties assessed shall be per "Schedule 'A' – Minimum Specified Penalties.
- 9.6 Where an Enforcement Officer issues a Person a Violation Ticket in accordance with Section 9.5(a) of this Bylaw, the Enforcement Officer may either:
- a) Allow the Person to pay the specified penalty as provided for in Section 11 of this Bylaw by indicating such specified penalty on the Violation Ticket; or
  - b) Require a Court appearance of the Person, pursuant to the provisions of Part 2 of the Provincial Offences Procedure Act, where the Enforcement Officer reasonably believes that such appearance is in the public interest.
- 9.7 No provision of this Bylaw or any action taken pursuant to any provision of this Bylaw shall restrict, limit, prevent or preclude an Enforcement Officer or the Town from pursuing any other remedy in relation to a Property or Nuisance as provided by the Municipal Government Act, any other law of the Province of Alberta, or any other Bylaw of the Town.

## **SECTION 10 GENERAL PENALTY PROVISION**

- 10.1 Any Person that violates any provision of this Bylaw is guilty of an offence and is liable upon conviction to a maximum fine of ten thousand dollars (\$10,000), or in default of payment of the fine to imprisonment for a period not exceeding one (1) year, or to both fine and imprisonment in such amounts.

## **SECTION 11 GENERAL**

- 11.1 It is the intention of the Council of the Town that each provision of this Bylaw should be considered as being separate and severable from all other provisions. Should any section or provision of this Bylaw be found to have been improperly enacted, then such section or provision shall be regarded as being severable from the rest of this Bylaw and that the Bylaw remaining after such severance shall remain effective and enforceable.
- 11.2 It is the intention of the Council of the Town that all offences created pursuant to this Bylaw be construed and considered as being Strict Liability Offences.
- 11.3 Whenever the singular and masculine gender is used in this Bylaw, the same shall include the plural, feminine and neuter gender whenever the context so requires.

## **SECTION 12 REPEAL OF PREVIOUS BYLAW**

- 12.1 Bylaw No. 1534, the “Unsightly Premises and Snow Removal Bylaw” and any amendments thereto, are hereby repealed.

## **SECTION 13 PASSAGE OF BYLAW**

- 13.1 This Bylaw (except that mentioned in 13.2) shall come into effect upon the date of third and final reading.
- 13.2 Section 3.7 of this Bylaw shall come into effect on October 1, 2021.

Read a first time in Council this **7<sup>th</sup>** day of **December** 2020 A.D.

Read a second time in Council this **11<sup>th</sup>** day of **January** 2021 A.D.

Read a third time in Council and finally passed in Council this **11<sup>th</sup>** day of **January** 2021 A.D.

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**Doug MacPherson, Mayor**

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**Marian Carlson, CAO**

**SCHEDULE "A" MINIMUM AND SPECIFIED PENALTIES AND FEES**

1. The minimum and specified penalty for a violation of any provision of this Bylaw (excepting the provisions of Sections 3.4, 4, and 7) is a fine in the amount of:
  - First Offence: \$350.00
  - Second Offence: \$700.00
  - Third Offence: \$1,500.00
2. The minimum and specified penalty for a violation of Section 3.4 of this Bylaw is a fine in the amount of:
  - First Offence: \$500.00
  - Second Offence: \$1,000.00
  - Third Offence: \$1,500.00
3. The minimum and specified penalty for a violation of a provision of Sections 4 and 7 of this Bylaw is a fine in the amount of:
  - First Offence: \$250.00
  - Second Offence: \$500.00
  - Third Offence: \$1,000.00
4. The minimum and specified penalty for any violation of this Bylaw four (4) times or more and for each subsequent offence shall be a fine in the amount of one thousand five-hundred dollars (\$1,500.00).
5. The fee to appeal a written order shall be one hundred dollars (\$100).
6. The penalty in lieu of prosecution for a violation of any provision of this Bylaw proceeded with in accordance with Section 9.1(c) is one-half (50%) of the minimum and specified penalty provided for the particular offence by this Section.



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

<b>Revenue</b>	<b>JANUARY</b>	<b>2022 YTD</b>	<b>2022 BUDGET</b>
Net municipal taxes	0.04	0.04	(3,656,794.00) <sup>1</sup>
Special assessments	-	-	(5,140.00)
User fees and sales of goods	(101,980.46)	(101,980.46)	(3,145,110.00)
Government transfers for operating	-	-	(330,890.00)
Investment income	(2,965.81)	(2,965.81)	(66,000.00)
Penalties and costs of taxes	(30,802.05)	(30,802.05)	(80,100.00)
Licenses and permits	(20,911.20)	(20,911.20)	(108,000.00)
Other local government transfers	(9,000.00)	(9,000.00)	(201,839.00)
Proceeds from disposal of capital assets	(19,185.00)	(19,185.00)	(40,000.00)
Franchise and concession contracts	(22,301.60)	(22,301.60)	(262,000.00)
Rental	(1,816.05)	(1,816.05)	(119,730.00)
Other	(1,100.62)	(1,100.62)	(82,500.00)
Government transfers for capital	-	-	(1,519,400.00)
	<u>(210,062.75)</u>	<u>(210,062.75)</u>	<u>(9,617,503.00)</u>
<b>Expenses</b>			
Salaries, wages and benefits	230,964.83	230,964.83	3,227,701.00
Contracted and general services	73,458.83	73,458.83	1,681,672.00
Materials, goods, supplies, and utilities	11,105.26	11,105.26	1,345,850.00
Bank charges and short-term interest	96.58	96.58	500.00
Interest on long-term debt	-	-	220,326.00
Other expenditures	607.49	607.49	88,890.00
Transfers to organizations and others	71,537.42	71,537.42	367,626.00
Amortization	-	-	1,725,865.00
	<u>387,770.41</u>	<u>387,770.41</u>	<u>8,658,430.00</u>
Internal Transfers			
Internal transfers	(5,547.87)	(5,547.87)	- <sup>2</sup>
<b>Net Income</b>	<u><b>172,159.79</b></u>	<u><b>172,159.79</b></u>	<u><b>(959,073.00)</b></u>
<b>Other</b>			
Transfers to/from reserves	-	-	360,811.00
Capital expenditures	-	-	1,987,000.00
Debt Proceeds	-	-	-
Debt Principal Repayment	-	-	337,127.00
Amortization addback	-	-	(1,725,865.00)
	<u><b>172,159.79</b></u>	<u><b>172,159.79</b></u>	<u><b>-</b></u>

**Notes**

<sup>1</sup> Minor rounding adjustments

<sup>2</sup> 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  
January 31, 2022**

<b>Revenue</b>	<b>JANUARY</b>	<b>2022 YTD</b>	<b>2022 BUDGET</b>
Tax and requisition revenue	(55,562.42)	(55,562.42)	(4,118,594.00)
General administration revenue	(31,948.62)	(31,948.62)	(501,730.00)
Police	(1,312.00)	(1,312.00)	(15,000.00)
Fire	-	-	(13,000.00)
Bylaw enforcement	(4,645.00)	(4,645.00)	(18,000.00)
Roads, streets, walks, lighting	-	-	(70,000.00)
Storm sewers and drainage	-	-	(893,468.00)
Water supply and distribution	(50,156.63)	(50,156.63)	(1,848,320.00)
Wastewater treatment and disposal	(16,206.55)	(16,206.55)	(575,312.00)
Garbage Collection	(17,207.00)	(17,207.00)	(429,000.00)
Recycling	(8,235.87)	(8,235.87)	(300,000.00)
FCSS	(9,000.00)	(9,000.00)	(227,774.00)
Cemetery	-	-	(20,500.00)
Physician recruitment	-	-	-
Economic development	(1,170.00)	(1,170.00)	(191,155.00)
Land use planning, zoning and development	(5,696.20)	(5,696.20)	(77,100.00)
Parks and recreation	(8,922.46)	(8,922.46)	(308,550.00)
Culture - libraries and museum	-	-	(10,000.00)
	<u>(210,062.75)</u>	<u>(210,062.75)</u>	<u>(9,617,503.00)</u>
<b>Expenses</b>			
Legislative	-	-	122,900.00
Administration	77,424.20	77,424.20	1,471,327.00
Police	-	-	168,179.00
Fire	7,684.70	7,684.70	220,849.00
Bylaw enforcement	6,985.97	6,985.97	122,919.00
Common and equipment pool	14,299.49	14,299.49	577,584.00
Roads, streets, walks and lighting	26,822.31	26,822.31	890,065.00
Airport	-	-	-
Storm sewers and drainage	-	-	286,203.00
Water supply and distribution	40,518.93	40,518.93	1,294,634.00
Wastewater treatment and disposal	5,945.07	5,945.07	522,882.00
Garbage Collection	14,634.25	14,634.25	397,655.00
Recycling	15,424.28	15,424.28	301,988.00
FCSS	20,000.72	20,000.72	239,868.00
Daycare	3,183.50	3,183.50	38,202.00
Cemetery	195.44	195.44	20,535.00
Physician recruitment	-	-	3,000.00
Economic development	44,313.90	44,313.90	368,509.00
Agriculture - weed and pest control	-	-	46,653.00
Land use planning, zoning and development	10,089.11	10,089.11	185,203.00
Parks and recreation	51,785.98	51,785.98	983,155.00
Culture - libraries and museum	48,462.56	48,462.56	396,120.00
	<u>387,770.41</u>	<u>387,770.41</u>	<u>8,658,430.00</u>
<b>Net Income</b>	<u><b>172,159.79</b></u>	<u><b>172,159.79</b></u>	<u><b>(959,073.00)</b></u>

**Notes:**



# Town of Claresholm

Council Committee Report

Date: February 28, 2022

## Mayor Petrovic

### **Feb 15, 2022 Playschool Meeting.**

I attended the Claresholm Learn-A-Lot Playschool meeting as a guest. They are currently working on updating their website and registration to make it more user friendly. Daily operations seem to be running smoothly.

They have invited myself for a tour of the new building when my schedule permits it. Their **AGM is May 3rd at 7pm.**

### **Feb 16, 2022 Ag Society Meeting.**

Daily operations seem to be running smoothly. Board is looking to put in new PA system in west building. They have some very interesting potential partnerships coming up. Currently looking into some information items for this organization.

### **Feb 17, 2022 CARES Meeting**

I attended the Claresholm Animal Rescue Society meeting as a guest. I was able to sit in on a policy review, learn about their adoption and surrender policies. They have invited me to do a tour of the CARES facility when my schedule permits.

Their **AGM is March 17th @ 7pm.**

### **Feb 21, 2022 Claresholm Housing Authority.**

I was able to attend this meeting as a guest. I was very impressed with the organization of director, each member was provided a binder with any and all information needed as well as yearly policy reviews. Daily operations seem to be running smoothly.

### **Feb 24, 2022 Transportation Society.**

During this meeting we met with AHS's EMS area manager and director of operations for Calgary zone to discuss AHS's new algorithms for transport of patients. AHS left me again with more questions, However, Transportation Society very eager and willing to do all they can in assisting our community to mitigate the current issues at hand.



# Town of Claresholm

	<p>Vaccination policy discussed along with granting and fundraising ideas. Sally spoke very highly of her drivers and is doing an excellent job of juggling these drivers to ensure smooth runnings of this organization.</p> <p><b>Feb 24, 2022 Claresholm Food Bank</b>          Daily operations seem to be running smoothly, numbers of hampers provided each week continues to remain at around 10 with as increase in seniors accessing this program. Pre-covid was around 20-25 per week. They are now ordering from the Okotoks Hub VS the Calgary Hub. This so far is running smoothly, it allows for better stock control and to have less food nearing it 'best before' date. I was able to tour the facility and was shown what a typical hamper looks like. Meeting are every second month.</p>
<b>Councillor Carlson</b>	
<b>Councillor Cutler</b>	
<b>Councillor Kettles</b>	
<b>Councillor Meister</b>	<p>Claresholm senior's drop in centre</p> <p>We hosted a Valentine's tea and goodies afternoon on the 12th. It was well attended and everyone seemed to have a great time. I would like to commend all the volunteers involved in the planning and running of the event! What a wonderful afternoon! We also had a games day on family day and this was also a pleasant afternoon. We saw some new faces and they showed some interest in returning for other community events.</p>



# Town of Claresholm

At our regular board meeting we reviewed our rental and catering agreements. Designated members for doing the monthly calendar and newsletter. Looking to start a monthly coffee afternoon. We will also be looking for a caller for hosting bingo nights. Discussed changing the name of the centre to appeal to more of the community. Set the meeting date for the AGM.

Our planning meeting was very productive and some new events were added to the calendar for the month of March. We are looking to coordinate with some outside groups to increase our volunteer pool.

## Museum

We had a quick meeting to discuss our Winterfest display. We will be having a photo cut out to take pictures at as well as volunteers to help promote the museum.

At our regular board meeting we went over the budget, looks very similar to previous years. Donations can be sent though the town but are encouraged to go through the 'Friends of the museum' who will also provide a tax receipt for donations over \$50. Grant for the sandstone repair has been submitted retroactively. A grant for summer students has also been applied for. Planning of UFA history webinar for March. Ali is learning to process artifacts as well as archiving material that can be better accessed for research. Two sub committees have been established -- one for marketing and one for event planning. We worked on our strategic plan for the next few years but with so much passion and a plethora of ideas we only got this partially completed as we ran out of time.

## CARes



# Town of Claresholm

	<p>Volunteer hours for the month, including fostering, were totalled at 690, there are 15 volunteers. We are still in need of volunteers for days. Garage sale date is being finalized. Looking into foundation grants. We are in need of a windbreak fence. The rocks in the kennels need to be removed and replaced as they pose a safety hazard. Cuddle room and bathroom are in need of some more ventilation. Prairie pits is hoping to hold a dog adoption event in Claresholm. Our surrender fee remains fairly low in comparison to other shelters, but still does not cover all the cost of taking care of the animal. Some found animals that are brought in are in very bad shape. Our shed adoption and altering policies were gone over and refreshed.</p> <p>Claresholm housing Authority</p> <p>There is one vacancy. We reviewed the mask policy to coincide with provincial regulations. We were able to use a local contractor for roof repairs as he is more aware of wind conditions and has previously done work that has held up well. Common room has been refreshed with new seating and storage area for the games and puzzles. We are not able to get the hardy board replaced but will have it reinforced. Smoke alarms were tested in the seniors buildings. We began annual review of our policy manual. A new business plan should also be done this year. Emergency and evacuation plan need a little updating as well.</p>
<p><b>Councillor Schlossberger</b></p>	<p>Attended 3 webinars put on by the Town of Pincher Creek, Marie Everts and Natalie Gibson. Very informative. Pincher Creek facing all the same problems as Claresholm. Workforce shortage. Housing shortage. Vacant buildings downtown. They had many very good speakers. Especially enjoyed the presentation by O2 Planning on Vacancy to Revitalization. It was on revitalizing your downtown. This company has done work all over North America, but a lot in Alberta. Drumheller, Okotoks, Stoney Plain Lloydminster to name a few. I would love to chat with this company</p>



# Town of Claresholm

more. Perhaps a presentation to EDC and the Chamber of Commerce. This company does urban planning, downtown revitalization and community engagement.

Workforce shortage.

Great discussion on this subject. Speaker from Alberta government and their new immigration program. I took a number of questions on our RNIP program. Natalie Gibson is very familiar with our program, so is Marie. But citizens of Pincher had questions. The Pincher Creek Echo has contacted Brady to do an article on RNIP for them.

The housing shortage is a problem province wide!!! Everyone I have talked to tells me you have to be aggressive and think outside the box!!

AlbertaSW

Had a second meeting by zoom. Got quorum so we got business done. Green Destinations voting done. Our Peaks to Prairies project in the running. Questions from Nanton on our Harvest Square project. How we landed it etc.

Library

Lots of questions on what we were looking for with grant application. Staff Training coming up. Excited about the Chrome lap tops we are getting to be available to the public.

Landfill

Audit done. Went perfect thanks to our CAO. Budget done. No increases in tipping fees for members. Small increase for drive in customers. Approved purchase and trade in of our loader. We felt it was a good move now because of trade in value of our current loader. Had a very big repair on our compactor. Expensive. Will be next on the list to replace!! Very costly. Letter from MD requesting we do a study on a small Waste to Energy plant. Agreed this was too costly.

Hall board

Lots of questions on grant application from the town. Our first 2 months of our electricity bill over doubled. Gas bill has gone a way up also. Our Kinette representative Breena Seeman joined the board. Looking for a Lions Representative also. We need the west exit doors replaced sooner that later. The whole frame needs replaced. Marni looked into when our next Casino may be. Perhaps Q2 of 2023. Need to have the building grounded!! A lot of static inside building. Possibly need to look at



# Town of Claresholm

	<p>replacing roll up door on kitchen. User group attendance way down due to lack of members in these groups. Kinsman, Lions, Masons, Kinettes, Sons of Norway etc. Fewer and fewer weddings being held in the hall. Just not the trend. Arts Society the biggest user.</p> <p>Will be attending the Southern Alberta Alternative Energy Partnership in Taber Feb. 24. SouthGrow and AlbertaSW belong to this group. Also attending the all new Tourism Alberta presentation in Pincher Creek March 9.</p>
<b>Councillor Zimmer</b>	



# CAO REPORT

February 28, 2022

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

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Attended ICS 200 (2<sup>nd</sup> level Incident Command System training) in Fort Macleod on January with five other members of the staff. Several other members of staff are already trained in ICS 200, and, several staff members will be taking ICS 300 training next week at the Town Office. ICS 200 builds on the ICS 100 training as it goes into more detail of the features and principles and organizational structure of the incident command system. The ICS is used to manage an incident or a non-emergency event, and can be used equally both small and large situations. It should be noted that these are regional training events in that the M.D. of Willow Creek and Town of Fort Macleod had members in attendance. The Town, and the region, are actively becoming better trained and prepared to manage serious incidents. Claresholm is in particularly well trained and in good hands under DEM Jason Hemmaway.

Town Supervisors and Directors (including myself) are currently taking online safety training – Leadership in Safety Excellence. The course helps participants understand their role and responsibilities in supporting the health and safety management system at the town. Areas covered are Supervisor’s Role, Hazard Identification, Assessment, and Control, Formal Workplace Inspections, Accident/Incident Investigation.

The provincial budget was released and I will be attending an Alberta Municipalities Zoom meeting late afternoon on the 25<sup>th</sup>, unfortunately too late to include in this report. Information to come at a Council meeting in March.

## **BYLAW**

[See enclosed report](#)

## **CORPORATE SERVICES**

[See enclosed report](#)

## **DEVELOPMENT**



See enclosed report

## **ECONOMIC DEVELOPMENT**

See enclosed report

## **FCSS**

See enclosed report

## **FIRE**

No report this month

## **HR/TAXATION**

See enclosed report

## **INFRASTRUCTURE SERVICES**

See enclosed report

## **RECREATION**

See enclosed report

## **UTILITY SERVICES**

See enclosed report

Respectfully submitted by

Abe Tinney  
CAO

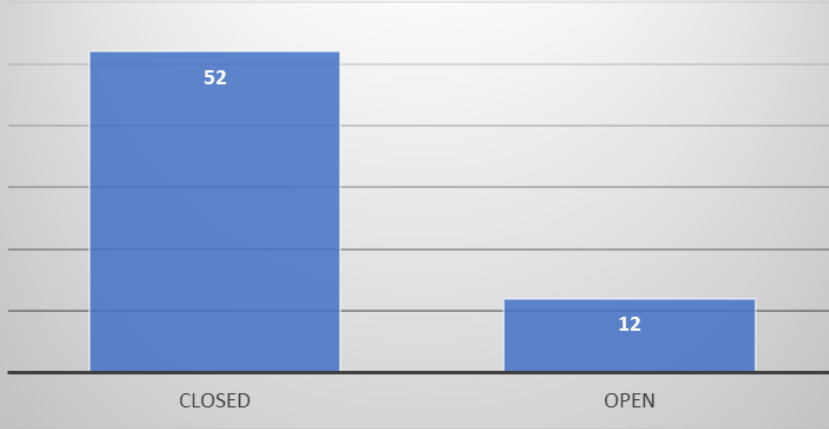


# INFORMATION BRIEF

Meeting: February.28, 2022  
 Agenda Item: CAO REPORT

## BYLAW ENFORCEMENT REPORT January 2022

### File Status January 2022



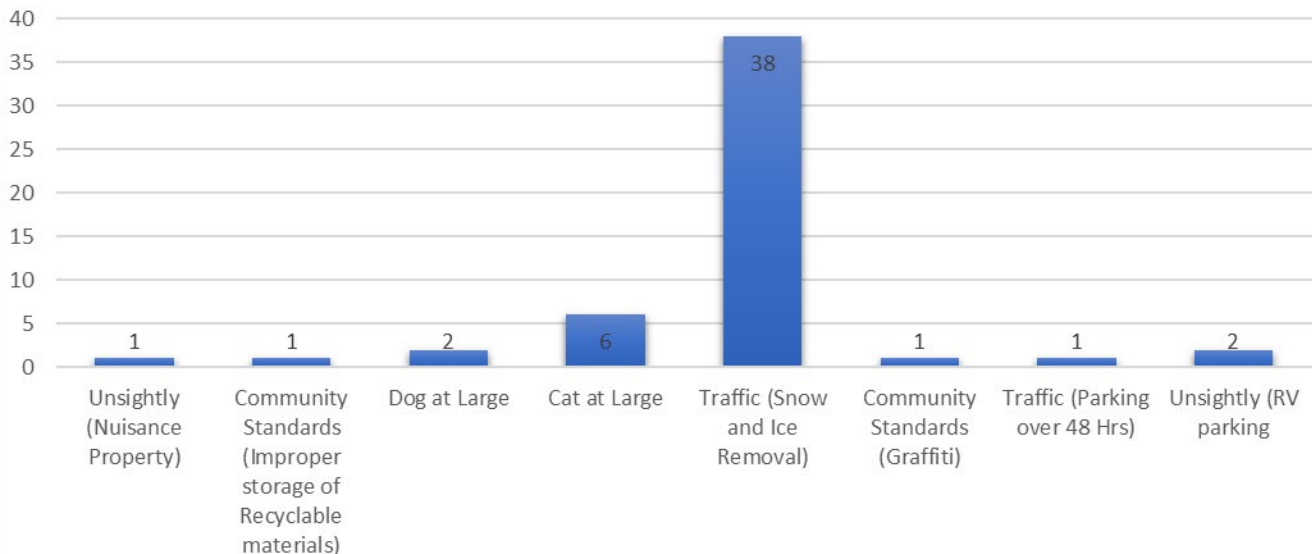
#### January newspaper Highlights:

1. Gave out information on being courteous while using the Off Leash Dog Park.

#### January Bylaw Highlights:

1. Bylaw received Incident Command Training in Fort Macleod
2. 8 Animals brought into Shelter
  - 6 Cats
  - 2 Dogs
3. Sidewalk clearing has been main target for January.
4. Bylaw Officer completed 52 files in January.
5. Dogs off leash around town becoming an increased complaint. Additional enforcement will be a focus in next months.
6. Bylaw working with RCMP to arrange presentation at WCCHS in February.

### Bylaw Complaints/Reports January 2022



## DIRECTOR OF CORPORATE SERVICES - UPDATE



**Claresholm**

*For: 1/24/2022 - 2/25/2022*

### Financial

- Yearend financial statements and audit working papers have been the priority this month with all yearend working papers and adjusting entries being completed and sent to the Auditors. Auditors are on site today and tomorrow (Feb 24 & 25) for their audit field work, and we are currently on schedule to have the draft audited financials presented to Council for approval for the March 28, 2022 regular meeting of Council, with them being presented first to the Audit and Finance committee sometime the week prior.
- Along with the yearend working papers and draft financials, capital and operating grant reporting has also been completed or drafted.
- A few draft adjustments have been made during the last month that will be presented to Council in March or April based on new or updated information that has been received, such as ORRSC fees and 2022 Insurance costs, but still waiting on information to be received from the Government of Alberta on grants and requisitions as well as amounts from other organizations before being able to fully revisit the budget.
- Completed January month end and bank reconciliation including Council financial reports which are included in the February 28<sup>th</sup> Council Agenda package.

### General

- Shaw Internet and VOIP issues seem to be resolved finally. It was a very painful few weeks dealing with those issues.
- Migration to Laserfiche Cloud is nearly done, with expectation of going live on Friday Feb 25<sup>th</sup>. There will still be a bit of work to do after that date to finish bringing over documents from the current system that were added during the few weeks between the date the backup of the on-premises database was copied and sent to Laserfiche to upload to the cloud, but that should be completed within a couple business days. The system will only be available initially to those that had access to the on-prem system, but we will shortly be providing training and rolling it out to others outside the office, starting with managers and working out.
- MuniSight has rolled out their new Service Tracker system as well as their new Asset Management Platform (AMP v.2) which adds some additional functionality. There have been some hiccups and issues with that and more training is still required to fully benefit from those additional features, but we are slowly getting up to speed and working out the kinks. There are still some gaps we see in the system to be able to utilize as we would like that we are working with MuniSight on, and will hopefully see some of these gaps filled with new product updates in the coming months/years.

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

# DEVELOPMENT OFFICER REPORT

For: 1/1/2022 - 2/23/2022



## Claresholm

### Development Permits

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

### Compliance Requests

- ❖ 8 compliance requests received.

### Miscellaneous

- ❖ Local Press Ads – Development Permit reminders, license renewal reminder, road closure and land use bylaw amendment notifications, and MPC approved Development Ads.
- ❖ Emergency Management – January 18, 2022 – Reception Centre Training Workshop, February 3<sup>rd</sup> – Emergency Social Services training. February 7<sup>th</sup> meeting with MD & partners in regards to upcoming mock disaster, etc. February 8<sup>th</sup> – Notification drill completed for ECC team. Feb 22, 2022- Webinar for Alberta Emergency Alert discussing the switch to the national notification system (expected training fall 2022).
- ❖ January 11, 2022- Alberta Purchasing Connection – webinar on upcoming changes to the Alberta Trade Agreement requirements. Legislation has changed in reporting requirements for the Canadian Free Trade Agreement (CFTA) thresholds (not required under NWTPA – New West Trade Partnership Agreement). Thresholds for public tendering and procurement have not changed for the Town, however in the database used for public tendering and procurement there will be additional information required to be posted that can then meet the requirements for the new legislation. 24 data points will be required to be reported on under the Comprehensive Economic Trade Agreement (CETA), but the GoA will be responsible for this and will be using data from APC to complete this. There would be no additional requirement for the Town at this time. APC is also undergoing modernization so training will be required to use and post opportunities to the public system.
- ❖ MPC meeting – January 21, 2022 & February 11, 2022.
- ❖ February 11, 2022 – Laserfiche cloud training with RICOH.
- ❖ Tamarack Institute webinar, January 24 - Social Innovation through living labs was discussed. Land use and design planning with the process of creating infrastructure/resource innovation, and also looking at a user led approach rather than just a user centered approach.
- ❖ Safety Codes Council Annual Internal Audit completed and submitted for review and has been approved. This is for municipal accreditation under the Town's QMP for Safety Codes (building, plumbing, electrical, gas & fire) Operational activity for 2021 shown below:

Operational Activity							
Activity	Building	Electrical	Fire	Gas	Plumbing	Private Sewage	Total
Permits Issued	57	68	0	42	35	0	202
Permits Closed	65	53	0	45	28	0	191
Permits Open	48	33	0	11	10	0	102
Inspection Completed	208	122	33	63	55	0	481

### On-going projects

- ❖ Road closure bylaw – Bylaw complete, sent to surveyor for land titles registration, re-designation bylaw in process.
- ❖ Asset Management – Quarterly meeting January 13, 2022. Continued work on data input, creation of forms, training, etc. Munisight updates/new platforms coming out, training to continue.
- ❖ Amundsen Park project – Equipment for playground ordered and scheduled for installation in April 2022.

Submitted by Tara vanDellen, Planner/Development Officer

# Economic Development Officer's Report

Town of Claresholm

February 25, 2022



Prepared by Brady Schnell for the CAO of the Town of Claresholm, and its Council.

Since the submission of my January 21, 2021 report I continue to perform the duties outlined in my employment contract and directed by the Chief Administrative Officer and Economic Development Committee. The following is a summary of the current projects and activities.

## **Economic Development Officer (EDO)**

The EDO and Diversity Coordinator attended the Premier's Summit on Fairness to Newcomers at the Telus Convention Centre in Calgary, on February 16<sup>th</sup>. More than a dozen MLA's and Cabinet Ministers were in attendance, as well as the Board of the Calgary Catholic Immigration Society (CCIS). Throughout the day CCIS was commended on being a leader in the meaningful settlement and integration of newcomers to Alberta. Following Premier Jason Kenney's address, the EDO and Diversity Coordinator were able to speak with the Premier about Claresholm, and get photos.

During a February 17<sup>th</sup> media round table, while discussing the new Rural Renewal Stream of the Alberta Advantage Immigration Strategy, the Premier included in his comments that the City of Brooks and the Town of Claresholm have both been recognized Federally as community hubs for newcomers, offering services and supports to help newcomers not only come to Alberta, but to also settle permanently within the community. – *DrumhellerMail online, February 22, 2022.*

## **Economic Development Committee (EDC)**

The EDC met in Council Chambers, January 31, 2022, from 6:00 pm – 10:25 pm, with 7 of 10 members attending. A delegation from the Nanton Broadcasting Association was heard, and the committee was supportive of the presentation. RNIP subcommittee membership for 2022 was decided. A \$200 fee for a virtual ticket to the Economic Developers Alberta (EDA) conference in April was approved. The committee directed administration to prepare and submit applications for three (3) award categories for the EDA Awards of Excellence which are due March 10<sup>th</sup>.

## **Economic Development Assistant**

The EDA has been instrumental in the success of the Career Fair, acting as secretary to the Economic Development Committee, and in the overall support of the EDO.

## **Rural and Northern Immigration Pilot (RNIP)**

A Cultural Competency class and RNIP introduction was held virtually, Wednesday February 9, 2022 from 1:00pm – 4:00pm. Attendance was low, and administration is considering a new approach to improve that. The EDO and Diversity Coordinator attended interview training by Immigration Refugee & Citizenship Canada. A new offer of employment has been received from Subway Restaurant, and a formal interview is being scheduled with the candidate.

### **Labour Market Partnership; Dynamic Claresholm**

The Claresholm Career Expo; Choose Your Own Adventure, took place throughout the month of February. Registration for the event was very high; despite the turn-out being much less, the numbers are encouraging. The partners agreed, this event should become an annual routine.

- Boot Camp for Entrepreneurs February 3, 1:30 pm – 3:30 pm
- Boot Camp for Employers February 10, 1:30 pm – 3:30 pm
- Boot Camp for Job Seekers February 17, 1:30 pm – 3:30 pm
- Career Expo 2022 February 24, 9:00am – 11:30am

### **Community Takes Roots; ASIP Grant**

The Engagement Coordinator has been dedicated to the planning of Winterfestival, bookings, and communication with stakeholders. Winterfestival will be held at the Community Centre, Saturday March 12<sup>th</sup> from 11:00 am to 8:00 pm. The event will include an indoor and outdoor stages with live entertainment throughout the day, beer gardens, road hockey, bon-fire, artisan market, indoor kid's zone, hot foot options, sweet treats, sno-pitch, and other games. At 6:00 pm the Art society will show a new Disney movie on the big screen, before a Fireworks display at 8:00 pm.

The Diversity Coordinator has been focused on community capacity building, development of welcome kits, and support of the Rural and Northern Immigration Pilot. Drop-in clients are becoming more common place at the Willow Creek Immigrant Services (WCIS) office downtown. Town staff are there to help welcome people and assess their needs. The Town and WCIS continue to work in partnership, sharing the space and communicating frequently.

### **Claresholm & District Chamber of Commerce**

The Annual General Meeting was held Thursday February 10<sup>th</sup> beginning at 6:00 pm. The keynote speaker for the event was unable to attend due to a scheduling error discovered only hours prior. The EDO agreed to fill-in last minute, and spoke about the new Economic Development Committee, the Premier's Summit on Fairness to Newcomers, the partnerships that the Chamber and Town continue to collaborate on, and the excellent shape the Chamber is currently in.

Santanna Thom was elected the new President, and the members said farewell to Amanda Zimmer after 4-years in the position. The elected Board are a balance of new and returning business owners. A motion to afford the Town appointed representative voting rights was approved. The Claresholm and District Chamber of Commerce has more than 100 members.

### **Residential Development and Affordable Housing Opportunities**

A project kick-off meeting took place Tuesday January 25, 2021. The Rural Development Network has begun work on the housing needs assessment which is expected to take 4-weeks.

Submitted,

Brady Schnell, Economic Development Officer

## FCSS Report to Council for February

- Have met with some board members of Drop In centre to discuss possible programming we would be happy to partner with them to host. We would like to host a couple of cooking classes for kids, some intergenerational pool and games, and host BINGOs for fundraising. We discussed a one-time yearly payment for use of the centre and will submit something to them for approval.
- Gearing up for Volunteer Tax Program. We have 4 volunteers this year and we are preparing to do some of the preparing away from our office. We have volunteers going to set up at Porcupine Lodge, Parkside, Heritage and Granum Drop In as a pilot project this year. We have purchased 2 printers and 2 laptops for use at these programs. We will continue to accept all other applications at the town office and will be returned to clients once finished.
- Sadly, we have been given notice from John Wenlock that he will be finishing his time at the Youth of Tomorrow Group. We have plans to start using another fellow who has been part of the group since the beginning and hopefully that will work out. We are happy for John but will miss him terribly. He was an awesome leader.
- I continue to sit on the Elder Abuse committee. It has been running in Claresholm for 5 years and we continue to work hard and help as many people as possible. There were 3 cases in January and overall there have been 19 cases. We have combined some of our funding with the Community Response in Vulcan and that seems to be going well.
- I have been asked to sit on the planning committee for the FCSSAA conference that is hosted annually in Edmonton. We are planning to meet in person this year and all of us are very excited.
- Met with the Career Practitioner from WCCHS to meet a young girl that would like to volunteer with FCSS. She will be helping Holly with kids' programs when her schedule allows.
- Holly and I took a trip to Granum to visit the Drop-In and meet some of the people that attend there. We also presented the funding that they received from FCSS. We were able to discuss a few of the clients that we share and

try to come up with plans to help them. I am hoping to get there once a month to chat with the Drop-In manager.

- Met virtually to go over the Outcome Measures reporting which is changing this year. It will be reported on the same New Report that the financial information will be sent. The Outcome Measures Trainer will no longer have access to this report before it is sent in so we will need to go over it with her while we are doing it.
- Director's Network will be held on May 4 to 6 in Lethbridge this year. I have been asked to co-facilitate a session on Emergency Services work and FCSS. I will give the rural point of view of this and how it works.
- Holly and I met with Blair to discuss our programs and any issues.
- Blair helped me with the financial organizing to make it easier for me to fill in the report for the province.
- Holly has planned a contest to honour Pink Shirt Day and hopes that all the staff will participate.
- We continue to run our Drumming Circles for mental wellness. The participation has slowly been increasing over time. All are welcome!
- We have been looking over the final reports from agencies that received our funding grants for 2021; making sure the money was spent correctly and that surveys will done so I can report to the government. Also, we are accepting new applications for 2022 and getting them prepared for the Board of Directors meeting on March 7 where we will decide which ones will receive funding for this year.



# FEBRUARY 2022

## HR/TAXATION REPORT

Prepared by Lisa Chilton

### Human Resources

Nothing to report for HR this month. No changes in staff.

### Assessment and Taxation

Letters were sent to ratepayers that are two years in arrears and will potentially be placed on the 2022 Tax Arrears List for possible auction next year.

Below is the amount of outstanding taxes, at February 22<sup>nd</sup>, 2022 not including TIPPS Participants.

Taxes outstanding are **\$227,188.42** summarized as follows:

\$ 28,075.96	Current Taxes Outstanding
\$ 158,493.96	Arrears including previous penalties
\$ 9,931.53	2 properties on Tax Agreement from 2020 Arrears List
\$ 30,686.97	On 2021 Tax Arrears List. Subject to auction in 2022.

There still remains two (2) properties on the 2021 Tax Arrears List from the original seven (7). Payment, or an agreement, must be finalized before March 31<sup>st</sup>, 2022 or the properties will be posted for auction.

Tax letters were issued in mid-January to inform ratepayers that were on the 2021 Tax Arrears List of the potential for auction of property if the taxes are not paid by March 31<sup>st</sup>, 2022. I have also spoken to them individually to explain the process.

# INFRASTRUCTURE SERVICES REPORT

for February 2022



**Buildings** The inspection of all 30 Town buildings is done monthly by staff. The 22 buildings that are heated and these are checked more often in cold temperatures if closed for the season. Repairs of minor deficiencies are completed as soon as possible and other are listed for attention on the inspection sheets, and scheduled as time allows.

**Sidewalks** Frost heaves on the sidewalks have caused some tripping hazards, we will be inspecting all sidewalks once the frost is out and make a list for repairs. This list will be added to the Town's sidewalk replacement list for 2022 in the IMP to be Tendered in the spring.

**Streets** Potholes are being dealt with as manpower allows. Sweeping has been completed once to gather the bulk of the sand and gravel. From sweeping to snow removal, always busy.

**Sanitary Sewers** New services are requested at an East side residence as the home owner doesn't want to fix the old services. Monthly sewer main, maintenance continues. One Town business was issued a letter of non compliance for letting grease into the Town's sewer system and was told to get their system compliant, and any further cleanup would be at their cost.

The sanitary sewer lift station at Harvest square has been having pump problems, and has required some extra PW time to clean and inspect the pumps for problems. Still working on a solution.

**Water Distribution** No problems reported. No water breaks reported in Feb.

**Storm Sewer Drainage** Associated engineering is working on the engineering of the storm inlet at the golf course ponds on the new alignment. Frozen storm lines/ catch basins have been unthawed.

**PARKS** Tree trimming in some parks and in the cemetery have been completed as budgeted.

**RECYCLING** Program is operating well, no issues to report at this time.

**GARBAGE** Our Collection program is running well. We are doing an audit on expenses of the current garbage collection program to look for possible savings.

**EQUIPMENT** Maintenance and repairs are done as needed. All equipment is operational.

**STAFF** Safety training courses are getting completed in between work assignments as best as can be arranged.

This Report by

Mike Schuweiler

Director of Infrastructure

# CLARESHOLM RECREATION

January-February 2022 Recreation Report



Authored by: Denise Spencer

February 9, 2022

## ARENA

- Arena staff have been operating with 1 staff member scheduled daily since opening September 27, 2021. This has created some challenges with scheduling on weekends when tournaments and games are scheduled. The Arena staff have worked through this very well, using the long days to their advantage, and still offering excellent customer service to the user groups.
- Claresholm Minor Hockey will let the Town of Claresholm know on March 7 what the playoff schedule will be, which will determine when the ice is removed at the rink.
- January 21<sup>st</sup>-January 23<sup>rd</sup> Minor Hockey U13 Tournament
- January 29-30 Glenlake U15 Calgary Tournament; team organizer forwarded an email thanking the Arena staff for the excellent service that was provided
  - This event was livestreamed through a pilot project with Telus
- February 5 & 6, Minor Hockey U7 Tournament
- Muay Thai-Kickboxing changed the time of day for adult programming, offering adult training times from 7:30-8:30 Monday through Thursday. Youth programming is finished at 7pm Tuesdays & Thursdays
- CARES Garage Sale: May 28, 2022
- GHML-Greater Metro Hockey League AdHoc Committee meeting starts March 16, 2022

## CAC

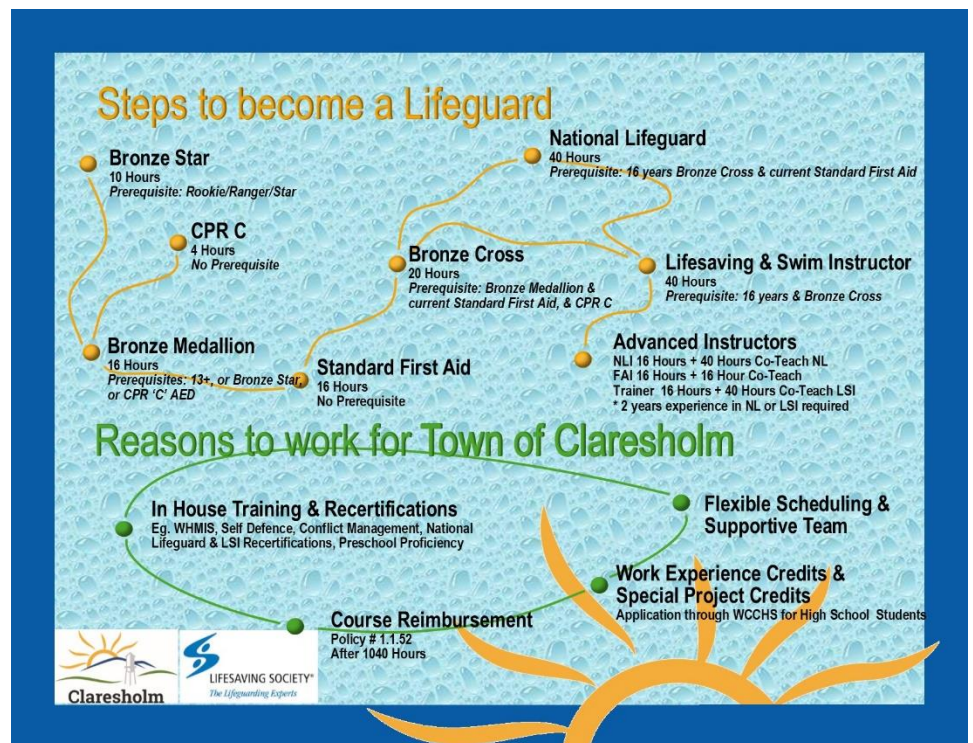
- Alec Harrison developed video for Claresholm Aquatic Centre for the Career Fair February 10 & 24<sup>th</sup>, <https://vimeo.com/680645198> -Alec video-d youth in action on February 3<sup>rd</sup>, and attended CPR during our Standard First Aid at the Town Council Chambers on February 5th.

- It would benefit the facility greatly if we had a casual floater who can work during the day slots especially when school lessons occur.

- ‘Steps to become a lifeguard’ promo poster has been created, showing the training pathway to follow. This is a similar idea to what a Red Deer Alberta pool released earlier this year.

- In anticipation of the Alberta Health restrictions lifting across Alberta we have reviewed previous reopening structures, the following measures will be in place :

- Limits on attendees
- Masking in common areas, we are in the Centre for Mental Health & Addictions, and must follow protocols in the main hallway



- No Hot tub, this space will continue to be used as a classroom or for viewing purposes. This won't change until such time as the main entrance is reopened.
- **Main doors will not be open until Alberta Health Services decides: this affects our programing**
- April-August Program guide will be released within the first 2 weeks of March. This has been a challenge due to changing protocols. We will be updating the times between programs to reflect the changes in guidance.
- Safety training: AMHSA is scheduled for March
- Stavelly Fire Fighters Training January 25, 7-8:30pm

### *SASG-Southern Alberta Summer Games*

- The Southern Alberta Summer Games is pivoting on a regional level. Due to the Covid situation Raymond will be opting out of hosting the games for 2022. There has not been an official announcement as of yet.
- SARA will be asking if Regions would like to participate
- in providing the following during the month of July 2022;
  - A sporting event
  - A demo sport or cultural event
  - A cultural event
- The Claresholm Southern Alberta Summer Games Society has been informed of the proposed changes during the AGM January 18<sup>th</sup> at 5:30pm. Currently waiting for official word from SARA



### *The Range Gravel Experience*

- Garth Stotts has been in communication with the Town regarding
- Campsites, and the start and finishing plus events for the Gravel Range Road Experience.
- The Jerseys for the event have been finalized, note the MD of Willow Creek and Town of Claresholm logos

### *Skate Park*

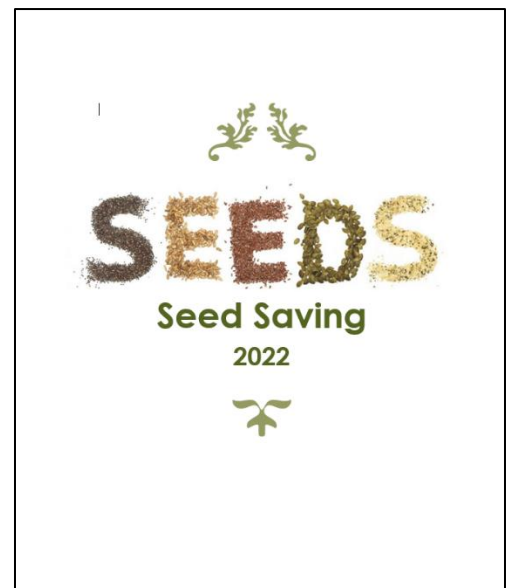
- The Skatepark Association will be hosting their AGM on March 1, 2022

### *Seed Exchange*

- February 16
  - 6 participants with 9 people through the door, volunteers made up most of the numbers
  - Seed Saving Booklet & Gardening Pamphlet available
  - Seeds were packaged Wednesday February 9, 2022- there is a variety and lots of them available
  - Water Barrel Sign up is going strong
  - Food Rescue representative came out to support Plant a Row
    - Seeds will be available for Food Rescue
- March 2, 2022 is the next date, hoping there is not a snow storm

### *Winterfest: Sno Pitch*

- One team has signed up, March 12 is the same day as playoffs for Hockey, which has created issues with teams who would regularly participate. Additionally Taber is hosting a Sno Pitch Tournament that weekend.
- Looking at doing a drop in game if the tournament doesnt work out.





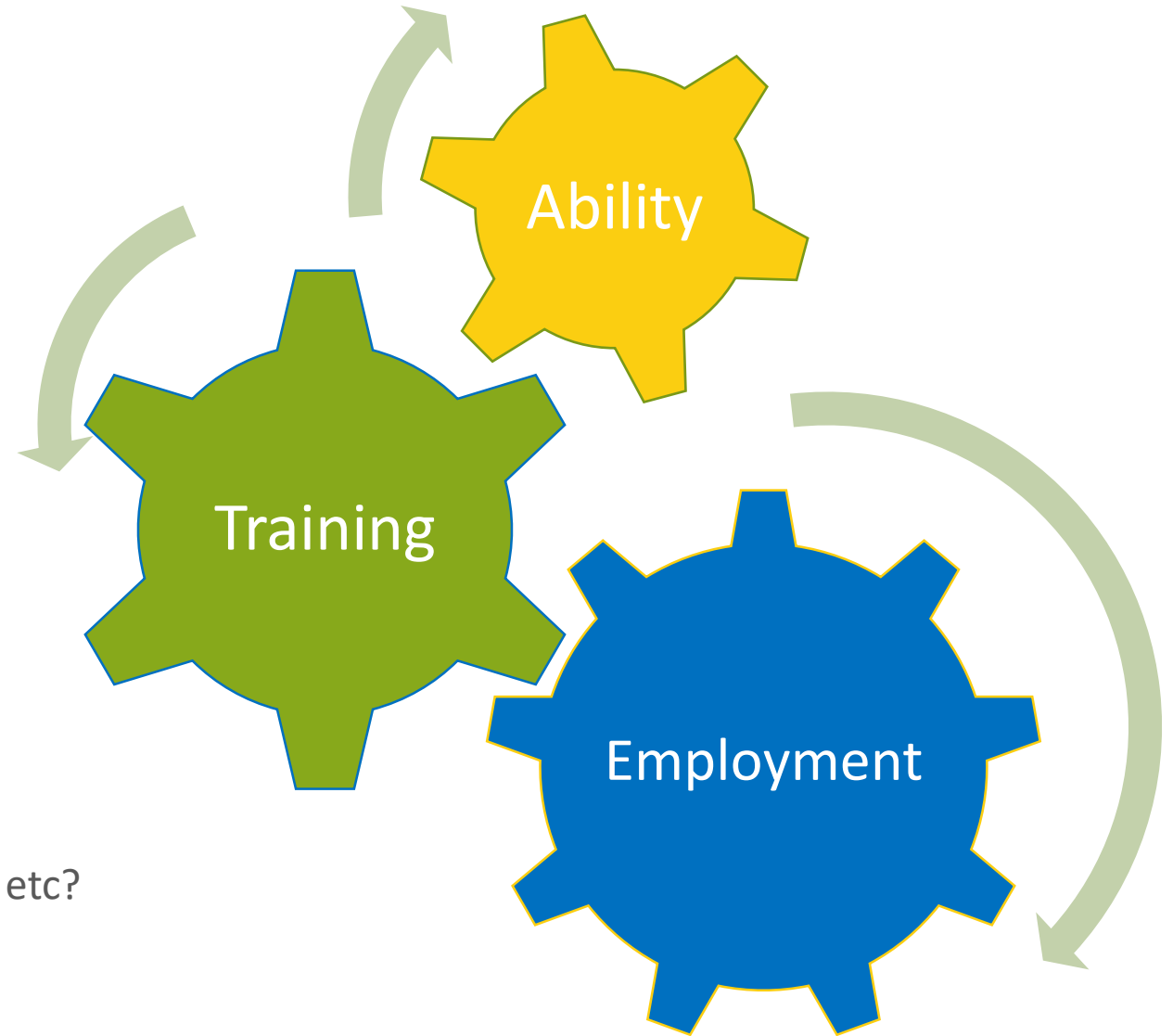
# CLARESHOLM AQUATIC CENTRE

THE ROLE OF A LIFEGUARD - FITNESS, TRAINING & BEYOND



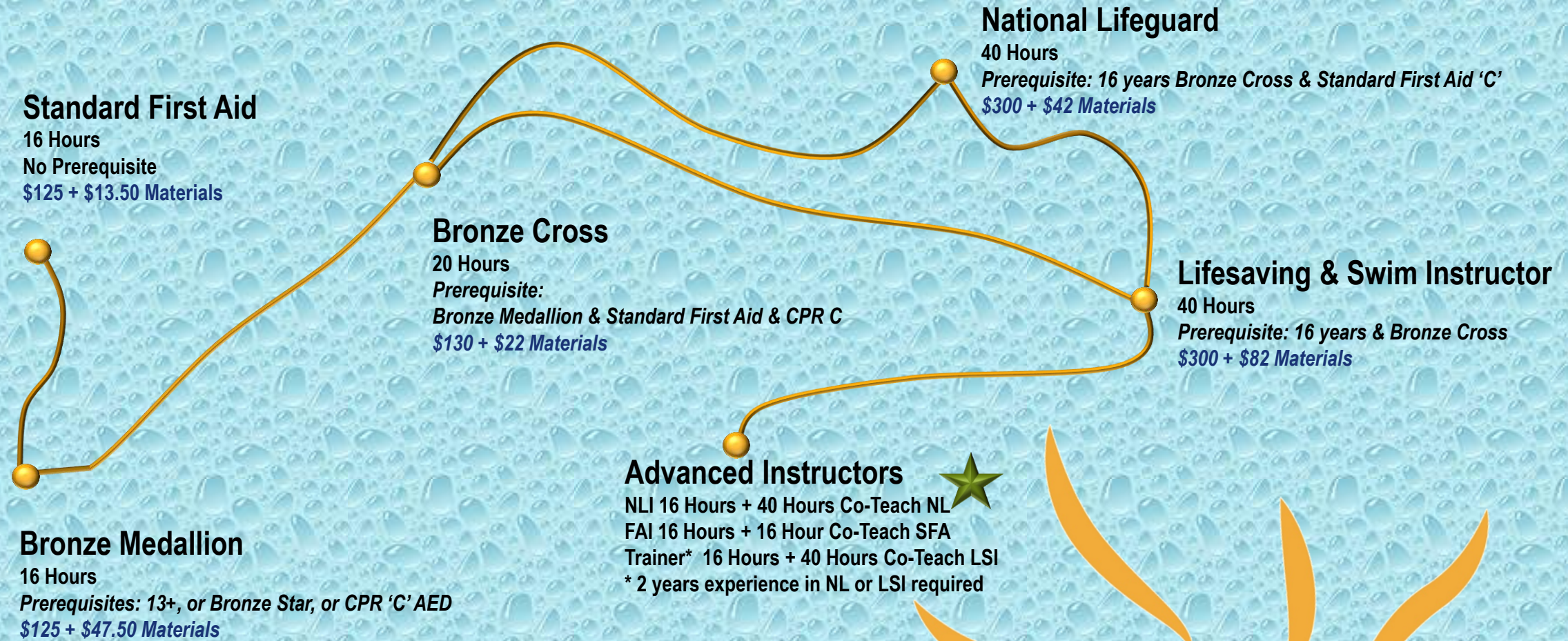
# LIFEGUARDING

- Ability & Fitness
  - Lifelong swimmer
  - Enthusiasm
  - Leadership skills
- Training
  - Investment of time
  - Investment of \$\$
- Employment
  - Where do you want to work
  - What works best for you; school, family etc?





# Steps to become a Lifeguard





# LIFEGUARD & INSTRUCTOR SHORTAGE

## **North America & World Wide**

*Positions are available across Southern Alberta*

### **Indoor Pools:**

- Open year long
- Opportunities for personal advancement
- Pool Operator Certificate may be required

### **Outdoor Pools:**

- Open May long to September long weekend
- Opportunities for Senior staff
- Pool Operator Certificate may be required

# CAC IS LOOKING FOR...

- Junior &/or Senior Lifeguard Positions
  - Hire 3-4 times per year January-May-August & in between
  - Looking for long term employment
  - Junior Lifeguards move on to secondary school after graduation
- Part Time Daytime Junior Lifeguard 'Floater'
  - School Lessons
  - Flexibility to cover morning or evening shifts if required
- Enthusiastic Life Long Learners
- Positive Role Models & Mentors





# PROGRAMS & LESSONS PROVIDED AT CAC

## Progression of Lessons:

Parent & Tot	3 months - 3 years (3 levels)
Preschool Lessons	3 - 6 years
Swimmer Lessons	6 -12+ years
Rookie Ranger Star	8 - 14+ years
Junior Lifeguard Club Sport & Competitive	8 - 14+ years
Bronze Star	11+
CPR C with AED	13+
Bronze Medallion	13+
Standard First Aid CPR C	13 +
Bronze Cross	14+
National Lifeguard	16 +
Lifesaving Swim Instructor	16+

# BENEFITS OF WORKING IN CLARESHOLM



- Competitive Wage
  - Jr. starts at \$17.75 Sr. starts at \$22.31
- Aim to retain staff long term
- In House Training and Re-certifications
- Flexible Scheduling & Supportive Team
- Work Experience Credits
- Room to advance in the Aquatics field
- Deck Footwear Allowance
- Course Reimbursement after 1040 hours
- Swimsuit Allowance after 1040 hours

# HOW TO APPLY

- HAVE ALL YOUR TRAINING READY
  - NL, SFA, LSI, COACHING
- CHECK OUT [claresholm.ca](http://claresholm.ca) ➤ JOBS
- SEND A RESUME & COVER LETTER TO [info@claresholm.ca](mailto:info@claresholm.ca)
  - WITH REFERENCES
  - WHAT POSITION YOU ARE APPLYING FOR

# THANK YOU!



# Claresholm



## Utility Services Report February 2022



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# Utility Services Manager

## Brad Burns

3700 8<sup>th</sup> Street West      brad.burns@claresholm.ca  
Box 1000 TOL-0T0          Cell # 1-403-625-1687  
Clareholm, Alberta

### Regional Water Treatment Plant

#### Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- EFM both racks.
- Flush CIP tanks.
- MPE technician online dealing with SCADA issues.
- Inspect WTP roof and rooftop units.
- PALL system UPS sent for repair and batterie replacement.



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## Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- THM's, HAA5 sent to Element Labs.
- Particle Counter revision to AEP Standard and Guidelines for WTP PALL Rack removal in progress.
- AEP Drinking Water Specialist on site checking manganese in water.
- 2021 Annual yearend report sent into AEP inspector.

## Training and Continuing Education Credits

- Online courses available.
- Leadership for Safety Excellence

## Meetings

- Bi-weekly management meetings.
- Monthly onsite safety meetings.
- M.D Willow Creek Service Agreement Meetings as requested.

## Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Check Co2 detector monthly.
- Check emergency lighting monthly.
- Complete required hazard assessments.
- Tool box meetings for weekly jobs to be done.
- Fire extinguisher checks all buildings.

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## Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- CLEARTECH inspection of sodium hydroxide bulk tank.

### Caustic Tank Bulk Fitting Repair



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## Pumping Stations and Reservoirs

### Highway Pump Station

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Inspect HPS roof and rooftop exhaust fan.

### East Side Reservoir (UFA)

- Check SCADA links, electrical components and telemetry equipment weekly.
- Check sump pump and onsite manholes.
- Check reservoir overflow ditch.

## M.D Willow Creek

### Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Bacteriological, THM and Lead samples as per AEP code of practice.
- Check building daily and record as per AEP code of practice.
- Clean chlorine line, injection quill and replace pump tube as required.
- MPE technician onsite working on totalizer issue.

### Industrial Airport

- Provide help with the Airport system as per service agreement.

### PRV Meter Vault

- Check PRV meter vault operating pressure.

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## Hamlet of Granum

- Check water supply meter vault, electrical and telemetry equipment.

### **Hamlet of Granum Meter Vault Contains Claresholm Totalizer Meter and Telemetry Equipment**



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## West Water CO-OP

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Check PRV and double check valves biweekly.

## Alberta Parks and Environment Requirements

- THM and HAA 5 samples delivered to Element Labs.
- Schedule 4 tests samples sent into Element Labs.

## Water Distribution

### Universal Metering

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.

### Government Compliance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Bacteriological, THM, HAA 5 and Microcystic samples as per AEP code of practice.

### Meter/PRV Vaults

- Check acreage PRV vault bi-weekly.

### Distribution Lines

- One Bacteriological samples sent to Provincial Health Lab for testing once per week.
- Distribution free chlorine test taken weekly.

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## Lagoon and Wastewater Collection

### Government Compliance

- Code of practice for wastewater systems using a wastewater lagoon daily monitoring requirement.

### Harvest Square Lift Station

- Check lift station online daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.
- Variable frequency drive replaced for pump #2.

### Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Town of Nanton sewage hauled to lagoons Jan 25<sup>th</sup> to help backup in system while sewage plant was repaired.

## Raw Water Supply

### Pine Coulee Reservoir

- Pine Coulee Reservoir **50.07%** level 1034.75 geodetic meters, 25334.95 (dam3) **No New Data Available**
- Chain Lakes Reservoir **66.78%** level 1295.52 geodetic meters, 9624.70 (dam3).

### Pine Coulee Supply Line

- Visually check supply line valve, hydrants air release valves, vaults bi-weekly.

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## Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir **6210** mm **92.00%**
- Check blowers to lake daily.
- Remove and deliver blower to WESTRON for repair.

## Golf Course

- Backwash water from process continues through the neutralization system to the golf course holding ponds.
- February WTP backwash waste water sent to golf course to date 925 m3.

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 25, 2021				
14	RFD: EOC Communication System - Moved by Councillor Schulze to approve the out-of-budget expenditure in the amount of \$4,810 for the purchase and installation of an AFRACS radio system for the Emergency Operations Center, with funding to come from general reserves. CARRIED MOTION #21-097	Jason	System has been ordered. Expected soon.	In progress
Regular Scheduled Meeting - November 22, 2021				
8	CORRES: Community Futures Alberta Southwest - Moved by Councillor Carlson to direct administration to pass on this request to the Economic Development Committee to ask for their recommendation to Council in order for an appointment to be made. CARRIED MOTION #21-195	Brady	Mike McAlonan has been reappointed for a 3-year term on the board	Complete
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 - February 14, 2022				
1	BYLAW #1728 - Moved by Councillor Cutler to give Bylaw #1728, a Road Closure Bylaw, 2nd Reading. CARRIED Moved by Councillor Kettles to give Bylaw #1728, a Road Closure Bylaw, 3rd and Final Reading. CARRIED	Tara	Bylaw printed & signed, certified copy sent to surveyor for registration at land titles.	Complete
2	BYLAW #1732 - Moved by Councillor Schlossberger to give Bylaw #1732, a Land Use Amendment Bylaw, 1st Reading. CARRIED	Tara	Bylaw scheduled for public hearing on March 14, 2022. Advertising to be completed prior.	Complete
3	Delegation Response - Moved by Councillor Carlson to approve the installation of a Purple Air Monitor in the Town of Claresholm with the location to be determined, and to become a member of the Calgary Region Airshed Zone at a cost of \$378 for 2022. CARRIED MOTION #22-014	Abe	Correspondence has been sent to CRAZ.	Complete



12	CORRES: Farm Safety Centre - Moved by Councillor Cutler to support the Farm Safety Centre's delivery of the Safety Smarts program to children in Claresholm schools in the amount of \$300 for 2022. CARRIED MOTION #22-015	Karine	Payment sent	Complete
13	RFD: Spring 2022 Municipal Leaders' Caucus - Moved by Councillor Kettles to approve Mayor Petrovic and Councillor Carlson to attend the 2022 Alberta Municipalities' Spring Leader's Caucus, of which Councillor Carlson chooses to cover his own costs, to be held at the Edmonton Convention Centre on March 9 & 10, 2022. CARRIED MOTION #22-016	Karine	Registered	Complete
14	RFD: Letter of Support Claresholm Golf Club - Moved by Councillor Carlson that administration provide a letter of support towards the Claresholm Golf Club's application to the Tourism Relief Fund for the purpose of purchasing a golf simulator. CARRIED MOTION #22-017	Abe	Letter sent	Complete
15	RFD: Letter of Support Claresholm Skatepark - Moved by Councillor Schlossberger to write a letter of support towards the Claresholm Skatepark Association's application to the Co-op Community Spaces Program for the purpose of constructing the skatepark at 111 55 Ave West (in which the Town has allocated land for the Skatepark construction). CARRIED MOTION #22-018	Tara	Letter sent	Complete
16	RFD: Seniors Drop-in Centre Lease - Moved by Councillor Carlson to approve the lease renewal with the Claresholm Senior Citizens Drop-In Centre Society as presented. CARRIED MOTION #22-019	Blair	Waiting for Board Signature	In progress
17	RFD: Claresholm Animal Rescue Society Lease - Moved by Councillor Cutler to approve the lease renewal with the Claresholm Animal Rescue Society as presented. CARRIED MOTION #22-020	Blair	Waiting for Board Signature	In progress
18	RFD: GMHL Expansion Exploratory Committee - Moved by Councillor Carlson to approve the GMHL Expansion Exploratory Committee Terms of Reference as presented. CARRIED MOTION #22-021	Denise	Contacted Councillors & user group representatives, first meeting set for March 16, 2022	Complete
18	RFD: GMHL Expansion Exploratory Committee - Moved by Councillor Cutler to remove to remove himself from the GMHL Expansion Exploratory Committee and to appoint Councillor Zimmer in his place. CARRIED MOTION #22-022	Denise	Committee Listing updated, both Councillors notified of upcoming meeting	Complete
19	RFD: Stormwater Plan Design Approval - Moved by Councillor Kettles to approve the out of budget expenditure and submit an offer to purchase the lot located at #3 Westlynn Drive, as discussed, with the funds to come from Land & Development Reserves. CARRIED MOTION #22-023	Tara	Offer accepted, land sale being finalized.	Complete
19	RFD: Stormwater Plan Design Approval - Moved by Councillor Cutler to direct Associated Engineering to proceed with alternative 2 for detailed design, assuming administration is able to secure the purchase of #3 Westlynn Drive. If #3 Westlynn Drive cannot be obtained to then direct Associated Engineering to proceed with alternative #1. CARRIED MOTION #22-024	Tara	Associated Engineering has been notified of decision.	Complete
20	RFD: 2nd Street West Paving - Moved by Councillor Zimmer to award the 2nd Street West Surfacing Project contract to McNally Contractors (2011) Ltd. for the contract price of \$591,515.61 plus GST and that the funding for the over budget amount be referred to 2022 final budget discussions, to come from either MSI Capital or FGTF grants or a combination of both. CARRIED MOTION #22-025	Blair	Project awarded to McNally Contractors. Engineers are working to finalize contracts	Complete
25b	IN CAMERA - ADVICE FROM OFFICIALS - Moved by Councillor Carlson to approve the professional development courses in change management for the CAO, as discussed in closed session. CARRIED MOTION #22-026	Abe	Registered	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

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APPROVED BY: Abe Tinney, CAO

DATE: February 24, 2022

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# **INFORMATION ITEMS**



# MUNICIPAL PLANNING COMMISSION MINUTES

**January 21, 2022**  
**Town of Claresholm – Council Chambers**

**Attendees:** Brad Schlossberger - Council Member (Chairperson)  
Doug Priestley - Member-at-Large  
Chelsae Petrovic – Mayor  
Jeff Kerr – Member-at-Large (Vice Chairperson)  
Kieth Carlson – Council Member

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

**Public:** Art Stott – Applicant  
Rob Vogt – Claresholm Local Press

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<b>8:56 a.m.</b>	<b>Call to Order /Adoption of Agenda</b>	<b>Motion to adopt the Agenda by Doug Priestley</b>
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**Seconded by  
Jeff Kerr  
CARRIED**

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#### **Adoption of Minutes**

- November 5, 2021

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

**Seconded by  
Doug Priestley**

**CARRIED**

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<b>Item 1: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to approve with conditions by Councilor Carlson</b>
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File: D2021.094  
Applicant: Art Stott/248709 Alberta Ltd.  
Owner: 248709 Alberta Ltd.  
Address: 5123 5 St E  
Legal: Lot 17-19, Block 132, Plan 7959GV  
Regarding: Add caretaker suite to commercial building

**Seconded by  
Jeff Kerr**

**CARRIED**

**Condition(s):**

1. *Any further change in use (additions, renovations, or intensifications of use) will require a new permit application.*
  2. *The applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.*
-



# MUNICIPAL PLANNING COMMISSION MINUTES

January 21, 2022  
Town of Claresholm – Council Chambers

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3. *Any contractors or trades people are required to obtain a Town of Claresholm Business License. For more information, please contact the Town of Claresholm Administration Office (403) 625-3381.*
  4. *The applicant shall obtain any relevant Safety Code Permits and approvals from Superior Safety Codes Inc. Please direct any inquiries to Superior Safety Codes Inc. at 403-320-0734.*
- 

**Item 2: ACTION**

**IN CAMERA – discussion (if required)**

**Motion to go In Camera by  
Councilor Schlossberger**

**Seconded by Doug Priestley**

**CARRIED**

**Motion to come out of In  
Camera by Councilor  
Carlson**

**Seconded by Doug Priestley**

**CARRIED**

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**9:32 a.m.**

**Motion to adjourn by  
Jeff Kerr**

**CARRIED**

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FOR APPROVAL



OLDMAN RIVER REGIONAL SERVICES COMMISSION

**EXECUTIVE COMMITTEE MEETING MINUTES**  
**January 13, 2022; 6:00 pm**  
**ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)**

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, January 13, 2022, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance:

Executive Committee:

Gordon Wolstenholme, Chairman  
Don Anderberg, Vice Chairman, Virtual  
Ian Sundquist, Virtual  
Christopher Northcott, Virtual  
Brad Schlossberger  
Neil Sieben  
Jesse Potrie

Staff:

Lenze Kuiper, Chief Administrative Officer  
Tara Cryderman, Executive Assistant

Chairman Wolstenholme called the meeting to order, the time being 6:04 pm.

The new Executive Committee Members were welcomed.

**1. Approval of Agenda**

**Moved by: Neil Sieben**

THAT the Executive Committee approve the January 13, 2022 Executive Committee Meeting Agenda, as presented

**CARRIED**

**2. Approval of Minutes**

**Moved by: Ian Sundquist**

THAT the Executive Committee approve the October 14, 2021 Executive Committee Meeting Minutes, as presented.

**CARRIED**

**3. Business Arising from the Minutes**

There was no business arising from the minutes.

**4. Official Business**

**a. Municipal Borrowing Bylaw – ATB Financial**

**Moved by: Don Anderberg**

THAT the Executive Committee authorize the Chair and Director to endorse the 2022 Municipal Borrowing Bylaw (Revolving Line of Credit) for ATB Financial Signing Authority – ATB Financial.

**CARRIED**

**b. Signing Authority – ATB Financial**

Following the election of a new Executive Committee, signing authority requires updating.

Also, with the retirement of Mike Burla, Steve Harty will be the delegate in CAO Lenze Kuiper’s absence.

**Moved by: Ian Sundquist**

THAT Gordon Wolstenholme or Jesse Potrie and Lenze Kuiper or Steve Harty be authorized to sign on behalf of the Oldman River Regional Services Commission.

**CARRIED**

**c. Policy #43 - ORRSC Credit Card**

**Moved by: Brad**

THAT Policy #43 be amended, the amendments are as follows:

- 43.3 Addition of “Planners - \$1000.00” to the maximum limit of fund
- 43.5 Addition of “or written notification” after receipts

And that Policy #43 be approved, as amended.

**CARRIED**

**d. Schedule of Fees 2022 – Chinook Intermunicipal Subdivision and Development Appeal Board**

**Moved by: Jesse Potrie**

THAT the Schedule of Fees 2022 – Chinook Intermunicipal Subdivision and Development Appeal Board, be approved as presented.

**CARRIED**

**e. Subdivision Activity**

The Subdivision Activity for the year 2021 was presented to the Executive Committee for their information.

## 5. Financial Statements

**Moved by: Ian Sundquist**

THAT the Executive Committee accept the following Financial Statements:

- a. Office Accounts
  - (i) Monthly Office Accounts
    - September – November 2021
  - (ii) Payments and Credits
    - August – October 2021

**CARRIED**

**Moved by: Neil Sieben**

THAT the Executive Committee accept the following Financial Statements:

- b. Financial Statements
  - (i) Balance Sheet
    - As of November 30, 2021
  - (ii) Comparative Income Statement
    - Actual to November 30, 2021
  - (iii) Details of Account
    - As of November 30, 2021

**CARRIED**

## 6. New Business

There was no new business for discussion.

## 7. Director's Report

The Director shared the following:

- Met with Lethbridge County CAO Ann Mitchell.
- Staff Meetings ongoing.
- There will be two (2) Maternity Leaves in 2022. The hiring of a planner, for Madeleine Baldwin's maternity leave is being pursued. This planner will start in February. No one will be hired for Kaylee Sailer's maternity leave, with the rest of the GIS department covering leave.
- Mike Burla has become a consultant for one year, specifically assigned to Cardston County.
- A contract Planning position, specifically to represent ORRSC in the Newell area, is being pursued.
- Covid management ongoing.



- ARB training commencing. This is overseen by the Alberta Government.
- SDAB training ongoing.
- Strategic Planning Session with the Town of Vulcan scheduled.
- Meeting with CAO for the Town of Pincher Creek, regarding GIS services will be scheduled.
- Council Orientation rescheduled until March 24.

**8. Round Table Discussions**

Committee members reported on various projects and activities in their respective municipalities.

**9. Next Meeting – February 10, 2022**

**10. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:01 pm.



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CHAIR



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CHIEF ADMINISTRATIVE OFFICER

## MEETING MINUTES

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

**Regrets:** Donna Meister, Ashley Tebbutt

### 1: CALL TO ORDER

5:00 pm

### 2: APPROVAL OF AGENDA

Motion to approve: Brad S

### 3: APPROVAL OF MINUTES

3.1 December 21, 2021 Organizational Meeting Minutes

3.2: December 21, 2021 Regular Meeting Minutes

Motion to approve 3.1: Earl H

Motion to approve 3.2: Kendall S

### 4: CORRESPONDENCE

None

### 5: FINANCIAL

5.1 Financial report for end of December 2021

– Some copy increases with popularity of the craft kits – Jay might put towards programs instead of printing

Motion to accept report as presented: Kelsey H

### 6: REPORTS

6.1 Library Manager's report

- Library purchased Cricut maker for craft supplies
- Library insurance requires staff have training in cyber security, Jay looking into it
- IT sourcing VR – 13–18 will require guardian waiver and 18+ will be required to sign a waiver
- Jay seeking human rights training for staff
- New internal website by end of January

## MEETING MINUTES

- Digital literacy class 7 - Jan. 26 - will be last one
- Radon screening kits are being rebranded and will not be available during warmer months
- A limit for patrons to 100 holds
- Chinook Plan of Service expires end of 2022

6.2 Librarians Committee Meeting report from January 10

Motion to accept as presented: Joanna R

### 7: NEW BUSINESS

- Proposal of paying Kathy Davies a stipend for her help with library tax information

Kendall S makes a motion we pay \$300-\$350 in recognition of the work Kathy Davies has done in aiding the library

Carried

- PLSB training - Jay asked board their ideal times for meeting.

**ACTION: Jay will confirm training dates - preferably evening not on Monday or Wednesday**  
- with PLSB instructor

### 8: OLD BUSINESS:

8.1: Duty to accommodate training

-Jay has done some research on Project ENABLE

[Projectenable.syr.edu/training/modules](http://Projectenable.syr.edu/training/modules)

### 9: CLOSED SESSION (if required)

None

### 10: ADJOURNMENT

5:20 pm

Next Meeting: Tuesday February 15, 2022 at 5 pm

Willow Creek Regional Waste Management Services Commission  
Box 2820 Claresholm, Alberta T0L 0T0  
Phone: 403-687-2603  
Fax: 403-687-2606

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility  
January 19, 2022 at 10:00 A.M.

In attendance: Chair Gord Wolstenholme, Don Norby, Brad Schlossberger and CAO Cheryl Friesen

Absent: John Kroetsch

1. Chair Gord Wolstenholme called the meeting to order at 10:36 A.M.

2. Approval of Agenda

CAO Friesen asked that the Collection Report be added to the agenda 10 (c)

22.01 **Moved by Brad Schlossberger** to adopt the agenda as amended.

**CARRIED**

3. Delegations

No delegations.

4. Approval of Minutes

a) Organizational Meeting December 1, 2021

22.02 **Moved by Don Norby** to approve the minutes of the December 1, 2022 Organizational meeting as presented.

**CARRIED**

b) Regular Monthly Meeting December 1, 2021

22.03 **Moved by Brad Schlossberger** to approve the minutes of the December 1, 2021 regular monthly meeting as presented.

**CARRIED**

c) Special Meeting December 16, 2021

22.04 **Moved by Don Norby** to approve the minutes of the December 16, 2021 special meeting as presented.

**CARRIED**

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility  
January 19, 2022 at 10:00 A.M.

5. Financial Information

a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$15 225.71.

22.05 **Moved by Brad Schlossberger** to approve for payment, the accounts payable in the amount of \$15 225.71.

**CARRIED**

b) Check Detail December 2, 2021 to January 13, 2022

CAO Friesen presented the members with the check detail from December 2, 2021 to January 13, 2022 in the amount of \$29 842.72.

22.06 **Moved by Don Norby** to accept the check detail of November 19, 2020 to January 13, 2022 in the amount of \$29 842.72 as presented.

**CARRIED**

c) Bank Reconciliation November and December 2021 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation reports for November and December 2021 for the ATB Financial checking account & 90-day notice account.

22.07 **Moved by Brad Schlossberger** to accept the November and December 2021 reconciliation report for the ATB Financial checking account & 90-day notice account as presented.

**CARRIED**

d) Budget vs. Actual Report ending December 31, 2021

CAO Friesen presented the members with the budget vs. actual report ending December 31, 2021.

22.08 **Moved by Don Norby** to accept the budget vs. actual report ending December 31, 2021 as presented.

**CARRIED**

e) Material Report ending December 31, 2021

CAO Friesen presented the members with the material report ending December 31, 2021.

22.09 **Moved by Brad Schlossberger** to accept the material report ending December 31, 2021 as presented.

**CARRIED**

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility  
January 19, 2022 at 10:00 A.M.

6. New Business

No new business

7. Old Business

a) Mattress Shredding

CAO Friesen reported that she had been in contact with Mulhco regarding mattress shredding and did not hear back from them regarding the price associated with mattress grinding. Friesen also stated that she did not feel there was room in the budget for this type of expense. Member Norby noted that we could take another look once we know what the cost would be.

8. Correspondence

No correspondence.

9. General Landfill Information

CAO Friesen gave a brief verbal report about the compactor repair, year end work and the audit. She explained the audit field work is scheduled to happen February 2 with the presentation of financial statements to be on February 16. Friesen asked the members if they would prefer a Zoom meeting with the audit team or an in-person meeting. The consensus was to meet in person. Friesen asked if we could consider using the big board room in Fort Macleod or council chambers in Claresholm to allow greater separation between individuals as the landfill board room is fairly small and difficult to be safely distanced with extra people. There was some concern that Don would have to travel further if we were to go to Fort Macleod. Don stated it would be no bother to drive to Fort Macleod. Gord stated he would check to see if the board room was available and if it was not available Brad would try to book council chambers in Claresholm.

10. In Camera

22.10 **Moved by Don Norby** to go In Camera at 10:59 A.M.

**CARRIED**

22.11 **Moved by Brad Schlossberger** to come out of In Camera session at 11:44 A.M.

**CARRIED**

22.12 **Moved by Don Norby** to reverse the service charges as discussed during In Camera discussion.

**CARRIED**

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility  
January 19, 2022 at 10:00 A.M.

11. Adjournment

Chair Wolstenholme declared the meeting adjourned at 11:44 A.M.

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Chairman Gord Wolstenholme

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CAO Cheryl Friesen

Approved February 17, 2022

## CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Zoom conference Call – January 19, 2022

Present: Barry Gibbs, Betty Hoare, Verne Lunan, Marg Lane, Cynthia Wannamaker, Earl Taylor, Joe Toone, Barry Wood, Bill Kells and Kandice Meister

1. Call to order by Barry Gibbs 3:04 PM
2. Introduction and welcome of new board member, Barry Wood and newly appointed Kandice Meister as Town Representative.
3. Adoption of agenda as amended by Verne Lunan. **CARRIED**
4. No correspondence to report. Verne Lunan moved for the approval of the minutes from November 17, 2021, as presented. **CARRIED**
5. Executive Directors Report – Grant applications are being submitted for this year for two Young Canada Works students to cover summer tourist season.
  - Amazing progress by Jake Gerbrand on the large model of the Avro Anson airplane that will hang in the museum.
  - Final review of the Virtual Museum of Canada “Wings Over Claresholm” project is scheduled for mid February with a formal launch date on the VMC website of early March.
  - Funding in the 2022 museum budget allowed the retention of the Collections Technician position for full year of 2022. This position also includes the supervision of the Visitors Information Center staff during the summer months. The backlog of artifacts has been catalogued. 16,700 artifacts were catalogued since 1969. Thank you to everyone in accomplishing this goal.
  - The museum Station Sandstone project grant to Alberta Culture is being finalized. The project is seen as a great success.
  - The hard drive in the collections database computer in the Archives died in December. Working with the Town of Claresholm IT, changes in existing laptops and new hard drives will allow access and input collections data while working our in various storage areas.
  - Bill Kells was contacted regarding participation in the Winter Fest scheduled for March 12, 2022. After board discussion Earl Taylor made a motion for the Claresholm and District Museum to participate in some capacity at this year’s event. **CARRIED**
  - A request was received by the new owners of the decommissioned Claresholm water treatment plant for photos and information on the plant as well as information on the Oxley Ranch. Information and photos found after researching the archives will be presented to the developers as soon as a meeting in person can be scheduled. This is a valuable service the museum provides for the community.

The meeting had to be adjourned at 3:50 PM due to technical problems with the zoom meeting. Tentatively re-scheduled for January 26, 2022, at 3:00 PM



Barry Gibbs, Board Chair



## CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Zoom conference Call – January 26, 2022

Present: Barry Gibbs, Betty Hoare, Verne Lunan, Marg Lane, Cynthia Wannamaker, Earl Taylor, Barry Wood, Bill Kells and Kandice Meister

Absent: Joe Toone

1. Call to order by Barry Gibbs 3:04 PM
2. Board agreed to continue the January 19, 2022, meeting with discussion on annual themes.  
-With the interruptions of activity at the museum due to the pandemic the question was what theme to use for 2022. The board decision was to go with Transportation for 2022 and adjust the current listing by one year.
3. Progress Report on Strategic Planning – Barry Gibbs submitted a draft of the updated Strategic Planning 2019-2022 showing the progress made under each of the six goals. He will finalize the plan and send it out for distribution. Work on the 2023-2026 Strategic Plan needs to commence. Bill Kells submitted a report on projects he has identified for discussion. The board members are asked to review this document and bring their thoughts, as well as any addition suggestions to the next board meeting. Some of the projects included ways to market the museum. Barry Wood has offered to use his marketing experience to work with a new committee looking into marketing the museum. Others on that committee are Cynthia Wannamaker, Barry Gibbs, Earl Taylor, and Bill Kells. Cynthia Wannamaker and Verne Lunan offered to investigate the regulations for signage both within town limits and along the highways. The board would like to investigate representation on the board by a member of the M.D. Council.
4. The positions of Board Chair, Vice-Chairman and Secretary were discussed. Members are asked to consider letting their names stand for these positions that will be determined at the next meeting.
5. Betty Hoare will make up a calendar for scheduled board meetings for 2022.
6. Planning committee will hold a meeting on February 2, 2022, at 2:00 PM at the Station. Verne Lunan will chair the meeting and all board members are invited along with representation by The Friend's of the Museum.
7. Vern Lunan made a motion for adjournment at 5:02 PM. **CARRIED**

Next meeting February 16, 2022, at 3:00 PM at the Station.



Barry Gibbs

Board Chair

## Karine Keys

---

**From:** Sheila Karsten <info@claresholmchamber.ca>  
**Sent:** February 23, 2022 11:02 AM  
**To:** info@claresholmchamber.ca  
**Subject:** Chamber of Commerce AGM Review  
**Attachments:** 2021 Year in Review.pdf; AGM 2022 Financials for Presentation February 17, 2022.pdf

Hello,

We would like to welcome the new Executive Committee for Claresholm & District Chamber of Commerce as elected at the Annual General Meeting last Thursday, February 17, 2022 -

President – Santanna Thom – Century 21 Foothills Realty  
Vice President – Amanda Zimmer – Claresholm Local Press  
Secretary – Kendall Schille – North & Company  
Treasurer – Audra Smith – The Bargain Shop  
Directors:  
Damon Kustra – Kustra Insurance and Investments  
Brian Brotherson – Blackwood Coffee Co.  
Michelle Pinkerton – Janet’s Fashions  
Lauren Billey – Lauren Billey Creative  
Tony Walker – Community Futures Alberta Southwest  
Todd Buhmiller – The Embroidery Shop  
Brad Toone – Brad Toone  
Paul Zemlak – Claresholm Pharmacy

The President’s Report and Financials for 2021 as presented are attached for review and logo designs were voted on. We are in the process of changing over to the new logo design (as shown below in the email signature).

Claresholm & District will have a Strategic Planning Meeting this Saturday, February 26, 2022 from 10 a.m. to 2 p.m. in Council Chambers. **Lunch will be provided for those that RSVP before Thursday, February 24, 2022 at 4 p.m. to [president@claresholmchamber.ca](mailto:president@claresholmchamber.ca)**

**Thank you for your continued support of Claresholm & District Chamber of Commerce!**

Kind Regards,

*Sheila Karsten*



Claresholm & District Chamber of Commerce  
Box 1092  
Claresholm, AB T0L 0T0



# 2021 year in REVIEW

claesholmchamber.ca • Facebook: Claesholm & District Chamber of Commerce

## HIGHLIGHTS

- Community Futures Alberta Southwest offered a grant to pay membership fees for all interested businesses.
- Cancelled the 2021 Trade Fair due to COVID restrictions
- Hosted our AGM on Zoom
- Sent a letter of support for a CFEP grant application by the Zamboni at the arena
- Sent a letter of support for a CFEP grant for playground equipment by the Kinsmen Club
- Hired a part time Admin Assistant - Sheila Karsten, who started in May with office space at the new Town Office.
- Hosted Danielle Smith of the Alberta Enterprise Group.
- Hosted the Chili Cook Off during Fair Days, winner was Denise Spencer.
- Hosted four well attended networking nights
- Co-hosted the Municipal Election Forum with the Claesholm Local Press.
- Assisted WeLoveAlbertaFilm with featuring the area.
- Presented the Claesholm Business Awards
- Launched a “Shop in Claesholm” Campaign with assistance from a Shop Local Canada Grant. This campaign included member feature videos, a Shop In Claesholm Contest, and Old Fashioned Christmas preview videos.
- Decorated a site at the Campground for the Christmas Cruise in support of the Claesholm Community Palliative Care Committee.
- Sponsored an academic award for exemplary work ethic in work experience by a WCCHS student, awarded to Tegan Gustman
- Won a \$1000 bursary from the Chamber Group Insurance plan program for our leads

## EVENTS

- Fair Days Chili Cook-off
- Business Awards
- Old-Fashioned Christmas
- Shop in Claesholm campaign with videos
- Danielle Smith event

## Advocacy

- Direct link to Town Council with our Council Rep. Mike Cutler

## Labour Market Partnership

Continued the Labour Market Partnership with the EDC and Community Futures Alberta Southwest to leverage current activities, staff and financial resources to champion workforce development as a driver of economic prosperity in Claesholm. Dynamic Claesholm survey results were presented and the Job Fair planning was started.

## EXECUTIVE WORK

- Continued work on the strategic plan
- Looked to other Chambers for examples of policy for voting privileges for the appointed reps
- Prepared an amendment to the membership requirements policy for presentation at the AGM

Business

# Chamber offering free memberships for 2021

By Rob Vogt  
Local Press Writer

The year 2021 is the perfect time to join the Claresholm and District Chamber of Commerce, because this year, the chamber is offering free memberships.

"We're super excited about this," said Amanda Zimmer, chamber president.

At their last meeting, the chamber talked about membership renewals and recruitment.

Over the past year membership has declined due to the downturn caused by the COVID-19 pandemic.

Consequently, Community Futures Alberta Southwest is utilizing a grant they received to create a COVID-19 relief membership fees payment.

That means Community Futures will pay 100 per cent of the chamber membership for any business who signs up from the Claresholm area until Feb. 28.

"We thought this would be an amazing way to increase our membership," Zimmer said.

The cost of a membership starts at \$60 for an individual or non-profit organization. For businesses it is based on the number of employees, going up to \$195 for a business with 51 or more employees.

Zimmer invited everyone to sign up, whether they have never been a member or let their membership lapse. Members who have already signed up will be refunded their payment.

"Now is the perfect time to join the chamber," she said.

Zimmer emphasized that anyone interested in a membership needs to complete an online form available on the chamber website at [claresholmchamber.ca](http://claresholmchamber.ca) under "Membership" then "Join now".

The membership comes with a free listing on the chamber's online directory, a membership certificate, and access to all the benefits of being a chamber member, which are listed on the website.

A membership also includes one free ticket to the chamber's

annual general meeting the next time it is held in-person.

"Whether that is this year, or next year," Zimmer said.

In the past, the annual general meeting has included a meal, a guest speaker and entertainment at different times.

This year, the chamber's annual general meeting is planned for March 17 and Zimmer is hoping it will be in-person but, if that is not possible, will be held via video conference.

The meeting will feature the presentation of updated bylaws as well as the election of officers.

Zimmer said there are openings on the board.

"We are currently looking for more board members," she said.

Because the annual general meeting is on St. Patrick's Day, the chamber is having a contest for the best dressed person on the St. Patrick's Day theme.

For more information on the Claresholm and District Chamber of Commerce please visit [claresholmchamber.ca](http://claresholmchamber.ca) (no dashes or spaces).



# CDCC

## 2021 year in REVIEW



98 Members



17 New Members



720 Facebook Followers

*Join us!* **Claresholm & District Chamber of Commerce**

# COVID-19 Relief FREE Memberships

*funded by*  
**Community Futures - Alberta Southwest**

**Community Futures**  
Alberta Southwest

As part of our support to Claresholm & Area businesses during this difficult time, we are pleased to announce our COVID-19 Relief Membership offer! With funding from Community Futures – Alberta Southwest, we are offering paid membership to the Claresholm Chamber. Claresholm and area businesses wishing to take advantage of this COVID-Relief funding, please complete the membership registration on our website under "Join Now" by February 28, 2021!

**NEW AND RETURNING MEMBERS WELCOME!**

**Mark Your Calendar for our AGM**  
• Wednesday, March 17 - evening  
We are currently looking for board members.

**For more information please email [president@claresholmchamber.ca](mailto:president@claresholmchamber.ca) or visit [www.claresholmchamber.ca](http://www.claresholmchamber.ca)**



**CDCC**  
CLARESHOLM & DISTRICT CHAMBER OF COMMERCE

*Thank you for your continued support!*

## Small business

# Chamber of commerce elects board for 2021

By Rob Vogt  
Local Press Writer

The Claresholm and District Chamber of Commerce has elected its board for the 2021 year.

The chamber held their annual general meeting by video conference on March 17 where they elected the following:

- President, Amanda Zimmer;
- Vice-president, Kelsey Park;
- Secretary, Kendall Schille;
- Treasurer, Audra Smith;
- Directors, Todd Buhmiller, Bradley Toone, Tony Walker, and Lauren Billey;
- Economic Development Committee representative, Brady Schnell;
- Town of Claresholm representative, Mike Cutler.

Zimmer pointed out the chamber still has space for more directors.

Anyone interested in joining the board, or more information, can e-mail [president@claresholmchamber.ca](mailto:president@claresholmchamber.ca) (no dashes or spaces).

### Bylaw and policies

Chamber members also approved new by-laws, and approved a policy manual.

### The year ahead

Members were also advised of tentative events the chamber has planned for 2021:

- Trade expo and consumer fair, Spring of

2021;

- Claresholm job fair, Spring of 2021;
- Office chair relay, Summer of 2021;
- Fair Days participation, Saturday, Aug. 14;
- Business awards, Small Business Week in October of 2021;
- Old-Fashioned Christmas on Friday, Nov. 26, with a shop local contest and the business holiday decorating contest;
- Opportunities for Growth are tentatively scheduled for May, September and November;
- Dynamic

Claresholm labour market project business information sessions made up of three events.

## Fair Days

# Chamber hosts chili cook-off

By Rob Vogt  
Local Press Writer

The Claresholm and District Chamber of Commerce is now accepting entries for its second chili cook-off.

The chili cook-off takes place as part of Fair Days on Friday, Aug. 13 in downtown Amundsen Park but the deadline to enter your chili is Monday, Aug. 9.

There are two categories, traditional and spicy, and there is no fee to enter.

First and second place, and the bragging rights that go with it, will be awarded in each category by a panel of esteemed judges.

In order to enter, participants need to fill out a registration form available at [claresholmchamber.ca](http://claresholmchamber.ca) (no dashes or spaces).

The contest is open to everyone whether an individual, team, business, or organization.

Participants can submit completed forms to Sheila Karsten at 403-468-8043 or [info@claresholmchamber.ca](mailto:info@claresholmchamber.ca). (no dashes).

Participants must supply their own ingredients and make enough chili to fill a six-quart slow cooker.

On the day of the chili cook-off, entrants must have their chili at Amundsen Park for 5

p.m., with judging occurring shortly after.

After judging is complete, chili will be sold to the public for \$5 a bowl including a bun.

Hot dogs will also be available for \$2.

Amanda Zimmer, chamber president, encourages everyone to come out, enjoy the chili cook-off and bring their own chairs.

Movie in the Park will start after the chili cook-off so everyone is invited to come for chili and stay for the movie.



2021 year in  
**REVIEW**

## Fair Days

# Chili Cook Off

**Friday, August 13 at Amundsen Park**  
Judging at 5 p.m.  
Serving public at 5:30 p.m.

**Enter Your Team!**  
Visit [claresholmchamber.ca](http://claresholmchamber.ca) to download the registration package and guidelines.

Entry deadline is Monday, August 9.  
**Two Prize Categories: Traditional and Spicy**

For more information or to register contact Sheila at 403-468-8043 or [info@claresholmchamber.ca](mailto:info@claresholmchamber.ca)

Claresholm & District Chamber of Commerce



## Fair Days



**IN JUDGEMENT** - The Claresholm and District Chamber of Commerce held a successful chili cook-off as part of Fair Days weekend on Friday, Aug. 13. Here, the judges deliberate. From left are Craig Zimmer; Kelly Starling; Brady Schnell; David Poulsen; and Kyle Aikema. Photo by Rob Vogt

# Chamber hosts successful chili cook-off

By Rob Vogt  
Local Press Writer

There was not a drop of chili left after the Claresholm and District Chamber of Commerce's recent Fair Days chili cook-off.

The event took over downtown Amundsen Park on Friday, Aug. 13, attracting four entries that gave the celebrity judging panel a lot to think about before crowning Denise Spencer this year's winner.

The overall results were:

- First, Denise Spencer with a score of 95 points;
- Second, Amanda Zimmer, 94 points;
- Third, Kelsey Little, 93 points;
- Fourth, Chris Ocampo, 92 points.

The celebrity judging panel consisted of:

- Craig Zimmer, Claresholm town councillor;
- Kelly Starling, manager of emergency services for the Municipal District of Wilow Creek;
- Brady Schnell, the town's economic development officer;
- David Poulsen, an author, rodeo announcer, the town's engagement coordinator and one of the chief organizers of Fair Days;
- Kyle Aikema, the town's bylaw officer.

Once the winners were announced, the chamber sold the chili for \$5 a bowl.

It was an overwhelming success because all the chili sold out, with proceeds go-



**THE WINNER** - Denise Spencer was the winner of the Claresholm and District Chamber of Commerce's chili cook-off on Friday, Aug. 13. Here she is at left receiving her prize from Amanda Zimmer, chamber president.

Photo by Rob Vogt

ing to various chamber initiatives.



2021 year in  
**REVIEW**

## Development

# Smith discusses future of Alberta's economy

By Rob Vogt  
Local Press Writer

If Alberta can get a handle on the pandemic, the province is poised to boom.

That was one of the messages Danielle Smith brought to a crowd of about 45 at the Seniors' Drop-in Centre on Sept. 21.

Smith, who has been a school board trustee, MLA, leader of Alberta's official opposition, and a current affairs radio personality is currently president of the Alberta Enterprise Group.

Her presentation was the latest installment of "Opportunities for Growth", a series of public education sessions put on by the Claresholm and District Chamber of Commerce and Claresholm Economic Development.

She explained that Alberta has to go from COVID-19 being a pandemic, to being an endemic much like the flu every season.

The way to do that is by supplementing vaccines with medication.

Smith advocates for what is called early outpatient treatment protocols, which handle the virus differently.

Now, she said, if a person tests positive for the virus, they are told to go home. If they have trouble breathing, they are told to then go to the hospital.

Smith has found a doctor who administers a protocol of drugs so patients do not have to go to the hospital.

"He's been treating thousands of patients," Smith said, adding there has not been one death, although some have still got sick.

For his efforts, she pointed out, he was reported to the college of physicians and brought up on disciplinary charges.

Smith said vaccine effectiveness wears off, and vaccines are good as far as they go. However, they have to be supplemented by medications.

"I think that's the missing piece," she said.

Smith stressed it is important not to get into the mindset of the current pandemic being normal. Alberta will be held back until COVID-19 is treated as an endemic instead of pandemic.

She then turned her attention to public affairs.

She noted in the recent federal election she was glad the political parties talked about COVID. That way they did not talk about Alberta's oil and gas industry.

Moreover, the coalition that Prime Minister Justin Trudeau has to build to govern does not have to be anti-oil and gas.

With a \$600 billion COVID debt, Smith said, maybe the prime minister should make sure the economy is performing in all sectors. After all, he cannot phase out oil and gas and pay the bills.

She is also hopeful of Jonathan Wilkinson, federal environment minister, and Seamus O'Regan, minister of natural resources.

O'Regan comes from Newfoundland, an energy producing province, and Wilkinson drives a hydrogen car. Hydrogen is a resource Smith supports.



**THE FUTURE** - Danielle Smith, a one-time school board trustee, MLA, leader of the official opposition, and current affairs radio personality, was in Claresholm on Sept. 21 to talk about Alberta's future. She is currently president of the Alberta Enterprise Group. Photo by Rob Vogt

"To me, that is where the opportunity is for Alberta," Smith said.

She is the president of the Alberta Enterprise Group, which has member companies valued in the range of \$10 million to \$100 million.

Smith noted every member has an environmental story of some kind, and they represent what the new economy may look like.

One member recently purchased an old gas field in Leduc. They have partnered with ATCO, a cement company and a transport company. They are taking the natural gas and splitting out the hydrogen and carbon dioxide. The carbon dioxide will be piped into the ground and sequestered. What is not, will be used to enhance the quality of cement. The hydrogen will be used to power trucks.

Smith said the province already has the expertise in engineers, geologists and more, to do more of this type of thing.

"It's applying those skills in different ways," she said.

That includes developing hydrogen, and building markets for it everywhere from B.C. to California and beyond.

Another company, Smith said, is taking carbon fibre out of bitumen and ultimately making steel,

so Alberta does not have to be reliant on a foreign steel maker such as China.

Part of all this innovation, Smith continued, is due to the carbon tax.

Because businesses do not want to pay \$170 per tonne, they are looking to innovate.

Industry is no longer looking at carbon dioxide as a waste product, but as a feedstock. Companies are looking at how they can turn waste into money.

Carbon dioxide can be embedded in cement to improve its strength; and used to make soap, plastics, ethylene, and even vodka.

"There's no end to all of the potential of jobs and new industry," Smith said.

It does not mean having to install wind or solar panels, neither of which have net zero greenhouse gas emissions. In their production, both use fossil fuels and slave labour, Smith said.

In fact, she added, the energy industry will be at net zero before the green industry, because the green industry all rely on the fossil fuel industry.

She concluded by observing what will happen to Alberta, its economy, and growth once the page is turned on COVID-19.

"We're about to absolutely explode (with opportunity)," she said.

**THE PATH FORWARD:  
WHY ALBERTA IS SET TO BOOM**

**Tues., Sept. 21 | 7 p.m.**



Claresholm Seniors  
Drop-In Centre  
5009 2nd Street East

Guest speaker  
**Danielle Smith**  
Alberta Enterprise Group



**CLARESHOLM**  
OPPORTUNITIES FOR GROWTH

Claresholm & District Chamber Members & Staff - FREE  
Non-Members—\$10/person  
**LIMITED SEATING. CHAMBER MEMBERS GET PRIORITY.**

Please RSVP to Sheila to reserve your seat  
403-468-8043 • info@claresholmchamber.ca

2021 year in  
**REVIEW**





# 2021 year in REVIEW

## 2021 Municipal Election CANDIDATES FORUM Monday, October 4 Claresholm Community Centre

MD Div. 4 & 5 Candidates  
from 5:30 - 6:30 p.m.

Town of Claresholm Council  
and Mayoral Candidates  
from 7 - 9 p.m.

Due to the new Government COVID-19 Restrictions, we are limited to 120 people in attendance for each. This will be done based on a first come-first served opportunity.

We will record, and post the video from the forum the following day. We will also try to livestream on Facebook during the event.

Come prepared with questions, but questions can also be sent in ahead of time to [rob@claresholmlocalpress.ca!](mailto:rob@claresholmlocalpress.ca)

For more info. contact: Rob Vogt 403-625-4474  
Hosted by Claresholm & District Chamber of Commerce and Claresholm Local Press



### SECTION II

2 - Claresholm Local Press, Wednesday, October 20, 2021



## Claresholm Business Awards

### CONGRATULATIONS TO OUR WINNERS AND TOP NOMINEES

#### CHAMBER BUSINESS OF THE YEAR

Sponsored by Willowtree Designs

Winner:

**CLARESHOLM LOCAL PRESS**

Nominees:

EXTREME BEAUTY  
TIRECRAFT - HARRY'S TIRES

#### NEW BUSINESS AWARD

Sponsored by Community Futures Alberta Southwest

Winner:

**7TH STREET SWEETS**

Nominees:

CURLY'S CURRY KABOB  
SHEN'S HOME-BAKED GOODIES  
MARY'S CATERING  
7TH STREET SWEETS  
BLESSINGS CONSIGNMENT

#### BEST AGRICULTURAL BUSINESS

Sponsored by ATB Financial

Winner:

**SKYLINE PETROLEUM**

Nominees:

MORKIN'S AG SERVICES  
CERVUS EQUIPMENT

#### MOST IMPROVED PROPERTY

Sponsored by Claresholm Economic Development

Winner:

**WILLOW CREEK CHIROPRACTIC**

Nominees:

FOOTHILLS FORD  
TOWN OF CLARESHOLM ADMIN  
SALON LUNA

#### COMMUNITY INVOLVEMENT AWARD

Sponsored by Harry's Tirecraft

Winner:

**CLARESHOLM SHELL**

Nominees:

YOUR DOLLAR STORE WITH MORE  
SANTANNA THOM - CENTURY 21  
ZENTNER FUNERAL HOMES  
CLARESHOLM LOCAL PRESS  
CASA ROMA

#### BEST HOME BASED BUSINESS

Sponsored by Claresholm Shell

Winner:

**SHEN'S HOME-BAKED GOODIES**

Nominees:

ASHTINE CLEANING  
PENNY LANE FARMHOUSE  
7TH STREET SWEETS  
DYLAN MAINPRIZE COMPUTERS

#### BEST HOSPITALITY BUSINESS

Sponsored by Shell Claresholm

Winner:

**ROY'S PLACE**

Nominees:

PRAIRIE STONE CATERING  
MARY'S CATERING  
BLUEBIRD MOTEL  
CASA ROMA  
CLARESHOLM MUSEUM  
7TH STREET SWEETS

#### CUSTOMER SERVICE AWARD

Sponsored by North & Company LLP

Winner:

**EXTREME BEAUTY AESTHETICS BY GEN**

Nominees:

CLARESHOLM SHELL  
HARRY'S TIRECRAFT  
BLACKWOOD COFFEE  
WILLOW CREEK QUILTS  
CLARESHOLM LOCAL PRESS  
KAZ'S SERVICE  
ONE SHOT AUTO

#### INDIVIDUAL CUSTOMER SERVICE

Sponsored by Roy's Place

Winner:

**MANPREET CHEEMA, CLARESHOLM SHELL**

Nominees:

BRANDY MCLEAN, LOCAL PRESS  
ANDREA FLETCHER, HOME HARDWARE  
CHRIS OCAMPO, TIM HORTONS  
SUZY NASH, IGA  
SCOTT MARTINEAU, KAZ'S SERVICE  
BARRY CLAY, HARRY'S TIRECRAFT  
DIANE OCAMPO, 7TH ST SWEETS  
MEGAN COUPLAND, PUTTERS

Help us recroonize and celebrate our local businesses!

# Support our community by shopping local



## Small Business Week

# Chamber of commerce has a lot of offer small businesses

By Rob Vogt  
Local Press Writer

The Claresholm and District Chamber of Commerce has a lot to offer businesses in the area.

President Amanda Zimmer said the chamber promotes supporting local business.

It provides each member a listing on the chamber of commerce website often comes up at the top of a Google web search.

The chamber advocates to town council and has a representative from town council attending meetings.

The chamber also inspires local businesses through educational opportunities and community involvement.

Chamber members can access preferred member rates for products and services that range from health insurance to transportation opportunities.

Becoming a member of the Claresholm and District Chamber of Commerce includes the business in the Alberta Chamber of Commerce.

That membership offers discounts to everything

from fuel and shipping to insurance and other services.

Membership makes business eligible to participate in the chamber's opportunities for growth educational opportunities at a reduced cost.

There are networking opportunities where members can meet, exchange ideas and experiences, and socialize.

"We have been hosting some networking events," said Zimmer.

Those have included morning coffee as well as evening events.

The chamber of commerce has also partnered with the Town of Claresholm's Economic Development Committee on a labour market partnership.

That project, called Dynamic Claresholm, has surveyed businesses and individuals in order to identify what the labour market is really like in the community.

Zimmer said there is a lot of research and they are starting to see some outcomes.

The goal is to better connect those seeking jobs with the jobs that are available in the community.

The chamber recently has embarked on another project which will see members have access to the chamber's new local features.

Zimmer said anyone who joins now will receive the rest of 2021 for free with a 2022 membership.

Rates area as follows:

- Industrial and home-based businesses, \$60;
- Non-profit groups, \$60;
- Businesses with two to five employees, \$95;
- Businesses with six to 10 employees, \$125;
- Businesses with 11 to 50 employees, \$155;
- Businesses with 51 or more employees, \$195.

Anyone interested in joining can visit the chamber of commerce website at [claresholmchamber.ca/joinnow](http://claresholmchamber.ca/joinnow) (no dashes or spaces).

There is a membership form to fill out as well as payment information.

Zimmer encourages every business and organization to join the chamber of commerce.

"You gain access to all the benefits of being a chamber member," she said.



# Chamber of commerce recognizes excellence in business

By Rob Vogt  
Local Press Writer

The Claresholm and District Chamber of Commerce is once again celebrating Small Business Week by handing its annual business awards.

A select committee made the final decisions based on input and nominations.

As in past years, some members of the selection committee were nominated so, in the interest of impartiality, they were not present for the decisions on those awards.

This year's winners are:

## Chamber business of the year

The winner is the Claresholm Local Press.

One nomination says:

"I don't see any other business deserves the award but the Local Press. Doing above and beyond the service it can provide and this is my chance to nominate and say that their service is for sure well noticed."

Another nomination says:

"The Local Press has a large presence at events in our community, including Granum. They have also given great service for our printing requests."

The other nominees were:

- Extreme Beauty;
- Tirecraft – Harry's Tires.

## New business award

The winner is 7th Street Sweets.

One nomination says:

"Diane always goes above and beyond to get it done for the customer as well as always throwing in little extras. She is one of the nicest people I've ever met. We are so lucky to have the Ocampo family here."

Another nomination says:

"A great variety of home-baked cakes – all yummy!"

The other nominees were:

- Curly's Curry Kabob;
- Shen's Home-Baked Goods;
- Mary's Catering;
- Blessings Consignment.

## Best agricultural business

The winner is Skyline Petroleum.

One nomination says:

"Shelley O'Neill just celebrated 10 years of providing excellent service to our community. Congratulations and we hope you continue to prosper."

The other nominees were:

- Morkin's Ag Services;
- Cervus Equipment.

## Most Improved Property

The winner is Willow Creek Chiropractic.

One nomination says:

"Dr. Jaycee has put a lot of thought and creativity into her practice, not only with the skills required to be a chiropractor, but in the decor she built to put up in her offices to create a welcome and pleasing atmosphere. She keeps improving the building with a new exterior paint job just recently."

The other nominees were:

- Foothills Ford;
- Town of Claresholm administration building;
- Salon Luna.

## Community Involvement Award

The winner Claresholm Shell.

One nomination says:

"Preet and the staff at Shell have been great in so many ways in the community (such as donating treats to the schools), and so many other ways. All staff have a smile on and are always ready to help."

Another nomination says:

"Claresholm Shell has been phenomenal over the last year (and specifically since the pandemic) at supporting our school. They have gone the extra mile to know we are valued, supported and our students matter. Thank you to them!"

The other nominees were:

- Your Dollar Store With More;
- Santanna Thom – Century 21;
- Zentner Funeral Homes;
- Claresholm Local Press;
- Casa Roma.

## Best home-based business

The winner is Shen's Home-Baked Goodies.

One nomination says:

"Shen shows a strong commitment to providing quality baked products, as well as promoting her native delicacies (filipino breads)."

Another nomination says:

"Shen's baking and cooking are tremendous! She gives out wonderful samples to try her product and is great to deal with."

A third nomination says:

"The best varieties of baked goodies in town!"

The other nominees were:

- Ashtine Cleaning;
- Penny Lane Farmhouse;
- 7th Street Sweets;
- Dylan Mainprize Computers.

## Best hospitality business

The winner is Roy's Place.

One nomination says:

"While all restaurants tried to manage the consequences of COVID-19, Roy's did an extra mile by opening a patio to accommodate craving customers."

Another nomination says:

"For their ability to adapt and evolve with the COVID regulation changes, keep people working."

## Customer service award

The winner is Extreme Beauty Aesthetics by Gen.

One nomination says:

"I believe she deserves this award as she has been very professional in what she does and exceeds my expectations. She always makes me look beautiful, her services are always the best. More power!"

Another nomination says:

"I have personally experienced Gen's aesthetic service and it was done with excellent service and most of all the result was superb."

A third nomination says:

"Genalin always goes above and beyond for her clients even when working three jobs. This woman and the businesses she has created are amazing. She deserves the highest of acknowledgments."

A fourth nomination says:

"Gen is extremely talented and has a beautiful personality as well! Thanks!"

## Individual customer service

The winner is Manpreet Cheema of Claresholm Shell.

One nomination says:

"Preet is always very generous to our community events! He has been great in so many ways in the community (such as donating treats to the school), and so many other ways."

Another nomination says:

"I would LOUDLY and emphatically nominate Preet for the Customer Service Award. He always goes above and beyond for our residents."

## Small Business Week

# Assistant provides support to chamber, Economic Development

By Rob Vogt  
Local Press Writer

You may have seen her around town at various community events put on by the Claresholm and District Chamber of Commerce or Town of Claresholm.

Sheila Karsten, who started on May 11, provides support to both the chamber of commerce as their administrative assistant and the Town of Claresholm's Economic Development Committee as their economic development assistant.

"I love it," she said of her new roles. "I enjoy connecting with the business owners, the chamber board, and the EDC."

"We're all here for the same reason."

"To assist business owners in town and attract (new ones)."

She has a wide range of responsibilities to support both organizations.

As the chamber's administrative assistant, Karsten

provides front-line general reception duties such as answering phone inquiries and managing e-mail.

"I try to see what I can find out," she said, if people have a question about something.

She also provides scheduling and administrative support to the president and board including making agendas and doing minutes for meetings, and assisting the chamber secretary as needed.

Karsten will also follow up any business arising from the minutes.

Another role is updating and basic maintenance of the chamber website and social media, as well as managing relationships external vendors.

Her most visible role is supporting chamber events such as their Opportunities for Growth educational series; trade fair; Old Fashioned Christmas; business awards; and annual general meeting.

Karsten helps recruit

chamber members and regularly communicates with all chamber members.

She also assists with budget and planning.

As the economic development assistant, Karsten looks after putting together the agendas and taking the minutes for Economic Development Committee meetings.

She assists with planning and execution of events such as Canada Day and Fair Days.

"They were successful events," Karsten said.

Over the past year it has been challenging for many groups to meet and plan.

"It was nice to see community events happen," she said. "Nice to see community participation."

Karsten also performs research for various projects, and inquiries online, on the phone, and in person.

She brings a wealth of experience to both roles.

Whether helping with an air-balloon festival in Cremona, victim services in



**BEING OF ASSISTANCE** - Sheila Karsten supports small business through her work jointly as the administrative assistant for the Claresholm and District Chamber of Commerce and the economic development assistant for the Town of Claresholm's Economic Development Committee. Her office is located in the new community multi-use building and new town hall. Photo by Rob Vogt

Ledum, or economic development and tourism in Blacklands, she has volunteered wherever she has went.

Tourism in particular is a passion of hers, noting there is tourism everywhere.

"The more people that come to Claresholm, they're going to spend money here," Karsten said. "That's important for our community."

Karsten's role is a two-year contract, funded jointly

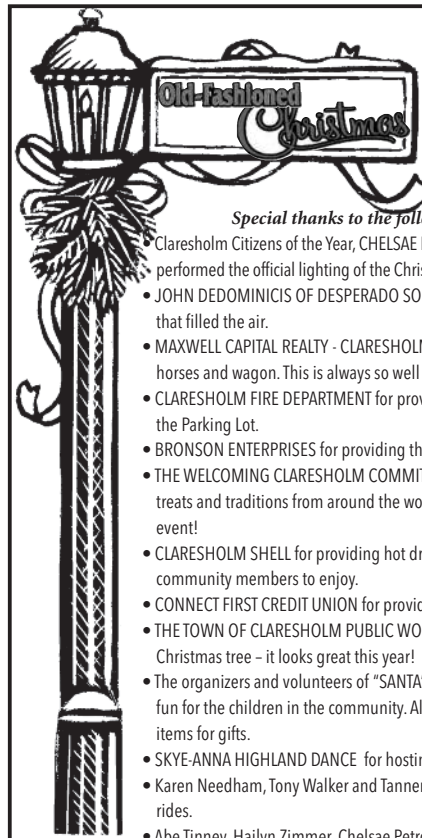
by the chamber of commerce and Community Futures Southwest who provide 50 per cent of funding.

The Town of Claresholm Economic Development Committee provides the other 50 per cent.

**Old Fashioned Christmas**



**CHRISTMAS SHOPPING SEASON** - The annual Old Fashioned Christmas took place on Nov. 26, featuring a variety of activities, mostly in the downtown core. Clockwise from top left are Laiken Fajnor and Leilani Oakes wrapping a present for Santa's Gone Loonie at the LDS church; Hailyn Zimmer, 2020 junior citizen of the year, and Chelsae Petrovic, 2020 citizen of the year and mayor, lighting the downtown Christmas tree; Oliver Murphy gets his picture taken with Santa; Char Koch, from the Welcoming Claresholm Committee, serves hot chocolate; members of the Claresholm Fire Department preside over the fire; and a wagon ride of downtown Claresholm about to leave. The event was put on by the Claresholm and District Chamber of Commerce and the Claresholm Local Press. Photos by Rob Vogt



**THANKS TO EVERYONE WHO ATTENDED AND PARTICIPATED IN THE 22<sup>ND</sup> ANNUAL OLD FASHIONED CHRISTMAS!**

*Special thanks to the following:*

- Claresholm Citizens of the Year, CHELSAE PETROVIC AND HAILYN ZIMMER, who performed the official lighting of the Christmas Tree
- JOHN DEDOMINICIS OF DESPERADO SOUND for the beautiful Christmas music that filled the air.
- MAXWELL CAPITAL REALTY - CLARESHOLM who sponsored the fine team of horses and wagon. This is always so well received and enjoyed by many.
- CLARESHOLM FIRE DEPARTMENT for providing and attending to the bonfire in the Parking Lot.
- BRONSON ENTERPRISES for providing the firewood for the fire.
- THE WELCOMING CLARESHOLM COMMITTEE for setting up the cozy corner with treats and traditions from around the world. It was a welcome addition to our event!
- CLARESHOLM SHELL for providing hot drinks at the cozy corner for our community members to enjoy.
- CONNECT FIRST CREDIT UNION for providing popcorn snacks!
- THE TOWN OF CLARESHOLM PUBLIC WORKS crew for decorating the town, and Christmas tree - it looks great this year!
- The organizers and volunteers of "SANTA'S GONE LOONIE" - this provided a lot of fun for the children in the community. Also thank you to those who donated items for gifts.
- SKYE-ANNA HIGHLAND DANCE for hosting Santa Claus for photos.
- Karen Needham, Tony Walker and Tanner Arnestad for helping with the wagon rides.
- Abe Tinney, Hailyn Zimmer, Chelsae Petrovic, Rob Harms, and Teagen Gustman; for judging best decorated business.



- Amanda Zimmer for organizing the night's events.
- Claresholm Local Press for providing the advertising for the night's events.
- To all the businesses who stayed open and took part with activities, sales, draws and a welcoming atmosphere!
- To all the shoppers who supported the local businesses! The Chamber put \$500 in Claresholm Bucks back into the community by thanking random shoppers for shopping in Claresholm! #ShopinClaresholm

**Fun was had by all!! See you next year!**

**Old-Fashioned Christmas**  
**Friday, November 26**  
**DOWNTOWN SHOPPING UNTIL 9 P.M.**

Brought to you by the Claresholm Local Press and Claresholm & District Chamber of Commerce  
**FOLLOW US ON FACEBOOK FOR MORE DETAILS!**

- TREE LIGHTING - 6 p.m.
- **CHRISTMAS MUSIC**
- WAGON RIDES - 6 - 8 P.M. sponsored by Maxwell Capital Realty
- **FIRE DEPARTMENT - Bonfire**
- WELCOMING CLARESHOLM COZY CORNER
- **Outdoor MARKET BY THE ATTIC**
- **SANTA PHOTOS - 6-8 p.m.**
- **SANTA'S GONE LOONIE**

**Shop Local Contest**  
 Business Christmas Decorating Contest





# CONTEST ALERT!

## Deck the Halls Holiday Lights & Decorating Contest

*Attention Businesses!  
Help us light up Claresholm*



**REGISTER BY Wednesday, November 24**  
by email: [president@claresholmchamber.ca](mailto:president@claresholmchamber.ca)

Judging will take place Friday, November 26  
by a panel of five judges who will judge individually.

FOR ALL BUSINESSES IN CLARESHOLM & AREA.

## #SHOPINCLARESHOLM CONTEST

**Have fun, Shop Local,  
Enter to win prizes!**

By shopping local, you keep your community strong!

To Enter:

- Post a photo of purchases (receipt, item or shopping selfie) from a local business, use #shopinclaresholm; tag @Claresholm & District Chamber of Commerce, email entries to [president@claresholmchamber.ca](mailto:president@claresholmchamber.ca) or message us on facebook.

Each purchase photo is an entry!

You can enter multiple times!  
Lots of Prizes to be Won!!

A new contest each week,  
so keep posting & sending in those  
entries! Prizes are all purchased locally  
from Chamber Members.



Support  
Local Business

Whether you're trying to find the perfect gift for someone you love or that special something to brighten your day, create those special moments with the help of your local small businesses.

At a small business, you're not just a number - you're a supporter who makes a difference. Shop local and support the small businesses in our community this holiday season.

**Watch for our shop local contest details on our facebook page, starting next week!**  
**#shopinclaresholm**

Follow us on Facebook,  
and YouTube!

Check out our website  
[www.claresholmchamber.ca](http://www.claresholmchamber.ca)

*Thank you*

to the Claresholm Local Press  
for allow us to use these articles  
in our Annual Report, and for  
your coverage through the year.