



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
JANUARY 10, 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 – DECEMBER 13, 2021**

**DELEGATIONS:**

1. **GREATER METRO HOCKEY LEAGUE: Dr. Derek Prue**
2. **ROWAN HOUSE - SAFE AT HOME: Nara Fedozzi**

**ACTION ITEMS:**

1. **BYLAW #1733 – BMO Operational Borrowing Bylaw**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
2. **BYLAW #1734 – AMSC Operational Borrowing Bylaw**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
3. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**  
RE: Provincial Education Requisition Credit Program
4. **CORRES: Brownlee LLP**  
RE: Emerging Trends in Municipal Law – February 10, 2022
5. **CORRES: Voice of Albertans with Disabilities**  
RE: Meet the New Advocate for Persons with Disabilities
6. **CORRES: Claresholm & District Chamber of Commerce**  
RE: 2022 Claresholm Trade Expo and Consumer Fair
7. **CORRES: Porcupine Hills Classic Cruisers**  
RE: 30<sup>th</sup> Annual Show ‘n’ Shine – August 14, 2022
8. **REQUEST FOR DECISION: Claresholm Arts Society Donation**
9. **REQUEST FOR DECISION: Granum FCSS Agreement**
10. **REQUEST FOR DIRECTION: Recreation / Programming Assistant**
11. **FINANCIAL REPORT: Statement of Operations – September 30, 2021**
12. **FINANCIAL REPORT: Statement of Operations – October 31, 2021**
13. **INFORMATION BRIEF: Enabling Accessibility Fund Notification**
14. **INFORMATION BRIEF: Council Committee Reports**
15. **INFORMATION BRIEF: Council Resolution Status**
16. **ADOPTION OF INFORMATION ITEMS**

**INFORMATION ITEMS:**

1. Claresholm Public Library Board Meeting Minutes – November 16, 2021
2. Chinook Arch Regional Library System Board Report – December 2, 2021
3. The Watershed Stream – Oldman Watershed Council Newsletter – December 20, 2021
4. Age Friendly Alberta Newsletter – December 21, 2021
5. Alberta SouthWest Regional Alliance Board Meeting Minutes – December 1, 2021
6. Alberta SouthWest Bulletin – January 2022

**ADJOURNMENT**



# Claresholm

## TOWN OF CLARESHOLM PROVINCE OF ALBERTA REGULAR COUNCIL MEETING MINUTES DECEMBER 13, 2021

Place: Council Chambers (COVID-19 protocols in place)  
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West  
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajyPVAtNL1KA/live>

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

**ABSENT:** None

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

**MEDIA PRESENT:** None

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

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

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

**CARRIED**

**MINUTES:** REGULAR MEETING – NOVEMBER 22, 2021

Moved by Councillor Zimmer that the Regular Meeting Minutes of November 22, 2021 be accepted as presented.

**CARRIED**

**ACTION ITEMS:**

1. BYLAW #1733 – BMO Operational Borrowing Bylaw  
RE: 1st Reading

Moved by Councillor Cutler to give Bylaw #1733, the BMO Operational Borrowing Bylaw, 1st Reading.

**CARRIED**

2. BYLAW #1734 – AMSC Operational Borrowing Bylaw  
RE: 1st Reading

Moved by Councillor Schlossberger to give Bylaw #1734, the AMSC Operational Borrowing Bylaw, 1st Reading.

**CARRIED**

3. DELEGATION RESPONSE: Claresholm Coordinated Community Response to Elder Abuse Coalition – Gabrielle Kirk

MOTION #21-204 Moved by Councillor Schlossberger to send a representative from Council to join the Claresholm Coordinated Community Response to Elder Abuse Coalition and to appoint Councillor Cutler as that representative.

**CARRIED**

4. CORRES: Mayor Craig Copeland, City of Cold Lake  
RE: Request Sent to the College of Physicians & Surgeons of Alberta

Received for information.

5. CORRES: Alberta Regional Rail Inc.  
RE: Request for Letter of Support

Received for information.

6. CORRES: The Station Association for Claresholm and Area  
RE: June 28, 2021 Presentation to Council by the Station Board

MOTION #21-205 Moved by Councillor Schlossberger to direct administration to coordinate a meeting between representatives from the Station Board and Councillors Carlson and Cutler as per the Station Board's request.

**CARRIED**

7. CORRES: Oldman Watershed Council  
RE: Requesting Volunteers on Board of Directors

Received for information.

8. CORRES: Alberta Recreation & Parks Association  
RE: Congratulations on Recent Election

Received for information.

9. **CORRES: Municipal District of Willow Creek**  
**RE: Claresholm Library Board Representative**
- MOTION #21-206 Moved by Councillor Meister to appoint Earl Hemmaway to be a representative on behalf of the Municipal District of Willow Creek on the Claresholm Public Library Board.
- CARRIED**
10. **CORRES: Claresholm Seniors Drop-in Centre**  
**RE: Notice of Special Meeting of the Membership**
- Received for information.
11. **REQUEST FOR DECISION: Community Centre Project**
- MOTION #21-207 Moved by Councillor Cutler to approve the out-of-budget expenditure for Westco Construction's proposal of project plans and grant coordination for the Claresholm Community Centre in the amount of \$18,690 to be funded from General Capital Reserves.
- CARRIED**
12. **REQUEST FOR DECISION: Community Centre Grant Support Request**
- MOTION #21-208 Moved by Councillor Carlson to write a letter of support for the Community Hall Board's application to the Community Facility Enhancement Program for the purpose of a renovation project at the Community Centre and provide the matching funds/in-kind donation of \$123,825.
- CARRIED**
13. **REQUEST FOR DECISION: Community Donation & Operational Grant Policy**
- MOTION #21-209 Moved by Councillor Carlson to defer discussion on Policy 5.1.01, the Community Donation & Operational Grant Policy (v.2.0) until the next regular Council meeting on January 10, 2022.
- CARRIED**
14. **REQUEST FOR DECISION: Playschool Lease Agreement**
- MOTION #21-210 Moved by Councillor Meister to enter into a lease agreement with the Claresholm Learn-A-Lot Playschool Society with the terms and conditions as proposed (September 1, 2021 to August 31, 2026, with a 5-year option to renew).
- CARRIED**
15. **REQUEST FOR DECISION: Claresholm Curling Club Lease**
- MOTION #21-211 Moved by Councillor Cutler to approve the lease renewal with the Claresholm Curling Club as presented.
- CARRIED**
- MOTION #21-212 Moved by Councillor Schlossberger to appoint Councillor Cutler as the Council Representative to the Claresholm Curling Club Board.
- CARRIED**
16. **REQUEST FOR DECISION: Seniors Drop-in**
- MOTION #21-213 Moved by Councillor Carlson to appoint Councillor Meister to the Claresholm Senior's Drop-in Centre Board as the Town Council representative.
- CARRIED**
17. **REQUEST FOR DECISION: Downtown Alleys**
- Received for information.
18. **REQUEST FOR DECISION: Christmas Eve Operations**
- MOTION #21-214 Moved by Councillor Cutler to discontinue Town operations at 12 Noon on Friday, December 24<sup>th</sup>, 2021 and at 12 Noon on Friday, December 31<sup>st</sup>, 2021 in the spirit of the season and to allow staff to be with their families and loved ones.
- CARRIED**
19. **REQUEST FOR DECISION: 2022 Operational Budget**
- MOTION #21-215 Moved by Councillor Kettles to approve the Interim 2022 Operational and Capital Budgets as presented.
- CARRIED**
20. **INFORMATION BRIEF: Grant Notification Skatepark**
- Received for information.
21. **INFORMATION BRIEF: New Years Eve Skate Cancellation**
- Received for information.
22. **INFORMATION BRIEF: Welcoming Claresholm Magazine**
- Received for information.

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

Received for information.

**24. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**25. IN CAMERA**

- a. PERSONNEL – FOIP Section 17
- b. LAND – FOIP Section 16
- c. LAND – FOIP Section 16

Moved by Councillor Cutler to go In Camera at 8:32 p.m. for the following items:

- a. PERSONNEL – FOIP Section 17
- b. LAND – FOIP Section 16
- c. LAND – FOIP Section 16

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Petrovic stated that the live stream has ended at 8:32 p.m.

Moved by Councillor Cutler to come out of In Camera at 9:25 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 9:25 p.m.

**25. IN CAMERA**

- a. PERSONNEL – FOIP Section 17

MOTION #21-216

Moved by Councillor Zimmer to appoint Kendall Schille to the Claresholm Public Library Board.

**CARRIED**

- b. LAND – FOIP Section 16

MOTION #21-217

Moved by Councillor Meister to lease the lands located at 4;27;12;19;;2 to Willabar Ranch Ltd. for grazing/haying for an annual rental fee of \$1,000 for 2022 and 2023 with the agreement to expire on December 31, 2023.

**CARRIED**

- c. LAND – FOIP Section 16

Moved by Councillor Kettles to approve the out of budget expenditure and submit an offer to purchase land as discussed, with the funds to come from Land & Development Reserves.

**DEFEATED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 9:29 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Petrovic noted that recording ceased at 9:29 p.m.

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Mayor – Chelsae Petrovic

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Chief Administrative Officer – Abe Tinney

# **DELEGATIONS**

**From:** Brad Morgan <[brad@gmhlwest.com](mailto:brad@gmhlwest.com)>

**Sent:** September 20, 2021 10:43 AM

**To:** Marian Carlson <[Marian@claresholm.ca](mailto:Marian@claresholm.ca)>

**Subject:** Claresholm Franchise Interest-2022-23 Season-GMHL West-Independent Jr. A Hockey

Marian,

GMHL West has interest in expanding to Claresholm for the 2022-23 season as we expand our footprint through Southern Alberta and Southeastern British Columbia. Our league has a commitment for a franchise in a municipality close to your location and we would like to add to this commitment to establish a division in your area.

GMHL West is a Canadian-based independent Jr. A hockey league (part of the GMHL) that has a territory of British Columbia, Alberta and Saskatchewan. We have concentrated much of our footprint in the Northern parts of these provinces and we would like to extend an invitation for your District to explore hosting a junior hockey team as we expand South. In addition to our established teams in Slave Lake, AB, High Prairie, AB, Fox Creek, AB and Enoch, AB, we have also had recent expansion for the 2021-22 season to Kitimat, BC, Mackenzie, BC and Gibbons, AB.

Every community large enough in Canada should have the opportunity to host a junior hockey team. The GMHL has graduated numerous players to the Club and Varsity levels of college hockey in the NCAA and we pride ourselves in helping these individuals reach their academic and hockey goals in college, as well as playing hockey professionally for some. Since we are an independent junior hockey league, we are able to not only recruit local and regional players onto our teams, but we can host players from around the world on GMHL member teams. While these players develop on a path to college hockey, it's our hope that many stay in the communities after their junior/collegiate hockey eligibility is completed and potentially continue to play locally at the senior hockey level.

I have attached a community presentation that was prepared for Gibbons, AB that outlines our league and what is involved in having a GMHL West franchise in your community. We take care of the management of all junior hockey franchises and we just look to secure a facility lease and an ice user agreement with each community.

We hope that you consider a GMHL West franchise for your community for as early as the 2022-23 season. I have included my information below, as well as the last page from the presentation that outlines Next Steps and Derek Prue's (Director of Expansion/GMHL West) contact information. We look forward to hearing from you in the near future regarding GMHL West hockey in Claresholm.

Sincerely,

Brad Morgan  
Director of Business Development  
GMHL West  
(780) 720-3180  
[brad@gmhlwest.com](mailto:brad@gmhlwest.com)  
<https://gmhl.net/>

## NEXT STEPS:

1. We do not require any capital funding or investment of any kind from communities in which we operate. All we require is a facility lease/ice user agreement.
2. Our asks within our leases or ice user agreements are quite reasonable and include competitive ice rates, the ability to have a home team dressing room (the teams are on the ice every day, including daytime "dark" ice practice times each weekday), and the ability to earn revenue by in-arena advertising as well as liquor sales.
3. Once the lease is approved our group will then set up the hockey team operations such as hiring staff, securing volunteers, signing hockey players, and marketing the new team! We have a lot of experience setting up new successful teams!

Dr. Derek Prue  
Director of Expansion  
GMHL West  
780-905-0447  
Derek@gmhlwest.com



## Karine Keys

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**From:** Nara Fedozzi <naraf@rowanhouse.ca>  
**Sent:** November 30, 2021 9:48 AM  
**To:** Karine Keys  
**Subject:** Safe at Home - request for delegation  
**Attachments:** Safe at Home - final Nov 2021.pdf

Dear Karine,

Good morning. I hope this email finds you well.

My name is Nara Fedozzi, program director for Safe at Home. I got your contact info through Barb Bell during our Stakeholder meeting last week,. At that meeting, the stakeholder group had a very engaging discussion on how we might further engage the community around domestic violence as a human issue. Also around the importance of shifting the thinking to a more proactive approach (prevention and early intervention), normalizing the conversation to allow reduction of myths and stigma and talk about the resources. That in mind, I would love to be a delegation in one of your upcoming meetings...

From March 2021 until end of September, there has been over 2300 reported cases of DV to RCMP within the rural area in AB. Those are only the reported cases when we know many cases go unreported for various reasons...

There has been a lot of discussions around Restorative Justice and I believe SAH is a great resource. Just to give you a little info... Safe at Home is committed to end DV by providing a range of services and supports to individuals with a history of perpetrating abuse towards their intimate partner. Our services include psychoeducation sessions (both group and in individual settings), case management, as well as transitional housing. The transitional housing gives the abused partner and family the opportunity to stay safe at their home close to their supports, work, school, etc.

While our primary clients are those perpetrating abuse, the program has a holistic where we offer supports to the entire family. Through a partnership with Rowan House outreach team, we complete safety checks and offer the abused partner/family, supports that are based on their individual needs. With this holistic approach, I feel the program may benefit some families working with you.

I have attached in here our brochure with a little summary of what we do... More information can be found at our website: <https://www.safeathomeab.ca/> In addition, you may also follow us on Facebook: <https://www.facebook.com/SafeAtHomeAB> and Instagram: [@safeathomeab • Instagram photos and videos](#)

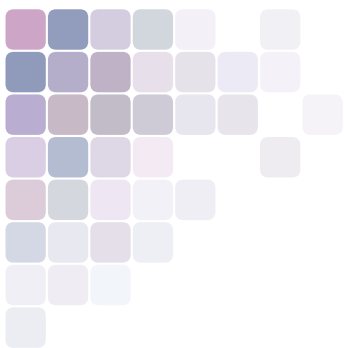
Looking forward to hearing from you.

Have a wonderful day,  
**Nara Fedozzi**



Safe at Home Program Director  
Box 5121, High River, Alberta  
T1V 1M3  
Cell: 403-336-5192  
Website: [www.safeathomeab.ca](http://www.safeathomeab.ca)  
Email: [naraf@rowanhouse.ca](mailto:naraf@rowanhouse.ca)





# Safe at Home

A Rowan House Society Project

Safe at Home is a program designed to help men accept responsibility for their abusive behaviour, while building skills to self-intervene in the cycle of abuse.



## Our services are available to all men who:

- have been removed from the family home, or advised by RCMP to remove themselves from the family home, following a domestic incident
- are living independently with a history of abusive patterns
- accept their abusive behaviours need to change and want to develop healthier relationship practices and communication
- want to be healthier partners in their current or future relationships

During their stay, men are either working towards returning to the family residence, or acquiring housing for independent living.

Safe at Home also works with the impacted families to connect them to local resources to support them in their own safety and healing.

*"Domestic abuse is a perpetration problem, not a relationship problem. It is learned behaviour, rooted in abusive attitudes." - Lundy Bancroft*

# Safe at Home

A Rowan House Society Project



## Program Overview:

The program includes transitional housing – which can house up to two clients at a time, and community-based education sessions on healthy relationships and case management.

### Phase One: 4 Weeks Minimum

- Length of stay is dependent upon individual circumstances and may be longer than 4 weeks if necessary.
- Each week consists of three sessions of group psychoeducation or life skills workshops.
- Weekly individual psychoeducation, life skills or case management sessions.

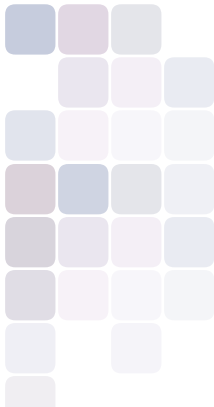
### Phase Two: 10 Weeks

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

### Aftercare Program: 8 Months

- One peer support facilitated group session each month.
- Monthly individual psychoeducation, life skills or case management sessions.

Whether you're an agency wishing to refer a client, or you'd like to self-refer, please visit [www.safeathomeab.ca](http://www.safeathomeab.ca) to download the appropriate application form and return the completed documents to [SAH@rowanhouse.ca](mailto:SAH@rowanhouse.ca)



## Admission Requirements:

- The program is limited to men, including those who identify as male, 18 years and older who have been involved in a domestic abuse incident.
- Applicants with an existing physical or mental health condition must be stable enough to engage in the program.
- The Safe at Home residential setting is a drug and alcohol-free environment and an abstinence-based program. Clients must be compliant with program requirements and may be subject to mandatory alcohol and drug testing.

# ACTION ITEMS



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

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

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

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

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

Read a first time in Council this **13<sup>th</sup>** day of **December** 2021 A.D.

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

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

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Chelsae Petrovic, Mayor

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Abe Tinney, Chief Administrative Officer



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

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

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

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

Read a first time in Council this **13<sup>th</sup>** day of **December** 2021 A.D.

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

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

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Chelsae Petrovic, Mayor

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Abe Tinney, Chief Administrative Officer

**From:** [taxprogramdelivery@gov.ab.ca](mailto:taxprogramdelivery@gov.ab.ca) <[taxprogramdelivery@gov.ab.ca](mailto:taxprogramdelivery@gov.ab.ca)>  
**Sent:** December 15, 2021 3:10 PM  
**To:** Abe Tinney <[Abe@claresholm.ca](mailto:Abe@claresholm.ca)>  
**Subject:** Provincial Education Requisition Credit Program

Dear Chief Elected Officials:

The province recognizes that uncollectable property taxes from oil and gas companies continue to be an issue for some municipalities. In response, Alberta's government recently announced we are restoring a special lien and have amended the *Municipal Government Act (MGA)* to give municipalities priority over other creditors where companies, whether operating or bankrupt, owe taxes. In addition, changes have been made to [the Provincial Education Requisition Credit](#) (PERC) program to relieve the burden of unpaid taxes on municipalities while continuing to encourage the pursuit of unpaid taxes through all available means.

I am pleased to share that the PERC program has now been extended through the 2023 tax year. Beginning with the 2021/22 PERC intake, municipalities will no longer be required to write off unpaid property taxes prior to submitting an application. It is expected that municipalities will continue efforts to collect any unpaid amounts. If any property tax that formed part of a PERC application is recovered, the education portion is required to be remitted back to the province. Applying for PERC does not change the obligation for a municipality to continue to remit the education property tax requisition. This change to PERC will also apply to the Designated Industrial Requisition Credit (DIRC) program.

The program credit amount has also been increased. For the 2021/22 application intake, a maximum of \$30 million will be available. In each of 2022/23 and 2023/24, a maximum of \$15 million will be available. In the event that the total application amount exceeds these maximum provincial credit amounts, credits will be granted to municipalities on a first come, first paid basis, determined by the order complete applications have been received.

The application deadline is January 15, 2022, for the 2021 tax year and prior years. If you have questions regarding the PERC program, please contact the Grants and Education Property Tax Branch at 780-422-7125, toll-free by first dialing 310-0000, or by emailing [taxprogramdelivery@gov.ab.ca](mailto:taxprogramdelivery@gov.ab.ca). Questions related to DIRC should be directed to Ken Anderson, Manager, Finance and Administration, at 780-427-8962 or by emailing [ma.asbcia.asmt@gov.ab.ca](mailto:ma.asbcia.asmt@gov.ab.ca).

Alberta's government has supported industry and municipalities through the collapse of energy prices, the COVID-19 pandemic, and the economic downturn. I am confident that the *MGA* amendments and PERC program changes will help to balance tax accountability and municipal sustainability.

Sincerely,

Ric McIver

Minister

cc: Chief Administrative Officer

## Karine Keys

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**From:** Thompson, Prescilla <pthompson@brownleelaw.com>  
**Sent:** December 16, 2021 1:42 PM  
**To:** Karine Keys  
**Subject:** Save the Date: 2022 Brownlee LLP Emerging Trends in Municipal Law



**B** BROWNLEE LLP  
Barristers & Solicitors

# SAVE THE DATE

## EMERGING TRENDS IN MUNICIPAL LAW

The trends you need to know  
for your community to grow

Calgary	February 10, 2022	Virtual Option Also Available
Edmonton	February 17, 2022	

BrownleeLaw.com

Dear Mike,

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

Emerging Trends in Municipal Law will be held in-person in Calgary and Edmonton – and we are excited to announce that we will also offer a live-stream option if you are unable to attend in person.

The following topics will be featured at both sessions: employment law in the time of Covid, privacy and freedom to information issues, how to manage legal matters, municipal tax powers, conflicting fiduciary obligations, case and legislative updates, and a Q&A bear pit session where our lawyers will answer your questions.

### Details:

#### **Emerging Trends in Municipal Law - Calgary**

**Date:** Thursday, February 10, 2022

**Time:** 8:30 a.m. – 3:30 p.m.

**Location:** Best Western Premier Calgary Plaza Hotel & Conference Centre

**Address:** 1316 - 33 St. NE, Calgary

Discounted room rates are available at the Best Western Premier Calgary Plaza Hotel from \$125 for double occupancy, only available until **January 10, 2022**.

Call 1.403.248.8888 and quote Brownlee LLP-MAIN or [click here](#) to book.

**Emerging Trends in Municipal Law - Edmonton**

**Date:** Thursday, February 17, 2022

**Time:** 8:30 a.m. – 3:30 p.m.

**Location:** Edmonton Expo Centre

**Address:** 7515 - 118 Ave. NW, Edmonton

Discounted room rates are available at the Sutton Place Hotel from \$129 a night. Only available until **January 28, 2022**. Call 1.800.SANDMAN and quote BROWNLEE2022 or [click here](#) to book.

*More information, including costs, additional details about the topics, and live-stream availability, will be provided in the near future.*

We hope you can join us!

Brownlee LLP



**PRESCILLA THOMPSON | MARKETING ASSISTANT | BROWNLEE LLP**

**PRONOUNS:** SHE/HER/HERS

MARKETING

**m.** 780-497-4800 | **d.** 780-970-5739 | **f.** 780-424-3254 | [pthompson@brownleelaw.com](mailto:pthompson@brownleelaw.com)

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

**Toll-Free.** 800-661-9069 | [www.brownleelaw.com](http://www.brownleelaw.com)

***To help limit the spread of the COVID-19, the Brownlee LLP Edmonton and Calgary offices are closed to the public. Email, telephone, and video conferencing, including Zoom and Skype are the primary channels of communication for our clients with their lawyer instead of in-person meetings. Please refer to our [COVID-19 resource page](#) that features articles written by our lawyers that examine how COVID-19 is affecting different industries and municipalities.***

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## Karine Keys

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**From:** VAD Accessibility <accessibility@vadsociety.ca>  
**Sent:** January 4, 2022 1:12 PM  
**To:** VAD Accessibility  
**Subject:** Meet the New Advocate for Persons with Disabilities

Dear Municipal Office,

We would like to invite CAO's, Mayors, Councillors, staff and/or anyone else in the office who is interested to a virtual event introducing the new Advocate for Persons with Disabilities in Alberta, Greg McMeekin. This Provincial position holds immense value for all Albertans and can be a resource at the local level for your citizens with disabilities, their caregivers, workers, friends and family.

**When: January 11, 2022 / 2-3 PM**

**Where: Zoom (link will be sent closer to the date of the event – make sure to register so we have your contact info)**

Register for the event and submit any questions that you would like the Advocate to address, time permitting: <https://www.eventbrite.ca/e/meet-your-new-advocate-for-persons-with-disabilities-in-alberta-tickets-231149643807>

\*The option to submit questions will be presented to you during the registration process on Eventbrite.

**This is an open event so feel free to share it with any interested parties and your constituents**

Look forward to seeing you there,

Ermira Kusari  
Community Development Specialist, Alberta Ability Network  
(An Initiative of Cerebral Palsy Alberta)  
12001 44 St SE, Calgary, AB T2Z 4G9  
Phone: (403) 219-3606  
Toll Free: 1-800-363-2807  
[www.ababilitynetwork.ca](http://www.ababilitynetwork.ca)

**Sam Mason (they/she), BCom**  
**Accessibility Coordinator**

Voice of Albertans with Disabilities  
[406, 11010 101 Street](http://406,11010101Street)  
Edmonton, AB T5H 4B9



## Karine Keys

---

**From:** tradefair@claresholmchamber.ca  
**Sent:** December 17, 2021 4:07 PM  
**To:** curryma@telus.net; office@bombercommandmuseum.ca; neilbarr59@gmail.com; andrew@holmeswater.com; d.costall@gmail.com; Karine Keys; leo.durand@sunlife.com; todd@widescreenmedia.ca; mikethrun@claresholmpharmacy.com  
**Subject:** 2022 Claresholm Trade Expo and Consumer Fair

Hello previous Trade Expo and Consumer Fair Vendors,

Thank you for your support in the past, and we look forward to having you at our show again this year on January 28 and 29, 2022.

As a previous vendor, you have the first rights to register for the Trade Expo. Please indicate if you would like your same location, or if you want to try a new one.

I will do what I can to ensure your preferred location.

I have attached this years' registration package to this email along with a blank floor plan.

The "Passport to Prizes" was a huge success last year, so please do consider the added option. It ensures attendees will at least stop at your booth.

The event will require all attendees to be fully vaccinated.

If you have any questions, please do not hesitate to contact me.

Regards,

Tony Walker  
Trade Expo Chairperson

# Claresholm Trade Expo and Consumer Fair with a Market Area

2022



**FRIDAY, January 28 • 1 to 8 pm**  
**SATURDAY, January 29 • 10 am to 4 pm**

CLARESHOLM COMMUNITY CENTRE  
5920 59th Ave. W., Claresholm

**Includes Consumer Market area!**



Admission: \$2/person  
or Non-perishable food donation to Food Bank  
[claresholmchamber.ca](http://claresholmchamber.ca)



# Claresholm & District Chamber of Commerce

Box 1092, Claresholm, AB T0L 0T0  
tradefair@claresholmchamber.ca  
www.claresholmchamber.ca

# TRADE EXPO AND CONSUMER FAIR Vendor Registration:

## CONTACT/BILLING INFORMATION

Business/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

BOOTH TYPE	BASE PRICE	OTHER CHAMBER MEMBERS SAVE 10%	CLARESHOLM CHAMBER MEMBERS SAVE 15%	PLEASE CIRCLE CHOSEN OPTION WRITE QTY. BELOW
<b>Full Booth</b> with 3 Curtained Walls/Power/Single Table	\$275	\$247.50	\$233.75	
Additional Full Booths	\$250	\$225	\$212.50	
<b>Booth</b> with Back Curtain Wall/Power/Single Table	\$225	\$202.50	\$191.50	
Additional Booths	\$200	\$180	\$170	
<b>Market Table</b> with Single Table/No Power/No Curtains	\$200			

**POWER REQUIRED** \_\_\_ YES \_\_\_ NO

**WE ARE PLEASED TO OFFER DISCOUNTS TO CHAMBER MEMBERS!** \*Current members as of January 15, 2022

We have 4 spaces available for Non-Profits at a rate of \$150 each.

# PASSPORT TO PRIZES

WE ARE OFFERING AN OPTIONAL BUY-IN FOR PASSPORT ADVERTISING.

Passports will be given to attendees to collect stamps at participating booths, then they enter completed passports to win prizes. Each vendor choosing to participate will receive a 3.75"x1.5" ad in the passport with a space for a stamp or signature.

**REFER ANOTHER BUSINESS TO PURCHASE A BOOTH TO RECEIVE YOUR PASSPORT AD FOR FREE\*!**

Email advertisement content to tradefair@claresholmchamber.ca



\*Referral must be paid in full before discount applied

Booth Total \$ \_\_\_\_\_

+  Passport Advertising \$25 (Optional)

**TOTAL \$ \_\_\_\_\_**

**METHOD OF PAYMENT**  Cash  eTransfer *Send to treasurer@claresholmchamber.ca, we have auto deposit, so password doesn't matter.*

Cheque *Make cheques payable to Claresholm & District Chamber of Commerce.*  Credit Card *available through PayPal invoice, must request.*



## Claresholm & District Chamber of Commerce

P.O. Box 1092,  
Claresholm, AB T0L 0T0

## TRADE EXPO TERMS AND CONDITIONS:

**Show Sponsor:** Claresholm & District Chamber of Commerce

**Contract for rental space:** Allocations of space will be on a first-come basis and confirmed once paid in full. To avoid conflict of interest, the Claresholm & District Chamber of Commerce reserves the right to allocate space.

**Payment Schedule:** Payment is due 20 days prior to the start of the show (January 8, 2022).

**The exhibitor will not be permitted either full or partial access to the rental space until payment has been made in full.**

**Cancellation:** Cancellation of a space by the exhibitor must be made in writing and received by the Show Sponsor no later than two weeks prior to the show dates.

**All cancellations are subject to a non-refundable \$100.00 cancellation fee, any cancellations after the two week period time frame may be subject to larger fees up to a maximum of the booth rental.** The Show Sponsor reserves the right to cancel the event within 21 days notice to the exhibitor.

**Staffing of Exhibits:** Exhibits must be staffed at all times during the scheduled times of the Show. *Children under 14 years of age are not allowed inside the exhibitor booth area.*

**Fire Rules:** All rules and regulations relative to the public buildings or as prescribed by the *Claresholm Fire Department* must be adhered to by all participants.

**Insurance:** Vendors should obtain their own vendor insurance.

**Damage and Liability:** Exhibitors are responsible for damage caused by them or their representatives to the facility, Municipal property, or display equipment. Neither the Chamber of Commerce nor the Community Centre will be responsible for injury, loss, or damage to persons, exhibits, or decorations, by fire, accidents, theft or any other cause. This includes set up, take down, and duration of the show.

**No explosives or flammable substances shall be allowed.**

**Restrictions:** Exhibitor booths must be maintained in a neat and orderly manner throughout the duration of the Show. The Show Sponsor reserves the right to forbid or restrict exhibits that for any reason may cause safety hazards or are objectionable. Food products sold on the floor must not compete with the Show's concession and will be at the discretion of the Show Sponsor.

**Exhibitors must comply with Alberta Health Regulations.** In the event it becomes necessary to evict an offending Exhibitor, the Show Sponsor will not be liable to refund exhibit space rental or any other expenses incurred by the Exhibitor. *Exhibitors shall not sell tickets out of their own booth that directly conflict with the show sponsors ticket sales.*

**The Exhibitor Agrees:** To: 1) abide by all terms and conditions adopted by the Show Sponsor in the best interest of the Show, 2) agrees the Show Sponsor shall have the final decision in adopting any term of condition that is deemed necessary prior to, during, or after the show, and 3) to participate in the Claresholm and District Chamber of Commerce Trade Expo and Consumer Fair in accordance with the terms and conditions outlined in this brochure.

### REMEMBER!

- Booth bookings are accepted on a first-come basis and confirmed once paid in full.
- Exhibitors are encouraged to offer demonstrations of their product(s) at their booth.
- Exhibitors offering product draws will be solely responsible for contacting the winners after the show.

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

# DISPLAY information

## DISPLAY SET UP:

Friday, January 28 between 8 a.m and 12 p.m.

★ **DOORS OPEN TO THE PUBLIC AT 1 PM FRIDAY, JANUARY 28.**

## DISPLAY TAKE DOWN:

Display take down begins Saturday, January 29 at 4:15pm. **NO EXCEPTIONS!**

**NO DISPLAY SHALL BE REMOVED UNTIL THE SHOW IS COMPLETE.**

Due to the exhaust fumes, any Exhibitor with gas powered machinery must not remove their machines until all other Exhibitors have left the venue on Saturday. *Thank you.*

## EXHIBIT SPACE OPTIONS:

### Full Booth - 8'x10'

Includes: 3 Curtained Walls • Power • One (1) Skirted 6' x 3' Table • Two (2) Chairs • WiFi Access

### Booth - 7'x10'

Includes: Back Curtained Walls • Power • One (1) Skirted 6' x 3' Table • Two (2) Chairs • WiF Access

### Market Table

Includes: • One (1) 6' x 3' Table • Two (2) Chairs • WiFi Access

**The Claresholm Local Press invites you to ADVERTISE in our SPECIAL TRADE FAIR SECTION.**

We are pleased to offer you a Trade Fair special on a 3.25 x 4" ad for \$65 + gst. The Local Press staff can design an ad for you!

**Book by January 20, 2022 to LET OUR COMMUNITY KNOW WHAT YOU HAVE TO OFFER!**

**Please contact Brandy McLean at 403-625-4474 or email [clpsales@shaw.ca](mailto:clpsales@shaw.ca)** Payment will be required at time of ad booking.

## ACCOMMODATIONS:

### **BLUEBIRD MOTEL**

5505 - 1st Street West, Claresholm  
1-800-661-4891 | [www.bluebirdmotel.ab.ca](http://www.bluebirdmotel.ab.ca)

### **WILSHIRE INN**

11 Alberta Road, Claresholm  
403-625-4646 | [www.wilshireinn.com](http://www.wilshireinn.com)

### **LAZY J MOTEL**

5211 - 1st Street West, HWY 2, Claresholm  
888-625-3899 | [www.lazyjmotel.com](http://www.lazyjmotel.com)

### **BEST 7 INN**

4083 1A Street West, Claresholm  
403-625-3347 | [www.best7inn.com](http://www.best7inn.com)

## CONTACT INFORMATION:

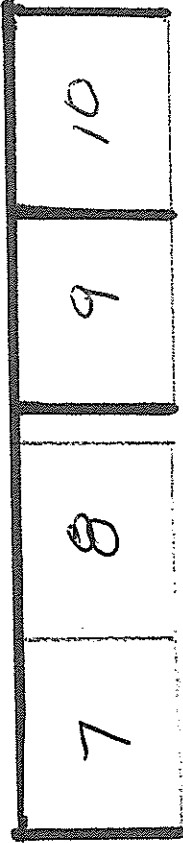
Trade Fair Chair: Tony Walker  
[P] 1-800-565-4418  
email [tradefair@claresholmchamber.ca](mailto:tradefair@claresholmchamber.ca)

PO Box 1092  
Claresholm, AB T0L 0T0



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

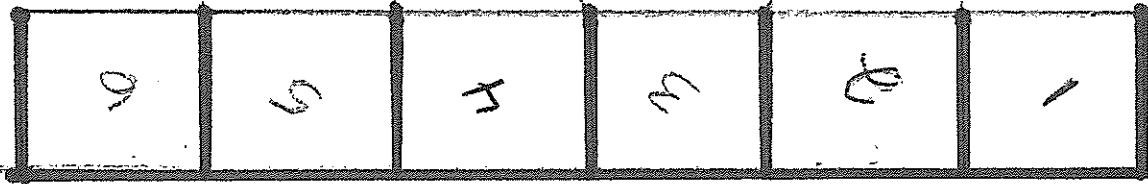
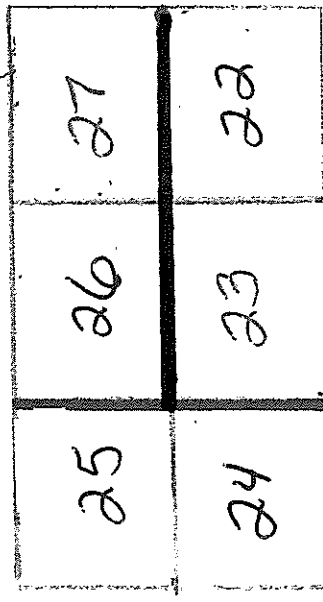
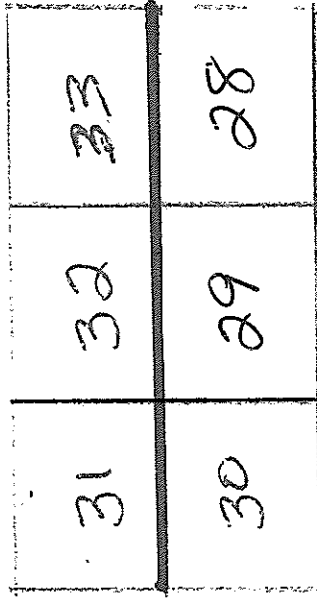
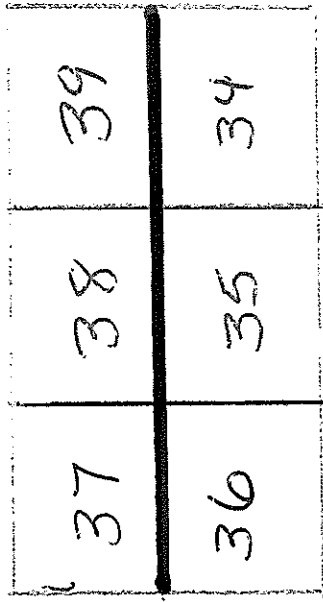
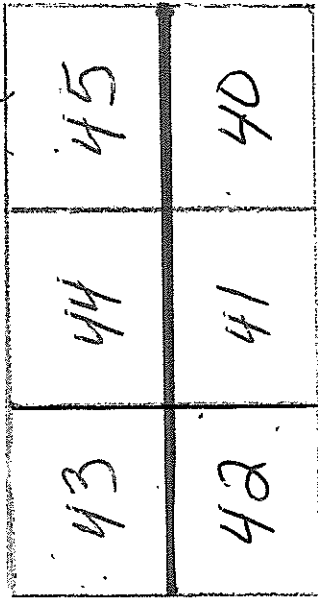
Stages 40



Exit



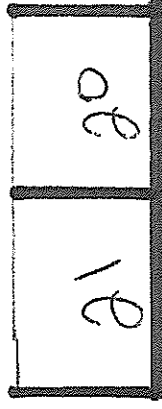
40



18

Entrance

Cooper's Hall



Exit

20  
 1-21 (Full Booths)  
 22-45 (Res. Booths)





Town of Claresholm  
P.O. Box 1000  
Claresholm, AB  
TOL 0T0

December 11, 2021

Honorable Mayor & Councillor Members:

The members of the Porcupine Hills Classic Cruisers car club will be hosting their 30th Annual Car Show 'N' Shine on Sunday, August 14, 2022. Of course, proceeding with the Show 'N' Shine will depend on current Covid-19 restrictions in place at the time of the show.

With your permission and approval, we would like to host our event during the "Fair Days" weekend at the Centennial Park Ball Diamonds. We trust our club has left everything in order from past shows and we appreciate the opportunity to host our event there. The area is ideal because of the enclosed fencing which provides control of the number of cars for our show.

Thank you for considering our request and we look forward to your reply. Our club appreciates the town employees and councillors that have supported and assisted us in our past Show 'N' Shine events.

Yours truly,

Dave Wasylyshen  
President  
Porcupine Hills Classic Cruisers  
P.O. Box 2014  
Claresholm, AB TOL 0T0



# REQUEST FOR DECISION

Meeting: January 10, 2022  
Agenda Item: 8

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## ARTS SOCIETY DONATION

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### BACKGROUND/DISCUSSION:

The Town of Claresholm as a municipal government is able to issue donation receipts for donations we receive. However, the Town is limited by the same guidelines and rules as any other registered charity, which includes not issuing donation receipts for funds received on behalf of another organization. Similarly one Charity is able to transfer funds to another Charity with little to no implications on purpose or charitable reporting. This was why the majority of charitable foundation giving, such as the Community Foundation of Lethbridge, is given to other charities.

As noted in the attached letter, the Community Foundation of Lethbridge is looking to donate funding to the Claresholm Arts Society as a part of their Random Acts of Kindness Day, however the funds issued from the Community Foundation need to be given to an organization with charitable status, so they are looking to give the funds to the Town of Claresholm and have the Town issue the funds to the Arts Society on their behalf.

Though we are not issuing a charitable donation receipt for this donation, the principal and rules around it remain the same. As per the Town's Charitable Donation Receipt Policy (Policy #5.1.10) the Town cannot issue donation receipts (or accept donations) for donations intended as a flow through to a specified recipient or organization that is not operated by the Town (i.e. where the Town does not control the spending of those funds) unless Council accepts the donation to the Town and separately issues a donation or contribution to the community group or organization committing those funds for a specified project with that organization. This allows the Town to maintain control of the spending of these funds, ensuring they are being used for the Town's benefit, which is the Town's charitable purpose.

As per the Town's Donation Policy, Policy 5.1.01, to be eligible for Town Donations the organization must:

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

**Claresholm Arts Society:**

The Mission of the Claresholm Arts Society is “To create an awareness, increase participation, build relationships and facilitate opportunities for the talent that abounds in our community.” It is a Claresholm non-profit society (organization) that operates only in Claresholm and, among other things, does an annual production in January that is well attended by the Community and provides an opportunity for many adults and youth in the community to pursue the performing arts and develop their talents.

Due to COVID, the 2021 production was cancelled, and COVID restrictions are continuing into their 2022 production. The society will be following the REP program for attendance at this production, which will have some additional costs implications for this year’s production, as well as, possible effects on attendance/ticket sales. The donation will be going towards offsetting or funding some of the production costs for this year’s production.

**COST:**

The cost to the Town is the donation of funding received from the Community Foundation of Lethbridge.

**RECOMMENDED ACTION:**

Administration recommends that Council donate this funding from the Community Foundation of Lethbridge to the Claresholm Arts Society.

**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to donate \$500 to the Claresholm Arts Society for their 2021-2022 production of The Music Man.

**ATTACHMENTS:**

- 1.) Community Foundation of Lethbridge letter dated December 22, 2021

**APPLICABLE LEGISLATION:**

- 1.) Policy 5.1.01 – Community Donation Policy
- 2.) Policy 5.1.10 – Charitable Donation Receipt Policy

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

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APPROVED BY: Abe Tinney – CAO

DATE: January 6, 2022

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Blair Bullock, Director of Corporate Services  
Town of Claresholm Council  
P.O. Box 1000  
Claresholm, AB T0L 0T0

December 22, 2021

Dear Mr. Bullock,

On November 5, 2021, the Community Foundation of Lethbridge and Southwestern Alberta (the "Community Foundation") celebrated Random Act of Kindness Day. As part of our celebrations, we invited our community to participate by performing random kind acts across Southwestern Alberta. Anyone who shared their kind acts on social media with the hashtag #RAKDayCFLSA was entered to win one of ten \$500 Kindness Grants for the local CRA-registered charity of their choice. One of the recipients of the Kindness Grants is a Claresholm resident who chose the Claresholm Arts Society (the "Arts Society") as their grant recipient.

As a CRA-registered charity, the Community Foundation is bound by CRA regulations, which limit grant recipients to only those organizations that are also CRA-registered charities. As the Arts Society is not a CRA-registered charity, we are unable to award the grant to it directly.

This letter is our formal request that the Town of Claresholm (the "Town") accept a \$500 Kindness Grant on behalf of the Arts Society. From previous grant experiences, we know that the Town Council values the Arts Society as an important organization in your community. Specifically, we supported the Arts Society through the Town previously, most recently in 2017 for renovations to the community centre. Further, we feel that accepting this grant aligns with the Town's purpose, as per the Municipal Government Act, "...to provide services, facilities, or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, [and] to develop and maintain safe and viable communities." We are optimistic that you will agree, and appreciate your consideration in this matter.

Please be advised that the Town will not be responsible for any reporting related to the grant, and the Arts Society is free to use this grant to support its work in a manner that it determines is most appropriate.

Best wishes

Charleen Davidson  
Executive Director



# REQUEST FOR DECISION

Meeting: January 10, 2022  
Agenda Item: 9

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## GRANUM FCSS AGREEMENT

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### **DESCRIPTION/BACKGROUND:**

The Agreement between the Town and the MD of Willow Creek to receive funding from the MD to administer FCSS programming in the Hamlet of Granum expired on December 31, 2021. The term of the agreement was 2 years.

In early December the Town drafted a new agreement in discussion with the MD. The agreement was adjusted from the prior agreement in clauses 4 and 5 to allow for more direct programming/service where capacity exists and to allow for utilization of Granum funding for staffing costs for such. Otherwise there were no changes to the agreement. Changes are marked in the attached draft agreement.

### **RECOMMENDATION:**

This agreement was reviewed by the FCSS Board and was recommended to the MD and Town Councils for approval on December 6, 2021. The agreement was approved by the MD of Willow Creek at their Regular Meeting of Council on December 15, 2021.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to enter into the attached agreement with the MD of Willow Creek #26 to administer the FCSS programming and funding for the Hamlet of Granum.

### **ATTACHMENTS:**

- 1.) Draft Agreement

### **APPLICABLE LEGISLATION:**

- 1.) Family and Community Support Services Act of Alberta

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

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APPROVED BY: Abe Tinney - CAO

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DATE: January 6, 2022

# **FAMILY AND COMMUNITY SUPPORT SERVICES AGREEMENT**

THIS AGREEMENT MADE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
BETWEEN:

**THE MUNICIPAL DISTRICT OF WILLOW CREEK #26**

(referred to as the “MD”)

OF THE FIRST PART

- and -

**THE TOWN OF CLARESHOLM**

(referred to as the “Town”)

OF THE SECOND PART

## **WHEREAS:**

A. The Family and Community Support Services Act of Alberta (hereinafter referred to as “the Act”) provides for an agreement amongst municipalities for the establishment, administration and operation of joint family and community support services programs (hereinafter referred to as “the programs”).

B. The MD and the Town have agreed to enter into an agreement as hereinbefore described.

**NOW THEREFORE**, in consideration of the premises and the mutual covenants and agreement herein contained, the parties hereto do covenant and agree with each other as follows:

- 1) The Town shall enter into such further agreements as may be required under the Act on behalf of the Municipalities, including an agreement with the Province of Alberta as represented by the Minister of Social Services and Community Health.
- 2) The Town shall maintain a Board to be known as the Claresholm and District Family and Community Support Services Board (hereinafter referred to as “the Board”) to administer the programs. The Board shall be appointed by the Town of Claresholm’s Council, consisting of members as per the Town of Claresholm’s “Claresholm & District FCSS Board Bylaw”, which includes one member appointed by the MD.
- 3) FCSS funding received by the Town from the MD will include the 20% Municipal matching portion from the MD as required by Provincial 80/20 FCSS Funding Model. Funds received will be segregated and identified by the MD into two separate parts, amounts received on behalf of the Hamlet of Granum (hereinafter referred to as the “Hamlet”) and contributions to Claresholm programming on behalf of MD residents in the area surrounding the Town.
- 4) The Director and the Board will ensure, to the best of their abilities, that the MD funding for the Hamlet will be used for the benefit of residents of the Hamlet, whether through exclusive or joint programming, less a reasonable portion for administration, not to exceed 10%. The use of the funding will include staffing costs where direct programming is being provided or other supports to Granum grant applicants for application or reporting assistance, etc.
- 5) Programming within the Hamlet will be provided through grants to local non-profit

organizations and societies, and through direct programming and volunteers, ~~and will not be provided directly by Town of Claresholm FCSS staff, unless through joint programming offered in the Town when staffing and resources permit. The mMajority of Any~~ direct programming from Town of Claresholm FCSS staff however must be accessed from the Town of Claresholm FCSS Office.

- 6) This agreement shall be for the two year term an initial 23 month term commencing on February January 1, 20202 and terminating on December 31, 20213. The agreement may be renewed for additional terms upon mutual agreement of both parties.
- 7) This Agreement may be amended solely by written consent of both parties.
- 8) This Agreement represents the entire agreement between the parties. No other terms, representations or warranties, verbal or otherwise, are to be inferred or implied.
- 9) Should the parties be unable to resolve any disputes which may arise regarding this Agreement, the matter(s) in dispute shall be referred to arbitration in accordance with the provisions of the *Arbitration Act*, Chapter 43, RSA 2000.

**IN WITNESS THEREOF** the parties hereto have executed this Agreement as of the day and year first above written.

**MD of Willow Creek #26**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**Town of Claresholm**

Per: \_\_\_\_\_

Per: \_\_\_\_\_



# INFORMATION BRIEF

Meeting: January 10, 2022  
 Agenda Item: 10

## Recreation Assistant/ Coordinator

**BACKGROUND:**

The Town of Claresholm has grown in population since 2016, largely due to the Immigration Project, new business, and those moving to our area from larger centers. With the challenges from Covid-19, the additional administration at the Claresholm Aquatic Centre, plus other responsibilities as the Recreation Manager that include marketing, advertising, and coordinating, there are areas that could be improved in recreation and programming within our community. A Recreation Assistant would be able to bridge the gaps that the Recreation Manager is unable to facilitate due to time constraints, by facilitating inclusive recreation opportunities for community members to utilize Town Facilities, Parks and Pathways.

**DISCUSSION/OPTIONS:**

Cost of proposed position:

<b>RATE</b>		<b>\$20/HOUR</b>
WEEKLY HOURS		20
WEEKS		26
<b>SUBTOTAL</b>		<b>\$10,400</b>
VACATION, CPP, EI & WCB	4%	\$416
<b>SUBTOTAL</b>		<b>10,816.00</b>
CPP	5.70%	\$616.51
EI	2.21%	\$239.25
WCB	1.94%	\$209.83
<b>TOTAL</b>		<b>\$11,881.59</b>
Minus Grant Funding (\$7.50x20hrsx26wks)		-3,900.00
<b>TOTAL Cost to Town</b>		<b>\$7,981.59</b>

Administration can apply for Canada Summer Jobs grant to partially funding this position. The deadline for the grant application is January 25. If Council is interested in exploring this position in 2022, administration will apply for the grant. If we are successful with the grant, we will bring this item to Council for consideration at a future budget discussion, and Council will have the opportunity to decide if this is a desired position for 2022. The Town does not have to accept the grant if successful. If Council is not interesting in discussing this further, then we will not apply for the grant or proceed with this position in 2022.

Claresholm is tentatively scheduled to host the Southern Alberta Summer Games in 2023. Regardless of what the Town decides to do this year, we recommend Council considers this position during 2023 budget planning, as a recreation assistant would be an invaluable resource for hosting the games.

**ATTACHMENTS:**

- 1.) Recreation Assistant Job Description
- 2.) Recreation Assistant Presentation

**APPLICABLE LEGISLATION:**

- 1.) N/A

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Abe Tinney, CAO

DATE: January 10, 2022



**LOCATION: Town of Claresholm**

**POSITION:** Recreation Assistant/ Coordinator



**SUMMARY OF POSITION:**

Reporting and working closely with the Recreation Manager, the Recreation Assistant responsibilities include the Community Wellness Challenge, developing a Running Club and liaison with existing Bike Club. Working with community members to assist with the development of Community Boards, sourcing programming, and workshops for Town Facilities, ensuring promotional material is available to the public. Additionally recognizing through interactions with community members the gaps in Community Recreation within the Town of Claresholm. The Recreation Assistant plans, develops, implements, evaluates, communicates and works to provide community recreation and resources while working with community members and organizations. In addition the candidate promotes the Recreation Department, Town facilities, and the community at large.

**RESPONSIBILITIES:** Include but not limited to:

**PRIMARY RESPONSIBILITIES:**

1. Finishing & managing the Community Wellness Program for Fall 2022, which was developed in 2020 prior to the Covid-19 Pandemic
2. Assisting the Recreation Manager in overseeing the creation of Community Boards, working with existing groups, and organizing of volunteers who are interested in growing Claresholms recreation programming
  - a. Parks & Recreation Board
  - b. Gardening Club
  - c. Running Club
  - d. Biking Club
3. Assist with developing and distributing recreation advertising for Social Media and community bulletin boards.
4. Organization and coordination of workshops, programs for the Towns Recreation Facilities ie. Arena Mezzanine, Town office Community Room, Parks & Pathways
5. Evaluates the Recreation Programs and adjust the recreation program accordingly.

**SECONDARY RESPONSIBILITIES:**

1. Liaisons with groups and individuals to augment programs and promote Town Facilities, Parks and Pathways within the community, examples; beach volleyball, dance programs
2. Ensures the ongoing maintenance of activity equipment and supplies as needed, and provides documentation of the same.
3. On an as needed basis, run errands on behalf of the Department in order to ensure its smooth operation.

**QUALIFICATIONS:**

1. Positive & energetic
2. Experience and/or Education in community Recreation Programs
3. Driver's License recommended
4. Standard First Aid & CPR
5. Microsoft Office Applications (Word, Excel, PowerPoint, Outlook)
6. Excellent oral and written communication skills;
7. Ability to coordinate the details of community recreation programming

*All successful applicants must pass the vulnerable sector Criminal Record Check*

**SKILLS AND ABILITIES:**

1. Demonstrated ability to initiate programs and organize activities.
2. Good physical and emotional health
3. Ability to communicate and establish harmonious relationships with community members, families, volunteers etc.
4. Demonstrated supervisory skills and experience.
5. Excellent written and oral skills.

**JOB TYPE:** Part-time, Casual, Term Position Flexible days, evenings & weekends **SALARY:** \$20.00 per hour

January  
2022

# Town of Claresholm Recreation Assistant

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Parks & Recreation

The image shows a large sign for Lions Park. The sign consists of a horizontal bar supported by two vertical posts. On each post, there is a bronze-colored lion statue in a walking pose, facing towards the center. The words "LIONS PARK" are mounted on the horizontal bar in large, dark, sans-serif capital letters. The background is a clear blue sky. In the distance, there is a playground with various structures, including a slide and a climbing frame. A sign with the word "FOUNDERS" is visible near the playground. There are also some evergreen trees and a building with a blue roof in the background.

# LIONS PARK

## Background

Since the creation of the Recreation Master Plan in 2017 the Town of Claresholm has made great strides in Parks and Recreation and planning.

Gaps in Programming are noticeable and

Recognized in the 2014 & 2018 FCSS Needs Assessments and the 2021 Recreation Survey Expanded Programming & Community Boards for Parks and Recreation and Garden Club would be beneficial for future planning and grants.

# Current Recreation Providers

- Service Clubs
- Non Profit Groups
- Small Businesses
- Volunteers
- Claresholm FCSS

The Town of Claresholm provides Facilities and Park Space for Recreation

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# Responsibilities

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## Recreation Assistant

- Assisting with the development and coordination of recreation programs; the right candidate could provide instruction for short term programs
  - Community Wellness Challenge
  - Beach Volleyball Organization
  - Running Program using Town Pathways
- Aiding with the creation of Community Boards
  - Gardening Club
  - Parks & Pathway Society
- Promotion of Town Facilities, for workshops/ programs
  - Mezzanine Space
  - Community Room



# Secondary Responsibilities

## Recreation Assistant

- Overseeing/ instructing programs, updating procedures and records
  - **ie. Community Wellness Program**
- Maintenance & replacement of activity equipment and supplies as needed, with documentation
  - **ie. Pickleball, Volleyball, Running Program, Biking Club Liaison**
- Recognizing the recreation needs of Community Members and adjusting programming to reflect these needs, including town events

# 2021 RECREATION SURVEY SUMMARY

- **What are Town Residents using**

- Pathways for walking, cycling
- Facilities & Parks
- Activities and community programs

## **Priorities for Town Residents**

- Pathways for walking, cycling
- Maintaining Facilities & Parks
- Information sharing
- Affordable programming for all ages, teens

- **Are Residents aware of available recreation?**

- Feedback from Town Surveys suggests improvement needed in where information regarding Community Recreation is located, residents are not aware of what is available in the community.
- Recreation Assistant will be hands on in Community Recreation

# PREVIOUS SURVEY'S

Claresholm FCSS surveyed residents with Community Needs Assessments, these are a few of the answers related to Community Programming

## 2014 Needs Assessment

### Sports/Leisure Activities:

- 39 comments made about the need for some recreation/entertainment for youth and families
- Fenced off-leash dog park
- New Skate Park
- BMX track
- **Sports/Leisure Activities:** At least 39 comments made about the need for some recreation/entertainment for youth and families

125 Respondents

## 2018 Needs Assessment

- 36% of respondents (68/188 responses) accessed FCSS programming
- 48% responded that Social Media was the best platform to learn about programs/ event (95/197 respondents)
- 63% were satisfied, and 24% were unsatisfied with services offered for adults in Claresholm.
- 95% felt Parks and Recreation Facilities were important/very important in our community.
- 80% were satisfied/very satisfied with Parks & Recreation in our community
- 200 Respondents

In February 2021 the Town launched a Recreation Survey to help better understand community members recreation needs



COMMUNITY	POP.	MULTIPLE REC POSITIONS	FULL/ PART TIME	RESPONSIBILITIES
<b>MD of Crowsnest Pass</b>	5,389	Yes, within the Towns not the MD	Full time	Programming community fitness classes, events and various activities request by Council
<b>Town of Raymond</b>	3,949	Yes	Full Time	Responsible for assisting in all aspects of the Recreation programming and administration
<b>Vulcan</b>	3,813	Yes, although there are supervisors etc. for facilities, and a head of the department	Full Time	Recreation and Culture, facilitating and/or organizing / running programming and events. Operations and booking on town owned facilities Social media and website maintenance
<b>City of Brooks</b>	15,805	Yes, multiple	Full time	Programming, board meetings, leagues with refs, Coaches and scorekeepers, youth nights, summer camps, skills and drills, drop in schedules, community information nights, special events.
<b>Nanton</b>	2,233	No: Experiencing the same gaps in service as Claresholm	Full time	Booking of facilities, special events, recreation programming
<b>Pincher Creek</b>	3,742	Yes, Director of Community Services, Programming Coordinator/Office Admin, Rec Manager, Facility Manager, Parks Coordinator	Full time	Provides programs, liaisons between boards, communication between the different groups
<b>Medicine Hat</b>	65,527	Yes, Multiple. Rec Coordinator, Recreation Programmer, Rec Program Attendants	Full time & Part Time	Covers all recreation among the Parks & Recreation
<b>Claresholm</b>	3,780	No	Full time	Booking of facilities, special events, advertising, marketing grants, recreation programming, staffing

# Community Comparison

Municipalities that have Recreation Departments within Southern Alberta

- Recreation Programming is hands on
- Administrators, programmers & events

# Summary

A Recreation Assistant/ Programmer would be instrumental in filling the recreation gaps in Claresholm, and bring us in line with other communities and municipalities

## Qualifications:

- Background in recreation
- Active in the community
- Ability to lead classes and organize programming as recognized
- Liaison with Town Event Planners, recreation facilitators,
- Part time position
- Funded through Employment Grant



<b>RATE</b>	<b>\$20/Hour</b>
WEEKLY HOURS	20 Hours/Week
WEEKS	26 Weeks
<b>SUBTOTAL</b>	<b>\$10,400</b>
+ VACATION, CPP, EI & WCB	\$1481.35
<b>TOTAL WAGES</b>	<b>\$11,881.59</b>

A scenic landscape featuring a calm lake in the foreground, a rocky shoreline on the left, and a dense forest of evergreen trees. In the background, there are rugged mountains under a clear sky. A small cabin is visible on the far shore. The entire scene is overlaid with a semi-transparent blue and green gradient.

# THANK YOU

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Claresholm Recreation

Presented and Prepared by Denise Spencer



**Town of Claresholm  
Income Statement by Object  
September 30, 2021**

<b>Revenue</b>	<b>SEPTEMBER</b>	<b>2021 YTD</b>	<b>2021 BUDGET</b>	
Net municipal taxes	114,022.57	(4,180,419.55)	(3,532,178.00)	<b>1</b>
Special assessments	664.62	(4,475.58)	(5,140.00)	
User fees and sales of goods	(170,680.49)	(2,390,417.92)	(2,871,852.00)	
Government transfers for operating	(8,769.00)	(372,255.67)	(422,923.00)	
Investment income	(3,747.95)	(35,967.36)	(60,000.00)	
Penalties and costs of taxes	(126.76)	(105,090.10)	(88,100.00)	<b>2</b>
Licenses and permits	(7,068.18)	(115,455.60)	(103,000.00)	<b>3</b>
Other local government transfers	(6,711.62)	(164,704.58)	(200,839.00)	
Proceeds from disposal of capital assets	-	108,415.00	(75,000.00)	<b>4</b>
Franchise and concession contracts	(17,383.82)	(171,893.91)	(214,616.00)	
Rental	(10,572.64)	(34,049.61)	(109,080.00)	
Other	(2,759.64)	(25,383.70)	(77,500.00)	
Government transfers for capital	12,369.05	(1,435,243.87)	(3,195,900.00)	
	<u>(100,763.86)</u>	<u>(8,926,942.45)</u>	<u>(10,956,128.00)</u>	
<b>Expenses</b>				
Salaries, wages and benefits	231,799.53	2,111,142.90	3,058,879.00	
Contracted and general services	80,086.66	1,148,272.92	1,795,226.00	
Materials, goods, supplies, and utilities	88,887.55	867,185.41	1,307,500.00	
Bank charges and short-term interest	73.52	571.62	500.00	
Interest on long-term debt	13,584.21	127,001.49	232,220.00	
Other expenditures	7,494.46	36,424.49	121,090.00	
Transfers to organizations and others	3,287.43	236,995.75	344,626.00	
Amortization	-	-	1,725,865.00	
	<u>425,213.36</u>	<u>4,527,594.58</u>	<u>8,585,906.00</u>	
Internal Transfers				
Internal transfers	10,191.84	988.02	-	<b>5</b>
<b>Net Income</b>	<u><b>334,641.34</b></u>	<u><b>(4,398,359.85)</b></u>	<u><b>(2,370,222.00)</b></u>	
<b>Other</b>				
Transfers to/from reserves	-	-	(587,374.00)	
Capital expenditures	145,783.00	2,030,534.45	5,004,022.00	
Debt Proceeds	-	-	(750,000.00)	
Debt Principal Repayment	72,717.72	249,460.46	429,439.00	
Amortization addback	-	-	(1,725,865.00)	
	<u><b>553,142.06</b></u>	<u><b>(2,118,364.94)</b></u>	<u><b>-</b></u>	

**Notes**

- 1** Overbudget due to requisition payments still to be processed which will reduce this net municipal tax revenue.
- 2** Penalties and costs of taxes revenue are over budget due to higher than normal late tax payments.
- 3** Licenses and permit revenue is over budget due to higher than normal building permits issued.
- 4** Proceeds from disposal of capital assets is in a net expense position instead of revenue due to costs related to the remediation and demolition of the old admin building without any proceeds on a sale being received yet.
- 5** 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**  
**September 30, 2021**

<b>Revenue</b>	<b>SEPTEMBER</b>	<b>2021 YTD</b>	<b>2021 BUDGET</b>
Tax and requisition revenue	92,979.04	(4,563,264.72)	(3,991,683.00) <sup>1</sup>
General administration revenue	(4,742.17)	(28,005.27)	(125,764.00)
Police	196.92	(1,799.99)	(15,000.00)
Fire	(600.00)	(2,825.78)	(12,000.00)
Bylaw enforcement	(641.92)	(9,279.96)	(38,000.00)
Roads, streets, walks, lighting	-	(439,867.92)	(524,325.00)
Storm sewers and drainage	-	(409,340.04)	(1,601,926.00)
Water supply and distribution	(73,459.12)	(1,810,315.81)	(2,377,951.00)
Wastewater treatment and disposal	(22,862.79)	(417,433.07)	(421,976.00)
Garbage Collection	(18,144.09)	(294,026.76)	(429,000.00)
Recycling	(15,638.36)	(201,272.87)	(300,000.00)
FCSS	(20,605.62)	(185,005.08)	(234,846.00)
Cemetery	(425.00)	(15,725.00)	(18,500.00)
Physician recruitment	-	(3,000.00)	-
Economic development	(635.00)	(193,654.00)	(247,027.00)
Land use planning, zoning and development	(6,378.18)	(84,192.60)	(72,100.00)
Parks and recreation	(29,578.37)	(246,967.63)	(479,030.00)
Culture - libraries and museum	(229.20)	(20,965.95)	(67,000.00)
	<u>(100,763.86)</u>	<u>(8,926,942.45)</u>	<u>(10,956,128.00)</u>
<b>Expenses</b>			
Legislative	5,616.46	53,635.01	115,000.00
Administration	71,421.64	990,469.08	1,390,238.00
Police	-	19,448.50	112,119.00
Fire	8,121.32	122,204.42	218,363.00
Bylaw enforcement	11,309.72	62,775.06	111,295.00
Common and equipment pool	25,289.66	353,003.77	656,656.00
Roads, streets, walks and lighting	35,542.92	373,579.73	852,848.00
Airport	-	17,250.00	17,250.00
Storm sewers and drainage	163.95	2,084.08	286,112.00
Water supply and distribution	72,068.18	623,557.72	1,278,366.00
Wastewater treatment and disposal	21,258.92	95,380.04	509,933.00
Garbage Collection	27,772.59	303,186.11	391,700.00
Recycling	26,806.83	207,850.66	302,000.00
FCSS	11,508.53	161,705.19	251,441.00
Daycare	3,183.50	28,651.50	38,202.00
Cemetery	2,503.96	19,859.60	20,136.00
Physician recruitment	-	-	3,000.00
Economic development	21,891.57	190,848.99	421,856.00
Agriculture - weed and pest control	884.11	4,971.24	44,916.00
Land use planning, zoning and development	20,226.12	177,318.07	206,563.00
Parks and recreation	51,793.70	465,018.28	991,255.00
Culture - libraries and museum	7,849.68	254,797.53	366,657.00
	<u>425,213.36</u>	<u>4,527,594.58</u>	<u>8,585,906.00</u>
<b>Net Income</b>	<u><b>334,641.34</b></u>	<u><b>(4,398,359.85)</b></u>	<u><b>(2,370,222.00)</b></u>

**Notes:**

<sup>1</sup> Overbudget due to requisition payments still to be processed which will reduce this net municipal tax revenue.



**Town of Claresholm  
Income Statement by Object  
October 31, 2021**

<b>Revenue</b>	<b>OCTOBER</b>	<b>2021 YTD</b>	<b>2021 BUDGET</b>
Net municipal taxes	294,853.09	(3,885,566.46)	(3,532,178.00) <b>1</b>
Special assessments	(132.00)	(4,607.58)	(5,140.00)
User fees and sales of goods	(421,316.56)	(2,811,734.48)	(2,871,852.00)
Government transfers for operating	(8,769.00)	(381,024.67)	(422,923.00)
Investment income	(3,567.91)	(39,535.27)	(60,000.00)
Penalties and costs of taxes	(2,833.71)	(107,923.81)	(88,100.00) <b>2</b>
Licenses and permits	(7,034.41)	(122,490.01)	(103,000.00) <b>3</b>
Other local government transfers	(15,711.62)	(180,416.20)	(200,839.00)
Proceeds from disposal of capital assets	-	108,415.00	(75,000.00) <b>4</b>
Franchise and concession contracts	(17,475.02)	(189,368.93)	(214,616.00)
Rental	(3,017.01)	(37,066.62)	(109,080.00)
Other	(12,896.45)	(38,280.15)	(77,500.00)
Government transfers for capital	(112,704.25)	(1,547,948.12)	(3,195,900.00)
	<b>(310,604.85)</b>	<b>(9,237,547.30)</b>	<b>(10,956,128.00)</b>
<b>Expenses</b>			
Salaries, wages and benefits	224,628.92	2,335,771.82	3,058,879.00
Contracted and general services	77,395.86	1,225,668.78	1,795,226.00
Materials, goods, supplies, and utilities	95,410.36	962,595.77	1,307,500.00
Bank charges and short-term interest	70.47	642.09	500.00 <b>5</b>
Interest on long-term debt	-	127,001.49	232,220.00
Other expenditures	62.95	36,487.44	121,090.00
Transfers to organizations and others	3,287.43	240,283.18	344,626.00
Amortization	-	-	1,725,865.00
	<b>400,855.99</b>	<b>4,928,450.57</b>	<b>8,585,906.00</b>
<b>Internal Transfers</b>			
Internal transfers	(6,323.38)	(5,335.36)	- <b>6</b>
<b>Net Income</b>	<b>83,927.76</b>	<b>(4,314,432.09)</b>	<b>(2,370,222.00)</b>
<b>Other</b>			
Transfers to/from reserves	-	-	(587,374.00)
Capital expenditures	115,119.42	2,145,653.87	5,004,022.00
Debt Proceeds	-	-	(750,000.00)
Debt Principal Repayment	-	249,460.46	429,439.00
Amortization addback	-	-	(1,725,865.00)
	<b>199,047.18</b>	<b>(1,919,317.76)</b>	<b>-</b>

**Notes**

- 1** Overbudget due to requisition payments still to be processed which will reduce this net municipal tax revenue.
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- 3** Licenses and permit revenue is over budget due to higher than normal building permits issued.
- 4** Proceeds from disposal of capital assets is in a net expense position instead of revenue due to costs related to the remediation and demolition of the old admin building without any proceeds on a sale being received yet.
- 5** This is primarily related to charges related to our payment processing (Moneris) account and fees. We expected to see somewhat better savings than we saw this year, but we are still about \$200 below last year at this time.
- 6** 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**  
**October 31, 2021**

<b>Revenue</b>	<b>OCTOBER</b>	<b>2021 YTD</b>	<b>2021 BUDGET</b>
Tax and requisition revenue	271,837.45	(4,291,427.27)	(3,991,683.00) <b>1</b>
General administration revenue	(3,903.84)	(31,909.11)	(125,764.00)
Police	(731.00)	(2,530.99)	(15,000.00)
Fire	(951.56)	(3,777.34)	(12,000.00)
Bylaw enforcement	(230.00)	(9,509.96)	(38,000.00)
Roads, streets, walks, lighting	-	(439,867.92)	(524,325.00)
Storm sewers and drainage	-	(409,340.04)	(1,601,926.00)
Water supply and distribution	(343,735.63)	(2,154,051.44)	(2,377,951.00)
Wastewater treatment and disposal	(86,686.96)	(504,120.03)	(421,976.00) <b>2</b>
Garbage Collection	(56,669.61)	(350,696.37)	(429,000.00)
Recycling	(39,770.76)	(241,043.63)	(300,000.00)
FCSS	(24,815.62)	(209,820.70)	(234,846.00)
Cemetery	(725.00)	(16,450.00)	(18,500.00)
Physician recruitment	-	(3,000.00)	-
Economic development	(885.00)	(194,539.00)	(247,027.00)
Land use planning, zoning and development	(6,949.41)	(91,142.01)	(72,100.00) <b>3</b>
Parks and recreation	(16,387.91)	(263,355.54)	(479,030.00)
Culture - libraries and museum	-	(20,965.95)	(67,000.00)
	<u>(310,604.85)</u>	<u>(9,237,547.30)</u>	<u>(10,956,128.00)</u>
<b>Expenses</b>			
Legislative	7,001.19	60,636.20	115,000.00
Administration	63,698.47	1,054,167.55	1,390,238.00
Police	-	19,448.50	112,119.00
Fire	8,894.81	131,099.23	218,363.00
Bylaw enforcement	9,880.83	72,655.89	111,295.00
Common and equipment pool	26,445.80	379,449.57	656,656.00
Roads, streets, walks and lighting	42,053.84	415,633.57	852,848.00
Airport	-	17,250.00	17,250.00
Storm sewers and drainage	142.58	2,226.66	286,112.00
Water supply and distribution	47,236.89	670,794.61	1,278,366.00
Wastewater treatment and disposal	14,654.78	110,034.82	509,933.00
Garbage Collection	26,684.89	329,871.00	391,700.00
Recycling	30,842.91	238,693.57	302,000.00
FCSS	9,945.56	171,650.75	251,441.00
Daycare	3,183.50	31,835.00	38,202.00
Cemetery	579.23	20,438.83	20,136.00) <b>4</b>
Physician recruitment	-	-	3,000.00
Economic development	23,707.72	214,556.71	421,856.00
Agriculture - weed and pest control	6,061.98	11,033.22	44,916.00
Land use planning, zoning and development	11,599.55	188,917.62	206,563.00
Parks and recreation	60,378.57	525,396.85	991,255.00
Culture - libraries and museum	7,862.89	262,660.42	366,657.00
	<u>400,855.99</u>	<u>4,928,450.57</u>	<u>8,585,906.00</u>
<b>Net Income</b>	<u><b>83,927.76</b></u>	<u><b>(4,314,432.09)</b></u>	<u><b>(2,370,222.00)</b></u>

**Notes:**

- 1** Overbudget due to requisition payments still to be processed which will reduce this net municipal tax revenue.
- 2** We are over budget in sewer free revenue from budget due to affect of bylaw rate changes being difficult to accurately estimate for budget. Budget was kept conservative and we have see actuals above budget in reality. This additional revenue over budget will result in over budgeted transfers to reserve for future capital replacements.
- 3** We have seen greater than usual development and building permits issued and therefore increased revenues.
- 4** Slightly over budget due to higher than normal burials this year. Revenues are also above budget. They don't show above budget in this report due to perpetual care revenue not being recognized until the end of the year, but we expect around \$5,000 of perpetual care revenue to be recognized.

## ENABLING ACCESSIBILITY FUND NOTIFICATION



The Town of Claresholm submitted an application to the Federal Enabling Accessibility Fund in the amount of \$290,947.80 with the Town's required funding portion being an additional \$156,664.20 for a total project value of \$447,612. This was for the accessible pathways, parking, additional lighting for the visually impaired, and accessible base within the Kinsmen playground area. The fund required over \$350,000 worth of accessible portions, and though we did include all the pathways, playground base, ramps and sidewalks, the grant office determined there were not \$350,000 worth of accessible features along. They also require what is referred to as a holistic approach for providing funding, and while the park is for the public and open to everyone it didn't meet their criteria for the approach.

This means the pathways, new lighting, and ramps, etc. will require another funding source in order to proceed in 2023 as the project is currently listed in the Town's 5 year capital plan. The Town will continue to seek out other grant and funding options, and work with the new grant companies to find other solutions for funding in an effort to proceed in the coming years.

Other components of the park re-development plan will proceed as funding becomes available. The Town is still waiting notification for another capital project approved within the 2022 capital budget (Amundsen Park plaza and pavilion total project value \$503,000). That project will only proceed if the Town is successful with that grant application.

One project that will move forward in 2022 is the Kinsmen playground replacement project, however as a portion of that base project (rubber accessible base) was contingent on funding under the enabling accessibility grant, that will be removed and the base will be changed to a wood fibre fill. Using that base is substantially cheaper, but when compacted still provides accessibility.



### ATTACHMENTS:

- Notification email

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: January 6, 2022



**From:** NC-HIP-PIP-EAF\_ODI-GD@hrsdc-rhdcc.gc.ca <NC-HIP-PIP-EAF\_ODI-GD@hrsdc-rhdcc.gc.ca>  
**Sent:** December 17, 2021 8:10 AM  
**To:** Tara VanDellen <Tara@claresholm.ca>; Blair Bullock <Blair@claresholm.ca>  
**Subject:** 018136309 – 2021 Call for Proposals under the Enabling Accessibility Fund Mid-Sized project Component  
**Importance:** High

Dear Tara VanDellen and Blair Bullock,

Thank you for applying to the 2021 Call for Proposals under the Enabling Accessibility Fund Mid-Sized project component. We understand that there are significant needs for accessibility upgrades in communities across Canada. Unfortunately, the demand is greater than the available funds, and we are unable to fund every project submitted under this call for proposal.

We regret to inform you that the application submitted by your organization, to the 2021 Call for Proposals under the Enabling Accessibility Fund Mid-Sized project component, has not been retained for funding for the following reasons:

- Less than \$350,000 of the amount requested is allocated for accessible components
- The application does not demonstrate a holistic approach

Please note that this decision is final.

All projects funded under this call will be posted on the [Disclosure of Grants and Contributions](#) Government of Canada website quarterly.

You are encouraged to visit the [Funding Programs](#) page of the Employment and Social Development Canada website for information on funding opportunities.

Thank you for your interest in this program.

National Grants and Contributions Delivery Centre  
Employment and Social Development Canada



# Town of Claresholm

**Council Committee Report**

Date: January 10<sup>th</sup>, 2022

<b>Mayor Petrovic</b>	
<b>Councillor Carlson</b>	
<b>Councillor Cutler</b>	
<b>Councillor Kettles</b>	
<b>Councillor Meister</b>	<p>Claresholm Housing authority</p> <p>We held a tenant meeting on December 6th, it was well attended by the seniors and it was great to see the positive interaction that tenants had between themselves and their willingness to share ideas and concerns with the board. I would also like to note that several expressed their gratitude and deepest respect for the CAO for "pouring her heart and soul" into her position.</p> <p>Our regular board meeting was held on December 17th. Without too much detail we discussed incurred costs that come from dealing with problem and delinquent tenants, though most tenants are respectful and not of this persuasion. Because it has</p>



# Town of Claresholm

the name Claresholm in its title, some assume that it is run by the town and send their correspondence to the town office which has caused some delay in receiving information and concerns sent to us. The sidewalk out front has posed some safety risks and we are looking into suitable handrailing to install. Also as a safety issue, ideas for buddy systems for the tenants were discussed. Their boilers have been acting their age and are at the end of their life span and will need replacing.

## Claresholm senior Drop-in Centre

A special meeting was held on December 17th. There were 85 members in attendance. There have been issues socially and financially in the last few years and the members were presented a few options to rectify the situation. One of the options was to permanently close the centre. Quorum was not present to be able to vote on this particular option but I do not believe that this was the choice many of them would have voted for. In the end a 4th option was added by the members and this was the preferred choice voted for. Marketing and rebranding the Centre. It is not just for seniors but open for membership to anyone over the age of 18. I am pleased with this outcome as it would have been a great loss to our community if it was no longer in operation. I think that the struggles they have faced in the last few years have dissuaded people from joining and staying on the board. Covid has also played it's part and kept some from attending programs available. Membership numbers have dropped as well. Volunteers are always needed for set up, clean up, hosting and running some of the activities. I am personally pleased with the decision of marketing and rebranding! Until attending this meeting I was unaware of what this facility has to offer! It has amazing potential and I am excited to be part of helping to make it more relevant to our communities needs!

The regular board meeting was held on January 6th. Most of the same issues brought up at the special meeting were discussed. They are set to open on Monday the 10th and will resume a few of



# Town of Claresholm

	<p>the programs that were available before Christmas. The yearly membership fee has been raised slightly to \$35/year which also gives the member a discounted rate for attending programs offered. The board is struggling to reach capacity and is in need of more members. Volunteers are always welcome, to ensure activities run smoothly as well as set up and clean up. An organizational meeting has been scheduled for Wednesday January 12th@7pm. This is open to all members of the community who would like to have their input on new programs that could be viable for the centre. It will be held at the drop-in centre and the REP program is in effect. I'm sure it's not going to be easy but it will definitely be worth it to bring the centre back to its former glory!</p> <p>FCSS Regular board meeting was held January 3rd. Christmas time saw the collaboration between several organizations. This helped to ease the burdens and make the season merry for many! Between donations, and the countless hours of volunteering and organizing I commend everyone involved! The social needs and housing assessment should begin mid to late January. There are palliative care information sessions scheduled for January 19th @1:30. We were given a quick rundown of programs held and training attended by Barb and Holly. These two are amazing and I hope they know valuable they are!</p>
<p><b>Councillor Schlossberger</b></p>	
<p><b>Councillor Zimmer</b></p>	

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 25, 2021				
14	RFD: EOC Communication System - Moved by Councillor Schulze to approve the out-of-budget expenditure in the amount of \$4,810 for the purchase and installation of an AFRACS radio system for the Emergency Operations Center, with funding to come from general reserves. CARRIED MOTION #21-097	Jason	System has been ordered. Expected soon.	In progress
Regular Scheduled Meeting - September 13, 2021				
23a	IN CAMERA: Intergovernmental Relations - Moved by Councillor Cutler that administration investigate shared economic development services with neighboring municipalities and that a report be brought back to Council on the findings and recommendations. CARRIED MOTION #21-163	Brady, Abe	Correspondence communicating this motion has been sent to neighbouring municipalities. We will begin discussions when other municipalities have approval from their councils.	In progress
Regular Scheduled Meeting - November 8, 2021				
8	CORRES: Fortis Franchise Fee - Moved by Councillor Zimmer to increase the franchise fee percentage from 4% to 5% for 2022 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with FortisAlberta Inc. CARRIED MOTION #21-179	Blair	Fortis has been informed of the rate change. Required advertising will be done early in 2022	In progress
9	RFD: Sustainable Housing Initiative - Moved by Cutler to approve the project with the Rural Development Network in the amount of \$42,500 to provide the following: <ul style="list-style-type: none"> <li>• \$12,000 Housing Needs Assessment</li> <li>• \$15,500 Affordable Housing Strategy</li> <li>• \$ 9,000 Community Consultation &amp; Stakeholder Engagement</li> <li>• \$ 6,000 Social Needs Assessment</li> </ul> CARRIED MOTION #21-180	Brady	Initial meeting with RDN to notify and review the accepted work plan. Service contract from RDN will be provided for administration to consider.	In progress
Regular Scheduled Meeting - November 22, 2021				

8	CORRES: Community Futures Alberta Southwest - Moved by Councillor Carlson to direct administration to pass on this request to the Economic Development Committee to ask for their recommendation to Council in order for an appointment to be made. CARRIED MOTION #21-195	Brady	At their Nov 15th meeting, EDC was notified. Possible recommendations will be discussed at next meeting on Jan 17, 2021	In progress
<b>Regular Scheduled Meeting - December 13, 2021</b>				
1	BYLAW #1733 - Moved by Councillor Cutler to give Bylaw #1733, the BMO Operational Borrowing Bylaw, 1st Reading. CARRIED	Karine	On the January 10th, 2021 Agenda for 2nd & 3rd Readings	Complete
2	BYLAW #1734 - Moved by Councillor Schlossberger to give Bylaw #1734, the AMSC Operational Borrowing Bylaw, 1st Reading. CARRIED	Karine	On the January 10th, 2022 Agenda for 2nd & 3rd Readings	Complete
3	Delegation Response: Moved by Councillor Schlossberger to send a representative from Council to join the Claresholm Coordinated Community Response to Elder Abuse Coalition and to appoint Councillor Cutler as that representative. CARRIED MOTION #21-204	Karine	Notification sent, board listing updated	Complete
6	CORRES: The Station Association - Moved by Councillor Schlossberger to direct administration to coordinate a meeting between representatives from the Station Board and Councillors Carlson and Cutler as per the Station Board's request. CARRIED MOTION #21-205	Abe	Forwarded Councillor Cutler and Carlson contact information to Station members.	Complete
9	CORRES: MD of Willow Creek - Moved by Councillor Meister to appoint Earl Hemmaway to be a representative on behalf of the Municipal District of Willow Creek on the Claresholm Public Library Board. CARRIED MOTION #21-206	Karine	Notification sent, board listing updated	Complete
11	RFD: Community Centre Project - Moved by Councillor Cutler to approve the out-of-budget expenditure for Westco Construction's proposal of project plans and grant coordination for the Claresholm Community Centre in the amount of \$18,690 to be funded from General Capital Reserves. CARRIED MOTION #21-207	Tara	Notified Westco, project to commence January 2022	Complete
12	RFD: Community Centre Grant Support Request - Moved by Councillor Carlson to write a letter of support for the Community Hall Board's application to the Community Facility Enhancement Program for the purpose of a renovation project at the Community Centre and provide the matching funds/in-kind donation of \$123,825. CARRIED MOTION #21-208	Tara	Grant letter sent to Community Centre Association	Complete
13	RFD: Community Donation & Operational Grant Policy - Moved by Councillor Carlson to defer discussion on Policy 5.1.01, the Community Donation & Operational Grant Policy (v.2.0) until the next regular Council meeting on January 10, 2022. CARRIED MOTION #21-209	Abe	Policy will go back to council, or administrative services committee, in the new year	In progress
14	RFD: Playschool Lease Agreement - Moved by Councillor Meister to enter into a lease agreement with the Claresholm Learn-A-Lot Playschool Society with the terms and conditions as proposed (September 1, 2021 to August 31, 2026, with a 5-year option to renew). CARRIED MOTION #21-210	Blair	Signed with Executed Copy sent to Playschool	Complete
15	RFD: Claresholm Curling Club Lease - Moved by Councillor Cutler to approve the lease renewal with the Claresholm Curling Club as presented. CARRIED MOTION #21-211	Abe	Signed, with executed copy sent to Curling Club	Complete
15	RFD: Claresholm Curling Club Lease - Moved by Councillor Schlossberger to appoint Councillor Cutler as the Council Representative to the Claresholm Curling Club Board. CARRIED MOTION #21-212	Karine	Notification sent, board listing updated	Complete

16	RFD: Seniors Drop-in - Moved by Councillor Carlson to appoint Councillor Meister to the Claresholm Senior's Drop-in Centre Board as the Town Council representative. CARRIED MOTION #21-213	Karine	Notification sent, board listing updated	Complete
18	RFD: Christmas Eve Operations - Moved by Councillor Cutler to discontinue Town operations at 12 Noon on Friday, December 24th, 2021 and at 12 Noon on Friday, December 31st, 2021 in the spirit of the season and to allow staff to be with their families and loved ones.	Abe	Staff notified and ad. put in paper notifying the public.	Complete
19	RFD: 2022 Operational Budget - Moved by Councillor Kettles to approve the Interim 2022 Operational and Capital Budgets as presented. CARRIED MOTION #21-215	Blair	Signed and uploaded to website	Complete
25a	IN CAMERA: PERSONNEL - Moved by Councillor Zimmer to appoint Kendall Schille to the Claresholm Public Library Board. CARRIED MOTION #21-216	Karine	Notification sent, board listing updated	Complete
25b	IN CAMERA: LAND - Moved by Councillor Meister to lease the lands located at 4;27;12;19;;2 to Willabar Ranch Ltd. for grazing/haying for an annual rental fee of \$1,000 for 2022 and 2023 with the agreement to expire on December 31, 2023. CARRIED MOTION #21-217	Tara	Lease agreement signed.	Complete
25c	IN CAMERA: LAND - Moved by Councillor Kettles to approve the out of budget expenditure and submit an offer to purchase land as discussed, with the funds to come from Land & Development Reserves. DEFEATED	Abe	Signed Non-Waiver of Conditions and forwarded to realtor	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: January 7, 2022

# INFORMATION ITEMS



## **AGENDA**

Present: Jay Sawatzky, Tony Hamlyn, Kelsey Hipkin, Brad Schlossberger

Sent regrets: Ashley Tebbutt, Joanna Ridley

### **CALL TO ORDER**

4:35 pm

### **2: APPROVAL OF AGENDA**

Motion to approve: Kelsey H

Carried

### **3: APPROVAL OF MINUTES**

3.1 Oct. 19, 2021 Regular Meeting Minutes

Motion to approve: Brad S

Carried

### **4: CORRESPONDENCE**

4.1 - Welcome Brad

4.2 - Email correspondence from the Town of Claresholm advising Tony Hamlyn has been re-appointed to the Claresholm Library Board

- Town re-appointed Tony for three years

4.3 - Email correspondence from the MD of Willow Creek advising Councillor Earl Hemmaway has been appointed as the MD rep to the Claresholm Public Library

4.4 - MD of Willow Creek Library Board chair sent a letter and cheque for \$4,833 which is Claresholm's share of the Public Library Operating Grant from the Alberta Government's Public Library Services Branch for 2021/2022

- Jay will look into this and report back next meeting

### **5: FINANCIAL**

5.1 Finance report for October 2021

- An anonymous donation of \$1 million for the library in the form of \$25k per year is in the works and will go before Town Council on Monday Nov. 22

Motion to accept as presented for October: Kelsey H

Carried

### **6: COMMITTEE REPORTS**

6.1 Library Manager's report

Claresholm Public Library Board  
Regular Meeting  
November 16, 2021

## AGENDA

- Chromebook – three purchased through Chinook Arch through Community Takes Root have arrived
- Library asked IT to source and purchase three hotspots but they've yet to arrive due to supply chain issues
- November displays for Remembrance Day and Movember
- Tanner uploaded two new In Conversation with David Poulsen to YouTube
- Still working on VOIP
- Letters sent to Marika and Darry for their years of service on the board

### 6.2 – Librarians Committee Meeting from Nov. 8

- People experiencing issues with Kobo when using Overdrive

Motion to accept Committee Reports as presented: Brad S

Carried

### 7: NEW BUSINESS

- 7.1 – Amend policy 6.1 so contact changed to “Library Manager” instead of a given name

Motion by Tony H to amend policy 6.1 Invigilating Exams to “Library Manager”

Seconded: Kelsey

Carried

### 8: OLD BUSINESS

- 8.1 – Policy 6. Patrons and Community – revised April 2019
- 8.2 – VOIP – IT at Chinook Arch reports some problems with vendor – more details In Library Managers report

### 9: CLOSED SESSION (if required)

Tony Hamlyn made a motion to go into closed session 4:56 citing 24(1)(b1) Officers/Employees of a public body under FOIP.

Tony Hamlyn makes motion to end closed session at 5:03

Carried

### 10: ADJOURNMENT

Motion to adjourn at 5:13 Tony Hamlyn

Next Meeting Dec. 21, 2021 at 4:30 pm (will be Organizational Meeting – Tony will update board via email)

# BOARD REPORT



**CHINOOK**  
ARCH REGIONAL  
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - December 2, 2021

## Executive Committee Elections

Congratulations to the trustees that will form the Board's 2022 Executive Committee:

- Chair: Vic Mensch (Ministerial Appointee)
- Vice Chair: Marie Logan (Village of Lomond)
- Treasurer: Jim Monteith (Town of Fort Macleod)
- Directors at Large:
  - Mark Barber (Town of Pincher Creek)
  - Darryl Christensen (Town of Magrath)
  - Doug Logan (Vulcan County)
  - Tamara Miyanaga (Taber MD)
  - Lyndsay Montina (Town of Coalhurst)
  - Christopher Northcott (Village of Milo)
  - Wendy Kalkan (LPL Resource Centre)

## Piikani Book Locker Coming Soon



With funding from the Healthy Communities Initiative and in partnership with Aakom-Kiyii Health Services, Chinook Arch is pleased to launch a book locker service on the Piikani Nation. The book locker, located in Brocket, will serve as a holds pickup location and will also host a small browsing collection. This means that

Piikani residents will no longer have to travel to a neighbouring community to access public library materials. The locker, adorned with artwork by Piikani artist Kristy North Peigan, will officially launch on Monday, December 13.

## Board Members Present

Arrowwood	Wendy Williams
Champion	Trevor Wagenvoort
Claresholm	Tony Hamlyn
Coaldale	Jordan Sailer
Coalhurst	Lyndsay Montina
Coutts	Stephen A. Pain
Crowsnest Pass	Doreen Glavin
Fort Macleod	Jim Monteith
Hill Spring	Suzanne French
Lethbridge (City)	Heather Woodruff
Lethbridge County	Tory Campbell
Lomond	Marie Logan (Vice Chair)
Magrath	Darryl Christensen
Milk River	Anne Michaelis
Nanton	Lise Mayne
Picture Butte	Teresa Feist
Pincher Creek	Mark Barber
Pincher Creek M.D.	Dave Cox
Raymond	Kelly Jensen
Taber	Monica McLean
Taber MD	Tamara Miyanaga
Vauxhall	Shelley Deleeuw
Vulcan	Barbara Moore Coffey
Vulcan County	Doug Logan
Warner (Village)	Don Toovey
Warner County	Morgan Rockenbach
ID of Waterton	Lesley Little
Willow Creek M.D.	Maryanne Sandberg
LPL Resource Centre	Wendy Kalkan
Ministerial Appointment	Vic Mensch

Regrets	
Barons	Ed Weistra
Milo	Christopher Northcott
Stirling	Gary Bikman

Absent	
Barnwell	Deb Hansen
Cardston	Not yet appointed
Cardston County	Tom Nish
Glenwood	Linda Allred
Stavelly	Brydon Saunders
Kainai Board of Education	Linda Weasel Head



## Policies Reviewed

- Management of System Funds
- Drugs, Alcohol, and Medication
- Direct Loans
- Library Services to System Members Without a Library Board
- Resource Sharing

## Thank You Departing Board Members

Chinook Arch would like to thank the following outgoing trustees for their support of public library services in southwestern Alberta:

- Jane Johnson (Barnwell)
- Ron Gorzitza (Barons)
- Briane Simpson (Coaldale)
- Heather Caldwell (Coalhurst)
- Marvin Bohne (Coutts)
- David Rolfson (Glenwood)
- DeVar Dahl (Magrath)
- Margaret McCanna (Milk River)
- Quentin Stevick (MD Pincher Creek)
- Joan Harker (Raymond)
- Rob Edwards (Stirling)
- Joe Strojwas and Carly Firth (Taber)
- Kim Cawley (Vauxhall)
- Colette Glyn (Warner)

## Contact Us

Chinook Arch Regional Library System  
2902 7th Avenue North  
Lethbridge, AB T1H 5C6 | 403-380-1500  
www.chinookarch.ca | arch@chinookarch.ca



facebook.com/  
chinook.arch7



@chinooklibs

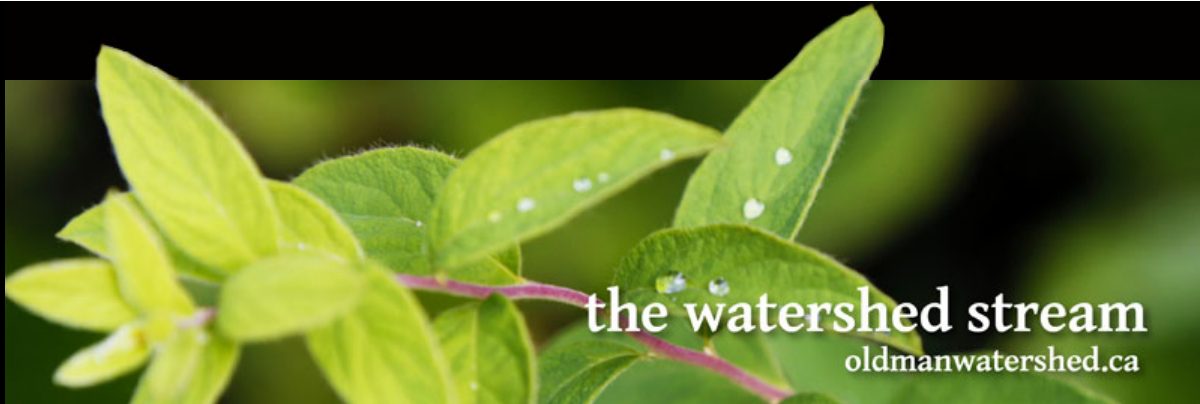


@chinooklibs

## Karine Keys

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**From:** Oldman Watershed Council <news@oldmanwatershed.ca>  
**Sent:** December 20, 2021 10:06 AM  
**To:** Karine Keys  
**Subject:** Oldman Watershed Council Newsletter | Dec 20 2021



*Due to a technical error, this newsletter (initially sent out on Friday), did not appear correctly on some member's devices. As such, we have decided to send it again today. Thank you for your understanding and patience!*



As you may have noticed on our social channels, we are having a membership drive this week. Thank you to all of our new first time and returning members! We are so excited that have (re)joined us on our mission to make our watershed a better and more resilient place to live, work, and play.

We recently updated our membership model and bylaws to allow for automatically renewing memberships. Previously, OWC members were required to rejoin each year. Now, your membership will be active each year without having to go through the process of signing up again.

If have not yet done so, please [consider joining!](#) It is free, easy, and only takes about a minute. Please note, if you were a member in the past but have not rejoined in the past 12 months, you will need to register again to reactive your automatically renewing membership.

**Join Now!**

# Welcome and Farewell

## Welcome Susanna, Farewell Brandon

The OWC is pleased to welcome a new staff member to the team, Susanna Bruneau. Susanna has joined us for a one-year secondment from the Battle River Watershed Alliance to build and pilot a new collaborative model where the 11 Watershed Planning and Advisory Councils of Alberta work collectively on provincial topics. You can read her biography on [our website](#).



We also are saying goodbye to Brandon Reiger this week. Starting with us as an Outreach Assistant in the summer, Brandon stayed on to work with us all the way up until December 16th. We appreciate all of his hard work, dedication, and efforts in making a difference in the watershed. Best of luck in your future endeavors!

# New Blog

We have a new (and final) Fieldwork Friday blog out today! Have a read through for a recap of our field year, including great pictures and OWC staff member's favourite experiences in the field.

**Fall Fieldwork Wrap-up  
2021**



## Holiday Gifts Available

The OWC has merchandise for sale just in time for Christmas! We have handmade pottery mugs, coasters, and ornaments, t-shirts, vests, hats and more. You can stop by our temporary office at #250, 104 -13th Street North, or email [kallie@oldmanwatershed.ca](mailto:kallie@oldmanwatershed.ca) to have items shipped.

For a limited time only, you can also order coffee grounds from our friends at Calgary Heritage Roasting Company, who are donating a portion of the proceeds from this special blend to OWC. [Order here.](#)



## Now Hiring

### **Hiring Media and Communications Specialist**

The OWC is seeking a creative Media and Communications Specialist to focus on writing meaningful stories, producing impactful videos, developing engaging promotional materials and organizing powerful events. Please share this opportunity with your network to help us find amazing candidates.

Applications will be accepted until January 4th, 2022.

**Apply Now!**

# Donor Spotlight

We would like to give a warm thank you to two of our donors:

**St. Mary River Irrigation District**  
**Peter Lappin**

Thank you for your support!

If you would like to learn more about supporting the OWC, [click here.](#)

For more information about the OWC please visit [www.oldmanwatershed.ca](http://www.oldmanwatershed.ca). If you would like to contact us, [click here.](#)

Please do not reply to this email, this account is not monitored.



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[Remove my name from all future mass email communications:](#)

*Address postal inquiries to:*  
Oldman Watershed Council  
PO BOX 1892  
Lethbridge, AB T1J 4K5



## Karine Keys

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**From:** Alberta Seniors & Housing <seniorsinformation@gov.ab.ca>  
**Sent:** December 21, 2021 1:37 PM  
**To:** Karine Keys  
**Subject:** Newsletter - Alberta Seniors and Housing

Trouble viewing this email? [Read it online](#)

# Age-Friendly Alberta Newsletter

*Alberta*



## Message from Honourable Josephine Pon Minister of Seniors and Housing December 2021

As we look forward to the holiday season and approach the end of 2021, I want to first offer a big thank you to all seniors-serving organizations for everything you have done, going above and beyond, to support Albertans during the COVID-19 pandemic.

You have carried on the important work of supporting seniors, and I am grateful for your hard work and dedication.

Over the past year, my ministry worked with seniors-serving organizations to respond to social and economic issues affecting seniors living in community, and provided additional supports to help ensure the safety of residents in seniors' lodges.

We ensured eligible seniors continued to receive financial assistance without interruption, and maintained income-tested benefits for individuals who had difficulty filing their tax return on time due to public health restrictions.

I am proud we supported the development and implementation of the Collaborative Online Resources and Education Alberta online knowledge hub – known as CORE Alberta. This platform has been a significant enabler to build capacity and collaboration within the community-based seniors-serving (CBSS) sector in the province. From its May 2020 launch to now, CORE Alberta gained more than 1,000 members.

My ministry's continued support for the CBSS sector has helped advance collaboration on other Government of Alberta priorities, such as improvements to the continuing care system, including calls for greater investment in community services to support aging at home, rather than in facility-based care.

We are taking action to prevent and address elder abuse in Alberta communities. Elder abuse is not acceptable, for anyone, in any form. Nearly one in 10 Alberta seniors may be subjected to elder abuse, and the COVID-19 pandemic has highlighted the need for a more comprehensive response.

Alberta's government is working to define the term 'elder abuse', and gather data on trends, gaps, and challenges to support new actions for better understanding, recognition, and prevention. The government is committed to ensuring seniors across the province have access to the services and supports they need to live safely and independently in their communities.

Since 1998, the Minister's Seniors Service Awards have celebrated individuals and organizations serving seniors. I was so pleased to celebrate the recipients of this year's Minister's Seniors Service Awards at a virtual ceremony on October 21, 2021. These outstanding Albertans offered their time, energy, and spirit to support seniors when they needed it most. Outstanding individuals, business, and organization nominees embody the spirit of hard work and generosity Albertans are known for.

This year, a special service award category, the Spirit Award, was introduced to recognize an individual, group, business, or nonprofit organization that went above and beyond, to bring joy to isolated seniors during the COVID-19 pandemic. The recipient was Meagan Chapman of Parkland County, whose innovative work throughout the COVID-19 pandemic improved residents' connections with their families by providing numerous opportunities for safe, one-on-one interactions. This meant creating an outdoor space for physically distanced visits, and co-ordinating video and telephone calls twice a week for every single resident. Congratulations, Meagan, and to all of our incredible award recipients – thank you for investing your time, energy, and resources to support seniors.

Please remember to nominate an individual, business, or nonprofit organization next year for a Minister's Seniors Service Award. I hope in 2022 we are able to recognize recipients in person. For information and details about the Minister's Seniors Service Awards and the recipients, please visit [alberta.ca/MSSA](http://alberta.ca/MSSA).

My ministry has a [holiday greeting you can download](#) (PDF, 351 KB). Use it to share a warm holiday greeting with seniors via email, or even drop it off in a mailbox – the old-fashioned way of sending holiday greetings. I encourage you to promote it on Facebook, Instagram, Twitter, and other social media platforms.

I hope everyone can spend time with family and friends, and enjoy the holiday season. Take the time to check in with a senior who may be alone and who would appreciate someone running an errand, clearing snow off their walk, or just spending a few moments visiting.

When we gather, let's be safe this holiday season and observe all [public health guidelines](#). Visit [Alberta.ca](http://Alberta.ca) for the most up-to-date information.

I wish you all a happy holiday season and the best for 2022.

Josephine Pon  
Minister of Seniors and Housing  
December 2021

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## In this Issue

- Season's Greetings
- Seniors' Week 2022 - Seeking a Co-Host for the Provincial Launch Event
- Minister's Seniors Service Awards
- City of Beaumont recognized for commitment to becoming age-friendly
- Impacts of providing care to family and friends in Alberta
- Palliative and end-of-life care grant fund

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## Season's Greetings

Isolation and social isolation are heightened during winter in Alberta and over the holiday season. This can be of particular concern for seniors. A pleasant holiday greeting is a great opportunity to reach out to seniors, especially those who may be alone during the holidays.

Share a holiday greeting with seniors and others in your community. [Download the greeting card here](#), and email it or print and deliver it by mail or in person.

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## Seniors' Week 2022 - Seeking a Co-Host for the Provincial Launch Event

Seniors' Week has been recognized since 1986 to celebrate and recognize the contributions seniors make to enhance the quality of life in Alberta. Each year, organizations hold events throughout the province, and communities show their support for seniors by declaring Seniors' Week locally. The week of festivities is kicked off with a provincial launch event hosted by Seniors and Housing partnering with a community or organization.

Seniors' Week 2022 is June 6 to 12, and the provincial launch will be on Monday, June 6. If your community or organization is interested in co-hosting the provincial launch event, click [here](#) to submit a proposal by February 2, 2022.

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## Minister's Seniors Service Awards

In October, nine recipients of the Minister's Seniors Service Awards were recognized at a virtual awards ceremony. Click [here](#) to view the ceremony and learn about the work these remarkable individuals, nonprofit organizations, and businesses do for Alberta seniors and their communities.

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## City of Beaumont recognized for commitment to becoming age-friendly



Left to right: Mayor Bill Daneluik, City of Beaumont and Brad Rutherford, MLA for Leduc-Beaumont

The City of Beaumont is demonstrating a strong commitment toward becoming age-friendly and supporting an accessible, healthy, and vibrant community for everyone.

The Beaumont Age-Friendly Strategy includes guidance from stakeholders and public input to set out how the city will strive to offer facilities and services that meet the needs of older people.

The Strategy is based on the World Health Organization's eight age-friendly domains: outdoor spaces and buildings; transportation; housing; social participation; respect and social inclusion; civic participation and employment; communication and information; and community supports and health services.

For more information about the Age-Friendly Alberta Recognition Program, the Alberta Age-Friendly Community of Practice, and tools and resources for building age-friendly communities, visit [Age-friendly communities](#).

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## **Impacts of providing care to family and friends in Alberta**

Providing care to friends or family (because of mental or physical illness, disability, or age-related needs) can have economic costs and impact well-being – especially during the pandemic.

The following are recent summaries of the impacts of providing care in Alberta:

- [Caregivers in Alberta: economic costs and contributions, 2021](#); and [Caregivers in Alberta: impact of caregiving on well-being, 2021](#)
- Researchers at the University of Alberta, in partnership with Caregivers Alberta, created these infographics based on analysis of pre-COVID-19 data from Statistics Canada's 2018 General Social Survey on Caregiving and Care Receiving.
- For more information, visit the [Research on Aging Policies and Practices](#) website.
- [Family caregiving 18 months into the COVID-19 pandemic, 2021 report](#) and its [Infographic](#)
- In follow-up to their 2020 survey, researchers at the University for Alberta developed these documents based on a 2021 survey of caregivers in Alberta and what they think they need in the future.
- For more information on these studies and free Caregiver-Centred Care Education, visit the [Caregiver-Centered Care Education](#) website.

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## **Palliative and end-of-life care grant fund**

Alberta's government has allocated \$11 million in one-time grant funding through the palliative and end-of-life care grant fund. This funding is time-limited, with successful applicants having until March 31, 2024, to complete their grant activities.

Funding will be allocated as follows:

- earlier access: \$1 million to \$2 million;
- education and training or community supports and services: \$7 million to \$8 million; and
- research and innovation: \$1 million to \$2 million.

For more information and to apply, visit [palliative and end-of-life care grant fund](#).

# Alberta SouthWest Regional Alliance

## Minutes of the Board of Directors Meeting

Wednesday December 1, 2021-Heritage Inn, Pincher Creek



### Board Representatives

Brent Feyter, Fort Macleod  
Keith Robinson, Waterton  
Brad Schlossberger, Claresholm  
Cam Francis, Cardston County  
Dale Gugala, Stavely  
Kevin Todd, Nanton

Rick Lemire, MD Pincher Creek  
Barb Burnett, Cowley  
Sahra Nodge, Pincher Creek

### Resource Staff

Robert Strauss, CAO, MD Ranchland  
Bev Thornton, AlbertaSW

- 1 Call to Order/  
Election of Officers  

Bev Thornton, Executive Director called the meeting to order.  
Executive Director called for nominations for the position of Chair.  
Brad Schlossberger nominated Brent Feyter.  
Blair Painter moved THAT nominations cease.  
**Carried.** [2021-12-748]  
Brent Feyter named Chair for 2021-2022.

The Chair called for nominations for the position of Vice-Chair.  
Dale Gugala nominated Brad Schlossberger.  
Blair Painter moved THAT nominations cease.  
**Carried.** [2021-12-749]  
Brad Schlossberger named Vice-Chair for 2021-2022.

The Chair called for nominations for the position of Secretary Treasurer.  
Rick Lemire nominated Sahra Nodge.  
Cam Francis moved THAT nominations cease.  
**Carried.** [2021-12-750]  
Sahra Nodge named Secretary Treasurer 2021-2022.

Moved by Dale Gugala THAT Barbara Burnett be designated as an additional signing authority.  
**Carried.** [2021-12-751]

Moved by Rick Lemire THAT the Board affirms Brent Feyter, Brad Schlossberger, Sahra Nodge and Barbara Burnett to have signing authority on behalf of Alberta SouthWest Regional Alliance Ltd.  
**Carried.** [2021-12-752]
- 2 Approval of Agenda  

Moved by Brad Schlossberger THAT the agenda be approved as presented.  
**Carried.** [2021-12-753]
- 3 Approval of Minutes  

Moved by Brad Schlossberger THAT the Minutes of November 3, 2021 be approved as presented.  
**Carried.** [2021-12-754]
- 4 Approval of Cheque Register  

Moved by Sahra Nodge THAT cheques #2989 to #3000 be approved as presented.  
**Carried.** [2021-12-755]
- 5 Communications, Information-sharing and Training  

Board discussed preferences for distributing Minutes, monthly Board Bulletin and other communication updates and information.  
Suggested that the Bulletin could include community highlights.

Economic Development 101 for Elected Officials and Community Leaders will be scheduled in late February-early March 2022.

- 6 Regional Promotion Board reviewed list of ads and feature stories placed in publications in 2021-2022. This list will be reviewed again when planning for 2022-2023.
- 7 Zero Emissions Vehicle Infrastructure Program (ZEVIP) SouthGrow is administering this \$2M fund to support municipalities and businesses install EV charging infrastructure. Priority will be given to those who have submitted a letter of interest.  
Accepted as information. Call Bev if you have further questions.
- 8 University of Lethbridge Project Proposal University of Lethbridge has proposed that AlbertaSW work with a team of students on a “visualized data” project; film production data could become an interactive map of movie locations in AlbertaSW.  
Agreed to look into this further.
- 9 Succession Planning/ How to sell your business This joint project of 9 Community Futures Offices offers expert business coaching and access to on-line buyer-seller forum. Program ends March 2022. AlbertaSW has added the program information to our website. Discussion noted that municipalities with land and assets for sale may also be “clients” for this program. Bev will look into that idea further.
- 10 Rural Engagement Survey The province has a new secretariat of Rural Economic Development that is part of Agriculture and Forestry. In addition to meeting with community groups and agencies, the province is asking for input via an on-line survey. Survey closes December 18, 2021. Participation is encouraged.  
<https://www.alberta.ca/rural-economic-development-engagement.aspx>
- 11 Executive Director Report Accepted as information
- 12 Round table updates Accepted as information. This is an opportunity to share community successes, new investment, business development and new opportunities.
- 13 Upcoming Meeting January 5, 2022: NO MEETING  
February 3, 2022: location to be determined
- 14 Adjourn Moved by Dale Gugala THAT the meeting be adjourned.  
**Carried.** [2021-12-756]

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Chair

**Approved January 5, 2022**

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Secretary/Treasurer

# Alberta SouthWest Bulletin January 2022

## Regional Economic Development Alliance (REDA) Update

### ❖ Invest in Alberta/Xperience Alberta 2022

The annual Economic Developers Alberta magazine will soon be in mailboxes. In the meantime, have a look at the digital version of this “two part” magazine!

The REDAs and AlbertaSW communities have invested in being well-represented.

<https://invest-in-alberta.ca/digital-issue/>

Here are just a few AlbertaSW highlights to look for!

#### Invest in Alberta

- REDAs: pages 16-21
- Renewables: pages 32-37
- Claresholm/MD Willow Creek: pages 68-69
- Fort Macleod: page 76

#### Xperience Alberta

- Claresholm/MD Willow Creek: page 16
- Peaks to Prairies: page 27
- Lethbridge College: pages 48-49
- RINSA: pages 63-64



### ❖ Planning and possibilities for 2022

At the January 5 meeting the Board reviewed some successes of the past year and identified priorities and opportunities related to issues of housing, industrial land development, red tape reduction, renewable energy development, cell phone coverage, local business support and tourism development.

### ❖ Check your speed!

Rural Municipalities of Alberta (RMA) has a tool on its website that will enable you to test your internet speed!

<https://rmaalberta.com/advocacy/toolkits-and-initiatives/cira-internet-performance-test/>

### ❖ Check your community info!

If you have time, visit [www.albertasouthwest.com](http://www.albertasouthwest.com) and have a look at your community information on the website, especially in the “Move Here” and “Invest Here” sections. We can quickly update text as needed!

### ❖ New federal PrairiesCan office established in southern Alberta

Linda Erickson is the Senior Business Officer for the new Prairies Economic Development Canada (PrairiesCan)

We also welcome the opportunity to work Selena McLean-Moore, who is now our provincial government Regional Economic Development Specialist for 3 REDAs: AlbertaSW, SouthGrow and Palliser Economic Partnership.

### ❖ Economic Developers Alberta (EDA)

#### Annual Xperience Conference and Leadership Summit

April 6-8, 2022; mark your calendar and consider attending.

More information at <https://www.edaalberta.ca/xperience2022>



#### Alberta SouthWest Regional Economic Development Alliance

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

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

Box 1041 Pincher Creek AB T0K 1W0

403-627-3373 (office) 403-627-0244 (cell)

[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

[www.albertasouthwest.com](http://www.albertasouthwest.com)

