

TOWN OF CLARESHOLM PROVINCE OF ALBERTA REGULAR COUNCIL MEETING MAY 24, 2022 **AGENDA**

Time: 7:00 P.M.

Place: Council Chambers

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

REGULAR MEETING - MAY 9, 2022 MINUTES:

DELEGATION: THE WOODSHED

RE: Request to Use Arena Mezzanine

ACTION ITEMS:

CORRES: Federation of Canadian Municipalities RE: Annual Conference and Tradeshow

CORRES: Mayor Cheryl Calinoiu, Town of Mundare RE: Alberta Provincial Police Force

CORRES: Mayor Jack Van Rijn, Town of Coaldale RE: Increasing Utility Fees

CORRES: Carmangay Horticultural Association RE: Carmangay's Annual Sports Day & Fair

5. CORRES: Lethbridge Construction Association RE: Complimentary Brunch – June 2, 2022

CORRES: Claresholm and Area Palliative Care Committee RE: 2022 Christmas Cruise Drive Thru Light Display 6.

CORRES: Glenda McNair

RE: Use of Centennial Park

CORRES: Paul Zemlak, Claresholm Pharmacy
RE: Town Council Tax Increases will kill Businesses 8.

CORRES: Jennie McMasters

RE: Canadian Powerlifting League

10. TRAINING: Elected Officials Training Program

RE: Regional Partnerships & Collaboration – Virtual

- 11. REQUEST FOR DECISION: FCSS Summer Bash
- 12. REQUEST FOR DECISION: Estate Donation Sporting Equipment
- 13. REQUEST FOR DECISION: Westrose Avenue Infrastructure Project
- 14. REQUEST FOR DECISION: Request for Tax Waiver Medical Clinic
- 15. REQUEST FOR DECISION: Tax Sale Property
- 16. INFORMATION BRIEF: Local Government Fiscal Framework Engagement
- 17. INFORMATION BRIEF: CAO Report
- 18. INFORMATION BRIEF: Council Committee Reports
- 19. INFORMATION BRIEF: Council Resolution Status
- 20. ADOPTION OF INFORMATION ITEMS
- 21. IN CAMERA:
 - a. Contracts FOIP Section 16

INFORMATION ITEMS:

- Claresholm & District Museum Board Meeting Minutes March 16, 2022 1.
- Claresholm Public Library Board Meeting Minutes April 19, 2022 2.
- Willow Creek Regional Waste Management Services Commission Minutes April 20, 2022

ADJOURNMENT



TOWN OF CLARESHOLM

PROVINCE OF ALBERTA REGULAR COUNCIL MEETING MINUTES MAY 9, 2022

Place: Council Chambers
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West
Livestream: https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/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 Cutler that the Agenda be accepted as presented.

CARRIED

MINUTES: REGULAR MEETING – APRIL 25, 2022

Moved by Councillor Zimmer that the Regular Meeting Minutes of April 25, 2022

be accepted as presented.

CARRIED

ACTION ITEMS:

1. BYLAW #1738 – Land Use Bylaw Amendment

RE: 1st Reading

Moved by Councillor Carlson to give Bylaw #1738, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

2. BYLAW #1739 – 2022 Property Tax Rate Bylaw

RE: 2nd & 3rd Readings

MOTION #22-069

Moved by Councillor Kettles that Bylaw #1739, be amended prior to 2nd reading to amend tax rates as follows:

- General Municipal Residential and Vacant Residential and Farmland (VR & F) to 0.0069784
- General Municipal Non-Residential and Linear and Designated Industrial Properties (DIP) to 0.0117152
- ASFF Residential and Vacant Residential and Farmland (VR & F) to 0.0025640
- ASFF Non-Residential and Linear and Designated Industrial Properties (DIP) to 0.0041994
- Porcupine Hills Lodge (PHL) rate to 0.0002623.

CARRIED

Moved by Councillor Cutler that Bylaw #1739, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2022 taxation year receive 2nd Reading.

CARRIED

Moved by Councillor Meister that Bylaw #1739, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2022 taxation year receive 3rd and Final Reading.

CARRIED

3. CORRES: Mayor Andrew Prokop, Town of Taber RE: Increasing Utility Fees

Received for information.

4. CORRES: Town of Taber

RE: Registrations Open for Alberta-Japan Twinned Municipalities Conference

Received for information

5. CORRES: Alberta Seniors and Housing

RE: Seniors' Week 2022

Received for information.

6. CORRES: National Police Federation

RE: KeepAlbertaRCMP Community Engagement Final Report

Received for information.

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

MOTION #22-070

Moved by Councillor Kettles to write a letter of support towards the Bridges at Claresholm Golf Club's application to the Community Facility Enhancement Grant, for the purpose of replacement of the irrigation system on the original 9 holes of the golf course.

CARRIED

REQUEST FOR DECISION: 2022 Fair Days Road Closures

MOTION #22-071

Moved by Councillor Cutler to extend the existing Street Market downtown parking lot and road closures on Saturday, August 13^{th} , 2022 from 5:00 p.m. to 6:00 p.m.

MOTION #22-072

Moved by Councillor Kettles to approve the road closure of the downtown parking lot southernmost alley way, which runs East to West, from Linderman Law to Pharmasave, on Saturday August 13th, 2022, from 8:00 a.m. to 6:00 p.m.

CARRIED

REQUEST FOR DIRECTION: 2022 Parade Attendance

MOTION #22-073

Moved by Councillor Carlson to approve the Town of Claresholm's float to attend the 2022 parades as presented with the exception of Bellevue with a budget of up to \$1,500 for candy.

CARRIED

10. REQUEST FOR DIRECTION: Shared Services - Economic Development

Received for information.

11. FINANCIAL REPORT: Statement of Operations March 31, 2022

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended March 31, 2022 as presented.

CARRIED

12. INFORMATION BRIEF: Strategic Plan Report

Received for information.

13. INFORMATION BRIEF: Council Committee Reports

Received for information.

14. INFORMATION BRIEF: Council Resolution Status

Received for information.

15. ADOPTION OF INFORMATION ITEMS

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

CARRIED

- 16. IN CAMERA:
 a. Personnel FOIP Section 17
 - **Land FOIP Section 16**

Moved by Councillor Carlson to go In Camera at 7:38 p.m. for the following items:

- a. Personnel FOIP Section 17
- Land FOIP Section 16

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic stated that the live stream has ended at 7:38 p.m.

Moved by Councillor Zimmer to come out of In Camera at 8:01 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 8:01 p.m.

b. Land – FOIP Section 16

MOTION #22-074

Moved by Councillor Schlossberger to advertise a closed bid auction for Lots 66, 67, 68, 69, 2, 3, 4, Block 117, Plan 8010781, with a reserve bid of \$30,000 per lot, conditional on the successful bidder entering into a purchase agreement with the Town which includes a development obligation and option to reacquire at 50% of the purchase price.

CARRIED

Moved by Councillor Carlson that the meeting adjourn at 8:02 p.m. **ADJOURNMENT:**

NOTICE OF RECORDING CEASED: Mayor Petrovic noted that recording ceased at 8:02 p.m.

Mayor – Chelsae Petrovic

Chief Administrative Officer – Abe Tinney

DELEGATIONS



Information Brief

Meeting: May 24, 202 Agenda Item: DELEGATION

Woodshed Martial Arts Mezzanine Request

BACKGROUND

The Woodshed Martial arts is needing an exclusive space for their Brazilian Jujitsu school, and have requested the Mezzanine for the school starting August 1st, 2022. Brazilian Jujitsu (BJJ) is a martial art and combat sport system that focuses on grappling and especially ground fighting. It teaches focus, discipline, confidence, respect for others and how to defend yourself.

Woodshed Martial Arts started in Claresholm in 2018 because there was a recognized need for Martial Arts in Claresholm. The organization cannot operate as a non-profit, but does operate that way to an extent as the funds raised from the program go directly back into their students, such as subsidizing program fees, and paying for competitions. Within their first 2 years of operation the Woodshed had built the club into one of the largest in Southern Alberta, with over 100 participants. Many of these students won medals competing.

Health and Wellness are the driving force behind the club. They have offered services to the Claresholm Center for Mental Health and Addictions, Landers Treatment Center, and local schools have referred students who have had difficulties within the school system for a variety of factors, and with the support of the instructors have noticed the positive impact BJJ has had for these youth.

Covid impacted the growth of their program, and available affordable gym space is limited within the town of Claresholm.

DESCRIPTION

- The Brazilian Jujitsu school would operate daily
- A small gym would be installed
 - o Discounted rate to Claresholm athletes (eg. Figure skating, hockey, football)
- Viewing of the class would be available in the Mezzanine, chairs and couches provided.
- Signage would be posted within the Arena
- The majority of the floor would be covered with high density mats for noise reduction and will keep floors in good repair
- Updated door system for fobs and/or combination locks on the main doors and Mezzanine doors would be installed
- 10 adults for our adult classes and 15 kids for kids classes
- The Woodshed is willing to sign a 6 month contract to start (interested in a longer lease if 6 month works out well) with the understanding this could be dependent on a number of factors
- The Woodshed proposes to match the \$707, will require access to the public washrooms.
 - Willing to add an additional \$100/month to pay for bathroom maintenance and expenses.
- Woodshed would be responsible for walking through the washrooms, and lobby to ensure space is tidy and maintained after programs complete
- Would sublet to other users eg. Yoga, Muay Thai, Dance for the Fees the Town of Claresholm has under Recreation Fees Policy #5.7.10

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Abe Tinney, CAO DATE: May 19, 2022

ACTION ITEMS

Abe Tinney

From: FCM Events team <events@fcm.ca>

Sent: May 4, 2022 10:04 AM

To: Abe Tinney

Subject: What is the Green Municipal Fund? Find out at FCM's Annual Conference and Trade Show

View email in browser



May 4, 2022













What is the Green Municipal Fund? Find out at FCM's Annual Conference and Trade Show

We hope you're planning to be at *Together for Recovery*, FCM's Annual Conference and Trade Show, in Regina and online, June 2 to 5. This is a not-to-be-missed opportunity to build resilience and shape your municipality's pandemic recovery; share solutions and connect with your peers; and connect with partners and suppliers at the Trade Show.

Haven't registered yet? Don't wait! The event is only four weeks away.

THE GREEN MUNICIPAL FUND

Since 2000, GMF's unique mix of funding, resources and training has been moving communities along the path to net zero by 2050. During the pandemic, we launched new initiatives and had record-setting demand for our programs. From retrofitting to community efficiency financing and sustainable affordable housing programs, we support communities so they can innovate, replicate, and scale local sustainability solutions.

Staff from FCM's <u>Green Municipal Fund (GMF)</u> will be on hand at AC2022 to explain how the GMF can help you build a more resilient community, one that is environmentally, economically and socially vibrant.

GMF has a rich history, and your community can be a part of it.

Expert staff will be on-site at the Green Municipal Fund booth at the Trade Show. Have a project you'd like to discuss? Our team will be available to discuss your project's eligibility and support you through the application process. They also want to hear about the challenges facing your community and how you coped through these past two difficult years.

Visit the booth, or schedule a one-on-one, on-site meeting with a team member by contacting: gmfinfo@fcm.ca or 1-877-417-0550.

Don't miss the 2022 Annual Conference and Trade Show. This is a key moment to shape Canada's nationwide recovery, together.

Register now!





24 Clarence Street Ottawa, Ontario K1N 5P3

T. 613-241-5221 | F. 613-241-7440 fcm.ca Privacy Policy











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This email was sent to abe@claresholm.ca. To continue receiving our emails, add us to your address book.



TOWN OF MUNDARE

Telephone: (780) 764-3929

Fax: (780) 764-2003

E-mail: reception@mundare.ca

www.mundare.ca

P.O. Box 348, Mundare, Alberta T0B 3H0

May 9, 2022

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

Dear Minister:

Re: Alberta Provincial Police Force

Town council discussed the Alberta Provincial Police Service Transition Study after attending a municipal engagement session. Based on the information provided, Town Council cannot support the transition to a provincial police force.

The information provided at the engagement session did not provide enough information that a provincial police force would provide a better service than what we currently receive. In fact, it raised a question if our service level will be reduced. Under the proposed Hub model, we do not know if our detachment would lose members to work in the service hub.

What was evident from the session is that the Provincial cost to operate a provincial police force would increase. As per the information provided, the Province currently pays \$399 million for police services and the cost of the provincial police force would be between \$538-562 million, however there was no information provided as to how this extra cost would be funded.

As you are aware, as of April 1, 2020, municipalities that receive policing under the Provincial Police Services Agreement (PPSA) are required to pay a portion of the policing costs. In 2023/2024, that portion will be 30%. It stands to reason that the costs to these municipalities would increase with the implementation of a provincial police force.

The requirement to pay for policing puts enormous pressure on our budget. In 2023, it is estimated that the town will pay \$47,740 which is equal to about a 0.5 mill based on the 2022 assessment. Further increases in policing costs may result in reduced services to our residents.

We believe that before the Province makes any decision on the transition to a provincial police force, it is imperative that further information be provided to municipalities on how our current service will be affected and how the transition and increased operating expenses will be funded.

Council would also like to raise the issue of fine and penalty revenue. The intent of Section 162 of the Traffic Safety Act is that fines and penalties should be distributed on the basis of who pays for policing, however, this section does not apply to PPSA communities. We hereby ask that section 162 be amended to allow for the distribution of fines and penalties to PPSA communities at the same percentage that they pay for police services.

We thank your for considering our requests.

Sincerely yours,

Cheryl Calinoiu

Mayor

cc: Honourable Jason Kenney, Premier

MLA Jackie Armstrong-Homeniuk, Vegreville-Fort Saskatchewan

Alberta Municipalities

AB Munis

RMA



1920 – 17th Street, Coaldale, AB, T1M 1M1 Telephone: 403-345-1306 Fax: 403-345-1311

May 9, 2022

Alberta Utilities Commission

106 Street Building 10th Floor, 10055 106 StreetEdmonton, Alberta T5J 2Y2

Dear Utilities Commission:

RE: Increasing Utility Fees

Please accept this correspondence as a letter of support in addition to the correspondence you have already received from the Town of Fox Creek, dated March 23, 2022.

The Town of Coaldale joins in the increasing concern across the province regarding the rising utility fees forboth natural gas and electricity. This concern Is being felt throughout the public and private spheres, and we urge the Commission to take serious note of the concerns herein.

Over the past two years, residents of both Coaldale and the province have felt the ever-increasing strain of the ongoing COVID-19 pandemic coupled with increasing job insecurity and the rapid inflation of food, fuel, and housing costs. The rising costs of utilities have placed an additional strain on residents' already thin bottom lines.

It is important to note that the rising costs are not just impacting residents, but non-profits, small businesses, and commercial industries. Many of the aforementioned are in jeopardy of closing or being forced to stop their services to our communities due to the increasing costs of utilities.

As representatives of our community, we also note that it is wholly unacceptable that the rising costs of utilities have led to increased private profits, as has been noted in the media lately. In our estimation, increased private profits seems to be a step too far given the undue hardship the public has faced these past two years and will likely continue to face unless the Commission takes swift action. As members of Council and representatives for our community's citizens, we believe now is not the time to be taking more money from the pockets of Albertans. Now is the time to be supporting Albertans when and where they need it most.

Email: <u>mayor@coaldale.ca</u> Website: www.coaldale.ca Alongside the Town of Fox Creek, the Town of Coaldale is urging the Commission to review the fees being charged on top of the actual usage fees while giving strict attention to the amount of profit corporations are making off of our residents and Albertans.

Your time and consideration for our residents, businesses, and non-profits is greatly appreciated.

Sincerely,

Mayor Jack Van Rijn

CC:

Town of Coaldale Council Mr. Grant Hunter, MLA Alberta Municipalities Town of Fox Creek May 14, 2022

Town of Claresholm

Box 1000

Claresholm, AB. TOL 0T0

This parade is on the same day as the Coaldale Candy Parade on August 6th, which Council already decided to attend. This parade is not one we typically send the Town of Claresholm float to. The trip to Carmangay is 45 km and the trip to Coaldale is 95 km one way.

Dear Town of Claresholm Council,

It has been 3 years since Carmangay's Annual Sports Day & Fair and we would love to invite everyone to join us in our restart. The Carmangay Horticultural Association is organizing the parade and they would be honoured to have you be a part of our parade on August 6, 2022.

The parade line up is scheduled for 9:00 - 9:30, judging starts at 9:30 and with the parade at 10:00 a.m. The Carmangay Curling Association is hosting the first Annual Summer bonspiel with cash prizes and a beer gardens. The first 32 prepaid rinks will be accepted to this open spiel.

The Volunteer Fire Department is hosting their annual BBQ on Friday August 5th, and the Lions Club Pancake Breakfast is on the 6th. The Ag. Society takes Fair entries on Thursday and Friday with the Fair open to the public at 11:00 a.m. at the new Community Centre. There will be various activities throughout the weekend hosted by the Carmangay Library, the Carmangay Seniors, Historical Society and more. You'll be able to see it all on the Village Facebook page or in their Fair pamphlet that is available at the Carmangay Village Office.

If you would like to enter our parade or find more information, please contact Jan Fraser at frasercabin1@gmail.com or call her at 403-643-3950. Thank you for taking the time to consider our request and we hope to see you there. Have a great summer.

Sincerely,

Carmangay Horticultural Association

Karine Keys

From: Erin Low <execdir@lethconst.ca>

Sent: May 17, 2022 12:31 PM

To: Erin Low

Cc: info@magrath.ca; office@glenwood.ca; office@hillspring.ca; office@cardstoncounty.com;

mailbox@lethcounty.ca; admin@coaldale.ca; main@coalhurst.ca; admin@nobleford.ca;

info@picturebutte.ca; info@mdpinchercreek.ab.ca; reception@pinchercreek.ca; wilocow@shaw.ca;

main@milkriver.ca; contact@raymond.ca; office@stirling.ca; admin@warner.ca;

admin@warnercounty.ca; Karine Keys; admin@fortmacleod.com; info@mywaterton.ca

Subject: Invitation to Lethbridge Construction Association Owner's Forum Brunch

Attachments: LCA Owners Forum Brunch Invite.pdf

LCA Owners Forum Brunch

Location: Sandman Signature Lodge, 320 Scenic Dr S, Lethbridge, AB

Date: Thursday, June 2, 2022

Attendees: Mayors, Reeves, CAOs, Procurement Staff, Owners

Time: 8:30am – 10:00am in Cedar Ballroom

The Lethbridge Construction Association (LCA) would like to invite you to our inaugural series of Owner's forums. We are inviting all owners in our region to connect with us, and each other for **complementary brunch on Thursday, June 2**nd, **2022** at Sandman Signature Lethbridge Lodge.

Construction is usually exciting, often celebrated with groundbreaking ceremonies and grand openings. However, there are always risks. Most projects go well, but sometimes they run into serious and expensive issues. Currently, COVID is still causing havoc with the supply-chain and cost of projects. Things do not always go as planned, some of these issues are preventable, and some only manageable. By working together, we aim to provide a collaborative working session where we will discuss these things and work together to find areas of potential improvement. Perhaps you have immediate issues on your projects now? Maybe something came up in the past? Or perhaps your concerned about future projects? We would love for you to bring those issues and concerns to our event so we can discuss solutions and opportunities to help you and all construction projects in the region to run smooth and reduce risks.

There are a lot of things to know about when it comes to construction. Procurement, Insurance, Bonding, Contracts, Codes, Lien Legislation, BIM, etc. These are not static either, as standards continually change and improve. Fortunately, you're not alone. Let's work together to build a better region and help each other succeed.

The Lethbridge Construction Association – proudly serving southwest Alberta, represents the voice of construction in the region. We are design professionals, general contractors, subcontractors, and owners working together through collective advocacy. Some of what we offer includes opportunities to network and build relationships, educational and professional development, and access to other construction tools like CCDC contracts, and BuildWorks Canada.

Please RSVP by May 30, 2022 to execdir@lethconst.ca We're excited to see you there.

Lethbridge Construction Association

Erin Low | Executive Director **Lethbridge Construction Association**1705-36 Street North | Lethbridge, AB T1H 6L1

Tel: 403.328.2474 Fax: 403.329.0971

<u>BuildWorksCanada</u> | <u>Facebook</u> | <u>Twitter</u> | <u>LinkedIn</u>







Proudly Serving Southwest Alberta

LCA Owners Forum Brunch

Location: Sandman Signature Lodge, 320 Scenic Dr S, Lethbridge, AB

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Please RSVP by May 30, 2022 to execdir@lethconst.ca We're excited to see you there.

May 10, 2022

Mayor Petrovic & Council Claresholm Town Council Claresholm, AB ToLoTo

Mayor and Councillors;

We are writing this letter on behalf of the Claresholm and Area Palliative Care Committee. The committee is comprised of health care staff from acute care, long term care, home care, physicians and community members. Our goal is to fundraise and support enhancements to end of life care for our patients and their loved ones.

We are asking permission from the town to use the Centennial Campground for three weekends in the evenings of December (8,9,10, 15,16,17 and 22,23,24) 2022 for the Christmas Cruise Drive Thru light display. We would request the use of the campground with access to the electrical plugs ins/electricity and to have the roads cleared for the event. Similar to the last two years we will have the campsites decorated with lights by community groups or businesses. Each group will be responsible for setting up and taking down their display. The Palliative Care Committee and volunteers will supervise the set up and take down as well as the event with the traffic flowing from the 4th Street entrance through the campground and exiting by Parkside Manor. An entrance fee donation will be collected with the proceeds going to our committee's work. The Town will be recognized as a sponsor and would be welcome to decorate one of the campsites again.

We would like to thank the mayor, council and town staff for their support of our event the last two years and we expect that the event will continue to grow and get better each year. We heard from families last year that it has become an annual holiday event that they look forward to.

If you have any questions or need more information don't hesitate to contact either of us.

Yours truly,

Lori Hoff Natalie Wright

403-682-3715 (403)315-4606

May 9, 2022

Dear Town Council:

The Lengyel family would like to book the green space south of the water park, at the Claresholm campground. We would like to get together, as we have not been able to due to Covid and feel this would be the perfect space to have games, BBQ and let all the kids have fun at the spray park. If possible, we would like to use the bathroom facilities as well and maybe the camp kitchen, dependent on weather. We are looking at June 4th, 2:00 - 7:00? Not sure of the length of time, but I'm sure it won't be much later than the time given.

It all started approximately 45+ years ago with Mom and Dad. We are a family of 12 and I am one of the youngest. Our family grew, once my older siblings started having children and mom and dad could not facilitate such a large group for Christmas. So, on Boxing Day every year, we would rent the curling rink and have a mini bonspiel with all the families. Mom would of course cook up a spread for supper and we would have a Chinese Gift Exchange. We still have this little festivity on Boxing Day and are able to rent the curling rink in town every year, excluding the last three years. We have really missed our little get together as our family has still grown and we have not been able to meet some of the new additions in our family.

If the facilities are not available, such as the bathrooms and camp kitchen, Gerald and I could bring our trailer to use as such.

Please advise if you will approve at your earliest convenience. If you are not able to accommodate the green space, then we will have to look elsewhere. Thank you for your time in this matter.

Yours truly,

Glenda McNair

MUCNAIN

PS PHARMAZEE CORP. O/A CLARESHOLM PHARMACY PO BOX 580 CLARESHOLM, AB T0L 0T0

May 17, 2022

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

Attention: Town Council

Re: Town Council Tax Increases Will Kill Businesses

In the past number of years the town of Claresholm has invested heavily in growing business and helping to encourage economic development. They have a person dedicated to leading the economic development committee consisting of a talented group of leaders from the community who provide guidance on how the town can increase business and employment opportunities for our residents.

While this committee has gained tremendous momentum and achieved a number of accomplishments (e.g. immigration project) the latest town council 11% tax hike on commercial properties will be a killer for many small businesses and destroy any future investment in the town. There are still many empty buildings and one reason for this is the high tax load an owner will pay once they own them. The taxes on my building, Claresholm Pharmacy, have risen 20% since 2019 from \$6057 to \$7311. At the same time utilities have risen to almost \$30,000 a year. I know we have all faced increasing costs both for residents and commercial entities but if we want a strong business sector that leads to employment and opportunities for our residents I believe our current town council must do a better job in controlling costs and budgeting. Every year when I prepare my business plan I make tough decisions on how I can control costs to protect the people I employ and to keep my business viable. While I am fortunate to own a health care business which is insulated from harsh market conditions other small business owners and tenants do not have the luxury of absorbing these tax increases passed on from our out of touch town council. If we want our businesses to prosper and grow leading to more employment our town council must do better, otherwise there will be no point in having an economic development committee.

Sincerely,

Paul Zemlak

Owner

cc Brady Schnell, Economic Development Officer

cc Claresholm & District Chamber of Commerce

cc Claresholm Local Press



Canadian Powerlifting League



The Canadian Powerlifting League is Canada's affiliate to the International Powerlifting League (IPL) and the United States Powerlifting Association (USPA). Established in 2014, CPL has become a home for all lifters to come and enjoy knowing they are receiving the highest quality platform made possible. Putting our lifters first. CPL has the platform where the energy is high and the calls are tight and fair for all involved. We are a friendly environment for young and old, experienced and new lifters. CPL has meet directors in British Colombia, Alberta, Ontario and most recently Quebec. We are looking forward to continued growth.

On August 20-21, 2022, I am excited to announce that I will be holding CPL Nationals in Nanton Alberta. This will be the first time in 3 years since Nationals have been held in Alberta! Any member in good standing is invited to compete this weekend. We are filling up with lifters from all over Canada very quickly!

This competition will also act as a qualifier for the 2022 North American Powerlifting Championships and for the 2022 IPL World Championships.

With our excitement high, we are looking to add sponsorships for our #Strong Weekend! There are many ways in which a sponsorship can be delivered. We will have overall prizes available for our top athletes of the weekend and this is something that you could add to. We will have grab bags for every athlete so if it is more your style, there is the option to add to the bags! Of course we will always take cash for cash prizes as well. I am not looking for any minimums as I know in the last couple of years, COVID has done a number on all of us! I am just looking for the lifters to get the best bang for their buck! With the sponsorship, I will advertise on social media and on my banner. There will also be opportunity for you to set up a vendor booth or to hang a company banner in the venue for the weekend. If you choose to sponsor, I would ask that you please email me a copy of your company logo, your Instagram account and what you would like to sponsor.

Thank you for your time and consideration!

Jennie McMasters CPL – Alberta <u>Jennie.ab.cpl@gmail.com</u> (403)603-0924

Summary Fees



Regional Partnerships and Collaboration - Virtual

The Elected Officials Education Program (EOEP) has been working hard to find ways to provide access to our programs during the COVID-19 pandemic. We have developed an exciting opportunity for AUMA and RMA members to participate in a remote offering of our course: *Regional Partnerships and Collaboration*.

This course will be offered using a hybrid delivery, including independent reading required by participants, as well as three* virtual sessions. This will allow participants to review material on their own as well as participate in group discussions and ask questions during virtual sessions. The course will be offered with the following schedule:

- June 8, from 2:00 pm to 5:00 pm
- June 15, from 2:00 pm to 5:00 pm
- June 22, from 2:00 pm to 5:00 pm

Regional Partnerships and Collaboration

In life, and in the municipal world, working with others is not always easy. If done right, it can provide major benefits. In our increasingly complex world, regional partnering has significant potential for effectively delivering services but it takes effort. EOEP's Regional Partnerships and Collaboration course offers an overview of key benefits and challenges for collaboration frameworks as real world municipal examples. Central to the course are the relationship-building considerations such as trust and communication. The course offers an opportunity to build interpersonal communication skills through hands on learning.

^{*}Participants must be able to attend all three sessions.

For more information on this course, visit the **EOEP** website.

Dates: June 8 - 22, 2022

Time: 2:00 pm to 5:00 pm

Course cost: \$295 plus GST

Location: VIRTUAL

*Participants will be sent more information, including at-home reading materials and meeting links, in the days leading up to the first virtual session.

If you would you are interested in alternate dates and would like to join the list, please email Leanne at registrar@eoep.ca.

Register Now

Already registered?

Contact Us

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REQUEST FOR DECISION

Meeting: May 24, 2022 Agenda Item: 11

FCSS EVENT – SUMMER BASH

BACKGROUND:

FCSS would like the opportunity to bring the community together for a family friendly Community Summer Bash.

DISCUSSION:

The purpose of this event is to bring people together to connect as a community and enjoy a family friendly event. Claresholm FCSS would like to host the 2nd Annual Community Summer Bash on Thursday, July 28^{th,} 2022.

This event will be held in Patterson Park from 5-8pm.

Last year we had between 200-250 people in attendance and are hoping to have this great of a turnout again.

There will be a food truck parked near the playground for the evening, a bouncy house, sparkle tattoo vendor, outdoor games for all ages, craft tables and preschool activity stations.

Ferg's Septic will provide two amenities for the event.

We would appreciate if the Public Works employees could haul tables and chairs from Amundsen Park and set up tents as well.

This is a wonderful event put on for families in our community.

PROPOSED RESOLUTIONS:

Moved by Councillor	to approve the use of Patterson Park for Claresholm & District
FCSS community event on Thursda	y, July 28, 2022 from 5:00 to 8:00 p.m.

PREPARED BY: Holly Gillespie – FCSS Community Outreach Coordinator

APPROVED BY: Abe Tinney, CAO DATE: May 19, 2022



REQUEST FOR DECISION

Meeting: May 24, 2022 Agenda Item: 12

Estate Donation/Sporting Equipment

DESCRIPTION/BACKGROUND:

In 2014, the town received \$29,534.68 from the estate of Ruby Thomas. The purpose of the money was "to create a trust fund for purchasing skates and/or other sporting good equipment for use by children."

DISCUSSION/OPTIONS:

Administration is working on lining up a skating rental program, and some other options for spending the money -- this will come to council for a decision soon. In the meantime, the recreation manager would like to purchase the following items:

TITLE	ITEM Description	CHILD/YOUTH QTY	~\$\$	ADULT QTY	~\$\$	~TOTAL	~Shipping
	Town of Claresholm Events & FCSS Prog	ramming ** could be us					
TITLE	ITEM Description	CHILD/YOUTH QTY	~\$\$	ADULT QTY	~\$\$	~TOTAL	~Shipping
Inflatables- Events	Inflatable Obstacle Course	1	\$4,500			\$4,500	
	15' X 15' Bouncy Castle with slide	1	\$2,800			\$2,800	
	* approximate Shipping Costs X 2						\$1,500
	POOL Equipm						
TITLE	ITEM Description	CHILD/YOUTH QTY	~\$\$	ADULT QTY	~\$\$	~TOTAL	~Shipping
POOL Equipment	Sea Serpent Pool Noodle 36 Aquam	36	\$162			\$162	
	2.5 meter tube-Wibit Aquam	1	\$790			\$790	
	Floating Basketball Net ER 20495 Aquam	1	\$160			\$160	
	Inflatable Pool Obstacle Course* Aflex	1	\$5,840			\$5,840	
	*Includes Shipping 1,000+						
	Library Loaner I	quip.					
TITLE	ITEM Description	CHILD/YOUTH QTY	~\$\$	ADULT QTY	~\$\$	~TOTAL	~Shipping
Sport Loaner Sets	Walking/Hiking Poles	2	\$40	2		\$170	
	Snowshoes w poles	3	\$100	2	\$120	\$540	
	Inflatable Paddleboards with Bags	1	\$450	1	\$500	\$950	
	Life Jackets	2	\$55	2	\$65	\$240	
	Ball Gloves 2 Child 2 Adult 11" (Youth)	2	\$25	2	\$43	\$136	
	left handed	1	\$25	1	\$43	\$58	
	Bat Child & Adult	1	\$50	1	\$50	\$100	
	T-Ball	1	\$36			\$36	
	Baseball & Softball	2	\$10			\$10	
	Disc Golf Sets	2	\$45			\$90	
	2-4 Pickle Ball Paddles & 4 balls (set on Amazon)	2	\$65			\$65	
	Tennis Rackets	2	\$30			\$60	
	Tennis Balls (3 pack)	1	\$6			\$6	
	Soccer Ball & Football	2	\$50			\$50	
	Storage bags for sets 4 large PE Equipment ne	4	\$15			\$60	
	*No shipping, Local or with other equipment						
					TOTAL	\$16,823	
					5% GST	\$1,377	
					Total	\$18,200	
					Shipping		\$1,500
					Total + Ship	\$19,700	

PROPOSED RESOLUTIONS:

MOVED by Councillor ______ to approve the sporting equipment purchases as presented, with the funding to come from monies donated by the estate of Ruby Thomas.

COSTS/ SOURCE OF FUNDING (if applicable):

Donation/Sundry Trust

RECOMMENDED ACTION:

Council approve the equipment purchase.

DATE: May 20, 2022

The library loaner equipment/program will be administered by library staff and the rest of the equipment

will be maintained, and the programming administered, by existing staff.

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Abe Tinney, CAO

REQUEST FOR DECISION



Meeting: May 24, 2022 Agenda Item: 13

Westrose Avenue Water Rehabilitation Project



The Westrose Ave Water Rehabilitation project is included in the 2022 capital budget. The project went out to tender and the tender closed on May 17, 2021. A total of 5 submissions were received ranging in price from \$511,698.02 to \$771,161.48 (see the attached letter with bid comparisons). These submissions were reviewed by our engineers for the project, and ISL recommends the contract be awarded to the McNally Contractors. The quote is lower than budget of \$625,000 and lower than the Engineer's estimate of \$653,816.63 based on recent industry tender pricing. McNally is currently working on the 2nd Street project and the engineers and the Town are confident in their abilities. McNally scored the highest on the evaluation criteria even though they are not the lowest bid. Their quote includes a few items the others do not, as well as they have the best experience, and shortest timeframe (6 weeks) from start to finish. As this affects all the south property owners along Westrose Ave, timeframe is important for completion. The two lower bids Silver Ridge and East Butte have worked for the Town on smaller projects but do not have as much experience with projects of this size.

COSTS/ SOURCE OF FUNDING (if applicable):

The project funding is being split between Water and Sewer Capital Reserve of \$250,000 and \$375,000 from Federal Gas Tax Fund for a total budget of \$625,000.

RECOMMENDED ACTION

Option 1: Council award the contract as per the Engineer's recommendation letter, to McNally Contractors (2011) Ltd in the amount of \$570,148.21 due to their timeframe and experience.

Option 2: Council award the contract to Silver Ridge (1999) Ltd. In the amount of \$533, 694.53

Administration reached out to ISL to ask about the lower bids and ISL indicated that they would be comfortable recommending Silver Ridge as well. The Silver Ridge bid came in around \$36,000 less, but the project is projected at 8 weeks (compared to 6 weeks for McNally). Silver Ridge has less experience than McNally working on and tying into existing infrastructure.

PROPOSED RESOLUTION:

Moved by Councillor	to award the Westrose Ave Project to	in the amount
of \$	plus GST.	

ATTACHMENT:

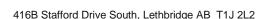
1.) ISL Recommendation Letter

APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO DATE: May 19, 2022



May 18, 2022

Our Reference: 28013

Town of Claresholm PO Box 1000 111 – 55th Ave W Claresholm, AB TOL 0T0

Attention: Mike Schuweiler, Director of Infrastructure

Blair Bullock, Director of Corporate Services

Dear Sir:

Reference: Recommendation for Award – RFQ-INFRA22-052 – Westrose Ave Waterline

Rehabilitation Project

ISL Engineering and Land Services Ltd. (ISL) is pleased to provide this Recommendation to Award Letter in regard to the Town of Claresholm (Town) – Westrose Ave Waterline Rehabilitation Project.

Five (5) quote submittals were received on May 17, 2022 for this project and evaluations of each submittal was completed by ISL.

The highest evaluated quote of \$570,148.21 (GST & Contingency Included) was submitted by McNally Contractors (2011) Ltd. The quote is 12.8% lower than the Engineer's Estimate of \$653,816.63, which was based on recent industry tender pricing.

A comparison of bids is summarized in the following table.

Contractor	Quoted Price (Including GST & 10% Contingency)	% Difference from Eng. Estimate	Evaluation Ranking (Out of 100)
McNally Contractors (2011) Ltd.	\$570,148.21	- 12.8%	84.9
Silver Ridge (1999) Ltd.	\$533,694.53	- 18.4%	83.0
Elite Site Services Ltd.	\$620,795.18	- 5.1%	81.2
East Butte Contracting Ltd.	\$511,698.02	- 21.7%	70.0
Tollestrup Construction (2005) Inc.	\$771,161.48	17.9%	68.2

McNally Contractors (2011) Ltd. bidder's information and mandatory information sheets were completed; however, the following items need to be completed by McNally prior Contract execution.

- Appendix A "Quotation Form" Needs to be filled out, signed, and submitted to accompany the bid.
- Alberta Certificate of Recognition (COR) expires in June 2022 and will need to be resubmitted after its expiration.





ISL completed a bid review and comparison of McNally's submission and noted the following:

- Bid Item 1.6 "Hydrovac" is higher than the engineers estimate and other submissions, but this price includes disposal of hydrovac wastes at an approved facility.
- Generally, the removals, watermain, and surfacing work was less than the engineers estimate for this
 project.
- Surfacing costs were the lowest of all submissions, however they were close to all other submittals in this regard.
- Watermain work was higher than other submissions, but within 2.2% of the Engineers estimate for this scope.
- Removals costs were consistent with other submitted bids.

Mon Kabrila.

We recommend that the Town award this contract to McNally Contractors (2011) Ltd.

If you have any questions or require further information, please do not hesitate to contact us at your convenience.

Marc Krushelnicki, C.E.T.

Project Administrator

ISL Engineering and Land Services Ltd.

CC:

Evan Abramenko, P.L. (Eng.) - ISL



REQUEST FOR DECISION

Meeting: May 24, 2022 Agenda Item: 14

REQUEST FOR TAX WAIVER CLARESHOLM MEDICAL CLINIC

DESCRIPTION:

The Town of Claresholm has received a request from the MD of Willow Creek regarding the property taxes for the Claresholm Medical Clinic located at 4215 Fairway Drive.

BACKGROUND:

Council reviewed the request in 2018 and carried a motion to waive the municipal portion of the taxes in the spirit of cooperation in the amount of \$6,387.79, as the MD of Willow Creek supports the Town of Claresholm by way of the recreation grant in the amount of \$50,000 (now the ICF recreation grant of \$74,300).

The municipal portion of property taxes was again waived in 2019 in the amount of \$6,087.60, in 2020 in the amount of \$6,280.10 and in 2021 in the amount of \$6,634.51.

Should Council decide to waive the municipal portion of the property taxes on this property, it is important to note the *Municipal Government Act* (MGA) in regards to this request.

PART 10 TAXATION

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

(b) cancel or refund all or part of a tax.

In order to waive the municipal portion of the property taxes, the property taxes must first be levied. It must also be determined why "Council considers it equitable to do so" and it must state that in the motion. This waiver must be revisited on an annual basis to determine whether or not the conditions for the waiver still exist.

PROPOSED RESOLUTION:

Moved by Councillor	to cancel the municipal portion of the 2022 property taxes levied on the
property owned by the I	MD of Willow Creek located at 4215 Fairway Drive in the amount of \$7,064.27 in the
spirit of cooperation wit	th our municipal neighbour. This cancellation is equitable to the parties involved in
recognition of the supp	ort the MD of Willow Creek provides to the Town of Claresholm by way of the ICF
recreation grant and the	Town's support of public health by way of supporting the Claresholm Medical Clinic.

ATTACHMENTS:

- 1.) MD of Willow Creek request letter
- 2.) 2022 Taxation Notice & Property Assessment

APPLICABLE LEGISLATION:

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

PREPARED BY: Lisa Chilton – Tax Administrator

APPROVED BY: Abe Tinney, CAO DATE: May 19, 2022



Municipal District of Willow Creek

Office of the Administrator

www.mdwillowcreek.com 273129 SEC HWY 520 Claresholm Industrial Area Box 550, Claresholm Alberta ToL oTo Office: (403) 625-3351 Fax: (403) 625-3886 Shop: (403) 625-3030 Toll Free: 888-337-3351

May 16, 2022

Town of Claresholm PO Box 1000 Claresholm, Alberta TOL 0T0

ATTENTION: Abe Tinney, MA

Dear Sirs:

RE:

Claresholm Medical Clinic Lot 2, Block 5, Plan 7711577

Tax Roll 11573000

The M.D. of Willow Creek No. 26 would like to request a waiver of the municipal portion only of the 2022 property taxes levied on the above-noted property owned by the M.D. of Willow Creek. The amount requested to be waived is \$7,064.27.

The M.D. of Willow Creek sincerely appreciates your prompt attention to this matter.

Yours truly,

Derrick Krizsan, C.L.G.M. Chief Administrative Officer BOX 1000 111 - 55 AVE WEST CLARESHOLM, AB TOL 0TO (403) 625-3381



PREVIOUS ASSESSMENT

AMOUNT DUE AFTER JUNE 30th, 2022

TAXATION NOTICE & PROPERTY ASSESSMENT

DUE DATE	2022-Jun-30
NOTICE OF ASSESSMENT	2022-May-20
DATE OF MAILING	2022-Mav-12

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11573000	0	YB: 1978			0	0	0	0
SUBDIVI	SION NAME							
CIVIC	ADDRESS	Medical Clinic 4215 FAI						
MORTGA	GE NUMBER	PLAN	BLOCK	LO	Т			
		7711577	В	2				
MORTGAGE	COMPANY NAME							

ASSESSMENT COMPLAINT MUST BE RECEIVED
ON OR BEFORE 2022-Jul-19

11,120.34

CURRENT ASSESSMENT

603,000

603,000 603,000

TAX AMOUNT

MUNICIPAL DISTRICT OF WILLOW
CREEK
BOX 550
CLARESHOLM, AB T0L 0T0
Canada

DESCRIPTION	AMOUNT	DESCRIPTION		
COMMERCIAL IMPROV	572,000	COMMERCIA	AL IMPROVE	
TOTAL ASSESSMENT	572,000	TOTAL ASSES	SMENT	
		EXEMPT	0 TAXA	BLE
EDUCATION	TAXES	TAX RATE	% OF TOTAL	T.
ASEE - Non Res		0.004400400	25 05022	

IMPORTANT PENALTY INFORMATION
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m.
on Thursday, June 30th, 2022. A penalty of 14% will be applied on any
current outstanding balance after June 30th. 2022. A further 14% penalty
will be assessed on all charges applied to tax accounts unpaid after Dec
31, 2022.

\neg	ASFF - Non Res	0.004199400	25.95923	2,532.24
	TOTAL 2022 EDUCATION TAXES			2,532.24
	SUB TOTAL 2022 TAXES			2,532.24
	MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
	Home for Aged	0.000262300	1.62148	158.17
	Municipal Tax - Non- Res	0.011715200	72.41929	7,064.27
_	TOTAL 2022 MUNICIPAL AND OTHER TAXES			7,222.44
	SUB TOTAL 2022 TAXES			9,754.68
00	TOTAL 2022 TAXES			9,754.68
39				0.00
00	CURRENT OUTSTANDING		·	
	TOTAL CURRENT TAXES PAYABLE FOR 2022			9,754.68

TAX INSTALLIMENT PATMENT PROG	TAIVI
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR	812.89
PAYMENTS COULD BE AS LOW AS	0.00

TAY INICTALL MENT DAYMENT DOCCDAM

FOR COMPARISON 2021TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE 8,502.55

Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

Your property has been assessed as shown for the above taxation year. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and appropriate assessment fee on or before July 19th, 2022 to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert.) To request a receipt for tax payment call 403-625-3381 or e-mail info@claresholm.ca.

TOWN OF CLARESHOLM

BOX 1000 111 - 55 AVE WEST CLARESHOLM, AB TOL 0T0 (403) 625-3381



ROLL NUMBER
11573000
LAST DATE
BEFORE PENALTY
2022-Jun-30

PLEASE SUBMIT THIS PORTION WHEN

MAKING PAYMENT. THANK YOU.

TAXATION NOTICE & PROPERTY ASSESSMENT

2022

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	9,754.68	9,754.68

AMOUNT DUE PLEASE PAY 9,754.68 AMOUNT PAID

MUNICIPAL DISTRICT OF WILLOW CREEK BOX 550 CLARESHOLM, AB TOL 0T0 Canada



REQUEST FOR DECISION

Meeting: May 24th, 2022 Agenda Item: 15

SET RESERVE BID, AUCTION DATE AND CONDITIONS FOR TAX SALE PROPERTY

Description:

Administration requires that the auction date and the reserve bids for the 2021 tax recovery properties be set by resolution of Council.

Background:

When a property is in tax arrears for more than 1 year the municipality must register a tax recovery notice on title for the property and the land owner is made aware of the tax arrears registered against their property. If within the next year the property taxes remain unpaid the municipality must put the property up for public auction in order to recover the arrears taxes.

The Municipal Government Act (MGA) states:

418(1) Each municipality must offer for sale at public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.

Discussion:

There is one (1) property that is eligible, per the MGA, to be sold for recovery of tax arrears at a public auction in 2022. Based on the advertising and other requirements the auction date cannot be set prior to Tuesday, August 23, 2022. The property is:

1. The southerly one hundred and four (104) feet in perpendicular width throughout lot 4, Block 1, Plan 658LK) – assessed value \$422,000

As per Part 10, Division 8, Section 419 of the MGA:

Reserve bid and conditions of sale

419 The council must set

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is
- as close as reasonably possible to the market value of the parcel, and
- (b) any conditions that apply to the sale.

Administration recommends the following terms and conditions of sale:

- 1. The parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.
- 2. The lands are being offered for sale on an "as is, where is" basis, and the Town of Claresholm makes no representation and gives no warranty whatsoever as to the adequacy of services, soil

conditions, land use districting, building and development conditions, absence or presence of environmental contamination, vacant possession, or the develop-ability of the lands for any intended use by the successful bidder. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel of land. No terms or conditions of sale will be considered other than those specified by the Town of Claresholm.

- 3. Cash or Certified Cheque is the only method of payment that will be accepted by the Town of Claresholm. Goods and Services Taxes (GST) applicable per Federal statutes. A deposit of 10% of the bid (with GST) is due when the Offer to Purchase/Letter of Intent is submitted. The balance of the bid (with GST) is due at closing. Closing will take place within 45 days of acceptance/approval of a valid Offer to Purchase/Letter of Intent, and be at the complete discretion of the Town of Claresholm.
- 4. In accordance with Section 415 of the Municipal Government Act, the previous owner may make payment of all arrears of taxes and costs at any time prior to the closing of the sale, causing the sale to be nullified.

Proposed	Resol	lutions:
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оро		
1.	Moved by Councilloron August 23, 2022.	that the 2022 tax recovery auction date be set for 9:00 am
2.		_ that the 2022 tax recovery reserve bid for the southerly one erpendicular width throughout lot four (4), Block 1, Plan 658LK,
3.	Moved by Councillorconditions of sale as recommend	_that the 2022 tax recovery sale is subject to the terms and ded.
ATTAC	HMENTS: 2021 Assessments for 2022 taxes	8
	CABLE LEGISLATION:	
1.)	Part 10, Division 8, Section 413 to	o 421 of the Municipal Government Act
PREPA	ARED BY: Lisa Chilton	
APPRO	OVED BY: Abe Tinney CAO	DATE: May 19, 2022



Summary Report

Year of General Assessment: 2021

Alt. Key: 70000 Roll: 11105000

Legal: 658LK 1 S104'4

Description:

Address: @ Asbl.Party: C Corporation

Zoning: Industrial Actual Use: Primary: M10106 Market Loc: 600 INDUSTRIAL

Econ.Zone: Econ Zone 1 - Town of ClaresholAssbl. Land Area: 36,155 Sq. Feet

Income Valuation

IncomeID	Location	Property Type	Qualit	y Valuation	Year Built	Asmt	Code	Value
300003166	Claresholm	Industrial	С	378,000	1980	34	100%	378,000
	Industrial		Industrial	7,364 Ft2			170000	
300003168	Claresholm	Industrial	С	44,000	1982	34	100%	44,000
	Industrial		Industrial	2,400 Ft2				

Assessment Totals							
Tax Status	Code Description		Land	Improvement	Other	Assessment	
Т	34 Industrial Improved		0	0	422,000	422,000	
	Control field feet for Michigan (Metal operation) (Metal operation) ■ Control operation (Metal operation)	Grand Totals:	0	0	422,000	422,000	

Inspections

Outside Complete

09-13-2018 WEHLAGE, LOGAN Visual Exterior 12-19-2013 VOGT, Ryan Outside Complete 03-12-2009 HURT, BLAIR

Reinspection Cycle - reviewed file, currently vacant for lease, cleaned up details

Added 8 by 40 seacan.

Metal bldg at rear has no value; arc rib in fair cont'd

Sales

CofT Ratio Adj. Price Sale Code Type Price Date Asmt 162% 071179065 Improved \$422,000 \$225,000 \$261,200 8002 Non Arms Length 04-16-2007 196% 021304485 Improved \$422,000 \$215,000 \$215,000 8000 Not Verified 08-30-2002



INFORMATION BRIEF

Meeting: May 24, 2022 Agenda Item: 16

Local Government Fiscal Framework Engagement

DESCRIPTION:

Municipal Affairs is performing a province wide engagement on the Local Government Fiscal Framework (LGFF). There will be two engagements – one through Alberta Municipalities to collect input on the LGFF allocation formula. The attached engagement, and the subject of this info brief, deals with the LGFF Program Design. This engagement focusses on the:

effectiveness and efficiency of the new program – this means minimizing red tape for municipalities and Metis Settlements, and ensuring Albertans are receiving value for their provincial tax dollars.

This item is on the for your review. The questions deal more with the administration and application process of MSI funding, and finding out what can be improved in that regard as the province switches to the LGFF. Municipal affairs has asked administrations and councils to discuss the matter.

BACKGROUND:

The province has been supporting local government infrastructure priorities through the Municipal Sustainability Initiative (MSI) since 2007. The MSI has provided funding to local governments to support local infrastructure priorities and build strong, safe and resilient communities. The local government fiscal framework will be replacing MSI funding in 2024-25, where the first year of funding is projected to be 37% less than the average from MSI 2011-21 funding.

Excerpt from the Attached Correspondence:

In November 2019, our government enacted the *Local Government Fiscal Framework* (LGFF) *Act* as part of our commitment to ensure predictable, long-term infrastructure funding to municipalities and Metis Settlements. This important legislation establishes a new framework for capital infrastructure grants, which will replace the Municipal Sustainability Initiative (MSI) in 2024/25. The new program will provide \$722 million to local governments in 2024/25, with funding in future years rising and falling based on half of the percentage change in provincial revenues.

Ab Munis has provided information on the LGFF on its website: http://www.abmunis.ca/system/files?file=2022-03/LGFF%20Allocation%20Presentation.pdf

DISCUSSION/OPTIONS:

ATTACHMENTS:

1.) LGFF Engagement Correspondence

2.) MA-LGFF-Engagement-Survey

APPLICABLE LEGISLATION:

1.) Local Government Fiscal Framework (http://www.qp.alberta.ca/570.cfm?frm isbn=9780779825653&search by=link)

DATE: May 19, 2022

PREPARED BY: Abe Tinney, CAO

Abe Tinney

From: MA.geptbranch@gov.ab.ca
Sent: May 16, 2022 2:10 PM

To: Abe Tinney

Subject: Local Government Fiscal Framework Engagement

Attachments: MA-LGFF-Engagement-Survey.pdf

Dear Chief Elected Official:

In November 2019, our government enacted the *Local Government Fiscal Framework* (LGFF) *Act* as part of our commitment to ensure predictable, long-term infrastructure funding to municipalities and Metis Settlements. This important legislation establishes a new framework for capital infrastructure grants, which will replace the Municipal Sustainability Initiative (MSI) in 2024/25. The new program will provide \$722 million to local governments in 2024/25, with funding in future years rising and falling based on half of the percentage change in provincial revenues.

The *LGFF Act* provides legislated certainty in the overall infrastructure funding amount, but does not formulate how funding is to be distributed among local governments (other than Calgary and Edmonton). Additionally, it does not specify the program design elements, such as project eligibility, application and reporting processes, and accounting requirements.

I understand how important it is for municipalities and Metis Settlements to know how much funding you will receive in future years, and how the program will be designed, so you can plan effectively. As such, Municipal Affairs is gathering municipal perspectives by engaging with local governments, a process that began on May 4, 2022, with an initiation meeting with key leaders of your respective associations and the major cities.

The two elements of the LGFF on which we will be consulting are as follows:

LGFF Allocation Formula

The allocation formula for communities other than Calgary and Edmonton will be one of the most critical components of LGFF, and it is here that I will rely most heavily on your knowledge of the needs and circumstances of Alberta's local governments. I have invited your respective associations (Alberta Municipalities, Rural Municipalities of Alberta, and the Metis Settlements General Council) to consult with you and provide me with recommendations on an allocation model for the LGFF capital funding.

LGFF Program Design

The focus of the administrative element of the engagement will be to ensure the effectiveness and efficiency of the new program – this means minimizing red tape for municipalities and Metis Settlements, and ensuring Albertans are receiving value for their provincial tax dollars.

Municipal Affairs is conducting a survey of all municipalities and Metis Settlements on your local perspectives on the current MSI program, and to solicit ideas about the future LGFF program. I am requesting your participation in the survey and welcome your thoughts on any issues (both those outlined in the survey, and other input you would like to submit) that may be useful to inform the development of options for the LGFF program design. I encourage you to work very closely with your administration in completing this survey, as a number of the questions are highly specific and administrative in nature. A PDF version of the survey is attached to facilitate internal discussions prior to completing the survey online. Please use the link below to complete the survey and submit it to the department before the survey closes on June 13, 2022:

https://extranet.gov.ab.ca/opinio6/s?s=56552

Additional consultation on program design will take place with municipal associations and the Metis Settlements General Council throughout the spring and into summer. I intend to announce the final details of the LGFF program by early 2023, so that municipalities and Metis Settlements can plan for the program's implementation well ahead of time.

The LGFF engagement process will ensure that policy developed for the future LGFF allocation formula and program design will reflect input gathered from our local government partners. I look forward to your input that will ensure the LGFF meets the needs of your communities.

Sincerely,

Ric McIver Minister

Attachment: 1. LGFF Survey PDF

cc: Chief Administrative Officers

LGFF Engagement Survey

Introduction

The Government of Alberta is committed to providing predictable, long-term infrastructure funding to municipalities and other local governments. Since 2007, the province has been supporting local government infrastructure priorities through the Municipal Sustainability Initiative (MSI). The MSI has provided significant funding to local governments to support local infrastructure priorities and build strong, safe and resilient communities. The province introduced the *Local Government Fiscal Framework (LGFF) Act* in October 2019, which legislates remaining MSI funding and implements the LGFF, which will replace the MSI in April 2024.

The change from MSI to LGFF provides an opportunity to review the design of the new program that will provide capital funding to local governments. As such, we are seeking your input on the next steps — deciding how the capital funding program should be designed to reduce red tape while maintaining accountability for provincial tax dollars. This survey addresses LGFF program design, and does not deal with issues related to the allocation formula, or the amount of money in the program. The survey is not the forum for local governments to provide feedback on the capital allocation formula. Rather, the municipal associations and the Metis Settlement General Council will be engaging with their members separately regarding the formula.

This survey is being distributed to the Chief Elected Official of each local government eligible for funding under the LGFF. We encourage you to work closely with your councils and administrations to ensure your responses reflect the perspectives of your local government. A PDF version of the survey is available here to facilitate this work. **Please submit only one response for your municipality.**

All survey responses must be entered into this online survey. Please Note: PDFs are not fillable forms and have been made available for facilitating your internal brainstorming between elected officials and administration. PDF forms will NOT be accepted in lieu of responses to the online survey.

Please complete the survey by 6:00pm, June 13, 2022.

It will be possible for you to save an incomplete survey and return to it at a later time, though any survey which has been completed cannot be revisited. Should you require assistance or have questions regarding the survey, please contact the Grants and Education Property Tax Branch at <a href="mailto:mailto

Legal Statement

Any personal information provided in response to this survey is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions under the FOIP Act. Should you have any questions about the collection, use or disclosure of this information, please contact the Policy and Strategy unit by email at <a href="mailto:mail

Survey Questions

MUNICIPALITY

- 1. Please indicate the local government you represent.
 - [open text response]

FORMS

- 2. Do you find the MSI Capital application form complex or challenging to complete?
 - Yes
 - No
 - Unsure
- 3. If yes, what information on the MSI Capital application form is the most complex or challenging for you to provide? Please rate the following components based on their complexity (1=Least complex/challenging to 5=Most complex/challenging).
 - Application/amendment form
 - Anticipated start date
 - The breakdown of project category (Question 4 on the application)
 - The quantity of the resulting capital asset (Question 5 on the application)
 - Differentiating between new/rehab/replace (Question 5 on the application)
 - The project outcomes (Question 6 on the application)
 - Asset ownership (Question 7 on the application)
 - Non-profit organization details (Question 8 on the application)
 - Municipal forces (Question 9 on the application)
 - The estimated project financial information, i.e. functional planning, construction (Question 10 on the application)
 - Other Grant Funding (Question 11 on the application)
- 4. Do you find the Statement of Funding and Expenditures (SFE) form complex or challenging to complete?
 - Yes
 - No
 - Unsure
- 5. If yes, what information on the SFE form is the most complex or challenging for you to provide? Please rate the following components based on their complexity (1=Least complex/challenging to 5=Most complex/challenging).
 - Credit items
 - Providing the full break-down of project costs by funding sources
 - Understanding what goes in each column on the SFE Form (labels are confusing)
 - Other (please specify) [open text response]

- 6. Under the current MSI program, the due date for submitting the SFEs is May 1 of the following year. Is this timeline for submitting SFEs appropriate?
 - Yes, the timeline is appropriate and does not need to be changed
 - No, an earlier date would be better
 - No, a later date would be better
 - Other (please specify) [open text response]
- 7. To ensure municipalities have accurate financial reporting for capital budgeting purposes, SFEs are compared to the financial statements to ensure errors are proactively identified. Do you have suggestions for how this practice can be improved?
 - No
 - Yes (please specify) [open text response]

TIMING TO SAVE FUNDS

- 8. Given typical project costs and timelines, what is a reasonable/appropriate amount of time to save LGFF funding to expend on larger capital projects?
 - Longer than 5 years
 - Within 5 years
 - Within 3 years
 - Within 2 years
 - Other (please specify) [open text response]

ELEMENTS TO BE RETAINED AND IMPROVED

- 9. What are the key elements of the MSI capital component that you would like to see continued in LGFF? (Please select up to 5)
 - Ability to "save up" funding for larger projects
 - Ability to pay for projects with future years' funding
 - Restructuring policy, that benefits municipalities receiving dissolved municipalities for five years after restructuring
 - Ability to start projects in advance of ministerial approval
 - Ability to fund borrowing costs
 - Ability to amend project funding and scope
 - Broad range of eligible project categories
 - Ability to contribute MSI funding to other eligible entities
 - Ability to combine grant funding with that of other grant programs (grant stacking)
 - Other (please specify) [open text response]

10. Recognizing the need for the provincial government to remain accountable for taxpayer funding, in what ways could the LGFF program be improved or made more efficient than the MSI capital program for local authorities to administer. (Please select up to 5)

If necessary, refer to the MSI capital program guidelines for more information about current policies.

- Expand project eligibility
- Expedite the application and amendment approval processes
- Simplify the reporting and accounting requirements
- Change the payment processes
- Remove the condition to expend annual allocations within six years
- Change the maximum project commitment thresholds
- Reduce the number of allowable capital project submissions per year
- Eliminate the ability to grant stack
- Simplify communication and project recognition requirements
- None of the above. Maintain the current MSI program design
- Other (please specify) [open text response]
- 11. How could your selected actions from the previous question (top 5) be improved?
 - [Open text response]

ASSET MANAGEMENT

- 12. Asset management is the process of making decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of available resources funding sources. What tools, resources, and program conditions could be used in the LGFF program to best support asset management practices in your community? (Please select up to 5)
 - Make asset management costs eligible for LGFF funding
 - Make asset management costs eligible for funding under other Municipal Affairs grant programs
 - Require capital projects to be part of the local authority's asset management plan to be eligible for LGFF funding
 - Require a portion of each local government's LGFF funding to be used for provincially defined asset management resources and activities, such as workshops, training, tools, work plans, etc.
 - Enable local governments to receive a greater percentage of LGFF funding if they fulfill defined asset management goals
 - Require core infrastructure (water, wastewater, roads, etc.) be brought to a reasonable condition level prior to submitting other projects
 - Apply restrictions, such as municipalities deemed to be "at risk" in the Municipal Affairs
 Business Plan performance measure [<u>Link to Municipal Indicators</u>] being limited to only
 funding core capital projects
 - None of the above
 - Other (please specify) [open text response]

DISASTER RESILIENCY

- 13. What would be the best ways for the LGFF to encourage local governments to build infrastructure that is more resilient to natural disasters? (Please select up to 5)
 - Ensure the ability to cost-share with other disaster resiliency programs continues
 - Program guidelines provide information about best practices, tools and resources related to disaster resilience
 - Project eligibility descriptions in the program guidelines include examples that demonstrate resilience
 - Project eligibility expanded to fund projects associated with 'natural infrastructure' such as wetlands and firebreaks
 - Local governments must confirm on project applications that they have considered natural disasters in project planning for the project to be eligible for LGFF funding
 - Local governments must consider disaster resilience in their asset management plans as a requirement for the funding
 - A percentage of each local government's LGFF funding must be used for infrastructure that mitigates natural disasters
 - Require resilience assessments for projects deemed to be at higher levels of disaster risk (i.e. infrastructure located on a flood plain)
 - Specify that infrastructure built on a floodplain is not eligible for funding
 - Other (please specify) [open text response]

PROJECT MANAGEMENT

- 14. What aspects of the current MSI capital program make your project management practices more challenging?
 - [open text response]
- 15. Are there ways in which the LGFF program administration can be designed to better align with your local government's project management practices?
 - [open text response]

SUSTAINABILITY/VIABILITY

- 16. In what ways could the design of the program help address the needs of communities with sustainability/viability challenges?
 - [open text response]

OUTCOMES

- 17. Do you currently collect outcome related information based on your federally or provincially funded capital spending (e.g. 10 km of new lane roadway has resulted in a 10% decrease in accidents and improved commute times by 30%)? If so, can you provide some examples of outcome related data you currently collect?
 - No
 - Unsure
 - Yes (please specify) [open text response]

- 18. If no, do you foresee any challenges related to collecting outcome related information?
 - No
 - Yes (please specify)

INFRASTRUCTURE CONDITION ASSESSMENTS

- 19. Do you collect infrastructure condition assessments?
 - Yes
 - No
 - Unsure
- 20. If no, do you foresee any challenges related to collecting outcome related information?
 - [open text response]

TECHNOLOGICAL REQUIREMENTS

- 21. LGFF will be administered using an online administration system. Thinking of the online system you use to submit projects and SFEs for MSI Capital, do you have concerns or suggestions for improvement?
 - [open text response]
- 22. MyAlberta Digital ID for Business (MADI-B) is the Government of Alberta's external partner identity and access management service and is used to authenticate external users of Government of Alberta online services. It is likely that the new IT system for LGFF will use this service to authenticate users. In order to make use of MADI-B-protected services, an external user must first register a MADI-B account. Does your organization already have MADI-B accounts for other Government of Alberta services?
 - Yes
 - No
 - Unsure
- 23. The current online system for the MSI Capital program provides two on-demand reports, Financial Summary Report and Project Application Report, to assist you with managing the grant program. Are these reports sufficient for you?
 - Yes
 - No
 - Unsure
- 24. If no, can you suggest additional report capabilities that would assist you with administering your grant funding under the LGFF program?
 - [open text response]

GENERAL/CONCLUDING THOUGHTS

- 25. Is there anything else you wish to share on how the LGFF funding program should be designed and administered? Please provide comments here.
 - [open text response]



CAO REPORT

May 24, 2022

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

The first community development committee meeting took place on May 5th. The EDO and development officer were present for the meeting and offered invaluable insight. The committee has already passed the RFD for the sale of Tamarack Lots onto council. The committee has also asked administration to investigate a process for selling and developing the town owned parade grounds, as well as several residential, commercial, and business policy and bylaw incentives.

I have completed the first of three-council approved professional development courses on organizational change management, and am currently taking the second course. I also took the Deputy Director of Emergency Management (DDEM), we now have two DDEM – Tara VanDellen and myself, with Jason Hemmaway acting as the DEM.

Beginning annual performance evaluations with department managers.

BYLAW

See enclosed report

CORPORATE SERVICES

See enclosed report

DEVELOPMENT

See enclosed report

ECONOMIC DEVELOPMENT

See enclosed report

FCSS

See enclosed report

FIRE

No report this month

HR/TAXATION

See enclosed report

INFRASTRUCTURE SERVICES

See enclosed report

RECREATION

See enclosed report

UTILITY SERVICES

See enclosed report

Respectfully submitted by

Abe Tinney CAO



INFORMATION BRIEF

Meeting: May 24, 2022 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT May 2022

Report Mapping



April/May Bylaw Highlights:

- 1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.
- 2. 8 Animals brought into CARES
 - -5 Cats
 - -3 Dogs
- 3. Unsightly complaints are down.
- 4. Bylaw Officer started 8 files in May.
- **5.** Dogs off leash around town becoming an increased complaint. Additional enforcement will be a focus in next months. Research is being done as to how other municipalities enforce dogs being on sports playing surfaces.
- **6.** Speed radar signs have been put up on the North and South sides of Town to remind travelers to slow down as they enter Town. The data will be shared with RCMP on a weekly basis.
- 7. High school risk reduction roll over demonstration on May 13, went well and representatives from all first responder depts participated in the event.





DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 4/25/2022 - 5/20/2022

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Financial

- Audited Financials were accepted by Council at the April 11, 2022 Council Meeting, including reserve transfers for 2021 approved.
- 2022 Operating and Capital Budgets were adopted on April 25, 2022 and was posted to the website for public viewing. Muniware was also updated with updated budget numbers and updated budget to actual reports sent out to all department heads.
- MSI Capital and Canada Community Building Fund (CCBF formally FGTF) capital grant applications have been submitted.
- 2022 Tax Rate Bylaw was adopted (passed 2nd and 3rd readings) on May 9, 2022 and Notice of Property Tax and Assessment were emailed and mailed out by May 12th.
- March Council report was drafted and presented to Council on May 9th. Working on April, hoping to have ready for May 24th meeting to get caught up.
- Starting to work on 3-year operational and 5-year capital plans to take to committee. Along with this Administration will be looking at utility rates and amounts transferred to reserve for future capital projects to review with committee and Council.

General

- Adoption and use of Laserfiche Cloud is increasing and staff are increasing their use of the system, recognizing the benefits. Public Works, Water Treatment Plant, and Fire Department are all working on putting reporting and records into Laserfiche for more reliable and easy access to reports.
- Still working with Ricoh to develop additional workflows/forms to continue to increase the use and benefit of Laserfiche Cloud. Council timesheet/expense form has been drafted and now waiting on quote for building related workflow. Next forms to work on will be:
 - Cemetery application/burial forms
 - o Fire Department Truck Checks forms
- New insurance program for facility users is active and available for use. Working now on
 reviewing lease/rental agreements to ensure we are requiring appropriate insurance and to
 direct users to this program for their insurance. Can go to the following URL to register in the
 system and obtain insurance: https://claresholm.instantriskcoverage.com/login
- Completed a review of our Asset Management Plan and Roadmap with Munisight to reevaluate where we are at in our progress and where best to focus our efforts. We are making some good progress, but it is slow with insufficient man hours or resources to make substantial strides.
- Starting annual reviews with staff.

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

DEVELOPMENT OFFICER REPORT



For: 4/21/2022 - 5/20/2022

Development Permits

- 9 permit applications received.
- ❖ 5 development permits closed.

Compliance Requests

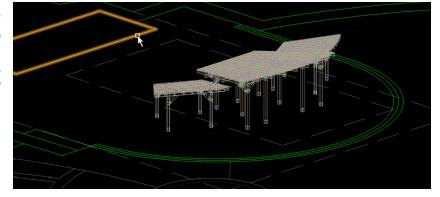
6 compliance requests received.

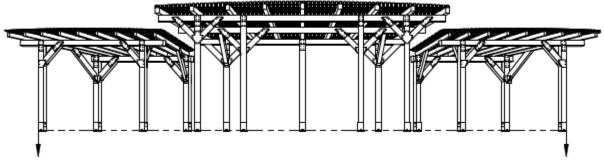
Miscellaneous

- ❖ Local Press Ads eco tips for spring started again, development permit reminders, Alberta One Call reminders and MPC approved developments ads, boulevard Tamarack lots public notice.
- ❖ Emergency Management May 10th ECC set up and Evac plan drill. May 13th meeting with consultant in regards to table top and mock exercise, review or emergency plan, etc.
- ❖ MPC meeting May 20, 2022. Continuing to investigate a land use bylaw amendment to streamline development, reviewing the Town's fee policy in comparison to other municipalities. MPC will make recommendation to Council for review.

On-going projects

- ❖ Road closure bylaw waiting for package to be approved and signed at the Minister's office. Alberta Transportation has given their endorsement of the road closure. The Land use bylaw amendment for re-designation to Public has also received 1st reading. That will proceed to public hearing and 2nd and 3rd readings once the road closure bylaw is received back from the Minister and completed 2nd and 3rd readings.
- ❖ Asset Management May 9th, 2022 meeting/training.
- ❖ Tamarack lots closed bid auction now advertised and sent out to all developer contacts, inquirers, and on social media, the Town website and the Local Press. Handouts printed at the office.
- ❖ Amundsen playground project Town's parks department continuing with landscaping. Rubber mats for under swings and slides still on order.
- ❖ Community Development Adhoc Committee first committee meeting held May 5th. Land, Area Structure plans, and various commercial/residential options, etc. were discussed, continued work drafting options for review.
- Plaza and pavilion project WSP and BDI working together to complete the engineered detailed design for send out to tender. Delays with supply have created a few issues, wanting to proceed with tendering as soon as possible.





Economic Development Officer's Report

Town of Claresholm May 17, 2022



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

Since the submission of my April 22, 2022 report I continue to perform the duties outlined in my employment contract and directed by the Chief Administrative Officer and Economic Development Committee. The following is a summary of the current projects and activities.

Economic Development Officer (EDO)

The EDO and department staff each completed the 1-day AMHSA Workplace Violence and Harassment training course in April.

A reduction in availability has resulted in a change to the Engagement Coordinator position. Beginning May 9th, 2022, the Engagement Coordinator job description will be fulfilled by two 15-hour per week staff, rather than a single 30-hour per week staff.

Economic Development Committee (EDC)

The EDC met in Council Chambers, May 16, from 7:00 pm - 8:45 pm, with 6 of 10 members attending in person. A delegation from Local Intel was heard, and the committee learned about the web-tools available for lead generation and investment attraction. 3 RNIP applications were approved for recommendation. The committee set the summer meeting schedule to avoid any conflict with Town Council dates.

Economic Development Assistant

In addition to secretary to the Economic Development Committee, the EDA has executed a business coaching luncheon on May 12th with more than 30 people attending from the Chamber of Commerce, Town Council, Town Administration, MD of Willow Creek Administration, Community Futures, Alberta Southwest, and business owners at large. The EDA has booked facility space for the upcoming Opportunities for Growth, created a Claresholm Economic Development YouTube Channel, and handled various other inquiries as they arose.

Diversity Coordinator

The Diversity Coordinator continues to help administrate the Rural and Northern Immigration Pilot, as well as maintaining communications with the Willow Creek Immigrant Services, and building relationships with new residents. Additionally, the Diversity Coordinator is developing a policy for the gifting of Welcoming Claresholm New Resident Kits.

Engagement Coordinator

Due to a change in availability of a staff person, the engagement coordinator position has been reformed from 1-staff at 30/hours per week into 2-staff that each work 15-hours per week. The

focus of this portfolio continues to be community volunteerism, community events, and newcomer inclusivity.

Rural and Northern Immigration Pilot (RNIP)

On May 16, 2022 the Economic Development Committee recommended three RNIP candidates for employment in Claresholm; Administrative Service Manager for Claresholm Inn, Cook for Claresholm Inn, and Food Service Supervisor for Dairy Queen. Each candidate is interviewed by the Diversity Coordinator and Economic Development Officer before consideration.

Many communities throughout Alberta, including Lethbridge, Taber, Brooks, Banff, and Canmore have contacted the EDO to learn about how a municipal immigration program is managed. The EDO is presenting at the upcoming Canadian Immigration Summit being hosted by the Conference Board of Canada.

Labour Market Partnership; Dynamic Claresholm

The May 12th Business Coach luncheon with Cody Nielsen was the final activity within the LMP project. The final report will be submitted to the Ministry before the end of this month.

Claresholm & District Chamber of Commerce

The Chamber of Commerce recently elected 3 new board members, and the next meeting May 18, 2022.

Welcoming Claresholm

At the Volunteer Appreciation night held in May, the EDO had the opportunity to present the Welcoming Claresholm award (which was received from Economic Developers Alberta), to the new Chairperson of the Welcoming Claresholm Committee. The new Chairperson of WCC is a volunteer, an immigrant, and a local small business owner.

Investment Inquiries

Over the past 4-weeks the EDO has handled inquiries relating to commercial property development, commercial tax increases, and residential property availability.

Other activities and meetings

•	May 2 nd	Chaired the second Fair Days Organizational Meeting
•	May 3 rd	Chaired the Lethbridge Community Partnership Council
•	May 5 th	Lunch with Nanton CAO on rural immigration and regional collaboration
•	May 5 th	Prepared and attended the Community Development Ad Hoc Committee
•	May 6 th	Attended the Lethbridge LIP Employment Working Group
•	May 14 th	Attended the FCSS Hero Walk at Patterson Park
•	May 16 th	Meeting with Choose Lethbridge on rural immigration

Submitted,

Brady Schnell, Economic Development Officer

Report to council for May

- Figured out the new computer reporting system for the government annual report and submitted to Abe for approval. Someone from the province texted to say they were reviewing the report and if I was intending to allow all the surplus to be carry-over for next year. Our surplus for 2021 was 67,232.31. Of this \$54,662.68 is Granum and \$12,569.63 is Claresholm. Waiting to hear from the province if this is to be approved. The new reporting system is much easier to manipulate and time wise, once I can record the data required for the report it will become much more efficient.
- Submitted the quarterly report to Family Resource Network. They have a new data collecting system and reporting system in place now as well and I have been taking some webinars to learn how to do this to the best of my ability. The last data portal was too time consuming and this new one does not seem to be much better as there are a lot of things they would like to be collected. There was not enough time for recording all our data into the last portal so the results were not useful for our report. Moving forward Holly and I are working at setting up something to collect all the data necessary for this grant funding report.
- I still attend meetings as a stakeholder with Safe at Home which is the alternate option for domestic violence by allowing the abuser to be housed and to get treatment and help and allow the children and other partner (usually the mother) to stay in the home. We are trying to figure a way to make this pilot project successful.
- We hosted an Interagency for April and had 20 people attend. We use a hybrid style for this now as some people want to attend in person and others are still not able to. These types of meetings are definitely not as useful as everyone being present together. Just not the same dynamics.
- Holly did a fantastic job of planning Volunteer Appreciation by herself (I was busy with all my reports). We were very happy with the survey results:
 - 1. This Volunteer Appreciation Event has helped me feel important to my community. 107/109 = 98%

There seemed to be many people that were happy with the event but of course there were a few that thought it could have been better.

• Met up with the FCSS Director of Canmore in Bragg Creek (half way) to discuss programs and to prepare for our co-facilitation at the Director's Network. Our talk was on the

- blurred lines between FCSS and ESS and how FCSS is not mandated to spend time doing ESS work but that in every municipality it is given to FCSS to prepare for emergency situations but the government funding should not be used for this.
- I had forgot to book the council chambers for my last board meeting. I found out it was in use at the last minute so we had our meeting in the Youth/Community room. It was very cozy.
- Attended Director's Network in Lethbridge. It is a 2 day and one evening of networking event. It was so awesome to see everyone in person again. They had 2 very good keynotes as well.
- Attended the Palliative Care meeting as it connects with us as part of Compassionate Communities. We are working at keeping palliative people in their homes until end of life.
 We require many volunteers to help with this project and as yet have very few signed up.
- Met with the manager of the Greater Foothills Family Resource Network (which is our FRN Hub) to discuss programming for kids 0 18 and what we are already doing, how they can assist us and how we can partner to make things better for our families in Claresholm. We also discussed the new reporting system for the FRN and what information we need to send to the Hub now for them to report on what we as a Spoke are doing.
- Also met with a retired teacher who has created bags for kids that include a book and then activities to do around the theme of the book. We purchased a few from her for prizes to give to kids. We are also going to include her help in some of our children's activities that we offer.
- The Community Heroes Walk went very well for having it the first time. Holly thinks there were about 70 participants. They had lovely weather for the event and it was great to have some RCMP, firemen and local heroes attend. They raised \$700 to start up a fund that will help people pay for activities for their kids that are non-sports oriented., such as music lessons, brownies, scouts, art etc.
- Prepared a report (as per instructions from Roger Reid's office) to describe the frustration
 that I experienced with an Alberta Supports Crisis Line and trying to find shelter for a
 woman who was homeless and had no phone and no money. These resources have never
 fallen to FCSS before but it seems like it is going to get worse.
- Had a meeting with the new FCSS Director of Ft. Macleod. We talked about programming and finding help for people and what agencies do what and how we operate with staffing and programs.

TOWN OF CLARESHOLM FIRE DEPARTMENT MONTHLY UPDATE

FOR THE PERIOD OF: 18-APRIL-2022 to 17-MAY-2022

- 1. Call volume has trended downwards for this reporting period and we do appreciate the reprieve! However, moving into the summer months and with no significant precipitation we know those slow days won't last forever. Fire year to date, we've now surpassed 150 calls for service which puts the department on pace for 300 calls this year, this would be a new record for the department.
- 2. This period, Claresholm Fire responded to 15 events, this includes:
 - a. 1 Structure fire
 - b. 2 Motor Vehicle Collisions
 - c. 3 Outside / Grass fires.
- 3. The 1001 Level 2 Class is nearing completion for this group of students, their final test will be at the Vulcan Fire Tower the 28th & 29th of May. Good Luck to all those testing.
- 4. Claresholm Fire Chief & Members were excited to be able to participate in the culmination of this years Risk Reduction program at Willow Creek Composite High. On 13-May 2022 students observed a roll-over simulator 3 different ways: restrained passenger, semi-restrained passenger, and unrestrained. After that, a mock collision was set up in the west parking lot RCMP, Claresholm Fire, and Zentner Funeral Homes all participated. Students witnessed first hand what happens when poor choices are made, and first responders are called upon.
- 5. On Saturday 14-May, Claresholm Fire was invited to participate in the 1st Annual Hero's Walk at Patterson Park. Members of Claresholm Fire, as

- well as students from the 1001 Professional Firefighter Class were in attendance; by all accounts a great time was had by all.
- 6. There are currently 2 open fire safety codes files; both are near completion and should be wrapped up soon.
- 7. Attached are the call statistics for the reporting period, as well as the fire danger which includes the area for which Claresholm responds, currently rated as Very High. The second graphic from Alberta Wildfire indicates the (forecasted) time it would take a fire to reach 2 hectares. I have enlarged the area for which Claresholm Fire responds, and as you can see, we are anywhere from less than 15 minutes to 15-29 minutes to reach 2 hectares of spread. Hopefully the forecasted rains materialize this weekend, and lower the fire danger and associated fire risks.

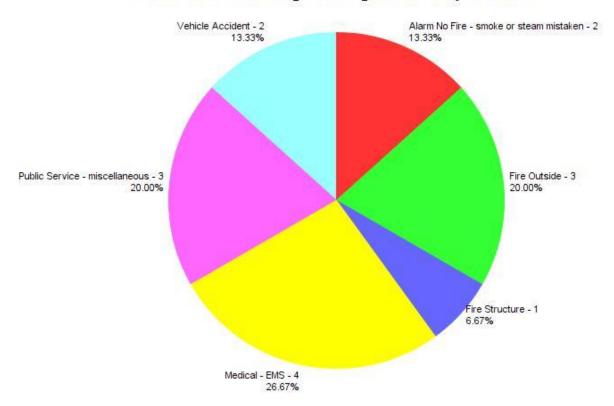
Respectfully submitted,

Craig White

Fire Chief

Town of Claresholm

Claresholm Fire Responses April 18 - May 17, 2022





Alberta

Fire Danger (Fire Weather Index)

forecasted for May 17, 2022

Low

Moderate

High

Very High

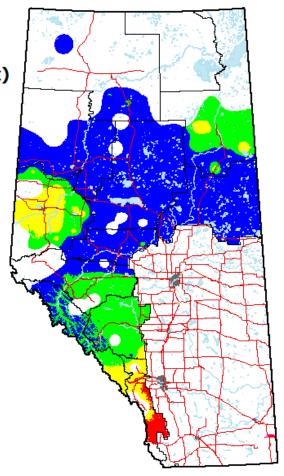
Extreme

No Data



© 2022 Government of Alberta

Map created on May-16 at 14:32





Alberta

Time to 2.0 Hectares (Attack Time)

forecasted for May 17, 2022

Non-Fuel

< 15 minutes</p>

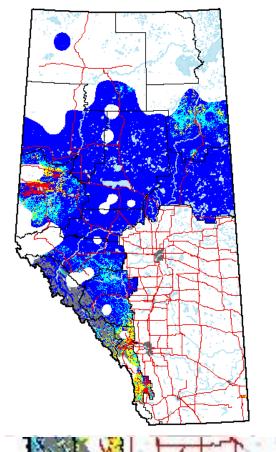
15 - 29 minutes

30 - 59 minutes

>= 60 minutes

No Data







MAY 2022 HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

All of the summer positions have been filled except for the seasonal utility position. It seems there is a shortage of students looking for work. We were approved for grant funding but there are no applicants to date.

Kyle Aikema has moved on from the Bylaw Enforcement position and we welcome Brian Webber to that position. He started on May 9th and is busy learning the ropes.

Assessment and Taxation

The 2022 Tax Arrears List has been registered at Land Titles. There are currently ten (10) properties on the new list. If the taxes are not paid by March 31st, 2023 the properties can be auctioned.

There still remains one (1) property on the 2021 Tax Arrears List from the original seven (7). Payment was not made before March 31st, 2022 so the property is scheduled, potentially, for August 23rd, 2022 at 9:00 a.m., subject to council's decision on May 24th. I have spoken to the property owner several times and they are aware of the deadlines.

I will be notifying all of the interested parties of the Tax Notification status on the 2022 tax arrears list. They will all have been notified by Land Titles as well.

Below is the amount of outstanding taxes, at May 18th, 2022 not including TIPPS Participants. Taxes outstanding are **\$3,036,950.20** summarized as follows:

\$2,878,258.80	Current Taxes Outstanding
\$ 16,109.86	Arrears including previous penalties
\$ 23,770.89	On 2021 Tax Arrears List. Subject to auction in August.
\$ 118,810.65	On 2022 Tax Arrears List. Subject to auction in 2023.

All 2022 tax notices have been sent as of May 12th, 2022. If anyone asks about their tax notice please have them contact the town office.



INFRASTRUCTURE SERVICES REPORT

for May 2022

Buildings Public Works repaired a water leak at the Daycare facility as a fixture in the wall was cracked. Tricon will look at repairing the drywall as part of warranty. There are no new issues to report. A new hot water tank was installed at the library, and Airtech has been to service the Community Centre and Library.



Sidewalks The sidewalk list has been compiled and we are waiting for the contract to be awarded.

Streets The Public Works Crew have been filling potholes for some time now. The product used for paved streets is on backorder due to supply shortages. Some alleys have been graded but rain would assist with dust control to continue that project. McNally is busy with the 2nd street project with paving scheduled for May 18, 2022.





Sanitary Sewers Some residents have been requesting the Town camera to scope private utility services. Most lines have been in good condition, but tree roots are causing some issues. Plumbers have been looking after those private services.

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

Garbage Spring clean-up is underway (bin rentals are going well, many have been scheduled). No other issues.

Equipment The Town has sold one half ton truck. The dump truck went to Auction in Calgary (to be sold in June).

Water Distribution Town crews are completing a new sanitary service on 49th Ave East. The job went well and the homeowner will complete their portion over the weekend. The bulk water station has been getting a lot of use and a small repair was completed on May 16, 2022.

Storm Sewer Drainage No issues to report.

Staff Holiday season is here, staff will work with available crew.

Parks The new playground at Amundson Park is open and very well received. The black dirt around the park is getting watered daily by Public Works. The Parks crew has turned on irrigation at the cemetery and Millennium ball diamonds. A student was hired to fill the cemetery position, and is on site daily completing mowing and whipping. Benches and picnic tables are being repaired and painted. The campground water is on (spray park estimated to be turned on in June, weather dependant). Our gardener is working hard on the downtown planters and watering.





Submitted by: Grant Bishop Public Works Foreman

CLARESHOLM RECREATION

April & May 2022 2022 Recreation Report



Authored by: Denise Spencer

May 17, 2022



CLARESHOLM RECREATION

ARENA

- GHML-Greater Metro Hockey League representative Derek Prue toured the Arena & Claresholm May 16, 2022
 - Possible league start September 2023
 - o Waiting for 2 other communities within Southern Alberta to finalize their agreements
- Big Top Circus has booked for August 20, 2022. They will host 2 shows that day.
- Willow Creek Gymnastics Club will be holding their second annual showcase June 18 with set up June 17
- Woodshed Martial Arts has requested the use of the Mezzanine, met May 5, 2022 to discuss, delegation to attend the May 24, 2022 Council Meeting
- In March the Claresholm Arena and the Claresholm Aquatic Centre, were randomly selected to participate in a research study exploring food promotion in recreation centres in Canada. The purpose of the study is to explore the extent, type, source, and value of food promotion.
 - Nutrition and Dietetics | Division of Community Health and Humanities, Faculty of Medicine, Memorial University of Newfoundland. Research Assistant Lisa McLaughlin
 - The pool does not have food services (small town), the building we are in does at a limited capacity, but due to Covid (AHS building is locked down) we have not had access for 2 years.
 - The Arena; Minor Hockey had vending machines with a small selection of chips and chocolate bars, and drinks. The concession has not been running for 2 years due to Covid.

CAC

- LSI Course April 22-24 and April 30 & May 1 was completed with a new instructor to our facility
- 3 Junior Lifeguards have been hired for the summer
 - o One more local Senior Lifeguard would make scheduling easier
- April through August Program registration is steady. Have not experienced the influx that we had received prior to Covid.
- Was a speaker along with our trainer at the Vulcan-Pool Symposium scheduled May 12. Deck and Lifeguard Management, the importance of education through signage, the 1-2-3 strikes (plus educating) policy,

informative team building inservices, dealing with minor and major incidents, and the benefits of providing a fun, supportive atmosphere for staff.

supportive atmosphere for staff.

- Diving Board-replacement of ladder by Alberta Health
 Services should be completed soon, waiting on maintenance
- Alberta Health Services is replacing the toilets in the ladies & men's change rooms
- Alberta Health Services has upgraded the WIFI within the facility, including our hallway
- Kraken Swim Club started May 2, 2022. Their practice runs Monday-Thursday
- Nanton Marlins Swim Club is using the facility Mondays & Wednesday, and Saturday Mornings until the end of May.



Ball Diamonds

- User Meeting April 27, 6pm at Millennium Diamonds.
 - Site Tour
 - O Diamond 3 has had maintenance done to be a back-up in the event that diamond 2 has irrigation pipe that needs repairs: Diamond 2 & 3 are ready for softball/ slopitch

- Request by maintenance for High School Ball to provide a shed for storage, Town maintenance area is quite crowded.
- Shale replacement substitutions to be examined, shale replacement is quite pricy (16,000 in 2017, and was dust)
- Request from Minor Ball for a porta potty at the T-Ball diamonds
- 150 youth registered, 3 girls softball teams

East Side Dog Park Naming

- 1st Place Bark Park
- 2nd Place Happy Tails
- 3rd Place Windy Meadows
 - The winners have been notified, and will be reaching out to the town office
- Signage for the Park has been ordered, the price has gone up significantly since 2018

East Side Dog Park Signage

- On March 10th Public Works reached out regarding a complaint a user of the East Side Dog Park had regarding the Town using chemicals at the Dog Park. Prior to this complaint a user on Facebook had blasted the Town on for using a white powder, which in likelihood could possibly be the alkali in the soil coming up.
 - Notice in paper May 11, and notice laminated and posted at the Bark Park May 12, 2022
- Dog Park Signage has been ordered

SASG-Southern Alberta Summer Games

- May 4, 2022 SARA Meeting regarding the Regional Games
- May 9, 2022 Meeting with MD of Willow Creek regarding the Regional Games, and MD responsibilities

Skate Park

• Volunteer opportunities with Canada Day and Fair Days

The Garden Project-Plant Exchange

- May 13, 2022-Plant Exchange 1-3:30pm
- Worked with Gardener to dig out plants that were crowded in the gardens
 - Provided containers and bags for storage for participants
- 10 participants for the event: brought seed potatoes, chives, hyssops, coleus
 - Town plants were split up, then remainder were dropped off at the Town compost site

Claresholm Disc Golf

- Course designer received a Grant for 2500 for trees. The Director requested that they be planted in the fall.
 - Course designer began planting May 12, 2022, has a watering plan separate from the town.
 - o The plantings include fruit trees, which will be an

The Town Of Claresholm does not spray or use chemicals of any kind within the fenced in Dog Park.

WE ASK THAT USERS OF THE PARK REFRAIN FROM USE OF PESTICIDES FOR ANTS OR ANY OTHER PRODUCT THAT COULD HARM THE USERS OF THE PARK GREENSPACE. THERE HAVE BEEN REPORTS THAT A CHEMICAL HAS BEEN USED WITHIN THE PARK SPACE, THIS HAS NOT BEEN SANCTIONED BY THE TOWN.

The Town of Claresholm does not spray for gophers, weeds, ants or anything else inside the park fence. Gopher bait stations are located in the surrounding area and are of no danger to dogs inside the fenced park. The product is GOPHER DOOM, is sold by POULIN's Exterminator services and was chosen because it has no secondary kill to cats, dogs or birds. The Town of Claresholm has used it for over 10 years with no reported problems.

The Town of Claresholm staff are committed to this community and continually go above and beyond to ensure they are following the highest standard practices for the health and safety of Claresholm residents and their animal companions. Please contact the town at info@claresholm.ca if you have concerns.





amazing addition to the town if they can be established.

• Rock walls look well done, and give the park a classic feel

Pítch In Canada

- 28 people volunteered April 22 & 23 for Pitch in Canada week
- May 5, 2022 a community member reached out asking what areas of the Town would be needing attention, and if there were supplies available. She stopped by the Town office to pick up garbage bags.

Town Gardens

- Garden plan completed for the Gardener who started May 2,
 2022
 - o Fortunate to have a returning gardener
- Purchase of a variety of perennials (Pansy's) for the south and north entrances. These flowers will add colour to the entrances
 - Sunflower Seeds will be planted, and Marigold seeds to help deter deer



- Organizer, Garth Stotts forwarded information to be advertised.
 - Put it into a poster
- Looking for local volunteers for this event.
- Forwarded to the local press
- Forwarded to the Town of Claresholm

Community Foundations Grant:

Received word that the Grant was over-subscribed, will revamp the Grant and submit again for fall 2022



ON JULY 23RD, 2022 - 250 GRAVEL CYCLISTS WILL DEPART FROM CLARESHOLM CENTENNIAL PARK TO TAKE PART IN THE RANGE.

WHAT IS THE RANGE: The Range is a 128 km endurance gravel cycling event that heads west of Claresholm, through the gravel roads and into the Porcupine Hills.

WHO IS SIGNED UP: Cyclists will be coming from all over the province. Most are from Southern Alberta. But we do have riders from BC, Sask, Ontario, New York, and even Japan.

WHY IS THIS SO POPULAR: This event sold out in 1 Day on Feb 1, 2022. Riders are keen to take on the challenging and spectacular course. The course also runs through private ranch roads, has 3 creek crossings, and hard climbs.

<u>IS THE EVENT APPROVED?</u> Yes the Town of Claresholm and Willow Creek MD have approved this event. Permits are in place.

WHAT SHOULD CLARESHOLM RESIDENTS EXPECT?: The riders will leave Centennial Park at 9 am and have to be completed and back by 5 pm. You will see riders around in the morning and evening. During the day, they will be out on course.

<u>CAN I GET INVOLVED?</u> YES! Please come down to the finish line between 1-4 pm to see most of the riders come in and cheer them on. You can also volunteer.

EVERY VOLUNTEER GETS A FREE EVENT TEE-SHIRT. If interested, please email

garth@thegravelexperience.com

WEBSITE: thegravelexperience.com
FACEBOOK PAGE: The Gravel Experience





Claresholm





Utility Services Report May 2022



Utility Services Manager Brad Burns

3700 8th Street West brad.burns@claresholm.ca
Box 1000 T0L-0T0 Cell # 1-403-625-1687
Claresholm, Alberta

Regional Water Treatment Plant

Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- EFM (enhanced flux maintenance) both racks.
- Flush CIP tanks.
- CORONA Electric onsite repairing Transfer Pump # 2 wires and inspecting junction Box's.
- Spray weeds at all utility locations.
- CHAMCO on-site recording pump and shaft sizes for replacement.
- Hook up porta-cools and A/C in electrical and pump rooms.
- Adjust and clean DAF (dissolved air flotation) FV1310-1V compressed air positioning scrapper valve.

<u>Transfer Pumps Send Treated Water from the Regional Water Treatment Plant to The</u> <u>Highway Pump Station and Eastside Reservoir</u>



Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- TMM and HAA results.

Online courses available.

Meetings

- Bi-weekly management meetings.
- Monthly onsite safety meetings.
- M.D Willow Creek Service Agreement Meetings as requested.
- Oldman Dam Downstream Stakeholder's Guild annual general meeting.
- On-site Lagoon warranty walkthrough with MPE.

Safety

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

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.

Pumping Stations and Reservoirs

Highway Pump Station

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

East Side Reservoir (UFA)

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

M.D Willow Creek

Chlorine Booster Station

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

Industrial Airport

Provide help with the Airport system as per service agreement.

PRV Meter Vault

- Check PRV meter vault operating pressure.

Hamlet of Granum

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

West Water CO-OP

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

Alberta Parks and Environment Requirements

- Code of Practice treated water quality limits daily monitoring.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Distribution samples for free chlorine residual throughout M.D Airport and West Water Co-op continue to be compliant.

Water Distribution

Universal Metering

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

Government Compliance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.

Meter/PRV Vaults

- Check acreage PRV vault bi-weekly.
- Inspect and clean town bulk water station solenoid control valve.

Distribution Lines

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

Lagoon and Wastewater Collection

Government Compliance

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

Harvest Square Lift Station

- Check lift station online daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.
- CORONA Electric onsite replacing pump #1 variable speed drive.

Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.
- Clean grease and solids from control vaults 1 and 2 prior to the anaerobic cells.

Cleaning Grease and Collected Solids from the Lagoon Control Vaults



Raw Water Supply

Pine Coulee Reservoir

- Pine Coulee Reservoir level **50.37** % **1046.89** geodetic meters, **25485.10** (dam3)
- Chain Lakes Reservoir 66.34 % level 1295.51 geodetic meters, 9561.74 (dam3).
- Pine Coulee Diversion Canal below head gates flowing into reservoir at 0.06 m3/s.

Pine Coulee Supply Line

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

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir 6571 mm 97%
- Check blowers to lake daily.

Golf Course

- Backwash water from process continues through the neutralization system to the golf course holding ponds.
- May WTP backwash waste water sent to golf course to date 2946.8 m3.

Pine Coulee Raw Water Turnout Fills the Golf Course Ponds and Records Usage





Council Committee Report

Mayor Petrovic

Fair Days Meeting May 2, 2022

I was able to sit in on the fair days meeting. There is plans to have events Thursday through to Sunday including and not limited to the young entrepreneurs market, street festival, beer garden, music, car show, parade, tea in the gardens and a ball tournament.

Date: May 24, 2022

Economic Development Week Speaker May 12, 2022

Cody Nielsen a business coach out of Lethbridge came to present to entrepreneurs for the economic development luncheon.

Land Use and Development May 12 and 19, 2022

I am currently enrolled in Elected Officials Education Program on Land Use and Development. I am early noon in the course but hoping to gain information and knowledge to bring back to MPC.

Interagency May 19, 2022

Was able to sit in on the interagency meeting these were some items discussed

Claresholm Centre for Mental Heath and Addictions- Ingrate approx.. 15 new individuals into our community.

<u>Ministerial-</u> June 18 community wide garage sale. Ministerial to participate and donate proceeds to a local charity.

Stavely FCSS- Stavely Fair days end of August, a 3-day event LUNA- Indigenous month in June, June 25th Powwow in Calgary WCIS- Spread the World on Canada Day, looking for individuals to participate in this event. Would like the community to know that if you are or know an immigrant or immigrant family to please have them reach out to WCIS so they are able to assist them in their journey.

<u>Wild Rose Community Connections and Care and Connections-</u> looking for snack shack volunteers and someone to manage recycling. Dad central on Wednesday May 25 at the school.

<u>Chinook Regional Sexual Assault Centre-</u> accept referrals <u>Rowan House-</u> Offering Healthy Relationship Groups. Support individuals to those who are victims of domestic abuse. Picnic with a purpose on June 12 from 11-3.



	Claresholm FCSS- Tumbling Tots starting to meet outside (weather permitting) every Monday from 9-11. Community Heros Walk, about 70 peoples attended and raised approx 700 dollars, this goes to a new initiative to support youth in all activities. FCSS hosted a wacky dinner, approx 20 people attended. Holly is very creative in her programming. June 29th Seniors and youth and the seniors centre. Food Rescue- Just won an award from Food Banks Alberta
	AG Society, May 18, 2022 Operations running as normal. They have applied for the CFEP & GICB Grant and requested badge subsidy for the HHBRP. Riding passes have been reviewed and yearly fees increased. There is also a low side on the west side of the new Agriplex, they are looking to have their clay pile dispersed into that area.
Councillor Carlson	
Councillor Cutler	
Councillor Kettles	May 10 Child Care Society A work bee was completed on May 14 that amongst other things, added a large amount of Pea gravel and established a new play area around the trees on the North side. It looks great. Thanks to all the volunteers who worked to make this facility an even greater success. The licensing inspection happened and was passed successfully. Fundraiser was completed again thanks to the parents. In process to bring on additional personnel. May 12 Learn a lot Playschool Supplemental Meeting



After a successful May 3 AGM was held filling positions on the Playschool Board, a supplemental Meeting was called informing the retirement of our Playschool teacher Congratulations on 19 years of dedication to our group.

A hiring committee has been struck and an ad will be placed in the paper and other places.

May 17 Meeting with Lethbridge College Outreach

I met with representatives of the Lethbridge College who are reaching out to many municipalities and partners looking to find new ideas, establish contacts, and build relationships throughout Southern Alberta. They were broadly aware of some of Claresholm's initiatives and advantages through their contact with Economic Development however I was able to further highlight areas of strength especially around agribusiness and our great story with water and transportation. We also discussed Micro-credential opportunities in our community through the LC office in Claresholm

Councillor Meister

Councillor Schlossberger

Attended 3 RNIP candidates interviews with Brady and Char. First interviews I have attended. Very much enjoyed taking part. Most candidates are so excited about coming to Canada. We now have 17 businesses in Claresholm who want to be included in our program.

May 12

Attended EDC business luncheon. Cudo's to Sheila for a job well done. Over 30 participants for lunch and a presentation by Cody Neilson. Business coach from Lethbridge.

May 12

Attended first course of the Land Use and development approvals. The course material was pretty standard stuff. But as always the networking is fun. We had breakout rooms where we discussed different issues and solutions with 5 other communities from all over Alberta. Every



community I talked with has two of the same issues. Labour shortage and housing shortage. All communities are grappling with reduced funding from the province, increased policing costs and tax increases. Some communities still dealing with red tape issues with the province. This was first of 4 courses. There were 117 attendees on this virtual course. Enjoyed it.

May 12

ORRSC executive meeting in Lethbridge. They are struggling with staff getting sick, maternity leave and staff moving on to new jobs. Sub Division approvals increasing slowly month over month. ORRSC is good financial shape. A few communities looking at different incentives to a improve housing shortages.

May 16

Attended EDC. Brief outline on our new Community Development Committee. Brady met with Jay, the development officer at the MD of Willow Creek, to discuss collaboration. Approved 3 RNIP applications. Presentation by LocalIntel.

May 17

Library Finance committee meeting. Then Library board meeting. Tony said to say thank you the nice letter from the town concerning grant application. Discussion about the AED device at the library. Apparently you have to be trained in CPR to use this device. I am going to talk with Jason about this. No one trained at the library. A discussion about having Naloxone available at the library. I was opposed to this proposal but it passed. Need kits and training. Checking with pharmacy about this. May 18

Landfill meeting. Back on course with no employees sick. Trying to keep trees alive with water. Update on our new loader. Expected to receive it in October. Delay in delivery because of supply and distribution issues. Still very busy at the landfill. NLSS will be there sooner than expected to dig our new cell(hole). Scrap metal way as almost doubled in price so we

UPCOMING

will move our huge pile ASAP.

Land use course May 19. MPC May 20. Meetings with Ministers Switzer and Hunter as a collaboration with all REDA's. Peter at Southgrow has speared headed this meeting. Peter has prepared an agenda and had it approved by minister's staff. See how that goes. This is in Edmonton on May 25.



Councillor	
Zimmer	



INFORMATION BRIEF

Meeting: May 24, 2022

Agenda Item: 19

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - April 11, 2022					
13	RFDirection: Town Speed Limit - Moved by Councillor Meister to direct Administration to discuss the unposted town speed limit within town limits at the Emergency Services Committee level to come back to Council at a future meeting. CARRIED MOTION #22-059	Abe	Discussed at emergency services committee and the group has directed administration to proceed with researching 40km/hr speed limit	Ongoing	
Reg	ular Scheduled Meeting - April 25, 2022				
7	RFD: Community Futures Business Loan Program - Moved by Councillor Schlossberger to accept the Business Improvement Loans Program offered by Community Futures Alberta Southwest, and that the loan interest be repaid at 50% by the Claresholm & District Chamber of Commerce and 50% by the Town of Claresholm Economic Development Committee. CARRIED MOTION #22-061	Brady	EDO is working with Community Futures to complete the agreement in partnership with the Chamber	In progress	
9	RFD: Greater Metro Hockey League Expansion - Moved by Councillor Kettles to support the Greater Metro Hockey League expansion in Claresholm for the 2022-23 season, with practices starting September 15, 2022. CARRIED MOTION #22-063	Denise/Abe	Letter has been sent to Derek Prue, Executive Director with GMHL. Facility tour booked for May 16, 2022.	Complete	
9	RFD: Greater Metro Hockey League Expansion - Moved by Councillor Cutler to set ice fees for the Greater Metro Hockey League at \$129.50 per hour for prime ice and \$70.90 per hour for practice ice plus GST at the Claresholm Arena for the 2022-23 season. CARRIED MOTION #22-064	Denise	Fees will be discussed May 16 when the lease is reviewed.	Complete	
11	RFD: 2022 Final Budget - Moved by Councillor Carlson to direct administration to prepare information on the water rates to be discussed at the Audit & Finance Committee level at an upcoming meeting. CARRIED MOTION #22-067	Blair	Preparing information	In progress	
Regular Scheduled Meeting - May 9, 2022					
1	BYLAW #1738 - Moved by Councillor Carlson to give Bylaw #1738, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Tara	Will be on a future Agenda for 2nd & 3rd Readings	Complete	

2	BYLAW #1739 - Moved by Councillor Kettles that Bylaw #1739, be amended prior to 2nd reading to amend tax rates as follows. CARRIED MOTION #22-069 Moved by Councillor Cutler that Bylaw #1739, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2022 taxation year receive 2nd Reading. CARRIED Moved by Councillor Meister that Bylaw #1739, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2022 taxation year receive 3rd and Final Reading. CARRIED	Lisa	Bylaw has been signed, tax notices generated	Complete
7	RFD: Letter of Support - Moved by Councillor Kettles to write a letter of support towards the Bridges at Claresholm Golf Club's application to the Community Facility Enhancement Grant, for the purpose of replacement of the irrigation system on the original 9 holes of the golf course. CARRIED MOTION #22-070	Karine	Letter sent	Complete
8	RFD: 2022 Fair Days Road Closures - Moved by Councillor Cutler to extend the existing Street Market downtown parking lot and road closures on Saturday, August 13th, 2022 from 5:00 p.m. to 6:00 p.m. CARRIED MOTION #22-071	Brady/Mike	Plans are being made	Complete
8	RFD: 2022 Fair Days Road Closures - Moved by Councillor Kettles to approve the road closure of the downtown parking lot southernmost alley way, which runs East to West, from Linderman Law to Pharmasave, on Saturday August 13th, 2022, from 8:00 a.m. to 6:00 p.m. CARRIED MOTION #22-072	Brady/Mike	Plans are being made	Complete
9	RFDirection: 2022 Parade Attendance - Moved by Councillor Carlson to approve the Town of Claresholm's float to attend the 2022 parades as presented with the exception of Bellevue with a budget of up to \$1,500 for candy. CARRIED MOTION #22-073	Karine/Lisa	Candy has been ordered, schedule is being made for parade attendance	Complete
16b	IN CAMERA: LAND - Moved by Councillor Schlossberger to advertise a closed bid auction for Lots 66, 67, 68, 69, Block 118, Plan 8010781, Lots 2, 3, 4, Block 117, Plan 8010781, with a reserve bid of \$30,000 per lot, conditional on the successful bidder entering into a purchase agreement with the Town which includes a development obligation and option to reacquire at 50% of the purchase price. CARRIED MOTION #22-074	Tara/Abe	Advertisement in the Local Press, shared on social media, & emailed to contacts. Purchase agreement with option to reacquire prepared.	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, MA, CAO

DATE: May 20, 2022

INFORMATION ITEMS

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Museum Station Bldg.

March 16, 2022

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

Absent: Joe Toone

1. Call to order by Barry Gibbs at 3:04 PM.

- 2. Adoption of amended agenda by Verne Lunan. CARRIED
- 3. No correspondence to report. Barry Wood moved for the approval of the minutes from February 16, 2022, as presented. **CARRIED**
- 4. Executive Directors Report No financials to review.
- The Winterfest 2022 was highly successful. Bill Kells thanked all who helped at the museum booth. The location this year at the main entrance, gave the museum volunteers a chance to greet everyone as they came into the community center. The photo booth with cut outs for people's faces was popular with all ages. Cynthia Wannamaker made a motion for an official "Thank You" to Kandice Meister for her time in painting the train engine image for the photo booth. **CARRIED**
- The grant application for scanning equipment has gone thru The Friends of the Museum for filing.
- 5. Marketing Committee Report Bill Kells has collected over 5,000 images on a digital external hard drive. This will make it easier to make selections for our website as well as our presence on other websites.
- The marketing committee is looking into attending trade shows to promote the museum. Earl Taylor is checking out scheduled tradeshows in southern Alberta set for the spring of 2022. The museum now has five free-standing vertical banners from the Town office. These easy to transport and well-designed displays could be used in the design for any tradeshows.
- With the bus tour season approaching there is a need to contact all tour operators and ensure they are aware of our location.
- Cynthia Wannamaker is researching grants for the museum signage upgrades.
- A high-quality publication developed by the Welcoming Claresholm Committee shows little content on the museum.
- 6. 2023-2026 Museum Strategic Plan Barry Gibbs explained that his updated list for the strategic plan combined his initial list and the one from Bill Kells into one document. Barry led the group into prioritizing and refining the updated list. This is an ongoing project to be carried forward to the next board meeting.
- 7. Earl Taylor made a motion for adjournment at 5:10 PM. CARRIED

Next meeting April 20, 2022, at 3:00 PM at the Station.

Bary Sill

Barry Gibbs, Board Chair

MEETING MINUTES

In attendance: Earl Hemmaway, Donna Meister, Kendall Schille, Brad Schlossberger, Ashley Tebbutt, Jay Sawatzky, Tony Hamlyn (via virtual attendance)

With regrets: Joanna Ridley

1.CALL TO ORDER 4:57 pm

2: APPROVAL OF AGENDA

- * Addition of amendment to draft waiver for VR use under New Business
- * Addition of Chinook Arch Regional Library System Board Survey

Ashley Tebbutt: Motion to approve

Carried

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from March 15, 2022

Kendall Schille: Motion to approve

Carried

4: CORRESPONDENCE

4.1 None

5: FINANCIAL

5.1 Financial report for end of March

-LEDs almost completely installed - really nice addition

Earl Hemmaway: Motion to approve Financials

Carried

5.2 Financial Committee report/correspondence to the Town of Claresholm re: Budget Consideration 2022

-Fewer conferences, fewer books, fewer audio/visual and using endowment for programming for a total of \$13k and move another \$7k from our current account for a total of \$20k less from the Town of Claresholm

MEETING MINUTES

-Want to ensure Town knows endowment for programming and equipment not library operations

Kelsey Hipkin: Motion to reduce by \$20k for 2022

Carried

6: REPORTS

6.1 Library Manager's report

- Tales and Rhymes cancelled April 16, due to power outage
- Jade Hart leading Laughing Yoga, April 27 free adult program

6.2 Librarians' Committee Meeting Report

- Digital Literacy Program down to last week of programming
- Several features available in Collection HQ
- eRenew should be live by the May meeting
- Important Dates Document created for libraries and boards
- Finally getting VOIP phones Voice Over the Internet
- Taber did training on Naloxone is there an appetite for that here in Claresholm?
 - ACTION Jay will put on agenda for next meeting for board to discuss

Brad Schlossberger: Motion to appove

Carried

7: NEW BUSINESS

7.1 Draft waiver for public to use VR equipment/amended version

- Not recommended for those under 13 we should limit there
- If we're doing a waiver we need to make it clear it limits ones ability to sue
- Making it clear there are risks when using NR
- Anyone under 18 needs parental consent

Donna Meister: Motion to approve Kendall's recommendations to VR draft waiver and not have the VR used by 13 or under

7.2 Board members and manager attending Town Council Meetings

- More efforts will be made for the library to approach council and explain the importance of the library in the community. Important pieces council should know of the library to understand the value.

MEETING MINUTES

7.3 Chinook Arch Regional Library System Board Survey

- When you think about your community what are you most proud of?
 - Work FCSS and what all the town groups, Tony thinks of inclusivity
 - Collaboration between town groups mentioned above
- Biggest challenges in the next 4-5 years
 - Funding
 - Bringing new business to town
 - Housing/Affordable housing/inflation
- What role does the library play in your community
 - Community hub for so many activities
 - Access to technology
 - A safe space
 - Free meeting spaces heavily utilized
- What does a thriving community look like to you
 - Collaborative and inclusive
 - Well-attended community functions
 - Little to no homelessness
 - Aesthetics/appearance/tidy/clean
- ACTION Brad recommends Tony sharing this at the council meeting
- Any other thoughts that might help Chinook Arch set its service direction?
- Can they expand? Now that Nobleford has joined there are no new libraries that could potentially join a huge feather in their cap
 - Increased relevant training? Haven't had the same access with COVID

8: OLD BUSINESS:

8.1: Review of Library Policies re: duty to accommodate

- Kendall runs through amendments - amended policy has been emailed to board

Ashely Tebutt: Motion to accept the amended policies specifically 1, 4, 5 and the bylaw schedules

Carried

9: CLOSED SESSION (if required)

10: ADJOURNMENT 5:50 pm (Finance Committee will meet at 4:30 that day to do their review)

MEETING MINUTES

Next Meeting: Tuesday May 17, 2022 at 5 pm

Willow Creek Regional Waste Management Services Commission Box 2820 Claresholm, Alberta T0L 0T0

Phone: 403-687-2603 Fax: 403-687-2606

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility April 20, 2022 at 10:00 A.M.

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

- 1. Chair Gord Wolstenholme called the meeting to order at 10:02 A.M.
- 2. Approval of Agenda

22.25 **Moved by Don Norby** to adopt the agenda as amended. **CARRIED**

3. Delegations

No delegations.

- 4. Approval of Minutes
 - a) Regular Monthly Meeting February 17, 2022

22.26 **Moved by John Kroetsch** to approve the minutes of the February 17, 2022 regular monthly meeting.

CARRIED

- 5. Financial Information
 - a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$11 194.17.

22.27 **Moved by Brad Schlossberger** to approve for payment, the accounts payable in the amount of \$11 194.17.

CARRIED

b) Check Detail February 18, 2022 to April 13, 2022

CAO Friesen presented the members with the check detail from February 18, 2022 to April 13, 2022 in the amount of \$84 415.37.

22.28 **Moved by Don Norby** to accept the check detail of February 18, 2022 to April 13, 2022 in the amount of \$84 415.37 as presented.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility April 20, 2022 at 10:00 A.M.

- 5. Financial Information cont.
 - c) Bank Reconciliation February & March 2022 Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation reports for February and March 2022 for the ATB Financial checking account & 90-day notice account.

22.29 **Moved by John Kroetsch** to accept the February and March 2022 reconciliation reports for the ATB Financial checking account & 90-day notice account as presented. **CARRIED**

d) Bank Statement ending March 31, 2022

CAO Friesen presented the members with the ATB Financial bank statement ending March 31, 2022.

22.30 **Moved by Brad Schlossberger** to accept the ATB Financial bank statement as presented.

CARRIED

e) Budget vs. Actual Report ending March 31, 2022

CAO Friesen presented the member with the budget vs. actual report ending March 31, 2022.

22.31 **Moved by Don Norby** to accept the budget vs. actual report ending March 31, 2022 as presented.

CARRIED

f) Balance Sheet ending March 31, 2022

CAO Friesen presented the members with the balance sheet ending March 31, 2022.

22.32 **Moved by Brad Schlossberger** to accept the balance sheet ending March 31, 2022 as presented.

CARRIED

g) Material Report ending March 31, 2022

CAO Friesen presented the members with the material report ending March 31, 2022.

22.33 **Moved by John Kroetsch** to accept the material report ending March 31, 2022 as presented.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility April 20, 2022 at 10:00 A.M.

6. New Business

a) Wage Increases

CAO Friesen explained that the members needed to ratify the email correspondence regarding 2022 wage increases.

22.34 **Moved by Don Norby** that the WCRWMSC ratify the email correspondence of February 17, 2022 in which the Board of Directors voted in favor of wage increases, as budgeted, effective February 2022 payroll.

CARRIED

b) Summer Saturday Hours

CAO Friesen asked if the members would like the Summer Saturday schedule advertised in the Claresholm Local Press and the Macleod Gazette. Friesen explained that she has asked all of the members to post the schedule of their bulletin boards and we also have it on our Facebook page.

Member Norby felt it was a good idea to also advertise in both papers. Friesen asked how many weeks the board wanted the ad to be in the paper. The consensus was to run the ad for two weeks in both local papers.

22.35 **Moved by Don Norby** that the WCRWMSC advertise the Summer Saturday dates and hours in the Claresholm Local Press and the Macleod Gazette and further that the ad run for two weeks.

CARRIED

c) Changes to Agricultural Chemical Container Handling-For Information

CAO Friesen explained to the members that she has received further information regarding the ag chemical containers. Friesen noted that Curtis Construction had contacted her and explained that moving forward producers will have to bag the empty chemical jugs. Curtis Construction has provided the landfill with large bags. Friesen further stated that she had been in contact with Carla, the ag field person at the M.D. of Willow Creek, and asked for assistance from M.D. to get the word out. Carla stated that she would certainly get the information on the website and into the M.D. newsletter.

d) Electricity Rates

CAO Friesen asked the members if they wanted to continue with variable electricity rates or switch to a contract with a locked in rate. Chair Wolstenholme asked how long a contract would be. Friesen explained a contract can be one year up to three years. Friesen further explained that we were paying upwards of sixteen cents in January and February, but that the rates are starting to come down. Friesen further noted that during normal times, on average, it is cheaper to stay on variable rate, but with the volatility in the market, it is hard to predict how low the rates will go. The members asked Friesen to gather more information for the next meeting.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility April 20, 2022 at 10:00 A.M.

- 6. New Business cont.
 - e) EFT Payroll and Bill Payments

CAO Friesen presented the members with the costs associated with paying bills and payroll using electronic funds transfer versus checks. Friesen explained that many of our customers pay us using EFT, and it would also simplify payroll to make the move to EFT. The members agreed that the Commission should be set up for EFT payments.

22.36 **Moved by Don Norby** that CAO Friesen be authorized to have ATB Financial set up the WCRWMSC for electronic funds transfer bill payments.

CARRIED

- 7. Old Business
 - a) Cell Development 9A and Clay Cover Tender Award

CAO Friesen explained that the members had to ratify the email vote awarding the cell development tender.

22.37 **Moved by Brad Schlossberger** that the WCRWMSC ratify the email correspondence of April 4-6, 2022 in which the Board of Directors voted in favor of awarding Cell 9a Construction and Cells 12-14 Clay Cover contract to N.L. Smith and Sons.

CARRIED

8. Correspondence

No correspondence.

- 9. General Landfill Information
- 10. In Camera
- 11. Adjournment

22.38 **Moved by John Kroetsch** to adjourn the meeting at 10:40 A.M. **CARRIED**

Chairman Gord Wolstenholme
CAO Chand Friegon
CAO Cheryl Friesen