



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

Time: 7:00 P.M.

Place: Council Chambers

Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West  
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtnLIKA/live>

**NOTICE OF RECORDING**

**CALL TO ORDER**

**AGENDA:** ADOPTION OF AGENDA

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

**ACTION ITEMS:**

1. BYLAW #1754 – BMO Operational Borrowing Bylaw  
RE: 1<sup>st</sup> Reading
2. BYLAW #1755 – AMSC Operational Borrowing Bylaw  
RE: 1<sup>st</sup> Reading
3. CORRES: Hon. Rebecca Schulz, Minister of Municipal Affairs  
RE: 2022/23 Fire Services Training Grant
4. CORRES: Town of Nanton  
RE: Intermunicipal Collaboration Framework
5. REQUEST FOR DECISION: Fortis Franchise Fee
6. REQUEST FOR DECISION: Annexation
7. REQUEST FOR DECISION: Claresholm Fire Department Business Plan
8. REQUEST FOR DECISION: Fire Engine Replacement Purchase
9. REQUEST FOR DECISION: 2023 Interim Budget
10. FINANCIAL REPORT: Statement of Operations October 31, 2022
11. INFORMATION BRIEF: CRAZ Workshop
12. INFORMATION BRIEF: CAO Report
13. INFORMATION BRIEF: Council Committee Reports
14. INFORMATION BRIEF: Council Resolution Status
15. ADOPTION OF INFORMATION ITEMS
16. IN CAMERA:
  - a. Personnel – FOIP Section 17
  - b. Personnel – FOIP Section 17

**INFORMATION ITEMS:**

1. Willow Creek Regional Waste Management Services Commission Meeting Minutes – Oct 19, 2022
2. Claresholm & District Museum Board Meeting Minutes – September 28, 2022
3. Oldman River Regional Services Commission Executive Meeting Minutes – Oct 13, 2022
4. Claresholm Public Library Board Meeting Minutes – October 25, 2022

**ADJOURNMENT**



**Claresholm**

**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**NOVEMBER 14, 2022**

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

**COUNCIL PRESENT:** Mayor Chelsae Petrovic, Councillors: Kieth Carlson, 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:**

**1. ORGANIZATIONAL MEETING – OCTOBER 24, 2022**

Moved by Councillor Meister that the Organizational Meeting Minutes of October 24, 2022 be accepted as presented.

**CARRIED**

**2. REGULAR MEETING – OCTOBER 24, 2022**

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

**CARRIED**

**PUBLIC HEARING: BYLAW #1752 – Land Use Bylaw Amendment**

Mayor Petrovic declared the Public Hearing open regarding Bylaw #1752 at 7:01 p.m.

CAO Abe Tinney presented Bylaw #1752, a Bylaw for the purpose of amending Land Use Bylaw #1525 to redesignate lands for the purpose of a residential development. No formal submissions were received from the public.

Planner Gavin Scott from the Oldman River Regional Services Commission (ORRSC) presented more detailed information regarding the proposed Bylaw.

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

One member of the public indicated they were for the project. Another resident asked what is planned for Phase 2 if this project is for Phase 1. At this time, no plans have been developed for Phase 2. Some discussion was held regarding the future development.

No other comments were received from the public regarding Bylaw #1752. No comments from members of Council were noted.

Mayor Petrovic declared the Public Hearing closed at 7:17 p.m.

**DELEGATIONS:**

**1. SOUTHGROW REGIONAL INITIATIVE – Peter Casurella, Executive Director**

Peter Casurella, Executive Director for SouthGrow Regional Initiative, met with Council by Zoom to give an update on economic development in Claresholm and in our region.

**2. RCMP CLARESHOLM DETACHMENT – Cpl. Tom Nairn, Detachment Commander**

**RE: Quarterly Policing Report – July 1 to September 30, 2022**

Cpl. Tom Nairn, Claresholm Detachment Commander was present to speak to Council regarding the Quarterly Policing Report for July 1 to September 30, 2022.

**ACTION ITEMS:**

**1. BYLAW #1751 – Cemetery Bylaw Amendment**  
**RE: 2nd & 3rd Readings**

Moved by Councillor Carlson to amend Bylaw #1751 prior to 2<sup>nd</sup> Reading to add the following to Schedule “A”:

Memorial Tree Program:  
Memorial Tree \$275 + GST  
Memorial Plaque \$150 + GST

**CARRIED**

Moved by Councillor Schlossberger to give Bylaw #1751, a Cemetery Bylaw Amendment, 2nd Reading.

**CARRIED**

Moved by Councillor Meister to give Bylaw #1751, a Cemetery Bylaw Amendment, 3rd and Final Reading.

**CARRIED**

**2. BYLAW #1752 – Land Use Bylaw Amendment  
RE: 2nd & 3rd Readings**

Moved by Councillor Zimmer to give Bylaw #1752, a Land Use Bylaw Amendment, 2nd Reading.

**CARRIED**

Moved by Councillor Schlossberger to give Bylaw #1752, a Land Use Bylaw Amendment, 3rd and Final Reading.

**CARRIED**

**3. BYLAW #1753 – Land Use Bylaw Amendment  
RE: 1st Reading**

Moved by Councillor Cutler to give Bylaw #1753, a Land Use Bylaw Amendment, 1st Reading.

**CARRIED**

Moved by Councillor Kettles to give Bylaw #1753, a Land Use Bylaw Amendment, 2nd Reading.

**CARRIED**

Moved by Councillor Carlson for unanimous consent to give Bylaw #1753, a Land Use Bylaw Amendment, 3rd and Final Reading at the same meeting.

**CARRIED UNANIMOUSLY**

Moved by Councillor Zimmer to give Bylaw #1753, a Land Use Bylaw Amendment, 3rd and Final Reading.

**CARRIED**

**4. CORRES: Hon. Rebecca Schulz, Minister of Municipal Affairs  
RE: Minister Introductory Letter**

Received for information.

**5. CORRES: Town of Fox Creek  
RE: Victim Services Redesign**

Received for information.

**6. CORRES: Town of Fort Macleod  
RE: Arena Use & Reduced Rates**

Received for information.

**7. CORRES: Town of Fort Macleod  
RE: 29th Annual Santa Claus Parade**

Received for information.

**8. CORRES: Oldman Watershed Council  
RE: Thank you for ongoing support**

MOTION #22-144 Moved by Councillor Schlossberger to support the Oldman Watershed Council with a donation of \$1,777 to continue their efforts towards watershed health in our region.

**CARRIED**

**9. CORRES: NWST Charitable Foundation  
RE: Each One Plant One**

MOTION #22-145 Moved by Councillor Zimmer to direct administration to send a letter of interest to the NWST Charitable Foundation regarding their offer to plant trees in our community.

**CARRIED**

**10. CORRES: Brownlee LLP Barristers & Solicitors  
RE: Emerging Trends in Municipal Law**

Councillors Cutler and Schlossberger indicated they plan to attend in Calgary on February 9, 2023.

**11. CORRES: Claresholm Local Press  
RE: Old Fashioned Christmas**

MOTION #22-146 Moved by Councillor Cutler to allow the Claresholm & District Chamber of Commerce to use the downtown parking lot for the Old Fashioned Christmas event on November 25, 2022, to close the downtown parking lot including all access points, and to allow a bonfire in the downtown parking lot (weather permitting).

**CARRIED**

**12. REQUEST FOR DECISION: Protective Services Policy Changes**

MOTION #22-147 Moved by Councillor Cutler to rescind Town of Claresholm Policies #5.3.03 CPO of Conduct, #5.3.16 CPO Incident Capture System (ICS) and #5.3.30 CPO Complaint Process.

**CARRIED**

MOTION #22-148 Moved by Councillor Carlson to amend Town of Claresholm Policies #5.3.04 CPO Notebook Policy and #5.3.20 Exhibits Handling Policy as recommended.

**CARRIED**

**13. FINANCIAL REPORT: Statement of Operations September 30, 2022**

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended September 30, 2022 as presented.

**CARRIED**

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

Received for information.

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

Received for information.

**16. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**17. IN CAMERA:**

- a. Land – FOIP Section 16
- b. Advice from Officials – FOIP Section 24

Moved by Councillor Cutler to go In Camera at 8:30 p.m. for the following items:

- a. Land – FOIP Section 16
- b. Advice from Officials – FOIP Section 24

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Petrovic stated that the live stream has ended at 8:30 p.m.

Moved by Councillor Meister to come out of In Camera at 8:49 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 8:49 p.m.

- a. Land – FOIP Section 16

MOTION #22-149 Moved by Councilor Carlson to enter into the proposed development agreement with Kelly & Tracey Matthews for the lands located at 280 - 59 Ave East (Block 3, Plan 731663) as presented.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Meister that the meeting adjourn at 8:50 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Petrovic noted that recording ceased at 8:50 p.m.

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Mayor – Chelsae Petrovic

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Chief Administrative Officer – Abe Tinney



# ACTION ITEMS



# REQUEST FOR DECISION

Meeting: November 28, 2022  
Agenda Item: 1 & 2

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## OPERATIONAL BORROWING BYLAWS – BYLAW 1754 & 1755

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### DESCRIPTION/BACKGROUND:

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

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

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

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

### RECOMMENDATION:

Administration recommends that these two operational borrowing bylaws, Bylaw #1754 – 2023 BMO Operational Borrowing, and Bylaw #1755 – 2023 AMSC Operational Borrowing, be maintained at the same amounts and both receive first reading.

### PROPOSED RESOLUTIONS:

Moved by Councillor \_\_\_\_\_ to give Bylaw #1754 – 2023 BMO Operational Borrowing Bylaw – regarding the Town revolving line of credit in the amount of \$450,000 1<sup>st</sup> Reading.

Moved by Councillor \_\_\_\_\_ to give Bylaw #1755 – 2023 AMSC Operational Borrowing Bylaw – regarding the Town MasterCard account in the amount of \$50,000 1<sup>st</sup> Reading.

### ATTACHMENTS:

- 1.) Bylaw #1754 – 2023 BMO Operational Borrowing Bylaw
- 2.) Bylaw #1755 – 2023 AMSC Operational Borrowing Bylaw

### APPLICABLE LEGISLATION:

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

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

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APPROVED BY: Abe Tinney - CAO

DATE: November 22, 2022

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**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1754**

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

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

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

Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.
5. In the event that the *Municipal Government Act* permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and BMO is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to BMO will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note or other obligation, and BMO will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw comes into force on the final passing thereof.
7. Bylaw #1733 is hereby rescinded.

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

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

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

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Chelsae Petrovic, Mayor

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Abe Tinney, Chief Administrative Officer



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1755**

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

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

1. The Corporation borrow from Alberta Municipal Services Corporation (“AMSC”) up to the principal sum of \$50,000.00, repayable monthly on the 4<sup>th</sup> day of each and every month. Past Due Amounts will be subject to a rate of interest per annum from time to time established by AMSC not to exceed 19.5%, and such interest will be calculated daily and due and payable monthly on the 4<sup>th</sup> day of each and every month. The principal sum of \$50,000.00 consists of MasterCard accounts administered by AMSC and issued by the Bank of Montreal (BMO).
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:  
To apply to AMSC for the aforesaid credit to the Corporation and to arrange with AMSC the amount, terms and conditions of the MasterCard Accounts;
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:  
Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the credit will not exceed any restrictions set forth in the *Municipal Government Act*.
5. This Bylaw comes into force on the final passing thereof.
6. Bylaw #1734 is hereby rescinded.

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

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

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

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Chelsae Petrovic, Mayor

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Abe Tinney, Chief Administrative Officer



ALBERTA  
MUNICIPAL AFFAIRS  

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Office of the Minister  
MLA, Calgary-Shaw

AR110130

**Subject: 2022/23 Fire Services Training Program Grant**

Dear Chief Elected Officials:

It is my pleasure to announce that Municipal Affairs has reinstated the Fire Services Training Program. This program will provide \$500,000 in grant funding annually starting in 2022/23. Public safety is always a priority and, while we respect that fire services is a municipal responsibility, the Government of Alberta recognizes that a strong provincial-municipal partnership is key to keeping Albertans safe.

This grant provides supplemental funding supports to assist Alberta communities in ensuring their local fire services are adequately trained to respond to identified community risks. Courses that may be approved for delivery under this grant will align with key outcomes below:

- Alberta communities are supported in developing capacity to prevent, prepare for, and respond to identified risks.
- Training of fire services remains current and is updated as required.
- Training aligns with and supports community planning.

The grant guidelines and application form are available at [www.alberta.ca/fire-services-training-grant.aspx](http://www.alberta.ca/fire-services-training-grant.aspx). If interested, please forward this information to your chief administrative officers and fire chiefs so they may complete the application form. Collaboration involving multiple municipalities is permitted but not required.

If you have any questions regarding the grant applications or the program guidelines, feel free to contact Municipal Affairs at 1-866-421-6929 or [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca).

This government recognizes the important work of fire services, and the grant program will help fire departments across the province be prepared with knowledge and skills to protect their communities.

Sincerely,

Rebecca Schulz  
Minister



**Town of Nanton**

1907 21 Avenue, PO Box 609, Nanton, Alberta T0L 1R0  
P 403.646.2029 F 403.646.2653 [nanton.ca](http://nanton.ca)

November 8, 2022

RECEIVED

NOV 17 2022

Town of Claresholm  
P.O. Box 1000  
Claresholm, Alberta  
T0L 0T0

Dear Mayor and Council Members:

At the Organizational Meeting of the Council of the Town of Nanton held October 17<sup>th</sup>, 2022, the following appointments were approved to the Intermunicipal Collaboration Framework Committee as follows:

**Intermunicipal Framework Collaboration (Bylaw #1333)**

**RESOLUTION # 296 - 22/10/17 - Todd**

Appointed Mayor Jennifer Handley and Councillor Kevin Todd as Council representatives to the Intermunicipal Framework Collaboration Committee with Councillor Victor Czop as alternate. CARRIED

You can contact the appointed representatives directly.

Mayor Jennifer Handley at [jhandley@nanton.ca](mailto:jhandley@nanton.ca)

Councillor Kevin Todd at [ktodd@nanton.ca](mailto:ktodd@nanton.ca)

Councillor Victor Czop at [vczop@nanton.ca](mailto:vczop@nanton.ca).

If you should have any questions, please do not hesitate to contact Lisa Lockton at the Town office (403) 646-2029.

Sincerely,

Neil Smith, MCIP, RPP  
Chief Administrative Officer

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**Claresholm**

# REQUEST FOR DECISION

Meeting: November 28, 2022  
Agenda Item: 5

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## Fortis (Electricity) Franchise Fee

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### BACKGROUND

Council has the ability to amend the Fortis (electricity) franchise fee, which is rent that the Town of Claresholm charges utility distributors for having infrastructure (pipes, wires, etc) on Town land. The utility distributors charge this fee to consumers then forward the payments to the municipality. Most municipalities in Alberta have franchise fees.

As per our agreement, we must notify Fortis of any changes. The attached rate schedule shows how we compare to other municipalities in the south. We do not require a motion if Council does not want to make changes.

### DISCUSSION

Council made a motion in 2021 to increase the Fortis franchise fee rate from 4% to 5%. We still have one of the lowest franchise fee rates, as can be seen on the attached, with rates ranging from 0% to 20%, with the majority over 10%. Some of the communities we most often compare ourselves include Fort Macleod (15%), Nanton (9%), Vulcan (20%), and Raymond (16%), all well above our rate at 5%.

When the Town raised the 2022 franchise fee to 5%, it increased the annual cost per customer from \$32.52 to \$42.72 (\$10.20 annual increase) and increased the Towns total revenue to \$150K (\$30K increase in municipal annual revenue). This year's estimates from Fortis is that we would have an increase of approximately \$25K annual revenues with no change in rate due to their fee/inflationary increases. If Council decides to raise the rate by 1% again, we would expect similar increases to customers and Town revenues (32K additional increase in annual Town revenues - \$8.76 annual fee increase per residential customer). The fee increase will not take effect until April 1<sup>st</sup> (Q2) of 2023, so we would expect \$24k increase in municipal revenue (\$6.57 per customer).

The below motion is not a recommended resolution, but the wording to the resolution if Council does want to make an increase. If an increase was made, it wouldn't come into effect until April 1 of 2023.

### POSSIBLE RESOLUTION

Moved by Councillor \_\_\_\_\_ to approve a rate change in the Fortis Franchise Fee from 5% to \_\_\_\_%.

#### ATTACHMENTS:

- 1) Municipal Franchise Fee Rider – Listing of municipal rates

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

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APPROVED BY: Abe Tinney – CAO

DATE: November 22, 2022

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## MUNICIPAL FRANCHISE FEE RIDERS

**Availability:** Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

**Price Adjustment:**

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	14%	2022/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	15%	2022/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	10%	2020/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	13%	2022/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2022/04/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01

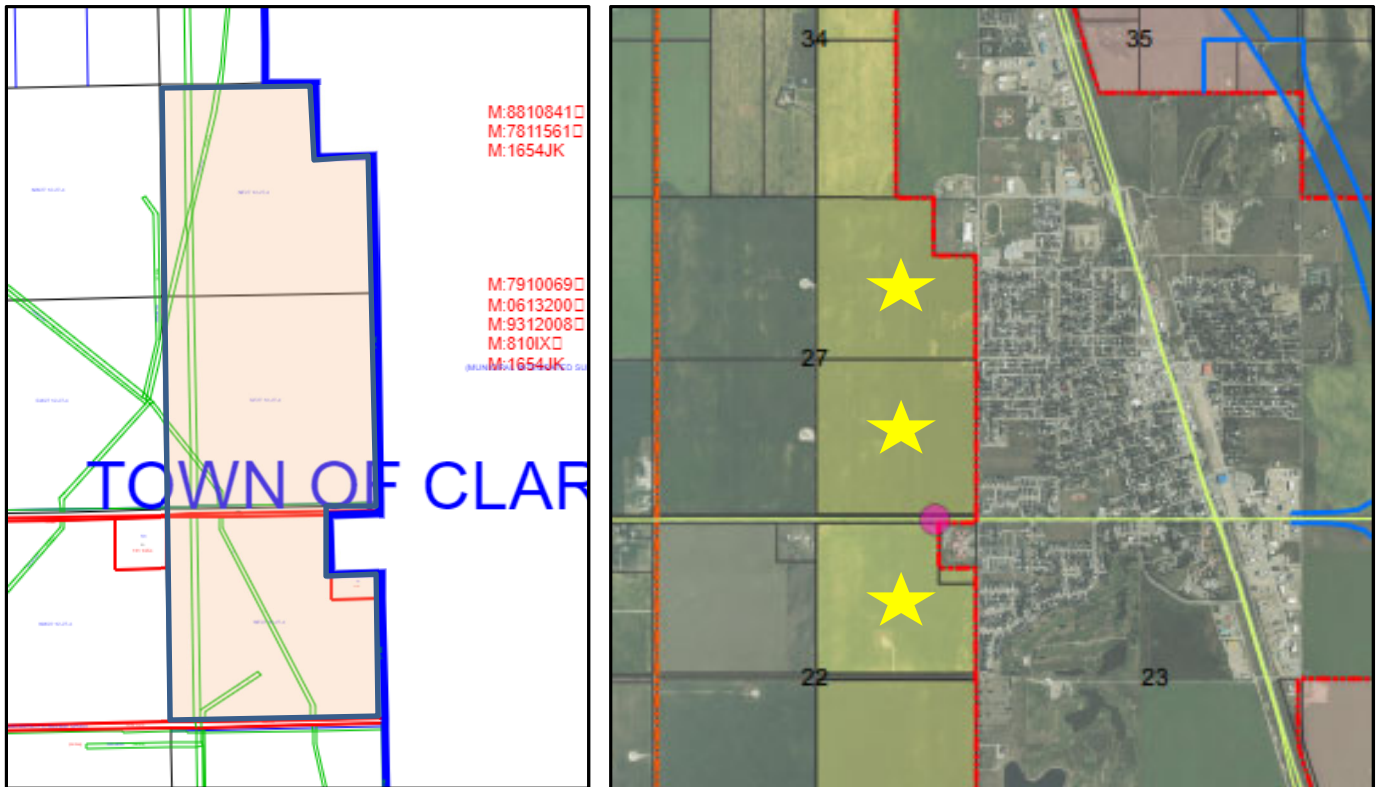
<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>	<b>Muni</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	13%	2013/01/01	04-0378	Larkspur	3%	2020/04/01
02-0088	Didsbury	17%	2016/01/01	01-0200	Leduc	16%	2014/01/01
02-0091	Drayton Valley	10%	2016/01/01	02-0202	Legal	15%	2021/01/01
03-0093	Duchess	15%	2018/01/01	03-0207	Lomond	15%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0208	Longview	17%	2017/01/01
03-0096	Edberg	13%	2021/01/01	03-0209	Lougheed	5%	2016/01/01
03-0097	Edgerton	15%	2022/01/01	02-0211	Magrath	10%	2021/01/01
02-0100	Edson	4.75%	2020/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
03-0109	Ferintosh	11%	2016/01/01	02-0215	Mayerthorpe	11%	2022/01/01
03-0112	Foremost	7%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
02-0115	Fort Macleod	15%	2018/10/01	02-0218	Milk River	12%	2017/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	02-0219	Millet	16%	2019/01/01
02-0124	Gibbons	10%	2013/01/01	03-0220	Milo	20%	2017/01/01
03-0128	Glenwood	5%	2022/04/01	02-0224	Morinville	20%	2013/07/01
04-0129	Golden Days	0%	2017/01/01	04-0230	Nakamun Park	0%	2013/10/01
02-0135	Granum	5.50%	2013/07/01	02-0232	Nanton	9%	2019/01/01
04-0134	Grandview	0%	2016/01/01	02-0236	Nobleford	0%	2013/10/01
04-0138	Gull Lake	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0237	Norglenwold	5%	2015/01/01
02-0143	Hardisty	9.50%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
02-0148	High River	20%	2015/07/01	02-0239	Olds	15%	2019/01/01
03-0149	Hill Spring	5%	2014/01/01	02-0240	Onoway	10%	2022/01/01
02-0151	Hinton	11.73%	2022/01/01	04-0374	Parkland Beach	0%	2015/01/01
03-0152	Holden	4%	2016/01/01	02-0248	Penhold	19%	2014/01/01
03-0153	Hughenden	5%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0154	Hussar	12.50%	2017/01/01	02-0250	Pincher Creek	13%	2017/01/01
02-0180	Innisfail	15%	2021/04/01	04-0253	Point Alison	0%	2017/01/23
03-0182	Irma	20%	2015/01/01	04-0256	Poplar Bay	0%	2016/01/01
02-0183	Irricana	0%	2013/10/01	02-0257	Provost	20%	2015/01/01
04-0185	Island Lake	0%	2016/01/01	02-0261	Raymond	16%	2022/01/01
04-0186	Itaska Beach	0%	2017/10/01	02-0265	Redwater	8%	2022/04/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0266	Rimbey	20%	2022/01/01
04-0187	Kapasiwin	0%	2018/04/01	02-0268	Rocky Mtn House	12%	2017/01/01

<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>	<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>
03-0270	Rockyford	5%	2015/04/01	04-0371	Whispering Hills	5%	2016/10/01
03-0272	Rosemary	14.50%	2020/01/01	02-0350	Whitecourt	3.32%	2021/01/01
04-0273	Ross Haven	0%	2016/01/01	04-0354	Yellowstone	3%	2016/01/01
03-0276	Ryley	3%	2016/01/01				
04-0279	Seba Beach	4%	2014/01/01				
02-0280	Sedgewick	9%	2020/01/01				
04-0283	Silver Sands	3%	2018/01/01				
04-0369	South Baptiste	0%	2005/05/01				
04-0288	South View	3%	2019/01/01				
01-0291	Spruce Grove	20%	2016/01/01				
01-0292	St. Albert	10%	2021/01/01				
03-0295	Standard	0%	2015/01/01				
02-0297	Stavely	6%	2021/01/01				
03-0300	Stirling	12%	2019/01/01				
02-0301	Stony Plain	20%	2013/01/01				
09-0302	Strathcona County	0%	TBD				
02-0303	Strathmore	20%	2020/07/01				
03-0304	Strome	9%	2022/01/01				
02-0307	Sundre	10%	2020/01/01				
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	15%	2019/01/01				
02-0311	Taber	18%	2020/07/01				
02-0315	Thorsby	20%	2014/01/01				
02-0318	Tofield	5%	2015/01/01				
02-0321	Turner Valley	10%	2017/01/01				
04-0324	Val Quentin	0%	2016/01/01				
02-0326	Vauxhall	8%	2022/01/01				
02-0331	Viking	8%	2013/01/01				
02-0333	Vulcan	20%	2013/10/01				
03-0364	Wabamun	10%	2017/01/01				
02-0335	Wainwright	11%	2020/04/01				
07-0159	Waterton Park	8%	2018/10/01				
03-0338	Warburg	10%	2015/01/01				
03-0339	Warner	5%	2021/01/01				
04-0344	West Cove	0%	2018/01/01				
02-0345	Westlock	14.75%	2022/01/01				
01-0347	Wetaskiwin	13.80%	2020/01/01				

## ANNEXATION

### DESCRIPTION:

Dave Mulholland has requested annexation into the Town of Claresholm in anticipation of development (currently has engaged an engineering firm to assist with the preparation of a residential Concept/Area Structure Plan for three quarter sections adjacent to Claresholm). The MD of Willow Creek is aware of the request. The Intermunicipal Development Committee (IDP) has met to discuss the proposal, and would recommend to their respective Councils to proceed with the annexation process (see map below indicating the land (yellow stars) within the fringe area- residential growth area).



Within the Town of Claresholm's Municipal Development Plan (MDP) these areas are recognized as natural residential growth areas. Though the Town does have land available for residential development, but there are currently no subdivisions being developed. As the landowner would like to develop to Town standards, and utilize Town servicing, etc., development should occur within the Town's jurisdiction.

**ANNEXATION STEPS:**

1. The municipality proposing the annexation (“the initiating municipality”) submits a Notice of Intent to Annex to the Province and to the municipality from where the lands are being annexed (“the responding municipality”). This Notice of Intent to Annex must include a description of the lands to be annexed and a proposal for public consultation.
2. The initiating municipality commences negotiations in good faith with the responding municipality & consults with landowner, agencies, stakeholders, and the general public concerning the annexation proposal.
3. If the initiating municipality and the responding municipality reach a complete agreement and there is support from landowner, the annexation is considered uncontested.
4. A report, including the outcomes of public consultation and negotiation, is then prepared by the initiating municipality and formal application is made to the Land and Property Rights Tribunal, LPRT (formerly the Municipal Government Board, MGB). ORRSC will finalize the application for submission on behalf of the Town of Claresholm.
5. After a public hearing (only held if contested), a recommendation report which is provided to the Minister of Municipal Affairs for consideration. If the annexation is recommended for approval or approval in-part, the report will advise the Minister to proceed to the Alberta Cabinet with an Order-in-Council to gain approval from his/her Cabinet colleagues.
6. The Alberta Cabinet considers the report. If the annexation is approved or approved in-part, the Lieutenant Governor of Alberta signs the Order-in-Council.

**RECOMMENDED ACTION:**

Council carry a motion to proceed with the intent to annex the land located at (short legal):  
4;27;12;22 NE & 4;27;12;27 NE & 4;27;12;27 SE, owned by Dave F. Mulholland & MG Mulholland Farms Limited.

**PROPOSED RESOLUTION:**

Moved by Council \_\_\_\_\_ to proceed with the intent for annexation for the land located at:

4;27;12;22 NE  
4;27;12;27 NE  
4;27;12;27 SE

from the MD of Willow Creek No. 26 to the Town of Claresholm.

ATTACHMENTS:

- 1) Request letter

APPLICABLE LEGISLATION:

- 1) Municipal Government Act, RSA 2000, c M-26

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: November 24, 2022



To: Claresholm Town Council:

24 November 2022

As you may be aware, we met with the Manager of Planning and Development and the CAO of the MD of Willow Creek, and the Development Officer and CAO of the Town of Claresholm on the 15 December 2020 to discuss and plan for residential development on the west side of Claresholm. It was agreed that water and sewer connections would be granted and that residential development would take place in the MD of Willow Creek, since annexation has not been an option. This was followed up with a letter February 10, 2021 to the MD outlining our development plans along the west side of 8 St. West, Claresholm.

After much thought, and discussion with others, we hired an engineering firm in May of 2022. They have presented a concept plan and have been working on the ASP to provide a variety of residential development on the west side of 8<sup>th</sup> Street.

In a meeting on November 21, 2022, we were told that the Town and the MD would like the land annexed into the town of Claresholm to facilitate waste management, water supply, and supporting services within the town's boundaries. Another reason is that it would provide seamless planning and ASP approval process by the town, rather than start development and ASP in the MD and possibly be annexed later. The 3 quarters are within the Residential Growth Area of the IDP, and as you are aware, 2 quarters already have existing town facilities on them, and the other quarter has been on town sewer and water for about 30 years.

I am the sole owner of the East Half of 27-12-27-W4 and the only controlling shareholder of M.G. Mulholland Farms Ltd., which is the owner of the NE 1/4 -22-12-27-W4.

Therefore, we agree, and are requesting that the above three quarters be annexed into the Town of Claresholm for the purpose of residential development.

It is our understanding from the various meetings and discussions, that this annexation will facilitate our plans to provide a variety of residential development and the desires of the Town of Claresholm for residential development. It is our understanding that the Town of Claresholm, ORRSC, along with the MD of Willow Creek, have agreed to this process, pending council's approval.

Your support for this annexation would very much be appreciated.

Time is of the essence, and we are under serious deadlines, and I trust that we will all work together for the good and future of our community.

Henry Ford once said:

*Coming together is a beginning.*

*Keeping together is progress.*

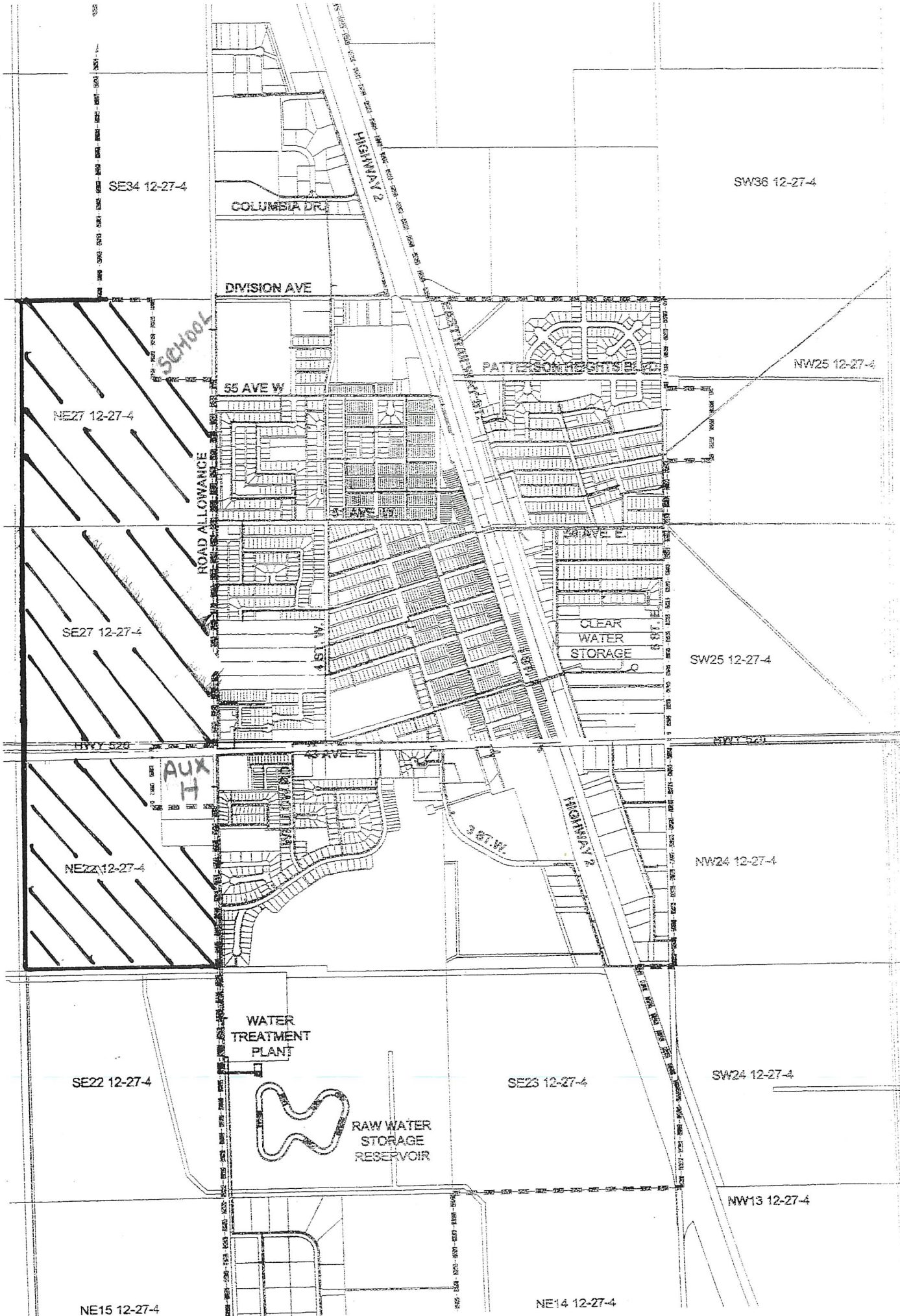
*Working together is success.*

Respectfully submitted,



David Mulholland

M.G. Mulholland Farms Ltd.







# REQUEST FOR DECISION

Meeting: November 28, 2022

Agenda Item: 7

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## Claresholm Fire Department Business Plan

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### **DESCRIPTION:**

The Claresholm Fire Department has been tasked with the development of four-year business plan; this plan will include:

- Department Structure
- Defining our Core Services
- Core Activities of the Department
- Environment Scan of the Department that will capture Challenges & Opportunities
- A Workplan that will explore current and future projects vital to the continued operational success of the department
- Performance indicators – past, current and future
- Highlighting our most recent Accomplishments and Successes

The Department's Business Plan has been designed to align with the Town of Claresholm's 2022-2026 Strategic Plan.

*This item was discussed at the Emergency Services Committee Meeting on 2-November-2022, and a motion was made by Councilor Zimmer to proceed with presenting the Claresholm Fire Department Business Plan to Council.*

### **PROPOSED RESOLUTION:**

Moved by Councilor \_\_\_\_\_ to approve the Claresholm Fire Department's Business plan as presented.

### **ATTACHMENTS:**

1. Claresholm Fire Department Business Plan.
- 

PREPARED BY: Craig White -- Fire Chief

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APPROVED BY: Abe Tinney – CAO

DATE: Nov 22, 2022

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# FIRE DEPARTMENT



Claresholm

2022-2026 Business Plan

## Vision Statement:

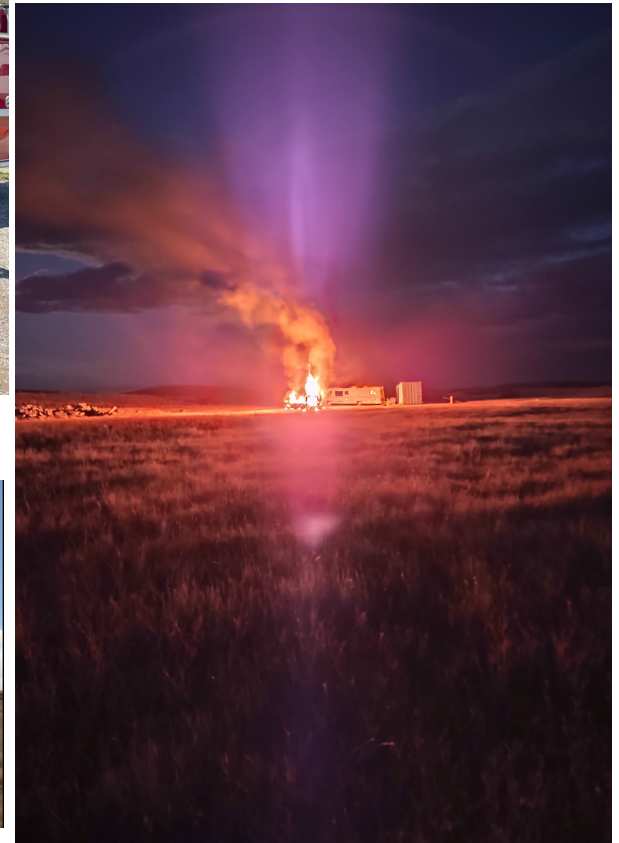
Provide the citizens of Claresholm with exemplary service in a cost-effective manner.

## Mission Statement:

Our family serving your family to help mitigate the threat to life and property from fire, medical and other emergencies, through education, prevention, community preparedness and emergency response

## Our Motto:

Our Family Protecting Your Family.



**BUSINESS PLAN OVERVIEW:**

Claresholm Town Council has a vision to be the community of choice for families, businesses and industry. Council will achieve its vision by offering quality family living and encouraging economic prosperity through innovative and progressive thinking. The Claresholm Fire Department is committed to helping Council realize its vision and has consequently created this Business Plan to ensure a sustainable and effective service for those who choose to live and do business in Claresholm.

One of Council's Strategic Priorities is to create a livable community for a vibrant, healthy quality of life. As an indispensable element of community safety, the Fire Department plays a special role in this priority. Additionally, Council has identified several Core Values in its Strategic Plan; our Business Plan speaks directly to the values of Community Pride , and Healthy, Active Living . Indeed, the Fire Department is proud to serve Claresholm and to be part of the Town's public safety. The Fire Department will seek to strengthen the community through training and recruitment of officers, and replacing and upgrading our equipment and infrastructure in an efficient and coordinated manner. We will also seek funding and partnering opportunities wherever possible to ensure a cost-effective service.

This Business Plan lays out the Fire Department's Core Services and Activities, Challenges and Opportunities, and Projects and Initiatives that will ensure the Claresholm Fire Department remains viable and effective for years to come.

# FIRE DEPARTMENT

Town of Claresholm Bylaws 1662, 1705, and 1715 are the establishing bylaws for the Claresholm Fire Department.

They provide clear and accurate policy direction reflecting how Council expects the Department to deliver on their core activities to meet the specific needs and circumstances of the Town of Claresholm.

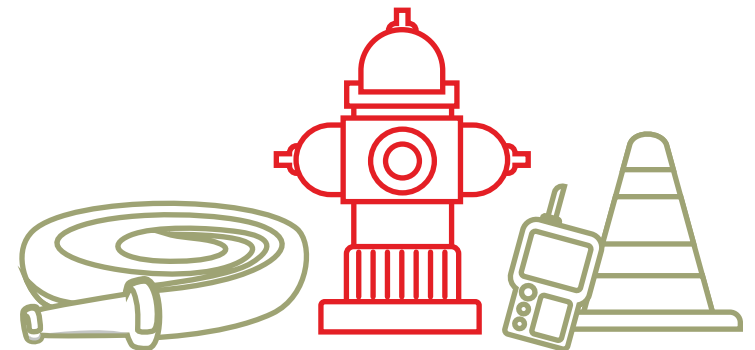
## DEPARTMENT OVERVIEW:

The *Municipal Government Act* R.S.A. 2000 Chapter M26 provides that a Council of a Municipality may pass bylaws for the safety, health and welfare of people and the protection of people, property, and for services provided by or on behalf of the municipality.

- Establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and,
- Provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

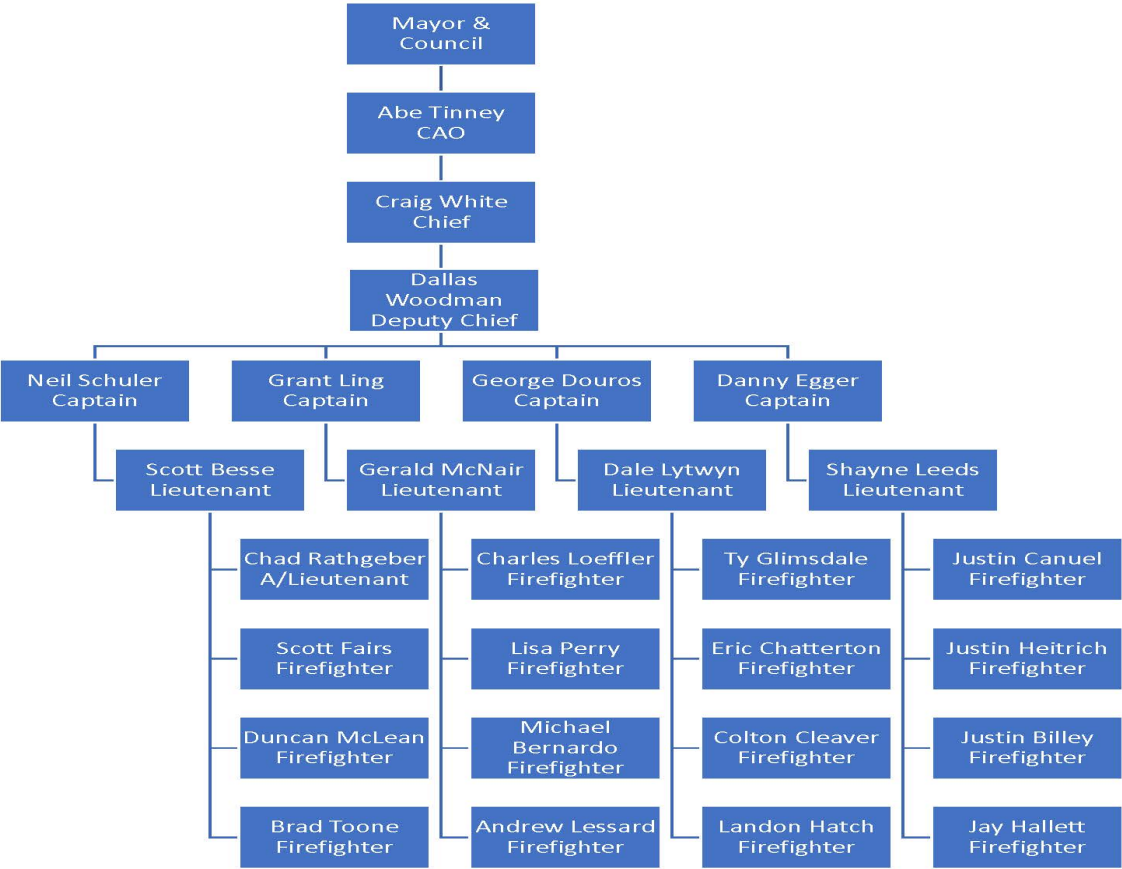
The Claresholm Fire Department is a Volunteer Fire Service providing an all-hazards response capability to natural and human caused events from one station. Based on the direction from Council and CAO the Members and Officers provide the following services:

- Public Fire Safety Education and Prevention;
- Fire Safety Standards and Enforcement; and,
- Emergency Response.



# FIRE DEPARTMENT

▶ CURRENT ORG CHART:



# FIRE DEPARTMENT

## ► CORE ACTIVITIES:

### Core Services:

- **Public Education** activities that promote public fire safety in the community.
- **Inspection & Enforcement** activities add value to our services and ensure compliance with the provision of the Alberta Fire Code, as well as local QMP.
- **Emergency Management** activities related to preparedness, response, mitigation and recovery such as public education, staff training and scenario based exercises.
- **Emergency Response** to all natural and human-caused emergencies.

### Public Education:

- Programs and community special events such as hall tours, school and vulnerable occupancy visits to promote fire safety to students, families and seniors.
- Jr & Sr High school Risk Reduction
- Fire extinguisher training.

### Inspection and Enforcement:

- Commercial and residential inspections that assist owners in maintaining fire safe facilities.
- Town of Claresholm annual facilities Fire Safety Codes inspection to ensure fire safe buildings
- Plans review.

### Emergency Management:

- Other such services as directed and approved by Council.
- Compliance with and participation in the Town's Emergency Response Plan
- Compliance with AEMA Directives

### Emergency Response:

- Fire suppression.
- Emergency patient care in support of AHSEMS and Medical First Responder Program
- Technical rescue including but not limited to auto extrication, ice/water, low angle, farm animal rescues.
- Hazardous materials response.
- Training including but not limited to operational, technical, behavioural and leadership training.



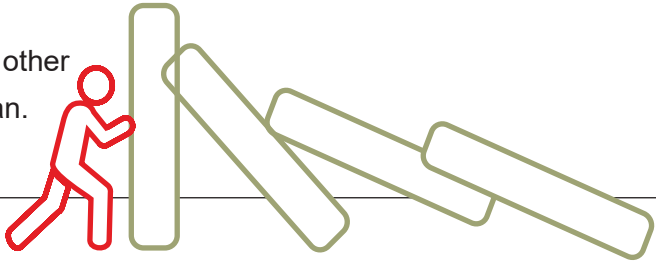


# FIRE DEPARTMENT

## ▶ ENVIRONMENTAL SCAN:



<p><b>Challenges:</b></p>	<p><u>Service Levels</u></p> <ul style="list-style-type: none"> <li>• Maintain service levels to the community during COVID-19, and through subsequent waves</li> <li>• Implement new technologies &amp; monitor best practices to enhance response effectiveness and safety</li> </ul> <p><u>Equipment &amp; Facilities</u></p> <ul style="list-style-type: none"> <li>• Ensure fleet and facilities are maintained and upgraded in an efficient and forward thinking manner</li> </ul> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>• Recruitment &amp; retention of volunteer / pay-per-call members</li> <li>• Maintain focus on mental health and post-traumatic stress programs for fire service family that are structured to support emotional/mental wellness, and build resilience and encourage a healthy workplace.</li> </ul>
<p><b>Opportunities:</b></p>	<ul style="list-style-type: none"> <li>- Use of technology, FirePro2 software, to improve record keeping to support presumptive legislation.</li> <li>- In-house training and NFPA firefighter certification courses beyond NFPA 1001.</li> <li>- Improve firefighters' attendance, both at fire events and volunteer activities.</li> <li>- Develop enhanced training and prevention programs.</li> <li>- Look for opportunities to collaborate with MD Willow Creek and other Municipalities within the region; to better align with Strategic Plan.</li> </ul>





# FIRE DEPARTMENT

▶ WORKPLAN:



Project/Initiative	Description	Division Lead	Key Outcomes	Strategic Alignment
<b>1. Facility Expansion &amp; Upgrade</b>	Facility is over capacity. Portions of facility no longer meet needs of having a full-time staff on site. (office spaces etc.) As a result of facility assessment and due to replacement of and addition of apparatus, expansion of facility are required	<ul style="list-style-type: none"> <li>- Fire Administration</li> <li>- CAO</li> <li>- Finance</li> <li>- Council</li> </ul>	<ul style="list-style-type: none"> <li>- Necessary repairs as outlined in WSP documentation</li> <li>- Expansion of facility to accommodate additional apparatus as well as clean, safe and HVAC controlled administration areas as well as meeting / training room</li> </ul>	<ul style="list-style-type: none"> <li>- Responsible &amp; Sustainable growth</li> <li>- Livable Community</li> </ul>
<b>2. Apparatus Replacement</b>	Town owned Engine 13-1 is nearing the end of its NFPA operational life as well as its operational life as outlined by Town Asset Management policy.	<ul style="list-style-type: none"> <li>- Fire Administration</li> <li>- CAO</li> <li>- Finance</li> <li>- Council</li> </ul>	<p>Supply line challenges are making ongoing repairs a challenge, and we are at a point where some parts are not available.</p> <p>Current apparatus does not meet safety requirements (e.g. seat-belts for responding personnel)</p> <p>Purchase of aerial-engine type apparatus vs. pumper-engine to be considered - short term need vs. long-term vision</p>	<ul style="list-style-type: none"> <li>- Responsible &amp; Sustainable growth</li> <li>- Livable Community</li> </ul>

# FIRE DEPARTMENT

## ▶ WORKPLAN (continued):

Project/Initiative	Description	Division Lead	Key Outcomes	Strategic Alignment
<b>3. Recruitment &amp; retention strategies</b>	Explore new recruitment strategies, or staffing/ deployment models that better reflect increasing call volume and acuity. Comparable with like sized communities & call volume	<ul style="list-style-type: none"> <li>- Training</li> <li>- Fire Administration</li> </ul>	Improved ability to respond to emergency incidents.	<ul style="list-style-type: none"> <li>- Responsible &amp; Sustainable Growth</li> <li>- Livable Community</li> </ul>
<b>4. Peer Support Team</b>	Continue to train the Department's Mental Health Peer Support Team.	<ul style="list-style-type: none"> <li>- Fire Administration</li> <li>- Peer Support Team Leads</li> </ul>	Ability to recognize signs of distress in first responders, allowing for early intervention and reduction of long-term impact to fire service operations.	<ul style="list-style-type: none"> <li>- Livable Community ...</li> <li>- Healthy Quality of Life</li> </ul>
<b>5. Emergency Management</b>	Continued review and updating of emergency management program to meet Provincial requirements.	<ul style="list-style-type: none"> <li>- DEM</li> </ul>	Staff are able to perform their roles in the ICP, and liaise with other government agencies. An emergency plan that assists in minimizing the effects of an emergency on the Town.	<ul style="list-style-type: none"> <li>- Improve &amp; Expand Partnerships, Collaborations, Relationships.</li> <li>- Strengthen Internal Operations</li> </ul>
<b>6. Fire education</b>	Build on the fire education program to include increased fire safety awareness.	<ul style="list-style-type: none"> <li>- Prevention</li> <li>- Public Education</li> </ul>	Improved communication to the vulnerable communities on fire safety messages which in turn will see a reduction of injuries to this sector of the population.	<ul style="list-style-type: none"> <li>- Livable Community</li> <li>- Improve Collaborations &amp; Relationships</li> </ul>

# FIRE DEPARTMENT

## ▶ WORKPLAN (continued):

Project/Initiative	Description	Division Lead	Key Outcomes	Strategic Alignment
<b>7. Social Media</b>	Capitalize on social media to ensure the public is better informed/prepared in the event of an emergency.	<ul style="list-style-type: none"> <li>- Fire Administration</li> <li>- Prevention</li> <li>- Public Education</li> <li>- DEM</li> </ul>	Enhanced use of social media will allow citizens to be better informed on emergency issues and to react appropriately to any impacts.	<ul style="list-style-type: none"> <li>- Livable Community</li> <li>- Improve Collaborations &amp; Relationships</li> </ul>
<b>8. Fire Service Agreements</b>	Renew & Review Fire Service Agreement contracts with neighbouring municipalities.  Ensure alignment with applicable bylaws, acts, and Town's Strategic Plan	<ul style="list-style-type: none"> <li>- Fire Administration</li> <li>- CAO</li> <li>- Town Administration</li> </ul>	Establish appropriate contracted emergency first response coverage and associated cost recovery for the provision and receipt of services.	<ul style="list-style-type: none"> <li>- Improve &amp; Expand Partnerships, Collaborations, and relationships</li> </ul>
<b>9. Asset Management</b>	Ongoing assessment of department assets - including: depreciation, and replacement costs, factoring in years of service	<ul style="list-style-type: none"> <li>- Fire Administration</li> <li>- CAO</li> <li>- Finance</li> </ul>	Establish an asset management system that tracks initial cost, depreciation and replacement cost; and that aligns with established replacement benchmarks	<ul style="list-style-type: none"> <li>- Sound, Responsible Governance and Strengthen Internal Operations</li> </ul>
<b>10. Budget Fiscal Responsibility</b>	Developing a business plan for the department will help to alleviate the just-in-time approach we find ourselves in presently with facilities and capital equipment (engine)	<ul style="list-style-type: none"> <li>- Fire Administration</li> <li>- CAO</li> <li>- Finance</li> <li>- Council</li> </ul>	Ensure both operating budgets and capital budgets are taking into account not only immediate needs, but considering long term projects; i.e. Hall expansion, Engine replacement	<ul style="list-style-type: none"> <li>- Policy &amp; Planning for Responsible, Sustainable Growth.</li> </ul>

# FIRE DEPARTMENT

## ▶ STAFFING IMPACT:



	+/- FTE Estimates	Service Delivery Area
<b>Full Time</b>	0	Currently 1 FTE (Chief) position. Sufficient for current call volume , and requirements.
<b>Volunteer</b>	0	Currently 25 volunteer Firefighters & Officers. Sufficient for current call volume and requirements.
<b>Other</b>	0	If call volumes & requirements continue to increase - a change in staffing model will need to be investigated

# FIRE DEPARTMENT

## ▶ PERFORMANCE INDICATORS:

Operational	Target
Effective personnel management	- Ongoing review of volunteer model..
Accurate performance data reflecting international standards and industry best practices: <ul style="list-style-type: none"> <li>- Total number of calls for service</li> <li>- Track turnout time</li> <li>- Track travel time</li> </ul>	- Compare with 2021 baseline.
Safe and highly trained first responders: <ul style="list-style-type: none"> <li>- Total training hours</li> </ul>	- Establish a baseline for 2023 onward.
Quality of Life	Target
Better educated public regarding fire safety: <ul style="list-style-type: none"> <li>- Number of messages delivered digitally</li> <li>- Number of visits or hits on these platforms</li> </ul>	- Maintain current or increase as need / request arises

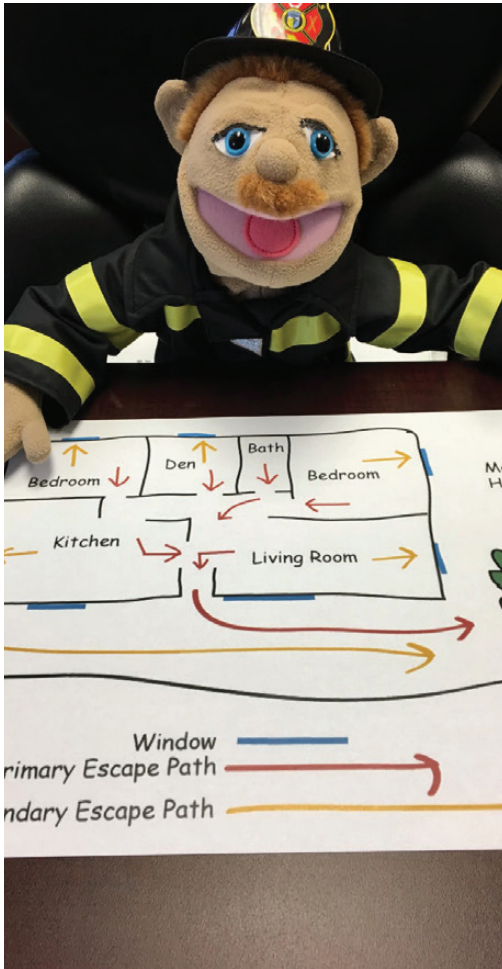
	B	C	D	E	F	G	K	L	M	N	P	Q	R	S	T	U	V	
2	Town of Claresholm																	
3	2022 Budget																	
4							2021 BUDGET	2021 ACTUAL		2022 BUDGET		2023 BUDGET	COMMENTS	2024 BUDGET	COMMENTS	2025 BUDGET	COMMENTS	
274	Fire Department Expenses																	
275	Wages and benefits																	
276			2-23-00-100-00	WAGE BENEFITS - FIRE DEPT.						-		-		-		-		
277			2-23-00-130-00	FIRE CHIEF - SALARY														
278			2-23-00-131-00	WAGE BENEFITS - FIRE CHIEF			1											
279			2-23-00-120-00	VOLUNTEER FIRE FIGHTER PAYROLL														
280			2-23-00-200-00	FIRE DEPARTMENT - FIRE CALLS														
281							130,531	126,412		135,117		138,057		140,819		143,635		
282	Equipment, fuel, etc.																	
283			2-23-00-110-00	FIRE FIGHTER PPE			16,000	15,394		8,500		8,670	2 sets bunker gear + R&N	8,843	2 sets bunker gear	9,020	2 sets bunker gear	
284			2-23-00-250-00	FIRE DEPARTMENT - SUPPLIES			5,000	3,983		5,000		5,100		5,202		5,306		
285			2-23-00-260-00	Billable Supplies/Expenses			-	325		-								
286			2-23-00-512-00	FIRE DEPARTMENT - GAS & OIL			2,000	2,299		3,000		3,060		3,121		3,184		
287			2-23-00-550-00	FIRE EQUIPMENT			3,000	3,026		5,000		5,100		5,202		5,306		
288			2-23-00-555-00	FIRE EQUIPMENT MAINTENANCE			4,000	1,784		6,500		6,630		6,763		6,898		
289							30,000	26,811		28,000		28,560		29,131		29,714		
290	Training																	
291			2-23-00-520-00	FIRE DEPARTMENT - TRAINING			7,000	4,577		5,000		5,000		5,000		5,000		
292			2-23-00-565-00	FIRE EDUCATION COSTS			2,000	865		2,000		2,040		2,081		2,122		
293							9,000	5,442		7,000		7,040	-	7,081		7,122		
294	Materials, supplies and operating costs																	
295			2-23-00-210-00	FIRE DEPARTMENT - TELEPHONE			300	833		900		900		900		900		
296			2-23-00-511-00	FIRE DEPT. - BLDG. & REPAIRS			4,000	4,543		6,000		6,000	Do we need to increase f	6,120		6,242		
297			2-23-00-513-00	FIRE DEPARTMENT - EMERGENCY RESPONSE			16,227	15,989		15,990		16,150		16,311		16,475		
298			2-23-00-540-00	FIRE DEPARTMENT - UTILITIES			9,500	10,139		11,000		16,000		16,480		16,974		
299			2-23-00-560-00	OFFICE SUPPLIES			1,200	859		1,500		1,500		1,500		1,500		
300							31,227	32,363		35,390		40,550		41,311		42,091		
301	Internal Transfer																	
302			2-23-01-540-00	Internal Town Utility Expense - Fire			5,000	5,051		5,000		5,100		5,202		5,306		
303							5,000	5,051		5,000								
304	Regional fire study																	
305			2-23-00-600-00	REGIONAL FIRE STUDY			-	-		-		-		-		-		
306							-	-		-		-		-		-		
307	Reserve transfer																	
308			2-23-00-762-00	FIRE DEPT CONT TO CAPITAL			10,000	10,000		20,000		20,000		20,000		20,000		
309			2-23-00-564-00	FIRE CONT TO RESERVES			-	-		-		-		-		-		
310																		
311	Amortization																	
312			2-23-00-750-00	AMORTIZATION EXP - FIRE			17,605	22,236		25,391		25,391		25,391		25,391		
313																		
314	Total Fire Department Expenses						233,363	228,315		255,898		264,698		268,935		273,260		
315																		
316	Excess (deficiency) of revenue over expenses						221,363	212,331		240,398		248,698		-	252,935		257,260	
317																		

	B	C	D	E	F	G	K	L	M	N	P	Q	R	S	T	U	V
2	Town of Claresholm																
3	2022 Budget																
4						2021 BUDGET	2021 ACTUAL	2022 BUDGET	2023 BUDGET	COMMENTS	2024 BUDGET	COMMENTS	2025 BUDGET	COMMENTS			
256	FIRE DEPARTMENT																
257	Fire Department Revenue																
258		Provincial grants															
259		1-23-00-743-00	AB COMMUNITY PARTNERSHIP		-	-	-	-	-								
260					-	-	-	-	-								
261		MD contribution															
262		1-23-00-850-00	M.D. CONT TO FIRE DEPARTMENT		(7,000)	(8,707)	(8,500)	(9,000)	(9,000)								
263					(7,000)	(8,707)	(8,500)	(9,000)	(9,000)								
264		Non-government contributions															
265		1-23-00-260-00	Revenue for Billable Expenses		-	(325)											
266		1-23-00-990-00	NON GOVT CONTR TO FIRE DEPT		(5,000)	(6,952)	(7,000)	(7,000)	(7,000)								
267		1-23-00-995-00	FIRE TRAINING GRANTS - OTHER		-	-	-	-	-								
268					(5,000)	(7,277)	(7,000)	(7,000)	(7,000)								
269		Transfer from reserves															
270		1-23-00-920-00	Transfer from Reserves - Operations		-	-	-	-	-								
271																	
272	Total Fire Department Revenue				(12,000)	(15,984)	(15,500)	(16,000)	(16,000)								
273																	



# FIRE DEPARTMENT

## ▶ 2021 ACCOMPLISHMENTS/SUCCESSIONS:



- Ongoing recruitment of volunteer firefighters
- Implemented enhanced training and prevention programs with new staff.
- March 28th Wildfire event & recovery
- Ongoing professional firefighter training
- Resumed full medical responses as per the MFR plan
- Continue to work with the DEM on the Emergency Response plan and integration with the department- assist in acquisition of AFRRCS radio system for ICP.
- Acquisition of new Command Unit
- Updated Pandemic Plans & Business Continuity plans as part of the Emergency Response Plan.
- Resumed annual fundraising golf tournament
- COVID safe Fire Prevention Week in West Meadow School
- Implementation of NFPA 1006 Rope Rescue, meeting part of the Inter-municipal Fire Services Agreement



# 2023 Capital Project Information Sheet

<b>Project No.</b> CFD 2023-001	<b>Project Name</b> Town Engine Replacement		<b>2023 Budget - Reserves</b> \$ 220,000
<b>Department</b> Fire Services		<b>Division</b> Suppression / Operations	<b>Project Manager</b> Craig White
<b>Service Category</b> Fire Services		<b>Funding Sources</b> Capital Reserves & Grant Funding. <i>OR</i> Debt Servicing	
<b>Target Start Date</b> January 2022		<b>Amount</b> \$650,000	
<b>Target Completion Date</b> January 2024			
<b>Future Period Capital Requirements</b> Annual		<b>Project Phase</b> Study/Design Phase <input checked="" type="checkbox"/>	
<b>Operating Impact</b> \$ 1M		Construction Phase <input type="checkbox"/>	
<b>Description</b>			
<b>Scope:</b>	<p>This project involves replacing the current Town owned engine as it is approaching the end of its NFPA &amp; Town Policy mandated life cycle. This truck utilizes a cab that does not incorporate current safety features such as airbags, electronic stabilization or occupant crash protection enhancements.</p> <p>Consideration must be given to: sources of funding, grant opportunities, as well as long term use of apparatus. Consideration on type for type replacement vs. increasing level of service (i.e.. aerial - engine type apparatus) which would serve both the current and future needs of the community.</p>		
<b>Deliverables:</b>	<p>Primary deliverables of this project is to provide a safe and reliable emergency vehicle to respond to emergencies and support fireground operations.</p>		
<b>Benefits:</b>	<p>Benefits include reduced down time for repairs and reduced maintenance/repair costs due to apparatus being covered by manufacturers warranty. Meets Nation Fire Protection Association (NFPA) 1901 Standard for automobile fire fighting apparatus , Canada/ULC S515 Standard for automobile fire fighting apparatus</p>		
<b>Risks If Not Implemented:</b>	<p>As is the case with any vehicles, breakdowns and maintenance costs escalate as they age. Repairs render the apparatus Out Of Service and parts become harder to source resulting in long periods of down time. We have limited redundancy in our fleet and cannot risk having a vehicle unavailable for fire protection in the Town. This apparatus provides first run response within the Town. Not having reliable apparatus can result in added response times or the need to rely on neighboring municipalities to respond. In addition, the Fire Underwriters Insurance Grading for the town can be impacted by the use of older apparatus and result in a downgrade of the Public Fire Protection Classification (PFPC).</p>		
<b>Additional Information:</b>	<p>1.)TCA Capitalization and Amortization Policy. Policy #3.2.01 page 7/7 Vehicles → Fire Trucks 2.) NFPA 1901 Annex D</p>		

# 2025 Capital Project Information Sheet

<b>Project No.</b> CFD 2024-001	<b>Project Name</b> Fire Hall Repair & Addition		<b>2024 Budget</b> \$400,000
<b>Department</b> Fire Services		<b>Division</b> Facilities	<b>Project Manager</b> Craig White
<b>Service Category</b> Fire Services		<b>Funding Sources</b> Capital Budget \$400,000 Grant Funding \$500,000	
<b>Target Start Date</b> January 2024		<b>Target Completion Date</b> Spring 2025	
<b>Future Period Capital Requirements</b> Operating Impact		<b>Project Phase</b> Study/Design Phase <input checked="" type="checkbox"/> Construction Phase <input type="checkbox"/>	
<b>Description</b>			
<b>Scope:</b>	<p>Claresholm Fire Hall #1 has reached and surpassed its capacity for storing fire apparatus, and housing the Fire Chief's office. Based on the WSP building analysis, there are approximately \$150,000 in outstanding repairs to be made to the facility - including roof, grading, and water infiltration. Additionally, a mould assessment was completed with no significant mould found. Based upon these findings it is recommended that an addition is constructed that will house operations, administration offices, training and meeting room, as well as 1 or 2 apparatus bays to accommodate, at minimum 14' height apparatus. Building &amp; fleet security would also be upgraded as a part of this project.</p>		
<b>Deliverables:</b>	<p>Apparatus deployment is streamlined, where by apparatus does not have to be moved significantly to deploy other apparatus.</p>		
<b>Benefits:</b>	<p>Benefits include spatial separation between apparatus being deployed and the staff (or public) that are in the office, meeting spaces or training/workout facilities. This will increase our compliance with NFPA 1500 Ch.10 (facility safety), NFPA 1700 Ch.11 (operational hygiene at fire halls), and NFPA 1581 Standard on Fire Department Infection Control Program.</p>		
<b>Risks If Not Implemented:</b>	<p>The following risks are identified if this addition and required repairs not undertaken:</p> <ul style="list-style-type: none"> <li>* Unable to house additional fleet as supplied by MDWC when required per schedule</li> <li>* Limitations on size and type of future apparatus for Town apparatus replacement</li> <li>* Continued exposure to exhaust and other contaminants by Chief (daily), and members when in the hall.</li> <li>* Continued degradation of facility by water infiltration, and tree root infiltration.</li> <li>* Administration offices currently not serviced by HVAC - heat/cold hazard</li> </ul>		
<b>Additional Information:</b>	<ol style="list-style-type: none"> <li>1. WSP - Building Condition Assessment</li> <li>2. ASE Services - Mould Assessment</li> </ol>		



# REQUEST FOR DECISION

Meeting: November 28, 2022

Agenda Item: 8

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## TOWN OF CLARESHOLM FIRE ENGINE REPLACEMENT PURCHASE

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Following Council's direction from the October 24, 2022 meeting; Chief White, Planning & Development Officer VanDellen & CAO Tinney placed an RFP on the Alberta Purchasing Connection (APC) website for an engine/pumper of a similar type & kind to replace the aging Claresholm Fire Engine. The RFP process closed on November 17, 2022 at 14:00, and after that time the bids were reviewed and scored. Fort Gary scored 100/100, and Rocky Mountain Phoenix scored 85/100.

### **DISCUSSION/OPTIONS:**

Two proposals were received, the first from Fort Gary Fire Trucks at \$667,840.00 price guaranteed for 30 days (or until 17-December-2022) The second was from Rocky Mountain Phoenix at \$ 735,544.00 price guaranteed until 1-December-2022 after which the price rises to \$764,575.00.

The Fort Gary unit also came with a list of optional items that were included for pricing purposes, but which could be removed if the customer chose to do so. After a review of the optional items, the Chief is certain that the cost can be reduced by removing a few of these items – without compromising safety.

### **PROPOSED RESOLUTIONS:**

The Chief recommends council to approve purchase of a **FORT GARY TRIPLE COMBINATION PUMPER, at a cost of \$667,840.00** (before removal of optional items). With a delivery date of within 580-620days from ordering.

### **COSTS/ SOURCE OF FUNDING (if applicable):**

- 1) 15% deposit (from Fire Department Capital reserve)
- 2) Debt servicing
  - a) Exact source of funding to be determined by Council at a later date. Balance of funds due upon receipt of apparatus.

### **RECOMMENDED MOTION:**

MOVED by Councilor \_\_\_\_\_ to accept the proposal and proceed with the purchase of the Fort Gary Triple Combination pumper, at a cost of \$667,840.00.

Moved by Councilor \_\_\_\_\_ to fund the 15% down payment of the Fort Gary Triple Combination pumper from the Fire Capital Reserve.

### ATTACHMENTS:

- 1.) Quote Drawing

### APPLICABLE LEGISLATION:

- 1.) None

PREPARED BY: Craig White – Fire Chief

APPROVED BY: Abe Tinney -- CAO

DATE: November 24, 2022

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# REQUEST FOR DECISION

Meeting: December 12, 2022  
Agenda Item: 9

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## 2023 INTERIM BUDGET

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### **DESCRIPTION:**

Administration has prepared the attached draft Operating and Capital Budgets for 2023 after working with all departments, the Facility and Infrastructure Planning (FIPC) Committee, and the Audit and Finance Committee.

The FIPC Committee has recommended the 2023 Capital Budget to Council for approval and the Audit and Finance Committee has recommended the 2023 Operational Budget for approval.

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

#### **Expenditure of money**

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

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

2023 budget discussions will continue into the new year as we receive additional information from the Province and other organizations on revenues granted and expenditures invoiced or funding requested. It is anticipated that the 2023 Operating Budget (final) will be passed in April 2023.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to approve the Interim 2023 Operational and Capital Budgets as presented.

### **ATTACHMENTS:**

1. Budget Highlights 2023
2. 2023 Interim Operational and Capital Budget

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

APPROVED BY: Abe Tinney – CAO

DATE: November 24, 2022

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# Town of Claresholm - 2023 Municipal Budget Highlights

Council has stressed the importance of minimizing tax rate increases during these difficult financial times and significant inflationary pressures that all residents are facing. Council has successfully proposed an interim budget that has a 0% tax rate increase for municipal purposes, and a 1.5% increase to fund the additional increase to Policing Costs (\$56,000) passed on from the Province in 2023. This is in spite of the significant inflationary pressures the Town is also facing. This does not include any increases there may be in Education and Home for the Aged Requisitions which Council has no control over, and will be released at a later date.

Council has been able to hold this tax rate increase to NIL in the interim budget through increasing investment income, as a result of increasing interest rates, and increased franchise fee income, as a result of inflation, as well as by making numerous cuts throughout the budget. In many instances therefore, inflationary increases we are experiencing, especially in areas such as energy utilities and fuel, are largely offset by cuts within those departments.

## Highlights

These are a few of the significant variances in the 2023 interim budget from the 2022 budget.

- REVENUES:
  - Investment income budget nearly doubled (\$59K increase) due to rising interest rates
  - Franchise fee income increased \$30K based on estimates provided by Fortis and ATCO.
  - Arena rentals increased for anticipated contract with Western Provinces Hockey Academy Ltd along with other minor increases anticipated in rentals.
  - Grant revenue reduced, primarily in Economic Development, as current approved grants end. We have applied for additional grants, however as they are not yet approved, the budget is built based on the assumption that the new grants will not be received.
- EXPENDITURES:
  - Police funding charged by the Provincial Government increasing again.
  - Decreased tax forgiveness “expenditure” as non-residential tax agreement winds down related to development in Town.
  - Significant increase in employee benefits costs
  - Significant inflationary increases in energy utilities and fuel costs, as well as other inflationary pressures throughout, including professional fees (assessor, auditor, IT support, etc.) insurance, materials and chemicals, etc.
  - Significant reduction in Economic Development spending to coincide with the decrease grant funding that has been budgeted, plus some additional cuts to keep the tax rate increase to a minimum.
  - Budgeted decrease to community grants (operational funding) to community groups that run, for the most part, Town owned facilities. This includes the Library, Golf Course, CARES Animal Shelter, Community Hall, Transportation Society, and Child Care Society.
  - Reduction in professional development/training budget, reducing or postpone training were possible.
  - Reduction in advertising and communications budget
  - Reduction in parks materials budget, primarily achieved by planned reduction in service level, eliminating Town supplied doggy poop bags.

## Charts

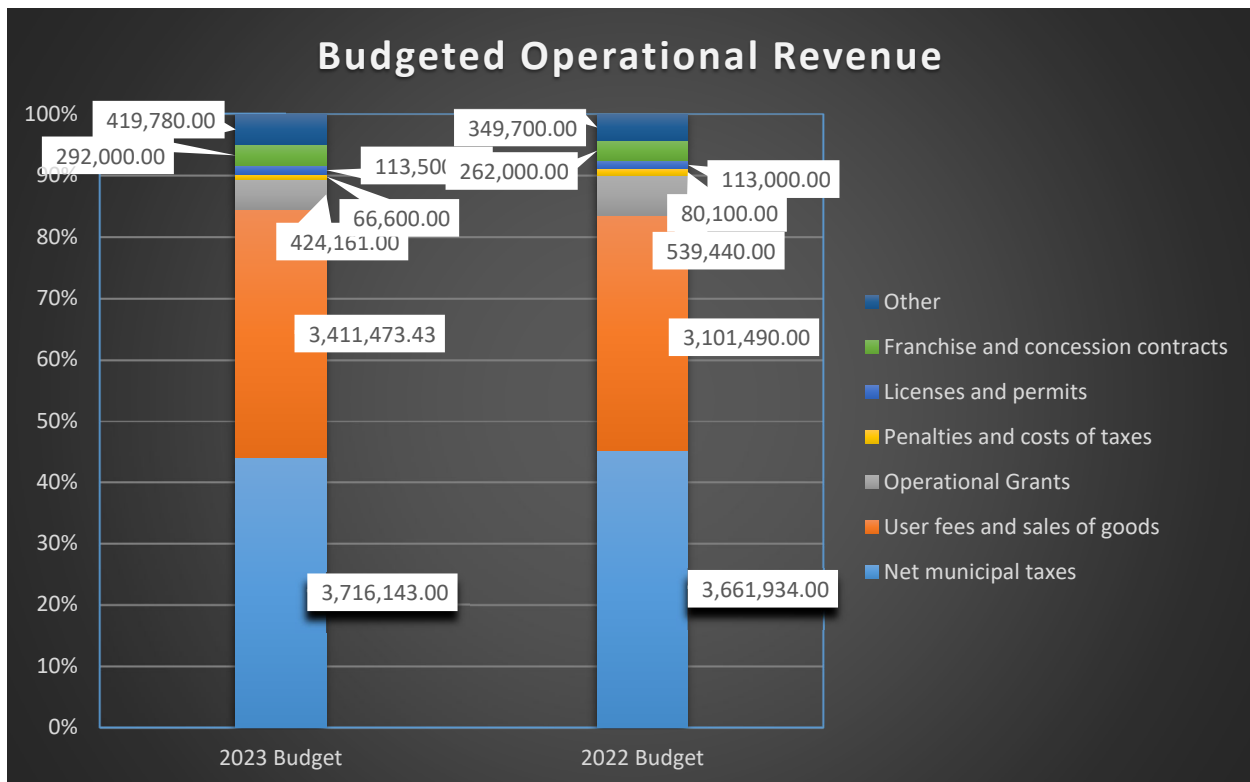


Figure 1 - Total budgeted revenue for 2023 is \$8,444,000 up 336,000 from last year's 8,109,000. This doesn't include capital grant funding of another \$1,003,000.

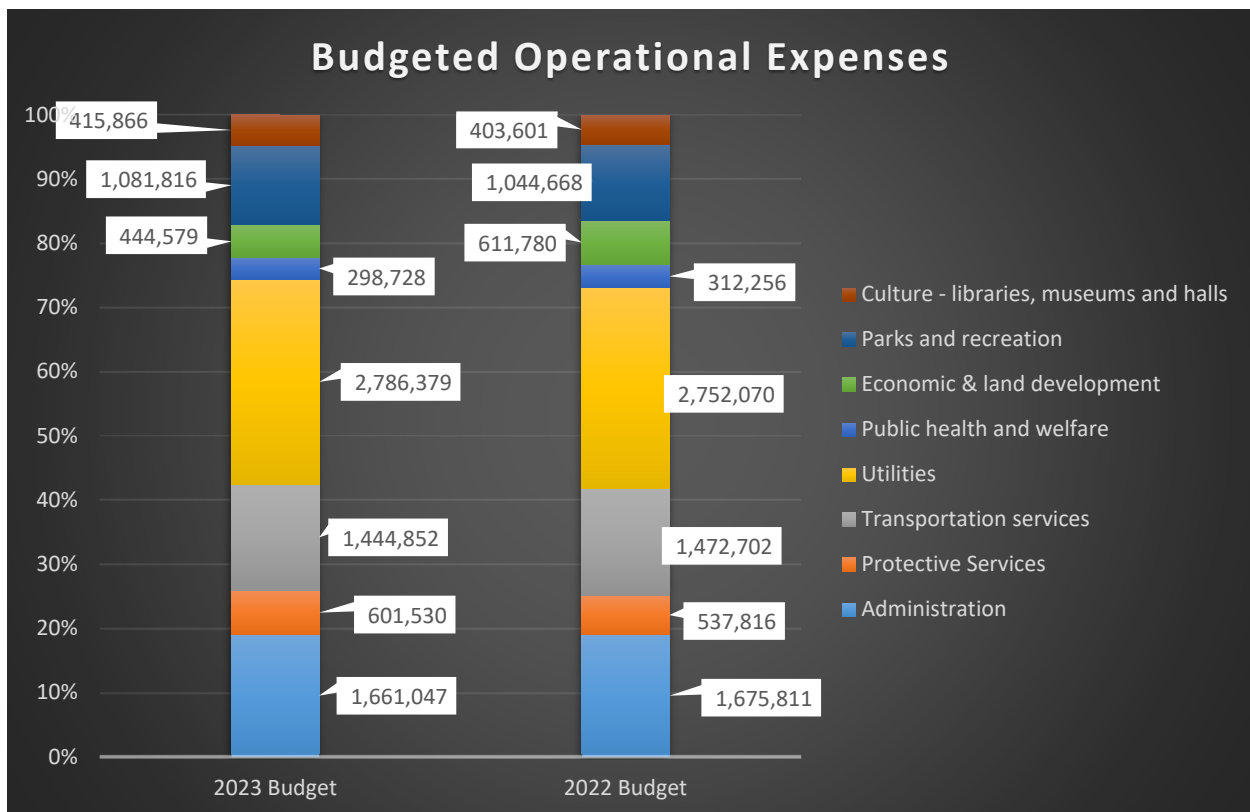


Figure 2- Total budgeted expenditures for 2023 is \$8,735,000, down \$76,000 from last year's 8,811,000. Expenses includes amortization of capital assets, but does not include budgeted transfers to reserves for future projects or uses.



## 2023 Capital Projects

There are a number of capital projects budgeted for 2023, though a few will not be completed in 2023 or will not proceed if additional grant funding is not secured:

- Sewer main repairs on Hwy #2 – this is three spot repairs on the main from 50<sup>th</sup> to 53<sup>rd</sup>. One of these repairs is required due to Telus drilling, and installing, cable right through the line on accident. Telus will be funding a third of the project to fund that repair (1 of 3 of the spot repairs).
- 45<sup>th</sup> Ave W (2<sup>nd</sup> to 3<sup>rd</sup> Street) water main upsize (4" to 8"). This is one of the few sections of water main left that are still 4" main. 4" mains are below Town standards and creates a bottleneck in the system, which is a concern for maintain sufficient flow and pressure in the line, especially for fire flow in an emergency.
- Storm Main Outfall – Phase 2a – This is the next step in increasing storm water capacity in the Town's overall storm water system. This project will proceed in conjunction with the development of the Parade grounds. Project may not occur in 2023 if that development doesn't begin in 2023.
- Community Centre Accessibility – The Community Hall Board is undertaking a renovation project to make the Community Hall building more accessible, including making the entryway and main restrooms accessible. The Town is assisting with the funding for this project, in addition to the CFEP grant funding the Community Hall Board has secured. They have also applied for a federal Enabling Accessibility Fund grant which if successful will reduce the amount the Town needs to contribute.
- Amundsen Park Redevelopment – Phase 3. Over the last couple years we have been completing some significant redevelopment of Amundsen Park, with a gazebo being constructed, new playground (replacing the two prior playgrounds), and a new plaza and pavilion. This 3<sup>rd</sup> and final phase is for new pathways and lighting to complete the full redesign. The new pathways and lighting will make the park more accessible and better lit for use and safety after dusk. This project will only proceed if the Town is successful in securing funding to cover the majority of the project. The Town has applied for Active Transportation Fund and Enabling Accessibility Fund grants, and can also apply for a CFEP grant if unsuccessful with one or both of the above.
- Fire Pumper Engine Replacement – the Town's current Fire Pumper is over 20 years old and has been out of service for a significant amount of time due to extensive repairs, difficulty finding or obtaining parts for repairs, and recertification, due to it's age and condition. It is approaching end of useful life and needs to be replaced to ensure the Town can continue to provide fire protection services in the Community. As there are insufficient reserve funds that have been put aside over the years, and lack of grant funding from higher levels of government, debt funding is planned for a little over 2/3<sup>rd</sup>s of the project. Build time for a new fire truck however is 18-24 months, so debenture will not need to be obtained in the 2023 year. It will be in 2024 or 2025. Deposit on commission of the build will be funded by fire capital reserves.
- Other smaller capital projects/purchases include motor grader replacement, bobcat replacement, and fleet replacement (1/2 ton pickup).



# Claresholm

Where **Community** Takes Root

## *Interim Budget Document*

### *2023*

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**November 28, 2022**

*2022 Actuals are to November 23, 2022*

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**Abe Tinney**  
CAO

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**Chelsae Petrovic**  
Mayor

## Assessment & Taxation

### What is Property Assessment?

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

### What is Property Tax?

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

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

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

### What is School Tax?

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

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

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

### Town of Claresholm Property Tax Rates

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

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

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

The table below outlines the mill rate trends since 2017.

	2017	2018	2019	2020	2021	2022	2023
<b>Municipal Residential</b>	6.7050	6.7997	6.7282	6.7691	6.9020	6.9784	TBD
<b>Municipal Non Residential</b>	12.5841	11.5303	11.4000	11.3770	11.5988	11.7152	TBD
<b>Municipal Vacant Residential &amp; Farmland</b>	14.0650	6.7997	6.7282	6.7691	6.9020	6.9784	TBD
<b>Annexed Residential</b>	3.4000	3.4000	3.8760	3.9560	4.0750	3.8550	TBD
<b>Annexed Farmland</b>	6.8890	6.8890	7.3650	7.4450	7.7830	8.1610	TBD
<b>Annexed Non-Residential</b>	7.4890	7.7930	7.9690	8.1360	8.2520	8.1070	TBD
<b>Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. &amp; Farmland</b>	0.2767	0.2672	0.2659	0.2605	0.2510	0.2623	TBD
<b>Annexed Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. &amp; Farmland</b>	0.3120	0.3030	0.2930	0.2760	0.2940	0.2000	TBD
<b>Education ASFF – Residential, Vacant Res. &amp; Farmland</b>	2.5318	2.5334	2.4655	2.5379	2.6396	2.5640	TBD
<b>Education ASFF - Non Residential</b>	3.7897	3.4159	3.5160	3.7339	3.0148	4.1994	TBD
<b>Annexed Education ASFF – Res., Vac. Rec., &amp; F.L.</b>	2.4960	2.5010	2.5150	2.4850	2.5800	2.5460	TBD
<b>Annexed Education ASFF – Non-Residential</b>	4.1220	3.7180	3.7020	3.6490	3.8590	3.5980	TBD

## Town of Claresholm Budget Comparative Statement of Operations

	2023 Budget	2022 Budget
<b>Revenue</b>		
Net municipal taxes (Sch 1)	3,716,143	3,661,934
User fees and sales of goods	3,411,473	3,101,490
Government transfers for operating	424,161	539,440
Investment income	125,000	66,000
Penalties and costs of taxes	66,600	80,100
Licenses and permits	113,500	113,000
Franchise and concession contracts	292,000	262,000
Rental	136,080	120,330
Other	158,700	163,370
<b>Total Revenue</b>	<b>8,443,657</b>	<b>8,107,664</b>
<b>Expenses (includes amortization)</b>		
Legislative	116,150	116,900
Administration	1,544,897	1,558,911
Policing	224,238	168,179
Fire	238,834	230,898
Bylaw enforcement	138,458	138,739
Common and equipment pool	614,441	614,903
Roads, streets, walks and lighting	830,411	857,799
Storm sewers and drainage	265,764	265,960
Water supply and distribution	1,296,505	1,265,960
Wastewater treatment and disposal	524,327	533,866
Solid waste management	699,783	686,284
Family and community support services	239,868	252,438
Day care	32,472	36,292
Cemeteries and crematoriums	23,388	20,526
Other public health and welfare	3,000	3,000
Weed and pest control	46,987	46,653
Economic development	240,999	417,226
Subdivision land and development	203,580	194,554
Parks and recreation	1,034,829	998,015
Culture - libraries, museums and halls	415,866	403,601
<b>Total Expenses</b>	<b>8,734,797</b>	<b>8,810,704</b>
<b>Deficiency of revenue over expenses before other</b>	<b>(291,140)</b>	<b>(703,040)</b>

<b>Other</b>		
Government transfers for capital	1,003,000	1,691,734
<b>Surplus (deficiency)</b>	<b>711,860</b>	<b>988,694</b>
<b>Adjustment for Non-Cash items</b>		
Amortization expenses	1,805,159	1,805,159
<b>Adjustment for cash items that are not revenues and expenses (but are sources or uses of funds)</b>		
Capital expenditures	(2,298,000)	(2,259,334)
Debt proceeds	450,000	-
Debt principal repayment	(352,874)	(337,127)
Transfers to reserves from operations	(1,100,696)	(819,223)
Transfers to operations from reserves	29,550	99,231
Transfer from reserves for capital	755,000	522,600
<b>Budget balance</b>	<b>-</b>	<b>-</b>

<b>Schedule 1</b>	<b>2023 Budget</b>	<b>2022 Budget</b>
<b>Taxation</b>		
Property taxes: Vacant residential and farmland	36,093	35,501
Property taxes: Non-residential	1,374,260	1,351,737
Property taxes: Linear property	133,403	131,217
Property taxes: Residential	3,626,304	3,566,871
Federal grants in lieu of taxes	6,858	6,746
Provincial grants in lieu of taxes	24,687	24,282
Local improvement taxes	3,290	5,140
	5,204,895	5,121,494
<b>Less: Requisitions</b>		
Alberta school foundation fund	1,364,900	1,338,137
Porcupine Hills Lodge	123,204	120,788
Designated Industrial Property	648	635
	3,716,143	3,661,934

DEPARTMENT  
OPERATING  
BUDGETS

### 4 Year Operating Budgetary Deficit (Surplus) Summary By Function

Excludes Amortization and Capital

OPERATING BUDGET DEFICIT (SURPLUS)	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Council	116,150	89,254	116,900	108,042	83,060
Municipal general revenue and requisitions	(4,210,653)	(4,522,633)	(4,066,394)	(4,028,540)	(3,965,227)
General administration	1,216,799	855,139	1,221,573	1,256,697	1,078,295
Policing	220,238	108,446	153,179	100,875	45,682
Fire department	219,543	118,786	215,007	190,094	160,253
Bylaw enforcement	81,245	54,420	68,573	58,891	78,219
Equipment pool	453,433	404,088	420,745	500,034	533,168
Roads and streets	593,763	498,917	581,151	519,694	622,778
Airport	-	-	-	17,250	23,271
Storm sewer utility	13,151	7,939	12,029	3,763	30,047
Water utility	(165,672)	(804,042)	(157,320)	(162,894)	(148,364)
Sanitary sewer utility	(133,927)	(424,046)	(127,129)	(113,469)	(234,630)
Garbage collection	-	(55,967)	2	15,279	-
Recycling	-	6,271	-	(15,279)	(264,377)
Childcare contribution	32,472	30,403	36,292	38,202	38,200
Family & Community Support Services (FCSS)	(0)	(19,679)	-	(0)	6,139
Cemetery	8,664	4,747	6,902	10,456	8,739
Other public health and welfare	-	821	-	-	-
Weed and pest control	19,604	14,134	19,270	14,141	15,294
Economic development	147,562	125,268	164,329	145,771	120,333
Planning and development	121,480	110,654	112,454	118,398	117,835
General recreation	84,282	38,125	80,922	(6,709)	59,039
Parks	125,385	149,120	116,660	125,884	96,991
Arena	161,191	84,471	156,413	139,955	164,344
Aquatic Centre	144,001	137,907	139,212	132,774	153,857
Museum	122,176	82,668	119,563	125,152	68,753
Library	235,396	200,744	225,744	190,499	224,332
<b>OPERATIONAL NET DEFICIT (SURPLUS)</b>	<b>(393,717)</b>	<b>(2,704,046)</b>	<b>(383,923)</b>	<b>(515,039)</b>	<b>(883,969)</b>



## COUNCIL

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

COUNCIL	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Wages, meetings and per diems	101,400	73,626	101,900	92,757	81,065
Travel and conventions	10,500	7,407	5,000	11,916	1,535
Education	4,000	2,575	4,000	3,369	460
Materials, supplies and operating costs	250	5,647	6,000	-	-
<b>NET DEFICIT (SURPLUS) COUNCIL</b>	<b>116,150</b>	<b>89,254</b>	<b>116,900</b>	<b>108,042</b>	<b>83,060</b>

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

	2023 Remuneration Fees
<b>Mayor – Annual</b>	\$8,800/year
<b>Councillors– Annual</b>	\$6,160/year
<b>Council Meetings</b>	\$154/meeting attended
<b>Per Diem Half Day or Evening (4 - 6 hours)</b>	\$126.50/half day
<b>Per Diem Full Day (6 hours or more)</b>	\$253/full day
<b>Per Diem Less Than 4 Hours</b>	\$25.30/hour
<b>Mileage</b>	\$0.59/km
<b>Meals and accommodation at cost</b>	Upon submission of valid receipts

## Variance Highlights

- Slight drop in wages, meetings and per diems for a decrease in meals for meetings.
- Travel and conventions increased from 2022 due to under budgeting in 2022, plus increasing the number of Councillors going to the annual Alberta Municipalities convention (formally known as AUMA Convention) from 2 to 3 (Mayor plus 2 Councillors). Still down significantly from historical pre-covid costs when all 7 Councillors would attend.
- Materials, supplies and operating costs decreased to a small \$250 amount for contingency. \$6K in last year was to purchase new tablets for Council at the beginning of their term. This is only done once every 4 years.

## MUNICIPAL GENERAL REVENUE AND REQUISITIONS

General Revenue is generated from Municipal Property Taxes and Grants In Lieu. Grants In Lieu are paid, for property which is owned by the Provincial and Federal Governments. The grant is traditionally equal to the taxes that would have been paid if the property was not exempt from taxation, however in 2019 the Alberta Government reduced the amount they are paying to 75% of this amount, and down to 50% in 2020. It has remained at 50% since.

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

MUNICIPAL GENERAL REVENUE & REQUISITIONS	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Taxes	(5,170,060)	(5,094,248)	(5,085,326)	(4,854,555)	(4,596,577)
Grants in lieu	(31,545)	(31,027)	(31,028)	(29,566)	(29,090)
<b>Taxes and grants in lieu</b>	<b>(5,201,605)</b>	<b>(5,125,275)</b>	<b>(5,116,354)</b>	<b>(4,884,121)</b>	<b>(4,625,668)</b>
General municipal revenue	(497,800)	(449,359)	(409,600)	(500,059)	(633,111)
<b>General municipal revenue</b>	<b>(497,800)</b>	<b>(449,359)</b>	<b>(409,600)</b>	<b>(500,059)</b>	<b>(633,111)</b>
Designated Industrial Property	648	-	635	-	-
Home for aged - Porcupine Hills Lodge	123,204	120,788	120,788	114,023	114,139
School Foundation Program - res. & farmland	962,124	931,214	943,259	931,304	886,088
School Foundation Program - non-residential	402,776	-	394,878	310,314	293,325
<b>NET DEFICIT (SURPLUS) GENERAL</b>	<b>(4,210,653)</b>	<b>(4,522,633)</b>	<b>(4,066,394)</b>	<b>(4,028,540)</b>	<b>(3,965,227)</b>

### Variance Highlights

- Small net tax revenue increase (1.55%) to cover policing cost increase (see Policing below), which is a 1.55% increase in taxes. The remaining increase to Taxes and Grants in Lieu is to offset increases in requisitions. Increase for our own purposes is NIL.
- General municipal revenue is up significantly from 2022 budget, approximately \$88K due to increased investment revenue due to significant increase in interest rates, and increased Franchise Fees revenue primarily due to inflationary increases from Fortis and ATCO.

## ADMINISTRATION

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

ADMINISTRATION	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Business licenses	(28,000)	(26,618)	(28,000)	(26,875)	(28,480)
General administrative revenue	(114,280)	(314,304)	(100,280)	(219,798)	(320,156)
<b>Administrative general revenue</b>	<b>(142,280)</b>	<b>(340,921)</b>	<b>(128,280)</b>	<b>(246,673)</b>	<b>(348,636)</b>
Wages and benefits	692,032	544,942	665,925	676,628	630,884
Consultant fees	40,240	33,951	50,175	34,117	27,759
Materials, supplies and operating costs	353,987	331,319	348,053	325,498	301,950
Assessor	53,778	48,581	52,724	54,648	51,648
Auditor	16,116	15,645	15,645	15,190	19,780
Legal	15,000	10,610	15,000	13,640	19,306
Municipal grants	85,608	88,638	89,000	73,455	82,531
Celebrations	33,500	40,959	23,500	9,751	10,078
Tax levy cancellations and discounts	35,515	14,622	75,050	110,199	13,149
Public relations and taxi subsidy	11,000	9,951	11,500	20,259	9,188
Staff development and training	6,000	5,593	8,500	1,217	6,752
Debenture interest	69,244	35,693	70,962	72,563	40,134
Amortization	132,877	-	132,877	80,215	22,931
<b>Administrative general expenses</b>	<b>1,544,897</b>	<b>1,180,504</b>	<b>1,558,911</b>	<b>1,487,380</b>	<b>1,236,090</b>
	<b>1,402,617</b>	<b>839,583</b>	<b>1,430,631</b>	<b>1,240,707</b>	<b>887,454</b>
<b>Operational budget adjustments</b>					
Addback amortization	(132,877)	-	(132,877)	(80,215)	(22,931)
Transfer from reserve - operating	(8,000)	-	(30,900)	(75,842)	(30,871)
Internal charges to other departments	(88,590)	-	(88,590)	(84,090)	(78,575)
Internal transfers (expenses)	43,649	15,557	43,309	57,704	55,263
Transfer to reserve - operating	-	-	-	-	267,955
Transfer to reserve - capital	-	-	-	198,433	-
<b>NET DEFICIT (SURPLUS) ADMINISTRATION</b>	<b>1,216,799</b>	<b>855,139</b>	<b>1,221,573</b>	<b>1,256,697</b>	<b>1,078,295</b>

## Variance Highlights

- Small increase to general administrative revenue (\$15K) based on budgeting for local donations/contributions to community events/celebrations, and an increase to “miscellaneous” income based on historical actuals.
- Wages and Benefits increase here, and throughout the budget, is for cost of living adjustment/increases, plus a significant rate increase on benefits costs.
- Reduction (10K) in consultant fees – prior year included an extra one-time project that isn’t recurring in 2023.
- Materials, supplies and operating costs increased (6K) which includes anticipated inflationary costs of insurance, utilities, office supplies, etc.
- Assessor and Auditor increases are annual inflationary increases
- Small decrease in municipal grants (3.5K). These are grants or municipal funding to local non-profits operating within our community.
- Increase (10K) in celebrations budget reflects the additional expenditures (and offsetting additional revenue included in general administrative revenue noted above).
- Tax levy cancellation and discounts dropped significantly again this year as the tax break on the single non-residential tax agreement continues to decrease as it enters it’s final year.
- Staff development was decreased (2.5K) for 2023 to limit the tax rate increase, and as there is currently no planned training or development to utilize the prior year budget amount. Staff development is important for the long-term health of the organization and so it is anticipated that this budget will increase to previous levels next year.
- Debenture interest decreases annually as the debt is repaid.
- Transfers from reserve are down \$23K for the interim budget. A significant portion of the prior year budgeted reserve transfers were based on carryforward budget from 2021 for incomplete projects. We won’t have any of those figures for the 2023 budget until the final budget is prepared, after 2022 comes to a close.

## POLICING

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

POLICING	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Provincial fines collected	(4,000)	(3,744)	(15,000)	(2,663)	(9,615)
<b>Provincial fines collected</b>	<b>(4,000)</b>	<b>(3,744)</b>	<b>(15,000)</b>	<b>(2,663)</b>	<b>(9,615)</b>
Provincial policing costs	224,238	112,190	168,179	103,538	55,298
<b>Policing expenses</b>	<b>224,238</b>	<b>112,190</b>	<b>168,179</b>	<b>103,538</b>	<b>55,298</b>
<b>NET DEFICIT (SURPLUS) FIRE DEPARTMENT</b>	<b>220,238</b>	<b>108,446</b>	<b>153,179</b>	<b>100,875</b>	<b>45,682</b>

## Variance Highlights

- Provincial fines budget has been decreased significantly, based on actuals seen in the last couple years. This decrease is due to no longer having a CPO that can issue provincial tickets, and the RCMP not issuing very many tickets themselves within Town limits.
- The Government of Alberta's new police funding model charges small municipalities for policing costs. The model charges the municipality for a percentage of the estimated cost of policing per their cost model. In 2020 they charged 10% of the cost. This increased in 2021 to 15% and in 2022 to 20%. In 2023 it is increasing again to 30%. The current model does not increase again in 2024.

## FIRE

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

FIRE DEPARTMENT	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Provincial Grants	-	-	-	-	(5,040)
MD contributions	(9,000)	-	(8,500)	(8,707)	(8,098)
Non-government contribution	(10,000)	(39,967)	(7,000)	(7,277)	(29,067)
<b>Fire department revenue</b>	<b>(19,000)</b>	<b>(39,967)</b>	<b>(15,500)</b>	<b>(15,984)</b>	<b>(42,205)</b>
Wages and benefits	140,323	100,052	135,117	126,412	121,981
Equipment, fuel, etc	28,670	20,057	28,000	26,811	23,340
Training	5,500	869	7,000	5,442	4,850
Materials, supplies and operating expenses	38,950	34,811	35,390	32,363	31,877
Regional fire study costs	-	-	-	-	10,410
Amortization	25,391	-	25,391	22,236	17,605
<b>Fire department expenses</b>	<b>238,834</b>	<b>155,789</b>	<b>230,898</b>	<b>213,264</b>	<b>210,063</b>
	<b>219,834</b>	<b>115,822</b>	<b>215,398</b>	<b>197,280</b>	<b>167,858</b>
<b>Operational budget adjustments</b>					
Addback amortization	(25,391)	-	(25,391)	(22,236)	(17,605)
Internal Charges	5,100	2,964	5,000	5,051	-
Transfer from reserve - operating	-	-	-	-	-
Transfer to reserve - capital	20,000	-	20,000	10,000	10,000
<b>NET DEFICIT (SURPLUS) FIRE DEPARTMENT</b>	<b>219,543</b>	<b>118,786</b>	<b>215,007</b>	<b>190,094</b>	<b>160,253</b>

## Variance Highlights

- MD Contribution was increased to maximum amount allowed for in intermunicipal agreement. This is to cover a percentage of facility (fire hall) costs, up to an annual maximum. This is expected to be maxed out based on increasing facility operational costs, such as utilities.
- Non-government contributions are billed fire charges for fire calls. Based on average historical actuals, this budget was increased slightly (\$3K).
- Training was decreased slightly (\$1.5K) based on historical actuals.
- Materials, supplies and operating expenses increased (4.5K) primarily for increasing utility costs. Utilities was underbudgeted in 2022.



## EMERGENCY MANAGEMENT

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

EMERGENCY MANAGMENT	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Wages and benefits	34,343	29,514	32,986	23,924	34,500
Materials, supplies and operating expenses	1,500	5,626	8,810	2,062	1,811
<b>NET DEFICIT EMERGENCY MANAGEMENT</b>	<b>35,843</b>	<b>35,141</b>	<b>41,796</b>	<b>25,986</b>	<b>36,311</b>

### Variance Highlights

- Decrease in materials, supplies, and operating expenses due to prior year including expenditures for joint mock disaster exercise completed in 2022 as well as costs for a AFRAC radio for the office to be used during a disaster here in the incident command post (ICP).

## BYLAW ENFORCEMENT

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

BYLAW ENFORCEMENT	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Licenses and fees	(9,000)	(12,487)	(12,000)	(6,890)	(7,670)
Municipal fines	(2,000)	(1,819)	(5,500)	(3,666)	(5,374)
Workshop revenue	-	-	(500)	-	(500)
<b>Bylaw enforcement revenue</b>	<b>(11,000)</b>	<b>(14,306)</b>	<b>(18,000)</b>	<b>(10,556)</b>	<b>(13,544)</b>
Wages and benefits	75,995	55,742	65,323	53,851	72,964
Animal services	500	250	500	4,013	572
Materials, supplies and operating expenses	12,500	12,675	17,250	11,583	15,179
Professional development	1,250	60	1,500	-	1,048
Amortization	12,370	-	12,370	8,578	3,160
<b>Bylaw enforcement expenses</b>	<b>102,615</b>	<b>68,726</b>	<b>96,943</b>	<b>78,025</b>	<b>92,923</b>
	<b>91,615</b>	<b>54,420</b>	<b>78,943</b>	<b>67,469</b>	<b>79,379</b>
<b>Operational budget adjustments</b>					
Addback amortization	(12,370)	-	(12,370)	(8,578)	(3,160)
Transfer to reserve - capital	2,000	-	2,000	-	2,000
<b>NET DEFICIT (SURPLUS) BYLAW ENFORCEMENT</b>	<b>81,245</b>	<b>54,420</b>	<b>68,573</b>	<b>58,891</b>	<b>78,219</b>

### Variance Highlights

- Decrease in licenses and fees budget (\$3K) based on historical actuals; primarily reducing the budgeted cleanup order costs as these are unpredictable, with significant year over year fluctuation.
- Decrease in materials, supplies and operating expenses (\$5K) primarily for the offsetting reduction in cleanup order costs (clean up fees = cleanup costs), as well as a decrease in uniform budget. This budget was increased in 2022 due to additional uniform needs with a new officer being hired. This higher budget isn't required in subsequent years with the same officer.

## COMMON EQUIPMENT POOL

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

EQUIPMENT POOL	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Rental revenue and insurance proceeds	-	(3,820)	-	-	-
<b>Equipment pool revenue</b>	<b>-</b>	<b>(3,820)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages and benefits	210,773	154,574	207,745	214,258	201,285
Materials, supplies and operating expenses	304,500	249,030	308,000	348,455	394,089
Amortization	98,658	-	98,658	113,879	71,839
<b>Equipment pool expenses</b>	<b>613,931</b>	<b>403,604</b>	<b>614,403</b>	<b>676,592</b>	<b>667,213</b>
	<b>613,931</b>	<b>399,784</b>	<b>614,403</b>	<b>676,592</b>	<b>667,213</b>
<b>Operational budget adjustments</b>					
Addback amortization	(98,658)	-	(98,658)	(113,879)	(71,839)
Internal charges to other departments	(70,000)	-	(70,000)	(70,000)	(70,000)
Internal charges from other departments	8,160	4,304	8,000	7,321	7,794
Transfer from reserve - operating	-	-	(33,000)	-	-
<b>NET DEFICIT (SURPLUS) EQUIPMENT POOL</b>	<b>453,433</b>	<b>404,088</b>	<b>420,745</b>	<b>500,034</b>	<b>533,168</b>

### Variance Highlights

- Slight decrease in materials, supplies, and operating expenses budget (\$3.5K) as we look to shave down expenditures wherever possible to avoid a tax rate increase during these difficult times. This decrease was primarily in yard and building maintenance costs based on average historical actuals. Actual expenditures are impossible to predict, so contingency funds will be utilized if we have a higher than average year. The decrease in yard and building maintenance was greater than 3.5K, but it was offset by other inflationary increases.
- Decrease in transfer from reserves (\$33K) as this was for carryforward projects as well as to offset or fund part of the asphalt crushing noted below under “Roads, Streets, Walks & Lights”. Any carryforward projects aren’t included in the interim budget. These will be added in the final budget (if any) after 2022 has come to a close.

## ROADS, STREETS, WALKS & LIGHTS

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

ROADS, STREETS, WALKS, AND LIGHTS	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Local improvement charges	-	-	-	-	-
Streets other income	-	(1,555)	(30,000)	(36,363)	(770)
<b>Roads and streets revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages and benefits	207,263	182,825	199,651	195,831	217,282
Contracted services	80,000	69,463	80,000	80,898	78,385
Engineering	1,500	885	1,500	1,372	1,254
Street lights	220,000	192,243	210,000	194,761	210,727
Materials, supplies and operating expenses	75,000	55,056	120,000	73,195	100,901
Amortization	246,648	-	246,648	260,364	278,914
<b>Roads and streets expenses</b>	<b>830,411</b>	<b>500,472</b>	<b>857,799</b>	<b>806,420</b>	<b>887,462</b>
	<b>830,411</b>	<b>498,917</b>	<b>827,799</b>	<b>770,058</b>	<b>886,692</b>
<b>Operational budget adjustments</b>					
Addback amortization	(246,648)	-	(246,648)	(260,364)	(278,914)
Transfer to reserve - operating	10,000	-	-	10,000	15,000
Transfer to reserve - capital	-	-	-	-	-
<b>NET DEFICIT (SURPLUS) ROADS AND STREETS</b>	<b>593,763</b>	<b>498,917</b>	<b>581,151</b>	<b>519,694</b>	<b>622,778</b>

### Variance Highlights

- Decrease/removal of streets other income budget (\$30K) which was related to an asphalt crushing project, planning to sell a significant portion of the crushed asphalt as we have more volume than we would utilize in a timely manner. The crushing was delayed so we may not see some of this revenue until 2023, but still hoping to see it realized in 2022.
- Relatively small increase to street lights based on 2022 actuals.
- Significant decrease in materials, supplies and operating expenses (\$45K) primarily related to having no asphalt crushing project in the current year. Prior year budget for asphalt crushing was largely offset in the prior year with sales of crushed asphalt and reserve transfers (in “Common Equipment Pool”) noted above.

## STORM SEWER UTILITY

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

STORM SEWER UTILITY	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Local improvement charges	-	-	(1,318)	-	-
Other revenue	-	(2,035)	-	-	-
<b>Storm sewer utility revenue</b>	<b>-</b>	<b>(2,035)</b>	<b>(1,318)</b>	<b>-</b>	<b>-</b>
Wages and benefits	7,651	6,813	7,347	1,890	10,986
Contracted services	2,000	-	2,500	700	3,602
Materials, supplies and operating expenses	3,500	3,161	3,500	1,173	2,114
Overland flooding	-	-	-	-	13,346
Amortization	252,613	-	252,613	263,347	272,856
<b>Storm sewer utility expenses</b>	<b>265,764</b>	<b>9,974</b>	<b>265,960</b>	<b>267,110</b>	<b>302,903</b>
	<b>265,764</b>	<b>7,939</b>	<b>264,642</b>	<b>267,110</b>	<b>302,903</b>
<b>Operational budget adjustments</b>					
Addback amortization	(252,613)	-	(252,613)	(263,347)	(272,856)
<b>NET DEFICIT (SURPLUS) STORM SEWER UTILITY</b>	<b>13,151</b>	<b>7,939</b>	<b>12,029</b>	<b>3,763</b>	<b>30,047</b>

### Variance Highlights

- Decrease in contracted services (\$0.5K) based on average historical actuals.

## WATER SUPPLY & DISTRIBUTION

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

WATER SUPPLY AND DISTRIBUTION	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Water sales	(1,869,832)	(1,467,709)	(1,607,320)	(1,836,870)	(1,565,315)
<b>Water services revenue</b>	<b>(1,869,832)</b>	<b>(1,467,709)</b>	<b>(1,607,320)</b>	<b>(1,836,870)</b>	<b>(1,565,315)</b>
Wages and benefits	421,433	284,997	407,827	345,407	335,404
Training	1,000	310	3,000	254	3,899
Materials, supplies and operating expenses	217,190	185,376	193,900	188,238	175,549
Chemical	103,000	78,385	100,000	101,764	104,749
Maintenance	100,710	83,722	99,700	91,579	99,865
Debt interest	123,197	66,791	131,548	139,136	147,092
Amortization	330,485	-	330,485	343,397	358,659
<b>Water services expenses</b>	<b>1,297,015</b>	<b>699,581</b>	<b>1,266,460</b>	<b>1,209,775</b>	<b>1,225,217</b>
	<b>(572,817)</b>	<b>(768,128)</b>	<b>(340,860)</b>	<b>(627,095)</b>	<b>(340,098)</b>
<b>Operational budget adjustments</b>					
Addback amortization	(330,485)	-	(330,485)	(343,397)	(358,659)
Services to other departments	(42,602)	(35,914)	(41,600)	(50,433)	(46,742)
Services from other departments	67,875	-	67,875	67,875	67,875
Transfer to reserve - capital	712,357	-	487,750	790,157	529,260
<b>NET DEFICIT (SURPLUS) WATER SERVICES</b>	<b>(165,672)</b>	<b>(804,042)</b>	<b>(157,320)</b>	<b>(162,894)</b>	<b>(148,364)</b>

### Variance Highlights

- Significant increase in revenue, along with increase in reserve transfer, based on a correction in the budgeting for water and sewer fees after fee structure change. This was noted during an administrative review, directed by Council, into why the actual transfer to reserves in 2021 was so much over budget. In short, the projected fees calculated during the utility fee structure review/change done in 2019 was not properly carried through to the overall Town budget. Actuals in 2021 were much closer (still short of) planned revenues and reserve transfers from the rate change review. This error wasn't noted until after the 2022 budget was passed, so there will be a fairly significant variance still in 2022 as well.



- Decrease in training expense budget (\$2K) is based on higher than normal budget in the prior couple years as a new utility operator was getting required training for required credentials per Alberta Environment. That training is now nearly complete. Further annual training is significantly less demanding and costly.
- Fairly significant increase in materials, supplies, and operating expenses (\$23K) due primarily to significant inflationary increases being seen in utilities, which is a significant portion of this budget line item.
- Chemical increase (\$3K) and maintenance increase (\$1K) are fairly small increases due to inflation.
- Debenture interest decreases annually as the debt is repaid.

## SANITARY SEWER TREATMENT & DISPOSAL

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

<b>SANITARY SEWER TREATMENT AND DISPOSAL</b>	<b>Budget 2023</b>	<b>Actual 2022</b>	<b>Budget 2022</b>	<b>Actual 2021</b>	<b>Actual 2020</b>
Local improvement charges	(3,290)	(3,290)	(3,822)	-	-
Service fees	(626,859)	(519,372)	(571,490)	(614,568)	(459,677)
<b>Sanitary sewer services revenue</b>	<b>(630,149)</b>	<b>(522,661)</b>	<b>(575,312)</b>	<b>(614,568)</b>	<b>(459,677)</b>
Wages and benefits	97,852	64,076	96,463	84,773	80,984
Contracted services	24,000	11,331	21,000	18,121	26,493
Materials, supplies and operating expenses	34,000	19,905	42,250	21,647	20,774
Debenture interest	12,138	13,706	17,816	21,914	27,107
Amortization	356,337	-	356,337	349,254	345,353
<b>Sanitary sewer services expenses</b>	<b>524,327</b>	<b>109,018</b>	<b>533,866</b>	<b>495,708</b>	<b>500,711</b>
	<b>(105,822)</b>	<b>(413,643)</b>	<b>(41,446)</b>	<b>(118,859)</b>	<b>41,034</b>
<b>Operational budget adjustments</b>					
Addback amortization	(356,337)	-	(356,337)	(349,254)	(345,353)
Services to other departments	(9,180)	(10,402)	(9,000)	(13,036)	(12,441)
Services from other departments	28,275	-	28,275	28,275	28,275
Transfer to reserve - capital	309,137	-	251,379	339,406	53,855
<b>NET DEFICIT (SURPLUS) SANITARY SEWER SERVICES</b>	<b>(133,927)</b>	<b>(424,046)</b>	<b>(127,129)</b>	<b>(113,469)</b>	<b>(234,630)</b>

### Variance Highlights

- See first variance highlight note under "Water Treatment & Distribution" for explanation on increase to fees and capital reserve transfer.
- Increase to contracted services (\$3K) based on historical actuals.
- Decrease in materials, supplies and operating expenses (\$8K) primarily related remove active enzyme costs that has been determined to not be required (\$14K). This was offset some by other inflationary increases in utility costs.
- Debenture interest decreases annually as the debt is repaid.

## SOLID WASTE MANAGEMENT

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

SOLID WASTE MANAGEMENT	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Garbage collection fees	(429,000)	(373,565)	(429,000)	(442,374)	(433,508)
<b>Solid waste revenue</b>	<b>(429,000)</b>	<b>(373,565)</b>	<b>(429,000)</b>	<b>(442,374)</b>	<b>(433,508)</b>
Wages and benefits	178,761	164,807	171,995	203,847	210,153
Landfill fees	127,500	101,129	125,000	120,694	114,799
Landfill contract	42,412	41,844	41,580	41,580	41,580
Landfill closure	-	-	6,000	4,432	6,023
Materials, supplies and operating expenses	32,500	17,835	27,000	42,313	11,874
Amortization	12,721	-	12,721	18,172	25,960
<b>Solid waste expenses</b>	<b>393,894</b>	<b>325,615</b>	<b>384,296</b>	<b>431,039</b>	<b>410,388</b>
	<b>(35,106)</b>	<b>(47,950)</b>	<b>(44,704)</b>	<b>(11,335)</b>	<b>(23,120)</b>
<b>Operational budget adjustments</b>					
Addback amortization	(12,721)	-	(12,721)	(18,172)	(25,960)
Services to other departments	(8,500)	(8,018)	(8,500)	(11,774)	(13,201)
Services from other departments	45,725	-	45,725	45,725	45,725
Transfer to reserve - capital	10,602	-	20,202	10,836	16,556
<b>NET DEFICIT (SURPLUS) SOLID WASTE MANAGEMENT</b>	<b>-</b>	<b>(55,967)</b>	<b>2</b>	<b>15,279</b>	<b>-</b>

### Variance Highlights

- Increase in landfill fees (\$2.5K) and landfill contract (requisition) (\$1K) are inflationary increases.
- Landfill closure decrease (\$6K) is based on 2022 being the final year of testing required for the old landfill by the airport.
- Increase in materials, supplies and operating expenses (\$5.5K) is for bin replacements and additional fuel costs.
- Decrease in transfer to reserves is due to a decrease in excess revenue over operational expenses, which means a drop in funds being set aside for future capital replacements, such as replacing the garbage truck.

## RECYCLING

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

RECYCLING	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Recycling service fees	(301,882)	(248,929)	(299,280)	(290,271)	(267,617)
Commodity revenue	-	-	-	(15,107)	-
<b>Recycling revenue</b>	<b>(301,882)</b>	<b>(248,929)</b>	<b>(299,280)</b>	<b>(305,378)</b>	<b>(267,617)</b>
Wages and benefits	3,568	2,653	3,804	3,657	5,089
Contracted services	302,320	256,570	298,184	290,558	-
Materials, supplies and operating expenses	-	2,656	-	110	1,987
<b>Recycling expenses</b>	<b>305,888</b>	<b>261,880</b>	<b>301,988</b>	<b>294,324</b>	<b>7,076</b>
	<b>4,006</b>	<b>12,951</b>	<b>2,708</b>	<b>(11,054)</b>	<b>(260,541)</b>
<b>Operational budget adjustments</b>					
Services to other departments	(4,006)	(6,680)	(4,000)	(4,225)	(3,835)
Transfer to reserve - capital	-	-	1,292	-	-
<b>NET DEFICIT (SURPLUS) RECYCLING</b>	<b>-</b>	<b>6,271</b>	<b>-</b>	<b>(15,279)</b>	<b>(264,377)</b>

## Variance Highlights

- No significant variances to note.

## FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

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

<b>FAMILY &amp; COMMUNITY SUPPORT SERVICES (FCSS)</b>	<b>Budget 2023</b>	<b>Actual 2022</b>	<b>Budget 2022</b>	<b>Actual 2021</b>	<b>Actual 2020</b>
Provincial funding	(105,235)	(79,710)	(105,235)	(92,665)	(105,235)
MD of Willow Creek	(80,539)	(80,538)	(80,539)	(61,202)	(80,130)
Alberta Health Services (AHS)	-	-	-	(7,073)	(28,290)
Child & Family Services Alberta (CFSA)	(36,000)	(27,000)	(36,000)	(36,000)	(27,000)
Other income	(6,000)	(27,633)	(18,570)	(5,168)	(16,741)
<b>FCSS Revenue</b>	<b>(227,774)</b>	<b>(214,881)</b>	<b>(240,344)</b>	<b>(202,107)</b>	<b>(257,395)</b>
Wages and benefits	144,086	108,522	132,494	142,497	165,545
Professional development	3,000	1,729	3,000	740	1,009
Materials, supplies and operating expenses	38,708	35,451	56,870	31,692	57,804
Community grants	54,074	49,500	60,074	41,958	57,586
Accounting and legal	-	-	-	1,815	3,700
<b>General FCSS expenses</b>	<b>239,868</b>	<b>195,202</b>	<b>252,438</b>	<b>218,701</b>	<b>285,644</b>
	<b>12,094</b>	<b>(19,679)</b>	<b>12,094</b>	<b>16,594</b>	<b>28,248</b>
<b>Operational budget adjustments</b>					
Town of Claresholm Contribution	(26,309)	-	(26,309)	(26,309)	(26,309)
Admin Allocation	14,215	-	14,215	9,715	4,200
<b>NET DEFICIT (SURPLUS) FCSS</b>	<b>(0)</b>	<b>(19,679)</b>	<b>-</b>	<b>(0)</b>	<b>6,139</b>

### Variance Highlights

- Significant decrease in other income due to 2022 other income including 2021 deferred (unutilized) revenue from 2021.
- Drop in materials, supplies, and operating expenses to offset the drop in revenue to maintain a net balanced budget.

## DAY CARE CONTRIBUTION

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

DAYCARE CONTRIBUTION	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Municipal contribution to daycare	32,472	30,403	36,292	38,202	38,200
<b>NET DEFICIT DAYCARE CONTRIBUTION</b>	<b>32,472</b>	<b>30,403</b>	<b>36,292</b>	<b>38,202</b>	<b>38,200</b>

### Variance Highlights

- Funding was reduced by 5% in 2022. Proposed additional 10% reduction in current year. Will be reviewed during final budget discussions after funding requests are received.

## CEMETERY

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

CEMETERY	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Cemetery Fees	(18,800)	(14,025)	(17,700)	(20,544)	(16,417)
Local government grants	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
<b>Cemetery revenue</b>	<b>(21,800)</b>	<b>(17,025)</b>	<b>(20,700)</b>	<b>(23,544)</b>	<b>(19,417)</b>
Wages and benefits	21,964	18,836	19,102	21,578	20,294
Materials, supplies and operating expenses	1,000	2,936	1,000	1,752	363
Amortization	424	-	424	427	433
<b>Cemetery expenses</b>	<b>23,388</b>	<b>21,772</b>	<b>20,526</b>	<b>23,757</b>	<b>21,089</b>
	<b>1,588</b>	<b>4,747</b>	<b>(174)</b>	<b>213</b>	<b>1,672</b>
<b>Operational budget adjustments</b>					
Addback amortization	(424)	-	(424)	(427)	(433)
Services from other departments	2,500	-	2,500	2,500	2,500
Transfer to reserve - capital	5,000	-	5,000	8,170	5,000
<b>NET DEFICIT CEMETERY</b>	<b>8,664</b>	<b>4,747</b>	<b>6,902</b>	<b>10,456</b>	<b>8,739</b>

### Variance Highlights

- No significant variances to note.

## PHYSICIAN RECRUITMENT

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

PHYSICIAN RECRUITMENT	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Grant funding	(1,000)	-	(1,000)	(622)	-
Physician recruitment	3,000	821	3,000	622	684
<b>Operational budget adjustments</b>					
Transfer from reserve - operations	(2,000)	-	(2,000)	-	(684)
<b>NET DEFICIT (SURPLUS) PHYSICIAN RECRUITMENT</b>	<b>-</b>	<b>821</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Variance Highlights

- Obtained an Alberta Rural Physician Action Plan (RPAP) grant that was utilized to cover some of the expenses we would traditionally use reserves to cover in 2021 and 2022. More funds still available from this grant for use in 2023.

## WEEDS & PESTS

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

WEED AND PEST CONTROL	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Wages and benefits	8,104	3,748	7,770	4,348	3,872
Chemical and materials	11,500	10,386	11,500	9,793	11,421
Amortization	27,383	-	27,383	27,383	27,383
	<b>46,987</b>	<b>14,134</b>	<b>46,653</b>	<b>41,524</b>	<b>42,676</b>
<b>Operational budget adjustments</b>					
Addback amortization	(27,383)	-	(27,383)	(27,383)	(27,383)
<b>NET DEFICIT WEED AND PEST CONTROL</b>	<b>19,604</b>	<b>14,134</b>	<b>19,270</b>	<b>14,141</b>	<b>15,294</b>

### Variance Highlights

- No significant variances to note.



## ECONOMIC DEVELOPMENT

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

ECONOMIC DEVELOPMENT	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Grants and contributions	(73,887)	(164,648)	(219,566)	(167,946)	(59,534)
<b>Economic development revenue</b>	<b>(73,887)</b>	<b>(164,648)</b>	<b>(219,566)</b>	<b>(167,946)</b>	<b>(59,534)</b>
Wages and benefits	161,403	181,124	233,841	157,595	103,503
Materials, supplies and operating expenses	79,596	108,792	183,385	142,792	76,364
<b>Economic development expenses</b>	<b>240,999</b>	<b>289,917</b>	<b>417,226</b>	<b>300,387</b>	<b>179,867</b>
	<b>167,112</b>	<b>125,268</b>	<b>197,660</b>	<b>132,440</b>	<b>120,333</b>
<b>Operational budget adjustments</b>					
Transfer from reserve - operations	(19,550)	-	(33,331)	(20,000)	-
Transfer to reserve - operations	-	-	-	33,331	-
<b>NET DEFICIT ECONOMIC DEVELOPMENT</b>	<b>147,562</b>	<b>125,268</b>	<b>164,329</b>	<b>145,771</b>	<b>120,333</b>

### Variance Highlights

- Significant drop in revenue and expenditures throughout. This is based on significant grants received in last year, including the Alberta Settlement and Integration Program (ASIP) as well as Labour Market Partnership Grant (LMP). Interim budget has been prepared under the assumption of worst case scenario – we don't get any new grants, and expiring partnerships are not renewed.
- The budget does include a new LMP grant that the Town has applied for but has not yet been awarded. This grant, however, will have no net impact on the budget if not received, but rather would be a \$22K reduction in revenue and expenditures.

## LAND PLANNING & DEVELOPMENT

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

LAND PLANNING AND DEVELOPMENT	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Permits	(79,000)	(59,062)	(79,000)	(91,523)	(71,850)
Planning and development fees	(3,100)	(2,720)	(3,100)	(3,622)	(3,244)
<b>Planning and development revenue</b>	<b>(82,100)</b>	<b>(61,782)</b>	<b>(82,100)</b>	<b>(95,145)</b>	<b>(75,094)</b>
Wages and benefits	103,955	74,247	90,753	88,298	84,057
Planning and GIS services	56,500	60,676	60,676	58,742	54,380
Legal and professional services	41,625	34,812	41,625	66,503	50,701
Materials, supplies and operating expenses	1,500	2,701	1,500	-	3,791
<b>Planning and development expenses</b>	<b>203,580</b>	<b>172,436</b>	<b>194,554</b>	<b>213,543</b>	<b>192,929</b>
<b>NET DEFICIT PLANNING &amp; DEVELOPMENT</b>	<b>121,480</b>	<b>110,654</b>	<b>112,454</b>	<b>118,398</b>	<b>117,835</b>

### Variance Highlights

- Reduction (\$4K) in Planning and GIS services as a result of the transition to MuniSight being complete. For the first few months of 2022 we were paying both Oldman River Regional Service Commission (ORRSC) and MuniSight for GIS services as we transitioned.

## GENERAL RECREATION

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

GENERAL RECREATION	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Local government grants	(74,300)	(74,300)	(74,300)	(74,300)	(50,000)
Summer Games	-	(3,288)	-	-	(58)
<b>General recreation revenue</b>	<b>(74,300)</b>	<b>(77,588)</b>	<b>(74,300)</b>	<b>(74,300)</b>	<b>(50,058)</b>
Golf course management	50,300	50,300	50,300	50,300	56,100
Debenture interest	-	-	-	1,751	4,199
Wages and benefits	78,182	60,945	74,822	75,104	71,742
Programming expenses	5,500	4,468	5,500	2,609	2,455
<b>General recreation expenses</b>	<b>133,982</b>	<b>115,713</b>	<b>130,622</b>	<b>129,763</b>	<b>134,496</b>
	<b>59,682</b>	<b>38,125</b>	<b>56,322</b>	<b>55,463</b>	<b>84,439</b>
<b>Operational budget adjustments</b>					
Transfer from reserve - operations	-	-	-	(62,173)	(50,000)
Transfer to reserve - capital	24,600	-	24,600	-	24,600
<b>NET DEFICIT GENERAL RECREATION</b>	<b>84,282</b>	<b>38,125</b>	<b>80,922</b>	<b>(6,709)</b>	<b>59,039</b>

### Variance Highlights

- No significant variances to note.

## PARKS

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

PARKS	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Campground fees	(80,000)	(76,609)	(80,000)	(101,886)	(92,367)
Parks grants and other funding	(2,500)	(1,349)	(2,500)	(4,493)	(275)
<b>Parks revenue</b>	<b>(82,500)</b>	<b>(77,958)</b>	<b>(82,500)</b>	<b>(106,379)</b>	<b>(92,642)</b>
Wages and benefits	121,485	146,556	113,160	150,973	115,120
Materials, supplies and operating expenses	66,000	67,953	66,000	58,827	56,080
Amortization	157,948	-	157,948	167,479	180,101
<b>Parks expenses</b>	<b>345,433</b>	<b>214,509</b>	<b>337,108</b>	<b>377,280</b>	<b>351,300</b>
	<b>262,933</b>	<b>136,551</b>	<b>254,608</b>	<b>270,901</b>	<b>258,659</b>
<b>Operational budget adjustments</b>					
Addback amortization	(157,948)	-	(157,948)	(167,479)	(180,101)
Services to other departments	20,400	12,569	20,000	22,463	18,434
Transfer to reserve - capital	-	-	-	-	-
<b>NET DEFICIT PARKS</b>	<b>125,385</b>	<b>149,120</b>	<b>116,660</b>	<b>125,884</b>	<b>96,991</b>

## Variance Highlights

- No significant variances to note.

### ARENA

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

ARENA	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Minor hockey	(28,000)	(19,009)	(28,000)	(14,943)	(21,038)
Figure skating	(7,000)	(5,980)	(6,500)	(3,979)	(6,568)
Other rentals	(35,500)	(19,956)	(20,250)	(15,010)	(11,847)
Advertising	(7,000)	(12,803)	(7,000)	(10,492)	(276)
<b>Arena revenue</b>	<b>(77,500)</b>	<b>(57,748)</b>	<b>(61,750)</b>	<b>(44,424)</b>	<b>(39,728)</b>
Wages and benefits	125,603	54,591	120,663	78,175	98,574
Materials, supplies and operating expenses	96,500	82,043	81,100	77,366	91,305
Amortization	84,060	-	84,060	72,338	55,936
<b>Arena expenses</b>	<b>306,163</b>	<b>136,634</b>	<b>285,823</b>	<b>227,880</b>	<b>245,815</b>
	<b>228,663</b>	<b>78,886</b>	<b>224,073</b>	<b>183,456</b>	<b>206,087</b>
<b>Operational budget adjustments</b>					
Addback amortization	(84,060)	-	(84,060)	(72,338)	(55,936)
Services to other departments	9,588	5,585	9,400	8,346	9,309
Transfer to reserve - capital	7,000	-	7,000	20,492	4,884
<b>NET DEFICIT ARENA</b>	<b>161,191</b>	<b>84,471</b>	<b>156,413</b>	<b>139,955</b>	<b>164,344</b>

### Variance Highlights

- Increase in other rentals for anticipated contract with Western Provinces Hockey Academy Ltd. for a hockey team in Claresholm.
- Increase in materials, supplies and operating expenses (\$15K) is due to increased utility rates/costs.

### AQUATIC CENTRE

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

AQUATIC CENTRE	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Lessons	(45,000)	(40,643)	(45,000)	(34,316)	(29,952)
Gate admission	(25,000)	(21,609)	(25,000)	(12,882)	(17,189)
Rentals	(15,000)	(13,557)	(15,000)	(9,824)	(6,895)
Other funding	(5,000)	(4,532)	(5,000)	(2,917)	(14,184)
<b>Aquatic Centre revenue</b>	<b>(90,000)</b>	<b>(80,341)</b>	<b>(90,000)</b>	<b>(59,939)</b>	<b>(68,220)</b>
Wages and benefits	203,601	194,780	196,312	167,521	187,275
Materials, supplies and operating expenses	30,400	23,468	32,900	25,192	34,802
Amortization	15,250	-	15,250	15,700	16,343
<b>Aquatic Centre expenses</b>	<b>249,251</b>	<b>218,248</b>	<b>244,462</b>	<b>208,413</b>	<b>238,420</b>
	<b>159,251</b>	<b>137,907</b>	<b>154,462</b>	<b>148,475</b>	<b>170,200</b>
<b>Operational budget adjustments</b>					
Addback amortization	(15,250)	-	(15,250)	(15,700)	(16,343)
<b>NET DEFICIT AQUATIC CENTRE</b>	<b>144,001</b>	<b>137,907</b>	<b>139,212</b>	<b>132,774</b>	<b>153,857</b>

### Variance Highlights

- Slight decrease in materials, supplies and operating expenses (\$2.5K) due to a cut in the program materials budget.

## MUSEUM

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

MUSEUM	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Sales	(1,000)	(450)	(1,000)	(535)	(110)
Donations	(4,000)	(3,507)	(4,000)	(3,609)	(240)
Grants	(5,000)	(18,974)	(5,000)	(6,722)	(9,112)
<b>Museum revenue</b>	<b>(10,000)</b>	<b>(22,931)</b>	<b>(10,000)</b>	<b>(10,867)</b>	<b>(9,462)</b>
Wages and benefits	95,976	78,262	93,613	88,006	54,406
Materials, supplies and operating expenses	31,000	23,210	30,250	42,681	20,083
Professional development	1,500	1,666	2,000	1,605	375
Amortization	25,323	-	25,323	24,552	23,781
<b>Museum expenses</b>	<b>153,799</b>	<b>103,139</b>	<b>151,186</b>	<b>156,844</b>	<b>98,646</b>
	<b>143,799</b>	<b>80,208</b>	<b>141,186</b>	<b>145,977</b>	<b>89,184</b>
<b>Operational budget adjustments</b>					
Addback amortization	(25,323)	-	(25,323)	(24,552)	(23,781)
Services to other departments	3,700	2,460	3,700	3,727	3,350
Transfer from reserve - operations	-	-	-	-	-
<b>NET DEFICIT MUSEUM</b>	<b>122,176</b>	<b>82,668</b>	<b>119,563</b>	<b>125,152</b>	<b>68,753</b>

### Variance Highlights

- Small increase in materials, supplies, and operating expenses. This is due to an increase in utility costs (\$2.5K) which has mostly been offset with a reduction in museum materials and program expenses.



### LIBRARY

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

LIBRARY	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Municipal grant and donations	205,000	171,000	196,000	160,000	190,000
Chinook Arch membership	30,396	29,744	29,744	29,333	30,883
Amortization	26,671	-	26,671	26,182	25,693
	<b>262,067</b>	<b>200,744</b>	<b>252,415</b>	<b>215,515</b>	<b>246,576</b>
<b>Operational budget adjustments</b>					
Addback amortization	(26,671)	-	(26,671)	(26,182)	(25,693)
Services to other departments	-	-	-	1,166	3,449
<b>NET DEFICIT LIBRARY</b>	<b>235,396</b>	<b>200,744</b>	<b>225,744</b>	<b>190,499</b>	<b>224,332</b>

### Variance Highlights

- Increase in municipal contribution (\$9K), moving towards prior funding levels. This includes \$180K tax funded municipal contribution and \$25K annual donation received by the Town for library programming and equipment.

DEPARTMENT  
CAPITAL  
BUDGETS

## Funding Sources for Capital Projects

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

### Canada Community Building Funding Fund (CCBF)

Previously known as the Federal Gas Tax Fund (FGTF) - each year **CCBF** assists municipalities by providing funding for local infrastructure projects. Funding is provided from the Federal Government to the Province, who in turn flows this funding to municipalities. This program has been legislated as a permanent source of Federal infrastructure funding for municipalities. The program is broad-based and allows municipalities to use the funding toward a wide range of projects to meet local priorities.

### Municipal Sustainability Initiative (MSI)

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

### Alberta Municipal Water/Wastewater Partnership (AMWWP)

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

### Alberta Historic Resources Foundation Grant (AHRF)

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

## **Community Facility Enhancement Program (CFEP)**

The **CFEP** is a competitive grant program that provides financial assistance to acquire, build, purchase, repair, renovate, upgrade or expand sports, recreational, cultural or other related public-use community facilities. The aim of the program is to reinvest revenues generated from provincial lotteries into communities, empower local citizens and community organizations to work together and to respond to local needs.

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

## **Reserves/Restricted Surplus**

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

## **Utility Funded**

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

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

<b>FUNDING SOURCES FOR THE YEAR</b>		
Municipal Sustainability Grant (MSI)	693,175.00	
Community Facility Enhancement Program (CFEP)	123,825.00	
Active Transportation Fund (ATF)	186,000.00	
<b>Total Government Transfers for Capital</b>	<b>1,003,000.00</b>	
Transfers from reserves	755,000.00	
Proceeds from long-term debt	450,000.00	
Other external funding	50,000.00	
Proceeds on sale or trade-in of vehicles and equipment	35,000.00	
Tax funded	5,000.00	
<b>TOTAL FUNDING</b>	<b>2,298,000.00</b>	

## Capital Summary Budget

<b>ENGINEERING STRUCTURES PROJECTS</b>	<b>Funding</b>	<b>Expenditure</b>
Hwy #2 Sewer Main Repairs - 50th to 53rd Ave		150,000
<i>Funding: Capital Water and Sewer Reserve</i>	100,000	
<i>Funding: Other External Funding (Telus)</i>	50,000	
45th Ave from 2nd to 3rd St W Water Main Upgrade from 4" to 8"		150,000
<i>Funding: Capital Water and Sewer Reserve</i>	150,000	
Storm Main Outfall Phase 2(a) - Westlyn Dr. Storm Sewer from Hwy 520 to Golf Course		300,000
<i>Funding: Capital Water and Sewer Reserve</i>	300,000	
<b>ENGINEERING STRUCTURES TOTAL</b>		<b>600,000</b>
<b>MACHINERY &amp; EQUIPMENT PURCHASES</b>		
Motor Grader Replacement		385,000
<i>Funding: MSI Grant</i>	385,000	
Bobcat Replacement		45,000
<i>Funding: Trade-in</i>	40,000	
<i>Funding: Carryforward Reserve</i>	5,000	
<i>Funding: Tax funded</i>	5,000	
<b>MACHINERY &amp; EQUIPMENT TOTAL</b>		<b>430,000</b>
<b>BUILDING PROJECTS</b>		
Community Centre Accessibility		280,000
<i>Funding: Community Facility Enhancement Program (CFEP) Grant</i>	123,825	
<i>Funding: MSI Grant</i>	156,175	
<b>LAND IMPROVEMENT TOTAL</b>		<b>280,000</b>
<b>LAND IMPROVEMENT PROJECTS</b>		
Amundsen Park Redevelopment - Phase 3 Pathways and Lighting		310,000
<i>Funding: Active Transportation Fund</i>	186,000	
<i>Funding: MSI Grant</i>	124,000	
<b>LAND IMPROVEMENT TOTAL</b>		<b>310,000</b>
<b>VEHICLE PURCHASES &amp; PROJECTS</b>		
Fire Pumper Engine Replacement		650,000
<i>Funding: Fire Capital Reserve</i>	200,000	
<i>Funding: Debenture</i>	450,000	
Fleet Replacement - 1/2 Ton Pickup		28,000
<i>Funding: MSI Grant</i>	28,000	
<b>VEHICLE TOTAL</b>		<b>678,000</b>

## ENGINEERED STRUCTURES

<b>2023 Capital Project</b>	
<b>Project Name</b>	<b>Hwy #2 Sewer Repairs – 50<sup>th</sup> to 53<sup>rd</sup> Ave</b>
<b>Project Description</b>	Repair a few portions of the sewer main on the highway, including upsizing one small section that is still old 6” main. One portion requiring repair is due to damage caused by Telus when installing underground cable. Telus is funding their portion (1/3) of the project.
<b>Project Cost</b>	<b>\$150,000</b>
<b>Funding Sources</b>	Water & Sewer Capital Reserve & Telus
<b>Rationale for need</b>	This is an older precast clay pipe. It is still in relatively good condition except for 3 small sections that are causing flow issues, resulting in extra sewer flushing being required.
<b>Impact on future operating costs</b>	Reduce sewer flushing required through this section of pipe.
<b>Implications of deferring this project</b>	Continued issues with backup due to damaged sections of pipe.

<b>2023 Capital Project</b>	
<b>Project Name</b>	<b>45<sup>th</sup> Ave Water Main Upsize (4” to 8”) - 2<sup>nd</sup> to 3<sup>rd</sup> Street W</b>
<b>Project Description</b>	This replaces nearly one of that last sections of 4” watermain throughout Town.
<b>Project Cost</b>	<b>\$94,000</b>
<b>Funding Sources</b>	Water & Sewer Capital Reserve
<b>Rationale for need</b>	4” mains are below current municipal standards and cause bottle necks in the system. This is especially a concern for fire flow capacity.
<b>Impact on future operating costs</b>	No immediate impact is expected on operations
<b>Implications of deferring this project</b>	Continued increased risk of pressure/flow issues in this area.



<b>2023 Capital Project</b>	
<b>Project Name</b>	<b>Storm Main Outfall Phase 2(a)</b>
<b>Project Description</b>	Installation of storm sewer main from Hwy 520 to the Golf Course along Westlyn Dr.
<b>Project Cost</b>	<b>\$300,000</b>
<b>Funding Sources</b>	Water & Sewer Capital Reserve
<b>Rationale for need</b>	This is a continuation of the overall Storm Water Masterplan to increase storm water capacity, reducing flooding risk, throughout Town. Phase 2(b) will be completed in a future year and will extend this line across Hwy 520 to, and through, Centennial Park.
<b>Impact on future operating costs</b>	No immediate impact is expected on operations
<b>Implications of deferring this project</b>	Continued increased risk of flooding in Town due to the bottleneck in our stormwater system crossing Hwy 520.

## MACHINERY & EQUIPMENT

<b>2023 Capital Purchase</b>	
<b>Project Name</b>	<b>Motor Grader Replacement</b>
<b>Project Description</b>	Replace 2007 John Deere Motor Grader
<b>Project Cost</b>	<b>\$385,000</b>
<b>Funding Sources</b>	MSI Capital Grant
<b>Rationale for need</b>	Grader is 15 years old and starting to require regular repairs to keep it operational. This results in extended downtime, delaying clearing of roads and other service, and increased operational costs.
<b>Impact on future operating costs</b>	Reduce equipment maintenance costs (or prevent equipment maintenance costs from rising).
<b>Implications of deferring this project</b>	Increased maintenance costs and increased downtime of the equipment, resulting in delayed service such as snow clearing in Town.

<b>2023 Capital Purchase</b>	
<b>Project Name</b>	<b>Bobcat replacement program</b>
<b>Project Cost</b>	<b>\$45,000 (Net \$10,000 after trade-in of old unit).</b>
<b>Funding Sources</b>	Trade in of old Bobcat, with Tax Funding for difference.
<b>Rationale for need</b>	The program involves rotating old machine for a new machine yearly. The equipment is only covered by one-year warranty and with some service of the machine included, we are keeping our costs for operations at the lowest possible for the Town. Due to supply shortages there was no trade-in in 2022.
<b>Impact on future operating costs</b>	This purchase procedure eliminates the chance of major repairs as we always have new warranty coverage
<b>Implications of deferring this project</b>	The value of our Bobcat will drop yearly and the cost for maintenance will also increase as this machine is used for 250+ hours per year. No warranty coverage unless we purchase extended warranty at almost \$2,500.00 dollars per year.

## BUILDINGS

<b>2023 Capital Project</b>	
<b>Project Name</b>	<b>Community Centre Accessibility</b>
<b>Project Description</b>	Renovation of the entry, lobby, and main restrooms, to make the Community Hall accessible.
<b>Project Cost</b>	<b>\$280,000</b>
<b>Funding Sources</b>	CFEP Grant and MSI Capital Grant funds, with a possible Enabling Accessibility Fund grant as well.
<b>Rationale for need</b>	The Community Hall Building currently is not accessible which reduces its usability for the public and reduces demand for its use. This building is used for many public purposes, such as Municipal and Federal elections, and it is important those with accessibility issues are able to access and participate in these functions, as well as any other functions in the building.
<b>Impact on future operating costs</b>	No impact on future operating costs expected.
<b>Implications of deferring this project</b>	Deferring the project would result in additional time when the building is not accessible, which will likely result in reduced rentals/revenues for the Hall.

## LAND IMPROVEMENTS

<b>2023 Capital Project</b>	
<b>Project Name</b>	<b>Amundsen Park Redevelopment – Pathways and Lighting</b>
<b>Project Description</b>	Redevelop/Redesign Amundsen Park – Update pathways and lighting throughout the park to complete the overall redevelopment of the park, to increase accessibility and to have the pathways and lighting go with, and compliment, the rest of the new design (plaza & pavilion, gazebo, etc.)
<b>Project Cost</b>	<b>\$310,000</b>
<b>Funding Sources</b>	Active Transportation Fund and MSI Capital Grant with possible Enabling Accessibility Fund and/or CFEP Grant funds.
<b>Rationale for need</b>	This park is old and dilapidated and doesn't lend itself well to different activities in the park, such as markets, events, or performances, and lighting is poor in the park for effective use after dusk.
<b>Impact on future operating costs</b>	No impact on future operating costs expected.
<b>Implications of deferring this project</b>	No significant implications of deferring the project other than deferring the benefits of an updated park. Project will not proceed if we are unsuccessful in our Active Transportation Fund and/or Enabling Accessibility Fund and/or CFEP Grant applications.

## VEHICLES

<b>2023 Capital Project</b>	
<b>Project Name</b>	<b>Fire Pumper Engine Replacement</b>
<b>Project Description</b>	Current fire pumper truck is over 21 years old and approaching end of service life. The age of the truck results in the truck being out of service more frequently for repairs and testing/certification. Parts are becoming difficult to find which also increases time out of service. Build time is 18-24 months so we won't see the new machine until 2024 at the earliest
<b>Project Cost</b>	<b>\$650,000</b>
<b>Funding Sources</b>	<b>Fire Truck Capital Reserve and Debt Financing</b>
<b>Rationale for need</b>	Our current pumper was out of service for much of 2022 for repairs, in large part due to the difficulty of getting necessary parts. This reduces our capacity for responding to fires in Town, especially structure fires.
<b>Impact on future operating costs</b>	Continued increasing maintenance costs as repairs become more significant and more involved and as parts become harder to obtain.
<b>Implications of deferring this project</b>	Increased risk of being able to appropriately respond to a fire call within the Town, or mutual aid calls.

<b>2023 Capital Project</b>	
<b>Project Name</b>	<b>Fleet Replacement – ½ Ton Pickup</b>
<b>Project Description</b>	Replacement of our oldest ½ ton pickup.
<b>Project Cost</b>	<b>\$28,000</b>
<b>Funding Sources</b>	MSI Capital Grant
<b>Rationale for need</b>	Reliable vehicles are needed in all departments. To maintain a fleet of reliable vehicles, older vehicles need to be cycled out/replaced on a regular basis. This minimizes repair costs and asset value. We have a number of pickups that are in excess of 15 years old.
<b>Impact on future operating costs</b>	Help to minimize repair and maintenance costs.
<b>Implications of deferring this project</b>	Repair and maintenance costs will start to balloon, and out-of-service time of vehicles will increase as repairs have to be completed more regularly. This affects effectiveness or production of operations.



**Town of Claresholm**  
**Income Statement by Function**  
**October 31, 2022**

Revenue	OCTOBER	2022 YTD	2022 BUDGET	YTD % of Budget
Tax and requisition revenue	269,557.74	(4,492,565.61)	(4,075,394.00)	110% <b>1</b>
General administration revenue	(167,789.76)	(338,790.42)	(128,280.00)	264% <b>2</b>
Police	52.50	(3,635.08)	(15,000.00)	24%
Fire	(750.00)	(39,244.72)	(15,500.00)	253% <b>3</b>
Bylaw enforcement	(204.50)	(10,458.91)	(18,000.00)	58%
Common equipment pool	-	(24,779.05)	(40,000.00)	62%
Roads, streets, walks, lighting	-	(855,147.00)	(1,267,150.00)	67%
Storm sewers and drainage	-	(2,034.97)	(1,318.00)	154% <b>4</b>
Water supply and distribution	(232,148.30)	(1,407,748.79)	(1,598,320.00)	88%
Wastewater treatment and disposal	(85,729.18)	(506,128.43)	(575,312.00)	88%
Garbage Collection	(57,652.84)	(356,477.47)	(429,000.00)	83%
Recycling	(40,833.45)	(240,637.93)	(299,280.00)	80%
FCSS	(35,758.00)	(194,446.19)	(240,344.00)	81%
Cemetery	(750.00)	(16,725.00)	(20,700.00)	81%
Physician recruitment	-	-	(1,000.00)	0%
Economic development	(2,026.00)	(164,363.24)	(219,566.00)	75%
Land use planning, zoning and development	(4,298.66)	(59,776.97)	(82,100.00)	73%
Parks and recreation	(8,666.45)	(284,993.20)	(763,134.00)	37%
Culture - libraries and museum	(753.00)	(61,469.59)	(10,000.00)	615% <b>5</b>
	<u>(367,749.90)</u>	<u>(9,059,422.57)</u>	<u>(9,799,398.00)</u>	
<b>Expenses</b>				
Legislative	16,003.02	88,823.68	116,900.00	76%
Administration	104,015.20	1,169,696.20	1,426,034.00	82%
Police	-	112,190.00	168,179.00	67%
Fire	9,894.67	154,380.43	205,507.00	75%
Bylaw enforcement	14,499.88	102,849.86	126,369.00	81%
Common and equipment pool	42,504.36	384,154.41	515,745.00	74%
Roads, streets, walks and lighting	118,870.25	500,253.16	611,151.00	82%
Storm sewers and drainage	2,394.98	9,973.98	13,347.00	75%
Water supply and distribution	50,646.70	687,638.51	935,975.00	73%
Wastewater treatment and disposal	7,125.26	107,272.64	177,529.00	60%
Garbage Collection	27,881.70	312,224.44	371,575.00	84%
Recycling	40,818.53	249,749.10	301,988.00	83%
FCSS	15,719.16	193,593.52	252,438.00	77%
Daycare	2,944.75	30,402.50	36,292.00	84%
Cemetery	3,570.85	21,771.66	20,102.00	108% <b>6</b>
Physician recruitment	-	741.90	3,000.00	25%
Economic development	22,103.07	286,684.51	417,226.00	69%
Agriculture - weed and pest control	9,023.48	14,119.66	19,270.00	73%
Land use planning, zoning and development	18,854.51	170,992.47	194,554.00	88%
Parks and recreation	80,143.81	680,593.29	740,757.00	92%
Culture - libraries and museum	51,171.88	303,397.76	351,607.00	86%
Amortization	-	-	1,805,159.00	0%
	<u>638,186.06</u>	<u>5,581,503.68</u>	<u>7,005,545.00</u>	
<b>Net Income</b>	<u><b>270,476.16</b></u>	<u><b>(3,487,437.05)</b></u>	<u><b>(988,694.00)</b></u>	

**Notes:**

- 1** Tax revenue is in excess of budget due to Q4 education tax requisitions still to be paid.
- 2** Administration is over budget due to proceeds on sale of property that isn't budgeted for.
- 3** Fire revenues are already in excess of budget, primarily due to significant structure fire at 46th Ave on Hwy 2
- 4** Overbudget due to revenue collected from a developer to install upsized culverts.
- 5** Museum revenues are over budget due to capital grant funding that was budgeted for last year, but not received until this year for the Museum Sandstone Project (\$38,539).
- 6** Cemetery expenditures is slightly over budget. This is due to allocation of wages, and is offset with actuals being underbudget in another department



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

<b>Revenue</b>	<b>OCTOBER</b>	<b>2022 YTD</b>	<b>2022 BUDGET</b>	<b>YTD % of Budget</b>
Net municipal taxes	310,404.58	(4,073,274.05)	(3,656,794.00)	111% <b>1</b>
Special assessments	-	(3,289.54)	(5,140.00)	64%
User fees and sales of goods	(589,280.76)	(2,906,302.28)	(3,129,090.00)	93%
Government transfers for operating	(28,408.00)	(295,733.25)	(345,671.00)	86%
Investment income	(13,173.53)	(73,596.01)	(66,000.00)	112% <b>2</b>
Penalties and costs of taxes	(2,809.33)	(104,715.89)	(80,100.00)	131% <b>3</b>
Licenses and permits	(4,573.66)	(90,499.47)	(113,000.00)	80%
Other local government transfers	(9,000.00)	(164,703.68)	(202,339.00)	81%
Proceeds from disposal of capital assets	-	(43,964.05)	(40,000.00)	110% <b>4</b>
Franchise and concession contracts	(22,940.98)	(241,522.67)	(262,000.00)	92%
Rental	(4,196.28)	(90,141.05)	(120,330.00)	75%
Other	(3,771.94)	(82,455.63)	(87,200.00)	95%
Government transfers for capital	-	(889,225.00)	(1,691,734.00)	53%
	<b>(367,749.90)</b>	<b>(9,059,422.57)</b>	<b>(9,799,398.00)</b>	<b>92%</b>
<b>Expenses</b>				
Salaries, wages and benefits	243,144.98	2,585,853.42	3,177,113.00	81%
Contracted and general services	193,290.26	1,442,467.52	1,799,545.00	80%
Materials, goods, supplies, and utilities	131,170.20	1,062,583.65	1,336,655.00	79%
Bank charges and short-term interest	71.26	907.83	500.00	182% <b>5</b>
Interest on long-term debt	-	116,190.52	220,326.00	53%
Other expenditures	438.50	33,960.11	90,040.00	38%
Transfers to organizations and others	70,070.86	339,540.63	381,366.00	89%
Amortization	-	-	1,805,159.00	0%
	<b>638,186.06</b>	<b>5,581,503.68</b>	<b>8,810,704.00</b>	<b>63%</b>
<b>Internal Transfers</b>				
Internal transfers	40.00	(9,518.16)	-	<b>6</b>
<b>Net Income</b>	<b>270,476.16</b>	<b>(3,487,437.05)</b>	<b>(988,694.00)</b>	
<b>Other</b>				
Transfers to/from reserves	-	-	197,392.00	0%
Capital expenditures	409,730.63	1,707,821.35	2,259,334.00	76%
Debt Proceeds	-	-	-	
Debt Principal Repayment	-	205,686.81	337,127.00	61%
Amortization addback	-	-	(1,805,159.00)	0%
	<b>680,206.79</b>	<b>(1,573,928.89)</b>	<b>-</b>	

**Notes**

- 1** Tax revenue is in excess of budget due to Q3-Q4 education tax requisitions still to be paid (Q3 would normally be paid last day of September, but didn't come out of our account until Oct 3rd)
- 2** Investment income is over budget due to increasing interest rates. Total to date does not include accrued interest on GIC's, investment income will therefore be well above budget by the year.
- 3** Penalties on Current taxes applied July 1 - actual above budgeted
- 4** Proceeds on disposal of equipment was slightly more than budgeted/anticipated.
- 5** Bank charges are over budget due to undercalculating budget. Total amount is minimal.
- 6** Internal transfers will balance to NIL at yearend. Current YTD balance is due to timing of entries.



# INFORMATION BRIEF

Meeting: November 28, 2022

Agenda Item: 11

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## CRAZ ODOUR WORKSHOP – NOVEMBER 22, 2022

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### **DESCRIPTION:**

The Town of Claresholm became a member of the Calgary Region Airshed Zone (CRAZ) in 2022 with a membership fee of \$378. A motion to this effect was made at the February 14, 2022 Regular Council Meeting. CRAZ asked the Town of Claresholm for a representative to attend their meetings, and at the August 15<sup>th</sup> meeting, Cynthia Wannamaker was appointed by Council.

On November 22<sup>nd</sup>, CRAZ held a workshop in Airdrie, "A Conversation About Odour Management". The Town of Claresholm has received phone calls from residents concerned about odours in our community, and Council has received similar correspondence on its agenda. Cynthia volunteered as our CRAZ member to attend.

Cynthia has submitted a report about the workshop and it has great information for residents.

### **ATTACHMENT:**

- CRAZ Workshop report from Cynthia Wannamaker

PREPARED BY: Karine Keys, Finance Assistant

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APPROVED BY: Abe Tinney, CAO

DATE: November 24, 2022

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## Craz Odour Workshop November 22, 2022

Overview: This is a combination of info from the presentations, conversations with the participants, and personal research:

Probably the most useful information that came out of this workshop are two phone numbers for odor complaints:

**1-866-383-6722** (Natural Resources Conservation Board odor complaint line)

**1-800-222-6514** (Alberta Environment and Dangerous Goods Emergency Line)

Both of these numbers are active 24 hours a day, 7 days a week, and can be called by people in the Claresholm area. Both of these organizations track the number of calls and collect data on the causes. Callers can remain anonymous, but need to leave a contact number if they want to know about any follow-up on the complaint. They will be asked for the time/date that the odor was noticed, location as well as can be determined, description of the smell (see chart below), and how strong it is (on a 1 to 10 scale). All complaints are investigated although perhaps not immediately. The town office can relay complaints to these numbers, and the advantage of doing so is that the complaints are then included in the regional data, plus these phone numbers are attached to organizations that have the authority to enforce compliance. It is useful to know if the complaints are coming mostly from one or two callers, or if a number of different people are complaining. If the location is uncertain, the more people who call in, the more likely the investigator can identify the source. The NRBC is probably the best number to call for the Claresholm area, as this group issues permits for and monitors the regulation of agricultural operations such as feed lots, and enforces the laws set out in the Agricultural Operations Practices Act. Alberta Environment has fewer resources and a broader mandate – for example, to investigate meth and fentanyl labs, toxic spills from oil tankers, etc.

The vast majority of complaints that are tied to industrial and agricultural enterprises are the result of poor operations management. According to Kevin Seward from the NRBC, the feed lot south of Claresholm is being investigated for a number of non-compliances related to manure storage. If operators follow prescribed practices and communicate effectively with neighbors, complaints can be minimized. For example, in the heat of the summer, folks want to sleep with their windows open at night. Feed lot operations can be timed so that manure flushes are done in early morning rather than late at night, with the resulting odor plume occurring when residents have their windows closed rather than open. This is the type of accommodation that occurs

when feed lot owners and farmers exchange information with the people living in the area that are affected by their practices.

Odor complaints result from many possible sources: roof tarring, composting, animal slaughter, feedlots, manure spreading on crops, wastewater/sewage lagoons, pesticide application, pulp mills, oil and gas operations, well sites, autobody repair and painting, natural sources such as wetlands (usually seasonal turnover). There is no well-established way to monitor ‘odour’, as people experience smell differently, but if complainants describe a smell, it can help pinpoint the compound that is causing it. Most of these compounds can be monitored and measured. Below are some common complaint-causing substances:

<i>Type of odor: commonly described as</i>	<i>Compound associated</i>	<i>Possible Source</i>
Urine, pee, fishy	Ammonia	Compost, animal waste
Sweet smelling Harsh, acrid	Nitrous oxide NO Nitrogen dioxide NO <sub>2</sub>	Coal power plants, car exhaust, fertilizer
Rotten eggs, cabbage, matches being struck, skunk	Sulfur compounds: H <sub>2</sub> S (Hydrogen Sulfide) SO <sub>2</sub> (Sulfur Dioxide)	Oil sands industry, steel industry, pulp and paper, sewage treatment plants, bogs and swamps
Natural gas smell, eggs, old socks	Methane (odorless) with nonmethane hydrocarbon added for safety	(Commercial) natural gas leak
manure	manure	Composting, feedlots, Manure spraying on crops

People respond differently to the same chemical substance, and with various degrees of tolerance. “Super-smellers” have the ability to detect some of these compounds at much lower levels than the majority of us.

Although there are industrial monitors for many of these compounds, one group (Edmonton Waste Management Center) is using a system of “e-noses” (electronic noses), which are supposed to mimic the human nose response to odors, based on sensors and pattern recognition technology. It was not really clear how successful or efficient (compared to standard monitors) these e-noses are. The cost for an e-nose is

\$40,000 and about \$95,000 yearly for operation, probably outside the town budget, done through a company called Envirosuite (Odowatch Electronic Monitoring System).

Difficulty in monitoring: Environmental conditions – wind, precipitation, temperature, etc. can affect the results of monitoring, which is often done quite a bit after the odor complaint has been registered. (Fort McMurray is experimenting with “trigger monitoring”; they have an online app which people in the area use to note odors, and if a certain number of observations are registered in the same timeframe and location, an immediate monitoring is conducted).

How is monitoring done? The Fort McMurray region has two main centers which can monitor for specific substances – mostly total reduced sulphur emissions (SO, SO<sub>2</sub>, etc). The region produces a yearly report, and matched with odor complaints, the graphs correlate – when emissions are high, complaints are high. The Edmonton Waste Center relies on weather information coupled with e-nose info. The inspectors from the NRCB and Alberta Environment rely on their noses for investigation coupled with known information about the industrial or agricultural polluters in the area. They also issue yearly reports about complaints.

It was widely acknowledged during the workshop that Alberta does not do enough monitoring – possibly because sophisticated equipment which can detect specific compounds is expensive to purchase and to operate.

The NRCB and Alberta Environment mentioned a variety of “fixes” that can be applied if odor is a problem:

- Manure or compost can be stored in a steel bin with a “stack”, a ventilation tube that extends high off the ground so that the odor plume is not at ground level. The higher the stack, the less odor we notice.
- Sewer ponds/ lagoons, manure piles can be covered with synthetic covers or straw, tanks can be covered
- Manure sluices should drain into the bottom of a sewer pond rather than dumping manure on top of the pond
- Odor “fences” can block air movement, keeping odors from neighbors
- Compost which is aerated effectively (oxygen added) generally doesn’t smell
- Practices which cause odors can be timed, to be least disruptive for the surrounding community, or done when wind isn’t present
- foul air/ carbon air scrubbers

- Farmers who spray manure on crops can use machines that inject the manure into the ground, instead

Alberta is in the process of developing Regional Land Use Plans (see Livingston-Porcupine Hills sub-regional integrated resource plan) that “identify and set resource and environmental management outcomes for air, land, water and biodiversity”. When finalized, the plans will provide guidelines for practices in industry and agriculture. Hopefully these plans will include better monitoring for operations that are known to affect air quality in the surrounding areas. Possibly the guidelines can be influenced by input from local communities.

(??)<https://open.alberta.ca/publications/0864992998>

<https://comp.wbea.org/about-odours/>

<https://envirosuite.com/parameters/odour-management>



# CAO REPORT

November 28, 2022

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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.

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The Community Development Committee met on November 10, and directed administration to provide a business case for the development of Starline Business Park. Administration has reached out to several outside organizations to assist with the study and will report back to the Committee.

Attended a meeting of the Intermunicipal Development Committee to discuss annexation of lands directly west of Town. The landowner is interested in residential development but the land is in the M.D. Both M.D. and Town representatives to that committee agree that annexing the lands to allow the development to proceed according to Town standards is the desired way forward. Also attended two infrastructure meetings with the landowner and engineer to hold preliminary discussions regarding infrastructure needs for development on the west of town.

The Town has begun working with the Livingstone Range School Division to update its Joint Use and Planning Agreement (JUPA). The Town currently has an agreement in place with the school division, but amendments to the MGA have established new requirements for these agreements, so the agreements must be revisited, with a deadline of June 2023 to have a signed, complaint agreement. This item will come to Council in the new year for discussion.

The Wage Negotiating Committee held its first collective bargaining meeting with the union. The next meetings are scheduled for December 13<sup>th</sup> and 14<sup>th</sup>. The collective agreement with the union expires December 31<sup>st</sup>, 2022.

## **BYLAW**

[See enclosed report](#)

## **CORPORATE SERVICES**

[See enclosed report](#)

## **ECONOMIC DEVELOPMENT**

[See enclosed report](#)

## **DEVELOPMENT**

[See enclosed report](#)

## **FCSS**

See enclosed report

## **FIRE**

See enclosed report

## **HR/TAX**

See enclosed report

## **INFRASTRUCTURE SERVICES**

See enclosed report

## **RECREATION**

See enclosed report

## **UTILITY SERVICES**

See enclosed report

Respectfully submitted by

Abe Tinney  
CAO

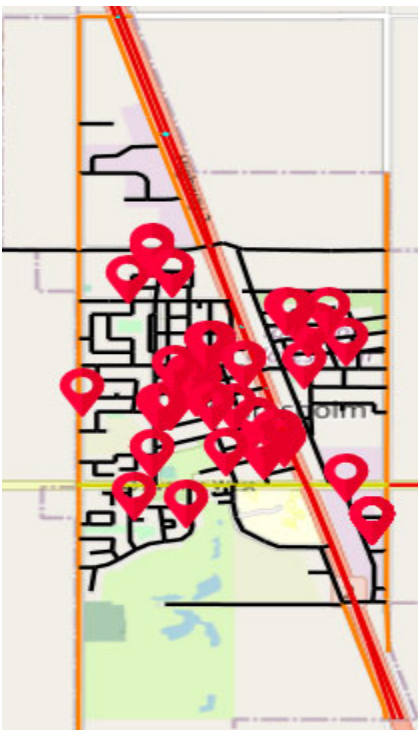


# INFORMATION BRIEF

Meeting: Nov 28, 2022  
 Agenda Item: CAO REPORT

## BYLAW ENFORCEMENT REPORT Oct/Nov 2022

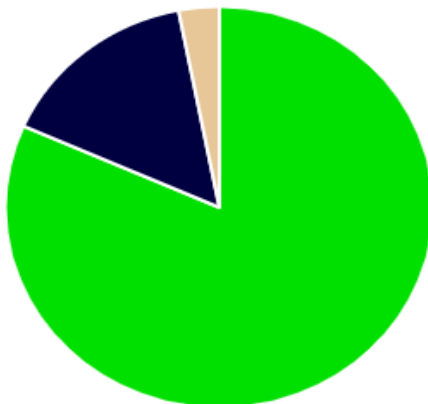
### Report Mapping



### Aug/Sept Highlights:

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.
2. 11 Animals brought into CARES
  - 9 Cats
  - 2 Dogs
3. Unsightly Properties have lowered with the season change.
4. Bylaw Officer started 57 files in between Oct 23 – Nov 22, 2022
5. Dogs off leash around town calls have declined, but there is a steady up tick with cats being turned into CARES in the last month.
6. Speed radar signs have been removed for the season as the cold temperatures overnight kill the batteries. The RCMP have been informed.
7. The first snowfall of the year created the majority of the traffic calls, by the second snowfall there were fewer calls as the residents cleared the sidewalks quicker.

Total number of requests by Service Type :



Service Type	Count	Opened	Closed
Traffic	46	1	45
Cat	9	5	4
Dog	2	2	0



## DIRECTOR OF CORPORATE SERVICES - UPDATE



*For: 10/24/2022 - 11/25/2022*

### **Claresholm**

#### **Financial**

- Majority of time this month, outside of normal daily operations, has been spend on preparing the 2023 Interim Budget, meeting with department heads to find cuts everywhere possible to meet Council's direction to have a 0% tax rate increase despite inflationary pressures.
- 2023 budget meetings were held with Council on Nov 17, in Audit & Finance and FIPC committees, and an interim budget was finalized and recommended to Council for approval.
- Month-end bank reconciliations and month end reporting were completed for both September and October during the month.
- Working with Alberta Transportation to start AMWWP Grant application processes for capital projects anticipated for the water treatment plant in 2024.
- Grant reporting started/completed including: Finalized FCM Asset Management Grant reporting, drafted CFEP grant financial reporting for Amundsen Park Playground, drafted interim funding submission for Canada Community Revitalization Grant for Amundsen Park plaza and pavilion (waiting on one more invoice prior to submitting), and started final AMWWP grant reporting for Lagoon upgrade project started in 2021 and completed in 2022.
- Assisting with grant applications for economic development and events, including Labour Market Partnership (LMP) Grant, Alberta Settlement, Integration, and Language Projects (ASILP) Grant, and Celebrate Canada Grant (Canada Day Event).

#### **General**

- Updates to the phone system for the Town office were completed during the month, instituting an automated reception, to allow residents or other callers to direct their own calls to the individual or department they are calling for. This reduces interruptions and man hours directing calls, allowing staff to accomplish their other duties more timely.
- Developing custom reports in ADP to aid in monthly reporting required for Union Dues and LAPP, and completing training with ADP for yearend reporting and requirements.
- Working with FCSS to develop an office redesign/relocation to assist with client privacy.
- Virtually Attended 2 day CPA Public Sector Conference.

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

# Economic Development Officer's Report

Town of Claresholm

November 24, 2022

Prepared by Brady Schnell



Since the submission of my October 20, 2022 report I continue to perform the duties outlined in my employment contract and as directed by the Chief Administrative Officer and Economic Development Committee.

## Investment attraction and property development

1. Received concept drawings from owner of highway-commercial/country-residential, await additional material before bringing to Community Development Committee.
2. Met again with RNIP resident, with Chinese investment partners who are considering the purchase of an existing Claresholm business, operating in the hospitality industry.
3. Met with owner-operators of Montcrypto, operating at the Claresholm Airport, looking for areas to expand and interested in renewable energy options
4. Conversation with owner of 1.5-acre highway-commercial property and building regarding the lease or sale, connected with potential buyer interested in starting a retail business
5. Conversation with owner of retail food manufacturing facility about the use of RNIP program and the potential sale of a commercial property and building
6. Consulted staff from the City of Strathmore on rural immigration and retention.
7. Two meetings with Chamber working-group on Community Sponsorship Program idea

## Economic Development Officer (EDO)

Accepted an invitation and complementary ticket to attend a United Conservative Party fundraiser at Sirroco Golf Course on November 24, 2022. The Premier, Minister of Municipal Affairs, and MLA Highwood are anticipated to be attending.

## Economic Development Committee (EDC)

The EDC met in Council Chambers, November 22, from 7:00 pm – 9:10 pm, with 7 members attending in person and 1-online; Councillor Brad Schlossberger accepted nomination for Chairperson, and Business Representative George Douros was appointed to Vice Chairperson. The 2023 meeting schedule was set, and the 2023 EDC budget was approved. 5-RNIP Community Recommendations were approved. The next EDC meeting will be January 16, 2023.

## Economic Development Assistant (EDA)

In addition to secretary to the Economic Development Committee, the EDA has been promoting the Sign-up Alberta program for highway beautification, made modifications to the Business License application, reviewed marketing material to assist with Invest Alberta advertisement, helped coordinate the November Opportunity for Growth, participated in Welcome Sign LED training and draft of a procedure, created a new commercial property listing document, obtained

quotes from a business coach, and attended meetings relating to Tourism Relief Fund, Alberta SouthWest, and Ministry of Labour and Immigration.

### **Diversity Coordinator**

The Diversity Coordinator continues to help administrate the Rural and Northern Immigration Pilot, communicating with Willow Creek Immigrant Services, building relationships with new residents, and administrating the Welcoming Claresholm Committee. Preparation of 5-new RNIP applications, helped coordinate and send targeted invitations for the Opportunity for Growth, planning and preparations for Welcoming Claresholm Cozy Corner at Old Fashioned Christmas, prepare agenda package for WCC.

### **Engagement Coordinator**

Nothing to report at this time.

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

I continue to meet bi-weekly with representatives from Immigration Citizenship and Refugee Canada along with the Diversity Coordinator to discuss RNIP program administration and integrity.

Recommendations issued in November include: Food service Supervisor at Douros Pizza, Barber at Jimmy's Barbershop, Registered Nurse at Alberta Health Services, Food Service Supervisor at Tim Hortons, and Cook at Aramark food service (Claresholm Hospital).

The updated RNIP Memorandum of Understanding has been circulated for review and signature. The updates include changes that effect all participating communities, the EDC did not make any changes that are unique to the pilot in Claresholm.

On November 22, 2022 the EDC decided to hold any new recommendations until such time that the following items can be included in the process and procedure; employer and candidate declaration, employer questionnaire, candidate budget planner, and improved RNIP orientation for participating employers.

### **Housing Needs Assessment & Affordable Housing Strategy**

The Town has received the draft assessment and strategy; however Rural Development Network indicates that the final details are delayed until more information is released by Statistics Canada.

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

The Chamber of Commerce met November 17<sup>th</sup> from 6:30 pm – 8:30 pm with approximately 8 people attending. Member from Bronson Enterprises and EDO presented the draft idea for Community Sponsorship Program by the Chamber of Commerce, a decision to rent storage space at Town Office was made. Business Awards and Christmas Party ticket sales have been strong.

## Welcoming Claresholm

I continue to meet bi-weekly with members of Calgary Catholic Immigration Society, Willow Creek Immigrant Services, and the Town Diversity and Engagement Coordinators to discuss newcomer initiatives and strategies. Recently there have been several client application challenges that are being addressed by WCIS and the Diversity Coordinator.



The Welcoming Claresholm Committee (WCC) met on October 27<sup>th</sup>. The committee members are actively engaged in Old Fashioned Christmas and Santa's Gone Loonie, and have created subcommittees to help facilitate projects. The October 7<sup>th</sup> RNIP Thanksgiving dinner (pictured above) had more than 60 people in attendance and was a great success.

## Alberta Settlement Integration Partnerships

The EDO applied to the Ministry of Labour and Immigration ASIP program's building community capacity stream, for an additional 24-months of funding to maintain the capacity for Claresholm Economic Development to continue newcomer initiatives that improve the equity, diversity, and inclusivity of Claresholm. A decision is expected to be received in late January, 2023.

## Celebrate Canada

The EDO applied to Celebrate Canada, for funding to support the 2023 Claresholm Canada Day – Spread the World event to take place July 1, 2023.

## Other important meetings and activities

- October 7<sup>th</sup> RNIP Thanksgiving Dinner at Putters
- October 13<sup>th</sup> Community Development Committee Meeting
- October 14<sup>th</sup> Administrative review of advertising and promotion budgets
- October 17<sup>th</sup> Data collection sub-group for LMP-Grad Retention Project
- October 18, 21, 31 Calls with Coaldale, Taber, Lethbridge, and Pincher re: development
- October 25<sup>th</sup> Town Health and Safety Committee meeting
- October 28<sup>th</sup> 2023 Economic Development Budget planning with administration
- November 8<sup>th</sup> Lethbridge LIP Employment Working Group meeting
- November 9<sup>th</sup> Call with Ministry of Immigration and Labour re: future rural event
- November 10<sup>th</sup> Community Development Committee Meeting

Submitted,

Brady Schnell, Economic Development Officer

# DEVELOPMENT OFFICER REPORT

*For: 10/20/2022 - 11/23/2022*



## Claresholm

### Development Permits

- ❖ 4 permit applications received.
- ❖ 6 development permits closed.

### Compliance Requests

- ❖ 7 compliance requests received.

### Miscellaneous

- ❖ Local Press Ads – Public hearing noticed, approved Developments ads
- ❖ Emergency Management – Completed training for the new Emergency Alerting National system that will be live March 1, 2023.
- ❖ Annual business license letters being prepared to be mailed at the end of the year (reminder/invoices).
- ❖ Working with purchaser of the parade staging grounds for phase 1 subdivision, servicing, etc.
- ❖ Various land use bylaw amendments in the past few months, all have been completed/closed.

### On-going projects

- ❖ Community Development Committee – November 10, 2022, continued work on development initiatives, investigations, etc.
- ❖ Road closure bylaw – still waiting for bylaws to return from the Minister's office. This is quite a bit longer than usual, but not uncommon with cabinet shuffle, new Premiere, etc.
- ❖ Asset Management – new cohort scheduled for 2023.
- ❖ Skatepark project – met with group and NewLine to discuss in-kind donations. Meeting with the skatepark association to assist with grant applications.
- ❖ Fire Hall – working with firms (site visits/etc.), Posted Request for Proposals (fire truck) to Alberta Purchasing Connection, closed Nov. 17, 2022.
- ❖ Assisting the Kinsmen Club of Claresholm with a pathway and lighting application to CFEP for Amundsen Park.
- ❖ Community Centre Hall renovation project – continued work with the building committee on permits/plans/material selection.
- ❖ Tamarack lots for sale – continue to field inquiries, listed with Century 21.
- ❖ Amundsen Park project – Continued work with contractors to complete the project, finish electrical, new lighting, cameras, etc. (grant deadline has been extended to March 31, 2023 to allow for completed construction and landscape remediation).
- ❖ Annexation – meetings/working with the MD and adjacent landowner in regards to annexation/development.

*Submitted by Tara vanDellen,  
Planner/Development Officer*

## FCSS COUNCIL UPDATE FOR NOVEMBER

- Held 4 interviews for the new .5 position and with Cindee Schlossberger's help Gabrielle and I chose Starla Alder to be the Senior Services Coordinator. Starla started on Nov. 7<sup>th</sup>. We feel she will be an awesome compliment to FCSS.
- Met with Rob Vogt from Local Press to talk about E-prep and our part in opening the Reception Centre. He will put in an article during Emergency Week.
- Have been looking at online sites to collect helpful information for the Caregivers Support Group.
- Starla is doing an amazing job so far in her role as Senior Services Coordinator. She already had someone reach out to her about an elder abuse case. She has been getting acquainted with what FCSS programs are and learning lots about senior's programs.
- Have been working steadily to get the volunteer tax preparer set up for the necessary requirements from CRA this year. We all must apply for a RepID and there have been some issues with accessing this.
- We have been informed from CVITP that there will be money available to our tax program from the government. I have submitted all the necessary information and should receive information soon on how much monetary support we will receive. There is a base rate and so much money allotted for each file we process.
- We have partnered with Willow Creek Adult Learning Society to host a clinic to get people signed up to My Account. It appears this will be necessary way in the future (possibly this year) for clients to access the T slips from the government instead of receiving them in the mail. This will make it more difficult for us to have the necessary information to prepare their taxes. We are also looking at running a clinic at Parkside to get them signed onto the government site.
- Met with Blair to go over the 2023 budget. Made a few small changes to make reporting a bit easier.
- Met with all the agencies involved with our Christmas Giving campaign. We have chosen December 22 as the date the hampers will be delivered. We are still searching for a building to use to store the donations and prepare the hampers. My City Care is working on the plans for the Shop of Wonders again. We are preparing to see more need than ever this year.
- We will be taking donations of toys for Shop of Wonders in the main lobby of the Town office.
- Had a zoom meeting with Carya and Alzheimer's Society about a new part to the e-prep training that I have done in the past. They have added preparations for those who are caregiving for people with dementia and people at risk of going missing. A little extra prep is necessary for the people at risk during an emergency situation.

- Holly and I attended the 3-day conference in Edmonton. It was a great learning experience. We had a couple of great keynote speakers and over 400 people attended the event. The new Minister Jeremy Nixon spoke as well as the new Executive Director of FCSS.
- Was asked by Roger Reid's office to supply a space and set up the room to host a Minister roundtable. Minister Jeremy Nixon arranged to talk about the lack of housing issue with some of the agencies in MD of Willow Creek. It appears we are all in the same shape as far as lack of housing. Hopefully there will be some solutions coming from the government soon.

#### GRANUM

- Met with Randy Bohnet at Granum School to go over the preparation for hosting Roots of Empathy. He will be having Vanessa's (Board member) baby Jillian as the teacher for the program.
- Met with our support helper, Eliise, in Granum to go over some upcoming programming that we are hoping to get started before the end of the year. We are looking at a bus trip for community members and also an after-school Christmas craft for kids. Sadly, the bus trip was cancelled due to lack of interest. Hopefully there will be some interest in the craft sessions.
- Eliise has designed a survey for residents of Granum that will be mailed to community and also given to kids at the school. Holly set up a survey on Survey Monkey for those that do not want to do a paper copy



## TOWN OF CLARESHOLM FIRE DEPARTMENT

### MONTHLY UPDATE

#### FOR THE PERIOD OF:18-OCTOBER-2022 to 17-NOVEMBER-2022

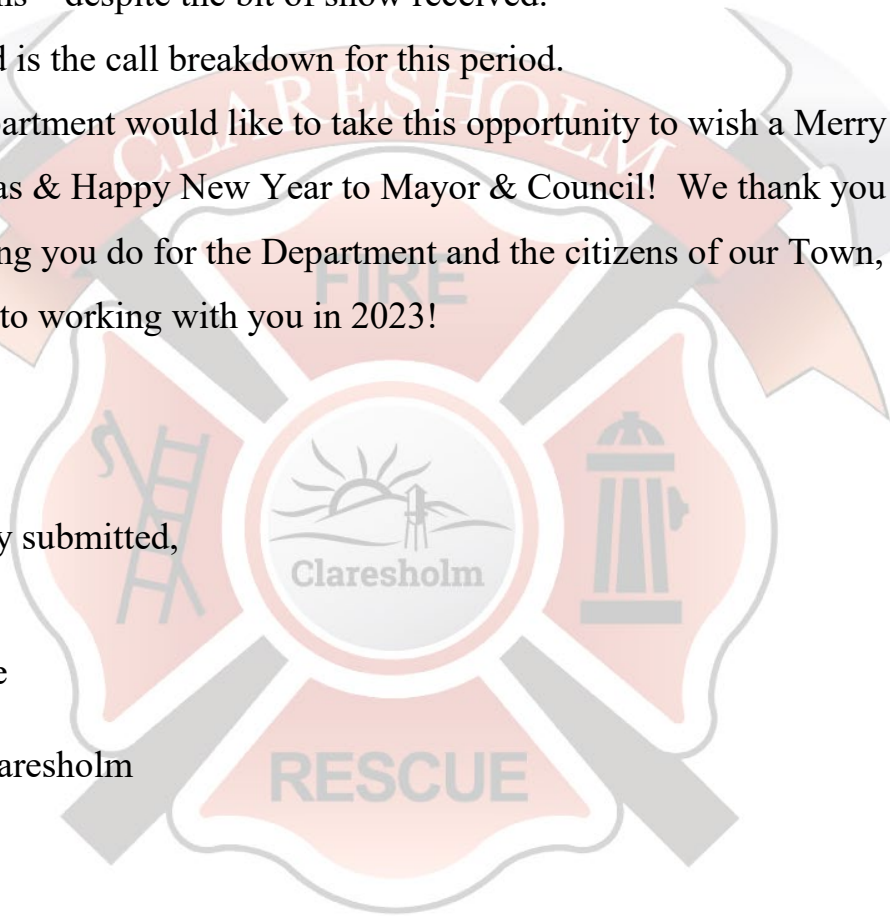
1. Claresholm Fire finished off the fire year responding to another record number of events for 2021-2022: **280** calls were responded to by the *volunteer members* of the department!
2. This past month Claresholm Fire responded to 25 calls for service. A majority of the calls reflect the Fire Inspections that are completed every fall by the Chief or Deputy Chief as directed. Aside from that, we responded to one each of: structure fire, outside fire, and MVC. Interesting to note, our medical first/co-responses were also at only 1 response for the month – hopefully this trend continues!
3. Currently there are 10 safety codes files open, and in the coming month we will begin working on inspecting that AHS facilities in the community at their request.
4. As directed by Council, the department put out to tender for a replacement of the Town owned engine – which is approaching the end of its serviceable life. Responses were received and reviewed and those recommendations will be made to Council for final decision.
5. The latest NFPA 1001 class started at the beginning of this month, Claresholm Department has 4 students enrolled in the course, it runs from 7-November until the end of March 2023 – good luck to all those taking the course, and thanks to the instructors as well!
6. Fire Department Calendars should be available for purchase starting the last week of November / beginning of December from any member. Cost is \$20

for a 1-year calendar, and funds continue to support the purchase of electronic extrication equipment.

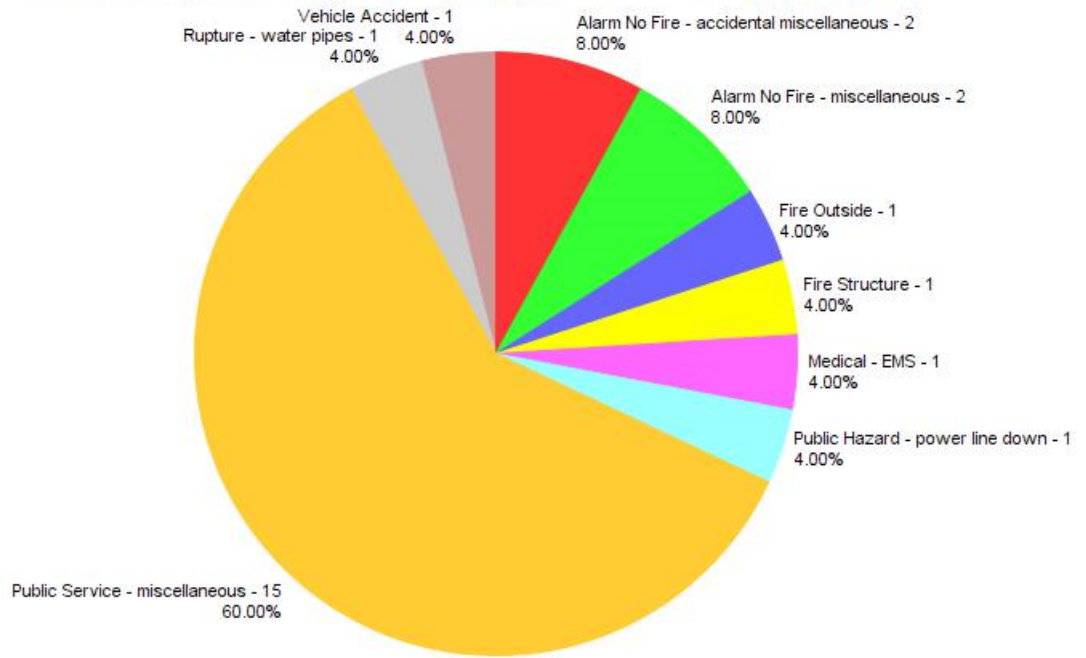
7. As wildfire season ended on 31-October, there will be no further updates on the wildfire risk until March of 2023 when wildfire season starts again. However, we ask that anyone having a fire whether at home or in the backcountry exercise a high degree of caution, as we are still in very dry conditions – despite the bit of snow received.
8. Attached is the call breakdown for this period.
9. The Department would like to take this opportunity to wish a Merry Christmas & Happy New Year to Mayor & Council! We thank you for everything you do for the Department and the citizens of our Town, and look forward to working with you in 2023!

Respectfully submitted,

Craig White  
Fire Chief  
Town of Claresholm



### *Claresholm Fire Responses 18 October 2022 - 17 November 2022*



# NOVEMBER 2022

## HR/TAXATION REPORT

Prepared by Lisa Chilton

### Human Resources/Payroll

The position of Director of Infrastructure was posted internally. The interviews have been completed and a decision regarding the internal applicants will be forthcoming.

The gardener has completed the season after a short extension of her contract. The snow ended the extension a week sooner than planned.

### Assessment and Taxation

There are still eight (8) properties remaining on the 2022 Tax Arrears List. If the taxes are not paid by March 31<sup>st</sup>, 2023 the properties can be auctioned.

Below is the amount of outstanding taxes, at November 24th, 2022 not including TIPPS Participants.

Taxes outstanding are **\$437,128.42** summarized as follows:

\$ 356,765.73	Current Taxes Outstanding
\$ 14,219.52	Arrears including previous penalties
\$ 66,143.17	On 2022 Tax Arrears List. Subject to auction in 2023.

There are a total of 5 (five) appeals, all non-residential properties. The hearings have been completed. There was one (1) withdrawn, one (1) dismissed, and three (3) waiting on a decision. The decisions have to be made within 30 days of the hearing so we can expect them before the end of the year.



# INFRASTRUCTURE SERVICES REPORT

## for November 2022



**Buildings** With the time change, we change all smoke detector batteries in all required facilities. All furnaces were checked and filters replaced. Building repairs were completed at the daycare. We are currently working in the Museum Exhibit Hall on roof crack repairs, as time allows. This work will be ongoing for the next few months.

**Sidewalks** No issues to report. Town staff clear 5.8km's of sidewalks/walkways after every snow fall during the winter months. We try to remove snow within 24 hours, on the weekends, but this is not always possible. If the sidewalks are snow covered but still walkable, I do not call staff out on weekends if more snow is in the forecast. If the walkway has 4 inches or more, we will call staff to clear within 24 hours.

**Streets** The snow came faster than we wanted this year. All existing road repairs are now on next springs list. The snow was a shock for all and numerous calls were received for more street maintenance.

**Sanitary Sewers** No issues to report at this time. Annual system cleaning/flushing has been completed throughout the entire town. Monthly maintenance continues on some trouble areas.

**Water Distribution** One water leak reported, by homeowner @ (53<sup>rd</sup> & 3<sup>rd</sup> East) service line leak repaired. Farm water system down for day, due to plastic jammed into machine.

**Storm Sewer Drainage** No issues to report.

**PARKS** The new pavilion at Admunson Park is under construction and going slow with the weather. Construction hopefully will be completed by end of Nov. for phase 1. Tree trimming of broken branches is ongoing as staff time allows in all parks.

**ARENA** System is operating well. There was a problem with one of the rebuilt compressors, damage was under warranty, and repairs have now been completed.

**RECYCLING** No issues to report.

**GARBAGE** Our Collection program is running well. Both trucks are operational.

**EQUIPMENT** Maintenance and repairs are done as required.

**STAFF** No problems to report. First Aid re-certifications are now completed for 7 of 10 shop employees. A Parks employee, has taken the Playground Inspector Course and is writing the final exam this week, for the Canadian Certified Playground Inspector certification.

Report by

Mike Schuweiler

Director of Infrastructure

# CLARESHOLM RECREATION

## October-November 2022 Recreation Report



November 22, 2022

Authored by: Denise Spencer



## ARENA

- 1 out of Town Tournament has dropped out, have sent out the dates to multiple groups.
- 1 Minor Hockey Tournament has been cancelled
- CAHL, Central Alberta Hockey League has been last minute (less than a week) with finalizing ice slots. This has created a lot of gaps in our schedule that could be filled. Claresholm Minor Hockey is doing what they can to speed the process up.
  - Spoke with other Municipalities, all have been experiencing the same issues.
  - In essence CAHL has ‘hijacked available ice’ as it is difficult to book other groups when all of the ice is earmarked for Minor Hockey groups, who are waiting for their ice schedules
- Arena Advertising: Fortis has signed up for another year, which is great! Their advertising covers multiple boards, and has great messaging.
- New Fox Diner: the operator is quite pleased with how helpful the Arena Staff have been. She has created hours of operation, expanded her hours on Fridays. Created a website, and now has a takeout and delivery system online.



## CAC

- We have chosen not to mount a security camera at the entry. It would be required to have a computer connection 24-7 (which would need to be monitored) and set up with the laptop, which goes offsite regularly. Or we would need to pay a monthly fee to have the video stored. Staff will be required to bring a phone or communication device when going into the hallway.
- Self Defence for staff: this is open for all councillors and town staff as well as the public. It has been rescheduled for December 9<sup>th</sup> due to Provincial Volleyball Championships November 24-27.
- JLC Vikings Competition was held at Maxbell Aquatic Center in Lethbridge November 18 & 19. 7 participants attended from our team. By all accounts the team members did well.
- Pool Annual Shutdown: Staff were scheduled for cleaning the pool basin and deck November 18 & 19
  - The AHS plumber discovered some major issues underneath the pool basin, in the Pool Mechanical area. They are waiting on approval from AHS Management for approval to begin those repairs.
  - Pool underwater lighting: AHS removed and replaced the current light fixtures with
  - Countertops: these have been removed in the ladies change room, they have been discoloured due to wear and tear and chemical use over the years
  - Plumbing: Toilets and urinals have had upgrades and replacements. The men’s urinals are now automated, which is great for men, possibly not as effective for small youth as they might be out of range of the sensor
  - Tiling; there is a comprehensive list of tiling that needs to be completed, and other areas of concern
    - Major issue with the tiling is that chlorinated water is acidic, and after time the grout wears away, leaving gaps where water can get through to the concrete below.
  - Hot tub: this will be back in operation after we reopen. Education for parents and guardians will be key as there will be issues.



- On the flip side users of the pool have been anxiously awaiting the time the hot tub will be reopened.
  - Parents and guardians of young children will be asked to wait in the change rooms or hallways, this will minimize the risk on deck that comes with no supervision.
- Swim Coach 101 is now scheduled for March 24 5-8pm, March 25, 8-5pm and March 26 8-1pm. This program is ran by Swim Alberta, and we will be one of the only pools south of Edmonton running it this spring.
- Scuba Diving: We are in talks with a Scuba Diving Instructor to offer programming starting in the new year.
  - Details are still being arranged but initial discussion is to start with a Discover Scuba Course for 2 hours on a couple Tuesdays during our public swim times, then have an option for those interested to become Certified Scuba Divers during a set weekend schedule..
  - Costs of the program are unknown at this time as the instructor would be paid, the materials needed would be rented, and the pool time would need to be accounted for.
- Programming Tuesday & Thursday Public Swims: Working to provide Teen and Youth Programming at these

times. Dates and programming lists will be announced, this will start in January.

- Participant numbers have had decreased since reopening after the pandemic.
- Activities such as movie nights, water volleyball, pool inflatable
- BootCamp with Shallow Play: Numbers have increased, we will continue to promote this programming.
- The 2023 Winter Program Guide is live as of November 23, 2022
  - Masters 18+ will have 2 sessions in the new year.
    - Mini Meet for Masters is scheduled for February 25, 2023



# CLARESHOLM AQUATIC CENTRE WINTER PROGRAM GUIDE 2023

## PARENT & TOT LESSONS

**MONDAYS & WEDNESDAYS**  
JANUARY 9 - 18, FEBRUARY 6 - 15, MARCH 6-15 & APRIL 3-12

11:15-11:45AM PARENT & TOT \$28.50/SESSION

## PRESCHOOL & SWIMMER LESSONS

**MONDAYS & WEDNESDAYS**  
JANUARY 9 - 25

9-9:30AM	PRESCHOOL 1/2	\$40
9:30-10AM	PRESCHOOL 3 & 4	\$40

**FEBRUARY 27 - MARCH 15**

11-11:30 AM	PRESCHOOL 1/2	\$40
11:30-12PM	SWIMMER 1/2	\$46

**TUESDAYS & THURSDAYS**  
JANUARY 10 - 26

9-9:30AM	PRESCHOOL 1/2	\$40
9:30-10AM	PRESCHOOL 3/4	\$40

## AFTER SCHOOL LESSONS

**MONDAYS**  
JANUARY 9 - FEBRUARY 13, FEBRUARY 27 - APRIL 3

3:45 - 4:15 PM	PRESCHOOL 1/2	\$40
4:20-5:05 PM	SWIMMER 1/2	\$46
5:10-5:55 PM	SWIMMER 1/2	\$46
5:10-5:40 PM	PRESCHOOL 1/2	\$40

**WEDNESDAYS**  
JANUARY 11 - FEBRUARY 15, MARCH 1 - APRIL 5

3:45 - 4:30 PM	PRESCHOOL 1/2	\$40
4:20-5:05 PM	SWIMMER 1/2	\$46
5:10-5:55 PM	SWIMMER 3/4	\$46
5:10-5:40 PM	PRESCHOOL 3/4	\$40

**TUESDAYS**  
JANUARY 10-FEBRUARY 14

3:50-4:20 PM	PRESCHOOL 1/2	\$40
4:25-4:55 PM	SWIMMER 1/2	\$46

**FEBRUARY 28-APRIL 4**

3:50-4:20 PM	PRESCHOOL 3/4	\$40
4:25-4:55 PM	SWIMMER 3/4	\$46

**MONDAY - THURSDAY** *Sneak in before ball season!*  
APRIL 17-20 & APRIL 24-27

3:50-4:35 PM	SWIMMER 3/4	\$46
4:00-4:45 PM	SWIMMER 1/2	\$46
4:50-5:20 PM	PRESCHOOL 3/4	\$40
5:25-5:55 PM	PRESCHOOL 1/2	\$40

*\*SPACES WILL BECOME PRIVATE LESSONS IF NOT FILLED*

## SATURDAY LESSONS

JANUARY 14 - FEBRUARY 18, MARCH 11 - APRIL 15

10:15-10:45 AM	PRESCHOOL 1/2	\$40
10:50-11:20 AM	PRESCHOOL 3/4	\$40
11:05-11:50 AM	SWIMMER 1/2	\$46
10:15-11:00 AM	SWIMMER 3/4	\$46
11:25-12:25 PM	SWIMMER 5/6	\$52.50

## THURSDAY PRIVATE LESSONS

JANUARY 12 - FEBRUARY 16, MARCH 2 - APRIL 6

3:50 - 4:20 PM	PRIVATE	\$114
4:00 - 4:30 PM	PRIVATE	\$114
4:25 - 4:55 PM	PRIVATE	\$114
5:00 - 5:30 PM	PRIVATE	\$114

## FAMILY & EASTER WEEK LESSONS

**TUESDAY-FRIDAY**  
FEBRUARY 21 - 24 & APRIL 11 - 14

8:30 - 9:45 AM	ROOKIE RANGER STAR	\$55
8:45 - 9:30 AM	SWIMMER 5/6	\$52.50
8:45 - 9:30 AM	SWIMMER 1	\$46
9:30 - 10:15 AM	SWIMMER 3/4	\$46
9:45 - 10:15 AM	PRESCHOOL 3/4	\$40
10:00 - 10:45 AM	SWIMMER 2	\$46
10:15 - 10:45 AM	PRESCHOOL 1/2	\$40
10:15 - 10:45 AM	PRIVATE LESSON	\$72.00

## JLC SPORT

**TUESDAYS 4:00 - 5:00 PM**  
JANUARY 10 - APRIL 25 \$100

**Max 10 participants**

The program will focus on Swim Patrol (Rookie, Ranger & Star awards) and Lifesaving Sport. Youth ages 8 to 15 years are welcome, members are encouraged to develop skills based on personal bests in swimming, lifesaving, fitness, knowledge, leadership and team work.

*Must complete a Swim to Survive challenge to join; roll into pool, tread water 1 minute & swim 50 meters.*

## JLC VIKINGS

**MONDAYS & WEDNESDAYS 4:00-5:00PM**  
JANUARY 9 - MARCH 29 \$200 23 SESSIONS \*NOT FEB 20

COMPETITION DATES TBD  
COACH FEES FOR COMPETITIONS INCLUDED  
PARTICIPANT PORTION FOR COMPETITIONS \$35  
JANUARY 31 9:00-11:00 am Swim-a-thon

*\* Monies raised used for Competitions\*  
Additional costs for other competitions TBD*

Office (403) 625-2172 Swim Line (403) 625-3071  
 cac@clareholm.ca Reservations: www.clareholm.ca  
 Clareholm Rec or Clareholm Recreation on Facebook  
 Address: 212 Fairway Dr West, Clareholm AB T0L0T0

MASK USE IS MANDATORY IN THE SHARED AHS HALLWAY



# CLARESHOLM AQUATIC CENTRE WINTER PROGRAM GUIDE 2023



## Water Exercise Options...

### AQUAFIT

MON. WED. & FRI.	7:45-8:45 AM or 1:00 -2:00 PM	
JANUARY 2 - 30	\$48.75	
FEBRUARY 1 - 27	\$41.25	*not February 20
MARCH 1 - 31	\$52.50	
APRIL 3 - 28	\$37.50	*not April 7 & 10

"A low to high impact workout that focuses on cardiovascular system, strength, and is great for people with joint issues" Great workout, great people!

### BOOTCAMP + SHALLOW PLAY

TUES. & THURS.	5:00-6:00 PM	
JANUARY 3 - 31	\$33.75	
FEBRUARY 2 - 28	\$30.00	*not Feb. 21
MARCH 2 - 30	\$33.75	
APRIL 4 - 27	\$30.00	

"An intense workout for adults targeting the core, cardiovascular system, and strength with zero impact on joints due to buoyancy" Great for Post Partum health!

Bring your kiddos for supervised play while you get your sweat on! Must book children online at [Claresholm.ca](http://Claresholm.ca)

Up to 5 children allowed in the program\*\*

### SENIORS PROGRAM

TUESDAY & THURSDAY 11:15 - 11:45 AM

Come out and get your groove on to some classic rock. With great people, a smooth 20-30 minute workout, ideal if you're just starting to exercise, have lower mobility, or need rehabilitation due to an injury or surgery.

Use our 10 punch pass for added value!

### MASTERS 18 + CLUB

\$172.50 FOR 15 SESSIONS  
JAN. 9-MAR. 1 OR MAR 6 – APR. 26  
MONDAYS & WEDNESDAYS 8-9PM  
WARM UP START AT 7:30AM

A coach will provide Personalized workouts, Stroke Correction & Skill development. Work towards personal goals. Must be able to swim independently, take direction & circle swim in lane.

### MASTERS MOCK MEET

SATURDAY FEBRUARY 25, 2023 8AM-12PM  
WARM UPS START AT 7:30AM  
MEET FEE \$75.00/ PARTICIPANT



MASK USE IS MANDATORY IN THE SHARED AHS HALLWAY

## Advanced Courses...

### BRONZE STAR

DECEMBER 27, 28 & 29 TUES. - THURS. 8:30 - 12 PM  
Course Fee \$80  
11+ years, Rookie, Ranger, Star experience an asset.



### STANDARD FIRST AID

JANUARY 28 & 29 SAT. & SUN. 8 - 4 PM  
Course Fee \$130.00 + Materials \$13.50  
Course held at Town Office Community Room

### BRONZE MEDALLION

FEBRUARY 4 & 5 SAT & SUN 8 - 4 PM  
Course Fee \$130.00 + Materials \$47.50  
Must hold a Bronze Star Award or 13+ w/CPR C AED  
\*Combined Bronze Medallion / CPR C AED\*  
Bronze Medallion Course Fee \$130 + Materials \$47.50



### BRONZE CROSS

FEBRUARY 11-12  
SAT 8-4 PM & SUN 8-4PM Course Fee  
\$130.00 + Materials \$29.50  
Must hold a Bronze Medallion Award and Standard First Aid



### NATIONAL LIFEGUARD

FEBRUARY 17-19 & 24-26 \*SAT. FEB. 25 1-9PM\*\*  
FRIDAYS 4 - 8 PM SATURDAY & SUNDAY 8 - 4 PM  
Course Fee \$300.00 + Materials \$42.00  
Must be 16 yrs+ and hold a Bronze Cross Award and Standard First Aid

### LIFESAVING & SWIM INSTRUCTOR

APRIL 14-16 & 22-23  
FRIDAYS 4-8PM SATURDAY & SUNDAY 8-4PM  
Course Fee \$300.00 + Materials \$74.50  
Must be 16 yrs+ and hold a Bronze Cross Award



### HOMESCHOOL SWIM TIME

REGULAR ADMISSION: INDEPENDENT PROGRAMMING  
AVAILABLE FOR STUDENTS. MUST BOOK ONLINE.  
TIMESLOT DEPENDENT ON OTHER PROGRAMMING.

### TEEN & FAMILY SWIMS!

JOIN US FOR TEEN TUESDAYS OR FAMILY THURSDAYS  
FROM 6:30-8PM FOR SPECIAL PROGRAMMING!  
DATES & EVENTS WILL BE ANNOUNCED  
STARTS JANUARY 2023

- Homeschool curriculum: Staff have created a self-lead Homeschool program that will help assist youth to complete the Physical education requirements for their Homeschool programs and bridge some gaps to have increased success in regular lessons.
- We have reached out to the Homeschool Group to find a time during the day that they will use.

## Recreation Video & Photography Project

- Alex Harrison on a project that focuses on the Towns Parks, Pathways and Recreation. While promoting the community members who are key players behind the scene.
  - Video clips will be used to showcase and promote Claresholm recreation and be visible on [Claresholm.ca](http://Claresholm.ca) or youtube.
  - Looking to have a variety of activities to showcase the Claresholm Aquatic Centre, Arena, Parks, Pathways, and general recreation opportunities in Claresholm.
  - Focus on updated photos for promotional materials
  - Fall/Winter Recreation and Spring/ Summer Recreation
    - Activities such as Pickleball, Rec Volleyball, Slo Pitch, Minor Ball, Ball Hockey, Minor Hockey, Rec Hockey, Curling, Rec Basketball
    - Purpose is to show community members, visitors and those looking to move to Claresholm that we have a vibrant and active community.

- Video interview was held Monday November 21, 2022. It is always interesting to be behind a camera.
- Looking forward to seeing how this project turns out.



*Staff painted our front window for our maintenance shutdown and Christmas*

### *Skate Park Association*

- The group was pleased that the Town of Claresholm has earmarked funds for the new Skatepark, this will go far for Grant funding, and further makes the 2024 date for construction of the park a reality.
- On November 7 the Skatepark Association attended Divisional Day at the School Division to help create exposure for the group.
- The Skatepark Association will be bartending for the Chamber Christmas Party December 3, 2023.
- Garth Stotts, with the Range Cycling Event has confirmed the group will be bartending for the event July 22, 2023

### *SASG-Southern Alberta Summer Games*

- Claresholm Southern Alberta Summer Games committee has a rescheduled the meeting scheduled October 24.
- SARA-Meeting November 2, 2022 in Lethbridge. No group has stepped up to host the games for 2023. At this time no municipality has stepped up to host the games in 2023.





**Claresholm**



**Utility Services Report**  
**November 2022**



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# Utility Services Manager

**Brad Burns**

3700 8<sup>th</sup> Street West      brad.burns@claresholm.ca  
Box 1000 TOL-0T0          Cell # 1-403-625-1687  
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 (Flux Maintenance) both racks.
- Flush CIP tanks.
- PALL service technician onsite for an annual service.
- Annual fire safety building inspections completed.
- Kristian Electric onsite for annual overhead crane inspection in powder activated carbon room.
- PARCON Construction onsite to replace dual acting check valves on DAF saturation tanks.

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## Membrane Leak Repair

PALL membrane modules are tested daily with an integrity test. Routine maintenance to stop leaks on the membrane modules ensure quality water production.



## 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.

## Training and Continuing Education Credits

- Online courses available.

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## Meetings

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

## Safety

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

## 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.
- AIRTECH onsite for annual overhead heater inspection.

## East Side Reservoir (UFA)

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

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## M.D Willow Creek

### Chlorine Booster Station

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

### 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.
- Contact METERCORE about electronic radio transmitters (ERT) compatible with ELSTER meters to replace the discontinued 60w ERT.

### Water Meters and ERT's

Water meters and electronic radio transmitters (ERT) are updated when they fail to ensure accuracy of the meter readings.





## Government Compliance

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

## PRV Meter Vaults

- Check acreage PRV vault bi-weekly.

## Distribution Lines

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

## 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.

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## Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Insert wooden tops in control vaults to prevent freezing in cold weather.
- Kristian Electric onsite for annual overhead crane inspection in pump room.
- AIRTECH onsite for annual pump room make up air unit inspection and SCADA room overhead heater.

## Lagoon Outfall Line

Substantial work has been completed on the lagoon outfall line. Road repair touch up and landscaping around the site will be finished in the spring of 2023.



## Raw Water Supply

### Pine Coulee Reservoir

- Chain Lakes Reservoir **92.21 %** level **1296.75** geodetic meters, **13290.65 (dam3)**.
- Pine Coulee Diversion Head Pond above Head Gates **1050.69 m3**.
- Pine Coulee Diversion Canal below head gates flowing into reservoir at **0.00 m3/s**.
- Pine Coulee Reservoir level **44.10 %** **1046.06** geodetic meters, **22312.70 (dam3)** (new data not available).

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## 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 **6090** mm **86.0** %
- Check blowers to lake daily.
- Filling onsite raw water reservoir.

## Golf Course

- Backwash water from process continues through the neutralization system to the golf course holding ponds.
- Raw water turnout to golf course ponds shut off and drained.



# Town of Claresholm

**Council Committee Report**

**Date:**

<b>Mayor Petrovic</b>	
<b>Councillor Carlson</b>	
<b>Councillor Cutler</b>	
<b>Councillor Kettles</b>	
<b>Councillor Meister</b>	<p>CSDC 2 more resignations from the board due to health. We still need a few more board members. The town crew will continue with the parking lot clearing this year. Looking at evening board meetings to better accommodate those wishing to be on the board. We need to develop a strategic plan to give the centre clear direction heading into the future and as a business model to be included in any grant writing.</p> <p>Museum Will have the Train float in the Santa Claus parade. New signs are needed for the station. Plans for a new brochure next season. We would also like a video done for marketing purposes. Donations returning to normal. A long-time business is closing and we are</p>



# Town of Claresholm

wanting to document their history. Upon a recommendation of the Archival societies of Alberta we approached the library to amalgamate their archives with ours. It was passed at their September board meeting but it was rescinded at their oct meeting! The Friends of the museum are having their AGM and are always in need of new members. They will be at the station for OFC with treats. Bill would like the town crews to know that their help with maintenance is very much appreciated all year round.

## WCC

These last few meetings have been full of great discussion. The group would like more say in planning and hosting events. Discussions on how to help newcomers adjust to Canadian winters. How do we make sure they are prepared for the weather, clothing wise as well as in their homes and vehicles? How can we help them overcome the first few months of transition? The committee has shown interest in special volunteer coordination training. The cozy corner will be set up for OFC again this year. Plans for a Christmas potluck for newcomers.

## Housing round table

Several members of our district met with Roger Reid, Jeremy Nixon and David Williams. I really felt that they really listened and understood the problems facing rural communities much better.

The housing issues we face in our community are being felt almost every other rural community. The shortage of housing leads to employers not being able to find workers. How do we get developers to build apartments and multi family dwellings? People are not always matched to where they live but with no appropriate options end up staying where they are or end up having to leave the communities, they call home. The increase in the housing market has gone up drastically compared to wages and it will leave the younger generations unable to afford home ownership. One drawback to those considering building affordable housing options is the price of materials. In smaller communities those working on the project usually come from a larger centre and this cost is also



# Town of Claresholm

	<p>downloaded. It's not an attractive investment if they can't make money.</p> <p>NIMBY...The thought 'this is different, I'm uncomfortable' makes this issue way larger than it needs to be! There are stereotypes associated with those that need low-income housing that many can't get past. We are all people and not one of us has travelled the same path in life. We have all been in different stages of housing. Everyone deserves to be able to afford a roof over their head. Stable housing is also a big factor in mental health and recovery from addictions and trauma. Without affordable options the young people are more likely to leave the community as well. How do we educate against NIMBY?</p>
<p><b>Councillor Schlossberger</b></p>	<p>Nov 1 Community Hall Board  Discussion about the fire alarms going off. Discussion about short in the Lodge Room where 2 plugs were not working. Found a short in the outside plug in the south wall. Disconnected it and closed it off as we do not see a need for outside plug. Checked out the doors on the west wall with wheel access. A little more than was first thought. Carmelle got a grant to cover half the cost. Doors are now sealed so we do not get snow drifts inside. Discussed damage to walls caused by plastic axe throwing at Oktoberfest. Discussed when to close the hall for our renovations. The main hall and entry way will be closed to the public.</p> <p>Nov 2 Alberta Southwest.  More discussion about housing and wanting to collaborate with 2 or 3 communities to come with one design for apartments or housing. RDN really liked the idea. Rural Development Network attended and did a presentation.</p> <p>Nov 8 Alberta Innovates webinar  What is in our water. Very alarming webinar. Amazing what is in our water ways and our storm. A lot of work done in this area by Lethbridge College, City of Lethbridge, City of Calgary, University of Alberta.</p> <p>Nov 7 RNIP Interview. Another quality prospect.</p> <p>Nov 8 RNIP interview.</p> <p>Nov 10 ORRSC. Discussed raises for senior staff. Discussed purchasing a third vehicle. There was always 3 but when covid hit they let one vehicle go. Now that we are hopefully through covid we need to purchase a third</p>





# Town of Claresholm

	<p>vehicle. Subdivision applications on track but still lower than we had hoped. We have one planner who is quitting so we will have to fill that position. Discussed raising fees a little. Just to keep up with inflationary costs.</p> <p>Nov 10 CDC Discussed getting an outside source to do a business plan for Starline Business Park. Continued discussion on how to attract businesses to Claresholm. The need to attract businesses with higher paying jobs. Happy with plans on Parade grounds and Tamarack.</p> <p>Nov 15 Landfill. Discussion with MD to recycle agricultural plastic, ie grain bags and silage covers. We have a new MD representative on the board. Land fill still very busy 40 to 60 customers across the scale per day. New front-end loader on the way. Selling our older loader should not be a problem as there are no used equipment out there.</p> <p>Nov 16 Attended at webinar for Senior Housing Solutions For Rural Communities.</p> <p>Nov 16 Attended IDP discussions with MD about Annexation. Went well for a first step.</p> <p>Nov 17 Attended a webinar on Rural Funding project hands on. Presentations by the GOA, Canadian Housing and Mortgage corporation, Mitacs and RDN. Interesting!!</p> <p>Nov 17 RNIP Interview.</p> <p>Nov 17 FIPC and Audit</p> <p>Nov 21 RNIP interview</p> <p>Nov 21 Opportunity for Growth. 35 to 40 participants. Love seeing our new citizens of Claresholm.</p> <p>Nov 22 Library finance committee and regular Library meeting. Harry Potter program had over 200 participants. Membership renewals have shot up substantially. Jay has our community grant application completed and returned.</p> <p>Nov 22 EDC. Reviewed our RNIP applications. Discussed budget. Discussed the need to create higher paying jobs. Hard to do with no new businesses in town.</p>
<p><b>Councillor Zimmer</b></p>	

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - October 11, 2022				
13	RFD: Rural Immigration Grant - Moved by Councillor Schlossberger to direct the Economic Development Officer to prepare and apply to the Alberta Advantage Rural Entrepreneur Stream. CARRIED MOTION #22-138	Brady	The EDO will begin building an application for submission in late November 2022	In progress
13	RFD: Rural Immigration Grant - Moved by Councillor Cutler to direct the Economic Development Officer to prepare and apply to the Alberta Settlement Integration and Language Partnerships Grant; Building Community Capacity Stream, in partnership with the Calgary Catholic Immigration Society and Willow Creek Immigrant Services. CARRIED MOTION #22-139	Brady	Application has been submitted and accepted. EDO anticipate's a decision in late January, 2023.	Complete
21a	IN CAMERA: LAND - Moved by Councillor Cutler to reject the offer from Mile Mike Petrovic. CARRIED MOTION #22-140	Tara	Notice of Decision has been sent	Complete
Regular Scheduled Meeting - November 14, 2022				
1	BYLAW #1751 - Moved by Councillor Carlson to amend Bylaw #1751 prior to 2nd Reading to add the following to Schedule "A" CARRIED Moved by Councillor Schlossberger to give Bylaw #1751, a Cemetery Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Meister to give Bylaw #1751, a Cemetery Bylaw Amendment, 3rd and Final Reading. CARRIED	Blair	Bylaw printed & signed	Complete
2	BYLAW #1752 - Moved by Councillor Zimmer to give Bylaw #1752, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Schlossberger to give Bylaw #1752, a Land Use Bylaw Amendment, 3rd and Final Reading. CARRIED	Tara	Bylaw printed signed, sent to ORRSC to update LUB. Applicant notified.	Complete
3	BYLAW #1753 - Moved by Councillor Cutler to give Bylaw #1753, a Land Use Bylaw Amendment, 1st Reading. CARRIED Moved by Councillor Kettles to give Bylaw #1753, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Carlson for unanimous consent to give Bylaw #1753, a Land Use Bylaw Amendment, 3rd and Final Reading at the same meeting. CARRIED Moved by Councillor Zimmer to give Bylaw #1753, a Land Use Bylaw Amendment, 3rd and Final Reading. CARRIED	Tara	Bylaw printed signed, sent to ORRSC to update LUB	Complete
8	CORRES: Oldman Watershed Council - Moved by Councillor Schlossberger to support the Oldman Watershed Council with a donation of \$1,777 to continue their efforts towards watershed health in our region. CARRIED MOTION #22-144	Karine	Donation sent	Complete



9	CORRES: NWST Charitable Foundation - Moved by Councillor Zimmer to direct administration to send a letter of interest to the NWST Charitable Foundaiton regarding their offer to plant trees in our community. CARRIED MOTION #22-145	Karine	Email sent	Complete
10	CORRES: Brownlee LLP RE:Emerging Trends in Municipal Law - Councillors Cutler and Schlossberger indicated they plan to attend in Calgary on February 9, 2023.	Karine	Registration will be done when it opens	In progress
11	CORRES: Claresholm Local Press - Moved by Councillor Cutler to allow the Claresholm & District Chamber of Commerce to use the downtown parking lot for the Old Fashioned Christmas event on November 25, 2022, to close the downtown parking lot including all access points, and to allow a bonfire in the downtown parking lot (weather permitting). CARRIED MOTION #22-146	Brady	All arrangements have been made with required Town staff and Chamber.	Complete
12	RFD: Protective Services Policy Changes - Moved by Councillor Cutler to rescind Town of Claresholm Policies #5.3.03 CPO of Conduct, #5.3.16 CPO Incident Capture System (ICS) and #5.3.30 CPO Complaint Process. CARRIED MOTION #22-147	Abe	Policy Manual has been updated	Complete
12	RFD: Protective Services Policy Changes - Moved by Councillor Carlson to amend Town of Claresholm Policies #5.3.04 CPO Notebook Policy and #5.3.20 Exhibits Handling Policy as recommended. CARRIED MOTION #22-148	Abe	Policy Manual has been updated	Complete
17a	IN CAMERA: LAND - Moved by Councilor Carlson to enter into the proposed development agreement with Kelly & Tracey Matthews for the lands located at 280 - 59 Ave East (Block 3, Plan 731663) as presented. CARRIED MOTION #22-149	Tara	Development agreement sent to landowner for execution and registration.	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: November 25, 2022

# INFORMATION ITEMS

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 M.D. of Willow Creek Administration Building on Monday, October 19, 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 9:02 A.M.
2. Approval of Agenda

22.78 **Moved by Don Norby** to adopt the agenda as presented.  
**CARRIED**

3. Delegations

M.D. of Willow Creek Agriculture Service Board

Members of the agriculture services board, M.D. council and staff spoke to the Commission about agriculture plastic recycling. Agriculture Fieldperson Carla Preachuk explained to the members that Clean Farms manages the agriculture plastic recycling pilot project and that the project is looking for more sites to participate. Preachuk explained that there are only a few requirements, an area to store the grain bags and the bags must be tightly rolled and clean. Clean Farms offers \$55.00 per tonne and will pay an extra \$15.00 per tonne for the use of landfill equipment for loading. Chair Wolstenholme asked how would we deal with the bags becoming dirty from environmental sources and who would be responsible to do inspections. Landfill manager asked what would happen if any of the material was rejected. Preachuk explained that she would follow up with Davin from Clean Farms and get answers to these concerns. After comments from Cecile Fleming, Glen Alm, Don Norby and Brad Schlossberger, Chair Wolstenholme thanked the delegation for their presentation and they left the meeting at 10:35 A.M..

The members all agreed that something needed to be done with agriculture plastics and that the Commission would not be seen in a good light if they refused participation in the pilot project. It was agreed that when the Commission receives further information from Preachuk regarding the concerns, the members would discuss this again.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the M.D. of Willow Creek Administration Building on Monday, October 19, 2022 at 10:00 A.M.

4. Approval of Minutes

a) Regular Monthly Meeting September 26, 2022

CAO Friesen asked the members to address motion 22.77 as she was not in attendance during the second In Camera session. It was agreed that motion 22.77 was made by member Norby.

22.79 **Moved by John Kroetsch** to adopt the minutes of the September 26, 2022 regular monthly meeting as amended.

**CARRIED**

5. Financial Information

a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$5 772.64.

22.80 **Moved by Don Norby** to approve for payment, the accounts payable in the amount of \$5 772.64.

**CARRIED**

b) Check Detail September 27 to October 14, 2022

CAO Friesen presented the members with the check detail from September 27 to October 14, 2022 in the amount of \$45 228.58. CAO Friesen explained that \$43 332.51 of the \$45 228.58 was included in the September 26 accounts payable with the remaining \$1 896.07 being payables the members had not previously seen.

22.81 **Moved by Brad Schlossberger** to accept the check detail from September 27 to October 14, 2022 in the amount of \$45 228.58 as presented.

**CARRIED**

c) Bank Reconciliation September 2022 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation report for September 2022 for the ATB Financial checking account & 90-day notice account.

22.82 **Moved by John Kroetsch** to accept the September 2022 reconciliation report for the ATB Financial checking account & 90-day notice account as presented.

**CARRIED**

d) Budget vs. Actual Report ending September 30, 2022

CAO Friesen presented the budget vs. actual report ending September 30, 2022.

22.83 **Moved by Don Norby** to accept the budget vs. actual report ending September 30, 2022 as presented.

**CARRIED**

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the M.D. of Willow Creek Administration Building on Monday, October 19, 2022 at 10:00 A.M.

5. Financial Information cont.

e) Balance Sheet ending September 30, 2022

CAO Friesen presented the balance sheet ending September 30, 2022.

22.84 **Moved by Brad Schlossberger** to accept the balance sheet ending September 30, 2022 as presented.

**CARRIED**

f) Bank Statement ending September 30, 2022

CAO Friesen presented the ATB Financial bank statement ending September 30, 2022.

22.85 **Moved by Don Norby** to accept the ATB Financial bank statement ending September 30, 2022

**CARRIED**

6. New Business

a) Christmas Hours 2022-2023

CAO Friesen presented the members with the proposed 2022-2023 Christmas Holiday hours.

22.86 **Moved by John Kroetsch** to accept the proposed hours as presented and further that the hours be advertised in the local papers.

**CARRIED**

b) Seeding Quote

CAO Friesen presented the members with a seeding quote from Bakker Fencing & Oilfield Services Ltd. to finish the reclamation of the original landfill cells in the amount of \$2 935.00 plus G.S.T.

22.87 **Moved by Don Norby** to accept the quote for seeding in the amount of \$2 935.00 plus GST.

**CARRIED**

7. Old Business

a) Truck

CAO Friesen explained that she wanted to follow up with the members to see if there was a truck to purchase from any of the member municipalities. There is nothing available to date.

b) Fall Electronics Round-ups

CAO Friesen explained that the Claresholm round-up was successful and that the Fort Macleod event will happen on the 21<sup>st</sup> together with the Fort Macleod 4H Beef Club.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the M.D. of Willow Creek Administration Building on Monday, October 19, 2022 at 10:00 A.M.

8. Correspondence

No correspondence.

9. General Landfill Information

CAO Friesen reported that the court date of October 21, 2022 has been cancelled and the court date has been moved to January 2023.

10. In Camera

No In Camera

11. Adjournment

Chair Wolstenholme declared the meeting adjourned at 11:10 A.M.

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Chairman Gord Wolstenholme

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CAO Cheryl Friesen

Approved

# CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Museum Exhibit Hall

September 28, 2022

Present: Barry Gibbs, Earl Taylor, Marg Lane, Betty Hoare, Barry Wood, Mich Forster  
Kandice Meister, and Bill Kells

Absent: Cynthia Wannamaker and Joe Toone

1. Call to order by Barry Gibbs at 3:05 PM.
2. New board member Mich Forster was introduced to the board. Adoption of agenda as presented by Kandice Meister. **CARRIED**
3. No correspondence to report. Barry Wood moved for the approval of the amended minutes from August 10, 2022. **CARRIED**
4. Financials dated September 26, 2022, were reviewed. Earl Taylor moved for the acceptance of the financials. **CARRIED**
5. Executive Directors Report
  - Donations for the 2022 year currently is \$2,647.45 and does not reflect the \$500 received from the Porcupine Hills Classic Cruisers car club. The budgeted amount was \$2,000.
  - The Claresholm Library Board has approved the joint request from the museum and the library staff to transfer archival materials of historical value, in the Jean Hoare room, over to the museum archives. This does not include the printed copies of the Claresholm Local Press or the Micro Fiche tapes of the paper, however the Museum is approved to copy these files.
  - While attending the Alberta Museums Association annual conference in Edmonton in September, I was able to acquire a late 1800 Edison cylinder gramophone. This will be used to demonstrate to school groups the early methods of sound recording.
  - It was a pleasure to host a visit from 103-year-old Jim Ashworth. Jim is a pilot who trained at the base in Claresholm 51 years ago. The Local Press and Global Calgary were on site to capture the visit. This proved to be a successful social media event.
  - Ali Hemmaway is registered for another extensive course on the management of Archival material.
  - The Louise McKinney bronze plaque has been stolen from the stone cairn in front of the Station. Bill to report to the police.
  - A discussion was held on how to secure the Archives room when the staff is not present.
6. Museum Marketing Committee
  - There is a need for a new brochure with high-quality images. A promo video could also have many uses and applications.
  - The committee is advocating the need to recruit and train docents to help deal with

bus traffic and events that require more knowledgeable guides.

– Earl Taylor summed up the meeting with his thoughts on the longevity of this committee and feels that the committee has some permanency.

#### 7. Events Planning Committee

– The relocation of events on Friday evening Fair Days events proved to be a good idea. It probably brought more visitors into the Exhibit Hall in one evening than in a busy summer week. The float built by Friends of the Museum was great and it will be stored and used again. Old fashion kids' games and the Lemonade on the Lawn were both well received.

–The train float could potentially be used in the Santa Claus Parade in Fort Macleod. Old Fashioned Christmas days is again planned to take place at the museum on November 25, 2022.

8. Chair Report -Kandice Meister made a motion that Joe Toone be informed that while the board appreciates his involvement with the Claresholm Museum, town by-laws dictate that he be removed from the board after missing more than three meetings in a row. **CARRIED**

– A follow-up meeting with the Sons of Norway has been arranged to clarify the intent of both the museum and the Sons of Norway group.

– Verne Lunan resigned from the board in June 2022 and a letter thanking him will be sent out.

9. 2023-2024 Planning – A discussion on having a gap year in 2023 of planned new exhibits. Motion made by Barry Wood to change the current list of themes for exhibits to allow new major exhibits occurring every other year. Enhancements to existing exhibits to be done in the off years. **CARRIED**

10. Other Business – Motion made by Bill Kells to appoint Kandice Meister chair of the Events Planning Committee. **CARRIED**

11. Motion for adjournment by Barry Wood at 5:00 PM. **CARRIED**

Next meeting October 19, 2022 .at Town Office Meeting Room 3:00 PM



Barry Gibbs

Board Chair





OLDMAN RIVER REGIONAL SERVICES COMMISSION

## EXECUTIVE COMMITTEE MEETING MINUTES

October 13, 2022; 6:00 pm

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

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

**Attendance:**

Gordon Wolstenholme, Chairman  
Jesse Potrie  
Neil Sieben  
Brad Schlossberger

**Absent:**

Don Anderberg, Vice Chairman  
Christopher Northcott

**Staff:**

Lenze Kuiper, Chief Administrative Officer  
Raeanne Keer, Executive Assistant

Chairman Wolstenholme called the meeting to order, the time being 6:00 pm.

**1. Approval of Agenda**

**Moved by: Neil Sieben**

THAT the Executive Committee approves the October 13, 2022 Executive Committee Meeting Agenda, as presented.

**CARRIED**

**2. Approval of Minutes**

**Moved by: Jesse Potrie**

THAT the Executive Committee approve the July 14, 2022 Executive Committee Meeting Minutes, as presented.

**CARRIED**

**3. Business Arising from the Minutes**

There was no business arising from the minutes.

#### 4. Official Business

##### a. Budget Discussion

L. Kuiper, CAO, presented the proposed 2023 Operating Budget to the Committee.

The Committee discussed inflation, subdivision fees, and membership fees.

##### b. Palliser Regional Municipal Services

L. Kuiper provided a status update on the Palliser Regional Municipal Services Agency, who provides municipal services to the southeastern Alberta such as Starland County, the Town of Drumheller, and the Village of Rockyford.

##### c. Parkland Community Planning Services

L. Kuiper provided a status update on the Parkland Community Planning Services, who provides municipal services to central Alberta such as Clearwater County, the Town of Olds, and the Village of Big Valley.

##### d. 2023 Executive Election

L. Kuiper advised that the Board of Directors Organizational Meeting will be held on Thursday, December 1, 2022, and as usual the election for the Executive Committee will take place that evening as well. CAO Kuiper noted that nomination forms would be sent out to the Board Members in early November for those who will to put their name forward.

##### e. Subdivision Activity

- As of August 31, 2022
- As of September 30, 2022

L. Kuiper presented the Subdivision Activity statistics to the Committee.

##### f. CAO Annual Performance Evaluation

Chair Wolstenholme stated that previous practice has been that the Chair collects the completed Performance Evaluation forms from the Committee and compiles them into a report, then reviews the results with the CAO.

The Committee agreed to the previous years practice.

##### g. Staff Update

L. Kuiper advised the Committee that Madeleine Baldwin, Planner, is currently on maternity leave has advised that she will not be returning to the organization after the maternity leave is completed. CAO Kuiper advised that a posting for the vacancy would be out shortly.

**5. Accounts**

- a. Office Accounts
  - (i) Monthly Office Accounts
    - June 2022
    - July 2022
    - August 2022
  - (ii) Payments and Credits
    - May 2022
    - June 2022
    - July 2022

**Moved by: Brad Schlossberger**

THAT the Executive Committee accepts the documentation regarding the Monthly Office Accounts, June 2022, July 2022 and August 2022 as information; and,

THAT the Executive Committee accepts the documentation regarding the Payments and Credits, May 2022, June 2022 and July 2022 as information.

**CARRIED**

- b. Financial Statements
  - (i) Balance Sheet
    - As of June 30, 2022
    - As of July 31, 2022
    - As of August 31, 2022
  - (ii) Comparative Income Statement
    - Actual to June 30, 2022
    - Actual to July 31, 2022
    - Actual to August 31, 2022
  - (iii) Details of Account:
    - As of June 30, 2022
    - As of July 31, 2022
    - As of August 31, 2022

**Moved by: Gordon Wolstenholme**

THAT the Executive Committee accepts the documentation regarding the Balance Sheet, as of June 30, 2022, as of July 31, 2022 and as of August 31, 2022 as information;

THAT the Executive Committee accepts the documentation regarding the Comparative Income Statement, actual to June 30, 2022, actual to July 31, 2022 and actual to August 31, 2022 as information; and,

THAT the Executive Committee accepts the documentation regarding the Details of Account, as of June 30, 2022, as of July 31, 2022, and as of August 31, 2022, as information.

**CARRIED**

**6. New Business**

There was no new business for discussion.

**7. CAO's Report**

The CAO provided his CAO Report to the Committee.

**8. Round Table Discussions**

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

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

**10. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:07 pm.



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CHAIR



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CHIEF ADMINISTRATIVE OFFICER

## MINUTES

**Attendance:** Kathy Davies in attendance as a guest, Joanna R, Tony H, Jay S, Brad S, Donna M, Kendall S, Kelsey H, Ashley T, Earl H

**Call to Order:** 5:03 pm

### 2: APPROVAL OF AGENDA

**Motion to approve:** Earl H

**Carried**

### 3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from September 20, 2022

**Motion to approve:** Brad S

**Carried**

### 4: CORRESPONDENCE

4.1 from Kathy Davies (in-person) re: Library Archives

- When this building was first built, people had things in storage they wanted to save - set up Jean Hoare as history and archives, library open all year so a good fit
- Kathy Dahl on board June 17, 2013 - archives - checked out another library's archives - learned more from the librarian there, suggested Archive Society of Alberta - look into six-day course - once you do that it opens the door to grants
- Sept. 2013 - waiting to hear from the museum board, their thoughts - if moved to museum need to let Mr. Sewell know, when he donated, he didn't want it sent to the museum
- A concern is the integrity of the archives
- Histories of Northern Lights Community Hall etc. - things that were at the museum so there were copies at both locations - if one burns down, the information is safe-guarded
- Canadian Girls in Training alumni - Joyce Mayled - donated CGT stuff to library under the condition when they have their alumni events, they can utilize the donated information
- There used to be archive donation forms
- Some stuff should be at the museum - and some of what was requested is already at the museum anyways - all the old newspapers back to 1907 - when Gordon Scott bought the Local Press - they were all piled in the back and were turned to micro-film then donated to the library along with a reader
- The phone book for example is library reference material - Kathy recommends this come back
- Kathy's understanding Noreen Bishop's binders - copied out articles from the newspaper on golf and curling - did she give a set to the museum?

## MINUTES

- Sounds like all things could be copied and presented to the museum- even the phone book - museum has a scanning grant of some sort
- Kathy wouldn't mind sitting with Bill and going through everything - board is in agreement with that
- Still doing oral histories

**Statement: The board is in favour of Kathy Davies being in contact with the library to go through what the museum can utilize from the Jean Hoare room - with an addendum the CGT items be available for their alumni reunions**

**ACTION Jay will request phone book back from museum**

4.2 Joan Baker - Disappointed with paint colours. Received for information

### 5: FINANCIAL

5.1 Financial report for end of September

- The negative was from a lost book, that was found weeks later, in mint condition and returned
- Town has charged us the residential rate for recycling and not commercial, so billing us back to last year

**Brad S makes motion to accept Financials as presented**

**Carried**

### 6: REPORTS

- 6.1 Library Manager's report (provided in meeting package, board reviews)
- 6.2 Librarians' Committee Meeting Report from September 12 (provided in meeting package, board reviews)
- 6.3 Chinook Arch August 4, 2022 Meeting (provided in package, board reviews)

**Motion to accept as presented**

**Carried**

### 7: NEW BUSINESS

7.1 Signing authority

- Jay would like a third person, as the last couple times, signing authority's have been away
- wait for November when we do the new authorities, will add Brad at that time

## MINUTES

**ACTION Brad S will be new signing authority as of November**

### 8: OLD BUSINESS:

8.1 Kathy Davies requests to speak to the Board re items from J.H. Room being moved to the Claresholm Museum – complete

8.2 Naloxone supplies and administration draft policy – Earl H has concerns of this even though it was passed last meeting. Worried about death lawsuits. Concerns the MD will be named in a lawsuit if this is administered to someone.

–Town administration against it

– Even if administered you still call 911

– If you have the kits, you don't need to administer – Kendall says no obligation to administer, you still call 911 – Naloxone does not have any side effects even if someone isn't overdosing – it specifically works with opioid overdoses only – will not make people sick

–Tony suggests going back to the town for their recommendation

**ACTION Tony will talk to Abe Tinney at the Town regarding this–**

**Earl H makes motion to table until further direction regarding this from the town**

**Carried**

8.3 November

–Tony moving but will aim to be back for November

–Org structure changes at November meeting

–Before Tony leaves, Brad wants to review funding application for the town

**ACTION Jay to add Town funding application to November agenda**

**10: ADJOURNMENT: 5:47 pm**

Next Meeting: November 15, 2022 at 5 pm