



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

Time: 7:00 P.M.

Place: Council Chambers

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – OCTOBER 11, 2022

PUBLIC HEARING: BYLAW #1750 – Land Use Bylaw Amendment

ACTION ITEMS:

1. **BYLAW #1750 – Land Use Bylaw Amendment**
RE: 2nd & 3rd Readings
2. **BYLAW #1751 – Cemetery Bylaw Amendment**
RE: 1st Reading
3. **BYLAW #1752 – Land Use Bylaw Amendment**
RE: 1st Reading
4. **REQUEST FOR DECISION: Enabling Accessibility Grant – Amundsen Park**
5. **REQUEST FOR DECISION: Enabling Accessibility Grant – Community Centre**
6. **REQUEST FOR DECISION: Claresholm Fire Department Engine Replacement**
7. **INFORMATION BRIEF: AEMA Functional Exercise**
8. **INFORMATION BRIEF: CAO Report**
9. **INFORMATION BRIEF: Council Committee Reports**
10. **INFORMATION BRIEF: Council Resolution Status**
11. **ADOPTION OF INFORMATION ITEMS**
12. **IN CAMERA:**
 - a. **Land – FOIP Section 16**

INFORMATION ITEMS:

1. **Willow Creek Regional Waste Management Services Commission Meeting Minutes – August 17, 2022**
2. **Willow Creek Regional Waste Management Services Commission Meeting Minutes – September 26, 2022**
3. **Oldman River Regional Services Commission Executive Meeting Minutes – July 14, 2022**
4. **Oldman River Regional Services Commission Annual Meeting Minutes – June 2, 2022**
5. **Alberta SouthWest Bulletin – October 2022**
6. **Rowan House Society’s “Breakfast with the Guys” – November 2, 2022**

ADJOURNMENT



Claresholm

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
OCTOBER 11, 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, Kandice Meister, Brad Schlossberger and Craig Zimmer

PRESENT BY ZOOM: Councillor Rod Kettles

ABSENT: None

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

MEDIA PRESENT: None

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

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

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

CARRIED

MINUTES: **REGULAR MEETING – SEPTEMBER 26, 2022**

Moved by Councillor Zimmer that the Regular Meeting Minutes of September 26, 2022 be accepted as presented.

CARRIED

ACTION ITEMS:

**1. CORRES: Environment and Climate Change Canada
RE: Seeking Input**

Received for information.

**2. CORRES: Hon. Tyler Shandro, Minister of Justice and Solicitor General
RE: International Holocaust Remembrance Alliance Definition of Anti-Semitism**

Received for information.

**3. CORRES: Alberta Health Services
RE: Conversation about Healthcare in Alberta – September 27, 2022**

Received for information.

**4. CORRES: Federation of Canadian Municipalities
RE: Green Municipal Fund (GMF) Application**

Received for information.

**5. CORRES: Municipal District of Willow Creek
RE: 29th Legacy of Our Land Banquet**

Mayor Petrovic and Councillor Schlossberger will attend on behalf of Town of Claresholm Council.

**6. CORRES: Royal Canadian Legion Branch No. 41
RE: Presentation of First Poppy – October 28, 2022**

Mayor Petrovic will attend the presentation of the first poppy on October 28, 2022.

**7. CORRES: Royal Canadian Legion Branch No. 41
RE: 2022 Remembrance Day Ceremonies – November 11, 2022**

Received for information.

**8. CORRES: Claresholm & District Health Foundation
RE: Request for Support – Oktoberfest**

MOTION #22-131 Moved by Councillor Schlossberger to support the Claresholm & District Health Foundation's 15th Annual Gala to be held October 22, 2022 in the amount of \$1,000.

CARRIED

Councillors Carlson and Schlossberger to attend along with two members of the Town's administrative staff.

**9. CORRES: 2A Girls Volleyball Provincials Hosted by WCCHS
RE: Request for Support**

MOTION #22-132 Moved by Councillor Cutler to support the 2A Girls Volleyball Provincials hosted by WCCHS in Claresholm from November 24-26, 2022 with a contribution of \$2,500.

CARRIED

**10. CORRES: 3rd Annual Claresholm Haunted House
RE: Request for Donation**

MOTION #22-133 Moved by Councillor Cutler to support the 3rd Annual Halloween Haunted House to be held at the Claresholm Community Centre the weekend of October 28, 2022 with a donation of \$660 to cover the cost of renting the space.

CARRIED

11. REQUEST FOR DECISION: Tax Exemption Applications – COPTER

MOTION #22-134 Moved by Councillor Cutler to accept the application and exempt the taxes for the Claresholm Curling Club for three years, 2023-2025.

CARRIED

MOTION #22-135 Moved by Councillor Carlson to accept the application and exempt the taxes for the Claresholm Golf Club for three years, 2023-2025.

CARRIED

MOTION #22-136 Moved by Councillor Schlossberger to accept the application and exempt the taxes for the Prairie Winds Clubhouse Society for three years, 2023-2025.

CARRIED

12. REQUEST FOR DECISION: Fort Macleod Minor Hockey Arena Fees

MOTION #22-137 Moved by Councillor Kettles to set the ice rental fee at the Claresholm Arena for Fort Macleod Minor Hockey at \$85.00 per hour until the end of October 2022 to assist residents of the Town of Fort Macleod while their rink undergoes repairs.

CARRIED

13. REQUEST FOR DECISION: Rural Immigration Grant

MOTION #22-138 Moved by Councillor Schlossberger to direct the Economic Development Officer to prepare and apply to the Alberta Advantage Rural Entrepreneur Stream.

CARRIED

MOTION #22-139 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

14. FINANCIAL REPORT: Statement of Operations August 31, 2022

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

CARRIED

15. INFORMATION BRIEF: FCM Grants

Received for information.

16. INFORMATION BRIEF: Speed Limit Survey

Moved by Councillor Meister to direct administration to lower the unposted speed limit in Claresholm from 50km/h to 40km/h as soon as signage permits.

DEFEATED

Moved by Councillor Kettles to revisit the issue of lowering the unposted speed limit in Claresholm from 50km/h to 40km/h in a year's time, in October 2023.

DEFEATED

17. INFORMATION BRIEF: Strategic Plan Report

Received for information.

18. INFORMATION BRIEF: Council Committee Reports

Received for information.

19. INFORMATION BRIEF: Council Resolution Status

Received for information.

20. ADOPTION OF INFORMATION ITEMS

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

CARRIED

21. IN CAMERA:
a. Land – FOIP Section 16

Moved by Councillor Zimmer to go In Camera at 7:46 p.m. for the following items:
a. Land – FOIP Section 16

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic stated that the live stream has ended at 7:46 p.m. Mayor Petrovic abstained from In Camera discussion as the topic focused on financial dealings of her father-in-law, and left the room at 7:46 p.m.

Moved by Councillor Zimmer to come out of In Camera at 8:02 p.m.

CARRIED

NOTICE OF RECORDING: Councillor Meister provided notice that live streaming and recording of the Council meeting would begin again at 8:02 p.m.

a. Land – FOIP Section 16

MOTION #22-140 Moved by Councillor Cutler to reject the offer from Mile Mike Petrovic as presented.

CARRIED

Mayor Petrovic entered the room and rejoined the meeting at 8:04 p.m.

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:04 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic noted that recording ceased at 8:04 p.m.

Mayor – Chelsae Petrovic

Chief Administrative Officer – Abe Tinney

PUBLIC HEARING

NOTICE OF PUBLIC HEARING

TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1750

7:00 p.m., Monday, October 24, 2022
Town of Claresholm Council Chambers
111 - 55 Avenue West

PURSUANT to sections 216.4, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta has given first reading to Bylaw No.1750, which on final passage would amend the Town of Claresholm Land Use Bylaw No.1525.

THE PURPOSE of proposed Bylaw No. 1750 is to amend the Land Use Bylaw No. 1525 to add a use within the Retail Commercial 'C1' land use district;

Adding the following use to Retail Commercial – C1 under section 1.

DEVELOPMENT OFFICER DISCRETIONARY USES

Place of Worship

THEREFORE, TAKE NOTICE THAT a public hearing to consider proposed Bylaw No. 1750 will be held in the Town of Claresholm Council Chambers at 7:00 p.m. on Monday, October 24, 2022.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Town Development Officer no later than 2:00 p.m. on October 20, 2022. Both written and/or verbal presentations may be given at the public hearing. A copy of the proposed bylaw may be emailed please inquiry at the Town office during normal business hours.

DATED at the Town of Claresholm in the Province of Alberta this 12 day of October, 2022.

*Abe Tinney
Chief Administrative Officer
Town of Claresholm
Box 1000
Claresholm, Alberta T0L 0T0*

ACTION ITEMS



Claresholm

REQUEST FOR DECISION

Meeting: October 24, 2022
Agenda Item: 1

BYLAW No. 1750 – LAND USE BYLAW AMENDMENT

DESCRIPTION / BACKGROUND:

The Town passed first reading on the attached bylaw on September 26, 2022. The purpose of the Bylaw amendment is to add the use of Place of Worship into the Retail Commercial - C1, land use district. This is for the purpose of a new church/counselling location within the downtown core. The actual use will be approved within a separate application process through the Development office; however, this is the first step in that process; ensuring the use is listed within the land use district.

Definition: Place of worship means a development dedicated to the undertaking of religious practices and activities and included churches, chapels, temples, parish halls, synagogues, convents, seminaries, rectories, mosques and may include such accessory uses as offices for administration of the place of worship, a childcare facility and space for social recreational, and community activities.

In accordance with the Municipal Government Act (MGA) Section 692, the land use bylaw amendment requires a public hearing and advertisement prior to giving second reading and notice given in accordance with MGA Section 606. Administration would recommend Council passing second and third readings after the public hearing. There were no comments received from the advertising for the public hearing.

Any considerations for parking, uses, intensity, renovations, etc. for a specific use would be dealt with at the approval stage through a separate application (Development Office following a circulation).

RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1750, a bylaw to amend Land Use Bylaw No.1525 second reading.

Moved by Councillor _____ to give Bylaw No. 1750, a bylaw to amend Land Use Bylaw No. 1525 third and final reading.

ATTACHMENTS:

- 1.) Bylaw No. 1750

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 216.4 – Public Hearings.

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: October 21, 2022



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1750**

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

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

AND WHEREAS THE PURPOSE of proposed Bylaw No. 1750 is to amend the Land Use Bylaw No. 1525 to add a use within the Retail Commercial ‘C1’ land use district;

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

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

Adding the following use to Retail Commercial – C1 under section 1.

DEVELOPMENT OFFICER DISCRETIONARY USES

Place of Worship

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1750 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **26** day of **September** 2022 A.D.

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

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

Chelsae Petrovic, Mayor

Abe Tinney, Chief Administrative Officer



REQUEST FOR DECISION

Meeting: October 24, 2022
Agenda Item: 2

BYLAW No.1751 – CEMETERY AMENDMENT BYLAW

DESCRIPTION:

This Cemetery Bylaw amendment is amending the cost for the Bronze Plaques for Columbarium #3. These plaques are purchased through Nelson Granite, which is the same company that we purchased the Columbarium from. Annually the cost for these plaques may change, and the last ones we sold, we sold at a loss due to prices from Nelson Granite changing and the Bylaw dictating the price not having been updated yet for these changed prices.

To avoid this occurring again in the future, and to avoid needing to issue bylaw amendments year after year, the bylaw is being amended to just indicate Cost+

The additional 6% is being added to cover shipping costs. The plaques are generally ordered, and paid for, up front, and actual shipping costs aren't known for potentially several months until actually shipped. So rather than trying to bill the shipping costs to the customer later when the plaques ship, Administration is recommending just this cost+ model.

The current section of Appendix A that is being changed is as follows:

Columbarium:	
Columbarium Niche	950.00 + GST
Bronze Plaque with year of birth & death	450.00 + GST
Bronze Plaque with full date of birth and death	500.00 + GST
To add year of death to plaque	50.00 + GST
To add date of death to plaque	75.00 + GST

And is being updated, as per the attached as follows:

Columbarium:	
Columbarium Niche	950.00 + GST
Bronze Plaques	Cost + 6% + GST
To add year or date of death to bronze plaque	Cost + 6% + GST

RECOMMENDED ACTION:

Administration recommends that the attached bylaw be presented for first reading.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1751, Cemetery Amendment Bylaw, 1st Reading.

ATTACHMENTS:

1. Bylaw No. 1751 Cemetery Amendment Bylaw

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

APPROVED BY: Abe Tinney – CAO

DATE: October 19, 2022



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1751**

A Bylaw of the Town of Claresholm to amend Bylaw 1650, the Cemetery Bylaw.

WHEREAS pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Cemetery Bylaw, Bylaw #1650 and applicable amendments; and

WHEREAS Council deems it necessary to amend the existing Bylaw #1650;

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

1. The Town of Claresholm Cemetery Bylaw #1650 shall be amended as follows:

a) **SCHEDULE "A"** updated as attached.

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

3. Bylaw #1650 is hereby amended.

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

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

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

Chelsae Petrovic, Mayor

Abe Tinney, CAO

**BYLAW #1678
SCHEDULE "A"**

Burial Rights:	
Burial plot & permit fee	500.00 + GST
Cremation plot & permit fee (one open & close)	200.00 + GST
Columbarium:	
Columbarium Niche	950.00 + GST
Bronze Plaques	Cost + 6% + GST
To add year or date of death to bronze plaque	Cost + 6% + GST
Services:	
Open & close for interment – April 1 to October 31	300.00 + GST
Open & Close for Interment – November 1 to March 31	450.00 + GST
Open & close for cremation (18" x 18" x 24" deep) Apr 1 to Oct 31	125.00 + GST
Open & close for cremation (18" x 18" x 24" deep) Nov 1 to Mar 31	275.00 + GST
Cremation Vault Burial	
Open & close for cremation (24"x 24" x 30" deep) Apr 1 to Oct 31	200.00 + GST
Cremation Vault Burial	
Open & close for cremation (24"x 24" x 30" deep) Nov 1 to Mar 31	350.00 + GST
Open & close for Columbarium Niche	60.00 + GST
Late funeral surcharge (after 3:00 p.m. arrival)	150.00 + GST
Weekend/holiday surcharge	200.00 + GST
Disinterment with permanent concrete vault	Double the Open & Close fees
Disinterment without permanent outer box surcharge	Quadruple the Open & Close fees
Perpetual Care per burial site	300.00 + GST
<ul style="list-style-type: none"> • Grave, Infant and Cremation sites that were purchased prior to April 23, 1990 shall be charged the appropriate perpetual care rate at the time the grave site is utilized. 	
Administration fee on cancellation	50.00



REQUEST FOR DECISION

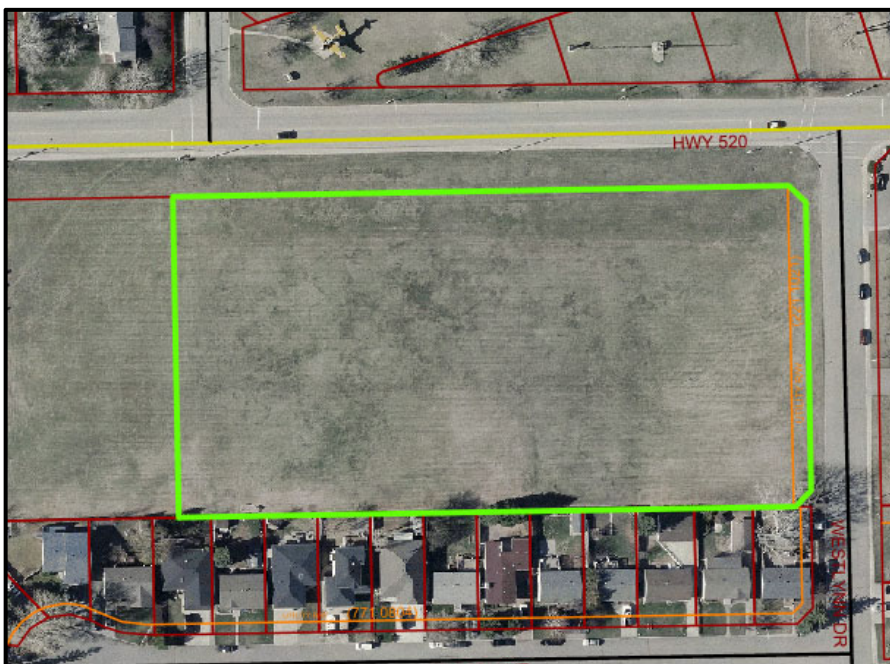
Meeting: October 24, 2022
Agenda Item: 3

BYLAW No. 1752 – LAND USE BYLAW AMENDMENT

DESCRIPTION / BACKGROUND:

The Town has received a land use bylaw amendment application for the re-zoning of the land located at 359, 43 Ave West. The Town accepted an offer to purchase with a condition of re-zoning from R4- Multiple Residential, to R5 - Apartment. The purpose of this application is to align the zoning with the purchasers intended use. At this time the purchaser is preparing plans for the development of the lots.

In accordance with the Municipal Government Act (MGA) Section 692, the land use bylaw amendment requires a public hearing and advertisement (neighborhood circulation) prior to giving second reading and notice given in accordance with MGA Section 606. Administration would recommend Council pass first reading to allow the bylaw to continue to the public hearing stage. Any considerations for uses, intensity, and development, etc. would be dealt with at the approval stage through a separate application (Development office or MPC).



RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1752, a bylaw to amend Land Use Bylaw No. 1525 first reading.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1752

APPLICABLE LEGISLATION:

- 1.) LUB No. 1525
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 216.4 – Public Hearings.

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: October 19, 2022



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1752**

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

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

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

WHEREAS the Town of Claresholm is in receipt of an application to redesignate lands for the purpose of a residential development.

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

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

LAND USE DISTRICT MAP

Block 4 Plan 7610058

Be amended by changing the lands from “Multiple Residential – R4” to “Apartments – R5” as per “Schedule A” attached.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1752 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

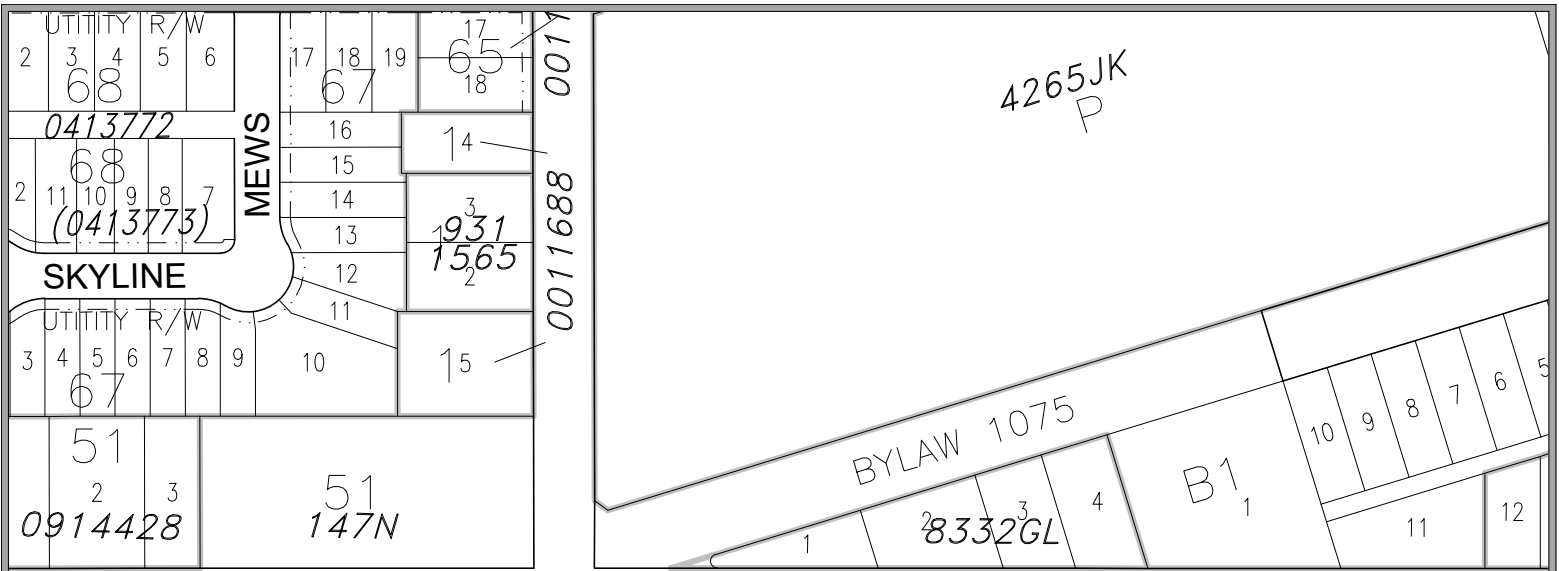
Read a first time in Council this day of 2022 A.D.

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

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

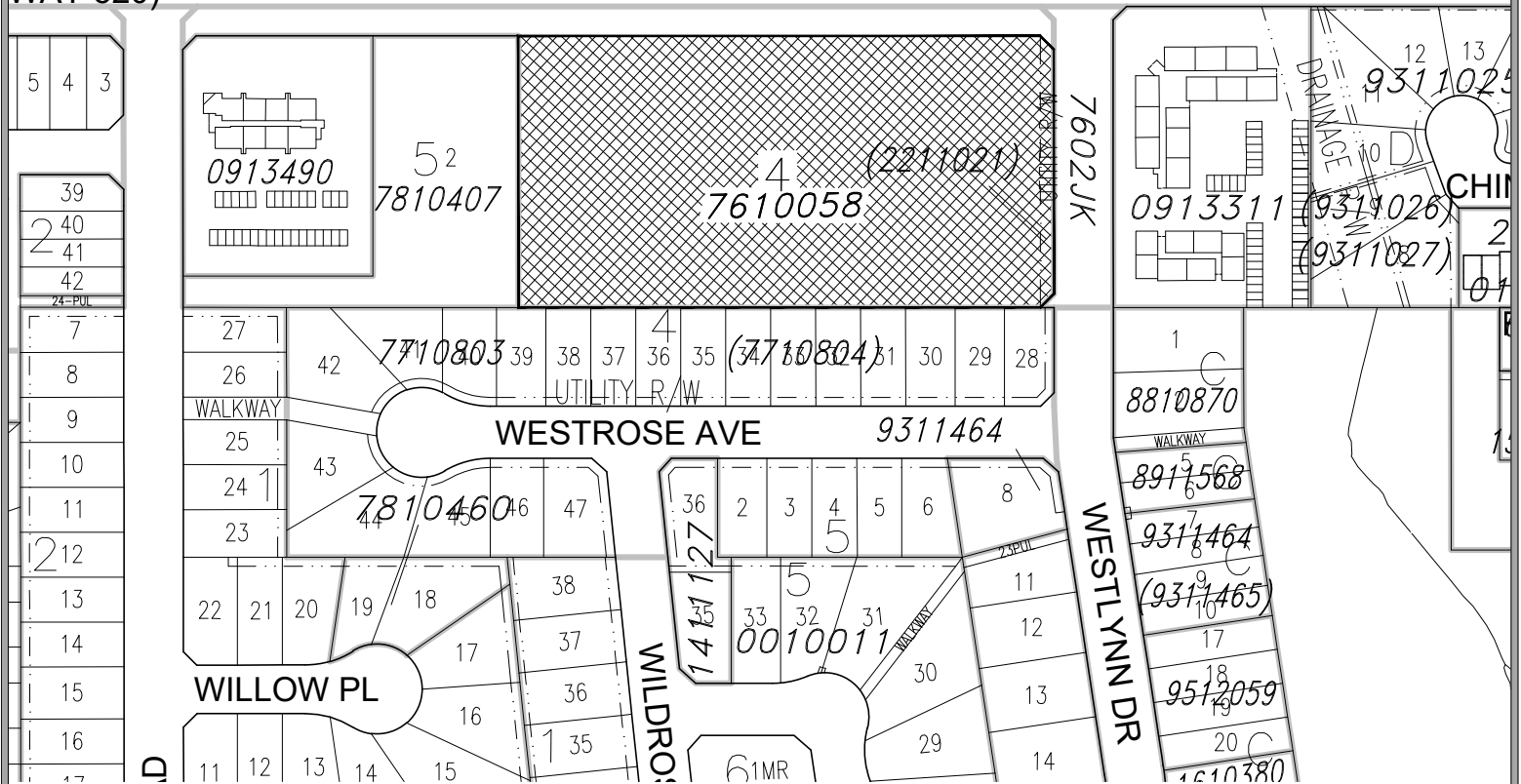
Chelsae Petrovic, Mayor

Abe Tinney, Chief Administrative Officer

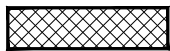


WAY 520)

7610058



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: MULTIPLE RESIDENTIAL R4
TO: APARTMENTS R5

BLOCK 4, PLAN 7610058
WITHIN NW 1/4 SEC 23, TWP 12, RGE 27, W 4 M
MUNICIPALITY: TOWN OF CLARESHOLM
DATE: OCTOBER 21, 2022

Bylaw #: 1752

Date: _____



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



REQUEST FOR DECISION

Meeting: October 24, 2022
 Agenda Item: 4

AMUNDSEN PARK / COMMUNITY CENTRE – ACCESSIBILITY GRANT

BACKGROUND / DESCRIPTION:

The Town is looking to apply for grant funding for a portion of Amundsen Park to create a fully accessible park and increase lighting within the park as per the re-development plan. Three portions of the project (gazebo, Kinsmen playground, and the plaza and pavilion) have been completed through the Community Facility Enhancement Program, Canadian Revitalization Grant and the Community Foundation of Lethbridge and South Western Alberta.

Enabling Accessibility Fund – small projects fund, municipalities are eligible to apply for projects up to \$100,000. The grant does provide funding up to 80% of the project costs. The Town is utilizing GrantMatch for assistance with this application. The deadline is November 1st.

<https://www.canada.ca/en/employment-social-development/services/funding/enabling-accessibility-fund-small-projects.html>

This program provides funds to retrofit public buildings, parks, etc. that can offer programming and inclusivity to those with disabilities. Within the Amundsen Park project, the pathways, lighting, and concrete entrances with ramps would all be portions that could apply to this fund. Eligible activities may include: enhancing lighting to accommodate people with low vision, building continuous accessible pedestrian pathways between outdoor amenities and recreation area with proper grading, and ramps when necessary.

Administration will contact community groups and organizations that work with people with disabilities to provide letters of support for the improvements to allow for additional programming at the park. The Town has also applied to the Active Transportation Fund for 60% funding of the project as well, the chart below indicated the budget and funding sources if both are successful.

Location	Quote	Description	Amount
Amundsen Park	WSP	New asphalt pathway (2521 m x 2 m)	\$68,040.00
Amundsen Park	WSP	New concrete pathways and connections	\$77,000.00
Amundsen Park	Fortis	Park lighting- new electrical service	\$75,916.00
Amundsen Park	WSP	Park lighting- bollards and light standards	\$53,500.00
Total Cost			\$274,456.00
EAF Maximum			\$100,000.00
ATF 60% funding applied for			\$164,673.60
Total Funding			\$264,673.60
Applicant Share			\$9,782.40

RECOMMENDED ACTION:

Carry a motion to apply to the Enabling Accessibility Small Projects Fund for the completion of Amundsen Park, as per the re-development plan. This project is within the Town's capital budget.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the application to the Enabling Accessibility Fund for the purpose of enabling accessibility by increased lighting/pathways/modifications of curbs/entrances, within Amundsen Park, and to provide the required 20% matching funds.

ATTACHMENTS:

- 1.) Amundsen Park Renderings

PREPARED BY: Tara VanDellen, Planner/Development Officer

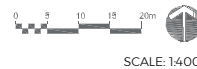
APPROVED BY: Abe Tinney, CAO

DATE: October 19, 2022

AMUNDSEN PARK



Preferred Concept Plan



LEGEND

- A. Common Green/Great Lawn
- B. Expanded Play Area
- C. Lower Plaza with Boulder Fountain
- D. Elevated Upper Plaza
- E. Quiet Gardens with Stroll Paths
- F. Library Connection and Promenade Walk
- G. Open Air Stage Pavilion and Arbours
- H. Existing Pool Building (to be refurbished)
- I. Future Programmable Sport Area or Passive Green Space
- J. Downtown Connection and Promenade with Gazebo



Character Imagery

AMUNDSEN PARK



View from the North East enhanced connection point toward the gazebo, great lawn, stage and plaza areas.



View from the North East enhanced connection point through gazebo and toward the great lawn, stage and plaza areas.



View from the North West enhanced pedestrian connection toward the elevated upper plaza and stage, through the great lawn and play area.



View from the North toward the gazebo, playground, great lawn, stage and plaza areas.



View from the South East corner toward the playground, stage and great lawn.

Perspectives

AMUNDSEN PARK



View from library connection and promenade walk toward rock water feature.



View from South West Corner toward stage and quiet gardens with stroll paths.



View from South West toward rock water feature and quiet gardens with stroll paths.



View from the great lawn toward stage and rock water feature.



View from the elevated stage out toward playground and great lawn.



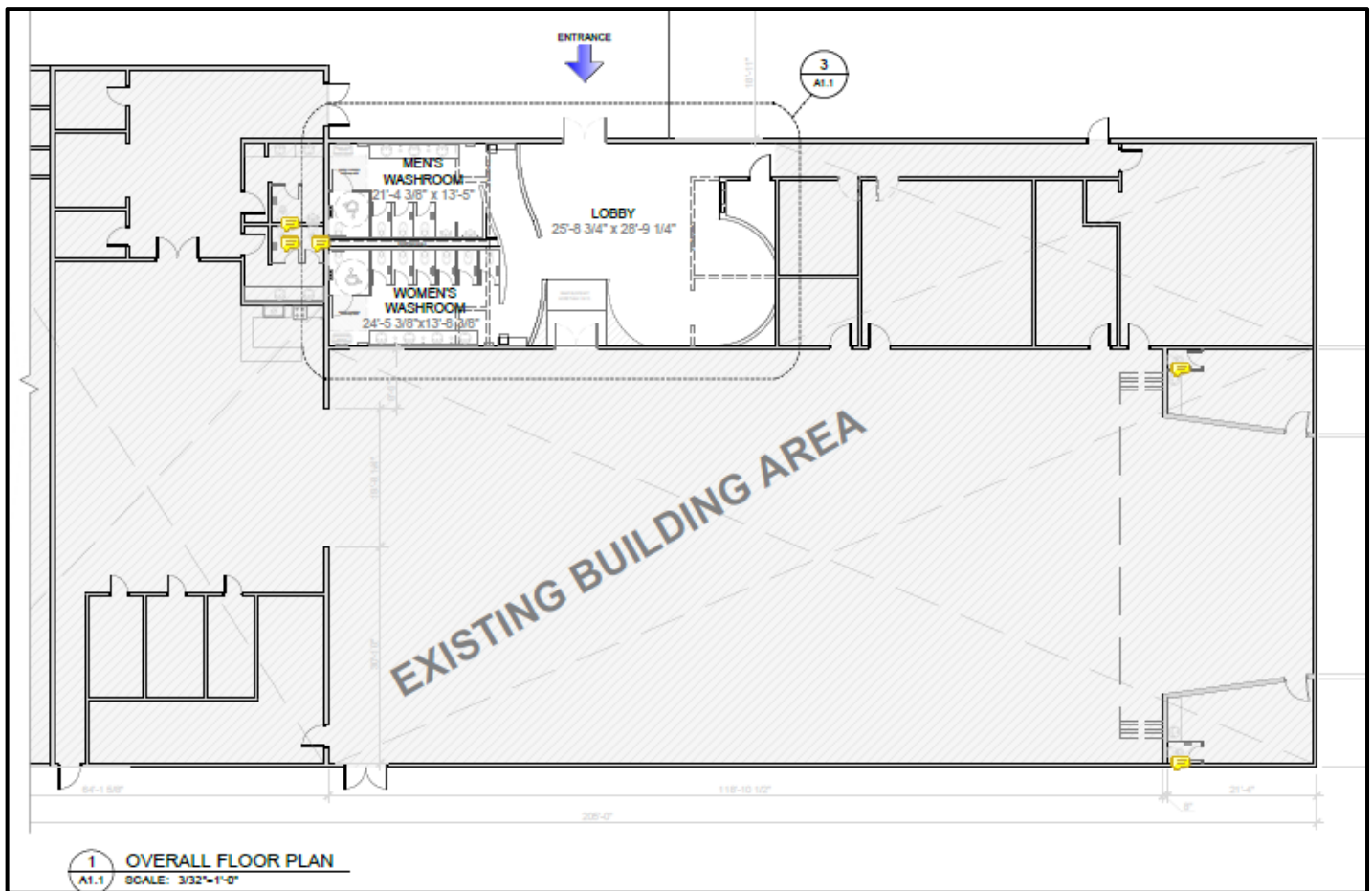
View from the elevated stage out towards arbours, playground and great lawn.

Perspectives

CLARESHOLM COMMUNITY CENTRE – ENABLING ACCESSIBILITY FUND

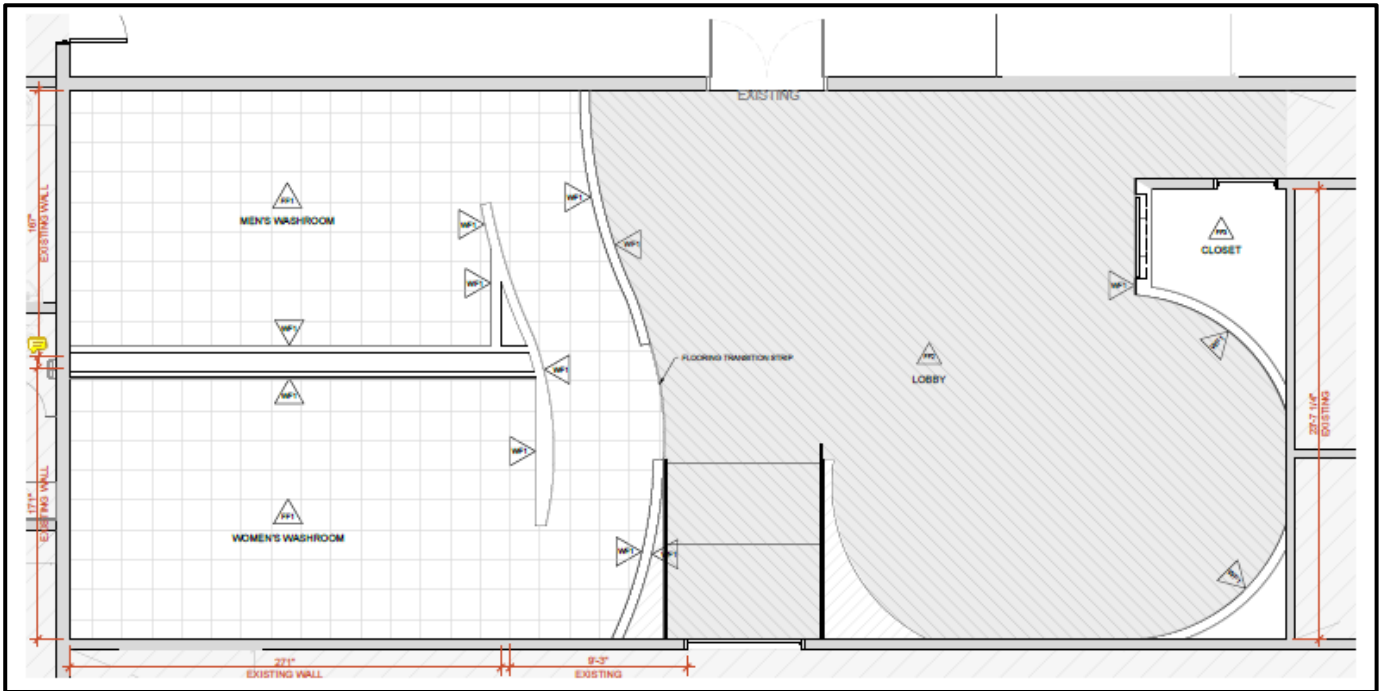
BACKGROUND / DESCRIPTION:

The Claresholm Community Centre Association is looking to apply for the accessible portions of the community centre renovation project (entrance / barrier free portion of the bathrooms).



Enabling Accessibility Fund – small projects fund, municipalities are eligible to apply for projects up to \$100,000. The grant does provide funding up to 80% of the project costs (accessible portions only). The Community Centre Association will be utilizing GrantMatch (through the Town's coordination) for assistance with this application. The deadline is November 1st.

<https://www.canada.ca/en/employment-social-development/services/funding/enabling-accessibility-fund-small-projects.html>



Community Centre	Westco	Accessible Washrooms & Doors	\$247,650.00
Total Cost			\$247,650.00
EAF 80% Funding		(Accessible portions)	\$198,120.00
EAF Maximum			\$100,000.00
CFEP 50% funding applied for			\$123,825.00
Total Funding			\$223,825.00
Applicant Share			\$23,825.00

RECOMMENDED ACTION:

This project is approved within the 2023 capital budget with the Town providing the matching funds for the Community Centre’s CFEP grant that was successful. This application if successful would be utilized towards the Town’s portion of the matching funds.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to support and provide authorization to the Claresholm Community Centre Association’s to undertake the project and apply to the Enabling Accessibility Fund for the purpose of enabling accessibility to the building through renovation of the entrance and accessible portions of the bathrooms at the Claresholm Community Centre and to provide the required 20% matching funds.

ATTACHMENTS:
1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: October 19, 2022



REQUEST FOR DECISION

Meeting: October 24, 2022

Agenda Item: 6

CLARESHOLM FIRE DEPARTMENT TOWN OWNED ENGINE REPLACEMENT

DESCRIPTION/BACKGROUND:

The Town of Claresholm Fire Department's Engine (owned by Town of Claresholm) is over 21 years old and is approaching the end of its serviceable life, and its replacement needs to be added to the capital replacement plan.

National Fire Protection Agency (NFPA) 1901 Annex D, paragraph 1 recommends that "...apparatus more than 15 years old that have been properly maintained and that are still in serviceable condition be placed in reserve status...", and further that "...Apparatus that were not manufactured to the applicable NFPA fire apparatus standards or that are over 25 years old should be replaced."

While the Town's engine has been maintained, the maintenance is becoming increasingly expensive (i.e. \$2000 +/-year pump certification), and as the age has increased, so does the scarcity of parts – aside from pandemic induced scarcity. In addition to annual pump certification in 2022, the pump seals require replacement. Recently, the hydraulic pump on the ladder rack began failing intermittently, and has to be replaced as soon as possible to ensure consistent, safe, and reliable operation. We have recently been informed by our repair facility that the model of hydraulic pump has been discontinued and they are having difficulty in sourcing an alternative.

DISCUSSION/OPTIONS:

- Claresholm Fire Department currently has approximately \$218,408.94 in capital reserves – *not* including to 2022 transfer
- A replacement Engine / Pumper apparatus was quoted at \$590,000 +taxes, and equipment. * We have since been advised to add 10% due to inflation. The quote for this apparatus was obtained on 12-July-2022.
- Lead time on obtaining fire apparatus is anywhere from 1.5 years to 3 years, depending on the type and model ordered.
- The Fire Chief has also reached out to a neighboring municipality (Carmangay, AB) that has recently replaced their engine, but at this time have not yet received a response.

- Additionally, the Fire Chief, CAO, and Director of Corporate Services consulted with legal to obtain their opinion on whether or not the Town could be held liable should we not have a piece of equipment to service a particular area in our response district. An excerpt of their response follows:

Replacing Equipment

The principles summarized above also apply to the assessment of liability in relation to the replacement of equipment. As discussed, firefighters owe a duty of care to the community, but the standard of care will be dependent on available resources, volunteer firefighter ability, training and experience, and other safety issues or incidents that arise at the scene.

A municipal fire department will therefore only be liable for loss and damages caused by its failure to carry out its mandate in a reasonable manner and without negligence. The standard of care expected of the fire department is ascertained with regard to all of the circumstances, including the fire department's resources.

If the Town ultimately makes a policy decision to not purchase new firefighting equipment because of the economic and social impact of that purchase, this will likely be covered by the municipal immunity applicable to policy decisions made in good faith. This will be especially the case if the Town has carefully considered its options both from a social and economic perspective (i.e. cost of a ladder truck, cost of a pumper truck, response times for external aid, alternative measures that can be taken while waiting for external aid, etc.) and recorded those considerations. The details concerning the various equipment options and the relative cost in relation to the Town's budget would generally be set out in the Request for Decision and would be considered by the Court when determining if the decision was a true policy decision. There is, of course, some risk if injury or damage occurs because of the lack of a ladder truck that a court would disagree and find the Town's decision to not purchase a ladder truck was not a policy decision, but was an operational decision. If that were the case, the Town would not have the same protections and could be found liable. The Town can mitigate against this risk by carefully considering and drafting a policy that sets out the decision not to purchase a ladder truck. In our view, if properly drafted, it is more likely this decision will be found to be a policy decision rather than an operational decision.

For these reasons, the Town can choose not to purchase a ladder truck and still be protected from liability if an incident occurs.

Future Development

In the context of development approvals for buildings above the threshold height for pumper trucks, the Town will ultimately be beholden to its Land Use Bylaw, unless it is amended to account for the limited fire services issue. In our view, amendment is not required.

To provide an example, if the Land Use Bylaw remains in its current form and an apartment building is a permitted use in a certain land use district, the development authority for the Town cannot refuse that application. All it could do is impose certain conditions on development, which could include measures to address the concerns regarding fire safety. But, ultimately, the Town has to approve the development.

If the Town institutes a policy reflecting its decision to not purchase a ladder truck and still continues to approve these types of developments, it is unlikely the Town would be liable for allowing these types of developments to be constructed. Developers will be aware of the policy and the limitations within the Town and are, effectively, pursuing the development at their own risk.

If the Town wanted to mitigate against risk of liability even further, we would recommend that the Town's development authority consider, in each case, whether certain conditions should be applied to the development permit that would help to address any safety concerns arising from the lack of a ladder truck. The Town should also ensure developers are notified of any policy regarding the decision to not purchase a ladder truck and the risks associated with building in the Town above a certain height.

We also note that any developer of a property is going to be required to comply with the *Safety Codes Act* and the *National Fire Code*. This will also lessen some of the responsibility placed on the Town.

- At the October 19th Facility and Infrastructure Planning committee meeting, the committee passed the following motion: *Motion by Brad Schlossberger to recommend to Claresholm Town Council that the Town proceed with purchasing a new pumper truck of the same make and kind to the existing pumper truck.*

CARRIED

COSTS/ SOURCE OF FUNDING (if applicable):

- Fire Department Capital Reserves -- ~\$218,408.94
- Debt Servicing and/or Capital Grants
- Exact source of funding to be determined by Council at a later date

RECOMMENDED ACTION:

Recommended by Councilor _____ to proceed with the tendering process to replace the current Town of Claresholm Pumper/Engine with one of a similar type and kind of the current model.

ATTACHMENTS:

APPLICABLE LEGISLATION:

- 1.) TCA Capitalization and Amortization Policy. Policy #3.2.01 page 7/7 *Vehicles → Fire Trucks*
- 2.) NFPA 1901 Annex D

PREPARED BY: Craig White – Fire Chief

APPROVED BY: Abe Tinney, CAO

DATE: October 21, 2022



INFORMATION BRIEF

Meeting: October 24, 2022
Agenda Item: 7

FUNCTIONAL EXERCISE – October 4th, 5th and 6th 2022

DESCRIPTION:

Municipalities are regulated under the Alberta Local Authority Emergency Management Regulations to conduct a full scale or functional exercise once every four years. The M.D. of Willow Creek and all the towns within it, partnered to collaboratively work towards meeting this obligation. The municipalities set forth six (6) objectives with the goal of growing individual and regional capacity to effectively respond to and manage emergency incidents. Those objectives were as follows, and are based on Incident Command Systems (ICS) when responding to and recovering from multiple significant emergency incidents:

1. Enhance the skills and knowledge of the first responder's leadership team in the application of ICS,
2. Practice the operation of an Incident Command Post (ICP),
3. Practice the operation of a Joint Information Center (JIC),
4. Practice the operation of an Emergency Reception Center (ERC),
5. Determine if Unified Command (UC) is an effective command relationship for the five communities, and
6. Examine the need to develop an inter-municipal emergency management plan for the five communities based on ICS.

DISCUSSION/OPTIONS:

Highlights of the report are:

- a) The training that all municipal staff and elected officials within the region obtained,
- b) Exercises and drills completed internally and collaboratively,
- c) Intermunicipal working relationships, plans and procedures developed, and
- d) Momentum for continued growth and development of municipal staff.

The Town of Claresholm Emergency Management System has had substantial growth in the past few years. The organization as a whole has really taken ahold of the importance of a training, drills, organizational systems and a healthy plan. This investment has built capacity and enhanced confidence within the team.

ATTACHMENTS:

- 1.) Alberta Emergency Management Agency (AEMA) Functional Exercise Completion and Reset Letter

PREPARED BY: Jason Hemmaway, DEM

APPROVED BY: Abe Tinney, CAO

DATE: October 18, 2022



Alberta Emergency
Management Agency

Ministry of Municipal Affairs
Provincial Building, Third Floor
360, 200 – 5th Avenue South
Lethbridge, AB T1J 4L1

October 17, 2022.

Kelly Starling
Director of Protective Services / Director of Emergency Management
MD of Willow Creek
#273129 Secondary Highway 520, Claresholm, Ab.
T0L 0T0

Regional Emergency Management Functional Exercise “Fly Bull” October 4th – 6th, 2022.

Director Starling,

Thank you for including me in the planning and participation of your regional functional exercise “Fly Bull”. This functional exercise was held on October 4th – 6th, 2022 which contained several training and exercise elements that required a substantial amount of planning and execution over the past 2 years to ensure all 4 participating municipalities and their staff had the necessary training and confidence to successfully complete the elements of this exercise. I would like to highlight that this exercise was made possible due to the commitment of numerous municipal staff from all four municipalities which ranged from Administration, Public Works, CPO’s, Fire Personnel & Elected Officials along with external support from Industry, AHS, RCMP, Ab. Transportation, Volker Stevin, Fortis, Lethbridge College, AEMA Training & Standards, Provincial Emergency Social Services & AEMA Field Officers, along with mentors from our South Region All Hazards Incident Management Team (SAHIMT).

A regional approach to a full scale exercise would not have been possible without the hard work and engagement of your exercise design team which consisted of representatives from the MD of Willow Creek (Kelly Starling & Kathy Wiebe), Towns of Claresholm (Jason Hemmaway & Tara VanDellen), Nanton (Shellah Petersen) & Fort MacLeod (Liisa Gillingham & Adrian Pedro). This hard work and commitment has not gone unnoticed, the teams commitment to enhancing each of your emergency management programs along with enhancing all of your staff’s training and skills has been admirable. I would be remiss if I didn’t include the below timeline of training and exercises that were coordinated to ensure your team and their staff were prepared for the challenges of this exercise:

Training:

- BEM, ICS 100, Scribe & MEO Courses - completed online
- ICS 200 - January 27, 2022 & August 11, 2022 (hosted by Towns of Fort Macleod & Nanton)
- Reception Center Workshop – January 19, 2022 (hosted by Town of Claresholm)

- ICS 300 - March 3, 2022 (hosted by Town of Claresholm)
- ICS 201 Form Workshop - April 7, 2022 (hosted by Town of Claresholm & MD of Willow Creek)
- Information Officer Workshop – May 31, 2022 (hosted by MD of Willow Creek)
- DEM Workshops – April 8, 2021, November 4, 2021 & May 17, 2022 (Virtual & hosted by Town of Claresholm)
- TTXs for the 5 communities – May/June 2022 (hosted by each community)
- Planning P Workshop – September 20, 2022 (hosted by Town of Claresholm & MD of Willow Creek)
- Unified Command Drill – September 7, 2022 (hosted by Town of Fort Macleod)
- Functional Exercise – October 4, 5 & 6 (Unified Command portion was hosted by Town of Fort Macleod)

Exercise Design Team (EDT) Meetings:

- Were held monthly commencing January 28, 2021, usually via Zoom – 17 meetings in total were held
- Permanent records of EDT Meeting Agendas & Minutes are on file with the MD of Willow Creek
- 4 Steering Committee updates were provided (June 15, 2021; January 13, 2022; June 2022; & September 2022)
- A letter of support was provided by each community for the regional training and exercise program

We have received the after action report (AAR) for this exercise that has been saved in our files. This exercise and accompanying AAR meet the requirements of the Alberta Local Authority Emergency Management Regulations, as such the MD of Willow Creek, Towns of Claresholm, Nanton & Fort MacLeod have reset your four year cycle to conduct a full scale or functional exercise.

We look forward to a continued strong working relationship with all four municipalities, should you require any assistance with any aspect of emergency management please feel free to contact Garry at 587-594-4211, e-mail garry.dzioba@gov.ab.ca or Lorne Thompson 587-591-1874, e-mail lorne.f.thompson@gov.ab.ca .

Thank you,

Garry Dzioba
Regional Field Officer
Alberta Emergency Management Agency.

cc. Derrick Krizsan CAO / DDEM, MD of Willow Creek
Jason Hemmaway DEM Town of Claresholm
Tara VanDellen DDEM Town of Claresholm
Abe Tinney CAO / DDEM, Town of Claresholm
Shellah Petersen DEM Town of Nanton
Neil Smith CAO / DDEM, Town of Nanton
Liisa Gillingham DEM Town of Fort MacLeod
Adrian Pedro DDEM Town of Fort MacLeod



CAO REPORT

October 24, 2022

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

I attended the 2023 Alberta Municipalities conference in Calgary. There were several sessions of note, including a leadership session for CAOs, which stressed the importance of supporting staff properly (training, coaching, and mentoring, resources and capacity) so they can perform to their highest level. I also attended an affordable housing panel consisting of academics, front-line workers and private industry workers. There are affordable housing challenges across the province and country. The Town of Claresholm will be receiving an affordable housing strategy from RDN in the coming weeks.

The Director of Corporate Services and I have met several times over the last month to draft a preliminary 2023 operating budget. We also met with several members of the staff to discuss expenditure reductions, along with possible revenue increases. Administration is mindful of Council’s desire for fiscal prudence and have presented the preliminary budget to the Audit and Finance committee. Administration will continue to seek savings in the budget as we prepare the interim budget for Council’s approval in December.

The community development committee met on the 6th and discussed development issues in town. The committee and administration are working on business cases and best practices for town led development.

The Wage Negotiating Committee had its initial meeting on October 3. The committee nominated the Mayor to be the committee chair. Meetings between the committee and union will likely not occur until the beginning of November at the earliest, but the collective bargaining process has begun and the union has requested several items of information from the town to inform their processes.

I also attended the regional emergency management functional exercise. Many staff were involved as we set up an incident command post to respond to a mock tornado and airplane crash disaster in town. On the second day of the mock disaster, elected officials and administration from Fort Macleod, Claresholm, the M.D. of Willow Creek and Nanton gathered in Fort Macleod to run a unified command where all emergency management personnel worked together to respond to mock disasters in our respective communities.

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

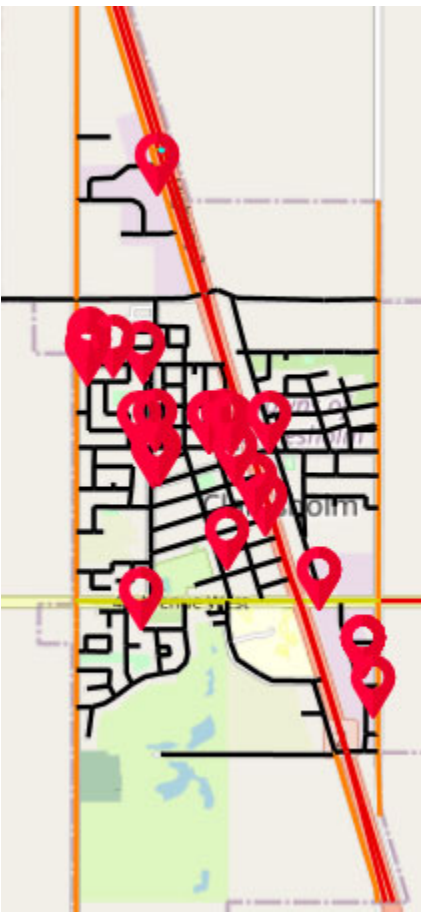


INFORMATION BRIEF

Meeting: Oct 24, 2022
Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT Sept/Oct 2022

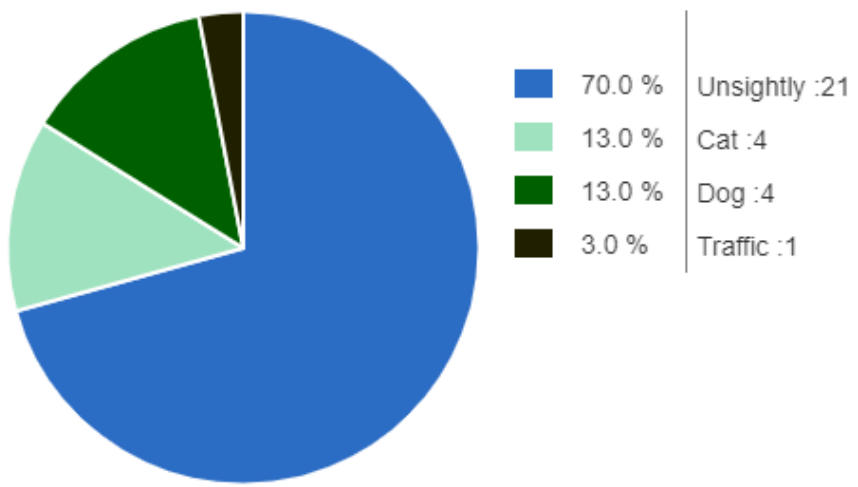
Report Mapping



Aug/Sept Highlights:

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.
2. 8 Animals brought into CARES
 - 4 Cats
 - 4 Dogs
3. Unsightly Properties have increases slightly and is being closely monitored for repeat offenders.
4. Bylaw Officer started 30 files in between Sept 19 – Oct 18.
5. Dogs off leash around town calls have declined 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 survey results for the lowering of the Town speed limit is in and the results show that 60 percent were not in favor of the change, results presented to the Town Council.

Total number of requests by Service Type :



	Opened	Closed
Unsightly :21	7	14
Cat :4	1	3
Dog :4	1	3
Traffic :1	0	1

DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 9/26/2022 - 10/21/2022

Claresholm

Financial

- 2023 Budget is well underway and has dominated my time over the last month. I have had half a dozen meetings with the CAO, going through the budget line by line to find savings/cuts to try and tax increases to NIL. We have also had meetings with department heads or different groups of employees to brainstorm and come up with other operational changes that could be made to save money. These meetings will continue.
- First round of 2023 budget meeting were held with Council on Oct 19, in Audit & Finance and FIPC committees.

General

- Mock disaster occurred on October 5th, along with some exercises, and meetings before and after that date in conjunction with that day. It was a lot of work and kudos are deserving for all involved. It was a very successful exercise.
- Holidays and sickness have had a significant impact on our operations in the office. Everyone on the team has been amazing at helping one another out and filling unfamiliar roles to fill in the gaps and provide coverage.
- New Time and Attendance and Payroll system has been fully rolled out and staff are adjusting well to it. It has been a lot of work to get it set up specific for us, but everything is working great and the time will have been well worth it. This should provide some significant savings in man hours moving forward, as well as provide greater transparency for staff.
- Received our new copier. It is a new brand and new supplier, so there is a learning curve and fair bit of setup to get it working for everyone. Staff appear to be transitioning fairly well.
- Campground Attendant position was tendered and responses received. Contract has been awarded now for the 2023 season, and we are hopeful it will be a good fit.

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

Economic Development Officer's Report

Town of Claresholm

October 20, 2022



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

Since the submission of my September 15, 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. Continued discussions with property owner of highway-commercial/country-residential to explore solutions with the Community Development Committee.
2. Passed on response to site-selection inquiry for European Manufacturing operation.
3. Met with aspiring entrepreneur to discuss options for a health and wellness centre
4. Zoom call with owner of welding shop in Tanzania wanting to invest in Claresholm
5. Met with RNIP candidate from China regarding foreign investment in Claresholm
6. Connected a possible tenant with owner-operator of commercial space
7. Met with local business owner regarding Alberta entrepreneur and Alberta nominee immigration programs
8. Consulted staff from the City of Okotoks and Town of Trochu on rural immigration and retention.

Economic Development Officer (EDO)

After 2-years, I stepped-down as Chairperson for the Lethbridge LIP Community Partnership Council, but will remain a member of the organization as it continues to provide meaningful knowledge and resources.

I accepted an invitation and presented at the SouthGrow Rural Immigration Pathways event in Lethbridge, on October 5, 2022. Other presenters included Lethbridge Family Services, Rural Development Network, Alberta Labour & Immigration, and the Town of Taber.

Economic Development Committee (EDC)

The EDC met in Council Chambers, September 20th, from 7:00 pm – 7:37 pm, with 9 members attending in person and online; 1-RNIP Community Recommendations were approved.

The EDC met in Council Chambers, October 17th, from 7:00 pm – 9:42 pm, with 7 members attending in person; 2-RNIP Community Recommendations were approved; discussion on RNIP program integrity took place; discussion on land development in Claresholm took place.

Economic Development Assistant (EDA)

In addition to secretary to the Economic Development Committee, the EDA coordinated a summer photo contest to build inventory of community images for marketing; coordinated Opportunity for Growth on Succession Planning; updated community rental property list; made progress on shingle sign program; responded to multiple inquiries from public and business; prepared an information brief on Sign-Up Alberta; participated in Town Emergency Exercise; requested quotes for professional services and promotional items; and still had time to deliver a Town branded umbrella to a veteran at the museum during a rainy outdoor event.

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 assisting the Welcoming Claresholm Committee. Co-hosted the RNIP Thanksgiving Dinner event on October 7th with close to 70 people in attendance at Putters Restaurant.

Engagement Coordinator

The Engagement Coordinator has begun co-hosting Welcoming Claresholm Committee, updating and engaging the volunteers, assisting with social media, and co-hosted the RNIP Thanksgiving dinner event with the Diversity Coordinator. Planning is underway for winter activities and the welcome staff are engaging the Chairperson and Secretary of the Welcoming Committee.

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 in September and October include Front Desk Clerk at Best-7 Inn, Retail Sales Person at Claresholm Shell Canada Ltd, and Supervisor at Willow Creek Recycling Inc.

The RNIP program has been extended until August 2024. However, to allow for processing time community recommendations cannot be issued after February 2024.

Plans are underway for an employer assessment and candidate check-up for participants of the RNIP program. Also planning rural immigration education sessions for employers and candidates.

Housing Needs Assessment & Affordable Housing Strategy

Rural Development Network has indicated that the final report for housing and social needs is delayed as they still await updated information from Statistics Canada. The EDO expects a tentative final copy before the end of October regardless of the remaining information.

Claresholm & District Chamber of Commerce

The Chamber of Commerce met September 22nd however I was not able to attend.

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. At the most recent meeting Director of Rural Programs for CCIS stated that in many ways Claresholm is far ahead of much larger communities in terms of welcoming initiatives.

The Welcoming Claresholm Committee (WCC) met on September 27th. The Diversity and Engagement Coordinators attended. Discussion resulted in the committee wanting to take more control over the direction of the agendas and activities which is great news.

Direction from Council

On October 10th Town Council passed a motion directing the Economic Development Officer to submit applications to the Alberta Advantage Immigration Program, Rural Entrepreneur Stream, as well as an application to the Ministry of Labour and Immigrations Alberta Settlement and Integration Program, Rural Capacity Stream.

Other important meetings and activities

- September 19th Coordinated site-selector visit and tour at Claresholm Airport
- September 21-29th Out of office for holiday
- October 4th Consulted Western Regional Enterprise Network (Nova Scotia)
- October 5th Presented at SouthGrow Rural Immigration Pathways Event
- October 6th Community Development Committee

Submitted,

Brady Schnell, Economic Development Officer

DEVELOPMENT OFFICER REPORT

For: 9/20/2022 - 10/20/2022



Claresholm

Development Permits

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

Compliance Requests

- ❖ 6 compliance requests received.

Miscellaneous

- ❖ Local Press Ads – Public hearing notices, MPC approved ads, development reminders, fall eco tips.
- ❖ Emergency Management – October was a busy month with the mock disaster finalized and completed on Oct 4-6th. Debriefs were held on Oct 13th. October 20th -Resilience Builders Network: Information Session meeting put on by Alberta Emergency Management Agency.
- ❖ CDC (Community Development Committee) meeting – Oct 6th continued work on investigations, land sales, preliminary plan reviews, bylaw updates, etc.
- ❖ MPC meeting – October 21st, 2022.

On-going projects

- ❖ Road closure bylaw – Still waiting for both road closures to be returned from the province.
- ❖ Asset Management – Groups created for the next round of training through FCM. The Town will work alongside 8 other municipalities around southern Alberta (i.e. MD of Willow Creek, and the Town and MD of Pincher Creek)
- ❖ Amundsen Park project – Contractors have completed the plaza construction and we were able to add sealer into the project within budget. The construction fence will remain until the end of October in which time the pavilion contractors should be completed. Thanks to the Town crew who worked to retrofit and install the railing, create a new railing for the ramp, paint the building and will continue to complete the remaining landscaping remediation. A new grant application being drafted (deadline for submission November 1, 2022).

*Submitted by
Tara vanDellen,
Planner/Development Officer*

FCSS REPORT TO COUNCIL FOR OCTOBER

- September was the Tim Horton's Smile Cookie Campaign. They chose FCSS as the receiver of the money again this year. We have been told it was around \$4000.00. We look forward to receiving that.
- Holly hosted a Drumming event during the week of National Truth and Reconciliation. We invited an Indigenous man from the AB Friendship Centre to share his customs, traditions with drums and some songs with 20 participants. Many of the attendees asked us to host this again. They thought it was amazing.
- Participated in the Mock Disaster training. Holly and I opened a reception centre in Nanton to show how we would set it up to help the people in Nanton so they could understand what is needed for them in an emergency situation. We had 3 volunteers to act as our shelter residents. Two ladies from AEMA came to observe us and they were very helpful answering some of our questions. We discovered a couple of things that needed to be changed so it was very helpful. Also, was asked to attend the unified command mock up the following day and got to share some of our findings with the group.
- Hosted a Ladies' Craft Night at the Social Centre. We had 12 attendees that created wooden foxes to display outside.
- Continue to host the Caregiver Support Group. We have quite a mix of caregivers and depending on who is attending, it changes the conversations.
- Attended the staff debrief on the mock disaster, which Jason hosted.
- Met with our support helper 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.
- Wrapping up the planning of the FCSSAA conference in Edmonton. It looks like it will be a really great event and I am excited to be attending.
- Working on the reporting for the Family Resource Network Grant. There is one report that goes to the Hub (High River) and one larger report that goes to the FRN directly. This report is the data and outcomes side. There is also a financial report which I handed in earlier this month. This is the 2nd quarter of the final year of the grant. They are looking at extensions for one more year and then will decide how to proceed.
- Met with the minister of the Pentecostal Church to see if there were any grants I knew of to update the basement rooms where we operate our Tumbling Tots program.
- Attended a Station meeting. They are looking at running a fundraiser in November. We will help in the planning of that.
- We have had a few tough cases again relating to housing and we have been trying to accommodate them but we have few resources.
- Advertisement has gone out for the 0.5 position for an Elder Abuse Prevention Worker. We had about 7 apply so far and have chosen 3 to interview.

TOWN OF CLARESHOLM FIRE DEPARTMENT

MONTHLY UPDATE

FOR THE PERIOD OF: 17-SEPTEMBER-2022 to 17-OCTOBER-2022

1. Call volume is fairly steady for this reporting period with 30 calls compared to 33 last reporting period. Call highlights in this reporting period include:
 - a. 9 EMS Co-Responses / First Responses
 - b. 5 Structure / Vehicle Fires
 - c. 3 Motor Vehicle Collisions
 - d. 2 Outside Fires (wildland / grassland etc.)

As of this report we've passed **271** calls which beats 2020-21's calls that came in at **265**, with a couple weeks remaining in the fire year it'll be interesting to see how many calls we finish with.

2. As we hinted at last month, the Fire Department will be doing a fall fundraiser – due to the overwhelming success of the 2021-2022 Claresholm Fire Calendar, the members have again decided to step in front of the camera and make a 2023 Calendar!! Funds raised will be in support of the purchase of the Electronic Extrication Tools. This may seem like a lot of fundraising, but even one set of 3 tools (Jaws, Spreaders, and Rams) is very expensive. We do thank and appreciate the community for their support, and hope they'll enjoy another year of looking at those that serve their community!
3. Every year in the beginning of October the NFPA dedicates one week to Fire Prevention – this started after the Great Chicago Fire of 1922. This year's theme was **Fire Won't Wait – Plan Your Escape!** We attended the Play School to speak about fire safety, as well the three Grade One Classes from West Meadow Elementary came to the Fire Hall for fire truck & hall tours, as well as watched a video on fire safety, and “helped” a member get in to his turn-out gear. Having the students watch the firefighters go from street clothing to fully geared up and on

their SCBA shows them that it's the same person inside and outside the gear, and to not be afraid if/when they see a firefighter in an emergency situation or fire.

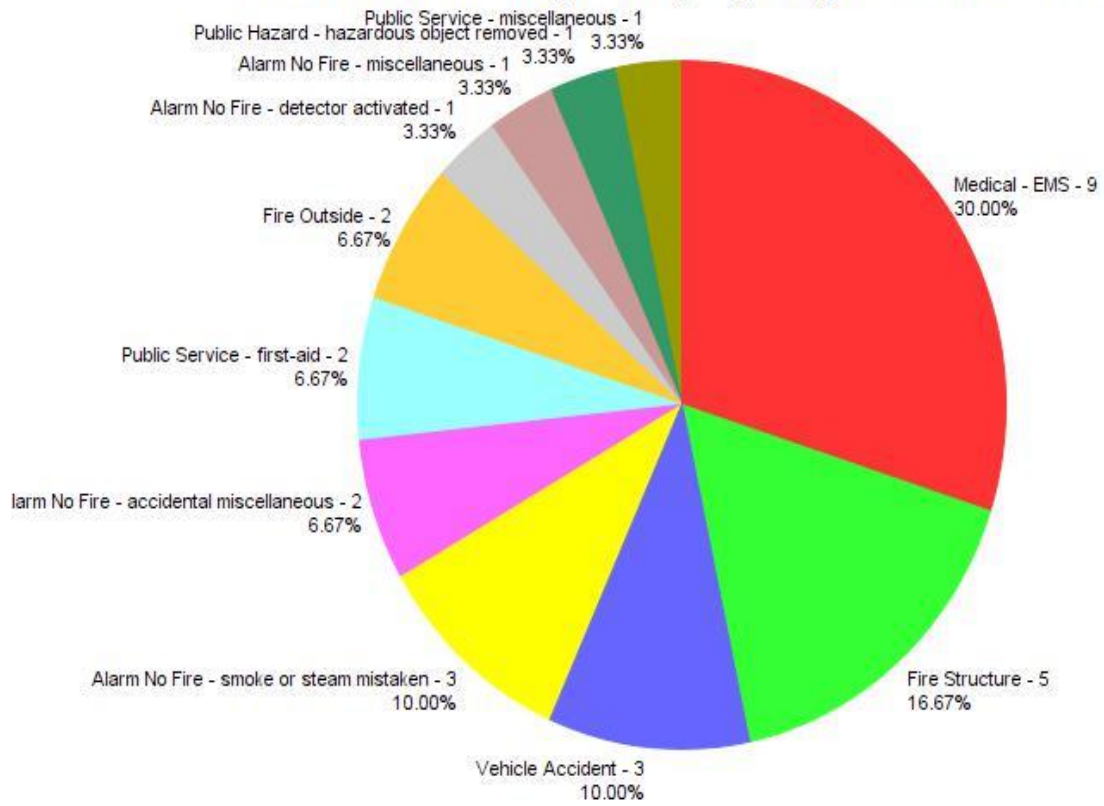
4. Claresholm Fire Chiefs White & Woodman also took part in *Operation Flying Bull* – a 3-day exercise to put to the test our past 3+ years of emergency management training. It was great to see all the members come together and work so well together. Day 3 of the exercise saw key senior personnel attend a unified command center in Fort MacLeod for the final day of the exercise. It was exciting to see how well staff from different Towns and departments came together to make this exercise a success.
 - a. Special Thanks to our Town of Claresholm Director of Emergency Management (DEM) Jason Hemmaway and Deputy Director of Emergency Management (D-DEM) Tara VanDellen for getting us prepared these past few years and making the team and overall exercise such a success. Thanks also to all the members from the other Town departments that were part of the Incident Command Post – your skill, training, and departmental knowledge was instrumental in our overall success.
5. The Chiefs have only 1 safety codes file open, and 2 fire investigations open at this time. However, we will be commencing our Town of Claresholm Facility inspections next week, so those numbers will increase. Annual Fire Safety Codes inspections are done on Town Facilities to ensure occupant and staff safety.
6. Attached are various aspects of the fire danger forecast and call break-downs for the reporting period. As you'll notice in the fire danger forecast, the fire danger, drought code, etc. is all still high to very high – highlighting the fact that until we get significant moisture (snow, rain, both?!), we ask that everyone be fire smart!

Respectfully submitted,

Craig White
Fire Chief
Town of Claresholm



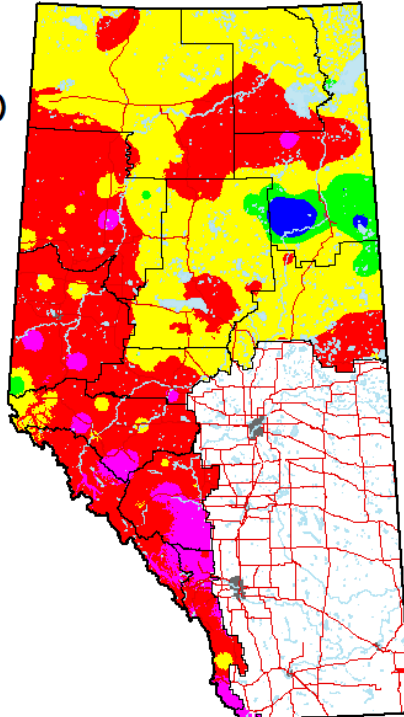
Claresholm Fire Responses by Type Sept 17 - Oct 17 2022



Alberta

Fire Danger (Fire Weather Index) for October 17, 2022

- Low
- Moderate
- High
- Very High
- Extreme
- No Data

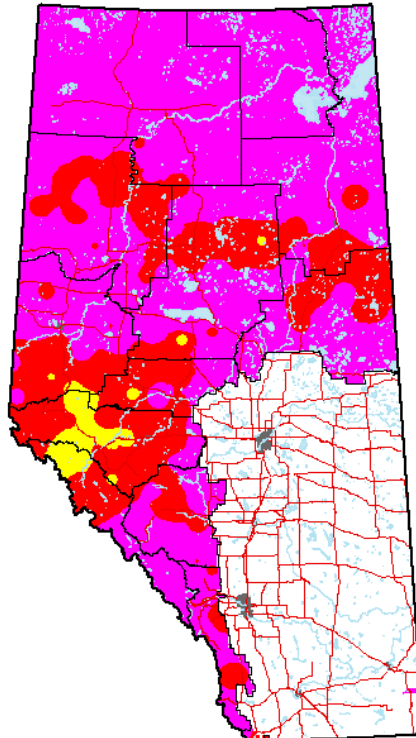


Alberta Government
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Map created on Oct-17 at 14:06

Alberta

Drought Code for October 17, 2022

- 0 - 79
- 80 - 189
- 190 - 299
- 300 - 424
- 425+
- No Data

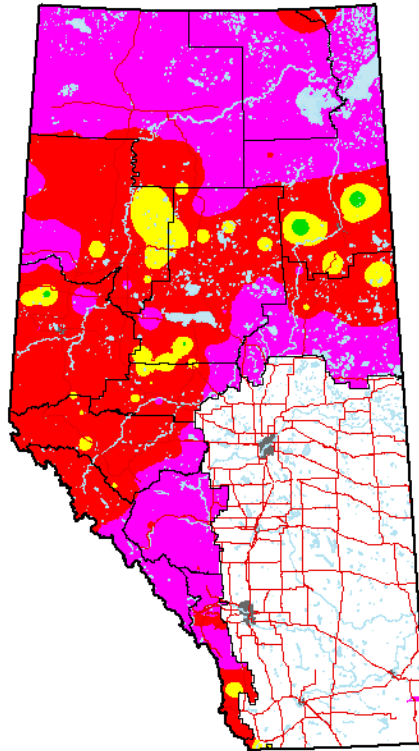
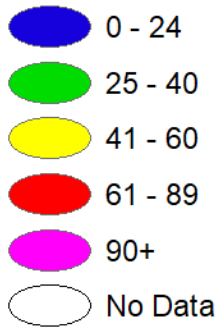


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Alberta

Buildup Index

for October 17, 2022

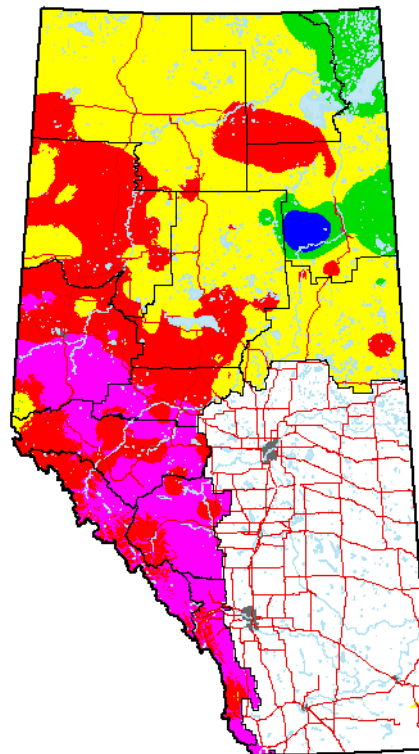
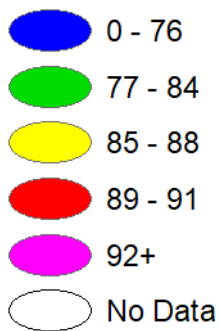


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Alberta

Fine Fuel Moisture Code

for October 17, 2022



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Map created on Oct-17 at 14:05

OCTOBER 2022

HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources/Payroll

The new ADP Payroll system is now in full swing. The employees have taken to it very well.

All summer staff, except the gardener, have now finished up their seasons. Gardner is now focused on watering trees, finishing end of this month.

Assessment and Taxation

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

The C.O.P.T.E.R. applicants have been notified that their applications were successful.

Below is the amount of outstanding taxes, at October 18th, 2022 not including TIPPS Participants.

Taxes outstanding are **\$462,532.04** summarized as follows:

\$ 378,743.63	Current Taxes Outstanding
\$ 17,645.24	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 hearing dates have been set for November 9th, 23rd and 24th.

INFRASTRUCTURE SERVICES REPORT

for October 2022



Buildings The west facing doors at the Community Center were replaced, with new exterior concrete aprons to allow better accessibility. The bathroom exterior at Admunson Park was also repainted. The leak at the daycare has been repaired and some drywalling/painting remains.

Sidewalks We have now completed the 2022 sidewalk replacement, all budget spent.

Streets Potholes are being dealt with as manpower allows and some dust control was also done on Alberta Road. The roads through Centennial Park have been regraded and oiled. Waiting on the paving contractor to return to complete our pavement patches before winter.

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. Work is underway at the lagoons for the valve replacement project.

Water Distribution No problems to report.

Storm Sewer Drainage No issues to report.

PARKS The new pavilion at Admunsen Park is under construction and going well. Construction should be completed by end of Nov. for phase 1. All irrigation has been blown out and grounds are being prepared for winter. 35 new trees were ordered and planted in various areas around town by staff. The gardener has stayed on for an additional month to water all trees in for the fall.

ARENA System is operating well with no problems. Booking Schedule is filling up and the new concession operator has set up and is open for business. We are anticipating a great season at the arena.

RECYCLING E360 has been having a few truck issues with leaking hydraulic fluid. On more than one occasion this has happened. We have offered to assist if they experience any more issues while in town collecting.

GARBAGE Our Collection program is running well with public works filling in for vacations.

EQUIPMENT Maintenance and repairs are done as needed. All equipment is operational, at this time, but trouble is being experienced in the transmission of the newer garbage truck. This is being looked at.

STAFF Operating with low staff numbers all summer, only 4 weeks of holidays were used in October.

Reported 19/10/22 by

Mike Schuweiler

Director of Infrastructure

CLARESHOLM RECREATION

September-October 2022 Recreation Report



October 18, 2022

Authored by: Denise Spencer

ARENA

- Out of Town Tournaments have their deposits in, all renters have been informed that there is a concession in the building
 - 3 Out of Town tournaments are booked
 - 4 Minor Hockey tournaments
- October 22 & 23 weekend was not able to be rented, this weekend was typically an exhibition tournament in years past.
 - Calgary Minor Hockey has changed their rules, they will not allow any tournaments during their seeding round, this affects a weekend that we had previously had no issues renting
- 4 new trees were planted at the east entrance to the Arena parking lot
- The New Fox grand opening was October 7, 2022, we wish her many successes with it! She is looking at doing a telephone ordering system, and is doing her upmost to work with the arena schedule.
 - Bugs to be worked out; ensuring the operator is able to have a set schedule for Friday, Saturdays & Sundays
- Arena Advertising: we continue to have inquiries. Most of the boards on the ice are full from the bleachers.
- CAHL, Central Alberta Hockey League which Claresholm Minor Hockey is part of is causing difficulties with the Claresholm Arena Schedule (and other communities) because they were delayed with releasing their schedule, and are only doing U11 & U13 a couple weeks in advance
- 23 Tournament Ice inquiries in addition to the tournament ice slots that have been booked for 2022-23 season.

CAC

- We have not made a decision regarding a security camera at this time, the best ones are wired in.
 - Lorex was recommended, with rechargeable battery, WIFI capabilities, and able to view on a laptop
 - Cost is approximately \$500
- Staff have been advised that when the temperature drops below 0 degrees Celsius, they will be using the pool hallway entrance that the public use. This is to ensure we do not freeze the public in the pool area.
 - They would need to call the pool or ring the doorbell to have a staff member open the hallway
 - Personal security is key
- Self Defence for staff: this is open for all councillors and town staff as well as the public.
- Pool Annual Shutdown: November 14 to December 19th (in the meeting minutes they have it for December 5th, that is wishful thinking, the earliest it has opened is 4 weeks)
- Sport Coach Level 1 was hosted September 24th. 4 staff members attended.
- Reached out to the Laughing Yoga facilitator, asking if she would like to rebrand the program, and try again in the winter.
- In the Month of September and October we have had to adjust programming, and cancel some scheduled swim times due to personal commitments and staff illness.
 - We are still working to determine how to manage this as there is not a lot of interest for senior guards at a part time level.
- BootCamp with Shallow Play: The Shallow play has not generated the interest with parents that we thought it would.
 - BootCamps numbers have increased. The senior guard on Tuesdays and Thursdays has been working diligently to offer a quality program.
- The winter program guide will be out November 23, 2022
 - Currently reviewing programming; Survey Monkey results will be available soon.
 - Masters 18+ will be on the roster
 - Coach is looking at competitions for some of the participants, they would be responsible for their own entry fees.
- The Claresholm Aquatic Centre ran a short survey to help determine what direction we should go when offering Swim Lessons in the winter months, here is a snap shot view of the survey results. The survey ran from October

5-October 19. There were 25 respondents. We chose to go with the free Survey with Survey Monkey, to export the information compiled there would've been a fee.

- Preschool 1 & 2 and Swimmer 1 & 2 are the lessons most needed
 - Due to the impact of Covid lockdowns on recreation many youth have not had lessons
- Weekday evenings are the most popular for lessons, with mornings coming in second
- 1 lesson on one weekday is preferred, with 2 per week coming in second
- No one surveyed was interested in the Swim Abilities program (swim lessons for those with disabilities)
- The Homeschool time of 11-12pm was not ideal for respondents, times that respondents were interested in have programming or schools slotted.
- There were 3 out of 7 respondents who were interested in advanced courses such as Standard First Aid and Bronze Medallion

Coed Recreation Volleyball

- Created poster for the league
- Volunteered time and created two teams for the league, bringing the number up to 6 teams from 4, yet still down from pre covid numbers of 8-9 teams.

Skate Park Association

- The group is still meeting monthly. They have applied for multiple grants, and are continuing to offer their services in the community. The new goal is to have the groundbreaking for the park in 2024.

SASG-Southern Alberta Summer Games

- Claresholm Southern Alberta Summer Games committee has a meeting scheduled October 24 to discuss Claresholm putting a bid in for future games
- SARA-Meeting called for November 2, 2022 in Lethbridge. No group has stepped up to host the games for 2023, and the majority of the SARA Board will likely be stepping down due to other commitments.



Claresholm



Utility Services Report
October 2022



Utility Services Manager

Brad Burns

3700 8th 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.
- Replace electrical room exhaust fan rooftop motor.
- Advantage Refrigeration onsite Praxair Co2 tanks compressor/tank issue.
- PARCON Construction onsite to repair and replace saturation tank feed line.
- K&B Heating onsite annual BMS boiler hydronic system service.

Saturation Feed Line Repair

Saturation feed pumps supply water from the common effluent tank to the saturation tanks that supply micro bubbles to DAF treatment as dissolved air bubbles in the primary treatment process



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.
- Trihalomethane (THM) and Haloacetic Acids (HAA5) samples delivered to Element Labs.

Training and Continuing Education Credits

- Online courses available.
- Planning "P" Workshop.
- Town Mock Disaster and unified command.
- Internal staff debrief (mock disaster).

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.
- CINTAS fist aid supply restock first aid kits and eyewash.

Chemical

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

Pumping Stations and Reservoirs

Highway Pump Station

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

East Side Reservoir (UFA)

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

M.D Willow Creek

Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Bacteriological, THM and Lead samples as per AEP code of practice.
- Check building daily and record as per AEP code of practice.
- Clean chlorine line, injection 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.
- Trihalomethane (THM) sample delivered to Element Labs.

Water Distribution

Universal Metering

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

Government Compliance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Trihalomethane (THM) and Haloacetic Acids (HAA5) samples delivered to Element Labs.

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.
- Pre-release and lagoon release samples sent to Element Labs.
- Lagoon release samples sent to Element Labs.
- Annual lagoon release completed (September 19th – October 4th total 709,188 m3).
- Wastewater discharge amount reported to Effluent Regulatory Reporting Information System (ERRIS).
- Wastewater yearend report sent to Alberta Environment and Parks

Harvest Square Lift Station

- Check lift station online daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.

Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.
- WHISSELL Construction onsite for outfall line and sluice gate replacement.

Lagoon Outfall Line Valve and Line Replacement

Construction started on lagoon outfall sluice gate and outfall line to Willow Creek



Raw Water Supply

Pine Coulee Reservoir

- Chain Lakes Reservoir **92.69 %** level **1296.77** geodetic meters, **13358.78 (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)**

Pine Coulee Supply Line

- Visually check supply line valve, hydrants air release valves, vaults bi-weekly.
- Pump out meter vaults and turn off water on service lines.
- Exercise valves on Pine Coulee Line.
- Operate fire hydrants on Pine Coulee Line.

Fire Hydrants on the Pine Coulee Supply Line

Operating fire hydrants on the Pine Coulee supply line annually to ensure proper operation



Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir **6132 mm 87 %**
- 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.

Golf Course Raw Water Turnout

Raw water from Pine Coulee is redirected to the golf course ponds through the raw water turnout





Town of Claresholm

Council Committee Report

Date: October 24, 2022

Mayor Petrovic	<p>Sept 27, 2022 Alberta Policing with Minister Shandro Shandro</p> <p>Sept 29, 2022 RNIP/ Welcoming Claresholm Thanksgiving Diner What an amazing event put on, it was great to meet and socialize with the recent RNIP individuals.</p> <p>October 3, 2022 Wage Negotiations Dates have been set to start negotiations with the Union</p> <p>October 5 & 6, 2022 Emergency Management The Town of Claresholm staff participated in 'Flying Bull' exercise. It was a collaboration between the municipalities of Nanton, Claresholm, Fort Macleod and the MD of Willow Creek in a regional training exercise for emergency management. I am extremely proud of the work the staff put into this project. They were well versed in their roles and ensured that the elected officials were set up for success.</p> <p>October 17, 2022 Economic Development Lots of great discussion in regards to the future of Claresholm and its development in all aspects. Looking at future grants for employees.</p> <p>October 18, 2022 Pink Tea The Library hosted the Pink Tea in honour of the five women who petitioned the Supreme Court of Canada in 1928 to include females in the definition of "persons" in Section 24 of the British North America Act. Myself and the Mayor of Okotoks Tanya Thorn, for an afternoon of discussion and celebration.</p> <p>October 19, 2022 FIPC, Audit & Finance Council was updated on our capital projects as well as other upcoming projects that need to be looked at in the near future. We also reviewed different options for garbage services within the community as well as reviewed the 2023 budget.</p>
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Town of Claresholm

	<p>October 21, 2022 MPC 2 items on the agenda</p>
Councillor Carlson	
Councillor Cutler	
Councillor Kettles	
Councillor Meister	
Councillor Schlossberger	<p>Oct. 7: Attended Welcoming Claresholm Thanksgiving supper for newcomers. About 60 participants. Was wonderful evening. Nice to see all the people we have welcomed to Claresholm. Young family's working here, starting businesses here, buying houses here.</p> <p>Oct. 13: RNIP interview. Went very good.</p> <p>Oct. 13: ORRSC executive meeting. Sub division applications not up to the number we were anticipating. Labour shortage and supply issues holding up development. Lost a junior planner. Looking to give our senior planners a raise. They have not had a raise in 12 years. Do not want to lose one of them. With the labour shortage everyone is out there trying to snip employees. Interesting times.</p>



Town of Claresholm

	<p>Oct. 17 EDC: Not much new here. Had 3 business inquiries from Bev Thorton at Alberta Southwest. Large companies wanting to start businesses in southern Alberta. We did not even try to engage these site selectors because we do not have available land to offer these people. Brady had a couple businesses approach him also, but once again we could not accommodate these businesses because we have no land to offer them. These opportunities would increase our tax base tremendously. Sure would help out with our budget discussions if we had 1 or 2 of these companies setting up shop in Claresholm.</p> <p>Oct. 18 RCMP Town Hall: I was the only one there. 4 people watching online. Will do the next town hall in the evening.</p> <p>Oct.19: Landfill meeting. Had a presentation from MD Ag on recycling grain bags, silage covers and baller twine. Think we have to participate in this program with Clean Farms. Looked over a quote on grass seeding. Financials looked good. Cash customers deliveries continue to go up. There is an average of 50 to 60 visits per day. Did a electronic roundup in Claresholm. Collected 6000 lbs of electronic waste. One coming up next week in Fort Macleod next week.</p> <p>Oct. 19 FIPC and Audit and Finance meeting.</p>
<p>Councillor Zimmer</p>	



INFORMATION BRIEF

Meeting: October 24, 2022

Agenda Item: 10

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - September 26, 2022				
6	CORRES: RDN - Moved by Councillor Carlson to put two names forward for the Platinum Jubilee Medal (Alberta) Program through the Rural Development Network: Harold Seymour and Doug Leeds. CARRIED MOTION #22-125	Abe/Karine	Deadline for submissions has passed	Complete
17d	IN CAMERA: Personnel - Moved by Councillor Zimmer to approve the HR matter as discussed in closed session. CARRIED MOTION #22-130	Abe	Work is complete on this item.	Complete
Regular Scheduled Meeting - October 11, 2022				
5	CORRES: MD of Willow Creek - Mayor Petrovic and Councillor Schlossberger will attend the Legacy of Our Land Banquet on behalf of Town of Claresholm Council.	Abe	Notification Sent	Complete
6	CORRES: Royal Canadian Legion - Mayor Petrovic will attend the presentation of the first poppy on October 28, 2022.	Abe	Notification Sent	Complete
8	CORRES: Claresholm & District Health Foundation - Moved by Councillor Schlossberger to support the Claresholm & District Health Foundation's 15th Annual Gala to be held October 22, 2022 in the amount of \$1,000. CARRIED MOTION #22-131	Karine	Payment sent	Complete
9	CORRES: 2A Girls Volleyball Provincials hosted by WCCHS - Moved by Councillor Cutler to support the 2A Girls Volleyball Provincials hosted by WCCHS in Claresholm from November 24-26, 2022 with a contribution of \$2,500. CARRIED MOTION #22-132	Karine	Payment sent	Complete
10	CORRES: 3rd Annual Claresholm Haunted House - Moved by Councillor Cutler to support the 3rd Annual Halloween Haunted House to be held at the Claresholm Community Centre the weekend of October 28, 2022 with a donation of \$660 to cover the cost of renting the space. CARRIED MOTION #22-133	Brady	Lodge Hall booked for Oct. 29 & 30. Arranged 5:00pm access for set-up on Oct 28th.	Complete
11	RFD: COPTER - Moved by Councillor Cutler to accept the application and exempt the taxes for the Claresholm Curling Club for three years, 2023-2025. CARRIED MOTION #22-134	Lisa	Letter sent Oct 12th, 2022	Complete
11	RFD: COPTER - Moved by Councillor Carlson to accept the application and exempt the taxes for the Claresholm Golf Club for three years, 2023-2025. CARRIED MOTION #22-135	Lisa	Letter sent Oct 12th, 2022	Complete

11	RFD: COPTER - Moved by Councillor Schlossberger to accept the application and exempt the taxes for the Prairie Winds Clubhouse Society for three years, 2023-2025. CARRIED MOTION #22-136	Lisa	Letter sent Oct 12th, 2022	Complete
12	RFD: Fort Macleod Minor Hockey Arena Fees - Moved by Councillor Kettles to set the ice rental fee at the Claresholm Arena for Fort Macleod Minor Hockey at \$85.00 per hour until the end of October 2022 to assist residents of the Town of Fort Macleod while their rink undergoes repairs. CARRIED MOTION #22-137	Denise	Fort Macleod has been notified of the rate, as has A/R	Complete
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 is due November 11, 2022	In progress
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

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: October 21, 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 August 17, 2022 at 10:00 A.M.

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

Delegation: M.D. of Willow Creek Reeve Maryanne Sandberg, Councilor Earl Hemmaway, Councilor John Van Driestan and CAO Derrick Krizsan

1. Chair Gord Wolstenholme called the meeting to order at 9:59 A.M.
2. Approval of Agenda

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

3. Delegations
 - a) M.D. of Willow Creek Representatives

Reeve Maryanne Sandberg introduced those in attendance from the M.D. of Willow Creek and went on to explain that the council of the M.D. of Willow Creek would like to see an alternative to landfilling waste. She explained that options to landfilling is included in the strategic planning of the M.D. Councilor Hemmaway explained that he was on the SAEWA board of directors and that initiative has not come to fruition. Hemmaway feels that a smaller local facility would be a better option, one in which that would allow the Commission to use the waste that is already landfilled. A benefit of a local facility would mean we would not have to site another landfill for generations. Councilor Van Driestan feels we all have to move ahead together. Councilor Schlossberger noted that the time is coming where we won't be able to have a landfill. He noted that affordability will be an issue. He is open for experts in the industry to talk councils in the entire region. Chair Wolstenholme noted that recycling is very important to keep landfilling amounts down. He further noted that the Commission does not have the money to fund this type of project. He stated that everyone could come together with the help of the federal and provincial governments. MD CAO Krizsan explained that the MGA allows municipalities to form municipal corporations which may be an option as well. Councilor Hemmaway would like to see a committee formed to work on an energy from waste facility for our region and further that perhaps this could happen during the October organizational meetings. Chair Wolstenholme explained the members would have to talk to their councils about forming a committee. Reeve Sandberg thanked the Commission for their time and the MD representatives left the meeting.

The Commission discussed that they would bring this information to their respective councils for consideration.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the M.D. of Willow Creek Administration Building August 17, 2022 at 10:00 A.M.

4. Approval of Minutes

a) Regular Monthly Meeting June 15, 2022

22.55 **Moved by Don Norby** to adopt the minutes of the June 15, 2022 regular monthly meeting as presented.

CARRIED

5. Financial Information

a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$5 621.66.

22.56 **Moved by John Kroetsch** to approve for payment, the accounts payable in the amount of \$5 621.66.

CARRIED

b) Check Detail June 16 to August 12, 2022

CAO Friesen presented the members with the check detail from June 16 to August 12, 2022 in the amount of \$65 724.02.

22.57 **Moved by Brad Schlossberger** to accept the check detail of June 16 to August 12, 2022 in the amount of \$65 724.02 as presented.

CARRIED

c) Bank Reconciliations June & July 2022 – Checking & 90 Day Notice Accounts

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

22.58 **Moved by Don Norby** to accept the June & July 2022 reconciliation reports for the ATB Financial checking account & 90-day notice account as presented.

CARRIED

d) ATB Financial Bank Statement ending July 31, 2022

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

22.59 **Moved by John Kroetsch** to accept the ATB Financial bank statement ending July 31, 2022 as presented.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the M.D. of Willow Creek Administration Building August 17, 2022 at 10:00 A.M.

5. Financial Information cont.

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

CAO Friesen presented the members with the Budget vs. Actual report ending July 31, 2022.

22.60 Moved by Brad Schlossberger to accept the Budget vs. Actual report ending May 31, 2022 as presented.

CARRIED

f) Balance sheet ending July 31, 2022

CAO Friesen presented the members with the Balance Sheet ending July 31, 2022.

22.61 Moved by Don Norby to accept the Balance Sheet ending July 31, 2022 as presented.

CARRIED

6. New Business

a) 2022 Groundwater Monitoring & Report Proposal

CAO Friesen presented the members with the proposal from Hasegawa Engineering and Consulting for the 2022 Groundwater Monitoring and Report. Friesen explained that the proposed fee is within our budgeted amount.

22.62 Moved by John Kroetsch to accept the Groundwater Monitoring and Report proposal from Hasegawa Engineering and Consulting in the amount of \$7 475.00 plus GST.

CARRIED

b) Insurance Renewals

CAO Friesen asked the members for their input regarding the 2022-2023 insurance renewals regarding Crime and Bond and Building and contents. After the discussion the members felt that last years amounts would be sufficient for the 2022-2023 renewals.

c) Pre-Authorized Debit WCB

CAO Friesen asked the members that she be authorized to submit a PAD application to WCB Alberta so that future WCB invoices to the Commission be paid by pre-authorized debit.

22.63 Moved by Brad Schlossberger that CAO Friesen be authorized to submit a pre-authorized debit application to WCB Alberta on behalf of the WCRWMS.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the M.D. of Willow Creek Administration Building August 17, 2022 at 10:00 A.M.

6. New Business cont.

d) Ford Truck

CAO Friesen explained that the landfill truck is starting to fail. Further she noted that the Commission has owned the truck for 17 years and that it has reached the end of its life. She asked if the members could ask if their municipalities had a truck that we could purchase. The members said they would ask if there was something available from their respective municipalities.

7. Old Business

a) Metal Recycling Update-For Information

CAO Friesen informed the members that the metal recycling has been completed and the Commission should receive approximately \$18 500.00.

b) Cell Development Update-For Information

CAO Friesen gave a brief verbal update regarding the cell development.

8. Correspondence

No correspondence.

9. General Landfill Information

CAO Friesen gave a brief verbal report regarding July 27, 2022 court appearance requirement, NLSS project start-up, 1st Aid training and online WHMIS training.

10. In Camera

No In Camera

11. Adjournment

Chair Wolstenholme declared the meeting adjourned at 11:34 A.M.

Chairman Gord Wolstenholme

CAO Cheryl Friesen

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 Willow Creek Regional Landfill facility on Monday, September 26, 2022 at 9:00 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

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

3. Delegations

No delegations

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

22.65 **Moved by John Kroetsch** to adopt the minutes of the August 17, 2022 regular monthly meeting as presented.
CARRIED

5. Financial Information
 - a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$45 228.58.

22.66 **Moved by Brad Schlossberger** to approve for payment, the accounts payable in the amount of \$45 228.58.
CARRIED

- b) Check Detail August 18 to September 23, 2022

CAO Friesen presented the members with the check detail from August 18 to September 23, 2022 in the amount of \$300 981.73.

22.67 **Moved by Don Norby** to accept the check detail of from August 18 to September 23 2022 in the amount of \$300 981.73 as presented.
CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Willow Creek Regional Landfill facility on Monday, September 26, 2022 at 9:00 A.M.

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

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

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

CARRIED

6. New Business

a) Request for Free Dump Day Town of Fort Macleod

The members discussed the request from the Town of Fort Macleod for a free dump day for the residence of the Town of Fort Macleod. CAO Friesen explained that the Town of Stavely and the Hamlet of Granum both offer spring/fall clean-ups and both municipalities pay the tipping fees. Chair Wolstenholme stated that he was not aware that the Town of Fort Macleod was asking for a free dump day. All of the members felt that if they granted the request to the Town of Fort Macleod they would have to do the same for all of the member municipalities.

22.69 **Moved by John Kroetsch** to send a letter to the Town of Fort Macleod declining their request for a free dump day.

CARRIED Unanimously

b) NLSS Invoice

7. Old Business

a) Equis – For Decision

CAO Friesen explained that she had been waiting for further information from Equis and AMSC regarding the cost of electricity. She further noted that AMSC could not give any solid quote as AMSC goes to tender for their rates. Equis did offer some savings to the Commission, Friesen recommended that the Commission consider the switch to Equis.

22.70 **Moved Don Norby** that the CAO Friesen be authorized to provide written notice to Equis of the WCRWMS Commission's intent to switch from Fortis to Equis for their electricity needs.

CARRIED

b) Fall Electronics Round-ups

CAO Friesen informed the members that the dates for the fall e-waste round-ups have been set with the Claresholm event scheduled for September 29th and the Fort Macleod event on October 21.

c) Fogdog Tour

The members had a round table discussion regarding the tour they attended on September 8, 2022

8. Correspondence

a) CAO Derrick Krizsan

CAO Friesen presented the email correspondence from MD of Willow Creek CAO Derrick Krizsan requesting information regarding waste streams and annual waste volumes.

22.71 Moved by John Kroetsch that CAO Friesen compile the information as requested and forward to CAO Krizsan.

CARRIED

9. General Landfill Information

CAO Friesen gave a brief verbal report the emergency services tour, chain link fence repair and fall work and the upcoming court date.

10. In Camera

22.72 Moved by Don Norby to go In Camera at 9:43 A.M.

CARRIED

22.73 Moved by Brad Schlossberger to come out of In Camera at 9:53 A.M.

CARRIED

22.74 Moved by John Kroetsch that CAO Friesen's overtime be paid out in the month in which it was earned and further that her accumulated overtime be paid out.

CARRIED

22.75 Moved by Brad Schlossberger that the landfill grounds man hourly rate of pay be adjusted as discussed during In Camera session.

CARRIED

22.76 Moved by Don Norby to go In Camera at 9:54 A.M.

22.77 Moved by Don Norby to come out of In Camera at 10:09 A.M.

10. Adjournment

Chair Wolstenholme declared the meeting adjourned at 10:09 A.M.

Chairman Gord Wolstenholme

CAO Cheryl Friesen



EXECUTIVE COMMITTEE MEETING MINUTES
July 14, 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, July 14, 2022, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance:

Executive Committee:

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

Staff:

Lenze Kuiper, Chief Administrative Officer

Absent:

Ian Sundquist

Chairman Wolstenholme called the meeting to order, the time being 6:03 pm.

1. Approval of Agenda

Moved by: Don Anderberg

THAT the Executive Committee approves the July 14, 2022 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Christopher Northcott

THAT the Executive Committee approve the May 12, 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. Subdivision Activity

The subdivision activity, as of June 2022, was presented as information.

b. New Hire – Raeanne Keer (Executive Assistant)

The Committee was informed of the recent hiring of Executive Assistant Raeanne Keer, who will be starting with ORRSC later this month.

c. ORRSC Periodical – Cryptocurrency Mining

The Q2 2022 edition of the ORRSC periodical was presented as information.

d. Regional Assessment Review Board Appeals Update

An update on the status of the Regional Assessment Review Board appeals.

e. Alberta Professional Planners Institute (APPI) Award Submissions

- a. Municipality of Crowsnest Pass MDP
- b. Miistakis Municipal Land Use Suitability Tool Report for the Municipality of Crowsnest Pass and the Municipal District of Pincher Creek

The CAO stated that applications have been submitted to the Alberta Professional Planners Institute (APPI) awards for the Municipality of Crowsnest Pass MDP and the Miistakis Municipal Land Use Suitability Tool Report for the Municipality of Crowsnest Pass and the Municipal District of Pincher Creek.

f. GIS Update

- a. Work Order Development – Town of Fort Macleod
- b. Park Concept Plan – Town of Milk River
- c. Drone – Town of Coaldale and Town of Magrath

Updates on the projects currently being worked on by the GIS Department for the Town of Fort Macleod, the Town of Milk River, the Town of Coaldale, and the Town of Magrath were provided to the Committee.

g. Staff Training

- a. Alberta Professional Planners Institute (APPI) October 23-25 Canmore
- b. Alberta Development Officers Association (ADOA) September 20-23 Camrose

The Committee was advised that staff would be attending the Alberta Professional Planners Institute (APPI) Conference on October 23-25, 2022 in Canmore, Alberta and the Alberta Development Officers Association (ADOA) Conference on September 20-23, 2022 in Camrose as a part of their ongoing professional development.

4. **Official Business – CONT'D**

h. Office Clean Up

The CAO provided an update on the Office Clean Up to the Committee.

5. **Accounts**

a. Office Accounts

(i) Monthly Office Accounts

(ii) Payments and Credits

Moved by: Christopher Northcott

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

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

CARRIED

b. Financial Statements

(i) Balance Sheet

- As of May 31, 2022

(ii) Comparative Income Statement

- Actual to May 31, 2022

(ii) Details of Account

- May 31, 2022 Closing Balance

Moved by: Don Anderberg

THAT the Executive Committee accepts the documentation regarding the Balance Sheet, as of May 31, 2022, as information;

THAT the Executive Committee accepts the documentation regarding the Comparative Income Statement, actual to May 31, 2022, as information; and,

THAT the Executive Committee accepts the documentation regarding the Details of Account, May 31, 2022 Closing Balance, 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 – September 8, 2022

10. Adjournment

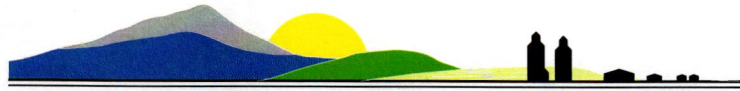
Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:14 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER



OLDMAN RIVER REGIONAL SERVICES COMMISSION

ANNUAL GENERAL BOARD OF DIRECTORS' MEETING

MINUTES

Thursday, June 2, 2022 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge) or ZOOM Virtual Meeting

BOARD OF DIRECTORS:

- | | |
|---|---|
| Colin Bexte (In Person)Village of Arrowwood | Brad Koch (Absent) Village of Lomond |
| Kent Bullock (Absent) Village of Barnwell | Gerry Baril (In Person) Town of Magrath |
| Dan Doell (In Person)..... Village of Barons | Peggy Losey (In Person) Town of Milk River |
| Mike Wetzstein (Virtual)..... Town of Bassano | Dean Melnyk (Absent) Village of Milo |
| Ray Juska (Virtual) City of Brooks | Victor Czop (Virtual)..... Town of Nanton |
| Roger Houghton (In Person) Cardston County | Marinus de Leeuw (In Person) ... Village of Nobleford |
| Allan Burton (In Person) Town of Cardston | Henry de Kok (In Person) Town of Picture Butte |
| Sue Dahl (Absent) Village of Carmangay | Tony Bruder (In Person)..... M.D. of Pincher Creek |
| Trevor Wagenvoort (Absent)..... Village of Champion | Don Anderberg (Virtual) Town Pincher Creek |
| Brad Schlossberger (Absent) Town of Claresholm | Ronald Davis (Absent)..... M.D. of Ranchland |
| Jesse Potrie (In Person) Town of Coalhurst | Neil Sieben (Absent) Town of Raymond |
| Tanya Smith (In Person)..... Village of Coutts | Don Norby (Absent)Town of Stavely |
| Dave Slingerland (Absent) Village of Cowley | Matthew Foss (In Person) Village of Stirling |
| Dave Filipuzzi (In Person)..... Mun. Crowsnest Pass | John Turcato (Absent)..... MD of Taber |
| Dean Ward (In Person) Mun. Crowsnest Pass | Raymond Coad (Absent) Town of Vauxhall |
| Kole Steinley (In Person)..... Village of Duchess | Christopher Northcott (In Person)..... Vulcan County |
| Gordon Wolstenholme (In Person)Town of Fort Macleod | Richard DeBolt (Absent) Town of Vulcan |
| Mark Peterson (Absent) Village of Glenwood | David Cody (In Person)..... County of Warner |
| Suzanne French (Virtual) Village of Hill Spring | Scott Alexander (Virtual)..... Village of Warner |
| Morris Zeinstra (Absent) Lethbridge County | Ian Sundquist (Absent)..... M.D. Willow Creek |

STAFF:

- | | |
|---|---|
| Lenze Kuiper..... Director | Jennifer Maxwell.....Subdivision Technician |
| Gavin Scott..... Senior Planner | Ryan Dyck..... Planner |
| Diane Horvath Senior Planner | Hailey Winder Planner |
| Bonnie Brunner Senior Planner | Kattie Schlamp Planner |
| Steve Harty..... Senior Planner | Yueu Majok CAD/GIS Technologist |
| Mike Burla (Virtual) Senior Planner | |

Chair Gordon Wolstenholme called the meeting to order, the time being 7:00 pm.

1. APPROVAL OF AGENDA

Moved by: Tanya Smith

THAT the Board of Directors approve the agenda for June 2, 2022, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Peggy Losey

THAT the Board of Directors approve the meeting minutes of December 2, 2021, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4. AUDIT PRESENTATION – Derek Taylor, Partner – KPMG LLP

Derek Taylor, Partner at KPMG LLP provided a brief overview of the 2021 Audited Financial Statements for the Oldman River Regional Services Commission. He reported that the financial statements present fairly, in all material respects, the financial position of the ORRSC for the year ending December 31, 2021. Excess revenues over expenses for the year totaled \$296,030 which may be used to build up operating and capital reserves. He also expressed appreciation for the opportunity to provide auditing services to ORRSC over the past several years.

5. REPORTS

a. Executive Committee Report

The Executive Committee Report was presented for information.

6. BUSINESS

a. Draft ORRSC 2021 Annual Report and Financial Statements

CAO Lenze Kuiper presented the 2021 Annual Report and shared a PowerPoint presentation. The presentation included highlights from the annual report and summarized the revenue and expense items. Subdivision activity over the years was also reviewed.

Moved by: Marinus de Leeuw

THAT the Board of Directors have reviewed and ratified the Executive Committee approval of the ORRSC annual report and financial statements for the year ending December 31, 2021

CARRIED

b. Subdivision Notifications to Board Members

Senior Planner Diane Horvath explained the history of subdivision referrals to ORRSC Board Members. Prior to 1995, the Oldman River Regional Planning Commission would act as the Subdivision Authority and approve the subdivision applications. As part of the circulation process, a subdivision referral would be sent to the ORRSC Board Member.

Today, the municipalities approve their own subdivision applications with an appointed Subdivision Authority. The ORRSC Board Members are appointed from the member municipalities, and often, the board members are also appointed to the Subdivision Authority or Subdivision and Development Appeal Board. Therefore, the ORRSC Board Members should not be receiving subdivision referrals in advance.

Moving forward, our office will discontinue the subdivision referrals to the ORRSC Board Members as this is a holdover from the former Planning Commission.

c. Year to Date Subdivision Activity – April 2022

CAO Lenze Kuiper presented the year to date subdivision activity from January – April 2022. During this time, there has been 82 subdivision applications to create 227 lots. Subdivision revenue is at \$160,685.00 compared to \$140,567.50 last year.

d. ORRSC Policy Review

The purpose of the Policy Review Committee is to review, revise and develop policies that will serve to guide the Executive Committee, Board of Directors, and staff of the Oldman River Regional Services Commission to fulfil the responsibilities and obligations of the Commission and to successfully provide the services expected from its Member Municipalities.

The Policy Review Committee will comprise of:

ORRSC CAO – Lenze Kuiper
ORRSC Planning Department Rep – Steve Harty
ORRSC GIS/Administration Rep – Jennifer Maxwell
ORRSC Executive – Neil Sieben
Administrative Support - TBA

The Policy Review Committee and Terms of Reference was approved by the Executive Committee on April 14, 2022. The timeline for this project is expected to take one year.

e. ORRSC Periodical – Cryptocurrency

The next edition of ORRSC's quarterly periodical will be on cryptocurrency and will be circulated in June 2022. The topic for the September 2022 edition will be short term rentals and vacation homes.

7. ACCOUNTS

a. Balance Sheet and Comparative Income Statement

Moved by: Gerry Baril

THAT the Board of Directors approve the balance sheet and comparative income statement for the 3-month period: January 1 – March 31, 2022.

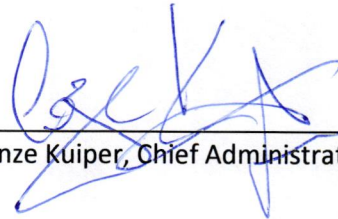
CARRIED

8. ADJOURNMENT

With no further questions and nothing further to discuss, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:44 pm.



Gordon Wolstenholme, Chair



Lenze Kuiper, Chief Administrative Officer

Alberta SouthWest Bulletin October 2022

Regional Economic Development Alliance (REDA) Update

❖ Alberta SouthWest Crown of the Continent Top 100 Story Award for the 5th year in a row!

“Dark Skies... Bright Future” was named as a Global Top 100 Sustainability Story for 2022 at the Green Destinations Conference in Athens, Greece on September 27, 2022.

Waterton-Glacier International Peace Park became the world’s first transboundary International Dark Sky Park in 2021. This is already attracting new business proposals for accommodations, tours and activities that build upon this natural asset.



❖ Strategizing for Investment Attraction



The second meeting of the Investment Opportunity Network (CAOs, EDOs and community partners) on September 29 featured discussion with **Invest Alberta** and **Travel Alberta** regarding how they can help us promote local investment opportunities and create an effective process to attract buyers and investors.

❖ How to sell your business

Succession Matching pilot project (2018-21) laid the foundation for this ongoing project with Community Futures. **Professional services are available to guide businesses** to plan longer-term transition or expansion. Information and sign-up link are on the home page of www.albertasouthwest.com

❖ Be READI to find the workers you need: Rural Employers’ Awareness on Diversity and Inclusion

This Rural Development Network (RDN) **pilot project invites 6-10 AlbertaSW businesses** to engage in learning how to attract newcomers with the skills you need. will help us share ideas for creating a productive and comfortable workspace. Call Bev if you have questions.

The point is made that many immigrants are already in Canada as students or temporary workers. How can we attract them to be rural residents? This is a pilot project; we will learn together!

How to participate:

<https://docs.google.com/forms/d/e/1FAIpQLSctkPiZFu8ryXi37iV5Vev6DUg9PDptofkYa3dfVjCL2d349O/viewform>

**Click on the above link and fill out the Expression of Interest form;
please submit by Friday, October 14, 2022**

❖ Manufacturing and Clean Technology

AlbertaSW and National Research Council (NRC) staff have met with innovative manufacturers in the region to explore opportunities and build upon those assets. More ideas to follow!

Alberta SouthWest Regional Economic Development Alliance

International Economic Development Council (IEDC) Accredited Economic Development Organization (AEDO)
2018-2022 Green Destinations Top 100 Sustainable Global Destinations and Top 3 Best of the Americas

Box 1041 Pincher Creek AB T0K 1W0

403-627-0244 (cell)

bev@albertasouthwest.com

www.albertasouthwest.com



Karine Keys

From: Kelly Smit <kellys@rowanhouse.ca>
Sent: October 19, 2022 11:33 AM
To: Kelly Smit
Subject: Rowan House Society's "Breakfast with the Guys" event reminder

Good Day!

I hope this finds you well! We hope you will consider joining us for our 5th annual "Breakfast with the Guys" event on November 2nd as we launch awareness for Family Violence Prevention Month. Tickets are still on sale and we hope you can join us at 7:00 am for a two hour kick start to your day! If you're not a morning person, our afternoon session for business owners and managers is from 1:00 pm to 3:00 pm and both events are in the Foothills Centennial Centre in Okotoks.

Tickets are available at www.rowanhouse.ca/events and for a snippet of Dr. Jackson Katz' work, please click here: [Jackson Katz TED Talks - Bing video](#)

Thank you for considering joining us for this very important conversation and for opening your gaze to a world where Domestic Violence is a topic that could be openly discussed.

Rowan House Society provides emergency support for families experiencing domestic violence and abuse. We offer 24 hour care in our shelter and support through our Outreach and Prevention programs where we can meet people where they are at in their journey and educate students in classrooms. Our post pandemic numbers are some of the highest we have ever seen both in Shelter and in our communities. By inviting Dr. Katz into the conversation and helping to educate our community, this is another tool we can use for the benefit of those we serve and those who may need our support but know not how to begin. Education is the biggest first step and the best tool in our kit to begin to break the cycle of violence. Please join us in becoming an active participant in the solution.

Sincerely,
Kelly Smit



Kelly Smit (she/her)
Resource Development Lead
Rowan House Society
24-Hour Support Line: 403-652-3311 (call/text)

Mobile: 403-601-9162
Email: kellys@rowanhouse.ca
Box 5121, High River, AB T1V 1M3
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PLEASE JOIN US FOR OUR 5TH ANNUAL
BREAKFAST WITH THE GUYS
FOOTHILLS 2022

Featuring:
Jackson Katz, Ph.D.
(www.jacksonkatz.com)

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