



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
APRIL 11, 2023
AGENDA**

Time: 7:00 P.M.
Place: Council Chambers
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: **ADOPTION OF AGENDA**

MINUTES: **REGULAR MEETING – MARCH 27, 2023**

DELEGATIONS:

1. **ROWAN HOUSE SOCIETY**
RE: Providing Support in the Community
2. **LIVINGSTONE-MACLEOD NDP CONSTITUENCY ASSOCIATION**
RE: Introduction of Nominee Kevin Van Tighem

ACTION ITEMS:

1. **CORRES: Hon. Rebecca Schulz, Minister of Municipal Affairs**
RE: JUPAs Between Municipalities and School Boards
2. **CORRES: Mayor Dave McKenzie, Town of Barrhead**
RE: Exemption of Newspaper Media from EPR Program Revisions
3. **CORRES: School Age Care Directors Association of Alberta**
RE: Lights on Afterschool Alberta
4. **CORRES: APWA Alberta Chapter**
RE: National Public Works Week
5. **CORRES: WCCHS 2023 Graduating Class**
RE: Donation to 2023 Spring Festival
6. **REQUEST FOR DECISION: Bulk Water Station**
7. **REQUEST FOR DECISION: Miscellaneous Fees Policy Update**
8. **REQUEST FOR DECISION: Fair Days Street Closures**
9. **REQUEST FOR DECISION: Regional Energy Management**
10. **REQUEST FOR DECISION: Golf Course Alcohol Approval**
11. **FINANCIAL REPORT: Statement of Operations February 28, 2023**
12. **INFORMATION BRIEF: Community Justice Centres**
13. **INFORMATION BRIEF: Municipal Tax Rate Comparisons**
14. **INFORMATION BRIEF: RNIP Program Update**
15. **INFORMATION BRIEF: Council Committee Reports**
16. **INFORMATION BRIEF: Council Resolution Status**
17. **ADOPTION OF INFORMATION ITEMS**
18. **IN CAMERA:**
 - a. **Land – FOIP Section 16**
 - b. **Personnel – FOIP Section 17**

INFORMATION ITEMS:

1. Claresholm Community Centre Association Meeting Minutes – February 28, 2023
2. Claresholm & District Transportation Society Meeting Minutes – Feb 16, 2023

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MARCH 27, 2023

Place: Council Chambers
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAfNL1KA/live>

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

ABSENT: None

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

MEDIA PRESENT: None

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

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

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

CARRIED

MINUTES: **REGULAR MEETING – MARCH 13, 2023**

Moved by Councillor Meister that the Regular Meeting Minutes of March 13, 2023 be accepted as presented.

CARRIED

PUBLIC HEARING: BYLAW #1758 – Land Use Bylaw Amendment

Mayor Petrovic declared the Public Hearing open regarding Bylaw #1758 at 7:00 p.m.

CAO Abe Tinney presented Bylaw #1758, a Bylaw for the purpose of amending Land Use Bylaw #1525 to redesignate lands for the purpose of a residential development. No formal submissions were received from the public.

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

No comments were received from the public regarding Bylaw #1758. No comments from members of Council were noted.

Mayor Petrovic declared the Public Hearing closed at 7:02 p.m.

DELEGATION: GREGORY HARRIMAN & ASSOCIATES LLP – Erin Gregory, CPA, CA
RE: 2022 Financial Statements

Erin Gregory, CPA, CA from Gregory Harriman & Associated LLP presented the draft 2022 Financial Statements to Council.

ACTION ITEMS:

1. REQUEST FOR DECISION: 2022 Reserve Transfers

MOTION #23-035 Moved by Councillor Meister to change the name and broaden the use of the funds in the Fire Truck capital reserve to the Fire capital reserve to be used for any capital expenditures related to the Fire Department.

CARRIED

MOTION #23-036 Moved by Councillor Schlossberger to change the name and broaden the use of funds in the Physician Recruitment operational reserve to the Healthcare Professional Recruitment operational reserve to be used for expenditures associated with the recruitment of healthcare professionals.

CARRIED

MOTION #23-037 Moved by Councillor Zimmer to transfer out of reserve funds for 2022 operational and capital purposes in the amount of \$690,799 for the year ended December 31, 2022 as follows:

Transfers from Operating Reserves

General - \$29,546
Policing - \$28,030
Physician Recruitment - \$1,200
Economic Development - \$33,331
Office - \$14,000
Fill dirt - \$20,000

Transfers from Capital Reserves

General - \$1,976
Water and Sewer - \$420,154
Land & Development - \$100,165
Playground Rehabilitation - \$42,397.

CARRIED

MOTION #23-038 Moved by Councillor Kettles to transfer 2022 unrestricted surplus funds of \$1,444,114 to Reserves for the year ended December 31, 2022 as follows:

Transfers to Operating Reserves

General - \$23,559
Policing Costs - \$37,398
Physician Recruitment - \$263
Trust accounts - \$1,115
Economic Development - \$22,450
Office - \$339
Fill dirt - \$355
Cemetery - \$16

Transfers to Capital Reserves

General – \$819
Arena – \$14,965
Recreation - \$25,612
Fire - \$49,152
Parks and pathways - \$853
Water and sewer – \$1,050,268
Land & Development – \$192,959
Garbage & recycling equipment – \$14,074
Acreage assessment - \$884
Tamarack Subdivision - \$546
Playground rehabilitation – \$218
Enforcement vehicle - \$2,183
Tax recovery land - \$257
Cemetery - \$5,829

CARRIED

2. REQUEST FOR DECISION: 2022 Audited Financial Statements

MOTION #23-039 Moved by Councillor Schlossberger to accept the Audited Financial Statements for the year ended December 31, 2022 as presented.

CARRIED

MOTION #23-040 Moved by Councillor Carlson to appoint Gregory Harriman and Associates LLP as the Town of Claresholm Auditor for the 2023 fiscal year.

CARRIED

**3. BYLAW #1758 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings**

Moved by Councillor Zimmer to give Bylaw #1758, a Land Use Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Cutler to give Bylaw #1758, a Land Use Bylaw Amendment, 3rd and Final Reading.

CARRIED

**4. CORRES: Alberta JSG (Justice & Solicitor General) Engagement
RE: Upcoming Town Halls**

Received for information.

**5. CORRES: Joe Ceci, MLA Calgary-Buffalo
RE: Meeting Opportunity at Spring Municipal Leaders' Caucus**

Received for information.

**6. CORRES: Workers' Compensation Board – Alberta
RE: Day of Mourning April 28**

Referred to Administration to acknowledge the National Day of Mourning on April 28, 2023.

**7. CORRES: WCCHS 2023 Graduating Class
RE: Spring Festival April 28, 2023**

Received for information.

**8. CORRES: Nancy Schroeder
RE: Highway Safety**

Received for information.

9. REQUEST FOR DECISION: RCMP Claresholm & Nanton Detachment Hubbing

MOTION #23-041 Moved by Councillor Cutler to send a letter to the RCMP regional administrators regarding the proposed hubbing of the Claresholm and Nanton detachments and that the letter should express concern over hubbing and the loss of coverage, slower response times and increasing responsibilities resulting from the hubbing.

CARRIED

10. REQUEST FOR DECISION: Claresholm Skatepark Association Beer Garden Event

MOTION #23-042 Moved by Councillor Schlossberger to approve the Claresholm Skatepark Association's Beer Gardens from 5-8pm at Amundsen Park on June 20th, 2023, as well as the use of Town tables and chairs to accommodate the event if required, provided they obtain all necessary approvals from the provincial government.

CARRIED

11. REQUEST FOR DECISION: Recreation Fees Policy Update

MOTION #23-043 Moved by Councillor Schlossberger to adopt the updated Recreation Fees Policy, Policy #5.7.10 Version 2.3 as presented, effective March 27, 2023.

CARRIED

12. REQUEST FOR DECISION: Health & Safety Policy Update

MOTION #23-044 Moved by Councillor Carlson to adopt the updated Health and Safety Policy, Policy #1.3.01 Version 3.0 as presented, effective March 27, 2023.

CARRIED

13. REQUEST FOR DECISION: Workplace Violence & Harassment Policy

MOTION #23-045 Moved by Councillor Meister to rescind Town Policy #1.2.01, Respectful Workplace Policy effective March 27, 2023.

CARRIED

MOTION #23-046 Moved by Councilor Zimmer to adopt the Workplace Violence and Harassment Policy and Procedures, Policy #1.2.02 Version 2.0 effective March 27, 2023.

CARRIED

14. REQUEST FOR DECISION: Active Transportation Fund Agreement

MOTION #23-047 Moved by Councillor Cutler that the Town of Claresholm can confirm that it meets all the requirements of Canada-Active Transportation Fund Agreement, and that the CAO can be authorized to execute the agreement on behalf of the Town of Claresholm.

CARRIED

15. REQUEST FOR DECISION: Mayor Petrovic's UCP Nomination Livingstone-Macleod

MOTION #23-048 Moved by Councillor Cutler to approve a Leave of Absence from Claresholm Town Council for Mayor Petrovic effective March 28, 2023 until May 30, 2023.

CARRIED

MOTION #23-049 Moved by Councillor Zimmer to approve the following temporary appointments to external boards and committees as follows effective March 28, 2023 until May 30, 2023:

- Joint Economic Development Initiative – Councillor Cutler
- Oldman River Regional Services Commission – Alternate: Councillor Kettles
- Physician Recruitment & Retention Committee – Alternate: Councillor Zimmer
- Willow Creek Agricultural Society Board – Councillor Carlson.

CARRIED

MOTION #23-050 Moved by Councillor Schlossberger to approve the following temporary appointments to internal boards and committees as follows effective March 28, 2023 until May 30, 2023:

- Community Development Committee – Councillor Cutler
- Emergency Management Advisory Committee – Councillor Cutler
- Municipal Planning Commission – Councillor Meister.

CARRIED

16. INFORMATION BRIEF: Alberta Settlement Integration & Languages Partnership (ASIP)

Received for information.

17. INFORMATION BRIEF: Alberta Municipalities Spring Leaders' Conference

Received for information.

18. INFORMATION BRIEF: CAO Report

Received for information.

19. INFORMATION BRIEF: Council Committee Reports

Received for information.

20. INFORMATION BRIEF: Council Resolution Status

Received for information.

21. ADOPTION OF INFORMATION ITEMS

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

CARRIED

22. IN CAMERA:

- a. Land – FOIP Section 16
- b. Personnel – FOIP Section 17
- c. Advice from Officials – FOIP Section 24
- d. Intergovernmental Relations – FOIP Section 21

Moved by Councillor Meister to go In Camera at 8:18 p.m. for the following items:

- a. Land – FOIP Section 16
- b. Personnel – FOIP Section 17
- c. Advice from Officials – FOIP Section 24
- d. Intergovernmental Relations – FOIP Section 21

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic stated that the live stream has ended at 8:18 p.m.

Moved by Councillor Zimmer to come out of In Camera at 9:04 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 9:04 p.m.

c. Advice from Officials – FOIP Section 24

MOTION #23-051 Moved by Councillor Cutler to approve a \$7,000 transfer from the Town's Land Reserves to support a successful grant application.

CARRIED

d. Intergovernmental Relations – FOIP Section 21

MOTION #23-052 Moved by Councillor Meister to award the contract for the Claresholm Fire Hall Expansion project to Southwest and to fund phase 1 of the project in the amount of \$43,385 from the Fire Capital Reserve.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:06 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic noted that recording ceased at 9:06 p.m.

Mayor – Chelsae Petrovic

Chief Administrative Officer – Abe Tinney

DELEGATIONS

Monday, March 20, 2023

Dear Town Council,

We are currently volunteering with the Livingstone-Macleod NDP constituency association and working with our nominee, Kevin Van Tighem. In preparation for the election in May, Kevin is trying to meet with as many folks as possible from different sectors so he can speak to the issues at hand with accuracy. His intent is to listen and learn and, where possible, bring issues forward at a provincial level as election platforms are solidified.

Alberta's NDP has already announced that returning stability and predictability to various District and Municipal levels of government is a priority. That said, Kevin recognizes that the devil is in the details (particularly in a rural context) and would like an opportunity to hear specifically what issues and possible solutions you see for our area. Kevin and the team have been door knocking and attending several meetings with the public in the riding since November and have heard of some local governance issues. It is apparent in these conversations that real policy solutions need to be found. We want to hear your concerns and ideas.

So, in short, we are seeking an opportunity to attend and speak with council on Monday, March 27th. We are not looking for public endorsement, press or social media coverage and would embrace any conditions or limitations you see fit.

Simply put, we have a candidate with a high public profile and who has considerable credibility with the party leadership. If the Alberta NDP forms the next government, it would likely be of value for municipal leaders in our riding to have a working relationship with him.

Again, thank you for your time and consideration. We will happily assist with any arrangements if you feel a meeting is appropriate.

Our public Meet and Greet for Claresholm and area is Saturday, April 1st at the Claresholm Community Centre and all are welcome.

Sincere regards,

Jacqueline L. Chalmers (newoxley@gmail.com)

Peter Jowett (pjjowett@gmail.com)

ACTION ITEMS



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

AR110902

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards by June 10, 2023.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this deadline. My colleague, the Honourable Adriana LaGrange, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards to June 10, 2025, to provide sufficient time to complete these agreements.

In addition to this extension granted as per Ministerial Order No. MSD:013/23, the Ministry of Municipal Affairs can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at ma.advisory@gov.ab.ca, or toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email municipalcollaboration@gov.ab.ca or call the number above for more information.

Sincerely,

Rebecca Schulz
Minister

Attachment: Ministerial Order No. MSD:013/23

cc: Honourable Adriana LaGrange, Minister of Education



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. MSD:013/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act (MGA)*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *MGA*, is extended to June 10, 2025.

This order shall come into force on April 1, 2023.

Dated at Edmonton, Alberta, this 8th day of March, 2023.

Rebecca Schulz
Minister of Municipal Affairs

April 3, 2023

Office of the Minister
Environment & Protected Areas
224 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

RE: Exemption of Newspaper Media from EPR Program Revisions

Dear Minister Savage,

On March 14, Council heard from Evan Jamieson, President, Alberta Weekly Newspapers Association. Mr. Jamieson highlighted what impact changes to the EPR program would have on newspaper media.

The newspaper industry is already under extreme financial pressure due to increased costs of materials and inflation coupled with the decline in advertising spend and subscriptions. It might seem simple to discontinue physical publications in a digital world; however, digital excludes entire demographics of individuals who cannot access the internet. Newspapers serve as a source of information for those who still operate in an analogue world. A newspaper closing its doors due to additional expenses, will cut an entire demographic off from access to local, national, and international news.

We urge the UPC to follow in the footsteps of jurisdictions such as Great Britain and Ontario where newspapers have become exempt from similar EPR programs. Newspapers have multiple uses, offering a secondary purpose aside from providing information about the world. Among other uses, they are conducive as insulation for temperature sensitive products during transport and protect precious family heirlooms during a move. We urge you to recognize the importance of local papers and the impact the potential closure newspaper businesses would have on the social fabric of the communities they serve. Consider the challenges already faced. Follow in the footsteps of the Ontario government, and please exempt newspapers from the revised EPR program.

Regards,



Dave McKenzie
Mayor

cc: Glen van Dijken, MLA Westlock-Peace River
Alberta Municipalities
All Alberta Municipalities

Karine Keys

From: calgarysacdachair@gmail.com
Sent: March 31, 2023 9:19 AM
To: 'School Age Care Directors Association of Alberta'
Subject: Formal request for your support- Lights On Afterschool Alberta - SACDA
Attachments: LOASAposter2023.pdf; LOAS-SACDA-Request_For Support_ Community_2023.pdf

Importance: High

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

SACDA (School Age Care Directors Association of Alberta) would like to formally **request for your support and partnership with SACDA's annual *Lights On Afterschool Alberta* initiative.**

Description of Event: Our entire intention is to “shine a light” on the positive impact out of school care programs create for children, families, and communities across the province. We want to educate policy makers on these impacts and have them focus their efforts to improving recognition, availability, affordability, accessibility and quality for our sector and the educators that work in it.

We are asking municipalities to “light up” Landmarks Yellow and Blue, and request a proclamation or possibly a video from the Mayors, recognizing the impact programs make for children, families, and communities, and to recognize for the educators who make these programs possible.

Last year, we had the Calgary Tower, High Water Bridge in Edmonton, Lethbridge Town Hall, and Medicine Hat Tepee, Grand Prairie Sun Dial, and other monuments across the province lit to support the event/movement and proclamations from many of these municipalities as well.

SACDA's mission is to provide school-age care professionals with a province-wide network of community-based support and to advocate for greater availability of quality, affordable care in Alberta. We want the province to recognize the impact these programs make in their communities during the “Critical Hours” before and after school.

Any additional Promotion of the event is welcome.

We are asking municipalities to partner with SACDA by both recognizing **April 21st, 2023** and “*Lights On Afterschool Alberta Day*” and put forward a proclamation for declaring the day to be “ Lights On Afterschool Alberta Day” in their municipality.

You can see our promo video for programs (pre Covid) Here: <https://youtu.be/00KJ6bRFuT4>

Below is a draft copy of the requested wording of the proclamation- feel free to change as needed:

PROCLAMATION

Lights on Afterschool Alberta is a province-wide initiative, celebrating school age care programs and their role in keeping kids safe, inspiring them to learn, and supporting working families.

Whereas: Afterschool programs build stronger communities by bringing together families, schools and community partners to ensure the well-being of our children;

Whereas: Working families have peace of mind, knowing their school aged children are safe and productive before and after the regular school day;

Whereas: Afterschool programs focus on developing skills and building resilience in our young people, giving them the tools to become responsible and engaging members of the community.

On behalf of City Council and the citizens of Calgary, I hereby proclaim April 21st, 2023 as:

“LIGHTS ON AFTERSCHOOL ALBERTA DAY”

Previous proclamations , support, and other information can be found on our website:

<https://www.calgarysacda.com/lights-on-afterschool>

Please let us know if you can help us celebrate in your Municipality. Our goal is to recognize this work in all areas of the province!

Thank you for your time. We look forward to hearing back from you soon.

All the best,

Cody Topp

March 1st, 2023

Re: School Age Care Directors Association – Lights On After School Alberta

To whom it may concern,

On behalf of the School Age Care Directors Association of Alberta we wish to reach out to ask for your organizations support and acknowledgment of Out of School Care Programs in Alberta by participating in our 7th Annual ***Lights On Afterschool Alberta*** celebration on April 21st, 2023. This day is a collective celebration of the positive impact Out of School Care Programs make for children and families throughout the province.

SACDA started this day seven years ago in Calgary with a few programs and in a few short years, has spread province wide. This year, municipalities around the province will be lighting up their monuments in blue and yellow to show support for OOSC programs including the Calgary Tower, High Level Bridge in Edmonton and the Saamis Tepee in Medicine Hat and the Sun Dial in Grand Prairie. Additionally, municipal Mayors have dedicated the day through proclamations showcasing support for OOSC.

Past local events have encouraged programs across the province to host community events, inviting elected officials and policy makers to programs, and allowing each program to help “shine a light” on the value OSC program offers communities and their youth.

The School Age Care Directors Association of Alberta (SACDA), formally requests a show of support to the School Age Care community with either a written letter of support or a quick video that can be shared with programs and parents across the province. This unity in support will show programs and families that School Age Care and its interests will continue to be supported and championed both throughout the province and moving forward from all political parties.

We ask that in your response to please consider the following questions:

- What value and impact do you see quality OSC programs create in both communities and the success and well-being of children in Alberta?
- What is your vision for OOSC in Alberta?
- How will you ensure that OOSC is included in the early learning and childcare conversation?

We truly appreciate the work that you do to continue to help advance our sector, and hope that one day you might be able to attend one of our OOSC members sites, and attend a future annual conferences to see first-hand the dedication of our professional community and the important work conducted on a daily basis with Alberta’s families.



We encourage you to visit <https://www.calgarysacda.com/lights-on-afterschool> and learn more about the event as well as watch our *Lights On Afterschool Alberta Video* developed last year here: <https://youtu.be/00KJ6bRFuT4>.

Feel free to contact me directly for further information, conversation and support.

Sincerely,

Cody Topp

Cody Topp (He/Him)
Chairperson / Conference Chairperson

School Age Care Directors Association AB
PO Box 72034 Glenmore Landing PO
Calgary, AB
T2V 5H9

(P) 403.710.8384
(E) calgarysacdachair@gmail.com
(W) www.calgarysacda.com



I would like to acknowledge that I am located on the traditional territories of the Nitinaana (Blackfoot) and the people of Treaty 7 which includes the Stiksini, the Picardi, the Kainai, the Tsuut'ina, and the Tsu't'ina Nakoda. I am on the land where the Bow River meets the Elbow River, and the traditional Blackfoot name of this place is "Makikinsini" which we now call the City of Calgary. The City of Calgary is also home to the Métis Nation.

NOTICE: The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of or other use of or taking any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and discard the materials immediately.

LIGHTS ON AFTER SCHOOL ALBERTA

Core Values: Families, Awareness, Advocacy, Opportunity, Empowerment,

The only province-wide event that highlights and celebrates how before and afterschool programs keep kids safe, inspire them to learn, and help Canadian working families.

Before and afterschool care programs provide an impactful time for children to learn and develop essential life skills, leadership, and engage in their communities in ways they may not otherwise have the opportunity to experience. While the hours children spend in out of school care are minimal, they have a powerful impact that lasts a lifetime.

Out of school care programs provide an essential service to families by providing safe environments and quality care for their children during the "critical hours" meeting the needs of all families, including low income and single parent households.

<https://www150.statcan.gc.ca/n1/pub/89-652-x/89-652-x2014005-eng.htm>

Lights On After School Alberta is an advocacy initiative that helps "shines a light" on the importance and impact of Afterschool care programs across the province-creating opportunities through community events geared to help programs develop connections with parents, schools, local businesses and advocates, helping build stronger foundations for Alberta youth.



Check us out
youtu.be/00KJ6bRFuT4



LIGHTS ON AFTERSCHOOL ALBERTA

A PROJECT OF THE SCHOOL AGE CARE
DIRECTORS ASSOCIATION OF ALBERTA

APRIL 21st, 2023

www.calgarysacda.com

Celebrate the impact Afterschool programs make to youth across Alberta



Lights On After School is the only province wide event celebrating Afterschool programs and their role in keeping kids safe, inspiring them to learn and helping working families. The effort is becoming a symbol of the Afterschool movement and allows programs and communities celebrate annually.

We need your support to help shine a light on the importance and effect of Afterschool programs with youth in our communities and to celebrate the positive partnerships with community stakeholders that help these programs thrive!

Afterschool programs have proven to be amazing neighbors within our communities, providing a safe place for youth during the critical hours before and after school and focusing on developing youth skills, responsibility and creating engaged citizens working to improve their community.

What can you do to support After School:

- Attend a Lights On Afterschool event
- Hand-write cards from you and your child
- Email the educators or administrator
- Gift cards for a specialty coffee, teacher supply store or bookstore
- Take a picture with monuments that are lit up around the province (High Level Bridge, Calgary Tower, and Saamis Tepee - Medicine Hat). Use the hashtag **#ABAFTERSCHOOL**.
- Focus your post secondary practicum placements with OSC programs
- Find a way to partner your business with a local OSC
- Support your local OSC by writing to your MLA (or elected official) to advocate for increased government funding models, and quality supports
- Volunteer your time to support OSC programs and youth development
- Host your own Lights On Afterschool event at your program



**AFTERSCHOOL
PROFESSIONALS** 
APPRECIATION WEEK

APRIL 17th – 21, 2023



CELEBRATE, ENCOURAGE, APPRECIATE THE **#HEARTOFAFTERSCHOOL!**

***We want to show the world
the impact Afterschool programs
have for youth, parents, and
communities across Alberta!***

Check out the ideas for your Lights On Afterschool Alberta Initiative online at www.calgarysacda.com



RECEIVED

MAR 20 2023

March 16, 2023

**Attention: Honourable Mayor/Reeve,
Members of Council and Chief Administrative Officers**

Re: National Public Works Week, May 21-27, 2023 – "Connecting the World Through Public Works"

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 21 - 27, 2023 as National Public Works Week in your community. This years theme is "Connecting the World Through Public Works". Public works is the thread that connects us all, no matter where we live in the world. Every public works professional strives to improve the quality of life for the community they serve, leading to healthier, happier communities.

The "Connecting the World Through Public Works" theme highlights the way public works professionals connect us physically, through infrastructure, and inspirationally, through service to their communities, whether as first responders, or daily workers carrying out their duties with pride.

Public works connectors help keep communities strong by providing an infrastructure of services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. Join us in celebrating the quiet work these professionals do that makes life better for all of us.

National Public Works Week is observed each year during the third full week of May and this is the 63rd year. The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to www.publicworks.ca for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. www.cpwa.net If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

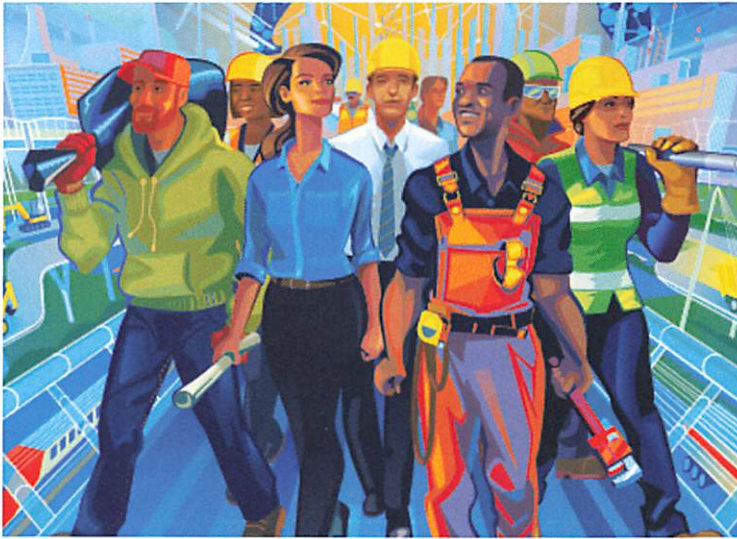
Please note that declarations should be forwarded to office@publicworks.ca or by mail to:

APWA Alberta Chapter
PO BOX 44095 Garside Postal Outlet
EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in blue ink, appearing to read 'Mike Haanen'.

Mike Haanen, APWA President



CONNECTING THE WORLD THROUGH PUBLIC WORKS

NATIONAL PUBLIC WORKS WEEK

MAY 21-27, 2023

National Public Works Week

May 21–27, 2023

“Connecting the World Through Public Works”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **[insert Province/Territory]**; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in **[Insert Province/Territory]** to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2023 marks the 63rd annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, **[Insert Full Name]**, **[Insert Premier -or- other title]** of **[Insert Province/Territory]**, do hereby designate the week May 21–27, 2023 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of **[Insert Province/Territory]** (to be affixed),

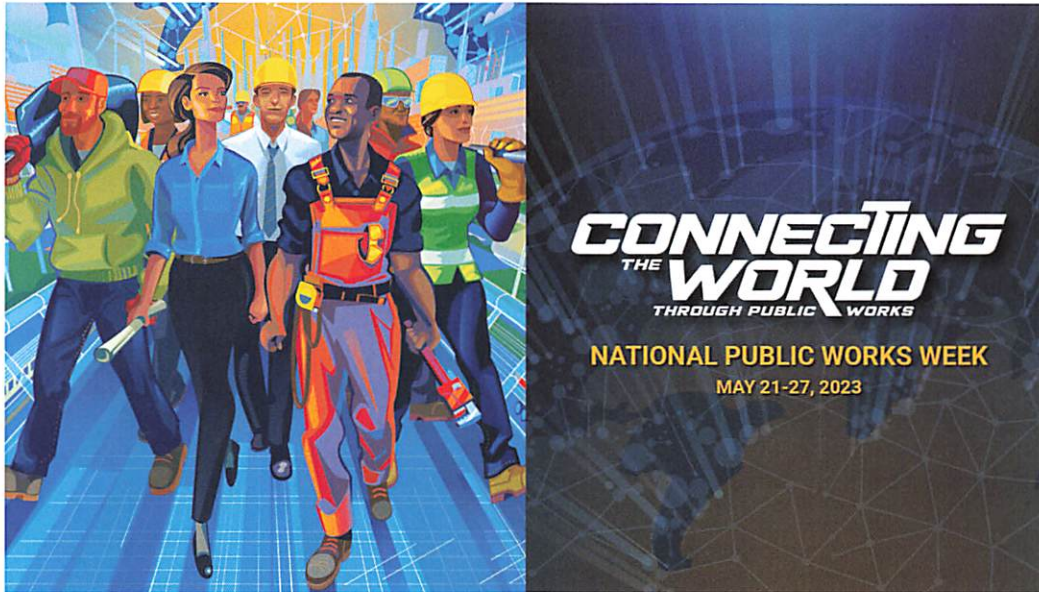
DONE at the **[City/Town/Rural Municipality]** of **[Insert City/Town/Rural Municipality]**, **[Insert Province/Territory]** this _____ day of _____ 2023.

[Insert Full Name of Premier]

[SEAL]



Celebrate Public Works Week



What You Can Do

Proclamation

Ensure that your Municipality proclaims or recognizes NPWW! Contact us for a sample proclamation office@publicworks.ca

Public works superheroes help keep communities strong by providing an infrastructure of services in transportation, water, wastewater and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. So, join us in celebrating these superheroes!

Support your superheroes by sending them to compete in the Equipment Roadeo and participate in the “Boots to Boardroom” Annual Technical Conference & Snow Show May 29 – June 1, 2023 at the River Cree Resort in Enoch AB.

See our website for details www.publicworks.ca

Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.



Public Works Exhibit

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

Thought starters:

- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

Rodeo/Equipment Shop

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

Thought starters:

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.

Open House or Tour

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

Thought starters:

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

Employee Appreciation Day

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

Thought starters:

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

For further information see our website: www.publicworks.ca

Or contact Jeannette Austin

Executive Director

admin@publicworks.ca



JOIN US FOR A GREAT DAY OF SPRING FUN!

28
APRIL
4PM-9PM

LIVE AUCTION, CARNIVAL GAMES, SNACKS & FOOD,
PETTING ZOO, DUNK TANK, FACE PAINTING,
GLITTER TATTOOS, AND LOTS OF PRIZES!

FOOTBALL FIELD BEHIND THE WCCHS GYM

Dear Local Business Owner,

The Willow Creek Composite High School 2023 Graduating Class is hosting a Spring Festival as a Grad Fundraiser. This event will take place on Friday, April 28, 2023, at WCCHS. Please see the included fundraising poster.

We are hosting this fundraiser to help offset the incredible expense of graduation. We estimate that our graduation activities (including grad photos for all graduates, cap and gown, ceremony and celebration mixer) will cost approximately \$20,000. To date, we have raised \$8,900 through fundraising efforts.

Our students come from various economic backgrounds and as a result, many students may not be able to afford to participate in graduation ceremonies due to the significant cost. We want our graduation ceremony to be inclusive for all graduates, regardless of financial barriers. To do this, we have committed to raising enough funds so that all costs can be covered. Our goal is to make this opportunity more affordable so **ALL** graduates may attend the memorable and safe celebration, and that is why we need your help.

We are reaching out to local businesses with the hopes that you will support our Spring Festival Fundraiser through donations. Would you consider providing an item/donation to be included in our Silent/Live Auction that will occur at our Spring Festival?

We will have both a Silent Auction and a Live Auction at our Spring Festival. All funds raised will go towards WCCHS Grad 2023. Any extra funds will be used to purchase a legacy gift for the community.

If you or your business would be willing to donate an item to this event, it would be greatly appreciated! In return, we will offer well-marked documentation of the item that confirms that your business is a proud supporter of local youth and the 2023 WCCHS Grad Class!

Thank you in advance for considering our request. Should you have any further questions, please contact Dakota Van Langen, Fundraising Coordinator at (403)682-8849.

We invite you to stop by and participate in a fun, family-friendly, community event run by your local youth.

With gratitude,

Dakota Van Langen, Laci McLeod, Delaney Douglas, Celina Reinhard, Kozo Chisanga
- Grad 2023 Spring Festival Committee

Town of Claresholm Application for Donation
(Policy 5.1.01 – Schedule “A”)



Date of Application: April 5, 2023

Date of Event: April 28, 2023

1. Applicant Information

Name of Applicant: WCCHS Grad Spring Festival Committee

Address: Box 219, Claresholm, AB T0L 0T0

Contact Person: Dakota Van Langen

Phone, Fax, Email: dakotavanlangen@gmail.com

2. Type of Organization: (circle) ARTS/CULTURE RECREATION/SPORTS **EVENT** OTHER(specify)

3. Is the Organization registered with Revenue Canada as a Charity? (circle) YES **NO**

If yes provide registration date & # _____

4. Is the Organization incorporated as a non-profit organization? (circle) YES **NO**

If yes provide registration date & # _____

5. Type of Donation: (check and explain)

- | | |
|--|---|
| <input type="checkbox"/> COMMUNITY EVENT | <input type="checkbox"/> SPECIAL EVENT |
| <input type="checkbox"/> COMMUNITY PROJECT FUNDING | <input checked="" type="checkbox"/> DONATION - Financial Assistance |
| <input type="checkbox"/> IN-KIND CONTRIBUTION - Fee Waiver | <input type="checkbox"/> IN-KIND CONTRIBUTION - Service, Equipment or Materials |
| <input type="checkbox"/> Other (explain): | |

Explanation:

Donation of any item to contribute to our Silent Auction fundraiser would be greatly appreciated!

Amount (value) Requested: \$35.00

6. Details of how the funds will be expended:

All proceeds from items sold through our Silent Auction fundraiser will be used to help offset the cost of Graduation 2023.

9. Is a copy of the organization's operational or project budget attached?

YES

NO

7. Previous Donations

Has your organization received donation from the Town of Claresholm in the past? If so, please explain the amount and use of these donations.

Date	Amount	Use of Funds
N/A		

8. Organizational Information

What services or activities does your organization provide to the Town of Claresholm residents? (Please attach a list of membership/executive)

We are hosting this fundraiser to help offset the incredible expense of graduation. We estimate that our graduation activities (including grad photos for all graduates, cap and gown, ceremony and celebration mixer) will cost approximately \$20,000. To date, we have raised \$8,900 through fundraising efforts. Our students come from various economic backgrounds and as a result, many students may not be able to afford to participate in graduation ceremonies due to the significant cost. We want our graduation ceremony to be inclusive for all graduates, regardless of financial barriers. To do this, we have committed to raising enough funds so that all costs can be covered. Our goal is to make this opportunity more affordable so ALL graduates may attend the memorable and safe celebration!

Describe in broad terms the principal objective of your organization or initiative:

To raise enough funds to cover all the costs of Grad 2023 so that all our graduates may participate in Grad 2023!

How will your organization acknowledge the Town's donation?

All donors will be acknowledged on a donors recognition poster that will be posted throughout the event.

10. Please provide a detailed list of all sources of funding for the organization.

Funding Source	Amount	Recommended Use of Funds
Various fundraisers including pointsettia sales, bottle drives, candy-gram sales	\$8,900.00	Graduation ceremonies, grad photos, graduation celebrations

BULK WATER STATION



DESCRIPTION / BACKGROUND:

The Bulk water station upgrade is included in the approved 2023 capital budget.

The Bulk Water station is located at the public works shop and was originally opened in 1983 for servicing the water needs of passenger busses that operated through Claresholm. It is currently used for Town operations and bulk potable water sales. The system has operated as designed with minor maintenance for the last 40 years but has reached the end of its useful life.

The system is not reliable in the winter months, as it freezes up during extreme cold weather. It operates with a coin mechanism that regularly fails, causing customers to use twice as many coins to activate the system, requiring the shop mechanic to repair or unjam it.

The bulk water station will be upgraded to a heated 10'x10' structure, with all the plumbing components housed inside. A 3" flex hose will be attached at the East end of the building to supply the water. A new wireless key fob/bank card reader will replace the coin operated system allowing customers to either set up an account or pay directly at the fill station.

As this bulk station is also utilized by residents of the M.D. of Willow Creek, the M.D. has agreed to pay 65% of the project cost, up to \$65,000.00. The cost of water will be held at the M.D. rate (\$2.26 m³).

Administration has prepared a cost sharing agreement to manage this joint project between the Town and M.D.

Highlights of the agreement include:

- M.D. contributes 65% of the cost of construction up to \$65,000
- Water rates equal the current intermunicipal rate
- Customer pays transaction fees associated with point of sale purchase (credit card purchases)
- Town will maintain the water station for the life of the unit, but will not be required to replace the unit at the end of life
- Individual components, costs, life expectancies, and maintenance thresholds

RECOMMENDED ACTION:

Administration recommends council approves this project. Public Works would like to start the project as soon as the frost is out of the ground and is expecting the project to take a month to complete. Contractors will have to be notified and parts ordered as soon as possible to maintain the schedule.

PROPOSED RESOLUTIONS:

Moved by Councilor _____ to approve the bulk water station upgrade, at a projected cost of \$55,000 to be funded from capital reserves and the M.D. of Willow Creek.

Moved by Councilor _____ to approve the bulk water cost sharing and maintenance agreement as presented (or amended).

ATTACHMENTS:

- 1.) Claresholm Cost Sharing and Maintenance Agreement (DRAFT)

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Jace McLean – Director of Infrastructure

APPROVED BY: Abe Tinney - CAO

DATE: April 6, 2023

COST SHARING AND MAINTENANCE AGREEMENT

THIS AGREEMENT entered into as of the ____ day of _____, 2023.

BETWEEN:

TOWN OF CLARESHOLM
(hereinafter referred to as the "**Town**")

OF THE FIRST PART

- and -

MD OF WILLOW CREEK NO. 26
(hereinafter referred to as the "**MD**")

OF THE SECOND PART

WHEREAS:

- A. The Town owns and operates a bulk water station (the "**Water Station**") in the Town of Claresholm which is used by residents of the MD and the Town.
- B. The Water Station is at the end of its life and requires replacement.
- C. The Town has agreed to be responsible for construction and installation of a replacement water station (the "**Project**") and the Parties have each agreed to contribute to the costs associated therewith.
- D. The Town has agreed to be responsible for repair and maintenance of the new water station (the "**New Water Station**") following completion of the Project, and the Parties wish to establish the obligations and limitations in connection with the Town's operation and maintenance of the New Water Station.

NOW THEREFORE THIS AGREEMENT WITNESSETH the parties hereto in consideration of the mutual covenants and agreements hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged, covenant and agree with each other as follows:

PROJECT AND COST SHARING

- 1. The Town shall be responsible for construction and installation of the Project, in accordance with Schedule "A" hereto, at an estimated total cost of \$50,000.
- 2. The MD shall be responsible for sixty-five (65%) percent of the cost of the Project, provided the MD's total contribution shall be limited sixty-five thousand (\$65,000.00) dollars (the "**MD's Contribution**").

3. Upon completion of the Project, the Town shall provide the MD with an accounting of the total cost of construction and installation of the Project (the "**Total Cost**"), together with such reasonable supporting documentation and invoices as may be requested by the MD. The Total Cost may include a reasonable amount of overhead and administration costs allocated to the Town for the time and resources expended by the Town in relation to planning, procurement, management, and supervision of the Project.
4. For clarity, the contribution payable by the MD for the Project shall be the lesser of sixty-five (65%) percent of the Total Cost of the Project and sixty-five thousand (\$65,000) dollars, and the Town shall be responsible for the remainder of the Total Cost.
5. The MD's Contribution shall be paid to the Town within thirty (30) days of MD's receipt of the Total Cost referred to in paragraph 3 above.

OPERATION AND MAINTENANCE

6. The Town shall at all times maintain ownership, direction, control and management of the Project and the New Water Station. Nothing in this Agreement shall be interpreted as creating any legal or equitable interest in the Project or the New Water Station on behalf of the MD.
7. Subject to the limitations below, the Town shall be responsible for repairing and maintaining the New Water Station for the useful life of the New Water Station.
8. Notwithstanding the foregoing, in no event shall the Town be obligated to complete any maintenance, repair or replacement of the New Water Station or any component thereof:
 - a) following the expiration of the estimated life of the New Water Station or applicable component thereof, as established in Schedule "B"; or
 - b) if the Town's estimated cost of such maintenance, repair or replacement would, when combined with all prior expenditures and reasonably anticipated future expenditures related to the New Water Station or applicable component(s) during the life of the Water Station or applicable component(s), exceed the thresholds for Budgeted Maintenance established in Schedule "B".
9. Consumers shall pay for all water at the New Water Station when water is withdrawn, by way of credit card or such other methods as the Town established from time to time. The rates charged for water from the New Water Station shall be equal to the intermunicipal rates established by the Town from time to time.
10. At the request of the MD, the Town shall provide a yearly water volume report for the water station.

GENERAL

11. The terms and conditions set forth herein, together with the schedules annexed hereto, are all of the terms and conditions of this Agreement entered into between the Town and the MD and supersede any and all agreements or representations of any kind, written, oral or implied, made by anyone in relation to the subject matter herein.

12. If any provision of this Agreement is illegal or unenforceable it shall be considered separate and severable from the conditions of this Agreement and the remaining provisions shall remain in force and be binding as though the said illegal or unenforceable provision had never been included.
13. In this Agreement, words in the singular shall include the plural, words in the plural will include the singular, and words importing the masculine gender will include the feminine or body corporate where the context so requires.
14. This Agreement shall enure to the benefit of and shall be binding upon the parties and their respective successors and permitted assigns.
15. For the purposes of giving any notice or the payment of any funds under this Agreement the addresses of each of the Parties are as set out herein, unless otherwise changed by notice in writing to the other party:

a) To the Town:

Town of Claresholm
111 – 55 Avenue West
P.O. Box 1000
Claresholm, Alberta
T0L 0T0

Telephone: (403) 625-3381
Facsimile: (403) 625-3869
Email: Abe@claresholm.ca
Attention: Chief Administrative Officer

b) To the MD:

Municipal District of Willow Creek No. 26
273129 Secondary Highway 520 West
P.O. Box 550
Claresholm, Alberta
T0L 0T0

Telephone: (403) 625-3351
Facsimile: (403) 625-3886
Email: Derrick@mdwillowcreek.com
Attention: Chief Administrative Officer

Or such other address or email as a party may in writing notify the other. Any such notice shall be deemed to have been received, if delivered by email or personal deliver, on the date of transmission of the email or personal delivery, and if delivered by mail, three business days after sending.

16. Time shall be of the essence of this Agreement.

17. This Agreement shall be construed and governed by the laws of the Province of Alberta.
18. This Agreement may only be modified or amended, by written instrument, duly executed by both parties.
19. This Agreement may be executed and delivered in counterparts and delivered by email. Each counterpart when executed and delivered will be considered an original but all counterparts taken together constitute one and the same instrument.

IN WITNESS WHEREOF the parties hereto have executed this Agreement under seal as evidenced by their duly authorized officers in that behalf as of the day and year first before written.

TOWN OF CLARESHOLM

Per: _____

(corporate seal)

Per: _____

MD OF WILLOW CREEK NO. 26

Per: _____

(corporate seal)

Per: _____

SCHEDULE "A"
DESCRIPTION OF PROJECT AND ESTIMATED TOTAL COST

Description	Estimated Costs	Life Expectancy
ConX Bulk Water Access System	\$13,000	10 years
Plumbing	\$15,000	20 years
Electrical components and wiring	\$8,000	20 years
10'x10' Shed	\$8,000	20 years
Gas radiant heater	\$2,000	10 years
Flex Hose for Filling	\$1,000	5 years
Concrete slab 14'x20'	\$8,000	20 years
Total Estimated Project Cost	\$55,000	

SCHEDULE "B"
MAINTENANCE THRESHOLDS

Description of Component and Expected Life Cycle	Maintenance Thresholds
ConX Bulk water access system: Expected Life: 10yrs	- \$13,000
Plumbing components: -solenoid, meter, check valves, etc. Expected Life: 20+ years	- \$15,000
Electrical components and wiring Expected Life: 20+ years	- will be maintained for life of component
10 x 10 Shed: Metal clad Expected Life: 20+ years	- will be maintained for life of component
Natural Gas Line Expected Life: 20+ years	- will be maintained for the life of component
Flex filling hose Expected Life: 5 years	- will be replaced as needed
Concrete Slab: Expected Life: 20+ years	- will be maintained for the life of component
New Water Station Expected Life: 20 years	



REQUEST FOR DECISION

Meeting: April 11, 2023
Agenda Item: 7

MISCELLANEOUS FEES POLICY UPDATE

Background:

Over the past several years the Town has received a number of non-residential assessment appeals that go before the Composite Assessment Review Board (CARB), with 4 appeals in 2022 alone. The costs for the CARB to hear these appeals/complaints are charged to the Town and averages about \$1,000 per parcel. The Municipal Government Act (MGA) allows a municipality to set assessment appeal fees, however there is further regulation that sets maximum appeal fee amounts that can be set. Maximums are:

- Residential – 3 or fewer dwellings – and farm land – \$50
- Residential – 4 or more dwellings – \$650.00
- Non-Residential – \$650

Our current appeal fees are set at the maximum \$50 for residential (3 or fewer dwellings) and farm land, however we are below the maximum for residential (4 or more dwellings) and non-residential properties. For these properties we provide a lower rate for lower value properties (assessment value below \$300,000), with that rate currently set at \$300. Properties with an assessed value of \$300,000 or more are being charged a higher rate of \$600 currently.

Administration is proposing that we keep this graduated rate, but that the fee be increased as follows:

- for Residential (4 or more dwellings) and Non-Residential properties with an assessment value under \$300,000, increase the appeal fee from \$300 to \$400
- for Residential (4 or more dwellings) and Non-Residential properties with an assessment value of \$300,000 or more, increase the appeal fee from \$600 to the maximum amount of \$650

This still doesn't cover the \$1,000 cost to the Town, but it does cover a higher percentage of those costs, limiting the costs that are passed on to the general tax payer.

Please note that these increases do not affect any appeals with merit as these fees are refundable for any successful appeal.

In the Miscellaneous Fees schedule there is also the Dog License fees that should be removed from this fee schedule, as these fees are set by bylaw in the current dog bylaw, Bylaw 1759.

Recommendation:

It is the recommendation of Administration to make the adjustments as noted above and noted in red on the attached draft policy.

Proposed Resolution:

Moved by Councillor _____ to adopt the updated Miscellaneous Fees Policy; Policy 5.9.05 Version 1.3, as presented, effective April 10, 2023.

ATTACHMENTS:

- 1.) Draft Miscellaneous Fees 5.9.05 Version 1.3


APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Section 481 – Fees
- 2.) Matters Relating to Assessment Complaints Regulation, 2018, AR 201/2017 – Schedule 2

PREPARED BY: Lisa Chilton – Tax/HR Administrator

APPROVED BY: Abe Tinney - CAO

DATE: April 6, 2023

 Claresholm	Miscellaneous Fees Policy		Policy #5.9.05
Department Owner:	Corporate Services		
Policy Applies To:	Public		
Date Created:	April 2018	Date Approved By Council:	
Version #:	1.3	Resolution #:	
Last Review Date:	March 29, 2023	Policy(ies) Replaced/Rescinded:	V1.2

Intent:

To establish a policy stating miscellaneous fees that are not clearly defined in the Town of Claresholm bylaws, agreements, or other policies.

Policy:

Miscellaneous fees shall be charged based on the attached schedule.

Note:

The schedule of fees is to be reviewed annually and may be changed or updated by Council resolution.

SCHEDULE OF FEES

MISCELLANEOUS FEES	
Dog License (Spay/Neuter)	\$15 / year
Dog License (Intact)	\$40 / year
Paper Statement Admin Fee (Utility Statements)	\$1.50 / statement
Tax Recovery Land Titles Changes Admin Fee	\$50
Assessment Appeal Fees	
Residential 3 or fewer dwellings or Farm Land	\$50
Residential 4 or more dwellings or Non-Residential with assessed value less than \$300,000	\$300 \$400
Residential 4 or more dwellings or Non-Residential with assessed value of \$300,000 or more	\$600 \$650



REQUEST FOR DECISION

Meeting: April 11, 2023
Agenda Item: 8

2023 FAIR DAYS STREET FESTIVAL ROAD CLOSURES

DESCRIPTION:

Claresholm Fair Days 2023 will take place from Thursday August 10th to Sunday August 13th. Like 2022, Town Administration will coordinate a Fair Days Committee meeting so that community groups can communicate and support each other.

On March 16, 2023 the Economic Development Officer received a request from Anglela MacPherson, owner-operator of Prairie Home Designs, for a road closure on 49th Avenue West, in Claresholm, so she may coordinate a Street Market, entertainment, and family activities.

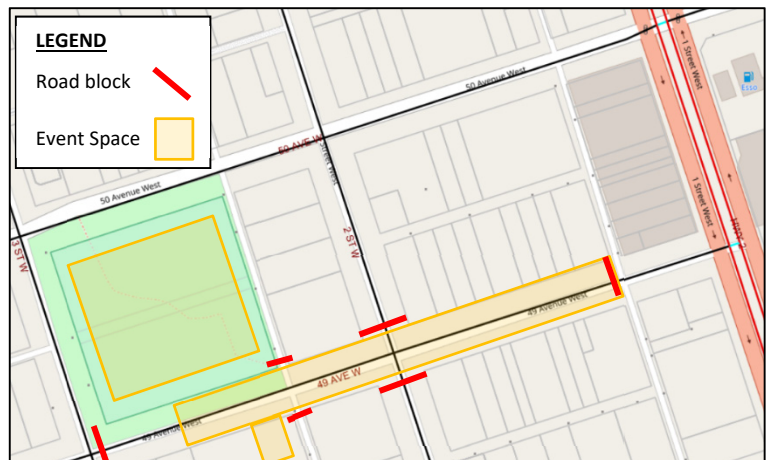
BACKGROUND

Traditionally, along with the downtown parking lot, the Street Market Closure on 49th Avenue West is from the 2nd Street cross-walk, to the East property line of ATB. This leaves the north/south lane behind BMO and beside ATB open, so as not to impede any highway traffic that attempts to turn onto 49th Avenue.

DISCUSSION/OPTIONS:

For 2023, the Economic Development Officer would like to take advantage of the newly renovated Amundsen Park by extending the 49th Avenue West road closure from ATB to 3rd Street West.

This will leave the downtown parking lot available for parking and provide the Library the opportunity to participate in the Street Festival. The road closure would be adjusted to allow for the Parade Route between 11:00 am – 12:00 pm.



PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the closure of 49th Avenue West from the lane between 2nd Street West and 1st Street West, to 3rd Street West, including the intersection at 2nd Street West, on Saturday August 12, 2022 from 7:30 am to 11:00 pm, including the use of Amundsen Park, for Fair Days activities.

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Abe Tinney - CAO

DATE: April 6, 2023



REQUEST FOR DECISION

Meeting: April 11, 2023
Agenda Item: 9

Regional Energy Management

DESCRIPTION:

Alberta SW, one of the Town's regional economic development initiatives is seeking interest from their membership in a Regional Energy Manager. The Energy Manager is currently positioned out of the Town of Pincher Creek, where he has been overseeing the Town's energy management, along with that of the Crowsnest Pass. Alberta SW is seeking a letter of commitment and support from interested municipalities in regionalizing this position further. If approved, the manager would assist Claresholm with energy audits, cost savings identification, project and grant identification, grant applications, grand management and overall capacity building.

Potential benefits of this program for Claresholm:

- develop pathways and plans to implement deep retrofits and increase the energy efficiency of their infrastructure
- potentially find operational cost savings, which impacts tax payers
- collaborate with other municipalities
- complete energy assessments on Town owned facilities
- discover green initiative funding opportunities

DISCUSSION/OPTIONS:

Federal and provincial governments have been offering energy efficiency and green grant programs for several years. The Town of Claresholm has not been actively pursuing these funding initiatives, other than our current energy monitoring program at the Library and Community Hall. The Regional Energy Management provides an opportunity for the Town to be more competitive in this area of federal and provincial grants and to otherwise be more engaged with green initiatives.

The Regional Energy Manager will be applying to the federal government's Deep Retrofit Accelerator Initiative, and will only proceed if successful. This program will not cost the Town. Some administrative work will be required to assist the Manager, but most work will be completed by the Manager.

RESOLUTION:

MOVED by Councillor _____ that the Town of Claresholm provide a letter of commitment and support to the Alberta SouthWest Regional Energy Management program.

ATTACHMENTS:

- 1.) Regional Energy Management Correspondence
- 2.) Regional Energy Management Brief
- 3.) NRCAN Deep Retrofit Accelerator Letter of Support points

PREPARED BY: Abe Tinney – CAO

DATE: April 6, 2023

Abe Tinney

From: Bev Thornton <bev@albertasouthwest.com>
Sent: April 6, 2023 12:08 PM
To: AlbertaSW-APRIL DEADLINE for regional NRCAN Energy Efficiency Grant support. NRCAN Deep Retrofit Accelerator Letter of Support points.docx; Regional Energy Management.pdf; Energy Efficiency-AlbertaSW Municipal Infrastructure 2024.xlsx
Cc: High

Subject:
Attachments:

Importance:

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear AlbertaSW Board and CAOs,

** Further to the Board meeting last night, we are asking, please, for your quick attention and response regarding this federal grant application.

Attached:

1. The **suggested content/outline for a letter of support**, if this is of interest to your community
2. The spreadsheet of municipal assets (re-sending; thanks to those who have filled it out already!
3. One-page summary of demonstrated benefits achieved by the partnership of Town and MD of Pincher Creek. This NRCAN grant offers potential resources to expand this approach to other interested partner municipalities.

Things we need from the municipalities ASAP:

1. **Signed letter of support** - submitted as soon as possible Note: **DEADLINE TO SUBMIT IS April 28**, so please aim for at least a day or two ahead of time!!
** If time is needed to take before Council, **please send written indication that there is interest**, and that a letter of support will be forthcoming. We can then include your municipality in the scope of the application.
** Please complete the **spreadsheet of municipal assets**, if you have not done so already; that is necessary to define the scope of work we will be applying to accomplish.

2. **Contact information for the “point person”** who can communicate/provide input on behalf of the community as this project is proposed – **ASAP** (*may be CAO or staff who can assist with communication and information needed)

Program information website for your reference: <https://natural-resources.canada.ca/energy-efficiency/buildings/deep-retrofit-accelerator-initiative/24925>

PLEASE SEND THE ABOVE INFORMATION DIRECTLY TO TRISTAN WITH “NRCAN GRANT APPLICATION” referenced in the subject line.

Thank you from Bev, on behalf of:

Tristan Walker, MaSc
Municipal Energy Project Lead | Pincher Creek
energy@pinchercreek.ca
Cell: 403-632-7099

REGIONAL ENERGY MANAGEMENT



ENGAGEMENT



IMPLEMENTATION



PLANNING

SERVICES

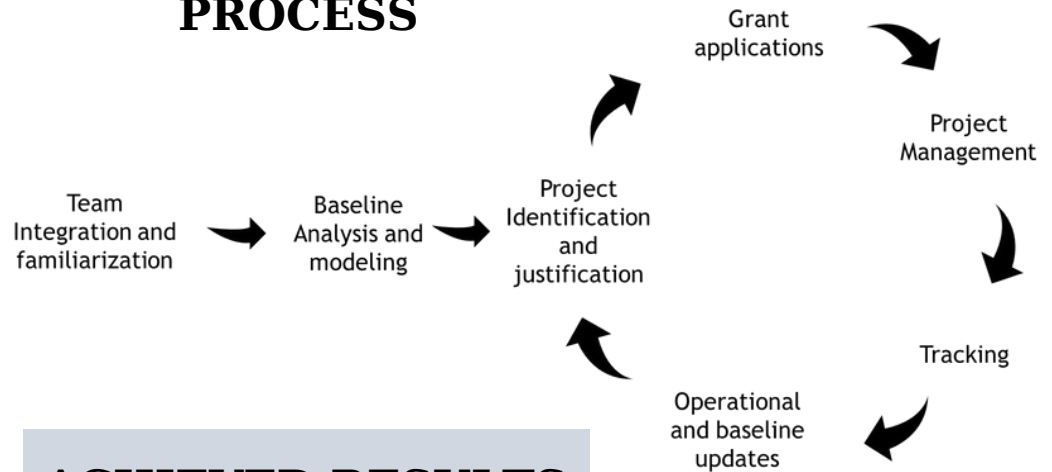
- Community outreach
- Lunch and Learns
- Operational Strategy
- Newsletter creation
- Presentations to Council
- Energy Baseline Analysis
- Emissions Inventory
- Energy audits
- Energy modelling
- Cost saving identification
- Project identification
- Grant identification
- Grant applications
- Project Management
- Tracking
- Capacity Building
- Procurement plans
- Policy development
- Climate Adaptation
- Energy goals and plans



20-YEAR SAVINGS

\$2.8M

PROCESS



ACHIEVED RESULTS



QUOTED COSTS:
\$540,000
\$160,000
WITH REBATES



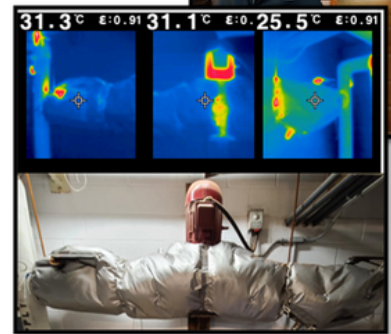
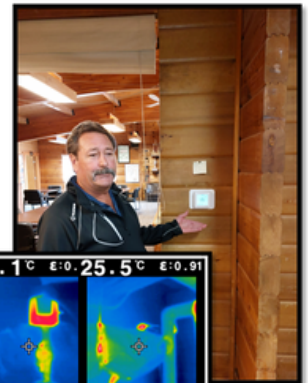
SIMPLE PAYBACK WITH
FUNDING:
2.7 YRS



ENERGY COST
SAVINGS:
\$59,000+/YEAR



GREEN HOUSE GAS
EMISSIONS
REDUCTION:
288 TONNES/YEAR
\$17K CARBON TAX
\$48K BY 2030



Why does it matter?

Carbon Pricing:

- \$20/ton CO2 in 2019
- Increasing annually (Currently \$65/ton)
- \$170/ton by 2030
- 2022 Estimated Tax: ~\$190,000
- 2030 Estimated Tax: ~\$680,000+

NRCAN DEEP RETROFIT ACCELERATOR

April 11th, 2023 - Determine interested parties
April 14th, 2023 - Receive written commitment and support
April 17th-21st 2023 - Meet with representatives and gather data
April 24th, 2023 - Build application with Alberta Southwest
April 28th 2023 - Submit application

NRCAN Deep Retrofit Accelerator Letter of Support

- Indication of support for Alberta Southwest to apply for the NRCAN deep retrofit accelerator grant to develop a regional energy management program to support the communities of Southwest Alberta
- Desire of the community to develop pathways and plans to implement deep retrofits and increase the energy efficiency of their infrastructure
- Desire to set an example for community members and share knowledge/lessons learned to support all members of the community in implementing energy efficiency upgrades
- Importance of energy conservation to your community and the impact saving energy will have (i.e., save money that can be used to improve service levels, increase independence, increase the resilience and lifetime of infrastructure, add flexibility to budgeting, etc.)
- Demographics served in your community (i.e., youth, elderly, low income, ranchers, farmers, Newcomers to Canada, First Nations)
- Explain how a regional energy specialist would assist in adding capacity to conduct energy management activities like energy baselines, audits, grant applications, project management, energy tracking, etc. that the municipality would not have the capacity for otherwise
- Mention of working together regionally to have a larger impact, to learn from other communities, and support cohesive progress
- Commitment to supporting the development of the plans/pathways and commitment to putting money towards energy projects identified within those plans.

On letterhead and signed please



Claresholm

REQUEST FOR DECISION

Meeting: April 11, 2023

Agenda Item: 10

Golf Course Alcohol Approval

DESCRIPTION/BACKGROUND:

The Golf Course restaurant is under new management/ownership and is working towards a liquor license approval. AGLC does not have concerns with the license in regards to selling alcohol in the restaurant, but due to wording in the golf course lease, the restaurant requires explicit approval from the Town to have a beer cart on the golf course.

The golf course has previously had liquor sales on the grounds and there are no concerns from administration with approving this service once again. Administration recommends that council pass a motion approving 2487619 Alberta Ltd to sell alcohol on the golf course itself.

PROPOSED RESOLUTIONS:

MOVED by Councillor _____ that the Town of Claresholm approve 2487619 Alberta Ltd to sell alcohol at the Bridges at Claresholm Golf Club, both in the clubhouse restaurant and on the golf course itself.

ATTACHMENTS:

- 1.) Golf Course Correspondence

PREPARED BY: Abe Tinney, CAO

DATE: April 6, 2023

Abe Tinney

From: Lyle Broderson <proshop@claresholmgolf.com>
Sent: April 6, 2023 1:26 PM
To: Abe Tinney
Cc: Rod Kettles
Subject: The fairway

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Abe & Rod

The new contractors are having some trouble getting liquor license and that last things they got back was that they need a letter from the Town stating it is okay tom have a beer cart on the course selling Liquor. Has something to with how our lease agreement with town reads.

Here is what they were sent today form AGLC.

I have had your application package reviewed and I will require the following in order for your application to be complete:

Written consent from the Town of Claresholm: As the Lease Agreement between the Town of Claresholm and the Claresholm Golf Club supersedes your sublease agreement I will need a letter from them. This will need to be on letterhead stating that your company, 2487619 Alberta Ltd, has the authority to sell alcohol on the golf course itself. The current lease only allows for them to sublease the restaurant area only does not address the use of your company having an alcohol cart on the course itself.

The reason for this is that in Section 12.1 Assignment and Subletting in the Head Lease it states:

"The Tenant shall not assign its interest in this Lease in whole or in part, nor sublet all or any part of the Leased Premises, with the exception of the restaurant, nor part with or share possession of all or any portion of the Leased Premises, nor mortgage by either specific or floating charge or encumber in any way whatsoever the Lease or the Leased Premises, without the prior written consent of the Landlord. The Landlord may be permitted temporary use of the Leased Premises, subject to availability, at no cost to the Landlord."

It sounds like the sooner they get this letter the sooner they will be approved.

Thanks

Lyle Broderson/Head Professional
The Bridges at Claresholm Golf Club
Box 2080
Claresholm, AB
T0L 0T0

(403)625-3500 - Ph
(403)625-3560 - Fax
www.golfclaresholm.com



Town of Claresholm
Income Statement by Object
February 28, 2023

				YTD % of
Revenue	FEBRUARY	2023 YTD	2023 BUDGET	Budget
Net municipal taxes	0.01	(0.02)	(3,712,853.00)	0%
Special assessments	-	-	(3,290.00)	0%
User fees and sales of goods	(102,856.23)	(127,489.45)	(3,413,473.00)	4%
Government transfers for operating	-	(83,320.46)	(219,322.00)	38%
Investment income	(11,048.25)	(23,742.51)	(125,000.00)	19%
Penalties and costs of taxes	(1,911.21)	(45,649.53)	(66,600.00)	69%
Licenses and permits	(6,940.00)	(37,299.47)	(113,500.00)	33%
Other local government transfers	-	(29,134.56)	(202,839.00)	14%
Proceeds from disposal of capital assets	-	-	(35,000.00)	0%
Franchise and concession contracts	(32,244.38)	(62,050.33)	(292,000.00)	21%
Rental	(10,832.20)	(15,259.57)	(136,080.00)	11%
Other	(559.61)	(4,433.58)	(123,700.00)	4%
Government transfers for capital	(1,402,343.00)	(1,752,688.00)	(1,003,000.00)	175% 1
	(1,568,734.87)	(2,181,067.48)	(9,446,657.00)	23%
Expenses				
Salaries, wages and benefits	258,147.17	470,669.40	3,234,753.00	15%
Contracted and general services	109,963.62	176,826.14	1,728,876.00	10%
Materials, goods, supplies, and utilities	140,463.41	151,253.98	1,333,070.00	11%
Bank charges and short-term interest	118.20	186.77	1,200.00	16%
Interest on long-term debt	-	-	204,579.00	0%
Other expenditures	1,214.15	2,424.15	50,005.00	5%
Transfers to organizations and others	3,622.11	6,328.11	377,154.00	2%
Amortization	-	-	1,805,159.00	0%
	513,528.66	807,688.55	8,734,796.00	9%
Internal Transfers				
Internal transfers	(6,530.11)	(6,530.11)	-	
Net Income	(1,061,736.32)	(1,379,909.04)	(711,861.00)	
Other				
Transfers to/from reserves	-	-	316,146.00	0%
Capital expenditures	172,762.37	272,938.37	2,298,000.00	12%
Debt Proceeds	-	-	(450,000.00)	
Debt Principal Repayment	-	-	352,874.00	0%
Amortization addback	-	-	(1,805,159.00)	0%
	(888,973.95)	(1,106,970.67)	-	

Notes

- 1** This is funds disbursed, but not necessarily spent. Only spent funds should be recorded as "revenue" and the remaining should be deferred. Will adjust for March.



Town of Claresholm
Income Statement by Function
February 28, 2023

Revenue	FEBRUARY	2023 YTD	2023 BUDGET	YTD % of Budget
Tax and requisition revenue	(44,703.83)	(131,199.39)	(4,220,653.00)	3%
General administration revenue	(7,194.61)	(22,925.94)	(142,280.00)	16%
Police	-	(483.00)	(4,000.00)	12%
Fire	-	(3,078.64)	(19,000.00)	16%
Bylaw enforcement	(965.00)	(5,675.00)	(11,000.00)	52%
Common equipment pool	-	-	(35,000.00)	0%
Roads, streets, walks, lighting	(1,402,343.00)	(1,628,863.00)	(693,175.00)	235% 1
Storm sewers and drainage	-	-	-	
Water supply and distribution	(51,189.37)	(51,602.88)	(1,859,832.00)	3%
Wastewater treatment and disposal	(16,150.46)	(16,574.19)	(630,148.00)	3%
Garbage Collection	(17,151.09)	(17,858.68)	(429,000.00)	4%
Recycling	(9,069.57)	(9,285.21)	(301,883.00)	3%
FCSS	(350.00)	(56,193.31)	(227,774.00)	25%
Cemetery	(550.00)	(2,275.00)	(21,800.00)	10%
Physician recruitment	-	-	(1,000.00)	0%
Economic development	(758.78)	(59,645.49)	(73,887.00)	81%
Land use planning, zoning and development	(1,375.00)	(14,844.47)	(82,100.00)	18%
Parks and recreation	(16,934.16)	(160,563.28)	(684,125.00)	23%
Culture - libraries and museum	-	-	(10,000.00)	0%
	(1,568,734.87)	(2,181,067.48)	(9,446,657.00)	
Expenses				
Legislative	8,710.44	9,080.44	116,150.00	8%
Administration	110,108.83	175,197.12	1,412,020.00	12%
Police	-	-	224,238.00	0%
Fire	10,482.54	18,410.72	213,443.00	9%
Bylaw enforcement	8,143.07	13,813.45	126,087.00	11%
Common and equipment pool	40,675.69	63,425.50	515,273.00	12%
Roads, streets, walks and lighting	45,509.06	57,744.37	583,763.00	10%
Storm sewers and drainage	748.19	971.39	13,151.00	7%
Water supply and distribution	78,965.64	106,310.58	966,530.00	11%
Wastewater treatment and disposal	6,138.35	10,783.57	167,990.00	6%
Garbage Collection	25,562.35	38,447.09	381,173.00	10%
Recycling	28,761.84	43,036.47	305,888.00	14%
FCSS	19,276.91	30,903.17	239,868.00	13%
Daycare	2,706.00	5,412.00	32,472.00	17%
Cemetery	179.79	1,000.76	22,963.00	4%
Physician recruitment	-	-	3,000.00	0%
Economic development	26,694.03	51,133.26	240,999.00	21%
Agriculture - weed and pest control	-	-	19,604.00	0%
Land use planning, zoning and development	23,891.06	50,498.99	203,580.00	25%
Parks and recreation	67,900.75	104,106.92	777,574.00	13%
Culture - libraries and museum	9,074.12	27,412.75	363,871.00	8%
Amortization	-	-	1,805,159.00	0%
	513,528.66	807,688.55	6,929,637.00	
Net Income	(1,061,736.32)	(1,379,909.04)	(711,861.00)	

Notes:

1 This is receipt of \$1.4M in MSI Capital funding (in Feb), plus another \$226K CCBF (formally FGTF) for 2023 and future capital projects. As not yet spent this isn't actually "revenue" yet, so this showing as revenue already isn't technically correct and is misleading. Will adjust this to be removed/deferred for March statements.



INFORMATION BRIEF

Meeting: April 11, 2023
Agenda Item: 12

Community Justice Centres

DESCRIPTION:

Community Justice Centres are alternative approaches to the formal justice system. They are designed to move justice out of the traditional courtroom and into a community setting. They bring together justice, health, and social services to address the root causes of crime, break the cycle of offending and improve community safety.

Justice Centres hold individuals accountable for their offences while connecting them to services (such as health, mental health, addictions, housing, and employment supports) that reduce the risk of re-offending and support communities and victims harmed by crime.

The Town's FCSS Director attended 3 engagement sessions hosted by Alberta Justice as they seek advice and recommendations for future planning, and to offer Justice Canada in their plan to establish this program nationally.

These sessions were scheduled as open dialogue with community members that attended to discuss what CJsCs will look like in Alberta. They asked specific questions to lead the dialogue during small breakout sessions. There is no standard criteria for CJsCs as each community has its own unique needs – similar to FCSS in the province, CJC programs will also be community driven.

Implementing CJC programs will involve significant collaboration with various stakeholders to achieve a fair, effective and humane justice system. CJsCs will involve community prosecution and courts, sentencing circles and restorative justice. The hope is to develop programming that will reduce the high prevalence of incarceration, increase equity, strengthen neighbourhoods and improve social and economic opportunity.

They have promised to share all the feedback obtained in the engagement sessions. So hopefully more information will be available soon. Concerns expressed from the FCSS:

- Where will the funds to run this come from?
- How long will the funds last or will there be expectation for the funding to come from municipalities?
- This cannot be run on the side of someone's desk.
- Who will supervise when doing volunteer work for restitution?
- What will it look like? What agencies will be involved?

PREPARED BY: Barbara Bell, Claresholm and District FCSS Director

APPROVED BY: Abe Tinney – CAO

DATE: April 4, 2023



INFORMATION BRIEF

Meeting: April 11, 2023
Agenda Item: 13

Claresholm Tax Rates, Expenditures and Revenues

DESCRIPTION:

In anticipation of budget and tax rate bylaw approvals over the next several weeks, Administration has prepared municipal comparisons so Council can have an idea of where Claresholm stands in relation to other municipalities.

Administration has generated tables comparing municipal residential and non-residential tax rates, and expenditures and revenues. The tables compare Claresholm with a select group of municipalities, which have been chosen based upon a municipality index provided by the province (a combination of equalized assessment, location and population). The communities in the tables below range in the municipality index from 67 (Turner Valley) to 73 (Carstairs). Claresholm has an index number of 71 and the website suggests to compare municipalities with +/- 10 index points.

The data in the tables is from 2021.

Website:

https://visualizations.alberta.ca/SASVisualAnalytics/?reportUri=%2Freports%2Freports%2F5554636d-da40-477e-9ef4-ae5ba175f9d0&page=vi1554&sso_guest=true&shareEnabled=false&informationEnabled=false&alertsEnabled=false&reportViewOnly=true&reportContextBar=false



QR code provided for convenience. Public can access information source and generate their own tables and comparisons.

Tax Rates

Residential

Table 1: the average municipal residential tax rate is 8.3 and the Claresholm rate is 6.90 (Claresholm's rate in 2022 was 6.97). Claresholm compares favourably to our neighbours Nanton (9.8), Pincher Creek (9.8) and Cardston (7.6), while coming in higher than Fort Macleod (6.2).

Non-Residential

Table 2: The average non-residential general municipal tax rate is 12.0 and the Claresholm rate is below the average at 11.6 (Claresholm's rate in 2022 was 11.7). Claresholm is below that of Cardston (12.9), Nanton (13.1), Pincher Creek (12.4) and Fort Macleod (12.2). Comparing over 60 towns (with a municipality index ranging between 60 and 80), the average non-residential rate was 13.3.

Revenues and Expenditures Per Capita

Revenues

Table 3: The average revenues per capita is \$3,171, with Claresholm registering \$2,739. Compared to local municipalities, Claresholm generates less per capita than Nanton (\$3,604), Cardston (\$3,320) and Pincher Creek (\$3,601), but more than Fort Macleod (\$2,679). Comparing over 60 towns (with a municipality index ranging between 60 and 80), the average revenues per capita was \$3,536. Claresholm was 12 lowest on the list.

Table 4: This table displays the provincial median and maximum municipal revenues for Franchise and Concession fees. The map shows how Claresholm compares (represented by the blue line) to same municipal type (towns). Franchise contracts for Claresholm include Fortis and Atco.

Expenditures

Table 5: The average expenditure per capita is \$2,811, with Claresholm sitting below the average at \$2,200. Comparing locally, Claresholm spends less per capita than its neighbours of Nanton (\$3,185), Fort Macleod (\$2,541), Cardston (\$2,884) and Pincher Creek (\$3,055). Comparing over 60 towns (with a municipality index ranging between 60 and 80), the average expenditures per capita was \$3,261. Claresholm was fourth lowest, behind Coaldale (\$2,171), Magrath (\$1,788) and Raymond (\$2,175).

Conclusion

The charts speak very broadly to municipal tax rates, and expenditures and revenues. Administration believes that Council can report to the public and business community that it has kept tax rates and expenditures at or below those of our neighboring municipalities, and in some cases the difference is significant (i.e. residential taxes and expenditures per capita).

Municipal expenditures and revenues, with comparative graphs, can be broken down into more detail to give greater insights, such as breaking down revenues into different types/sources, such as taxes (as noted above), or franchise fees.

Administration will circulate this information on social media and the town website in the Notices and Tax and Assessment sections. If Council would like this information shared elsewhere, please advise.

Table 1 – Residential (2021)

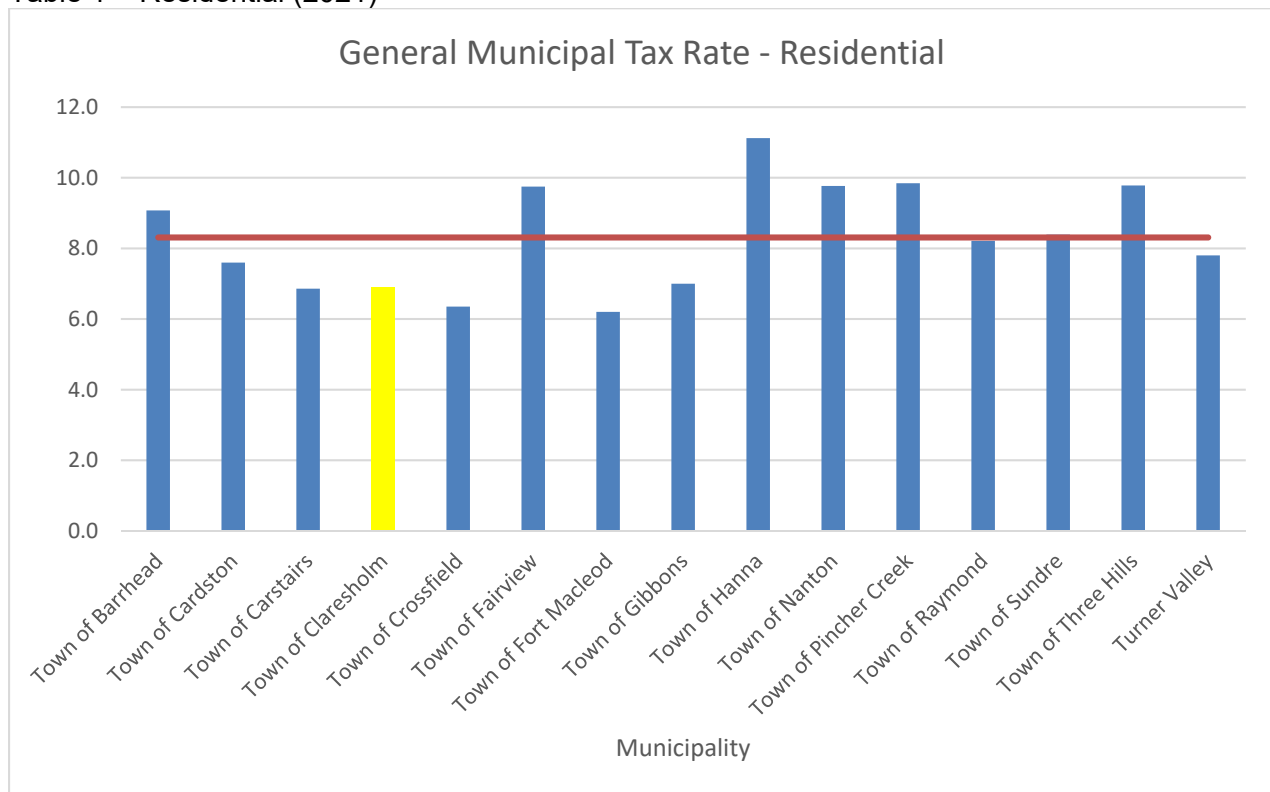


Table 2 – Non-residential (2021)

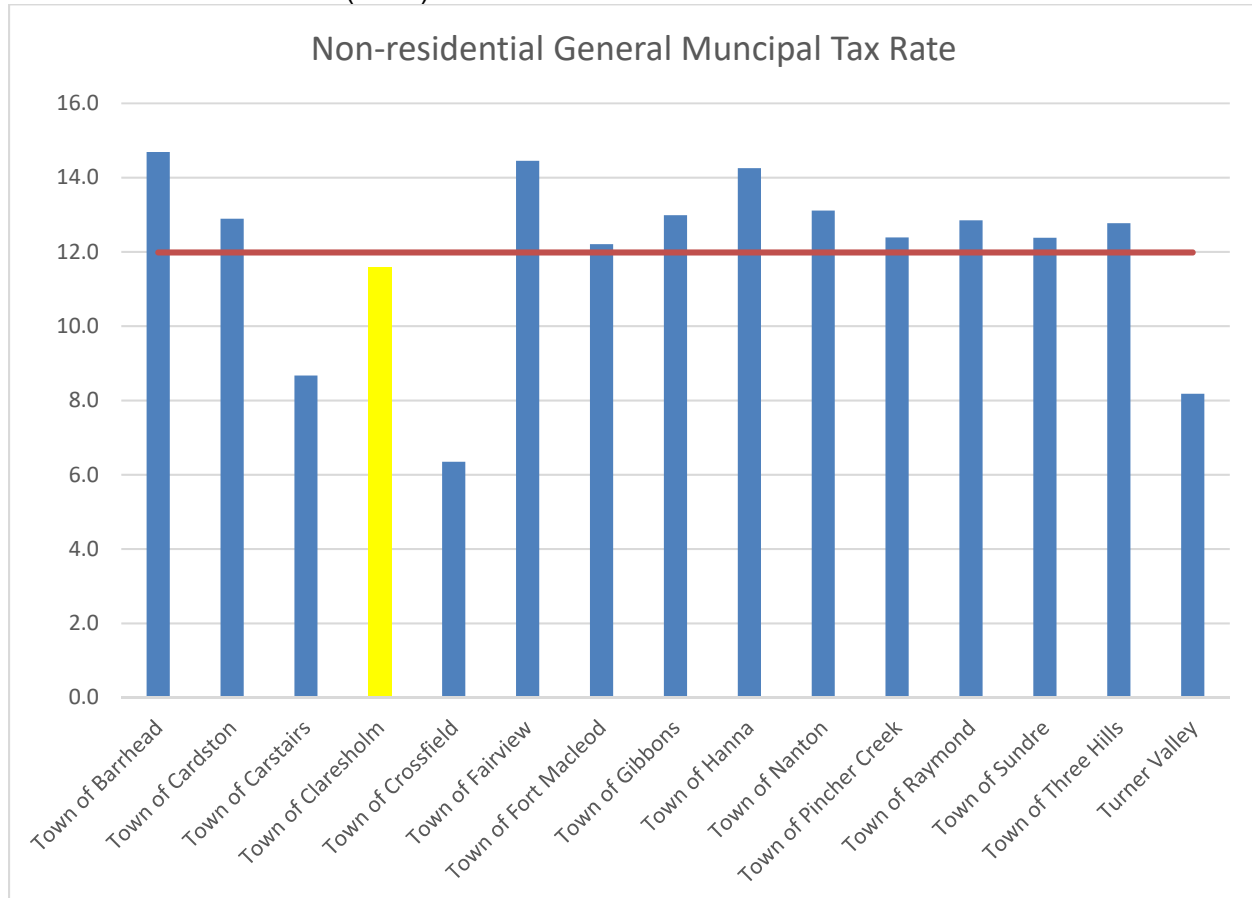


Table 3 – Revenues/Capita

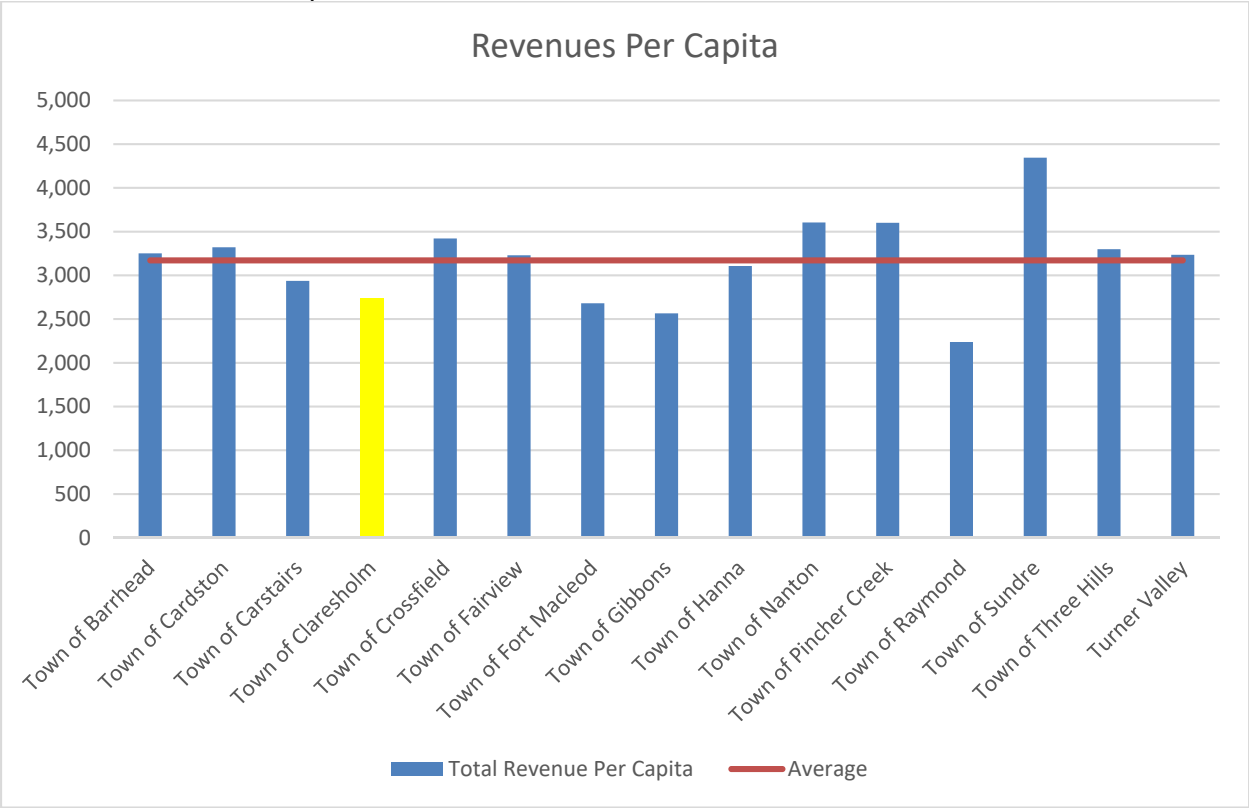


Table 4 – Revenues/capita: Franchise and Concession Contracts

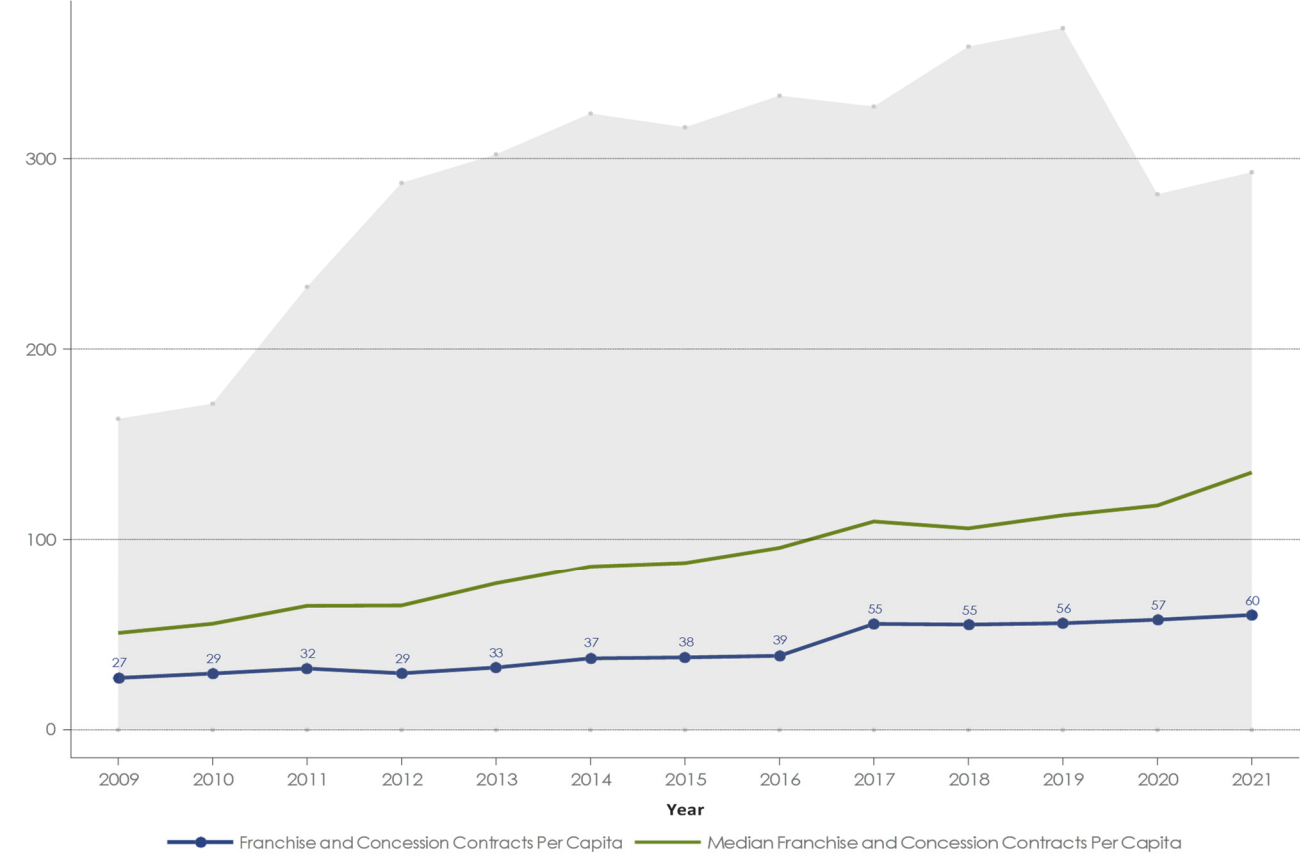
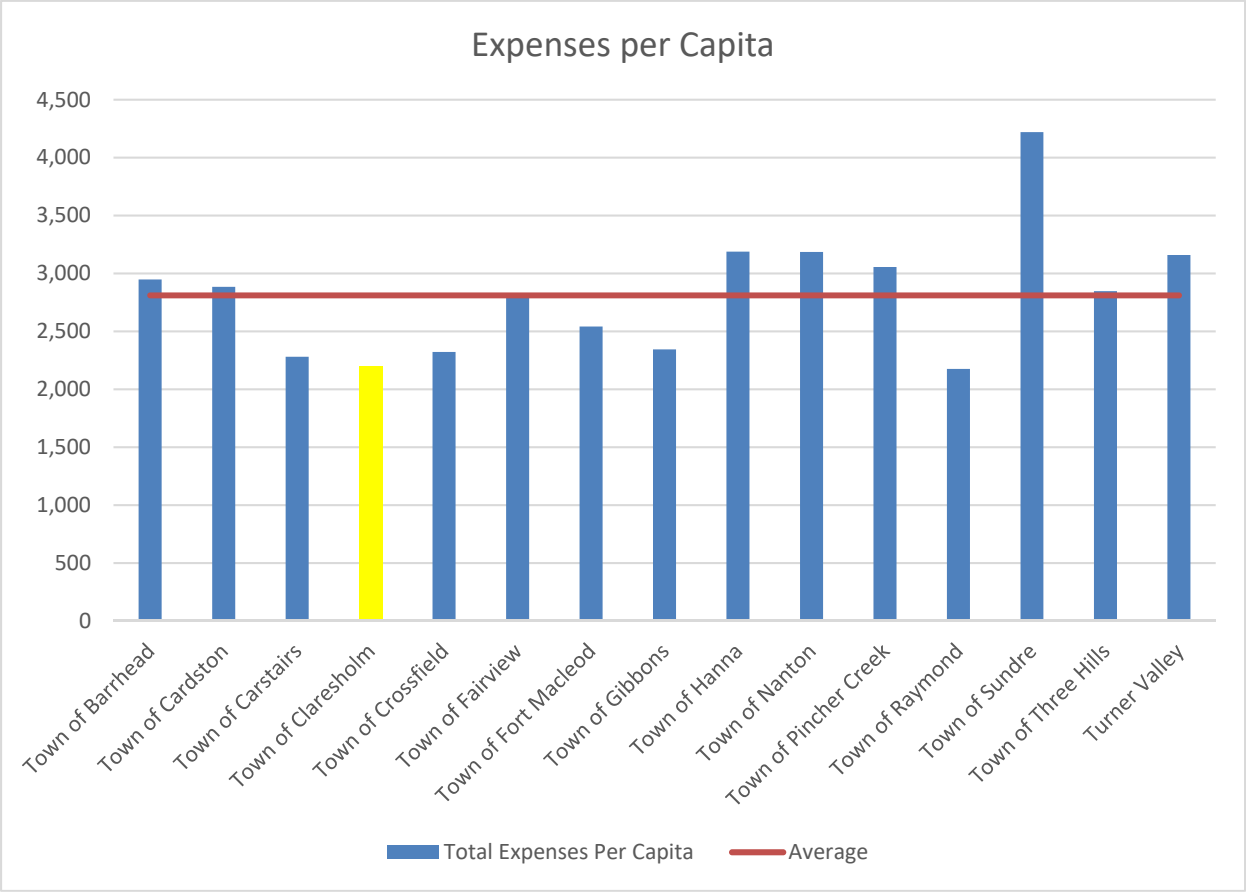


Table 5 – Expenses/Capita



PREPARED BY: Abe Tinney, CAO



INFORMATION BRIEF

Meeting: April 11, 2023
Agenda Item: 14

RURAL AND NORTHERN IMMIGRATION PILOT

UPDATE:

For Claresholm, the Rural and Northern Immigration Pilot (RNIP) officially began in March, 2020. COVID public safety measures came into effect the same month. The Economic Development Committee reviewed their first recommendations virtually, in April, 2020, marking 3-years this month.

As of March 31, 2023, the Economic Development Committee has issued 50 Community Recommendations for full-time permanent employment, at 24 different employers in Claresholm and the MD of Willow Creek. When you include candidates' spouse and children, that equates to 135 people invited to live and work in Claresholm from 13 different Countries.

Not everyone has arrived, and some have already left. It is estimated that 100 of the 135 of those approved have arrived in Claresholm, and families are now arriving almost every month. At least 5 candidates who arrived, have relocated themselves and their families to another community (16 people or more). Reasons for leaving have included better employment, access to child care or family support, and a desire to be in an urban centre.

Recommendations by country; 39% Philippines, 33% India, 10% China/Hong Kong, 4% Pakistan, and 2% for each of Brazil, Chili, Germany, Nigeria, Zambia, Turkey, Ukraine, and Switzerland.

Participating employers; Pentecostal Assembly Church, Seven Eleven, Dairy Queen, El Molino Foods, Watt & Stewart Trucking, Tim Hortons, Subway, Hydra Pharmaceuticals, Curly's Liquor, Shell Canada, Sobeys Liquor, Claresholm Inn, Aramark Canada, Davis Chevrolet GMC, Best Seven Inn, Claresholm Pharmacy, Jimmy's Barber, Willow Creek Recycling, Douros Pizza, Casa Roma, BCL Brothers Masonry, Pizza Hut, Moon House Restaurant, and Alberta Health Services.

Overall, if you look at Claresholm's historical population, it is still below 2013 population. However, the period between 2019-2023 represents the first increase in population, since decline began in 2013. Claresholm's average age is also on the decline since 2019.

<https://regionaldashboard.alberta.ca/region/claresholm/population/#/?from=2012&to=2021>

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: January 20, 2023



Town of Claresholm

Council Committee Report

Date: April 11, 2023

Mayor Petrovic	
Councillor Carlson	
Councillor Cutler	
Councillor Kettles	<p>Claresholm Golf Club Some spring cleanup in progress as weather permits. Cold weather has pushed back opening date to now April 15, 2023. Repair of one bridge completed with planning on how to replace crossing between Hole # 6 and Hole #7. Still looking for a few more ground crew for the season. Restaurant plans soft opening for early April. Still waiting on Telus for improved internet connection Golf Club AGM set for April 18, 2023</p> <p>Lethbridge Economic Development Forum - Southgrow Noted Economist speakers - Jack Mintz, Todd Hirsch Breakout sessions on: Community Investment Attraction Agriculture and Tourism Rural Broadband initiatives</p> <p>Claresholm Childcare Committee Budget Discussions - society financially sound. Personnel discussions - contingency planning, new hires, professional Development Fundraising updates - Casino date moved up to first quarter 2024. Both Daycare and Kidzone programs are full at this point. Town assisted with broken widow – thanks. Discussions pertaining to vaccination policy - maintain existing</p>

Note: Individual Councillor reports are non-binding, and do not represent the will of Council. Council may only act by resolution in accordance with section 180(1) of the *Municipal Government Act, R.S.A 2000*.



Town of Claresholm

	<p>practices. Planning discussions on new play structure in undeveloped area of the daycare grounds - update quotes, check for permits, one call, etc.</p> <p>Learn-a-lot Playschool Finance - expenses up with replacement vacuum so monthly loss Personnel discussions - still looking for teacher for fall. Fundraising discussions - plate painting day planned Sign up night and AGM set for May 2, 2023</p>
Councillor Meister	
Councillor Schlossberger	
Councillor Zimmer	

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - February 13, 2023				
16c	IN CAMERA: Land - Moved by Councillor Zimmer to direct Administration to proceed with researching Starline Business Park development scenarios. CARRIED MOTION #23-023	Abe	Administration is researching development scenarios.	Ongoing
Regular Scheduled Meeting - March 27, 2023				
1	RFD: 2022 Reserve Transfers - Moved by Councillor Meister to change the name and broaden the use of the funds in the Fire Truck capital reserve to the Fire capital reserve to be used for any capital expenditures related to the Fire Department. CARRIED MOTION #23-035	Blair	Reserve name has been changed on the 2022 financials as well as on internal records	Complete
1	RFD: 2022 Reserve Transfers - Moved by Councillor Schlossberger to change the name and broaden the use of funds in the Physician Recruitment capital reserve to the Healthcare Professional Recruitment operational reserve to be used for expenditures associated with the recruitment of healthcare professionals. CARRIED MOTION #23-036	Blair	Reserve name has been changed on the 2022 financials as well as on internal records	Complete
1	RFD: 2022 Reserve Transfers - Moved by Councillor Zimmer to transfer out of reserve funds for 2022 operational and capital purposes in the amount of \$690,799 for the year ended December 31, 2022 as follows: CARRIED MOTION #23-037	Blair	Adjusting entries have been made, and transfers have been documented on reserve records	Complete
1	RFD: 2022 Reserve Transfers - Moved by Councillor Kettles to transfer 2022 unrestricted surplus funds of \$1,444,114 to Reserves for the year ended December 31, 2022 as follows: CARRIED MOTION #23-038	Blair	Adjusting entries have been made, and transfers have been documented on reserve records	Complete
2	RFD: 2022 Audited Financial Statements - Moved by Councillor Schlossberger to accept the Audited Financial Statements for the year ended December 31, 2022 as presented. CARRIED MOTION #23-039	Blair	Financials have been signed and posted on the Town's website	Complete
2	RFD: 2022 Audited Financial Statements - Moved by Councillor Carlson to appoint Gregory Harriman and Associates LLP as the Town of Claresholm Auditor for the 2023 fiscal year. CARRIED MOTION #23-040	Blair	Gregory Harriman and Associates LLP has been notified	Complete
3	BYLAW #1758 - Moved by Councillor Zimmer to give Bylaw #1758, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Cutler to give Bylaw #1758, a Land Use Bylaw Amendment, 3rd and Final Reading. CARRIED	Tara	Bylaw printed, signed and sent to ORRSC.	Complete
4	CORRES: JSG Engagement - Councillors Schlossberger and Zimmer to attend in Lethbridge	Abe	Registered and tickets issued	Complete

6	CORRES: Workers' Compensation Board - Alberta - Referred to Administration to acknowledge the National Day of Mourning on April 28, 2023.	Abe/Jason	Planning is in progress	In progress
7	CORRES: WCCHS 2023 Graduating Class - Councillors Carlson and Zimmer to attend.	Karine	Committee has been notified	Complete
8	CORRES: Nancy Schroeder RE: Highway Safety - Received for information	Abe	Letter sent	Complete
9	RFD: RCMP Claresholm & Nanton Detachment Hubbing - Moved by Councillor Cutler to send a letter to the RCMP regional administrators regarding the proposed hubbing of the Claresholm and Nanton detachments and that the letter should express concern over hubbing and the loss of coverage, slower response times and increasing responsibilities resulting from the hubbing. CARRIED MOTION #23-041	Abe	Letter has been sent.	Complete
10	RFD: Claresholm Skatepark Association Beer Gardens - Moved by Councillor Schlossberger to approve the Claresholm Skatepark Association's Beer Gardens from 5-8pm at Amundsen Park on June 20th, 2023, as well as the use of Town tables and chairs to accommodate the event if required, provided they obtain all necessary approvals from the provincial government. CARRIED MOTION #23-042	Abe	Approval Letter sent to Skatepark Association.	Complete
11	RFD: Recreation Fees Policy Update - Moved by Councillor Schlossberger to adopt the updated Recreation Fees Policy, Policy #5.7.10 Version 2.3 as presented, effective March 27, 2023. CARRIED MOTION #23-043	Blair/Denise	Updated policy has been added to the policy manual	Complete
12	RFD: Health & Safety Policy Update - Moved by Councillor Carlson to adopt the updated Health and Safety Policy, Policy #1.3.01 Version 3.0 as presented, effective March 27, 2023. CARRIED MOTION #23-044	Jason	Updated policy has been added to the policy manual	Complete
13	RFD: Workplace Violence & Harassment Policy - Moved by Councillor Meister to rescind Town Policy #1.2.01, Respectful Workplace Policy effective March 27, 2023. CARRIED MOTION #23-045	Jason	Policy has been rescinded	Complete
13	RFD: Workplace Violence & Harassment Policy - Moved by Councilor Zimmer to adopt the Workplace Violence and Harassment Policy and Procedures, Policy #1.2.02 Version 2.0 effective March 27, 2023. CARRIED MOTION #23-046	Jason	Updated policy has been added to the policy manual	Complete
14	RFD: Active Transportation Fund Agreement - Moved by Councillor Cutler that the Town of Claresholm can confirm that it meets all the requirements of Canada-Active Transportation Fund Agreement, and that the CAO can be authorized to execute the agreement on behalf of the Town of Claresholm. CARRIED MOTION #23-047	Tara	Notification sent	Complete
15	RFD: Mayor Petrovic's UCP Nomination Livingstone-Macleod - Moved by Councillor Cutler to approve a Leave of Absence from Claresholm Town Council for Mayor Petrovic effective March 28, 2023 until May 30, 2023. CARRIED MOTION #23-048	Abe/Karine	This information has been shared with the public and staff.	Complete
15	RFD: Mayor Petrovic's UCP Nomination Livingstone-Macleod - Moved by Councillor Zimmer to approve the following temporary appointments to external boards and committees as follows effective March 28, 2023 until May 30, 2023: CARRIED MOTION #23-049	Karine	Committee listing updated, committees notified	Complete
15	RFD: Mayor Petrovic's UCP Nomination Livingstone-Macleod - Moved by Councillor Schlossberger to approve the following temporary appointments to internal boards and committees as follows effective March 28, 2023 until May 30, 2023: CARRIED MOTION #23-050	Karine	Committee listing update	Complete

22c	IN CAMERA: Advice from Officials - Moved by Councillor Cutler to approve a \$7,000 transfer from the Town's Land Reserves to support a successful grant application. CARRIED MOTION #23-051	Brady	Received draft agreement from Tango for broadband project, and RFP for area structure plan is scheduled to go public 2nd week of April.	In Progress
22d	IN CAMERA: Intergovernmental Relations - Moved by Councillor Meister to award the contract for the Claresholm Fire Hall Expansion project to Southwest and to fund phase 1 of the project in the amount of \$43,385 from the Fire Capital Reserve. CARRIED MOTION #23-052	Tara	Notifications sent, awarded on APC.	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: April 6, 2023

INFORMATION ITEMS

Claresholm Community Centre Association

February 28, 2023 at 7:30 p.m.

Members present: Shayne Petersen, Shirley Isaacson, Butch Glimsdale, Walt Lane, Carmelle Steel, Marni Lane, Sherry Bourassa, Breanna Seeman

Members absent: Brad Schlossberger

1. Meeting called to order at 7:30 pm
2. Minutes of the December 6, 2022 meeting read. Approved by Shirley. All in favor.
3. Caretaker Report: Taken as information, see attached.
4. Treasurer's Report – Haven't received rental funds from the Town yet. May need to use Casino funds for operating. Casino is June 6 & 7. Books for 2022 are still at the accountants. Kinsmen haven't paid for 2022 yet. Balance sheet and profit/loss for Jan and Feb 2023 presented. Reminder our Casino is June 6 & 7, 2023. Shirley moved to accept the report as presented. Marni seconded. All in favor.
5. Old Business –
 - a. Renovation – Committee met with Wesco mid January to review quotes and they were all over budget. Met with Town and they sent a request for tenders. Lowest bid was still over budget. Town made a motion to cancel request for tenders. Carmell prepared a letter to send to the user groups stating hall can be used effective March 8 and advised them to enter their meetings on the new site
 - Grant match has submitted a new grant request for \$673,375 to Green & Inclusive Community Buildings
 - 80% matching funds grant and we can utilize the CFIP grant
 - Total project cost 673375
 - 80% is Federal \$538,700
 - 20% is applicant's share \$123,825
 - b. Booking System – Shayne, Carmelle, Shirley and Breanna are admins. Going live March 1, 2023. Tracy at the town is aware to direct people to the new site. Cell phone given to Shayne. Phone number is 403-625-9493. Office hours for booking is 9-5 Monday to Friday. Payments can be made through Stripe, fees are 2.9% plus \$0.30 per transaction. Suggest we review rental rates before summer.
 - c. Stoves – Sherry asked if quotes have been obtained. Carmelle was approached by a Lions member asking why they haven't had any information back on the costs. The Lions have not sent their preferences for the layout of the top of the stoves (grill size, # of burners, etc) to Marni. Pricing can't be obtained until the board has the information. The board and town will have final say as we need to ensure we are up to code with the hood fan, sprinkler system etc.
 - d. Rekey Hall - was going to be done with the reno, since it has been postponed, Carmelle will obtain a quote from Active Lock & Safe
6. New Business –
 - a. Grants – Town operating grant has been applied for. Carmelle applied for Community Service Recovery Fund in amount of 17,393 for cell boosters, ceiling mounted projector, TV, laptops, ipad, branding and awareness. Will know in early summer if we are approved

- b. User group agreements – Town office brought forward that the board needs to have a user agreement with the groups that pay an annual fee. This will ensure the groups are aware of the rules and pricing. Carmelle provided a copy.
- c. Floor vents – the ones in the lodge room need to be replaced. Butch and Shayne will look at options. Shayne to contact B & B to see if they can look at them and give us a quote to make new ones
- d. Wages – have not reviewed since 2019, contract is up for renewal. Marni will send contract for board and discussion will be held next meeting

Marni moved the meeting adjourned at 8:45 pm

Next meeting date March 28, 2023.

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, February 16, 2023
Community Room, Claresholm Town Office

ATTENDEES: Howard Paulson – Lay Representative
Brian Comstock – Lay Representative
Cindee Schlossberger – Lay Representative
Earl Hemmaway – MD of Willow Creek
Sally Morton – CEO
Shirley Isaacson, Secretary

ABSENT: Brydon Saunders – Lay Representative
Laurie Lyckman – Vulcan County
Mike Cutler – Town of Claresholm

Chair Howard Paulson called the meeting to order at 10:45 am.

1.0 APPROVAL OF AGENDA:

Moved by Earl Hemmaway to accept the agenda as presented. Motion Carried..

2.0 APPROVAL OF MINUTES:

Moved by Cindee Schlossberger that the minutes of the January 19, 2023 meeting be accepted as presented. Carried.

3.0 BUSINESS ARISING FROM MINUTES:

The Policy Manual will be reviewed in the next month. The Drivers meeting did not take place – will plan another meeting.

It was moved by Earl Hemmaway that we have quarterly meetings with the drivers. Motion carried.

4.0 CORRESPONDENCE:

Letter from AGLC cancelling the raffle licence #615574.

Application for the operational grant to the Town of Claresholm has been submitted.

5.0 REPORTS:

5.1 Financial – Sally will send out the financial statements when they are prepared.. \$37,599.24 in chequing, \$8033.01 casino, \$47,041.94 in savings. 64 trips for February so far. It was suggested that we do a comparison on the number of trips per month, per year for information purposes.
Sally moved acceptance of her report.

5.2 Chairman's Report –Will inquire into pricing for a new 7 passenger van.

6.0 OLD BUSINESS:

None

7.0 NEW BUSINESS:

- 7.1 Discussion on the meeting dates. Suggested that we change the date to the Second Thursday from the Third Thursday. All were in agreement.

8.0 IN CAMERA: No In camera..

NEXT MEETING DATE: March 9, 2023 at 10:45 a.m..

The meeting was adjourned by Earl Hemmaway..

SIGNED:

SIGNED: