



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
DECEMBER 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 – NOVEMBER 27, 2023

PUBLIC HEARINGS:

1. BYLAW #1763 – Land Use Bylaw Amendment
2. BYLAW #1772 – Land Use Bylaw Amendment
3. BYLAW #1773 – Land Use Bylaw Amendment

DELEGATION: CLARESHOLM RCMP DETACHMENT
RE: Quarterly Update

ACTION ITEMS:

1. BYLAW #1763 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
2. BYLAW #1771 – Land Use Bylaw Amendment
RE: 1st Reading
3. BYLAW #1772 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
4. BYLAW #1773 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
5. BYLAW #1775 – Land Use Bylaw Amendment
RE: 1st Reading
6. BYLAW #1776 – Emergency Management Bylaw
RE: 1st Reading
7. BYLAW #1777 – Solid Waste Management Bylaw
RE: All Readings
8. BYLAW #1778 – Administrative Services Committee Bylaw
RE: 1st Reading
9. CORRES: Oldman Watershed Council
RE: Thank You for Your Continued Support
10. REQUEST FOR DECISION: Real Estate Contract
11. REQUEST FOR DECISION: Committee Appointments
12. REQUEST FOR DECISION: Strategic Planning
13. REQUEST FOR DECISION: 2024 Interim Budget
14. INFORMATION BRIEF: Claresholm Firefighter Foundation - Grant Application
15. INFORMATION BRIEF: Council Committee Report
16. INFORMATION BRIEF: Council Resolution Status
17. ADOPTION OF INFORMATION ITEMS
18. IN CAMERA
 - a. PERSONNEL – FOIP Section 17
 - b. LAND – FOIP Section 16

INFORMATION ITEMS:

1. Mayors & Reeves of Southwest Alberta Meeting Minutes – November 3, 2023
2. ORRSC – Change in Assigned Municipal Planner – November 27, 2023
3. Claresholm Public Library Board Meeting Minutes – October 17, 2023
4. Claresholm Public Library Board Organizational Meeting Minutes – November 22, 2023
5. Willow Creek Agricultural Society Manager's Report – November 2023

ADJOURNMENT



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

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

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

ABSENT: None

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

MEDIA PRESENT: None

NOTICE OF RECORDING: Mayor Schlossberger 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 Schlossberger

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

CARRIED

MINUTES: **REGULAR MEETING – NOVEMBER 14, 2023**

Moved by Councillor Zimmer that the Regular Meeting Minutes of November 14, 2023 be accepted as presented.

CARRIED

DELEGATION: **SHOCK TRAUMA AIR RESCUE SERVICE (STARS)**
RE: 2023 Update

Glenda Farnden, Senior Municipal Relations Liaison and Jackie Seely, Municipal Officer Southern Alberta for STARS presented Council with an update of operations.

ACTION ITEMS:

1. **BYLAW #1765 – BMO Operational Borrowing Bylaw**
RE: 2nd & 3rd Readings

Moved by Councillor Ross to give Bylaw #1765, the BMO Operational Borrowing Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1765, the BMO Operational Borrowing Bylaw, 3rd & Final Reading.

CARRIED

2. **BYLAW #1766 – AMSC Operational Borrowing Bylaw**
RE: 2nd & 3rd Readings

Moved by Councillor Kettles to give Bylaw #1766, the AMSC Operational Borrowing Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Meister to give Bylaw #1766, the AMSC Operational Borrowing Bylaw, 3rd & Final Reading.

CARRIED

3. **BYLAW #1774 – Land Use Bylaw Amendment**
RE: 1st Reading

Moved by Councillor Zimmer to give Bylaw #1774, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

4. **DELEGATION RESPONSE: Claresholm & District Museum Board**
RE: Museum Strategic Plan

MOTION #23-157 Moved by Councillor Meister to accept as information the Claresholm Museum Board's annual report and strategic planning notes, as presented at the November 14th, 2023 Regular Council Meeting.

CARRIED

5. **DELEGATION RESPONSE: Sustainable Housing Initiative**
RE: Enabling Housing Choice – Final Report

MOTION #23-158 Moved by Councillor Carlson to approve the Enabling Housing Choice Report, provided by the Rural Development Network's Sustainable Housing Initiative.

CARRIED

6. CORRES: Alberta Municipalities
RE: Provincial Consultations on LAEA and MGA

Received for information.

7. CORRES: President Tyler Gandam, Alberta Municipalities
RE: Virtual Town Hall Meeting – November 30, 2023

Received for information.

8. CORRES: Porcupine Hills Classic Cruisers
RE: 32nd Annual Show ‘n’ Shine – August 11, 2024

MOTION #23-159 Moved by Councillor Zimmer to allow the Porcupine Hills Classic Cruisers to utilize Centennial Park ball diamonds on Sunday, August 11, 2024 for the purpose of their 32nd Annual Show ‘n’ Shine.

CARRIED

9. REQUEST FOR DECISION: Large Print Books Donation

MOTION #23-160 Moved by Councillor Meister to approve the out-of-budget expenditure of large print books for the public’s use to a maximum of \$1,000 and that these books be donated to the Claresholm Public Library.

CARRIED

10. REQUEST FOR DECISION: Policy #3.3.20 – Fire Dept Remuneration

MOTION #23-161 Moved by Councillor Zimmer to approve the revision to Policy #3.3.20 with the addition of officer responsibility pay.

CARRIED

11. FINANCIAL REPORT: Statement of Operations - October 31, 2023

Moved by Councillor Ross to accept the Consolidated Statement of Operations for the month ended October 31, 2023 as presented.

CARRIED

12. INFORMATION BRIEF: Open House Notice

MOTION #23-162 Moved by Councillor Kettles to set a Town Council Open House for Monday, February 12, 2024 at 6:00 p.m. at the Town Office with discussion to focus on the North Point Area Structure Plan.

CARRIED

13. INFORMATION BRIEF: Emergency Management Tabletop Exercise

Received for information.

14. INFORMATION BRIEF: CAO Report

Received for information.

15. INFORMATION BRIEF: Council Committee Report

Received for information.

16. INFORMATION BRIEF: Council Resolution Status

Received for information.

17. ADOPTION OF INFORMATION ITEMS

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

CARRIED

18. IN CAMERA

a. PERSONNEL – FOIP Section 17

b. LAND – FOIP Section 16

c. LAND – FOIP Section 16

d. Business Interests of a Third Party – FOIP Section 16

Moved by Councillor Ross to go In Camera at 7:53 p.m. for the following items:

a. Personnel – FOIP Section 17

b. Land – FOIP Section 16

c. Land – FOIP Section 16

d. Business Interests of a Third Party – FOIP Section 16

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger stated that the live stream has ended at 7:53 p.m.

Moved by Councillor Zimmer to come out of In Camera at 8:48 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:48 p.m.

ADJOURNMENT: Moved by Councillor Ross that the meeting adjourn at 8:49 p.m.

CARRIED

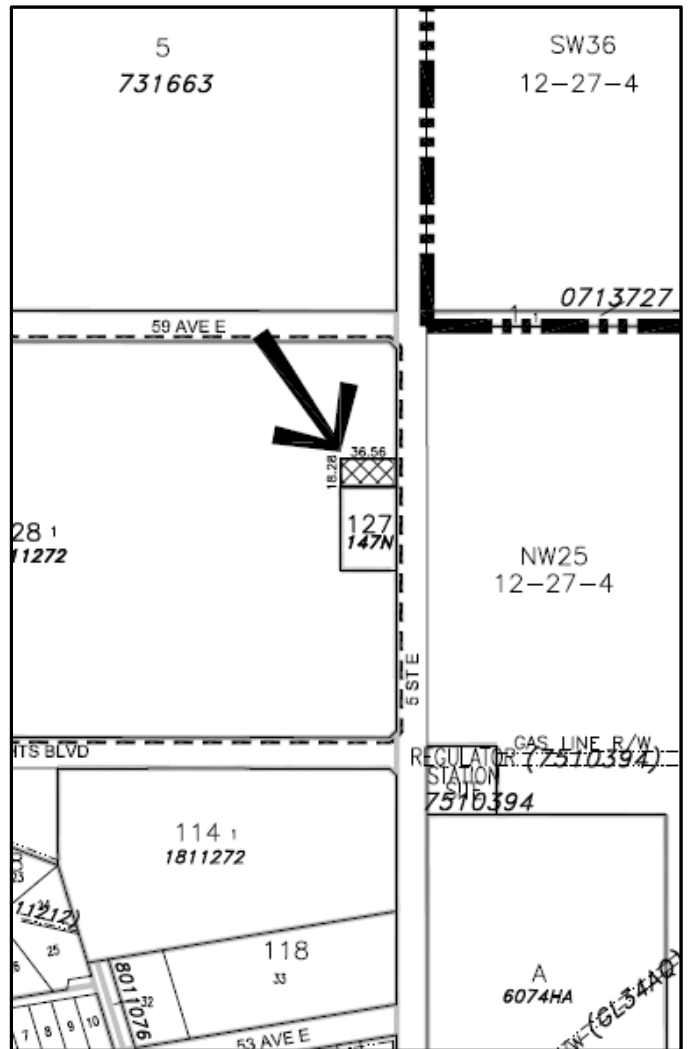
NOTICE OF RECORDING CEASED: Mayor Schlossberger noted that recording ceased at 8:49 p.m.

Mayor – Brad Schlossberger

Chief Administrative Officer – Abe Tinney

DRAFT

PUBLIC HEARING



NOTICE OF PUBLIC HEARING

TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1772

7:00 p.m., Monday, December 11, 2023

Town of Claresholm Council Chambers, 111 - 55 Avenue West

PURSUANT to sections 216.4, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta has given first reading to Bylaw No.1772, which on final passage would amend the Town of Claresholm Land Use Bylaw No.1525.

THE PURPOSE of proposed Bylaw No. 1772 is to

Add the following use to Highway Commercial – C2 under section 1.

PERMITTED USES

Personal Service

Definition: Personal Service means a development providing services for personal care and appearance; services for cleaning, servicing, altering and maintenance of personal effects and accessories. "Personal Service" includes barber shops, beauty salons, tailors, diet centers, shoe repair shops, photography studios, upholstery and rug cleaners, and laundromats.

THEREFORE, TAKE NOTICE THAT a public hearing to consider proposed Bylaw No. 1772 will be held in the Town of Claresholm Council Chambers at 7:00 p.m. on Monday, December 11, 2023.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Town Development Services Manager no later than 2:00 p.m. on December 7, 2023. Both written and/or verbal presentations may be given at the public hearing. A copy of the proposed bylaw may be emailed, please inquire at the Town office during normal business hours.

DATED at the Town of Claresholm in the Province of Alberta this 29th day of November, 2023.

Abe Tinney, Chief Administrative Officer

NOTICE OF PUBLIC HEARING

TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1773

7:00 p.m., Monday, December 11, 2023

Town of Claresholm Council Chambers, 111 - 55 Avenue West

PURSUANT to sections 216.4, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta has given first reading to Bylaw No.1773, which on final passage would amend the Town of Claresholm Land Use Bylaw No.1525.

THE PURPOSE of proposed Bylaw No. 1773 is to re-designate a portion of land described as:

**PORTION OF LOT 57, BLOCK B, PLAN 1122576
(PORTION OF PROPOSED LOT 61, BLOCK B
SUBDIVISION FILE 2023-0-123) WITHIN SE 1/4
SEC 26, TWP 12, RGE 27, W 4 M**

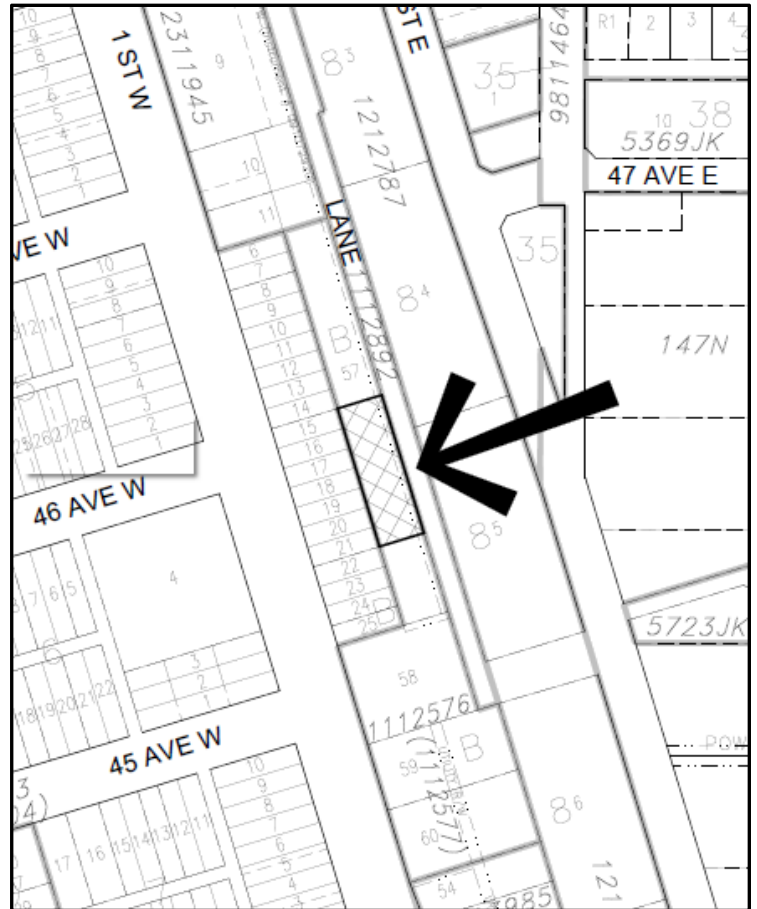
**BE AMENDED BY CHANGING FROM “DIRECT
CONTROL – DC” TO “HIGHWAY COMMERCIAL – C2”.**

THEREFORE, TAKE NOTICE THAT a public hearing to consider proposed Bylaw No. 1773 will be held in the Town of Claresholm Council Chambers at 7:00 p.m. on Monday, December 11, 2023.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Town Development Services Manager no later than 2:00 p.m. on December 7, 2023. Both written and/or verbal presentations may be given at the public hearing. A copy of the proposed bylaw may be emailed please inquire at the Town office during normal business hours.

DATED at the Town of Claresholm in the Province of Alberta this 29th day of November, 2023.

Abe Tinney, Chief Administrative Officer



DELEGATIONS



2023/11/14

Sgt. Perry Pelletier

NCO i/c

Claresholm Detachment

Dear Claresholm Town Council

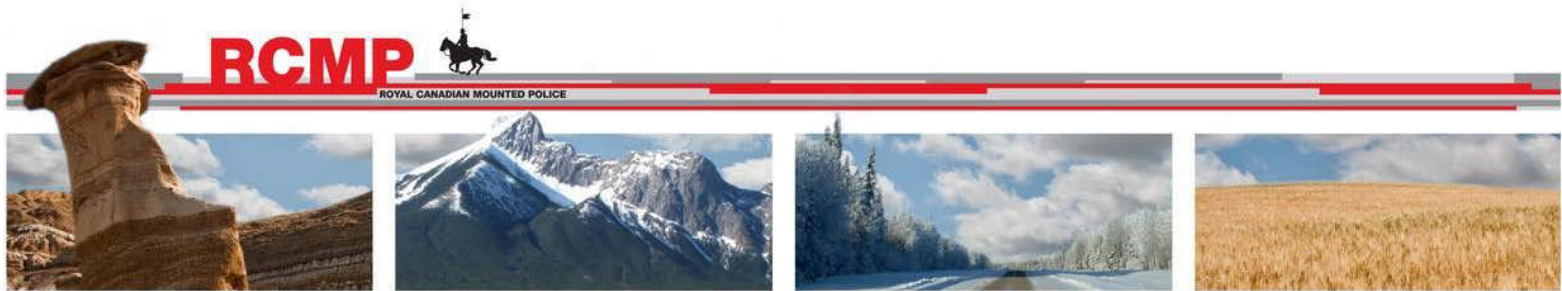
Please find the quarterly Community Policing Report attached that covers the July 1st to September 30th, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Claresholm Detachment.

This quarter I want to update you on the status of Body Worn Camera (BWC) field test pilot project, which commenced earlier this year in Grand Prairie, Parkland, and St. Paul Detachments respectively. The rollout of BWC is part of the RCMP's on-going efforts to be transparent and accountable to the communities we serve. The use of BWC can play a role in enhancing public trust, improving interactions between the public and police, resolving public complaints more quickly, and improving evidence gathering. I wish to advise that the 10-week BWC & Digital Evidence Management Service (DEMS) Field Test has ended. Over the course of the Field Test, the Project Team reviewed the tools and services provided by the Contractor as well feedback provided by users of the Field Test Service against the contractual requirements. The RCMP has determined that the Contractor has not successfully met the Field Test requirements as outlined in the Contract. As such, we are in the process of transitioning to a new Contractor, and more details will be shared once they are confirmed.

Your ongoing engagement and the feedback you provide guides our Detachment team and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Regards

Sgt. P.M. PELLETIER
Claresholm Detachment



RCMP Provincial Policing Report

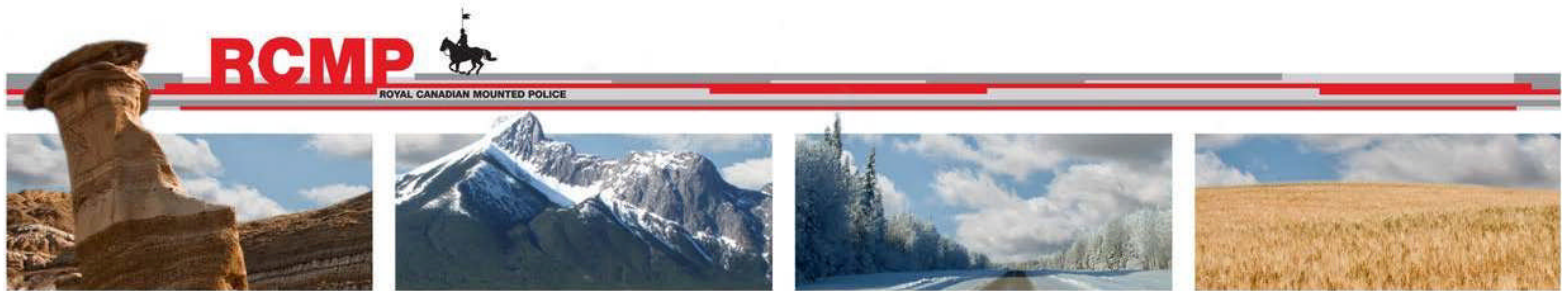
Detachment	Claresholm
Detachment Commander	Cpl. Sean Dutch
Quarter	Q2
Date of Report	

Community Consultations

Date	2023-08-14
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Detachment members attended the Town of Stavely Council Meeting and presented the RCMP Q1 report.

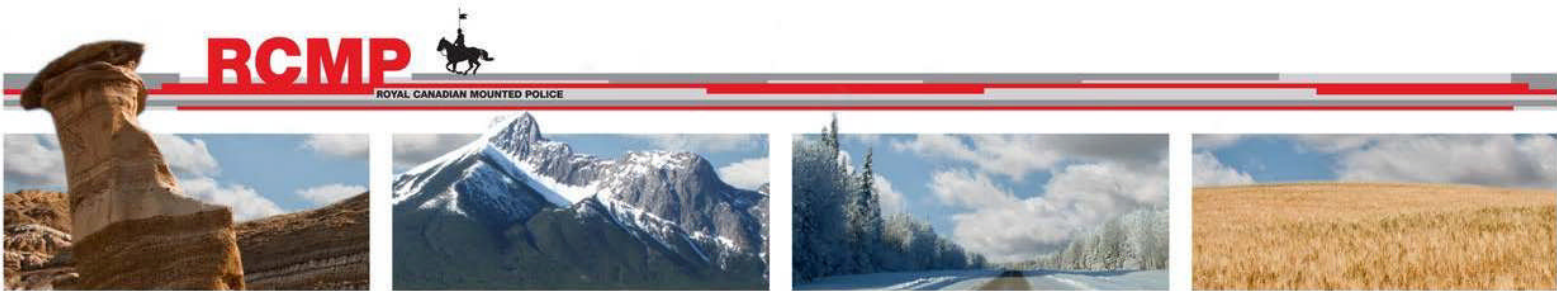
Date	2023-08-15
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Detachment members attended the MD of Ranchland Council Meeting and presented the Claresholm RCMP Q1 report.

Date	2023-09-12
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Detachment members attended a Town of Claresholm Council Meeting and presented the Claresholm RCMP Q1 Report.

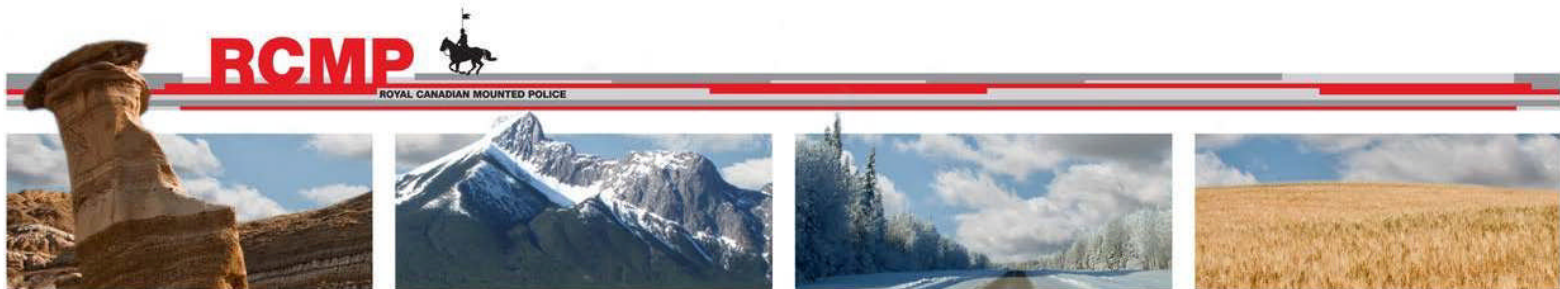


Community Priorities

Priority 1	Enhance Road Safety
Current Status & Results	<p>Speeding and Moving Driving Behaviours: Q2 saw 41 charges for various Moving Violations. Decrease in enforcement due to higher call volumes this period. Initiative slightly off track.</p> <p>Impaired Driving Enforcement: Q2 resulted in no charges being laid. Decrease in enforcement due to higher call volumes this period. 2 reports of Impaired Driving complaints from the public resulted in being Unfounded. Initiative off track.</p> <p>Issue to be addressed at an upcoming Detachment meeting.</p>
Priority 2	Crime Reduction
Current Status & Results	<p>For the above 3 initiatives, no documentation located noting any of the above were addressed this term. Resource pressures and calls for serving more then likely a contributing factor. Issue is off track.</p> <p>Issue to be address in an upcoming Detachment meeting.</p>
Priority 3	Police / Community Relations - Police Visibility
Current Status & Results	<p>Foot Patrols: Q2 resulted in 3 foot patrols conducted in the downtown area of the town.</p> <p>Enhanced Visibility: Q2 results were not noted.</p> <p>Conduct Presentations/Meetings with Community Partners: Q2 resulted in members being unable to address this initiative.</p> <p>Resource pressures and calls for service being the primary factor.</p> <p>Issue off track.</p>



Priority 4	Drug Enforcement
Current Status & Results	Drug enforcement Actions: Q2 did not see any drug enforcement/complaints being being actioned this term.



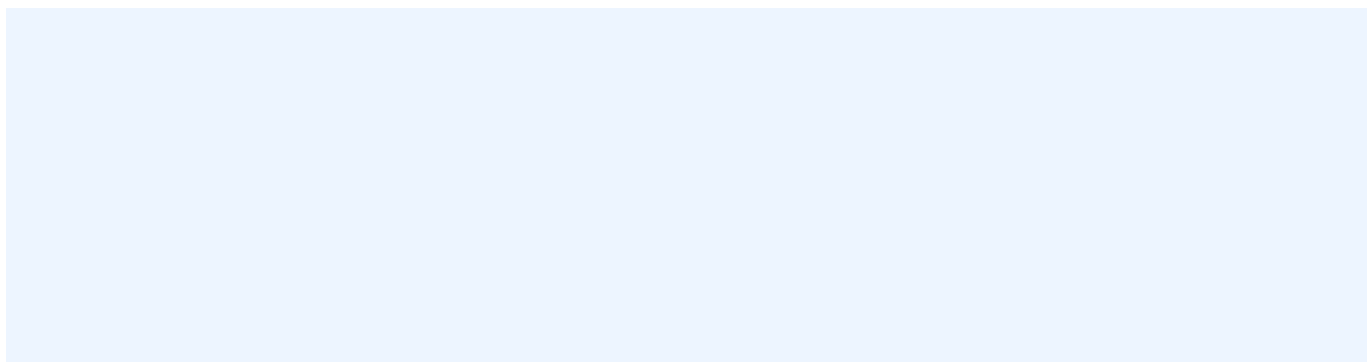
Crime Statistics¹

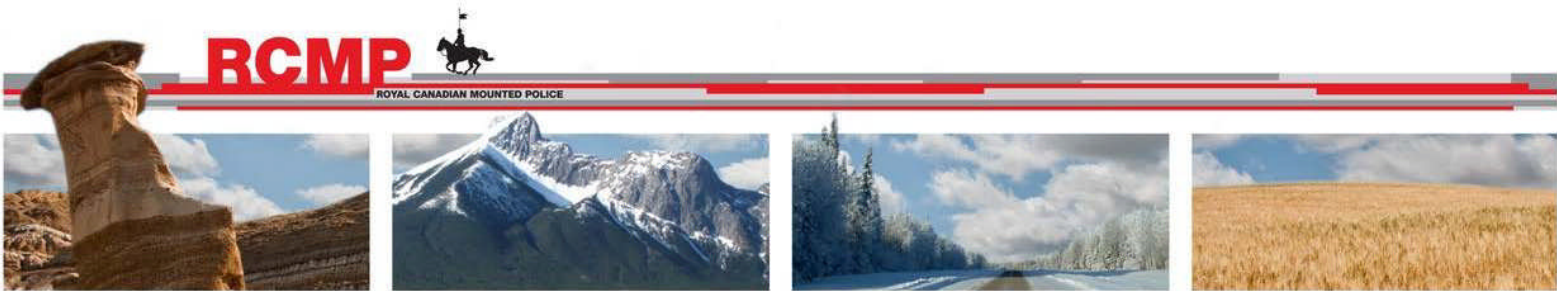
The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	166	145	-13%	476	494	4%
<i>Persons Crime</i>	22	25	14%	102	98	-4%
<i>Property Crime</i>	118	97	-18%	285	304	7%
<i>Other Criminal Code</i>	26	23	-12%	89	92	3%
Traffic Offences						
<i>Criminal Code Traffic</i>	12	5	-58%	29	31	7%
<i>Provincial Code Traffic</i>	224	145	-35%	920	689	-25%
<i>Other Traffic</i>	0	0	N/A	3	2	-33%
CDSA Offences	6	0	-100%	23	13	-43%
Other Federal Acts	7	1	-86%	28	22	-21%
Other Provincial Acts	51	41	-20%	192	172	-10%
Municipal By-Laws	9	10	11%	14	25	79%
Motor Vehicle Collisions	31	36	16%	166	144	-13%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest





Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	7	7	0	0
Detachment Support	2	3	0	0

² Data extracted on September 30, 2023 and is subject to change.
³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the seven established positions, there are seven officers currently working.

Detachment Support: Of the two established positions, there are three resources currently working. One position has two officers assigned to it.

Quarterly Financial Drivers



Claresholm Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	1	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		6	0	1	1	1	-83%	0%	-0.9
Other Sexual Offences		2	0	0	2	2	0%	0%	0.2
Assault		13	12	8	3	5	-62%	67%	-2.5
Kidnapping/Hostage/Abduction		1	0	0	1	0	-100%	-100%	-0.1
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		2	7	13	9	14	600%	56%	2.6
Uttering Threats		3	9	5	6	3	0%	-50%	-0.3
TOTAL PERSONS		27	28	28	22	25	-7%	14%	-1.0
Break & Enter		17	13	18	31	13	-24%	-58%	1.0
Theft of Motor Vehicle		8	2	4	8	3	-63%	-63%	-0.4
Theft Over \$5,000		2	3	1	0	5	150%	N/A	0.3
Theft Under \$5,000		27	26	23	37	31	15%	-16%	1.9
Possn Stn Goods		5	3	5	3	5	0%	67%	0.0
Fraud		6	16	7	15	11	83%	-27%	0.9
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		17	12	12	16	8	-53%	-50%	-1.4
Mischief - Other		8	12	7	8	21	163%	163%	2.2
TOTAL PROPERTY		90	87	77	118	97	8%	-18%	4.5
Offensive Weapons		1	1	2	2	0	-100%	-100%	-0.1
Disturbing the peace		4	7	17	15	14	250%	-7%	2.8
Fail to Comply & Breaches		8	18	6	7	2	-75%	-71%	-2.3
OTHER CRIMINAL CODE		5	13	5	2	7	40%	250%	-0.7
TOTAL OTHER CRIMINAL CODE		18	39	30	26	23	28%	-12%	-0.3
TOTAL CRIMINAL CODE		135	154	135	166	145	7%	-13%	3.2



Claresholm Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	6	2	4	0	-100%	-100%	-1.0
Drug Enforcement - Trafficking		2	2	2	1	0	-100%	-100%	-0.5
Drug Enforcement - Other		0	1	0	1	0	N/A	-100%	0.0
Total Drugs		6	9	4	6	0	-100%	-100%	-1.5
Cannabis Enforcement		0	0	1	0	0	N/A	N/A	0.0
Federal - General		1	0	0	1	1	0%	0%	0.1
TOTAL FEDERAL		7	9	5	7	1	-86%	-86%	-1.4
Liquor Act		3	4	7	4	1	-67%	-75%	-0.4
Cannabis Act		0	2	0	0	0	N/A	N/A	-0.2
Mental Health Act		13	14	16	15	14	8%	-7%	0.3
Other Provincial Stats		18	31	24	32	26	44%	-19%	1.7
Total Provincial Stats		34	51	47	51	41	21%	-20%	1.4
Municipal By-laws Traffic		0	0	0	1	0	N/A	-100%	0.1
Municipal By-laws		7	7	5	8	10	43%	25%	0.7
Total Municipal		7	7	5	9	10	43%	11%	0.8
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		6	1	6	6	8	33%	33%	0.9
Property Damage MVC (Reportable)		26	27	25	21	22	-15%	5%	-1.4
Property Damage MVC (Non Reportable)		11	2	3	4	6	-45%	50%	-0.8
TOTAL MVC		43	30	34	31	36	-16%	16%	-1.3
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	2	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		296	278	268	224	145	-51%	-35%	-35.6
Other Traffic		2	3	2	0	0	-100%	N/A	-0.7
Criminal Code Traffic		15	9	9	12	5	-67%	-58%	-1.7
Common Police Activities									
False Alarms		10	14	13	7	5	-50%	-29%	-1.7
False/Abandoned 911 Call and 911 Act		1	3	1	3	3	200%	0%	0.4
Suspicious Person/Vehicle/Property		32	41	43	37	39	22%	5%	1.0
Persons Reported Missing		10	9	3	4	2	-80%	-50%	-2.1
Search Warrants		0	0	1	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		6	5	12	12	19	217%	58%	3.3
Form 10 (MHA) (Reported)		0	1	4	4	1	N/A	-75%	0.5

ACTION ITEMS



REQUEST FOR DECISION

Meeting: December 11, 2023
Agenda Item: 1

BYLAW No. 1763 - LAND USE BYLAW No.1525 AMENDMENT

At the November 14, 2023 regular meeting, Town Council gave first reading to Bylaw No. 1763, a land use Bylaw amendment. This is a bylaw for the subdivided portion of land that was zoned Public (Town owned land), to be zoned residential (R1).

In accordance with the Municipal Government Act (MGA) Section 692, a public hearing is required prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing was circulated in the Local Press Town News November 29th and December 6th and mailed to the neighborhood. No comments were received from the neighborhood circulation.

RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1763, 2nd and 3rd readings for the re-districting of a portion of land after the Public Hearing.



PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1763, a Land Use Bylaw Amendment, 2nd reading.

Moved by Councillor _____ to give Bylaw No. 1763, a Land Use Bylaw Amendment, 3rd and final reading.

ATTACHMENTS:

- 1.) Bylaw No.1763

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Section 692 – Planning Bylaws.
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: December 6, 2023



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1763**

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

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

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

WHEREAS the purpose of the amendment is to re-zone a subdivided portion of land from “Public - P” to “Single Detached Residential – R1”.

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

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

LAND USE DISTRICT MAP

Portion of Lot 1, Block 128, Plan 1811272

Be amended by changing the lands from “Public – P” to “Single Detached Residential – R1” as per “Schedule A” attached.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1763 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **14** day of **November** 2023 A.D.

Read a second time in Council this day of 2023 A.D.

Read a third time in Council and finally passed in Council this day of 2023 A.D.

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Aerial Photo Date: April 22, 2017



FROM: Public - P

TO: Single Detached Residential - R1

PORTION OF LOT 1, BLOCK 128, PLAN 1811272

WITHIN NE 1/4 SEC 26, TWP 12, RGE 27, W 4 M

MUNICIPALITY: TOWN OF CLARESHOLM

DATE: AUGUST 2, 2023

Bylaw #: 1763

Date: _____



0 Metres 100 200 300 400

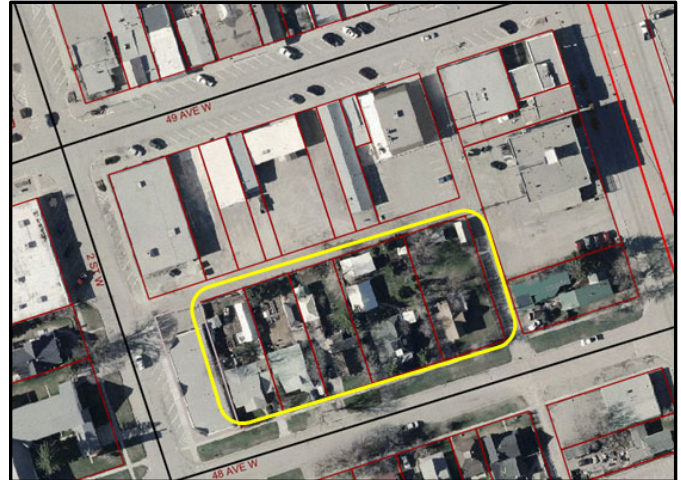


MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

BYLAW No. 1771 – LAND USE BYLAW AMENDMENT

The Town has completed a few compliance requests recently that have been considered non-conforming because the zoning does not match the use (one area shown above). The properties are zoned C1 – retail commercial but they have houses on these lots. A local realtor has noted that it is difficult to obtain a residential mortgage for properties zoned commercial. The Development department would recommend re-zoning. This would remove some red-tape for the existing owners. If Council does see the downtown expanding then the current zoning could be left as is. Zoning in these areas could be fluid and could always revert back if a commercial business or development was desired.



As per section 643 of the MGA non-conforming uses may be continued but if that use is discontinued for a period of 6 consecutive months or more, any future use of the land or building must conform with the land use bylaw then in effect. Additionally, no other buildings can be constructed while the non-conforming use continues. A non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt, or structurally altered. This can affect the ability of people to complete additions, large structural renovations, etc. Routine maintenance is permitted. Ownership does not change these requirements.

In accordance with the Municipal Government Act (MGA) Section 692, the land use bylaw amendment requires a public hearing and advertisement (neighborhood circulation) prior to giving second reading and notice given in accordance with MGA Section 606. Administration would recommend Council pass first reading to allow the bylaw to continue to the public hearing stage.

DISCUSSION:

The Municipal Planning Commission reviewed the amendment at their meeting held on October 27th and carried a motion to refer the land use bylaw amendment to Council for first reading.

ORRSC comments: I don't believe any of your documents define a 'downtown boundary' from which specific development policy has been derived for the area so the idea of giving them the R1 designation would be okay. Zoning in proximity to the downtown can be fluid and go back and forth over time. I also like the fact that it is a contiguous block excepting the corner which often changes first for the double street exposure. You could also chalk this up to a 'red tape reduction' initiative. In the past I understood the desire to create a cohesive 'downtown' through non-conforming zoning but the reality of the slow pace of change seems to make that type of policy thinking a thing of the past. Nanton and Fort Macleod have done a similar thing.

RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1771, a bylaw to amend Land Use Bylaw No.1525 first reading.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1771

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 216.4 – Public Hearings.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: December 6, 2023



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1771**

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

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

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

WHEREAS the purpose of the amendment is to re-zone a subdivided portion of land from “Retail Commercial – C1” to “Single Detached Residential – R1”.

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

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

LAND USE DISTRICT MAP

LOTS 21-29, BLOCK 2, PLAN 147N

Be amended by changing the lands from “Retail Commercial – R1” to “Single Detached Residential – R1” as per “Schedule A” attached.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1771 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this day of 2023 A.D.

Read a second time in Council this day of 2023 A.D.

Read a third time in Council and finally passed in Council this day of 2023 A.D.

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Aerial Photo Date: 2017



FROM: Retail Commercial C1

TO: Single Detached Residential R1

LOTS 21-28, BLOCK 2, PLAN 147N WITHIN

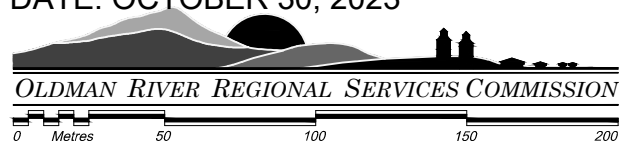
SE 1/4 SEC 26, TWP 12, RGE 27, W 4 M

MUNICIPALITY: TOWN OF CLARESHOLM

DATE: OCTOBER 30, 2023

Bylaw #: 1771

Date: _____



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



REQUEST FOR DECISION

Meeting: December 11, 2023
Agenda Item: 3

BYLAW No. 1772 - LAND USE BYLAW No.1525 AMENDMENT

At the November 14, 2023 regular meeting, Town Council gave first reading to Bylaw No. 1772, a land use Bylaw amendment. This is a bylaw to add the use of personal service within the C2 – Highway Commercial land use district.

In accordance with the Municipal Government Act (MGA) Section 692, a public hearing is required prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing was circulated in the Local Press Town News November 29th and December 6th.

***Definition:** Personal Service means a development providing services for personal care and appearance; services for cleaning, servicing, altering and maintenance of personal effects and accessories. "Personal Service" included barber shops, beauty salons, tailors, diet centers, shoe repair shops, photography studios, upholstery and rug cleaners, and laundromats.*

Currently, Personal Service is listed within the Retail Commercial – C1 & Neighborhood Commercial – C3 districts. There are no concerns from the Development Department as to the addition of this use within the Highway Commercial – C2, district.

RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1772, 2nd and 3rd readings for the re-districting of a portion of land after the Public Hearing.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1772, a Land Use Bylaw Amendment, 2nd reading.

Moved by Councillor _____ to give Bylaw No. 1772, a Land Use Bylaw Amendment, 3rd and final reading.

ATTACHMENTS:

- 1.) Bylaw No.1772

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Section 692 – Planning Bylaws.
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: December 6, 2023



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1772**

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

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

AND WHEREAS THE PURPOSE of proposed Bylaw No. 1772 is to amend the Land Use Bylaw No. 1525 to add a use within the Highway Commercial ‘C2’ land use district;

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

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

Adding the following use to Highway Commercial – C2 under section 1.

PERMITTED USES

Personal Service

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1772 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **14** day of **November** 2023 A.D.

Read a second time in Council this day of 2023 A.D.

Read a third time in Council and finally passed in Council this day of 2023 A.D.

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer

HIGHWAY COMMERCIAL – C2

INTENT: This district is intended to ensure the sites adjacent to the highway are reserved for appropriate commercial uses.

1. PERMITTED USES

Accessory building
Accessory structure
Accessory use
Alternative energy, solar
(wall and roof mounted)
Amusement facility
Animal care service, minor
Business support services
Café/Coffee shop
Convenience store
Cultural facility
Drive-in restaurant
Equipment sales, rental
and service
Fitness centre
Gas bar
Hotel
Motel
Office
Vehicle sales and rental
Vehicle sales and service
Restaurant
Service station
Shipping container,
temporary
Signs (in accordance with
Schedule 2)

DEVELOPMENT OFFICER DISCRETIONARY USES

Breweries, distilleries and
wineries
Contractor, limited
Day/child care facility
Farm/industrial machinery
sales, rental and
service
Liquor store
Retail cannabis store
Signs (in accordance with
Schedule 2)
Workshop

DISCRETIONARY USES

Alternative energy, solar
(ground mounted)
Auctioneering facility
Bulk fuel storage and sales
Caretaker's suite
Car wash
Food processing facility,
minor
Outdoor patio
Public utility
Retail store, large scale
Shipping container,
permanent
Theatre, drive in movie
Tire business
Truck stop
Truck transportation depot

2. MINIMUM LOT SIZE

	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
All uses	30.5	100	45.7	150	1,393.5	15,000

3. MINIMUM SETBACK DIMENSIONS

As required by the Development Authority and the provincial building requirements.

4. ACCESS

Access, wherever possible, shall be from service roads onto Highway 2. Access points onto service roads shall be approved by the Development Authority.

5. SCREENING

The Development Authority shall prescribe or approve screening for uses which involve the outdoor storage of goods, machinery, vehicles, building materials and other items.

6. SIGNS – See Schedule 2.

7. STANDARDS OF DEVELOPMENT – See Schedule 4.

8. FENCING REQUIREMENTS – See Schedule 7.

9. PARKING AND LOADING SPACE REQUIREMENTS – See Schedule 8.

10. LANDSCAPING STANDARDS – See Schedule 9.

11. SHIPPING CONTAINER REGULATIONS – See Schedule 11.

12. TELECOMMUNICATION ANTENNA STRUCTURES – See Schedule 12.

13. CANNABIS REGULATION – See Schedule 14.



REQUEST FOR DECISION

Meeting: December 11, 2023
Agenda Item: 4

BYLAW No. 1773 - LAND USE BYLAW No.1525 AMENDMENT

At the November 14, 2023 regular meeting, Town Council gave first reading to Bylaw No. 1773, a land use Bylaw amendment. This is a bylaw for the subdivided portion of land that was zoned DC - Direct Control and will not be consolidated into land adjacent to the highway, proposed zoning C2 – Highway Commercial.

In accordance with the Municipal Government Act (MGA) Section 692, a public hearing is required prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing was circulated in the Local Press Town News November 29th and December 6th and mailed to the neighborhood. No comments were received from the neighborhood circulation.



RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1773, 2nd and 3rd readings for the re-districting of this portion of land after the Public Hearing.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1773, a Land Use Bylaw Amendment, 2nd reading.

Moved by Councillor _____ to give Bylaw No. 1773, a Land Use Bylaw Amendment, 3rd and final reading.

ATTACHMENTS:

- 1.) Bylaw No.1773

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Section 692 – Planning Bylaws.
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: December 6, 2023



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1773**

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

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

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

WHEREAS the purpose of the amendment is to re-zone a subdivided portion of land from “Direct Control - DC” to “Highway Commercial – C2”.

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

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

LAND USE DISTRICT MAP

**PORTION OF LOT 57, BLOCK B, PLAN 1122576
(PORTION OF PROPOSED LOT 61, BLOCK B SUBDIVISION FILE 2023-0-123)
WITHIN SE 1/4 SEC 26, TWP 12, RGE 27, W 4 M**

Be amended by changing the lands from “Direct Control – DC” to “Highway Commercial – C2” as per “Schedule A” attached.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1773 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

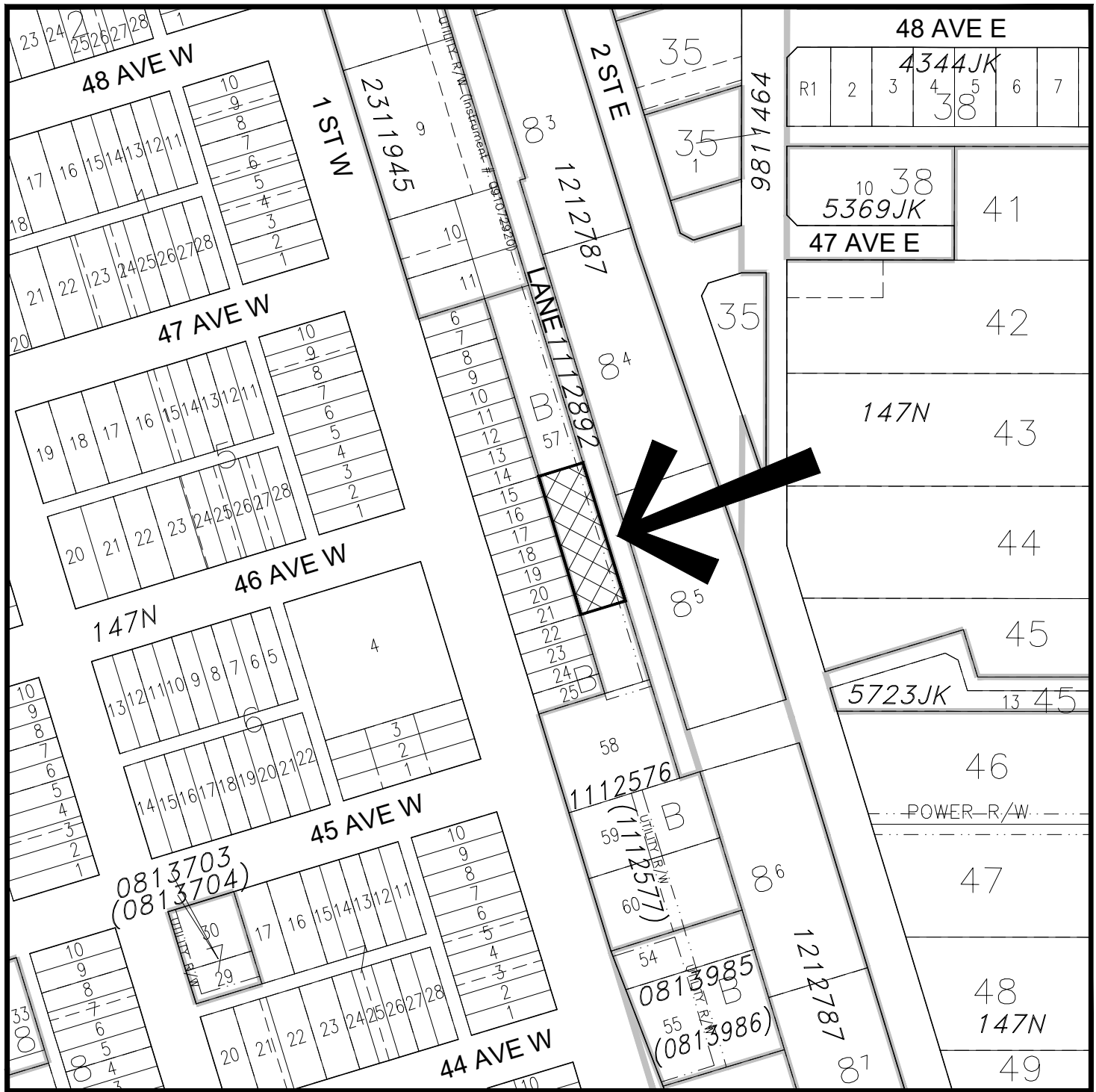
Read a first time in Council this **14** day of **November** 2023 A.D.

Read a second time in Council this day of 2023 A.D.

Read a third time in Council and finally passed in Council this day of 2023 A.D.

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Bylaw #: 1773

Date: _____



FROM: Direct Control DC

TO: Highway Commercial C2

PORTION OF LOT 57, BLOCK B, PLAN 1122576

(PORTION OF PROPOSED LOT 61, BLOCK B SUBDIVISION FILE 2023-0-123)

WITHIN SE 1/4 SEC 26, TWP 12, RGE 27, W 4 M

MUNICIPALITY: TOWN OF CLARESHOLM

DATE: OCTOBER 30, 2023

MAP PREPARED BY:

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

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 50 100 150 200 Metres
October 30, 2023 N:\Willow-Creek-MD\Clareholm\Clareholm LUD & Land Use Redesignations\Clareholm LUD Redesignation 1770 - Lot 57, Block B, Plan 1122576 Schedule A.dwg







REQUEST FOR DECISION

Meeting: December 11, 2023
Agenda Item: 5

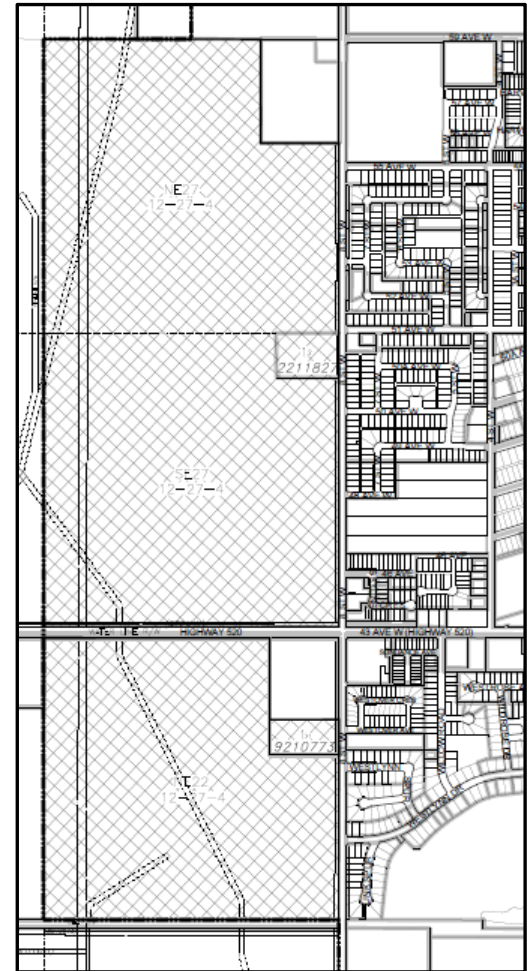
BYLAW No. 1775 - LAND USE BYLAW No.1525 AMENDMENT

BACKGROUND / DESCRIPTION:

With the completion of annexation for the west lands (see the attached Order in Council), the Town of Claresholm has recommended the designation of the lands to align with the Town of Claresholm land use districts. Therefore, the attached Bylaw No.1775 will designate the annexed land as Agricultural/Transitional – AT in keeping with the use until development is desired.

In accordance with the Municipal Government Act (MGA) Section 692, the land use bylaw amendment requires a public hearing and advertisement prior to giving second reading and notice given in accordance with MGA Section 606. The notice of public hearing must be published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, or in which the meeting or hearing is to be held. The notice of public hearing must be advertised at least 5 days before the public hearing occurs with information as to the general purpose of the public hearing, address of where a copy of the bylaw can be inspected, outlining procedure for anyone wishing to petition, date, time, and place where the public hearing is to be held.

As per the attached order, annexation comes into effect January 1, 2024. First reading of the proposed bylaw begins the process for public hearing and presentation for finalization in the New Year.



PROPOSED RESOLUTION:

Moved by Councillor _____ to give first reading to Bylaw No.1775, a bylaw to amend Land Use Bylaw No.1525.

ATTACHMENTS:

- 1.) Order in Council
- 2.) Draft Bylaw #1775 & Map
- 3.) Agricultural Transitional (AT) land use district

APPLICABLE LEGISLATION:

- 1.) LUB No.1525

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: December 6, 2023

The Lieutenant Governor in Council makes the Order Annexing Land from The Municipal District of Willow Creek No. 26 to the Town of Claresholm set out in the attached Appendix.

For Information only

Recommended by: Minister of Municipal Affairs

Authority: Municipal Government Act
(section 125)

APPENDIX

Municipal Government Act

ORDER ANNEXING LAND FROM THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26 TO THE TOWN OF CLARESHOLM

1 In this Order,

- (a) “annexed land” means the land described in Schedule 1 and shown on the sketch in Schedule 2;
- (b) “Town of Claresholm Land Use Bylaw” means the Town of Claresholm Land Use Bylaw No. 1525 in effect as of September 5, 2023.

2 Effective January 1, 2024, the land described in Schedule 1 and shown on the sketch in Schedule 2 is separated from The Municipal District of Willow Creek No. 26 and annexed to the Town of Claresholm.

3 Any taxes owing to The Municipal District of Willow Creek No. 26 at the end of December 31, 2023 in respect of the annexed land and any assessable improvements to it are transferred to and become payable to the Town of Claresholm together with any lawful penalties and costs levied in respect of those taxes, and the Town of Claresholm, on collecting those taxes, penalties and costs, must pay them to The Municipal District of Willow Creek No. 26.

4 For the purpose of taxation in 2024 and in each subsequent year, up to and including 2038, the annexed land and the assessable improvements to it

- (a) must be assessed by the Town of Claresholm on the same basis as if they had remained in The Municipal District of Willow Creek No. 26, and
- (b) must be taxed by the Town of Claresholm in respect of each assessment class that applies to the annexed land and the assessable improvements to it using the tax rate established by The Municipal District of Willow Creek No. 26.

5(1) Where in 2024 or any subsequent taxation year, up to and including 2038, a portion of the annexed land

- (a) becomes a new parcel of land created at the request or on behalf of the landowner
 - (i) as a result of subdivision,
 - (ii) as a result of separation of title by registered plan of subdivision, or
 - (iii) by instrument or any other method,
- (b) is redesignated, at the request of or on behalf of the landowner, under the Town of Claresholm Land Use Bylaw to another designation, or
- (c) is connected, at the request of or on the behalf of the landowner, to water or sanitary sewer services provided by the Town of Claresholm,

section 4 ceases to apply at the end of that taxation year in respect of that portion of the annexed land and the assessable improvements to it.

(2) Where, in any taxation year, the total area of the annexed land to which section 4 applies falls below 3.45 hectares (8.75 acres), section 4 ceases to apply at the end of that taxation year in respect of that portion of the annexed land and the assessable improvements to it.

6 After section 4 ceases to apply to a portion of the annexed land in a taxation year, that portion of the annexed land and the assessable improvements to it must be assessed and taxed for the purposes of property taxes in the same manner that other property of the same assessment class in the Town of Claresholm is assessed and taxed.

7 The Town of Claresholm shall pay The Municipal District of Willow Creek No. 26 the sum of \$6,726.62 on or before July 1, 2024.

Schedule 1

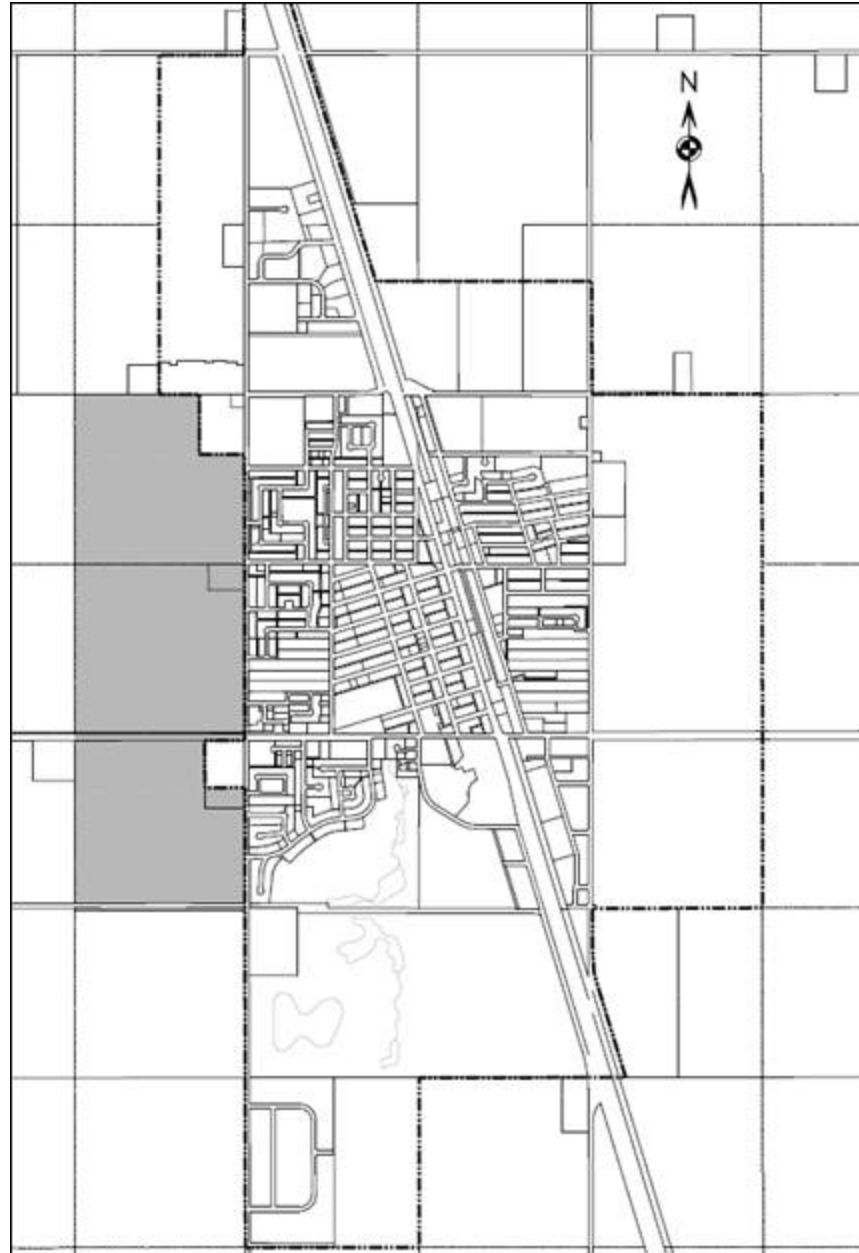
DETAILED DESCRIPTION OF THE LANDS SEPARATED FROM THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26 AND ANNEXED TO THE TOWN OF CLARESHOLM

ALL THAT PORTION OF THE EAST HALF OF SECTION TWENTY-SEVEN (27), TOWNSHIP TWELVE (12), RANGE TWENTY-SEVEN (27), WEST OF THE FOURTH (4) MERIDIAN NOT WITHIN THE TOWN OF CLARESHOLM.

ALL THAT PORTION OF THE NORTHEAST QUARTER OF SECTION TWENTY-TWO (22), TOWNSHIP TWELVE (12), RANGE TWENTY-SEVEN (27), WEST OF THE FOURTH (4) MERIDIAN NOT WITHIN THE TOWN OF CLARESHOLM EXCLUDING ALL THAT LAND LYING SOUTH OF THE NORTH BOUNDARY OF RW 423 FB.

Schedule 2

SKETCH SHOWING THE GENERAL LOCATION OF THE AREAS SEPARATED FROM THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26 AND ANNEXED TO THE TOWN OF CLARESHOLM



Legend



Existing Town of Claresholm Boundary



Annexation Area



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1775**

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

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

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

WHEREAS The Town of Claresholm is in receipt of Municipal Government Board Order in Council 213/2023 which approved the annexation of certain lands to the Town. The Town has determined that those lands take the land use designation legally described as follows:

ALL THAT PORTION OF THE EAST HALF OF SECTION TWENTY-SEVEN (27),
TOWNSHIP TWELVE (12), RANGE TWENTY-SEVEN (27), WEST OF THE FOURTH (4) MERIDIAN
NOTWITHIN THE TOWN OF CLARESHOLM.

ALL THAT PORTION OF THE NORTHEAST QUARTER OF SECTION TWENTY-TWO
(22), TOWNSHIP TWELVE (12), RANGE TWENTY-SEVEN (27), WEST OF THE FOURTH (4)
MERIDIAN NOT WITHIN THE TOWN OF CLARESHOLM EXCLUDING ALL THAT LAND LYING
SOUTH OF THE NORTH BOUNDARY OF RW 423 FB.

And as shown on Schedule ‘A’ attached hereto, from “Rural General (RG)” to “Agricultural/ Transitional A/T”; and

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

1. Amendments to Land Use Bylaw # 1525 as per “Schedule A” attached.
2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1775 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

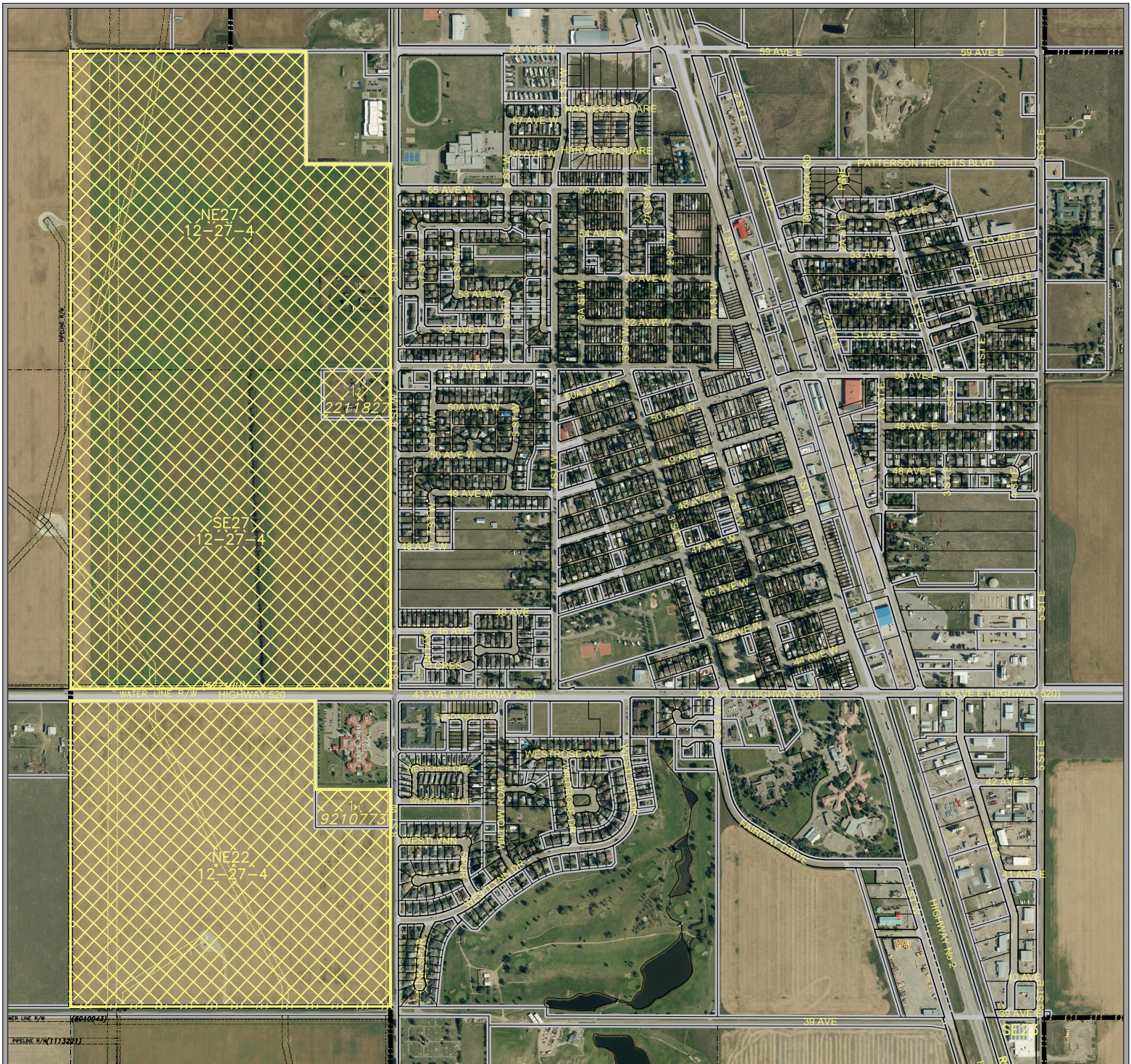
Read a first time in Council this day of 2023 A.D.

Read a second time in Council this day of 2024 A.D.

Read a third time in Council and finally passed in Council this day of 2024 A.D.

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Aerial Photo Date: 2021



FROM: Rural General (MD of Willow Creek Bylaw # 1826)
TO: Agricultural / Transitional A/T

NE 1/4 SEC 22 & E 1/2 SEC 27, TWP 12, RGE 27, W 4 M;
PORTION OF LOT 1, BLOCK 1, PLAN 9210773;
LOT 2, BLOCK 1, PLAN 2211827 &
PORTION OF WATER LINE RIGHT OF WAY, PLAN 5721HU
MUNICIPALITY: TOWN OF CLARESHOLM
DATE: DECEMBER 4, 2024

Bylaw #: 1775
Date: _____



December 04, 2023 N:\Willow-Creek-MD\Claresholm\Claresholm LUD & Land Use Redesignations\Claresholm LUD Redesignation Bylaw 1775, After 2023 Annexation Schedule A.dwg

AGRICULTURAL / TRANSITIONAL – A/T

INTENT: This district is intended to ensure lots typically on the periphery of existing developments are allowed limited uses and maintain parcels of larger sizes to give maximum flexibility for use and development when the land is required for urban development.

1. PERMITTED USES	DEVELOPMENT OFFICER DISCRETIONARY USES	DISCRETIONARY USES
Additions, maintenance, and replacement of existing dwellings* Alternative energy, solar (wall and roof mounted) Extensive agriculture Home occupation 1 Market garden Shipping container, temporary Signs (in accordance with Schedule 2)	Farm buildings Signs (in accordance with Schedule 2)	Alternative energy, solar (ground mounted) Campground Home occupation 2 Intensive horticultural operations or facilities Public park or recreation

* Existing dwellings that were legally in existence at the time of annexation.

2. MINIMUM LOT SIZE

64.8 hectares (160 acres) or area of existing titles.

3. MINIMUM SETBACK DIMENSIONS

As required by the Development Authority.

4. MAXIMUM PERCENTAGE OF LOT COVERAGE

As required by the Development Authority.

5. MAXIMUM HEIGHT OF BUILDINGS

As required by the Development Authority.

6. SIGNS – See Schedule 2.

7. GARBAGE RECEPTACLES – See Schedule 4.

8. FENCING REQUIREMENTS – See Schedule 7.

9. PARKING AND LOADING SPACE REQUIREMENTS – See Schedule 8.

10. LANDSCAPING STANDARDS – See Schedule 9.

11. **HOME OCCUPATIONS** – See Schedule 10.
12. **TELECOMMUNICATION ANTENNA STRUCTURES** – See Schedule 12.



REQUEST FOR DECISION

Meeting: December 11, 2023
Agenda Item: 6

Municipal Emergency Management Bylaw – Amendments

BACKGROUND / DESCRIPTION:

The Emergency Advisory Committee reviewed the committee governance structure at its annual meeting in November. Administration recommended amendments to the sections of the bylaw referencing Council representation on the committee and member voting powers:

- a) Section 3.3 (a) and Section 3.5 (e) Council Representation
 - The recommendation is to move from two members of Council to three.
 - This third member is to make for better representation from Council.
 - There is an option to make the 3rd committee member a member at large. Choosing this option would be done to encourage more community engagement. However, because the Town's Emergency Management program is governed so heavily by provincial legislation, administration is recommending that the committee be filled by members of Council. The Town has public members on other committees, such as the Economic Development Committee, Facility and Infrastructure Planning, and MPC.
- b) Section 3.5 (e) Quorum
 - Quorum of this committee is any two appointed members of Council.
- c) Section 3.5 (f) Voting
 - Voting privileges belong solely to members of Council.
 - The Chief Administrative Officer, Director and Deputy Directors are the Secretary(ies) to the committee and have no voting privileges.

The emergency advisory committee passed a Motion to refer the Bylaw amendments to Council for review and reading.

PROPOSED RESOLUTIONS:

Administration requires Council to review the changes to the Emergency Management Bylaw, and if so, willing bring the bylaw into effect.

RECOMMENDED ACTION:

Moved by Councillor _____ to Read for the first time Bylaw #1776 this 11th day of December 2023.

ATTACHMENTS:

- 1.) Bylaw # 1721 = current Bylaw
 - Suggested amendments are in red

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Jason Hemmaway, Director of Emergency Management

APPROVED BY: Abe Tinney, CAO

DATE: December 1, 2023



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1776

WHEREAS, under the authority of the Municipal Government of Alberta, being Chapter M-26 of the Revised Statutes of Alberta, R.S.A. 2000 and amendments thereto, the Council of a municipality may pass bylaws for the direction and control of its emergency response;

AND WHEREAS the Council is required, under the Emergency Management Act, R.S.A. 2000, Chapter E-6.8 to appoint an Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency; and

AND WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

AND WHEREAS the Council deems it necessary and appropriate to repeal and replace the existing Municipal Emergency Management Agency Bylaw No. 1721;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE OF BYLAW

- 1.1 This Bylaw may be cited as the “**Municipal Emergency Management Bylaw.**”

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:

- a) “**Act**” means the Emergency Management Act, R.S.A. 2000, Chapter E-6.8;
- b) “**Administrative Lead**” means the member of administration who will tend to the following administrative functions of the committee:
 - i. Liaise with the committee chair to schedule and facilitate committee meetings,
 - ii. Prepare meeting agendas and minutes,
 - iii. Research and advise committee members on matters relevant to Municipal Emergency Management,
 - iv. Other matters as directed by the committee by way of motion.
- c) “**Council**” means the Council of the Town of Claresholm;
- d) “**Director**” means the Director of Emergency Management;
- e) “**Disaster**” means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
- f) “**Emergency**” means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
- g) “**Emergency Advisory Committee**” means a committee of Council appointed by resolution;
- h) “**Minister**” means the Minister charged with administration of the Act;
- i) “**Municipal Emergency Management Agency**” means the agency established under this Bylaw;
- j) “**Municipal Emergency Plan**” means the emergency plan prepared by the Director of Emergency Management to coordinate response to any emergency or disaster; and
- k) “**Town**” means the municipal corporation of the Town of Claresholm in the Province of Alberta, or the area located within the Town of Claresholm's corporate limits, as the context so requires.

SECTION 3 ESTABLISHMENT OF COMMITTEE AND AGENCY

- 3.1 There is hereby established an Emergency Advisory Committee to advise Council on the development of emergency plans and programs.
- 3.2 There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency.

- 3.3 Council shall:
- a) by resolution, appoint **three (3) Councillors** to serve on the Emergency Advisory Committee. **The Committee shall consist entirely of members of Council.**
 - b) provide for the payment of expenses of the members of the Emergency Advisory Committee;
 - c) by resolution, on the recommendation of the Emergency Advisory Committee, appoint a Director of Emergency Management;
 - d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town;
 - e) approve the Town's emergency plans and programs; and
 - f) review the status of the Municipal Emergency Plan and related plans and programs at least once each year.
- 3.4 Council may:
- a) by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency;
 - b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid agreements and/or regional plans and programs.
 - c) on the recommendation of the Emergency Advisory Committee, appoint one or more Deputy Director(s) of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence.
- 3.5 The Emergency Advisory Committee shall:
- a) review the Municipal Emergency Management Plan and related plans and programs on a regular basis;
 - b) advise Council, duly assembled, on the status of the Municipal Emergency Program and related plans and programs at least once a year;
 - c) provide guidance and direction to the Municipal Emergency Management Agency; and
 - d) appoint a chair from among the members for the duration of the Council term.
 - e) The Chief Administrative Officer (CAO) and the Director and Deputy Directors of Emergency Management **will provide administrative support to the committee and the Director of Emergency Management will serve as Administrative Lead.**
 - f) Quorum of this Committee is any ~~three (3)~~ **two (2)** members.
- 3.6 The Municipal Emergency Management Agency shall:
- a) consist of:
 - i. The Chief Administrative Officer for the Town or designate;
 - ii. The Director or designate;
 - iii. the Senior Management Team, or their designates;
 - b) The Director is authorized to invite the managers of Town business units or their identified designates to be members of the Agency;
 - c) The Director is authorized to invite representatives from external organizations to participate in meetings, emergency responses and recovery activities;
 - d) be responsible for the administration of the Town's emergency management program;
 - e) review the Town's emergency plan and update the Emergency Advisory Committee on any recommended changes as well as the Agency's activities at least once per year;
 - f) use a command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency.
- 3.7 The Director of Emergency Management shall:
- a) prepare and coordinate the Municipal Emergency Management Program and related plans and programs for the Town;
 - b) act as director of emergency operations, or ensure that someone is designated under the Municipal Emergency Plan to so act on behalf of the Municipal Emergency Management Agency;
 - c) authorize and coordinate all emergency services and other resources used in an emergency;
 - d) delegate duties and tasks as necessary to ensure conformance with paragraphs 3.7(a)(b) and (c).

SECTION 4 STATE OF LOCAL EMERGENCY

- 4.1 Declaration of a SOLE:
- a) The power to declare a SOLE in Town is in accordance with Section 21 of the Act is

- hereby designated to the Mayor.
- b) When the Mayor is unable to act pursuant to subsection (a) or when the Mayor is unable to act, the first member of Council, described in the following list, who is present and able to act, shall act in the place and stead of the Mayor pursuant to subsection (a) during the absence of the Mayor or his inability to act;
 - i. The Deputy Mayor
 - ii. The Acting Mayor
 - iii. And every member thereafter of Council in priority according to the Deputy Mayor roster as established at the first organizational meeting after a regular election.
 - c) The declaration of the SOLE under subsection (a) shall identify the nature of the emergency and the area of the Town in which it exists;
 - d) The Mayor or other party declaring shall forthwith forward a copy of the declaration to the Minister;
 - e) Immediately after making the declaration, the Committee shall cause the details of the declaration to be published by such means of communication as it considers is most likely to make known to the population of the Town affected by the contents of the declaration;
 - f) The Mayor declaring shall report to the next meeting of Council the nature of the emergency, the reasons for so declaring and the area of the Town in which exists or existed;
 - g) Upon declaration of a SOLE and for the duration of the SOLE, the Director, may, in accordance with Section 24 of the Act, exercise and perform all of the powers and duties given to the Town by the Act;
 - h) At all other times, and except as otherwise provided in this Bylaw, the Committee shall exercise and perform all of the powers and duties given to the Town by the Act.

- 4.2 Termination of SOLE:
- a) When, in the opinion of the local authority declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration;
 - b) When a declaration of a state of local emergency has been terminated, the local authority who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

SECTION 5 REPEAL OF PREVIOUS BYLAW

- 5.1 Bylaw No. 1721, the “Municipal Emergency Management Agency Bylaw” and any amendments thereto, are hereby repealed.

SECTION 6 PASSAGE OF BYLAW

- 6.1 This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this _____ day of _____ 2023 A.D.

Read a second time in Council this _____ day of _____ 2023 A.D.

Read a third time in Council and finally passed in Council this _____ day of _____ 2023A.D.

Brad Schlossberger, Mayor

Abe Tinney, CAO



REQUEST FOR DECISION

Meeting: December 11, 2023
Agenda Item: 7

Solid Waste Management Bylaw - Corrections

BACKGROUND:

A new Solid Waste Management Bylaw was passed on October 23, 2023 for the new automated garbage collection program along with updated rates. There have been a couple errors identified or items that needed to be clarified noted in that bylaw. Administration is requesting the attached bylaw be passed to address these items. They include:

- 3.2 (d) – Remove reference to manual collection and add reference to commercial bin service
- 3.2 (e) – Add reference to the Director stating the location of commercial bins as well (not just front or rear of residential service collection as implied)
- 3.14 – Add clause to explicitly indicate the commercial bin rental charge is waived when shared service is dictated by the Director. This would be in cases such as downtown commercial service (due to space and access issues 4 businesses downtown may share a commercial 4-yard bin instead of each having a 95 Gal tote) or high density/multi-residential service (apartments, condos, townhouses, etc. where it is more difficult, or even impossible, to logistically provide and collect a 95 Gal tote for each residence and the Director determines a shared 4-yard commercial bin is to be used instead). Only the commercial tote or residential dwelling collection fees will be charged.
- Schedule A – Update commercial service fee description of “Commercial Tote (96 gallon)” to include Commercial shared bin collection as was the original intent.

For clarity a full new bylaw is being presented instead of an amendment. All changes are shown via “track changes” in the attached.

RECOMMENDATION:

Administration recommends that the attached bylaw be presented for all three readings.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw #1777, the Solid Waste Management Bylaw 1st Reading.

Moved by Councillor _____ to give Bylaw #1777, the Solid Waste Management Bylaw 2nd Reading.

Moved by Councillor _____ for unanimous consent to allow for third and final reading of Bylaw #1777.

Moved by Councillor _____ to give Bylaw #1777, the Solid Waste Management Bylaw 3rd and final Reading.

Attachment:

- DRAFT Bylaw #1777 – Solid Waste Management Bylaw

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

APPROVED BY: Abe Tinney, CAO

DATE: December 5, 2023



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #17641777

A Bylaw of the Town of Claresholm to outline the provision of Solid Waste Management.

WHEREAS pursuant to the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, a Council may pass bylaws for municipal purposes respecting the safety, health and welfare of the people, and the protection of people and Premises, nuisances, services provided by or on behalf of the municipality;

AND WHEREAS the *Municipal Government Act*, also provides that a council may pass bylaws to establish a system for the collection, removal and disposal of Garbage and Waste;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the **“SOLID WASTE MANAGEMENT BYLAW”**.

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **“Ashes”** means cold residue from the burning of wood, coal and other like material for the purpose of cooking, heating buildings and disposition of waste combustible materials.
 - b) **“Automated Collection”** means the collection of waste by a system of mechanical lifting and tipping of receptacles into specifically designed vehicles.
 - c) **“Biomedical Waste”** means medical waste that requires proper handling and disposal because of environmental, aesthetic, and health and safety concerns as well as risks to human health and includes:
 - i) Human anatomical waste;
 - ii) Infectious human waste;
 - iii) Infectious animal waste;
 - iv) Blood and body fluid waste; and
 - v) Medical sharps, such as needles, syringes, blades or other clinical laboratory material capable of causing punctures or cuts.
 - d) **“Boulevard”** means:
 - i) The strip of land between the curb and the sidewalk and between the sidewalk and the property line;
 - ii) Where there is no sidewalk, the strip of land between the curb and the property line;
 - iii) Where there is no curb, the strip of land between the near edge of the road and the property line.
 - e) **“Building Waste”** means all waste produced in the process of constructing, demolishing, altering or repairing a building and shall include, but not be limited to, soil, vegetation and rock displaced during the process of building.
 - f) **“Bylaw Enforcement Officer”** means an appointed bylaw officer or Community Bylaw Enforcement Officer, Peace Officer and Director of Infrastructure of Public Works or the Royal Canadian Mounted Police – Claresholm Detachment.
 - g) **“CAO”** means the Chief Administrative Officer of the Town of Claresholm.
 - h) **“Collection Day”** means the day which is scheduled by the Director of Infrastructure for municipal collection of solid waste.
 - i) **“Collector”** means a person or persons who collect waste within the Town for and on behalf of the Town.
 - j) **“Curb”** means the actual curb, if there be one, and if there is no curb in existence, shall mean the division of roadway between that part intended for the use of vehicles and that part intended for use by pedestrians.

- k) **“Customer”** means any person, corporation or organization that has entered into a contract with the Town for utility provision at a particular premise, or who is the owner or occupant of any premises connected to or provided with a utility.
- l) **“Director of Infrastructure”** means the Director of Infrastructure appointed to oversee the sanitation department and/or their duly authorized delegated, agent or representative.
- m) **“Garbage”** means waste by-products produced from household and commercial process and can be composed of organic and inorganic material.
- n) **“Hazardous Waste”** means any substance or thing that falls within the definition of Hazardous Waste in Schedule 1 of Alberta Regulation July 6, 1999 192/96, the Waste Control Regulation.
- o) **“Lane”** means a narrow roadway intended chiefly to give access to the rear of buildings and parcels of land.
- p) **“Occupant”** means a person or corporation in actual possession of any premises either as an owner or tenant. For billing purposes further defined as a person contracting with the Town for the domestic supply of utilities to any premises.
- q) **“Premises”** means any land, building, supplied with utilities by the Town.
- r) **“Shared Receptacle Service”** means garbage collection services provided to a specific multi-premise site in Town in which several premises share a waste bin for garbage collection.
- s) **“Sidewalk”** means that part of a roadway primarily intended for the use of pedestrians and includes the part lying between the curb line or edge of the roadway and the adjacent property line, whether or not paved or improved.
- t) **“Street”** means a public thoroughfare within the Town and includes, where the context so allows, the sidewalk and borders of the street and all parts appearing in the Land Titles Office as set aside for a public thoroughfare; when used in distinction, it means the public thoroughfare on which the premises in question front.
- u) **“Town”** means the corporation of the Town of Claresholm, or the area contained within the boundaries thereof, as the context requires.
- v) **“Transient Waste”** means any waste material produced at a location other than at the building in front of which it is placed for pick up.
- w) **“Waste”** means any discarded household or commercial debris or refuse, which could include Biomedical Waste, Garbage, Hazardous Waste, Wet Garbage or Yard Waste.
- x) **“Waste Receptacle”** means any waste receptacle provided by the Town for mechanized collection, specifically marketed to store waste, and excludes bins that are meant for other purposes. This includes:
 - i) 96 gallon collection tote (black, grey, or brown);
 - ii) 3 to 6 yard bin;
- y) **“Wet Garbage”** means the kitchen waste containing liquids originating from hotels, boarding houses and restaurants but excludes drained household kitchen waste which has been properly packaged.
- z) **“Yard Waste”** means grass clippings, leaves, brush, twigs, house and garden plants, sawdust and wood shavings or other similar items as designated by the Director of Infrastructure.

SECTION 3 GENERAL

3.1 Authority of the Town

Except as otherwise provided in this bylaw, the Town shall provide for the public collection and removal of waste within the limits of the Town and shall supervise the facilities and equipment necessary or desirable for the management of waste collected or disposed by the Town.

3.2 Authority of the Director of Infrastructure

The Director of Infrastructure shall:

- a) Supervise the collection, removal and disposal of waste;
- b) Set the days and times that collection shall be undertaken in different portions of the Town;
- c) Outline the quantities and classes of waste to be removed from any premises or accepted by the Town for disposal;

- d) Decide which method will be used to collect waste:
 - ~~i) manual collection;~~
 - ~~ii) automated collection;~~
 - ~~iii) shared receptacle-commercial bin service; or~~
 - ~~iv) commercial bin service~~
- e) State the location from which waste will be collected;
 - i) front street collection; ~~or~~
 - ii) rear lane collection; ~~or~~
 - ~~iii) commercial bin location/access~~
- f) May specify availability of waste collection for commercial pick-up;
- g) May specify that private waste haulers report the total volume of solid waste to be hauled out of the Town's boundaries;
- h) Carry out any inspections required to determine compliance with this bylaw;
- i) Take any steps or carry out any actions required to enforce this bylaw;
- j) Take any steps to carry out any actions required to remedy a contravention of this bylaw.

3.3 Waste Receptacles

Every customer within the Town of Claresholm shall receive or shall have use of a waste receptacle in accordance with the following:

- a) Every residential customer, with the exception of those in apartment buildings, will receive a 96-gallon collection tote (black, grey, or brown).
- b) Each apartment building will receive a 3 to 6 yard bin for shared receptacle service for the apartment building.
- c) Each non-residential customer will receive either a 96-gallon tote or will have access to a 3 to 6 yard bin within close proximity for shared receptacle service depending on customer preference and/or the Director of Infrastructure's discretion based on space and convenience for placing a shared bin or curbside tote collection.
- d) High use non-residential customers will have the choice, or on the discretion of the Director of Infrastructure based on use and volumes of waste materials, to rent their own, or multiple, 3 to 6 yard bin solid waste/garbage receptacles.
- e) Each 96-gallon tote will have a serial number and be assigned to a specific customer to track which bin belongs to whom. The loss or damage of a tote due to neglect, misuse, or other cause not of the fault of the Town or its contractors will be replaced and billed to the customer as per prices on Schedule "A". If at the fault of the Town or the Town's contractor the replacement cost will not be billed to the Customer.

3.4 Preparation of Waste Materials for Collection

No person shall set out Waste materials for collection without ensuring that the Waste materials have been prepared for collection in accordance with the following:

- a) Any Waste material that is to be collected must be:
 - i) acceptable by the Town as per Section 3.6-3.9
 - ii) contained within the Waste Receptacle, with the lid closed.
- b) No person shall place Waste materials elsewhere than in the Waste Receptacle. Waste material left beside, or otherwise outside of the Waste Receptacle, will not be collected.
- c) No person shall place Waste materials for pickup without the permission of the owner or occupant of the premise.
- d) The Director of Infrastructure or their designate reserves the right to withhold collection of Waste materials where the Waste materials do not meet the necessary requirements.

3.5 Location of Waste Receptacle

- a) No person who receives Waste collection shall set out Waste materials or Waste Receptacles at locations that are: unsafe, obstructed, blocked by snow or ice, poorly maintained and uneven, or that prevent Collectors from collecting in a safe and efficient manner in the opinion of the Director of Infrastructure or their designate.
- b) The occupant of residential premises shall place Waste Receptacle for collection in such a way that collectors shall have access without entering into private property.

- c) Waste Receptacles will be set out for automated collection next to the curb on the front street or, where there is no curb, at the transition from street to boulevard or yard.
- d) Except where in the opinion of the Director of Infrastructure, it is impractical to store Waste materials outside of a building, no collector shall make a collection of Waste materials from inside any building.
- e) The Town shall collect Waste materials from only one pick-up point from each premise, except where the Director of Infrastructure has designated any other pick-up point they consider necessary.

3.6 Garbage and Waste

- a) An occupant of premises from which Waste is to be collected shall:
 - i) thoroughly drain all Wet Garbage and place it in a plastic garbage bag before disposing of it in the Waste Receptacle;
 - ii) bag all light, dusty or objectionable materials including cooled ashes, powders, sawdust, vacuum cleaner bags, furnace filters, animal feces and absorbents, and disposable diapers;
 - iii) ensure any spillage from Waste Receptacles is picked up and/or cleaned up within twenty-four (24) hours after scheduled pick-up (if the spillage was not the fault of the Collector).
- b) The Town shall not remove the following from premises:
 - i) large bulky items such as mattresses, box springs, dressers, tables, chairs, whole shrubs, or discarded heavy machinery;
 - ii) sheet iron, large pieces of scrap metal or machine parts;
 - iii) electronic equipment including televisions, computers, computer monitors, keyboards, and associated cables;
 - iv) Building Waste such as renovation, construction or demolition material;
 - v) stumps, concrete blocks or slabs, soil, rocks or aggregate;
 - vi) transient waste;
 - vii) waste material which has not been placed for collection in accordance with the provision of this bylaw;
 - viii) liquid waste or material that has attained a fluid consistency and has not been drained;
 - ix) any material outside the waste receptacle that is caused by foraging animals or improper storage in accordance with the provision of this bylaw;

3.7 Prohibited Items

No person shall place or dispose of in a Waste Receptacle for collection or disposal any of the following prohibited items:

- a) highly combustible or explosive materials including but not limited to liquid or solid fuels, gunpowder, ammunition or explosives;
- b) hot ashes which are not properly quenched and appear to be hot or likely to cause a fire;
- c) compressed propane or butane cylinders;
- d) toxic or household hazardous waste including solvents, oven cleaners, paints, automotive fluids, wet cell batteries, pesticides, herbicides, or any material commonly referred to as household, commercial, or industrial hazardous waste;
- e) biomedical waste including hypodermic needles or syringes, lancets or any sharp item used in home medical care;
- f) dead animals and animal parts from hunting or trapping;
- g) septic tank ~~pumpings~~pumping's, raw sewage, or industrial sludge;
- h) radioactive waste;

3.8 Wet Garbage

No person shall remove wet garbage from any hotel, boarding house, restaurant or retail or wholesale food outlet within the Town for use as food for swine or other livestock except under the authority of permits issued by the Environmental Health Inspector.

3.9 Building Materials and Construction Waste

- a) A person carrying out the construction, demolition or alteration of buildings or other building operations on any property shall do so in such a manner as to not permit

building material or Building Waste material to remain loose, free or uncontrolled on the property.

- b) The main contractor on the building site shall be responsible for the actions of any subcontractor or tradesman who fail to comply with subsection a).
- c) Any building material or Building Waste material which blows free from the building site shall be recaptured, returned to the building site and deposited in a waste receptacle.
- d) The main contractor on a building site shall be responsible for the term of the construction in providing a suitable waste receptacle capable of receiving all Building Waste material and maintaining the same in a safe contained manner.
- e) Where the contractor is working on more than one building site and they are adjoining, he may provide one (1) Building Waste receptacle for each three (3) building sites.
- f) The main contractor on a building site shall be responsible for having all unused building material and Building Waste material disposed of in the landfill or appropriate area.
- g) The Director of Infrastructure may direct the person carrying out the construction or alteration of a building to provide a fence of a type that will trap any building material in such a manner as to prevent it from escaping from the building site.

3.10 Collection Schedules

- a) The Town shall collect Waste from each residential premise once a week.
- b) Any Waste that is stored in a Waste Receptacle may be collected by the Town at the Director of Infrastructure's discretion.
- c) The Director of Infrastructure may stipulate a different Waste collection schedule for the following establishments:
 - i) hotels, restaurants and apartment houses;
 - ii) business and professional offices;
 - iii) retail and wholesale merchants;
 - iv) other commercial premises, whether similar or dissimilar;
 - v) industrial premises; and
 - vi) agricultural and irrigated areas.
- d) Where the Town does not collect Waste at a premise listed in 3.9(c), the property owner or occupant, either by contractors, agents or by employees, shall remove and dispose of the waste in compliance with all applicable federal, provincial and municipal laws and shall provide the Town with a copy of the contract between the owner and the service provider.
- e) Waste Receptacles shall not be set out for collection prior to 7:00pm the evening of the day prior to the collection day, and must be placed at collection points no later than 7:00am on the scheduled collection day.
- f) All Waste Receptacles must be removed from the street or lane by 8:00pm on the collection day and stored on the property when not in use.

3.11 Transportation of Waste

No person shall convey through any street in the Town any Waste except in a properly enclosed receptacle or in a vehicle which is covered with canvas or tarpaulin, or secured such that the contents are protected from being wind borne or falling on the streets.

3.12 Damage to Private Roads and Infrastructure

The Town will not be responsible for any damage to roads or infrastructure on a private site resulting from legitimate operation of Waste collection vehicles during Waste collection activity at that private site.

3.13 Other Provisions

- a) It shall be unlawful for any person to dump Building Waste or other Waste material anywhere within the limits of the Town of Claresholm, except in the location designated by the Director of Infrastructure and approved in writing by the Director of Infrastructure.
- b) No person, other than the occupant of the premise or the Collector, shall pick over, remove, disturb, or otherwise interfere with any waste material that has been set out for collection.
- c) No person shall place residential or commercial Waste in a public litter container.

- d) No person shall burn household refuse, burnable debris, or prohibited debris in any fireplace or fire pit within the Town.
- e) The Town reserves the right to withhold collection of improperly prepared Waste, prohibited Waste, excessive quantities of Waste, or Waste located at unsafe or non-compliant set-out locations.
- f) The occupant shall keep the curb and gutter at the front of the premises in a clean and tidy condition.

3.14 Charges for Collection and Depositing Waste

- a) Charges for Waste removal by the Town are stipulated in Schedule "A".
- ~~a)b)~~ Where the Director of Infrastructure has determined or required a shared bin service, rather than individual totes or bins, the commercial bin rental fee will be waived. This includes shared bin service for multi-residential properties or high density residential areas.
- ~~b)c)~~ The Director of Infrastructure shall cause such measurements to be made and records to be maintained as he/she deems necessary to estimate or determine the volume of Waste removed from any premises and on the basis of such measurements and records shall establish the monthly charge to be levied on any occupier or commercial hauler. The Director of Infrastructure on being satisfied that any estimate required to be amended may establish new charges.
- ~~c)d)~~ Where conditions exist which could require the application of a different rate, such rate will be stipulated by the Director of Infrastructure.
- ~~d)e)~~ The fee for additional Waste collection shall be set out per Schedule "A".

3.15 Contravention

Any person who contravenes a provision of this bylaw is guilty of an offense and is liable of a fine not exceeding one thousand dollars (\$1,000.00) and not less than seventy-five dollars (\$75.00).

3.16 Violation Tickets and Penalties

- a) Where a Bylaw Enforcement Officer and/or the Director of Infrastructure believes on reasonable and probable grounds that a person has contravened any provision of this bylaw, he may serve upon such person a violation tag provided by this section:
 - i) either personally on the premises or by leaving it for the occupant at their residence with a person on the premises who appears to be at least eighteen (18) years of age or by registered mail, and such service shall be adequate for the purpose of this bylaw.
 - ii) A violation tag shall be in such form as determined by the Town of Claresholm and shall state the section of the bylaw which was contravened and the amount which is provided, that will be accepted by the Town in lieu of prosecution.
 - iii) Upon production of violation tag issued pursuant to this section within fourteen (14) days from the issue thereof together with the payment to the Town of Claresholm of the fee as provided, the person to whom the tag was issued shall not be liable for prosecution for the contravention in respect of which the tag was issued.
 - iv) Notwithstanding the provision of this section, a person to whom a tag has been issued pursuant to this section may exercise his right to defend any charge committing a contravention of the provisions of this bylaw.
- b) The specified penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule "B" in respect of that provision.
- c) The minimum penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule "B" in respect of that provision.
- d) Notwithstanding Section 3.16:
 - i) where any person contravenes the same provision of this bylaw more than once within an eighteen month (18) period, the specified penalty payable in respect of the subsequent contravention is doubled the amount shown in respect of that provision; and
 - ii) where any person contravenes the same provision of this bylaw three or more times within one twelve (12) month period, the specified penalty payable in respect of the third or subsequent contravention is triple the amount shown in respect of that provision.

3.17 Compliance with Other Legislation

No section of this bylaw relieves a person from complying with any federal or provincial law or regulation other bylaw or any requirements of any lawful permit, order, consent or other direction.

3.18 Validity of Bylaw

Every provision of this bylaw is independent of all other provisions, if any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

SECTION 4 RESCINDED

4.1 On the passing of this bylaw, Bylaw ~~15481764, along with amending Bylaw 1722~~ are is hereby rescinded.

SECTION 5 PASSAGE OF BYLAW

5.1 This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this day of 2023 A.D.

Read a second time in Council this day of 2023 A.D.

Read a third time in Council and finally passed in Council this day of 2023 A.D.

Brad Schlossberger, Mayor

Abe Tinney, CAO

SCHEDULE “A”

Fees

EFFECTIVE JAN 1	2024*	2025	2026	2027
COMMERCIAL SERVICES (Monthly)				
Three (3) to Six (6) cubic yard garbage container rental	\$35.00	\$36.05	\$37.13	\$38.25
Commercial Bin Collection (per weekly collection)	\$35.00	\$36.05	\$37.13	\$38.25
Commercial Tote (96 gallon) or Commercial Shared Bin Collection	\$24.00	\$24.72	\$25.46	\$26.23
RESIDENTIAL SERVICES (Monthly)				
Residential Dwellings	\$13.50	\$13.91	\$14.32	\$14.75
96 GALLON TOTE REPLACEMENT FEE	\$100.00	\$100.00	\$100.00	\$100.00
SPRING CLEANUP – Commercial three (3) or four (4) cubic yard garbage container rental for 1 week with a single pickup. (Only available if booked during the month of May – receipt/pickup of bin may extend beyond May depending on availability of bins).	\$30.00	\$30.90	\$31.83	\$32.78

*2024 rate is effective on date this bylaw comes into effect.

SCHEDULE “B”

Penalties

Section	Description	1 st Offence	2 nd Offence	3 rd & Subsequent Offences
3.4	Preparation of Waste Material for Collection, including overfilled Waste Receptacle (lid doesn’t close), or waste materials outside of the Waste Receptacle. 96 Gallon Tote Service 3-6 Yard Bin Service	\$75 \$150	\$150 \$300	\$225 \$450
3.5	Location of Waste Receptacle for Collection	\$75	\$150	\$225
3.7	Prohibited Items	\$200	\$400	\$600
	All other sections	\$75	\$150	\$225



REQUEST FOR DECISION

Meeting: December 11, 2023
Agenda Item: 8

ADMINISTRATIVE SERVICES COMMITTEE

DESCRIPTION:

Administration is asking Council to rescind Bylaw #1679 by passing Bylaw #1778, the Administrative Services Committee Bylaw, in order to adjust the number of committee members from two members of Council to three members of Council.

The reason for the change is for more council oversight into new bylaws and policies, or changes to existing ones, prior to coming to council. Additionally, having three members will allow the committee to carry on with a meeting if one member can't make it suddenly. Furthermore, there is more likelihood of a tie vote (less desired) with only two voting members. If all members are present on a three-member committee, there can't be a tie vote, whereas if all members are present on a two-member committee, there is always the potential of a tie vote.

Administration is also asking for the addition of Section 6.2 which outlines the duties of the committee chair as well as stating that meetings will be scheduled with the assistance of administration.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1778, the Administrative Services Committee Bylaw, 1st Reading.

ATTACHMENTS:

- 1.) Bylaw #1778 – Administrative Services Committee Bylaw

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: December 7, 2023



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1778**

A Bylaw of the Town of Claresholm to establish an Administrative Services Committee and to define its powers, duties and responsibilities.

WHEREAS under the provisions of the *Municipal Government Act*, a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

AND WHEREAS the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Administrative Services Committee as hereinafter set forth;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the “**ADMINISTRATIVE SERVICES COMMITTEE BYLAW.**”

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) “**Administrative Lead**” means the member of administration, assigned by the CAO or designate, to tend to the following administrative functions of the committee:
 - a. Liaise with the Chair to schedule and facilitate committee meetings,
 - b. Prepare meeting agendas and minutes,
 - c. Research and advise committee members on administrative and operational matters, policies, and bylaws,
 - d. Other matters as directed by the Committee by way of motion.
 - b) “**Committee**” means the Administrative Services Committee, which is an advisory Committee to Council.
 - c) “**Council**” means the duly elected Town Council for the Town of Claresholm.

SECTION 3 ESTABLISHMENT

- 3.1 There is hereby established an Administrative Services Committee.

SECTION 4 COMMITTEE MEMBERSHIP

- 4.1 The Committee shall be appointed by Council and consist of the following:
- a) ~~Two (2)~~ **Three (3)** members of Council;
- 4.2 Appointments shall be for one (1) year.
- 4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

SECTION 5 CONDUCT OF BUSINESS

- 5.1 The Committee shall select from among themselves a Chairperson.
- 5.2 The Committee will meet as needed.
- 5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.
- 5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.
- 5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

SECTION 6 DUTIES OF THE COMMITTEE

- 6.1 In general terms, the Committee is charged with responsibility to review matters related to the administration of the Town of Claresholm and make recommendations to Council. More specifically, the Committee will:
- a) Formulate policies for programs as required;

- b) Assess and review policies and bylaws related to the administration and operations of the Town.
- 6.2 The Committee Chair, in ensuring that the Committee fulfils its roles and responsibilities as defined in this bylaw, shall undertake the following:
 - a) Schedule Committee meetings with the assistance of the Administrative Lead;
 - b) Chair Committee meetings;
 - c) Report to full Council on behalf of the Committee.

SECTION 7 SEVERABILITY PROVISION

- 7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

SECTION 8 PASSAGE OF BYLAW

- 8.1 This Bylaw shall come into effect upon passage of Third and Final Reading.

Read a first time in Council this day of 2023 A.D.

Read a second time in Council this day of 2023 A.D.

Read a third time and final time in Council this day of 2023 A.D.

Brad Schlossberger, Mayor

Abe Tinney, CAO



Oldman Watershed Council
PO Box 1892
Lethbridge, Alberta T1J 4K5
info@oldmanwatershed.ca
(403) 330-1346

Mayor Brad Schlossberger
Town of Claresholm
PO Box 1000
Claresholm Alberta T0L 0T0

Dear Mayor Schlossberger and Council,

October 19, 2023

We deeply appreciate your continued support of the Oldman Watershed Council. Our core mission is safeguarding the health of our water and land, the cornerstones of our economy and society. Your contribution as a donor is invaluable to us.

We are proud to be a neutral forum for all voices in the watershed. Our 19-member Board represents various sectors, ensuring all voices are heard. Municipalities hold the majority with three seats: one for towns and villages, one for counties and municipal districts, and one for the City of Lethbridge. Moreover, we keep municipalities updated at the monthly meetings of Mayors and Reeves of Southwest Alberta.

Our collaborations span government agencies, stakeholders, and First Nations to bolster the watershed's health. Notably, in 2022-23 we:

- Planted 8,450 willows, restoring the natural infrastructure of 10 priority rivers/creeks to combat drought.
- Engaged 3,656 residents face-to-face, including 1,566 youth, through cutting edge methods, like virtual reality.
- Monitored the health of 9 creeks/rivers, and trained 24 Field Technicians in monitoring techniques.
- Created 8 videos featuring agricultural producers, hosted 6 unique events, and released 8 written interviews with farmers, to increase understanding of agriculture among urban consumers. 91% of participants felt more connected to the people who grow their food
- Increased our partnerships and collaborations by 60%, reaching 122, leveraging expertise and resources from across Southern Alberta.
- Engaged 10,425 readers through 14 blogs to educate on key topics such as drought resilience.
- Had over 115,000 views of our videos about agriculture, restoration, and other watershed topics.

Our premier project, the *Watershed Legacy Program*, emphasizes empowering watershed stewardship through funds, training, and technical know-how. We assist all—from First Nations land managers and farmers to urban dwellers—in adopting environmentally conscious practices and building resilient operations. By investing in grassroots initiatives, we spotlight these practices for the larger community, and work to provide the education, infrastructure, and guidelines to bolster these efforts.

Please review our [2022-23 annual report](#), which showcases our impactful work through photographs and concise project descriptions.

For the fiscal year of April 2023 to March 2024, we kindly request your municipality's support at a rate of 48¢ per resident. Based on the 2022 Municipal Affairs Population List, this equates to a contribution of \$1,847 for 3,847 residents. Your unwavering support over the years has made a significant difference. Contributions like yours empower us to educate citizens, restore habitats, and remain an impartial forum in the watershed discourse.

To book a presentation, please contact our Executive Director, Shannon Frank, at shannon@oldmanwatershed.ca.

Warm regards,

Past support: \$1,777.00 (2020-2022), \$1,777.00 (2019), \$1,701.00 (2018), \$1,323.00 (2017)

Doug Kaupp, OWC Chair and General Manager of Water and Wastewater, City of Lethbridge



REQUEST FOR DECISION

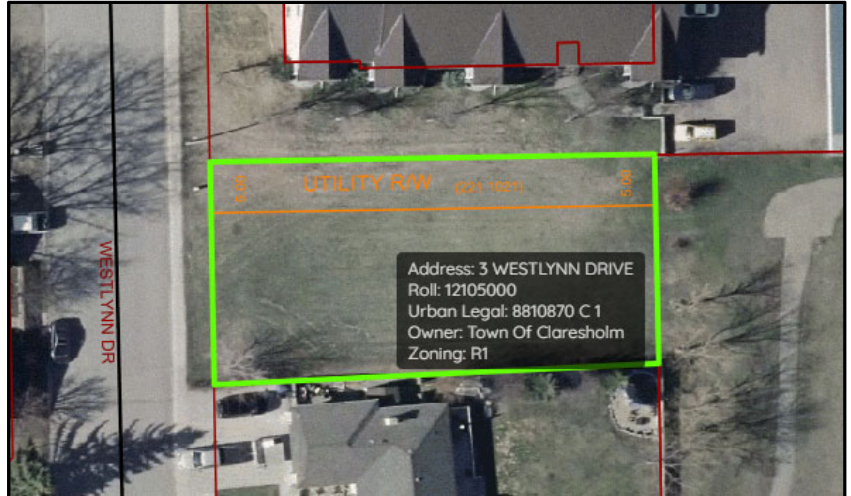
Meeting: December 11, 2023
Agenda Item: 10

REAL ESTATE LISTING – TOWN OWNED LOT

Construction on the stormwater upgrade is concluding at the Town owned lot along Westlynn Drive. The lot can now be listed for sale. The Town has utilized Century 21, Santanna Thom for Town owned properties in the past, and she is willing to list this lot at the assessed value with the Town entering into a real estate contract for one year.

The lot is zoned R1 – single detached residential and the utility right of way has been registered (shown right).

The utility right of way will remain as shown above, if work was ever required to be done within that corridor. The utility right of way is enough space for construction, upsizing and/or replacement of the stormwater pipe if required in the future. The remaining portion of the lot is large enough for residential development. The utility right of way can be used for landscaping, driveways or parking (gravel).



Administration is requesting:

1. Council carry a motion to enter into a real estate agreement with Santanna Thom, Century 21 Real Estate for the listing of the Town owned lot, and;
2. Council carry a motion to set the list price for the Town owned lot. The assessed value is \$99,000. Administration as well as the Realtor feel the assessed value is suitable to use as the listing price.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to enter into a one-year Real Estate Contract with Century 21 for the purpose of listing and selling the Town owned lot located at 3 Westlynn Drive.

Moved by Councillor _____ to set the list price for:

- Lot 1, Block C, Plan 8810870 at \$ _____

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: December 5, 2023



REQUEST FOR DECISION

Meeting: December 11, 2023

Agenda Item:

COMMITTEE APPOINTMENTS – TRANSPORTATION SOCIETY

DESCRIPTION:

At the October 10, 2023 Organizational Meeting of Claresholm Town Council, the attached Committee Organization & Structure was approved. Councillor Mike Cutler was appointed to the Claresholm & District Transportation Society Board with Councillor Diana Ross as the alternate. The meetings for this society are always scheduled during morning office hours, and Councillor Ross is not be able to attend these meetings if needed due to her work schedule.

Council needs to appoint a new alternate to the Claresholm & District Transportation Society to replace Councillor Ross.

PROPOSED RESOLUTION:

Moved by Councillor _____ to appoint _____ as an alternate to the Claresholm & District Transportation Society Board.

ATTACHMENTS:

- 1.) 2023 Board Committee Listing

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: December 8, 2023

STANDING BOARD & COMMITTEE APPOINTMENTS 2023

(UPDATED October 23, 2023)

External Boards & Committees

Alberta Southwest

One Councillor from Town of Claresholm –

Mayor Brad Schlossberger, Alternate: Councillor Kieth Carlson

1 Council member from each of the following partner municipalities:
Cardston County; Village of Glenwood; Crowsnest Pass; MD of Pincher Creek; Town of Pincher Creek; Town of Cardston; MD of Willow Creek; Town of Stavely; Village of Cowley; Town of Fort Macleod; Waterton; Town of Nanton; Village of Hillspring; MD of Ranchlands

Meetings the 1st Wednesday of every month at 6:00 p.m. and location rotates around the region.

Contact: Bev Thornton, Executive Director – bev@albertasouthwest.com
403-627-3373

Calgary Region Airshed Zone (CRAZ)

Member-at-large – **Cynthia Wannamaker (Aug. 15, 2022)**

Chinook Arch Regional Library System

Appointment term: Three (3) years

Appointed by the Claresholm Public Library Board – **Kelsey Hipkin, Kendall Schille (alternate) (Nov. 22, 2022)**

Chinook Intermunicipal Subdivision and Development Appeal Board

Facilitator: Oldman River Regional Services Commission (ORRSC)

Councillor Rod Kettles

Member-at-Large: **Mike McAlonan (Feb. 28, 2022)**

Appointment term: Three (3) years

Meetings as needed

Claresholm & District Chamber of Commerce

Councillor Diana Ross

Twelve (12) members elected at large

Meetings the 3rd Monday of every month at 5:00 p.m. (Executive Meetings) at the Economic Development Office; and 3rd Wednesday of every month at noon (General Board Meetings) locations alternate.

Contact: Kendall Schille

Claresholm & District Transportation Society Board

Councillor Mike Cutler, Alternate: Councillor Diana Ross

One (1) member from Town of Granum

One (1) member from Vulcan County

Two (2) Special Interest Groups

- Claresholm Seniors Drop-In Centre

- Wandering Willows Association

Four (4) Community Members

- Claresholm – Stavely – Granum – M.D. Of Willow Creek #26

Meetings the 3rd Friday of every month at 10:00 a.m. at Auxiliary Hospital

Contact: cltransp@gmail.com 403-625-4455

Claresholm Animal Rescue Society (CAREs)

Councillor Kandice Meister
Nine (9) members elected at large

Meetings the 3rd Thursday of every month at 7:15 p.m. at the Library
Contact: Lorraine Norgard, President – lorr123@shaw.ca 403-625-5370

Claresholm Child Care Society Board

Councillor Rod Kettles, Alternate: Councillor Diana Ross
Nine (9) members elected at large

Meetings at 6:30 p.m. every month at the Town Office Council Chambers
(dates vary) – No meetings in July and August

Contact: Kim Gugala, Executive Director – cccs2@telusplanet.net
403-625-4543

Claresholm Coordinated Community Response to Elder Abuse Coalition

Councillor Mike Cutler

Claresholm Curling Club

Councillor Mike Cutler

Claresholm Food Bank

Councillor Diana Ross

Meetings the 3rd Thursday of every month at 4:00 pm at the Library

Contact: Melissa 403-869-1824
Wendy Norby, norby@telusplanet.net

Claresholm Golf Club Board

Councillor Rod Kettles, Alternate: Councillor Mike Cutler
Nine (9) members elected at large

Meetings the 3rd Wednesday of every month at noon at the Golf Course

Contact: Lyle Broderson, Head Professional
proshop@claresholmgolf.com 403-625-3500

Claresholm Housing Authority Board – Members appointed by the Board

Councillor Kandice Meister
Four (4) members at large appointed by the Board (Feb 27, 2023)

Meetings the 3rd Monday of every month at 7:00 p.m. at Parkside Manor

Contact: Maxine Middleton – maxine.middleton984@gmail.com
403-625-4133

Community Hall Board

Mayor Brad Schlossberger, Alternate: Councillor Kieth Carlson
One (1) Councillor from MD of Willow Creek
Seven (7) members elected at large

Meetings once per month, no set date, at the Community Centre

Contact: Carmelle Steel carmelle.steel@gmail.com

Claresholm Learn-a-lot Playschool Society Board

Councillor Rod Kettles, Alternate: Councillor Diana Ross

Meetings the last Wednesday of every month at 7:00 p.m. at the Playschool
Contact: Breanna Seeman, Teacher – lotplay@telus.net 403-625-4551

Claresholm Library Board – Bylaw #1620

Mayor Brad Schlossberger, Alternate: Councillor Kieth Carlson

Two (2) members from MD of Willow Creek:

MD Councillor: Councillor Earl Hemmaway (Dec 13, 2021)

Member-at-large: Ashley Tebbut (Oct 23, 2023)

Three (3) to six (6) members at large (by the Town of Claresholm)

Appointment term: Three (3) years

May 10, 2021 – Joanna Ridley; May 25, 2021 – Kelsey Hipkin;

November 22, 2021 – Donna Meister; December 13, 2021 – Kendall Schille

Meetings quarterly on the 3rd Tuesday: November, February, May, September at 6:30 p.m. at the Library

Contact: Jay Sawatzky, Manager – jsawatzky@claresholmlibrary.ca

Claresholm Social Centre Board

Councillor Kandice Meister

Intermunicipal Development Plan Committee

Mayor Brad Schlossberger and Councillor Mike Cutler

Alternate: Councillor Kieth Carlson

Two (2) elected representatives from the MD of Willow Creek No. 26

Meetings are as needed.

Intermunicipal Collaboration Framework (ICF) Committee

Councillor Mike Cutler and Councillor Kieth Carlson

Alternate: Councillor Rod Kettles

Two (2) elected representatives of each of the Municipalities together with the CAO's of each municipality in an advisory role.

Municipalities: Town of Claresholm, MD of Willow Creek, Town of Fort Macleod, Town of Nanton, Town of Stavelly

Meetings are at least once annually, and on an "as required" basis.

Joint Economic Development Initiative

Councillor Mike Cutler and Councillor Kieth Carlson

Alternate: Mayor Brad Schlossberger

MD of Willow Creek: Deputy Reeve Glen Alm and Councillor Darry Markle

Meetings are as needed.

Lethbridge College Community Advisory Council

Councillor Rod Kettles

Meetings are a minimum of twice per year, spring & fall, with additional meetings as needed; location to be determined

Contact: Melissa Reed, Regional Operations Assistant 403-320-5318

melissa.reed@lethbridgecollege.ca

Oldman River Regional Services Commission

Mayor Brad Schlossberger

Alternate: Councillor Rod Kettles

Meetings quarterly the 1st Thursday: March, June, September, December
at 7:00 p.m. at the ORRSC office in Lethbridge

Contact: Barb Johnson, Executive Secretary – admin@orrsc.com
403-329-1344

Physician Recruitment & Retention Committee

Councillor Mike Cutler

Alternate: Councillor Craig Zimmer

Meetings as necessary

Contact: Cindee Schlossberger 403-625-4484

Porcupine Hills Lodge Foundation Board

Councillor Kieth Carlson

One (1) member at large (by the Town of Claresholm)

November 8, 2021 – Cindee Schlossberger

Meetings the 1st Tuesday of every month at 4:00 pm at the Lodge

Contact: Lisa Anderson, CAO – landersonplodge@gmail.com
403-625-3988

Regional Assessment Review Board

Facilitator: Oldman River Regional Services Commission (ORRSC)

One (1) member at large – Doug Kemery (May 2020)

Appointment term: Three (3) years

Clerk: Lenze Kuiper

Chair: Doug Kemery

Meetings are as needed

Regional Emergency Preparedness Training Exercise Steering Committee

Councillor Craig Zimmer

Alternate: Councillor Rod Kettles

One (1) Councillor MD of Willow Creek

One (1) Councillor Town of Fort Macleod

One (1) Councillor Town of Stavely

One (1) Councillor Town of Nanton

Meetings as needed.

Regional Landfill Commission

Mayor Brad Schlossberger

Alternate: Councillor Kieth Carlson

One (1) Councillor MD of Willow Creek

One (1) Councillor Town of Fort Macleod

One (1) Councillor Town of Stavely

Meetings the 4th Thursday of every month at 3:00 p.m. at the Landfill

Contact: Cheryl Friesen, CAO wcrlandfill@gmail.com
403-687-2603

Southern Alberta Summer Games Committee

Councillor Mike Cutler

Meetings as necessary

Contact: Karine Keys, Treasurer – karine@claresholm.ca

SouthGrow Regional Initiative

Councillor Mike Cutler

Alternate: Mayor Brad Schlossberger

Meetings are held quarterly

Contact: Peter Casurella peter.casurella@southgrow.com

Swimming Pool Joint Use Representative

Councillor Mike Cutler

Meetings are as needed – usually twice per year

Welcoming Claresholm Committee

Councillor Kandice Meister

Meetings are monthly

Willow Creek Agricultural Society Board

Councillor Diana Ross

Twelve (12) members elected at large

Meetings the 3rd Wednesday of every month at 6:30 p.m. – Supper meeting at various restaurants

Contact: David Hansma, Manager – clhmagriplex@telus.net
403-625-2410

Internal Boards & Committees

Administrative Services Committee

Councillor Kieth Carlson and Councillor Diana Ross

Meetings are as needed in Council Chambers

Audit & Finance Committee

Full Council

Meetings are as needed in Council Chambers

Community Development Committee (to be revisited March 2024)

Mayor Brad Schlossberger

Councillors: Kieth Carlson, Mike Cutler and Kandice Meister

CAO & other admin staff (advisory only)

Meetings are as needed

Economic Development Committee – Bylaw #1635

Councillor Kieth Carlson

Councillor Mike Cutler

Ex Officio: Mayor Brad Schlossberger

Eight (8) voting members appointed by Council

One (1) member from the MD of Willow Creek Council – **Glen Alm**

One (1) member nominated by the Chamber of Commerce – **Brad Toone (November 8, 2021)**

One (1) member representing the agricultural community – **Josh Fankhauser - Lamb Farms (November 8, 2021)**

Four (4) members representing the business/industrial community

Lauren Hansma - Salon Luna (September 2020)

George Douros - Casa Roma Restaurant (November 8, 2021)

Marc Chartrand - Ridgeline RV & Self Storage (February 27, 2023)

Kristen Hall - The Hive (February 27, 2023)

David Mulholland (February 27, 2023)

Bylaw to be changed to accommodate the additional member

One (1) member representing the community at large – **Alec Harrison (January 2019)**

Appointment term: Four (4) years – or until successor is appointed

Meetings the 3rd Monday of every month at 7:00 p.m.

Emergency Management Advisory Committee

Councillors Mike Cutler and Craig Zimmer

CAO

Meetings are once per year

Emergency Services Committee

Councillor Craig Zimmer

Councillor Rod Kettles

CAO

Claresholm Fire Chief

One (1) Member from the Claresholm Fire Department

One (1) Claresholm RCMP representative

Peace Officer

Director of Infrastructure

Meetings quarterly on the 1st Wednesday at 4:00 pm in Council Chambers

Facility & Infrastructure Planning Committee

Full Council

One (1) member at large

November 8, 2021 – Doug Priestley

Meetings as needed

Family and Community Support Services Board – Bylaw #1621

Councillor Kandice Meister

Councillor Diana Ross

One (1) Councillor MD of Willow Creek – Darry Markle

Three (3) to five (5) members at large

Appointment term: Three (3) years

November 8, 2021 – Delma Austin, Cindee Schlossberger, Vanessa McKenzie; July 18, 2022 – Lisa Anderson

Meetings the 1st Monday of every month at 7:00 p.m. in Council Chambers

Grievance Committee

Councillor Kieth Carlson

Councillor Craig Zimmer

Councillor Mike Cutler

Meetings are as needed

Municipal Planning Commission

Mayor Brad Schlossberger

Councillor Kieth Carlson

Councillor Kandice Meister

Two (2) members at large

Appointment term: Three (3) years

November 8, 2021 – Jeffery Kerr and Doug Priestley

Meetings are Fridays at 8:00 a.m. once per month as needed in Council Chambers

Museum Board – Bylaw #1639

Councillor Kandice Meister

Alternate: Councillor Kieth Carlson

Four (4) to eight (8) members at large

Appointment term: Four (4) years

Mar 9, 2020 – Margaret Lane; May 25, 2021, Earl Taylor, Cynthia Wannamaker; Nov 8, 2021 - Betty Hoare, Barry Gibbs; Sept 12, 2022 - Mich Forster; Nov 14, 2023 - Larry Sushelnitski

Meetings the 3rd Wednesday of every month at 3:00 pm in Council Chambers

Recreation Facility Users Committee (Arena & Ball Diamonds)

Councillor Rod Kettles

Alternate: Councillor Craig Zimmer

Recreation Manager

Director of Infrastructure

Meetings are: Arena – twice yearly Ball Diamonds – once yearly

Wage Negotiating Committee

Councillor Kieth Carlson

Councillor Mike Cutler

Councillor Kandice Meister

Councillor Craig Zimmer

Meetings are only required when CUPE agreement is expiring



REQUEST FOR DECISION

Meeting: December 11, 2023

Agenda Item: 12

STRATEGIC PLANNING

DESCRIPTION:

Council met on November 4th to review its Strategic Plan. The purpose was to incorporate any new goals or direction from the new Mayor and Councillor following the by-election, and to review and make any changes desired by the rest of Council.

Updates on existing strategies and goals are in red ink throughout the Strategic Plan Update document, and new initiatives are highlighted in yellow.

PROPOSED MOTION:

Moved by Councillor _____ to approve the updated Strategic Plan of Claresholm Town Council as presented (or amended).

ATTACHMENTS:

1. TOC Strategic Plan-HI-Double (12.11.23)
2. Strategic Plan Update Document

PREPARED BY: Abe Tinney, CAO

DATE: December 7, 2023



Town of Claresholm

2022-2026 Strategic Plan



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Vision

To be the community of choice, leading to a thriving and diverse Claresholm.



Mission

We will offer quality family living and encourage economic prosperity through innovative and progressive thinking.



The Town of Claresholm's Core Values



Community Pride

We take pride in our entire community - in its people, and in the many groups, businesses and organizations that make it a community. Organizationally, we take pride in the quality and variety of services we provide and the facilities we maintain. We are proud of all that Claresholm has to offer, and whenever possible we will work to improve and enhance our community.

Healthy, Active Living

The Town of Claresholm will enhance the lives of our residents by supporting Town recreation services and community safety and wellness programming, and by assisting community groups that provide similar services.

Diversity

We recognize and respect the diverse needs of our residents and different sectors of our community. We will seek their input and engagement and grow together.

Forward Thinking

We will plan for the future. We will comply with provincial legislation and understand municipal best practices as we challenge conventional ways of conducting the community's business, managing its finances, and delivering services to our community.

Key Themes to Achieve Vision and Mission



Advocate for Alberta
Health Services on local
health services



Infrastructure



Diversity in housing,
including affordable
housing



Industry



Increased corporate
operations and activity,
leading to community
investment.

20 Years In The Future

The Town of Claresholm identified what it wants to be known for in twenty years:

- Rooted and collaborative relationships with the farming and ranching community.
- A beautiful destination for tourism and a great place to live – a safe, secure place to live for all ages
- Agriculture service center
- Range of family housing
- Friendly town – welcoming
- Health care facilities
- Major service center between Calgary and Lethbridge
- Transportation hub/gateway to southern Alberta
- Organic and farm to table food
- A vibrant business and industrial community
- Accessible post-secondary education



The Town of Claresholm is unique in the following ways:

- Diverse community that accepts and celebrates
- Stable access to water
- Value-added agriculture
- Transportation corridor
- Affordable investment centre
- Ideal Location
- Health Care

Council’s Role



To advocate



To be open and approachable and to listen to all views



To be fiscally responsible



To ensure the community is viable



To conduct the business of the town

In conducting its roles, it is important that Council is:

- Consistent
- Transparent
- Dedicated
- Collaborative
- Mutual respect
- Open to healthy debate
- Passionate
- Striving for shared understanding
- Assertive

Strategic Priority Areas



Strategic Priorities



Policy and Planning for Responsible, Sustainable Growth



Revise Three-Year Operations Plan and Five-Year Capital Plan

- Audit and Finance Committee will continue to meet to accomplish this goal
- Reliance on Infrastructure Master Plan and Asset Management Processes to inform Capital Planning

Enhance Community Center

- Work with Community Centre Association to secure funding and facilitate accessibility and front entrance upgrades



Continue with Improvements to the Stormwater Infrastructure Phase 2

- Finalize and Approve Engineering
- Secure Grant Funding for the Project Economic and Community Development to Revitalize Claresholm



Economic and Community Development to Revitalize Claresholm

Develop and implement a clear and actionable plan for the Town's development readiness, for residential, commercial, and industrial development.

- Create Ad Hoc Development Committee to examine best practices and assess development challenges and opportunities in Claresholm. Key areas of focus for the Committee will be:
 - work with Land Owners
 - Starline Business Park
 - Residential Land Development Resulting in Diverse Housing
 - Strategies to sell Town owned Land
 - Best practices in municipal development (including MCC, PPP)

Continue to support Economic Development Committee

- Continue to provide operational budget for Community Economic Development and the Economic Development Committee
- Economic Development and Recreation department assist with event planning for impactful collaboration

Explore Business Attraction Incentives

- Adopt progressive incentives for private development and re-development of residential, commercial, and industrial property and buildings;
 - Include residential development in the tax incentive program

- Consider other incentives such as land, utilities, and recreation benefits
- Provide access to development or construction expertise when you invest in Claresholm
- Explore business improvement programs to promote downtown business retention, expansion, and revitalization;
 - Community Futures Small Business Loan Program
 - New business start-up grants
 - Façade improvement grants and/or loans
 - Focused attention and resources on annexed lands, and vacant properties in the downtown core and highway corridor

Explore Value-Added Industry Opportunities in Claresholm

- Continue to be an active member of Economic Developers of Alberta, Alberta Southwest, and SouthGrow Regional Initiative,
- Foreign Direct Investment training suggest a narrow focus, 1-2 industries, and 1-2 countries
- Greenhouse farming/specialty agriculture is a growing industry that benefits from our above average sunlight
- Should be complementary to what is happening around us, Lethbridge and Calgary



Sound, Responsible Governance and Strengthen Internal Operations

Develop and implement recommendations of a Communications and Public Engagement Strategy

Continue to Review and Update Administration and Council Policies as Required and in-line with Industry Best Practices

- Administrative Services Committee will be used to review policy and bylaw matters
- Address Legislative Changes in a Timely Fashion





Improve and Expand Partnerships, Collaborations, Relationships

Build Relationships with all Levels of Government, including Municipal Partners in the Region, and Look for Opportunities to Collaborate

Continue to Strengthen Relationships with Stakeholder Organizations, Including the Chamber of Commerce and Service Clubs Among Other Organizations

Continue to Enhance Relationships with AHS and Other Service Providers

Develop Relationships with Land Developers In Order to Progress on Residential Development



Livable Community for a Vibrant, Healthy Quality of Life



Investigate Opportunities for Various Types of Housing via Housing Needs Assessment

Improvement of Parks and Expansion of Pathways

- Recreation Master Plan Revamp to identify park and pathway priorities and opportunities.
- Pursue Grant funding Pathway and Park Expansions

Continue to Encourage Events and Activities That Vitalize the Community

- Economic Development Committee to incorporate coordinating meeting once or twice a year for community groups to ensure resource and knowledge sharing.
- Promotion of Parks through town videos
- Maintain and enhance current programming
- Develop Town Event Strategy, including desired level of events/activity, and sustainable funding model



Focused Priorities

**Improvements
to Stormwater
Infrastructure**

**Development Readiness of the Town,
impacting residential, commercial and
industrial development**

**Next steps
in economic
development
by incentivizing
business attraction**

**Communication
and Public
Engagement
Strategy**

**Diverse Housing
based on the Social/
Housing Needs
Assessment**



Vision

To be the community of choice, leading to a thriving and diverse Claresholm

Mission Statement

We will offer family living and encourage economic prosperity through innovative and progressive thinking

Core Values

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Forward Thinking

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MULTI-YEAR			Assigned to	Update on Progress
POLICY & PLANNING				
	3 Year Operations and 5 Year Capital Plan			
		Revise 3 Year Operations Plan and 5 Year Capital Plan	Blair	Council Approved the 2023 Operating Budget and Capital budgets at the April 24th Council meeting. Audit and Finance Committee and FIPC Committee have recommended 2024 interim operating and capital budgets for approval on the December 11th Agenda.
	Community Center			

MULTI-YEAR			Assigned to	Update on Progress
		Work with Community Centre Association to secure funding and facilitate accessibility and front entrance upgrades	Jace/Tara	The Community Centre Association was successful with the Community Facility Enhancement Grant (\$125k matching fund), and is actively working with the Town to pursue more funding through another CFEP grant and the Green and Inclusive Community Building Program. Both applications have been submitted, we are awaiting responses. Structural Assessment has been completed, which should aid council and the board in maintenance budgeting and planning.
	Stormwater Infrastructure			
		Finalize and Approve Engineering	Jace	Complete
		Secure grant funding for Phase 2	Tara/Mike	Funding approved via the 2023 Capital Budget: Funding sources include CCFB, Capital Water and Sewer Reserve, Developer contribution and Capital Land and Development Reserve. The south portion of Phase 2 (south of Highway 520) should be completed shortly. Council should consider the north portion around the firehall for the 2025 capital plan to complete Phase 2 during its term.
ECONOMIC & COMMUNITY DEVELOPMENT				
	Support the EDC			
		Provide Operational Budget for EDC	Council	Complete April 24th, 2023
		Update Economic Development Committee Business Plan		The EDC Reviewed the updated 3-year Business Plan at the July and August 2022 meetings. The next EDC review of the plan will be in spring 2023. The plan was updated and must be implemented. Work for the new EDO to complete.
	Ensure Town is Development Readiness in Areas of Residential, Commercial and Industrial Development			
		Ad Hoc Committee to Address:		

MULTI-YEAR			Assigned to	Update on Progress
		Residential, Commercial and Industrial Development Best Practices (Including MCC and PPP)	Abe	Committee has discussed a Market Assessment report for Starline Business Park. The report was prepared by Benchmark Assessment Consultants. Council recently approved the Enabling Housing Divesity best practices report and CDC is working through the recommendations of the report.
		Consider Residential Development in Tax Incentive Program	Tara	Bylaw 1741, Residentail Tax Incentive Bylaw was passed by council on August 15th, 2022. Town is sharing and promoting the bylaw with potential developers, including developer at parade staging, Tamarack, Prairie Shores, etc.
		Sell and Develop Town-Owned Land	Abe/Tara	The Town has sold parade staging grounds property, all Tamarack properties and all airport properties. The RFD to sell the Westlynn propoerty is on the December 11th agenda. Construction is underway at Tamarack properties. Parade staging planning proceeding and the property is serviced with stormwater. Opinion of probable cost for Pine Place servicing forthcoming.
		Explore Diverse Housing Opportunities (Housing Assessment)	Abe/Brady	The Town was successful in grant/consultation program to work with RDN to improve housing choice. The project will involve policy, bylaw and grant program reviews that will encourage housing development. There will also be developer and landowner engagement sessions, to assess development hurdles. RDN presented the Enabling Housing Choice findings to Council in October. Findings are being reviewed by CDC.

MULTI-YEAR			Assigned to	Update on Progress
		Continue to work with landowners where Area Structure Plans exist (Starline Business Park, Prairie Shores)	Tara/Brady	Administration is looking into options to work with landowners where Area Structure Plans exist, including surveys to assess residential development barriers with RDN consultants. Administration is actively working with several land owners towards developing ASP. Wilson, Anderson and Mulholland. Administration has not connected recently with ASP landowners for Prairie Shores, Starline or SouthWest.
	Explore Value-Added Industry Opportunities			
		Continue Membership in Economic Developers of Alberta, Alberta SW and South Grow Regional Initiatives	Council	2023 memberships provided via operating budget.
		Explore FDI in 1-2 Industries from 1-2 Countries		Participating in SouthGrow International Marketing Project; attracting FDI by targeting investors in the food sector. Economic Development department is working with ABSW on Community Profile to market the community to potential investors. This project is underway and will act as a marketing tool for the town for potential business and investment. More needs to be done in this area, however.
		Research Value-Added Agri-Food Examples in Neighbouring areas (Lethbridge, Taber, Calgary)		Canadas Premier Food Cooridor has successfully attracted the food processing industry. More work requiried in this area.
		Explore opportunities in greenhouse farming and speciality agriculture		Administration has responded to a provincial greenhouse site-selection request. The Town and M.D. have provided a joint response/expression of interest.
	Explore Business Attraction Incentives			
		Adopt Progressive Incentives for Private Development and Re-Development of Commercial and Industrial property	Brady/Tara	Council approved the small business improvement loans program with Community Futures.

MULTI-YEAR			Assigned to	Update on Progress
		Consider other Incentives (land, utilities and recreation benefits)		Ongoing conversations at the Community Development Committee
		Provide Expertise and Resources to Investors		Working on enhancing the webpage and updating resources for investors and potential business owners.
	Business Improvement Programs to Promote Downtown Business Retention, Expansion and Revitalization			
		Community Futures Small Business Loan Program		Adopted Community Futures Business Improvement Loans program in partnership with Chamber of Commerce.
		New Business Start-up Grants		Nothing to report at this time.
		Façade Improvement Grants/Loans		Nothing to report at this time.
		Focus on annexed land and vacant properties in downtown core and highway corridor		Continue to assist development inquiries as they are received.
Sound, Responsible Governance				
		Ensure ongoing public participation	Karine/Abe	Administration will prepare the 2024 Open House schedule for discussion in the new year. Council has approved February Open House to discuss North Point ASP. Other options include 2024 Operational Budget or Fire Engine ceremony.
		Develop Communications and Public Engagement Strategy	Karine/Abe	Ongoing project, but progress has stalled due to other priorities.

MULTI-YEAR			Assigned to	Update on Progress
		Continue to review and update Administration and Council policies.	Blair/Abe	Administrative Services Committee bylaw updated to provide additional member and more oversight.
		Address legislative changes in a timely fashion	Abe	Any legislative changes to statues, acts and regulations that affect the Town are updated as required.
PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS				
	Build Government Relations at All Levels			
		Look for opportunities to collaborate	All departments	Working with M.D. on joint economic development initiatives. Bulk water station project now complete.
	Strengthen Stakeholder Relationships			
		Encourage presentations to Council, visit organizations to build relationships and have a presence in the community	Council	Ongoing - delegation policy is working.
		Develop relationships with Land Developers in order to progress on residential development	Brady/Abe	Good work done here with the Sustainable Housing Initiative -- conversations are happening with developers and land owners that haven't previously happened. Staff will should continue to work with developers and landowners.
	Relationships with AHS and Other Service Providers			
		Enhance Relationships with AHS and Advocate for this industry where possible. Connect with Local Officials via existing committees or through ad hoc meetings to understand AHS needs and how the Town can assist.	Council, Staff	
VIBRANT COMMUNITY, QUALITY OF LIFE				
	Housing			

MULTI-YEAR			Assigned to	Update on Progress
		Complete Housing Needs Assessment	Brady/Barb	This document was approved by Council on May 8, 2023. Community Development Committee has reviewed and sent zoning and planning recommendations to MPC. MPC did not impliment any as they felt they the recommendations were not beneficial. Administration has shared the report with various developers to provide leverage for grant opportunities.
		Once Assessment is Complete, Explore how to leverage results and integrate with future housing developments	Brady/Barb	As noted above, the Town was successful with a consulting grant that will provide consulting to the town on how to build on Housing Needs Assessment findings. Findings of the Enabling Housing Choice project will be forwarded to CDC for follow-up. Administration has shared the report with various developers, and provided letters of support for hosuing initiatives to provide leverage for grant opportunities.
	Improvement of Parks			
		Revise Recreation Master Plan to Identify Priority Areas	Denise	Recreation personnel had initial conversation on revising the Master Plan. The recreation manager and CAO have met to discuss incorporating Council Strategic plan into the Recreation Master Plan. Work is ongoing.
		Pursue Grant Funding for Pathway and Park Expansions	Denise	Administration is actively pursuing grant opportunities.
	Plan Events and Activities that Vitalize Claresholm			
		Economic Development to Coordinate Meeting amongst community groups to ensure resource and knowledge sharing	Brady	Adminsitration has coordinated community event meetings, bringing various community groups and volunteers together to plan large community events.
		Promotion of Parks Through Town Videos	Denise	No updates
		Maintain and Enhance Current Programming	Denise	Administration applied for grant funding for summer programming assistant. The town was not successful.

MULTI-YEAR			Assigned to	Update on Progress
		Planning for Town Event Sustainability	Abe	Town events planning is currently funded via grants, with funding to expire March 2025. Administration and Council should begin discussions on the desired level of Town events and how to fund them.



REQUEST FOR DECISION

Meeting: December 11, 2023
Agenda Item: 13

2024 INTERIM BUDGET

DESCRIPTION:

Administration has prepared the attached draft Operating and Capital Budgets for 2024 after working with all departments, the Facility and Infrastructure Planning (FIPC) Committee, and the Audit and Finance Committee.

The FIPC Committee has recommended the 2024 Capital Budget to Council for approval and the Audit and Finance Committee has recommended the 2024 Operational Budget for approval.

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

Expenditure of money

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

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

2024 budget discussions will continue into the new year as we receive additional information from the Province and other organizations on revenues granted and expenditures invoiced or funding requested. It is anticipated that the 2024 Final Budget will be passed in April 2024.

PROPOSED RESOLUTIONS:

1. Moved by Councillor _____ to approve the Interim 2024 Operational Budget as presented.
2. Moved by Councillor _____ to approve the 2024 Capital Budget as presented.

ATTACHMENTS:

1. 2024 Interim Operational and Capital Budget

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

APPROVED BY: Abe Tinney – CAO

DATE: December 7th, 2023



Claresholm

Where **Community** Takes Root

Interim Budget Document

2024

December 11, 2023

Abe Tinney
CAO

Brad Schlossberger
Mayor

Town of Claresholm Budget Summary

2024

Summary by Object (excludes Amortization)	2024	2023
Operating Revenue		
Property taxes net of requisitions	3,913,185	3,745,982
User fees and sales of goods	3,513,579	3,481,961
Operating grant funding	555,998	650,751
Investment income	130,000	105,000
Penalties and costs of taxes	97,600	86,600
Licenses and permits	119,700	113,500
Franchise fees	355,335	292,000
Rental	139,486	134,700
Other	56,700	62,700
Reserve funds to be used for operations	50,560	61,880
Total Operating Revenue	8,932,143	8,735,074
Operating Expenses		
Salaries, wages & benefits	(3,426,627)	(3,319,534)
Contracted & general services	(1,867,180)	(1,812,585)
Materials, goods, supplies & utilities	(1,636,886)	(1,463,858)
Bank charges and short-term interest	(1,200)	(1,200)
Interest on long-term debt	(188,042)	(204,579)
Other expenditures	(30,185)	(29,490)
Transfers to other organizations	(429,691)	(426,682)
Debt principal repayment	(283,109)	(352,874)
Transfers to reserves for future purposes	(1,064,223)	(1,119,272)
Total Operating Expenses	(8,927,143)	(8,730,074)
Capital		
Capital grant funding	2,300,935	1,319,018
Contributed assets	-	-
Other capital funding	109,074	148,500
Reserve funds to be used for capital	1,896,196	1,026,744
Proceeds from disposal of capital assets	65,000	60,000
Debt funding	-	-
Capital expenditures	(4,376,205)	(2,559,262)
Net Capital	(5,000)	(5,000)
Balanced Budget	-	-

2024 Interim Budget

As per Claresholm Town Council's 2022-2026 Strategic Plan, their Vision for Claresholm is "To be the community of choice, leading to a thriving and diverse Claresholm". Their Mission is "We will offer quality family living and encourage economic prosperity through innovative and progressive thinking." This Vision and Mission have guided this 2024 Interim Budget for the Town of Claresholm.

Within the 2024 Interim Budget there are a number of new initiatives or changes that are specifically geared towards this Vision and Mission. These include:

- New automated garbage program – though technically an initiative of 2023, the 2024 budget is where we first see the significant financial impact of this new program. An automated collection program significantly increases the sustainability of our garbage service without significant change in fees. This automated collection, with front load commercial bin collection makes it possible to operate the garbage collection service with only one operator instead of two, nearly cutting in half the labour costs of the program. Automated collection also significantly reduces the Town's liability risk, as the number one cause of employee injury is hand collection of garbage. With very little change in fees we have been able to increase our commercial bin size (not possible with a rear load truck), decreasing number of bins/pickups needed for some businesses, reducing their fees, and put an appropriate amount of funds into reserve for future replacement of equipment/garbage truck at the end of its life.
- Restructuring of Community Development Department, bringing Economic Development and Development/Planning under the same department to improve effectiveness and efficiency in our Economic Development activities. Again, this was something that began in 2023, but is really reflected for the first time in the 2024 budget
- Utilizing innovation and technology to improve efficiency and organization. This includes a few new systems included in the 2024 budget including:
 - Meeting/Agenda Software – This will improve efficiency and ease of preparing for, running, and follow-up of Council and Committee meetings. It will create interactive agendas, automate portions of the agenda and minute creation, as well as automate and track the review/approval process of the agenda and agenda items.

- Request Management Software – This will automate and improve the transparency and tracking of work orders, requests, and issues. It will allow for direct submission of issues/requests from the public and automate the response/follow-up on those issues, as well as to submit/track internal requests/work orders. This could be anything from concerns from a resident regarding cracked sidewalk or downed tree or branches to internal work orders such as open/close of a cemetery plot or utility shutoff.
- Microsoft 365 – The Town is currently still running an on-premises exchange server, which is more vulnerable to being off line (power outage) eliminating our ability to receive or communicate via email. Migrating to Microsoft 365 moves our email service to the cloud, as well as ensures all staff are running the same version of office programs, improving compatibility and ease of training, as well as gives us access to other programs/applications to improve productivity, such as Microsoft Teams and OneDrive.
- Cemetery Management Software – We still manage our cemetery primarily with paper records, many dating back many decades. This makes records not very accessible, often difficult to find, fading records, and difficult for someone new to come in and understand the system/process. This has led to issues in the past of errors of where someone is buried or selling a plot that isn't available. The cloud-based cemetery management software and service that is included in the budget will digitize all our existing records, take images of all plots, and make all records searchable and available with a few clicks. Public data will also be made directly available to the public online, whether viewing what plots are available for purchase, to looking up location and images of headstone/markers of where a loved one is buried. This will greatly improve transparency/communication, improve efficiency of managing the cemetery, and reduce errors.
- Increased funding for training and development – this includes funding for all of Council to attend the annual Alberta Municipalities Convention and receive important training and information to fulfill their duties serving the residents of Claresholm, to staff training. Training was cut significantly over the last few years with COVID and Council's desire to keep tax increases as low as possible during the difficult economic times and significant inflation. Continuing to deny or postpone training however is not sustainable and can have a significant negative effect on employee moral and retention. These budgets have been increased back towards prior levels.
- Increased Museum funding for personnel – The Museum has grown tremendously over the last few years, become more involved in special events such as the Father's Day Car show to Fair Days Friday activities, and continuing with other events such as Tea on the Lawn. Social media followers have increase 314% since 2020 (from 297 to 1229). Bus Tours and out of town visitors have increased significantly, with nineteen (19) tours

from three (3) separate tour companies which is above pre-pandemic numbers, and a 27% increase in other traveling visitors over last year. Local visitors have also increased with new and updated exhibits to see and more publicity in the community. To continue this amazing work and tourism draw to museum and therefore to the community, staffing needs to be improved as it has been difficult to attract and/or retain staff at the Museum. This is due to non-competitive wage rates and part-time hours. This budget includes some incremental increases to begin addressing these deficiencies.

Future Viability of Town Services

Annually, all municipalities in Alberta submit audited financials and other information to Municipal Affairs, a ministry of the provincial government. Municipal affairs gathers, compiles and analyzes this information and measures us against a number performance indicators. Each indicator has a defined benchmark and if a municipality does not meet that benchmark they are flagged. A municipality can be flagged on any or all of these 13 indicators, which depending on the number and consistency of failure to meet these benchmarks will result in a municipal review or municipal intervention.

The Town of Claresholm consistently meets or exceeds all these benchmarks with the exception of one, infrastructure age, calculated by amortized book value again original cost of tangible capital assets. The Town of Claresholm rating for infrastructure age is partially due to lack of growth in the community, but it is also a result of deferring or ignoring aging infrastructure that may be failing or at risk of failure, which is due primarily to a lack of funding to replace or address these issues. Council is aware of this and has been making incremental steps to address this issue in a sustainable way.

Starting in 2018 Council began the process of a significant fee restructuring and increase in water and sewer utility services to build up capital reserves to aid in the necessary replacement or upgrades in water and sewer services. Previously we had relied almost exclusively on provincial funding or debt, as we did not structure fees to pay for any capital costs. It became clear that this was not sustainable, especially with the significant decline or stagnation of provincial funding and ever-increasing costs of infrastructure.

In 2021 the Town signed an Intermunicipal Collaboration Framework agreement with the MD. As part of this agreement the MD gives the Town capital recreation funding annually, which the Town matches, to help fund major repairs, upgrades, replacement, or new construction of recreation buildings and infrastructure.

In 2022 it was imperative that the Town replace our 20 year-old fire pumper truck, however there was a significant insufficiency of fire reserves to fund the replacement. To ensure there is sufficient fire reserve funds in the future, Council doubled the annual amount of tax dollars that went towards the Fire capital reserve. Though it doesn't help fund the current truck replacement, it will hopefully avoid this issue in the future.

In 2023 Council similarly recognized the deficiency in the solid waste collection department when it also became necessary to replace the garbage truck and again, there were very little reserves to fund the replacement. Current garbage fees were not sufficient to fund both operations and capital costs of the program. Council reviewed the costs and the resulting fee increase that would be required to maintain the existing garbage program and collect sufficient fees to fund the capital costs of the program. A significant fee increase would have been necessary to maintain the existing program. The new garbage program, with automated collection, is significantly more efficient and cost effective. It allows Council continue to provide the service and fund the capital costs of the service with very little increase in fees.

Council recognizes that there are many other aspects of the Town's capital infrastructure that are similarly underfunded in our current budgets and fee structures to maintain or replace. Provincial funding is likewise woefully insufficient. This includes primarily transportation infrastructure (streets and sidewalks) and recreation and cultural buildings and facilities. With this in mind Council has made a small step towards addressing these gaps in transportation infrastructure with an increase in the sidewalk maintenance budget and a small investment into reserve for future streets projects.

Overall Impact for 2024

Council has kept tax rate increases below inflation for a number of years, especially in the last couple, mindful of the inflationary and economic pressures and struggles already facing the residents and businesses of Claresholm. In 2023 this included not only keeping the tax increase to residents to only about 1% while inflation was in excess of 6%, Council also eliminated the planned inflationary fee increases in the water and sewer utility fees. The Town, however, is not immune to inflation, and therefore cannot maintain this lack of increases long term.

As a result, the 2024 interim budget includes Council's decisions in late 2023 to reinstate inflationary increases for water and sewer utility services, along with the slight fee restructuring and planned annual inflationary increases to the garbage service fees. Council also made motions in late 2023 to increase the franchise fee rates for ATCO, our natural gas distributor, from 10% to 12% and for Fortis, our electricity distributor, from 5% to 6%.

The 2024 interim budget also includes an increase in municipal property tax revenue. Council anticipates that a significant portion of this increase will be from growth/new development (increased tax base), but also anticipates a tax increase for residents and businesses greater than last year, though still very conservative. The interim budget contains an overall 4.5% increase in net property tax revenue, or an increase of approximately \$167,000. If the increased tax revenue from new development brings in half of this, it would result in an estimated 2.25% property tax increase for the individual resident or business, which is still well below current inflation.

DEPARTMENT
OPERATING
BUDGETS

Town of Claresholm Budget by Function

2024

Municipal Taxes

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
Property Taxes	5,444,268	5,243,174	5,246,979	5,125,275	4,884,121
Less Requisitions	(1,534,373)	(1,163,087)	(1,504,287)	(1,458,924)	(1,355,641)
Net property tax revenue for municipal purposes	3,909,895	4,080,087	3,742,692	3,666,352	3,528,481

Council

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
Salaries, wages & benefits	(107,794)	(77,756)	(100,400)	(98,495)	(92,095)
Contracted & general services	(21,000)	(19,090)	(14,500)	(10,370)	(15,285)
Materials, goods, supplies & utilities	(1,000)	(1,078)	(1,250)	(6,203)	(662)
Net tax cost	(129,794)	(97,924)	(116,150)	(115,067)	(108,042)

Administrative & General

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	6,500	291,733	7,100	189,795	37,936
Operating grant funding	53,000	72,800	75,000	38,500	109,489
Investment income	130,000	184,699	105,000	148,294	55,661
Penalties and costs of taxes	84,600	85,638	74,600	93,202	93,168
Licenses and permits	25,700	27,250	28,000	24,498	26,875
Franchise fees	355,335	266,867	292,000	288,994	227,944
Rental	46,700	29,727	45,700	50,416	40,176
Other	47,200	47,591	54,200	58,118	77,524
Internal charges to other departments	108,957	-	88,590	88,590	84,090
Transfers from reserves	13,060	-	31,000	58,576	75,842
Subtotal	871,052	1,006,305	801,190	1,038,983	828,704
Salaries, wages & benefits	(719,868)	(654,206)	(689,833)	(707,848)	(676,628)
Contracted & general services	(447,832)	(372,115)	(424,261)	(405,994)	(344,426)
Materials, goods, supplies & utilities	(124,984)	(98,085)	(110,123)	(108,469)	(103,384)
Bank charges and short-term interest	(1,200)	(838)	(1,200)	(1,102)	(878)
Interest on long-term debt	(67,480)	(34,839)	(69,244)	(70,887)	(72,563)
Other expenditures	(26,685)	(24,548)	(26,000)	(37,619)	(137,120)
Transfers to other organizations	(119,691)	(118,159)	(119,608)	(125,602)	(111,657)
Transfers to reserves	-	-	(19,178)	(313,053)	(307,509)
Debt principal repayment	(68,190)	(32,995)	(66,426)	(64,708)	(63,034)
Internal charges from other departments	(43,785)	(19,814)	(48,449)	(53,084)	(57,704)
Subtotal	(1,619,714)	(1,355,600)	(1,574,322)	(1,888,366)	(1,874,904)
Net tax cost	(748,662)	(349,295)	(773,132)	(849,383)	(1,046,199)

Town of Claresholm Budget by Function

2024

Policing

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
Contracted & general services	(226,480)	(151,076)	(224,238)	(140,293)	(103,538)
Net tax cost	(226,480)	(151,076)	(224,238)	(140,293)	(103,538)

Fire Department

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	20,000	26,691	10,000	47,172	7,277
Operating grant funding	9,000	-	9,000	9,000	8,707
Subtotal	29,000	26,691	19,000	56,172	15,984
Salaries, wages & benefits	(153,194)	(111,408)	(140,095)	(143,750)	(126,412)
Contracted & general services	(27,600)	(20,951)	(22,250)	(28,619)	(22,589)
Materials, goods, supplies & utilities	(51,901)	(37,371)	(54,222)	(49,454)	(42,027)
Transfers to reserves	(20,000)	-	(20,000)	(44,272)	(10,000)
Internal charges from other departments	(5,202)	(3,802)	(5,100)	(5,085)	(5,051)
Subtotal	(257,897)	(173,533)	(241,667)	(271,179)	(206,078)
Net tax cost	(228,897)	(146,842)	(222,667)	(215,007)	(190,094)

Emergency Management

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
Salaries, wages & benefits	(14,131)	(10,011)	(34,271)	(33,588)	(23,924)
Materials, goods, supplies & utilities	(1,500)	(532)	(1,500)	(7,675)	(2,062)
Net tax cost	(15,631)	(10,543)	(35,771)	(41,263)	(25,986)

Town of Claresholm Budget by Function

2024

Bylaw Enforcement

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	3,000	7,105	2,500	6,167	655
Penalties and costs of taxes	2,000	392	2,000	1,874	3,666
Licenses and permits	9,000	7,865	6,500	7,030	6,235
Subtotal	14,000	15,362	11,000	15,071	10,556
Salaries, wages & benefits	(81,604)	(71,243)	(79,421)	(69,136)	(53,851)
Contracted & general services	(8,050)	(12,805)	(6,500)	(8,533)	(7,300)
Materials, goods, supplies & utilities	(5,500)	(4,967)	(8,000)	(5,703)	(8,196)
Other expenditures	-	-	(250)	(213)	(100)
Transfers to reserves	(2,000)	-	(2,000)	(2,000)	-
Subtotal	(97,154)	(89,016)	(96,171)	(85,585)	(69,447)
Net tax cost	(83,154)	(73,654)	(85,171)	(70,514)	(58,891)

Common Equipment

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
Other	-	-	-	-	-
Internal charges to other departments	183,477	-	70,000	70,000	70,000
Transfers from reserves	1,500	-	-	33,000	-
Subtotal	184,977	-	70,000	103,000	70,000
Salaries, wages & benefits	(272,726)	(259,998)	(213,736)	(221,589)	(214,258)
Contracted & general services	(106,589)	(61,542)	(76,887)	(92,070)	(137,295)
Materials, goods, supplies & utilities	(242,504)	(194,541)	(238,485)	(213,570)	(211,160)
Internal charges from other departments	(13,000)	(19,267)	(8,160)	(12,875)	(7,321)
Subtotal	(634,819)	(535,348)	(537,268)	(540,104)	(570,034)
Net tax cost	(449,842)	(535,348)	(467,268)	(437,104)	(500,034)

Town of Claresholm Budget by Function

2024

Roads, Streets, Walks & Lights

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
Local improvement tax	-	-	-	-	1,345
User fees and sales of goods	15,000	26,274	27,000	1,555	36,363
Subtotal	15,000	26,274	27,000	1,555	37,708
Salaries, wages & benefits	(226,943)	(209,741)	(208,242)	(270,768)	(195,831)
Contracted & general services	(150,900)	(67,289)	(81,500)	(70,348)	(82,270)
Materials, goods, supplies & utilities	(310,099)	(270,450)	(324,713)	(301,114)	(267,956)
Transfers to reserves	(30,000)	-	(10,000)	-	(10,000)
Internal charges from other departments	(49,319)	-	-	-	-
Subtotal	(767,261)	(547,480)	(624,455)	(642,230)	(556,057)
Net tax cost	(752,261)	(521,206)	(597,455)	(640,674)	(519,694)

Water Utility

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	1,866,605	1,499,474	1,859,832	1,746,863	1,823,365
Penalties and costs of taxes	11,000	12,528	10,000	11,558	13,505
Internal charges to other departments	38,977	41,479	42,602	44,373	50,433
Subtotal	1,916,582	1,553,481	1,912,434	1,802,794	1,887,303
Salaries, wages & benefits	(478,819)	(405,676)	(428,617)	(363,081)	(345,407)
Contracted & general services	(54,472)	(33,837)	(33,520)	(27,956)	(31,567)
Materials, goods, supplies & utilities	(530,766)	(439,018)	(421,569)	(402,787)	(349,938)
Interest on long-term debt	(114,402)	(62,669)	(123,197)	(131,187)	(139,136)
Other expenditures	-	-	-	(236)	(329)
Transfers to reserves	(491,990)	-	(671,474)	(652,352)	(790,157)
Debt principal repayment	(174,466)	(81,765)	(165,672)	(157,320)	(149,389)
Internal charges from other departments	(71,667)	-	(67,875)	(67,875)	(67,875)
Subtotal	(1,916,582)	(1,022,965)	(1,911,924)	(1,802,794)	(1,873,798)
Net tax cost	0	530,515	510	(0)	13,505

Town of Claresholm Budget *by Function*

2024

Sanitary & Storm Sewer Utility

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
Local improvement tax	3,290	3,290	3,290	3,290	9,654
User fees and sales of goods	643,234	528,721	626,858	621,135	614,568
Internal charges to other departments	11,136	12,694	11,180	13,049	13,036
Subtotal	657,660	544,705	641,328	637,474	637,258
Salaries, wages & benefits	(89,073)	(66,702)	(104,825)	(80,842)	(86,663)
Contracted & general services	(35,500)	(33,316)	(26,000)	(12,444)	(18,821)
Materials, goods, supplies & utilities	(37,481)	(26,400)	(34,540)	(28,061)	(22,820)
Interest on long-term debt	(6,160)	(8,610)	(12,138)	(16,446)	(21,914)
Transfers to reserves	(399,092)	-	(314,775)	(356,308)	(339,406)
Debt principal repayment	(40,453)	(100,998)	(120,776)	(115,099)	(109,706)
Internal charges from other departments	(49,902)	-	(28,275)	(28,275)	(28,275)
Subtotal	(657,660)	(236,027)	(641,329)	(637,474)	(627,604)
Net tax cost	-	308,678	(1)	(0)	9,654

Garbage & Recycling Services

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	766,940	661,539	745,171	750,128	747,753
Internal charges to other departments	19,489	26,811	16,806	22,040	15,999
Transfers from reserves	-	-	-	-	-
Subtotal	786,429	688,350	761,977	772,168	763,752
Salaries, wages & benefits	(118,405)	(173,310)	(181,959)	(228,649)	(207,503)
Contracted & general services	(487,017)	(443,906)	(477,548)	(460,264)	(457,264)
Materials, goods, supplies & utilities	(70,500)	(16,846)	(25,000)	(26,807)	(42,423)
Transfers to reserves	(57,541)	-	(30,245)	(10,724)	(10,836)
Internal charges from other departments	(52,966)	-	(47,225)	(45,725)	(45,725)
Subtotal	(786,429)	(634,062)	(761,977)	(772,168)	(763,752)
Net tax cost	0	54,288	-	-	-

Town of Claresholm Budget by Function

2024

Family & Community Support Services

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	1,000	5,223	-	1,551	1,700
Operating grant funding	239,226	232,245	232,774	239,014	199,841
Other	2,000	6,899	2,000	3,868	566
Internal charges to other departments	28,085	-	26,309	26,309	26,309
Subtotal	270,310	244,366	261,083	270,742	228,416
Salaries, wages & benefits	(145,455)	(129,456)	(143,743)	(144,917)	(142,497)
Contracted & general services	(28,750)	(15,561)	(25,250)	(23,165)	(19,967)
Materials, goods, supplies & utilities	(26,390)	(33,784)	(23,562)	(38,291)	(14,079)
Other expenditures	(500)	(120)	(240)	(270)	(200)
Transfers to other organizations	(55,000)	(50,036)	(54,074)	(49,884)	(41,958)
Internal charges from other departments	(14,215)	-	(14,215)	(14,215)	(9,715)
Subtotal	(270,310)	(228,956)	(261,084)	(270,742)	(228,416)
Net tax cost	-	15,410	(1)	(0)	0

Cemetery

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	19,500	13,575	19,000	19,831	20,544
Operating grant funding	3,000	3,000	3,000	3,000	3,000
Transfers from reserves	27,000	-	-	-	-
Subtotal	49,500	16,575	22,000	22,831	23,544
Salaries, wages & benefits	(26,641)	(23,340)	(22,019)	(19,539)	(21,578)
Contracted & general services	(29,000)	-	-	-	-
Materials, goods, supplies & utilities	(2,500)	(1,848)	(2,500)	(3,086)	(1,752)
Transfers to reserves	(5,000)	-	(5,000)	(5,238)	(8,170)
Internal charges from other departments	(7,700)	-	(2,500)	(2,500)	(2,500)
Subtotal	(70,841)	(25,187)	(32,019)	(30,362)	(34,000)
Net tax cost	(21,341)	(8,612)	(10,019)	(7,531)	(10,456)

Town of Claresholm Budget *by Function*

2024

Physician Recruitment

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
Operating grant funding	-	1,964	1,000	414	622
Transfers from reserves	3,000	-	2,000	1,200	-
Subtotal	3,000	1,964	3,000	1,614	622
Other expenditures	(3,000)	(3,019)	(3,000)	(1,614)	(622)
Subtotal	(3,000)	(3,019)	(3,000)	(1,614)	(622)
Net tax cost	-	(1,055)	-	-	-

Economic Development

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	1,000	664	2,400	151	-
Operating grant funding	148,472	220,796	235,677	158,968	127,635
Rental	-	7,030	4,000	15,045	15,390
Other	-	-	-	14,837	24,921
Transfers from reserves	6,000	-	28,880	33,331	20,000
Subtotal	155,472	228,489	270,957	222,333	187,946
Salaries, wages & benefits	(202,698)	(174,031)	(228,725)	(227,980)	(157,595)
Contracted & general services	(62,339)	(95,075)	(112,892)	(120,924)	(142,792)
Materials, goods, supplies & utilities	(10,120)	(1,010)	(12,650)	(4,518)	-
Transfers to reserves	-	-	-	(22,450)	(33,331)
Subtotal	(275,157)	(270,116)	(354,267)	(375,872)	(333,718)
Net tax cost	(119,685)	(41,627)	(83,310)	(153,540)	(145,771)

Planning & Development

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	3,100	25,400	26,100	2,970	3,622
Licenses and permits	85,000	78,358	79,000	76,141	91,523
Subtotal	88,100	103,758	105,100	79,111	95,145
Salaries, wages & benefits	(120,789)	(102,035)	(110,865)	(99,580)	(88,298)
Contracted & general services	(87,339)	(139,039)	(193,293)	(102,226)	(125,245)
Internal charges from other departments	(23,119)	-	-	-	-
Subtotal	(231,247)	(241,074)	(304,158)	(201,806)	(213,543)
Net tax cost	(143,147)	(137,316)	(199,058)	(122,696)	(118,398)

Town of Claresholm Budget *by Function*

2024

General Recreation & Parks

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	74,000	75,917	80,000	79,469	101,886
Operating grant funding	89,300	89,300	89,300	74,300	74,300
Other	2,500	-	2,500	1,349	4,493
Transfers from reserves	-	-	-	-	62,173
Subtotal	165,800	165,217	171,800	155,117	242,852
Salaries, wages & benefits	(227,695)	(207,628)	(207,576)	(262,257)	(230,426)
Contracted & general services	(45,000)	(36,142)	(45,500)	(40,039)	(34,251)
Materials, goods, supplies & utilities	(42,500)	(35,746)	(42,768)	(53,533)	(36,977)
Interest on long-term debt	-	-	-	-	(1,751)
Transfers to other organizations	(50,000)	(50,000)	(50,000)	(50,300)	(50,300)
Transfers to reserves	(39,600)	-	(39,600)	(24,600)	(24,600)
Debt principal repayment	-	-	-	-	(107,310)
Internal charges from other departments	(45,547)	(17,035)	(20,400)	(21,125)	(22,463)
Subtotal	(450,342)	(346,552)	(405,844)	(451,853)	(508,078)
Net tax cost	(284,542)	(181,335)	(234,044)	(296,736)	(265,226)

Ice Arena

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
Rental	79,786	55,771	70,000	76,839	44,424
Subtotal	79,786	55,771	70,000	76,839	44,424
Salaries, wages & benefits	(113,472)	(97,883)	(125,682)	(104,264)	(78,175)
Contracted & general services	(2,184)	-	(2,100)	(710)	(1,903)
Materials, goods, supplies & utilities	(123,488)	(100,247)	(110,910)	(141,250)	(75,464)
Transfers to reserves	(19,000)	-	(7,000)	(13,119)	(20,492)
Internal charges from other departments	(9,600)	(7,245)	(9,588)	(9,497)	(8,346)
Subtotal	(267,744)	(205,374)	(255,280)	(268,839)	(184,379)
Net tax cost	(187,958)	(149,603)	(185,280)	(192,000)	(139,955)

Town of Claresholm Budget by Function

2024

Aquatic Centre

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	92,200	95,689	75,000	70,874	50,115
Rental	13,000	9,664	15,000	13,557	9,824
Subtotal	105,200	105,353	90,000	84,431	59,939
Salaries, wages & benefits	(212,612)	(220,830)	(203,116)	(220,649)	(167,521)
Contracted & general services	(5,884)	(5,199)	(5,700)	(3,571)	(5,244)
Materials, goods, supplies & utilities	(28,240)	(23,844)	(26,700)	(22,877)	(19,948)
Subtotal	(246,736)	(249,873)	(235,516)	(247,097)	(192,713)
Net tax cost	(141,536)	(144,520)	(145,516)	(162,666)	(132,774)

Museum

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	1,500	1,650	1,000	530	535
Operating grant funding	14,000	6,552	5,000	33,387	6,722
Other	5,000	4,998	4,000	6,133	3,609
Subtotal	20,500	13,200	10,000	40,050	10,867
Salaries, wages & benefits	(114,708)	(82,349)	(96,409)	(93,557)	(88,006)
Contracted & general services	(10,235)	(8,551)	(10,250)	(9,101)	(9,370)
Materials, goods, supplies & utilities	(27,414)	(19,694)	(25,366)	(40,826)	(34,916)
Internal charges from other departments	(4,100)	(3,604)	(3,700)	(4,106)	(3,727)
Subtotal	(156,457)	(114,197)	(135,725)	(147,590)	(136,019)
Net tax cost	(135,957)	(100,997)	(125,725)	(107,540)	(125,152)

Library

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
Contracted & general services	(31,009)	(29,116)	(30,396)	(29,744)	(29,333)
Transfers to other organizations	(205,000)	(203,000)	(203,000)	(196,000)	(160,000)
Internal charges from other departments	-	-	-	-	(1,166)
Subtotal	(236,009)	(232,116)	(233,396)	(225,744)	(190,499)
Net tax cost	(236,009)	(232,116)	(233,396)	(225,744)	(190,499)

Town of Claresholm Budget *by Function*

2024

Capital

	2024 Budget	2023 Actual (YTD)	2023 Budget	2022 Actual	2021 Actual
Proceeds from disposal of capital assets	65,000	45,900	60,000	39,175	80,622
Other	109,074	106,000	148,500	15,200	21,000
Contributed assets	-	-	-	-	-
Capital grant funding	2,300,935	442,914	1,319,018	1,523,730	2,074,429
Transfers from reserves	1,896,196	-	1,026,744	564,692	634,702
Debt financing	-	-	-	-	-
Subtotal	4,371,205	594,815	2,554,262	2,142,797	2,810,753
Capital expenditures	(4,376,205)	(1,631,137)	(2,559,262)	(2,032,638)	(2,706,912)
Subtotal	(4,376,205)	(1,631,137)	(2,559,262)	(2,032,638)	(2,706,912)
Net tax cost	(5,000)	(1,036,322)	(5,000)	110,159	103,841
Net Budget	-	1,069,586	-	(1,248)	(23,884)

DEPARTMENT
CAPITAL
BUDGETS

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

BUDGETED FUNDING SOURCES FOR THE YEAR		
Local Government Fiscal Framework (LGFF)	997,640.00	
Canada Community Building Fund (CCBF)	265,500.00	
Community Facility Enhancement Program (CFEP)	374,778.00	
Alberta Municipal Water/Wastewater Program (AMWWP)	64,317.00	
Green and Inclusive Community Buildings Program (GICB)	538,700.00	
Active Transportation Fund (ATF)	60,000.00	
Total Government Transfers for Capital	2,300,935.00	
Transfers from reserves	1,896,196.00	
Other external funding	109,074.00	
Proceeds on sale or trade-in of vehicles and equipment	65,000.00	
Tax funded	5,000.00	
TOTAL FUNDING	4,376,205.00	

Capital Summary Budget

OPERATING & MAINTENANCE EQUIPMENT	Funding	Expenditure
Bobcat Replacement Program		70,000
<i>Proceeds on sale or trade-in of vehicles and equipment</i>	<i>65,000</i>	
<i>Tax funded</i>	<i>5,000</i>	
Fleet Replacement - 2 Pickups		110,000
<i>Local Government Fiscal Framework (LGFF)</i>	<i>110,000</i>	
60 HP Tractor with 15' Mower		110,000
<i>Local Government Fiscal Framework (LGFF)</i>	<i>110,000</i>	
OPERATING & MAINTENANCE EQUIPMENT TOTAL	290,000	290,000
TRANSPORTATION & UNDERGROUND INFRASTRUCTURE	Funding	Expenditure
2nd Street E from Tamarack to 55th Ave		623,000
<i>Local Government Fiscal Framework (LGFF)</i>	<i>200,000</i>	
<i>Canada Community Building Fund (CCBF)</i>	<i>200,000</i>	
<i>Reserves: Water/Sewer Utility Capital Reserve</i>	<i>155,000</i>	
<i>Reserves: Land & Development Capital</i>	<i>68,000</i>	
55th Ave E Upgrade/Pine Place Development		931,000
<i>Reserves: Water/Sewer Utility Capital Reserve</i>	<i>247,500</i>	
<i>Reserves: Land & Development Capital</i>	<i>683,500</i>	
TRANSPORTATION & UNDERGROUND INFRASTRUCTURE TOTAL	1,554,000	1,554,000

UTILITY SERVICES	Funding	Expenditure
Highway Pump Station Backup Generator Replacement		204,300
<i>Reserves: Water/Sewer Utility Capital Reserve</i>	204,300	
Water Treatment Plant Numatics G3 Upgrade		131,700
<i>Alberta Municipal Water/Wastewater Program (AMWWP)</i>	64,317	
<i>Reserves: Water/Sewer Utility Capital Reserve</i>	67,383	
Replace and Upsize Water Mains Leaving the Water Treatment Plant (engineering only in order to apply for grant)		15,000
<i>Reserves: Water/Sewer Utility Capital Reserve</i>	15,000	
Water Utility SCADA Computer Replacement and Radios Upgrade		102,600
<i>Reserves: Water/Sewer Utility Capital Reserve</i>	102,600	
UTILITY SERVICES TOTAL	453,600	453,600
RECREATION & CULTURE	Funding	Expenditure
Amundsen Park Pathways and Lighting (2023 project carryforward)		104,965
<i>Canada Community Building Fund (CCBF)</i>	40,000	
<i>Active Transportation Fund (ATF)</i>	60,000	
<i>Reserves: Parks & Pathway Capital Reserve</i>	4,965	
Centennial Park Playground Replacement		172,000
<i>Canada Community Building Fund (CCBF)</i>	25,500	
<i>Community Facility Enhancement Program (CFEP)</i>	100,926	
<i>Other External Funding</i>	45,574	
New Skate Park		300,000
<i>Local Government Fiscal Framework (LGFF)</i>	100,000	
<i>Community Facility Enhancement Program (CFEP)</i>	150,000	
<i>Other External Funding</i>	50,000	
Community Centre Accessibility Renovation		734,000
<i>Community Facility Enhancement Program (CFEP)</i>	123,852	
<i>Green and Inclusive Community Buildings Program (GICB)</i>	538,700	
<i>Reserves: General Capital Reserve</i>	71,448	
RECREATION & CULTURE TOTAL	1,310,965	1,310,965
FIRE SERVICES	Funding	Expenditure
Fire Pumper Truck		677,640
<i>Local Government Fiscal Framework (LGFF)</i>	477,640	
<i>Reserves: Fire Capital Reserve</i>	200,000	
Fire Hall Roof Replacement		90,000
<i>Reserves: Fire Capital Reserve</i>	90,000	
TRANSPORTATION & UNDERGROUND INFRASTRUCTURE TOTAL	767,640	767,640
GRAND TOTAL	4,376,205	4,376,205

Operating & Maintenance Equipment

Bobcat Replacement Program	
Project Description	Annual trade-in of Bobcat
Project Cost	\$70,000
Funding Sources	Trade in of old Bobcat, with Tax Funding for difference.
Rationale for need	The equipment is only covered by one-year warranty and with some service of the machine included, we are keeping our costs for operations at the lowest possible for the Town.
Impact on future operating costs	This purchase procedure eliminates the chance of major repairs as we always have new warranty coverage
Implications of deferring this project	The value of our Bobcat will drop yearly and the cost for maintenance will also increase as this machine is used for 250+ hours per year. There is no warranty coverage unless we purchase extended warranty at almost \$2,500 per year.

Fleet Replacement – 2 Pickup Trucks	
Project Description	Replacing 2 public works fleet vehicles.
Project Cost	\$110,000
Funding Sources	Local Government Fiscal Framework funding (previously MSI)
Rationale for need	Public works currently has 2-2001 ford ½ ton fleet vehicles. These vehicles are becoming increasingly unreliable. After 20+ years as fleet vehicles these trucks have high mileage and parts are wearing out.
Impact on future operating costs	Decreased maintenance costs and vehicle downtime.
Implications of deferring this project	A vehicle replacement program needs to be adhered to be able to affordably maintain a fleet. Every year deferred adds to the average age of the fleet and increased costs.

60 HP Tractor with 15' Mower	
Project Description	Replacement of current 60HP tractor used to mow ditches and large green spaces around town.
Project Cost	\$110,000
Funding Sources	Local Government Fiscal Framework funding (previously MSI)
Rationale for need	The current tractor was purchased in 2007. It is experiencing more frequent breakdowns which leads to more downtime every year. This tractor is used for the large green spaces and ditches around town. If this tractor is out of commission for an extended period of time the smaller tractors need to be used to maintain the larger greenspaces. This causes a large loss of time as well as unnecessary wear and tear on the mowers.
Impact on future operating costs	Decreased maintenance costs and equipment downtime.
Implications of deferring this project	Increased equipment downtime.

Transportation & Underground Infrastructure

2 nd Street E from Tamarack to 55 th Ave E	
Project Description	Install new 375mm Sanitary Sewer from the existing manhole at 2nd Street and Tamarack Road East to 2nd Street and 55th Ave East. Road upgrades including base structure, asphalt and curb and gutter will be completed on 2nd St East as well as the intersection of 2nd and 55th.
Project Cost	\$623,000
Funding Sources	Canada Community Building Fund (CCBF), Local Government Fiscal Framework (previously MSI), and Land & Development Capital Reserve, with Sewer main funded from Water/Sewer Capital Reserve.
Rationale for need	With development underway in the final lots in the Tamarack subdivision the Town needs to finish the road upgrades adjacent to the development. The sewer main will also be extended to accommodate future development North of 55th Ave East. Currently no utilities are located North of 55th, and this will be the first step in that process.
Impact on future operating costs	Current road is oiled gravel that requires constant maintenance and complete restoration every 3-5 years. The paved road will have an expected 25 year lifespan with lower maintenance costs. The sewer main extension will make future development North of 55th Ave East possible.
Implications of deferring this project	Unfinished infrastructure around a Town development. No capacity for future development North of 55th Ave East

55 th Ave E Upgrade/Pine Place Development	
Project Description	This includes installing a 375mm sewer main on 55 th Ave E from Tamarack Rd to Pine Place and extending water and sewer services into pine place and servicing the 8 lots. Also included in this project is the road widening and upgrade, including road structure, pavement, curb & gutter, on 55th Ave East from 2 nd Street to Pine Place.
Project Cost	\$931,000
Funding Sources	Land & Development Capital Reserve with Water/Sewer Capital Reserve for underground utility infrastructure.
Rationale for need	With the new development at Tamarack Road, renewed interest is being shown in Pine Place. This project will allow 8 new single residential properties to be constructed in Claresholm.
Impact on future operating costs	Currently, 55th Ave is a gravel road that requires constant maintenance. Less maintenance will be required with a paved road. This project also allows Pine Place to be developed, which will allow for a larger tax base/increased revenue.
Implications of deferring this project	Pine Place will not be developed until the in-ground infrastructure is developed. The new Tamarack properties will be inundated with dust from 55th Ave, and will be surrounded by unfinished infrastructure.

Utility Services

Highway Pump Station Backup Generator Replacement	
Project Description	Replace the existing 200kW generator with a 250kW generator
Project Cost	\$204,300
Funding Sources	Water/Sewer Capital Reserve
Rationale for need	The existing generator was moved/repurposed from the Water Treatment Plant in 2010 and was in service at the Water Treatment Plant for many years prior to that. Though it doesn't have many hours on it for its age, it is reaching end-of-life due to the lack of available parts because of its age.
Impact on future operating costs	No significant impact on future operating costs.
Implications of deferring this project	The Highway Pump Station is a critical to part of the water distribution infrastructure for the Town. Deferring this replacement could result in the generator being offline and therefore the Highway Pump Station being offline in a power outage. This could result in loss of pressure in the water distribution system which provides water not only for household and business use, but also for fire suppression.

Water Treatment Plant Numatics G3 Upgrade	
Project Description	Supply and install new upgraded Numatics solenoid manifolds with G3 electronics for the Microfiltration System.
Project Cost	\$131,700
Funding Sources	Alberta Municipal Water/Wastewater Program (AMWWP) funding with Water/Sewer Capital Reserve for required matching funds.
Rationale for need	The existing G2 Numatics are obsolete and are no longer supported by the manufacturer, therefore making maintenance and repairs difficult and more expensive. Depending on the issue they could even become unrepairable.
Impact on future operating costs	May experience decreased repairs and maintenance costs for a period of time with new parts under warranty.
Implications of deferring this project	Increased risk that the existing Numatic G2 electronics will be unrepairable and be offline, increasing risks and costs to properly treating the Town's water. It could also result in significantly higher costs to this project if it has to be completed in emergency conditions on failure.

Replace/Upsize Water Mains Leaving the Water Treatment Plant (Engineering Only)	
Project Description	Project would be to replace the two watermains that start inside the water treatment plant and extend to 8th Street West that are the main source lines for the entire Town. Completing the engineering will allow for estimated probable costs for the project and enable the Town to apply for AMWWP grant funding.
Project Cost	\$15,000
Funding Sources	Water & Sewer Capital Reserve.
Rationale for need	These two mains supply the water for the entire Town, so any failure in these lines would be highly disruptive to the entire community. These mains are the same type that we have had some failures/issues with in other areas. While replacing one of the mains would also be upsized to remove a bottleneck in the system, increasing max flow capacity to support growth. All valves would be replaced through this section of main as part of this project.
Impact on future operating costs	No impact on future operating costs.
Implications of deferring this project	Continued increased risk of water main leaks/failure in these extremely important sections of watermain.

Water Utility SCADA Computer Replacement and Radios Upgrade	
Project Description	Upgrade/Replace the existing radio network/system that communicates and provides information to the Supervisory Control and Data Acquisition (SCADA) system, as well as update/replace the computer hardware for the SCADA system.
Project Cost	\$102,600
Funding Sources	Water/Sewer Capital Reserve
Rationale for need	The existing radio system uses obsolete systems and protocols, which are becoming more difficult to service/repair and are causing instances of communication failure/alarms. This project would update the radio system to ethernet radios and network that communicates directly with the SCADA system. It would also update/replace the existing computer hardware for the SCADA system as per best practice.
Impact on future operating costs	Reduced overtime/callouts due to false alarms or communication alarms, and reduced repairs and maintenance costs related to trying to keep an old obsolete system running.
Implications of deferring this project	Continued communication issues and increased risk of communication failure in the SCADA system which is critical to operating the water and sewer utilities. Also increased risk of computer issues/failure as the computer ages.

Recreation & Culture

Amundsen Park Pathways & Lighting (2023 Project Carryforward)	
Project Description	Redevelop/Redesign Amundsen Park – Update pathways and lighting throughout the park to complete the overall redevelopment of the park, to increase accessibility and to have the pathways and lighting go with, and compliment, the rest of the new design (plaza & pavilion, gazebo, etc.)
Project Cost	\$350,859 (Estimated \$104,965 remaining for 2024)
Funding Sources	Active Transportation Fund (ATF) and CCBF Grant with possible CFEP Grant funds. Fees related to obtaining the ATF grant, included in the total, will be funded by Capital Recreation Reserve.
Rationale for need	This park is old and dilapidated and doesn't lend itself well to different activities in the park, such as markets, events, or performances, and lighting is poor in the park for effective use after dusk.
Impact on future operating costs	No impact on future operating costs expected.

Implications of deferring this project	No significant implications of deferring the project other than deferring the benefits of an updated park.
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Centennial Park Playground Replacement	
Project Description	Replacement of existing play structure at Centennial Park. <i>Project will only proceed if successful in receiving grant funding.</i>
Project Cost	\$172,000
Funding Sources	Community Facility Enhancement Program (CFEP), along with some other external funding budgeted for with remaining matching funds from Canada Community Building Fund(CCBF).
Rationale for need	The play structure in Centennial Park was installed in 2002. Playground replacement is recommended every 20 years. The current playground is showing signs of its age, paint is fading, and safety coatings are starting to peel off, causing health and safety concerns.
Impact on future operating costs	Reduces risk of lawsuits due to unsafe play structures.
Implications of deferring this project	With 10 parks and playgrounds in Claresholm, a replacement is needed every 2 years to stay on the 20-year cycle. Every year deferred increases the average age of playgrounds and increases liability.

New Skate Park	
Project Description	Constructing a new skate park in the adjacent to the Town Administration building on the West side of Town. <i>Project will only proceed if successful in receiving grant funding.</i>
Project Cost	\$300,000
Funding Sources	Community Facility Enhancement Program (CFEP), along with other funds from Skate Park Association fundraising or grant application efforts, with remaining matching funds from Local Government Fiscal Framework (previously MSI).
Rationale for need	A new skate park has been desired for many years, with a local community group spearheading the initiative. The current skatepark is undersized and reaching an age where it either needs a major refurbishment or to be decommissioned.
Impact on future operating costs	No anticipated change in operating costs.
Implications of deferring this project	If this project takes too long the community group could lose interest and the Town would lose a huge asset in this project.

Community Centre Accessibility Renovation	
Project Description	Remodel of the foyer of the Community Centre. Creating barrier free access to the Community Centre and the washrooms, along with a number of green upgrades including LED lighting and more efficient HVAC system. <i>Project will only proceed if successful in receiving grant funding.</i>
Project Cost	\$734,000
Funding Sources	Green and Inclusive Community Building (GICB) grant applied for and two different Community Facility Enhancement Program (CFEP) grants applied for (one received, one pending).
Rationale for need	All public buildings need to be barrier free and handicap accessible. The Community Centre is also 40+ years old and in need of a remodel of the entrance and washrooms.
Impact on future operating costs	Continued maintenance of outdated plumbing and mechanical.
Implications of deferring this project	The Community Centre needs a renovation, and prices continue to rise. The sooner we can accomplish this project the more cost efficient it will be.

Fire Services

Fire Pumper Truck	
Project Description	Purchase new pumper fire apparatus to replace the existing 2002 GMC pumper fire apparatus.
Project Cost	\$677,640
Funding Sources	Fire Capital Reserve with the majority from the Local Government Fiscal Framework funding (previously MSI) to cover the reserve shortfall.
Rationale for need	Current fire pumper truck is over 21 years old and has outlived its useful life. The age of the truck results in the truck being out of service more regularly for repairs and testing/certification. The amount of time it is out of service is increased due to the difficulty in finding parts for this old of a truck. The purchase of the truck was approved in Council in 2022 with a deposit paid. Truck is anticipated to be completed, and arrive, in 2024.
Impact on future operating costs	Continued increasing maintenance costs as repairs become more significant and frequent and as parts become more difficult to obtain.
Implications of deferring this project	Increased risk of being unable to appropriately respond to a fire call within the Town, or mutual aid calls.

Fire Hall Roof Replacement	
Project Description	Refurbish metal roof on the fire hall building.
Project Cost	\$90,000
Funding Sources	Fire Capital Reserve
Rationale for need	The Fire Hall is reaching end of life and is requiring a number of significant repairs/upgrades over the next few years to keep it operational. The most urgent repair is replacement of the roof, as there are a number of leaks.
Impact on future operating costs	If not repaired/replaced it could result in additional damage, and therefore repairs, to the building, or could even result in having to find a temporary location to operate from.
Implications of deferring this project	Deferring the project would result in greater risk of additional damage to the building or even complete failure of the roof. This would result in additional costs to repair the building or even escalate the damage to be beyond repair and have to replace the building. It could also result in having to find a temporary location to operate from which could affect operating costs and response time.



INFORMATION BRIEF

Meeting: December 11, 2023
Agenda Item: 14

Claresholm Firefighter Foundation – Successful Grant Application

DESCRIPTION:

In mid-October the Firefighters Foundation applied to the Community Foundation of Lethbridge & Southwestern Alberta - Communities Priorities Grant; for assistance in the purchase of the next phase of our electronic vehicle extrication tools. The maximum grant amount available was \$15000. We were informed on December 1, that we were successful in our application, and will be receiving \$15,000.00 towards the cost of our next piece of equipment. The item we will be purchasing (Hurst E3 Spreader w/charging package & 2 batteries) has a price of \$19,372.00 and the difference in price will be made up by the Firefighters Foundation.

A requirement of the application process was to have charitable status or partner with a municipality, to the end, the Town has agreed to partner with the Firefighter Foundation as the receiving organization.

The cheque is tentatively scheduled to be presented to the membership the week of December 11th 2023.

We would like to thank Mayor, Council, and Administration for their letter of support towards this application, and for your continued support of the Department and members.

ATTACHMENTS:

- 1.) 2023-Fall-Grant-List-Priorities pp.2
- 2.) SP-555-E3-Catalog-Page.pdf

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Craig White – Fire Chief

APPROVED BY: Abe Tinney – CAO

DATE: December 6, 2023

SP 555 E3 SPREADER

PART #: 271855000-1 (TOOL ONLY)
271855000-9 (9AH PACKAGE)



A SPREADER THAT STOPS AT NOTHING.

Our new E3 spreader is more efficient than ever. Its light weight and small size make this tool a great option when you need to act fast. Combine these features with its smart dashboard, and this spreader is unstoppable. When lives are on the line, you need enhanced performance. Rescues can't wait. And neither can you.

TECHNICAL SPECIFICATIONS

- Length: 36.3 in / 923 mm
- Width: 10.4 in / 265 mm
- Height: 9.96 in / 253 mm
- Weight: 43.9 lbs / 19.9 kg
- Spreading Distance: 28.7 in / 730 mm
- Max Spreading Force: 147,924 lbs / 658 kN
- Max Pulling Force: 13,039 lbs / 58 kN
- NFPA HSF: 16,186 lbs / 72 kN
- NFPA LSF: 11,016 lbs / 49 kN
- NFPA HPF: 10,341 lbs / 46 kN
- NFPA LPF: 6,295 lbs / 28 kN
- NFPA 1936 2020 Compliant: Yes
- IP Rating: IP58

ACCESSORIES

(See pg 16 for a full accessory listing)

Rescue Batteries:

Part number:
9Ah EWT/E3 rescue battery - 90-53-15
9Ah E3 Saltwater battery - 90-53-18

Chain Set:

Part number: 81-67-20

Peeling Tips:

Part number: 81-67-22

FEATURES AND BENEFITS

- Watertight design durable in fresh and salt water
- Smart dashboard displays live visual tool feedback
- Power levels and battery charge status at a glance
- Detects and reveals when a saltwater-capable battery has been installed
- New turbo function allows for a faster rescue
- Single integrated cylinder body design
- Squeezing plates built into the arms
- "Shark Tooth" removable tips offer multifunctional design, with four rows of shark-like teeth for maximum performance and gripping
- Package comes with two li-ion rechargeable batteries and one charger
- If needed, you can plug it in for unstoppable power with a 110V adapter





COMMUNITY FOUNDATION

LETHBRIDGE + SOUTHWESTERN ALBERTA

Palliser School Division - Dorothy Dalglish School - Picture Butte, \$7,500 (\$1,000 from LADA):
Funding will be used to equip the school with a sensory room for students that require additional support.

Palliser School Division - John Davidson School - Coaldale, \$5,000 (\$500 from LADA):
Funding will be used to purchase ice skates and helmets for in school programming, which can also be borrowed by students and families outside of school time.

Safe Haven Women's Shelter Society - Taber, \$3,500 (\$500 from LADA):
Funding will be used to redesign and renovate the emergency shelter's crisis intervention and intake office.

Snake Valley Drop-In Centre - Milo, \$5,000:
Funding will be used for the purchase of paint and tiles as part of the Milo Seniors' Centre renovations.

Staveland and District Agriculture Society, \$15,000:
Funding will be used to purchase a new set of bleachers, which will replace the old and unsafe current bleachers.

The Empress Theatre Society - Fort Macleod, \$8,150 (\$650 from LADA):
Funding will be used to purchase new stand-alone lighting equipment for concerts, events, and productions held at the Empress Theatre.

Town of Claresholm - Claresholm Firefighter Association, \$15,000:
Funding will be used to upgrade aging hydraulic extrication tools with up-to-date, battery operated electronic tools.

Town of Claresholm - Claresholm Arts Society, \$7,000:
Funding will be used to purchase metal multi-purpose stands and curtains for use at the Claresholm Community Centre.

Town of Claresholm - Claresholm Skatepark Association, \$15,000:
Funding will be used towards the construction of a new modern skateboard park in Claresholm.

Town of Fort Macleod Public Library, \$7,500 (\$1,000 from LADA):
Funding will be used to purchase new computers that will help meet the need of the increased for library services.

Town of Nobleford, \$15,000 (\$1,000 from LADA):
Funding will be used to replace the kitchen equipment in the Town's Community Complex.

Town of Raymond - Raymond and District Seniors Club, \$5,000 (\$500 from LADA):
Funding will be used to replace old window blinds with energy efficient roller blinds.



Town of Claresholm

Council Committee Report

Date: December 11, 2023

Mayor Schlossberger	
Councillor Carlson	
Councillor Cutler	
Councillor Kettles	
Councillor Meister	<p>ABmuni webinar</p> <p>Discussed were the proposed changes to the LAEA, MGA, the dire need for an expansion to the LGFF funding for municipalities, and renewable energy development. I hope everyone filled out the surveys. The LGFF funding has decreased by more than half, what used to be \$400 per capita has dwindled to \$150. If we are relying on surpluses to increase funding we will be waiting a long time because there have only been 3 in the last 15 years, The formula is being reviewed by the GoA and 98% of votes were in favor of the resolution asking for an increase at convention. We can hope that they will also take into account inflation in their formula.There is a 30 billion dollar deficit for infrastructure across the province, a number that will continue to climb if we can't maintain, let alone progress. With the GoA wanting people to move to Alberta, with their Alberta is calling campaign, we need funding for infrastructure to be able to accommodate new communities and housing opportunities. On average it costs municipalities \$107,000 to bring a new door into the</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

community. Osoyoos, BC, recently implemented a 39% tax increase to address their failing water and sewer infrastructure. Without an increase to funding it is possible that this could also happen in Alberta communities. The province needs to realize that this funding is not a gift to us but a source of essential funding that we rely on! A side note to this conversation was that "municipalities are often blamed for the red tape when development occurs, but this couldn't be farther from the truth"

The renewables conversation was short but municipalities should have more say when it comes to development. The moratorium was probably not a wise move when it comes to wanting investors in the province. Mandatory reclamations should be built into every development contract, even oil and gas. However, it also needs to be enforced by the GoA....for the benefit of the people, land, and communities not companies!

FCSS

Santa's gone loonie was a hit again this year. Hamper applications are flowing in, last year there were 145 delivered! There are numerous housing enquiries coming in and FCSS is trying to point them in the right direction for help. So many need help that I fear most are being added to waiting lists instead of receiving any. Alberta would like seniors to be able to stay in their own homes longer. Seniors need money to be able to do this and many can not afford to do so. Mortgages, bills, food, medication, etc. all add up and too many are struggling. They still require help with cleaning, cooking and seasonal tasks, again none of these are free.... Keeping them in their homes can also be detrimental if it leads to isolation. There is a grant that is available for senior programs to help with healthy aging but what they need is help financially!

CHA

All units are full, as usual. Funding for the boilers has been approved with replacement scheduled for next spring as they will need to be turned off. ASHC grant funding for unit improvements was awarded to CHA and a few other HMBs. GoA has increased Social housing rental rates by 4.25% as of Jan 1. Garbage service changes will require moving of the larger bins, but overall the changes are favoured. Shout out to Jace for his great communication! The social club has received some grant funding for Christmas and summer activities. These donations are very much appreciated!



Town of Claresholm

Councillor Ross	<p>FCSS: The Granum coordinator continues to be busy. Participation has increased in most programs which include: an after-school program Fridays from 1:30- 3:30 pm, Christmas paint night November 30, lunch and learns, bus trip to Claresholm for Santa's Gone Loonie, and bus trip to Lethbridge Handmade Market. Eliise has also received donations of sports equipment.</p> <p>The FCSS Director displayed items purchased for the silent auction at the FCSSAA Conference. Cost was approximately \$120; but a fantastic "Bee Themed" gift bag from The Hive was purchased with lots of items from local artisans.</p>
Councillor Zimmer	

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - October 23, 2023				
DEL	Delegation: Tango Networks - Moved by Councillor Kettles to accept the broadband survey results and to direct administration to continue working with Tango Networks to develop a Broadband Policy for the Town of Claresholm and to work with ISPs to improve broadband service for Claresholm. CARRIED MOTION #23-145.	Abe	Draft broadband policy is being reviewed by Admin. Services Committee. Will continue to work with Tango to advocate for improved broadband service from ISPs.	Ongoing
Regular Scheduled Meeting - November 27, 2023				
1	BYLAW #1765 - Moved by Councillor Ross to give Bylaw #1765, the BMO Operational Borrowing Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1765, the BMO Operational Borrowing Bylaw, 3rd & Final Reading. CARRIED	Blair	Bylaw printed & signed	Complete
2	BYLAW #1766 - Moved by Councillor Kettles to give Bylaw #1766, the AMSC Operational Borrowing Bylaw, 2nd Reading. CARRIED Moved by Councillor Meister to give Bylaw #1766, the AMSC Operational Borrowing Bylaw, 3rd & Final Reading. CARRIED	Blair	Bylaw printed & signed	Complete
3	BYLAW #1774 - Moved by Councillor Zimmer to give Bylaw #1774, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Tara	Public Hearing advertised for an upcoming Council agenda	Complete
4	DELEGATION RESPONSE: Claresholm Museum - Moved by Councillor Meister to accept as information the Claresholm Museum Board's annual report and strategic planning notes, as presented at the November 14th, 2023 Regular Council Meeting. CARRIED MOTION #23-157	Blair	Strategic Plan goals with financial impact have been forwarded to 2024 budget discussions.	Complete
5	DELEGATION RESPONSE: Sustainable Housing Initiative - Moved by Councillor Carlson to approve the Enabling Housing Choice Report, provided by the Rural Development Network's Sustainable Housing Initiative. CARRIED MOTION #23-158	Abe/Tara	The report is being reviewed by administration and the CDC. Work is ongoing.	Complete
8	CORRES: Porcupine Hills Classic Cruisers - Moved by Councillor Zimmer to allow the Porcupine Hills Classic Cruisers to utilize Centennial Park ball diamonds on Sunday, August 11, 2024 for the purpose of their 32nd Annual Show 'n' Shine. CARRIED MOTION #23-159	Karine	Letter sent	Complete
9	RFD: Large Print Books Donation - Moved by Councillor Meister to approve the out-of-budget expenditure of large print books for the public's use to a maximum of \$1,000 and that these books be donated to the Claresholm Public Library. CARRIED MOTION #23-160	Blair	Library has been asked to purchase on the Town's behalf and submit invoice for reimbursement.	Complete

10	RFD: Policy #3.3.20 Fire Dept Remuneration - Moved by Councillor Zimmer to approve the revision to Policy #3.3.20 with the addition of officer responsibility pay. CARRIED MOTION #23-161	Craig	Final Policy has been submitted	Complete
12	INFO BRIEF: Open House Notice - Moved by Councillor Kettles to set a Town Council Open House for Monday, February 12, 2024 at 6:00 p.m. at the Town Office with discussion to focus on the North Point Area Structure Plan. CARRIED MOTION #23-162	Karine/Tara	Council chambers is booked and notifications have been sent. Staff will advertise the open house closer to the date.	Ongoing

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: December 8, 2023

INFORMATION ITEMS



1.0 WELCOME AND INTRODUCTIONS

Jillien Watmough called the meeting to order at 1:00pm

1.1 Election of Chairperson – Reeve Randy Taylor was nominated to be the Chairperson – Accepted

1.2 Election of Vice Chairperson – Reeve Dan Hamilton was nominated to be the Vice Chairperson - Accepted

2.0 ADDITIONS TO / APPROVAL OF THE AGENDA

4.1 Letter thanking Merrill Harris for being Chairperson

4.2 Terms of reference

Moved by Reeve Maryanne Sandberg - **Carried**

3.0 ADDITIONS TO / APPROVAL OF THE MINUTES

Moved by Mayor Cathy Moore- **Carried**

4.0 BUSINESS ITEMS ARISING FROM MINUTES

4.1 Letter thanking Merrill Harris for being Chairperson – **Motion** by Reeve Tory Campbell to send a letter to Merrill Harris thanking him – **Carried**

4.2 Terms of Reference –

- **Motion** by Mayor Cathy Moore to keep the meetings monthly with exception to the summer months – **Carried**
- Discussed possibly having a separate meeting to finalize the Terms of Reference without guests present.
- Mayor Brent Feyter thinks the committee needs to focus attention to the goals and purpose section of Terms of Reference.
- Discussed finances moving from Chairperson to Chairperson.
- Discussed the idea of making a secretary/treasurer position.
- **Motion** by Mayor Scott MacCumber to have any ideas in regards to the Terms of Reference sent to Jill by email – **Carried**
- Discussed ideas that could be added to the Terms of Reference, including that a chairperson must be a Mayor or Reeve, quorum and who calls for quorum, and in order to pass a motion there will need to be 50% in agreeance.

5.0 REPORTS

5.1 MP Reports –

5.2 MLA Reports

MLA Nathan Neudorf –

- Discussed bringing forward bills that are align with UCP platform.
- Discussed budget requests and the need to submit any requests as soon as possible.
- Discussed the nursing shortage and the internal struggle within nursing.
- Discussed the pause on renewables and the belief that municipalities and land owners need to have a say.

- Discussed the feedback received about the Alberta pension plan, and the fact that it doesn't seem many Albertans are interested in change at the moment. For more information on the Alberta Pension Plan you can visit albertapensionplan.ca.

MLA Grant Hunter -

- Discussed Bill 2, The Alberta Pension Protection Act. Highly suggest reading the report on this bill, it is very informative.
- Discussed Bill 6, The Public Health Amendment Act. It brings clarity in terms of health decisions made by the provincial government, which can only be made based upon advice from a medical professional.

6.0 PRESENTATION – ANDVillages - Karin Finlay and Epo Van Weelderen

- Talking with a variety of municipalities and province about affordability housing supply.
- Discussed the readiness quiz to determine what barriers you might be facing.
- Discussed the program goal and program framework.
- Requested that if interested, please write a letter to Minister Nixen, Minister of Seniors, Community and Social Services.
- If you would like more information please reach out to Karin Finlay, ANDVillages for a presentation to your councils.

7.0 REPORTS

7.1 Alberta Southwest Regional Alliance Report – Mayor Blair Painter

- Discussed a special grant in collaboration with the Lethbridge College and Olds College to help high school students enter a trade.
- Travel Alberta consultation on southern rockies tourist development zone has been selected as one of the projects to be completed.

7.2 SouthGrow – Mayor Gordon Reynolds

- Urges everyone to read the electronic report.
- Upcoming events: December 14th, 2023 the quarterly meeting will be held in Magrath, March 31st, 2023 the Alberta Economic Development summit will be held in Lethbridge.
- Discussed the positive impacts of immigration.

7.3 RMA – Reeve Jason Schneider

- Discussed LGFF. It is going to be a small pot.
- Discussed working on the AUC inquiry and partnering with Canadian Renewable Association to find a solution that works. If you would like to be involved, they are accepting submissions until the end of November.
- Discussed the report on quasi-judicial boards.
- Discussed working with municipalities affected by wildfires on an action plan.
- Discussed extended producer responsibility and encourages everyone to look at how it will impact your municipality.

- RMA has done a report on the negative impacts of carbon tax on rural Albertans.

7.4 AM – Mayor Tanya Thorn/Deputy Reeve Deborah Reid-Mickler

7.5 Oldman Watershed Council – Shannon Frank

- Discussed promoting water conservation to all residents.
- Will have some drought education videos coming out soon to encourage people to conserve water and understand what is happening and why.
- Currently focusing on willow planting. Have planted about 3000 willows so far this fall.
- Discussed the budget request submitted to Minister Schultz. Asking that funding be restored back to \$7 million per year.

7.6 Highway #3 Association- Bill Chapman

- Discussed the RFP being accepted.
- Discussed the letter written to the federal government in support of cost sharing of highway construction.
- Will be participating in the Lethbridge and Medicine Hat trade shows.
- Discussed the Piikani functional planning study that is ongoing.
- Membership fees will be in the mail shortly.

Motion to accept reports given by Mayor Cathy Moore - **Carried**

8.0 Round Table Discussion

- Deputy Mayor Martin Kirby thanked the Town of Coaldale for donating desks to the County of Warner. The County of Warner is now looking for chairs to be donated, please reach out if you have any that you would like to donate.
- Mayor Gordon Reynolds discussed joining the Southeast Mayors and Reeves with the Southwest Mayors and Reeves.

9.0 NEXT MEETING DATE

Friday, December 1, 2023 – 1:00 Lethbridge City Hall or via Zoom

10.0 ADJOURNMENT:

Moved by Reeve Maryanne Sandberg to adjourn meeting at 3:05pm. **Carried**



3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344
Toll-Free: 1-844-279-8760
E-mail: admin@orrsc.com
Website: www.orrsc.com

November 27, 2023

File: 6E-51

Abe Tinney
Chief Administrative Officer
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

RECEIVED

DEC 04 2023

Dear Mr. Tinney,

RE: ORRSC – Change in Assigned Municipal Planner

While reviewing the municipal assignments and organization of staff within the Oldman River Regional Services Commission we are pleased to officially inform you that we have transitioned your assigned municipal Planner from Gavin Scott to Kattie Schlamp, effective January 1, 2024.

Since starting with ORRSC in early 2022 Kattie has worked closely with our Senior Planners in various projects across the region and has become an invaluable member of our team. Kattie came to Lethbridge from Halifax, Nova Scotia to attend the University of Lethbridge to pursue her bachelor's degree in urban and Regional Studies. Subsequent to obtaining her degree she started her career in planning with the Town of Taber working various roles related to planning and economic development where she gained a wealth of knowledge and experience.

We are confident that your planning needs will be well served by Kattie and the rest of our team. We encourage you to contact Kattie by 403-329-1344 or by email at kattieschlamp@orrsc.com to discuss her role within your community.

If you have any questions about these changes, please feel free to contact me at 403-329-1344.

Sincerely,

Lenze Kuiper
Chief Administrative Officer

LK/rk

MINUTES

In attendance: Kendall Schille, Earl Hemmaway, Brad Schlossberger, Joanna Ridley, Donna Meister, Jay Sawatzky. Regrets: Kelsey Hipkin

1. Meeting called to order by Chair Kendall Schille at 5:13 pm
- 2: **APPROVAL OF AGENDA** – motion to approve agenda by Earl Hemmaway, seconded by Brad Schlossberger, carried.
- 3: **APPROVAL OF MINUTES**
 - 3.1 Regular Meeting Minutes from September 19, 2023 – motion to approve minutes made by Donna Meister, seconded by Joanna Ridley, carried.
- 4: **CORRESPONDENCE**
 - 4.1 MD of Willow Creek Library Board – annual funding has been increased and the Library received \$6255 this year.
 - 4.2 Town of Claresholm Council rep to Library Board – Mayor Brad Schlossberger will be our Town Representative and councillor Kieth Carlson will be an alternate if Brad is unable to attend.
- 5: **FINANCIAL STATEMENT**
 - 5.1 Financial Statement for the end of September 2023 – motion to approve made by Kendall Schille, seconded by Brad Schlossberger, carried.
- 6: **REPORTS**
 - 6.1 Library Manager's report – The Library is holding its Pink Tea on October 18th and the Harry Potter Experience on the 28th. Tales and Rhymes started up again for the fall on October 5th. Griselda is now running two Spanish classes, one evening class on Thursdays at 5:30 and another on Friday mornings at 10:30.
 - 6.2 Plan of Service Report – no report at this time as Jay has not yet been able to tally the info from the second survey.
- 7: **NEW BUSINESS**
 - 7.1 2024 Budget – this is just a draft budget. Jay Sawatzky requests that as we

Claresholm Public Library Board
Regular Meeting
October 17, 2023

will be receiving a large donation in 2024 and some of it will be appointed for book purchases that she be allowed to move \$5000 from Savings into the Library Budget for books as it is unknown when the donation will be received Earl Hemmaway made a motion to approve \$5000 be moved from Savings into our 2024 budget to be added to our book budget. His motion is seconded by Joanna Ridley. Motion carried.

Jay will bring a completed 2024 Draft Budget for approval to the next meeting.

7.2 Policy change – Jay Sawatzky requests that **policy 6.3, Code of Conduct**, be revised to include zero tolerance regarding workplace violence by members of the public, Library staff, Library contractors, etc. Earl Hemmaway made a motion to approve this change. Motion was seconded by Kendall Schille. Motion carried. Jay will forward her draft of the policy changes for Kendall to reword and the final draft will be brought to next month's board meeting for approval.

8: OLD BUSINESS

8.1 Raising the north end of the Library. Jace McLean from the Town of Claresholm has a quote of \$2800 from a contractor in Lethbridge to do the work. The Town of Claresholm will pay for this renovation. A date has not yet been scheduled.

9: ADJOURNMENT – meeting adjourned by Chair Kendall Schille at 5:35 pm.

Next Meeting: November 21, 2023

MINUTES

In attendance: Earl Hemmaway, Joanna Ridley, Brad Schlossberger, Kendall Schille, Donna Meister, Ashley Tebbutt, Tony Hamlyn, Jay Sawatzky

1. CALL TO ORDER –

6:08 pm

2: APPROVAL OF AGENDA

Motion to approve: Kelsey H

Carried

3: Election of Executive Positions

3.1 Chairperson – Kendall Schille (Nominated by Tony Hamlyn)

3.2 Vice Chairperson – Joanna Ridley (Standing)

3.3 Secretary – Kelsey Hipkin (Standing)

3.4 Treasurer – Ashley Tebbutt (Standing)

4: Signing Authority

Tony H makes a motion the signing authority at the Connect First Credit Union be as follows: Kendall Schille, Brad Schlossberger, Ashley Tebbutt, and Jay Sawatzky and that Tony Hamlyn's name be removed as signing authority

Carried

5: Meeting day and time

Will continue as third Tuesday of the month at 5 pm, excluding July, August, and December

6: Chinook Arch Board Rep

Earl H motions Kelsey will attend as Claresholm representative with Kendall standing as alternate

Carried

7: Adjournment

6:23 pm

Willow Creek Agricultural Society

P.O. Box 1401

Claresholm, Alberta, Canada T0L 0T0

Managers report for November 2023

Events for November

Nov 4, 25	ABRA	\$1400
Nov 17-19	Team Penning	\$14000
Nov 25	RMR Roping	\$1000
Nov 26	Marina Barrel Racing	\$700
Plus 19 various rental time slots in the WB		
Wednesdays 7-9 Rhodes team roping practiceEA		
Thursdays 7-9 Penner Roping practiceEA		
Wednesday 12-3 Frontier Barrel practice WA		
Monday 6-8pm Alm arena ride WA		

Events for December

Dec 9, 30	RMR Roping	\$1000
Dec 9	ABRA	\$1400
Dec 10	Marina Barrel Racing	\$700
Dec 16	Adam Poland Team Roping	\$1000

-The CFEP Small application for \$125,000 for the covered outside pens was approved and we are getting a structure requote in early 2023. Quote is around \$500k. This grant can have a change of scope form submitted along with a quote and reason for the change in order to use the grant for a different project but a similar outcome. Deadline to have project/final report completed is Feb 11, 2024 (18 months after we received the cheque).

-We applied to the CFEP Large before the June 15, 2023 deadline. They will notify of results in December. We requested \$607,000 matching for the front end.

-New grant was announced (Agricultural Societies Infrastructure Revitalization Program). First application deadline is Jan 31, 2024. Can apply for up to \$100,000 (20% matching) for major repairs at existing facilities. Expected to run for 3 yrs, possibly 10 yrs but each society can only receive a max of \$100,000 from the program. You cannot receive CFEP Funding and this new grant in the same year. So if we receive the front end money, we would be ineligible for this round.

-We have been approved for \$43,911 from a federal grant for making community spaces more accessible for persons with disabilities. We requested funding for 2 automatic door openers, a wheelchair ramp for the West Agriplex bleachers and cement pads/ramps for doors at the West Agriplex. The companies who quoted have almost finished this.

-We may need to look at replacing the old farmhand manure wagon. If anyone knows of a smaller one at a farm sale let me know. Dave Elliott passed on some info for a Billy Goat vacuum stall cleaner that he saw in Great Falls. We will follow up to see if this is a viable solution to stall cleaning. Dave sent a link for a stall cleaner www.buddytrailer.com. I am getting a price for either this meeting or next. It seems relatively simple in its design but will have to call some facilities that he has listed on his web site to see how they perform in the field. Sha has told me they have upgraded the vac power of the biggest stall vac lately.

-Barn quotes were forwarded by email from Integrity Buildings for a 67x164(62 stalls-\$274,634) (Remuda \$214,000) and 97x164(91 stalls-\$377,874) (Remuda 2 interior columns \$321,300).

-The Estate of Ellis Norgard has willed the WCAS \$50,000 in his will. We have received a letter from lawyers of the Norgard estate saying that the money will be sent and we can do what the Ag society deems appropriate with the money.

-Tractor: We have a quote from Vaneer for a 2024 New Holland Workmaster 75 Fwa with front end loader for \$72,500, delivery in July 2024. Also a 2022 New Holland Workmaster 120FWA Rops with loader for \$81500.

- We are making the shavings bin 16 feet longer. This is being done for a couple of reasons; First we don't have to push shavings up in the bin, sometimes driving on top of the compacted shavings, in order to get a full load under the roof. Secondly stop shavings from blowing around when they get sucked out of the bin when piled close to the front.

-The Barn roof metal sheeting has been checked for screws loosening in the wind and either screwed back down or replaced with 2 inch screws.

-The list of what directors have left in their term are:

DIRECTORS WHO HAVE ONE YEAR REMAINING ARE:

Neil Watt	Wally Mandel
Rodney Jensen	Dave Elliott
Lorraine Norgard	Perry Douglas

DIRECTORS WHOS TERM IS UP ARE:

Allan Minor	Arnold Koehler
Dusty Mandel	Syd Gray
Rick Penner	Travis Booth

- Progress on the second indoor facility:

- I have been in contact with B&B welding in Staveland to discuss possible options for lean-to design for the CFEP grant funds. The alley on the East Agriplex is 14'(high side)-11'(Low side)x12'(wide) and the proposed West Agriplex dimensions are 19'-15'x40'x 320' long. The 19' height would put the exhaust fan from the building underneath the roof. Was quoted at around \$500,000

-Dave Elliot was suggesting that maybe we should put a drillstem lean too structure on the horse hitching area door on the West Agriplex. This would help block the daylight when the door is open as well as add additional shelter to horses waiting to enter the arena when they are not allowed in the building. We could also make this area longer at this time as this is the area that I thought an outside rinse off area for horses could be used if we added a insta hot water tank in the future in that corner.