



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
FEBRUARY 27, 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/UCe3OPyLhTzPajvPVAtNLIKA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – FEBRUARY 13, 2023

ACTION ITEMS:

1. **DELEGATION RESPONSE: Claresholm RCMP Detachment**
RE: Q3 Report for Claresholm
2. **BYLAW #1758 – Land Use Bylaw Amendment**
RE: 1st Reading
3. **BYLAW #1759 – Dog Bylaw**
RE: 1st Reading
4. **CORRES: Alberta Health Services, Community Engagement & External Relations**
RE: Office of the Auditor General Report – COVID-19 in Continuing Care
5. **CORRES: Alberta Seniors, Community and Social Services**
RE: Celebrate and Declare Seniors' Week 2023
6. **REQUEST FOR DECISION: Highway 2 Sanitary Sewer Repairs**
7. **REQUEST FOR DECISION: Recreation Fees Policy Update – Campground**
8. **REQUEST FOR DECISION: Organizational Restructuring**
9. **FINANCIAL REPORT: Statement of Operations January 31, 2023**
10. **INFORMATION BRIEF: CAO Report**
11. **INFORMATION BRIEF: Council Committee Reports**
12. **INFORMATION BRIEF: Council Resolution Status**
13. **ADOPTION OF INFORMATION ITEMS**
14. **IN CAMERA:**
 - a. **Personnel – FOIP Section 17**
 - b. **Advice from Officials – FOIP Section 24**
 - c. **Advice from Officials – FOIP Section 24**

INFORMATION ITEMS:

1. **Municipal Planning Commission Minutes – January 20, 2023**
2. **Age-Friendly E-News – February 13, 2023**
3. **Age-Friendly Alberta Newsletter – February 16, 2023**
4. **Age-Friendly E-News – February 23, 2023**
5. **Claresholm Public Library Board Meeting Minutes – January 17, 2023**
6. **Claresholm & District Transportation Society Board Meeting Minutes – January 19, 2023**

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM PROVINCE OF ALBERTA REGULAR COUNCIL MEETING MINUTES FEBRUARY 13, 2023

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

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

ABSENT: None

STAFF PRESENT: Chief Administrative Officer: Abe Tinney

MEDIA PRESENT: None

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

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

AGENDA: Moved by Councillor Kettles for unanimous consent to add the following to the Agenda:

16. IN CAMERA

f. Advice from Officials – FOIP Section 24

g. Land – FOIP Section 16

CARRIED UNANIMOUSLY

Moved by Councillor Cutler that the Agenda be accepted as amended.

CARRIED

MINUTES: **REGULAR MEETING – JANUARY 23, 2023**

Moved by Councillor Zimmer that the Regular Meeting Minutes of January 23, 2023 be accepted as presented.

CARRIED

DELEGATION: **CLARESHOLM RCMP DETACHMENT – Cpl. Tom Nairn**
RE: Q3 Report for Claresholm

Corporal Thomas Nairn, Detachment Commander of the Claresholm Detachment of the RCMP, appeared before Council to present their quarterly report for the period October 1 to December 31, 2022. The detachment is working on finalizing their priorities for the next year and would like to hear from Council if there are any changes needed.

ACTION ITEMS:

1. **CORRES: Joe Ceci, MLA for Calgary-Buffalo & Critic for Municipal Affairs**
RE: Alberta Budget 2023

Received for information.

2. **CORRES: Mayor Sheila Gilmour, Town of Fox Creek**
RE: Ambulance Service

Received for information.

3. **CORRES: Land Property Rights Tribunal**
RE: Notice of Intent to Annex Acknowledgement

Received for information.

4. **CORRES: Farm Safety Centre**
RE: Safety Smarts Program

MOTION #23-011 Moved by Councillor Cutler to support the Farm Safety Centre’s delivery of the Safety Smarts program to children in Claresholm schools in the amount of \$350 for 2023.

CARRIED

5. **CORRES: Stavely Elks & Royal Purple**
RE: 2023 Canadian Curling Championship

MOTION #23-012 Moved by Councillor Zimmer to support the Stavely Elks and Royal Purple’s 2023 Canadian Curling Championship event with a donation in the amount of \$450 to help cover the cost of ice rental.

CARRIED

**6. CORRES: Municipal District of Willow Creek No. 26
RE: Notice of Public Hearing – Proposed Bylaw #1943**

Received for information.

**7. CORRES: Town of Claresholm Economic Development
RE: Letter of Support for MD of Willow Creek Application**

Received for information.

8. REQUEST FOR DECISION: The Range Gravel Road Experience

MOTION #23-013 Moved by Councillor Cutler to hold the Start & Finish line and staging area for The Range, Gravel Experience event July 22, 2023 at Centennial Park Campground, to reserve 8 treed sites for volunteers and to reserve campsites for the event up until May 31, 2023, and to set a \$5.00 shower fee for riders at Centennial Park Campground after finishing the gravel road race.

CARRIED

MOTION #23-014 Moved by Councillor Carlson to provide barricades and parking signage and tables and chairs as required for The Range Gravel Experience 2023 event.

CARRIED

MOTION #23-015 Moved by Councillor Schlossberger to approve the Claresholm Skate Park Association to host a Beer Gardens in Centennial Park from 2:00pm to 7:00pm on July 22, 2023 provided they secure all required licensing and approvals.

CARRIED

9. REQUEST FOR DECISION: Claresholm Weekly Markets Request

MOTION #23-016 Moved by Councillor Kettles to direct administration to work with both market groups to establish a summer market schedule at Amundsen Park.

CARRIED

10. REQUEST FOR DECISION: Letter of Support – Skatepark Association

MOTION #23-017 Moved by Councillor Meister to write a letter of support towards the Claresholm Skatepark Association's application to the Co-op Community Spaces Grant for the purpose of constructing the skatepark at 111 - 55 Ave. West (site of the new multi-use facility in which the Town has allocated land for the Skatepark construction).

CARRIED

11. REQUEST FOR DECISION: 2023 Spring Municipal Leaders' Caucus

MOTION #23-018 Moved by Councillor Kettles to approve Councillors Carlson and Cutler to attend the 2023 Alberta Municipalities Spring Leader's Caucus and the President's Summit on the Future of Municipal Government on March 29, 30 and 31, 2023 in Edmonton.

CARRIED

12. REQUEST FOR DECISION: Storm Water Management – Phase 2

MOTION #23-019 Moved by Councillor Cutler to approve Phase 2 Stormwater project as presented, to be completed within the 2023 construction season, and funding to be deferred to the Facility and Infrastructure Planning Committee for 2023 budget discussions.

CARRIED

13. INFORMATION BRIEF: Council Committee Reports

Received for information.

14. INFORMATION BRIEF: Council Resolution Status

Received for information.

15. ADOPTION OF INFORMATION ITEMS

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

CARRIED

16. IN CAMERA:

- a. Personnel – FOIP Section 17
- b. Personnel – FOIP Section 17
- c. Land – FOIP Section 16
- d. Advice from Officials – FOIP Section 24
- e. Advice from Officials – FOIP Section 24
- f. Advice from Officials – FOIP Section 24
- g. Land – FOIP Section 16

Moved by Councillor Zimmer to go In Camera at 7:48 p.m. for the following items:

- a. Personnel – FOIP Section 17
- b. Personnel – FOIP Section 17
- c. Land – FOIP Section 16
- d. Advice from Officials – FOIP Section 24
- e. Advice from Officials – FOIP Section 24
- f. Advice from Officials – FOIP Section 24
- g. Land – FOIP Section 16

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic stated that the live stream has ended at 7:48 p.m.

Moved by Councillor Meister to come out of In Camera at 9:22 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 9:22 p.m.

a. Personnel – FOIP Section 17

MOTION #23-020 Moved by Councillor Cutler to approve the job description as amended.

CARRIED

MOTION #23-021 Moved by Councillor Schlossberger to approve the non-union wage grid as presented.

CARRIED

b. Personnel – FOIP Section 17

MOTION #23-022 Moved by Councillor Meister to approve the job description as presented.

CARRIED

c. Land – FOIP Section 16

MOTION #23-023 Moved by Councillor Zimmer to direct Administration to proceed with researching Starline Business Park development scenarios.

CARRIED

g. Land – FOIP Section 24

MOTION #23-024 Moved by Councillor Carlson to direct Administration to negotiate the Offer to Purchase Lot 66 Block 118 Plan 8010781 as discussed.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:25 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic noted that recording ceased at 9:25 p.m.

Mayor – Chelsae Petrovic

Chief Administrative Officer – Abe Tinney

ACTION ITEMS



REQUEST FOR DECISION

Meeting: February 27, 2023
Agenda Item: 1

DELEGATION RESPONSE : RCMP

DESCRIPTION:

Council welcomed Corporal Thomas Nairn, Detachment Commander of the Claresholm RCMP, as a Delegation at the February 13, 2023 regular Council Meeting.

The Detachment is currently working on finalizing their priorities for the next fiscal year (fiscal year starts April) and would like to hear from Council if any changes are needed.

BACKGROUND:

At the February 28, 2022 regular Council meeting, Council passed the following motion:

Moved by Councillor Zimmer to recommend the following priorities to the RCMP for the 2022 fiscal year: traffic safety, police/community relations and police visibility, crime reduction and prevention of property crimes, and drug enforcement. MOTION #22-027

Over the years, Council has typically had similar priorities with some minor alterations. The RCMP recommended that the 2022 priorities would be appropriate for the Town in 2023, but also proposed alternate priorities in the attached report.

PROPOSED MOTION:

Moved by Councillor _____ to recommend the following priorities to the RCMP for the 2023 fiscal year:

_____.

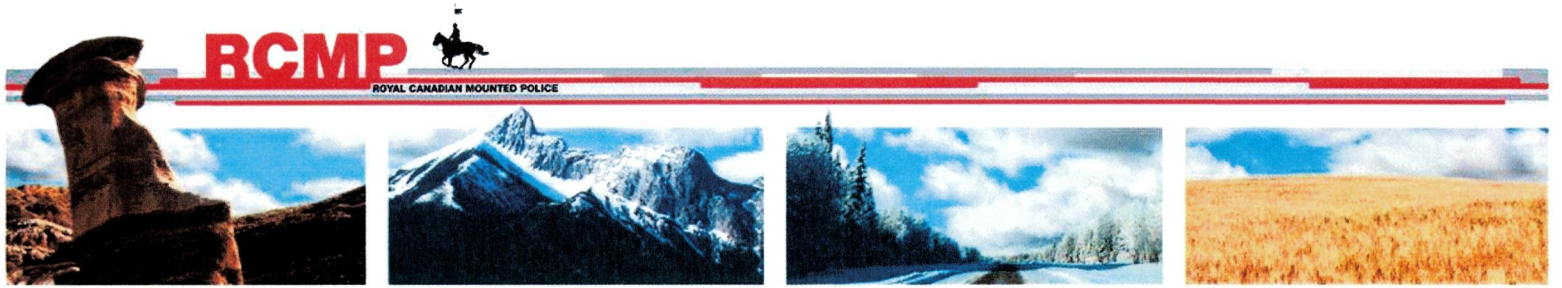
Attachments

- 1) RCMP Correspondence to Council

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, MA, CAO

DATE: February 24, 2023



January 25th, 2023

Corporal Thomas NAIRN
Detachment Commander
Claresholm Detachment

Dear Council,

As we enter the 4th Quarter of our fiscal year, we are reaching out to all elected officials, partners, and community members to help us identify and set our Detachment Priorities for the next fiscal year, which starts April 1st, 2023. We will be soliciting input to set our priorities through different platforms including Council meetings, partnership meetings, a virtual Town Hall meeting, an online survey, and more. With that said, when I attend your next council meeting, I would like to solicit input and gain an understanding of what your council wants your local RCMP to be focused on and ultimately prioritize in the upcoming year.

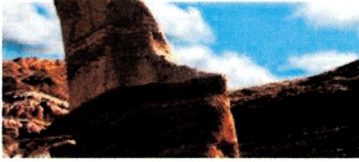
As a reminder, our current priorities, which I believe have been very fitting, are:

- 1) Traffic Safety – Speeding and Impaired Driving violation enforcement.
- 2) Crime Reduction- Property Crime – Offender Checks, Educational Media Releases, Operation Street Sweep.
- 3) Police Community Relations– Foot patrols, Enhanced Visibility Shifts, Meetings and Presentations.
- 4) Reduce Substance Abuse- Drug enforcement, Drug enforcement training.

In preparation for our upcoming meeting and discussions, I request that council members review the current priorities, review the RCMP report and statistics, and review the needs of your community so we can discuss.

Other Priorities you may or may not wish to consider, in addition to the current, could be:

- 1) Drug Enforcement – Targeted drug enforcement and or education.
- 2) Traffic Safety – Impaired detection and enforcement, speeding, seatbelts, etc.
- 3) Fraud Prevention – Education, awareness and prevention initiatives.
- 4) Police presence in schools – Enforcement and or Education.



- 5) Interdepartmental Efforts – Increasing partnership relationships and involvement (agencies such as peace officers, bylaw officers, fire departments, Fish and Wildlife, etc).
- 6) Water Safety – Enforcement and Education on the waterways (boaters and users of the lakes and rivers).

After the consultation process, 3 priorities are typically selected. The detachment will set targets and initiatives to work towards the priority. Those initiatives and targets form part of the regular reporting to Mayors, Reeves, Councils, and the public and contribute to effective community based policing.

If at anytime you have questions, concerns, or comments, feel free to contact the undersigned.

Corporal Thomas NAIRN
Detachment Commander
Claresholm Detachment
403.625.4445 Det

BYLAW No. 1758 – LAND USE BYLAW AMENDMENT

DESCRIPTION / BACKGROUND:

The Town has received a land use bylaw amendment application for the re-zoning of the land located at 113, 47 Ave West from R1- Single Detached Residential, to R2 - Duplex. The purpose of this application is to align the zoning with the owner's future intended use (demo the existing dwelling and construct a duplex).

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



This lot meets the minimum lot size for a duplex lot, and would be able to accommodate that type of proposed development. Increased density and offering a variety of housing options are all items noted within the Town's strategic plans as well as provincial plans such as the South Saskatchewan Regional Plan. ORRSC was circulated on the application and there are no concerns in regards to the re-zone of this parcel.

RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1758, a bylaw to amend Land Use Bylaw No. 1525 first reading.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1758

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 VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: January 23, 2023



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1758**

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

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

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

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

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

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

LAND USE DISTRICT MAP

Lot 11-12, Block 5 Plan 147N

Be amended by changing the lands from “Single Detached Residential – R1” to “Duplex – R2” as per “Schedule A” attached.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1758 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

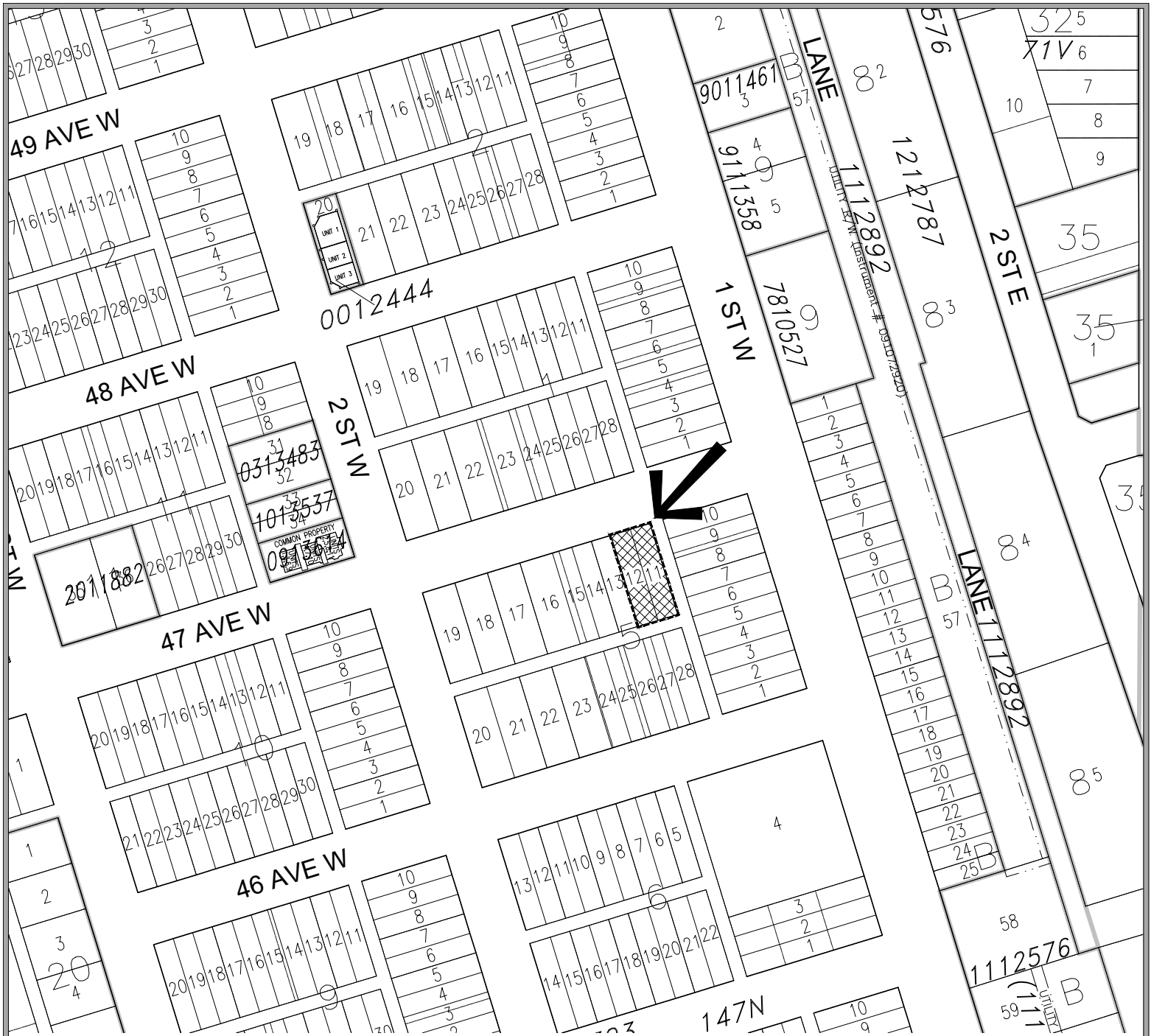
Read a first time in Council this day of 2023 A.D.

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

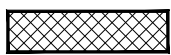
Read a third time in Council and finally passed in Council this day of 2023 A.D.

Chelsae Petrovic, Mayor

Abe Tinney, Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: SINGLE DETACHED RESIDENTIAL – R1
TO: DUPLEX RESIDENTIAL – R2

LOTS 11-12, BLOCK 5, PLAN 147N
SE 1/4 SEC 26, TWP 12, RGE 27, W 4 M

MUNICIPALITY: TOWN OF CLARESHOLM
DATE: FEBRUARY 22, 2023

Bylaw #: 1758

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: February 27, 2023
Agenda Item: 3

Bylaw #1759 –Dog Bylaw (Updated)

Background and Discussion:

There are a couple of small changes Administration is proposing to make to the Dog Bylaw, as well as for ease of reading and understanding the Bylaw, we are proposing this be a new bylaw versus only an amendment, which will replace the current Dog Bylaw, Bylaw 1709 and the amendment, Bylaw 1735.

The changes being proposed are as follows:

- Add a definition for “leash” to specify that a leash has to be a physical leash, not an electronic leash. We have had a couple incidents where a dog has been on an electronic leash where the dog has ignored, or been very delayed in responding to, the shock of an electronic leash, and has charged towards other pedestrians.
- Correcting clause 16 (b) to remove “Other”. There was already an “and” indicating the dog is to be on a leash and under control, but the other in there makes it confusing, sounding like it can be not on a leash if it is under control, which is not the intent of the passage. Without the leash being required it becomes much more difficult to enforce this clause.
- Addition of a “Replacement dog tag” fee.
- Muniware has added a new feature to be able to allow for permanent dog tag/license numbers while still charging an annual fee, so Administration has moved to a permanent dog tag system. This greatly simplifies the renewal process, allowing residents to renew their dog license over the phone with payment via e-transfer, with no need to collect/replace a physical tag. There is some cost and administrative time in ordering and replacing tags if someone requires a new tag if theirs is lost. This becomes a more significant issue when the tags aren’t being replaced annually regardless.

Administration is also recommending an increase to the license fee. Costs to employ a Bylaw Enforcement Officer, and to maintain an Animal Shelter/location to hold dogs found at large, is ever increasing. The current rate for animal licenses has been in place since January 1, 2007, over 16 years. Administration is proposing a \$5 increase to the spay/neuter rate (from \$15 - \$20) and a \$10 increase to the intact rate (from \$40 to \$50).

Recommendation:

Administration is suggesting the updated dog bylaw, with the changes noted above, be passed as attached.

PROPOSED RESOLUTIONS:

MOVED by Councillor _____ that Bylaw 1759 – Dog Bylaw – be give 1st Reading

Attachments:

- DRAFT Bylaw 1759 - Dog Bylaw (Changes from current bylaw in RED)

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

APPROVED BY: Abe Tinney, CAO

DATE: February 24, 2023



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1759**

A Bylaw of the Town of Claresholm to provide for the regulation and control of dogs, within the Town of Claresholm.

WHEREAS, pursuant to Section 7 of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, a Council may, pass bylaws for municipal purposes respecting wild and domestic animals and activities in relation to them;

NOW THEREFORE, the Town of Claresholm, in the Province of Alberta, duly assembled hereby enacts the following:

Title

1. This Bylaw may be cited as the “Dog Bylaw”.

Definitions

2. In this Bylaw:
 - a. “Aggressive or Dangerous Dog” means any dog, whatever its age, whether on public or private property, which has:
 - i. without provocation chased, injured or seriously bitten any other domestic animal or human,
 - ii. without provocation damaged, or destroyed any public or private property,
 - iii. without provocation threatened or created the reasonable apprehension of a threat to other domestic animals or humans and which in the opinion of a Justice, presents a threat of serious harm to other domestic animals or humans,
 - iv. has been previously determined to be a dangerous dog under a Provincial Dog Act or by the Courts.
 - b. “Animal Control Officer” means any person, Bylaw Officer, Peace Officer, RCMP Officer, firm or corporation, appointed by Council to carry out the provisions of this Bylaw.
 - c. “CAO” means the Chief Administrative Officer appointed by the Council of the Town of Claresholm.
 - d. “Council” means the Council of the Town of Claresholm.
 - e. “Dog” shall mean either a male or female dog over the age of three (3) months.
 - f. “Dog Breeder” means any person, group of persons or corporation engaged in the commercial business of breeding, buying, selling, or boarding of dogs.
 - g. “Dog Breeding Facility” means the physical premises where dogs are harbored by a dog breeder.
 - h. “Holding Period” means a period of time being of three (3) business days.
 - i. “Leash” means a physical leash connecting the owner to the dog, that does not exceed 8 meters (26 feet) in length. Electronic leashes are not acceptable.
 - j. “Off Leash Area” means an area designated by Council for the respectable enjoyment of dogs permitted to exercise in an open space free of a leash.
 - k. “Owner” means the person who has legal title to a dog and includes any person who has the possession or custody of the dog, or harbours the dog, or suffers the dog to remain on his/her premises.

- l. “Pound” means a place designated by Council as a place where dogs may be placed and kept impounded under humane conditions.
- m. “Running At Large” means a dog found on any public street, lane, alley or other public place in the Town or is on private property without the permission of the occupant or owner thereof.
- n. “Town” means the Town of Claresholm.
- o. “Dog Fancier Permit” means a permit issued annually to an owner permitting the keeping or harbouring, on land or premises occupied by the owner, of up to five (5) dogs over the age of three (3) months.

Licensing

3. No person shall own, keep or harbor any dog within the Town limits unless such dog has been licensed with the Town, paid the appropriate fee, and the following information about the dog has been collected:
 - a. described as to color, age, breed and sex,
 - b. residing address,
 - c. proof of spay or neutering.
4. License fees are determined by way of Schedule “A” set from time to time by the Town Council.
5. Licenses or Permits are required as set out below:
 - a. A Dog license for every dog residing in the Town of Claresholm over the age of three (3) Months.
 - b. A Dog Fancier Permit for any single dwelling or household housing in excess of three (3) dogs.
 - c. An Aggressive or Dangerous Dog license if the dog is determined to be aggressive or dangerous.
6. Any person requesting a Dog Fanciers Permit shall submit an application to the Bylaw Enforcement Department, or it’s designate. All applications shall disclose:
 - a. Location for permit
 - b. Purpose (breeders will require a business license)
 - c. Breed and sex of dogs
 - d. Type of facilities
7. An Animal Control Officer shall not issue a Dog Fanciers Permit without first inspecting the proposed location and circulating adjacent property owners.
8. An Animal Control Officer shall not issue a Dog Fanciers Permit if, in their opinion, the site or conditions are unsuitable.
9. An Animal Control Officer may remove the Dog Fanciers Permit upon receipt of bona fide complaints from two (2) or more neighbors residing within sixty (60) meters of the residence of the permit.
10. The act of engaging in dog breeding and/or having a dog breeding facility must comply with the Town of Claresholm Land Use and Business License Bylaw.
11. Dog owners have one (1) month to comply with the licensing requirements upon possession of a dog or upon taking up residence in the Town of Claresholm. Dog owners issued a warning to purchase a dog license or a dog fancier permit will be granted fourteen (14) days to comply excepting when a dog has been impounded. Impounded dogs shall be required to be licensed before being released to the owner.
12. Annual license renewal fee is due before the last day of January for each year.

13. Upon payment of the required license fee, the owner will be supplied with a license tag stamped with a number and the year of the license. Every owner shall ensure that the license tag is securely fastened to a collar or harness which must be worn by the dog at all times when the dog is off the premises of the owner.
14. The owner of a dog will be permitted to pay a license fee of one half the annual rate if such owner takes up residence or such dog is acquired on or after the 1st of October in any one year.
15. No refund of license fees shall be made during any one year, except if documentation is provided from a veterinarian that the dog was neutered or spayed after the purchase of the license, then the difference in the license fee will be refunded.

Offences

16. The following constitutes an offence for the owner, which may result in a notice, fine and if necessary, may result in the capture and impoundment of a dog. Offences are as follows:
 - a. an owner who has failed to purchase a valid dog license and/or whose dog is not displaying a valid dog tag,
 - b. a dog who is off the premises of the owner, is not in an off-leash area, and is not on a Leash and under ~~other~~ immediate, continuous and effective control by the owner,
 - c. a dog in an off-leash area that is not under immediate, continuous and effective control by the owner,
 - d. a dog running at large,
 - e. a dog chasing, worrying or annoying any person and/or domestic animal on property other than that belonging to the owner of the dog,
 - f. a dog which causes damage to private or public property within the Town,
 - g. a dog which barks, howls or otherwise disturbs any person or persons,
 - h. a dog which has bitten, is biting or is about to bite or attempting to bite any person, upon any street, park or other public place within the Town,
 - i. a dog deemed aggressive or dangerous in nature
 - j. a dog in heat upon any public lands or highway,
 - k. a dog left unattended in any motor vehicle without suitable ventilation,
 - l. a dog named or described or otherwise designated in a complaint made pursuant to The *Dangerous Dog Act*,
 - m. a dog affected with rabies or any other contagious disease.
 - n. a person who removes or attempts to remove any dog from the possession of the Animal Control Officer while in the pound or while being transported to the pound,
 - o. a person who hinders, delays or obstructs any such Animal Control Officer in the performance of any duty imposed upon them by this bylaw,
 - p. an owner who fails to remove defecated matter which the owner has permitted or caused the dog to deposit on public property, the off-leash area or upon the lands or premises of any person other than the owner.
 - q. an owner who has in excess of three (3) dogs in a single-family dwelling or household without a Dog Fancier Permit, or in excess of five (5) dogs with an authorized Dog Fancier Permit, over three (3) months old.
17. The residences or grounds where any dogs are kept shall at all times be maintained in a clean, sanitary and inoffensive condition, satisfactory to the Animal Control Officer. An owner or occupant of private property must not allow animal feces to accumulate on the property so as to create a health hazard. The Animal Control Officer may serve an owner or occupant of private property with a notice to remove all animal feces from the property within 72 hours of service of the notice. The

Town may remove the feces from the property if the person to whom the request is made fails to remove the feces within 72 hours, or after reasonable inquiry, the whereabouts of the owner or occupant of the property cannot be determined. If the Town carried out the work, the costs and expenses may be added to the tax roll and form part of the taxes owing on the land whereon the work was done.

18. The owner of a dog shall ensure that such dog shall not:
 - a. bite or injure a person or persons whether on the property of the owner or not unless an unlawful act is being committed,
 - b. chase or otherwise threaten a person or persons whether on the property of the owner or not, unless the person chased or threatened is a trespasser on the property of the owner.
19. Where the owner of a dog provides for a dog run or enclosure on the property that dog run or enclosure shall be no closer than one (1) foot from the adjoining property. This dog run must be secure and of an adequate height and size for the dog being housed

Communicable Disease

20. The Animal Control Officer shall immediately segregate from other animals and restrain any dog brought to the pound if it has or appears to have rabies or any other communicable disease.
21. The Animal Control Officer shall report any apparent illness, communicable disease, injury or unhealthy condition of any dog to a veterinarian.
22. The owner of a dog, which is suffering any communicable disease shall not permit or allow the dog to be:
 - a. in any public place,
 - b. in contact with or in proximity to any other dog,
 - c. shall keep the dog locked or tied up,
 - d. shall immediately report the matter to a veterinarian,
 - e. shall immediately report the matter to the Animal Control Officer or the RCMP.
23. Any dog known to be rabid shall be immediately euthanized in a humane manner.

Aggressive or Dangerous Dogs

24. The owner of an alleged Aggressive or Dangerous dog, shall surrender the dog to the Animal Control Officer immediately and the dog shall be held pending the outcome of the investigation and/or a Provincial Court hearing.
25. At the conclusion of an investigation into a complaint and/or incident complete with a signed statement concerning a dog in the Town, the CAO or their designate may declare a dog to be an Aggressive or Dangerous dog. The CAO will issue an Aggressive or Dangerous Dog designation for the dog in question, provided that the CAO is satisfied that the dog constitutes an ongoing potential danger to persons, property, or domestic animals.
26. The owner of a dog declared to be Aggressive or Dangerous shall be issued a fine as outlined in Section 44 of this Bylaw and shall be charged under the *Alberta Dangerous Dog Act*.
27. If a dog is declared to be an Aggressive or Dangerous Dog by the Justice and not ordered to be destroyed, the CAO or their designate shall give the owner written notice of such declaration containing the following details:
 - a. requiring that if the Aggressive or Dangerous Dog is off the owner's property, it shall be in a bite inhibition mechanism, under control, and on a permitted Leash held by a competent person who is able to control the Aggressive or Dangerous Dog,
 - b. inform the owner the Aggressive or Dangerous Dog is not permitted in the off-leash area,
 - c. requiring the owner to install signage a minimum of 25cm by 25 cm, with 5 cm lettering, warning of the Aggressive or Dangerous dog, installed every fifty (50) feet or fifteen (15) meters on the perimeter of owner's property that is accessible by the general public.

28. The owner of an Aggressive or Dangerous Dog shall obtain an Aggressive or Dangerous Dog license after the dog is determined to be Aggressive or Dangerous. This shall be done within three (3) business days following the dog being classified as such. To issue such a license the following must be completed and provided:
- a. Provide proof that a Registered Veterinarian has implanted an electronic identification microchip in the Dog that was declared Aggressive or Dangerous, with information indicating such declaration.
 - b. Provide proof that a liability insurance policy is in force and provides third party liability coverage in a form satisfactory to the Town and in a minimum coverage amount of \$500,000 for any injuries which may be caused by the Aggressive or Dangerous Dog.
 - c. The insurance policy must contain a provision requiring the insurer to immediately notify the Town in writing in the event that the policy expires, is cancelled or is terminated.
29. The owner of an Aggressive or Dangerous Dog shall ensure that:
- a. the dog does not, without provocation:
 - i. chase a person; or
 - ii. injure a person; or
 - iii. bite a person; or
 - iv. chase other domestic animals; or
 - v. injure other domestic animals; or
 - vi. bite other domestic animals.
 - b. the dog does not damage or destroy public or private property.
 - c. when the dog is on the property of the owner:
 - i. the dog is either confined indoors; or
 - ii. when the dog is outdoors it is in a locked pen or other structure, constructed to prevent the escape of the Aggressive or Dangerous Dog and capable preventing the entry of any person not in control of the dog, and
 - iii. the locked pen or other structure shall not be within one (1) meter of the property line or within five (5) meters of a neighboring dwelling unit.
30. Any person who sells, transfers, gifts, or surrenders a dog that is found to be Aggressive or Dangerous shall be liable to a fine under section 44 of the Dog Bylaw unless:
- a. It has first had an electronic identification microchip implanted in the dog and has a current Aggressive or Dangerous Dog License through the Town as per Section 28.
 - b. The Town has been notified in writing of the new residential address and contact information of the new owners of where the Aggressive or Dangerous Dog has been moved to.
31. An Aggressive or Dangerous Dog order pursuant to this Bylaw continues to apply if the dog is given or transferred to a new owner.

Capture and Impoundment

32. An assistant or employee of the Animal Control Officer may do any act which the Animal Control Officer is obliged or permitted to do.
33. The Animal Control Officer, or any person or persons as shall be authorized or appointed by the CAO, may capture a dog that is in contravention of this bylaw by using any humane method and shall deliver said dog to the pound, where it shall be held for the holding period to ascertain the owner.
34. When any dog wearing a Town dog license tag is captured, the Animal Control Officer shall ascertain from the Town records the name and address of the owner and attempt to reunite the dog with its owner.
35. The Animal Control Officer shall, when the name and address of the owner of a dog are not known, post a notice on the door of the pound to inform the general public of the impoundment.
36. Unless the owner of a dog makes arrangements with the Animal Control Officer for the further retention of the dog, an Animal Control Officer may sell, transfer to a new owner or destroy all

unclaimed dogs which have been in impoundment for:

- a. seven (7) days if the dog has a current license or the owner can otherwise be identified (ie. Tattoo); or
 - b. seventy-two (72) hours if the dog does not have a current license.
37. Notwithstanding subsection 36 (a) & (b) above an Animal Control Officer may euthanize a dog after a shorter period of time, if humane purposes warrant.
38. When an Animal Control Officer agrees with an owner to euthanize a dog, the owner shall pay to the Town all costs related to such.
39. The Animal Control Officer may, in their discretion, continue to keep a dog in the pound for a longer period than the holding period provided:
- a. the owner verifies their ownership and requests that the dog be kept there for a longer period,
 - b. a pending investigation requires the extension of the holding period.

Notice

40. If a notice is not served personally on an owner or occupant of private property, then a copy of the notice shall be sent by registered mail to the owner of the property at the mailing address shown on the last assessment roll of the Town. A notice sent by registered mail is deemed to have been received on the fifth (5th) day following the date of its mailing.

Impound Fees

41. Each dog impounded under the provisions of this Bylaw shall be subject to impounding fees at the rate of:
- a. \$20.00 per day for each day the dog has been impounded, plus
 - b. \$35.00 – First (1st) offence
 - c. \$100.00 - Second and each subsequent offence
42. Any dog impounded under the provisions of this Bylaw shall not be released until such time as the owner can:
- a. present proof of ownership to the satisfaction of the Animal Control Officer,
 - b. pay all licensing fees, offence fines and impounding charges and/or fees.

Fines

43. Any person violating any of the provisions of this Bylaw or any other person responsible for such violation shall be liable to a penalty of:
- a. Warning – First (1st) offence
 - b. \$100 – Second (2nd) offence
 - c. \$250 – Third (3rd) offence
 - d. \$500 – Fourth (4th) and subsequent offences
44. Any Person violating any provisions of this bylaw where the dog has been deemed Aggressive or Dangerous in nature or any other persons responsible for such violations shall be liable to a penalty of:
- a. \$300– First (1st) Offence
 - b. \$500 – Second (2nd) Offence
 - c. \$1,000 – Third (3rd) and Subsequent Offences

This Bylaw shall take effect on the date of final passage.

Bylaw #1709 and amending Bylaw #1735 are hereby repealed.

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.

Chelsae Petrovic, Mayor

Abe Tinney, Chief Administrative Officer

DRAFT



**BYLAW# 1759
SCHEDULE "A"**

FEES

	Fee
Dog License (Spay/Neuter) – per dog	\$20/year
Dog License (Intact) – per dog	\$50/year
Dog Fancier Permit application fee – per household *	\$50
Dog Fancier Permit annual renewal fee – per household*	\$20
Aggressive or Dangerous Dog License	\$200
Replacement dog tag	\$5

*Does not include dog licenses for additional dogs

DRAFT



**BYLAW# 1759
SCHEDULE "B"**

APPLICATION FOR DOG FANCIER PERMIT

Name of applicant: _____ Date: _____

Address: _____ Postal code: _____

Phone:
(Res.) _____
(Bus.) _____
(Cell.) _____

CATEGORY
 Breeder (# of times per year ___ Bus. Lic #: _____
 Show Dogs
 Pets
 Kennel operation Bus. Lic #: _____

DESCRIPTION OF DOGS

Dog	Breed	Colour	Sex	Age	Altered (Y/N)

TYPE OF FACILITES

	Yes	No
Enclosed yard with fence?		
Enclosed kennel and dog run?		
Will the dogs be kept indoors during the period in when no one is home?		
Will the dogs be kept indoors at night?		
If "NO", will they be kept in a closed kennel or dog run?		

I understand that before this application can be approved, the Animal Control Officer must first inspect the proposed location to ensure the site and conditions are suitable. I further understand the Animal Control Officer will circulate adjacent property owners and advise them of the application, allowing for a period of response. The Animal Control Officer shall not issue a dog fancier permit if the site or conditions are not suitable.

Signature

Karine Keys

From: Community Engagement <Community.Engagement@albertahealthservices.ca>
Sent: February 23, 2023 12:22 PM
To: Community Engagement
Subject: Office of the Auditor General report – COVID-19 in Continuing Care
Attachments: OAG COVID Recommendations.pdf

To all Alberta Municipal Elected Officials:

Today, Alberta's Office of Auditor General (OAG) [released a report](#) on Alberta Health Services' and Alberta Health's response to COVID-19 in Continuing Care facilities, examining the period of time from March 2020 to December 2020.

We grieve the loss of every resident who died during this unprecedented time, and our thoughts are with anyone who lost a family member or loved one.

The COVID-19 pandemic challenged our system, and older adults - including residents of continuing care facilities - were disproportionately impacted by the virus. This is true in North America, and globally.

Health jurisdictions across the world adapted quickly as the pandemic spread during the first wave, and in Alberta, the situation was no different. AHS consulted and collaborated with our counterparts regularly to learn more about the virus and adapted our response based on real-time impacts being felt across the country. We also worked collaboratively with operators.

Resident safety and quality of care remained at the core of every decision and action. Significant work went into protecting continuing care residents immediately during the first wave, and lessons were learned and applied in subsequent waves. These same learnings have also allowed us to better prepare for future events of this type and identify ongoing improvements to our system.

As best practices developed, AHS implemented them quickly across both continuing care and acute care, working to reduce spread of the virus, and to improve care for all.

For example:

- Site Preparedness Assessments were completed across the province, which helped sites prepare to avoid or deal more effectively with an outbreak. Comprehensive site inspections were conducted in April 2020, and by July 2020, all sites had been assessed, which saved lives.
- AHS implemented quality monitoring and inspection processes at the start of the pandemic response to ensure that sites were appropriately implementing staff and infection prevention and control practices to support care during outbreaks.
- On March 30, 2020, AHS began conducting Quality Monitoring Visits at sites with new COVID-19 outbreaks or where concerns were raised and focused on staffing levels, quality of care, IPC practices, and public health best practices.

The OAG report highlights that AHS did respond quickly to many of the challenges facing the continuing care sector during wave 1, and also identifies areas where that response could have been better.

We are grateful to the OAG for their report, and we accept all recommendations directed to AHS (please see attached) or where we have a supporting role to Alberta Health. AHS has already implemented responses to the recommendations and will work with operators moving forward in support of the overall pandemic plan from Alberta Health.

Our work will further strengthen processes and policies designed to protect residents and loved ones, and build a sustainable and innovative continuing care system for all Albertans.

We are invested in making improvements, in increasing continuing care capacity, enhancing home care, and innovating and diversifying care options. We are invested in care for all Albertans.

Thank you for your continued interest and support in our work. For more information continuing care in Alberta, please visit <https://www.albertahealthservices.ca/cc/page15328.aspx>.

If you have any questions, please email us at continuingcare@ahs.ca.

Many thanks,

Janine Sakatch

(Pronouns: she/her)

Community Engagement & External Relations

Alberta Health Services



**Alberta Health
Services**

Healthy Albertans.
Healthy Communities.
Together.



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COVID-19 in Continuing Care Facilities – Recommendations from the Office of the Auditor General

Recommendation 1: Update and expand a pandemic plan common to the entire continuing care sector.

Responsibility: Alberta Health

- Alberta Health has been asked to develop an up-to-date, comprehensive, continuing care-focused pandemic plan relevant to all key stakeholders – Alberta Health, AHS, and facility operators. The plan will use pre-existing continuing care pandemic plans maintained by AHS and plans from operators for their sites as a starting point, and reflect learnings from the COVID-19 response.
- In March 2020, AHS updated its existing Pandemic Operational Guide and has continued updating it with lessons learned throughout the course of the pandemic.
- In June 2020, using learnings from wave 1, AHS also updated the *Guide to Assessment Treatment and Stabilization in Place Continuing Care* for COVID.
- AHS will work closely with Alberta Health to further update the pandemic plan, including relevant AHS plans. This includes working with operators to ensure their pandemic plans align with the provincial response.

Recommendation 2: Exercise and simulate updated plan regularly, with all parties.

Responsibility: Alberta Health.

- Alberta Health has been asked to lead periodic pandemic response exercises for Alberta's facility-based continuing care sector, based upon a continuing care specific plan, across all levels of the system, and involving operational and front-line staff.
- Simulations would be based on realistic disease examples, including respiratory diseases such as COVID-19.
- AHS will work with Alberta Health on this recommendation, both participating in simulations and reporting our lessons learned, while also providing recommendations and supports as needed.

Recommendation 3: Develop a continuing care staffing strategy to increase staffing system resilience.

Responsibility: Alberta Health.

- Alberta Health has been asked to develop and implement a staffing strategy for facility-based continuing care. This strategy would build on efforts already underway focused on staffing hours and staff mix from the response to the *Facility-Based Continuing Care review* recommendations and consider other factors that contributed to staff vulnerability during COVID-19.
- AHS will share with Alberta Health our operational knowledge, experience and expertise to support and inform the development of this strategy.

Recommendation 4: Formalize centre of expertise capacity for outbreak management.

Responsibility: Alberta Health Services.

- AHS has been asked to formalize multi-disciplinary outbreak response and support systems that would provide centre of expertise services, monitor and track, debrief and report on, communicable disease outbreaks at continuing care facilities, as well as other residential care and treatment facilities funded by AHS.
- AHS has existing provincial and zone-based expertise to support communicable disease outbreaks at continuing care facilities, including IPC specialists, CDC and public health experts.
- As the pandemic progressed, processes were adapted based on learnings to better support sites experiencing an outbreak. AHS took steps to protect residents of long-term care and designated supportive living from COVID-19 by implementing strict measures to prevent or limit the spread of the virus. Starting in wave 1, these measures included visitation restrictions, limiting staff to working at single sites, hiring temporary contracted staff, and isolation protocols for residents or staff who fell ill. Where possible, these measures also took into account the balance between protection and the mental health effects of isolation.
- Beginning in December 2020, AHS has also enhanced outbreak management support to outbreak zones and sites including infection prevention and control, public health and quality resources to support outbreak responses in continuing care facilities.
- Working with operators, system partners and stakeholders, AHS will continue to develop and formalize outbreak response systems specific to continuing care facilities.

Recommendation 5: Formalize operational improvements in outbreak testing.

Responsibility: Alberta Health Services.

- APL accepts the recommendations made by the OAG. During the COVID-19 pandemic, APL implemented many ongoing changes to expedite and improve the timeliness of the delivery of lab results during the COVID-19 pandemic.
- During the pandemic, APL took immediate steps to correct issues with the way that COVID-19 samples were being collected, including working with AHS and continuing care facilities to develop manual workarounds to get results to facilities as quickly as possible. As well, APL staff provided significant education to facilities on proper labelling and documentation for swabs. APL continues to collaborate and communicate with sites to educate and identify missing information on requisitions that direct the testing performed.
- In the summer of 2020, at a time where significant numbers of public swabs were being completed, APL began prioritizing testing of swabs from some high-priority areas, such as those under COVID-19 outbreak investigation, including continuing care and healthcare workers.

- In early fall, 2020, AHS worked with APL and continuing care facilities, equipping them with a significant number of testing supplies, reducing the need for sites to order supplies when needed, thereby reducing testing times.
- Processes that have been developed as the pandemic evolved have been or are being incorporated into routine practices and shared with operators to ensure alignment and adoption province wide.

Recommendation 6: Evaluate all existing infrastructure and set a strategy for improving facility infrastructure.

Responsibility: Alberta Health.

- Alberta Health has been asked to develop a priority list and strategy for upgrading or eliminating existing continuing care buildings based on a comprehensive assessment of all continuing care facilities to be completed by AHS.
- AHS has made good progress through holding preliminary conversations with operators of aging infrastructure to review modernization needs, and creating a priority list of needs.
- AHS will complete the assessments required by AH, to support their development of a priority infrastructure list.
- AHS has also already worked with Alberta Health and Alberta Infrastructure to update Continuing Care Design Standards and Best Practices in Alberta. These design standards will ensure new and modernized facilities incorporate the latest features for resident and staff safety.
- Changes include completing the move to private rooms in Continuing Care, ensuring more separation, and improved health and safety for continuing care staff during an outbreak.
- All ward accommodations were eliminated early in the pandemic, and selectively shared two-bed rooms were converted to private rooms based on zone assessments of risk.
- Working closely with operators, AHS will also continue to eliminate all two-bed resident accommodations.

Recommendation 7: Track resident illness and staff absences during communicable disease outbreaks in facilities.

Responsibility: Alberta Health Services.

- AHS has been asked to develop or adapt a surveillance system to track all resident cases and deaths, as well as information on staff absences, during any communicable disease or outbreak in facilities. This data would be used to inform risk and quality management at zone and provincial levels.
- AHS already tracks resident cases for communicable disease outbreaks in continuing care.
- The safety of our staff and our residents is a priority for AHS and we take every measure possible to ensure cases are tracked, and steps are taken to protect those in our care.

- Reviewing our current practice, AHS will develop additional process improvements, where possible, as well as new practices for tracking staff absences during communicable disease outbreaks.

Recommendation 8: Implement recommendations from Alberta Health Services internal reports.

Responsibility: Alberta Health Services.

- AHS has been asked to accumulate, evaluate and implement all recommendations, lessons learned, and other required actions identified in its own internal summary reports on continuing care outbreaks.
- AHS has consolidated the recommendations from internal reports and has completed a number of actions as the pandemic progressed. Some examples include:
 - AHS worked with the CMOH around the need to understand and recognize the health impacts on families and loved ones which contributed to Order changes.
 - The dedicated operator liaison remained in place throughout the pandemic and the email line remains open today.
 - As per initial CMOH orders, high-touch cleaning requirements were in place and persisted in IPC documents after orders were rescinded.
 - Recognizing the impact of suspended programs, AHS reviewed these programs and where there were alternatives, they were implemented. Programs were reinstated as soon as feasible.
 - AHS reviewed the approach to limiting Home Care and that strategy was removed as the impact of COVID-19 was better understood.
- AHS will report on actions taken as part of the COVID-19 response, and how the effective actions and lessons learned were incorporated into care. The work has been ongoing since the pandemic began and will continue indefinitely as AHS continues to improve on processes.
- We will continue to review recommendations to ensure we have considered all of them for both ongoing processes and future pandemic planning.

From: Seniors Information <Seniorsinformation@gov.ab.ca>

Sent: February 13, 2023 10:09 AM

To: Seniors Information <Seniorsinformation@gov.ab.ca>

Subject: Celebrate and Declare Seniors' Week 2023!

For 37 years, the Government of Alberta has celebrated the first week of June to honour and recognize seniors for their many contributions to Alberta. This year, Seniors' Week is from June 5 – 11. If you are planning an event in your community on June 5, you are encouraged to submit an Expression of Interest by **February 28, 2023**, to help officially kick-off the celebrations. The community with the selected expression of interest will receive a \$5,000 grant to co-host the provincial launch event of Seniors' Week 2023.. Please visit <https://www.alberta.ca/seniors-week.aspx> for more information.

As well, all municipalities, First Nations communities and Metis Settlements are invited to officially declare Seniors' Week. Attached is a Community Declaration to show your support and to generate greater awareness of the importance of seniors in Alberta. If your community officially declares Seniors' Week, please send a notification to seniorsinformation@gov.ab.ca by **June 1, 2023**, so your participation can be acknowledged on <https://www.alberta.ca/seniors-week.aspx>.

Your community or organization is encouraged to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit <https://www.alberta.ca/seniors-week.aspx> or email at seniorsinformation@gov.ab.ca if you have any questions.

Best regards,
Seniors, Community and Social Services

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive font. The letter "a" at the end of the word is replaced by a small blue square.



DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 5 – 11, 2023 to be Seniors' Week in

Community

Official Title

Official Signature

A handwritten signature in black ink, appearing to read "Jeremy Nixon", written over a horizontal line.

The Honourable Jeremy Nixon; Minister of Seniors, Community and Social Services



Claresholm

REQUEST FOR DECISION

Meeting: February 27, 2023

Agenda Item: 6

Highway 2 Sanitary Sewer Repairs



The Highway 2 sanitary sewer repair project is included in the 2023 capital budget. The project went out to tender and the tender closed on February 9, 2023. A total of 3 submissions were received ranging in price from \$207,032 to \$302,219. These submissions were reviewed by our engineers for the project, and ISL Engineering recommends the contract be awarded to the McNally Contractors.

McNally's estimate of \$207,032 is the lowest of the three bids and they have a favorable history working with the Town, having just completed the Westrose street project last fall as well as multiple projects in the last few years. McNally has set a start date of June 1 2023 and expect to be completed by June 19 2023.

The quote for this project has exceeded the budget of \$150,000. The \$150K budget was based on the 2022 engineers estimate. McNally's bid, however, is lower than the updated engineer's estimate of \$247,433 based on recent industry tender pricing received in 2023 (after the interim budget was passed). With the added cost from ISL engineering, the projected cost of the project will be \$220,000. An additional \$70,000 will be required to proceed with the project.

This project will fix three problem areas in the sanitary sewer line around the intersection of 52nd Ave W. These repairs will greatly increase the expected life of the sanitary sewer and will allow us to reline the sewer in the future if needed to extend the life even further without having to replace the line (open trench) which is significantly cheaper. The Town crew is also going to do surface repairs on the three manholes up to 50th Ave west as well as repair the sanitary manhole on 50th Ave west while the traffic accommodations are set up on the highway.

COSTS/ SOURCE OF FUNDING (if applicable):

The project budget was \$150,000 in the 2023 interim budget, with funding to be split between Water and Sewer Capital Reserve of \$100,00 and \$50,000 from external funding. TELUS was budgeted to cover 1/3 of the project as one of the spot repairs is due to TELUS boring a line through the sewer line, causing one of the three problems. Based on the tender pricing, plus engineering costs, the project will be over budget by about \$70,000. Based on the 1/3 funding of Telus, this would increase their share to approximately \$73K (23K increase), and the remainder \$47K additional budget being funded from our Utility Capital Reserve.

From reviewing the tender package and tender submissions, it appears to Administration that the one repair required due to TELUS is more than 1/3 of the project due to the extra requirements from Alberta Transportation at that location, and our engineer agree, and estimate TELUS's portion to be closer to 40% instead of 33.3%. Our engineer will be approaching TELUS to negotiate this. This would result in our portion decreasing to approximately \$132K instead of the \$147K, resulting in only an additional \$32K from the Utility Capital Reserve instead of the \$47K based on 2/3rd. Unfortunately, we cannot postpone a decision on awarding the tender prior to having this confirmed and agreed to by TELUS, so Council needs to be prepared for TELUS to only be covering 1/3rd.

RECOMMENDED ACTION

Option 1: Council award the contract as per the Engineer's recommendation letter, to McNally Contractors (2011) Ltd in the amount of \$207,032 and an additional \$70,000 is allocated to the project, with \$23,333 of the increase funded by Telus and \$46,667 funded from utility capital reserve.

Option 2: No additional funds are allocated and the scope of the job is reduced to only the TELUS repair, to be funded by TELUS exclusively. McNally would need to provide a new quote (or retender) for this project due to the significant change in the scope of the project. Option 2 does not require a motion at this time as we don't have pricing on this option.

Option 2: will not allow us a liner in the future to extend the life of the line, and will require full (open trench) replacement in 5-10 years. For this reason this option is not recommended by Administration.

PROPOSED RESOLUTION:

Moved by Councillor _____ to award the Highway 2 Sanitary Sewer Repair Project to McNally Contractors (2011) in the amount of \$207,032 plus GST with the additional \$70K budget being funded 1/3 from TELUS and 2/3rd from the Utility Capital Reserve.

ATTACHMENT:

- 1.) ISL recommendation letter

APPLICABLE LEGISLATION:

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

PREPARED BY: Jace McLean, Director of Infrastructure

APPROVED BY: Abe Tinney, CAO

DATE: February 24, 2023



416B Stafford Drive South, Lethbridge AB T1J 2L2, T: 403.327.3755 F: 403.327.3454

February 13, 2023

Our Reference: 28238

Town of Claresholm

PO Box 1000
111 – 55th Ave W
Claresholm, AB
T0L 0T0

Attention: Mike Schuweiler, Director of Infrastructure
Blair Bullock, Director of Corporate Services

Dear Sir:

**Reference: Recommendation for Award for Contract RFQ-INFRA23-052
Highway 2:08 SB Sanitary Sewer Repairs**

ISL Engineering and Land Services Ltd. (ISL) is pleased to provide this Recommendation to Award Letter for the Town of Claresholm (Town) Highway 2:08 SB Sanitary Sewer Repairs project.

There were 3 quote submittals received on February 9, 2023, for this project and an evaluation of each submittal was completed by ISL. The highest evaluated bid was McNally Contractors (2011) Ltd.

A comparison of bids is summarized in the table below.

Contractor	Quoted Price (Subtotal Incl 10% Contingency, No GST)	% Difference from Engineer's Estimate	Evaluation Ranking
McNally Contractors (2011) Ltd.	\$ 207,032.32	-16.3%	95.0
AIC Construction Ltd.	\$ 213,007.08	-14.0%	89.9
Elite Site Services	\$ 302,219.50	22.1%	75.5

Engineer's Estimate \$ 247,433.87

The submission by McNally is complete, and McNally commented on their construction approach extensively, noting the following:

- Communication with the Engineer on sewer flows for diversion will be determined prior to construction.
- A goal of one repair spot completed and backfilled per day.
- Traffic control is to conduct night inspections when the site is not occupied.
- McNally foresees subgrade compaction to be challenging, and therefore anticipates the use of the provisional geogrid bid item to be used.

Overall, McNally's unit pricing was slightly lower than ISL's estimate, except for higher milling costs.



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

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

A handwritten signature in blue ink, appearing to read 'Evan Abramenko'.

Evan Abramenko, P.L.(Eng.),
Project Administrator
ISL Engineering and Land Services Ltd.



REQUEST FOR DECISION

Meeting: February 27, 2023
Agenda Item: 7

RECREATION FEES POLICY UPDATE - CAMPGROUND

Background:

The current Recreation Fees Policy (v2.1) (approved by Council May 10, 2021) only states fees up through 2022. This effects the Campground – end of 2022 camping season (already passed), and we're currently working on a Campground Brochure that is updated to reflect the new signage that was installed in 2022.

The current policy doesn't actually state an end date, so the prior year rate is still in affect without issue, but the policy is overdue an update. At this time, administration would like to update the policy, specifically the campground rates, in time for the opening of 2023 bookings on March 1st.

- Campground approximate 3-5% increases for 2023 and another 2% for 2024
 - This is with the exception of the 50 Amp Water & Power sites (increasing by approximately 17%) – these were previously only 30 amp sites, and have been upgraded for this coming season to 50 amp sites, so the price has been increased to the same as the 30 amp full service sites. 50 amp service was added to the sites without sewer because they are the larger sites that fit the larger trailers/RV's that are more likely to require the 50 amp service.

Administration is working on recommendations for other fee schedules under this policy, including the aquatic centre, multi-use building and arena, and plan to bring that conversation forward at the next audit and finance committee meeting.

Recommendation:

Administration recommends Council adopt the amended Campground Fees for the following 2 years for the Recreation Fee Policy.

Potential Resolutions:

Moved by Councillor _____ to adopt the updated policy 5.7.10 (v2.2) Rec Fees Policy, as presented effective February 27, 2023.


ATTACHMENTS:

- 1.) Draft Recreation Fees Policy v.2.3
- 2.) Community Comparisons Campground

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

APPROVED BY: Abe Tinney - CAO

DATE: February 24, 2023

		Recreation Fees		Policy #5.7.10	
Department Owner:		Parks & Recreation			
Policy Applies To:		Recreation Facility Rentals and Fees			
Date Created:		April 26, 2019	Date Approved By Council:		May 10, 2021
Version #:		2.1	Resolution #:		21-084
Last Review Date:		April 30, 2021	Policy(ies) Replaced/Rescinded:		Version 2.0

Intent:

To establish a policy setting recreation facility and user fees.

Policy:

Recreation facility and user fees rent shall be charged based on the attached schedules and shall be reviewed annually:

- Schedule A: Claresholm Arena
- Schedule B: Claresholm Aquatic Centre
- Schedule C: Claresholm Campground
- Schedule D: Claresholm Ball Diamonds
- Schedule E: Multi-use Community Building

(internal and external boards with a Town of Claresholm Council member on the board are not subject to the rental fees for their board meetings within the Multi-use Community Building, but still must schedule the space required)

Damage/Security Deposits are non-refundable if booking is cancelled within 2 weeks prior to scheduled rental time, otherwise the deposit is refundable less a \$50 administration fee. If cancelled within 2 business days of making the booking the administration fee will be waived.

SCHEDULE A: CLARESHOLM ARENA

Effective Sept 1 st	2020	2021 (no change)	2022
ICE RENTALS			
Prime Time Ice Rental (/hr) <i>Youth, Minor Hockey</i>	\$69.50 + GST	\$69.50 + GST	\$70.90 + GST
Prime Time Ice Rental (/hr) Adult	\$100.00 + GST	\$100.00 + GST	\$105.00 + GST
Non Prime Time (/hr) Youth	\$45.20 + GST	\$45.20 + GST	\$47.50 + GST
AA & Adult (/hr)	\$100.00 + GST	\$100.00 + GST	\$105.00 + GST
Out Of Town (/hr) Youth	\$121.25 + GST	\$121.25 + GST	\$123.65 + GST
Out Of Town Adult (/hr)	\$127.00 + GST	\$127.00 + GST	\$129.50 + GST
Arena Floor (/hr) Non Profit	\$60.60 + GST	\$60.60 + GST	\$61.80 + GST
Stat Holiday Rental <i>25% on top of regular fees</i>	+25%	+25%	+25%
Out of Town Tournament Fee / Mezzanine Rental (/Day) Inc. Lobby	\$60.60 + GST	\$60.60 + GST	\$61.80 + GST
Mezzanine Hourly Rental (to 2.5 hrs)	\$20.00 + GST	\$20.00 + GST	\$20.80 + GST
Rental Damage / Security Deposit	50% of Rental Fee to max. of \$500	50% of Rental Fee to max. of \$500	50% of Rental Fee to max of \$500
LOBBY RENTAL			
Lobby Rental Non Profit DAY <i>Includes Mezzanine</i>	\$60.60 + GST	\$60.60 + GST	\$61.80 + GST
Lobby Rental Non Profit Evening <i>Includes Mezzanine</i>	\$33.00 + GST	\$33.00 + GST	\$33.65 + GST
Lobby Rental Profit DAY <i>Includes Mezzanine</i>	\$110.25 + GST	\$110.25 + GST	\$112.45 + GST
Lobby Rental Profit Evening <i>Includes Mezzanine</i>	\$55.20 + GST	\$55.20 + GST	\$56.30 + GST
ADMISSIONS & PASSES			
School Use (Joint Use Agreement)	NO CHARGE	NO CHARGE	NO CHARGE
Open/Public Skating	NO CHARGE	NO CHARGE	NO CHARGE
Public Skating (Corporate Sponsors)	*Find Sponsor Open Skate	*Find Sponsor Open Skate	*Find Sponsor Open Skate
SUMMER RATES			
Recreational Use/Hour <i>Pickleball, Ball hockey, Lacrosse</i>	\$41.00 + GST	\$41.00 + GST	\$41.80 + GST
Recreational Use (/DAY)	\$285.00 + GST	\$285.00 + GST	\$290.70 + GST
Community Non Profit (/DAY)	\$168.00 + GST	\$168.00 + GST	\$171.35 + GST
Commercial Use (/DAY)	\$695.00 + GST	\$695.00 + GST	\$708.90 + GST
STORAGE & MISC. RENTAL			
Arena Building Key Deposit	\$50.00	\$50.00	\$50.00
Concession Rental (/YR)	\$1,500.00 + GST	\$1,500.00 + GST	\$1,500.00 + GST
Storage (Mezzanine / Small) (/YR)	\$320.00 + GST	\$320.00 + GST	\$326.40 + GST
Storage (Large) (/YR)	\$640.00 + GST	\$640.00 + GST	\$652.80 + GST

SCHEDULE B: CLARESHOLM AQUATIC CENTRE

Effective May 1 st	2020 (no change)	2021 (no change)	2022
LESSONS			
Parent and Tot (GST exempt) <i>4 lessons</i>	\$27.50	\$27.50	\$28.50
Preschool 1-6 (GST exempt) <i>2.5 hours-3hours, 0.5 hour sessions</i>	\$37.25	\$37.25	\$40.00
Swimmer 1-4 (GST exempt) <i>3.75hour-4.5hour 0.5-0.75 hour sessions</i>	\$44.00	\$44.00	\$46.00
Swimmer 4-5 (GST exempt) <i>3.75hour-4.5 hour 0.5-0.75 hour sessions</i>	\$44.00	\$44.00	\$46.00
Swimmer 5-6 (GST exempt) <i>5-6hrs 1 hour sessions</i>	\$50.00	\$50.00	\$52.50
Rook/Ranger/ Star (GST exempt) <i>5-8.75 hours, 5-1 hour school sessions-6-1 hour sessions after school, 5-1.75 summer sessions,</i>	\$55.00	\$55.00	\$57.00
Private (0.5 hour) (Youth - GST exempt; Adults - GST included)	\$18.00	\$18.00	\$19.00
Masters/Stroke Improvement <i>½ hour instruction, unless otherwise posted</i>	Reg. Admission	Reg. Admission	Reg. Admission
ADVANCED COURSES			
Junior Lifeguard Sport (GST exempt)	\$6.00 / Session	\$6.00 / Session*	\$6.25 / Hr*
Junior Lifeguard Competitive (GST exempt)	\$6.00 / Sessions + Fundraising	\$6.00 / Sessions + Fundraising	\$6.25 / Hr + Fundraising & Merchandise
Bronze Star (GST exempt)	\$80.00	\$80.00*	\$84.00*
Standard 1st Aid (GST included)	\$125.00	\$125.00*	\$130.00*
SFA Recertification (GST included)	\$100.00	\$100.00*	\$100.00*
Bronze Medallion (GST exempt)	\$130.00	\$130.00*	\$130.00*
Bronze Cross & Medallion (GST exempt)	\$225.00	\$225.00*	\$250.00*
Bronze Cross (GST exempt)	\$125.00	\$125.00*	\$130.00*
National Lifeguard (NL) (40 hrs) (GST included)	\$300.00	\$300.00*	\$300.00*
National Lifeguard (NL) Recertification (GST included)	\$100.00	\$100.00*	\$100.00*
Aquatic Emergency Care/ Standard First Aid (AEC) (GST included)	\$125.00	\$125.00*	\$125.00*
Lifesaving Swim Instructor (LSI)(40hrs) (GST included)	\$300.00	\$300.00*	\$300.00*
LSI Recertification (GST included)	\$100.00	\$100.00*	\$100.00*
Shallow Water & Amenity Attendant (GST exempt)	\$80.00	\$80.00*	\$90.00*
Preschool Proficiency (GST exempt)	\$40.00	\$40.00*	\$50.00*
Kayaking Instruction (GST exempt)	\$10/hr, \$25/3hrs	\$10/hr, \$25/3hrs	\$10/hr, \$25/3hrs
Surf Program <i>Price set by Lifesaving Society</i>			
* listed price plus materials			

ADMISSIONS & PASSES			
Shower Fees <i>Fee when using shower only - no swim</i>	\$3.00	\$3.00	\$3.00
Baby/ Toddler (0-2yrs) (GST exempt)	FREE	FREE	FREE
Child (3-7) (GST exempt)	\$2.00	\$2.00	\$2.50
Child 10 Punch Pass (GST exempt)	\$14.00	\$14.00	\$15.00
Child 3 Month Pass (GST exempt)	\$28.00	\$28.00	\$30.00
Youth (8-17) (GST exempt)	\$3.25	\$3.25	\$4.00
Youth 10 punch pass (GST exempt)	\$28.00	\$28.00	\$30.00
Youth 3 Month Pass (GST exempt)	\$56.00	\$56.00	\$58.00
Adult (18-54) (GST included)	\$5.50	\$5.50	\$5.75
Adult 10 Punch pass (GST included)	\$48.00	\$48.00	\$50.00
Adult 3 month pass (GST included)	\$96.00	\$96.00	\$100.00
Senior (55+) (GST included)	\$4.00	\$4.00	\$4.25
Senior 10 Punch Pass (GST included)	\$34.00	\$34.00	\$36.00
Senior 3 Month Pass (GST included)	\$62.00	\$62.00	\$65.00
Family (GST included)	\$13.00	\$13.00	\$14.00
Family 10 punch pass (GST included)	\$104.00	\$104.00	\$106.00
Family 3 Month pass (GST included)	\$200.00	\$200.00	\$205.00
3 MONTH PASS SPECIAL			
Child 3 Month Pass (GST exempt)	No Special	No Special	No Special
Youth 3 Month Pass (GST exempt)	\$42.00	\$42.00	\$44.00
Adult 3 Month Pass (GST included)	\$72.00	\$72.00	\$75.00
Senior 3 Month Pass (GST included)	No Special	No Special	No Special
Family 3 Month Pass (GST included)	\$150.00	\$150.00	\$158.00
WATER EXERCISE RATES (GST included)			
Aquafit/Bootcamp Drop in	\$5.50	\$5.50	\$5.75
Aquafit/Bootcamp 1 month session	\$3.50/class	\$3.50/class	\$3.75/class
Aquafit/Bootcamp 10 punch pass	\$50.00	\$50.00	\$52.50
Baby and Me (6 class session)	\$40.00	\$40.00	\$42.00
RENTALS (GST included)			
Pool Rental (/hr) (Under 75 people)	\$90.00	\$90.00	\$95.00
Pool Rental (/hr) (75 - 124 people)	\$180.00	\$180.00	\$190.00
Key Lock Rentals <i>refund of \$4.50 when lock returned</i>	\$5.00	\$5.00	\$5.00
Locker rentals	\$5 Small Locker \$8 Large Locker	\$5 Small Locker \$8 Large Locker	\$5 Small Locker \$8.50 Large Locker
Lane Rental (/hr)	\$25.00	\$25.00	\$25.00
School Rental (/hr) (Under 75 people)	\$50.00	\$50.00	\$50.00
School Rental (/hr) (75 - 124 people)	\$100.00	\$100.00	\$100.00
School Program/Rental (/hr)	\$55.00	\$55.00	\$55.00
School Lesson (1 instructor) (/hr)	\$30.00	\$30.00	\$30.00
Swim Club Pool Rental (/hr)	\$50.00	\$50.00	\$50.00
ACTAR & Equipment RENTAL	\$25/Set/Day	\$25/Set/Day	\$25/Set/Day
Flipper Rental	\$15/Set/Week	\$15/Set/Week	\$15/Set/Week

SCHEDULE C: CLARESHOLM CAMPGROUND

Effective January 1 st	2022	2023 3-5%	2024 ~ 2%
30 Amp Full Service <i>(GST included)</i>	\$38.00	\$40.00	\$41.00
50 Amp Water & Power <i>(GST included)</i> <i>No Sewer</i>	\$34.00	\$40.00	\$41.00
Un-serviced <i>(GST included)</i>	\$25.00	\$26.00	\$26.50
Tent <i>(GST included)</i>	\$20.00	\$21.00	\$21.50
Camp Kitchen <i>(GST included)</i> <i>Must be reserved for use</i>	No Charge	No Charge	No Charge
Reservation Deposit <i>Long Weekends, special events</i>	\$38.00	\$40.00	\$41.00

SCHEDULE D: CLARESHOLM BALL DIAMONDS

Effective May 1 st	2020	2021 (no change)	2022 (no change)
COMMUNITY MEMBERS/ LOCAL USERS			
School Groups	No charge	No charge	No charge
Minor Ball & Co-ed Recreation Ball, regular season	No charge	No charge	No charge
TOURNAMENTS (Millennium Ball Complex, Weekend)			
Local Users	No charge	No charge	No charge
Out of Town user groups	\$1,000.00 + GST	\$1,000.00 + GST	\$1,000.00 + GST
Out of Town Rental, 1 Diamond (Per Game) <i>(up to 6 Games / Day, then reverts to Ball Complex Rental)</i>	\$50.00 + GST	\$50.00 + GST	\$50.00 + GST
Out of Town Rental, Ball Complex per Day	\$350.00 + GST	\$350.00 + GST	\$350.00 + GST

SCHEDULE E: MULTI-USE COMMUNITY BUILDING

	2021	2022 (no change)	2023 5% increase
YOUTH & COMMUNITY ROOM			
Non Profit DAY (4+ hours)	\$70.00 + GST	\$70.00 + GST	\$73.50 + GST
Non Profit Hourly	\$17.50 + GST	\$17.50 + GST	\$18.40 + GST
Profit DAY (4+ hours)	\$140.00 + GST	\$140.00 + GST	\$147.00 + GST
Profit Hourly	\$35.00 + GST	\$35.00 + GST	\$36.75 + GST
Building Deposit (cleaning/fob)	\$50.00	\$50.00	\$52.50
COUNCIL CHAMBERS			
Non Profit DAY (4+ hours)	\$80.00 + GST	\$80.00 + GST	\$84.00 + GST
Non Profit Hourly	\$20.00 + GST	\$20.00 + GST	\$21.00 + GST
Profit DAY (4+ hours)	\$250.00 + GST	\$250.00 + GST	\$262.50 + GST
Profit Hourly	\$60.00 + GST	\$60.00 + GST	\$63.00 + GST
Building Deposit (cleaning/fob)	\$50.00	\$50.00	\$52.50



REQUEST FOR DECISION

Meeting: February 27th, 2023
Agenda Item: 8

Organizational Restructuring

DESCRIPTION:

The Town's organizational structure was last approved in 2019. Since that time, the Town has a new Council and new Strategic Plan. Administration is thus proposing a new structure to align organization activity with Council's strategic priorities.

Administration is proposing the following changes to the organization:

Creation of Community Development Department

- This department was previously the Economic Development Department. Council's Strategic Plan places emphasis on community development, not just economic development.
- Creating this department emphasises the interdependency of economic development and development officers, and elevates the profile and work of the development officer in the larger picture of town growth. For example, the Development Officer currently assists and advises the Community Development Committee at monthly meetings. The CDC was created to realize Council's priorities under the new Strategic Plan. Additionally, the development officer and economic development officer often collaborate and require expertise and advice from one another.
- This department will begin work on a development strategy, which will be informed by development and economic development experts.
- Development Officer becomes the Development Services Manager, overseeing the bylaw enforcement officer and development assistant. This repositions the bylaw enforcement officer from Corporate Services creating a more logical fit.

Rename Protective Services/Fire to Protective Services

- Place Fire Services under broader category of Protective Services
- Place Emergency Management under new "Protective Services, realigning the emergency management with the appropriate department/sector.
- Place RCMP liaison under Protective Services – a common position on municipal org. charts

Streamlining Corporate Services

- The above changes will have the effect of streamlining Corporate Services Department by removing the safety program and emergency management, and planning and development services and the bylaw enforcement. These changes will grant the department and manager more time to focus on the Town's corporate matters (examining service delivery, budgeting, and generally tending to the Town's financial well-being) --- a priority of increasing importance for both Council and the community.

Other Housekeeping Updates

- Adding the new Asset Management Committee (new administrative committee in 2021) to Infrastructure Services portfolio.
- Update job titles: Infrastructure Admin. Assistant with proper title of Development Assistant, Recycling Centre Operator with Sanitation
- Relocate Seasonal Labourer from direct report to Director, to report under Equipment Operator
- Removal of Multi-Use Community Building Ad-Hoc

PROPOSED RESOLUTIONS

MOVED by Councillor _____ to approve the Organizational Structure as recommended (or, with the following changes _____).

ATTACHMENTS:

- 1.) Proposed Organizational Structure
- 2.) Town of Claresholm Strategic Plan

PREPARED BY: Abe Tinney, CAO

APPROVED BY: Abe Tinney, CAO

DATE: February 24th, 2023



Claresholm

Where **Community** Takes Root

Organizational Structure

Approved February 27, 2023



Claresholm

Organizational Structure

Administration is recommending updates to the organizational structure to align the organization with Council's 2022-2026 Strategic Plan, as well as recent organizational changes (the structure was last approved in 2019 and the organization has undergone changes since then).

The following changes are recommended for the organization to improve internal capacity and focus organizational activity on accomplishing Council's Strategic Objectives:

Creation of Community Development Department

- This department was previously the Economic Development Department. Council's Strategic Plan places emphasis on community development, not just economic development.
- Creating this department emphasises the interdependency of economic development and development officers, and elevates the profile and work of the development officer in the larger picture of town growth. For example, the Development Officer currently assists and advises the Community Development Committee at monthly meetings. The CDC was created to realize Council's priorities under the new Strategic Plan. Additionally, the development officer and economic development officer often collaborate and require expertise and advice from one another.
- This department will begin work on a development strategy, which will be informed by development and economic development experts.
- Development Officer becomes the Development Services Manager, overseeing the bylaw enforcement officer and development assistant. This repositions the bylaw enforcement from Corporate Services to development, creating a more logical fit while simultaneously reducing span of control for the Corporate Services Director.

Rename Protective Services/Fire to Protective Services

- Place Fire Services under broader category of Protective Services
- Place Emergency Management under new "Protective Services, realigning the emergency management with the appropriate department/sector.
- Place RCMP liaison under Protective Services – a common position on municipal org. charts

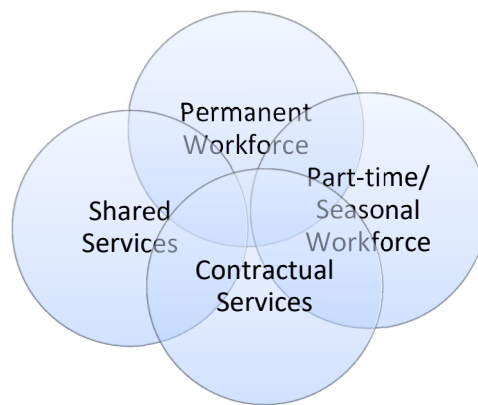
Streamlining Corporate Services

- The above changes will have the effect of streamlining Corporate Services Department by removing the safety program and emergency management, planning and development services and bylaw enforcement. These changes will grant the department and manager more time to focus on the Town's corporate matters (examining service delivery, budgeting, and generally tending to the Town's financial well-being) --- a priority of increasing importance for both Council and the community.



Administrative/Operational Structure

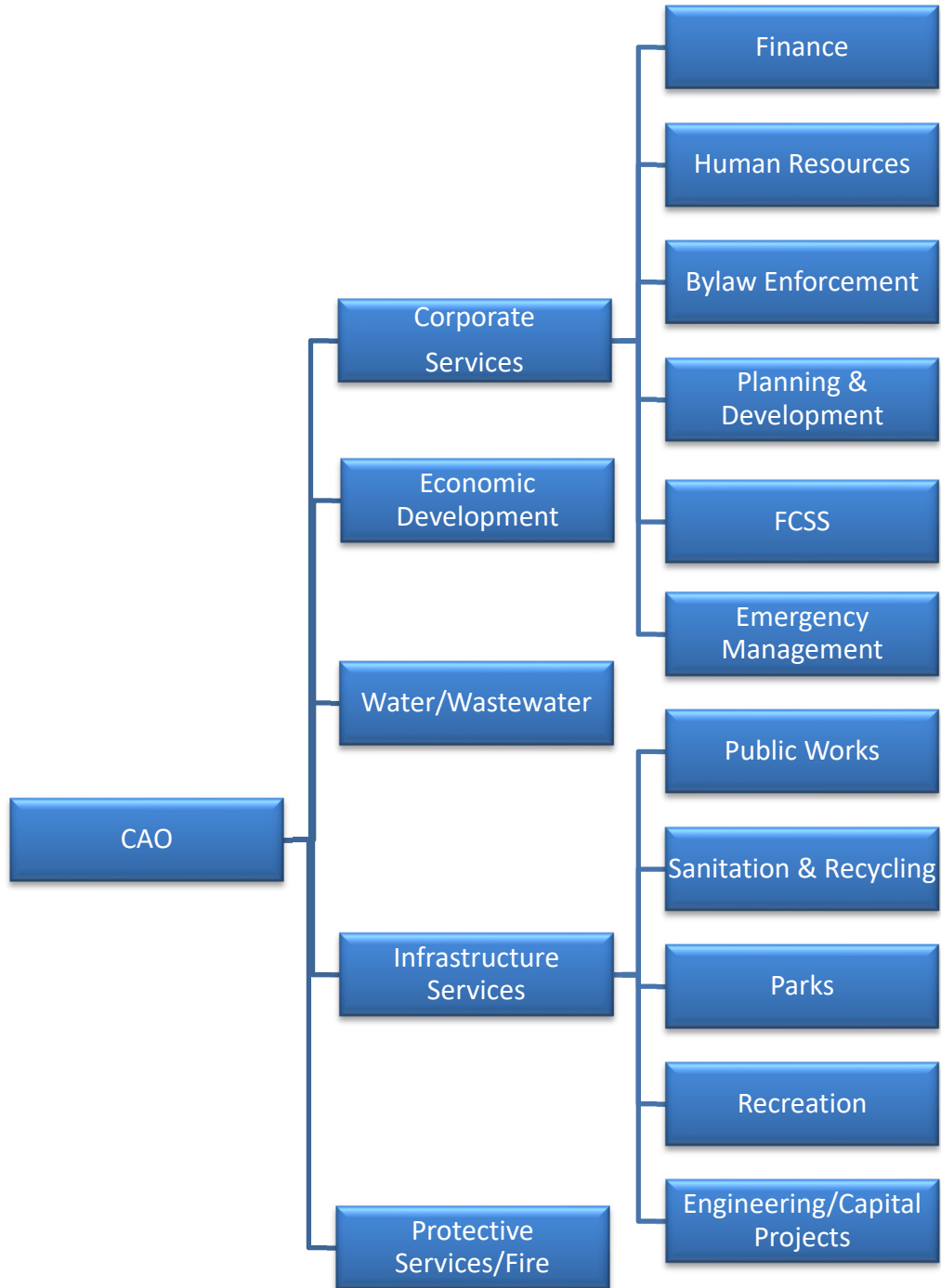
The administrative/operational structure is responsible for implementing the services defined by Council's strategic priorities. The business model is divided into four areas: a permanent workforce, a part-time/seasonal workforce, contractual services and shared services. The Town of Claresholm services are accomplished through a combination of these vital resources.

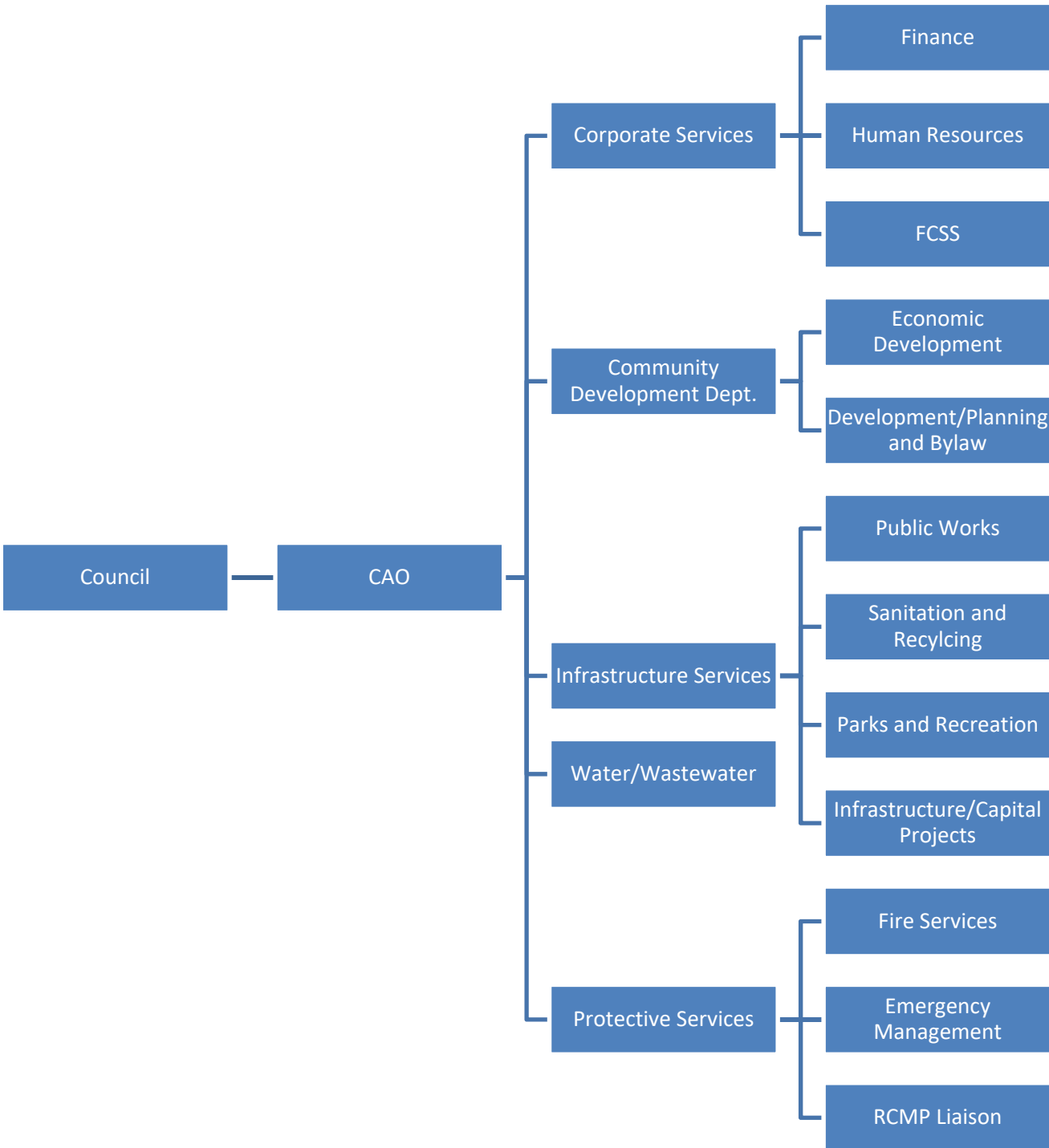


As the administrative/operational head of the municipality, the Chief Administrative Officer (CAO) has the primary responsibility for implementing Council's direction and policy; informing Council on the affairs of the municipality; managing the organization; and performing any other functions that Council or the Municipal Government Act delegates to him/her. The CAO utilizes a management team structure to provide administrative leadership for the organization.

Management Structure

Council and Management are committed to building a focused, responsive, resource-conscious and results-oriented organization that communicates effectively across all departments. Town management is divided into five strategic categories of municipal staff and responsibilities. The CAO is the common thread between these strategic service areas. The intent of this structure is to engage a number of technically skilled individuals enhancing the Town's ability to provide quality programs and services. The strategic service areas are outlined on the following page.





Proposed Structure 2023

Corporate Services	Water/Wastewater Services	Infrastructure Services	Community Development
<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Financial management * Annual operating & capital budgets * Corporate business plans * Organizational administration * Utility billing & management * Information technology * Communication & social media * Human resource management * Inter-agency & community group liaison * Taxation & assessment * Bylaw Enforcement and/or Community Peace Officer programs * Employee Safety program * Police protection services liaison * Program development * Volunteer services * Joint use agreements * Library services * Museum operations * FCSS programming and administration * Development approval & appeal * Subdivision approval & appeal * Municipal Planning * Safety Codes * Emergency Management * Any other matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Water treatment & distribution * Wastewater collection & treatment * Engineering * Capital projects * Facility planning & development * Any other related matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Roadways, boulevards & sidewalks * Project management * Equipment & fleet pool * Infrastructure management * Local improvement projects * Signage * Underground utility services * Parks facility management * Recreation facility management * Pool programming and administration * Campground operations * Solid waste collection * Recycling * Street lighting * Storm water management * Engineering * Capital projects * Facility planning & development * Janitorial services * Airport * Cemetery * Any other related matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Administration of the Claresholm Economic Development Committee * Business retention & expansion programs including a biennial business visitation survey * Investment attraction including commercial and industrial real estate * Marketing & branding including photography, video, website, news media, and social media (with Communication officer) * Tourism attraction (with Parks & Recreation and the District Museum) * Community event coordination including Canada Day, Fair Days, New Years Eve, et. * Downtown & highway beautification * Liaise with the Claresholm & District Chamber of Commerce (with Councillor) * Administration of the Rural & Northern Immigration Pilot * Administration of Dynamic Claresholm Labour Market Partnership * Administration of Welcoming Claresholm * Development approval & appeal * Subdivision approval & appeal * Municipal Planning * Safety Codes * Bylaw Enforcement and/or Community Peace Officer programs



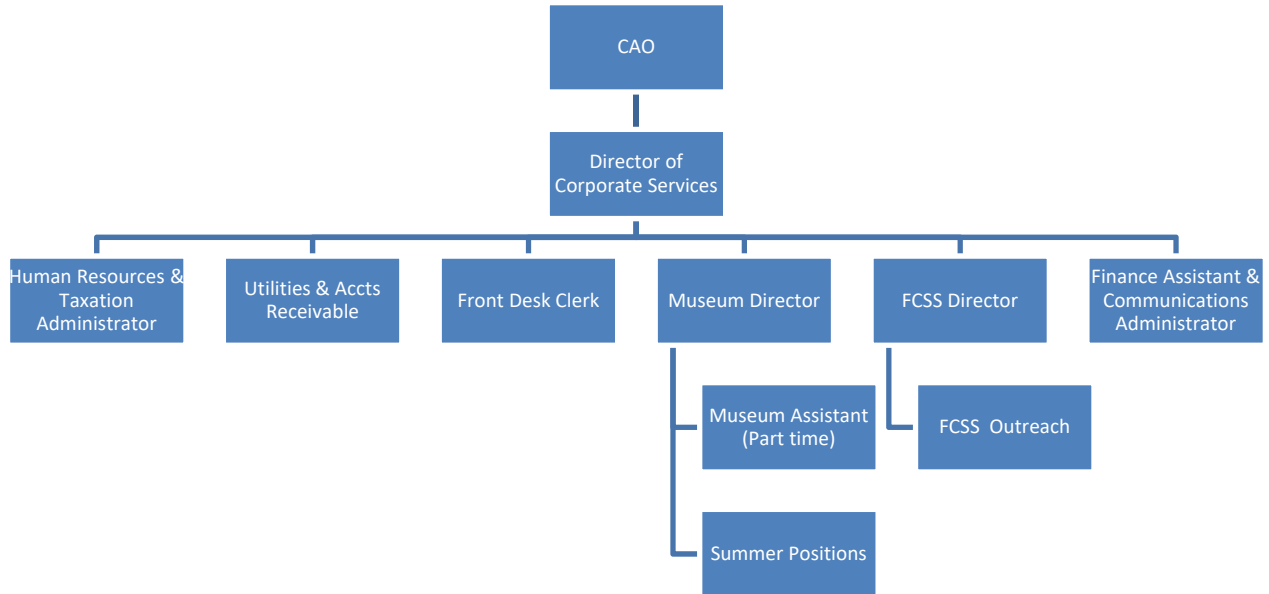
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Proposed responsibilities now assigned to CAO (previously assigned to Director of Corporate Services)

- Emergency Management
- RCMP liaison
- Employee Safety program



CORPORATE SERVICES



Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Assessment Review Board	Claresholm Food Bank
Audit & Finance Committee	Claresholm & District Transportation Society
Facility & Infrastructure Planning Committee	Claresholm Child Care Society
Grievance Committee	Claresholm Housing Authority
Wage Negotiating Committee	Claresholm Learn-a-lot Playschool Society
FCSS Board	Claresholm Public Library
Claresholm & District Museum Board	Porcupine Hills Lodge Foundation
Municipal Planning Commission	Oldman River Regional Services Commission
Subdivision & Development Appeal Board	Physician Recruitment & Retention Committee
Administrative Services Committee	Claresholm Animal Rescue Society
Multi Use Community Building Adhoc Committee	
Emergency Management Advisory Committee	
Emergency Services Committee	

Remove:

- MPC, SDAB, Multi-Use Community Building Ad-Hoc (no longer required), ORRSC, CAREs, Emergency Management Advisory Committee, Emergency Services Committee

The Corporate Services Department is supported by seven (7) full-time positions, including the director, human resources and tax administrator, utilities and accounts receivable, front desk

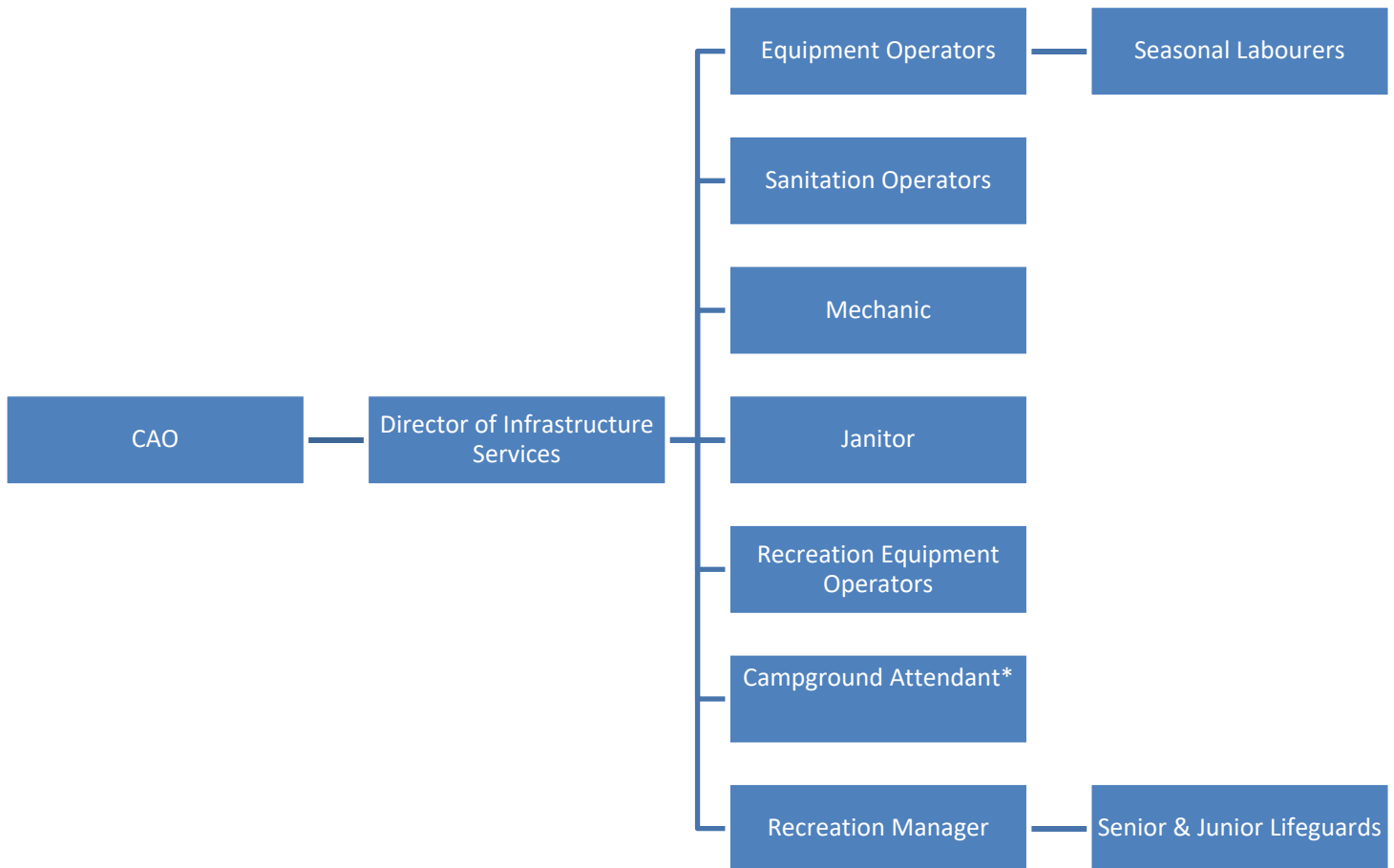


Claresholm

clerk, FCSS director and FCSS outreach, and the finance assistant and communications coordinator. There are also two permanent part-time positions at the museum and summer support staff.



INFRASTRUCTURE SERVICES



-delete infrastructure admin. assistant, recycling centre operator (these positions are now development assistant and sanitation respectively)

-relocate seasonal labourer from direct report to Director, to direct report under Equipment operators

This department is supported by thirteen (13) full time positions, including the director, four equipment operators, two sanitation operators, three recreation equipment operators, a mechanic,



Claresholm

a recreation manager and a senior lifeguard. This department is also supported by seasonal labourers, a part-time janitorial position and part-time lifeguard positions.

*contract position



Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Facility & Infrastructure Planning Committee	Regional Landfill Commission
Recreation Facility Users Committee	Claresholm Golf Club
Multi Use Community Building Adhoc Committee	Community Hall Board
Asset Management Committee	LRSD Town Joint Use Agreement
	Swimming Pool Joint Use
	Willow Creek Agricultural Society
	Southern Alberta Summer Games Committee



WATER/WASTEWATER SERVICES



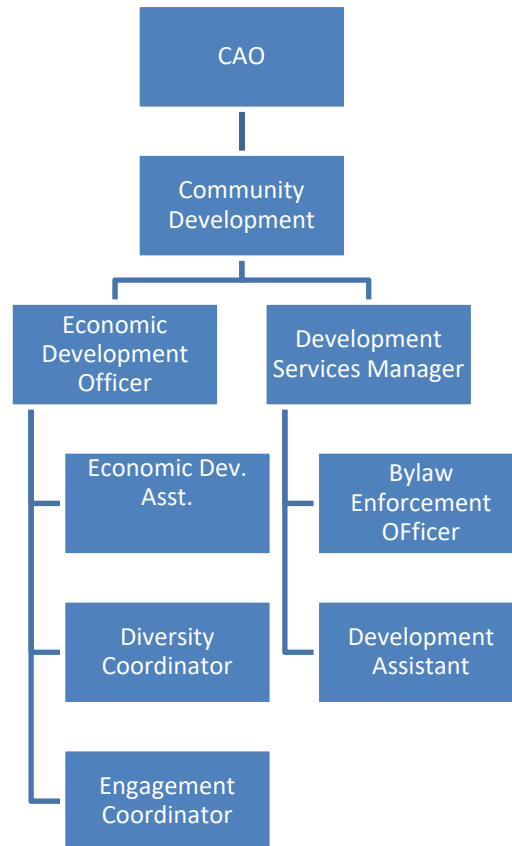
Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Facility & Infrastructure Planning Committee	

This department is supported by three (3) full-time employees, one manager and two operators. One of the Utility Operators also fulfilling the roles of Safety Officer and Director of Emergency Management.



Community Development



Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Claresholm Economic Development Committee	Claresholm & District Chamber of Commerce
Joint Worksite Health & Safety Advisory Committee; Employer Representative	Joint Economic Development Initiative
Municipal Planning Commission	Fair Days & Winterfest Committees
Subdivision & Development Appeal Board	Willow Creek Immigrant Services Committee
Community Development Committee	Alberta Southwest; Regional Economic Development Alliance
	South Grow Regional Initiative; Regional Economic Development Alliance
	Lethbridge College Community Advisory Council
	Oldman River Regional Services Commission
	Claresholm Animal Rescue Society
	Lethbridge Community Partnership Council & Employment Working Group
	Welcoming Claresholm Committee

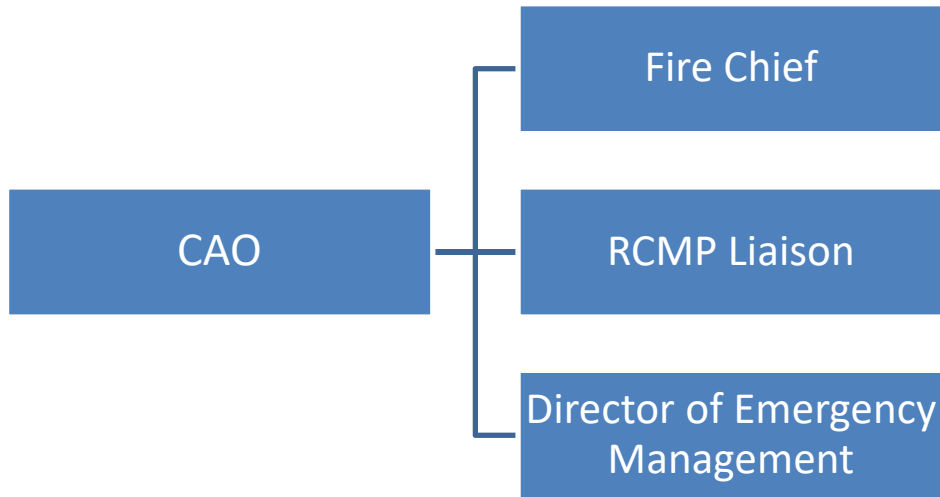


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This Community Development Department is supported by three (3) full-time employees – the Economic Development Officer, Development Services Manager and the Bylaw Enforcement Officer. Additionally, there are two part-time positions filled by the Development Assistant and Economic Development Assistant, and two grant funded, non-permanent positions filled by the Diversity and Engagement Coordinators.



PROTECTIVE SERVICES



The Protective Services Department has one full-time employee, the Fire Chief. The Director of Emergency Management position is currently filled by one of the Town’s Utility Operators. The RCMP liaison is an advisory role, and not an employee of the Town of Claresholm. Including this position in the organizational structure highlights the close relationship between the RCMP and the Town of Claresholm, and the importance of policing services as part of the Town’s commitment to community safety.

Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Emergency Services Committee	
Emergency Management Advisory Committee	



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.

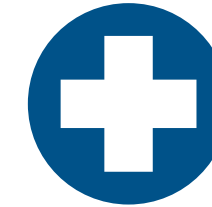
Diversity

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



Influence over Alberta Health Services on local health services



Infrastructure



Diversity in housing, including affordable housing



Higher paying jobs



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:
 - Challenging 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
- Examples that have been interested in Claresholm



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



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





**Town of Claresholm
Income Statement by Object
January 31, 2023**

Revenue	JANUARY	2023 YTD	2023 BUDGET	YTD % of Budget
Net municipal taxes	(0.03)	(0.03)	(3,712,853.00)	0%
Special assessments	-	-	(3,290.00)	0%
User fees and sales of goods	(24,633.22)	(24,633.22)	(3,413,473.00)	1%
Government transfers for operating	(83,320.46)	(83,320.46)	(219,322.00)	38%
Investment income	(12,694.26)	(12,694.26)	(125,000.00)	10%
Penalties and costs of taxes	(43,738.32)	(43,738.32)	(66,600.00)	66%
Licenses and permits	(30,359.47)	(30,359.47)	(113,500.00)	27%
Other local government transfers	(29,134.56)	(29,134.56)	(202,839.00)	14%
Proceeds from disposal of capital assets	-	-	(35,000.00)	0%
Franchise and concession contracts	(29,805.95)	(29,805.95)	(292,000.00)	10%
Rental	(4,427.37)	(4,427.37)	(136,080.00)	3%
Other	(3,873.97)	(3,873.97)	(123,700.00)	3%
Government transfers for capital	(350,345.00)	(350,345.00)	(1,003,000.00)	35%
	(612,332.61)	(612,332.61)	(9,446,657.00)	6%
Expenses				
Salaries, wages and benefits	212,522.23	212,522.23	3,234,753.00	7%
Contracted and general services	66,862.52	66,862.52	1,728,876.00	4%
Materials, goods, supplies, and utilities	10,790.57	10,790.57	1,333,070.00	1%
Bank charges and short-term interest	68.57	68.57	1,200.00	6%
Interest on long-term debt	-	-	204,579.00	0%
Other expenditures	1,210.00	1,210.00	50,005.00	2%
Transfers to organizations and others	2,706.00	2,706.00	377,154.00	1%
Amortization	-	-	1,805,159.00	0%
	294,159.89	294,159.89	8,734,796.00	3%
Internal Transfers				
Internal transfers	-	-	-	
Net Income	(318,172.72)	(318,172.72)	(711,861.00)	
Other				
Transfers to/from reserves	-	-	316,146.00	0%
Capital expenditures	100,176.00	100,176.00	2,298,000.00	4%
Debt Proceeds	-	-	(450,000.00)	
Debt Principal Repayment	-	-	352,874.00	0%
Amortization addback	-	-	(1,805,159.00)	0%
	(217,996.72)	(217,996.72)	-	

Notes



Town of Claresholm
Income Statement by Function
January 31, 2023

Revenue	JANUARY	2023 YTD	2023 BUDGET	YTD % of Budget
Tax and requisition revenue	(86,495.56)	(86,495.56)	(4,220,653.00)	2%
General administration revenue	(15,731.33)	(15,731.33)	(142,280.00)	11%
Police	(483.00)	(483.00)	(4,000.00)	12%
Fire	(3,078.64)	(3,078.64)	(19,000.00)	16%
Bylaw enforcement	(4,710.00)	(4,710.00)	(11,000.00)	43%
Common equipment pool	-	-	(35,000.00)	0%
Roads, streets, walks, lighting	(226,520.00)	(226,520.00)	(693,175.00)	33%
Storm sewers and drainage	-	-	-	
Water supply and distribution	(413.51)	(413.51)	(1,859,832.00)	0%
Wastewater treatment and disposal	(423.73)	(423.73)	(630,148.00)	0%
Garbage Collection	(707.59)	(707.59)	(429,000.00)	0%
Recycling	(215.64)	(215.64)	(301,883.00)	0%
FCSS	(55,843.31)	(55,843.31)	(227,774.00)	25%
Cemetery	(1,725.00)	(1,725.00)	(21,800.00)	8%
Physician recruitment	-	-	(1,000.00)	0%
Economic development	(58,886.71)	(58,886.71)	(73,887.00)	80%
Land use planning, zoning and development	(13,469.47)	(13,469.47)	(82,100.00)	16%
Parks and recreation	(143,629.12)	(143,629.12)	(684,125.00)	21%
Culture - libraries and museum	-	-	(10,000.00)	0%
	(612,332.61)	(612,332.61)	(9,446,657.00)	
Expenses				
Legislative	370.00	370.00	116,150.00	0%
Administration	65,088.29	65,088.29	1,412,020.00	5%
Police	-	-	224,238.00	0%
Fire	7,928.18	7,928.18	213,443.00	4%
Bylaw enforcement	5,670.38	5,670.38	126,087.00	4%
Common and equipment pool	22,749.81	22,749.81	515,273.00	4%
Roads, streets, walks and lighting	12,235.31	12,235.31	583,763.00	2%
Storm sewers and drainage	223.20	223.20	13,151.00	2%
Water supply and distribution	27,344.94	27,344.94	966,530.00	3%
Wastewater treatment and disposal	4,645.22	4,645.22	167,990.00	3%
Garbage Collection	12,884.74	12,884.74	381,173.00	3%
Recycling	14,274.63	14,274.63	305,888.00	5%
FCSS	11,626.26	11,626.26	239,868.00	5%
Daycare	2,706.00	2,706.00	32,472.00	8%
Cemetery	820.97	820.97	22,963.00	4%
Physician recruitment	-	-	3,000.00	0%
Economic development	24,439.23	24,439.23	240,999.00	10%
Agriculture - weed and pest control	-	-	19,604.00	0%
Land use planning, zoning and development	26,607.93	26,607.93	203,580.00	13%
Parks and recreation	36,206.17	36,206.17	777,574.00	5%
Culture - libraries and museum	18,338.63	18,338.63	363,871.00	5%
Amortization	-	-	1,805,159.00	0%
	294,159.89	294,159.89	6,929,637.00	
Net Income	(318,172.72)	(318,172.72)	(711,861.00)	

Notes:



CAO REPORT

February 27th, 2023

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

- Attended the Emergency Services Committee Meeting, with representatives from Town operations, the fire department, bylaw and RCMP. Firefighter recruitment and retention was a topic of discussion – which is a growing concern for volunteer firefighter services throughout the region. The committee has recommended that administration research a potential municipal tax relief incentive.
- Attended a development meeting with Town representatives (Economic Development Officer and Councillor Carlson and Schlossberger and Mayor Petrovic) and Town of Fort Macleod personnel. The purpose of the meeting was to discuss the economic development program in Claresholm and industrial development in Fort Macleod.
- Attended a zoom meeting with RDN to discuss progress on the Social Needs Assessment and Affordable Housing Strategy and Housing Needs Assessment. The group admitted they were behind schedule and are aiming for completion of all three documents within the next couple weeks. The RDN group will be available for final reporting to staff and council if desired.
- Held a 1-yr strategic planning update and realigning session with Council. The meeting gave administration an opportunity to update council on strategic priorities progress and direction, and the meeting provided Council the opportunity to realign administrative activity in several key areas, including development and economic development, working with community groups and internal communications.
- Attended an Administrative Services Committee meeting. Updates to the Town’s safety program and lifeguard retention and recruitment were topics of discussion. The committee directed administration to provide further research into lifeguard retention and recruitment and report back. The committee also recommended updates to the Town’s safety program for approval by Council at a future Council meeting.

BYLAW

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

HR/TAX

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Abe Tinney
CAO

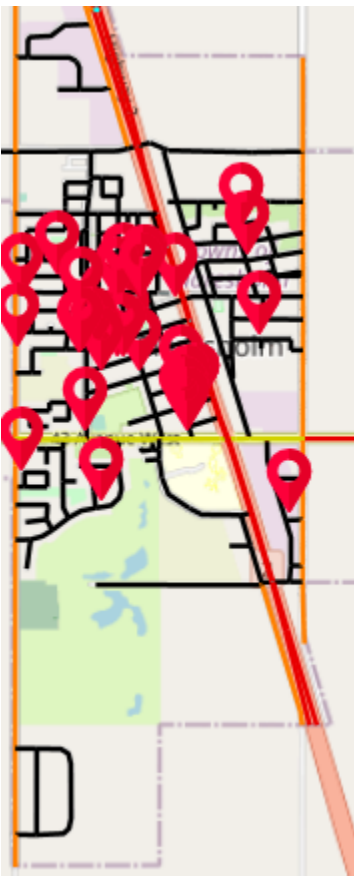


INFORMATION BRIEF

Meeting: Feb 27, 2023
Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT Jan 23, 2023/Feb 22, 2023

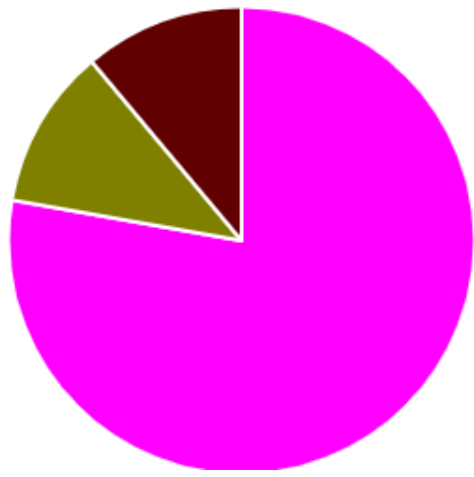
Report Mapping



Jan/Feb Highlights:

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.
2. 4 Animals brought into CARES
-4 Dogs
3. Unsightly Properties have decreased with the season change, with an increase in ice and snow. Out of town owners are slow to clear properties.
4. Bylaw Office started 35 files between Jan 23 2023 – Feb 22, 2023
5. With the mild month all calls are down.

Total number of requests by Service Type :



77.0 %	Traffic :27
11.0 %	Dog :4
11.0 %	Unsightly :4

Opened	Closed
0	27
0	4
0	4

DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 1/23/2023 - 2/24/2023

Financial

- Auditors came out for fieldwork in early February. Fieldwork went well and our work is now done with regards to the 2022 yearend unless the auditors came back with any follow up questions. We are on schedule to present audited financials at the March 27th public meeting of Council, with an Audit and Finance Committee meeting the week prior to present them internally first and make any final recommendation/decisions on reserve transfers.
- With yearend basically completed, focus has shifted back to budget. We are working on updating the interim budget to present to the Audit and Finance and FIPC committees to work towards a final 2023 budget as well as 2024-2026 operational financial plan and a 2024-2028 capital financial plan. The draft budget is being updated based on now having the full 2022 yearend actuals to use as a comparison and with updated pricing/invoices on a number of different items, that weren't available yet when the interim budget was passed.
- Received the majority of the Community Operating Grant applications for the 2023 budget. Deadline is February 28. Only a couple more to still come in. Have started a preliminary review of those applications.
- Sent out January budget to actual financial reports to all department heads, and have prepared the January 2023 Council Financial Report that has been included here in the Feb 27 Council Meeting agenda package.
- Intermunicipal Collaboration Framework (ICF) – Recreation: put together updated actual costs for specified recreation facilities as requested by the MD to review and discuss possible inflationary increases to contributions from the MD for these rec facilities considering the significant inflationary costs we are seeing. This is for the Curling, Ice Arena, and Aquatic Centre facilities.
- Put together analysis of tax revenue potential for industrial development based on existing industrial property within the community.
- Helping Denise prepare a proposed updated recreation fee policy for new recreation fee rates for 2023-2024 and 2024-2025.

General

- Numerous tasks and updates being performed in relation to transition to new Director of Infrastructure and with new hires.
- Started drafting an updated dog bylaw with a couple minor changes to address a couple items that have arisen.
- Assisting with various different RFDs, Grant applications, and HR matters.

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

Economic Development Officer's Report

Town of Claresholm

February 17, 2023

Prepared by Brady Schnell



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

Economic Development Office

Over the past 5-weeks, the EDO has completed a 1-day training session, attended meetings with 2 neighbouring municipalities, responded to 3 inquiries from potential investors, had discussions with 4 local land owners, and met with the Chamber of Commerce.

Economic Development Committee (EDC)

The EDC has not met since November 22, 2022.

Economic Development Assistant (EDA)

Under the direction of the EDO, in addition to general responsibilities, the EDA has:

- Assisted with January Open House
- Attended Tourism Town Hall w Travel AB
- Updated commercial property listing
- 2 economic development email bulletins
- update/troubleshoot welcome sign LED's
- update 2023 business license data
- travelled to Stavely for sign pick-up
- researched best practices for digital file organization

Diversity Coordinator

Under the direction of the EDO, the Diversity Coordinator continues to administrate the Rural and Northern Immigration Pilot, communicate with Willow Creek Immigrant Services, build relationships with new residents, and administer the Welcoming Claresholm Committee. Other activities include;

- Assist with IRCC visit and January events
- Created employer/candidate declaration
- Created budget planner for newcomers
- Update email templates for employers
- Update email templates for candidates
- Update Welcoming website

Engagement Coordinator

Under the direction of the EDO, the Engagement Coordinator continues to be a conduit for volunteers and community groups to connect with newcomer initiatives. Also held a Winterfestival community event meeting, and has nearly completed the planning and booking for the March 11th event.

Investment attraction and property development

1. NRED Application for ASP and Broadband; no response yet
2. Rural Entrepreneur immigration program; no response yet
3. Airplane manufacturer considering Claresholm Industrial Airport; still active
4. Confidential Site-selection response with MD Willow Creek; still active
5. Commercial property listing provided to real estate agent representing site-selector
6. Accepted telephone meeting with group investor representative from Dubai
7. Accepted a telephone meeting with Indian investor wanting to purchase a local business
8. Discussion with 4-local land owners regarding sale, and/or development of property

Rural and Northern Immigration Pilot (RNIP)

March 2023 marks 3-years since the RNIP program began in Claresholm. During that time the Economic Development Committee has issued 52 community recommendations to 49 individuals for full-time employment at 24 different businesses. When you include the spouse and children this represents 135 invitations to live and work in Claresholm.

Recommendation break-down by country;

39% Philippines, 37% India & Pakistan, 10% China/Hong Kong, 2% for each of Brazil, Chili, Germany, Nigeria, Zambia, Turkey, and Ukraine.

Job postings that have received recommendations;

Accommodation Manager	Customer Service	Process Control and
Accountant	Supervisor	Machine Operator, food
Administrative Assistant	Department Manager	and beverage processing
Administrative Service	DGM-Administration	Project Representative
Manager	Financial Control Manager	Restaurant Supervisor
Automotive Service	Food Counter Attendant	Retail sales supervisor
Technician	Food Service Supervisor	Sales Supervisor
Baker	Head Cook	Seafarer Cook
Barber	Hotel Front Desk Clerk	Security Guard
Business Development	Insurance Clerk	Senior Managers - financial
Manager	Licensed Practical Nurse	Senior Project Control
Cashier	Liquor Store Clerk	Engineer
Chemical Research	Machine Operator	Senior Sales Associate
Technician	Manager	Store Supervisor
Continental Chef	Pastor	Truck Driver
Cook		

Claresholm is eligible to continue issuing community recommendations using the RNIP until February 2024, and has been allocated 48 recommendations for 2023.

Housing Needs Assessment & Affordable Housing Strategy

As this document is long over due, Administration has insisted that the contractor responsible for delivery of the final assessment and strategy deliver it immediately.

Claresholm & District Chamber of Commerce

The Chamber of Commerce met February 16th from 6:30 pm – 8:30 pm, with 7 people attending. Several members of the Board indicated that they will not be seeking another term at the March Annual General Meeting, but still desired to be involved in major events and activities.

Welcoming Claresholm

For 2023, I will meet monthly with members of Calgary Catholic Immigration Society, Willow Creek Immigrant Services, and the Town Diversity and Engagement Coordinators to discuss newcomer initiatives and strategies.

The Welcoming Claresholm Committee (WCC) met on January 26, 2023. The committee member volunteers planned a Youth Night and Curling Night to be held in February.

Alberta Settlement Integration Partnerships

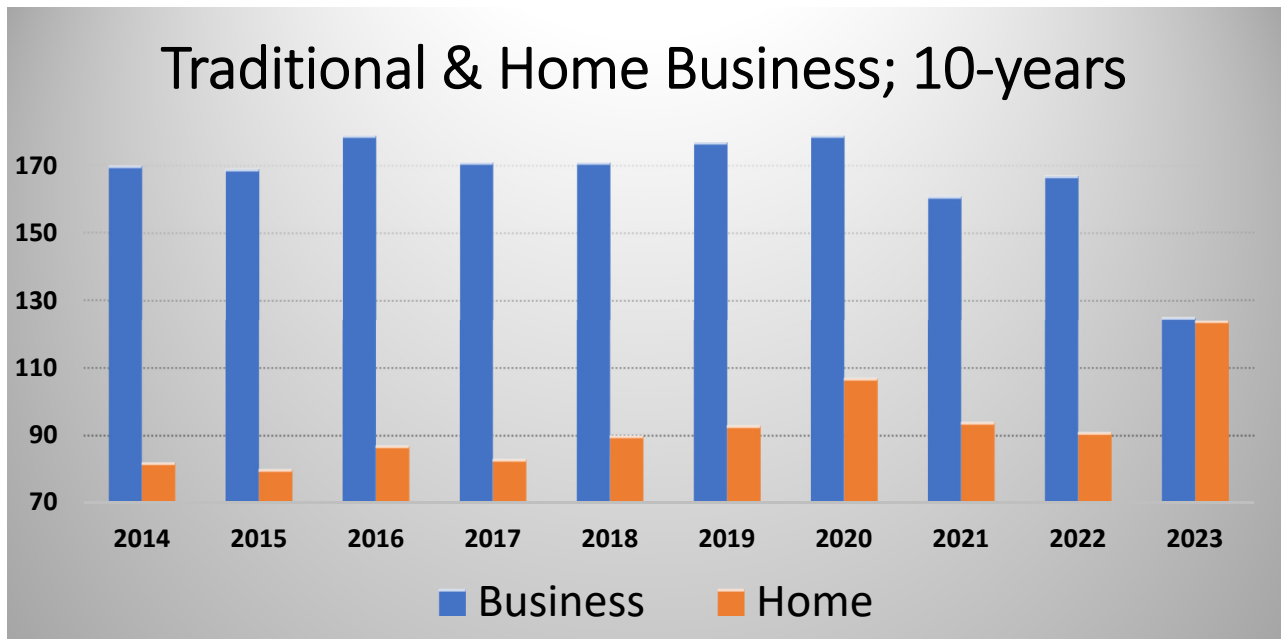
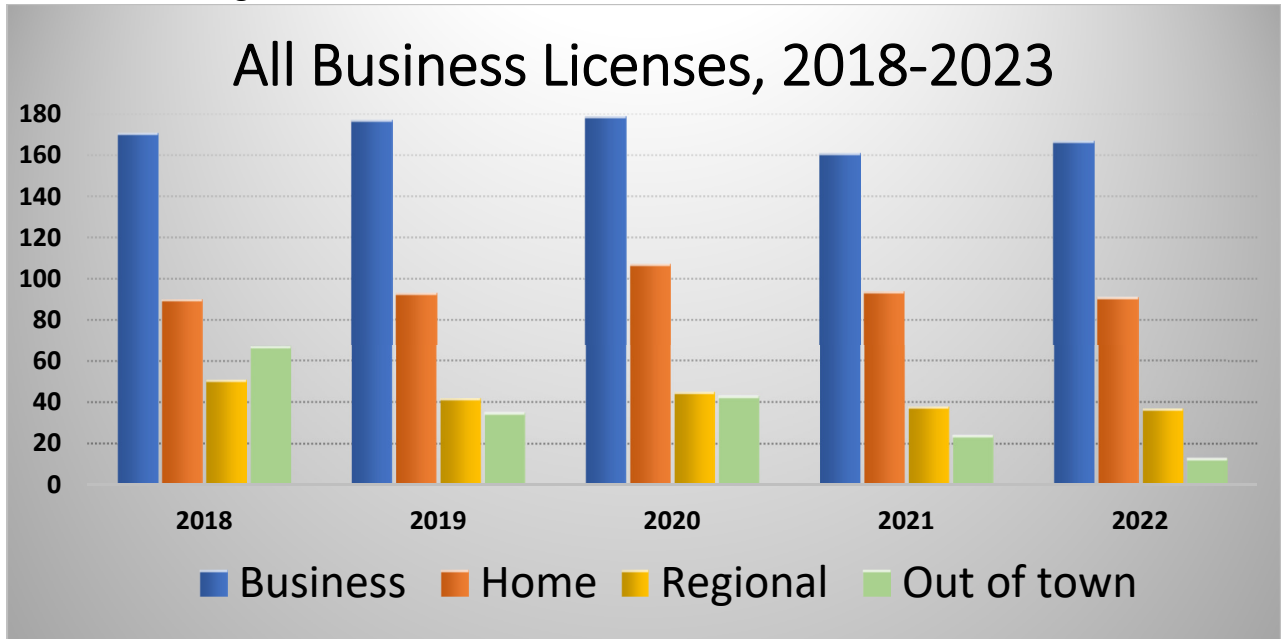
The grant agreement for the Alberta Settlement Integration & Languages Program, “Community Takes Roots” ends March 24, 2023, which marks the conclusion of the current employment contracts for the Diversity Coordinator and Engagement Coordinator positions.

A new application to the SILP program for 2-years of additional funding was submitted in November, 2022. The EDO anticipates a decision in the coming weeks.

EDO Special Meetings and Travel

- January 26th SouthGrow in Calgary; meeting the Invest Alberta team
- February 3rd Traveled to Fort Macleod to meet with Administration about EDO’s
- February 1st Winterfestival planning – EDO did not need to attend
- February 2nd MD of Willow Creek Administration; site-selector response
- February 9th Claresholm Community Development Committee
- February 10th 1-day training; Economic Development for Elected Officials.
- February 16th MD of Willow Creek Administration; site-selector introduction
Lethbridge College; new Regional Coordinator for Claresholm
Claresholm & District Chamber of Commerce Board Meeting

Business Licensing Review



Submitted,

Brady Schnell, Economic Development Officer

DEVELOPMENT OFFICER REPORT

For: 1/1/2023 – 2/15/2023



Claresholm

Development Permits

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

Compliance Requests

- ❖ 8 compliance requests received.

Miscellaneous

- ❖ Local Press Ads – Public hearing notices and approved Development Ad, business license renewal reminders.
- ❖ Emergency Management – January 26, 2023 – Resilience Builders Information
Topics included: Session2022, Preparedness Survey of Albertans, The upcoming Alberta Emergency Alert, Emergency Preparedness Week 2023.
- ❖ Municipal Planning Commission meeting – February 10, 2023.
- ❖ Internal Safety Codes Audit for 2022 submitted, reviewed and approved by the Safety Codes Council. The Town is accredited to Administer for building, electrical, fire, gas and plumbing. We contract to Superior Safety Codes Inc for all of the disciplines, except fire.

On-going projects

- ❖ Community Development Committee – meeting held February 9, 2023.
- ❖ Asset Management – new cohort first training session completed January 11, 2023. Gathering information on level of service in preparation for the next session (April).
- ❖ Skatepark project – Assisted with application to Coop Community Spaces program.
- ❖ Fire Hall – RFP posted on APC; pre-proposal meeting held Feb 22, 2023, met with interested design/construction firms on site to go over project.
- ❖ Community Centre Hall renovation project – Various site meetings with interested construction firms over the last few weeks. Request for proposal closed on APC, proposals graded. Continued work with the Hall Association and GrantMatch to find funding sources/grant applications.
- ❖ Amundsen Park project – Planning for spring projects ongoing. Working with Fortis for lighting layout and order completed.
- ❖ Centennial Park project – looking for funding sources and obtaining quotes to assist applications for grant funding. Claresholm Lions Club applying for the playground that is scheduled to be replaced in 2024.
- ❖ Annexation – Letter of intent circulated; project ongoing. ORRSC working on application to LPRT.
- ❖ Old Railway lands subdivision – continued work with adjacent landowners to obtain all required paperwork.
- ❖ Assisting with completion of paperwork, subdivision, servicing, and permit applications for land sold (Tamarack & old parade staging grounds).

*Submitted by Tara vanDellen,
Planner/Development Officer*

FCSS REPORT TO COUNCIL- FEBRUARY

- Family Day Skate was a huge success. We had about 150 participants for skating, hot dogs, balloon artistry, face painting and activity centers for kids 6 and under. Lots of fun had by all. We had quite a few newcomers attempt skating and a few Hutterites as well.
- Holly hosted a family BINGO night with about 15 participants on a chilly evening. Thanks to Bylaw Bryan for being our caller.
- Hosted Interagency at Roy’s Place this month and had about 20 participants. Lots of networking happening.
- Working on the Annual Report for Province which is due in March. The financial portion is finished but now have to do program descriptions and expected outcomes and survey results.
- Kids Korner activity was cooking this month. Kids made lasagna roll ups and took home to their families to eat. Parents were thrilled.

a	b	c	Senior	AISH	Low Inc	Resident	#children	GIS	AB Seniors Benefit	
358	33	28	217	71	145	2	40	\$1,065,362.74	\$463,739.00	
			Total Returns							
			435							

GST	CCB	TAX REFUND/ OWING	TOTAL
\$187,465.72	\$236,959.39	\$174,891.28	\$2,127,951.13

- Results of our CVITP program for last year. 435 filed resulting in community members getting back over 2 million dollars for 2021
- CVITP for this year is gearing up. Volunteers have completed all the necessary requirements for filing and are ready to go. We are starting March 1st.
- Have begun planning to participate in the Winter Festival again this year. Making a few minor changes.
- We are offering a Drumming Circle every month for this year, taking place the last Monday of every month at the Claresholm Social Centre.
- Programs that are occurring every month are:
 - Creative Kids
 - Kids Korner
 - Seniors Games
 - Seniors Social and Walk
 - Tumbling Tots
 - Caregiver Support Group
 - Family Games/BINGO
 - Youth of Tomorrow
 - Good Neighbour
- Starla is working well helping senior clients and spending time getting to know them. She is also planning some Lunch n' Learns based on some senior issues.
- Granum programming is going very well. 19 kids took the bus to the indoor playground in Claresholm and had lots of fun. 16 kids participated in a class to decorate a wooden heart. Next up is a class on gardening.
- Getting the external applications ready for the next Board of Director's meeting in March. We have 8 submissions so far. The deadline for submission is February 24th.

TOWN OF CLARESHOLM FIRE DEPARTMENT

MONTHLY UPDATE

FOR THE PERIOD OF: 9-JANUARY-2023 to 17-FEBRUARY-2023

1. For this reporting period, Claresholm Fire responded to 28 events including:
 - 10 Medical First / Co-responses (EMS)
 - 4 Motor Vehicle Collisions
 - 2 Outside Fires
 - 1 Vehicle Fire
2. Currently, the Chiefs have 2 open safety codes files.
3. January saw 3 of our longest serving members retire from the hall:
 - Danny Egger with **38 years 4 months**
 - Gerald McNair with **33 years**
 - Grant Ling with **22 years 4 months**

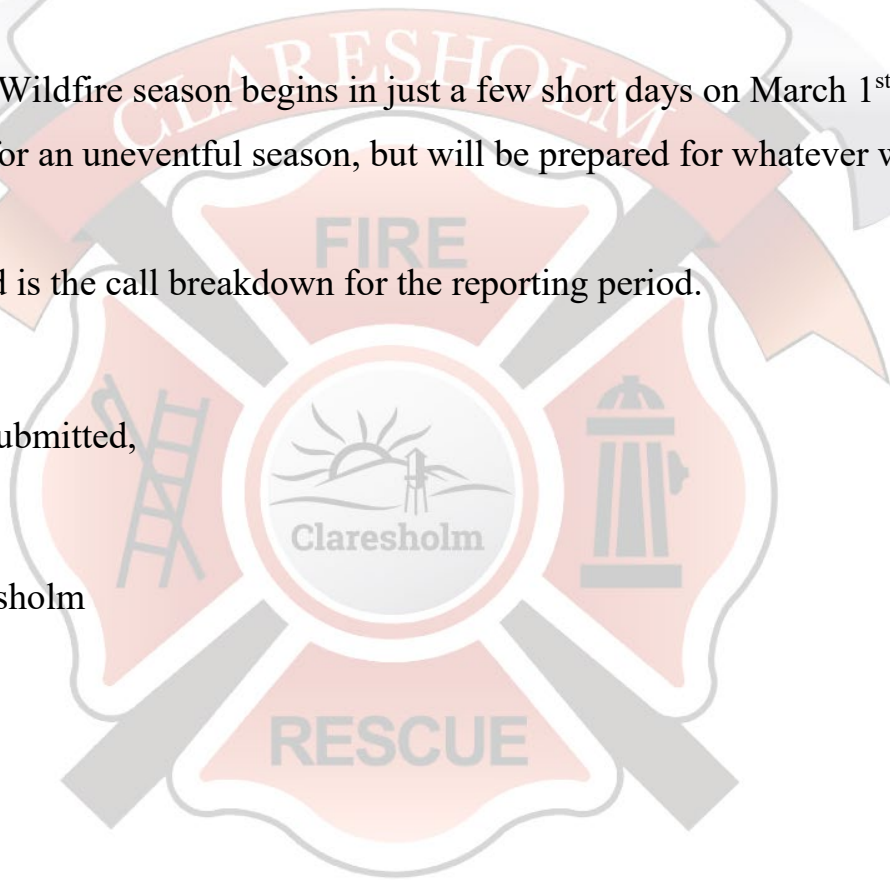
We thank them for their years of dedication and commitment to the hall and the community, and they will all be honored later this year at our awards celebration.

4. Training is ongoing at the department, this includes:
 - NFPA 1001 Professional Fire Fighters Level 1 – this group is nearing completion and is scheduled for their final exam on 11-March-2023 in Vulcan.
 - NFPA 1041 Level 1 Fire Instructor Program started at the beginning of February – this is a prerequisite for the NFPA 1021 Level 1 Fire Services Officer that will be hosted at the department later in the year

- Ice Rescue – MD Willow Creek Deputy Chief Brueyere is a certified Ice Rescue instructor and led a group of 12 students from across the MD in their Ice Rescue certification at the end of January.
5. As you know, Claresholm Fire has been fundraising for the purchase of Electronic Jaws of Life / Extrication equipment over the past few years. This January saw the purchase of the first of 3 pieces of equipment, with the department purchasing a set of E3 Cutters at a cost of \$17,670. On arrival these will go into service with our current combi-tool and will be supplemented by the existing hydraulic extrication tools. It is hoped to have one apparatus completely fitted with E Tools within the next 4 years.
 6. The Chief & Deputy Chief made their way to Winnipeg at the beginning of February to sit down with the folks at Fort Gary Fire Trucks to confirm the specifications and sign off on the build of the new Town of Claresholm Fire Engine. The meeting went very well, and we expect delivery of the new Engine for July 2024 – Stay Tuned for More Updates!
 7. With the retirement of our long serving members, that opened up the opportunity for some internal promotions. I would like to thank all those that applied, and interviewed for the positions – you all did very well and Claresholm Fire is lucky to have such dedicated and knowledgeable members in their department. Congratulations to the following:
 - Shayne Leeds **promoted** from Lieutenant to Captain
 - Dale Lytwyn **promoted** from Lieutenant to Captain
 - Justin Canuel **promoted** from Firefighter to Lieutenant
 - Eric Chatterton **promoted** from Firefighter to Lieutenant
 - Acting Lieutenant Chad Rathgeber **promoted** to full Lieutenant

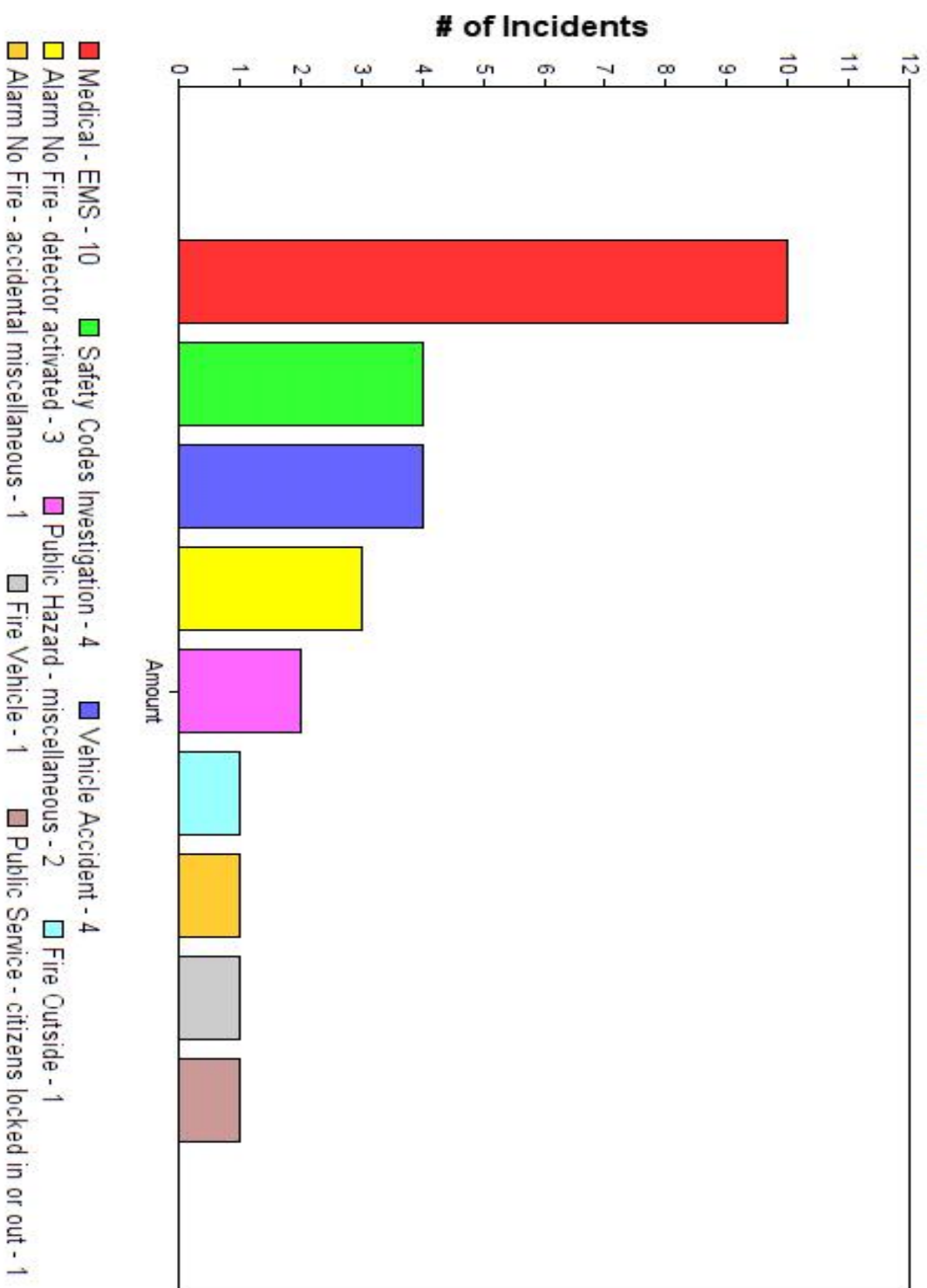
- Colton Cleaver **promoted** from Firefighter to Acting Lieutenant (covering injury leave)
8. Claresholm Fire currently has 3 vacancies for firefighters on the department; any interested individuals can download an application from the fire department, or Town of Claresholm website.
 9. The Chief also met with the Library Board earlier this month as they are looking at carrying Naloxone Kits at the Library and had some questions on its use.
 10. Finally, Wildfire season begins in just a few short days on March 1st, we are hoping for an uneventful season, but will be prepared for whatever we're given.
 11. Attached is the call breakdown for the reporting period.

Respectfully Submitted,
Craig White
Fire Chief
Town of Claresholm



Claresholm Fire Responses by Type

From Jan 9 23 to Feb 17 23



FEBRUARY 2023

HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources/Payroll

With the promotion of Jace McLean there was an opening for a new Operator I. That position is now filled. We welcome Mike Elliott to the Town of Claresholm team. Mike started with us on February 21st and brings a wealth of knowledge and experience to the public works department.

All 2022 t4's were either mailed out or provided to employees via ADP, our payroll program. If anyone hasn't received one or is having trouble accessing theirs please contact the payroll department.

The summer, seasonal positions have been posted for the 2023 season. The postings close on March 3rd. We got an early start this year in the hopes of attracting some qualified applicants.

Assessment and Taxation

There are still five (5) properties remaining on the 2022 Tax Arrears List. If the taxes are not paid by March 31st, 2023 the properties can be auctioned.

The 2023 Tax Arrears List will be prepared for delivery to Land Titles before the March 31st deadline.

Below is the amount of outstanding taxes, at January 18th, not including TIPPS Participants. Taxes outstanding are **\$341,846.84** summarized as follows:

\$ 51,987.72	Current Taxes Outstanding
\$ 219,923.31	Arrears including previous penalties
\$ 69,935.81	On 2022 Tax Arrears List. Subject to auction in 2023.

The 2022 assessments for the 2023 taxes will be here before the end of the month.

Arrears letters were mailed out in January to notify all rate payers of the deadlines.

Infrastructure Services Report



February 2023

TOWN OF CLARESHOLM

Jace McLean

Director of Infrastructure

Arena

We had an issue arise with the condenser. A motor on one of the fans has stopped working. The plant is able to keep up with only one fan, and is expected to perform as normal. Staff is monitoring closely. A new motor has been ordered and is expected to arrive the second week of March.

Town Buildings

The regular monthly inspection of Town owned buildings continues. No issues in any town facilities to report. Campground washroom upgrades have been completed.

Cemetery

As always, the winter frost is a problem for digging at the cemetery and it takes considerably longer to complete full graves and cremation holes. No issues to report.

Equipment

Maintenance and repairs are ongoing. The new sanding truck arrived just in time for the latest snow event. It is working great and it was a welcome sight. All other equipment is operational at this time.

Garbage

Our collection program is working well. The cold weather and snow make alley residential collection difficult and more time consuming, but no issues so far.

Sidewalks

Town pathways and sidewalks are cleared after snow falls, but ice is an ongoing issue with the freeze and thaw we have experienced this winter.

Streets

It has been an ongoing battle to keep streets clear of ice this winter. The town crew has cleared and hauled away as much snow as they can to try to keep the drainage open, but the ice is an ongoing issue.

Sanitary Sewers

No sewer issues to report. We received a call about a plugged service, but it was not a town issue. Monthly flushing of the sewer system in the Town's problem areas continues to stay ahead of the issues.

Water Distribution

We have been very fortunate this winter and have not experienced any water issues. A small leak is reported at the acreage vault at the water plant, suspected to be caused by shrinking gaskets in the cold weather.

Storm Water Drainage

The town crew has been kept busy thawing out frozen storm lines. With the fluctuations in the temperature this month we have had a lot of runoff in the days and freezing at night, leading to frozen storm lines all over town.

Parks

Four large poplar trees, at the end of their life cycles, have been removed around town. Two at the fire hall, and two at Amundson park. These trees were becoming a safety issue with large, dead branches just waiting to come down. Elm maintenance to be completed by end of March.

Recycling

One commercial pickup day was canceled due to road conditions. An alternate day was set for pickup. No other issues to report.

Staff

No issues to report at this time. Our new hire started on February 21st to fill the vacancy in public works. He is currently being trained on all aspects of the position.

CLARESHOLM RECREATION

January-February 2023 Recreation Report



February 22, 2023

Authored by: Denise Spencer



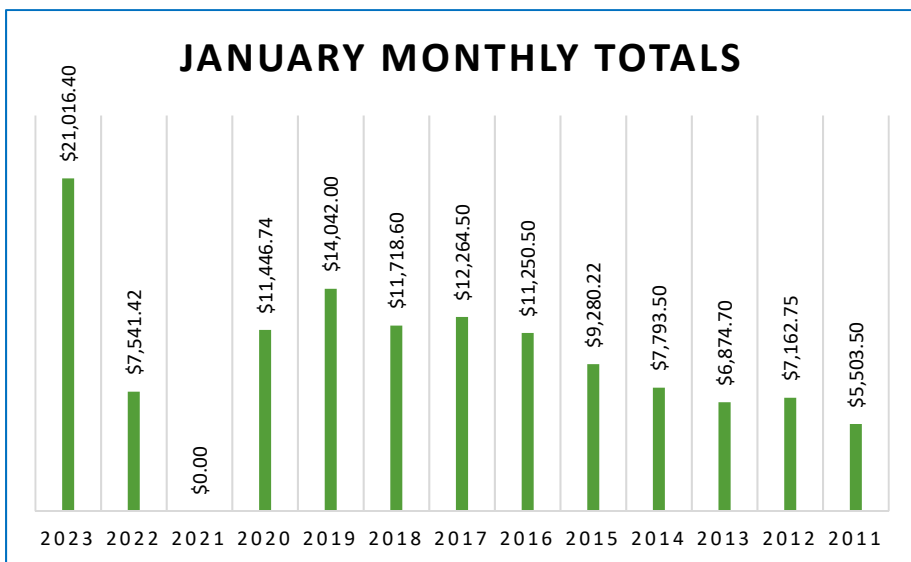
CLARESHOLM RECREATION

ARENA

- The Claresholm Arena has a new Rink Board sponsor, and a couple boards changed out with new decals.
- GMHL: Still waiting on the director for correspondence. There have been some items that have come to light in the last month that need to be considered before going forward.
- We continue to advertise for spring and summer programs at the Arena
 - No word if Lacrosse will return to Claresholm in the Spring
- Gun Show is scheduled April 22 & 23
- Trade Show is scheduled April 28 & 29
- CARES Garage Sale June 3rd, tentatively
- Big Top Circus July 26, 2 shows

CAC

- Big news at the Pool, our second HVAC system (we had 2) met its end on February 15, 2023. The First one went in December. This is a major repair as air quality is very important in pool settings, or there can be a build-up of Chloramines which can cause respiratory issues.
 - Update as of February 23, 2023, the part may be arriving today. Would still require 2-3 days for the repair, and a minimum of 1 day for the pool and hot tub to be back to required levels for the public.
 - Unsure at this time if our NL class will be affected, if the candidates are willing to wait another week.
- January 2023 was the highest number of sales for the Claresholm Aquatic Centre ever recorded. Our advanced programs all sold well, and our Swim Lessons filled nicely.



- JLC Swimathon raised over \$2,000
- Numbers on Chart are unofficial
- The Hot Tub is a big seller, we have had to increase numbers for swim time registrations, while still keeping our ratios within limits (Lifeguards: patrons)
- Swim Coach 101 is scheduled for March 24 5-8pm, March 25, 8-5pm and March 26 8-1pm. At this time we are unsure if it will run as there has been issues on the Swim Canada website.
- Discover Scuba Diving: May be cancelled. Scheduled for March 4, from 3pm-8pm with 4 sessions running. This program had 2 people registered as of February 14, and needs a minimum of 16 to run.
- AquaFits: We have a sustained number of 16 attendees for our 1-2 pm Aquafit. BootCamp is hovering around 10 attendees, Seniors Program is still popular with approximately 10 attending on Tuesdays and Thursdays at 11:15 am. Our smallest program is now our 7:45 am AquaFit.
- We hired a Senior Lifeguard, who fit in well and we were very excited to have someone with her knowledge and experience on staff. She accepted a position in Okotoks.
- A temporary Full Time lifeguard position has been created to ensure we have staffing going forward, this will help with the transition when our full time staff member comes back from leave.
- Working to create more incentives for potential lifeguards. We are potentially looking at a deficit for fall due to staff members finishing their last year of High School, and moving on to secondary school.

- Our May-August Program guide has been started. This will be available to the public the second week in March.

Claresholm Recreation

- Community fee comparisons for the Arena, Aquatic Centre and Centennial Park Campground have been submitted for the Fee policy review
- Updated Fee Policy has been submitted
- Updated signage for Millennium, Moffat and Centennial Park is being looked at
 - Inclusive, using pictorial images when able.
- Updated Signage for Fitness Parks (shows sponsors, with a Map of Claresholm) using existing 4 X 8 signs
 - Disc Golf Signage, (using existing Fitness Park Sign at Patterson)
 - Public works is creating a list of the priorities for signage at the Diamonds, with the goal of having one sign with all information (dog rules, contact information, rules, ages, size of diamonds etc.) replacing faded signage and improving our welcoming message

Centennial Park Campground

- Updated brochure for Campers has been drafted, this will go out to community organizations around town and be available at the campsite.

Winterfest

- 3rd Annual Winterfest Sno Pitch Tournament is scheduled for March 11, currently we have 2 teams signed up
- Skills Competition: This will be our back up fun activity if Sno Pitch does not go forward

2nd Annual Seed & Plant Exchange

- We have had multiple phone calls for the Seed Exchange, and for community members that would like to be part of the Claresholm Garden Club
- \$5 fee is earmarked for possible workshops and the purchase of seeds
- There are still seeds from 2022



3RD ANNUAL SNO PITCH TOURNAMENT
 March 11, 2023 8am-6:00pm
MOFFAT BALL DIAMOND
 \$100* PER TEAM
 \$10*/ Player
 7-3 Male/Female ratio, 2 Games Guaranteed
 Register before March 6, 2023
 Automatic 1 Strike/ 1 Ball, 5 Innings or 1 Hour Game,
 Teams Ump their Innings, Captains determine close calls,
 Games start on the hour

SKILLS COMPETITION AT NOON!
 \$10 minimum donation* per Player - 6 Players Required
ALL AGES EVENT! TEAM SIGN UP MARCH 11, 2023
 FUNDS RAISED ARE DONATED TO FOODBANK

CLARESHOLM RECREATION
 EMAIL: REC@CLARESHOLM.CA OR CALL 403-625-2172
 TOWN OF CLARESHOLM BOX 1000 CLARESHOLM, ALBERTA T0L 0T0



2ND ANNUAL SEED & PLANT EXCHANGE
 CLARESHOLM GARDEN PROJECT

2 SEED EXCHANGE DATES

- March 22, 2023 5-8pm
- April 19, 2023 5-8pm

\$5 Fee for supplies & future workshops

2 PLANT EXCHANGE DATES

- May 24, 2023 3-5pm
- June 14, 2023 3-5pm

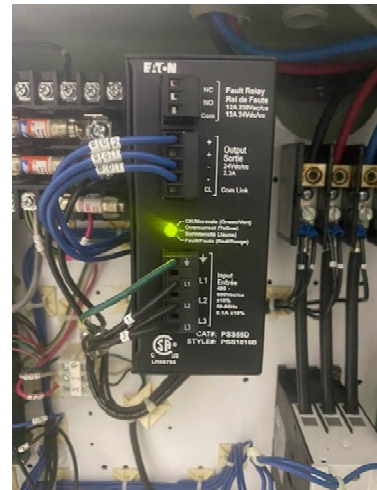
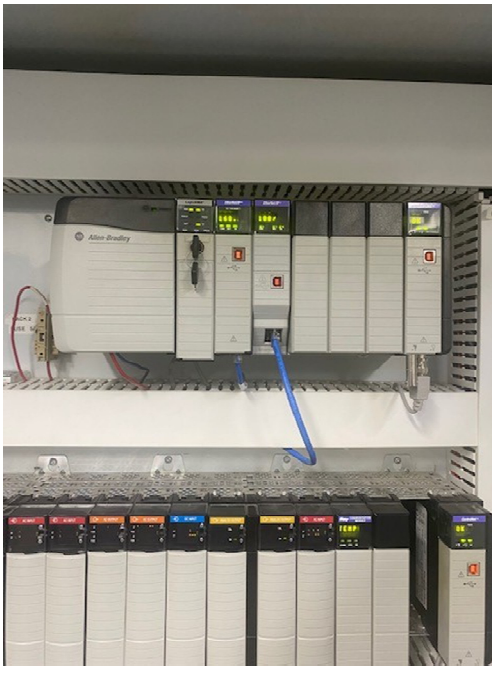
RAIN BARREL SIGN UP

- Grow Your Veggie Garden guide and Seed Saving Booklets will be available
- Great evening out! Bring friends and your seeds
- Sign up to become part of the Claresholm Garden Club!

TOWN OF CLARESHOLM COMMUNITY ROOM



Claresholm



Utility Services Report February 2023



Utility Services Manager

Brad Burns

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

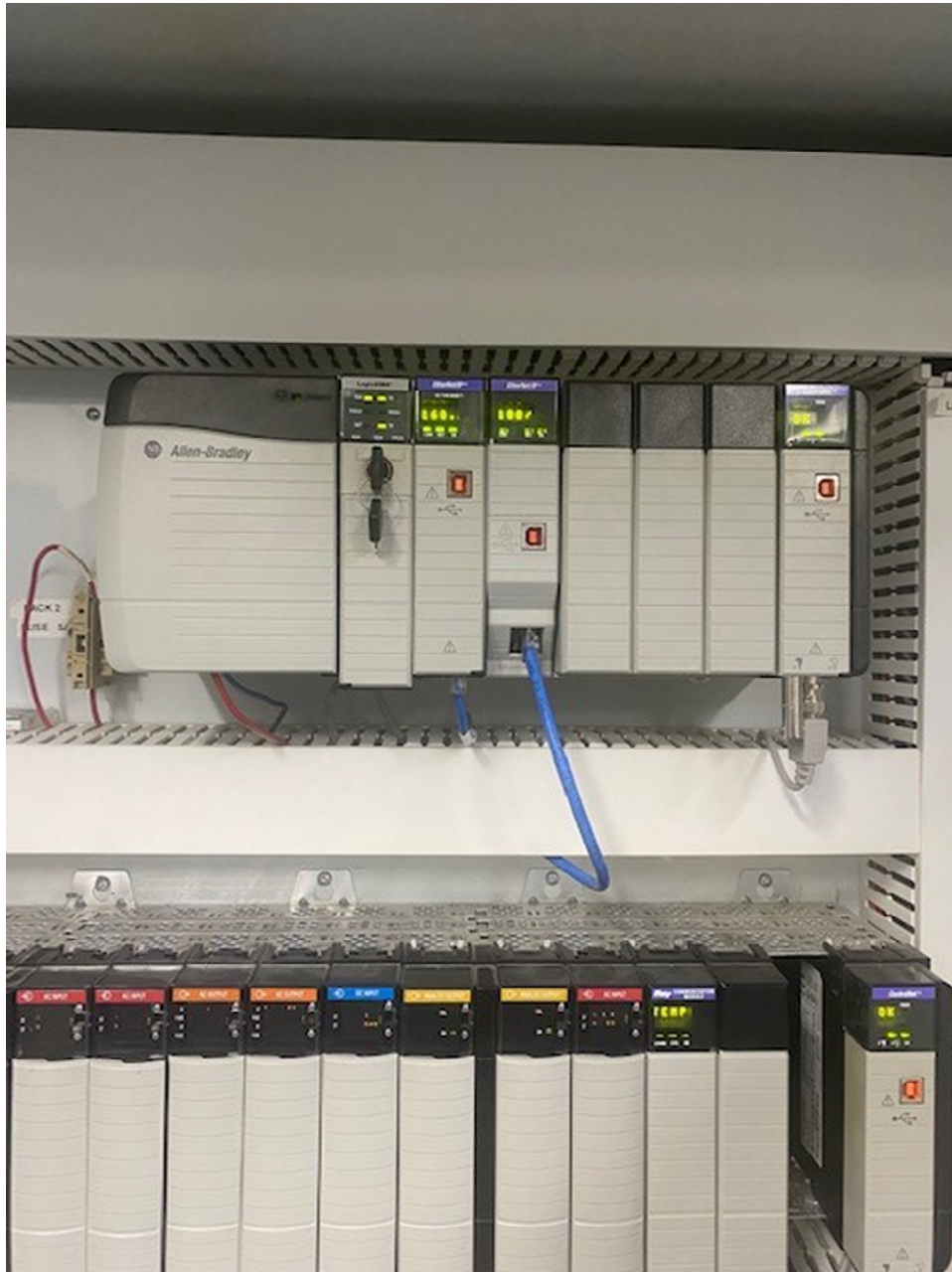
Regional Water Treatment Plant

Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- EFM (Flux Maintenance) both racks.
- Flush CIP tanks.
- HACH onsite to repair Chlorine Analyzer.
- Co2 Alarm circuit board repair and replacement.
- Replace SULLAIR compressor 24-volt power supply.
- Clean and change coagulant pump rotation.
- Change out 24-volt power supply in the Master Control Cabinet (MCC).

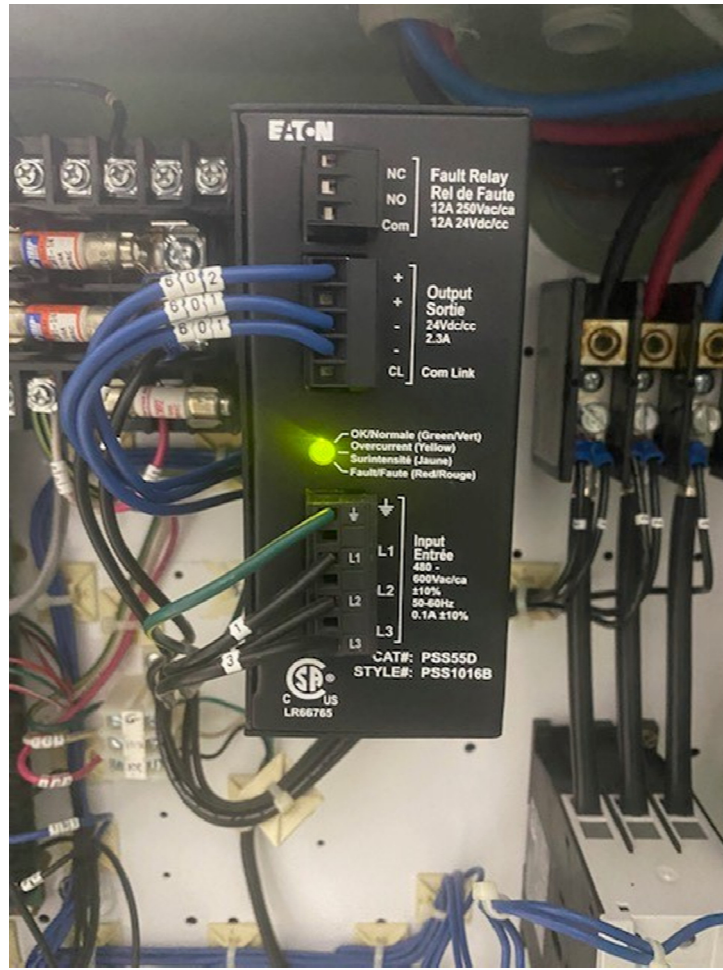
Replaced Process Control MCC 24-Volt Power Supply

The MCC power supply controls all programmable logic controls (PLC). PLC controls a range of small and large modular devices with inputs and outputs (I/O) in the Water Treatment Plant networked SCADA system.



Compressor Room SULLAIR 24-Volt Power Supply

Replaced 24-volt power supply on compressor "B". Compressors run daily to supply air to the pneumatic vales throughout the Water Treatment Plant.



Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- AEP 2021 annual inspection complete.
- Report non-compliance issue with THM's and respond with 7-day letter.
- Resample bacteriological sample not processed at Alberta health Lab.
- Discussion on optimizing and monitoring the water treatment process to develop a process to reduce THM's.
- 2022 annual yearend report submitted to AEP.

Training and Continuing Education Credits

- Online courses available.

Meetings

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

Safety

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

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- Discuss chemical price increase with ClearTech.
- Confirmation of Co2 tank replacement and upgrade.

Pumping Stations and Reservoirs

Highway Pump Station

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

East Side Reservoir (UFA)

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

M.D Willow Creek

Chlorine Booster Station

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

Industrial Airport

- Provide help with the Airport system as per service agreement.

PRV Meter Vault

- Check PRV meter vault operating pressure.

Hamlet of Granum

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

West Water CO-OP

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

Alberta Parks and Environment Requirements

- Code of Practice treated water quality limits daily monitoring.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Distribution samples for free chlorine residual throughout M.D Airport and West Water Co-op continue to be compliant.
- Distribution free chlorine test taken weekly.
- Report non-compliance issue with THM's and respond with 7-day letter.
- 2022 annual yearend report submitted to AEP.

Water Distribution

Universal Metering

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.
- 100w ERT (Electronic radio transmitters) located to replace the Discontinued 60w ERT's.

Government Compliance

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

PRV Meter Vaults

- Check acreage PRV vault bi-weekly.
- Pump water from acreage vault.

Distribution Lines

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

Lagoon and Wastewater Collection

Government Compliance

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

Harvest Square Lift Station

- Check lift station online daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.
- Corona Electric onsite to replace UPS and add SCADA alarms.

Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.
- Replace battery on backup generator.

Raw Water Supply

Pine Coulee Reservoir

- Chain Lakes Reservoir **86.16%** level **1296.45** geodetic meters, **12417.80 (dam3)**. (new data not available).
- Pine Coulee Diversion Head Pond above Head Gates **no data available**. (new data not available).
- Pine Coulee Diversion Canal below head gates flowing into reservoir at **0.00 m3/s**. (new data not available).
- Pine Coulee Reservoir level **44.10 % 1046.06** geodetic meters, **22312.70 (dam3)** (new data not available).

Pine Coulee Supply Line

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

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir **6060** mm
- Check blowers to lake daily.

Golf Course

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



Town of Claresholm

Council Committee Report

Date: February 27th, 2023

<p>Mayor Petrovic</p>	<p><u>Friday, February 10 MPC</u> One home business approval.</p> <p><u>Wednesday, February 15 AG Society</u> CFEP grant was received in Jan 2022 for covered outside pens, the new quote should be available shortly. Looking at more grants for further expansion of the Agriplex.</p> <p><u>Wednesday, February 22 RCMP SGT Interview</u> I was invited to participate in the CPI for the Claresholm/Nanton commander position. Myself along with Mayor Handley and Deputy Reeve Alm were able to provide our thoughts and insights on the selected interview questions and candidate response.</p>
<p>Councillor Carlson</p>	
<p>Councillor Cutler</p>	
<p>Councillor Kettles</p>	
<p>Councillor Meister</p>	<p>Museum We came in just under budget last year! We will be going through the doll collection after the summer students are hired for the season. Most of the link trainer should arrive soon while the wings are still being finished. There is a lot of work to be done before our opening in May, where has the time gone? We will have several work bees in the next few months. There are plans to attend the Claresholm and Pincher creek trade fairs this year. It would be nice if we could enhance the view to the north with some trees. Investigating if there would be any interest in new benches,</p>



Town of Claresholm

possibly memorial, in front of the exhibit hall as the ones that we once had were unrepairable and were removed.

CAReS

The draw for our casino night will be held in May with our night likely being in Oct/Nov/Dec of 2024. We will also be looking into dates for our yearly garage sale. 800 volunteer hours fulfilled by 25 volunteers. There is still a large number of animals being turned in/surrendered with none being claimed last month. The Piikani nation is hoping to open a shelter and are looking at ours for inspiration. A letter of support was sent for the Cardston pound in opposition to the harsh kill policy that is being imposed upon them.

Claresholm Social Centre

We have created terms of references for committees that will be helping support the board with the operational side of running the centre. Some of the attendance levels of regular activities such as bridge, crib and pool have dropped but our events are very successful. Many new people are purchasing memberships as well as enjoying the facilities for rentals. The casino dates are set for July 26 & 27.

Our AGM date has been moved to March 22nd @7pm

Welcoming Claresholm

We will be narrowing our food survey down a bit. We would like to make it easier for newcomers to be able to find food that they are familiar with preparing and eating. The curling night was fun for all those who attended. Will likely hold our next 'facility introduction night' at the indoor range. Winter festival planning is in full swing and members of the committee will be handing out swag bags. A mentoring network session is planned for March 21. WCIS will be helping newcomers file their taxes. Working with newcomers volunteer training will be on March 18th.



Town of Claresholm

<p>Councillor Schlossberger</p>	<p>Feb 1. Alberta SW. All good here. Wind and solar farms quickly becoming contentious issue in our rural municipalities. Finances are good now.</p> <p>Feb 2. Webinar on Strat planning & execution. Town of Claresholm falling behind on this. We have some work to do in the execution area.</p> <p>Feb 3. Meeting with Fort Macleod Mayor, councillor and Admin. Interesting meeting.</p> <p>Feb. 4 Strat planning and discussion.</p> <p>Feb 9. Brownlee Emerging trends. Big fight brewing over available water rights. Many changes coming from Alberta government that are going to affect municipalities. Small changes buried in pages and pages of legislation that they are hoping we won't see. Something Brownlee will be watching closely.</p> <p>Feb 10. MPC</p> <p>Feb 10 Economic Development for Elected officials.</p> <p>Feb 15. Land fill. Audit done. In good shape. All good. Still investigating waste to energy.</p> <p>Feb. 16. Ag plastic recycling demo at Landfill. Recycling grain bags, twine and silage tarps.</p> <p>Feb 21. EMS Task Force Town Hall. More lip service from UCP. They have no idea how to fix this problem. Bought new ambulances but don't have the personal to man them. 30% of the EMS staff are casual, with no benefits. 30% absenteeism among staff right now. We were told to tell our EMS staff to get Barclays to work. WOW. Very disappointed with this meeting.</p> <p>Feb 22. Webinar on rural transportation. We are lucky in Claresholm but smaller more remote communities struggling big time. Places like Hanna, Oyen, Barons etc. having struggles. Residents moving to bigger centres so they don't have to travel to medical appointments. People in High Level paying taxis to travel from High Level to Peace River to get to medical appointment's. Costly. \$200 to \$300.</p>
<p>Councillor Zimmer</p>	

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - January 23, 2023				
4	CORRES: Canadian Federation of Independent Business - Moved by Councillor Meister to direct Administration to review the 2023 Municipal Business Report prepared by the Canadian Federation of Independent Business and provide a report to Council. CARRIED MOTION #23-006	Brady	Not yet reviewed	In progress
Regular Scheduled Meeting - February 13, 2023				
4	CORRES: Farm Safety Centre - Moved by Councillor Cutler to support the Farm Safety Centre's delivery of the Safety Smarts program to children in Claresholm schools in the amount of \$350 for 2023. CARRIED MOTION #23-011	Karine	Payment has been generated	Complete
5	CORRES: Stavely Elks & Royal Purple - Moved by Councillor Zimmer to support the Stavely Elks and Royal Purple's 2023 Canadian Curling Championship event with a donation in the amount of \$450 to help cover the cost of ice rental. CARRIED MOTION #23-012	Karine	Payment has been generated	Complete
8	RFD: The Range Gravel Road Experience - Moved by Councillor Cutler to hold the Start & Finish line and staging area for The Range, Gravel Experience event July 22, 2023 at Centennial Park Campground, to reserve 8 treed sites for volunteers and to reserve campsites for the event up until May 31, 2023, and to set a \$5.00 shower fee for riders at Centennial Park Campground after finishing the gravel road race. CARRIED MOTION #23-013	Denise	The Range and town operations have been notified of the decision.	Complete
8	RFD: The Range Gravel Road Experience - Moved by Councillor Carlson to provide barricades and parking signage and tables and chairs as required for The Range Gravel Experience 2023 event. CARRIED MOTION #23-014	Denise	The Range and town operations have been notified of the decision.	Complete
8	RFD: The Range Gravel Road Experience - Moved by Councillor Schlossberger to approve the Claresholm Skate Park Association to host a Beer Gardens in Centennial Park from 2:00pm to 7:00pm on July 22, 2023 provided they secure all required licensing and approvals. CARRIED MOTION #23-015	Denise	The Skate Park Association has been notified of the decision.	Complete
9	RFD: Claresholm Weekly Markets Request - Moved by Councillor Kettles to direct administration to work with both market groups to establish a summer market schedule at Amundsen Park. CARRIED MOTION #23-016	Abe	Correspondence sent to the market organizers to coordinate a meeting between the two markets. The organizers have withdrawn their request to host a market.	Complete

10	RFD: Letter of Support - Claesholm Skatepark Association - Moved by Councillor Meister to write a letter of support towards the Claesholm Skatepark Association's application to the Co-op Community Spaces Grant for the purpose of constructing the skatepark at 111 - 55 Ave. West (site of the new multi-use facility in which the Town has allocated land for the Skatepark construction). CARRIED MOTION #23-017	Tara	Letter sent	Complete
11	RFD: 2023 Spring Municipal Leaders' Caucus - Moved by Councillor Kettles to approve Councillors Carlson and Cutler to attend the 2023 Alberta Municipalities Spring Leader's Caucus and the President's Summit on the Future of Municipal Government on March 29, 30 and 31, 2023 in Edmonton. CARRIED MOTION #23-018	Karine	Registration submitted and hotel rooms booked	Complete
12	RFD: Storm Water Management - Phase 2 - Moved by Councillor Cutler to approve Phase 2 Stormwater project as presented, to be completed within the 2023 construction season, and funding to be deferred to the Facility and Infrastructure Planning Committee for 2023 budget discussions. CARRIED MOTION #23-019	Blair/Mike/Jace	Engineer has been notified of the decision to proceed with this project and the funding allocation decision will be forwarded to FIPC	Complete
16a	IN CAMERA: Personnel - Moved by Councillor Cutler to approve the job description as amended. CARRIED MOTION #23-020	Abe	Position description has been filed administratively.	Complete
16a	IN CAMERA: Personnel - Moved by Councillor Schlossberger to approve the non-union wage grid as presented. CARRIED MOTION #23-021	Abe	Wage Grid has been updated.	Complete
16b	IN CAMERA: Personnel - Moved by Councillor Meister to approve the job description as presented. CARRIED MOTION #23-022	Abe	Position description has been filed administratively.	Complete
16c	IN CAMERA: Land - Moved by Councillor Zimmer to direct Administration to proceed with researching Starline Business Park development scenarios. CARRIED MOTION #23-023	Abe	Administration is researching development scenarios.	Ongoing
16g	IN CAMERA: Land - Moved by Councillor Carlson to direct Administration to negotiate the Offer to Purchase Lot 66 Block 118 Plan 8010781 as discussed. CARRIED MOTION #23-024	Abe	Town countered and the offer was withdrawn	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: February 24, 2023

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

January 20, 2023
Town of Claresholm – Council Chambers

Attendees: Chelsae Petrovic – Mayor
Brad Schlossberger - Council Member (Chairperson)
Doug Priestley - Member-at-Large
Jeff Kerr – Member-at-Large (Vice Chairperson)

Staff: Tara VanDellen – Planner/Development Officer
Tracy Stewart – Development Assistant

Public: Gavin Scott - ORRSC

Regrets: Kieth Carlson – Council Member

9:00 a.m. Call to Order /Adoption of Agenda

Motion to adopt the Agenda by Doug Priestley

Seconded by Mayor Petrovic
CARRIED

Adoption of Minutes

- October 21, 2022

Motion to adopt the Meeting Minutes by Jeff Kerr

Seconded by Doug Priestley
CARRIED

Item 1: ACTION SUBDIVISION APPLICATION

File: D2023.001
Applicant/Owner: Neil Barr (852984 Alberta Ltd.)
Regarding: Commercial subdivision of Lots 1-7, Block 5, Plan 147N within SE ¼ 26-12-27-W4M
Address: 4605 1 Street W

Motion to approve as presented by Doug Priestley

Seconded by Mayor Petrovic
CARRIED

Item 2: ACTION HOME OCCUPATION

File: D2023.002
Applicant: Cody Marshall
Owner: Cody Marshall
Address: 21 Willow Road
Legal: Lot 23, Block 1, Plan 7410893

Motion to approve with amended conditions by Jeff Kerr

Seconded by Mayor Petrovic



MUNICIPAL PLANNING COMMISSION MINUTES

January 20, 2023
Town of Claresholm – Council Chambers

Regarding: Home office for exterior finisher

CARRIED

Condition(s):

1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.
2. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.
3. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.
4. Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.
5. Any intensifications of use or additional vehicles/employees will require a new application.
6. Any enclosed trailer and business vehicles must be parked solely on property (driveway) or directly adjacent to the property, and not block any adjacent driveways or properties.

NOTE(S) -

1. The purpose of the Town of Claresholm Noise Bylaw No. 1243 is to prohibit certain activities creating noise and to abate instances of noise and to restrict when certain sounds can be made. Hours: Mon – Sat morning 10:00pm to 7:00am (quiet times), Sat evening to Sun morning 10:00pm to 10:00am (quiet time).
2. As per the Town of Claresholm Traffic Bylaw, a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight of 4,500kg, shall not be parked on a highway any time after 10:00PM and before 7:00AM, unless it is parked in a location completely adjoining the vehicle owner's residence.
3. As per the Town of Claresholm Traffic Bylaw, any commercial vehicle, bus, truck or truck tractor:
 - may be parked on private property as long as that vehicle does not block any sidewalk, laneway or alley and doesn't obstruct or hinder the normal flow of traffic (pedestrian or vehicular).
 - shall not be parked on a highway unless it is parked in a location completely adjoining the operator's place of residence.
 - shall not be parked for more than 48 consecutive hours and must be removed to an off-highway location for at least 72 consecutive hours before it may park there again.

9:24 a.m.

**Motion to adjourn by
Mayor Petrovic**

CARRIED

Karine Keys

From: Seniors, Community and Social Services <seniorsinformation@gov.ab.ca>
Sent: February 13, 2023 9:52 AM
To: Karine Keys
Subject: Age-Friendly E-News

Trouble viewing this email? [Read it online](#)

Age-Friendly E-News

Alberta

The 37th annual celebration of Seniors' Week is approaching!

This year, Seniors' Week is from June 5 – 11. If you are planning an event in your community on June 5, the Government of Alberta encourages you to submit an Expression of Interest by **February 28, 2023**, to help officially kick-off the celebrations!

The community with the selected expression of interest will receive a \$5,000 grant to co-host the provincial launch event of Seniors' Week 2023.

Your community or organization is encouraged to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit <https://www.alberta.ca/seniors-week.aspx> or email at seniorsinformation@gov.ab.ca if you have any questions.



Website



E-mail

For a print-friendly version click on "Read it online" at the top of the page.

Alberta Seniors, Community and Social Services
600-10405 Jasper Avenue
Edmonton Alberta T5J 4R7
Canada

This email is intended for info@claresholm.ca.

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delivered by
 Campaigner

Karine Keys

From: Alberta Seniors, Community and Social Services <seniorsinformation@gov.ab.ca>
Sent: February 16, 2023 1:48 PM
To: Karine Keys
Subject: February Age-Friendly Newsletter - Alberta Seniors, Community and Social Services

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Age-Friendly Alberta Newsletter



In this Issue

- Affordability Payments
- Indexing Financial Benefits for Seniors
- Strategy for Addressing Elder Abuse
- Increasing 211's Mental Health and Addictions Capacity
- The 37th annual celebration of Seniors' Week is approaching!

Affordability Payments

Alberta's economy has recovered strongly, but many people are struggling with the rising cost of living due to inflation. The [Affordability Action Plan](#) is taking quick, effective action. The Government of Alberta has announced \$2.8 billion in new relief measures that will cut costs for all Albertans and businesses, including up to \$600 affordability payments to help parents, seniors and vulnerable people with their daily living costs.

As of January 18, 2023, seniors, families with children under 18, and Albertans on core support programs can get \$600 to help with the rising cost of living.

Anyone receiving monthly benefits through AISH, Income Support, Alberta Seniors Benefit or services through Persons with Developmental Disabilities (PDD) will automatically be enrolled to receive their personal payments of up to \$600. Note: these individuals will need to apply for additional payments if they have children under 18.

Families with household incomes under \$180,000 can apply for \$600 per child under 18.

- Seniors with a household income under \$180,000 can apply for \$600 per person.
- Eligible individuals can apply [online](#) using a [verified Alberta.ca account](#) (previously known as MyAlberta Digital ID) or can apply in person at any registry agent or Alberta Supports Centre.

Visit <https://www.alberta.ca/affordability-payments.aspx> or call the Affordability Action Plan Information Line at 1-844-644-9955 for more information.

Indexing Financial Benefits for Seniors

The Government of Alberta has increased benefits for seniors to help with the high cost of living.

Starting January 1, 2023 and going forward, the Government of Alberta is indexing financial benefits for low-income seniors. Benefits will increase each January according to inflation as measured by the Alberta Consumer Price Index. The increase beginning January 2023 is 6 per cent.

Alberta Seniors Benefit

As a supplement to federal programs, the Alberta Seniors Benefit program assists eligible low-income seniors with monthly living expenses. Seniors who currently receive the Alberta Seniors Benefit will have seen a 6 per cent increase on their January 25, 2022 payments.

Supplementary Accommodation Benefit

The Supplementary Accommodation Benefit supports eligible low-income seniors who reside in a long-term care and designated supportive living facility. In January 2023, the monthly disposable income amount included in the benefit calculation was increased from \$322 to \$342. Eligible seniors received a letter in January 2023 notifying them of their benefit increase.

Special Needs Assistance for Seniors

The Special Needs Assistance for Seniors program provides financial assistance to eligible seniors with low-income toward the cost of some appliances, and specific health and personal supports. Claims with a date of service of January 1, 2023, or later will be approved at the new maximum benefit amount for applicable expenses.

More information on the seniors benefit maximums implemented January 1, 2023 is available on the Alberta Open Government portal at:

open.alberta.ca/publications/alberta-seniors-benefit-thresholds-rates-and-percentages

and

open.alberta.ca/dataset/special-needs-assistance-for-seniors-funding-maximums

Alberta's Strategy for Preventing and Addressing Elder Abuse

In the summer of 2022, the Government of Alberta released [A Collective Approach: Alberta's Strategy for Preventing and Addressing Elder Abuse \(2022-2027\)](#). This new five-year strategy, which includes a new definition of elder abuse, is guiding how Albertans, non-profit organizations, frontline workers, businesses, and governments can work together to prevent and reduce elder abuse and make our province safer for seniors.

Since the release, the Government of Alberta has been working on implementing the strategy, including:

- A public awareness campaign that ran between September and November of 2022 to increase awareness of elder abuse.
- Conducting a prevalence study, applying the new definition of elder abuse, to better understand the scope of elder abuse in Alberta.
- In the coming months, partnering with community stakeholders to undertake a project focused on the development, adoption, and promotion of culturally appropriate elder abuse resources and training across the province.
-

Increasing 211's mental health and addiction support capacity

On November 23, 2022, the Government of Alberta doubled 211 funding from \$7.5 million to more than \$15 million over three years to help people of all ages access critical addiction and mental health support services in their communities.

Alberta 211 provides information and referrals to community resources, and is available 24/7 by phone, text and chat. The service is free, confidential and available in over 170 languages over the phone.

Visit ab.211.ca for more information.

To learn more about the announcement, please click [here](#).

The 37th annual celebration of Seniors' Week is approaching!

For 37 years, the Government of Alberta has celebrated the first week of June to honour and recognize seniors for their many contributions to Alberta. This year, Seniors' Week is from June 5 – 11. If you are planning an event in your community on June 5, you are encouraged to submit an Expression of Interest by **February 28, 2023**, to help officially kick-off the celebrations!

The community with the selected expression of interest will receive a \$5,000 grant to co-host the provincial launch event of Seniors' Week 2023.

Your community or organization is encouraged to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit <https://www.alberta.ca/seniors-week.aspx> or email at seniorsinformation@gov.ab.ca if you have any questions.



[Website](#)



[Email](#)

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Alberta Seniors, Community and Social Services Seniors Division
600-10405 Jasper Avenue
Edmonton Alberta T5J 4R7
Canada

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Karine Keys

From: Seniors, Community and Social Services <seniorsinformation@gov.ab.ca>
Sent: February 23, 2023 3:30 PM
To: Karine Keys
Subject: Age-Friendly E-News

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Age-Friendly E-News

Alberta

Summit on the Aging Workforce (hybrid) conference

A full-day conference (the **Summit on the Aging Workforce**) will be hosted in Edmonton (and virtually) by the Edmonton Chamber of Commerce and CPHR Alberta on June 8, 2023. The event is ideal for business leaders, HR professionals, not for profits, researchers and policy makers. At the event, individuals will hear from a panel of experts, keynote speakers, and business leaders on the future of the aging workforce.

Mature workers (defined as those that are 55 years or older) make up nearly 20% of the labour force and can help offset existing and future labour shortages, and mentor younger workers. Additionally, some older workers face barriers to remaining employed, re-entering the labour force, or delaying retirement.

To register, please visit <https://business.edmontonchamber.com/events/details/summit-on-the-aging-workforce-9166>

Summit on the Aging Workforce

June 8, 2023
8AM - 5:30PM

Virtual and In-Person
at the Westin Edmonton

THE POWER OF EXPERIENCE

Offsetting existing and future labour shortages by addressing the needs of older workers, now and in the future



Canada

Labour Market Development Agreement
The Province of Alberta is working in partnership with the Government of Canada to provide employment support programs and services.

Alberta

CPHR
Alberta

Edmonton
Chamber

WORLD TRADE
CENTRE
EDMONTON



Website



E-mail

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Alberta Seniors, Community and Social Services
600-10405 Jasper Avenue
Edmonton Alberta T5J 4R7
Canada

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Claresholm Public Library Board
Regular Meeting
January 17, 2023

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

1. CALL TO ORDER – 5:00 pm

Motion: Brad S

Passed

2: APPROVAL OF AGENDA

Motion: Earl

Passed

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from November 22, 2022

Motion to approve: Donna M

Passed

4: CORRESPONDENCE

none

5: FINANCIAL

5.1 Financial report for end of December 2022

Waiting on Chinook Arch to confirm phone bills for last two months

Saw an increase in book sales

Motion to approve: Kelsey H

Passed

5.2 ConnectFirst Term Deposit Rates

-Jay presents rates

-Might be an upcoming bill for mud jacking – library built in winter, some of the foundation has sunk – don't think its urgent but when it does take place everything needs to come out of the library – want to replace carpet at same time as well.

Claresholm Public Library Board
Regular Meeting
January 17, 2023

-Do we throw some into an account, and leave it there so it's accruing?

Motion by Brad S: Lets put 30k in short term redeemable 270–364 days at 2% and 30k in long term non–redeemable 24–35 months at 4.3% monthly or 4.6% annually

Second: Earl H

Passed

6: REPORTS

6.1 Library Manager's report

- 11 people attending Cricut class
- Chinook Arch provided a LUSH gift box for a draw for more foot traffic
- Christmas concert was lovely

6.2 Chinook Arch Board Report from December 1, 2022

7: NEW BUSINESS

7.1 Mud jacking of Library needed due to building sinking on west side

- Jay will start the process but there's no firm deadline at this point - she'll chat with the Town

7.2 Alberta Ministries of Agriculture & Irrigation and Municipal Affairs Grant Partnership

- Have someone come answer questions for seniors, they struggle a lot and there are a lot of seniors in town - digital literacy
- Youth learn about resumes, taxes, simple mechanic things (change a tire)
- Possibility of hiring someone how to write a business plan
- **ACTION Jay will work on filling out the grant for Feb. 10**

Motion: Kelsey H suggests Jay fills out said grant citing the three suggestions she's made above and email it to the board prior to sending on the Feb. 10 due date.

Second: Kendall S

8: OLD BUSINESS:

8.1 Town of Claresholm Community Donation and Operational Grant Policy

Motion: Brad S makes a motion Jay sends Community Donation and Operational Grant Policy form to the town as shown to the board Jan. 17, 2023

Claresholm Public Library Board
Regular Meeting
January 17, 2023

Passed

8.2 Naloxone – reply from Public Library Services Branch – see email attachment

- Heard from PLSB answer can Board vote against wishes of Town and MD
- Kendall asks to table to next meeting
- **ACTION Kendall reach out to Taber library**
- **ACTION Jay please move to next agenda**
- **ACTION Brad will see if Harry Van Langen and Jason Hemmaway are willing to attend a board meeting to discuss naloxone**

9: Closed session

10: **ADJOURNMENT 5:33**

Next Meeting: February 21, 2023 at 5 p.m.

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, January 19, 2023
Community Room, Claresholm Town Office

ATTENDEES: Howard Paulson – Lay Representative
Brydon Saunders – Lay Representative
Brian Comstock – Lay Representative
Cindee Schlossberger – Lay Representative
Earl Hemmaway – MD of Willow Creek
Laurie Lyckman – Vulcan County
Mike Cutler – Town of Claresholm
Sally Morton – CEO
Shirley Isaacson, Secretary

GUEST: Margy Morkin

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

1.0 APPROVAL OF AGENDA:

Moved by Mike Cutler to accept the agenda as presented. Motion Carried..

2.0 APPROVAL OF MINUTES:

Moved by Earl Hemmaway that the minutes of the Nov 24, 2022 meeting be accepted as presented. Carried.

3.0 BUSINESS ARISING FROM MINUTES:

Sally reported that at the Drivers Meeting on Friday afternoon, pizza will be served.

4.0 CORRESPONDENCE:

Michelle l Penn gave a donation of \$250.00 for excellent service on a trip for her father from Fort Macleod to Calgary.
An email from Calgary Seniors Resource Society re – online meetings.

5.0 REPORTS:

5.1 Financial – Sally presented the Balance Sheet and Profit and Loss statements,. \$57,010.21 in chequing, \$8032.67 casino, \$27,839.06 savings. 63 trips for January so far.

Laurie Lyckman moved that we transfer \$20,000.00 from the chequing account to savings. Motion carried.

5.2 Chairman’s Report –Nothing new to report.

6.0 OLD BUSINESS:

Mike Cutler asked that the AGLC license for the 50/50 draw be cancelled and we

will look at doing it in April, 2023.

7.0 NEW BUSINESS:

7.1 Discussion on the duties of the drivers and the need for an escort with certain patients.

Laurie Lyckman moved we look for retired nurses or LPN's to hire as escorts for transportation to accompany certain patients. Seconded by Brydon Saunders. Motion carried.

It was agreed to look at our policies and make any necessary changes.

7.2 Fuel surcharge will remain the same as previous.

7.3 The present brochure was reviewed and any necessary changes will be made. Will have a supply printed and distributed..

8.0 IN CAMERA: No In camera..

NEXT MEETING DATE: February 16, 2023 at 10:45 a.m..

The meeting was adjourned by Cindee Schlossberger.

SIGNED:

SIGNED: