



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
JANUARY 9, 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/UCe3OPyLhTzPajvPVAAtNLIKA/live>

**NOTICE OF RECORDING**

**CALL TO ORDER**

**AGENDA: ADOPTION OF AGENDA**

**MINUTES: REGULAR MEETING – DECEMBER 12, 2022**

**ACTION ITEMS:**

1. **BYLAW #1737 – Road Closure Bylaw**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
2. **BYLAW #1756 – Water & Sewer Bylaw Amendment**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
3. **CORRES: Alberta Justice and Public Security and Emergency Services**  
RE: Invite to Virtual Community Justice Centre Engagement Sessions
4. **CORRES: Reeve Marianne Sandberg, MD of Willow Creek No. 26**  
RE: Annexation
5. **CORRES: Reeve Marianne Sandberg, MD of Willow Creek No. 26**  
RE: Annexation
6. **REQUEST FOR DECISION: Transportation of Medical Patients by Claresholm Fire**
7. **REQUEST FOR DECISION: Grant Application - NRED**
8. **REQUEST FOR DECISION: Canada Summer Jobs Grant**
9. **REQUEST FOR DECISION: 2023 Open Houses**
10. **REQUEST FOR DIRECTION: Clean Energy Improvement Program**
11. **FINANCIAL REPORT: Statement of Operations November 30, 2022**
12. **INFORMATION BRIEF: Economic Development in Rural Alberta Plan**
13. **INFORMATION BRIEF: Business License Application Revision**
14. **INFORMATION BRIEF: Council Committee Reports**
15. **INFORMATION BRIEF: Council Resolution Status**
16. **ADOPTION OF INFORMATION ITEMS**
17. **IN CAMERA:**
  - a. **Legal – FOIP Section 27**
  - b. **Advice from Officials – FOIP Section 24**
  - c. **Personnel – FOIP Section 17**

**INFORMATION ITEMS:**

1. Chinook Arch Regional Library System Board Report – December 1, 2022
2. Oldman River Regional Services Commission (ORRSC) Board Meeting Minutes – September 1, 2022
3. Age-Friendly E-News Alberta – December 16, 2022

**ADJOURNMENT**



**Claresholm**

**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
DECEMBER 12, 2022**

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

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

**ABSENT:** Councillor Mike Cutler

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

**MEDIA PRESENT:** None

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

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

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – NOVEMBER 28, 2022**

Moved by Councillor Zimmer that the Regular Meeting Minutes of November 28, 2022 be accepted as presented.

**CARRIED**

**DELEGATION:** **LIVINGSTONE RANGE SCHOOL DIVISION – Jas Schmirler**  
**RE: International Student Program**

Jas Schmirler, from the Livingstone Range School Division, was present to speak to Council regarding the International Student Program. The program began in 2013. They are looking for support from the communities in the school division in order to recruit more homestay families. They would like the Town to promote the program through social media channels and any other appropriate means.

**ACTION ITEMS:**

**1. BYLAW #1754 – BMO Operational Borrowing Bylaw**  
**RE: 2nd & 3rd Readings**

Moved by Councillor Kettles to give Bylaw #1754, the BMO Operational Borrowing Bylaw regarding the Town’s revolving line of credit in the amount of \$450,000, 2nd Reading.

**CARRIED**

Moved by Councillor Carlson to give Bylaw #1754, the BMO Operational Borrowing Bylaw regarding the Town’s revolving line of credit in the amount of \$450,000, 3rd & Final Reading.

**CARRIED**

**2. BYLAW #1755 – AMSC Operational Borrowing Bylaw**  
**RE: 2nd & 3rd Readings**

Moved by Councillor Meister to give Bylaw #1755, the AMSC Operational Borrowing Bylaw regarding the Town’s MasterCard account in the amount of \$50,000, 2nd Reading.

**CARRIED**

Moved by Councillor Carlson to give Bylaw #1755, the AMSC Operational Borrowing Bylaw regarding the Town’s MasterCard account in the amount of \$50,000, 3rd & Final Reading.

**CARRIED**

**3. BYLAW #1756 – Water & Sewer Bylaw Amendment**  
**RE: 1st Reading**

Moved by Councillor Zimmer to give Bylaw #1756, the Water & Sewer Utility Bylaw Amendment, 1st Reading.

**CARRIED**

**4. CORRES: Hon. Mike Ellis, Minister of Public Safety and Emergency Services**  
**RE: Provincial Changes to Victim Services**

Received for information.

**5. CORRES: Mr. Joe Ceci, MLA Calgary-Buffalo**  
**RE: The Sovereignty Act Creates Uncertainty for Municipalities**

Received for information.

**6. CORRES: Town of Fort Macleod  
RE: Intermunicipal Collaboration Framework Agreement Committee**

Received for information.

**7. REQUEST FOR DECISION: Kinsmen Club Grant Application**

MOTION #22-155

Moved by Councillor Kettles to write a letter of support for the Kinsmen Club of Claresholm's application to the Community Facility Enhancement Program for the purpose of constructing pathways and new lighting at Amundsen Park and provide the matching funds/in-kind donation of \$149,456.

**CARRIED**

**8. REQUEST FOR DIRECTION: 2023 Town Council Open Houses**

Received for information.

**9. INFORMATION BRIEF: Local Government Fiscal Framework**

Received for information.

**10. INFORMATION BRIEF: Truth & Reconciliation Training**

Received for information.

**11. INFORMATION BRIEF: Community Development Committee Report**

Received for information.

**12. INFORMATION BRIEF: Strategic Plan Update**

Received for information.

**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 Carlson to adopt the information items as presented.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 7:41 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Petrovic noted that recording ceased at 7:41 p.m.

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Mayor – Chelsae Petrovic

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Chief Administrative Officer – Abe Tinney

# ACTION ITEMS



# REQUEST FOR DECISION

Meeting: January 9, 2023  
Agenda Item: 1

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## BYLAW No.1737 – ROAD CLOSURE (ALLEY) 2<sup>nd</sup> & 3<sup>rd</sup> READINGS

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Council passed 1<sup>st</sup> reading of Bylaw No. 1737 on March 14, 2022. Following the required two weeks circulation, the public hearing was held on April 11, 2022. There were no comments received at the public hearing. The bylaw has returned from the Minister's office (signed) and is now presented for 2<sup>nd</sup> and 3<sup>rd</sup> readings.

Following the passing of the road closure bylaw, the land will be transferred to the adjacent landowner. Additionally, the land use bylaw amendment (to re-zone that roadway to the residential land use district) will be presented for 2nd and 3rd readings following advertising for that public hearing (being prepared for an upcoming Council agenda).

### **RECOMMENDED ACTION:**

Council pass a resolution to give Bylaw No. 1737, a Road Closure Bylaw, 2<sup>nd</sup> and 3<sup>rd</sup> readings.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1737, a Road Closure Bylaw, 2<sup>nd</sup> Reading.

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1737, a Road Closure Bylaw, 3<sup>rd</sup> and final Reading.



### ATTACHMENTS:

1. Bylaw No. 1737 Road Closure Bylaw (signed by the Minister).

### APPLICABLE LEGISLATION:

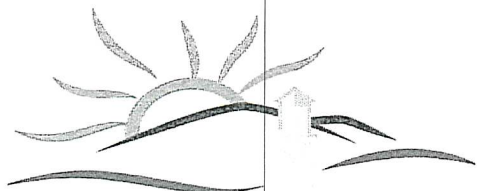
1. Municipal Government Act, RSA 2000, Chapter M-26, Section

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: January 5, 2023

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# Claresholm

## TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW No. 1737

A BYLAW OF THE TOWN OF CLARESHOLM FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND CREATING TITLE TO AND DISPOSING OF PORTIONS OF A PUBLIC ROADWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.

WHEREAS, the lands hereafter described is not required for public travel,

WHEREAS, application has been made to Council to have the roadway closed, and

WHEREAS, the Council of the TOWN OF CLARESHOLM deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same, and

WHEREAS, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE BE IT RESOLVED that the Council of the TOWN OF CLARESHOLM in the Province of Alberta does hereby close to Public Travel and creating title to and disposing of the following described highways, subject to rights of access granted by other legislation.

**ALL OF LANE SHOWN ON PLAN 6129 JK, CONTAINING 0.112 HECTARES, MORE OF LESS**

READ a **first** time this **14<sup>th</sup>** day of **March, 2022**.

Chief Elected Official Seal

Chief Administrative Officer

Approved this 12<sup>th</sup> day of December, 2022

Minister of Transportation and Economic Corridors

READ a **second** time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

READ a **third** time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Chief Elected Official Seal

Chief Administrative Officer



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1756**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to amend Bylaw 1659 respecting water-works, sewers and plumbing in the Town of Claresholm.

**WHEREAS** the Municipal Government Act, Chapter M-26 and amendments hereto, authorizes a Municipal Council to pass Bylaws pertaining to public utilities;

**NOW THEREFORE** the Council of the Town of Claresholm in the Province of Alberta duly assembled enacts as follows:

1. The Town of Claresholm Water & Sewer Utility Bylaw 1659 shall be amended as follows:

**REPLACE:** Schedule “D”

2. This bylaw shall come into effect on the date of third and final reading.

Read a first time in Council this **12<sup>th</sup>** day of **December** 2022 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.

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Chelsae Petrovic, Mayor

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Abe Tinney, Chief Administrative Officer

**TOWN OF CLARESHOLM**  
**Bylaw No. 1756**  
**SCHEDULE “D”**  
**WATER & SEWER RATE TABLES**

Rates are effective January 1 of each year, unless stated otherwise.

<b>Residential Rates (Monthly)</b>			
	<b>2021</b>	<b>2022</b>	<b>2023</b>
Basic Water Charge	\$35.00	\$35.70	\$35.70
Basic Water Consumption Inclusion (cubic meters)	-	-	-
Water Consumption Charge (per cubic meter)	\$1.65	\$1.68	\$1.68
Basic Sewer Charge	\$16.50	\$16.83	\$16.83
Basic Sewer Usage Inclusion (cubic meters)	-	-	-
Sewer Usage Charge (per cubic meter) – charged on 50% of water consumption for residential users.	\$0.90	\$0.92	\$0.92

<b>Non-Residential – Water Basic Charge No Consumption Included</b>			
	<b>2021</b>	<b>2022</b>	<b>2023</b>
½”, 5/8”, ¾”	\$44.88	\$45.78	\$45.78
1 INCH	\$71.81	\$73.25	\$73.25
1 – ½ INCH	\$166.06	\$169.38	\$169.38
2 INCH	\$251.33	\$256.36	\$256.36
3 INCH	\$852.72	\$869.77	\$869.77
4 INCH	\$1,481.04	\$1,510.66	\$1,510.66
6 INCH	\$3,500.64	\$3,570.65	\$3,570.65

<b>Non-Residential – Sewer Basic Charge No Usage Included</b>			
	<b>2021</b>	<b>2022</b>	<b>2023</b>
½”, 5/8”, ¾”	\$18.11	\$18.47	\$18.47
1 INCH	\$24.00	\$24.48	\$24.48
1 – ½ INCH	\$48.30	\$49.27	\$49.27
2 INCH	\$65.91	\$67.23	\$67.23
3 INCH	\$164.76	\$168.06	\$168.06
4 INCH	\$249.28	\$254.27	\$254.27
6 INCH	\$475.19	\$484.69	\$484.69

<b>Consumption Amount (m<sup>3</sup>)</b>	<b>Consumption Charge – Water</b>		
	<b>2021</b>	<b>2022</b>	<b>2023</b>
16	0.765	0.780	0.780
180	0.592	0.604	0.604
Thereafter	0.561	0.572	0.572

<b>Usage Amount (m<sup>3</sup>)</b>	<b>Usage Charge – Sewer</b>		
	<b>2021</b>	<b>2022</b>	<b>2023</b>
16	0.83	0.847	0.847
180	0.67	0.683	0.683
Thereafter	0.40	0.408	0.408

<b>Bulk Water Station</b>	<b>2021</b>	<b>Oct 15 2021</b>	<b>2022</b>	<b>2023</b>
	\$3.30	\$2.184	\$2.226	\$2.226

<b>Intermunicipal Agreement Rates</b>	<b>Sept 1 2021</b>	<b>2022</b>	<b>2023</b>
Water Rate (Cost + 5%) (per cubic meter)	\$2.184	\$2.226	\$2.226
Basic Monthly Sewer Charge (2x Residential)	\$33.00	\$33.66	\$33.66
Sewer Usage Charge (same as non-residential up to 16 cube rate) (per cubic meter)	0.83	0.847	0.847

Sewer usage is unmetered, and is therefore assumed at 100% of water consumption for non-residential users and 50% for residential users.



## Karine Keys

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**From:** JSG Engagement <JSG.Engagement@gov.ab.ca>  
**Sent:** December 22, 2022 12:05 PM  
**Cc:** JSG Engagement  
**Subject:** Invite to Virtual Community Justice Centre Engagement Sessions

Hello,

The Ministries of Alberta Justice and Public Security and Emergency Services are excited to be starting virtual stakeholder engagement on Community Justice Centre's (CJC) in early 2023.

CJCs are places where justice processes are integrated with health and social services to facilitate a coordinated approach that more effectively addresses the root causes of crime, breaks the cycle of re-offending, and improves public safety and community well-being. CJCs can take on a physical form where a "brick and mortar" location unites the court, justice programs, and local social services, or a virtual form that offers better integration of justice initiatives and community services.

The design of CJCs needs to be driven by communities, providing the ability to directly address the unique challenges they face, and being informed by their own priorities and cultural protocols. These conversations will inform a report back to the federal government and may inform the establishment of CJCs in Alberta in the future.

In-person engagement and conversations occurred between September 2022 and November 2022, held in medium-sized, rural and Indigenous communities throughout Alberta. Elected and unelected community leaders, governmental and community-based organizations shared to CJCs could work within their specific contexts and potential challenges to ensuring this concept's success.

Now it is time for our virtual sessions!

Two-hour engagement sessions will focus on key themes to enable you to make recommendations on what CJCs could and should look like. While these virtual sessions were designed for large urban centres, all are welcome to attend if interested or you missed your in-person community session. You are invited to self-determine whether to attend all, or specific topics of your choosing.

The engagement sessions will explore the concepts of CJCs, gather feedback on these ideas that will then be used to refine the CJC proposed model and inform federal government decision making. Your participation in this engagement is highly valued and is an integral part of understanding how CJCs could be implemented in Alberta. We also acknowledge that we may not have all relevant stakeholders on our list, please pass on this information to others you feel should attend and if you don't mind, please cc [JSG.Engagement@gov.ab.ca](mailto:JSG.Engagement@gov.ab.ca) so we can expand our stakeholder list.

### **Specific Sessions:**

Please register using the hyperlinked dates.

#### **January 20<sup>th</sup>, 9:30-11:30am**

**Current state** - What is working with how justice is delivered in Alberta today? What is not working with how justice is delivered in Alberta today? What collaboration within the criminal justice system exists today? What is working? Not working? What innovative programs exist in Alberta or elsewhere that we should consider in the context of developing community justice centres in Alberta? What has been tried but did not proceed and why not?

February 3<sup>rd</sup>, 9:30-11:30am

**Locally-Based Thinking** - What services would be delivered through a CJC and by whom? What would be critical to the success of this approach, governance structure (e.g. supported or led by government/ or community-based organizations/ or a hybrid?) What outcomes should government and system partners strive for when considering formation of CJsCs? What services would be delivered via a CJC and by whom?

February 24<sup>th</sup>, 9:30-11:30am

**Future planning** - What principles should guide the formation of CJsCs in Alberta? What current issues in the justice system could be overcome/addressed through CJsCs? What has Covid taught us about delivering justice services through technology and does this impact our vision of a CJC? How do CJsCs support or enable the medium and longer term vision for the delivery of justice services in Alberta? What services would be delivered via a CJC and by whom?

Kind Regards,

The Justice and PSES Engagement Team



Classification: Protected A



# Municipal District of Willow Creek No. 26

## Office of the Reeve

[www.mdwillowcreek.com](http://www.mdwillowcreek.com)

273129 Secondary Hwy 520  
Claresholm Industrial Airport  
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351

Fax: (403) 625-3886

Shop: (403) 625-3030

Toll Free: 888-337-3351

December 14, 2022

Mayor Chelsea Petrovic  
Town of Claresholm  
Box 1000  
Claresholm, AB  
T0L 0T0

Dear Mayor Petrovic

The Council of the Municipal District of Willow Creek passed the following resolution at its December 14, 2022 meeting:

*Resolution No. C-22/561*

*“Motion by Councillor Alm to notify the Town of Claresholm that the Municipal District of Willow Creek has received and reviewed the Notice of Intent to annex NE 22-12-27-W4, NE 27-12-27-W4, SE 27-12-27-W4 and that the M.D. supports the annexation”.*

Sincerely, on Behalf of Council,

Maryanne V. Sandberg  
Reeve  
Municipal District of Willow Creek



# Municipal District of Willow Creek No. 26

Office of the Reeve

[www.mdwillowcreek.com](http://www.mdwillowcreek.com)

273129 Secondary Hwy 520  
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Toll Free: 888-337-3351

December 14, 2022

Mayor Chelsea Petrovic  
Town of Claresholm  
Box 1000  
Claresholm, AB  
T0L 0T0

Dear Mayor Petrovic

The Council of the Municipal District of Willow Creek passed the following resolution at its December 14, 2022 meeting:

*Resolution No. C-22/562*

*"Motion by Councillor Hemmaway that the MD indicate to the Town that a number of issues be addressed as part of the annexation of the lands including; understanding how the existing CFO exclusion area would be impacted by the annexation if at all, a 5-year plan to address property tax compensation to the Municipality based upon \$5,651.35 in annual residential, farmland and non-residential property taxes, a suitable property tax agreement for the annexed landowner and the plan for public consultation with adjacent landowners."*

We look forward to working with the Town on this annexation and the future growth within the Town of Claresholm.

Sincerely,

Maryanne V. Sandberg  
Reeve  
Municipal District of Willow Creek



# REQUEST FOR DIRECTION

Meeting: January 9, 2023  
Agenda Item: 6

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## Transportation of Medical Patients by Claresholm Fire

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### **DESCRIPTION:**

Recently, there have been a number of instances where both volunteer fire departments and paid full time departments have transported critical medical patients in fire apparatus where AHS EMS response / arrival is significantly delayed. AHS EMS has added the option for on scene fire departments (by way of Medical Control Protocols) to contact a physician and AHS EMS Deployment Manager to assist with management of challenging patient presentations / situations and where EMS arrival is expected to be prolonged.

### **BACKGROUND:**

The MD of Willow Creek purchased three response units in 2014 for the purpose of medical first responses, and the transporting of critical patients when EMS is delayed. The MD of Willow Creek participated in a pilot project in conjunction with AHS that allowed fire crews to transport critical patients. Although at the completion of the project, AHS deemed the service unnecessary, these response units remain fully equipped and capable of transporting patients, and they are currently being used as basic response units.

We have recently had discussions with John Hein, our Medical First Response Agency Rep from AHS regarding the transporting of critical patients when ambulance response times are prolonged. Mr. Hein has indicated that if fire crews are on scene and need advice on a challenging patient/situation and AHS EMS arrival is expected to be prolonged, that crews can consult with the "on-line medical control", and seek advice from the on-call doctor and AHS Deployment Manager. Contact can be made through Dispatch when crews are out of cell phone coverage. In extreme cases when it is determined to be in the best interest of the patient, fire crews will be allowed to transport patients. That being said, it has been made very clear that these types of transports will be done at the risk and cost of the applicable municipality. This is not a practice that AHS is recommending, but understands that sometimes the situation dictates the procedure. The municipality's risk can be mitigated through a clear municipal Operating Guideline and AHS Medical First Response Protocols, along with the required minimum medical training of firefighters, and with ongoing monitoring and documentation. Any transport will be reviewed by the Director of Emergency Services to ensure proper procedures were followed.

Each community that provides medical first response services are now seeking direction from their respective councils on whether or not they will recognize the AHS protocol and MD of Willow Creek Operating Guideline (attached) for the transport of critical patients when AHS EMS ambulance response times are prolonged. If a community is unwilling to recognize the AHS protocol, they will continue to respond to medical responses in their provided rescue/response apparatus.

### **DISCUSSION/OPTIONS:**

Although the use of this additional protocol is expected to be very rare, the Chief recommends that it be adopted so as to give the on-scene fire crew the additional tools in the rare instance where it would be in the patients' best interest to be transported to the closest facility or intercept with

incoming AHS EMS unit. Because of the process in place requiring contact with the AHS EMS Online Medical Contact Physician as well as the discussion that will occur between said Physician and the Deployment Manager the ultimate decision to transport is left to the Physician and not arbitrarily made by the on-scene crew.

**PROPOSED RESOLUTION:**

Moved by Councilor \_\_\_\_\_ to adopt the transportation of medical patients by Claresholm Fire Department as presented, with the conditions outlined in the (draft) Operational Guideline as well as the OLMC MFR Process.

**ATTACHMENTS:**

- 1.) Draft Operational Guideline D.26.00
- 2.) On-Line\_Medical\_Consultation\_(OLMC)\_MFR\_Process\_v2.1 (1)

**APPLICABLE LEGISLATION:**

- 1.) none

**PREPARED BY:** Craig White – Fire Chief

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**APPROVED BY:** Abe Tinney – CAO

**DATE:** January 5, 2023

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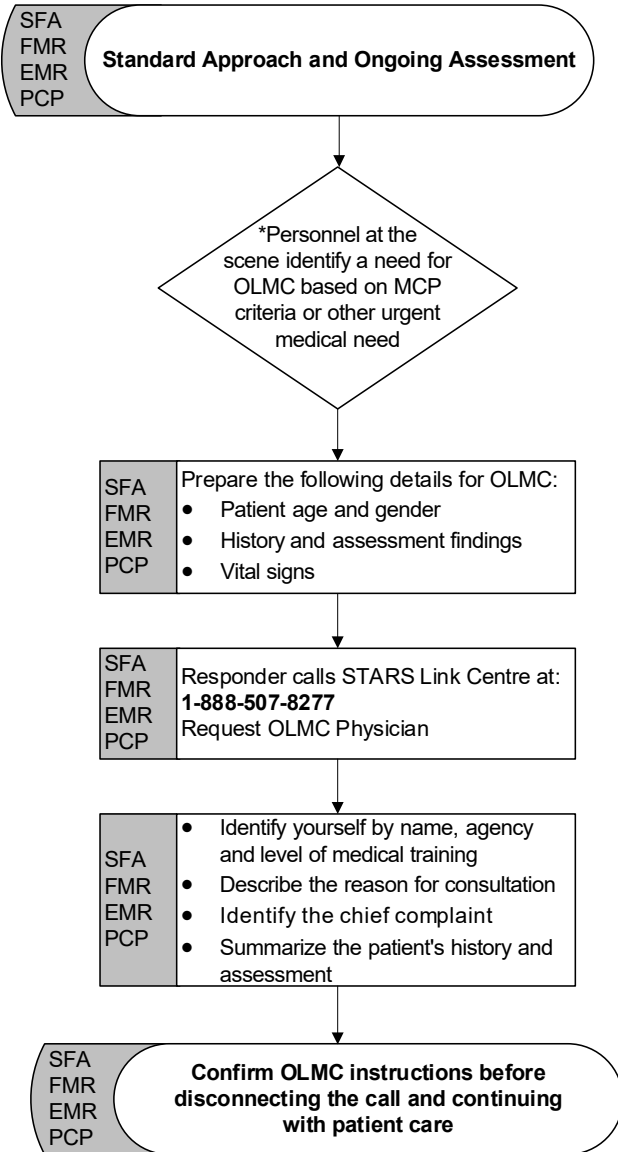
## D.26.00

### Transfer of Patients by Fire Departments

**Purpose:** To define when On Line Medical Consultation (OLMC) should be initiated. Consultation with the OLMC is specified in the MFR Medical Control Protocols (MCP's). To receive advice on a challenging patient's presentation/situation when AHS EMS response times are expected to be prolonged.

**Scope:** All Fire Departments identified in the Intermunicipal Emergency Services Agreement:

1. Registered EMR, PCP, ACP or certified MFR or equivalent - Standard Approach and ongoing assessment.
2. Personnel on scene identify a need for OLMC based on MCP criteria or other urgent medical need.
3. Registered EMR, PCP, ACP, or certified MFR or equivalent will prepare the following details for OLMC:
  - Patient age/ Gender
  - History/ Assessment findings
  - Vital Signs
  - Alberta Health Care number (if available)
4. Registered EMR, PCP, ACP or certified MFR or equivalent - Responders call STARS link center at 1-888-507-8277 and request OLMC physician.
5. Registered EMR, PCP, ACP or certified MFR or equivalent will:
  - Identify yourself by name, agency, and level of medical training
  - Describe the reason for consultation
  - Identify the chief complaint
  - Summarize the patients history and assessment
6. Registered EMR, PCP, ACP or certified MFR or equivalent, will confirm EMS estimated arrival time with the AHS Deployment Manager.
7. Registered EMR, PCP, ACP or certified MFR or equivalent, will confirm OLMC direction for patient care and transfer.
8. Registered EMR, PCP, ACP or certified MFR or equivalent will confirm OLMC instructions before disconnecting the call and continuing with patient care and transfer.
9. Document all instructions from OLMC on the approved MFR Patient Care Report and WCES Patient Transfer Form.
10. Benchmark with Dispatch that OLMC has been contacted and approval has been given.
11. Crews will transfer the patient to the nearest hospital or the incoming AHS EMS unit. Contact with the AHS EMS unit will be established and maintained through the AFRRCS AHS working channels.



\*OLMC should be initiated when:

- Consultation with OLMC is specified in the MFR Medical Control Protocols (MCPs)
- To receive advice on a complex patient situation where EMS response is prolonged



On-Line Medical Consultation (OLMC) is direct communication between a responder and a designated Referral Emergency Physician in order to consult and receive orders. If the responder is ever in doubt over how to proceed with patient care management, OLMC is always appropriate.

### When should OLMC be initiated?

- When OLMC is specified in the MFR Medical Control Protocols (MCPs), or;
- To receive advice on a challenging or complex patient situation where EMS response is prolonged

### Steps

1. Personnel on scene identify a need for OLMC based on MCP criteria or other urgent medical need
2. OLMC will require the following information from the lead responder:
  - a. Patient's age (or estimate) and gender
  - b. History and assessment findings
  - c. Vital signs, including level of consciousness, pulse, respirations, blood pressure, oxygen saturation (SpO<sub>2</sub>)
3. Responder calls STARS Link Centre at 1-888-507-8277
  - a. Request On-Line Medical Consultation (OLMC) Physician
  - b. Identify yourself by name, agency and level of medical training
  - c. Describe the reason for consultation
  - d. Identify the chief complaint
  - e. Provide a brief summary of history and assessment findings, including vital signs

The OLMC Physician will take into account the patient's condition and real-time estimated arrival of EMS. The STARS Link Centre can bring EMS Dispatch onto the line for up-to-date information. Calls made to the STARS Link Centre are recorded.



# REQUEST FOR DECISION

Meeting: January 9, 2023  
Agenda Item: 7

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## NORTHERN AND REGIONAL ECONOMIC DEVELOPMENT PROGRAM

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### **DESCRIPTION / BACKGROUND:**

On Dec. 19, 2022 the Provincial Government announced the Northern & Regional Economic Development (NRED) program is accepting applications to enhance economic conditions and leverage regional resources to build capacity for sustainable economic development and diversification. It provides opportunity for communities to identify and allocate resources to a promising area of regional economic development.

The program funds initiatives that achieve tangible & impactful results in one or more of the following areas:

- Economic development infrastructure
- Labour force attraction and retention
- Business supports
- Tourism planning, capacity building & infrastructure
- Economic development capacity building

The Town is eligible to apply to the regional development stream; approved applicants may receive between \$20,000 to \$200,000 to support project costs; total project costs cannot exceed \$200,000.

- The program provides up to 50% of total eligible project costs.
- Capital costs for infrastructure, purchase of land, grant stacking are not eligible activities
- Applicants must match the funding requested at a minimum of 50% of the total project cost.

The Economic Development Officer (EDO) attended 2-information session on the program. The application deadline is January 22, 2023. The funding notification date is March 2023.

### **DISCUSSION / OPTIONS:**

After discussions with the CAO and Development Officer, the EDO developed a concept plan with budget for an NRED program application. The following 4 components make-up the proposed application:

1. Request \$46,000.00 funding for an Area Structure Plan for 35-acres of highway-commercial and Multifamily Residential development in Claresholm; north of Derochie Drive West, and west of Alberta Road West; land-owner 25%, Town 25%, (\$23,000 from 2023 Land Reserves).
2. Request \$12,000 funding for a new terra-graph (above ground, line-of-sight) internet roll-out strategy with an Alberta-based service provider, to establish improved internet service in both the north and south industrial areas of Claresholm. Town 50%, (\$12,000 to be reallocated from existing 2023 budget)
3. Request \$40,000 funding to support a 2-year shared-staffing contract position with the Claresholm & District Chamber of Commerce; Chamber 25%, Town 25%, (\$10,000 included in 2023 budget, \$10,000 to come from 2024 budget)
4. Request \$1000 funding for training for the EDO; Town 50% (\$1,000 included in 2023 budget)

NRED Application Project Budget

**Project Revenues**

Provincial Government	(\$99,000)
Land Owner	(\$23,000)
Chamber of Commerce	(\$20,000)
Town of Claresholm	(\$56,000)
<i>Area Structure Plan</i>	(\$23,000)
<i>Internet Strategy</i>	(\$12,000)
<i>2-year shared-staff</i>	(\$20,000)
<i>EDO Training</i>	(\$1,000)
<b>TOTAL REVENUE</b>	<b>(\$198,000)</b>

**Project Expenses**

Area Structure Plan	\$92,000
Internet Strategy	\$24,000
2-Year Shared Staff Wages/Benefits	\$80,000
EDO Training Education	\$2,000
<b>TOTAL EXPENSES</b>	<b>\$198,000</b>

\*Total out of budget expense if approved   \$23,000

**PROPOSED RESOLUTIONS:**

Moved by \_\_\_\_\_ to apply for the Northern Regional Economic Development Program (NRED) with an application as described, with \$23,000 coming from 2023 Land Reserves, and \$12,000 being re-allocated from 2023 Economic Development Wages.

PREPARED BY: Brady Schnell & Sheila Karsten, Economic Development

APPROVED BY: Abe Tinney, CAO

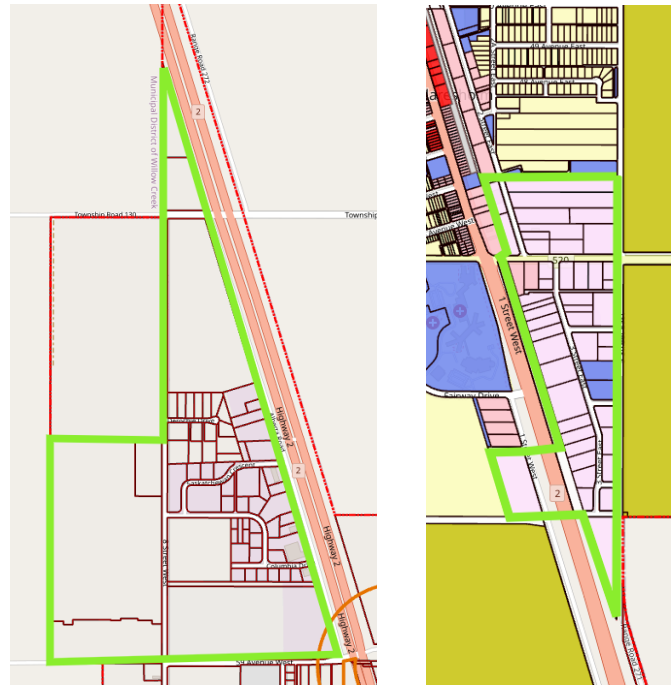
DATE: January 6, 2023

# Supporting Maps for Northern Regional Economic Development Program Application

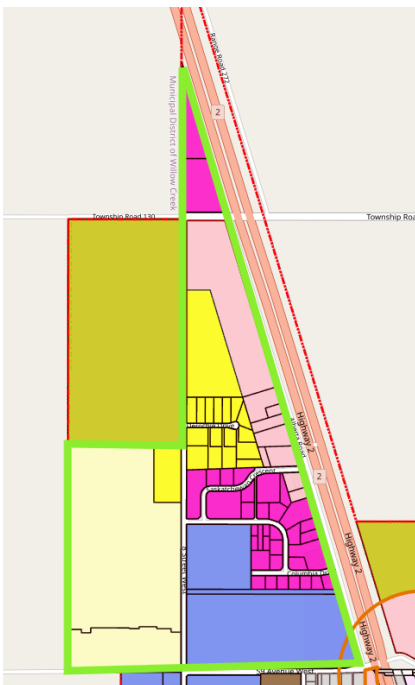
Map-1; Proposed Area Structure Plan



Map-2; Proposed internet roll-out areas



Map-3; Zoning of proposed north internet roll-out area





# REQUEST FOR DECISION

Meeting: January 9, 2023  
 Agenda Item: 8

## Recreation Assistant/Coordinator

### BACKGROUND

With an increase in administrative duties at the Claresholm Aquatic Centre due to the online registration system, exclusive telephone registrations, and a key member of the staff being on long term disability, the focus of the Recreation Manager has been on ensuring that the Aquatic Centre continues day to day programming without disruption. Additionally, a Lifeguard Shortage has created other challenges. With the other responsibilities as the Recreation Manager including marketing, advertising, for various groups and the Aquatic Centre and Claresholm Arena and additionally the coordination of staffing, there are areas that could be improved in recreation with our community. The creation of inclusive recreation opportunities for community members that promote Town Facilities, Parks and Pathways is something that is vitally needed and a Recreation Assistant/Coordinator would fill in these gaps.

A part-time, temporary Recreation Assistant for the summer could assist the Recreation Manager with the following activities;

- Delivery of posters to businesses around town
- Assisting the Recreation Manager in overseeing the creation of potential Community Boards (gardening club for example), working with existing groups, and organizing of volunteers who are interested in growing Claresholm recreation programming
- Update the existing templates for the Community Wellness Challenge for Fall 2023 implementation
- Programming such as Community Wellness, Beach Volleyball, Running Club, biking club
- Fair Days and FCSS programming (longest day of play)

### DESCRIPTION:

Canada Summer Jobs (CSJ) provides wage subsidies to employers from not-for-profit organizations and the public sector organizations with 50 or fewer full-time employees, to create quality summer work experiences for young people aged 15 to 30 years.

Administration is requesting approval to apply to CSJ for a recreation assistant. The grant program will provide 50% wage subsidy (at minimum wage) for up to 16 weeks. Because there are budget implications with this position/grant, administration would bring this item back to Council for discussion at a future Audit and Finance committee meeting. If the Town is successful with this grant, Council will still be able to cancel this initiative at future budget discussions.

Cost of position:

<b>RATE</b>		<b>\$20/HOUR</b>
WEEKLY HOURS		20
WEEKS		26
<b>SUBTOTAL</b>		<b>\$10,400</b>
VACATION, CPP, EI & WCB	4%	\$416
<b>SUBTOTAL</b>		<b>10,816.00</b>
CPP	5.70%	\$616.51
EI	2.21%	\$239.25
WCB	1.94%	\$209.83
<b>CSJ Subsidy</b>	<b>\$7.50 x 520hrs</b>	<b>-\$3900</b>
<b>TOTAL</b>		<b>\$7981.00</b>

ATTACHMENTS:

- 1.) Recreation Assistant Job Description
- 2.) Recreation Assistant Presentation

**PROPOSED:**

Moved by Councillor \_\_\_\_\_ to direct administration to apply to the Canada Summer Jobs program for a part-time temporary Recreation Assistant for summer 2023, and that final approval of this project be determined during future budgetary discussions.

PREPARED BY: Denise Spencer, Recreation Manager

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APPROVED BY: Abe Tinney, CAO

DATE: January 6, 2023

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**LOCATION:** Town of Claresholm

**POSITION:** Recreation Assistant/ Coordinator

**SUMMARY OF POSITION:**

Reporting and working closely with the Recreation Manager, the Recreation Assistant responsibilities include the Community Wellness Challenge, developing a Running Club and liaison with existing Bike Club. Working with community members to assist with the development of Community Boards, sourcing programming, and workshops for Town Facilities, ensuring promotional material is available to the public. Additionally recognizing through interactions with community members the gaps in Community Recreation within the Town of Claresholm. The Recreation Assistant plans, develops, implements, evaluates, communicates and works to provide community recreation and resources while working with community members and organizations. In addition the candidate promotes the Recreation Department, Town facilities, and the community at large.

**RESPONSIBILITIES:** Include but not limited to:

**PRIMARY RESPONSIBILITIES:**

1. Finishing & managing the Community Wellness Program for Fall 2023, which was developed in 2020 prior to the Covid-19 Pandemic
2. Assisting the Recreation Manager in overseeing the creation of Community Boards, working with existing groups, and organizing of volunteers who are interested in growing Claresholms recreation programming
  - a. Parks & Recreation Board
  - b. Gardening Club
  - c. Running Club
  - d. Biking Club
3. Assist with developing and distributing recreation advertising for Social Media and community bulletin boards.
4. Organization and coordination of workshops, programs for the Towns Recreation Facilities ie. Arena Mezzanine, Town office Community Room, Parks & Pathways
5. Evaluates the Recreation Programs and adjust the recreation program accordingly.

**SECONDARY RESPONSIBILITIES:**

1. Liaisons with groups and individuals to augment programs and promote Town Facilities, Parks and Pathways within the community, examples; beach volleyball, dance programs
2. Ensures the ongoing maintenance of activity equipment and supplies as needed, and provides documentation of the same.
3. On an as needed basis, run errands on behalf of the Department in order to ensure its smooth operation.

**QUALIFICATIONS:**

1. Positive & energetic
2. Experience and/or Education in community Recreation Programs
3. Driver's License recommended
4. Standard First Aid & CPR
5. Microsoft Office Applications (Word, Excel, PowerPoint, Outlook)

6. Excellent oral and written communication skills;
7. Ability to coordinate the details of community recreation programming

*All successful applicants must pass the vulnerable sector Criminal Record Check*

**SKILLS AND ABILITIES:**

1. Demonstrated ability to initiate programs and organize activities.
2. Good physical and emotional health
3. Ability to communicate and establish harmonious relationships with community members, families, volunteers etc.
4. Demonstrated supervisory skills and experience.
5. Excellent written and oral skills.

**JOB TYPE:** Part-time, Casual, Term Position Flexible days, evenings & weekends

**SALARY:** \$20.00 per hour



January  
2023

# Town of Claresholm Recreation Assistant

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Parks & Recreation



## Background

Since the creation of the Recreation Master Plan in 2017 the Town of Claresholm has made great strides in Parks and Recreation and planning.

Gaps in Programming are noticeable and

Recognized in the 2014 & 2018 FCSS Needs Assessments and the 2021 Recreation Survey Expanded Programming & Community Boards for Parks and Recreation and Garden Club would be beneficial for future planning and grants.

# Current Recreation Providers

- Service Clubs
- Non Profit Groups
- Small Businesses
- Volunteers
- Claresholm FCSS

The Town of Claresholm provides Facilities and Park Space for Recreation

Current Recreation Providers

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# Responsibilities

## Recreation Assistant

- Assisting with the development and coordination of recreation programs; the right candidate could provide instruction for short term programs
  - Community Wellness Challenge
  - Beach Volleyball Organization
  - Running Program using Town Pathways
- Aiding with the creation of Community Boards
  - Gardening Club
  - Parks & Pathway Society
- Promotion of Town Facilities, for workshops/ programs
  - Mezzanine Space
  - Community Room

Recreation Assistant-Responsibilities

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# Secondary Responsibilities

## Recreation Assistant

- **Overseeing/ instructing programs, updating procedures and records**
  - **ie. Community Wellness Program**
- **Maintenance & replacement of activity equipment and supplies as needed, with documentation**
  - **ie. Pickleball, Volleyball, Running Program, Biking Club Liaison**
- **Recognizing the recreation needs of Community Members and adjusting programming to reflect these needs, including town events**

Recreation Assistant-  
Secondary Responsibilities

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# 2021 RECREATION SURVEY SUMMARY

- **What are Town Residents using**
  - Pathways for walking, cycling
  - Facilities & Parks
  - Activities and community programs
- **Are Residents aware of available recreation?**
  - **Feedback from Town Surveys suggests improvement needed in where information regarding Community Recreation is located, residents are not aware of what is available in the community.**
  - **Recreation Assistant will be hands on in Community Recreation**

## Priorities for Town Residents

- Pathways for walking, cycling
- Maintaining Facilities & Parks
- Information sharing
- Affordable programming for all ages, teens

Recreation Assistant

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# PREVIOUS SURVEY'S

Claresholm FCSS surveyed residents with Community Needs Assessments, these are a few of the answers related to Community Programming

## 2014 Needs Assessment

### Sports/Leisure Activities:

- 39 comments made about the need for some recreation/entertainment for youth and families
- Fenced off-leash dog park
- New Skate Park
- BMX track
- **Sports/Leisure Activities:** At least 39 comments made about the need for some recreation/entertainment for youth and families

125 Respondents

## 2018 Needs Assessment

- 36% of respondents (68/188 responses) accessed FCSS programming
- 48% responded that Social Media was the best platform to learn about programs/ event (95/197 respondents)
- 63% were satisfied, and 24% were unsatisfied with services offered for adults in Claresholm.
- 95% felt Parks and Recreation Facilities were important/very important in our community.
- 80% were satisfied/very satisfied with Parks & Recreation in our community
- 200 Respondents

In February 2021 the Town launched a Recreation Survey to help better understand community members recreation needs

2014 & 2018 Needs Assessments, FCSS

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COMMUNITY	POP.	MULTIPLE REC POSITIONS	FULL/ PART TIME	RESPONSIBILITIES
MD of Crowsnest Pass	5,389	Yes, within the Towns not the MD	Full time	Programming community fitness classes, events and various activities request by Council
Town of Raymond	3,949	Yes	Full Time	Responsible for assisting in all aspects of the Recreation programming and administration
Vulcan	3,813	Yes, although there are supervisors etc. for facilities, and a head of the department	Full Time	Recreation and Culture, facilitating and/or organizing / running programming and events. Operations and booking on town owned facilities Social media and website maintenance
City of Brooks	15,805	Yes, multiple	Full time	Programming, board meetings, leagues with refs, Coaches and scorekeepers, youth nights, summer camps, skills and drills, drop in schedules, community information nights, special events.
Nanton	2,233	No: Experiencing the same gaps in service as Claresholm	Full time	Booking of facilities, special events, recreation programming
Pincher Creek	3,742	Yes, Director of Community Services, Programming Coordinator/Office Admin, Rec Manager, Facility Manager, Parks Coordinator	Full time	Provides programs, liaisons between boards, communication between the different groups
Medicine Hat	65,527	Yes, Multiple. Rec Coordinator, Recreation Programmer, Rec Program Attendants	Full time & Part Time	Covers all recreation among the Parks & Recreation
Claresholm	3,780	No	Full time	Booking of facilities, special events, advertising, marketing grants, recreation programming, staffing

## Community Comparison

Municipalities that have Recreation Departments within Southern Alberta

- Recreation Programming is hands on
- Administrators, programmers & events

Community Comparison Recreation Positions

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# Summary

A Recreation Assistant/ Programmer would be instrumental in filling the recreation gaps in Claresholm, and bring us in line with other communities and municipalities

Qualifications:

- Background in recreation
- Active in the community
- Ability to lead classes and organize programming as recognized
- Liaison with Town Event Planners, recreation facilitators,
- Part time position
- Funded through Employment Grant



<b>RATE</b>	<b>\$20/Hour</b>
WEEKLY HOURS	20 Hours/Week
WEEKS	26 Weeks
<b>SUBTOTAL</b>	<b>\$10,400</b>
+ VACATION, CPP, EI & WCB	\$1481.35
<b>TOTAL WAGES</b>	<b>\$11,881.59</b>

Summary Recreation Assistant

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# THANK YOU

Claresholm Recreation  
Prepared by Denise Spencer



**Claresholm**

# REQUEST FOR DECISION

Meeting: January 9, 2023  
Agenda Item: 9

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## 2023 TOWN COUNCIL OPEN HOUSES

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### **DESCRIPTION:**

Town Council has committed to having regular Open Houses in order to stay in touch with the community and promote dialogue. Administration would like Council's direction for Open Houses in 2023. This is continuing a conversation that was held at the last regular meeting on December 12, 2022.

### **BACKGROUND:**

Council held four Open Houses in 2019.

1<sup>st</sup> Open House – Thursday, February 28, 2019 at the Bridges at Claresholm Golf Club. Discussions focused on the 2019 Budget and the proposed new Water & Sewer Utility Bylaw and the proposed new rate structure.

2<sup>nd</sup> Open House – Thursday, June 6, 2019 at the Royal Canadian Legion Branch 41. Discussions focused on the redesign of Amundsen Park.

3<sup>rd</sup> Open House – Thursday, September 9, 2019 at the Claresholm Senior's Drop-in Centre. Discussions focused on the new recycling program and the Multi-use Community Buildings project.

4<sup>th</sup> Open House – Thursday, November 9, 2019 at the Claresholm Community Centre. The focus was the Rural and Northern Immigration Pilot Program.

One Open House was held in 2020 prior to the start of the pandemic.

Thursday, February 27, 2020 at the Bridges at Claresholm Golf Club. The focus was the 2020 budget.

One Open House was held in 2022, which was the first Open House of the New Council and for the new Town's CAO.

Thursday, July 21, 2021 at the new Multi-Use Community Building. The focus was Town Council's Strategic Plan and the 2022 Budget.

All Open Houses going forward should be held in the new Town Office as we now have the space to keep the meeting in house. Prior to the new building, Open Houses were spread out amongst different Town facilities.

**DISCUSSION:**

Proposed dates and topics for 2023:

1<sup>st</sup> Open House – Monday, January 16, 2023 at 7:00 p.m., at the Community Centre – Rural Immigration Pathways , IRCC and the Ministry of Labour & Immigration.

2<sup>nd</sup> Open House – Thursday, May 4, 2023 – Emergency Management & Preparedness and Budget 2023

3<sup>rd</sup> Open House – Thursday, September 21, 2023 – Budget/Spending Priorities for 2024

4<sup>th</sup> Open House – Thursday, November 16, 2023 – TBD - Strategic Plan

The dates and topics of discussion could be changed depending on the current issues in the community and the direction of Town Council.

**PROPOSED MOTION:**

Moved by Councillor \_\_\_\_\_ to approve the proposed Open House dates and topics as presented for 2023.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

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APPROVED BY: Abe Tinney, MA, CAO

DATE: January 5, 2023

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# REQUEST FOR DIRECTION

Meeting: January 9, 2023  
Agenda Item: 10

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## CLEAN ENERGY IMPROVEMENT PROGRAM

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The Town has been approached by a local business in regards to the Clean Energy Improvement Program. <https://ceip.abmunis.ca/>

The Clean Energy Improvement Program (CEIP) provides financing to help make energy efficiency and renewable energy upgrades more accessible to residential, non-residential and farmland private property owners. It is for existing properties, as opposed to new builds. CEIP is a municipality led program; municipalities must pass a local bylaw to enable CEIP in their community and then work with the CEIP Program Administrator to design and launch the program (administration of the program). The program aims to use local contractors (need to be on the list of approved contractors), and has long-repayment terms for applicants.

By participating in the program, property owners gain access to competitive financing to cover up to 100% of eligible project costs with streamlined repayment over time through a Clean Energy Improvement Tax added to their property's regular tax bill. The financing is attached to the property, not the property owner; if the property is sold, the new owner assumes responsibility for repayment, as the upgrades remain. To be eligible for financing, an energy evaluation or audit must first be completed on the building and the upgrade work must be completed by a CEIP Qualified Contractor. CEIP financing cannot be accessed retroactively nor applied to projects that have begun prior to a CEIP application being approved.

### Steps to create program:

1. Municipalities reach out to the program coordinators for resources, templates, etc. Approx 6-9 month wait to be included in a cohort to begin coordination in preparation for project launch (takes approx. 1 year).
2. Municipality creates a team (finance, tax and someone to review applications, work with contractors, etc.)
3. Municipalities draft and pass a bylaw, source financing for the project (borrowing bylaw), or use reserve funds. Program will review bylaw. Borrowing amount is not included with in a municipality borrowing limits. (Can borrow from a financial institution, FCM, or Alberta Capital Finance).
4. Municipalities may be able to apply for FCM funding to assist with the program.
5. Detailed program design, markets, communication and engagement materials are drafted with all terms and conditions.
6. Contractors can sign up to be eligible contractors on the program list, program is launched.

The Clean Energy Improvement Program has not yet been launched in Claresholm. To enable CEIP, the municipality must engage with Alberta Municipalities and then pass a CEIP bylaw to enable the program. The program is currently working with several municipalities in Alberta to develop programs in their communities with the plan to launch soon.

To qualify for the program, projects must use a renewable energy source (solar), or create energy efficiency that is permanently attached to the building (new windows, furnace, etc.). The Municipality is responsible for the program startup costs (\$15,000 & a charge to participants valued at 5% of their project to cover administration fees). The annual tax for projects (on each tax bill) cannot be more than the municipal portion of tax. The intent of the program is to be a cost recovery to the municipality, not to charge additional interest to earn a profit on the program.



**Steps for people to participate:**

1. Once a bylaw is passed and funding source acquired the program can launch.
2. Property owners can then submit the first step in a two-step application process to pre-qualify (for what retrofits/additions they want to do), select a contractor and complete an energy audit.
3. Full application can then be submitted, agreements signed with the municipality and contractor can then install the upgrades. Interest rates would vary, some bylaw note not to exceed 10%, some are lower.
4. The program Administrator then confirms the project is complete and the municipality pays the contractor.
5. The municipality then records the project costs of the property tax roll. Property owners require permission from mortgage lender and the property taxes are required to be paid in full to be eligible.

**Examples:**

Village of Stirling - \$250,000 annual max allocation, max 8% interest.

Taber - \$371,000 to \$430,000 annual borrowing amounts, max 8% interest, max borrowing term 25 years.

Pincher Creek - \$300,000 residential & \$500,000 non-residential annual borrowing amounts, max 10% interest, max term 25 years.

Drayton Valley - \$400,000 residential & \$500,000 non-residential annual borrowing amounts, max 5% interest rate, max 25-year term.

Okotoks - \$1,500,000 annual max allocation, max 8% interest.

**Options:**

Council pass a resolution to begin working with the Clean Energy Improvement Program to create a bylaw and facilitate the program. (Will take approx. 6 months to join the cohort and then 1 year to complete process to be ready for launch).

Or

Do nothing at this time and try to work with commercial businesses to find other programs that do not require Town facilitation.

**ATTACHMENTS:**

- 1.) Fact Sheet & Slide Presentation

PREPARED BY: Tara VanDellen, Planner/Development Officer

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APPROVED BY: Abe Tinney, CAO

DATE: January 5, 2023

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# ABOUT ALBERTA MUNICIPALITIES



**Alberta Municipalities** works with municipal leaders to advocate for solutions to municipal issues and supports communities by providing services, helping them to thrive and be more resilient. **The Sustainability Services** department's two programs support municipalities in reducing greenhouse gas emissions and creating resilient communities.



Municipal  
Climate Change  
Action Centre

Clean Energy  
Improvement  
Program

Alberta Municipalities is the program administrator for the Clean Energy Improvement Program as designated under the Clean Energy Improvements Regulation.

[ceip.abmunis.ca](http://ceip.abmunis.ca)

## About CEIP

- The **Clean Energy Improvement Program (CEIP)** is a financing program that reduces barriers for property owners to install energy efficiency and renewable energy upgrades. It is known as Property Assessed Clean Energy (PACE) in other jurisdictions.
- CEIP is different from other financing instruments as financing is tied to the property, not the property owner.
- Property owners can finance clean energy upgrades and pay the cost back through their property taxes.
- CEIP is municipality-led; municipalities must first pass an enabling bylaw, then partner with Alberta Municipalities to deliver the program.

[ceip.abmunis.ca](http://ceip.abmunis.ca)

# Benefits of CEIP



Increases local jobs



More resilient building stock



Achieve sustainability goals

[ceip.abmunis.ca](http://ceip.abmunis.ca)

# Why will property owners choose CEIP?



## Competitive Terms

- ✓ Long repayment periods (up to 25 years)
- ✓ Competitive interest rates



## Technical Assistance

- ✓ Technical Support from Administrator
- ✓ Contractors trained on the Program



## Financing Transferability

- ✓ Financing stays with the property not the participant
- ✓ Reduced risk of not achieving return on investment

[ceip.abmunis.ca](http://ceip.abmunis.ca)

# HOW DOES CEIP WORK?



[ceip.abmunis.ca](http://ceip.abmunis.ca)

## Consumer Protections

- Contractors must adhere to defined regulations and marketing practices
- Project Financing Maximums
- Alberta Municipalities is required to explain agreements terms to property owners
- Buyer's right to cancel
- Mortgage Lender Consent and Property Tax History
- CEIP lender is the municipality

[ceip.abmunis.ca](http://ceip.abmunis.ca)

# Role of the Program Administrator

- On Feb. 11, 2021, the Government of Alberta signed a Ministerial Order designating Alberta Municipalities as the provincial program administrator.
- The program administrator acts as the hub for municipalities, property owners, and Qualified Contractors involved in the program.
- Supports municipalities in the development of CEIP bylaws and program design.
- Leads program administration, including application and payment processing, onboarding contractors, website management, and customer service.

[ceip.abmunis.ca](http://ceip.abmunis.ca)

## Role of the Municipality (pre-launch)

- Pass a bylaw to establish the program in their community.
  - The Administrator will support the municipality in developing their bylaw to ensure accuracy and compliance with the Regulation.
- Borrow or use internal funds to capitalize the program. Borrowing can be made from a local bank (e.g., ATB) or sourced through other lending organizations.
  - Important Note: Borrowing made for financing clean energy improvements does not count against the municipality's debt limit or debt service limit.
- Work with Alberta Municipalities to design the municipal program.

[ceip.abmunis.ca](http://ceip.abmunis.ca)

# CEIP Implementation

## Municipality Responsibilities

- Verify applicant is in good standing
- Execute financing agreement with property owner
- Record and collect Clean Energy Improvement Tax
- Provide funds to pay contractors
- Collaborate on the marketing plan
- Coordinate local marketing efforts and events.

## Program Administrator Responsibilities

- Review bylaw before passing
- Onboard contractors
- Application processing and technical reviews
- Facilitate agreement executions
- Verify project completion
- Facilitate contractor payments
- Lead marketing plan & program website
- Customer service
- Reporting

[ceip.abmunis.ca](http://ceip.abmunis.ca)

# Clean Energy Improvement Projects

## Eligible energy efficiency upgrades and renewable energy installations:

- Furnace
- Windows
- Solar PV
- Combined Heat and Power
- Insulation
- Water Heater

## Legislated Project Capital Cost Maximums:

- \$50K per residential property
- \$1.0M per non-residential property
- \$300K per farmland property



# FCM: Community Efficiency Financing

- This stream includes a grant that can be used to **cover program administration costs for the first four years of the program**, marketing costs, training incentives, equipment rebates, Home Energy Evaluation rebates, etc.
- Maximum grant is equal to 50% of the loan.
- Alberta Municipalities will provide guidance on the development and submission of the FCM CEF application.
- Program accepts ongoing applications. Alberta municipalities have already begun to submit applications and have been successful in securing funds.

[ceip.abmunis.ca](http://ceip.abmunis.ca)

## Program Administration Fees

- Shared fee of up to 5% of project capital costs, charged to participants  
Examples: \$20,000 residential solar installation = \$1,000 administration fee  
\$500,000 commercial energy efficiency project = \$25,000 administration fee
- Commercial CEIP will be key to a sustainable program

CEF Program Funding	No CEF Program Funding
<ul style="list-style-type: none"><li>• Start-up costs and residential CEIP administration costs covered by CEF grant for first 4 years of the program</li><li>• Admin fees apply for all commercial projects and for residential projects after the first 4 years</li></ul>	<ul style="list-style-type: none"><li>• Admin fees apply for all projects from the beginning of the program</li><li>• Municipality responsible for start-up costs</li></ul>

[ceip.abmunis.ca](http://ceip.abmunis.ca)

# Covering Administration Costs: Implementation

## Program Administration Fee

- 5% of CEIP project capital costs, charged to the participant
- Intended to cover municipality and AMSC administration costs for legislated and non-legislated responsibilities
- Split between the AMSC and municipality
  - Percentage split is determined in the MPA and will reflect level of administrative effort of each party
- Collected by the municipality through the CEI tax
- Non-residential program will be key to long-term program sustainability



myCEIP.ca

## Covering Administration Costs: Start-up

### Municipality Onboarding Package: \$14,762

#### Includes:

##### Preparation of program documents and infrastructure

- Development of the program webpage, terms and conditions, and administrative processes

##### Local contractor and energy advisor engagement

- Targeted engagement of local contractors and two online contractor webinar events

##### Review of program documents

- Development and review of the MPA and review of the municipality's CEI Agreement

##### Preparation of marketing plan

- Two consultation meetings between AMSC marketing and municipal staff, development and review of the Program Marketing Plan

##### Program development consultation

- One in-person and seven virtual meetings between AMSC and municipal staff to develop and design the program



myCEIP.ca



# Clean Energy Improvement Program



## Improve Property Values and Achieve Your Community Sustainability Goals

The Clean Energy Improvement Program is Alberta's innovative financing tool that enables residential and commercial property owners to pay for energy efficiency and renewable energy upgrades.



### Innovative Financing for Energy Savings

- This program is Alberta's version of Property Assessed Clean Energy (PACE) financing. With this type of financing, property owners access flexible, long-term financing through their municipality. Unlike a traditional loan, repayment is facilitated by a tax added to the property's tax bill.
- Property owners benefit from lower interest rates secured by their municipality and approval is primarily based on mortgage and property tax payment history. This encourages property owners to take on multiple, cost-saving renovations at once—for example, replacing a furnace and hot water tank while also adding insulation and solar PV.
- Property owners save on energy costs which makes it easier to pay back their financing. Municipalities that encourage clean energy improvements generate more work for local contractors, upgrade their community building stock, and decrease residents' utility bills.

### Benefits Across Your Community

- Benefits for Businesses: The Clean Energy Improvement Program boosts jobs for contractors and specialists in the energy efficiency and renewable energy field. Businesses that can benefit include HVAC contractors, window and insulation installers, solar PV installers, and energy auditors.
- Benefits for Municipalities: The Clean Energy Improvement Program helps raise property values and develop the local economy. The program enables property owners to make deeper energy savings, accelerating greenhouse gas emissions reductions and resulting in a more climate resilient building stock. Additionally, many of the businesses contracting this work are locally-based.
- Benefits for Property Owners: Residential and commercial property owners benefit from lower interest rates secured by their municipality. Repayment periods are flexible and—because financing is tied to the property, not the property owner—if the property sells, the new owner will take on repayment while enjoying the benefits of lowered utility bills and increased property value.

### Interested in learning more?

Visit [abmunis.ca](http://abmunis.ca) or email [hello@abmunis.ca](mailto:hello@abmunis.ca) to learn more about how you can bring the Clean Energy Improvement Program to your community.



## Help Alberta Lead The Way Forward

- 15+ Canadian municipalities have launched PACE programs. With the Federation of Canadian Municipalities' Community Efficiency Financing program offering \$300M to stimulate PACE adoption across Canada, we expect PACE-style programs to become widely available in coming years.
- The Clean Energy Improvement Program already has 15 municipalities on the roadmap. The first residential program launched in the Town of Rocky Mountain House on November 4, 2021 and the first commercial program launched in the City of Edmonton on June 7, 2022.
- Programs are now active in the Rocky Mountain House, Devon, Edmonton and Leduc. Municipalities that have passed bylaws and are on the road to launching programs include: Athabasca, Calgary, Canmore, Drayton Valley, Grande Prairie, Lethbridge, Okotoks, St. Albert, Stirling, Strathcona County, Sturgeon County, Westlock.

## Getting Started

- The Province of Alberta has put in place a legislative framework for PACE financing. However, local participation is only made possible when a municipality decides to "opt in" by passing a clean energy improvement bylaw. Having passed a bylaw, a municipality works with the program administrator to design and launch their own, localized version of the Clean Energy Improvement Program.
- While the program administrator takes on many significant responsibilities, municipalities will be responsible for securing capital for the program, ensuring participants have an acceptable property tax payment history, and for levying and collecting the clean energy improvement tax.

## Jump Start Capitalization

- In 2020, the Federation of Canadian Municipalities (FCM) launched the Community Efficiency Financing program. This program provides funding for municipalities to develop and implement efficiency financing programs. The Program Capitalization Stream offers municipalities a low-interest loan of up to \$10M to capitalize their Clean Energy Improvement Program.
- FCM may also provide a grant to cover up to four years of administrative costs (e.g. municipal staff time, program administrator fees, and marketing activities). The grant value will be up to 50% of the value of the loan provided by FCM (e.g. a municipality receiving a \$4M capitalization loan is eligible for a grant of up to \$2M covering administrative costs).

## Alberta Municipalities Is Your Trusted Administrator

- Alberta Municipalities is designated by the Government of Alberta as the sole program administrator for the Clean Energy Improvement Program.
- Alberta Municipalities advises municipalities on program design and bylaw development and manages the majority of administrative responsibilities (e.g., application processing, Qualified Contractor onboarding, website hosting, and marketing support).
- Alberta Municipalities convenes the CEIP Community of Practice, a forum for municipalities to share best practices and co-develop materials and tools. All municipalities across Alberta are welcome to join.

## Interested in learning more?

Visit [abmunis.ca](http://abmunis.ca) or email [hello@abmunis.ca](mailto:hello@abmunis.ca) to learn more about how you can bring the Clean Energy Improvement Program to your community.





**Town of Claresholm  
Income Statement by Object  
November 30, 2022**

<b>Revenue</b>	<b>NOVEMBER</b>	<b>2022 YTD</b>	<b>2022 BUDGET</b>	<b>YTD % of Budget</b>
Net municipal taxes	(0.05)	(4,073,274.10)	(3,656,794.00)	111% <b>1</b>
Special assessments	-	(3,289.54)	(5,140.00)	64%
User fees and sales of goods	(81,973.32)	(2,988,275.60)	(3,129,090.00)	95%
Government transfers for operating	-	(295,733.25)	(345,671.00)	86%
Investment income	(12,317.12)	(85,913.13)	(66,000.00)	130% <b>2</b>
Penalties and costs of taxes	(54.49)	(104,770.38)	(80,100.00)	131% <b>3</b>
Licenses and permits	(2,334.70)	(92,834.17)	(113,000.00)	82%
Other local government transfers	(20,134.58)	(184,838.26)	(202,339.00)	91%
Proceeds from disposal of capital assets	-	(43,964.05)	(40,000.00)	110% <b>4</b>
Franchise and concession contracts	(21,998.68)	(263,521.35)	(262,000.00)	101%
Rental	(13,936.85)	(104,077.90)	(120,330.00)	86%
Other	(28,923.66)	(111,379.29)	(87,200.00)	128% <b>5</b>
Government transfers for capital	(10,200.00)	(899,425.00)	(1,691,734.00)	53%
	<b>(191,873.45)</b>	<b>(9,251,296.02)</b>	<b>(9,799,398.00)</b>	<b>94%</b>
<b>Expenses</b>				
Salaries, wages and benefits	344,926.39	2,930,779.81	3,177,113.00	92%
Contracted and general services	54,652.80	1,497,120.32	1,799,545.00	83%
Materials, goods, supplies, and utilities	103,404.30	1,165,987.95	1,336,655.00	87%
Bank charges and short-term interest	82.65	990.48	500.00	198% <b>6</b>
Interest on long-term debt	-	116,190.52	220,326.00	53%
Other expenditures	756.94	34,717.05	90,040.00	39%
Transfers to organizations and others	3,214.61	342,755.24	381,366.00	90%
Amortization	-	-	1,805,159.00	0%
	<b>507,037.69</b>	<b>6,088,541.37</b>	<b>8,810,704.00</b>	<b>69%</b>
Internal Transfers				
Internal transfers	(8,058.00)	(17,576.16)	-	<b>7</b>
<b>Net Income</b>	<b>307,106.24</b>	<b>(3,180,330.81)</b>	<b>(988,694.00)</b>	
<b>Other</b>				
Transfers to/from reserves	-	-	197,392.00	0%
Capital expenditures	253,039.33	1,960,860.68	2,259,334.00	87%
Debt Proceeds	-	-	-	
Debt Principal Repayment	-	205,686.81	337,127.00	61%
Amortization addback	-	-	(1,805,159.00)	0%
	<b>560,145.57</b>	<b>(1,013,783.32)</b>	<b>-</b>	

**Notes**

- 1** Tax revenue is in excess of budget due to Q3-Q4 education tax requisitions still to be paid (Q3 would normally be paid last day of September, but didn't come out of our account until Oct 3rd)
- 2** Investment income is over budget due to increasing interest rates. Total to date does not include accrued interest on GIC's, investment income will therefore be well above budget by the year.
- 3** Penalties on Current taxes applied July 1 - actual above budgeted
- 4** Proceeds on disposal of equipment was slightly more than budgeted/anticipated.
- 5** Other revenue over budget primarily due to more fire revenues due to structure fire calls in 2022.
- 6** Bank charges are over budget due to undercalculating budget. Total amount is minimal.
- 7** Internal transfers will balance to NIL at yearend. Current YTD balance is due to timing of entries.



**Town of Claresholm**  
**Income Statement by Function**  
**November 30, 2022**

Revenue	NOVEMBER	2022 YTD	2022 BUDGET	YTD % of Budget
Tax and requisition revenue	(60,141.34)	(4,552,706.95)	(4,075,394.00)	112% <b>1</b>
General administration revenue	26,550.12	(312,240.30)	(128,280.00)	243% <b>2</b>
Police	(109.00)	(3,744.08)	(15,000.00)	25%
Fire	(722.56)	(39,967.28)	(15,500.00)	258% <b>3</b>
Bylaw enforcement	(3,942.00)	(14,400.91)	(18,000.00)	80%
Common equipment pool	-	(24,779.05)	(40,000.00)	62%
Roads, streets, walks, lighting	(845.14)	(855,992.14)	(1,267,150.00)	68%
Storm sewers and drainage	-	(2,034.97)	(1,318.00)	154% <b>4</b>
Water supply and distribution	(58,740.00)	(1,466,488.79)	(1,598,320.00)	92%
Wastewater treatment and disposal	(18,707.44)	(524,835.87)	(575,312.00)	91%
Garbage Collection	(18,512.30)	(374,989.77)	(429,000.00)	87%
Recycling	(8,384.06)	(249,021.99)	(299,280.00)	83%
FCSS	(20,434.58)	(214,880.77)	(240,344.00)	89%
Cemetery	(300.00)	(17,025.00)	(20,700.00)	82%
Physician recruitment	-	-	(1,000.00)	0%
Economic development	(285.00)	(164,648.24)	(219,566.00)	75%
Land use planning, zoning and development	(2,104.70)	(61,881.67)	(82,100.00)	75%
Parks and recreation	(14,289.36)	(299,282.56)	(763,134.00)	39%
Culture - libraries and museum	(10,906.09)	(72,375.68)	(10,000.00)	724% <b>5</b>
	<u>(191,873.45)</u>	<u>(9,251,296.02)</u>	<u>(9,799,398.00)</u>	
<b>Expenses</b>				
Legislative	9,987.02	98,810.70	116,900.00	85%
Administration	93,192.68	1,262,888.88	1,426,034.00	89%
Police	-	112,190.00	168,179.00	67%
Fire	13,039.31	167,419.74	205,507.00	81%
Bylaw enforcement	12,313.01	115,162.87	126,369.00	91%
Common and equipment pool	61,948.77	446,103.18	515,745.00	86%
Roads, streets, walks and lighting	56,383.19	556,636.35	611,151.00	91%
Storm sewers and drainage	806.69	10,780.67	13,347.00	81%
Water supply and distribution	63,851.17	751,489.68	935,975.00	80%
Wastewater treatment and disposal	7,973.40	115,246.04	177,529.00	65%
Garbage Collection	35,167.94	347,392.38	371,575.00	93%
Recycling	12,130.79	261,879.89	301,988.00	87%
FCSS	18,594.68	212,188.20	252,438.00	84%
Daycare	3,183.50	33,586.00	36,292.00	93%
Cemetery	367.90	22,139.56	20,102.00	110% <b>6</b>
Physician recruitment	79.00	820.90	3,000.00	27%
Economic development	30,483.61	317,168.12	417,226.00	76%
Agriculture - weed and pest control	13.99	14,133.65	19,270.00	73%
Land use planning, zoning and development	11,865.41	182,857.88	194,554.00	94%
Parks and recreation	66,660.97	747,254.26	740,757.00	101% <b>7</b>
Culture - libraries and museum	8,994.66	312,392.42	351,607.00	89%
Amortization	-	-	1,805,159.00	0%
	<u>507,037.69</u>	<u>6,088,541.37</u>	<u>7,005,545.00</u>	
<b>Net Income</b>	<u><b>307,106.24</b></u>	<u><b>(3,180,330.81)</b></u>	<u><b>(988,694.00)</b></u>	

**Notes:**

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



**Claresholm**

# INFORMATION BRIEF

Meeting: January 9, 2023  
Agenda Item: 12

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## Economic Development in Rural Alberta Plan (EDRAP)

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### **DESCRIPTION / BACKGROUND:**

On December 14<sup>th</sup> the Alberta Minister of Agriculture and Irrigation and the Minister of Jobs Economy and Innovation announced a new Economic Development in Rural Alberta Plan (EDRAP).

The five-year plan focuses on key issues in rural Alberta, including economic development-enabling infrastructure, rural business supports and entrepreneurship, support for labour force and skills development, marketing and promoting rural tourism, & rural economic development capacity building.

The announcement identified these new actions:

1. Invest Alberta will partner with local economic development agencies to drive increased foreign direct investment to rural Alberta.
2. Continued collaboration with and investment in Regional Economic Development Alliances.
3. Work with all partners to further develop capacity building and mentorship programming targeted to rural and Indigenous community needs, and develop a regional policy approach to rural economic development capacity building.
4. Develop a one-stop [Alberta.ca](https://www.alberta.ca) webpage to highlight programming for rural economic development initiatives.

The live announcement and details can be viewed here:

<https://www.alberta.ca/release.cfm?xID=86160AC58A67F-925F-1DB1-4889C5BDF9AA3F3F>

### **DISCUSSION:**

In 2020, the Government of Alberta announced that funding for REDA's would be reduced from \$100,000 to just \$50,000 annually. In October of the same year, Claresholm Economic Development initiated a letter writing campaign to lobby the Ministry on the value of REDA's, and insist the full restoration of funding. It was reported that at least 7 municipalities participated in the campaign.

During the December 14, 2022 announcement, the Minister of Jobs Economy and Northern Development said in regards to REDA's, "the folks at these nine alliances play an essential role... I am proud to call them a key economic partner with my Ministry... (and) funding for REDA's is one of the top priorities of my Ministry" Under this plan, one of the first tangible actions will be to restore funding to REDA's by providing \$125,000 annually.

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PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: January 5, 2022

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**Claresholm**

# INFORMATION BRIEF

Meeting: January 9, 2023  
Agenda Item: 13

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## BUSINESS LICENSE APPLICATION REVISION

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### **DESCRIPTION / BACKGROUND:**

Claresholm Economic Development uses periodic emails to maintain communication and share resources with Town of Claresholm Business License holders. To comply with the Alberta Freedom of Information and Protection of Privacy Act, the Canada Privacy Act, and Canada Anti-Spam Legislation, an amendment to the business license application is required.

At the request of the Claresholm & District Chamber of Commerce, a check-box indicating permission for the Town to share the business owner's information with the Chamber of Commerce will also be included.

Two check boxes have been added to the form;

1. Permit Claresholm Economic Development to contact business license holders by email
2. Permit the Town of Claresholm to share contact information of business license holders with the Claresholm & District Chamber of Commerce.

### **DISCUSSION / OPTIONS:**

The changes appear on page-2 as follows:

- I would like to receive periodic emails about programs and services for business owners.

*The personal information that you provide to the Town of Claresholm is collected under the authority of the Municipal Government Act and the Freedom of Information and Protection of Privacy (FOIP) Act - section 33(c). The information collected will be used for municipal business licensing and periodic emails regarding programs and services that may benefit you as a business owner in Claresholm.*

- I would like to receive information about the Claresholm & District Chamber of Commerce.

*By indicating the affirmative you are consenting to the sharing of your name, address, telephone, and email with the Claresholm & District Chamber of Commerce for the purpose of receiving more information about the benefits of membership.*

*Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act and can be reviewed upon request subject to the provisions under the Act. Questions regarding the collection of personal information can be directed to the Town of Claresholm, 111 – 55 Avenue West, Claresholm, AB, T0L 0T0, Telephone: 403-625-3381 Email: [info@claresholm.ca](mailto:info@claresholm.ca)*

ATTACHMENTS:

- 1.) Business License Application Form

APPLICABLE LEGISLATION:

- 2.) Alberta Freedom of Information and Protection of Privacy and Canada Anti-Spam Legislation  
<https://crtc.gc.ca/eng/internet/anti.htm>  
<https://open.alberta.ca/publications/0778536998>

PREPARED BY: Sheila Karsten & Brady Schnell, Economic Development

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APPROVED BY: Abe Tinney, CAO

DATE: January 3, 2023

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**Town of Claresholm**  
 Box 1000, Claresholm AB T0L 0T0  
 Telephone: (403)625-3381 Fax: (403)625-3869  
 www.townofclaresholm.com

**Claresholm**

## Business License Application

Date: \_\_\_\_\_ Name of Business: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Title of Contact: \_\_\_\_\_

Role of Contact:  Manager  Owner  Owner/ Operator  Other: \_\_\_\_\_

Location of Business:  Store Front  Home Based  Mobile  Other: \_\_\_\_\_

	Physical Location Of Business	Business Mailing Address
<b>Address Line 1</b>		
<b>Address Line 2</b> <small>(Optional)</small>		
<b>Town / City</b>		
<b>Province / State</b>		
<b>Postal / Zip Code</b>		

	Business Information	Contact Information
<b>Phone</b>		
<b>Fax</b>		
<b>Toll Free</b>		
<b>E-Mail</b>		
<b>Website</b>		Emergency contact #:

Display in Business Directory (n/c): **Yes No**

Provincial License (Where Applicable): \_\_\_\_\_

Have all Provincial Licensing and Permit Requirements been met:  Yes  No If "No" please explain

\_\_\_\_\_

Have all Provincial Health & Fire Safety standards pertaining to business been met:  Yes  No If "No" please explain

\_\_\_\_\_

All exterior signs must meet the signage by-law guidelines and require a sign permit issued by the Town Development Officer.

\_\_\_\_\_  
Signature of Applicant

<b><i>For Office Use Only</i></b>	
Business License: _____	License Fee (Including employees): _____
Regional License: _____	Tax Roll# _____
Category / Comments: _____	
Authorizing Officer: _____	





**Claresholm**

## Business License Application

Name of Business: \_\_\_\_\_  
 (from pg 1 of application)

**Keywords** that describe the Business or products sold (i.e. Computers, Lumber, Paint, Fuel, Automotive Parts, ...)

\_\_\_\_\_

**Business Classification** (Select all that this business may be classified as)

Selected	Description
<input type="checkbox"/>	Accommodation and Food Services
<input type="checkbox"/>	Agricultural Services
<input type="checkbox"/>	Art, Entertainment, Recreation, Crafts
<input type="checkbox"/>	Auto (sales, service, repair)
<input type="checkbox"/>	Construction - commercial
<input type="checkbox"/>	Construction - residential
<input type="checkbox"/>	Construction - other (paving, concrete, roofing, landscaping services, etc.)
<input type="checkbox"/>	Retail - Clothing, Gifts, Furniture
<input type="checkbox"/>	Tradespeople - Electricians, Plumbers, Gas Fitters, etc.
<input type="checkbox"/>	Financial and/or Insurance Services
<input type="checkbox"/>	Health, Wellness, Social Assistance, Medical, Educational Services
<input type="checkbox"/>	Oilfield and/or Trucking Services
<input type="checkbox"/>	Professional and/or Technical Services (Lawyers, Accountants, Advertising, etc.)
<input type="checkbox"/>	Real Estate, Rental, Leasing
<input type="checkbox"/>	Personal Services (salons, massage, etc.)
<input type="checkbox"/>	Service Stations
<input type="checkbox"/>	Storage Facilities
<input type="checkbox"/>	Industrial Services - Tire Services, Welding, Glass
<input type="checkbox"/>	Utilities
<input type="checkbox"/>	Other Services (auction, dog grooming, cleaning, alterations, etc.)

Brief Description of **Products and Services** Supplied:

\_\_\_\_\_

\_\_\_\_\_

I would like to receive periodic emails about programs and services for businesses owners

The personal information that you provide to the Town of Claresholm is collected under the authority of the Municipal Government Act and the Freedom of Information and Protection of Privacy (FOIP) Act - section 33(c). The information collected will be used for municipal business licensing and periodic emails regarding programs and services that may benefit you as a business owner in Claresholm.

I would like to receive information about the Claresholm & District Chamber of Commerce.

By indicating the affirmative you are consenting to the sharing of your name, address, telephone, and email with the Claresholm & District Chamber of Commerce for the purpose of receiving more information about the benefits of membership.

Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act and can be reviewed upon request subject to the provisions under the Act. Questions regarding the collection of personal information can be directed to the Town of Claresholm, 111 – 55 Avenue West, Claresholm, AB, T0L 0T0, Telephone: 403-625-3381 Email: info@claresholm.ca



# Town of Claresholm

**Council Committee Report**

Date: January 9<sup>th</sup>, 2023

<b>Mayor Petrovic</b>	
<b>Councillor Carlson</b>	
<b>Councillor Cutler</b>	
<b>Councillor Kettles</b>	
<b>Councillor Meister</b>	<p>Claresholm Housing Authority Nov. The process of updating the ministerial order is moving slowly. The boilers are on the capital maintenance list, hopefully for 2023. The roundtable discussion went well and the Minister took a little tour with Maxine. Flu shots for the residents will not be distributed on premises this year.</p> <p>December was a busy month. The residents had several opportunities to gather throughout the holidays. I was the craft table coordinator for the childrens party and was honored to be a guest at the seniors luncheon.</p>



# Town of Claresholm

	<p>FCSS Dec. John officially handed the reins over to Will as YOT leader. Starla is looking forward to her venture with FCSS. Barb and Holly attended the FCSAA conference. An empty bay has been found for hamper organization. Setting up CRA accounts has not been a smooth process especially for the elderly and those lacking access to technology. New drums and some fidgets were purchased.</p> <p>Jan. Starla has been busy in her new position working with seniors. The office has moved to the back part of the building. 138 hampers were delivered for Christmas. The smile cookie campaign at Tim Hortons raised \$4600. Granum programs are not as busy as they could be. The accountability framework is complete.</p>
<p><b>Councillor Schlossberger</b></p>	
<p><b>Councillor Zimmer</b></p>	

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - October 11, 2022				
13	RFD: Rural Immigration Grant - Moved by Councillor Schlossberger to direct the Economic Development Officer to prepare and apply to the Alberta Advantage Rural Entrepreneur Stream. CARRIED MOTION #22-138	Brady	Application is not yet complete, anticipated submission is early January 2023.	In progress
Regular Scheduled Meeting - November 28, 2022				
7	RFD: Claresholm Fire Department Business Plan - Moved by Councillor Zimmer to approve the Claresholm Fire Department's Business Plan as presented. CARRIED MOTION #22-151	Abe/Craig	Business Plan shared to Facebook and on Department website.	Complete
8	RFD: Fire Engine Replacement Purchase - Moved by Councillor Zimmer to fund the 15% down payment of the Fort Gary Triple Combination pumper from the Fire Capital Reserve. CARRIED MOTION #22-153	Blair/Abe	Awarded contract to Fort Garry Fire Trucks and down payment has been issued.	Complete
Regular Scheduled Meeting - December 12, 2022				
1	BYLAW #1754 - Moved by Councillor Kettles to give Bylaw #1754, the BMO Operational Borrowing Bylaw regarding the Town's revolving line of credit in the amount of \$450,000, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1754, the BMO Operational Borrowing Bylaw regarding the Town's revolving line of credit in the amount of \$450,000, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
2	BYLAW #1755 - Moved by Councillor Meister to give Bylaw #1755, the AMSC Operational Borrowing Bylaw regarding the Town's MasterCard account in the amount of \$50,000, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1755, the AMSC Operational Borrowing Bylaw regarding the Town's MasterCard account in the amount of \$50,000, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
3	BYLAW #1756 - Moved by Councillor Zimmer to give Bylaw #1756, the Water & Sewer Utility Bylaw Amendment, 1st Reading. CARRIED	Karine	On the January 9, 2023 Agenda for 2nd & 3rd Readings	Complete
7	RFD: Kinsmen Club Grant Application - Moved by Councillor Kettles to write a letter of support for the Kinsmen Club of Claresholm's application to the Community Facility Enhancement Program for the purpose of constructing pathways and new lighting at Amundsen Park and provide the matching funds/in-kind donation of \$149,456. CARRIED MOTION #22-155	Tara	Letter signed and sent with grant application.	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

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APPROVED BY: Abe Tinney, CAO

DATE: January 6, 2023

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# INFORMATION ITEMS

# BOARD REPORT



**CHINOOK**  
ARCH REGIONAL  
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - December 1, 2022

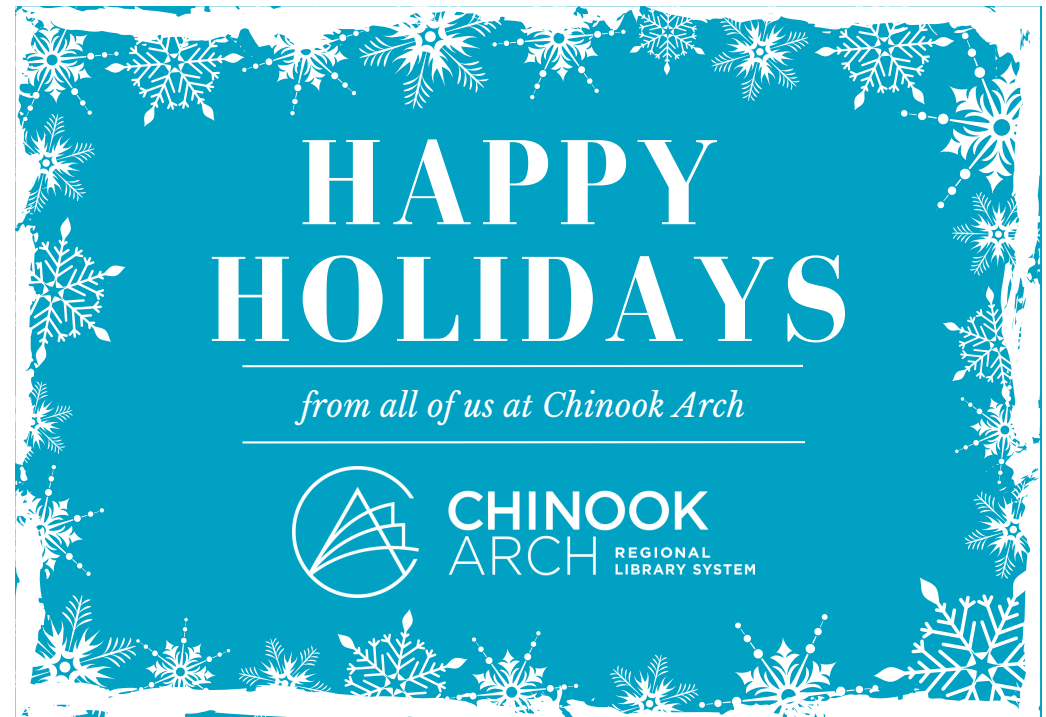
## Chinook Arch Approves New 2023 Budget Based on 0% Levy Increase

At its December 1 meeting, the Chinook Arch Library Board reviewed and approved a revised 2023 budget based on a 0% increase to the Municipal Levy. The proposed 2023 -2026 Municipal Levy Schedule, which included incremental increases in each of the four years, was declined by the City of Lethbridge council. This means that the proposed levy schedule will not come into effect, and the 2023 per capita levy will remain at \$7.76. Management staff were able to find funds to cover the \$40,000 revenue shortfall in 2023. By 2026, the annual revenue shortfall is expected to exceed \$100,000. The Board will be working with management and member library boards to develop strategies for addressing the deficits forecast over the next few years.

## Policy Review

The Board reviewed and approved the following policies. Chinook Arch policies, plans, and audited financial statement can all be found under the About Us tab on the Chinook Arch website at [www.chinookarch.ca](http://www.chinookarch.ca).

- Expenses
- Executive Officers



## Board Members Present

Barnwell  
Barons  
Cardston  
Cardston County  
Coaldale  
Coalhurst  
Coutts  
Crowsnest Pass  
Fort Macleod  
Hill Spring  
Lethbridge (City)  
Lethbridge (County)  
Lomond  
Magrath  
Milk River  
Nanton  
Nobleford  
Pincher Creek  
Raymond  
Taber MD  
Vauxhall  
Vulcan County  
Warner (Village)  
Warner County  
ID of Waterton  
Willow Creek M.D.  
LPL Resource Centre  
Ministerial Appointment

Jane Johnson  
Ron Gorzitza  
Marsha Jensen  
LeGrande Bevans  
Jordan Sailer  
Lyndsay Montana  
Stephen A. Pain  
Doreen Glavin  
Jim Monteith  
Suzanne French  
Robin Harper  
Tory Campbell  
Marie Logan  
Darryl Christensen  
Anne Michaelis  
Amanda Bustard  
Melissa Jensen  
Mark Barber  
Kelly Jensen  
Tamara Miyanaga  
Marilyn Forchuk  
Doug Logan  
Derek Baron  
Morgan Rockenbach  
Lesley Little  
Maryanne Sandberg  
Wendy Kalkan  
Vic Mensch (Chair)

### Regrets

Carmangay  
Champion  
Milo  
Picture Butte  
Pincher Creek M.D.  
Stirling  
Taber

Sarah Mitchell  
Terry Penney  
Christopher Northcott  
Teresa Feist  
Dave Cox  
Gary Bikman  
Monica McLean

### Absent

Arrowwood  
Claresholm  
Glenwood  
Stavely  
Vulcan

Wendy Williams  
Tony Hamlyn  
Linda Allred  
Denise Allerdings  
Liz Hammond

## 2023 Executive Committee Elections

Congratulations to the Trustees Elected to the Chinook Arch Library Board Executive Committee for 2023! Here are the Executive Committee members for the coming year:

- Vic Mensch (Ministerial Appointment) - Board Chair
- Marie Logan (Village of Lomond) - Vice-Chair
- Jim Monteith (Town of Fort Macleod) - Treasurer
- Mark Barber (Town of Pincher Creek) - Director-at-Large
- Darryl Christensen (Town of Magrath) - Director-at-Large
- Doreen Glavin (Municipality of Crowsnest Pass) - Director-at-Large
- Doug Logan (Vulcan County) - Director-at-Large
- Lyndsay Montana (Town of Coalhurst) - Director-at-Large
- Tamara Miyanaga (Municipal District of Taber) - Director-at-Large
- LPL Resource Centre Ex Officio Appointee - To Be Determined

### Thank you to the following departing members for your service to the Chinook Arch Board and its members:

Dennis Barnes (Town of Cardston); Trevor Wagenvoort (Village of Champion); Lise Mayne (Town of Nanton); Brydon Saunders (Town of Stavely); Shelley Deleeuw (Town of Vauxhall); Don Toovey (Village of Warner); Linda Weasel Head (Kainai Board of Education); Wendy Kalkan (LPL Resource Centre).

### Contact Us

Chinook Arch Regional Library System  
2902 7th Avenue North  
Lethbridge, AB T1H 5C6 | 403-380-1500  
www.chinookarch.ca | arch@chinookarch.ca



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**BOARD OF DIRECTORS' MEETING**

**MINUTES**

**Thursday, September 1, 2022 – 7:00 p.m.**

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

**BOARD OF DIRECTORS:**

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

**STAFF:**

Bonnie Brunner .....	Senior Planner	Gavin Scott.....	Senior Planner
Diane Horvath .....	Senior Planner	Hailey Winder .....	Planner
Steve Harty.....	Senior Planner	Raeanne Keer.....	Executive Assistant

Prior to the start of the meeting Steve Harty, Senior Planner, introduced Raeanne Keer as the newest member to join the Oldman River Regional Services Commission who is fulfilling the role of Executive Assistant.

Steve also announced the passing of Councillor Ian Sundquist. It was noted that Councillor Sundquist was a Councillor for the Municipal District of Willow Creek for 27 years, a member of the ORRSC Board of Directors for 8 years, and a member of the Executive Committee for the last 5 years. Steve acknowledged that Councillor Sundquist provided a number of invaluable contributions to the Board and Committee over the years with all his years as a long-standing elected official.

Chair Gordon Wolstenholme called the meeting to order at 7:04 pm.

**1. APPROVAL OF AGENDA**

**Moved by: Peggy Losey**

THAT the Board of Directors adopt the Agenda for September 1, 2022, as amended, with the addition of:

Agenda Item 6.c Executive Committee Membership.

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: David Cody**

THAT the Board of Directors approve the meeting minutes of June 2, 2022, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

**4. PRESENTATION**

**Municipal Land Use Suitability Tool – Municipality of Crowsnest Pass  
Presentation from Diane Horvath and Hailey Winder**

Diane Horvath, Senior Planner, and Hailey Winder, Planner, presented on the Municipal Land Use Suitability Tool (MLUST) and a case study on the development of the MLUST in the Municipality of the Crowsnest Pass.

Diane presented on the purpose, history, process, product, and goals of developing an MLUST for your municipality as a decision-support tool to be used by Council.

Hailey presented on the roles and expectations of participants and partners, the determination of values for specified features, and how the values are layered on maps to provide district areas of “most suitable” and “least suitable” for various types of development.

The Board discussed its usability for other areas of interest and on the potential to re-use data for more complex mapping.

**5. REPORTS**

**a. Executive Committee Report**

Chair Wolstenholme presented the Executive Committee Report to the Board.

**6. BUSINESS**

- a. Subdivision Activity**
  - **Year to Date to July 2022**

Chair Wolstenholme presented the Subdivision Activity Report to the Board.

- b. ORRSC Periodical – Short Term Rentals and Vacation Homes**

Gavin Scott, Senior Planner, presented the Fall 2022 edition of the ORRSC Periodical, and stated that it focus on short term rentals and vacation homes.

- c. Executive Committee Membership**

Chair Wolstenholme stated that with the recent passing of Councillor Sundquist, the Board of Directors must determine how it would like to move forward with the membership of the Executive Committee. He stated that in accordance with the Board of Directors and Executive Committee Bylaw 2021-01, an eligible board member will be elected to the Executive Committee at the next quarterly meeting.

Chair Wolstenholme stated that the Annual Organizational Meeting will be held on Thursday, December 1, 2022 and therefore the current Executive Committee would be continuing with one less member for only two meetings, October and November. He noted that the Executive Committee has determined that they are satisfactory with operating as a six member Committee for the remainder of 2022.

**Moved by: Richard DeBolt**

THAT the Board of Directors, notwithstanding Section 15.6 of the Board of Directors and Executive Committee Bylaw 2021-01, approve the Executive Committee to operate with a committee composed of the Chair, Vice-Chair, and the four remaining elected members for the remainder of 2022.

**CARRIED**

**7. ACCOUNTS**

- a. Balance Sheet and Comparative Income Statement**
  - **As of July 31, 2022**

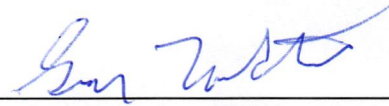
**Moved by: Tanya Smith**

THAT the Board of Directors approve the Balance Sheet and Comparative Income Statement as of July 31, 2022

**CARRIED**

**8. ADJOURNMENT**

With no further questions and nothing further to discuss, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:56 pm.



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Gordon Wolstenholme, Chair



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Lenze Kuiper, Chief Administrative Officer

## Karine Keys

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**From:** Seniors, Community and Social Services <seniorsinformation@gov.ab.ca>  
**Sent:** December 16, 2022 3:27 PM  
**To:** Karine Keys  
**Subject:** Age-Friendly E-News

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

# Age-Friendly E-News

Alberta

## Call for Funding Proposals for Victims and Survivors of Crime Week 2023

### Date and Theme:

The Policy Centre for Victim Issues at the Department of Justice Canada is pleased to announce that Victims and Survivors of Crime Week 2023 will be commemorated from **May 14<sup>th</sup> to 20<sup>st</sup>, 2023**. The theme for Victims and Survivors of Crime Week is ***The Power of Collaboration***. This theme recognizes that:

- Canada has made significant advances within the criminal justice system and victim services field to increase collaboration to ensure the system is responsive to the various needs of victims of crime;
- There is a continued need within the criminal justice system and victim services field for increased cross-sector collaboration, as well as enhanced coordination, partnerships, and multi-disciplinary responses to better support victims; and,
- More can be accomplished to address gaps in the continuum of services and to break down barriers for better access to the meaningful supports that victims depend on throughout the criminal justice process.

### Victims Week Project Funding:

We are now accepting funding applications for Victims and Survivors of Crime Week 2023. Limited funding is available to organizations to host events commemorating Victims and Survivors of Crime Week in their community.

Your application must clearly demonstrate how the proposed activities:

1. Support the theme of Victims and Survivors of Crime Week: *The Power of Collaboration*;
2. Support the objectives of the Victims Fund, as well as the objectives of Victims and Survivors of Crime Week to raise awareness about the issues facing victims and survivors of crime and the services, assistance and laws in place to help them and their families.

We recommend you read the [Victims and Survivors of Crime Week Funding Guide](#) and [frequently asked questions](#) prior to completing your [application](#).

To apply for funding, please submit your proposal using the attached funding application form to [victimswweek-semainedesvictimes@justice.gc.ca](mailto:victimswweek-semainedesvictimes@justice.gc.ca).

The deadline to submit your application is **12:00 noon (Pacific Standard Time) on Friday, January 13<sup>th</sup>, 2023**. Only applications that have been completed in full and submitted by the deadline will be eligible for funding. As the amount of funding that is available each year is limited, not all eligible applications can be approved.

For further information, please contact [victimswweek-semainedesvictimes@justice.gc.ca](mailto:victimswweek-semainedesvictimes@justice.gc.ca).

*(English precedes)*

## **Appel de demandes de financement pour la Semaine des victimes et survivants d'actes criminels 2023**

### **Date et thème**

Le Centre de la politique concernant les victimes du ministère de la Justice du Canada est heureux d'annoncer que la Semaine des victimes et survivants d'actes criminels 2023 sera soulignée **du 14 mai au 20 mai 2023**. Le thème pour la Semaine des victimes et des survivants d'actes criminels est ***Le pouvoir de la collaboration***. Ce thème reconnaît que :

- Le Canada a fait de grands progrès dans le domaine du système de justice pénale et des services aux victimes afin d'accroître la collaboration pour veiller à ce que le système réponde aux divers besoins des victimes d'actes criminels;
- Dans le domaine du système de justice pénale et des services d'aide aux victimes, il est toujours nécessaire d'accroître la collaboration intersectorielle et de renforcer la coordination, les partenariats et les réponses multidisciplinaires pour mieux soutenir les victimes;
- Davantage combler les lacunes dans le continuum des services et pour éliminer les obstacles à l'accroissement de l'accès à des soutiens valables sur lesquels peuvent compter les victimes dans l'ensemble du système de justice pénale.

### **Financement de projets pour la Semaine des victimes :**

Nous acceptons maintenant les demandes de financement pour la Semaine des victimes et des survivants d'actes criminels 2023. Des fonds limités sont mis à la disposition des organisations pour organiser des événements commémorant la Semaine des victimes et des survivants d'actes criminels dans leur communauté.

Votre demande doit clairement démontrer comment les activités proposées :

1. Soutiennent le thème de la Semaine des victimes et des survivants d'actes criminels : *Le pouvoir de la collaboration*;
2. Soutiennent les objectifs du Fonds d'aide aux victimes, ainsi que les objectifs de la Semaine des victimes et des survivants d'actes criminels, afin de sensibiliser le public aux problèmes auxquels sont confrontés les victimes et les survivants d'actes criminels, ainsi qu'aux services, à l'assistance et aux lois en vigueur pour les aider et pour aider leurs familles.

Nous vous recommandons de lire [le guide de financement de la Semaine des victimes et des survivants d'actes criminels](#) et [les questions fréquemment posées](#) avant de remplir votre [demande](#).

Pour demander un financement, veuillez soumettre votre proposition au moyen du formulaire ci-joint par courriel à l'adresse [victimswweek-semainedesvictimes@justice.gc.ca](mailto:victimswweek-semainedesvictimes@justice.gc.ca).

La date limite pour présenter votre demande est **midi (heure du Pacifique) le vendredi 13 janvier 2023**. Seules les demandes dûment remplies et soumises avant la date limite seront admissibles. Puisque le montant d'aide financière disponible chaque année est limité, il est possible que nous ne puissions pas approuver toutes les demandes admissibles.