



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JULY 17, 2023
AGENDA**

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA
MINUTES: REGULAR MEETING – JUNE 26, 2023
PUBLIC HEARING: BYLAW #1761 – Land Use Bylaw Amendment
ACTION ITEMS:

1. BYLAW #1761 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
2. BYLAW #1762 – Water / Sewer Bylaw Amendment
RE: 1st Reading
3. CORRES: Hon. Ric McIver, Minister of Municipal Affairs
RE: Municipal Sustainability Initiative (MSI) Funding
4. CORRES: Municipal District of Willow Creek
RE: RCAF Plaque at Claresholm Airport
5. CORRES: Claresholm Arts Society
RE: Ringrose Park Mural
6. CORRES: Cynthia Wannamaker
RE: For Town Council Consideration
7. CORRES: Councillor Brad Schlossberger
RE: Resignation from Council Effective July 18, 2023
8. REQUEST FOR DECISION: Aquatic Centre – Advanced Training
9. REQUEST FOR DECISION: Fair Days Road Closure
10. REQUEST FOR DECISION: By-Election: Councillor
11. INFORMATION BRIEF: The Range Gravel Experience
12. INFORMATION BRIEF: Council Committee Reports
13. INFORMATION BRIEF: Council Resolution Status
14. ADOPTION OF INFORMATION ITEMS
15. IN CAMERA
 - a. Personnel – FOIP Section 17
 - b. Personnel – FOIP Section 17
 - c. Personnel – FOIP Section 17

INFORMATION ITEMS:

1. Municipal Planning Commission Meeting Minutes – April 21, 2023
2. Oldman River Regional Services Commission Periodical – Temporary uses
3. Claresholm Skatepark Association Meeting Minutes – June 13, 2023
4. Chinook Arch Regional Library System – Impact Report 2022

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JUNE 26, 2023

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

COUNCIL PRESENT: Deputy Mayor Brad Schlossberger, Councillors: Mike Cutler, Rod Kettles, Kandice Meister and Craig Zimmer

ABSENT: Councillor Kieth Carlson

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

MEDIA PRESENT: None

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

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

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

CARRIED

MINUTES: **REGULAR MEETING – JUNE 12, 2023**

Moved by Councillor Kettles that the Regular Meeting Minutes of June 12, 2023 be accepted as presented.

CARRIED

DELEGATION: **RURAL DEVELOPMENT NETWORK (RDN)**
RE: Social Needs Assessment

Diahann Polege-Aulotte along with Asad Bhatti from the Rural Development Network presented Council with the Claresholm Social Needs Assessment remotely by Zoom.

MOTION #23-111 Moved by Councillor Cutler to approve the Social Needs Assessment as presented.

CARRIED

ACTION ITEMS:

1. **BYLAW #1761 – Land Use Bylaw Amendment**
RE: 1st Reading

Moved by Councillor Meister to give Bylaw #1761, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

2. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**
RE: Introduction

Received for information.

3. **CORRES: Alberta Municipal Affairs**
RE: Opportunity to Meet with Honourable Ric McIver

MOTION #23-112 Moved by Councillor Schlossberger to request a meeting with the Hon. Ric McIver Minister of Municipal Affairs at the Alberta Municipalities Convention September 27-29, 2023 to discuss municipal funding.

CARRIED

4. **CORRES: Alberta Arts, Culture and Status of Women**
RE: Stars of Alberta Volunteer Awards

Received for information.

5. **CORRES: Alberta Municipalities**
RE: Recommendations on the Future of Intermunicipal Collaboration

Received for information.

6. **CORRES: Village of Barons**
RE: Family Fun Day Invitation July 8th

Received for information.

7. **CORRES: Carmangay Horticultural Association**
RE: Invitation for Float in Carmangay Parade August 5th

Received for information.

8. **CORRES: litai'taamaopo'p Ltd.**
RE: 3rd Annual Fundraiser Golf Tournament
- MOTION #23-113 Moved by Councillor Kettles to support the golf tournament fundraiser by litai'taamaopi'p Ltd. being held at the Bridges at Claresholm Golf Club on July 19th, 2023 with a basket donation or cash donation of \$100.
- CARRIED**
9. **CORRES: Claresholm & District Fair Days Bench Show**
RE: Application for Donation
- MOTION #23-114 Moved by Councillor Cutler to support the Claresholm & District Fair Days Bench Show with a donation of \$700 towards the rental of the Community Centre.
- CARRIED**
10. **CORRES: Cynthia Wannamaker, Committee Member, CRAZ**
RE: Calgary Region Airshed Zone (CRAZ) Annual Report
- Received for information.
11. **REQUEST FOR DECISION: West Meadow School Fun Run**
- MOTION #23-115 Moved by Councillor Kettles to approve the following road closures on Saturday, September 23rd, 2023 from 9:00 a.m. to 12:00 p.m. to facilitate the West Meadow Elementary School Fundraising Society Fun Run: 8th Street at 55th Avenue West to Derochie Drive, including the intersections along 8th Street at 59th Avenue and Saskatchewan Crescent.
- CARRIED**
12. **REQUEST FOR DECISION: Prize Donation to Claresholm Fire Department**
- MOTION #23-116 Moved by Councillor Zimmer to approve a cash donation of \$200 to sponsor a hole at the Claresholm Fire Department's Annual Golf Fundraiser on Saturday, August 19th, 2023.
- CARRIED**
13. **REQUEST FOR DECISION: Contractor Agreement – Fire Inspection Services**
- MOTION #23-117 Moved by Councillor Meister to enter into a contract for Fire Inspection Services with the MD of Willow Creek on an *as needed* basis as presented.
- CARRIED**
14. **REQUEST FOR DECISION: Economic Development Committee – Chamber Representative**
- MOTION #23-118 Moved by Councillor Kettles to appoint Jordie Bronson as the new Claresholm and District Chamber of Commerce representative on the Claresholm Economic Development Committee.
- CARRIED**
15. **REQUEST FOR DECISION: Fair Days – Parks & Road Closures**
- MOTION #23-119 Moved by Councillor Cutler to approve the Claresholm Skate Park Association for a beer garden in Amundsen Park Saturday, August 12th, 2023 between 11:00 a.m. and 4:00 p.m., on the condition that an application to the Alberta Liquor and Gaming Commission has been approved and is displayed at the event.
- CARRIED**
- MOTION #23-120 Moved by Councillor Kettles to approve the Claresholm Arts Society for a beer garden in Centennial Park on Sunday, August 13th, 2023 from 10:00 a.m. to 4:00 p.m. on the condition that an application to the Alberta Liquor and Gaming Commission has been approved and is displayed at the event.
- CARRIED**
16. **REQUEST FOR DECISION: Committee Vacancies**
- MOTION #23-121 Moved by Councillor Zimmer to extend the temporary appointments to boards and committees as approved at the March 27, 2023 regular Council meeting until after a new Mayor has been elected.
- CARRIED**
17. **FINANCIAL REPORT: Statement of Operations May 31, 2023**
- Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended May 31, 2023 as presented.
- CARRIED**
18. **INFORMATION BRIEF: Canada Day – Spread the World**
- Received for information.
19. **INFORMATION BRIEF: CAO Report**
- Received for information.

20. INFORMATION BRIEF: Council Committee Reports

Received for information.

21. INFORMATION BRIEF: Council Resolution Status

Received for information.

22. ADOPTION OF INFORMATION ITEMS

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

CARRIED

23. IN CAMERA:

- a. Business Interests of a Third Party – FOIP Section 16
- b. Confidential Evaluations – FOIP Section 19

Moved by Councillor Meister to go In Camera at 8:12 p.m. for the following items:

- a. Business Interests of a Third Party – FOIP Section 16
- b. Confidential Evaluations – FOIP Section 19

CARRIED

NOTICE OF RECORDING CEASED: Deputy Mayor Schlossberger stated that the live stream has ended at 8:12 p.m.

Moved by Councillor Cutler to come out of In Camera at 8:41 p.m.

CARRIED

NOTICE OF RECORDING: Deputy Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:41 p.m.

ADJOURNMENT: Moved by Councillor Kettles that the meeting adjourn at 8:42 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Deputy Mayor Schlossberger noted that recording ceased at 8:42 p.m.

Deputy Mayor – Craig Zimmer

Chief Administrative Officer – Abe Tinney

PUBLIC HEARING

NOTICE OF PUBLIC HEARING

TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1761

7:00 p.m., Monday, July 17, 2023
Town of Claresholm Council Chambers
111 - 55 Avenue West

PURSUANT to sections 216.4, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta has given first reading to Bylaw No.1761, which on final passage would amend the Town of Claresholm Land Use Bylaw No.1525.

THE PURPOSE of proposed Bylaw No. 1761 is to amend the Land Use Bylaw No. 1525 to redesignate lands for the purpose of a mixed use – (commercial & residential) development.

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

LAND USE DISTRICT MAP

Lot 6 portion of Lot 7, Block 14, Plan 147N

Be amended by changing the lands from “Single Detached Residential – R1” to “Retail Commercial – C1”



THEREFORE, TAKE NOTICE THAT a public hearing to consider proposed Bylaw No. 1761 will be held in the Town of Claresholm Council Chambers at 7:00 p.m. on Monday, July 17, 2023.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Town Planner/Development Officer no later than 2:00 p.m. on July 13, 2023. Both written and/or verbal presentations may be given at the public hearing. A copy of the proposed bylaw may be emailed, please inquire at the Town office during normal business hours.

DATED at the Town of Claresholm in the Province of Alberta this 5 day of July 2023.

Abe Tinney
Chief Administrative Officer

ACTION ITEMS



REQUEST FOR DECISION

Meeting: July 17, 2023
Agenda Item: 1

BYLAW No. 1761 - LAND USE BYLAW No.1525 AMENDMENT

BACKGROUND / DESCRIPTION:

At the June 26, 2023 regular meeting, Town Council gave first reading to Bylaw No. 1761, a land use Bylaw amendment. This is an application for a bylaw amendment to re-designate a property from R1- single detached residential to C1- Retail Commercial for future commercial/residential uses.

Increased density and offering a variety of options for commercial districts are all items noted within the Town's strategic plans as well as provincial plans such as the South Saskatchewan Regional Plan. ORRSC was circulated on the application and there are no concerns in regards to the re-zone of this parcel.

In accordance with the Municipal Government Act (MGA) Section 692, a public hearing is required prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing was circulated in the Local Press Town News July 5th and 12th, 2023 and mailed to the neighborhood. No comments were received from the neighborhood circulation.



RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1761, 2nd and 3rd readings for the re-districting of the location noted above after the Public Hearing.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1761, a Land Use Bylaw Amendment, 2nd reading.

Moved by Councillor _____ to give Bylaw No. 1761, a Land Use Bylaw Amendment, 3rd and final reading.

ATTACHMENTS:

- 1.) Bylaw No.1761.

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 692 – Planning Bylaws.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 4.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara VanDellen, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: July 13, 2023



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1761**

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

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

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

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

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

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

LAND USE DISTRICT MAP

Lot 6, portion of Lot 7, Block 14, Plan 147N

Be amended by changing the lands from “Single Detached Residential – R1” to “Retail Commercial – C1” as per “Schedule A” attached.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1761 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **26** day of **June** 2023 A.D.

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

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

Craig Zimmer, Deputy Mayor

Abe Tinney, Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



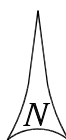
FROM: Single Detached Residential R1

TO: Retail Commercial C1

LOT 6 AND A PORTION OF LOT 7, BLOCK 14, PLAN 147N
WITHIN SW 1/4 SEC 26, TWP 12, RGE 27, W 4 M
MUNICIPALITY: TOWN OF CLARESHOLM
DATE: JUNE 22, 2023

Bylaw #: 1761

Date: _____



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



REQUEST FOR DECISION

Meeting: July 17th, 2023

Agenda Item: 2

BYLAW No. 1762 – WATER AND SEWER UTILITY BYLAW AMENDMENT

BACKGROUND:

In 2020 the Town of Claresholm (Town) and the Municipal District of Willow Creek (M.D) retained MPE Engineering to prepare a Water Shortage Response Plan (WSRP) for the purpose of being submitted to Alberta Environment as an attachment to existing, ongoing and future Water Act Applications. Developing the WSRP was a requirement by Alberta Environment, before the Claresholm Golf Course and M.D received licenses to divert water from the Pine Coulee Reservoir.

The WSRP has 4 user groups, residential, commercial, public institutional and agricultural. The WSRP implements strategies to reduce water demand throughout various stages for those user groups. In general, watering days are reduced and there is no watering between 10:00am and 7:00pm, unless a user group's activity states otherwise in the WSRP.

The WSRP includes 5 stages of water usage restrictions with corresponding levels:

- **NORMAL** 1052.5 m (above sea level)
- **STAGE 1** 1046.0 m
- **STAGE 2** 1045.0 m **We are currently in stage 2**
- **STAGE 3** 1044.0 m
- **STAGE 4** 1043.0 m
- **STAGE 5** 1042.0 m **Water Treatment Plant's Intake Level (additional measures required)**

During periods of water shortage when Pine Coulee Reservoir is at/or below 1044.0m, the Town and M.D may be required to implement additional measures to supplement the water supply, from the Pine Coulee Reservoir, to the Regional Water Treatment Plant. Additional measures may include additional sources and/or infrastructure (pumps, water lines and power sources).

The Town is currently working with Alberta Environment, Oldman Dam Operations and MPE Engineering to ensure that our current WSRP meets the Town and M.D's best needs moving forward. This includes the impact of ice on Pine Coulee Reservoir in the winter months and ongoing shortages in 2024. These talks include, if and when additional measures are required, what those can be.

BYLAW AMMENDMENT:

As we move through the stages, it is necessary to enforce water restrictions. The last amendment brought the Water Shortage Response Plan into the Water and Sewar Utility Bylaw, with the fines being those set out in the existing Schedule C. In Schedule C, a first offence is \$500 with subsequent offences being \$2000. While administration feels this fine structure is appropriate for contraventions of various provisions in the bylaw, administration feels that it is overly punitive for contraventions of the water restrictions. Administration has researched the fine structure of neighboring municipalities and can confirm that the Town fine structure is significantly more punitive than those of our neighbours.

RECOMMENDATION:

Administration is proposing that the 1st Offence, is a Warning, the 2nd Offence is a \$150 fine and 3rd and subsequent Offence are a \$250 fine. Amendment to the bylaw allows Administration to implement and enforce water restrictions, in a less forceful manner. This provides Administration with options to educate and then enforce.

For this reason, Administration recommends Council consider the proposed Bylaw 1762, an amendment to Bylaw 1659. Administration is also asking that Council consider passing this amendment in one meeting, considering Council will not meet again until August 14th.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw No. 1762, a Water and Sewer Utility Bylaw amendment, be given first reading.

Moved by Councillor _____ to give Bylaw No. 1762, a Water and Sewer Utility Bylaw amendment, be given second reading.

Moved by Councillor _____ to consider third reading for Bylaw No. 1762, a Water and Sewer Utility Bylaw amendment.

Moved by Councillor _____ to give Bylaw No. 1762, a Water and Sewer Utility Bylaw amendment, be given third reading.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1762 – Water and Sewer Utility Bylaw Amendments
- 2.) Bylaw No. 1659 – Water and Sewer Utility Bylaw

APPLICABLE LEGISLATION:

- 1.) Bylaw No. 1659 – Water and Sewer Utility Bylaw

PREPARED BY: Brad Burns, Utility Services Manager and Jason Hemmaway (Utility Operator 1)

APPROVED BY: Abe Tinney, CAO

DATE: July 14, 2023



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1762

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:

AMMEND: Section 4.14 to Section 4.13.2 Penalties

~~4.14~~ 4.13.2 No person shall be found in contravention of water restrictions. ~~(Penalty as per Schedule "C")~~. *(Penalty as per the following table).*

Water Restrictions Contravention Penalties

1 st Offence	Warning
2 nd Offence	\$150 fine
3 rd and subsequent Offence	\$250 fine

REMOVE: Revised Schedule "C" S4.14

~~S4.14 — No person will shall be found in contravention of water restrictions.~~

2. This Bylaw shall take effect on the date of final passage.
3. The amendment is authorized to include adjustments to section numbering throughout the document.
4. Bylaw # 1659 is hereby amended.

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

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

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

Craig Zimmer, Deputy Mayor

Abe Tinney, Chief Administrative Officer



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR111593

July 7, 2023

Mr. Bradly Schlossberger
Interim/Deputy Mayor
Town of Claresholm
PO Box 1000
Claresholm AB T0L 0T0

Dear Interim/Deputy Mayor Schlossberger:

Further to my predecessor's letter of March 2, 2023, a strong partnership between the province and local governments remains a key priority for the Government of Alberta. To that end, I am pleased to confirm the allocation amounts to your community for the Municipal Sustainability Initiative (MSI) Capital and Operating programs, and the Canada Community-Building Fund (CCBF) program.

For the Town of Claresholm:

- The **2023 MSI Capital allocation is \$404,602.**
- The **2023 MSI Operating allocation is \$72,800**, double the 2022 allocation amount.
- The **2023 CCBF allocation is \$236,634.**

MSI and CCBF funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at open.alberta.ca/publications.

I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

Ric McIver
Minister

cc: Abe Tinney, Chief Administrative Officer, Town of Claresholm



Municipal District of Willow Creek

Office of the Reeve

www.mdwillowcreek.com
273129 SEC HWY 520
Claresholm Industrial Area
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351
Fax: (403) 625-3886
Shop: (403) 625-3030
Toll Free: 888-337-3351

June 15, 2023

Deputy Mayor Schlossberger and Council
Town of Claresholm
Box 1000
Claresholm, AB
T0L0T0

Dear Deputy Mayor and Council,

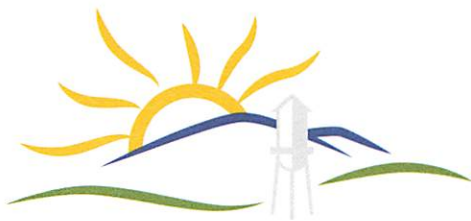
RE: RCAF Plaque at Claresholm Airport

The Council acknowledges receipt of information pertaining to the request from Mr. Gary Watson, technical advisor for the Air Force Museum of Alberta to relocate the memorial plaques at the Claresholm airport.

After careful consideration the Council believes that the plaques should remain at their current original location at the airport.

Sincerely, on Behalf of Council,

Maryanne V. Sandberg
Reeve
Municipal District of Willow Creek No. 26



Claresholm

Where **Community** Takes Root

May 29, 2023

[sent via email: Derrick@mdwillowcreek.com]

Reeve Maryanne Sandberg and Council
PO Box 550
Claresholm, Ab T0L 0T0

Dear Reeve and Council,

Claresholm Council recently had a delegation from Mr. Gary Watson, a technical advisor for the Air Force Museum of Alberta. The delegation was concerning the potential relocation of the memorial plaques at the Claresholm airport (formerly the RCAF British Commonwealth Training Program Airfield).

Mr. Watson is concerned over potential theft of the bronze plaques, as well as their general condition, and has consequently proposed to restore and relocate the plaques. Mr. Watson is working with RCAF Associate 783 Wing of Calgary and has proposed to relocate the plaques beside the Harvard Aircraft at Centennial Park in Claresholm.

Administration is currently working with Mr. Watson on a relocation plan. Prior to any decision of Council, however, the Town is reaching out to various stakeholders to inquire if there are any objections, concerns, or recommendations. As the monument is now located on M.D. lands, we are reaching out accordingly.

Sincerely,

Brad Schlossberger
Deputy Mayor
Town of Claresholm

Attachments: Correspondence from Mr. Gary Watson



Town of Claresholm, PO Box 1000, 111 - 55th Avenue West, Claresholm, AB T0L 0T0



www.claresholm.ca



info@claresholm.ca



403.625.3381



403.625.3869

From: Carmelle Steel <carmellesteel@gmail.com>

Sent: Thursday, July 6, 2023 11:35 AM

To: Abe Tinney <Abe@claresholm.ca>

Subject: Ringrose Park Mural

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

The Claresholm Arts Society is actively fundraising for a new painted mural for this downtown Claresholm Park. Artists are ready to go and the sketch is attached of what the mural will look like. We would like to paint before the September long weekend.

Two requests:

1. Attached funding request and a request to have town crew possibly help with the removal of the hardware from this wall.
2. Request permission to have one tree cut down in this park, as per the attached photo. The tree on the left is the one I would like removed, to have as much of the painted wall showing as possible. Jordie Bronson has agreed to take this tree down at no cost to the Arts Society.

The mural image is also attached for your information. It is titled "Taking Flight."

Please advise if I should write a letter to the Town Council to ask permission to have this tree removed and/or submit the donation request attached.

Thank you for your time.
Carmelle

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



Date of Application: July 6, 2023

Date of Event: Aug 15, 2023

1. Applicant Information

Name of Applicant: Claresholm Arts Society

Address: Box 3082 Claresholm

Contact Person: Carmelle Steel

Phone, Fax, Email: 403-489-0885 cell

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

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

If yes provide registration date & # _____

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

If yes provide registration date & # _____

5. Type of Donation: (check and explain)

- ☐ COMMUNITY EVENT
☒ COMMUNITY PROJECT FUNDING
☐ IN-KIND CONTRIBUTION - Fee Waiver
☐ Other (explain):

- ☐ SPECIAL EVENT
☐ DONATION - Financial Assistance
☒ IN-KIND CONTRIBUTION - Service, Equipment or Materials

labour to remove hardware on wall

Explanation:

Ringrose Park mural painting - looking for a financial contribution towards artist cost + assistance with

Amount (value) Requested: See sponsorship readying the wall levels

6. Details of how the funds will be expended:

- financial contribution to assist with cost of mural artists - see image + information attached.
- assistance from town crew to remove hardware from wall + with wall prep

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

YES

NO

7. Previous Donations

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

Date	Amount	Use of Funds

8. Organizational Information

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

Claresholm Arts Society was formed in 2013 to create awareness + increase participation for artistic endeavours in our community. We produce musical theatre, play, facilitate murals, show movies, and host fibre arts shows.

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

Executive is Dana McLeod (chair), Phyllis McKinnon (sec), Camille Stet (Treasurer), Sharon King (vice chair), Martina McGarry (Director)

How will your organization acknowledge the Town's donation?

See attached sponsorship information

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

Funding Source	Amount	Recommended Use of Funds
Service club donations	3000.00	
Fundraising	3500.00	
		(Total needed \$10,000)



**P.O. Box 3082, Claresholm, AB T0L 0T0
(403) 489-0885**

July 5, 2023

The Claresholm Arts Society is very excited to launch another local arts project and we invite you to be a part of it!

As you may have heard, we have begun fundraising for "Taking Flight," a new mural at Ringrose Park in Claresholm (located between Your Dollar Store with More and Flowers on 49th). In December 2021, the strong southern Alberta winds ripped off three of the four mural panels that previously hung in the park. We decided it would be a wiser investment of donated funds to proceed with a new mural painted directly on the wall, to prevent the possibility of the wind damage again. The image for the new mural is attached, along with its explanation.

We are very grateful to Your Dollar Store with More for hosting our group at a BBQ in May where we raised \$3,000 and with the help of our service clubs, we have now reached \$6,500 towards our goal of \$10,000. We are now asking for your support to get this mural painted in August of this summer!

We have established some Levels of Support (attached) that hopefully will provide you more information on how you can help and the returns you will receive as a Mural Supporter. Any amount will get us closer to painting "Taking Flight".

Please feel free to contact me if you have any questions!

Grateful for your time and support,

A handwritten signature in black ink that reads 'C Steel'.

Carmelle Steel
Treasurer

Sponsorship Levels

for Ringrose Mural 'Take 2'

1 GOLD LEVEL

Donations of \$1000 or more

With your donation, you will receive:

- your business or individual name in large print on a plaque permanently mounted on the mural wall,
- a framed, signed limited-edition print of the mural maquette
- mention in all advertising promoting the mural project

2 SILVER LEVEL

Donations of \$500 to \$999

With your donation, you will receive:

- your business or individual name in large print on a plaque permanently mounted on the mural wall,
- a signed limited-edition print of the mural maquette
- mention in all advertising promoting the mural project

3 BRONZE LEVEL

Donations of \$100 to \$499

With your donation, you will receive:

- your business or individual name in large print on a plaque permanently mounted on the mural wall,
- a signed limited-edition print of the mural maquette

4 SUPPORTER LEVEL

Donations of \$10 to \$99

With your donation, you will receive:

- mention in the thank you advertising upon completion of the mural

**EMAIL CHOLMARTSSOCIETY@GMAIL.COM
OR CALL 403-489-0885 TO BECOME A SPONSOR!**



On the left: a pair of brilliant blue mountain bluebirds near a farm fenceline. Indistinct crops behind. The nesting box (a nod to Alberta's conservation program) provides a visual divider/ transition for the centre image.

Centre: Two red-tailed hawks drift in a vast, cloud-studded sky. The depth of this vista provides a nice contrast between the flanking images: dense farmland and a bustling creek.

On the right: the creek running through Willow Creek campground (Stavely Elks Campground)! In the foreground, a dramatic swoop of swallows. We envision two highly rendered birds, with a more generalized flock behind. As with the post and nesting box, the tree/perch for the swallows creates a visual separation between the scenes.

Artist: Doug Driediger

[Artist | Calgary | Doug Driediger](#)

Doug Driediger is an established mid-career artist, a juried member of the Graphic Designers of Canada, and a juried member of Canada's prestigious National Watercolour Society, the CSPWC. He is also the Founder and Creative Director of Metrographics.

In Doug's 30+ year career as a visual artist he has completed over 40 large-scale murals and public artworks throughout Western Canada. His illustrations have been featured in publications Canada-wide, and his personal artwork is included in several significant collections including a recent major purchase award of 52 paintings by the Alberta Foundation for the Arts.

Doug painted the first mural in Claresholm on A&B Bakery, now Petro's Liquor Store. It was completed in August 2002. Doug will be joined by two other painters for this project, which will be completed over the course of one week.





From: Cynthia Wannamaker <blackcrow2000@gmail.com>

Sent: Friday, June 30, 2023 2:10 AM

To: Abe Tinney <Abe@claresholm.ca>

Subject: For Town Council consideration

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

To Town Council;

The purpose of this letter is twofold:

1. I am asking that the town consider setting an example to homeowners by getting rid of the grass that was planted around the town office in favor of arid land landscaping. Examples of reasonable alternatives exist in town (Ringrose Park, the Claresholm Library).
2. I am requesting a review of bylaw 1714, which indicates that town residents must keep their grass at 6 inches or less.

1. As Scientific American Magazine puts it, “lawns are the most grown crop in North American, and they are not a crop that we can eat; their primary purpose is to make us look and feel good.” Almost all lawns consist of monoculture species imported from Europe. While lawns may be suitable in ecosystems which can support them, they are inappropriate for arid and semi-arid regions such as exist in Southern Alberta. Lawns do not promote diversity, they are not a source of food for humans (or many other species for that matter), they don’t provide shade against heat as trees and shrubs do, they require a great deal of water that could be redirected towards more productive agriculture, and there is a predominance of homeowners who use toxic chemicals to prevent other species from intermixing with the lawn grass of choice, chemicals which then spread into other areas including aquifers.

By re-landscaping the area around the town office to better reflect what our region can support, town council could be providing leadership to the many in this town who do not see alternatives and examples to green lawns. Our climate is changing, becoming hotter and drier as we move into the future. At some point, we will not be able to afford the luxury of these green lawns, which suck resources and deliver very little in return. I believe the town has a responsibility to provide solutions for this issue.

2. The bylaw requirement for grass to be six inches or less:
 - Increases evaporation from the soil: long grass does a much better job at protecting the ground from becoming dried out than short grass does;
 - Means that home owners are using lawn mowers much more frequently; as much as 5% of total air pollution is related to emissions from lawn mowers – thereby increasing our carbon footprint;
 - Restricts home owners who want grass to a narrow selection, as I presume the town would make a person cut ornamental grasses such as feather reed, which look its best when several feet tall;
 - Directs the energies of home owners into grass maintenance, rather than tree, shrub and flower planting, all of which are more beneficial to the natural environment than manicured grass lawns.

In summary, other than the dubious benefit of making a property “look good” (a highly subjective judgement), there is no other reason for insisting that grass be 6 inches or less – and plenty of reasons to let it grow. I hope council will do the intelligent thing, and rescind this bylaw.

| Thank you
Cynthia Wannamaker

To whom it may concern.

This is my letter of resignation as Town Councillor of Claresholm, effective July 18 2023. It is my intention to run for Mayor.

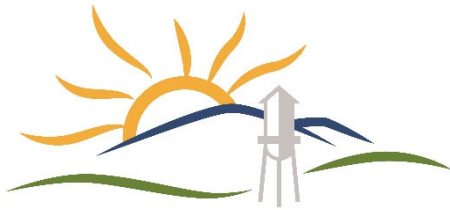
I am proud of what we have achieved over the last 6 years of being on council. It has been a privilege serving on Town Council. There is more to be done for sure. The present council and administration have great ideas and initiatives on our plates which I look forward to bring to fruition. With my 6 years of experience on council, I feel I can lead our team to new and exciting plans for Claresholm. I am a long term resident of Claresholm with no plans to leave.

I am proud to say I have served the citizens of Claresholm to the best of my ability. I wish to continue serving and being an advocate for all of Claresholm. I will promote and advocate for our community every chance I get.

Thank you

Brad Schlossberger

A handwritten signature in blue ink, appearing to read 'Brad Schlossberger', is written below the printed name.



REQUEST FOR DECISION

Meeting: July 17, 2023
Agenda Item: 8

Aquatic Centre Advanced Training

BACKGROUND

The Claresholm Aquatic Centre (CAC) like many other pools have been impacted by a shortage of Lifeguards. This is largely due to the shutdowns that resulted from Covid-19. Training for swimming was halted, pools implemented measures to remain operational, and many swimmers moved on to pursue other things. Another factor is the cost of advanced training. CAC's Advanced Course fees have remained consistent since 2012, although the cost of materials was added in 2020 to offset the rising costs from the Lifesaving Society. Many families are feeling the strain of inflation, and Advanced Training to become a lifeguard involves the following training:

Standard First Aid with CPR -	\$130.00 + \$13.50 Material cost
Bronze Medallion -	\$130.00 + \$47.50
Bronze Cross -	\$130.00 + \$29.50
National Lifeguard -	\$300.00 + \$49.50
Lifesaving Swim Instructor	\$300.00 + \$82.00

The Claresholm Aquatic Center is in need of Lifeguards for fall or it will not be able to provide the same type of service it has. 5 Junior Lifeguards have graduated, and are moving on, leaving one plus 1 new hire.

Other Communities have taken drastic measures to ensure they can continue operations. One example is attached.

DESCRIPTION:

Administration proposes the Claresholm Aquatic Centre offers a one time pricing of half the current fees as an incentive for Claresholm Resident, and those living in rural areas who want to work at the Claresholm pool.

ATTACHMENTS:

- 1.) Edson poster with fees
 - 2.) CAC poster
-

PROPOSED:

Moved by Councillor _____ to accept the proposed special ½ off pricing for Bronze Medallion, Bronze Cross, National Lifeguard & Lifesaving Swim Instructor until the end of August 2023.

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Abe Tinney, CAO

DATE: July 14th, 2023



ALBERTA LIFESAVING SOCIETY COURSES



INTERMEDIATE FIRST AID

Check our local safety services: Konect Safety, Logic Safety, Chlyn Safety, Rocky Mountain Medical.

LIFESAVING SOCIETY BRONZE MEDALLION

Course Dates:
Whitecourt July 3-6
Edson July 10-12 8am-1pm

Cost: \$60



LIFESAVING SOCIETY BRONZE CROSS

Course Dates:
Edson July 14-16 8am-3pm
Whitecourt July 17-20

Cost: \$60



LIFESAVING SOCIETY NATIONAL LIFEGUARD

Course Dates:
Whitecourt August 8-10 & 15-17
Edson August 21-25 7am-3pm

Cost: \$120

LIFESAVING SOCIETY SWIM INSTRUCTOR

Course Dates:
Edson August 10,11 & 14-16 8am-2pm

Cost: \$120

Any questions contact: Katie Aquatic Supervisor
780-723-7665 or katieb@edson.ca

BECOME A LIFEGUARD AND INSTRUCTOR

STANDARD FIRST AID & CPR 143.50

JULY 21 & 22

SAT. & SUN. 8-4 PM

PREREQUISITE FOR BRONZE COURSES

BRONZE MEDALLION \$177.50

AUG. 8-10 TUES. WED. 8AM- 4PM & THURS. 8AM-12PM

PREREQUISITE FOR BRONZE COURSES

BRONZE CROSS \$159.50

AUG. 8-10 THUR. 12:30-4:30PM FRI. & SAT. 8AM- 4PM

PREREQUISITE FOR BRONZE COURSES

NATIONAL LIFEGUARD \$349.50

AUG. 28-SEPT. 2 MON. - FRI. 8AM - 4 PM

*STANDARD FIRST AID & BRONZE CROSS ARE MANDATORY
PREREQUISITES*

LIFESAVING SWIM INSTRUCTOR \$382

AUG. 18-20 & AUG. 25-27

FRI. 4-8PM, SAT. & SUN. 8-4PM

BRONZE CROSS IS A MANDATORY PREREQUISITE





REQUEST FOR DECISION

Meeting: July 17, 2023
Agenda Item: 9

FAIR DAYS PARADE ROUTE, DRIFT DEMO, AND ROAD CLOSURES

DESCRIPTION / BACKGROUND:

Each year, Claresholm Fair Days includes road closures for the Street Market, Parade, and Drift Demonstration. Fair Days 2023 will take place from Thursday, August 10th to Sunday, August 13th.

Since 2019, the Rocky Mountain Drift Club has performed a demonstration as part of Saturday's events during Fair Days. The event draws close to 400 people and drivers from across Alberta, Saskatchewan and British Columbia. Each year, the RMDC holds qualifying try-outs at the club, so only the top drivers are eligible to participate. This exciting event has included sponsors such as the Porcupine Hills Classic Cruisers, UFA Bulk, Elite Truck & Car Wash, and Claresholm Shell.

Given the delays in development on the traditional parade staging grounds, the parade route is recommended to remain the same in 2023 as it was for 2022.

DISCUSSION / OPTIONS:

Drift Demonstration

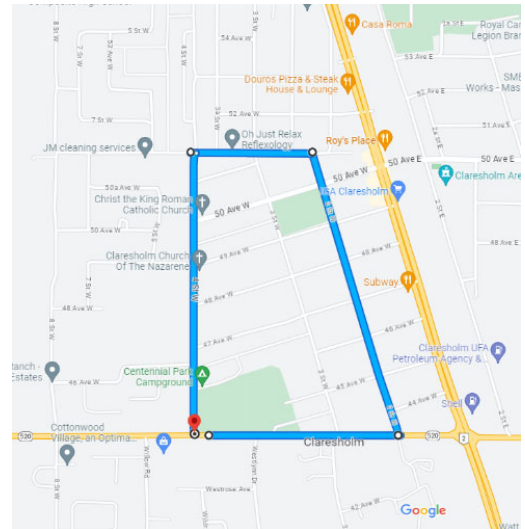
Rocky Mountain Drift Club and Claresholm Economic Development are requesting a road closure for the Drift Car Demonstration on 2nd Street East Saturday August 12th from 4:00 pm until 7:00 pm. The event will run from 5:00 pm – 7:00 pm, and include the Porcupine Classic Cruisers, a drag car, food trucks, and music. Drifting will not be limited to the hours of 5:30 pm – 7:00 pm.

Detailed Drift Demonstration Event Schedule

3:00 pm – 4:30 pm	Set-up safety meeting, spectator barriers, music, and car staging
4:00 pm – 5:00 pm	Road barriers up Volunteers directing traffic Spectators arrive and park
5:00 pm – 5:30 pm	Introduction Welcome and explain the event and sponsors Introduce the Drift Judges and Club President Porcupine Classic car drive-by Music & commentary
5:30 pm – 5:55 pm	Warm-ups (Start of noise) 1-trial run for each of the 12 competitors
5:55 pm – 6:00 pm	1-lap by a 14-year old mini-drag car driver
6:00 pm – 6:50 pm	Main event Judged trials begin, 2-runs each
6:50 pm – 7:00 pm	Announce winners, 1-victory lap for top performer Present awards and end the event

Parade

Requesting approval of traditional parade route and road closure on HWY-520, from 8th Street West, to 2nd Street West, between the hours of 10:30 am and 11:30 am.



PROPOSED RESOLUTIONS:

MOVED by Councillor _____ to approve a road closure on 2nd Street East, north of UFA to 47 Avenue East, including the south end of 2A Street East on August 14th, 2023, for the Rocky Mountain Drift Club Drag Racing Demo, on the condition that excessive noise to be restricted to between the hours of 5:30 pm and 7:00 pm.

MOVED by Councillor _____ to approve the 2023 Claresholm Parade Route and HWY-520 Road Closure from 8th Street West, to 2nd Street West, between the hours of 10:30 am and 11:30 am.

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: July 14, 2023



REQUEST FOR DECISION

Meeting: July 17, 2023
Agenda Item: 10

BY-ELECTION – COUNCILLOR

***DESCRIPTION:**

With the resignation of Councillor Brad Schlossberger effective July 18, 2023, the Town of Claresholm must hold a by-election for the position of Councillor. Administration would like to add the by-election of Councillor on the same day as the by-election for Mayor – Monday, September 18, 2023.

PROPOSED RESOLUTION:

Moved by Councillor _____ to hold a by-election for the position of Councillor on Monday, September 18, 2023 to be held in conjunction with the Mayoral by-Election, with all the previous motions passed for the by-election at the regular meeting of Council on June 12, 2023, including location and times, advance poll, institutional vote and returning officer to be in effect for the Councillor By-Election.

APPLICABLE LEGISLATION:

- *Municipal Government Act, RSA 2000, Chapter M-26*
- *Local Authorities Election Act, RSA 2000, Chapter L-21*

PREPARED BY: Karine Keys, Returning Officer

APPROVED BY: Abe Tinney, CAO

DATE: July 14, 2023

The Range-Gravel Experience – July 22, 2023

BACKGROUND:

On February 10, 2020 a presentation was made for The Range, Gravel Experience <https://thegravelexperience.com/> a cycling event being hosted in Claresholm July 25, 2020, with set up July 24, 2020. 122 km route across MD of Willow Creek land, MD of Ranchlands and landowners. A partnership across the board.

February 12, 2020: the Organizer, Garth Stotts met with the MD of Willow Creek with his presentation.

July 25, 2020: The event was cancelled due to Covid-19, Routes are on Ride with GPS. Had approximately 50 riders.

July 24, 2021: Advanced reservations for Camping at Centennial, closed May 31, 2021. 150 Riders were registered for the event. Feedback from riders included; *"...even with the smoky conditions I heard nothing but raves about the event, best gravel course and roads in Alberta."*

November 22, 2021: received permissions from Claresholm Town Council to hold the start and finish line at Centennial Campground. Additional permission for \$5 shower, beer garden, and advanced reservations of Camping spots to be held until May 31, 2022.

July 24, 2022: 28 Volunteers and approximately 250 registrants participated. The Town of Claresholm set out the signs and barricades the day before off to the side to ensure participants parked in the correct area and residents were aware of the event. The Town provided 5 tables and 10 chairs and pylons for the event.

February 6, 2023: RFD for The Range Gravel Experience July 22, 2023. The following motions were made:

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

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

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

Final stages of planning are underway.

ATTACHMENTS:

- 1.) Email with information – July 12, 2023
- 2.) The Range Info Package 2023

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Abe Tinney, CAO

DATE: July 14, 2023

Karine Keys

From: Abe Tinney
Sent: July 13, 2023 6:54 AM
To: Karine Keys
Subject: FW: Volunteer Update
Attachments: The_Range_Info Package_2023_V3.pdf

The range info package



Abe Tinney

Chief Administrative Officer

Phone: 403.625.3381 ext. 128 | Fax: 403.625.3869
PO Box 1000, 111 - 55th Avenue W, Claresholm, AB T0L 0T0
www.claresholm.ca

From: Garth Stotts <garth@thegravelexperience.com>
Sent: Wednesday, July 12, 2023 3:53 PM
Subject: Volunteer Update

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

Hello,

We are about 10 days away.

Couple updates and updated INFO PACK is ATTACHED.

Route Change:

- The long route has been changed slightly. Please see the updated Map in the Info Pack.
- The North section has been removed after Crown Land objected. This change actually makes it easier for sweeping and for volunteers.
- Main change is that there will be 2 volunteers at Corner 9/13. (The Wall corner). Riders will have to descend the Wall and right turn up 520 to Skyline RD (corner 10)

- We no longer need to open the Ranch Gates at the North end or do any bike sweeping in that area.
- Truck Sweeper can go to Corner 9/13 when the last rider enters the private ranch area.
- SWEEPERS AND Neil ROBERTS - please review the map as the route change affects you the most.

Water with Marshalls:

If you are a marshall at Corner 10, 11, 12 please take some emergency water. I can give you bottles at the campground as well. Riders often struggle after the hills when hot.

Marshalls:

Some marshalls will get traffic vests and signs. REMEMBER marshals are to direct bikes not cars!
Main function is to make sure it is safe for bikers to proceed and they go the right way.

SWAG:

Remember to get your Tee Shirt, Poster, BBQ ticket and Beer Ticket as well. Same as the riders.

Any questions, just let me know.

Here is the updated list of volunteers, responsibilities and time at stations

Shadow	Revel	BBQ Caterer		2-6 PM
Lisa	Darch	Beer Garden Coordinator		2-7PM
Garth	Stotts	Event Director / ERP Coordinator	Truck Radio + HandHeld	Weekend
Christine	Riske	Marshall 520 - 8th St W	Handheld Radio	1230-5 pm
Mike	Dunnigan	Marshall 520 - 8th St W		1230-5 pm
Scott	Mackenzie	Coordinator	Handheld Radio	Weekend
Katie	Amberiadis	Marshal Corner 46th Ave and 8th St W		12pm to Truck Sweeper
Lou	Richard	Marshall Alley + 4 St W	Handheld Radio	12-5 pm (Truck Sweep)
Hannah	Corlett	Marshall Corner 1		9 to 945 am then 1230 to 5 pm
Shane	Tapper	Marshall Corner 10		1030 am to Truck Sweeper
Duane	Riske	Marshall Corner 2		9 to 945 am then 1230 to 5 pm
Tom	Maier	Marshall Corner 12		1030 am to Truck Sweeper
Lorne	Enright	Marshall Corner 11		1100 am to Truck Sweeper
Heather	Dunnigan-Rodgers	Marshall Corner 3		9 to 10 am then 1230 to 5 pm
Lamont	Nielson	Marshall Corner 7		945 to 4 pm (Truck Sweeper)
JR	William	Marshall Corner 6		930 to 4 pm (Truck Sweeper)
Shawn	Brownlee	Marshall Corner 5 / 110 Km Aid Station		930 to 4 pm (Truck Sweeper)

Marie	M	Marshall Corner 8 / Ranch Aid Station		830 am rollout (station is 10 a
Neil	Roberts	Marshall Corner 9 / 13 (the Wall)		11 to Bike Sweeper
Aaron	Paramedical	Paramedics at Ranch & Sweeper	Truck Radio	Start Line - 815 am
Erich	Macht	Ranch Aid Station		830 am roll out / 10-3 pm
Nigel	Ward	110 KM Aid Station @ Corner 5		12-4 (Sweep)
Joyce	Dunnigan	Registration table / Finish Line Aid Station		Friday Night and Saturday Mo
Rebecca	Stotts	Registration table / Finish Line Aid Station		Friday Night and Saturday Mo
Rita	Stotts	Registration table / Finish Line Aid Station		Friday Night and Saturday Mo
Karen	Finlay	Registration table / Finish Line Aid Station		Friday Night and Saturday Mo
Dave	Finlay	Sweeper - Truck	Truck Radio	Start Line - 830 am
Ed	Fortinski	Sweeper - Truck	Truck Radio	9 am - 5 pm
Grace	Richard	Registration Table and Time Chip Collection from Riders @ Finish		12-5pm / Finish Line
Felix	Lee	Timing		Weekend
Ryan	Bell	Vendor / Prizing		Finish Line 2-6
Greg	McDonald	Vendor / Prizing		Finish Line 2-6
Barry	Stotts	Alley Corner		
Sonya	Laing	Ranch Aid Station / Set up	Truck Radio	830 am rollout (station is 10 a
Ross	Greer	Marshall Corner 9 / 13 (The Wall)		11 am to Truck Sweeper
Charlie	Bredo	Prizing		Send Beer to Calgary Farmers
Greg	Cowan	Hydration and Ranch and Finish Line Aid Stations		830 am roll out / 10-3 pm
Cody	Osbourne	Video		8 - 5 pm
Cody	Shimizu	Photography		8 - 5 pm
John	Corlett	Trucks / Tent / BBQ		Friday Night Pick Up
Trev	Williams			
Brian	Webber	Traffic Control 520 in Morning.		850-930 am
Cynthia	McClain	Marshall Corner 4		9 to 10 am then 1230 to 5 pm

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Thanks,
Garth



THE RANGE

July 22,
2023



Garth Stotts

The Gravel Experience Ltd.

7/22/2023



Welcome to THE RANGE!

Our mission is simple: **To provide the quintessential gravel experience that inspires via the ride, the adventure, the scenery, and the connection with the community, riders and the environment.**

The Range is an awesome course that has it all: 124 KM of varied terrain, 2 creeks, steep hills, private roads, a community start/finish, and stunning scenery. It is a fun and hard day out in a stunning environment.

A Few Key Points:

To participate in the ride, a liability waiver needs to be signed. We collect this electronically with registration, but also on paper for our records.

VERY IMPORTANT: You must have your bike plate for ID on course AND you must bring your personal ID to sign on at the start and get your timing chip. YOU WILL NOT BE ALLOWED ON COURSE WITHOUT AN ID THAT MATCHES YOUR NAME ON THE BIKE PLATE.

The road traffic is very limited overall, and the ride should have minimal impact on roadways or traffic. The Town, MDs and RCMP are notified the week prior to the event. HWY permits are obtained.

An Emergency Response Plan is in place. Aaron Paramedical will be on course.

PLEASE READ INFO below and let me know if you have any questions.

Thanks,
Garth Stotts
403-826-8838
garth@thegravelexperience.com



EVENT SCHEDULE:

Friday July 21, 2023

- Course Markings and signs are put on course
- Package Pick-up, Chip Pick-up and Sign-on
 - 5 pm – 8:00 pm / Claresholm Campground
- Volunteer Meeting: 8 pm / Campground

Saturday July 22, 2023

- Package Pick-up, Chip Pick-up and Sign-on
 - 6 am – 8:30 am / Claresholm Campground
- The RANGE rider line up and debrief – 8:45 am / Campground
- Mass Neutral Start for THE RANGE – 9 am / Campground
- The RUSTLER rider line up and debrief – 9:00 am / Campground
- Mass Neutral Start for THE RUSTLER – 9:15 am / Campground
- RANCH Aid Stations (KM40 and KM80) set up between 10 am – 3 pm
- KM 100 Aid Station 12-4 pm
- Finish Line Aid Station / Tents: 1PM – 6 PM
- Time Cut-off at Tom's Corner (Corner 12 see map) – 2 PM
- Final Course Sweep – 5 pm
- Beer Garden – 1 pm – 7 pm / Finish Line
- BBQ – 1pm – 6 pm / Finish Line
- Course Marking taken down (during sweep) - 5 pm
- Awards announced at the Campground

TIMING AND SIGN ON:

- **Zone4 Chips are used for timing the overall and sector challenges.**
- **Chip Pick Up and Sign On – see above for Friday and Saturday times.**
 - **BRING YOUR ID! YOU MUST SHOW ID TO GO ON COURSE.**
- **Please Return your chip to a volunteer at the finish line**



Time Cut-Off:

- **Riders need to make it to 74 km point (Left Turn on to HWY 520, corner 12) by 2:00 pm. This is Corner 12 on The Range Route.**
- This is an average of 15 km/hr.
- Riders that do not make the cut-off will be directed right to shorten the course and ensure that everyone is off-course by 5 pm.
- Reminder: E-Bikes are not permitted in The Range

Partners and Sponsors:

Please check out their websites and support them when possible.

- Willow Creek MD - Course and Public Roads
- Burke Creek Ranch - Course and Private Roads
- Troubled Monk Brewery – Beer and Prizing
- Davis Chevrolet Claresholm - Finish Area and On Course Support
- Town of Claresholm - Campground, Start and Finish Area
- Ridley's Cycle – Prizing
- F2C Nutrition - Hydration
- The Doctrine - On Course and Start/Finish Bike Support
- TransRockies – Prizing / Sector Challenge
- 54Blue – Bike Plates
- Flexion Bike Fit – Video
- CodyShimizu Photography

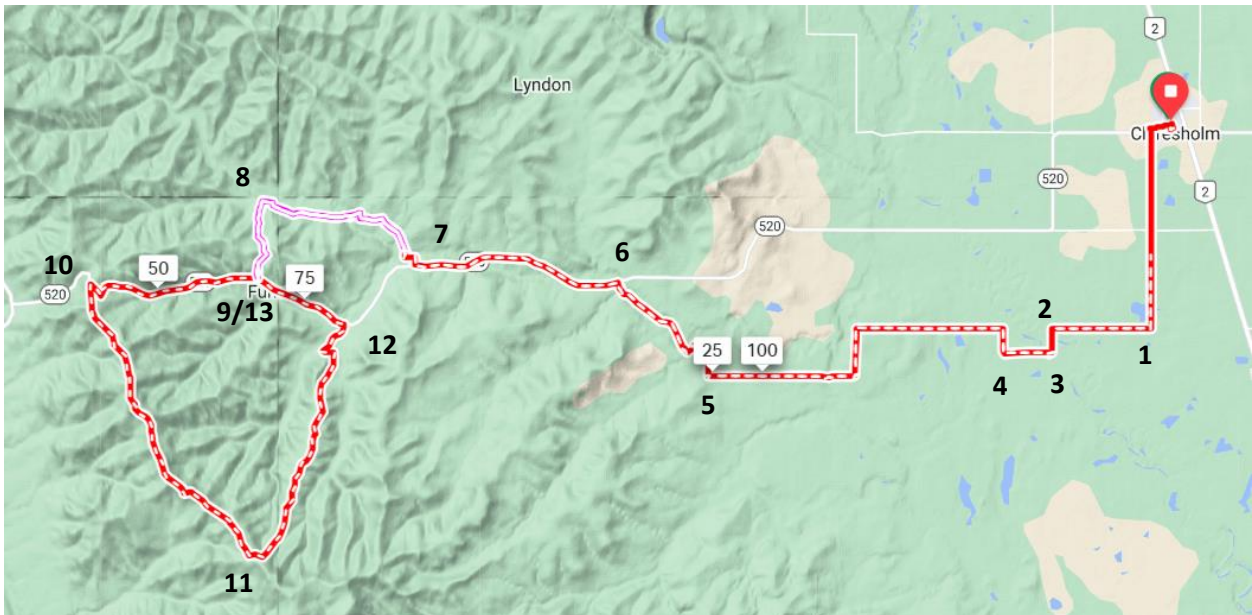
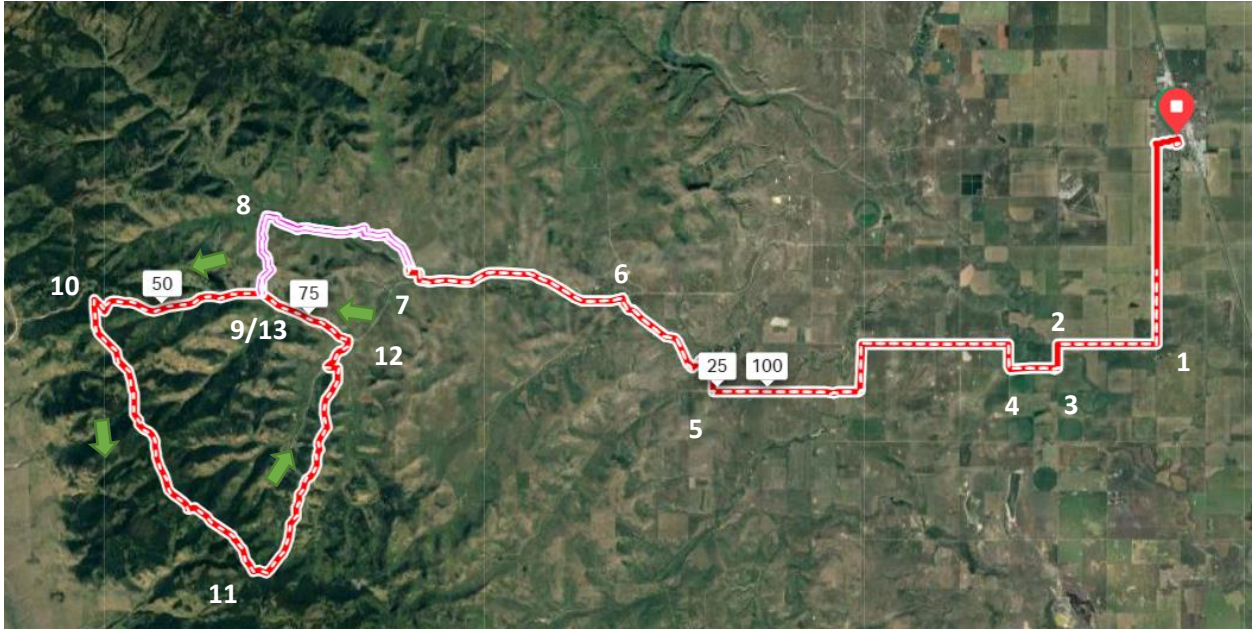
Course Routes and Marking:

Please study the course routes. A GPX file will be emailed out for Bike Computers, if needed. The course is fully marked but you are responsible for navigating the course. We have marshals at all main sections, signs and flags. You should not go off course!



THE RANGE ROUTE July 22, 2023 – 124 km / 1575 m - Changed

(Pink is private land)



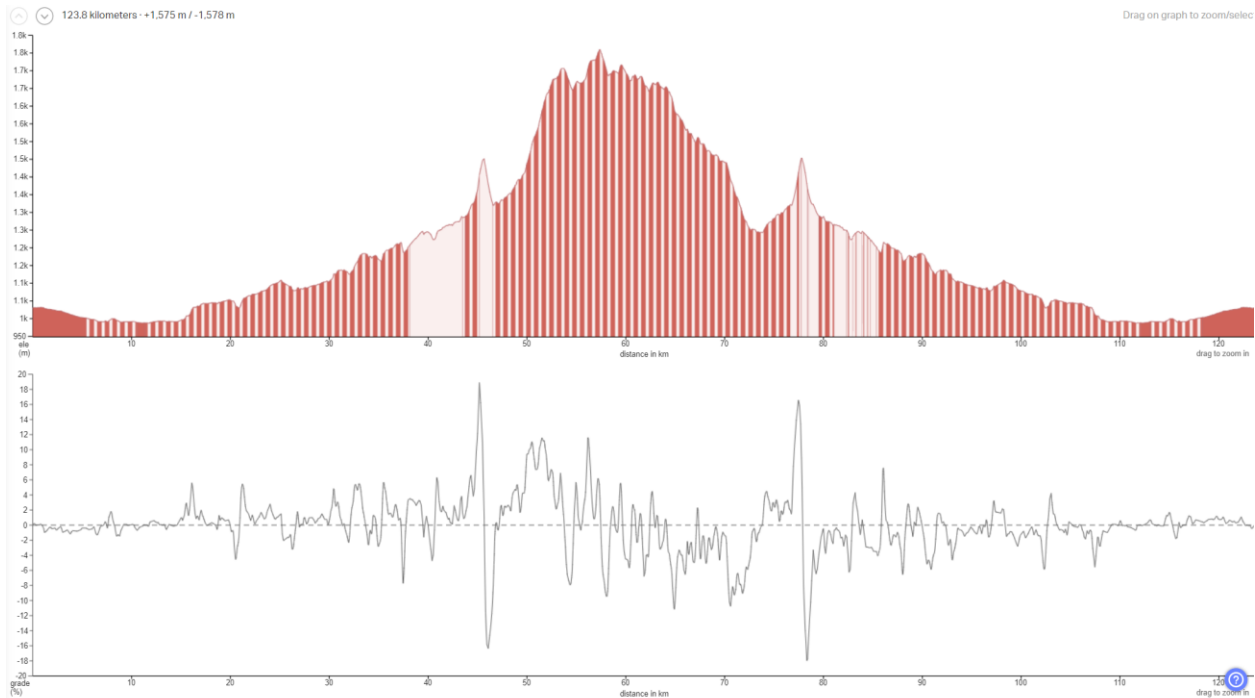
<https://ridewithgps.com/routes/43624943>



Marshall Route Positions (See numbers on Map). Corners are listed below.

Please watch out for cars at all intersections!

1. TWP Road 120 and RR 272
2. TWP Road 120 and RR 274 (YIELD TO CARS!)
3. TWP ROAD 115A and RR 274
4. TWP ROAD 115A and RR 275
5. TWP ROAD 115 and RR 285 ie. BOTTOM SHARPLES ROAD
6. BOTTOM SHARPLES ROAD and HWY 520 (YIELD TO CARS!)
7. HWY 520 and Range Road 295 (Private Road start)
8. Aid Station on Ranch (private Road)
9. Right Turn on HWY 520 (YIELD TO CARS!)
10. Left Turn on Skyline (YIELD TO CARS!)
11. East Sharples Road
12. Left Turn on HWY 520 from East Sharples Road – TIME CUT OFF – 2:00 PM (YIELD TO CARS!)
13. Right Turn on Burke Creek Hill





To foster a more community and event atmosphere after the ride, the Start and Finish are at the **Centennial Campground in Claresholm, 4604 4 St W, Claresholm, AB T0L 0T0**

The Range Start July 22, 2023

845am: Riders will gather at the Claresholm campground for a mass start neutral roll-out

845 – 900am: Rider Debriefing

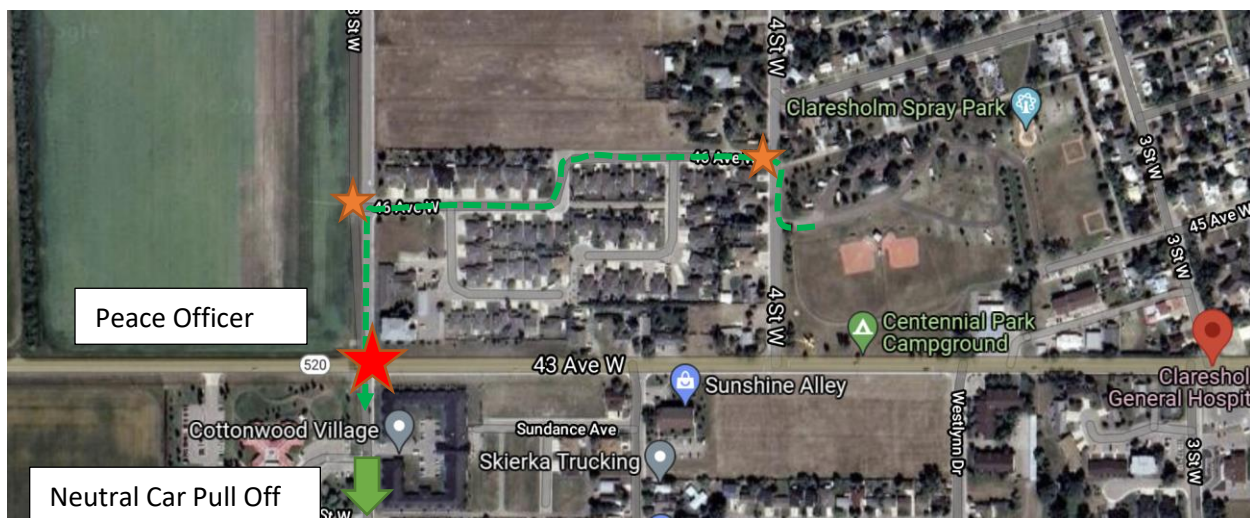
The Range rolls at 9 am. The Rustler rolls at 930 am.

1. Riders roll out following a neutral car turning **right** on to 4th St W. (Marshalled Turn)
2. Neutral start continues turns **left** on to 46 Ave W (Marshalled)
3. Neutral start continues turns **left** on to 8th St W. (Marshalled)
4. Riders continue **straight past** 43 Ave W (HWY 520) (Marshalled)

★ Volunteer Marshalls will be placed at all intersections.

★ Peace Officer at HWY 520 and 8 St W

The Alberta Transportation Permit will include a Traffic Accommodation Strategy (TAS) for HWY 520 (43 Ave W).



The neutral car will **pull off at the Kin Trail**. Riders are now on course.

Riders continue on 8th St W to Range Rd 272 until they **take a right** on TWP Rd 120.

A route marshal will be at the TWP Rd 120 Right turn



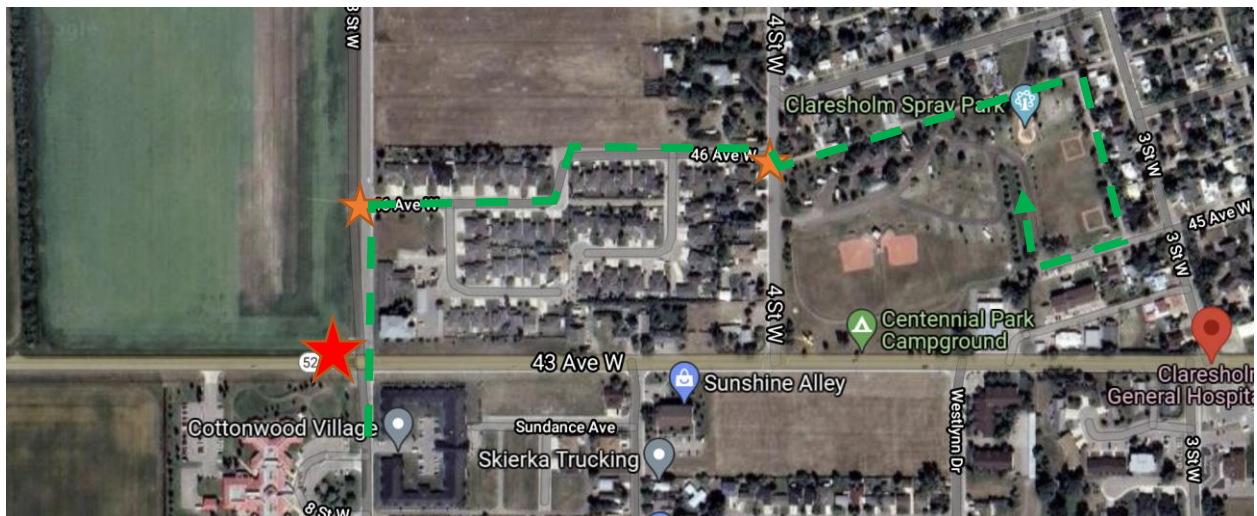
The Range Finish July 22, 2023:

Riders will be coming in from 1230 pm until 500 pm. All riders are to be off course at 5 pm.

1. Riders come into town on 8th St W.
2. Riders go straight past 43rd Ave W (AKA HWY 520)
 - a. (Marshallled – RIDERS MUST YIELD TO HWY520) ★
3. Riders will take a right on to 46 Ave W.
4. Riders continue onto the GRAVEL Alley that loops the campground and Centennial Park
5. Finish line in the middle of the green space

The Rider will be in full view as they loop the park. Ample green space for tents and supporters to cheer them on as the finish the last few 100 m. There is a clean straight-away for fast finishers.

The finish is ideal and ensures that riders can rest and congregate in a safe spot and be cheered by supports as they come in. The finish line AID Station will have nutrition to help revive the riders.





Finish Line Area





COVID:

Health guidelines regarding COVID implemented by Alberta Health Services that are in effect must be adhered to at all times during the event. Please do not attend if feeling unwell.

PACKAGE PICK-UP:

Please pick up your package at the earliest opportunity

Package Pick-Up is available at Claresholm Campground on the dates and times below:

- July 21, 2023 Friday 5 - 8 pm
- July 22, 2023 Saturday 6:00 am – 8:30 am

Package pick-up includes Shirts, Bike Plate with name, Beer and BBQ Ticket, Poster

AERO-Bars: Courtesy Rule

- Aero-bars are permitted.
- Courtesy Rule: Please don't ride in a pack or in a pace line.

E-Bikes:

The Range is an endurance challenge, e-bikes are not permitted.



RIDE RULES:

- HELMETS REQUIRED
- NO LITTERING
- NO EARBUDS (not safe if you can't hear cars/trucks behind you)
- NO PERSONAL SAG BIKE SUPPORT OR VEHICLES
- OBEY ALL TRAFFIC SIGNS AND LAWS
- RIDE ON THE RIGHT SIDE OF THE ROAD
- DO NOT RIDE LEFT OF CENTER
- FOLLOW COURSE MARKERS
- NO PARKING ON HWY520, TOWN RDS or BLOCKING FIELD ENTRANCES
- YIELD TO HORSES/COWS/WILDLIFE
- HARD WAIVERS AND BIKE PLATE REQUIRED



AWARDS AND PRIZES:

MEN'S AND WOMEN'S OVERALL WINNER AND PODIUM IN THE RANGE:

Full course completed in the fastest time.

Prize money awarded to places 1 to 5 from \$700 – \$400 – \$300 – \$200 - \$100

Also Winners will be awarded The Range buckle.



THE RANGE SECTOR CHALLENGE!

We love the classics, and this sector rewards the powerful gravel rouleur that still has the energy nearing the 110 km mark. This is about a 10 min effort.

Looks for the signs.

Prize is the Entry to Transrockies Gravel Royale given to the best Male and Female times.

Sector challenges will be marked with 'Start' and 'End' signs and timed by chips

PERSERVERANCE AWARD:



The Range is NOT an easy course. It takes a good amount of training and determination to take on The Range.

The award is pretty awesome: The Range Buckle

Masters Podium:

The MASTERS podium we will be awarded to the top 3 men and women over 50+ in THE RANGE distance. The winners will be awarded The Range Buckle.

Rustler Podium:

A podium for the top 3 men and women will be awarded for The Rustler distance.

Volunteer Award:

We will be awarding a Range Buckle to an outstanding volunteer this year.



THE RANGE Poster:

Every Rider and volunteer receive the event poster for 2023.





T-SHIRTS:

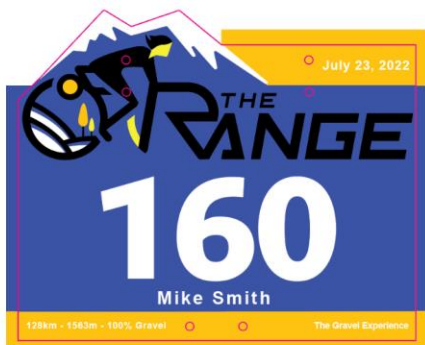
Every registration and volunteer get a free T-Shirt with this logo.



BIKE PLATES BY 54BLUE:

A Range and Rustler bike plates will be provided at package pick up. Please attach to your handle bars with the number and name facing out. **Please bring your own zip ties.**

For liability reasons, you **CAN NOT** ride the course without your plate.





COURSE MARKING:

Course is marked with Signs, Flags and Marshalls.

- The Range riders need to follow the signs all the way around the course
- A turnaround sign will be placed for the Rustler Out n Back (Ranch Aid Station)

PERSONAL SUPPORT VEHICLES:

Please don't use Personal Vehicles following riders. Support your riders by meeting them on course.

AID STATIONS (COVID AND SPONSOR PERMITTING)

Aid Station locations (also located on maps below)

1. KM 40 and 80 (Burke Creek Ranch) 10 am – 3 PM
2. KM 100 (Bottom Sharples Rd) 12 pm – 4 PM
3. KM 128 (Finish Line)

Aid Station on COURSE will be set up between 10 AM and 3:00 PM.

AID STATIONS will have communication to ERP Coordinator and 1st aid kits, if needed.

Discards bottles or wrappers in bins. **PLEASE NO LITTERING!**

PARKING:

Please **DO NOT PARK** on **ROADS** in Claresholm or the MD.
Please use parking lots.



FAQs

WHAT IF I CAN'T CONTINUE?

Please go and stay at an AID station or a Marshall Cornered. Let the volunteer know. If you need a car ride back, we will try to have a truck sweeper will take you back to the starting area.

IS THERE CELL SERVICE ON COURSE?

There is no cell service for most of the course. Volunteers are using commercial radios. If you need your emergency contact, an AID Station or Sweeper will be able to contact the ERP Coordinator to phone your contact.

IS THERE ROUTE ACCESS (WITH VEHICLES) FOR SUPPORT, FRIENDS, FAMILY?

Please use gravel HWY 520. HWY 520 is a wide road and the main corridor from East to West. We want to keep traffic low on most of the course which avoids HWY 520 as much as possible.

ARE THERE NO VEHICLE ACCESS ROADS?

There are several spots on course where vehicles can't and/or should not go.

- **BURKE CREEK RANCH ROAD: NO VEHICLES ALLOWED. Bikes only.**
Private road.
- **EAST SHARPLES ROAD: Very narrow, steep road**
 - Please stay off for safety of riders
- **SKYLINE ROAD: Riders will be coming thru on this road**
 - Please stay off for safety of riders



ARE THERE TRUCK and BIKE SWEEPERS?

Truck sweepers will be used on the course. They have radios, please let them know if you need help.

If you are not able to continue, please go to an aid station or a marshall. The sweeper will transport you back to the start as soon as possible.

Riders CAN NOT ride with a truck sweeper and rejoin the course.



Town of Claresholm

Council Committee Report

Date: July 17, 2023

Mayor (Vacant)	
Councillor Carlson	
Councillor Cutler	
Councillor Kettles	
Councillor Meister	<p>Museum We are sad to see Ali leave us, but congratulate her on her new position as EDA. We had difficulty finding a second summer student this year, we finally have the posting filled. Bus tours are picking up & we would like to thank the Friends of the Museum for their help hosting tours and making their museum visit memorable. We have new items in the gift shop, including old fashioned candy! With Fair days fast approaching we are in the busy part of our year! We will have 'diner style' soda stand drinks at the family dance , Lemonade on the lawn, freezies as well as the old fashioned games and prizes on Saturday afternoon. All activities at the museum on Saturday are free. The team working on the float is looking forward to seeing the end result of our vision.</p>



Town of Claresholm

	<p>Claresholm social centre We are still looking into quotes for new signs. The rental duties need to be shared as they are very time consuming. We had a delegation from FCSS about programming at the centre and how we can work together. We have a date set to go over and modernize our strategic plan. We are hosting a Christmas eve dinner in July on the 24th, cocktails at 5, dinner at 6. Our monthly Appy night is seeing new faces, our next one is on Aug 12th.</p> <p>Fair days Wow! There is so much planned for this year, it should be a fabulous time for everyone! I love the theme of the Good ol' days. I really hope that everyone will jump right in and participate in as many events as possible. I would like to encourage everyone to have fun with it and dress up like your Good ol' days, whatever they were to you. If you missed an era you would have liked to be part of, dress for that... Above everything else, have an excellent time. See you there!</p>
Councillor Schlossberger	<p>July 7 MPC. Two approvals. One is the expansion of a present business! Good news. July 11 Hall inspection with WSP. July 11 CAO Evaluation July 12. Webinar. Performance Measurement of Economic Development Officers. July 13. Alberta SW executive board meeting. Discussed & Villages— regional housing needs. Discussed Alberta SW participation in South Grows Economic Summit. Discussed having someone from Livingston School division come talk to us about what trades they are teaching in our schools. July 13. Community Development Committee July 13 Orrsc executive meeting July 17. Landfill meeting. Zoom meeting with a professor from University of Manitoba on what kind of waste to energy system we should look at. Should be interesting.</p>



Town of Claresholm

Councillor Zimmer	
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COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 8, 2023				
D2	DELEGATION: Gary Watson - Request to move the RCAF monument to Centennial Park with approval and assistance from the Town of Claresholm.	Abe/Jace	Administration has connected with delegate and possible stakeholders, and is working on a formal request for council.	Ongoing
Regular Scheduled Meeting - May 23, 2023				
7	RFD: Southern Alberta Summer Games - Moved by Councillor Cutler to advise Administration to contact the Town of Fort Macleod and the Southern Alberta Recreation Association to determine if there is a possibility that the Town of Claresholm could partner with the Town of Fort Macleod in order to co-host the 2025 Southern Alberta Summer Games. CARRIED MOTION #23-091	Abe	Administration has reached out to Fort Macleod to determine interest.	Ongoing
Regular Scheduled Meeting - June 12, 2023				
18a	IN CAMERA: Moved by Councillor Cutler to direct administration to prepare a public participation plan as discussed in closed session. CARRIED MOTION #23-110	Abe	Planning is underway	Ongoing
Regular Scheduled Meeting - June 26, 2023				
DEL	Delegation: Rural Development Network (RDN) - Moved by Councillor Cutler to approve the Social Needs Assessment as presented. CARRIED MOTION #23-111	Barb	The Town has received the final copy from RDN and FCSS will begin working through recommendations of the report.	Complete
1	BYLAW #1761 - Moved by Councillor Meister to give Bylaw #1761, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Tara	Public Hearing scheduled for July 17, 2023	Complete
3	CORRES: Alberta Municipal Affairs - Moved by Councillor Schlossberger to request a meeting with the Hon. Ric McIver Minister of Municipal Affairs at the Alberta Municipalities Convention September 27-29, 2023 to discuss municipal funding. CARRIED MOTION #23-112	Karine	Email request sent	In progress
8	CORRES: litai'taamaopo'p Ltd. - Moved by Councillor Kettles to support the golf tournament fundraiser by litai'taamaopi'p Ltd. being held at the Bridges at Claresholm Golf Club on July 19th, 2023 with a basket donation or cash donation of \$100. CARRIED MOTION #23-113	Karine	Basket created	Complete

9	CORRES: Claresholm & District Fair Days Bench Show - Moved by Councillor Cutler to support the Claresholm & District Fair Days Bench Show with a donation of \$700 towards the rental of the Community Centre. CARRIED MOTION #23-114	Karine	Payment sent to the Community Centre	Complete
11	RFD: West Meadow School Fun Run - Moved by Councillor Kettles to approve the following road closures on Saturday, September 23rd, 2023 from 9:00 a.m. to 12:00 p.m. to facilitate the West Meadow Elementary School Fundraising Society Fun Run: 8th Street at 55th Avenue West to Derochie Drive, including the intersections along 8th Street at 59th Avenue and Saskatchewan Crescent. CARRIED MOTION #23-115	Abe	Notification has been sent	Complete
12	RFD: Prize Donation to Claresholm Fire Department - Moved by Councillor Zimmer to approve a cash donation of \$200 to sponsor a hole at the Claresholm Fire Department's Annual Golf Fundraiser on Saturday, August 19th, 2023. CARRIED MOTION #23-116	Craig	Payment generated to the Fire Department	Complete
13	RFD Contractor Agreement - Moved by Councillor Meister to enter into a contract for Fire Inspection Services with the MD of Willow Creek on an as needed basis as presented. CARRIED MOTION #23-117	Abe/Craig	The Town has signed the agreement and forwarded to the M.D. for completion.	Complete
14	RFD: Economic Development Committee - Moved by Councillor Kettles to appoint Jordie Bronson as the new Claresholm and District Chamber of Commerce representative on the Claresholm Economic Development Committee. CARRIED MOTION #23-118	Brady	Notified appointee and included on EDC membership	Complete
15	RFD: Fair Days - Parks & Road Closures - Moved by Councillor Cutler to approve the Claresholm Skate Park Association for a beer garden in Amundsen Park Saturday, August 12th, 2023 between 11:00 a.m. and 4:00 p.m., on the condition that an application to the Alberta Liquor and Gaming Commission has been approved and is displayed at the event. CARRIED MOTION #23-119	Brady	Notified Skate Park Association	Complete
15	RFD: Fair Days - Parks & Road Closures - Moved by Councillor Kettles to approve the Claresholm Arts Society for a beer garden in Centennial Park on Sunday, August 13th, 2023 from 10:00 a.m. to 4:00 p.m. on the condition that an application to the Alberta Liquor and Gaming Commission has been approved and is displayed at the event. CARRIED MOTION #23-120	Brady	Notified Arts Society	Complete
16	RFD: Committee Vacancies - Moved by Councillor Zimmer to extend the temporary appointments to boards and committees as approved at the March 27, 2023 regular Council meeting until after a new Mayor has been elected. CARRIED MOTION #23-121	Karine	Committee listing updated	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE:

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

April 21, 2023

Town of Claresholm – Council Chambers

Attendees: Brad Schlossberger - Council Member (Chairperson)
Doug Priestley - Member-at-Large
Kieth Carlson – Council Member
Jeff Kerr – Member-at-Large (Vice Chairperson)
Kandice Meister – Council Member

Staff: Tara VanDellen – Development Services Manager
Abe Tinney - CAO
Brian Webber – Bylaw Enforcement Officer
Tracy Stewart – Development Assistant

Public: Gavin Scott - ORRSC

8:55 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt the
Agenda by
Jeff Kerr**

**Seconded by
Doug Priestley**

CARRIED

Adoption of Minutes

- March 17, 2023

**Motion to adopt the
Meeting Minutes by
Doug Priestley**

**Seconded by
Councilor Carlson**

CARRIED

Item 1: ACTION

SUBDIVISION

File: D2023.011
Applicant: Halma Thompson Land Surveys Ltd.
Legal: Block 4, Plan 7610058
Regarding: Subdivision

**Motion to approve with
conditions by
Doug Priestley**

**Seconded by
Councilor Carlson**

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

April 21, 2023

Town of Claresholm – Council Chambers

Item 2: ACTION

HOME OCCUPATION

File: D2023.024
Applicant: Leslie Baker
Owner: Warren Baker
Address: 4515 2 Street W
Legal: Lots 6-7, Block 9, Plan 147N
Regarding: Home Occupation 2 – Reiki
Treatment

**Motion to approve with the
amended conditions that
approved hours of
operations are to be
compliant with the Town of
Claresholm's Community
Standards Bylaw by
Jeff Kerr**

**Seconded by
Councilor Meister**

CARRIED

Item 3:

In Camera – Advice from officials, FOIP Section 24

**Motion to go in camera at
9:15 am by Jeff Kerr**

Seconded by Doug Priestley

**Motion to come out of in
camera at 9:34 am by
Councilor Meister**

Seconded by Jeff Kerr

**Motion to refer Livestock
Bylaw to Council for review
by Jeff Kerr**

Seconded by Doug Priestley

9:34 a.m.

**Motion to adjourn by
Jeff Kerr**

CARRIED

Temporary uses

A look into uses of a non-permanent nature, temporary approvals, and the associated municipal decision making framework.

Municipalities acknowledge that the notion of use exists on a continuum of time, with some uses that will remain indefinitely and others that come and (usually) go. Permanent uses like houses and businesses exist alongside passing uses like vendors and work camps. In the pursuit of orderly development, most municipalities will choose to develop a comprehensive planning approach directing how temporary uses are to be managed. Embodying such an approach helps facilitate land use compatibility amongst the permanent and temporal elements of the built environment while recognizing that temporary use is a natural part of the cycle of municipal development.



Introduction

In land use planning, most of the focus is on the permanent fabric (built form) of community created through the development permit process. But there is a segment of planning that allows for uses that come and go in varying short periods of time. These are generally referred to as temporary uses. This periodical will explore the nuance of temporary use in planning practice and provide ideas for municipal approaches to addressing these uses through the Land Use Bylaw (LUB), or in some cases another mechanism for approval.

Temporary use typically encompasses things like garage sales, special events, food vendors, and pop-up uses, and often plays an important role in urban revitalization. The difficulty in discerning what temporary uses are is expressed in the questions: Is this a land use or is it something else? What is the context in which the use is being proposed and is the context such that there is insulation from traditional impacts associated with permanent uses? Defining context: where and what is it?; time frame: how long?; size and intensity: how much?; impact: who is affected? These are all important considerations when evaluating whether a temporary use is appropriate, and devising the framework that is best suited to regulate it.

Conversely, temporary approvals for permanent uses are authorized in some land use bylaws (LUB) and can be a helpful tool for a Development Authority in navigating its role. Whether it's a provisional approval for a desired permanent use, or a temporary approval for a naturally interim use, a spectrum of options exist for municipalities to manage the matter.

What is temporary?

Conventional (i.e. permanent) land uses are issued development permits, normally for an indefinite duration, and remain operative as long as the authorized development remains in effect. Temporary uses can be defined as "a use established for a fixed period of time with the intent that such use will terminate automatically upon expiration of the fixed time period unless permission to conduct the use is renewed."

Temporary use in planning is also thought of as a means to placemaking and community vibrancy. Neighbourhood planners will encourage temporary use to create energy in a neighbourhood like a downtown. Public interaction with pop-up vendors can create spin-off social and economic benefits from a pedestrian-oriented culture of congestion. Similarly, a neighbourhood block party can reinforce neighbour relations and help with a sense of pride in property.

Despite these associated benefits to the community, the pop-up phenomenon can at times be somewhat of a double-edged sword. For instance, the City of Brooks has faced opposition to the temporary use of a



Okanagan fresh fruit, Lethbridge.



Ruben's Veggies, Lethbridge.

Underutilized land in commercial parking lots can be a popular venue for the sale of fruits and vegetables. While fruit is usually sold out of a truck that occupies the site no longer than June–September, vegetable sales are often housed within small buildings that facilitate an extended operating season. For instance, Ruben's Veggies remains open 9 months of the year.

Enhancing access to fresh produce, these temporary uses are valuable amenities for residential areas in the vicinity. It is nonetheless important that they are sited with regard for the circulation and parking configurations that were approved for the conventional commercial development occurring on the parcel.



image source: bbc.com

Tempelhofer Feld in Berlin exemplifies how the persistence and evolution of temporary use can transform an underutilized urban space into a destination. Occupying the site of a former military airport, today this internationally renowned public space supports numerous pop-up cultural activities and community-led initiatives including kiting, skating, gardening and barbecuing.

pop-up car dealer who utilizes an underused vacant property for seasonal sales. The 'brick and mortar' car dealer businesses in Brooks saw this as unfair competition. Whereas they have invested in the community and sell the same product, the temporary vendor benefits from the consumer base without a corresponding investment in the community. In a competitive industry, temporary car sales may not be a good fit for the local economy, but is that a valid consideration for an approval authority?

By nature, temporary uses arise quickly but often extend past their expected tenure. This owes to the human activity that moulds, activates and attaches meaning to a space—an effect that can turn an interim land use into a permanent one through the intervention of community groups.

Policy context

In most municipalities, the context of temporary use sometimes lacks an overall strategy or an understanding of options for regulation. The following list of possible temporary uses captures the breadth of this subject matter:

- Seasonal sales: Christmas Trees, garden center
- Garage sales
- Special events: car shows, concerts, weddings, parades
- Farmers' markets
- Home Occupations
- Temporary camp/staging site
- Sidewalk busking, sales, or dining
- Land Use bylaw defined temporary use: (signage, meteorological towers for wind turbine analysis)
- Mobile food trucks and carts
- Road side sales: fruit and vegetable
- Pop-up Retail sales: may be internal to an existing business
- Peddler: Flag sales, crafts, artisan works
- TV and movie filming
- Parks and passive recreational uses

Within the list above, time frames may be implied, and are a large component in an approach to regulation. Ultimately, in order to facilitate regulatory oversight, these fixed periods of time must be quantified.

Reasonableness should be exercised when specifying these fixed time frames. Municipalities would be well served to define periods of short-term use as 24 hours or a weekend, medium-term as seasonal (May-September), and long-term as a year or more. The 24-hour or weekend category, like garage sales, is often of such a short duration that a development permit exemption in a LUB is appropriate as there is insufficient time to process a development permit. With the seasonal category, there is time to process a permit, so the decision to regulate through the LUB often falls on the other qualifying questions. For the long-term category, a development permit will more likely be required based on the semi-permanent nature of the use.

Development permit requirements and exemptions should be read together with local business licence rules to give an overall understanding of the process and fees applicable to temporary uses.

Temporary approvals for conventional land uses

Where provided for in a LUB, a Development Authority may limit the duration of a development permit. Temporary permits should be limited to scenarios where a permitted use is requesting a variance or for discretionary uses. Permitted uses that conform with the LUB should not be subject to a duration clause unless the application itself discloses that the timeline of the use is limited. The power of the Development Authority to refuse a discretionary use on its merits alone implies the right to limit the duration of an approval.

A time-limited permit often results where a Development Authority is of the opinion that a proposed use is suitable, but nonetheless should be monitored over a certain time period owing to circumstances specific to the proposal. It's important that the Development Authority does not rely on a temporary approval in lieu of answering the question it is obligated to positively confirm—being that the use is substantially suitable having regard for sound planning principles. It is not appropriate for a Development Authority to effectively defer this question to a later date. Where the test for suitability is met, a temporary permit can be viewed as a trial approval, whereby at the end of the timeline the applicant is expected to reapply and demonstrate that any remaining uncertainty can be dismissed through evidence of land use compatibility and accurate execution of the original permit. Still, temporary permits should be used judiciously and only where conditions attached to a conventional development permit would not be sufficient to ensure the approval is in the public interest.

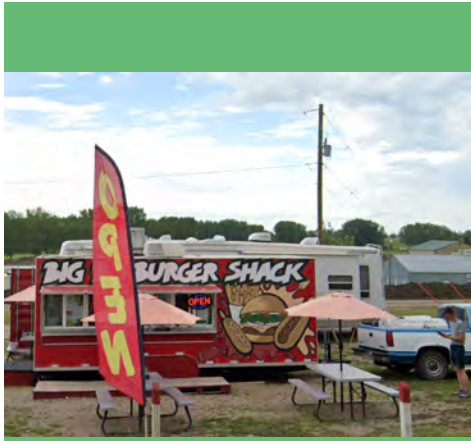
Land use considerations and impacts

Most municipalities will be familiar with land use approvals for Home Occupations. Differing intensity of use can garner that no permit is required for a home office, but where a hairdresser, contractor, or landscape company will generate traffic and have parking needs a permit is more likely necessary. Decision makers must understand that the use of a temporary approval creates a level of uncertainty for the business owner, which can affect a willingness to carry forward. Clear reasoning to the applicant as to why a temporary approval was utilized needs to be conveyed along with a very clear timeframe.

Another example of location and timeframe is that of the food truck (or mobile food cart). Here the distinguishing factor is a question of location. Is the food truck utilizing a public street to sell their product or are they

Business licences (for the communities that have them) are often utilized as the starting point of municipal requirements, but business licences alone don't ask the questions that planning staff would want to understand before the use is established. Where the municipal planning process is not engaged, information gaps are more likely to exist. For instance, planners tend to be knowledgeable about the provincial and federal statutes that will apply in the context of a specific use.

Uses involving the handling of food illustrate how rules prescribed from higher levels of government can come into play. The Government of Alberta provides fact sheets on low-risk foods which states, "Alberta's Food Regulation sets the rules for the safe handling of food that is available to the public. As of June 1, 2020, the Food Regulation allows Albertans to make low-risk foods in their home kitchen for sale to the public, subject to certain restrictions and safe food handling. Low-risk home-prepared foods can be sold from home (including online or mail-order sales) and special events, as well as from farmers' markets, where they were sold previously. Special events are temporary events, such as craft fairs and festivals, and have their own set of rules in the regulation."



Big D's Burger Shack, Nanton.

Development permit exemptions are found in most LUBs.

For temporary uses, it may be necessary to address the frequency of the use in order to preclude repeat overuse (i.e. no permit is required for a seasonal sales/garage sales event not exceeding 48 hrs on a site and not more than twice in a calendar year).

Municipal authority for specifying the duration of a development permit is derived from Section 640(2)(c)(v) of the Municipal Government Act (MGA).

For temporary permits, a municipality may also wish to provide for the ability to require security to ensure that the use is removed on time and to the satisfaction of the municipality.

The Town of Claresholm's system requires a yearly review of home occupations to ensure the original intent is working for the neighbourhood and that the use is being carried out in accordance with the approval. Whereas other communities allow the home occupation permit to run with the tenancy of the landowner, Claresholm treats it more like a temporary use.

locating on private land? Whereas the first location might be governed exclusively via a traffic policy in conjunction with a business licence and is not necessarily a land use bylaw concern, the second location creates a more nuanced scenario that may require the benefit of a development permit, depending on the duration of stay. Even where the private land is vacant, the food truck will be occupying a parking space that is intended to be allocated to a brick and mortar business.

In the case of "Big D's Burger Shack" in the Town of Nanton, the use began as a temporary use on a parcel of land owned by the vendor. The applicant had outlined that the truck would be mainly fixed at the location, but during certain periods would become mobile and attend special events. The applicant also indicated that the intent was not to use municipal services for water and sewer. After the temporary permit expired, the vendor found that enough business was attainable without moving and transitioned to a permanent use without water and sewer hook ups (which according to the water and sewer bylaw had to be approved by Council). With minimal improvement on site, a parcel of land can often be quickly transitioned to a brick and mortar development, so in a sense the business is temporary, but the approval is permanent as long as food is being provided on site. Municipal servicing authorization is thus an important consideration for municipalities in determining permanency. Land use bylaws and local water and sewer bylaws should be reviewed to understand servicing requirements, and temporary use policy should be clear on whether the requirement for servicing triggers the need for a permanent development permit.

The 'special event' category presents another nuance of temporary use. A municipality may develop a separate policy that empowers Council or the CAO to issue approvals (with or without conditions) for special events. Special events can vary from triathlon races to weddings, concerts, outdoor church events, or 'Big Tent' sales. Within a special event policy, the need for signage, temporary road closures, temporary structures, and other requirements to mitigate impacts can all be prescribed through the policy, thereby precluding the need for a development permit. In contrast, full time special event locations, which specialize in weddings and provide lodging, catering and other amenities are more likely to require development permits.

Implementation

Relatively predictable, innocuous developments that are well understood are typically considered for exemption from the requirement to obtain a development permit. However, the proponents of temporary development permits often don't have an interest in land, and therefore look to establish quick, affordable agreements with private landowners, or to utilize public lands. Careful consideration should be given to what type of temporary development gets a free pass from the requirement to obtain a development permit. Where a permit is required, clear conditions establishing the timeline for which the permit is operative should be attached, along with expectations for follow-up permitting (if applicable) and requirements

for the provision of security to ensure timely cessation of the use to the satisfaction of the municipality. The benefits of subjecting a temporary use to the development permit process must be balanced against the benefits of reducing red tape for interim land uses that contribute to the fabric of the community. Committing to expedited timelines for pop-up uses within a day or so preceding the request can be an effective way of doing so.

Temporary uses on public property which are mobile like food vendors or weekend farmers' markets are often kept out of the development permitting realm and are accepted through a business licence management policy, whereas farmers' markets on private property have generally been processed as a temporary use through the LUB. The difference may be found in the general understanding that on public property a policy adoption process garnered public input for appropriate locations (perhaps through a municipal development process or a separate Council policy development process). Alternatively, the private property scenario is not debated until it comes forward. The discussion forum is thus best found within the LUB processes. On the other hand, bringing temporary uses into the LUB introduces an appeal mechanism, which has the effect of elongating timelines for uses that are typically very time sensitive. This is where a Council will have to determine if a policy-based approach would suffice.

Lastly, the quantification of impact may create a point of contention in Council deliberations as to the need for a development permit versus just a business licence. Where the public shows opposition or questions the location of a proposed temporary use, planning staff should be prepared to provide development options for Council. These may include separation buffers from residential parcels, limitations on duration and size, or in the case of large events on public property consideration for adding liability insurance, security deposits and contractual agreements that outline the right to revoke the approval. Although business competition is not a valid consideration for a Development Authority, it is open to a Council to establish business licence fees that may have the effect of levelling the playing field.

Concluding remarks

Although not all temporary uses occur within a given municipality, the policy discussion regarding them should not be overlooked. Because of their minimal impact and short duration, many temporary uses do not rise to the requirement of regulation through the LUB. Planners would rather see business licence policy developed that guides the public on the 'How To' without overwhelming the applicant's desire to operate a simple, self-contained business or to activate a derelict space. The variety of different activities that can manifest under the umbrella of temporary use implies that context is everything. Temporary use sets the stage for municipal decision makers to implement unique solutions that work within an individual municipality.

An example of policy-based approvals can be found in the Sidewalk Patio policy for the City of Lethbridge. The following background statement from the policy states the intent and perhaps the imperfection of the initial attempt.

In order to "encourage the development of an atmosphere of dynamism and vitality in the downtown" the Downtown Area Redevelopment Plan (1988, Bylaw 4183, Sec4.2.2(i)) states that "The City will encourage park and street activities such as vendors, street festivals, sidewalk cafes and outdoor sidewalk merchandise displays." For 16 years the City received no enquiries from private business owners about the possibility of creating sidewalk cafes or patios. Then, upon a request in 2004, City departments found they had no processes to regulate how such a patio should be developed or operated or insured. Moreover, the cross-departmental concerns complicated what would appear to be a very simple development. This policy and attendant procedure was created to reconcile those interests and enable a "one-stop" application process for downtown businesses qualified to operate a sidewalk patio. Subsequent revisions to the policy were aimed at making the application process easier for applicants."

For more information on this topic contact admin@orrsc.com or visit our website at orrsc.com.

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Claresholm Skate Park Association Meeting Minutes

June 13, 2023

7:00 pm Town Office

Present:

John Wenlock, Brad Schlossberger, Lisa Darch, Brandon Levesque, Alex Tourond, Michelle Watt, Lisa Darch, Karolyn Frank-Jansen

1. **Call to order:** Meeting called to order at 7:04 pm.
2. **Adoption agenda:** Brad motion, Lisa 2nd
3. **Review of April meeting minutes:** accepted
4. **Treasurer Report:** \$12,832.36 in our account, tents cost 929.15 for both
5. **Old Business:**
 - Grants:**
 - CFEP** - deadline is June 15, Liza has everything put together and ready to send in.
 - TC Energy** – sent application in online and received email that we were denied
 - Fortis** – sent application in online and waiting on a response
 - CO-OP Community Spaces** - denied
6. **New Business:**
 - FCSS Summer Bash** – cancelled due to Amundsen Park construction. Barb would like to rebook for late August, we will table a decision until next meeting.
 - Canada Day** – July 1st we will meet at Centennial at 9:00 am to set up for service beginning at 10:30. Float of \$200.00 and POS machine from Karolyn. Added insurance is in the works and we have AGLC licensing in place.
 - Gravel Road Race** – July 22nd at Centennial Park. Lisa will pick up beverages in Calgary on July 19th. All paperwork is complete, we are waiting on word back from AHS that they have signed off in order to receive the AGLC license.
 - Fair Days** - Planning is underway with the rodeo in the evening as we did last year.
 - Tents** – we have received the tents, they are at Karolyn's shop for the time being.
 - T-shirts** – Logos are being shipped
 - Beer cozies** – in progress
7. **Additions:**
 - Denise has looked into hosting a roller skate night at the arena in the Fall before the ice goes in. We will put a survey monkey poll together to gauge interest from the community.
8. **Date of next meeting:** July 11, 2023 Town Office
9. **Adjournment:** at 7:46 pm



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

IMPACT REPORT 2022

CHINOOK ARCH SNAPSHOT

HELPING OUR
LIBRARIES DO **MORE**
FOR 30 YEARS!

**Thanks to Chinook Arch,
member libraries can:**

- offer more reading, listening, and watching choices to library users
- host more programs
- access more staff learning opportunities

30

staff members



35

service locations across
southwest Alberta



3 delivery
vans



Our vans made 4,008
delivery stops in 2022!

SUPPORTING OUR LIBRARIES



33

municipal
council visits

**2022 marked the end of the
three year Fundamental
Digital Literacy Skills Program.
2022 saw:**

34 classes offered

123 participant bags
distributed

149 wellness/youth
activity packs
dispersed

1,383

support consultations
(in-person and virtual)



CONNECTION AND LEARNING

**In-person training
opportunities were
greatly expanded in
2022, including the
creation of monthly
Coffee Chats, a
chance for library
managers to connect,
and an in-person
webinar watch series.**



23 training
events held

406
attendees

10 Coffee
Chats



SUPPORTING OUR PATRONS



383

direct patron
interactions

**Chinook Arch lends
collections of books
and programming kits
to its member
libraries.**

**In 2022, the
blocks and kits
were circulated**

593 times

up from 218 in 2021.

Borrowing
increased by **387%**
at the
Waterton Micro-Library
one of Chinook Arch's
automated lending libraries.

ONLINE SERVICES



10%

increase in
website visits
from 2021

**Introduced two new digital
resources to the system's
eLibrary collection.**

Kanopy was
launched in August in
response to requests
for more video
streaming content.

Launched **Udemy**
eLearning platform.

Over **12,000** lectures
completed from April to
December.



audiobook
borrowing up **6%**

Audited Financial Statements for 2022 are available on request.

CELEBRATING 30 YEARS!

We know the true value of public libraries. That's why, since 1992, we have focused on raising the level of public library service in southwestern Alberta.



PUNCH JACKSON AWARD OF EXCELLENCE

The Library Association of Alberta recognized Chinook Arch for the delivery of the 3 year Digital Literacy Exchange Program.

VOIP TECHNOLOGY

7 libraries were added to this cost-saving system. Libraries are able to save up to \$190 per month.



2022 HIGHLIGHTS



FOOT TRAFFIC

Monthly promotions ran in participating libraries to help boost traffic. They will continue into 2023.

RETURN TO IN-LIBRARY BROWSING

2022 saw a 57% increase to borrows directly from the library.



CATALOGUING NUMBERS ON THE RISE

51,973 items were catalogued, the highest since 2020!

ALBERTA BLUE CROSS COVID COMMUNITY ROOTS GRANT

Thanks to a \$3,000 grant, 11 new programming kits were purchased for accessible and inclusive programming opportunities.



NATIONAL POST ARTICLE

A December National Post article "The Importance of Digital Literacy in a Digital World" featured Chinook Arch's 3 year Digital Literacy Exchange Program.