



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
JUNE 12, 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 – MAY 23, 2023**

**DELEGATIONS:**

1. **CLARESHOLM RCMP DETACHMENT – Cpl. Thomas Nairn**  
RE: Q4 Report for Claresholm
2. **BONNIE HENRY**  
RE: Council Ethics
3. **ROSE PETEK**  
RE: Air Quality

**ACTION ITEMS:**

1. **CORRES: Chelsae Petrovic**  
RE: Resignation from Claresholm Town Council
2. **CORRES: Land & Property Rights Tribunal**  
RE: Notice of Annexation Application
3. **CORRES: Ukrainian Canadian Congress – Alberta Provincial Council**  
RE: Ukrainian Day Celebration – August 20, 2023
4. **CORRES: Willow Creek Agricultural Society**  
RE: Project Funding Request
5. **REQUEST FOR DECISION: Request for Donation – Granum & District Canada Day Society**
6. **REQUEST FOR DECISION: Claresholm Golf Club Tax Waiver Request**
7. **REQUEST FOR DECISION: Royal Canadian Legion Tax Waiver Request**
8. **REQUEST FOR DECISION: Claresholm Curling Club Tax Waiver Request**
9. **REQUEST FOR DECISION: Community Centre Structural Assessment**
10. **REQUEST FOR DECISION: 2023 Parades**
11. **REQUEST FOR DECISION: By-Election**
12. **FINANCIAL REPORT: Statement of Operations April 30, 2023**
13. **INFORMATION BRIEF: Northern Regional Economic Development Grant**
14. **INFORMATION BRIEF: Strategic Plan Update**
15. **INFORMATION BRIEF: Council Committee Reports**
16. **INFORMATION BRIEF: Council Resolution Status**
17. **ADOPTION OF INFORMATION ITEMS**
18. **IN CAMERA**
  - a. **Advice from Officials – FOIP Section 24**

**INFORMATION ITEMS:**

1. Claresholm & District Transportation Society Board Meeting Minutes – April 13, 2023
2. Oldman River Regional Services Commission Annual Report 2022

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**MAY 23, 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: Kieth Carlson, Mike Cutler, Rod Kettles and Kandice Meister

**ABSENT:** Councillor Craig Zimmer

**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 for unanimous consent to add the following to the Agenda:

**16. IN CAMERA**

**e. Advice from Officials – FOIP Section 24**

**CARRIED**

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – MAY 8, 2023**

Moved by Councillor Meister that the Regular Meeting Minutes of May 8, 2023 be accepted as presented.

**CARRIED**

**ACTION ITEMS:**

**1. BYLAW #1747 – Livestock Bylaw**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Kettles to amend Bylaw #1747, the Livestock Bylaw, prior to 2<sup>nd</sup> Reading by removing Section 4 and Section 5.

**DEFEATED**

Moved by Councillor Cutler to give Bylaw #1747, the Livestock Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Carlson to give Bylaw #1747, the Livestock Bylaw, 3<sup>rd</sup> and Final Reading.

**CARRIED**

**2. CORRES: Fort Macleod Minor Hockey Association**  
**RE: Thank You**

Received for information.

**3. CORRES: Claresholm & District Transportation Society**  
**RE: Thank You**

Received for information.

**4. REQUEST FOR DECISION: Tax Waiver – Claresholm Medical Clinic**

MOTION #23-088

Moved by Councillor Meister to cancel the municipal portion of the 2023 property taxes levied on the property owned by the MD of Willow Creek located at 4215 Fairway Drive in the amount of \$7,017.65 in the spirit of cooperation with our municipal neighbour. This cancellation is equitable to the parties involved in recognition of the support the MD of Willow Creek provides to the Town of Claresholm by way of the ICF Recreation Grant and the Town's support of public health by way of supporting the Claresholm Medical Clinic.

**CARRIED**

**5. REQUEST FOR DECISION: Letter of Support – CFEP Grant (Skate Park)**

MOTION #23-089

Moved by Councillor Kettles to write a letter of support towards the Claresholm Skatepark Association's application to the Community Facility Enhancement Program for the purpose of constructing the skatepark at 111 55 Avenue West (in which the Town has allocated land for the Skatepark construction), and provide the

matching funds & in-kind donation for stripping the site, minor earthwork, and landscaping where the Town crews have the ability/equipment to complete that work in the amount of \$132,062 (\$118,706 cash & \$13,356 in-kind).

**CARRIED**

**6. REQUEST FOR DECISION: Letter of Support – CFEP Grant (Agriplex)**

MOTION #23-090

Moved by Councillor Carlson to write a letter of support towards the Willow Creek Agricultural Society's application to the Community Facility Enhancement Grant, for the purpose of completing stage three, the front-end addition, of the indoor equine facility at the Claresholm Agriplex.

**CARRIED**

**7. REQUEST FOR DECISION: Southern Alberta Summer Games**

MOTION #23-091

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**

**8. REQUEST FOR DECISION: 2023 Canada Day Beer Garden**

MOTION #23-092

Moved by Councillor Meister to approve the responsible sale and consumption of liquor at Centennial Park on Saturday, July 1, 2023, between 10:30 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**

**9. REQUEST FOR DECISION: Contractor Policy Update**

MOTION #23-093

Moved by Councillor Kettles to adopt the updated Town Policy as follows, effective May 23<sup>rd</sup>, 2023:

- 1.3.05 Contractor Policy (version 4)
- Contractor Orientation

**CARRIED**

**10. REQUEST FOR DECISION: Water Plant Numatics G3 Upgrade**

MOTION #23-094

Moved by Councillor Meister to approve proceeding with the Water Treatment Plant Numatics G3 Upgrade in 2023 for a maximum amount of \$140,146.56 funded by the AMWWP Grant of \$64,317 and the remainder funded by the Water and Sewer Utility Capital Reserve.

**CARRIED**

**11. REQUEST FOR DECISION: Campground Rates – Extended Stays**

MOTION #23-095

Moved by Councillor Kettles to adopt the new campground weekly rates as presented and to update the Town's Recreation Fees Policy #5.7.10 accordingly.

**CARRIED**

**12. INFORMATION BRIEF: CAO Report**

Received for information.

**13. INFORMATION BRIEF: Council Committee Reports**

Received for information.

**14. INFORMATION BRIEF: Council Resolution Status**

Received for information.

**15. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**16. IN CAMERA:**

- a. Personnel – FOIP Section 17
- b. Personnel – FOIP Section 17
- c. Advice from Officials – FOIP Section 24
- d. Local Public Body Confidences – FOIP Section 23
- e. Advice from Officials – FOIP Section 24

Moved by Councillor Meister to go In Camera at 7:35 p.m. for the following items:

- a. Personnel – FOIP Section 17
- b. Personnel – FOIP Section 17
- c. Advice from Officials – FOIP Section 24
- d. Local Public Body Confidences – FOIP Section 23
- e. Advice from Officials – FOIP Section 24

**CARRIED**

**NOTICE OF RECORDING CEASED:** Deputy Mayor Schlossberger stated that the live stream has ended at 7:35 p.m.

Moved by Councillor Meister to come out of In Camera at 9:03 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Deputy Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 9:03 p.m.

**c. Advice from Officials – FOIP Section 24**

MOTION #23-096      Moved by Councillor Cutler to accept the proposal from Associated Engineering for the Town of Claresholm Development by Design ASP project in the amount of \$88,403 and that the Town’s portion of this project of \$23,000 be funded from the Town’s Land Reserves account.

**CARRIED**

**d. Local Public Body Confidences – FOIP Section 23**

MOTION #23-097      Moved by Councillor Kettles to approve Option 3 as discussed in Closed Session Item 17(d) Advice from Officials.

**CARRIED**

**e. Advice from Officials – FOIP Section 24**

MOTION #23-098      Moved by Councillor Carlson to direct Administration to report back to Council with land development options at the next regular meeting on June 12, 2023.

**CARRIED**

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

**CARRIED**

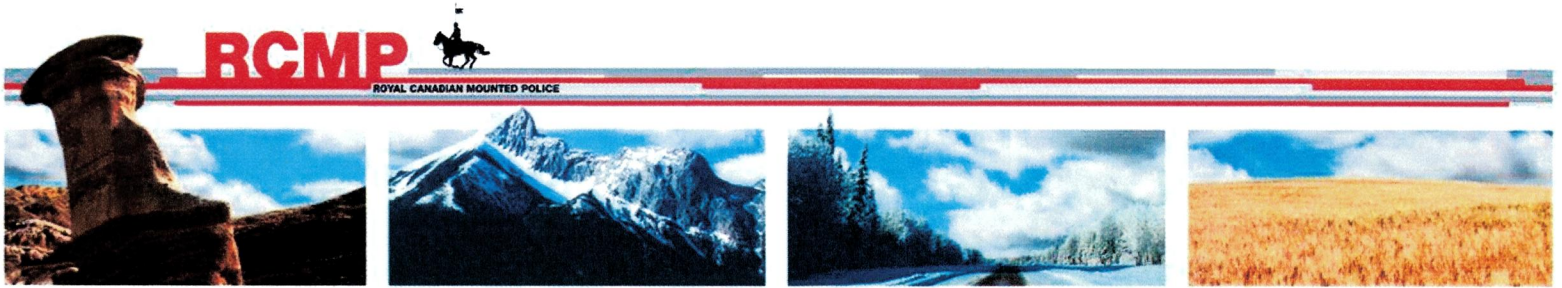
**NOTICE OF RECORDING CEASED:** Deputy Mayor Schlossberger noted that recording ceased at 9:06 p.m.

\_\_\_\_\_  
Deputy Mayor – Brad Schlossberger

\_\_\_\_\_  
Chief Administrative Officer – Abe Tinney



# DELEGATIONS



2023/05/13

Cpl. Thomas NAIRN  
Detachment Commander  
Claresholm, AB

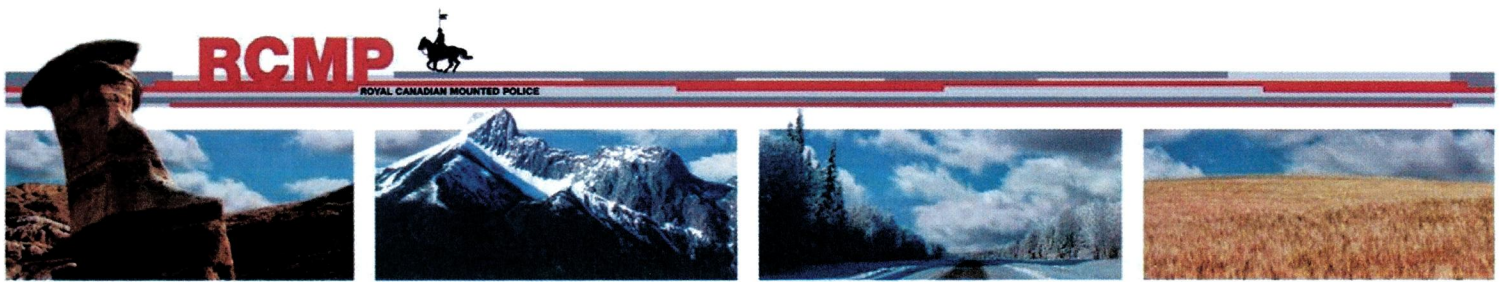
Dear Deputy Mayor Brad SCHLOSSBERGER,

Please find attached the quarterly Community Policing Report that covers the January 1<sup>st</sup> to March 31<sup>st</sup>, 2023 reporting period. This information serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the **Claresholm**. The sharing of quarterly reports demonstrates our ongoing commitment to transparency while delivering the high level of policing services that you, and the citizens you represent, have come to expect from the Alberta RCMP.

As we transition towards Spring, the safety and security of all Albertans will continue to be our main focus. In an effort to leverage technology to oversee and amplify our response to emergency incidents around the Province, your Alberta RCMP recently established a Real Time Operations Centre (RTOC). Working hand-in-hand with our Operational Communications Centre (OCC), the RTOC has senior police officers monitoring policing operations in real-time, assessing ongoing incident risk, coordinating specialized and expert resources, and managing the response. The existence of the RTOC provides our members real-time guidance, direction and support from seasoned and experienced police officers. The RTOC also ensures a coordinated response to cross-jurisdictional activities and significant events through enhanced interoperability with other policing agencies within the Province.

The attached reporting along with your valued feedback will help ensure that our service delivery to your community is meeting your needs on an ongoing basis. As the Chief of Police for your community, please do not hesitate to contact me if you have any questions or concerns.

Cpl. Thomas NAIRN  
Detachment Commander  
Claresholm, AB



## RCMP Provincial Policing Report

Detachment	Claresholm
Detachment Commander	Cpl. Thomas NAIRN
Quarter	Q4
Date of Report	2023/05/13

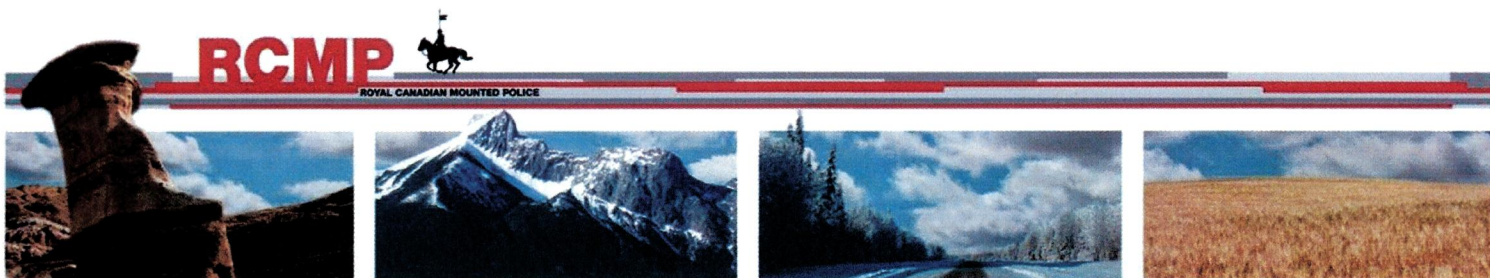
### Community Consultations

Date	2023-01-23
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting and information sharing
Notes/Comments	Member spoke with the Claresholm Mayor for a general update and Q&A.

Date	2023-02-09
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting and information sharing
Notes/Comments	Member attended a council meeting at MD of Willow Creek and presented Q3 results.

Date	2023-02-14
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting and information sharing
Notes/Comments	Member attended a Claresholm Town Council meeting and presented the RCMP Q3 results.

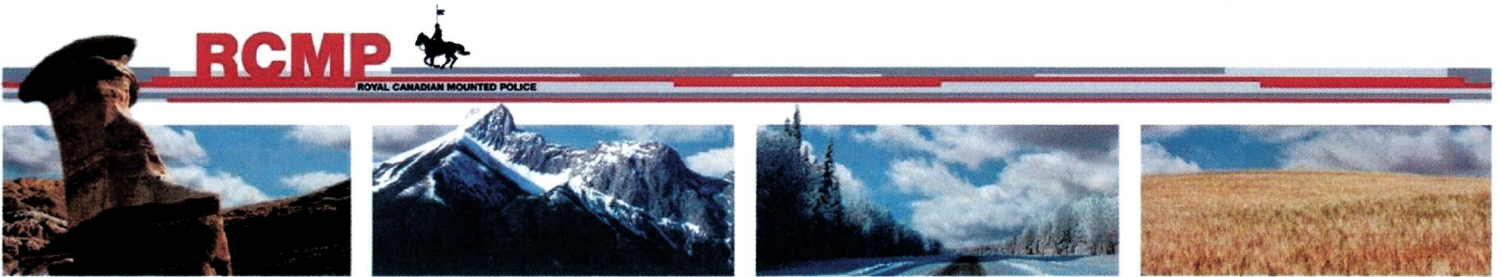




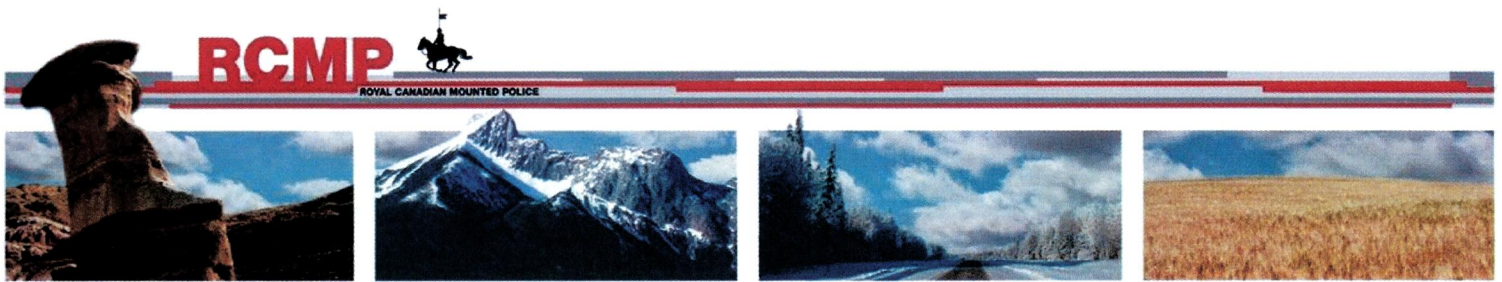
## Community Priorities

Priority 1	Crime Reduction
Current Status & Results	A total of 10 compliance checks were conducted this quarter; cumulative to date is 40; year end goal is 60. Detachment came in below target but came close to achieving the year end goal.
	A total of 3 media releases were fanned out to both local and Alberta media, of which all or most had messages of Education and Awareness. Feedback from area residents was positive. Cumulative total to date is 25. Total year end goal is 12. Target year end goal exceeded.
	1 Operation "Street Sweep" was completed this quarter with multiple arrests and charges and was considered a success; 4 Operations were completed this year reaching the year end target of 4.
Priority 2	Police / Community Relations
Current Status & Results	The detachment conducted 10 foot patrols this quarter; patrols were conducted in schools, streets, parks, alleys and Community events. Cumulative to date: 64; year end goal is 60.
	A total of 2 enhanced shifts were completed this quarter, with 1 for the Operation Street Sweep, and 1 for an enhanced traffic shift in the area. Total enhanced shifts for Q4 is 2 and cumulative for the year is 23. Year end target is 4.
	<p>The detachment has conducted a total of 5 presentations and meetings this quarter, as follows:</p> <ul style="list-style-type: none"> <li>- 1 Presentation to schools.</li> <li>- 9 meetings with partners, elected officials and misc groups.</li> </ul> <p>55 cumulative for the year; year end target is 12.</p>
Priority 3	Substance Abuse
Current Status & Results	Q4 Results - 2 Drug enforcement investigations were completed in Q4 resulting in large amounts of fentanyl and Crack Cocaine being seized and charges being laid. Year end goal of 06 exceeded with 07 investigations being completed this year.
	Q4 Results- 1 drug enforcement training was completed in Q4 with a Member attending a locally held RCMP Pipeline course. Year end goal of 12 exceeded with 14 training sessions being completed.





Priority 4	Traffic
Current Status & Results	<p>A total of 55 contacts related to speeding occurred. Contacts including:</p> <p>Speeding Violation Tickets - 52 Speeding Written Warnings - 3</p> <p>A local Radar/ Laser course was held in Claresholm at the end of January resulting in all Members being trained on Laser/Radar who had not had the courses. This saw speeding enforcement rise by the Membership but unfortunately the Detachment fell short of the year end goal of 360 with only obtaining a grand total of 255 speeding enforcement actions being taken this year.</p> <p>Total cumulative impaired related interventions in Q4 is 06. Annual target is 60. Detachment ended up completing 30 interventions this year and unfortunately came in under target.</p>



## Crime Statistics<sup>1</sup>

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

Category	January - March			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
<b>Total Criminal Code</b>	111	81	-27%	476	494	4%
<i>Persons Crime</i>	23	18	-22%	102	98	-4%
<i>Property Crime</i>	61	55	-10%	285	304	7%
<i>Other Criminal Code</i>	27	8	-70%	89	92	3%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	8	2	-75%	29	31	7%
<i>Provincial Code Traffic</i>	160	118	-26%	920	689	-25%
<i>Other Traffic</i>	2	0	-100%	3	2	-33%
<b>CDSA Offences</b>	1	3	200%	23	13	-43%
<b>Other Federal Acts</b>	4	3	-25%	28	22	-21%
<b>Other Provincial Acts</b>	51	24	-53%	192	172	-10%
<b>Municipal By-Laws</b>	4	9	125%	14	25	79%
<b>Motor Vehicle Collisions</b>	34	37	9%	166	144	-13%

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

## Trends/Points of Interest

Q4 ended the year with very favorable results. This quarter we saw a significant reduction in criminal code offences. We saw an increase in CDSA offence but this is a good thing as proactive drug investigations are being sought and actioned by Members.







## Claresholm Provincial Detachment Crime Statistics (Actual) January to March: 2019 - 2023

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

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	0	1	0	0	-100%	N/A	-0.2
Other Sexual Offences		0	1	2	2	0	N/A	-100%	0.1
Assault		15	7	13	11	8	-47%	-27%	-1.0
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	1	0	0	0	N/A	N/A	-0.1
Criminal Harassment		4	8	3	6	7	75%	17%	0.4
Uttering Threats		2	5	5	4	3	50%	-25%	0.1
<b>TOTAL PERSONS</b>		<b>22</b>	<b>22</b>	<b>24</b>	<b>23</b>	<b>18</b>	<b>-18%</b>	<b>-22%</b>	<b>-0.7</b>
Break & Enter		11	4	9	10	9	-18%	-10%	0.2
Theft of Motor Vehicle		1	2	9	7	3	200%	-57%	0.9
Theft Over \$5,000		1	3	0	0	0	-100%	N/A	-0.5
Theft Under \$5,000		18	19	26	13	15	-17%	15%	-1.2
Possn Stn Goods		3	0	11	4	3	0%	-25%	0.4
Fraud		12	13	7	8	10	-17%	25%	-0.9
Arson		0	0	1	1	0	N/A	-100%	0.1
Mischief - Damage To Property		0	9	11	3	10	N/A	233%	1.4
Mischief - Other		14	4	8	15	5	-64%	-67%	-0.7
<b>TOTAL PROPERTY</b>		<b>60</b>	<b>54</b>	<b>82</b>	<b>61</b>	<b>55</b>	<b>-8%</b>	<b>-10%</b>	<b>-0.3</b>
Offensive Weapons		5	2	2	0	0	-100%	N/A	-1.2
Disturbing the peace		2	2	2	15	4	100%	-73%	1.7
Fail to Comply & Breaches		15	5	8	6	0	-100%	-100%	-2.9
<b>OTHER CRIMINAL CODE</b>		<b>7</b>	<b>8</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>-43%</b>	<b>-33%</b>	<b>-0.8</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>29</b>	<b>17</b>	<b>17</b>	<b>27</b>	<b>8</b>	<b>-72%</b>	<b>-70%</b>	<b>-3.2</b>
<b>TOTAL CRIMINAL CODE</b>		<b>111</b>	<b>93</b>	<b>123</b>	<b>111</b>	<b>81</b>	<b>-27%</b>	<b>-27%</b>	<b>-4.2</b>





## Claresholm Provincial Detachment

### Crime Statistics (Actual)

January to March: 2019 - 2023

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

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	0	0	-100%	N/A	-0.2
Drug Enforcement - Possession		1	2	6	1	2	100%	100%	0.1
Drug Enforcement - Trafficking		1	4	4	0	0	-100%	N/A	-0.6
Drug Enforcement - Other		0	0	0	0	1	N/A	N/A	0.2
<b>Total Drugs</b>		<b>3</b>	<b>6</b>	<b>10</b>	<b>1</b>	<b>3</b>	<b>0%</b>	<b>200%</b>	<b>-0.5</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	1	3	0	N/A	-100%	0.3
<b>TOTAL FEDERAL</b>		<b>3</b>	<b>6</b>	<b>11</b>	<b>4</b>	<b>3</b>	<b>0%</b>	<b>-25%</b>	<b>-0.2</b>
Liquor Act		1	1	3	2	0	-100%	-100%	-0.1
Cannabis Act		2	0	3	1	0	-100%	-100%	-0.3
Mental Health Act		12	14	25	26	9	-25%	-65%	0.6
Other Provincial Stats		14	9	16	22	15	7%	-32%	1.5
<b>Total Provincial Stats</b>		<b>29</b>	<b>24</b>	<b>47</b>	<b>51</b>	<b>24</b>	<b>-17%</b>	<b>-53%</b>	<b>1.7</b>
Municipal By-laws Traffic		0	0	0	1	0	N/A	-100%	0.1
Municipal By-laws		4	7	1	3	9	125%	200%	0.6
<b>Total Municipal</b>		<b>4</b>	<b>7</b>	<b>1</b>	<b>4</b>	<b>9</b>	<b>125%</b>	<b>125%</b>	<b>0.7</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		8	2	4	4	3	-63%	-25%	-0.8
Property Damage MVC (Reportable)		34	31	32	25	28	-18%	12%	-1.8
Property Damage MVC (Non Reportable)		5	5	1	5	6	20%	20%	0.2
<b>TOTAL MVC</b>		<b>47</b>	<b>38</b>	<b>37</b>	<b>34</b>	<b>37</b>	<b>-21%</b>	<b>9%</b>	<b>-2.4</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>333</b>	<b>194</b>	<b>262</b>	<b>160</b>	<b>118</b>	<b>-65%</b>	<b>-26%</b>	<b>-46.4</b>
<b>Other Traffic</b>		<b>4</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.9</b>
<b>Criminal Code Traffic</b>		<b>11</b>	<b>4</b>	<b>5</b>	<b>8</b>	<b>2</b>	<b>-82%</b>	<b>-75%</b>	<b>-1.4</b>
<b>Common Police Activities</b>									
False Alarms		8	8	4	15	10	25%	-33%	1.1
False/Abandoned 911 Call and 911 Act		4	3	2	4	3	-25%	-25%	-0.1
Suspicious Person/Vehicle/Property		26	31	27	28	31	19%	11%	0.7
Persons Reported Missing		5	2	4	0	3	-40%	N/A	-0.6
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		7	6	8	11	7	0%	-36%	0.5
Form 10 (MHA) (Reported)		0	1	2	3	2	N/A	-33%	0.6

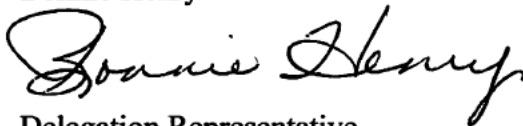
June 8, 2023

To Whom It May Concern:

Re: Delegation to Attend June 12<sup>th</sup> Council Meeting regarding ethics

Please accept this as the formal request for a delegation to be placed on the agenda for the Monday, June 12 meeting. As advised by Corrine, town office staff member, we will arrive between 6:30 – 7:00pm prepared to discuss our issue when called upon. Thank you.

Bonnie Henry

A handwritten signature in cursive script that reads "Bonnie Henry".

Delegation Representative

NOTE:

This is regarding Town Councillor social media ethics concerns and questions.

**From:** Rose [REDACTED]  
**Sent:** Thursday, June 8, 2023 1:53 PM  
**To:** Abe Tinney <[Abe@claresholm.ca](mailto:Abe@claresholm.ca)>  
**Subject:** Delegation Request from Rosaline(Rose) Petek for Claresholm Town Council Meeting June 12, 2023 re: Claresholm's Air Quality

**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.

Re: Delegation Request from Rosaline(Rose) Petek for Claresholm Town Council Meeting June 12, 2023  
re: Claresholm's Air Quality

Will address to Council:

- Claresholm's Air Quality Reading as reported May 16, 2023: Reporting 430 "Health warning of emergency condition"
- Facebook post indicates Claresholm 430, Calgary 320, Lethbridge 184 & (air quality index) above 300 is considered severe.
- Response to this (above) Facebook post: "Wow! Does that mean you're back to wearing masks? This is terrible news!"
- Reference to August 15, 2022 Regular Council Meeting: Correspondence dated June 22, 2022 Air Quality Management Toolkit for Municipalities 2022 Calgary Region Airshed Zone (CRAZ)
- In response to the Town's CAO statement "this (Air Quality Management Toolkit) is a lengthy report (72 pages), if Council would like an actual summary of how this would relate to Claresholm, we'll take a Motion or accept as information". "Take for information" was Council's response.
- CAO provided info to Council: Air Monitors are under soffits at Town Office and MD of Willow Creek has on as well.
- Within the contents of the June 22, 2022 Email: was a sentence "This toolkit is for the use of CRAZ members only so please respect the work done by the Volunteers on the CRAZ Policy & Research Committee by utilizing it **internally only**."
- Town of Claresholm's 2022/2023 Membership with CRAZ annually approximately \$380.40 Yr.
- Referencing the 72 page document: Page 22 Titled: 5.0 Tools in the Municipal Toolkit & Page 45 Titled: Tool 6 Health & Welfare Bylaws (please Note: enforceable through Alberta's Court processes)

Why did Claresholm initiate a Membership with CRAZ ?

Did Council since pass a Motion to review the document or an actual summary from Administration of how this would relate to Claresholm?

Especially when the Executive Director Jill Bloor, Calgary Region Airshed Zone indicated in his June 22, 2022 Email 'utilize this Toolkit ...internally only'..

Page 24 references 'Examples of each strategy are provided below': (one strategy listed) 'Prohibit the use of wood burning stoves'

This strategy would impact property owners!

I recognise this Air Quality Management as a data collection tool that has potential for misuse of Statistics & Data that create false narratives around a topic.

Thank you for your time.

Rosaline(Rose) Petek

(attachments will be provided to Council referencing the material listed above)

The Toolkit that Rose is referring to was on Town Council's Agenda for the August 15, 2022 regular meeting.

# ACTION ITEMS

May 30, 2023

***Deputy Mayor Brad Schlossberger and Town Council***

*Town of Claresholm*

*PO Box 1000*

*111 – 55 Avenue West*

*Claresholm, AB T0L 0T0*

**RE: Resignation from Claresholm Town Council**

Please accept this letter of resignation as Mayor of the Town of Claresholm effective May 30, 2023. I have been elected as the Member of the Legislative Assembly for Livingstone-Macleod in the Province of Alberta, and therefore am disqualified from continuing my duties as Mayor.

It has been my pleasure to serve the Town of Claresholm as Mayor these past 19 months. I have been humbled by this community's support. I have enjoyed getting to know Claresholm's residents in my capacity as Mayor by attending committee and society meetings and this community is in good hands going forward.

I look forward to working with everyone in my new position as MLA for Livingstone-Macleod and will never forget my time as Mayor.

Sincerely,

A handwritten signature in black ink, appearing to read "Petrovic", with a long, sweeping horizontal line extending to the right.

Chelsae Petrovic

PO Box 1941

Claresholm, AB T0L 0T0



2<sup>nd</sup> Floor, Summerside Business Centre  
1229 – 91 ST SW  
Edmonton, AB T6X 1E9

Tel (780) 427-2444  
Email [lprr.appeals@gov.ab.ca](mailto:lprr.appeals@gov.ab.ca)  
Website [www.lprr.alberta.ca](http://www.lprr.alberta.ca)

## NOTICE OF PROPOSED ANNEXATION

Our File: AN23/CLAR/T-01

May 30, 2023

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

Derrick Krizsan  
Chief Administrative Officer  
Municipal District of Willow Creek No. 26  
PO Box 550  
Claresholm, AB T0H 0T0

### Re: Notice of Annexation Application – Town of Claresholm

An application has been submitted to the Land and Property Rights Tribunal (Tribunal) by the Town of Claresholm (Town) requesting the annexation of 184 hectares (455 acres) of land from the Municipal District of Willow Creek No. 26 (MD). The proposed annexation will provide the Town with land for future residential development.

The Town and the MD have reached an agreement on the proposed annexation. The terms of the annexation agreement can be viewed at the Town's municipal office during normal business hours. Information about the proposed annexation can also be found on the Town's website at <https://www.claresholm.ca/news/public-notice/2023-annexation-report>.

The Tribunal has reviewed the application and is satisfied there is general agreement with the proposed annexation. Unless a written objection is filed with the Tribunal by noon on Friday, June 23, 2023, the Tribunal will make its recommendation regarding the proposed annexation to the Minister of Municipal Affairs without conducting a public hearing. Written objections should be restricted to issues surrounding the location of the proposed boundaries and/or the terms of the annexation agreement.

For more information about the annexation application, please contact:

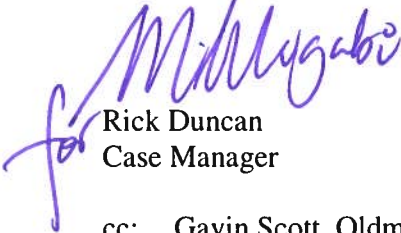
Gavin Scott Senior Planner Oldman River Regional Services Commission 3105 – 16th Avenue North Lethbridge, AB T1H 5E8 Phone: 403 329-1344 Email: <a href="mailto:gavinscott@orrsc.com">gavinscott@orrsc.com</a>	Cindy Chisholm Director of Planning and Development Municipal District of Willow Creek No. 26 #273129 Secondary Highway 520 West P.O. Box 550 Claresholm, AB T0L 0T0 Telephone: 403 625-3351 Ext. 235 Fax: 403 625-3886 Email: <a href="mailto:cindyc@mdwillowcreek.com">cindyc@mdwillowcreek.com</a>
--	---

Written objections to the proposed annexation should be sent to the Tribunal Case Manager at the address below. For more information about the annexation process, please contact:

Rick Duncan  
Case Manager  
Land and Property Rights Tribunal  
1229 – 91 Street SW  
Edmonton, AB T6X 1E9  
Phone: 780-427-4864  
Direct/Voice: 780-422-8652  
Fax: 780-427-0986  
E-Mail: [richard.duncan@gov.ab.ca](mailto:richard.duncan@gov.ab.ca)

To call toll free – dial 310-0000 and follow the instructions.

Yours truly,



for Rick Duncan  
Case Manager

cc: Gavin Scott, Oldman River Regional Services Commission  
Cindy Chisholm, Municipal District of Willow Creek No. 26  
Interested Parties  
Affected Persons



## Karine Keys

---

**From:** Info <info@uccab.ca>  
**Sent:** May 18, 2023 1:43 PM  
**To:** Khrystyna Halchuk  
**Subject:** Invitation to Ukrainian Day Celebration - August 20, 2023  
**Attachments:** Sponsorship Package 2023.docx

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

Dear Mayor and Esteemed Council Members,

I hope this email finds you in good health and high spirits. I am writing to extend a warm invitation to you and the entire council to join us for the annual Ukrainian Day celebration, organized by the Ukrainian Canadian Congress - Alberta Provincial Council (UCC-APC). This highly anticipated event will take place on Sunday, August 20, 2023, at the picturesque Ukrainian Cultural Heritage Village.

Ukrainian Day holds great significance in our community and has been a cherished tradition for over 70 years. It is a joyous occasion where we come together to celebrate Ukrainian culture, heritage, and the vibrant contributions that Ukrainian Canadians have made to our society.

To provide you with more detailed information about the event and the various sponsorship opportunities available, we have attached our Sponsorship Package to this email. Should you have any questions or require further information, please do not hesitate to reach out to our office via phone or email at [info@uccab.ca](mailto:info@uccab.ca).

On behalf of the UCC-APC Ukrainian Day Committee, I extend our heartfelt thanks for considering our invitation. We truly hope that you and your esteemed council members will be able to join us in celebrating Ukrainian culture, heritage, and community spirit.

Thank you for your attention, and we look forward to the honor of your presence at Ukrainian Day.

UCC-APC Ukrainian Day Committee

Orysia Boychuk, President

**Ukrainian Canadian Congress – Alberta Provincial Council**

[Click here to subscribe to our e-newsletter!](#)

Follow us on [Facebook](#) and [Instagram](#)

Contact us:

#8, 8103 127 Avenue  
T5C 1R9, Edmonton, AB  
(780)414-1624



## Ukrainian Day *Opening our Hearts*

### August 20, 2023

## SPONSORSHIP & ADVERTISING OPPORTUNITIES!

---

On Sunday, August 20th 2023, the UCC-APC will be celebrating our annual Ukrainian Day at the Ukrainian Cultural Heritage Village. This annual festival has been a signature community event for over 70 years!

The festival includes several activities, talent showcases, and commemorative events promoting and celebrating Ukrainian-Albertan heritage and culture. The event will feature a Music Jam, Cheremosh & Tryzub dancers, choirs, food vendors, presentations, children's activities, displays and much more!

We encourage you to show your support of the Ukrainian-Canadian community, the largest population of Ukrainians outside of Ukraine itself, especially during this time of Russia's invasion of Ukraine. Ukrainian Day is a unique opportunity to showcase your organization, business or services to a large, diverse audience. A chance to show your community spirit and caring, while at the same time fostering brand recognition throughout the Ukrainian community. All sponsors will be profiled to maximum capacity by UCC-APC.

**You can show your support of Alberta's vibrant Ukrainian community at one of several different levels of sponsorship.** All Ukrainian Day sponsors will be acknowledged. In addition, each level of sponsorship has a wide variety of profile and marketing opportunities.

All sponsors will be provided with:

- Logo and recognition on UCC-APC website, e-Bulletins, program booklet and media releases
- Prominent signage at Ukrainian Day (sponsor to provide banner)
- Announcements and recognition of sponsorship by the Emcee at the Showcase Concert
- Opportunity to distribute corporate marketing item/brochure (must be approved by the UCC-APC)
- Acknowledgement in the UCC-APC newsletter article about Ukrainian Day.

## **A. 2022 Ukrainian Day Presenting Sponsor \$5,000**

The Presenting Sponsorship is a unique opportunity for a company/organization to attach its name and reputation to an important annual event and be associated with the broader community in Alberta. This is a co-branding opportunity with the potential for lasting recognition and offers the chance for your corporate/organization name and logo to be prominently melded into all 2022 Ukrainian Day advertising and promotion. In addition to the promotional and advertising opportunities previously mentioned, you will also receive:

- **Naming opportunity of the event, i.e. UCC-APC and ‘your company’ present Ukrainian Day 2023**
- **Opportunity to use ‘Ukrainian Day Sponsor’ on your promotional and advertising materials**
- **Opportunity to develop a special marketing item/component at the Ukrainian Day event**
- **Link from the UCC-APC website to your organization’s website**
- **First right of refusal for next year’s presenting sponsorship**
- **Corporate Logo on an email announcement acknowledging and promoting the sponsorship (5000+)**
- **Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)**
- **Logo on the cover of the Ukrainian Day program book, 3000+ distributed at the event and mailed around Alberta**
- **Full page ad in the Ukrainian Day program book (3000+ copies)**
- **Corporate Logo on an e-Bulletin announcement acknowledging and promoting the sponsorship (5000+)**
- **Half page ad in the UCC-APC newsletter, distributed to 1500+ contacts**
- **Special VIP luncheon with unique entertainment**

## **B. 2022 Ukrainian Day Concert Showcase Sponsor \$3,000**



This Sponsor receives many benefits from sponsoring the headline event of the afternoon at Ukrainian Day, the Ukrainian Showcase performance. In addition to the promotional and advertising opportunities previously mentioned, you will also receive:

- **Opportunity to use ‘Ukrainian Day Sponsor’ on your promotional and advertising materials**
- **Link from the UCC-APC website to your organization’s website**
- **First right of refusal for next year’s concert sponsorship**
- **Opportunity for corporate/organization name and logo to be displayed on the main stage (banner to be provided by the sponsor)**
- **Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)**
- **Logo on the acknowledgement page in the Ukrainian Day program book (3000+)**
- **Half page ad in the Ukrainian Day program book (3000+ copies)**
- **Corporate Logo on an e-Bulletin announcement acknowledging and promoting the sponsorship (5000+)**
- **Quarter page ad in the UCC-APC newsletter, distributed to 1500+ contacts, and on-line**
- **Special VIP luncheon with unique entertainment**

## **C. 2022 Ukrainian Day Silver Sponsor \$2,000**

This sponsor will receive many benefits and prominent positioning of your organization's name and logo on all Ukrainian Day promotion and advertising materials. In addition to the opportunities mentioned above, you will also receive:

- Opportunity to use 'Ukrainian Day Sponsor' on your promotional and advertising materials
- Link from the UCC-APC website to your organization's website
- Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)
- Logo on the acknowledgement page in the Ukrainian Day program book (3000+)
- Half page ad in the Ukrainian Day program book (3000+ copies)
- Acknowledgement in the UCC-APC newsletter, distributed to 1500+ contacts, and online

## **D. 2022 Ukrainian Day Bronze Sponsor \$750**

For your sponsorship of this special event, you will receive positioning of your organization as follows:

- Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)
- Logo on the acknowledgement page in the Ukrainian Day program book (3000+)
- Quarter page ad in the Ukrainian Day program book (3000+ copies)
- Logo and recognition on the UCC-APC website
- Announcements and recognition of sponsorship by the Emcee at the Showcase Concert
- Prominent on site signage
- Acknowledgement in the UCC-APC newsletter article about Ukrainian Day, and on-line

## **E. 2022 Ukrainian Day Activity Sponsor \$500**

Businesses and organizations also have an opportunity to sponsor a specific component of Ukrainian Day 2022. Activity areas include:

- Stage Sponsor
- Arts and Crafts Sponsor
- Market Sponsor
- Children's activities and games

For your sponsorship of this special component, you will receive positioning of your organization as follows:

- Quarter page ad in the Ukrainian Day program book (3000+ copies)
- Logo and recognition on the UCC-APC website
- Prominent Signage at the sponsorship area (banner to be provided by the sponsor)
- Recognition on the acknowledgement page of the Ukrainian Day program book
- Acknowledgement in UCC-APC newsletter article about Ukrainian Day, and on-line.

## **F. In-Kind Sponsor**

To mount any event there are many needs and opportunities for businesses to provide in-kind support for items such as:

- Decorations
- Tents
- Design of Promotional Materials
- Printing of Promotional Materials
- Technical equipment and support

If you are interested in an in-kind sponsorship, recognition will be provided at the level of support provided - in Program booklet, website, e-Bulletin. Please contact our office for more details.

**UCC-AB Provincial Council**  
#8, 8103-127 Ave, Edmonton, T5C 1R9  
[community@uccab.ca](mailto:community@uccab.ca)  
(780) 414-1624

**The Ukrainian Day Souvenir  
Program Booklet  
Advertising Opportunities!**

**Printed in full colour!**

The Ukrainian Day Booklet is distributed free of cost to all attendees during annual Ukrainian Day festivities.

**Advertising rates:**

*Taxes do not apply to prices!*

**Full page**

$7\frac{1}{4}'' \times 9\frac{1}{4}'' = \$800$

**Half page**

$3\frac{1}{2}'' \times 9\frac{1}{4}''$  or  $7\frac{1}{4}'' \times 4\frac{1}{2}'' = \$535$

**Quarter page**

$3\frac{1}{2}'' \times 4\frac{1}{2}'' = \$325$

**Business card**

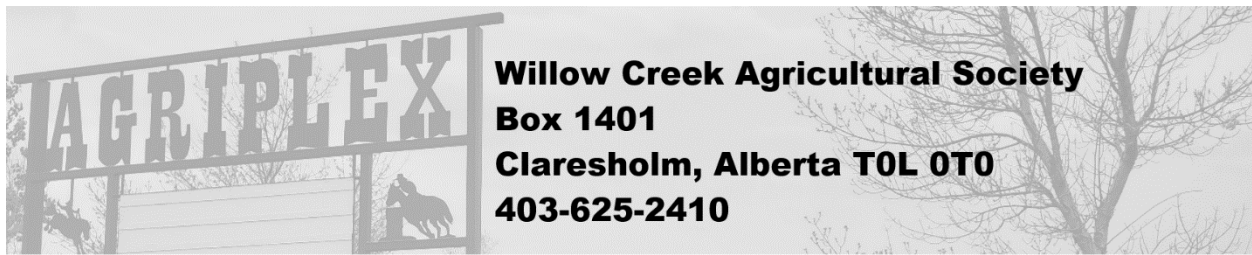
$3\frac{1}{2}'' \times 2'' = \$190$

**DEADLINES:**

Ad space reservation - **July 5, 2023**

Ad material submission – **July 15, 2023**

*\* Orders received after the deadline will only be accepted based on space availability*



February 27, 2023

Re: Project Funding Request

Dear Town of Claresholm,

The Willow Creek Agricultural Society is requesting funding for completing stage three of the West Agriplex Indoor Riding Arena. We have been completing this building in stages as our funds have allowed. Stage one, the arena and bleacher area, is complete and we began hosting events in this arena in 2020. We are scheduled to complete stage two in 2023 which is the addition of a lean-to steel structure on the side of the building. This will assist with hosting events in inclement weather by protecting the livestock pens underneath and it will also provide a covered waiting area for participants and space for additional stalling. We have received a matching \$125,000 grant from the CFEP Small Funding Stream for stage two.

Stage three is building the front-end addition on the building. This includes washrooms, event office space, meeting space, maintenance storage room, concession and a horse washing bay. The completion of this stage will allow us to host more events at our facility. It will keep us competitive as an event hosting facility, as these amenities allow us to offer a complete building for booking. Also, our daily community users will benefit from having access to washrooms and running water for horses. Currently the building has porta-potties and people use the amenities over at the East Agriplex. This addition will create a more user-friendly facility. It will also streamline our operations, as we currently have to haul water and supplies from the East Agriplex. Upon completion of this project, we will be able to increase the number of bookings and generate more revenue for our operations.

We are requesting funding from the Town of Claresholm for completing stage three of this building. We have not previously received funding from the Town and to date we have spent \$2.2 million on this building. We are applying to the CFEP Large Funding Stream in June 2023 for \$500,000. This grant requires that we have matching funds. Also, receiving funding from the Town would strengthen our application by showing evidence of community support and fundraising. These criteria are important for successful applications. The estimated cost of completing stage three is \$1,000,000 and we are requesting \$200,000 from the Town of Claresholm. This could also be done as \$50,000 over 4 years, should this work best for the Town's budgeting. Although we feel this project aligns strongly with the objectives of the CFEP grant, should we not receive it in the first year of applying then we would continue to reapply each year and hold the funds from the Town for this project in a separate account. Should unforeseen circumstances arise and this project not be completed in 5 years then we would repay the Town.



We are confident that this project will provide not only benefit to our organization but to the entire Town. Our facility provides year-round community access, facilitates connections in our community, and provides economic benefit to the Town. The events at our facility attract participants from across western Canada and this brings in significant amounts of external revenue to the businesses including retail, restaurants, accommodations and fuel. This benefit also extends to local trainers, feed suppliers and livestock suppliers for events. Our facility also provides full-time and weekend employment for locals. Finally, many people relocate to our area to be near the services our facility offers such as horse boarding and arena riding access. The Claresholm Agriplex has had a major impact on our community for many years, and this funding would assist us to continue this into the future.

Sincerely Yours,

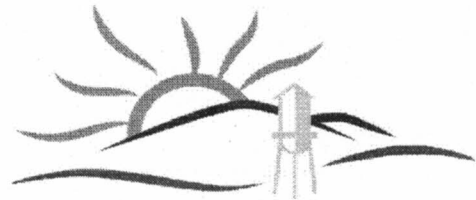
David Hansma  
Manager  
Claresholm Agriplex



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

Date of Application: February 27, 2023

Date of Event: n/a



**Claresholm**

**1. Applicant Information**

Name of Applicant: Willow Creek Agricultural Society

Address: Box 1401 380 59th Avenue West Claresholm, AB T0L0T0

Contact Person: David Hansma

Phone, Fax, Email: Cell: 403-625-9286 clhmagriplex@telus.net

**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 & # 119298925RR0001 February 23, 1953

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

If yes provide registration date & # Agricultural Societies Act

**5. Type of Donation:** (check and explain)

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

Explanation:

The project is to complete stage three of our indoor riding arena.

Amount (value) Requested: \$200,000

**6. Details of how the funds will be expended:**

The funds will be used for stage three of our indoor riding arena.

Please see attached letter for description.

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

YES NO  
See attached



## 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
None Received		

## 8. Organizational Information

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

- Horse riding facility for public (open year-round, all day)
- Training facility for groups (ex. 4-H, Youth Rodeo Club)
- Local horse stable for boarding horses - Offer yearly scholarships to local students
- Host a variety of events that are open to the public for participating and spectating
- Offer affordable rental rates to local/regional equine associations

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

Our mission is to encourage the continual improvement and availability of agricultural events and activities in southern Alberta. We aim to do this by providing year-round community access to a sports equine facility, hosting a variety of equine and community events, and increasing quality of life and leadership in our community.

How will your organization acknowledge the Town's donation?

We will acknowledge the Town's support through publicity related to this project. This may include the local newspaper, social media, website and other sources. We could also place signage in the front-end of the building recognizing the Town's contribution. We are willing to work with the Town to determine what kinds of project promotion would work best.

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

Funding Source	Amount	Recommended Use of Funds
Alberta Agricultural Societies Grant Program	\$181,000	Ag Events/Operating Expenses
Claresholm Agripdex Facility Rentals & Events	\$1,300,000	Operating Expenses/Capital Projects



**Willow Creek Agricultural Society**  
**Box 1401**  
**Claresholm, Alberta T0L 0T0**  
**403-625-2410**

## West Agriplex Indoor Riding Arena Project Budget

### Stage One – Indoor Riding Arena

Completed 2015-2022 (Began hosting events in 2020)

Cost: \$2.2 million

Received \$830,000 from MCFP & CFEP Grant

### Stage Two – Lean-to Structure

Estimated Completion: 2023

Estimated Cost: \$350,000-400,000

Received \$125,000 CFEP Grant

### Stage Three – Front-end Addition

Estimated Completion: 2024-2027

Estimated Cost: \$1,000,000

Applying for \$500,000 CFEP Grant

Requesting \$200,000 from Town of Claresholm

#### Stage One Expenses

North East 1/2 plug parking lot	\$32,164.06
Outdoor roping arena remove and rebuild	\$51,449.94
Ground Work for new building	\$245,115.96
Permits/Engineering new building	\$32,422.44
Insurance/Security fencing/dump fee	\$5,373.00
Storm water catch basins	\$12,038.30
Building Purchase	\$602,203.84
Building Foundation	\$129,322.50
Building Erection	\$422,900.00
Overhead Doors	\$21,696.80
Exterior Doors	\$29,860.72
Three Phase power conversion	\$43,815.94
Spray Foam Insulation/Roof	\$90,825.44
Interior wall liner	\$38,155.55
Heating/gas/ventilation	\$39,262.42
Electrical new building/lights	\$90,044.16
Drill stem fencing/single alley/roping box	\$65,377.03
Cement work	\$107,663.68
Interior Painting	\$10,196.20
Arena Panels	\$34,993.44
Sand base	\$6,932.34
Stands/Announcer	\$6,981.90
Pens	\$30,982.19
East Downspout Drain Work	\$15,344.61
P.A. System	\$46,521.67
<b>TOTAL</b>	<b>\$2,211,644.13</b>





**Willow Creek Agricultural Society**  
**Box 1401**  
**Claresholm, Alberta T0L 0T0**  
**403-625-2410**

2022-2023 Board of Directors

**President:**

Neil Watt  
403-625-4436  
nwatt@wattstewart.com

**Vice President:**

Dave Elliott  
403-687-3000  
info@elliottbitandspur.com

**Secretary:**

Lorraine Norgard  
403-625-0432  
lorr123@shaw.ca

**Treasurer:**

Wally Mandel  
403-330-9034  
mandelws@telus.net

**Director:**

Syd Gray  
403-625-2132  
graysranches@gmail.com

**Director:**

Arnold Koehler  
403-625-3591

**Director:**

Rick Penner  
403-625-6623  
walkingh@telus.net

**Director:**

Rodney Jensen  
403-625-4618

**Director:**

Allan Minor  
403-625-6024  
ynhalfdiamond@gmail.com

**Director:**

Dusty Mandel  
403-382-0904  
dustymandel@gmail.com

**Director:**

Travis Booth  
403-625-2777  
tbooth@westernshop.com

**Director:**

Perry Douglas  
403-793-1667  
pdkd@live.ca

**Town Representative:**

Chelsae Petrovic  
403-625-0849  
chelsae.petrovic@claresholm.ca

Key Staff Members

David Hansma  
Manager, Claresholm Agriplex  
403-625-9286  
clhmagriplex@telus.net



# REQUEST FOR DECISION

Meeting: June 12, 2023  
Agenda Item: 5

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## APPLICATION FOR DONATION GRANUM & DISTRICT CANADA DAY SOCIETY

---

### **DESCRIPTION:**

The Granum & District Canada Day Society is asking the Town of Claresholm to donate \$500 to their annual Canada Day Fireworks show.

Following the Guidelines of Policy #5.1.01 – Community Donation Policy, section 6(1) states that an individual, group or organization must be based within the Town of Claresholm. However, the last paragraph of the Policy states:

Nothing in this policy prohibits Town Council from considering financial assistance or in-kind support outside the scope of this policy. Council will consider each case on its merit and any assistance provided will be without precedent.

The Society has completed the application for donation and is actively seeking donations from businesses and other levels of government, as well as doing fundraising activities.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to support the Granum & District Canada Day Society with a donation of \$500 for their Canada Day Fireworks.

### **ATTACHMENTS:**

- Policy #5.1.01 – Community Donation Policy
- Completed Application for Donation

PREPARED BY: Karine Keys, Finance Assistant

---

APPROVED BY: Abe Tinney, MA, CAO

DATE: June 8, 2023

---

# Town of Claresholm Application for Donation

(Policy 5.1.01 – Schedule “A”)

Date of Application: April 28, 2023

Date of Event: July 1, 2023



## 1. Applicant Information

Name of Applicant: Granum & District Canada Day Society

Address: P.O. Box 381

Contact Person: Wendy Kennedy (Secretary) / Georgina Vos (Treasurer)

Phone, Fax, Email: 403-332-1814 canadaday@granum.community Georgina 403-687-3826 georgevos@hotmail.com

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

The Organizations purpose to put on an event in Granum on Canada Day

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) X YES NO

If yes provide registration date & # November 24, 2017 Corporate Access Number 5020986930

## 5. Type of Donation: (check and explain)

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

Explanation:

The Granum Fireworks display is becoming the Southwest regional destination for viewing fireworks.  
We have continued to grow this show every year and look forward to an even bigger and better show in 2023.  
Many people from Claresholm and the surrounding community join us for this show or watch it from nearby.  
We are asking the Town of Claresholm to support us for a spectacular Canada Day 2023.

Amount (value) Requested: \$500.00

## 6. Details of how the funds will be expended:

Any funds contributed by the Town of Claresholm will go towards the fireworks show.  
This show attracts many visitors from Claresholm as well as other surrounding communities.  
In 2022, we raised and spent \$13 000.00 on the fireworks alone.  
This year we are aiming at \$20,000.00 and planning on at least \$15,000.00.  
We are fortunate to have a great venue here in Granum and are becoming the regional destination for Canada Day fireworks.

## 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)

A great Fireworks Show for Claresholm and all other Granum neighbours.

- Lynne Penniket - Chair
- Linda Petrochyn - Vice Chair
- Georgina Vos - Treasurer
- Wendy Kennedy - Secretary
- Fran Hanson - Member
- Bernie Kennedy - Member
- Roy Penniket - Member

All community organizations participate in putting on the Canada Day Celebration

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

The sole purpose of our Granum and District Canada Day Society is raise funds and to coordinate volunteers and other organizationsto put on a memorable Fireworks Display for Canada Day every year in Granum, serving not only the Granum Community but also our neighbouring communities. We fundraise extensively to make this a successful celebration.


How will your organization acknowledge the Town’s donation?

- Donors of \$500 or more are included in our posters, advertising and post celebration thank you.
- Local Newsletter, Claresholm & Fort Macleod Gazette, Posters around the communities, Facebook, and website
- www.granum.community/canadaday

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

Funding Source	Amount	Recommended Use of Funds
FCSS	3500	Children’s Entertainment, Parade
Granum District Community Board	3000	Fireworks
MD of Willow Creek	1000	Fireworks
Government of Canada (Heritage Fund)	3000	Fireworks
Granum Businesses	4500	Fireworks
Town of Fort Macleod	500	Fireworks
Town of Claresholm		
Fundraising Supper	2000	Fireworks
Other Donations Fort Macleod & Claresholm	3000	Fireworks
TOTAL for Fireworks	17,000	Projected

This is a projection. Many of these funds are already in hand. Our campaign to reach out to other previous or additional donors is currently underway.

 <b>Claresholm</b>	<b>Community Donation Policy</b>		<b>Policy #5.1.01</b>
Department Owner:	Finance		
Policy Applies To:	Non-Profit Community Organizations		
Date Created:	Dec 2015	Date Approved By Council:	September 23, 2019
Version #:	1.0	Resolution #:	19-143
Last Review Date:	Sept. 16, 2019	Policy(ies) Replaced/Rescinded:	CEDC 12-15 Policy 5.2.01

### Intent:

To establish, the funding criteria and application procedure for requests for financial or in-kind assistance from individuals or community groups and organizations in the Town of Claresholm.

To provide Council with a consistent response and clear direction to requests for donations from individuals or community groups.

To secure an open and transparent decision-making process for requests for donations.

To provide clear procedures for staff when responding to requests for donations.

To match the Town of Claresholm Strategic Goals and Priorities.

### Policy:

The Town of Claresholm recognizes the many benefits that various groups, organizations, volunteers, and events within the Municipality provide by promoting and improving upon the cultural, social, and economic well-being of the community. It is for that reason that the Town of Claresholm is committed to treating all requests for contributions in a consistent, fair, and equitable manner subject to local needs, priorities, and Council's approved budget. Council also recognizes that citizens have the right to expect that tax dollars will be expended in a manner that is justifiable, fair and holds groups accessing public funds accountable for their spending.

### Definitions:

**"Donation"** shall be any direct monetary contribution from the Town of Claresholm requested by the applicant.

**"Community Project Funding"** shall be a one-time assistance either as seed funding for the start-up of an organization/project, or funds for a short-term undertaking with a start-up and completion date or loan guarantees to assist an organization in acquiring the financial assistance, from financial institutions, needed to support the construction of the project or support for a specific project.

**"In-Kind Contributions"** shall be based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind contributions, it is recognized that the contribution will involve either an expense or foregone revenue for the Town of Claresholm.

- Use of facility (rental fee reduced/waived)
- Staff support - expertise for an event (wages reduced/waived)
- Use of Town of Claresholm owned equipment (rental fee reduced/waived)
- Use of Town of Claresholm owned materials (fee reduced/waived)

**"Special Event"** shall be defined as any one-time or first-time event that is of cultural, social, or recreational significance to the community and which may have participation of more than one organization.

**"Community Event"** shall be a recurring event that Town Council has determined provides some significant benefit to the broad community, and is open to all members of the public.

### **Guidelines:**

1. Requests for consideration of a donation or alike will be accepted on an ongoing basis, and must be in writing to the CAO on the prescribed form (attached);
2. Council, at its discretion may or may not grant a request for a donation or alike for the event/project. There is no guarantee that a request will be approved;
3. The funding may not exceed the approved yearly budget amount unless by resolution of Council;
4. Donations made by the Town are not to be regarded as commitment by the Town to continue such donations in the future.
5. Where a request is for a long-term or ongoing donation and it is the wish of Council to provide long-term or ongoing contributions Council may by motion authorize the drafting of an agreement between the group and the Town. The following items shall be included in the agreement
  - I. Details outlining the total project and work to be completed
  - II. Details as to material ordered and the method of purchases
  - III. Details as to financial arrangements for grants or other financing
  - IV. Provisions for cost overruns and financing of the same
  - V. A current listing of persons who will ultimately be responsible for the project and those who would report to Council
  - VI. A time schedule of the project
  - VII. Details as the provisions for cost overruns
  - VIII. A financial statement for the project once the project is completed.
6. To be eligible an individual, group or organization must:
  - I. Be based within the Town of Claresholm;
  - II. Demonstrate the need for the specific request;
  - III. Be an individual or non-profit entity;
  - IV. Use or distribute the donation wholly within the Town of Claresholm through the events or activities associated with the donation or alike;
  - V. Not be the recipient of other funds from the Town of Claresholm;
  - VI. Not be a Federal or Provincially funded initiative;
  - VII. Not be a registered political party, registered constituency association or registered political candidate;
  - VIII. Not be raising funds on behalf of another group who would not otherwise be eligible;
  - IX. Not be an activity that is contrary to the policies of the Town of Claresholm, or an activity which is deemed to be unlawful, or would incite hatred towards any group;
  - X. Applications for assistance to attend conferences, and sponsorships of individuals or groups attending or participating in sporting events are excluded;
  - XI. Agree to acknowledge the Town contribution in all publicity relating to the event or activity to which the donation applies.



7. All requests for donations or alike shall be directed in writing to the CAO through the completion of the Town of Claresholm Application for Donation (Schedule "A");
8. All requests will be assessed based on the availability of the requested resource, potential financial impact to the Town of Claresholm, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact;
9. The applicant shall demonstrate a reasonable effort to raise funds from sources other than the Town of Claresholm;
10. In making donations/requests, the Town of Claresholm may impose such conditions and/or restrictions as it deems fit;
11. The Town of Claresholm decisions regarding donations/requests are final;
12. Applications for In-Kind non-financial assistance will be forwarded to the respective department for review with a report to Council for consideration and approval. Each department will keep a detailed listing of all in-kind services offered in a calendar year and this will form part of the budget process;
13. A written response for each application will be provided upon review.

**Requests for assistance outside scope of policy:**

Nothing in this policy prohibits Town Council from considering financial assistance or in-kind support outside the scope of this policy. Council will consider each case on its merit and any assistance provided will be without precedent.



# REQUEST FOR DECISION

Meeting: June 12<sup>th</sup>, 2023  
Agenda Item: 6

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## REQUEST FOR TAX WAIVER GOLF COURSE

---

### **DESCRIPTION:**

The Town of Claresholm has received a request from the golf course regarding the property taxes. They have asked for forgiveness of the municipal portion for several years.

### **BACKGROUND:**

The golf course asks for forgiveness of these taxes every year. The amounts in past years are as follows:

- 2015 – \$2,632.54
- 2016 – \$2,898.00
- 2017 – \$3,000.93
- 2018 – \$2,732.68
- 2019 – \$2,775.90
- 2020 – \$2,901.14
- 2021 -- \$2,963.49
- 2022 - \$3,204.11

The amount of the request for 2023 is \$3,770.68

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to cancel the municipal portion of the 2023 property taxes levied on the golf course, roll # 11630000, in the amount of \$3,770.68.

### **ATTACHMENTS:**

- 1.) Golf Club Letter of Request
- 2.) 2023 Tax Notice

### **APPLICABLE LEGISLATION:**

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

PREPARED BY: Lisa Chilton, Tax Administrator

APPROVED BY: Abe Tinney , CAO

DATE: June 8, 2023



June 1, 2023

Town Council  
Town of Claresholm  
Box 1000  
Claresholm, AB. T0L 0T0

**Re: Request to Waive the Municipal Portion of the 2023 Property Taxes.**  
**Tax Roll # 11630000**

Dear Town Council,

The Bridges at Claresholm Golf Club executive would like to make a request to the Town Council for a waiver of the municipal portion of Golf Course taxes in the amount of \$3,770.68 of the 2023 property taxes. We understand that we must pay the remaining portion in the amount of \$1,374.28.

Your consideration in this matter is very much appreciated. Thank You.

Yours truly,

Andrew Morkin  
President

# TOWN OF CLARESHOLM

2023

BOX 1000  
111 - 55 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381



## TAXATION NOTICE & PROPERTY ASSESSMENT

DATE OF MAILING	2023-May-11
NOTICE OF ASSESSMENT	2023-May-19
DUE DATE	2023-Jun-30

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11630000	2.02 AC	YB: 1981+s			0	0	0	0
SUBDIVISION NAME		GOLF CLUB HOUSE						
CIVIC ADDRESS		349 39 AVE W						
MORTGAGE NUMBER		PLAN	BLOCK	LOT				
		7810016	2	B				
MORTGAGE COMPANY NAME								

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2023-Jul-18

TOWN OF CLARESHOLM (GOLF CLUB)  
BOX 2080  
CLARESHOLM, AB T0L 0T0  
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	2,399,500	COMMERCIAL IMPROVE	324,000
COMMERCIAL IMPROV	273,500	COMM ASSOC IMPROVE	2,771,000
TOTAL ASSESSMENT	2,673,000	TOTAL ASSESSMENT	3,095,000
		EXEMPT	2,771,000
		TAXABLE	324,000

IMPORTANT PENALTY INFORMATION	
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Friday, June 30th, 2023. A penalty of 14% will be applied on any current outstanding balance after June 30th, 2023. A further 14% penalty will be assessed on all charges applied to tax accounts unpaid after Dec 29th, 2023.	

EDUCATION TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res		0.003924500	24.71428	1,271.54
TOTAL 2023 EDUCATION TAXES				1,271.54
SUB TOTAL 2023 TAXES				1,271.54

MUNICIPAL AND OTHER TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged		0.000317100	1.99691	102.74
Municipal Tax - Non- Res		0.011637900	73.28881	3,770.68
TOTAL 2023 MUNICIPAL AND OTHER TAXES				3,873.42
SUB TOTAL 2023 TAXES				5,144.96

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR	428.75
PAYMENTS COULD BE AS LOW AS	0.00
FOR COMPARISON 2022 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	
	4,424.39

TOTAL 2023 TAXES	5,144.96
CURRENT OUTSTANDING	0.00
TOTAL CURRENT TAXES PAYABLE FOR 2023	5,144.96
AMOUNT DUE AFTER JUNE 30th, 2023	5,865.25

Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

Your property has been assessed as shown for the above taxation year. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and appropriate assessment fee on or before July 18th, 2023 to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert.) To request a receipt for tax payment call 403-625-3381 or e-mail info@claresholm.ca.

# TOWN OF CLARESHOLM

2023

BOX 1000  
111 - 55 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381



ROLL NUMBER
11630000
LAST DATE BEFORE PENALTY
2023-Jun-30

## TAXATION NOTICE & PROPERTY ASSESSMENT

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	5,144.96	5,144.96

AMOUNT DUE PLEASE PAY
5,144.96
AMOUNT PAID

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

TOWN OF CLARESHOLM (GOLF CLUB)  
BOX 2080  
CLARESHOLM, AB T0L 0T0  
Canada

11630000



# REQUEST FOR DECISION

Meeting: June 12<sup>th</sup>, 2023  
Agenda Item: 7

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## REQUEST FOR TAX WAIVER ROYAL CANADIAN LEGION

---

### **DESCRIPTION:**

The Town of Claresholm has received a request from the Royal Canadian Legion Branch No. 41 regarding the property taxes located at 414 – 53rd Avenue East.

### **BACKGROUND:**

The Legion asks for forgiveness of these taxes every year. The amounts in past years are as follows:

- 2012 – \$1,194.14
- 2013 – \$1,123.36
- 2014 – \$1,160.39
- 2015 – \$1,140.09
- 2016 – \$1,152.75
- 2017 – \$1,206.06
- 2018 – \$1,144.96
- 2019 – \$1,132.02
- 2020 – \$1,238.96
- 2021 -- \$1,304.86
- 2022 -- \$1,317.96

The amount of the request for 2023 is \$1,337.19

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to cancel the municipal portion of the 2023 property taxes levied on the property located at 414 – 53rd Avenue East in the amount of \$1,337.19.

### **ATTACHMENTS:**

- 1.) Legion request letter
- 2.) 2023 Tax Notice

### **APPLICABLE LEGISLATION:**

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, section 347

PREPARED BY: Lisa Chilton, Tax Administrator

APPROVED BY: Abe Tinney , CAO

DATE: June 8, 2023





RECEIVED

MAY 26 2023

Royal Canadian Legion Branch #41  
414 - 53rd Ave East  
Claresholm, AB T0L 0T0  
Phone: 403-625-3755  
email: RCLegion41@shaw.ca

May 22, 2023

Town of Claresholm  
PO Box 1000  
Claresholm, AB T0L 0T0

Attention: Chief Administrative Officer

The Royal Canadian Legion Branch No. 41 Executive and General Membership request that the Town of Claresholm exempt the Claresholm Legion Branch No. 41 from paying the Municipal Tax (non-residential) portion of our 202<sup>3</sup> taxation assessment.

Thank you for your consideration.

Sincerely,

Sharon Vandenberg  
Treasurer

## TOWN OF CLARESHOLM

2023

BOX 1000  
111 - 55 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381

TAXATION NOTICE  
& PROPERTY ASSESSMENT

DATE OF MAILING	2023-May-11
NOTICE OF ASSESSMENT	2023-May-19
DUE DATE	2023-Jun-30

ROLL NO.	PROP. SIZE	RIVER LOT		QUAD PORT	QUAD	SEC	TWP	RGE	MER
11915000	0					0	0	0	0
SUBDIVISION NAME									
CIVIC ADDRESS		414 53 AVE E							
MORTGAGE NUMBER		PLAN	BLOCK	LOT					
		8010781	118	32					
MORTGAGE COMPANY NAME									

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2023-Jul-18

ROYAL CANADIAN LEGION  
BOX 807  
CLARESHOLM, AB T0L 0T0  
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	262,500	COMMERCIAL IMPROVE	114,900
COMMERCIAL IMPROV	112,500	COMM ASSOC IMPROVE	268,100
TOTAL ASSESSMENT	375,000	TOTAL ASSESSMENT	383,000
		EXEMPT	268,100
		TAXABLE	114,900

IMPORTANT PENALTY INFORMATION
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Friday, June 30th, 2023. A penalty of 14% will be applied on any current outstanding balance after June 30th, 2023. A further 14% penalty will be assessed on all charges applied to tax accounts unpaid after Dec 29th, 2023.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res	0.003924500	24.71459	450.93
TOTAL 2023 EDUCATION TAXES			450.93
SUB TOTAL 2023 TAXES			450.93

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged	0.000317100	1.99666	36.43
Municipal Tax - Non- Res	0.011637900	73.28876	1,337.19
TOTAL 2023 MUNICIPAL AND OTHER TAXES			1,373.62
SUB TOTAL 2023 TAXES			1,824.55
TOTAL 2023 TAXES			1,824.55
CURRENT OUTSTANDING			0.00
TOTAL CURRENT TAXES PAYABLE FOR 2023			1,824.55
AMOUNT DUE AFTER JUNE 30th, 2023			2,079.99

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR	152.05
PAYMENTS COULD BE AS LOW AS	0.00
FOR COMPARISON 2022 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	1,819.90
Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.	
Your property has been assessed as shown for the above taxation year. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and appropriate assessment fee on or before July 18th, 2023 to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert.) To request a receipt for tax payment call 403-625-3381 or e-mail info@claresholm.ca.	

## TOWN OF CLARESHOLM

2023

BOX 1000  
111 - 55 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381



ROLL NUMBER
11915000
LAST DATE
BEFORE PENALTY
2023-Jun-30

TAXATION NOTICE  
& PROPERTY ASSESSMENT

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	1,824.55	1,824.55

AMOUNT DUE PLEASE PAY
1,824.55
AMOUNT PAID

PLEASE SUBMIT THIS PORTION WHEN  
MAKING PAYMENT. THANK YOU.

ROYAL CANADIAN LEGION  
BOX 807  
CLARESHOLM, AB T0L 0T0  
Canada

11915000





# REQUEST FOR DECISION

Meeting: June 12<sup>th</sup>, 2023  
Agenda Item: 8

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## REQUEST FOR TAX WAIVER CLARESHOLM CURLING CLUB

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### **DESCRIPTION:**

The Town of Claresholm has received a request from the Claresholm Curling Club regarding the property taxes located at Curling Club.

### **BACKGROUND:**

The Curling Club asks for forgiveness of these taxes every year. The amounts in past years are as follows:

- 2015 – \$877.20
- 2016 – \$760.04
- 2017 – \$778.07
- 2018 – \$906.74
- 2019 – \$928.42
- 2020 – \$1,028.48
- 2021 -- \$994.71
- 2022 - \$1,069.96

The amount of the request for 2023 is \$1,183.34

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to cancel the municipal portion of the 2023 property taxes levied on the property located at 430 – 53rd Avenue East in the amount of \$1,183.34.

### **ATTACHMENTS:**

- 1.) Curling club request letter
- 2.) 2022 Tax Notice

### **APPLICABLE LEGISLATION:**

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

PREPARED BY: Lisa Chilton, Tax Administrator

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APPROVED BY: Abe Tinney, CAO

DATE: June 9, 2023

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2023 June 07

To: Town of Claresholm Town Council

On behalf of the Claresholm Curling Club I am asking for forgiveness of the municipal portion of the 2022<sup>3</sup> taxes in the amount of \$ 1183.34

Our tax roll # is 11917000.

Sincerely,

Brendan Fleet, Treasurer

# TOWN OF CLARESHOLM

2023

BOX 1000  
111 - 55 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381



## TAXATION NOTICE & PROPERTY ASSESSMENT

DATE OF MAILING	2023-May-11
NOTICE OF ASSESSMENT	2023-May-19
DUE DATE	2023-Jun-30

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11917000	0	YB:1973/91			0	0	0	0
SUBDIVISION NAME		CURLING RINK						
CIVIC ADDRESS		430 53 AVE E						
MORTGAGE NUMBER		PLAN	BLOCK	LOT				
		8010781	118	33				
MORTGAGE COMPANY NAME								

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2023-Jul-18

### TOWN OF CLARESHOLM (CURLING RINK)

BOX 1976  
CURLING RINK  
CLARESHOLM, AB T0L 0T0  
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	1,182,720	COMMERCIAL IMPROVE	101,680
COMMERCIAL IMPROV	91,280	COMM ASSOC IMPROVE	1,315,320
TOTAL ASSESSMENT	1,274,000	TOTAL ASSESSMENT	1,417,000
		EXEMPT	1,315,320
		TAXABLE	101,680

IMPORTANT PENALTY INFORMATION	
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Friday, June 30th, 2023. A penalty of 14% will be applied on any current outstanding balance after June 30th, 2023. A further 14% penalty will be assessed on all charges applied to tax accounts unpaid after Dec 29th, 2023.	

EDUCATION TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res		0.003924500	24.71417	399.04
TOTAL 2023 EDUCATION TAXES				399.04
SUB TOTAL 2023 TAXES				399.04

MUNICIPAL AND OTHER TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged		0.000317100	1.99675	32.24
Municipal Tax - Non- Res		0.011637900	73.28907	1,183.34
TOTAL 2023 MUNICIPAL AND OTHER TAXES				1,215.58
SUB TOTAL 2023 TAXES				1,614.62

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR	134.55
PAYMENTS COULD BE AS LOW AS	0.00

TOTAL 2023 TAXES	1,614.62
CURRENT OUTSTANDING	0.00
TOTAL CURRENT TAXES PAYABLE FOR 2023	1,614.62
AMOUNT DUE AFTER JUNE 30th, 2023	1,840.67

FOR COMPARISON 2022 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	1,476.62
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Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

Your property has been assessed as shown for the above taxation year. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and appropriate assessment fee on or before July 18th, 2023 to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert.) To request a receipt for tax payment call 403-625-3381 or e-mail info@claresholm.ca.

# TOWN OF CLARESHOLM

2023

BOX 1000  
111 - 55 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381



ROLL NUMBER
11917000
LAST DATE
BEFORE PENALTY
2023-Jun-30

## TAXATION NOTICE & PROPERTY ASSESSMENT

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	1,614.62	1,614.62

AMOUNT DUE PLEASE PAY
1,614.62
AMOUNT PAID

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

TOWN OF CLARESHOLM (CURLING RINK)  
BOX 1976  
CURLING RINK  
CLARESHOLM, AB T0L 0T0  
Canada

11917000



# REQUEST FOR DECISION

Meeting: June 12, 2023

Agenda Item: 9

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## COMMUNITY CENTRE STRUCTURAL ASSESSMENT

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### **BACKGROUND / DESCRIPTION:**

The Community Hall Board has requested that the Town complete a structural assessment of the community centre. The building is over 50 years old and many of the structural, mechanical and electrical components require attention. Due to the complexity and expenses associated with upgrading and maintaining the building, the Hall Board would like professional advice and cost projections to guide future repairs.

Administration reached out to several engineering firms and received the following quotes:

- 1- ISL Engineering \$8,800.00
- 2- MPE Engineering \$5,200.00
- 3- WSP Engineering \$5,500.00

All three engineering firms have a good working relationship with the Town and WSP engineering recently completed an assessment of the firehall.

### **RECOMMENDED ACTION:**

Administration recommends that the Community Center Structural Assessment is awarded to WSP Engineering as their proposal meets the desired outcomes:

- consider capital expenditures exceeding an annual threshold cost of \$5,000 over the next 10 years
- identify the major or "red flag" issues, as well as discretionary projects
- Explanation and justification of recommendations and justify our recommendations
- 

Administration is recommending that this project be funded from the Town's Recreation Capital Reserve. This fund has a 2022 Y/E balance of \$25,612.

### **PROPOSED RESOLUTIONS:**

Moved by Councilor \_\_\_\_\_ to award the Community Center Structural Assessment to \_\_\_\_\_ at a projected cost of \$\_\_\_\_\_, with the project to be funded from the Town's Recreation Capital Reserve Fund.



# REQUEST FOR DECISION

Meeting: June 12, 2023

Agenda Item: 10

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## 2023 PARADE ATTENDANCE

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### **DESCRIPTION:**

Administration would like to receive Council's approval for attendance at 2023 parades. The only invitation we have received this year that is unusual is for Longview, however this has been determined to be too far to travel. There has been no requests this year for special events.

The float is taken to parades by different individuals. It could be members of Council, staff members, or members of the public who are willing and are compensated for their time.

### **BACKGROUND:**

The parades that Administration is suggesting that the Town of Claresholm float is sent to are:

July 1<sup>st</sup> – Granum – Canada Day  
August 7<sup>th</sup> – Nanton Round-up Days  
August 12<sup>th</sup> – Claresholm Fair Days  
August 19<sup>th</sup> – Pincher Creek Rodeo Parade  
November 25<sup>th</sup> – Fort Macleod Santa Claus

Parade candy for these parades costs about \$1,500 each year. There is no candy given out at the Fort Macleod parade.

### **PROPOSED MOTION:**

Moved by Councillor \_\_\_\_\_ to accept the 2023 parade schedule as presented.

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PREPARED BY: Karine Keys, CLGM, Finance Assistant

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APPROVED BY: Abe Tinney, MA, CAO

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DATE: June 8<sup>th</sup>, 2023



# REQUEST FOR DECISION

Meeting: June 12, 2023  
Agenda Item: 11

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## BY-ELECTION

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### **\*DESCRIPTION:**

With the resignation of Mayor Chelsae Petrovic following her election as MLA for Livingstone-Macleod, the vacancy of her position must be filled by holding a by-election as there are more than 12 months before the next municipal election on October 20, 2025.

Per the *Municipal Government Act*:

Chief elected official (elected) vacancy

163 If the chief elected official is elected by a vote of the electors of the whole municipality and the office become vacant, the vacancy must be filled

(a) if on the date the vacancy occurs there are 12 months or more before a general election, by a by-election.

### **\*SETTING OF BY-ELECTION DAY:**

Per the *Municipal Government Act*:

Election day

165 Unless a council sets an earlier date, election day for a by-election under section 162 or 163 is 120 days after the vacancy occurs.

As her resignation was tendered on Tuesday, May 30<sup>th</sup>, 120 days from that date is Wednesday, September 27<sup>th</sup>, 2023. Administration is proposing that the Mayoral By-Election take place on **Monday, September 18, 2023**. It is best to wait until after summer in order to garner the best voter turnout possible. Elections are typically held on Mondays in Canada, and the other Mondays in September are either regular Council meeting dates (11<sup>th</sup> & 25<sup>th</sup>) or a holiday (Labour Day September 4<sup>th</sup>).

The Claresholm Community Centre, large hall has been tentatively booked for September 18<sup>th</sup>.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to hold a by-election for the position of Mayor on Monday, September 18, 2023 from 10:00 a.m. to 8:00 p.m. with the polling station being at the Claresholm Community Centre located at 5920 – 8<sup>th</sup> Street West.

### **\*SETTING OF NOMINATION DAY:**

Per the *Local Authorities Election Act*:

Nomination day

25(1) Nomination day is 4 weeks before election day.

25(2) A person may file a nomination to become a candidate

(b) for a by-election, within the period beginning on the day after the resolution or bylaw is passed to set election day for the by-election and ending at 12 noon on nomination day.

As Nomination Day is to be four weeks prior to Election Day, that means that Nomination Day would be **Monday, August 21, 2023**. Once a resolution is passed by Council for the By-Election, nominations can be accepted by the Returning Officer starting Tuesday, June 13<sup>th</sup> up until the close of nominations at noon on August 21<sup>st</sup>.

#### **\*CURRENT COUNCIL RUNNING FOR MAYOR:**

Should a member of Council wish to put their name forward for the position of Mayor, they must resign their position of Councillor first.

Per the *Local Authorities Election Act*:

Ineligibility for nomination

23(1) A person is not eligible to be nominated for more than one office of the same elected authority.

23(2) A member who holds office on an elected authority is not eligible to be nominated for or elected to the same or any other office on the elected authority

(a) unless the member's term of office is expiring, or

(b) if the member's term of office is not expiring, unless the member has resigned that office effective 18 days or more before nomination day.

In order to follow the legislation, a Councillor who wishes to put their name forward for the position of Mayor would need to resign by August 3, 2023 (18 days or more before nomination day).

It would be fiscally responsible to hold a by-election for both positions of Mayor and Councillor at the same time rather than having two separate by-elections. In order to hold both by-elections at the same time, a Councillor should resign their position prior to the July 17<sup>th</sup> regular Council meeting so that a resolution could be passed for by-election day. If a Councillor were to resign after July 17<sup>th</sup>, a Special Meeting would need to be called in order to meet the legislated time frames and still have the by-election on September 18<sup>th</sup>.

Per the *Local Authorities Election Act*:

Notice of Nomination Day

26(1) The returning officer shall give notice of nomination day in the prescribed form by publishing a notice at least once a week in each of the 2 weeks before nomination day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before nomination day.

In order to advertise the Notice of Nomination Day for 2 weeks prior in the newspaper, it would need to be advertised on August 9<sup>th</sup> and August 16<sup>th</sup>. The regular meeting on August 14<sup>th</sup> would be too late to pass a motion to add a Councillor By-Election. A Councillor could resign their position at any time and submit their nomination papers for Mayor as soon as June 13<sup>th</sup>.

#### **PROPOSED RESOLUTION:**

*Moved by Councillor \_\_\_\_\_ that any current member of Claresholm Town Council who wishes to put their name forward for the position of Mayor resign their position of Councillor by 4:00 p.m. on Thursday, July 13<sup>th</sup> in order to have sufficient time to set the date for a By-Election for Councillor for September 18, 2023.*

#### **\*ADVANCE POLL:**

Administration is looking for Council to provide for an advance vote as per the *Local Authorities Election Act* for the by-election.

Per Section 73 of the Act:

73(1) An elected authority may by resolution provide for holding an advance vote on any vote to be held in an election.

(2) No advance vote shall be held within 24 hours of election day.

(3) If a resolution is enacted under subsection (1), the returning officer must determine the days and hours when the advance vote is to be held.



Administration is proposing to have **Wednesday, September 6, 2023** as the date for the advance poll to be held at the Claresholm Community Centre from 2:00 to 8:00 p.m. In the past, we have had the advance poll on the Thursday just prior to Election Day, however this has proven to not be sufficient time for residents who may be away. By having the advance poll earlier, it will hopefully enable more residents the chance to vote. The Lodge Room at the Community Centre has been tentatively booked for that day.

**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to hold the advance vote for the by-election on Wednesday, September 6, 2023 from 2:00 to 8:00 p.m. at the Claresholm Community Centre located at 5920 – 8<sup>th</sup> Street West.

**\*INSTITUTIONAL VOTE:**

As in the last election, Administration is requesting to hold an institutional vote within our community for those residents who are physically unable to travel to the polling station.

**PROPOSED MOTION:**

Moved by Councillor \_\_\_\_\_ to hold an institutional vote for the by-election on Monday, September 18, 2023 at the Claresholm General Hospital, Willow Creek Continuing Care Centre, Porcupine Hills Lodge, Cottonwood Village, Heritage Manor and Parkside Manor.

**\*RETURNING OFFICER:**

Administration is looking for Council to appoint the Chief Returning Officer and Deputy Chief Returning Officers for the Town of Claresholm as per the *Local Authorities Election Act*.

In order to maintain impartiality and to ensure that the relationship between the CAO and Council is preserved going forward, Administration is requesting that Karine Keys act as Chief Returning Officer with Abe Tinney and Blair Bullock as Deputy Returning Officers. As the only employee of Council, the CAO should not be the Chief Returning Officer.

**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to appoint Karine Keys as Chief Returning Officer and Abe Tinney and Blair Bullock as Deputy Chief Returning Officers for the by-election.

**\*COSTS:**

- Cost of the By-Election for Councillor in 2018 was \$3,400.
- Cost of the Vote of the Electors in 2019 was \$4,700.
- Cost for this By-Election is estimated to be \$5,500.

**APPLICABLE LEGISLATION:**

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

PREPARED BY: Karine Keys, Finance Assistant

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APPROVED BY: Abe Tinney, CAO

DATE: June 5, 2023

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**Town of Claresholm**  
**Income Statement by Function**  
**April 30, 2023**

	APRIL	2023 YTD	2023 BUDGET	YTD % of Budget
<b>Revenue</b>				
Tax and requisition revenue	104,449.50	268,999.71	(4,250,494.00)	-6% <sup>1</sup>
General administration revenue	(5,373.19)	(41,221.60)	(179,800.00)	23%
Police	80.36	(686.64)	(4,000.00)	17%
Fire	(412.89)	(6,831.53)	(19,000.00)	36%
Bylaw enforcement	(662.45)	(7,037.45)	(11,000.00)	64%
Common equipment pool	-	-	(60,000.00)	0%
Roads, streets, walks, lighting	(240.00)	(169,143.00)	(1,121,165.00)	15%
Water supply and distribution	(203,816.11)	(478,303.12)	(2,008,332.00)	24%
Wastewater treatment and disposal	(77,065.78)	(176,008.12)	(630,148.00)	28%
Garbage Collection	(55,769.99)	(131,034.25)	(441,000.00)	30%
Recycling	(43,583.20)	(96,523.82)	(304,171.00)	32%
FCSS	(58,938.31)	(115,471.62)	(234,774.00)	49%
Cemetery	(3,625.00)	(7,325.00)	(22,000.00)	33%
Physician recruitment	(1,963.90)	(1,963.90)	(1,000.00)	196%
Economic development	(785.00)	(62,210.49)	(242,077.00)	26%
Land use planning, zoning and development	(1,555.00)	(24,955.89)	(105,100.00)	24%
Parks and recreation	(107,682.51)	(288,717.53)	(530,390.00)	54%
Culture - libraries and museum	-	-	(36,263.00)	0%
	<u>(456,943.47)</u>	<u>(1,338,434.25)</u>	<u>(10,200,714.00)</u>	
<b>Expenses</b>				
Legislative	13,026.00	32,158.39	116,150.00	28%
Administration	83,757.28	518,656.70	1,415,271.00	37%
Police	151,076.00	151,076.00	224,238.00	67%
Fire	26,345.56	55,666.08	216,567.00	26%
Bylaw enforcement	7,089.48	28,901.23	129,942.00	22%
Common and equipment pool	61,049.46	201,334.39	528,598.00	38%
Roads, streets, walks and lighting	38,140.53	146,355.76	614,455.00	24%
Storm sewers and drainage	2,070.14	6,549.65	13,140.00	50%
Water supply and distribution	71,136.73	229,528.52	1,007,413.00	23%
Wastewater treatment and disposal	8,231.60	24,499.78	164,363.00	15%
Garbage Collection	25,525.24	131,396.82	374,030.00	35%
Recycling	24,366.85	90,414.29	310,477.00	29%
FCSS	14,703.98	113,956.76	246,869.00	46%
Daycare	2,706.00	10,824.00	25,000.00	43%
Cemetery	1,202.42	3,399.44	24,519.00	14%
Physician recruitment	-	2,118.55	3,000.00	71%
Economic development	31,453.14	124,044.77	354,267.00	35%
Agriculture - weed and pest control	731.99	990.28	21,609.00	5%
Land use planning, zoning and development	19,235.90	80,894.36	304,158.00	27%
Parks and recreation	68,944.59	224,649.34	798,443.00	28%
Culture - libraries and museum	10,351.52	47,512.23	365,421.00	13%
Amortization	-	-	1,792,787.00	0%
	<u>661,144.41</u>	<u>2,224,927.34</u>	<u>7,257,930.00</u>	
<b>Net Income</b>	<b>191,038.43</b>	<b>873,639.20</b>	<b>(1,149,997.00)</b>	

**Notes:**

- <sup>1</sup> Tax and requisition revenues are in the negative as it is net requisitions, and the first quarter school tax payment as well as Porcupine Hills Lodge requisition has been paid, but 2023 tax revenue has not been recorded yet, as tax notices didn't go out until May.



**Town of Claresholm**  
**Income Statement by Object**  
**April 30, 2023**

				YTD % of
<b>Revenue</b>	<b>APRIL</b>	<b>2023 YTD</b>	<b>2023 BUDGET</b>	<b>Budget</b>
Net municipal taxes	159,484.85	494,018.86	(3,742,694.00)	-13% <b>1</b>
Special assessments	720.00	-	(3,290.00)	0%
User fees and sales of goods	(394,008.06)	(940,668.76)	(3,448,961.00)	27%
Government transfers for operating	(31,167.65)	(114,488.11)	(432,912.00)	26%
Investment income	(22,157.34)	(59,199.61)	(105,000.00)	56%
Penalties and costs of taxes	(2,115.48)	(48,364.07)	(86,600.00)	56%
Licenses and permits	(3,665.00)	(54,150.89)	(113,500.00)	48%
Other local government transfers	(121,434.56)	(150,569.12)	(217,839.00)	69%
Proceeds from disposal of capital assets	-	-	(60,000.00)	0%
Franchise and concession contracts	(29,894.62)	(117,089.56)	(292,000.00)	40%
Rental	(8,473.48)	(40,945.76)	(130,700.00)	31%
Other	(4,232.13)	(15,326.23)	(99,700.00)	15%
Government transfers for capital	-	(291,651.00)	(1,319,018.00)	22%
Other external funding for capital	-	-	(148,500.00)	0%
	<b>(456,943.47)</b>	<b>(1,338,434.25)</b>	<b>(10,200,714.00)</b>	<b>13%</b>
<b>Expenses</b>				
Salaries, wages and benefits	267,789.93	1,002,691.05	3,319,536.00	30%
Contracted and general services	267,646.43	765,441.61	1,903,817.00	40%
Materials, goods, supplies, and utilities	120,734.63	379,948.51	1,422,626.00	27%
Bank charges and short-term interest	95.77	356.16	1,200.00	30%
Interest on long-term debt	-	-	204,579.00	0%
Other expenditures	2,024.43	8,010.57	29,490.00	27%
Transfers to organizations and others	2,853.22	68,479.44	376,682.00	18%
Amortization	-	-	1,792,787.00	0%
	<b>661,144.41</b>	<b>2,224,927.34</b>	<b>9,050,717.00</b>	<b>25%</b>
Internal Transfers				
Internal transfers	(13,162.51)	(12,853.89)	-	
<b>Net Income</b>	<b>191,038.43</b>	<b>873,639.20</b>	<b>(1,149,997.00)</b>	
<b>Other</b>				
Transfers to/from reserves	-	-	30,648.00	0%
Capital expenditures	57,195.68	337,989.30	2,559,262.00	13%
Debt Proceeds	-	-	-	
Debt Principal Repayment	-	-	352,874.00	0%
Amortization addback	-	-	(1,792,787.00)	0%
	<b>248,234.11</b>	<b>1,211,628.50</b>	<b>-</b>	

**Notes**

- 1** Tax and requisition revenues are in the negative as it is net requisitions, and the first quarter school tax payment as well as Porcupine Hills Lodge requisition has been paid, but 2023 tax revenue has not been recorded yet, as tax notices didn't go out until May.



# INFORMATION BRIEF

Date: June 12<sup>th</sup>, 2023  
Agenda Item:13

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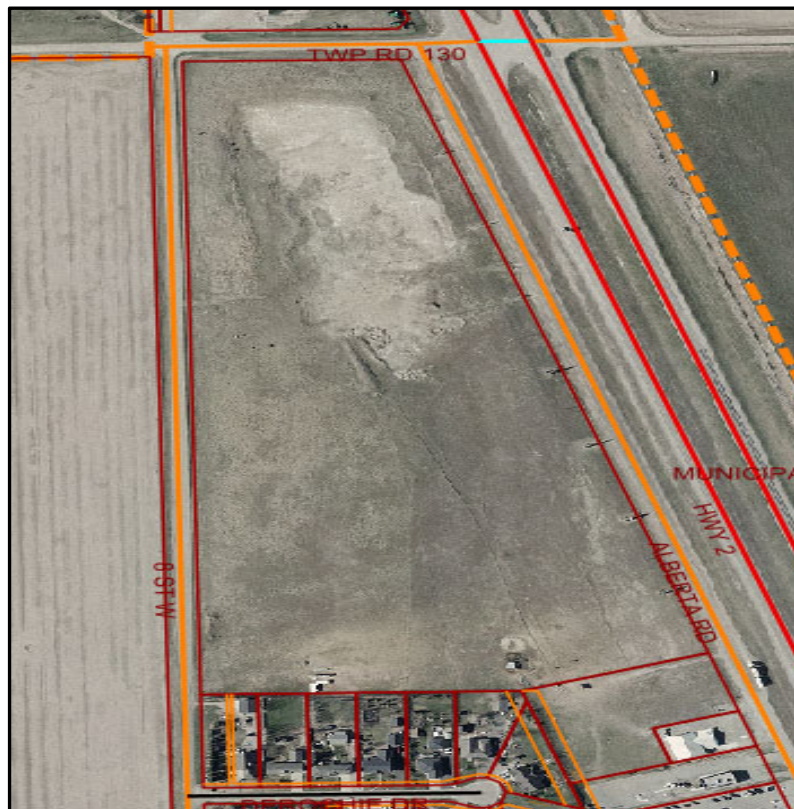
## Northern Regional Economic Development (NRED) Grant

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### DESCRIPTION:

The Town was successful with the Northern Regional Economic Development (NRED) grant. The Town will receive approximately \$52,000 from this funding source (to cover 50% of our costs) to assist with an Area Structure Plan in the northwest of Town, and to conduct a Broadband Assessment of our industrial and commercial areas in Town. These initiatives comprise the Development by Design initiative, spearheaded by the Town's economic development department. Council's strategic priorities involve residential and commercial development, and this project delivers on this strategic direction.

The Area Structure Plan is a high-level planning document that will guide future residential and commercial development in the northwest of Town. The work for this project has been awarded to Associated Engineering, who have previous experience working on the Town's Infrastructure Master Plan. Total project cost is estimated at \$88,000, with the Town and property owner each contributing about 25% of the cost, and the NRED grant contributing the remaining 50%.



The second component of Development by Design is a Broadband Assessment. The Town has hired Tango Networks to conduct a broadband needs assessment on the entire town to find out where the potential holes or gaps may be in technology or infrastructure, and what role the Town (grants, conducting speed tests to pressure service providers, etc.) can play in filling those gaps or holes. As part of this assessment, Town staff and volunteers will be conducting in-person interviews with our business sector the week of June 12 to assess the quality and reliability of internet services.

PREPARED BY: Abe Tinney -- CAO

DATE: June 8, 2023

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## Vision

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

## Mission Statement

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

# Core Values

## Community Pride

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

## Healthy, Active Living

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

## Diversity

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

## Forward Thinking

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

MULTI-YEAR			Assigned to	Update on Progress
POLICY & PLANNING				
	3 Year Operations and 5 Year Capital Plan			
		Revise 3 Year Operations Plan and 5 Year Capital Plan	Blair	Council Approved the 2023 Operating Budget and Capital budgets at the April 24th Council meeting.
	Community Center			
		Work with Community Centre Association to secure funding and facilitate accessibility and front entrance upgrades	Jace/Tara	The Community Centre Association was successful with the Community Facility Enhancement Grant (\$125k matching fund), and is actively working with the Town to pursue more funding through another CFEP grant and the Green and Inclusive Community Building Program.
	Stormwater Infrastructure			
		Finalize and Approve Engineering	Jace	Complete

MULTI-YEAR			Assigned to	Update on Progress
		Secure grant funding for Phase 2	Tara/Mike	Funding approved via the 2023 Capital Budget: Funding sources include CCFB, Capital Water and Sewer Reserve, Developer contribution and Capital Land and Development Reserve.
ECONOMIC & COMMUNITY DEVELOPMENT				
	Support the EDC			
		Provide Operational Budget for EDC	Council	Complete April 24th, 2023
		Update Economic Development Committee Business Plan	Brady	The EDC Reviewed the updated 3-year Business Plan at the July and August 2022 meetings. The next EDC review of the plan will be in spring 2023.
	Ensure Town is Development Readiness in Areas of Residential, Commercial and Industrial Development			
		Ad Hoc Committee to Address:		
		Residential, Commercial and Industrial Development Best Practices (Including MCC and PPP)	Abe	Committee met Dec. 8 and discussed a Market Assessment report for Starline Business Park. The report was prepared by Benchmark Assessment Consultants.
		Consider Residential Development in Tax Incentive Program	Tara	Bylaw 1741, Residentail Tax Incentive Bylaw was passed by council on August 15th, 2022
		Sell and Develop Town-Owned Land	Abe/Tara	The Town has sold parade staging grounds property, all Tamarack properties and three airport properties (two airport properties remain unsold). Planning and initial servicing and groundwork has begun at Tamarack properties. Paraade staging planning proceeding, with utility relocates the main priority.
		Explore Diverse Housing Opportunities (Housing Assessment)	Abe/Brady	The Town was successful in grant/consultation program to work with RDN to improve housing choice. The project will involve policy, bylaw and grant program reviews that will encourage housing development. There will also be developer and landowner engagement sessions, to assess development hurdles. Engagement to begin the week of June 12.

MULTI-YEAR			Assigned to	Update on Progress
		Continue to work with landowners where Area Structure Plans exist (Starline Business Park, Prairie Shores)	Tara/Brady	Administration is looking into options to work with landowners where Area Structure Plans exist, including surveys to assess residential development barriers with RDN consultants.
	<b>Explore Value-Added Industry Opportunities</b>			
		Continue Membership in Economic Developers of Alberta, Alberta SW and South Grow Regional Initiatives	Council	2023 memberships provided via operating budget.
		Explore FDI in 1-2 Industries from 1-2 Countries	Brady	Participating in SouthGrow International Marketing Project; attracting FDI by targeting investors in the food sector.
		Research Value-Added Agri-Food Examples in Neighbouring areas (Lethbridge, Taber, Calgary)	Brady	Canadas Premier Food Corridor has successfully attracted the food processing industry. Ongoing
		Explore opportunities in greenhouse farming and speciality agriculture	Brady	Administration has responded to a provincial greenhouse site-selection request. The Town and M.D. have provided a joint response/expression of interest.
	<b>Explore Business Attraction Incentives</b>			
		Adopt Progressive Incentives for Private Development and Re-Development of Commercial and Industrial property	Brady/Tara	Council approved the small business improvement loans program with Community Futures.
		Consider other Incentives (land, utilities and recreation benefits)	Brady	Ongoing conversations at the Community Development Committee
		Provide Expertise and Resources to Investors	Brady	Working on enhancing the webpage and updating resources for investors and potential business owners.
	<b>Business Improvement Programs to Promote Downtown Business Retention, Expansion and Revitalization</b>			
		Community Futures Small Business Loan Program	Brady	Adopted Community Futures Business Improvement Loans program in partnership with Chamber of Commerce.
		New Business Start-up Grants	Brady	Consideration for EDC Budget 2023

MULTI-YEAR			Assigned to	Update on Progress
		Façade Improvement Grants/Loans	Brady	Consideration for EDC Budget 2023
		Focus on annexed land and vacant properties in downtown core and highway corridor	Brady	Continue to assist development inquiries as they are received.
Sound, Responsible Governance				
		Ensure ongoing public participation	Karine/Abe	Delegations to council, postings on board vacancies, social media presence are all ongoing. September 2022: conducted Town Speed Limit Reduction poll in the community. 2023 Open House calendar set by council. Next Open House to be held September 21st.
		Develop Communications and Public Engagement Strategy	Karine/Abe	Administration has begun assessing the Town's current communications and engagement strategies, as well as best municipal best practices. Ongoing project, but progress has stalled due to other priorities.

MULTI-YEAR			Assigned to	Update on Progress
		Continue to review and update Administration and Council policies	Blair/Abe	The Town's safety officer has been updating the Town's safety policies/program. Recent updated bylaws include: Designated Officers and Bylaw Enforcement Officer, Dog Bylaw (leashing, dog licensing provisions), Town's Livestock bylaw also recently updated.
		Address legislative changes in a timely fashion	Abe	Any legislative changes to statutes, acts and regulations that affect the Town are updated as required.
PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS				
	Build Government Relations at All Levels			
		Look for opportunities to collaborate	All departments	Administration is working with the M.D. on the bulk water station, project completion mid-June.
	Strengthen Stakeholder Relationships			
		Encourage presentations to Council, visit organizations to build relationships and have a presence in the community	Council	Ongoing
		Develop relationships with Land Developers in order to progress on residential development	Brady/Abe	Administration is looking at options to work with landowners where Area Structure Plans exist, including working with land agents/consultants as a third party in development discussions. Recently directed to investigate barriers to development on lands where Area Structure Plan does not exist.
	Relationships with AHS and Other Service Providers			
		Continue to Enhance Relationships with AHS and Other Service Providers	Council	Nothing to report at this time.
VIBRANT COMMUNITY, QUALITY OF LIFE				
	Housing			
		Complete Housing Needs Assessment	Brady/Barb	This document was approved by Council on May 8, 2023.



MULTI-YEAR			Assigned to	Update on Progress
		Once Assessment is Complete, Explore how to leverage results and integrate with future housing developments	Brady/Barb	As noted above, the Town was successful with a consulting grant that will provide consulting to the town on how to build on Housing Needs Assessment findings.
	Improvement of Parks			
		Revise Recreation Master Plan to Identify Priority Areas	Denise	Recreation personnel had initial conversation on revising the Master Plan. The recreation manager and CAO have met to discuss incorporating Council Strategic plan into the Recreation Master Plan. Work is ongoing.
		Pursue Grant Funding for Pathway and Park Expansions	Denise	Administration is actively pursuing grant opportunities.
	Plan Events and Activities that Vitalize Claresholm			
		Economic Development to Coordinate Meeting amongst community groups to ensure resource and knowledge sharing	Brady	More than 30 people in attendance for second Fair Days Organizational meeting. Third and final planning meeting will take place in July.
		Promotion of Parks Through Town Videos	Denise	Administration has connected with a local videographer and is looking to create videos to promote parks and recreation.
		Maintain and Enhance Current Programming	Denise	Currently working on proposal for Council's consideration.



# Town of Claresholm

## Council Committee Report

Date: June 12<sup>th</sup>, 2023

<b>Mayor (Vacant)</b>	
<b>Councillor Carlson</b>	
<b>Councillor Cutler</b>	
<b>Councillor Kettles</b>	
<b>Councillor Meister</b>	<p>Museum</p> <p>Events are set for the rest of the season. Father's day is coming up fast with the Lions serving breakfast and the Friends serving coffee and cookies at the car show. We will be part of Canada Day in the park. We will be hosting a cavalcade of old cars on July 14th for their lunch break. Several Fair days events will be held on the museum grounds again! There will also be a Culture days event in September. Now to plan our float for the parade as well as make more games for fair days.</p> <p>The board discussed the need for more storage and our plan going forward. We would like to enhance our relationship with the Friends of the Museum and are considering a joint board meeting after we close for the season. The link trainer is still not fully</p>



# Town of Claresholm

	<p>finished, we would have liked to have it all in place before opening. One of our summer student applications fell through but we are extremely lucky to have Jordyn back with us!</p> <p>CARes 724 volunteer hours by 28 volunteers. 8 cats and 4 dogs were adopted. We are looking into new cat cages and grants to fund them. There was some discussion on the differentiation between the shelter and the town pound and it was suggested that council come for a tour to see everything they do. <b>The annual garage sale raised about \$7000!</b></p> <p>Claresholm social centre The PA system is still in decent shape for being nearly 50 years old! Instead of replacing the whole thing we may be able to upgrade some aspects of it with a lesson on use for it to perform to its full potential. The sitting lounge has been underused and we are making changes to it. The soup bowl starts next week and we will be hosting a toonie Tuesday afterwards throughout the summer. \$2 from 1-3:30 pm, for those wanting to come and play pool, darts, shuffleboard etc... The centre will be serving Beef on a bun from 12-2 as part of the Fathers day event held in conjunction with the museum. Christmas eve in July will be our next big event after this. A new brochure is being made up for the centre to help increase awareness of the activities and spaces available. A restructuring of the planning committee is in order as well as how events are planned and recorded.</p> <p>FCSS Starla was hired as the Outreach coordinator, however that means we will be looking at filling her previous position. Will be helping to support the positive ticket campaign. Will be receiving a bit more for the volunteer tax program this year. Almost 200 people attended the volunteer appreciation dinner! Tumbling tots has a new hostess. Granum programming is still doing great and they will be hosting a 6 week summer camp mon-thurs 1-4pm.</p>
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# Town of Claresholm

<b>Councillor Schlossberger</b>	
<b>Councillor Zimmer</b>	

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 8, 2023				
D1	DELEGATION: Rural Development Network (RDN): Moved by Councillor Meister to approve the Housing Needs and Demand Analysis for the Town of Claresholm as presented. CARRIED MOTION #23-074	Abe	Awaiting final copies from RDN.	Complete
D1	DELEGATION: RDN: Moved by Councillor Carlson to approve the Affordable Housing Strategy for the Town of Claresholm as presented. CARRIED MOTION #23-075	Abe	Awaiting final copies from RDN.	Complete
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				
1	BYLAW #1747 - Moved by Councillor Cutler to give Bylaw #1747, the Livestock Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1747, the Livestock Bylaw, 3rd and Final Reading. CARRIED	Karine	Bylaw printed and signed	Complete
4	RFD: Tax Waiver - Claresholm Medical Clinic - Moved by Councillor Meister to cancel the municipal portion of the 2023 property taxes levied on the property owned by the MD of Willow Creek located at 4215 Fairway Drive in the amount of \$7,017.65 in the spirit of cooperation with our municipal neighbour. CARRIED MOTION #23-088	Lisa	Municipal taxes cancelled and letter mailed to MD	Complete
5	RFD: Letter of Support - Skate Park - Moved by Councillor Kettles to write a letter of support towards the Claresholm Skatepark Association's application to the Community Facility Enhancement Program for the purpose of constructing the skatepark at 111 55 Avenue West (in which the Town has allocated land for the Skatepark construction), and provide the matching funds & in-kind donation for stripping the site, minor earthwork, and landscaping where the Town crews have the ability/equipment to complete that work in the amount of \$132,062 (\$118,706 cash & \$13,356 in-kind). CARRIED MOTION #23-089	Tara	Letter sent	Complete
6	RFD: Letter of Support - Agriplex - Moved by Councillor Carlson to write a letter of support towards the Willow Creek Agricultural Society's application to the Community Facility Enhancement Grant, for the purpose of completing stage three, the front-end addition, of the indoor equine facility at the Claresholm Agriplex. CARRIED MOTION #23-090	Karine	Letter sent	Complete



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
8	RFD: 2023 Canada Day Beer Garden - Moved by Councillor Meister to approve the responsible sale and consumption of liquor at Centennial Park on Saturday, July 1, 2023, between 10:30 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 #23-092	Tara	Letter sent	Complete
9	RFD: Contractor Policy Update - Moved by Councillor Moved by Councillor Kettles to adopt the updated Town Policy as follows, effective May 23rd, 2023: • 1.3.05 Contractor Policy (version 4) • Contractor Orientation CARRIED MOTION #23-093	Jason	Policy and orientation documents have been updated and uploaded to the Town's policy manual.	Complete
10	RFD: Water Plant Numatics G3 Upgrade - Moved by Councillor Meister to approve proceeding with the Water Treatment Plant Numatics G3 Upgrade in 2023 for a maximum amount of \$140,146.56 funded by the AMWWP Grant of \$64,317 and the remainder funded by the Water and Sewer Utility Capital Reserve. CARRIED MOTION #23-094	Brad/Blair	Proposal signed/accepted	Complete
11	RFD: Campground Rates - Moved by Councillor Kettles to adopt the new campground weekly rates as presented and to update the Town's Recreation Fees Policy #5.7.10 accordingly. CARRIED MOTION #23-095	Jace/Denise	Policy updated and distributed	Complete
16c	IN CAMERA: Advice from Officials - Moved by Councillor Cutler to accept the proposal from Associated Engineering for the Town of Claresholm Development by Design ASP project in the amount of \$88,403 and that the Town's portion of this project of \$23,000 be funded from the Town's Land Reserves account. CARRIED MOTION #23-096	Tara	Notification letters sent, updated project on APC.	Complete
16d	IN CAMERA: Local Public Body Confidences - Moved by Councillor Kettles to approve Option 3 as discussed in Closed Session Item 17(d) Advice from Officials. CARRIED MOTION #23-097	Jace	Documents signed	Complete
16e	IN CAMERA: Advice from Officials - Moved by Councillor Carlson to direct Administration to report back to Council with land development options at the next regular meeting on June 12, 2023. CARRIED MOTION #23-098	Abe	Item is on the agenda.	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: June 8, 2023

# INFORMATION ITEMS

**CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY**  
**Board of Directors, April 13, 2023**  
**Community Room, Claresholm Town Office**

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

**ABSENT:** Brian Comstock – Lay Representataive

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

**1.0 APPROVAL OF AGENDA:**

Moved by Laurie Lyckman to accept the agenda as presented. Motion Carried..

**2.0 APPROVAL OF MINUTES:**

Moved by Mike Cutler that the minutes of the March 9, 2023 meeting be accepted as presented. Carried.

**3.0 BUSINESS ARISING FROM MINUTES:**

The new passenger van has been ordered. Downpayment of \$4K made to Legacy Dodge from the current account. Money transferred from the casino account to cover.

**4.0 CORRESPONDENCE:**

None

**5.0 REPORTS:**

**5.1 Financial** –Sally reported that there is . \$27,124.54 in chequing, \$8033.66 in casino, \$47,156.07 in savings.

Sally moved acceptance of her report.

**5.2 Chairman's Report** –email from Sask Mobility letting us know about grants, etc. Will do the CEO's evaluation on Wednesday.

**5.3 Town Representative Report** – Mike Cutler reported that the Town has passed their interim budget and our funding will remain the same as last year.

**6.0 OLD BUSINESS:**

None

**7.0 NEW BUSINESS:**

7.1 None

**8.0 IN CAMERA:** No In camera..

**NEXT MEETING DATE:** May 11th, 2023 at 10:45 a.m..

The meeting was adjourned by Laurie Lyckman...

SIGNED:

SIGNED:

# **OLDMAN RIVER REGIONAL SERVICES COMMISSION**

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## **ANNUAL REPORT**







# MESSAGE FROM THE CHAIR AND CAO

Image, cover: Village of Stirling, ORRSC; Image, above: Town of Nanton, ORRSC

***“Synergy – the bonus that is achieved when things work together harmoniously” – Mark Twain***

On behalf of the Executive Committee, Board of Directors, and staff we are pleased to present to you the 2022 Annual Report of the Oldman River Regional Services Commission (ORRSC). As a shared service, we continue to realize and appreciate the benefits of our commission model for land use planning and GIS services.

The shared service model allows for more efficient use of resources. By combining resources and expertise, the Commission can provide quality planning and GIS services at a lower cost and these savings are passed on to our members, making land use planning and GIS more affordable for all. The model promotes collaboration and knowledge-sharing among different municipalities. This allows for a more holistic approach by considering the broader regional context, in addition to the needs of individual municipalities. As the Commission is comprised of representatives from multiple municipalities, there is a greater degree of oversight and input from a variety of stakeholders. By working together, we can create growth and development opportunities that can benefit and promote the entire region.

The Commission is an extension of our member municipalities and their organizational structure. This relationship allows municipal staff to work closely with Commission planning and GIS departments to fulfill the needs of your communities. The Commission has the professional experience and historical knowledge of our member municipalities to provide professional planning advice and specific GIS innovation to meet the desires of our members and their individual needs. However, the Commission's viability faces challenges from outside private planning and GIS consultants. The Commission's existence and success relies on the work provided to us by our members. To broaden service capabilities, ORRSC continually seeks to be fully staffed in a competitive job market and has worked to develop strong relationships with government ministries and outside agencies. Municipalities are encouraged to discuss their long-term planning and future GIS needs with ORRSC staff to allow for balanced workloads while considering municipal priorities.

# MESSAGE FROM THE CHAIR AND CAO CONTINUED

We strongly believe that the shared service commission model will continue to be a success and by working together we can provide sound, affordable planning and GIS services that benefit our member municipalities and the region. The Commission looks forward to continuing its work with our member municipalities and creating a bright future for our communities in 2023. At the Executive level, we would like to thank Don Anderberg (Town of Pincher Creek), Christopher Northcott (Vulcan County), Jesse Potrie (Town of Coalhurst), Brad Schlossberger (Town of Claresholm), Neil Sieben (Town of Raymond), and posthumously Ian Sundquist (M.D. of Willow Creek), for their continued support and leadership.

Lastly, we thank you - each of our professional and dedicated staff, each of our member municipalities and each of our GIS partners - for your continued commitment and partnership. Together, we can work to ensure that the future of the Commission remains bright and continues to enrich your communities.



**GORD WOLSTENHOME**  
Chair



**LENZE KUIPER**  
Chief Administrative Officer

Image: Village of Milo, ORRSC



# ABOUT ORRSC

The Oldman River Regional Services Commission (ORRSC) provides a spectrum of land use planning, subdivision, GIS, drone photography, and assessment review services to municipalities spanning the Oldman, Milk, and Bow River watersheds. 2022 marked our 67-year anniversary of embodying an exemplary shared service approach to regional service delivery. Going forward, we will continue to champion municipal perspectives—sustaining the legacy of southern Alberta as a region where meaningful connections to place are experienced.

Established under Part 15.1 of the **Municipal Government Act (MGA)**, this service commission is a cooperative effort of its member municipalities in southwestern Alberta who have created an organization to provide municipal planning advice to its members.

## WHEN WAS ORRSC ESTABLISHED?

ORRSC has a long planning history in southern Alberta and has evolved from various forms since 1955 when it first started as the Lethbridge District Planning Commission. In 1996, following changes to the MGA a new chapter in regional planning had begun, and the Oldman River Intermunicipal Service Agency (ORISA) was formed. In 2003, as a result of consistent growth ORISA needed to expand outside their existing office space in the basement of the Lethbridge County building, resulting in the need to become a Regional Commission to satisfy property and liability needs of the organization, where it remains today.

## WHO IS ORRSC TODAY?

In 2022, ORRSC was comprised of 39 member municipalities, 40 appointed members to the Board of Directors, and 20 staff members. ORRSC continues to provide land use planning support and other services to our members.

Image: Vulcan County, ORRSC

# 1955-2022

67 YEARS SERVING  
SOUTHERN ALBERTA





# WHAT WE DO

The **Municipal Government Act** requires municipalities to manage land use, subdivision, and development by preparing bylaws and statutory long-range planning documents. ORRSC is contracted by its member municipalities and provides advice and assistance to Administration and Council regarding land use planning, subdivision, and other planning related concerns.

But ORRSC is not only planning services, we are also comprised of a robust GIS Department who offers a multi-faceted approach to the world of displaying and providing geographic information to our member municipalities and their residents. The GIS Department also provides services such as producing maps, plotting, GPS acquisition, and a variety of geographic analysis tools and modules.

Our services include:

- Preparing Statutory Plans - Municipal Development Plans, Intermunicipal Development Plans, Area Structure Plans, etc.
- Subdivision Processing & Finalization
- Regional Subdivision and Development Appeal Board
- Regional Assessment Review Board
- Quarterly Periodical
- Development Training
- Professional Planning Advice
- GIS Services & Data Acquisition
- Mapping Services
- Drone Photography

Image: Town of Fort Macleod, ORRSC

An aerial photograph of a town, likely Fort Macleod, showing a mix of residential and commercial areas with roads and green spaces. A large, bold yellow number '76' is superimposed on the right side of the image.

# 76

bylaw amendments were implemented for existing Intermunicipal Development Plans, Land Use Bylaws, and Municipal Development Plans in 2022\*

\*as of December 31, 2022



# EXECUTIVE COMMITTEE

Image: Municipal District of Willow Creek No. 26, ORRSC

The Executive Committee is elected by their peers on the Board of Directors and are delegated the responsibility of financial and administrative matters, such as budget preparation, approval of accounts, and policy and procedure review. In accordance with its governing Bylaw, the Board of Directors works to elect a minimum of 2 Rural Members to ensure their is equal representation of all Member Municipalities fulfilling the roles of the Executive Committee. At the Organizational Meeting held on December 2, 2021 the following Members were elected:

## **GORDON WOLSTENHOLME**

Chair, Town of Fort Macleod

## **DON ANDERBERG**

Vice Chair, Town of Pincher Creek

## **CHRISTOPHER NORTHCOTT**

Vulcan County

## **JESSE POTRIE**

Town of Coalhurst

## **BRAD SCHLOSSBERGER**

Town of Claresholm

## **NEIL SIEBEN**

Town of Raymond

## **IAN SUNDQUIST\***

Municipal District of Willow Creek

\*Mr. Ian Sundquist passed away on Saturday, August 21, 2022 after a long battle with cancer. Ian served as a Councillor in the Municipal District of Willow Creek for 27 years. During this time he spent 8 years on the Board of Directors, 5 of which were spent on the Executive Committee where he provided irreplaceable knowledge and experience to our organization. At the Regular Board of Directors Meeting held on Thursday, September 1, 2022 the Board chose to have the Executive Committee continue to operate as a membership of 6 in lieu of Ian's passing for the remainder of 2022.



# BOARD OF DIRECTORS

As of December 31, 2022, including former members of 2022.

Image: Village of Hill Spring. ORRSC

**Colin Bexte**  
Village of Arrowwood

**Kent Bullock**  
Village of Barnwell

**Dan Doell**  
Village of Barons

**Mike Wetzstein**  
Town of Bassano

**Ray Juska**  
City of Brooks

**Roger Houghton**  
Cardston County

**Allan Burton**  
Town of Cardston

**Sue Dahl**  
Village of Carmangay

**James Smith**  
Village of Champion

**Trevor Wagenvoort**  
Village of Champion - Former Member

**Brad Schlossberger**  
Town of Claresholm

**Jesse Potrie**  
Town of Coalhurst

**Tanya Smith**  
Village of Coutts

**Dave Slingerland**  
Village of Cowley

**Dave Filipuzzi**  
Municipality of Crowsnest Pass

**Dean Ward**  
Municipality of Crowsnest Pass

**Stephen Dortch**  
Village of Duchess

**Kole Steinley**  
Village of Duchess - Former Member

**Gordon Wolstenholme**  
Town of Fort Macleod

**Mark Peterson**  
Village of Glenwood

**Suzanne French**  
Village of Hill Spring

**Morris Zienstra**  
Lethbridge County

**Brad Koch**  
Village of Lomond

**Gerry Baril**  
Town of Magrath

**Peggy Losey**  
Town of Milk River

**Dean Melnyk**  
Village of Milo

**Victor Czop**  
Town of Nanton

**Marinus de Leeuw**  
Town of Nobleford

**Teresa Feist**  
Town of Picture Butte

**Henry de Kok**  
Town of Picture Butte - Former Member

**Tony Bruder**  
Municipal District of Pincher Creek

**Don Anderberg**  
Town of Pincher Creek

**Ronald Davis**  
Municipal District of Ranchland

**Neil Sieben**  
Town of Raymond

**Don Norby**  
Town of Stavely

**Matthew Foss**  
Village of Stirling

**John DeGroot**  
Municipal District of Taber

**John Turcato**  
Municipal District of Taber - Former Member

**Raymond Coad**  
Town of Vauxhall

**Christopher Northcott**  
Vulcan County

**Richard DeBolt**  
Town of Vulcan

**David Cody**  
County of Warner

**Marty Kirby**  
Village of Warner

**Scott Alexander**  
Village of Warner - Former Member

**Evan Berger**  
Municipal District of Willow Creek

**Ian Sundquist**  
Municipal District of Willow Creek - Former Member

**39**  
MEMBER  
MUNICIPALITIES

# ORRSC STAFF

## ADMINISTRATION

### **Lenze Kuiper**

Chief Administrative Officer (2005)

### **Raeanne Keer**

Executive Assistant (July 2022)

### **Sherry Johnson**

Bookkeeper (1981)

### **Tara Cyderman**

Executive Assistant (2020-April 2022)

## PLANNING

### **Mike Burla**

Senior Planner (1978)\*

### **Diane Horvath**

Senior Planner (2000)

### **Gavin Scott**

Senior Planner (2007)

### **Madeleine Baldwin**

Planner (2019)\*\*

### **Maxwell Kelly**

Assistant Planner (2019)

### **Hailey Winder**

Planner (2019-Dec 2022)

### **Steve Harty**

Senior Planner (1998)

### **Bonnie Brunner**

Senior Planner (2007)

### **Ryan Dyck**

Planner (2013)

### **Jennifer Maxwell**

Subdivision Technician (2015)

### **Kattie Schlamp**

Assistant Planner (April 2022)

## GIS

### **Jaime Thomas**

GIS Analyst (2005)

### **Mladen Kristic**

CAD/GIS Technologist (2006)

### **Yueu Majok**

CAD/GIS Technologist (2017)

### **Jordan Thomas**

GIS Analyst (2006)

### **Kaylee Sailer**

CAD/GIS Technologist (2013)\*\*

### **Carlin Groves**

GIS Technician (2019)

\* M. Burla retired in February 2022, and continued as a contracted employee for the remainder for 2022.

\*\* M. Baldwin and K. Sailer both left for maternity leave in February 2022.

Image: Municipal District of Pincher Creek No. 9, ORRSC



# RECOGNITION OF SERVICE

We would like to acknowledge the years of dedication of our long standing board members and staff for reaching milestones with our organization in 2022.

## BOARD OF DIRECTORS

### 5+ Years

Tanya Smith, Village of Coutts  
Dean Ward, Municipality of Crowsnest Pass  
Dave Filipuzzi, Municipality of Crowsnest Pass  
Suzanne French, Village of Hill Spring  
Morris Zienstra, Lethbridge County  
Peggy Losey, Town of Milk River  
Marinus de Leeuw, Town of Nobleford  
Henry de Kok, Town of Picture Butte  
David Cody, County of Warner  
Ian Sundquist, Municipal District of Willow Creek

### 10+ Years

Don Anderberg, Town of Pincher Creek

### 15+ Years

Gordon Wolstenholme, Town of Fort Macleod

### 20+ Years

Brad Koch, Village of Lomond

### 30+ Years

Ron Davis, Municipal District of Ranchland

## ORRSC STAFF

### 5+ Years

Ryan Dyck, Planner  
Yueu Majok, CAD/GIS Technologist  
Jennifer Maxwell, Subdivision Technician  
Kaylee Sailer, CAD/GIS Technologist

### 15+ Years

Bonnie Brunner, Senior Planner  
Mladen Kristic, CAD/GIS Technologist  
Lenze Kuiper, Chief Administrative Officer  
Gavin Scott, Senior Planner  
Jaime Thomas, GIS Analyst  
Jordan Thomas, GIS Analyst

### 20+ Years

Steve Harty, Senior Planner  
Diane Horvath, Senior Planner

### 40+ Years

Mike Burla, Senior Planner  
Sherry Johnson, Bookkeeper



# GIS & PLANNING PROJECTS

Image: Municipal District of Taber, ORRSC

## GIS Projects

### **Work Order Module (Completed)**

- This module allows users to create and track work orders associated with all types of municipal infrastructure. A geographic interface was developed to allow public works to create detailed planning when it comes to future and on-going infrastructure projects.

### **Asset Management Mapping and Reporting Module (Commenced)**

- This module will allow users to track asset inventories and create reports that will fulfill Tangible Capital Asset Program requirements.

## Planning Projects

As we continue to move through the lingering changes and challenges from the COVID-19 pandemic, a sense of normalcy has begun to return to planning projects and public engagement opportunities throughout 2022. Our professional support to our member municipalities, and collaboration with outside agencies, has continued to grow, ranging from traditional in-person meetings to virtual discussions, creating more opportunities to actively engage municipalities and landowners.

In 2022, we worked to complete numerous statutory plans, including Intermunicipal Development Plans, Municipal Development Plans, and Area Structure Plans. We also provided planning advice and support to assist our members with intermunicipal disputes and mediation, annexation discussions, and attendance at Provincial Board hearings. Work continued with a variety of Land Use Bylaw reviews and updates while working with our members to ensure that each of their unique land use needs continued to be addressed. The year also allowed for a number of new projects to be initiated such as land use strategies, new land use bylaws, recreational space designs, and policy reviews.



# GIS & PLANNING PROJECTS

CONTINUED

## Planning Projects CONTINUED

Again this year, our Planners were provided with the opportunity to work with the Miistakis Institute. Miistakis' mission is to bring people and ideas together to promote healthy communities and landscapes, and work to ensure that their innovative research is accessible to communities and decision makers. Planners assisted by participating in the Connectivity Risk Assessment Tool Working Group and advising on the Ecological Corridor Overland Feasibility Study. The results of those projects can be leveraged by member municipalities in their own planning processes.

Moving into 2023, our Planners continue to work towards completing several projects, initiating new projects, and continuing to provide valuable planning support to our members.

Image: County of Warner, ORRSC



# CHINOOK INTERMUNICIPAL SDAB

The Chinook Intermunicipal Subdivision and Development Appeal Board (SDAB) was established in 2019 and is an independent quasi-judicial board comprised of appointed persons from the participating member municipalities. The Chinook Intermunicipal SDAB is a Regional Board which provides numerous benefits to its member municipalities, such as shared access to a large pool of trained Board members, supplied trained Clerks, less recruitment initiatives, and less time, commitment and cost on administration of an individual municipality to manage their community specific SDAB. ORRSC offers in-house training for both member and non-member municipalities to ensure board members meet the legislative training requirements.

**36**

Individuals trained for Subdivision and Development Appeals Boards over 5 training sessions

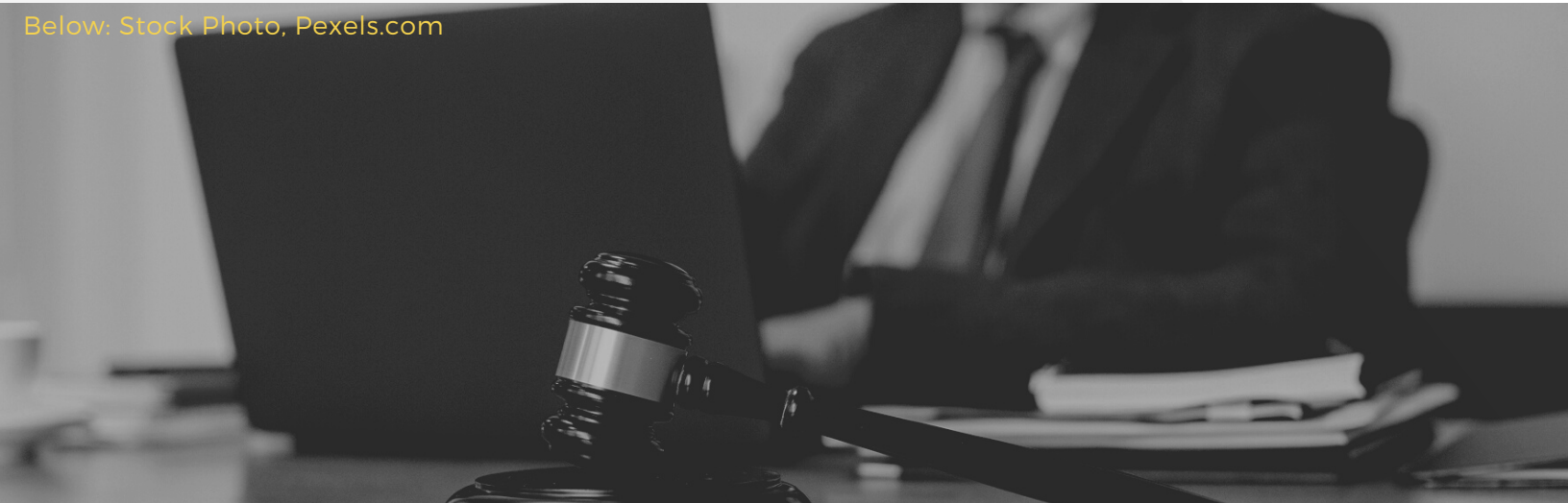
**13**

Subdivision and Development Appeal Board hearings processed

**54**

Members appointed to the Chinook Intermunicipal Subdivision and Development Appeal Board

Below: Stock Photo, Pexels.com





# REGIONAL ASSESSMENT REVIEW BOARD

The Regional Assessment Review Board (ARB) is a long-standing quasi-judicial board established under the **Municipal Government Act**, and is responsible for making decisions regarding property assessment complaints. The assessment complaint system was founded on the principle that taxpayers have the right to an understandable, effective, timely, efficient, objective, and procedurally fair complaint appeal process. The Regional ARB is comprised of both appointed lay-members and Councillors from participating municipalities; in 2022 the ARB was comprised of 32 Board Members,

ARB's are intended to ensure that complaints are administered consistently throughout the province and that qualified people, who have completed the mandatory training, consistently administer and adjudicate complaints throughout the province.



18 Assessment Review Board Hearings held  
across various Member Municipalities



16 Residential Assessment Complaints Filed  
16 Commercial Assessment Complaints Filed



14 Assessment Complaints Withdrawn

Below: Stock Photo, Pexels.com



# SUBDIVISION STATISTICS

A total of 190 subdivision applications were processed during the 2022 calendar year.  
The status of these applications, as of December 31, 2022, are as follows:

**168** Approved or  
Approved on Conditions

**20** Pending

**1** Withdrawn or Expired

**5** Appeals

MEMBER MUNICIPALITY	# of Subdivisions	Boundary Line Adj	DECISION				NEWLY CREATED LOTS (By Use)									TOTAL
			A or A/C	R	W/E	P	Res	Com	Ind	CR	Ag	Inst	Rec	Misc		
Cardston County	25	3	22	1	1	1	7	-	-	14	11	-	2	-	34	
City of Brooks	5	2	3	-	-	2	4	-	-	-	-	-	-	-	4	
County of Warner No. 5	10	6	10	-	-	-		-	-	6	2	3	-	-	11	
Lethbridge County	29	5	26	-	-	3	1	1	2	18	4	1	-	-	27	
Municipal District of Pincher Creek No. 9	11	3	9	-	-	2	-	-	2	5	2	-	-	-	9	
Municipal District of Ranchland No. 66	0	0	-	-	-	-	-	-	-	-	-	-	-	-	0	
Municipal District of Willow Creek No. 26	13	1	13	-	-	-	4	2	1	9	1	-	-	-	17	
Municipal District of Taber	27	7	23	-	-	4	35		2	18	1	-	-	-	56	
Municipality of Crowsnest Pass	14	9	12	-	-	2	42	1	-	-	-	1	-	-	44	
Town of Bassano	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Town of Cardston	2	2	2	-	-	-	-	-	-	-	-	-	-	-	0	
Town of Claresholm	3	6	1	-	-	2	-	2	-	-	-	-	-	-	2	
Town of Coalhurst	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Town of Fort Macleod	2	1	1	-	-	1	-	-	-	-	1	-	-	-	1	
Town of Magrath	2	1	2	-	-	-	1	-	-	-	-	-	-	-	1	
Town of Milk River	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Town of Nanton	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Town of Nobleford	3	2	3	-	-	-	6	-	-	-	-	-	-	-	6	
Town of Picture Butte	3	2	3	-	-	-	1	-	-	-	-	-	-	-	1	
Town of Pincher Creek	2	1	2	-	-	-	-	-	-	-	-	-	1	-	1	
Town of Raymond	9	3	8	-	-	1	60	2	-	-	-	7	-	-	69	
Town of Stavely	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Town of Vauxhall	2	-	2	-	-	-	5	-	-	-	-	-	-	-	5	
Town of Vulcan	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Arrowwood	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Barnwell	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Village of Barons	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Village of Carmangay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Champion	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Coutts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Cowley	1	-	1	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Duchess	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Glenwood	2	-	2	-	-	-	18	-	-	-	-	-	-	-	18	
Village of Hill Spring	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Village of Lomond	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Milo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Stirling	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Village of Warner	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Vulcan County	19	9	17	-	-	2	-	-	18	8	3	-	3	1	33	
TOTAL	190	63	168	1	1	20	190	8	25	78	25	12	6	1	345	

NOTE: Lot count includes Pending Decisions as of December 31, 2022

# PERIODICAL

## 2022 EDITIONS

Spring 2022  
**Confined Feeding  
Operations**

Summer 2022  
**Cryptocurrency Mining**

Fall 2022  
**Short-term Rentals**

Winter 2022  
**Wildfire Resilience**

Image: Town of Magrath, ORRSC



## WHAT IS THE PERIODICAL?

The ORRSC Periodical is a quarterly publication focusing on planning topics of a regional interest and the promotion of planning best practices.

The Periodical is researched, written, and designed in house by ORRSC Staff.

## WHAT IS THE GOAL?

- To provide a regular research based topic report for municipalities for educational purposes, and for use at other levels, such as academic institutions and professional organizations.
- To help facilitate planning discussions and support informed and effective decision making namely in land use bylaws and statutory plans.
- To bring attention to matters of a regional interest.
- To provide operational efficiency by reducing redundancy in staff research and reporting.

## WHERE CAN I READ IT?

Copies of current and past editions of the Periodical can be found at [www.orrsc.com](http://www.orrsc.com).

# **FINANCIAL STATEMENTS**

The following pages consist of the Independent Auditor's Report prepared by KMPG LLP.

Financial Statements of

**OLDMAN RIVER  
REGIONAL SERVICES  
COMMISSION**

And Independent Auditor's Report thereon

Year ended December 31, 2022



KPMG LLP  
3410 Fairway Plaza Road South  
Lethbridge AB T1K 7T5  
Canada  
Tel 403-380-5700  
Fax 403-380-5760

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Oldman River Regional Services Commission

### ***Opinion***

We have audited the financial statements of Oldman River Regional Services Commission (the Commission), which comprise:

- the statement of financial position as at December 31, 2022
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2022, and its results of operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.





## ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Commission's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission's financial reporting process.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink that reads 'KPMG LLP' in a cursive, stylized font, with a horizontal line underneath.

Chartered Professional Accountants

Lethbridge, Canada

April 13, 2023

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
<b>Assets</b>		
Current assets:		
Cash and short-term deposits	\$ 460,068	\$ 580,803
Accounts receivable (note 3)	51,631	66,082
Prepaid expenses and deposits	11,356	15,689
	523,055	662,574
Cash not available for current operations	350,035	342,707
Capital assets (note 4)	502,140	533,872
	\$ 1,375,230	\$ 1,539,153

## Liabilities

Current liabilities:		
Accounts payable and accrued liabilities	\$ 241,114	\$ 266,194
Deferred revenue	20,000	20,000
	261,114	286,194
Long-term debt	40,000	40,000
Net assets:		
Unrestricted	221,941	336,380
Invested in capital assets	502,140	533,872
Internally restricted	350,035	342,707
	1,074,116	1,212,959
Commitments (note 6)		
	\$ 1,375,230	\$ 1,539,153

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

## Statement of Operations

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget (note 13)	2022 Actual	2021 Actual
Revenue:			
Municipal contributions	\$ 941,573	\$ 941,570	\$ 926,318
GIS member fees	556,608	556,608	572,026
Application fees	300,000	249,815	260,410
Other revenue	59,700	99,058	56,977
Service fees	400,000	85,759	729,264
Finalization fees	-	64,144	63,246
Interest income	12,000	24,509	5,439
Extension fees	-	6,210	9,245
	2,269,881	2,027,673	2,622,925
Expenses:			
Salaries and benefits	2,014,830	1,855,012	2,023,814
Occupancy costs	34,200	48,193	36,937
Software licenses and equipment	104,000	44,384	56,783
Repairs and maintenance	15,001	36,855	37,055
Telephone	16,000	27,895	25,997
Miscellaneous	1,250	22,798	16,232
Staff travel	13,000	13,945	15,476
Consulting	1	11,465	5,519
Public relations	2,000	10,513	12,567
Professional fees	13,000	9,000	11,480
Office and general	5,500	8,233	9,927
Janitorial	6,000	7,502	5,389
Members' fees	5,000	6,144	6,700
Staff training and conferences	7,000	5,170	2,120
Printing and duplicating	4,500	4,937	6,735
Advertising	5,000	4,863	5,850
Postage	7,500	4,135	10,803
Land titles office	2,500	3,008	2,002
Members' travel	8,000	1,646	1,564
Interest and bank charges	-	1,014	585
Amortization	-	39,804	49,133
	2,264,282	2,166,516	2,342,668
Excess (deficiency) of revenues over expenses before the undernoted item	5,599	(138,843)	280,257
Other income:			
Gain on disposal of capital assets	-	-	15,773
Excess (deficiency) of revenues over expenses	\$ 5,599	\$ (138,843)	\$ 296,030

See accompanying notes to financial statements.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

## Statement of Changes in Net Financial Assets

December 31, 2022, with comparative information for 2021

	Budget	2022	2021
Excess of revenue over expenses	\$ 5,599	\$ (138,843)	\$ 296,030
Acquisition of tangible capital assets	--	(8,072)	(23,472)
Proceeds on disposal of tangible capital assets	--	--	23,055
Gain on disposal of tangible capital assets	--	--	(15,773)
Amortization of tangible capital assets	--	39,804	49,133
	5,599	31,732	32,943
Increase (decrease) of prepaid expenses	--	4,333	(7,018)
Change in net financial assets	5,599	(102,778)	321,955
Net financial assets, beginning of year	663,398	663,398	341,443
Net financial assets, end of year	\$ 668,997	\$ 560,620	\$ 663,398

See accompanying notes to financial statements.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

## Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Excess (deficiency) of revenue over expenses	\$ (138,843)	\$ 296,030
Items not involving cash:		
Amortization	39,804	49,133
Gain on disposal of capital assets	-	(15,773)
	(99,039)	329,390
Changes in non-cash operating working capital:		
Accounts receivable	14,452	12
Prepaid expenses and deposits	4,333	(7,018)
Accounts payable and accrued liabilities	(25,081)	42,249
Deferred revenue	-	20,000
	(105,335)	384,633
Capital activities:		
Purchase of capital assets	(8,072)	(23,472)
Proceeds on sale of capital assets	-	23,055
	(8,072)	(417)
Financing activities:		
Proceeds of long-term debt	-	40,000
Increase (decrease) in cash and short-term deposits	(113,407)	424,216
Cash and short-term deposits, beginning of year	923,510	499,294
Cash, end of year	\$ 810,103	\$ 923,510
Cash is represented by:		
Cash and short-term deposits	\$ 460,068	\$ 580,803
Cash not available for current operations	350,035	342,707
	\$ 810,103	\$ 923,510

See accompanying notes to financial statements.



# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2022

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## **Nature of operations:**

Oldman River Regional Services Commission (the "Commission") is a regional planning commission created by an order in Council of the province of Alberta on October 21, 2003. It was created pursuant to the Municipal Government Act of Alberta. Members of the Commission are restricted to municipal authorities. The Commission is exempt from income tax under Section 149 of the Canadian Income Tax Act.

## **1. Significant accounting policies:**

These financial statements are prepared in accordance with Canadian public sector accounting standards including the 4200 standards for government not-for-profit organizations. The Commission's significant accounting policies are as follows:

### **(a) Revenue recognition:**

The Commission follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are recognized. Unrestricted investment income is recognized as revenue when earned.

Approval fees, sales of maps revenue and fee for service revenue are recognized as revenue in the period in which the service is delivered or in which the transaction or events that gave rise to the revenue occurred.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

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## 1. Significant accounting policies (continued):

### (b) Capital assets:

Capital assets are stated at cost, less accumulated amortization. Amortization is provided using the following methods and annual rates:

Asset	Basis	Rate
Building	Declining balance	4%
Vehicles	Declining balance	30%
Computer	Straight-line	4 years
General contents	Straight-line	5 years

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long-term service potential to the Commission. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.

### (c) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits, which are highly liquid with original maturities of less than three months from the date of acquisition. These financial assets are convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

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## 1. Significant accounting policies (continued):

### (d) Financial instruments:

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Commission recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, bank indebtedness, accounts payable and accrued liabilities, debt and other liabilities. Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate and other price risks.

Portfolio investments in equity instruments quoted in an active market and derivatives are recorded at fair value. All other financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of items in the cost or amortized cost upon initial recognition. The gain or loss arising from de-recognition of a financial instrument is recognized in the Statement of Operations. Impairment losses such as write-downs or write-offs are reported in the Statement of Operations.

There are no remeasurement gains or losses and as such, a statement of remeasurement gains and losses has not been prepared.

### (e) Employee future benefits:

The Commission participates in a multi-employer defined pension plan call the Local Authorities Pension Plan ("LAPP"). This pension plan is a multi-employer defined benefit pension plan that provides pension benefits for the Commission's participating employees, based on years of service and earnings.

The plan is accounted for as a defined contribution plan whereby contributions are expensed as incurred.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

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## 1. Significant accounting policies (continued):

### (f) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of capital assets. Actual results could differ from those estimates.

### (g) Contaminated sites liability:

The Commission uses Public Sector Accounting Standards section 3260 - liability for contaminated sites. Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or retroactive or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring. At December 31, 2022 the Commission did not have any liabilities associated with contaminated sites.

## 2. Future accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board ("PSAB"). In 2023, the Commission will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

### (i) PS 3280 - Asset retirement obligations:

This section provides guidance on how to account for and report a liability for retirement of a tangible capital asset. This section is effective for fiscal years beginning on or after April 1, 2022.

### (ii) PS 3400 - Revenue:

This section provides guidance on how to account for and report on revenue, specifically addressing revenue arising from exchange transactions and unilateral transactions. This section is effective for fiscal years beginning on or after April 1, 2023.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

## 3. Accounts receivable:

	2022		2021	
Trade receivables	\$	46,990	\$	61,150
Goods and services tax		4,641		4,932
	\$	51,631	\$	66,082

## 4. Capital assets:

			2022	
	Cost	Accumulated amortization	Net book value	
Land	\$ 80,000	\$ -	\$	80,000
Building	773,397	392,071		381,326
General contents	280,461	267,448		13,013
Other equipment	13,678	13,097		581
Vehicles	53,411	42,499		10,912
Computer	173,446	157,138		16,308
	\$ 1,374,393	\$ 872,253	\$	502,140

			2021	
	Cost	Accumulated amortization	Net book value	
Land	\$ 80,000	\$ -	\$	80,000
Building	773,397	376,182		397,215
General contents	275,986	264,000		11,986
Other equipment	13,678	13,097		581
Vehicles	53,411	37,822		15,589
Computer	169,849	141,348		28,501
	\$ 1,366,321	\$ 832,449	\$	533,872

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

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## 5. Financial risks and concentration of risk:

### (a) Liquidity risk:

Liquidity risk is the risk that the Commission will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Commission manages its liquidity risk by monitoring its operating requirements. There has been no change to the risk exposures from 2021.

### (b) Market risk:

Market risk is the risk that changes in market price such as interest rates will affect the Commission's income or value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters.

### (c) Interest rate risk:

The Commission is exposed to interest rate risk on its fixed interest rate financial instruments and floating rate operating line of credit.

### (d) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Commission is exposed to credit risk with respect to accounts receivable and has processes in place to monitor accounts receivable balances. The Commission believes that it is not exposed to significant credit risk arising from its financial instruments.



# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

## 6. Commitments:

- (a) The Commission leased equipment under agreements expiring on dates ranging from June, 2026 to August, 2026. The base rent obligation under the leases for the next year is approximately \$7,284.
- (b) The Commission has signed contracts for electricity and natural gas for its facilities, which expired on December 31, 2018, however it is to continue on a year to year basis until written notice of termination on December 31, 2023.

## 7. Economic dependence:

The Commission receives a significant portion of its revenue directly and indirectly from its members, as such, the Commission is economically dependent on its members.

## 8. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 76/2000 for the Commission be disclosed as follows:

	2022	2021
Total debt limit	\$ 1,013,836	\$ 1,311,463
Total debt	(40,000)	(40,000)
Amount of debt limit unused	\$ 973,836	1,271,463
Debt servicing limit	\$ 202,767	262,293
Debt servicing	(40,000)	-
Amount of debt servicing limit unused	\$ 162,767	\$ 262,293

The debt limit is calculated at 0.5 times revenue of the Commission (as defined in Alberta Regulation 76/2000) and the debt service limit is calculated at 0.1 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

## 9. Accumulated surplus

	2022	2021
Net assets:		
Unrestricted	221,941	336,380
Investment in capital assets	502,140	533,872
Internally restricted	350,035	342,707
	1,074,116	1,212,959

Internally restricted net assets is comprised of the following:

	2022	2021
Operating reserve fund	175,017	171,353
Capital reserve fund	175,018	171,354
	350,035	342,707

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

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## 10. Local Authorities Pension Plan:

Employees of the Commission participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The plan covers approximately 281,764 employees of approximately 435 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

The Commission is required to make current service contributions to the Plan of 8.45% of pensionable payroll up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.80% on pensionable earnings above this amount.

Employees of the Commission are required to make current service contributions of 7.45% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 11.80% on pensionable salary above this amount.

Total current and past service contributions by the Commission to the Local Authorities Pension Plan in 2022 were \$137,670 (2021 - \$156,677). Total current and past service contributions by the employees of the Commission to the Local Authorities Pension Plan in 2022 were \$123,539 (2021 - \$142,045).

At December 31, 2021 the Plan disclosed an actuarial surplus of \$11.9 billion.

## 11. Contractual rights:

Contractual rights are rights of the Commission to economic resources arising from contracts or agreements that will result in both assets and revenues in the future when the terms of those contracts or agreements are met.

The Commission has entered into agreements to provide services to municipal members. The timing and extent of the fees collected in the future depend upon the timing and extent of services provided and as such will vary in the future.

The Commission collects municipal contributions from its members, the amounts collected depend upon participation and population of member communities and as such will vary in the future.

## 12. Budget information:

The budget information was approved by the Board on December 2, 2021.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

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## **13. Comparative information:**

Certain comparative figures have been reclassified to conform with the financial statement presentation adopted in the current year.



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

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