



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

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – JUNE 12, 2023

**DELEGATIONS: RURAL DEVELOPMENT NETWORK (RDN) (By Zoom)
RE: Social Needs Assessment**

ACTION ITEMS:

1. BYLAW #1761 – Land Use Bylaw Amendment
RE: 1st Reading
2. CORRES: Hon. Ric McIver, Minister of Municipal Affairs
RE: Introduction
3. CORRES: Alberta Municipal Affairs
RE: Opportunity to Meet with Honourable Ric McIver
4. CORRES: Alberta Arts, Culture and Status of Women
RE: Stars of Alberta Volunteer Awards
5. CORRES: Alberta Municipalities
RE: Recommendations on the Future of Intermunicipal Collaboration
6. CORRES: Village of Barons
RE: Family Fun Day Invitation July 8th
7. CORRES: Carmangay Horticultural Association
RE: Invitation to Float in the Carmangay Parade August 5th
8. CORRES: litai'taamaopo'p Ltd.
RE: 3rd Annual Fundraiser Golf Tournament
9. CORRES: Claresholm & District Fair Days Bench Show
RE: Application for Donation
10. CORRES: Cynthia Wannamaker, Committee Member, CRAZ
RE: CRAZ Annual Report
11. REQUEST FOR DECISION: West Meadow School Fun Run
12. REQUEST FOR DECISION: Prize Donation to Claresholm Fire Department
13. REQUEST FOR DECISION: Contractor Agreement – Fire Inspection Services
14. REQUEST FOR DECISION: Economic Development Committee – Chamber Representative
15. REQUEST FOR DECISION: Fair Days – Parks & Road Closures
16. REQUEST FOR DECISION: Committee Vacancies
17. FINANCIAL REPORT: Statement of Operations May 31, 2023
18. INFORMATION BRIEF: Canada Day – Spread the World
19. INFORMATION BRIEF: CAO Report
20. INFORMATION BRIEF: Council Committee Reports
21. INFORMATION BRIEF: Council Resolution Status
22. ADOPTION OF INFORMATION ITEMS
23. IN CAMERA
 - a. Business Interests of a Third Party – FOIP Section 16
 - b. Confidential Evaluations – FOIP Section 19

INFORMATION ITEMS:

1. Claresholm Public Library Board Meeting Minutes – May 16, 2023
2. Claresholm & District Museum Board Meeting Minutes – April 19, 2023
3. Willow Creek Regional Waste Management Services Commission Minutes – May 17, 2023
4. SouthGrow Regional Economic Development Annual Report 2022-2023

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JUNE 12, 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, Kandice Meister and Craig Zimmer

ABSENT: None

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

MEDIA PRESENT: None

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

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

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

CARRIED

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

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

CARRIED

DELEGATIONS:

1. CLARESHOLM RCMP DETACHMENT – Cpl. Thomas Nairn
RE: Q4 Report for Claresholm

Corporal Thomas Nairn from the Claresholm RCMP Detachment presented Council with the quarterly Community Policing Report that covers the January 1st to March 31st, 2023 reporting period. This information serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for Claresholm. There was also discussion regarding the possibility of Claresholm and Nanton detachments hubbing together. Claresholm would be the host detachment and Nanton would be a satellite detachment.

2. BONNIE HENRY
RE: Council Ethics

Bonnie Henry and Nikki Thom were present to speak to Council with their concerns regarding social media activity by Council members during the recent provincial election, and proper conduct in general on social media.

3. ROSE PETEK
RE: Air Quality

Rose Petek, Claresholm resident, was present to speak to Council regarding air quality in Claresholm and the Town's membership in the Calgary Region Airshed Zone (CRAZ). She is concerned that Council will look at banning wood-burning stoves in Claresholm, which is one of CRAZ's recommendations. She would like to know how the Town will respond to air quality readings and if there should be a policy in place regarding air quality in Claresholm.

ACTION ITEMS:

1. CORRES: Chelsae Petrovic
RE: Resignation from Claresholm Town Council

Received for information.

2. CORRES: Land & Property Rights Tribunal
RE: Notice of Annexation Application

Received for information.

3. CORRES: Ukrainian Canadian Congress – Alberta Provincial Council
RE: Ukrainian Day Celebration – August 20, 2023

Received for information.

4. CORRES: Willow Creek Agricultural Society
RE: Project Funding Request

MOTION #23-099 Moved by Councillor Cutler to support the Willow Creek Agricultural Society with a donation of \$50,000 each year for the next four years to fund stage three of the West Agriplex Indoor Riding Arena provided that they are successful in their

application for funds from the CFEP Large Funding Stream.

CARRIED

5. REQUEST FOR DECISION: Request for Donation – Granum & District Canada Day Society

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

DEFEATED

6. REQUEST FOR DECISION: Claresholm Golf Club Tax Waiver Request

MOTION #23-100 Moved by Councillor Kettles to cancel the municipal portion of the 2023 property taxes levied on the golf course, roll # 11630000, in the amount of \$3,770.68.

CARRIED

7. REQUEST FOR DECISION: Royal Canadian Legion Tax Waiver Request

MOTION #23-101 Moved by Councillor Cutler 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.

CARRIED

8. REQUEST FOR DECISION: Claresholm Curling Club Tax Waiver Request

MOTION #23-102 Moved by Councillor Carlson 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.

CARRIED

9. REQUEST FOR DECISION: Community Centre Structural Assessment

MOTION #23-103 Moved by Councillor Schlossberger to award the Community Centre Structural Assessment to WSP Engineering at a projected cost of \$5,500, with the project to be funded from the Town's Recreation Capital Reserve Fund.

CARRIED

10. REQUEST FOR DECISION: 2023 Parades

MOTION #23-104 Moved by Councillor Cutler to accept the 2023 parade schedule as presented.

CARRIED

11. REQUEST FOR DECISION: By-Election

MOTION #23-105 Moved by Councillor Cutler 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 – 8th Street West.

CARRIED

MOTION #23-106 Moved by Councillor Zimmer 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 13th, 2023 in order to have sufficient time to set the date for a By-Election for Councillor for September 18, 2023.

CARRIED

MOTION #23-107 Moved by Councillor Meister 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 – 8th Street West.

CARRIED

MOTION #23-108 Moved by Councillor Kettles 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.

CARRIED

MOTION #23-109 Moved by Councillor Carlson to appoint Karine Keys as Chief Returning Officer and Abe Tinney and Blair Bullock as Deputy Chief Returning Officers for the by-election.

CARRIED

12. FINANCIAL REPORT: Statement of Operations April 30, 2023

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended April 30, 2023 as presented.

CARRIED

13. INFORMATION BRIEF: Northern Regional Economic Development Grant

Received for information.

14. INFORMATION BRIEF: Strategic Plan Update

Received for information.

15. INFORMATION BRIEF: Council Committee Reports

Received for information.

16. INFORMATION BRIEF: Council Resolution Status

Received for information.

17. ADOPTION OF INFORMATION ITEMS

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

CARRIED

18. IN CAMERA:

a. Advice from Officials – FOIP Section 24

Moved by Councillor Kettles to go In Camera at 8:49 p.m. for the following items:

a. Advice from Officials – FOIP Section 24

CARRIED

NOTICE OF RECORDING CEASED: Deputy Mayor Schlossberger stated that the live stream has ended at 8:49 p.m.

Moved by Councillor Meister to come out of In Camera at 9:52 p.m.

CARRIED

NOTICE OF RECORDING: Deputy Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 9:52 p.m.

a. Advice from Officials – FOIP Section 24

MOTION #23-110 Moved by Councillor Cutler to direct administration to prepare a public participation plan as discussed in closed session.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:53 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Deputy Mayor Schlossberger noted that recording ceased at 9:53 p.m.

Deputy Mayor – Brad Schlossberger

Chief Administrative Officer – Abe Tinney

DELEGATIONS



REQUEST FOR DECISION

Meeting: June 26, 2023
Agenda Item: DELEGATION

Claresholm Social Needs Assessment

DESCRIPTION/BACKGROUND:

In late 2021, Council approved a joint FCSS and Economic Development project to conduct three community research projects – a Social Needs Assessment, Housing Needs Assessment, and an Affordable Housing Strategy.

The project costs (\$42,500) were accounted for in the 2022 operating budget. RDN has completed all reports, and the Housing Needs and Demand Analysis and Affordable Housing Strategies were presented and approved by Council at the May 8th Council meeting. FCSS uses the social needs assessment to further the work we do in helping assist the community in their needs, and completing the assessment will help and guide the organization to deliver on one of Council's Core Values -- **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.*

DISCUSSION/OPTIONS:

The Housing Needs Assessment and Affordable Housing Strategy were presented and approved at the May 8, 2023 Council meeting and administration has begun working on the recommendations from these documents.

DISCUSSION/OPTIONS:

- housing is a huge issue for the town. Especially lack of appropriate rental properties
- cost of housing is too expensive: people are forced into homes that are not affordable or sustainable for their income. 39% spend more than 30% on rent
- Claresholm has a large population of lower income. Due to minimum wage jobs and also large senior population earning only government pensions
- Large percentage of household maintainers are 65 and older
- Mental health issues have always been apparent but they seem to be growing after COVID. -lots of clients from Care Centre stay in area
- Only 6 teens were surveyed so not really enough to go on. They do follow similar responses to the community
- Drugs/substance abuse is an issue- seems to be accepted in community for underage to be part of this culture.
- Top social issues recognized: substance abuse/addictions, mental health, depression, bullying, loneliness

Things we are doing:

- Referring to Westwind Communities for rental subsidy – they will support up to \$500 for rentals in Claresholm for low income residents
- Making sure all seniors are receiving the maximum amount of pensions and subsidy
- Referring to Food Rescue and Food Bank
- Reminding AISH clients to contact their workers for extra help
- FCSSAA has been working with the government to get AB Supports offices more engaged in the communities for program help and employment help
- Hosting visiting programs for seniors to connect with other seniors to support each other
- Hosted a guest speaker at WCCHS to talk about bullying
- Posting regularly on Facebook for awareness/ active in the community where possible

Recommendations:

- Make housing affordable- Lack of adequate housing leads (like a domino effect) to other social issues- paying too much in rent leads to inability to pay other bills, skimping on food, hunger leads to loss of job as not able to function at full capacity and school children can't perform to best ability with empty tummies. Inability to pay bills leads to high stress which in time will lead to health issues.
- Basic needs need to be more accessible – We need to improve the Claresholm Food Bank, needs to be open more often as people in need are also at work during Wed. 9 – 12 hours. Delivery to homes unable to access (seniors, single parents etc.) Would be nice for Food Bank to be more transparent of how many served in a month and how much food is being supplied
- For seniors, aging in place is the best option – need a program that is directly related to helping seniors manage at home. Light housekeeping, meal prep, a check in on health or state of affairs etc.
- More community awareness and education of mental health/wellness and addictions. More information on the effects of stress and chronic stress.

PROPOSED RESOLUTIONS:

MOVED by Councillor _____ to approve the Social Needs Assessment as presented (or with amendments).

RECOMMENDED ACTION:

Approve the Social Needs Assessment

ATTACHMENTS:

- 1.) DRAFT Social Needs Assessment

APPLICABLE LEGISLATION:

- 1.) MGA s. 3 – Purpose, Powers and Capacity of a Municipality

PREPARED BY: Barb Bell, FCSS Director

APPROVED BY: Abe Tinney, CAO

DATE: June 23, 2023

CLARESHOLM SOCIAL NEEDS ASSESSMENT

Town of Claresholm



Prepared by:
The Sustainable Housing Initiative &
Health and Wellness Initiative at the
Rural Development Network

Full report is available as a separate
document at myclaresholm.com/council



ACTION ITEMS



REQUEST FOR DECISION

Meeting: June 26, 2023
Agenda Item: 1

BYLAW No. 1761 – LAND USE BYLAW AMENDMENT

DESCRIPTION / BACKGROUND:

The Town has received a land use bylaw amendment application for the re-zoning of the land located at 212, 50 Ave West from R1- Single Detached Residential, to C1 – Retail Commercial. The purpose of this application is allow for the property to be used for spa services with mixed use residential (caretaker's suite). As the owner does not live on premises, the current zoning of R1 – single detached residential, would not permit a home occupation application, therefore because of the location adjacent to downtown the applicant proposed a land use bylaw amendment.

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



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

RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1761, a bylaw to amend Land Use Bylaw No.1525 first reading.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1761

APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: June 23, 2023



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

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

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

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

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

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

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

LAND USE DISTRICT MAP

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

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

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

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

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

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

Brad Schlossberger, Deputy Mayor

Abe Tinney, Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



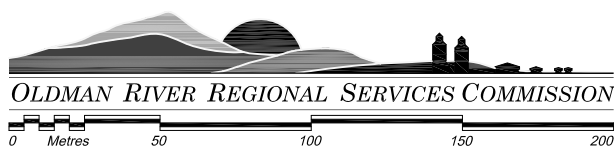
FROM: Single Detached Residential R1

TO: Retail Commercial C1

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

Bylaw #: 1761

Date: _____



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



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR111695

June 20, 2023

Dear Chief Elected Officials:

I am pleased and excited to return as the Minister of Municipal Affairs. It is an honour and a privilege to serve in this role, and I am eager to work together to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans.

As Minister of Municipal Affairs, I continue to believe in the importance of supporting our local communities, as they play a significant role in creating the economic and social conditions that contribute to Alberta's vibrancy and prosperity. My ministry will continue to develop the tools, training, and programs to support fiscally responsible, accountable, and sustainable local government, and improve the long-term viability of municipalities. I am also committed to my ministry's role in providing Albertans with safe buildings, homes, and communities through the province's safety codes system.

Together, we can continue to reduce unnecessary government oversight with regulatory approaches and program delivery that emphasize outcomes, in order to attract investment, support innovation, and grow Alberta's businesses.

I look forward to once again working together to strengthen Alberta's municipalities and collaborating on areas of mutual interest.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers

From: MA Engagement Team <ma.engagement@gov.ab.ca>

Sent: Thursday, June 15, 2023 3:12 PM

Cc: Karen Pottruff <Karen.Pottruff@gov.ab.ca>; Ali Langah <Ali.Langah@gov.ab.ca>

Subject: Potential Meeting Opportunity (Municipal Affairs Minister) - 2023 Alberta Municipalities Fall Convention

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 Chief Administrative Officer:

We are writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2023 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Edmonton Convention Centre from September 27-29, 2023. These meetings will be in person at the convention centre.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email to ma.engagement@gov.ab.ca no later than **July 13, 2023**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- No more than three policy items or issues **directly relevant to the Minister of Municipal Affairs and the department will be given priority.**
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipal councils as possible. All municipalities submitting meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Engagement Team
Municipal Services Division
Municipal Affairs



Good morning,

Each year, thousands of Alberta volunteers dedicate their time and talents to making this province a great place to live, visit and raise a family. Thanks to their dedication, Albertans have access to the cultural, recreational and social programs that are cornerstones for building strong communities and promising futures for all of our citizens.

The Government of Alberta values the commitment of Alberta volunteers. The Stars of Alberta Volunteer Awards were established to recognize outstanding volunteers who, through their contributions to Alberta's non-profit sector, are helping to make life better for their family, friends and neighbours.

You can help recognize the remarkable volunteers in your community by encouraging local organizations and individuals to submit nominations for the 2023 Stars of Alberta Volunteer Awards. I also ask that you and your council colleagues share your own stories of how volunteers have made a difference in your life and your community.

Up to nine awards are offered: two in each of the categories of youth, adult, and senior, and three in the Breaking Barriers category which recognizes individuals addressing racism, advocating for LGBTQ2S+ inclusion, and fighting gender discrimination.

Full information, including nominations forms and a downloadable promotional poster suitable for printing or placement on your community website can be found on our website at <https://www.alberta.ca/stars-of-alberta-volunteer-awards.aspx>. Deadline for nominations is September 15, 2023.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Michelle Smook

Director
Non-profit Voluntary Sector Policy and Strategy Unit
Community Engagement Branch
Alberta Arts, Culture and Status of Women
Government of Alberta



Recommendations on the Future of Intermunicipal Collaboration



 **Alberta
Municipalities**
Strength
In Members

DRAFT FOR FEEDBACK

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Executive Summary

Alberta Municipalities (ABmunis) has undertaken the [Future of Municipal Government](#) (FOMG) project to explore options for addressing critical municipal issues, such as municipal structure, climate adaptation, and leadership. One early outcome from the FOMG project is the reaffirmation that collaboration is an essential element of municipal governance. This report makes collaboration recommendations based on the common themes we heard from municipalities (ABmunis members and other municipalities) about their experience with Intermunicipal Collaboration Frameworks (ICFs).

The report outlines recommendations for improving intermunicipal collaboration in Alberta through:

- Changes to policy and legislation.
- Updates to funding programs and capacity-building tools.
- Best practices for collaboration.
- Topics requiring further consideration.

The report highlights the need for the provincial government to:

- Provide greater clarity and specific definitions in legislation.
- Improve the dispute resolution framework in legislation.
- Require accountability to ICFs.
- Support non-contiguous ICFs and exploring the possibility for non-contiguous amalgamations.
- Provide best-practice tools to support appropriate cost-sharing and joint economic development.

Many municipalities have a limited capacity for collaboration, meaning that the province needs to invest in:

- Funding collaborative initiatives, amalgamation exploration and implementation, and Growth Management Boards (GMBs).
- Supporting ABmunis and Rural Municipalities of Alberta (RMA) to update the ICF Workbook based on best practices.
- Collaborating with ABmunis and RMA to provide additional support for intermunicipal training, conflict resolution and facilitation, and shared resources.

Municipalities themselves can foster good intermunicipal collaborations by:

- Creating a culture of collaboration.
- Getting to know neighbouring municipalities and partners.
- Being strategic about collaborations.

During engagement, municipalities also identified topics for further consideration, including collaboration potential between ABmunis and RMA, broader collaboration with non-municipal partners, and perceived mediator and arbitrator bias.

The recommendations in this report will inform ABmunis' submission for the upcoming provincial review of ICFs in fall 2023. They will also guide our ongoing work with Municipal Affairs, RMA, and other municipal partners to support collaboration.

Purpose

Collaboration is essential for Alberta municipalities looking to tackle the challenges of municipal governance, including increasing service expectations from community members, downloading of responsibilities from the province, financial pressures, climate change and complex societal challenges. ABmunis has undertaken the FOMG project to explore options for addressing critical municipal issues.

Municipalities have shared their perspectives on how to improve current collaboration efforts, particularly ICFs. This report summarizes recommendations on how to optimize municipal collaboration and identifies actions for both the provincial and municipal levels of government, as well as the municipal associations.

The report is broken into four main recommendation sections:

1. Changes to policy and legislation.
2. Updates for funding programs and capacity building tools.
3. Best practices for intermunicipal collaboration.
4. Topics that require further consideration.

One early outcome from the FOMG project is the reaffirmation that collaboration is an essential element of municipal governance.

Future of Municipal Government Project

ABmunis launched the FOMG project in 2022 in response to the wide array of pressures that municipalities face. We partnered with the School of Public Policy at the University of Calgary to develop research papers that would serve as the foundation for dialogue on how to mitigate these pressures. The FOMG project is intended to explore and assess the options for municipal government structures that enable municipalities to build thriving communities into the future. One of the main project findings is the reaffirmation that intermunicipal collaboration is key to success. More information about the project is available on the [ABmunis FOMG webpage](#).

This report supports the FOMG project by making key recommendations to strengthen intermunicipal collaboration. These recommendations were developed using engagement feedback from the 2023 President's Summit on the Future of Municipal Government that included municipalities of all types and sizes from throughout Alberta, the 2023 Summer Municipal Leaders Caucus, and ongoing dialogue with municipal officials and administrators. The recommendations will inform ABmunis' submission for the upcoming provincial review of ICFs in fall 2023. They will also guide our ongoing work with Municipal Affairs, RMA, and other municipal partners to support collaboration.

Background

Municipalities currently face a variety of challenges:

- Community members within a municipality are constantly changing and often have increasing expectations for service provision, resulting in significant budget pressures.
- Municipalities are subject to the downloading of responsibilities from the provincial government without any accompanying increase in funding sources and revenue.
- Municipalities are at the epicentre of many complex societal challenges like homelessness, extreme weather (fires and floods), and economic recession.

Municipalities' collective experience confirms that collaboration is essential to overcome these challenges. The *Municipal Government Act* (MGA) was amended in 2017 to require collaboration between neighbouring municipalities, leading to the completion of 440 ICFs.

While collaboration is a long-standing tradition in Alberta, ICFs are relatively new, and the municipal experience has been widely varied.

Including collaboration as a municipal purpose in the MGA meant that collaboration became mandated rather than voluntary, with specific requirements outlined in the legislation. Broadly, ICFs require municipalities to:

- Assess whether collaboration would bring better effectiveness and efficiency to service provision at a regional scale.
- Determine how service delivery will be provided when collaborating.
- Negotiate various other ICF agreement details, including a dispute resolution framework.

When intermunicipal collaboration was mandated through ICFs, each municipality had three years to complete both their ICF and, where applicable, an Intermunicipal Development Plan. Some municipalities had only one ICF to complete. Others had many – some rural municipalities had to complete upwards of 15 to 20 ICFs. Also, the timelines and details of what was required in ICFs changed over time and was impacted by the COVID pandemic. In the end, this change to the MGA triggered a significant amount of work across the province in a short period of time, with mixed outcomes – some enthusiastically successful, some not at all successful, and everything in between. Some of the earliest ICFs led the charge and set the expectations for what an ICF should include. Other ICFs were completed at a very high level, with limited details, to comply with the legislated timeline. Municipalities are also required to review their ICFs within seven years from initial signing, or sooner if the parties agreed to a specific review timeline in their ICF. ABmunis anticipates municipalities benefiting from lessons learned and best practices identified through these reviews.

Just as Alberta is a widely diverse province, the municipal experience of ICFs was widely varied. Some municipalities found the experience strengthened already strong collaborative relationships. For others, the ICFs added strain to already tense relationships, or created strain where none had existed before. And in some cases, ICFs opened the door to collaboration in a way that hadn't been available previously. In listening to our municipalities, we learned that there is no single way to successfully collaborate.

Regardless of the outcome, negotiating ICFs has been a new experience for all Alberta municipalities and, like most significant undertakings, this process will benefit from continuous reflection and improvement. Based on our learning from the first round of negotiations, ABmunis is recommending changes to ICF legislation as well as enhanced support for municipalities to improve the ICF experience for the upcoming mandatory reviews.

Recommendations

ABmunis learned through engagement that the ICF legislation needs more clarity in several areas to avoid disagreement on collaboration parameters. Municipalities also need more supports and tools to enable them to develop appropriate partnerships.

The legislation does not need to add rigidity, but rather clarity on what needs to be addressed in ICFs and flexibility around how each municipal collaboration finds solutions.

Changes to Policy and Legislation

The success of ICFs depends on the legislative framework that regulates them. Based on our learnings from the first round of ICF negotiations, ABmunis recommends several key legislative changes to enhance the effectiveness of municipal collaborations into the future.

1. Definition Clarity

- **Basic ICF Services:** **ABmunis recommends that a clear list of required ICF services be articulated in the legislation.** This list should include basic municipal services such as transportation, water, wastewater, stormwater, waste management, emergency services, and recreation, while also allowing for other services to be addressed if necessary, such as libraries, cemeteries, school sites, FCSS. Like the MGA provisions for Intermunicipal Development Plans, if both municipalities agree that they do not need to address specific services in their ICF, it should not be mandatory to do so. Any municipality can revoke this agreement by giving written notice. ICFs can then be amended to include these specific services within one year.
- **GMB Municipalities:** For municipalities included in a GMB where any basic ICF service (as defined above) is not included in the GMB's agreements and plans, we recommend that the MGA require they be addressed. It is important that both the coordination and cost-sharing aspects of all basic ICF services be agreed to through either an ICF or alternate binding agreement.
- **Third-Party Services:** **There is significant confusion and inconsistency as to how third-party services are addressed in ICFs. ABmunis recommends providing clear guidance on what types of third-party services should be included and in what circumstances.** Our intent is to enable municipalities to explore collaboration on cost-sharing to support intermunicipal services rather than intervene in service delivery. Many services provided by third parties offer community members and businesses essential services for a complete community. Considering these services as part of the ICF process helps support a more regional approach to service delivery. The collaboration process in these cases could involve school boards, health boards, agricultural societies, major companies, and non-profit organizations. However, the nature of third-party service delivery is complex, so further review is required before a clear legislative definition is created.
- **Dispute Resolution Requirements:** ICFs must include a dispute resolution process, with sample options provided in the ICF Workbook. However, many municipalities prefer to have a clearly defined, minimum-standard approach included in the legislation so that they can focus on negotiating the content of the ICF rather than the negotiation process, especially when relationships are strained.

2. Accountability to the MGA

- **Order to Comply:** In instances where arbitration awards have been made, but are not being followed, ABmunis recommends that the MGA require a Ministerial order to ensure the municipalities in question comply with the arbitrator's award. Current practice shows that the Ministerial order is discretionary, so municipalities whose neighbours are non-compliant must resort to applying for an order from the Court of

King's Bench, which is time consuming. If a municipality applies for a judicial review of the arbitrator's award, we recommend that the municipality in question be required to comply with the award until the judicial review is complete.

3. Non-Contiguous Neighbour Collaborations and Amalgamations

ICFs are intended to support a more regional approach to service delivery. In some situations, having multiple municipalities party to an ICF, and even amalgamation, should be considered. The current legislation enables multi-party ICFs, but in practice few have been created.

- Awareness: Municipal Affairs, ABmunis, and RMA should continue to build awareness that ICFs can be used multi-laterally and there is no legislation limiting municipalities from collaborating with non-contiguous neighbours. Additional learnings from any existing multi-lateral ICFs should be developed and included in the ICF Workbook.
- Non-Contiguous Amalgamation: Based on the feedback, non-contiguous amalgamation should be explored, along with its inclusion in legislation. The application process for non-contiguous amalgamation may require different information to demonstrate benefits and mitigate risks. Ultimately, amalgamations are at the discretion of the Minister and no change to that authority is recommended. However, flexibility in the legislation would allow municipalities in unique situations to explore what could work best for their area.
- Interim Measures: **For municipalities interested in non-contiguous amalgamation, we would like to emphasize that non-contiguous ICFs are a good place to begin.** Amalgamations are labour-intensive, so starting to align systems (i.e., financial, IT, bylaws) and sharing resources can provide practical experience working together and be beneficial should amalgamation become possible.

4. Tools to Support Cost-Sharing

- Cost-Sharing Options: **Many municipalities would like to see a set of recommended cost-sharing methods and ABmunis members passed a [2022 resolution](#) calling for guidance on this topic. Having a set of recommended best practices supported by Municipal Affairs, RMA, and ABmunis would allow municipalities to identify the type of cost-sharing most appropriate to their situation.** We do not recommend instituting a cost-sharing formula that would apply to all municipalities because we know that one size does not fit all. Lessons from similar cost-sharing experiences, such as off-site levies, are pertinent. Municipalities must clearly define the service, its costs, and the benefitting areas (or catchment areas) for off-site levies. These cost-sharing options can also address what the benefit is – whether that is direct use, or the ability to use. For example, in some situations, benefit is defined by how much of a service each user consumes (i.e., water). In other situations, benefit is more about having the service available for use should it be needed (i.e., emergency or disaster services). An additional consideration is whether the service is considered necessary to attract economic development or essential workers (i.e., doctors) who typically expect high quality regional services and amenities. Providing a toolkit with background information on how cost-sharing techniques are used, and why and how benefit can be determined, would help municipal collaboration by providing a resource to begin conversations.
- Joint Development Initiatives: While ICFs and many municipal collaborations are about cost-sharing, there are also opportunities to include joint development best practices. **Many intermunicipal collaborations are about more than just sharing costs; they seek to enhance the region's economic and community development. This means that municipalities should consider how to work together to attract business to their region.** In these cases, joint development agreements may support both municipalities actively engaging in economic development because both will share in the financial benefits. RMA's October 2022 Municipal Structures Report suggests the use of Joint Development Areas in concert with Intermunicipal Development Plans to identify development areas and share in the costs and revenues the area generates. The report also suggests the use of Joint Economic Development agreements that are similar in terms of costs and revenue, but more regional in nature rather than specific to a single area. The development of best practices for such tools would be a good resource.

Changes to Funding Programs and Capacity-Building Supports

In addition to legislative changes, municipalities need financial, knowledge, and skill supports to build capacity and enable effective collaboration efforts.

1. Funding Programs

Successful collaboration requires significant time and energy to build relationships and develop mutual understanding. Collaboration grants have been available for many years, but an additional focus on grants and timing is critical to support ongoing efforts.

- **Additional Funding:** Municipalities need additional funds above what is currently available for the sole purpose of collaboration. It is not enough to have grants available for those times when parties are in conflict. **Municipalities require additional funds to coordinate and prepare for collaboration during their ICF negotiations, which will help prevent conflict.** While grants are available, they are not adequate nor accessible to all who need them.
- **Grant Criteria:** There are currently grants available for collaboration initiatives. However, successful collaboration should be rewarded by giving higher priority to all provincial grant applications submitted by more than one municipality. Grants should also be available for situations where one municipality's financial resources are significantly different from their neighbours. These grants can be used to support equitable participation.
- **Efficient Process:** The grant process should be streamlined and timelier. Municipalities need to know what funds are available, when applications are required, and how long it will take to access grant funds once an application has been submitted. Municipalities currently struggle with the grant process. **Collaborations are often time-sensitive processes that emerge quickly based on opportunities. Grants need to be available and accessible on an ongoing basis so they do not halt progress.**
- **Amalgamation Funds:** The costs associated with exploring amalgamation are high and municipalities need more financial support to adequately assess whether an amalgamation is feasible and appropriate.
- **GMB Funding:** **Like ICFs, the costs associated with coordinating and organizing collaboration for GMBs are high. Municipalities would like to see stable, predictable funding for GMBs.**



Stable and predictable funding is needed to build capacity for effective collaboration efforts.

2. Capacity-Building Supports

While funding supports are a primary need for municipalities, there is also a need to help municipalities expand their capacity for collaboration.

- Updated ICF Workbook: The ICF Workbook, prepared in partnership by Municipal Affairs, RMA, and ABmunis, was a useful tool for the first round of ICF negotiations. Now, the workbook needs to be updated to reflect the practical experiences of the last five years and focus on best practices. The workbook will also need to be promoted again to raise municipal awareness of the tool.
- Intermunicipal Collaboration Training: Elected officials often ask about whether training specific to collaboration can be offered. ABmunis currently partners with RMA to teach the Elected Officials Education Program's Regional Partnerships and Collaboration course, so greater awareness of this program could be fostered. Skill development is also a useful first step in intermunicipal collaborations and feedback from participants who take the course with their neighbouring municipalities has been positive. **Whichever way the training is delivered, broader intermunicipal collaboration training is frequently requested.**
- Conflict Resolution Option Awareness: **Destigmatizing mediation and arbitration will go a long way towards enabling municipalities to use these supports effectively.** Many municipalities suggested that having a neutral third-party facilitator lead the negotiation process is a key strategy in reaching a positive outcome. However, there seems to be a sense that municipalities have failed if they cannot collaborate without external help. We recommend Municipal Affairs continue to work with ABmunis and RMA to demonstrate the value these supports offer based on the real experiences of municipalities across Alberta.
- Facilitation Services: **Many municipalities have suggested collaborations would benefit greatly from a free facilitation service provided by the province, similar to community development facilitators.** Municipalities have had many positive experiences with community development facilitators, knowing that this service is readily available when needed and doesn't come with the burden of unknown costs.
- Shared Resources: Shared systems and data is the first step to better collaboration. There is a clear benefit to municipalities working together to determine what financial, IT, and asset management data systems are used, and then aligning these systems so that data comparisons are more useful. Having apple-to-apple comparisons of data can mean the difference between getting to an agreement or stalling out. Municipalities have suggested that ABmunis and RMA could provide joint support for identifying options for common systems.

Training, facilitation, shared resources, and destigmatizing mediation and arbitration are needed to expand municipality's capacity for collaboration.

Best Practices to Support Effective Collaboration

In addition to the recommendations above, municipalities have identified best practices that can be implemented in their everyday interactions to enhance collaboration. The following are some of the most frequently endorsed tips for municipalities to use today and into the future.

1. Create a Culture of Collaboration

- **Proactive Collaboration:** Municipalities should focus on the cultural aspects of collaboration. This means that relationships are built and fostered before any opportunities or challenges emerge. **Also, when new projects or opportunities do arise, partners should be brought to the table early so they participate in project ideation and key decisions impacting service delivery levels and funding options.**
- **Formal and/or Regular Arrangements:** One of the ways to foster ongoing relationships is to establish a cooperation protocol or a joint friendship committee that outlines the commitment to a relationship between two or more municipalities. These types of arrangements enable conversations that are far broader than those that focus only on ICF services and/or Intermunicipal Development Plans. Regular meetings between Councils, joint friendship committees, and/or Chief Administrative Officers (CAOs) provide an opportunity to better understand each municipality's unique circumstances.
- **Collaboration at All Levels:** Collaboration cannot and should not only take place between elected officials. **We should encourage collaboration between all levels of staff in municipalities, from the CAO to the grader operators.** We recommend enabling staff to develop joint recommendations for collaboration and then the elected officials only need to work out the most politically important components.
- **The Right Attitude and the Right People:** The right structure and commitments can get people part of the way down the road to collaboration, but the right attitude is the magic ingredient. Of course, there is no single "right" attitude, but what tends to work is leaving egos at the door by being a champion for regional benefits; staying positive and believing that collaboration is possible; and being solution-oriented when inevitable challenges arise. This sometimes means that the "right" people must be involved. **The right people aren't necessarily identified by their position; rather, they are the people that bring value to an initiative because they have the right set of skills for collaboration, as well as enough authority to make decisions and build momentum.**

2. Get to Know Each Other

- **Connect Socially:** Getting to know a neighbouring municipality's elected officials and staff goes a long way to supporting all types of community initiatives. If opportunities to connect socially are limited, at a minimum, municipalities can build social time into meetings and plan to have meals together. Ideally, municipalities should work on a diverse range of community initiatives together, including community boards and organizations. This will help build relationships that are robust, but also interconnected. Even when relationships are good, understanding what is challenging for neighbouring municipalities goes a long way towards supporting successful collaboration.
- **Learn About Your Neighbouring Municipality:** In addition to spending time together socially, elected officials and staff should take the time to learn more about the municipalities in their region. Do field trips and tours together as part of collaboration. Meet with community groups and companies doing business in the region. Talk about what's on each Council's agenda and strategic plan. **The more you understand about the opportunities and challenges your neighbour faces, the better you will be able to come up with joint solutions to regional issues.**

3. Be Strategic About Your Collaborations

For the most part, collaboration doesn't just happen. It takes vision, planning, and coordination to execute successfully. There are many recommendations in the ICF Workbook that have guided the current round of collaborations and negotiations, and based on the feedback of municipalities, a few themes stand out.

- Consider an ICF or a Potential Collaboration to be a Project: Develop a strategic plan for the collaboration by working together to set goals, parameters, decision-making authority, roles and responsibilities, communication protocols, and metrics for success.
- Plan for Data-Driven Decisions: Wherever possible, prepare the appropriate information and data that will be necessary to the conversation in advance. If municipalities do not have the same types of data, or need neutral technical advice, consider hiring an external third party to prepare data to be used by both parties in the negotiations. Alternatively, work towards having similar information systems in place so data comparison and analysis are easier. Make sure decision-makers have the information and data in advance of meetings so they can prepare and even meet with their Council to get feedback.
- External Expertise: Consider engaging appropriate expertise in facilitation, conflict management, and/or legal support for your situation. We have often heard that bringing in a neutral, third-party facilitator early on enabled a much more straightforward negotiation and supported team-oriented relationships. The facilitator can help you stay focused on your strategic objectives and create space for elected officials to focus on content rather than process. Legal support has also been highly recommended to ensure that agreements made through dialogue are supported by legal backing. It is critical to assess your municipality's needs and ensure that your legal support matches your circumstances – the wrong support can make the process much more challenging.
- Normalize Disagreements: Conflict is almost always going to arise. Intermunicipal collaboration involves complex topics with large impacts to community members and ratepayers. There can be big stakes involved. **Differences of opinion and perspective are part of the experience, but ultimately, it is how you address conflict that matters.** Having a dispute resolution process in place is important so that when disputes arise, there is an already-agreed-upon process to follow that is clear and known to all parties. **Then, focus on the issue, not the people involved.** Normalizing conflict can be done in many ways, but generally, it helps to assume that conflicts will arise, talk about how you will deal with conflict, stay calm, take breaks when needed, and stay committed to working through the hard discussions so that conflict isn't avoided, but managed.

Topics Requiring Further Consideration

During our engagement, we identified additional topics for discussion outside of the provincial and municipal roles in collaboration. We believe these topics should be further explored to determine how they can complement collaboration initiatives.

1. Associations to Model Collaboration

- Some municipal feedback highlighted a perception that the relationship between RMA and ABmunis is strained. Still, the two associations have demonstrated valuable strength when working together on common issues. Municipalities see this relationship as an opportunity for the associations to model collaboration to their members and show the benefits of collaboration at all levels. The associations can strengthen their relationship by jointly hosting events and intermunicipal conversations. We can also build on the success of the ICF Workbook by working together to update this important resource and coach municipalities on intermunicipal best practices.

2. Broader Collaborations

- Municipalities should consider expanding their collaboration efforts to other interested parties, such as school boards, community-based non-governmental organizations, and businesses. We acknowledge that we are missing the participation of our Indigenous neighbours in both formal and informal municipal collaboration. **We therefore recommend that municipalities implement the Truth and Reconciliation Commission's Calls To Action and start to build relationships with their Indigenous neighbours before expecting collaboration on regional issues.** ABmunis has developed a [Municipal Guide to the Truth and Reconciliation Commissions' Calls to Action](#) and regularly includes information on municipal-Indigenous relations at our events.

3. Amalgamation

- For many municipalities, changing the MGA to require collaboration has been viewed as a precursor to forced amalgamations. **Some municipalities fear what ICFs will ultimately lead to and agree that forced amalgamations would not be the right approach for most municipalities in Alberta.** While municipalities generally support intermunicipal collaboration, cases of more difficult and less successful ICF negotiations tend to be highlighted in the media. **Municipalities would benefit from hearing ICF success stories to bolster perceptions about how well intermunicipal collaboration can work.**
- We also recognize that for some municipalities, amalgamation has potential value. There are many expectations and assumptions about what amalgamation will offer to communities exploring this option. To help municipalities better understand the risks and benefits of amalgamation, the province could develop and share case studies specific to Alberta. For municipalities exploring amalgamation, additional support should be offered, with incentives for amalgamation should they decide to pursue this option.

4. Mediation and Arbitration Bias

- Municipalities generally support the use of mediation and dispute resolution options. However, some municipalities raised concerns that conflict resolution professionals may have an urban bias. Their perception is that because many conflict resolution professionals live in urban centres, they are biased in favour of urban municipalities.
- Professionally designated mediators (QMed or CMed) and arbitrators (QArb and CArb) are guided by professional ethical standards that are upheld by their regulatory board. These standards include being non-biased and having a neutral opinion of all parties involved in a dispute. Arbitrators make their awards based on the information presented to them and should not rely on their own body of knowledge, so awards should not reflect any inherent bias. Nonetheless, having a diverse range of conflict resolution professionals available to municipalities would be beneficial.

5. Viability

- Alberta is unique in having a viability review process that helps municipalities determine their ability to continue as a municipality or develop a plan that leads to viability. The process is intended to bring decision makers together and to enable communities to make decisions about their future based on an infrastructure study and viability review report. Municipal associations provided input on the development of the process and its evolution over the past decade. However, there is still opportunity for improvement.
- At their 2023 Convention, RMA members adopted a resolution to advocate for the Government of Alberta to enhance support for receiving municipalities in dissolutions resulting from the viability review process. Some ABmunis members have identified the need to greater support for those who decide to remain a municipality.
- The School of Public Policy is analyzing the process and outcomes of viability reviews and will release its findings in the fall, which provides the opportunity to discuss opportunities to enhance the process for all municipalities involved.

Summary

Collaboration is the preferred approach to address the challenges that municipalities currently face with respect to both service delivery and complex social, economic, and environmental issues.

The municipal experience with ICFs has highlighted the need for the provincial government to better support collaboration by providing clarity in legislation, adequate and streamlined funding programs, and capacity-building tools.

Municipalities should identify best practices for collaboration and take the time to invest in intermunicipal relationships. The recommendations and tips presented in this report aim to improve the experience of upcoming ICF renegotiations and promote enhanced collaborations between Alberta municipalities.





Alberta Municipalities

Strength In Members

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Edmonton, AB T6E 6E6
780.433.4431 ■ 310.MUNI

abmunis.ca



Karine Keys

From: Village of Barons <barons@xplornet.com>
Sent: June 15, 2023 12:31 PM
To: Karine Keys
Subject: Family Fun Day Invitation
Attachments: Family Fun Day Letter.pdf

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.

Claresholm CAO and Council,

Please find attached our invitation for participation in our annual Family Fun Day event and parade.

We would be honoured to have you be a part of our Parade the morning of July 8th. No Advance sign-up is required, and all entries are welcome.

The line-up for the parade will start at 9:30 am on Railway Avenue for judging by the Barons Elks, with the parade to commence at 11 am.

After the parade, there are a few other organizations whose doors will be open for refreshments and snacks:

- The Barons Drop-In Centre will be open for coffee, iced tea, and goodies, with a show and shine outside hosted by the Barons AG Society. Superman movie to start at 1:00 pm.
- The Barons Legion Branch #160 will be open for lunch, and all members and invited guests are welcome to have a drink at the bar, listen to the jam session, and take part in a game of shuffleboard, crib, or darts.
- The Barons Historical Society will be open for lunch, with a display on the Superman movie and its ties to the Barons area to celebrate 45 years since its release.
- The Farmers Market at the Barons Community Hall runs from 10 am – 3pm with a variety of vendors on-site.

The Barons Agricultural Society is also hosting their community roast beef supper from 5 pm - 6:30 pm. The cost of which is \$15 – 13 years and over, kids 12 and under – \$10.00.

We hope that you can attend our parade and take part in our celebration on July 8. If you have any questions, please contact Mary Bishop at (403) 330-6274

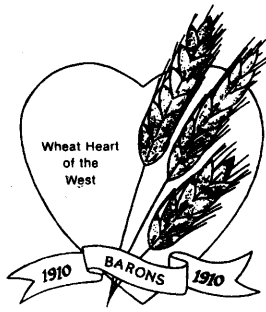
We look forward to seeing you on July 8th.

Regards,

Village of Barons Council, Barons Ag Society, and the Barons Elks

--

Jen Durell, Administrator
Village of Barons
Box 129
Barons, Alberta
T0L 0G0



VILLAGE OF BARONS

P.O. Box 129 Barons, Alberta T0L 0G0 Phone 403-757-3633

June 8, 2023

Dear Mayor and Council,

The Village of Barons, along with the Barons and District Agricultural Society, Barons Elks, and other sponsors cordially invite you to take part in our annual Family Fun Day Parade on July 8th, 2023 in Barons. The theme for this year's celebration is "Superman".

It is always an honor for us to be able to include our neighbouring communities and guests in our celebration, and to welcome you to our Village. This fun filled day will include a pancake breakfast, candy parade, farmers market, kids' games, family scavenger hunt, historical presentations, a show and shine, and many other activities and events.

To enter the parade, there is no advance sign-up required. All parade entries are welcome – floats, vehicles, animals, or on foot. All entries are encouraged to hand out candy, though it is not required.

The line-up for the parade will start at 9:30 am on Railway Avenue for judging by the Barons Elks, with the parade to commence at 11 am. There are ribbons to be awarded and prize moneys to be won in 7 categories for 1st place - \$100.00, 2nd place - \$50.00 and 3rd place - \$25.00. Along with these prizes, any child participating in the parade will receive a candy bag from the Barons Elks so they don't miss out.

After the parade, there are a few other organizations whose doors will be open for refreshments and snacks:

- The Barons Drop-In Centre will be open for coffee, iced tea, and goodies, with a show and shine outside hosted by the Barons AG Society. Superman movie to start at 1:00 pm.
- The Barons Legion Branch #160 will be open for lunch, and all members and invited guests are welcome to have a drink at the bar, listen to the jam session, and take part in a game of shuffleboard, crib, or darts.
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We hope that you can attend our parade and take part in our celebration on July 8. If you have any questions, please contact Mary Bishop at (403) 330-6274

We look forward to seeing you on July 8th.

Regards,

Village of Barons Council, Barons Ag Society, and the Barons Elks

Karine Keys

From: Valleri Okos <vokos@shaw.ca>
Sent: June 13, 2023 10:24 AM
To: Karine Keys
Subject: Invitation to Float in the Carmangay Parade August 5

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 **Village of Claresholm CAO and Council**

The **Carmangay Agricultural Society** is excited to host the Carmangay Annual Sports Day and Fair August 4-6 2023.. The Annual Parade is supported by the Horticultural Society. We would be honoured to have the Village of Arrowwood to be a part of our Parade the morning of August 5.

August 5 the Parade line up is scheduled for 9:00- 9:30 am , judging starts at 9:30 and the Parade begins at 10 am. For more information please contact Valleri Okos at vokos@shaw.ca or 587-777-3927. or Laurie Lyckman 403634024..

So much going on August 4-6. .. Watch the Village of Carmangay Facebook page for up to date event line ups. The Volunteer Fire Department i hosting their annual BBQ on Friday August 4 . The Lions Club Pancake Breakfast is August 5 at 9 am Carmangay Community Center. Of course the Parade at 10 am . Loads of Kids events throughout the day too. The Agricultural Society also sponsors the Bench Show . The Carmangay Curling Association is hosting their annual Bonspiel with cash prizes Steak Dinner Saturday night and beer gardens.Aug 4-6.

Thank-you for your time . We look forward to hearing from you.

Sincerely,

Carmangay Horticultural Association

Karine Keys

From: iitaitaamaopop@prdl.ca
Sent: June 19, 2023 12:17 PM
To: 'litai'taamaopo'p Ltd'
Subject: litai'taamaopo'p Ltd 3rd Annual Fundraiser Golf Tournament
Attachments: IITAI_GOLF2023.pdf

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.

Oki (Hello),

I hope this email finds you well and in great spirits!

litai'taamaopo'p home is nearly completed its construction phase, we are hitting milestones each week!

Another exciting event that we are presently working on is the 3rd Annual Golf Tournament Fundraiser on July 19, 2023. Our host golf course will be The Bridges Claresholm GC.

This tournament not only provides fundraising for the immediate needs of litai'taamaopo'p. With every sponsorship, the tournament will be able to assist and provide recognition at the 1st Annual Piikani U17 Golf Tournament that will be held in conjunction with the Piikani Nation Annual Celebrations. It also provides our community opportunity to network with our sponsors.

Opportunity for companies to network, market their company name & logo, team building, grow your circle, great for all ages, beautiful scenery, health benefits and you get to support a great cause!

This year litai'taamaopo'p Ltd has made registration for golf teams or individual golfers, including sponsorship and donations easily available on our website: <http://piikanigolf.ca> If you require another method, please email me directly.

Please feel free to share with your networks and contacts.

Thank you for your consideration! Your support is greatly appreciated.

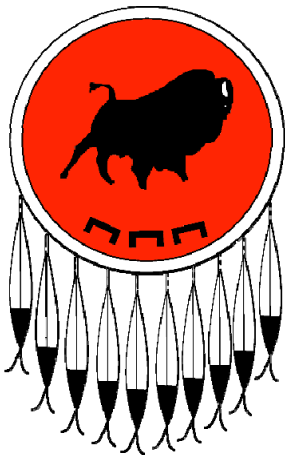
"Invest in the youth, they are the building blocks of future" - Atam Ayomanor

[#golf](#) [#golftournament](#) [#fundraiser](#) [#teambuilding](#) [#marketing](#) [#supportyouth](#)

*"If we want to create a better future, we need to help those who will be leaders in that future." -
Laurinda Lee*

Respectfully,

Robin Lee Twigg
Executive Assistant
Iitai'taamaopo'p Ltd.
P: 403-965-3092
F: 403-965-2626
C: 403-915-5488
E: iitaitaamaopop@prdl.ca
M: P.O. Box 3317 Brocket, AB ToK oHo



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Please consider the environment before printing this e-mail

IITAI'TAAMAPO'P LTD

3rd Annual Golf Fundraiser



GOLF 2023

TOURNAMENT

JULY 19 | The Bridges

**WEDNESDAY
2023**

349 39 Ave W, Claresholm, AB T0L 0T0

**REGISTRATION
SHOTGUN START**

**9:30AM
10:00AM**



**AWARDS
MEAL**

ONE PLAYER \$175 | FOURSOME \$700

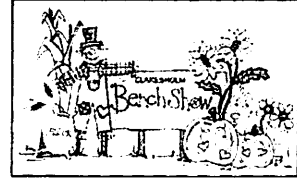
 **Call Robin**
403-965-3092

 **1682 17Street**
PO Box 3317
Brocket, AB T0K 0H0



Visit Us
WWW.PIIKANIGOLF.CA

June 22, 2023



To: The Town of Claresholm
c/o Claresholm Town Council

Re: Support of Claresholm & District Fair Days Bench Show August 10 - 12, 2023

Attached please find our Town of Claresholm Application for Donation (Policy 5.1.01 – Schedule "A").

The Claresholm Fair Days Bench Show organizers are working to host the Bench Show after a four-year absence. Facilitated completely by volunteers, the first Bench Show was held in 1907. Except for a few years during the 1930s, it has run continuously until the recent Covid pandemic put a stop to public gatherings. The Fair Days Bench Show operates under the umbrella of The Willow Creek Ag Society.

We are holding this year's Bench Show at the Claresholm Community Centre in partnership with the Claresholm Lions Club and their Fair Days "Beef on a Bun."

We respectfully ask the Town of Claresholm to support the Bench Show with a donation to cover our portion of the Community Centre Rental (\$700). Your support will help ensure we can continue to operate the Bench show in the coming years.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Syd Gray". The signature is written in a cursive, flowing style.

Syd Gray
President, Claresholm & District Fair Days Bench Show

Town of Claresholm Application for Donation

(Policy 5.1.01 – Schedule “A”)

Date of Application: June 22, 2023

Date of Event: Thursday, August 10 – Saturday, August 12, 2023

(Thursday: set up and accepting entries, Friday: accepting entries, judging, public viewing, Saturday: public viewing, prize payout, entry collection, tear down)

1. Applicant Information

Name of Applicant: Claresholm & District Fair Days Bench Show

Address: PO Box 213, Claresholm, T0L 0T0

Contact Person: Syd Gray

Telephone: 403.625.2132

2. Type of Organization: Arts/Culture Recreation/Sports Event Other (specify)
Rural Fair BENCH SHOW

3. Is the Organization registered with Revenue Canada as a Charity **Yes**

If yes, provide registration date & #

The Claresholm & District Fair Days Bench Show is under the umbrella of The Willow Creek Ag Society which was originally registered on February 23, 1953 (name changed to WCAS on February 16, 1966) #119298925 RR001

4. Is the Organization incorporated as a non-profit organization **No**

If yes, provide registration date & #

5. Type of Donation (check and explain)

Community Event

Special Event

Community Project Funding

Donation (Financial Assistance)

In-Kind Contribution - Fee Waiver

In-Kind Contribution – Service, Equipment of Materials

Other (explain)

Explanation

The Claresholm & District Fair Days Bench Show is asking the Town of Claresholm for financial assistance to cover the cost of our portion of the Claresholm Community Centre (Main Hall and Lodge Room) rental from Thursday (8 am) until Saturday (5pm).

Amount (value) Requested: \$700

6. Details of how the funds will be expended:

The financial assistance from the Town of Claresholm will be used to cover our portion of the Claresholm Community Hall rental.

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

YES

8. Previous Donations

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

DATE	Amount	Use of Funds
Ongoing	Gift-in-Kind	A portion of the storage room rental at Claresholm arena

9. 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 & District Fair Days Bench Show gives everyone in the community a chance to showcase their talents in a broad range of disciplines including: yard and garden, grains, forages, range plants and noxious weeds, yard and garden décor, flowers and plants, garden produce and fruits, heritage displays(particularly important with this year's theme: The Good Old Days), foods, sewing, fibre arts, homecrafts, handicrafts, art, painting and sketches, poultry, small furry and feathered, and photography. In an average year almost 200 residents of Claresholm and the MD of Willow Creek (ranging in age from 5 to 85) enter more than 1,000 projects. The Bench Show is very well attended during the public viewing hours.

We also have a host of other activities including the popular pet show, money sand pit, petting zoo etc.

The full Claresholm & District Fair Days Bench Show catalogue is available at:
<https://www.claresholm.ca/admin/resources/page-files/catalogue2019-2020web.pdf>

Claresholm & District Fair Days Bench Show organizing committee:

Syd Gray, President

Sheila Gray	Denise Spencer	Stephanie Norby	Pat Fogg
Kathy Lyster	Kathy Sandy	Lyndsey Douros	
Debbie Lozeman	Lynda Schuler	Rita Erven	

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

The Claresholm & District Fair Days Bench Show provides residents (young and old) of the Town of Claresholm and the MD of Willow Creek with an opportunity to showcase their skills in a variety of interests, from agriculture and gardening to crafts and food preparation.

How will your organization acknowledge the Town's donation?

We will recognize the Town of Claresholm's donation through the Bench Show's Facebook Page and verbally at the event.

10. Please provide a detailed list of all sources of funding for the organization (as of June 22).

Funding source	Amount	Recommended Use of Funds
UFA	\$800	Petting Zoo
IGA	TBD	Product
WCAS	TBD	General Use
50/50 Draw	TBD	Future Bench shows
Entry Fees	\$1490*	Future Bench shows
Public Admission	TBD	Future Bench Shows

(* Based on past years entries: adults \$2/junior \$1 per entry)

Claresholm Bench Show 2023 Budget

	A	B	C
1	Item	Amount	Details
2	Venue Rental	\$700	Possibly offset by Town of Claresholm donation
3	Food	\$600	Lunch for volunteers and judges
4	Judging	\$1,550.00	Honorarium and mileage
5	Memberships	\$115	Horticulture Society Membership (not paid in 2023)
6	Entertainment	\$400	During hours open to the public
7	Balloons	\$105	Decorations
8	Garden Judging Lunch	\$55	Lunch for garden judging
9	Volunteer snacks	\$90	Possibly offset by donation from IGA
10	Printing	\$2,420	Bench Show Catalogues and posters
11	Sand Pile	\$106	Children's Money sand pile
12	Arena Storage	\$672	Portion of rent is a gift-in-kind from Town of Claresholm
13	Cash Float #1	\$2,085	Float for 50/50 and public admission to bench show
14	Cash Float #2	\$5,056	Prize Pay Out
15	Petting Zoo	\$800	Possibly offset by donation from UFA
16	Youth of Tomorrow	\$200	Donation for assistance with set up
17	Prize Ribbons	\$1,200	
18	PO Box Rental	\$182	
19			
20	TOTAL	\$16,336	
21			
22	CURRENT BALANCE	\$10,309.91	

Abe Tinney

From: [REDACTED]
Sent: June 10, 2023 11:55 PM
To: Abe Tinney
Subject: CRAZ AGM
Attachments: CRAZ Annual Report.pdf

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.

Hi Abe

I attended the CRAZ AGM last Tuesday. Attached is the 2022 Annual Report in full: I've picked out a few highlights below:

- CRAZ took over the operation of the Airdrie Air Quality Monitoring Station, and now operates 4 permanent monitoring stations (3 of them in Calgary)
- PAML (Portable Air Monitoring Lab) deployed in Aldersyde and Chestermere, 6 months each location
- Monitoring trends indicate that NO₂ (Nitrogen Dioxide) levels are moving into levels that need management: the data includes particulate from fires, trans boundary pollution, lagoons, wetlands, as well as industrial pollution
- 2018 and 2021 were the years of highest H₂S exceedances
- Overall, in 2022, 10% of the year, air was of concern in the Calgary area

There were 3 presentations that were of general interest given after the AGM

1. Calgary Airport Authority and Sustainability: This is a not-for-profit group that has recently joined CRAZ. The director has a paid position and reported that the Calgary Airport is aiming for net zero waste by 2050. This includes collecting rainwater for building use, installing low use toilets and sinks, de-icing planes in an area on the tarmac where the ethylene glycol can be collected and reused, and many other processes modified to eliminate waste. The CAA also administers Springbank Airport: I was surprised to learn that it ranks among the top 10 busiest airports in Canada (constant take off and landing due to SAIT and Mount Royal flight training programs as well as several private flight schools).
2. Nuclear Affordability: Dr Fournier presented the case for Alberta investing in nuclear power as a much greener alternative to solar and wind power, requiring less land, fewer transmission lines, and with the new fast neutron reactors, less waste and waste that can be recycled as fuel – no need for uranium mining, since there is apparently 5,000 years of usable fuel on hand from existing reactors. There are also small modular reactors that are mobile and can be taken to sites which are extremely isolated.
3. Gravel Extraction: The technical term for sand, gravel and rock is “aggregate”, all of which is used extensively in industry to build roads, bridges, houses, glass, and many other products: after water, aggregate is the second most used product in the world. The Aggregate Sector in Alberta is worth \$1 billion annually. The government currently limits the way that aggregate can be ‘mined’, as it is lumped together with coal mining and oil and gas extraction. The presenter made the case that aggregate extraction is far less detrimental to the environment than coal or oil extraction, and locating sources of gravel close to industries in cities is a much greener option than building roads to truck the material in from remote areas. There is also less of a problem in

remediation once an area is exhausted; as well, taxpayers pay less for a product that is mined more closely to the areas where it will be processed.

Final note: The AGM was held at the Ralph Klein Park (Education Center), which is also the site of Calgary's newest cemetery – a green burial cemetery. No embalming; bodies are buried in compostable material and not in designated plots so as to maximize land use. Once an area is 'full', a central marker is erected with the names of all the deceased. It is significantly more environmentally friendly than cremation.

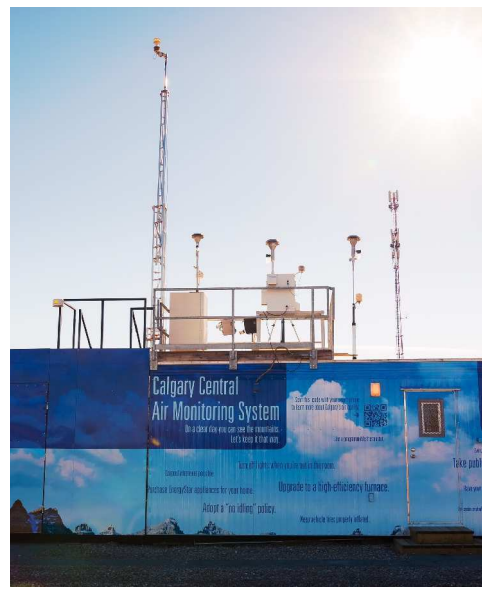
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<http://calgaryfolkdance.ca/>

<https://protectalbertawater.ca/>

Calgary Region Airshed Zone Annual Report 2022

Full report is available as a separate document at myclaresholm.com/council



Caring for the Air





REQUEST FOR DECISION

Meeting: June 26th, 2023
Agenda Item: 11

Fun Run Road Closure Request: West Meadow Elementary School Fundraising Society

DESCRIPTION/BACKGROUND:

The West Meadow Elementary School Fundraising Society is looking to host a fundraising Colour Walk/Run and is requesting road closures from the Town to facilitate a safe and orderly event. This is the first such fundraising event for the society.

The society is proposing to hold the Fun Run on Saturday September 23rd. The event will begin at 10:00am and wrap up by 12:00 noon.

PROPOSED RESOLUTIONS:

MOVED by Councillor _____ to approve the following road closures on Saturday September 23rd from 9:00am to 12:00pm to facilitate the West Meadow Elementary School Fundraising Society Fun Run: 8th Street at 55 Ave West to Derochie Drive, including the intersections along 8th Street at 59th Avenue and Saskatchewan Crescent.

COSTS/ SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Council approve the road closure for the event.

ATTACHMENTS:

- 1.) Fun Run Request

APPLICABLE LEGISLATION:

- 1.)

PREPARED BY: Abe Tinney, CAO

Dear Claresholm Town councillors,

West Meadow Elementary School Fundraising Society is hosting our first ever WMES Colour Walk/ Run on Saturday September 23, 2023, commencing at 10 am. All proceeds from the event will be used to enhance educational experiences at the Elementary School, including funding field trips and out of class learning activities, as well as assisting with the purchase of educational resources.

The run will be just under 3km, and include stations where non-toxic, hypoallergenic powder will be dispersed on participants. Creating a fun and exciting environment where students along with members from the community can be as silly and fun, or competitive as they wish.

Ideally our route will start at the elementary school, go north on the path beside 8th street until Derochie drive where the runners/ walkers would turn around and head south on 8th street and circle around the fence line at the school, finishing in front of the Elementary School. We are requesting that we block off 8th Street starting at 55 Ave West to Derochie Drive. Blocking off entrance onto 8th street from 59th Ave West as well as Saskatchewan Crescent. We would like to block the road from 9:30 - 12:00 in order to keep all of our racers safe.

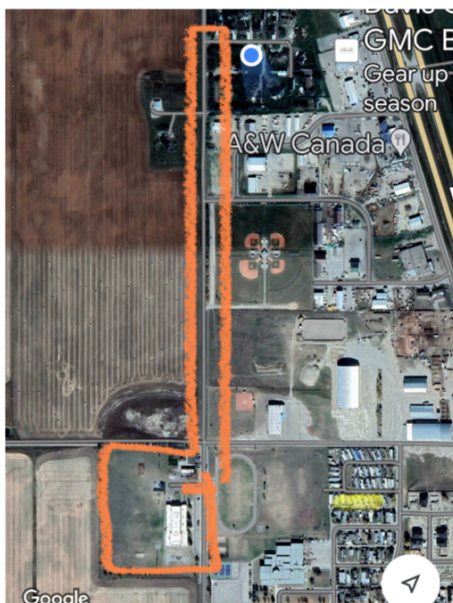
The colour stations will create some mess, but they can be easily swept up, which we will do once the race is over and the remnants will wash away with water.

If you have any questions do not hesitate to reach out via email elisabethsabey@yahoo.ca or phone 403-360-4210.

Thank you for your consideration.

West Meadow Fundraising Society

chair: Elisabeth Sabey



Colour run route 2.75 km



REQUEST FOR DECISION

Meeting: June 26, 2023

Agenda Item:

Prize Donation to Claresholm Fire Department – Annual Golf Fundraiser

DESCRIPTION:

The Claresholm Fire Department is excited to host our annual mixed 4-person scramble golf tournament August 19, 2023 at the Bridges of Claresholm Golf Course!

The Claresholm Fire Department is a volunteer organization that responds to both fire/rescue and medical events within our community. As part of our CFEP (Community Facility Enhancement Program) grant application, the membership will allocate the proceeds of this year's golf tournament towards the renovation and expansion of our Hall.

We are asking for cash donations this year as well as prizes for our door prize draws such as gift baskets or larger items you would be willing to donate. We will have 36 hole sponsors available for \$200 where you will have your business advertised. We would like to thank-you in advance for any donations given. We also ask you to consider entering a team and come spend the day with us on the course.

PROPOSED RESOLUTION:

Moved by Councilor _____ to approve a (Cash/Prize) Donation to Claresholm Fire Department's – Annual Golf Fundraiser in the amount of _____

ATTACHMENTS:

1. Claresholm Fire request for sponsorship letter & poster.
 2. Town of Claresholm Application for Donation Policy 5. 1. 01— Schedule " A")
-

PREPARED BY: Craig White -- Fire Chief

APPROVED BY: Abe Tinney, CLGM – CAO

DATE: June 22, 2023

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



Date of Application: 2023-June-14

Date of Event: 2023-August-19

1. Applicant Information

Name of Applicant: Claresholm Fire Department - Firefighter Foundation

Address: PO Box 433 Claresholm, AB T0L 0T0

Contact Person: Chad Rathgeber

Phone, Fax, Email: 403-625-0660

2. Type of Organization: (circle) ARTS/CULTURE RECREATION/SPORTS EVENT **OTHER** (specify)
Fire Department Society - Registered w/ Societies Act of Alberta

3. Is the Organization registered with Revenue Canada as a Charity? (circle) YES **NO**
If yes provide registration date & # _____

4. Is the Organization incorporated as a non-profit organization? (circle) YES **NO**
If yes provide registration date & # _____

5. Type of Donation: (check and explain)

- | | |
|--|---|
| <input checked="" type="checkbox"/> COMMUNITY EVENT | <input type="checkbox"/> SPECIAL EVENT |
| <input 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:

Prize donation

Amount (value) Requested: \$150.00

6. Details of how the funds will be expended:

Traditionally, a gift basket of \$150 equivalent is donated as a prize by the Town to this event.

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
June 2022	\$150.00	Gift basket prize donation
July 2021	\$150.00	Gift basket prize donation

8. Organizational Information

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

Volunteer fire / rescue service, providing fire, medical, and rescue services to the Town of Claresholm and contracted area of MD of Willow Creek.

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

Fundraising goals of this years golf tournament will be to support the foundation's application of the CFEP grant for fire hall expansion & upgrades

How will your organization acknowledge the Town's donation?

Thank you printed in news paper following event, and recognition at event

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

Funding Source	Amount	Recommended Use of Funds
Fund raising	varies	Foundation fundraising is used to support purchase of equipment or allocated to special projects .



Claresholm Fire Department

The Claresholm Fire Department is excited to host our annual mixed 4 person scramble Golf Tournament August 19, 2023 at the

Bridges of Claresholm Golf Course

The Claresholm Fire Department is a volunteer organization that responds to both fire/rescue and medical events within our community. As part of our CFEP (Community Facility Enhancement Program) grant application, the membership will allocate the proceeds of this year's golf tournament towards the renovation and expansion of our Hall. The department requires an up-to-date base of operations to continue to provide exceptional service to our citizens. This facility serves not only as a fire hall, but as a venue for various other groups throughout the year; Fire Prevention Week, First Aid & CPR Courses, and Open Houses to name a few. These upgrades and repairs will ensure a safe environment for all who use the facility.

Cash donations are preferred, but we welcome any donation you are willing to provide. We will have 36 hole sponsors available for \$200 each where you will have the opportunity to have your business advertised at either the men's or ladies tee box. We would like to thank you in advance for any donations given. We also ask you to consider entering a team and come spend the day with us on the course.

Our members are available to pick up donations and we ask that you coordinate pickup with the member who dropped off this letter. You may also drop off donations at the fire hall during business hours, or by mail to Box 433 Claresholm, AB T0L 0T0. We ask that all donations be received by August 4, 2023. We truly appreciate the support we receive from the community. Cheques can be made out to Claresholm Fire Department.

We hope you can join us for a great day of golf while supporting a great Fire Department!

Thanks again for your support,

Your Claresholm Fire Department

403-625-3922 Fire Hall Phone

406-489-0676 LT. Colton Cleaver Cell

**ANNUAL CLARESHOLM FIRE
DEPARTMENT
FUNDRAISER GOLF
TOURNAMENT
AUGUST 19, 2023**



SHOTGUN START 1:00PM

SUPPER INCLUDED

DOOR PRIZE AND 50/50 DRAWS

\$75.00 FOR MEMBERS

\$95.00 FOR NON-MEMBERS

BOOK YOUR TEAM BY CALLING THE GOLF COURSE AT

(403)625-3500 OR

ONLINE AT WWW.GOLFCLARESHOLM.COM



**MIXED 4 PERSON
SCRAMBLE**



REQUEST FOR DECISION

Meeting: June 26, 2023
Agenda Item: 13

Contractor Agreement – Fire Inspection Services

DESCRIPTION/BACKGROUND:

The MD of Willow Creek has proposed a contract to provide fire inspection services on an *as needed / upon request* basis. From time to time, when the Chief and Deputy Chief are unavailable, members of the MD of Willow Creek have a Designation of Powers under the safety codes act in the Town of Claresholm, to perform fire inspection services. While the M.D. does charge for these services, the fees are applied to the final invoice issued, much like any other contracted service that would be required on a fire event (scene securement, additional equipment, etc.).

DISCUSSION/OPTIONS:

The Fire Chief has found budget to train an additional member of the department to a Fire Safety Codes Officer Level -A (Basic Safety Codes Officer) to build internal resiliency and limit our need for outside contractor services. This member will be able to:

- investigate fires that are not suspicious in nature,
- under \$2 million in loss,
- not have death/injury involvement.

Should any of these circumstances arise during the course of their investigation – they would be required to contact a higher-level investigator; either the CFD Chief or the Contractor (MDWC).

A similar agreement was signed between the Town & MD of Willow Creek when the Chief was initially obtaining his Safety Codes Training & Designation of Powers for the Town. The Chief anticipates using employing this contract once or twice a year, perhaps less once another member of the department is trained.

PROPOSED RESOLUTIONS:

Moved by Councilor _____ to enter into contract for Fire Inspection Services with the MD of Willow Creek on an *as needed* basis.

ATTACHMENTS:

- 1.) CONTRACTOR AGREEMENT - Fire Inspection Services (MDWC / T of C)

APPLICABLE LEGISLATION:

- 1.) Alberta Safety Codes Act

PREPARED BY: Craig White – Fire Chief

APPROVED BY: Abe Tinney, CAO

DATE: June 23, 2023

CONTRACTOR AGREEMENT
Fire Inspection Services

BETWEEN:

TOWN OF CLARESHOLM
(Hereinafter referred to as the "Contractee")

- and -

MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26
(Hereinafter referred to as the "Contractor")

WHEREAS:

- The Contractee wishes to engage the services of the Contractor as an independent contractor to provide fire inspection services ("the Services"); and
- The Contractee and the Contractor will use this agreement with respect to the terms and conditions under which the Contractor will provide such services to the Contractee.

In consideration of the promises, mutual terms, and conditions herein, the parties agree as follows:

1. DEFINITIONS

In this Agreement:

- a. "Services" means Safety Codes Services as more particularly set out in Schedule "A" to this Agreement and as agreed between the Contractee and the Contractor from time to time;
- b. "Service Fees" means an hourly rate of ninety dollars per hour (\$90.00/hr) plus G.S.T. as invoiced in accordance with this Agreement, representing any and all services provided and costs incurred in delivering the services, except where such costs are expressly reimbursable pursuant to this Agreement;
- c. "Term" means the period commencing *July 1, 2023*, unless otherwise terminated in accordance with the provisions of this Agreement.

2. OBLIGATIONS OF THE CONTRACTOR

During the term, the Contractor shall:

- a. perform the Services in accordance with and subject to the terms and conditions contained in this Agreement;
- b. submit to the Contractee an invoice that shall include sufficient detail to the reasonable satisfaction of the Contractee at the conclusion of the file:
 - i. describing the Services performed;

- ii. describing the time spent in the performance of the Services;
 - iii. describing the disbursements and expenses incurred, if any, for which reimbursement is sought (such disbursements to be approved by the Contractee); and
- c. provide such written and verbal reports as may be reasonably required or requested by the Contractee necessary to monitor the progress of the Contractor;
 - d. at its sole cost and expense take out and keep in full force and effect comprehensive general liability insurance with limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) and any other form of insurance (including, but not limited to, Workers' Compensation) which the Contractee may reasonably require from time to time in form, and in an amount, and for insurance risks against which a prudent party under similar circumstances would insure;
 - e. during the Term and for two (2) years following the termination or expiry of this Agreement, upon receipt of written notice from the Contractee, provide the Contractee with reasonable access to all files, data, correspondence, books and accounting records and all other materials relating to the performance of the obligations of the Contractor pursuant to this Agreement in the possession or control of the Contractor;
 - f. promptly comply with and conform to the requirements of every applicable law, regulation, ordinance and order at any time or from time to time in force during the Term affecting the activities of the Contractor pursuant to this Agreement (including, without restricting the generality of the foregoing, compliance with *Occupational Health and Safety Act*); and
 - g. meet all deadlines requested by the Contractee and advise immediately of any inability to meet a proposed deadline.

3. PROVISION OF SERVICES BY THE CONTRACTOR

The Contractor and the Contractee acknowledge and agree that:

- a. the Contractor shall be responsible and accountable to the Contractee and shall act in the best interests of the Contractee complying with and acting in accordance with any policies, procedures, by-laws or resolutions passed or adopted by the Contractee;
- b. the Contractor will provide all Services required by this Agreement unless the provision of the Services or a part of the Services is expressly authorized by the Contractee to be performed by another party on behalf of the Contractor;
- c. in providing the Services, the Contractor in consultation with the Contractee, may determine how and when to perform the Services so long as the Contractor meets any deadlines which may be requested by the Contractee;
- d. the Contractor shall attend at the Contractee's office(s) when required or requested to complete the Services;
- e. the quality of the Services shall meet the standards of the Contractee, applied by the Contractee acting reasonably, and if it is necessary to re-perform any Services this shall be done at the Contractor's sole cost and expense; and

- f. except for reasonable technical support, office equipment and supplies available to the Contractor while on Contractee premises, the Contractor shall maintain, at its sole cost and expense, all equipment and supplies necessary to provide the Services.

4. OBLIGATIONS OF THE CONTRACTEE

The Contractee shall pay to the Contractor the invoiced Service Fees within fifteen (15) days of receipt of the invoice.

In accordance with paragraph 3.a. above, the Contractee shall inform the Contractor of any changes to relevant policies, procedures, by-laws or resolutions passed or adopted by the Contractee.

The Contractee shall provide the Contractor with a minimum of five (5) days' notice when the Contractor is requested to provide "stand-by" coverage in the case of the absence of an internal Contractee Safety Codes Officer so the Contractor can ensure satisfactory coverage for the requested Services. In urgent situations or emergencies, the notification requirement may be waived, and the Contractor will make every effort to accommodate the request, however coverage cannot be guaranteed in these circumstances.

The Contractee shall make an application to the Administrator of Certification, and pay any required fees, for the issuance of the appropriate designation of powers to the Contractor's Safety Codes Officers.

5. GST

The GST registration number for the Contractor is 107747446 RT0001.

6. TAXES AND DEDUCTIONS

Should it be required, the Contractor shall be responsible for the payment of all income tax, CPP, employment insurance and all other required payments, contributions or deductions including, but not limited to, any assessments levied pursuant to the *Workers' Compensation Act* that arise or may hereafter arise with respect to the Services performed by the Contractor under this Agreement.

7. CONCURRENT RETAINERS

The Contractor may accept concurrent retainers or engagements from other parties during the Term. Any such additional engagements must not in any way restrict the Contractor's ability to diligently perform the Services required by this Agreement.

8. CONFIDENTIAL INFORMATION

All information and data received and compiled by the Contractor while performing Services shall be treated as confidential for the benefit of the Contractee and shall not be disclosed or made known to any other person except as authorized by the Contractee. All written reports, documents and studies prepared by the Contractor pursuant to this Agreement are deemed the property of the Contractee. This section shall survive the termination of this Agreement.

9. INDEMNITY

The Contractor shall at all times indemnify and save harmless the Contractee and its successors and assigns from and against any and all losses, liabilities, damages, costs and

expenses of any kind whatsoever which at any time or from time to time may be paid, incurred or asserted against the Contractee, as a direct or indirect result of the performance of the obligations of the Contractor pursuant to this Agreement. This section shall survive the termination of this Agreement.

10. TERMINATION

This Agreement may be terminated or conclude as follows:

- a. immediately at the discretion of one of the parties if the other party has committed a fundamental breach of the Agreement.
- b. in the absence of a fundamental breach, either party may terminate this Agreement at any time by providing written notice to the other party to that effect, such termination to take effect thirty (30) days after delivery of such notice to the party.

On or before the effective date of termination of this Agreement, the Contractor shall deliver to the Contractee:

- a. a written report detailing the Services performed pursuant to the Agreement up to and including the effective date of termination; and
- b. effective as of the effective date of termination, a final invoice for all Services performed pursuant to this Agreement which have not been previously invoiced.

11. DOCUMENTS AND PUBLICATION RIGHTS

All documentation in the possession or control of the Contractor relating to the performance of the Services shall be the sole and exclusive property of the Contractee and shall be delivered to the Contractee upon request. Any reports or materials arising out of the provision of the Services are the exclusive property of the Contractee and may not be published or reproduced without the prior written consent of the Contractee. This section shall survive the termination of this Agreement.

12. GENERAL

12.1 Notices

Whether or not so stipulated herein, all notices, communication, requests and statements (the "Notice") required or permitted hereunder shall be in writing and may be delivered either by fax or regular mail as follows:

The Contractee:
Town of Claresholm
PO Box 1000
Claresholm, Alberta, T0L 0T0

FAX: 403.625.3869

The Contractor:
Municipal District of Willow Creek
PO Box 550
Claresholm, Alberta, T0L 0T0

FAX: 403.625.3886

or to desired email addresses as each party may from time to time require.

12.2 Governing Law

This Agreement shall be construed and governed by the laws of the Province of Alberta.

12.3 Time of Essence

Time shall be of the essence of this Agreement.

12.4 Survival

The provisions of this Agreement, which by their context are meant to survive the termination of this Agreement, shall so survive for the benefit of the party relying upon the same.

12.5 Relationship between Parties

Nothing contained herein shall be deemed or construed by the parties hereto nor by any third party, as creating the relationship of principal and agent, employer and employee, or of partnership, or of a joint venture agreement between the parties hereto, it being understood and agreed that none of the provisions contained herein nor any act of the parties hereto shall be deemed to create any relationship between the parties hereto other than an independent service agreement between two parties at arm's length.

12.6 Agreement Entire Relationship

The parties acknowledge and agree that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Agreement save as expressly set out in this Agreement, and that this Agreement constitutes the entire agreement between the Contractor and the Contractee.

12.7 Independent Legal Advice

The Contractor hereby acknowledges and confirms that advice was received from the Contractee to obtain independent legal advice and that by executing this Agreement, the Contractor hereby confirms that it has had an opportunity to seek independent legal advice prior to executing the Agreement and has either:

- obtained such legal advice; or
- waived the right to obtain such legal advice.

(The rest of this page has been intentionally left blank)

The parties confirm their agreement to all of the above terms and conditions of this Agreement through the signatures of their duly authorized representatives below.

TOWN OF CLARESHOLM

Per: _____	_____
Abe Tinney, CAO	Date

MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

Per: _____	_____
Derrick Krizsan, CAO	Date

SCHEDULE “A”

DESCRIPTION OF SERVICES

Fire inspectors ensure that buildings are safe by detecting fire hazards and enforcing national, provincial, and local fire codes for new construction and renovations. This role requires a high level of attention to detail as well as extensive knowledge of potential fire hazards and safety codes. Most fire inspectors have a background in firefighting or prevention and become certified through fire prevention organizations.

In addition to inspecting buildings to prevent fires, many fire inspectors also help support investigations after fires occur by determining the causes of fires. In either case, fire inspectors utilize their familiarity with the causes of fires and the way they spread to make communities safer and prevent deaths and injuries.

As such, when requested or required by the Contractee, the following shall be provided by the Contractor:

- 1)** Inspect buildings to locate hazardous conditions and fire code violations such as accumulations of combustible material, electrical wiring problems, and inadequate or non-functional fire exits.
- 2)** Identify corrective actions necessary to bring properties into compliance with applicable fire codes, laws, regulations, and standards, and explain these measures to property owners or their representatives.
- 3)** Ensure that safety devices and building fire safety features are maintained to operate as per their design or function and according to their original intent.
- 4)** Conduct fire code compliance and follow-ups to ensure that corrective actions have been taken in cases where violations were found.
- 5)** Inspect properties that store, handle, and use hazardous materials to ensure compliance with applicable codes and regulations.
- 6)** Write detailed reports of fire inspections performed, fire code violations observed, and corrective recommendations offered.
- 7)** Review fire exit plans.
- 8)** Review blueprints and plans for new or remodeled buildings in order to ensure the structures meet fire safety codes.
- 9)** The Contractor’s Safety Codes Officers will adhere to the Safety Codes Council’s certification and continuing education requirements.
- 10)** Testify in court regarding fire code and fire safety issues, if required.
- 11)** Investigate causes of fires, collect and prepare evidence, prepare a detailed report of the investigation performed for the Contractee within a reasonable timeframe, and present it in court when necessary.



REQUEST FOR DECISION

Meeting: June 26, 2023
Agenda Item: 14

ECONOMIC DEVELOPMENT COMMITTEE APPOINTMENT

DESCRIPTION / BACKGROUND:

Members of the Claresholm Economic Development Committee are appointed by Town of Claresholm Council, for 4-year terms, as per EDC Bylaw 1635.

Bradley Toone has been the Claresholm & District Chamber of Commerce (Chamber) representative on the Economic Development Committee since November 21, 2021.

On Wednesday June 14, 2023 the Claresholm & District Chamber of Commerce Board passed a motion to appoint the Chamber Vice President, Jordie Bronson, to be their representative on the Claresholm Economic Development Committee.

On Tuesday June 20, 2023, Bradley Toone resigned from the Chamber after 6-years of service.

DISCUSSION / OPTIONS:

The Economic Development Committee met on Monday June 19th and accepted the recommendation of Jordie Bronson as information, understanding that appointments are made by Town Council.

PROPOSED RESOLUTIONS:

Moved by _____ to appoint Jordie Bronson as the new Claresholm and District Chamber of Commerce representative on the Claresholm Economic Development Committee.

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: June 23, 2023



REQUEST FOR DECISION

Meeting: June 26, 2023
Agenda Item: 15

FAIR DAYS FACILITIES AND ROAD CLOSURES

DESCRIPTION / BACKGROUND:

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

As per Town of Claresholm Liquor and Town Facilities Policy #5.8.15, liquor/alcohol is only permitted in Town owned facilities or park areas with the permission of the Town of Claresholm, and a permit by the Alberta Gaming and Liquor Commission.

During the meeting held April 11, 2023, the Town Council approved necessary road closure on 49th Avenue West, for the Street Market. Administration will be requesting road closures for the parade route at the July meeting.

DISCUSSION / OPTIONS:

In conjunction with the ConnectFirst BBQ, activities will take place in Amundsen Park, Thursday August 10th from 11:00 am – 10:00 pm, and include Fortis Bucket Rides, Birds of Prey demonstration, live music, chili cook-off, and a movie in the park by the Claresholm Arts Society.

The Museum will be host to several events on Friday August 11th from 4:00 pm – 11:00 pm including; the Young Entrepreneur market, live music, kite flying, tug-o-war games, a pet show, food trucks, and lawn mower races will be held behind the Dodge Dealership.

The Claresholm Skate Park Association is requesting approval for the Fair Days beer gardens in Amundsen Park, Saturday August 12th, between 11:00 am and 4:00 pm. There will be food and water.

Rocky Mountain Drift Club are requesting a road closure for the Drift Car Demonstration on 2nd Street East Saturday August 12th from 4:30 pm until 7:00 pm. The event will run from 5:00 pm – 7:00 pm, and include the Porcupine Classic Cruisers, a drag car, food trucks, and music.

A request has been received to use Kin Trail, on Sunday August 13th for a charity event, “Aden’s Run” from 10:00 am – 12:30 pm.

The Porcupine Hills Classic Cruisers will be hosting their annual Show and Shine at Centennial Park on Sunday August 13th from 10:00 am – 4:00 pm. The Arts Society will be operating the Beer Garden during the same hours, there will be music, and a market.

The Claresholm Ministerial Association Community Church Service, is proposed to take place at Amundsen Park on Sunday August 13th, from 10:00 am – 1:00 pm.

PROPOSED RESOLUTIONS:

MOVED by Councillor _____ to approve the Claresholm Skate Park Association for a beer gardens in Amundsen Park, Saturday August 12th, between 11:00 am and 4:00 pm, on the condition that an application to the Alberta Liquor and Gaming Commission has been approved and is displayed at the event.

MOVED by Councillor _____ to approve the Arts Society for a beer garden in Centennial Park on Sunday August 13th from 10:00am to 4:00pm on the condition that an application to the Alberta Liquor and Gaming Commission has been approved and is displayed at the event.

MOVED by Councillor _____ to approve a road closure on 2nd Street East, north of UFA to 47 Avenue East, including the south end of 2A Street East, from 4:30pm to 7:00pm on August 14th for the Rocky Mountain Drift Club Drag Racing Demo.

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: June 23, 2023



REQUEST FOR DECISION

Meeting: June 26, 2023
Agenda Item: 16

COMMITTEE VACANCIES

DESCRIPTION:

At the March 27, 2023 regular meeting of Council, Council made the following motions in order to cover the board and committee appointments vacated by former Mayor Chelsae Petrovic when she opted to take a leave of absence from Council.

Moved by Councillor Zimmer to approve the following temporary appointments to external boards and committees as follows effective March 28, 2023 until May 30, 2023:

- Joint Economic Development Initiative – Councillor Cutler
- Oldman River Regional Services Commission – Alternate: Councillor Kettles
- Physician Recruitment & Retention Committee – Alternate: Councillor Zimmer
- Willow Creek Agricultural Society Board – Councillor Carlson.

MOTION #23-049

Moved by Councillor Schlossberger to approve the following temporary appointments to internal boards and committees as follows effective March 28, 2023 until May 30, 2023:

- Community Development Committee – Councillor Cutler
- Emergency Management Advisory Committee – Councillor Cutler
- Municipal Planning Commission – Councillor Meister.

MOTION #23-050

External Boards & Committees

- Intermunicipal Development Plan Committee – Alternate in place: Councillor Mike Cutler
- Intermunicipal Collaboration Framework (ICF) Committee – Alternate in place: Councillor Rod Kettles
- Joint Economic Development Initiative – Councillor Mike Cutler
- Oldman River Regional Services Commission – Alternate: Councillor Rod Kettles
- Physician Recruitment & Retention Committee – Alternate: Councillor Craig Zimmer
- Willow Creek Agricultural Society Board – Councillor Kieth Carlson

Internal Boards & Committees

- Community Development Committee – Councillor Mike Cutler
- Economic Development Committee – Mayor is ex officio, no appointee needed
- Emergency Management Advisory Committee – Councillor Mike Cutler
- Municipal Planning Commission – Councillor Kandice Meister
- Wage Negotiating Committee – Appointee is not needed as negotiations have concluded

Council needs to make a motion to continue with the boards and committees as assigned until such time as a new Mayor is in place, or should make a motion to change the appointees.

PROPOSED RESOLUTION:

Moved by Councillor _____ to extend the temporary appointments to boards and committees as approved at the March 27, 2023 regular Council meeting until after a new Mayor has been elected.

ATTACHMENTS:

- 1.) 2023 Board Committee Listing

APPLICABLE LEGISLATION:

- 1.) MGA s. 165, 174
- 2.) Bylaw 1530, Town of Claresholm Subdivision and Development Authority Bylaw

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: June 22, 2023

STANDING BOARD & COMMITTEE APPOINTMENTS 2023

(updated May 30, 2023)

External Boards & Committees

Alberta Southwest

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

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

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

Calgary Region Airshed Zone (CRAZ)

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

Chinook Arch Regional Library System

Appointment term: Three (3) years

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

Chinook Intermunicipal Subdivision and Development Appeal Board

Facilitator: Oldman River Regional Services Commission (ORRSC)

Councillor Rod Kettles

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

Appointment term: Three (3) years

Meetings as needed

Claresholm & District Chamber of Commerce

Councillor Mike Cutler

Twelve (12) members elected at large

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

Contact: Amanda Zimmer

Claresholm & District Transportation Society Board

Councillor Mike Cutler

One (1) member from Town of Granum

One (1) member from Vulcan County

Two (2) Special Interest Groups

- Claresholm Seniors Drop-In Centre

- Wandering Willows Association

Four (4) Community Members

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

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

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

Claresholm Animal Rescue Society (CAREs)

Councillor Kandice Meister
Nine (9) members elected at large

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

Claresholm Child Care Society Board

Councillor Rod Kettles
Nine (9) members elected at large

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

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

Claresholm Coordinated Community Response to Elder Abuse Coalition

Councillor Mike Cutler

Claresholm Curling Club

Councillor Mike Cutler

Claresholm Food Bank

Councillor Mike Cutler

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

Contact: Shirley Stange, 403-625-2092
Wendy Norby, norby@telusplanet.net

Claresholm Golf Club Board

Councillor Rod Kettles
Nine (9) members elected at large

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

Contact: Lyle Broderson, Head Professional – bridgpro@telus.net 403-625-3500

Claresholm Housing Authority Board – Members appointed by the Board

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

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

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

Community Hall Board

Councillor Brad Schlossberger
One (1) Councillor from MD of Willow Creek
Seven (7) members elected at large

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

Contact: Marni Lane – MLane@connectfirstcu.com

Claresholm Learn-a-lot Playschool Society Board

Councillor Rod Kettles

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

Claresholm Library Board – Bylaw #1620

Councillor Brad Schlossberger

Two (2) members from MD of Willow Creek:

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

Member-at-large: Ashley Tebbut (Oct 13, 2020)

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

Appointment term: Three (3) years

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

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

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

Contact: Jay Sawatzky, Manager

Claresholm Seniors Drop-in Centre Board

Councillor Kandice Meister

Intermunicipal Development Plan Committee

Vacant and Councillor Brad Schlossberger

Alternate: Councillor Mike Cutler

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

Meetings are as needed.

Intermunicipal Collaboration Framework (ICF) Committee

Vacant and Councillor Mike Cutler

Alternate: Councillor Rod Kettles

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

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

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

Joint Economic Development Initiative

Councillor Mike Cutler and Councillor Kieth Carlson

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

Meetings are as needed.

Lethbridge College Community Advisory Council

Councillor Rod Kettles

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

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

melissa.reed@lethbridgecollege.ca

Oldman River Regional Services Commission

Councillor Brad Schlossberger

Alternate: Councillor Rod Kettles

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

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

Physician Recruitment & Retention Committee

Councillor Mike Cutler

Alternate: Councillor Craig Zimmer

Meetings as necessary

Contact: Cindee Schlossberger 403-625-4484

Porcupine Hills Lodge Foundation Board

Councillor Kieth Carlson

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

November 8, 2021 – Cindee Schlossberger

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

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

Regional Assessment Review Board

Facilitator: Oldman River Regional Services Commission (ORRSC)

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

Appointment term: Three (3) years

Clerk: Lenze Kuiper

Chair: Doug Kemery

Meetings are as needed

Regional Emergency Preparedness Training Exercise Steering Committee

Councillor Craig Zimmer

Alternate: Councillor Rod Kettles

One (1) Councillor MD of Willow Creek

One (1) Councillor Town of Fort Macleod

One (1) Councillor Town of Stavely

One (1) Councillor Town of Nanton

Meetings as needed.

Regional Landfill Commission

Councillor Brad Schlossberger

One (1) Councillor MD of Willow Creek

One (1) Councillor Town of Fort Macleod

One (1) Councillor Town of Stavely

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

Contact: Cheryl Friesen, CAO willowcreekregionallandfill@cciwireless.ca
403-687-2603

Southern Alberta Summer Games Committee

Councillor Mike Cutler

Meetings as necessary

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

SouthGrow Regional Initiative

Councillor Brad Schlossberger

Meetings are held quarterly

Swimming Pool Joint Use Representative

Councillor Mike Cutler

Meetings are as needed – usually twice per year

Welcoming Claresholm Committee

Councillor Kandice Meister

Meetings are monthly

Willow Creek Agricultural Society Board

Councillor Kieth Carlson

Twelve (12) members elected at large

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

Contact: David Hansma, Manager – clhmagriplex@telus.net

403-625-2410

Internal Boards & Committees

Administrative Services Committee

Councillors: Kieth Carlson and Craig Zimmer, Chief Administrative Officer

Meetings are as needed in Council Chambers

Audit & Finance Committee

Full Council

Meetings are as needed in Council Chambers

Community Development Committee (to be revisited March 2024)

Councillors: Carlson, Cutler, Meister & Schlossberger

CAO & other admin staff (advisory only)

Meetings are as needed

Economic Development Committee – Bylaw #1635

Councillor Brad Schlossberger

Councillor Kieth Carlson

Ex Officio: Mayor (Vacant)

Eight (8) voting members appointed by Council

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

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

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

Four (4) members representing the business/industrial community

Lauren Hansma - Salon Luna (September 2020)

Jeffery Nielsen - Custom Cannabis, George Douros - Casa Roma Restaurant (November 8, 2021)

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

David Mulholland and Kristen Hall (February 27, 2023)

Bylaw to be changed to accommodate the additional members

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

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

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

Emergency Management Advisory Committee

Councillors Mike Cutler and Craig Zimmer

CAO

Meetings are once per year

Emergency Services Committee

Councillor Craig Zimmer

Councillor Rod Kettles

CAO

Claresholm Fire Chief

One (1) Member from the Claresholm Fire Department

One (1) Claresholm RCMP representative

Peace Officer

Director of Infrastructure

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

Facility & Infrastructure Planning Committee

Full Council

One (1) member at large

November 8, 2021 – Doug Priestley

Meetings as needed

Family and Community Support Services Board – Bylaw #1621

Councillor Kandice Meister

Councillor Kieth Carlson

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

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

Appointment term: Three (3) years

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

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

Grievance Committee

Councillor Kieth Carlson

Councillor Craig Zimmer

Councillor Mike Cutler

Meetings are as needed

Municipal Planning Commission

Councillor Kieth Carlson

Councillor Kandice Meister

Councillor Brad Schlossberger

Two (2) members at large

Appointment term: Three (3) years

November 8, 2021 – Jeffery Kerr and Doug Priestley

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

Museum Board – Bylaw #1639

Councillor Kandice Meister

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

Appointment term: Four (4) years

Mar 9, 2020 – Margaret Lane; May 10, 2021 - Joe Toone; May 25, 2021, Earl Taylor and Cynthia Wannamaker; November 8, 2021 - Betty Hoare and Barry Gibbs; November 22, 2021 – Barry Wood; September 12, 2022 - Mich Forster

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

Recreation Facility Users Committee (Arena & Ball Diamonds)

Councillor Rod Kettles

Alternate: Councillor Craig Zimmer

Recreation Manager

Director of Infrastructure

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

Wage Negotiating Committee

Vacant

Councillor Mike Cutler

Councillor Kandice Meister

Councillor Craig Zimmer

Meetings are only required when CUPE agreement is expiring



Town of Claresholm
Income Statement by Object
May 31, 2023

				YTD % of
Revenue	MAY	2023 YTD	2023 BUDGET	Budget
Net municipal taxes	(5,246,990.14)	(4,752,971.28)	(3,742,694.00)	127% ¹
Special assessments	(3,289.54)	(3,289.54)	(3,290.00)	100%
User fees and sales of goods	(141,021.93)	(1,081,690.69)	(3,448,961.00)	31%
Government transfers for operating	(163,784.00)	(278,272.11)	(432,912.00)	64%
Investment income	(13,167.27)	(72,366.88)	(105,000.00)	69%
Penalties and costs of taxes	(773.50)	(49,137.57)	(86,600.00)	57%
Licenses and permits	(3,563.10)	(57,713.99)	(113,500.00)	51%
Other local government transfers	-	(150,569.12)	(217,839.00)	69%
Proceeds from disposal of capital assets	-	-	(60,000.00)	0%
Franchise and concession contracts	(24,786.92)	(141,876.48)	(292,000.00)	49%
Rental	(6,303.90)	(47,249.66)	(130,700.00)	36%
Other	(2,503.65)	(17,829.88)	(99,700.00)	18%
Government transfers for capital	-	(291,651.00)	(1,319,018.00)	22%
Other external funding for capital	-	-	(148,500.00)	0%
	<u>(5,606,183.95)</u>	<u>(6,944,618.20)</u>	<u>(10,200,714.00)</u>	<u>68%</u>
Expenses				
Salaries, wages and benefits	381,019.27	1,383,710.32	3,319,536.00	42%
Contracted and general services	106,703.33	872,144.94	1,903,817.00	46%
Materials, goods, supplies, and utilities	146,258.86	526,207.37	1,422,626.00	37%
Bank charges and short-term interest	67.96	424.12	1,200.00	35%
Interest on long-term debt	-	-	204,579.00	0%
Other expenditures	9,169.80	17,180.37	29,490.00	58%
Transfers to organizations and others	129,488.11	197,967.55	376,682.00	53%
Amortization	-	-	1,792,787.00	0%
	<u>772,707.33</u>	<u>2,997,634.67</u>	<u>9,050,717.00</u>	<u>33%</u>
Internal Transfers				
Internal transfers	13,105.04	251.15	-	
Net Income	<u>(4,820,371.58)</u>	<u>(3,946,732.38)</u>	<u>(1,149,997.00)</u>	
Other				
Transfers to/from reserves	-	-	30,648.00	0%
Capital expenditures	152,375.09	490,364.39	2,559,262.00	19%
Debt Proceeds	-	-	-	
Debt Principal Repayment	-	-	352,874.00	0%
Amortization addback	-	-	(1,792,787.00)	0%
	<u>(4,667,996.49)</u>	<u>(3,456,367.99)</u>	<u>-</u>	

Notes

- ¹ Tax and requisition revenues are in excess of budget due as this line item is net requisitions. There are still three quarterly school tax payment to be made, which will reduce actuals for this line item as the year continues.



Claresholm

INFORMATION BRIEF

Meeting: June 26, 2023
Agenda Item: 18

CANADA DAY SPREAD THE WORLD CELEBRATIONS

DESCRIPTION / BACKGROUND:

Saturday, July 1st Claresholm Canada Day and Spread the World Celebrations include an incredible lineup of activities. Help kick-off the celebration at Centennial Park by attending the flag raising and singing of our national anthem at 11:00 am.

The Engagement Coordinator, Community Event Committee, Claresholm Museum, and Willow Creek Immigrant Services have planned a multicultural extravaganza that will be enjoyed by residents of all ages. The entertainment includes, two talented singers who will do a bilingual rendition of "O Canada", a Caribbean steel-drum band, and the energetic Breanne Urban.

The event will be hosted by Julia Moore, who has prepared an exciting game with prizes donated by businesses and individuals. To ensure that Canada day caters to everyone's interests, a range of activities and attractions will be available; a water fight with the Fire Department, temporary sparkle tattoos, professional face painting, fun lawn games, a beer garden, and more. Stay for lunch at the charity BBQ, run by the Town, with proceeds going towards Town of Claresholm community events. Great businesses like Davis Chevrolet GMC Buick, IGA, Roy's Place Restaurant, Santana Thom Century-21, and Mohammed Tariq, the new owner of Shell Gas have all made significant contributions to the celebration.

The 3rd annual Spread the World experience will include 14-countries represented by volunteers who proudly showcase their heritage and culture through displays, food, and experiences. Participants can use their passport to prizes, to collect a sticker from each country visited. Those who complete Spread the World, will be entered to win a free Alberta Parks Pass for the year, and gift cards to use at Waterton Lakes National Park.

The participation in the Canada Day window decorating contest by local businesses has been tremendous! There is a \$10.00 registration fee for each window display, with all the funds raised going towards Town of Claresholm community events. Participating businesses are featured on the Town social media pages, and entered to win a prize. Each display is an expression of pride and an example of community involvement. The engagement within the community is bringing our town to life with vibrant window displays and a fundraising initiative.

Invite your friends and neighbors to join us for this celebration of our nation's heritage and unity. Thank you for your continued support and enthusiasm, see you at Canada day.

PREPARED BY: Megan McClung, Brady Schnell -- Economic Development

APPROVED BY: Abe Tinney, CAO

DATE: June 23, 2023



CAO REPORT

June 26th, 2023

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

- Work is ongoing with the Development by Design project. Administration held its first engagement session with the landowners of the area structure plan lands, which involved discussion of timelines, deliverables, and visions for the land. When completed, the ASP will provide planning for highway commercial and residential land in the northwest of Claresholm. Additionally, administration has begun business visits/surveys to discuss broadband connectivity in our commercial and industrial sectors.
- I visited the ROC modular factory in Bow Island. ROC manufactures modular structures, including homes, which could be used for an affordable housing project in Claresholm, specifically through & Villages. Alberta SW municipalities are currently working with & Villages on an affordable housing proposal for the region, whereby they design one housing project to build/install in multiple communities. I also attended the Housing Accelerator Fund Webinar. The Housing Accelerator Fund provides incentive funding to local governments across the country to increase housing supply. Having completed an Affordable Housing Strategy, Claresholm is in a good position to apply for this program, however, the application and project would likely be overseen by & Villages, who are looking into a regional application for interested Alberta SW communities. The application process and associated housing project would be demanding for existing staff (resources and time) and a regional application seems like the best fit for Claresholm.
- Attended the Community Development Committee meeting in early June, where the committee discussed moving forward on the Housing Needs Assessment and Affordable Housing Strategy. The committee directed administration to forward the Land Use Bylaw recommendations to MPC. Additionally, administration was directed to connect with non-market affordable housing groups in Claresholm to inquire of their needs and desire for expansion, as this was one of the recommendations of the strategy.
- The Local Government Association of Alberta held a webinar, which discussed tips for procuring and working with engineering consultants, including how to save the town time and money when procuring an engineering firm, what strategies to use when procuring services for small projects, and how to save money through clear communication regarding project scope, expectations and timelines.

BYLAW

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

HR/TAX

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Abe Tinney
CAO

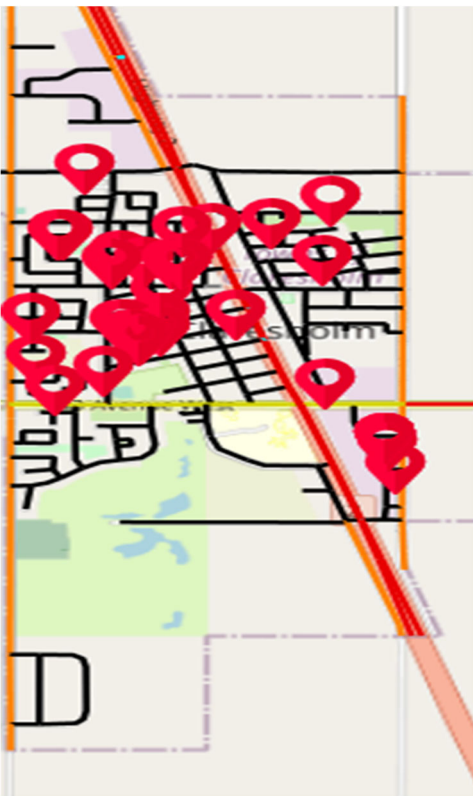


INFORMATION BRIEF

Meeting: June 26, 2023
Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT May 19, 2023 /June 21, 2023

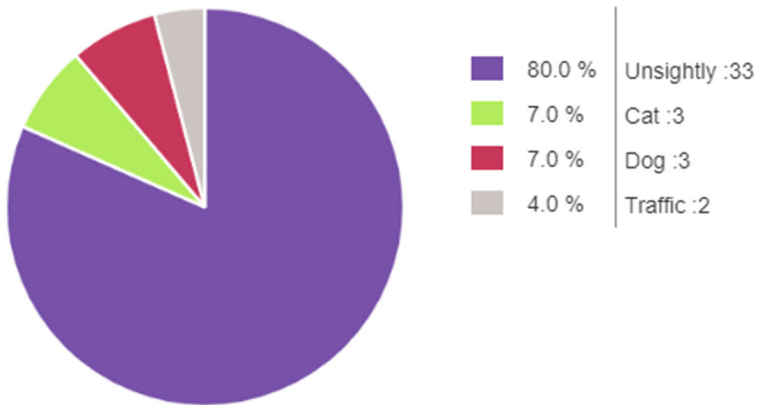
Report Mapping



May/Jun Highlights:

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.
2. 6 Animals brought into CARES
 - 3 Dogs
 - 3 Cats
3. Unsightly Properties on the increase with the season change.
4. Bylaw Office started 41 files between May 19, 2023- Jun 21, 2023.
5. With the warm temperatures calls are down.
6. Radar signs now deployed at the North and South ends of Town.
7. Bylaw assisted Coaldale with the Bike Rodeo held at the Coaldale Arena.

Total number of requests by Service Type :



Opened	Closed
13	20
1	2
1	2
2	0

DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 5/22/2023 - 6/23/2023

Claresholm

Financial

- Tax payments have been coming in steadily since notices went out in mid-May. Tax deadline is June 30th.
- April and May month ends during the month. April Council Financial statements were included on the June 12th Council agenda and May's have been included in the June 26th Council Meeting agenda.
- New Bulk Water station payment systems have been set up and activated for the prepaid/fob system. Prepared handouts for the public, and training for staff, on using the system and setting up new account. System seems to be working well.
 - The pay at pump debit/credit system is still not in service however. It is taking significantly longer than anticipated to set up. The application paperwork was completed and submitted to the payment processor well over a month ago and we are still waiting on them to set up our account. We have been following up regularly and are hoping this will be completed any day now.
- Questica, budgeting and financial reporting software, has a fairly lengthy onboarding processes with weekly meetings/training over a 2-3 month period; we are two weeks into this process. So far the process is going smoothly with no major hiccups.

General

- Rec Fees Policy was updated to include weekly campground rates that were approved by Council at the May 23rd Council Meeting
- Completed annual evaluations with staff, which were long overdue.
- Participated in a couple group training sessions during the month. One for all staff and one for management.
- In the process of reviewing and drafting possible updates to be reviewed at the Audit & Finance Committee level. The garbage bylaw (Solid Waste Management) has gone largely unchanged, with no changes in rates, since 2011.
- Reviewing possible changes to our Cemetery management/sales systems.

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

DEVELOPMENT DEPARTMENT REPORT

For: 5/20/2023 – 6/20/2023



Claresholm

Development Permits

- ❖ 8 permit applications received.
- ❖ 5 development permits closed.

Compliance Requests

- ❖ 10 compliance requests received.

Miscellaneous

- ❖ May 17, 2023 – Planning & Development Law Webinar topics included: Community Revitalization Levies, Downzoning – when will a municipality be obliged to expropriate or pay compensation for loss of value, LPRT v SDAB – with the Municipal Government Act s. 685(2.1) in place, hear about recent decisions respecting appeal tribunal jurisdiction, Land Use Bylaws and Statutory Plans – tips on updating your key planning documents, Utility infrastructure ownership and maintenance – when does “private” infrastructure become the municipality’s responsibility, Subdivision Bonds – a newer product on the market for development agreement security.
- ❖ June 6, 2023- participated in self-defense course.
- ❖ June 8, 2023- Community Development Committee meeting, continued work in regards to housing needs strategy/ land use bylaw recommendation review. Referred to Municipal Planning Commission for review/feedback.
- ❖ Development has picked up with lots of first calls and permit inquiries.
- ❖ Local Press Ads – Amundsen Park updates, permit reminders, Bylaw reminders, Business license for door-to-door sales reminders, etc.

On-going projects

- ❖ Area Structure Plan – Development by Design was awarded to Associated Engineering who have begun all the background studies (historical, bio-physical, geo-technical).
- ❖ Asset Management – Final cohort 3 meeting held on June 7, 2023, continued work on implementation and review of strategy and policies for an upcoming FIPC meeting.
- ❖ Fire Hall – Grant application submitted prior to the June 15th deadline.
- ❖ Amundsen Park project – continued work on remediation and concrete/asphalt pathways/connections. Waiting for Fortis to install the remaining lights when they are available.
- ❖ Annexation – report submitted hardcopy and digitally to the province.

Submitted by
Tara VanDellen
Development Services Manager

Economic Development Officer's Report

Town of Claresholm

June 21, 2023

Prepared by Brady Schnell



Since the submission of my May 18, 2023 report I continue to perform the duties outlined in my employment contract, and as directed by the Chief Administrative Officer and Economic Development Committee.

Economic Development Officer

A new Economic Development Assistant has been hired, and will begin work July 4, 2023. The assistant will work 35-hours per week, out of the Town Office, and support the Economic Development Officer in the administration of immigration programs, the Economic Development Committee, the Welcoming Claresholm Committee, electronic signage, and various other special projects and events.

Economic Development Committee (EDC)

The EDC met at 6:00 pm, on Monday June 19th at the Moon House Restaurant for a joint-meeting with the Claresholm & District Chamber of Commerce. There were 8 members of the EDC, and 4 members of the Chamber Executive.

Investment Attraction

Working with Local Intel, and Connect4Commerce to improve the Town of Claresholm Economic Development webpage.

A joint site-selection response with the MD of Willow Creek continues to make progress, however this venture is confidential. Availability of land and water is a key driver in this investment.

Working with the MD of Willow Creek on manufacturing expansion from British Columbia to the Claresholm Airport. Met with owner and project manager on June 19th. Application to Rural Northern Immigration Pilot, and recent investment at the Airport were key-drivers for the company selecting Claresholm.

Anticipating communication from the High Commissioner of Ghana to Canada, regarding an upcoming trade-mission to Alberta and Ontario. The visit was expected to take place sometime between June 22 and July 8, however no itinerary for the delegation's visit has been provided.

The EDO continues to receive inquiries for new business start-ups, or purchase of existing business for participation in the Alberta Advantage - Rural Entrepreneur immigration program. It is difficult to assess the legitimacy of the inquiries, as they are often vague in their intentions.

Claresholm & District Chamber of Commerce

An Opportunities for Growth event, featuring Lethbridge College, took place June 8th. Unfortunately, there were only 2 guests attending from the EDC, and 1 representative from the Local Press newspaper. The Lethbridge College turned out with 4 representatives and excellent presentations and information.

The Claresholm & District Chamber of Commerce (Chamber) met on Wednesday June 14th with 7 members attending at the Town Office. The Board approved donation of a free Chamber membership for the Canada Day window painting contest, and the EDO volunteered to be a judge. The Board approved the appointment of Vice President, Jordy Bronson to be the new Chamber representative on the Economic Development Committee.

The Chamber Board accepted the Economic Development Committee's invitation for a dinner meeting on June 18th. There were 8 members of EDC and 4 Chamber Board members attending.

Rural and Northern Immigration Pilot

The EDO reviewed 2 applications, held interviews, and met with the immigration subcommittee. Recommendations were provided for Production Manager of BRC Aircraft, and Food Service Supervisor for Antree Restaurant at the June meeting. There are at least 6 more employer-candidate applications pending.

Welcoming Claresholm

The Welcoming Claresholm committee will host the 3rd annual Spread the World event July 1st in conjunction with Canada Day. The group has also accepted the planning and execution of a Fair Days Cabaret, to be held August 12th. The next meeting of the WCC will be Wednesday June 21st

Northern Regional Economic Development (NRED) program

The economic development project, Development by Design, continues to progress. The initial meeting with Associated Engineers, the Land Owners, and the Town Administration is scheduled for June 22nd. Tango Networks and the Town have developed a broadband survey, bringing it door to door to commercial and industrial business in Claresholm. The survey includes an internet speed test, and the data will be used for the success of the project.

Meetings and training summary

June 6	Self-defence training, 4-hour work shop with Town staff
June 7	Alberta Southwest Annual General Meeting, Heritage Acres, MD Pincher Creek
June 22	SouthGrow Annual General Meeting, Coaldale Civic Centre

Submitted,
Brady Schnell, Economic Development Officer

June FCSS Report to Council

- We took Holly out for lunch and also got her a cake to say goodbye. We wish her well in her new position at WCCHS.
- Holly hosted her last Interagency and also, she held a Kid's Korner
- Caregivers Support Group is going very well. A new couple is attending as they are dealing with their son who has brain damage.
- We called in Gabrielle (Elder Abuse Coordinator) for an elderly couple who are having trouble with their son who has moved home. She is assisting them with their needs.
- I had a yearly review with Blair and discussed things that were going right and if anything was not working.
- Starla is working well in her new role. This is a month full of events so she has had to dive right in. We are finding our groove together. We did choose to postpone the Summer Bash, as Amundsen is under construction and it gave us a bit of time to prepare better.
- Working on the final report for the Family Resource Network. This is the end of the first 3-year contract. This is due the end of June. They have extended the contract for an extra year and then will decide how we will move forward to receive more funding from them.
- Gabrielle K, Cindee S, and I interviewed 5 candidates for the position of Senior Services Coordinator (joint position with Elder Abuse Coalition and FCSS). We chose Kimberley Berreth of Granum. Kim will be a great addition to our FCSS team and will begin to learn her position on Monday June 26th. She will share a space with Starla but will be working out of the Youth and Community Room when possible. She will be working 20 hours a week and will be looking after senior concerns.
- We have asked one of our moms from Tumbling Tots program (Kirsten Van Diesen) to assist us in opening and closing and running this program. She will receive a monthly honorarium for helping us with this.
- Attended the Self -Defense class with other town employees.
- Attended the 16 Personalities zoom meeting with management.
- Starla and I hosted the Volunteer Appreciation. It was a great event and everything went smoothly. We had just under 200 people in attendance.

1. **This Volunteer Appreciation Event has helped me feel important to my community.**

Strongly Disagree¹---Disagree--Somewhat Disagree¹---Somewhat Agree⁸---Agree³⁰---Strongly Agree⁴⁸

98%

2. **This Volunteer Appreciation Event has helped me feel recognized for what I do.**

Strongly Disagree¹---Disagree--Somewhat Disagree--Somewhat Agree⁶---Agree³⁴---Strongly Agree⁴⁵

99%

Lots of wonderful comments on the food, entertainment and gifts!

- Starla also hosted the Senior Brunch this month. It was held at the Social Centre. There were about 50 seniors that attended.

1. As a result of attending this event, I am more connected with others in my neighbourhood/community.

80%

Strongly Disagree-----2-----Disagree-----Somewhat Disagree-----Somewhat Agree-----3-----Agree-----5-----Strongly Agree

2. Attending this event has helped me to feel important to my community.

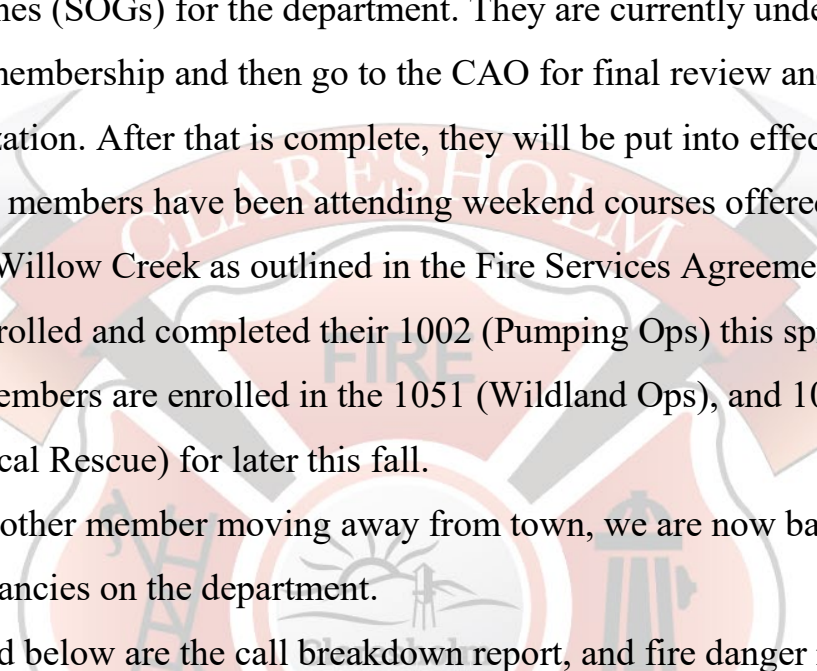
70%

Strongly Disagree-----2-----Disagree-----1-----Somewhat Disagree-----Somewhat Agree-----1-----Agree-----6-----Strongly Agree

- Tim Horton's presented us with a cheque from the Smile Cookie fundraiser. It was one cookie short of \$5000! The total was \$4998.65. This money will go towards gift cards for Christmas Hampers and helping the community through hard times when we are able.
- Wrapped up the Roots of Empathy program in Granum with pizza and ice cream. Twelve students attended to say goodbye to baby Jillian and her mom Vanessa.
- We have decided to close the Teen Centre for the summer and try some new ideas to increase attendance and plan a different approach.
- The Government of Alberta has increased funding to FCSS programs. This increase is 4.5% which amounts to about \$4500 a year extra. This is retroactive to April 1st.

TOWN OF CLARESHOLM FIRE DEPARTMENT
MONTHLY UPDATE
FOR THE PERIOD OF: 18-MAY-2023 To 19-JUNE-2023

1. Responses are trending back up and more towards normal this reporting period. Claresholm fire responded to 20 events including:
 - a. 6 Medical First or Co-Responses
 - b. 3 MVCs
 - c. 2 Outside Fires
 - d. 2 Vehicle Fires
2. Total Calls Year-To-Date for the department are sitting at 153, and we're about 60% through our fire-calendar-year. This is less calls then last year, but the members are thankful things have slowed down a bit. We are actively watching the weather, and although the recent rains have been helpful, it doesn't take long to lose that moisture once the winds kick in and the temperature increases.
3. The Chiefs have 0 safety codes files opened. Some of the previously open files have been transferred to the Building Codes Discipline and closed from the Fire Discipline aspect.
4. The Firefighter Foundation submitted their Large Stream CFEP application on 14-June. Thanks to Development Services Manager Tara VanDellen for all her help and guidance assisting us in compiling the required information and data. Thanks as well to all those organizations that wrote letters of support on our behalf. We will advise in the fall when we learn if we are successful.

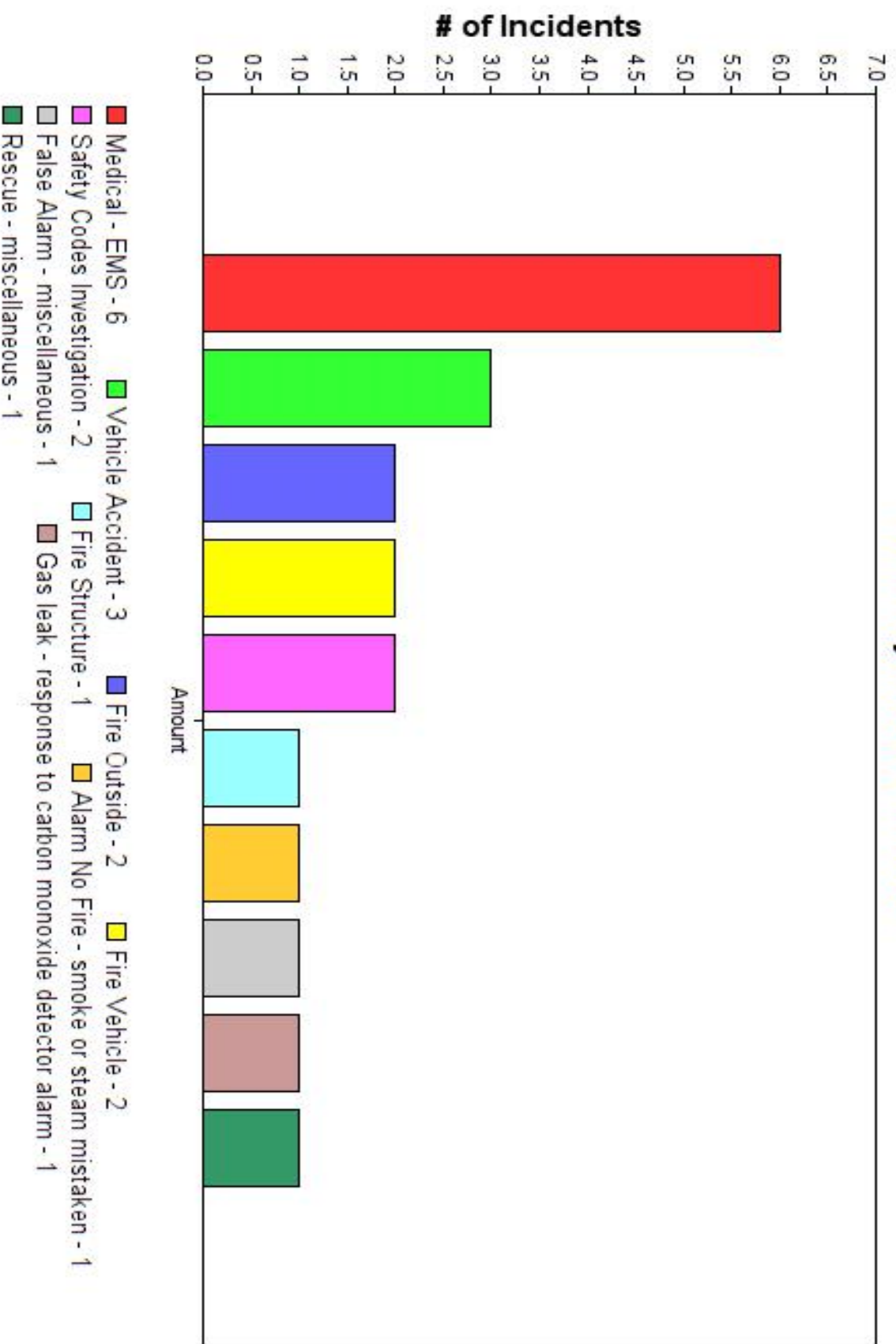
- 
5. The Fire Department has been approached by the Canada Day committee and asked to participate at the Flag raising ceremony & water fight at Centennial Park. Members will be on hand for both events, and are looking forward to spraying some water and enjoying the day!
 6. The Chief has been busy with drafting a set of Standard Operating Guidelines (SOGs) for the department. They are currently under review by senior membership and then go to the CAO for final review and authorization. After that is complete, they will be put into effect.
 7. Various members have been attending weekend courses offered through the MD of Willow Creek as outlined in the Fire Services Agreement. Members have enrolled and completed their 1002 (Pumping Ops) this spring, and more members are enrolled in the 1051 (Wildland Ops), and 1006 (Technical Rescue) for later this fall.
 8. With another member moving away from town, we are now back to having two vacancies on the department.
 9. Attached below are the call breakdown report, and fire danger reports.

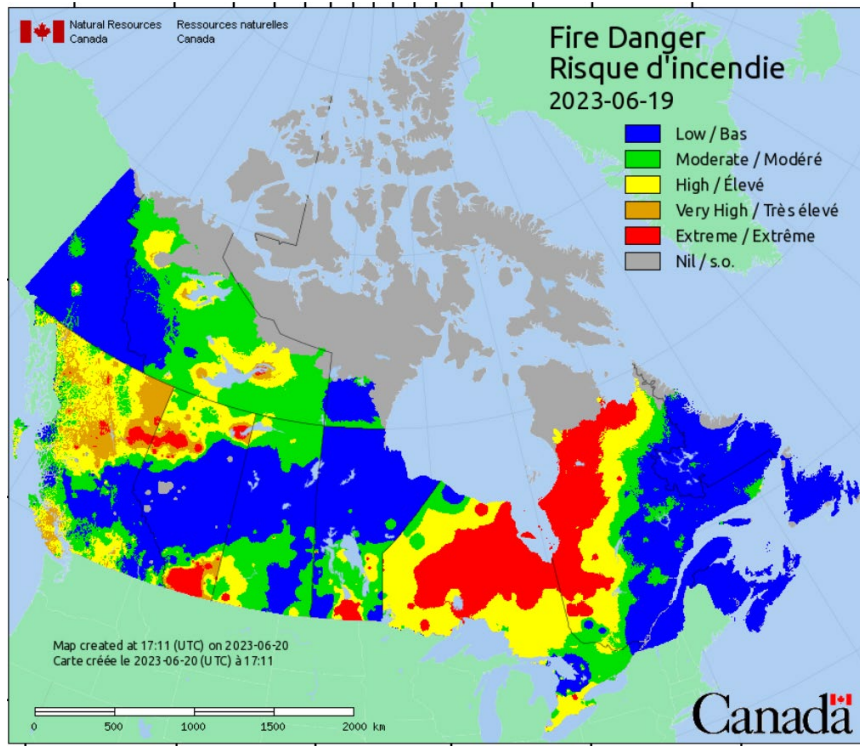
Respectfully submitted,

Craig White
Fire Chief
Town of Claresholm

Claresholm Fire Responses by Type

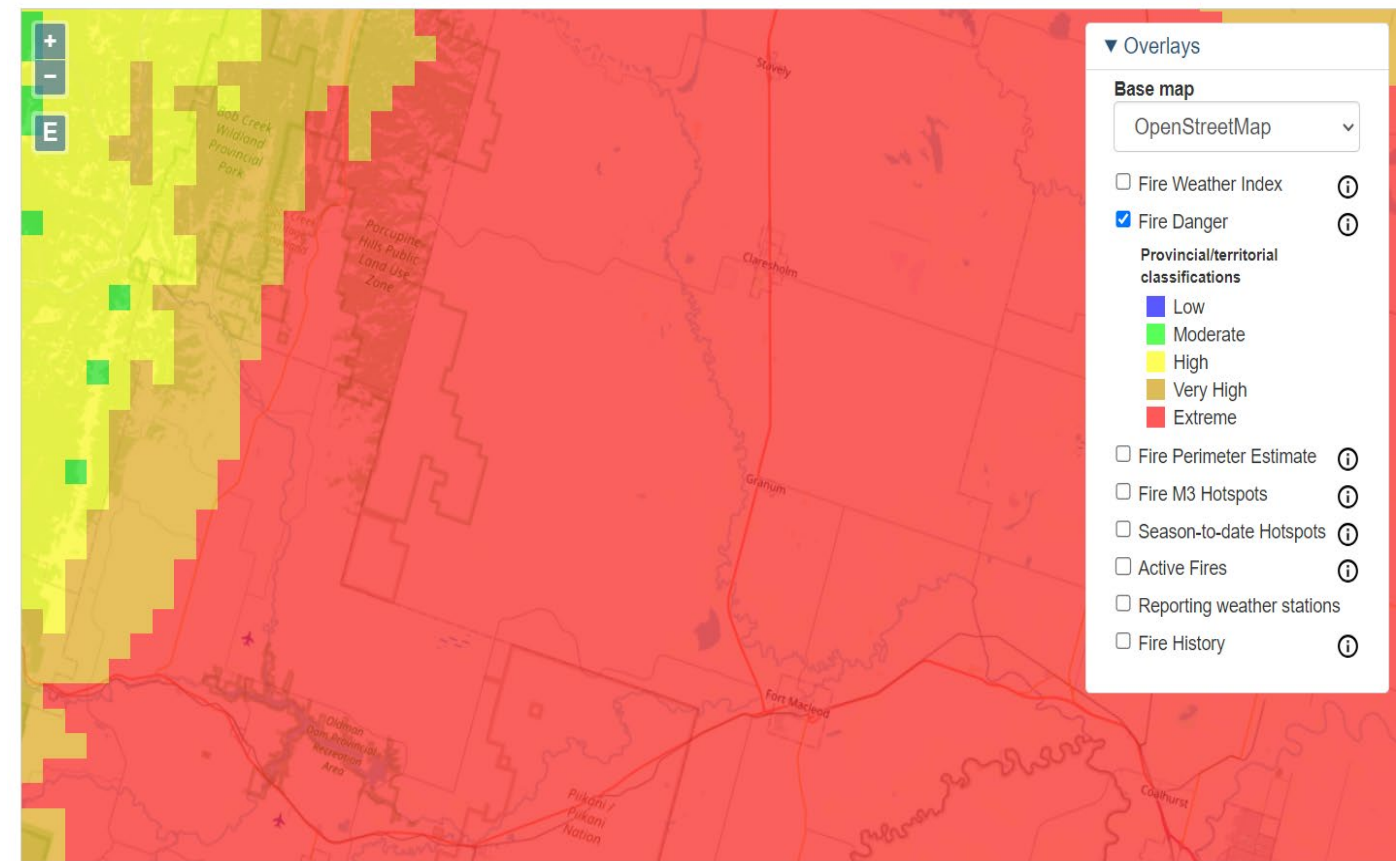
From May 18 23 to Jun 19 23





June ▾ 19 ▾ 2023 ▾ [Retrieve Map](#)

« [Previous day](#) : [Today](#) : [Next day](#) »



JUNE 2023

HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources/Payroll

Congratulations to Starla Alder who has taken on the FCSS Community Outreach position.

The revised position of Economic Development Assistant has been filled by Ali Hemmaway. Ali is moving from the Collections Assistant position at the museum. Congratulations Ali and best of luck in your new position.

The Communications and Public Relations Assistant has been filled at the museum and the new employee will start on June 27th.

Assessment and Taxation

The combined Tax and Assessment Notices were mailed out May 11th, 2023. All taxes are due in full by June 30th, 2023 unless rate payers are participating in the Tax Installment Payment Program.

There are still seven (7) properties on the tax arrears list this year. Any properties on the list with outstanding arrears at March 31st, 2024 are subject to auction in 2024.

Below is the amount of outstanding taxes, at June 20th, 2023 not including TIPPS Participants. Taxes outstanding are **\$1,967,799.66** summarized as follows:

\$ 1,782,831.90	Current Taxes Outstanding
\$ 150,895.33	Arrears including previous penalties
\$ 34,072.43	On 2023 Tax Arrears List. Subject to auction in 2024.



June 2023

Jace McLean

Director of Infrastructure

Arena

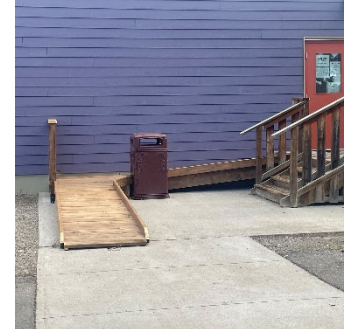
Off-season bookings are underway. The Arena hosted the Willow Creek Gymnastics showcase, as well as the C.A.R.E.S. garage sale.

Town Buildings

The regular monthly inspection of Town owned buildings continues. Town crews constructed a wheelchair ramp at the kidzone building and removed the elevator.

New signs were installed on the North and South sides of the museum exhibit hall building.

The bulk water station at the town shop is now operational, although we are still waiting on the contractor to finish the building.



Equipment

Maintenance and repairs are ongoing. All equipment is operational at this time.

Parks

Amundsen Park experienced a fire on May 23rd. Replacement parts are on order, to be installed by BDI Play Design. Upgrades continue in Amundsen with the streetlights due to arrive mid-July. Administration has also received estimates for finishing the paved and concrete pathways.

The new pavilion at Amundsen hosted its first event, the Claresholm Health Foundation BBQ, and was a great success.



Garbage

Our collection program is working well. Spring cleanup has finished and was as popular as ever.

Storm Water/Drainage

The storm water system was at capacity on June 14th when we experienced a brief period of intense rain. The system worked as expected and when the rain slowed it was able to catch up.

The Westlynn Storm Trunk project will alleviate some of this stress on the system and is due to start as soon as utility relocations are completed. Estimated timeline is this fall.



Cemetery

Cemetery maintenance is underway. Headstones are being straightened and dilapidated family plots are being rejuvenated.

Sanitary Sewers

Hwy 2 Sewer Repairs are due to start July 4th. McNally will be doing 3 spot repairs on the sewer and we will be completing some maintenance of our own at the same time. The project is expected to take 2 weeks to complete.



Streets

Options are being investigated to best solve our reoccurring road issues. The water leak detection did not provide any results in most of our problem areas. Potholes are being filled as time allows.

Sidewalks

The 2023 sidewalk tender has been awarded to McNally Contractors (2011). Start date is TBD.

Water Distribution

We experienced 3 water leaks in the last month.

A repair clamp let loose on the highway near 46 Ave on our 200mm main due to deterioration of the bolts.

The bolts of two valves failed, one at the intersection of Tamarack Road and 2nd St East, and another at 4th St and 56th Ave West.

The 45th Ave Water project is nearing completion. A couple rain delays slowed the concrete work, but it is finished now, along with the pavement. All that is left is to finish the boulevards and install sod.



Recycling

Recycling program is working well.

Staff

The staff rotation is ongoing. The new public works members are gaining valuable experience every day and we will be better prepared for future projects.

CLARESHOLM RECREATION

May & June

2023 Recreation Report



Cactus Flower, downtown garden Janet's Fashion June 10, 2023

Authored by: Denise Spencer
June 20, 2023

CLARESHOLM RECREATION

ARENA SUMMER RENTALS

RECREATION USE PER HOUR	\$41.80 + GST
RECREATION USE PER DAY	\$290.70 + GST
COMMUNITY NON PROFIT	\$171.35 + GST
COMMERCIAL USE	\$708.90 + GST

ICE BOOKINGS START 2ND WEEK OF AUGUST

CONTACT REC@CLARESHOLM.CA
403-625-2172 OR 403-625-2595 TO BOOK

Clareholm

ARENA

- Ball Hockey: June 6th till August 22nd, the 3 on 3 Ball Hockey Tournament is scheduled for August 19th.
- FCSS has the Arena scheduled as a back-up for July 11 from 10-12pm, depending on weather
- Big Top Magic Circus is scheduled for July 26, 2023
- The Arena is the back-up for Fair Days August 10-14

CAC

- As of June 19, there is no longer masking in the hallway in our facility
- May sales, in house were over \$10,000, with over 3000 participants attending our facility
- Drowning Prevention Week is scheduled July 17-21, with activities starting at 2:30pm

BRONZE STAR

JUNE 27 -29 8:30-12:00 P.M.

START ON YOUR PATH TO BECOME A LIFEGUARD!

\$80

JOIN NOW!
403-625-2172

Clareholm

daily

- Staff will be needed for fall
- Fall Program guide has been started
- Our Summr programming kicks off with Bronze Star scheduled June 27 - 29

Ball Diamonds

- The Ball Diamond Calendar is now live at Clareholm.ca under Active Living
 - The town will post High school Ball, Minor Ball, Clareholm co-ed Slo pitch and any other games or tournaments as they are scheduled.
- Fair Days annual Tournament is scheduled for August 11-13
 - Organizer expects 12 + teams

OUTDOOR PICKLEBALL

WCCHS TENNIS COURTS

JUNE 1 TO SEPTEMBER
7:00 P.M. TO 9:00 P.M.
MONDAYS & THURSDAYS

\$1 DROP IN FEE
EQUIPMENT PROVIDED!
COME TRY IT OUT!
EVERYONE WELCOME!
VOLUNTEER COORDINATOR
ELLIOTT 403-682-7466

CLARESHOLM.CA

Clareholm

Tennis Courts

- Outdoor Pickleball started June 1st at the Tennis courts, it will run Monday and Thursday throughout the summer
 - The Volunteer Coordinator has requested a \$1 drop in fee versus the \$2 it was in previous years.

Centennial Park Campground

- Updated brochure for Campers has been completed.
 - Follows the theme from the campground sign
 - This was found to be needed in 2022 due to concerns the campground operator had.
- Covered weather proof bulletin board was ordered and installed.
 - This is for Clareholm Community events to keep the campers informed.
- Campground Attendant Guidebook was written. This document has emergency numbers, sanitation plan for the spray park, and other pertinent information to

assist the contract worker at the Campground.

- Guide was written to ensure a consistent rate of service at the Campground from year to year.
- Brochure PDF is attached for viewing.



Gardens

- On Monday May 29 we planted flowers into the town planters, 15 in total
 - Bright and brilliant was the colour theme with red, deep purple, yellow, and orange.
 - They looked so good, then the north wind came up
- Purchase of replacement trees and bushes, and additional perennials for the Town of Claresholm Entry gardens.
 - Saskatoon bush
 - Sour cherry
 - Crabapple
 - Sunfire Tickseed
 - Flame Coral Phlox
 - Dianthus, Vivid Bright Light Pink
- Working with the Library to develop a Seed Catalog, and develop a Garden Club that will take over the seed exchange, and plant exchange



Fair Days

- Bench Show: has the support to run this year
 - Updated catalogue will be available at the Local Press and Town office
 - Simple Category sheet will be available at local businesses around town
 - QR code has been created that will bring users to the town website for Fair Days.
 - Denise has volunteered her time for August 10 & 11 for Data entry
 - Will return as a judge, has been volunteering since 2012 with the Bench Show
- Friday Family Fun night:
 - Claresholm Recreation will be supplying Kites and kite decorating again as it was a success in 2022.
 - This will be set up at the Museum grounds for the second year.



SARA

- Tour of Coaldale June 13, 2023, they have expressed their intent to host the Southern Alberta Summer Games in 2024
- The community has had numerous upgrades within the last 3 years
 - New Civic Centre, Town office with large open rental area, and rental units where an Insurance company, Sub & Sandwich shop and Coffee shop have occupied the spaces.
 - Constructed by a condo developer the town has the upstairs, and council chambers downstairs, adjacent to the rental area for events.
 - Field house & High School currently being constructed
 - Bike pump path and Mountain Bike trail



- Upgrades to the Ball Diamond Quads
- Resurfacing of their tennis courts for outdoor pickleball



Welcome to Claresholm Centennial Park Campground!

Campground Rules & General Information

The Town of Claresholm wishes a pleasant stay for all campers so we ask that you please be respectful of the following rules:

- Payment is due upon arrival, or the morning following your arrival. Longer stays are welcome; please talk to the Campground Attendant to make arrangements.
- Check out time is 11am
- Use garbage bins provided in the park
- Barbecue or propane fires only - Open fires are not permitted in the park
- No Alcohol
- Move tents every four (4) days
- Park vehicles on gravel only
- Quiet time begins at 10pm (Community Standards Bylaw)
- Keep music volume to your own campsite only
- Refrain from washing your RV's or vehicles in the park
- Supervise and assume responsibility for children at all times
- Pets are welcome but must be on a leash at all times and cannot be a disturbance to others
- Clean up after your pet

Any violation of the campground rules may be cause for eviction immediately

Campground Fees

	2023	2024
30 Amp Full Service	\$40.00	\$41.00
50 Amp Power & Water <i>No Sewer</i>	\$40.00	\$41.00
30 Amp Power & Water <i>No Sewer</i>	\$35.50	\$36.50
Un-serviced <i>*Overflow Camping</i>	\$26.00	\$26.50
Tent	\$21.00	\$22.50
Camp Kitchen <i>*Must be reserved for use</i>	No Charge	No Charge
Reservation Deposit <i>Long Weekends, Special Events</i>	\$40.00	\$41.00
Weekly Rate 'A' <i>7 Days, 30-50 Amp Full Service</i>	\$245.00	\$252.00
Weekly Rate 'B' <i>7 Days, Water & Power</i>	\$210.00	\$217.00
Weekly Rate 'C' <i>7 Days, Unserviced/Tenting**</i>	\$147.00	\$150.50

**Must move tent within 4 days as per posted rules

Fees include GST

Squatters and/or non-paying campers will be asked to leave; Those who decline will be removed with assistance from RCMP

AROUND TOWN

Downtown Shops & Restaurants

Claresholm Museum

Outdoor Spray Park

10am - 7pm Daily (June-Sept)

Off-leash Fenced Dog Park

Summer Events

Farmers Market (July-Sept)

Wednesdays in Amundsen Park

Canada Day Celebrations (July 1)

Fair Days (August)

Recreation Opportunities

Bridges at Claresholm 18 Hole Golf Course

Claresholm Aquatic Centre

Claresholm Arena

Tennis/Pickleball Courts

Frog Creek Wetlands/Kin Trail

Disc Golf Course



Claresholm

Centennial Park Campground

4604 4th St West

403 625 2751

campground@claresholm.ca



Claresholm

Where **Community** Takes Root

Centennial Park Campground



Open May 1 to October 1

***Water service/weather permitting**



Centennial Park

Campground, Spray Park and Playground



- Full Hook Up 30A Power
- Water and 30A Power
- Water and 50A Power

4 Street West



Claresholm
Where **Community** Takes Root

43 Ave West Starline Rd. Highway 520



A graphic consisting of overlapping, wavy shapes in shades of yellow and green, creating a sense of movement and depth.

Claresholm Centennial Campground Guide



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Address:

Mailing Address

PO Box 1000

Claresholm AB T0L0T0

Physical Address:

4604 4 St W, Claresholm, AB T0L 0T0

Phone Number

403-625-2751

Welcome

Welcome to the Claresholm Centennial Campground. To assist you with your position as Campground attendant we have put together a short guide. The information in this document is to aid you to ensure campers have a consistent experience, and is a guideline for systems.

Brief History

Dedicated as a park in 1967 with the Commemoration of the Centennial of Canadian Confederation. The year 2017 marked the park's 50th Anniversary. This park has many amenities that are utilized by residents and visitors, including Ball Diamonds, T-ball Diamonds, a Children's Playground, fitness equipment, Horseshoe Pits, spray park, washrooms, and camp kitchen.

Near the centre of the south edge of the park is a large silhouette sculpture and another one depicting cattle brands of Southern Alberta. These were erected in 2001 by local welder, and craftsperson William Erdman which was created as a memorial to area ranchers. Adjacent to the memorials there is large cowboy hat which is the torch for the Southern Alberta Summer Games. Elsewhere in the park are a sundial and a time capsule, placed in 1999, to be opened on Canada Day, 2050.

At the southwest corner, is a Harvard Mark 4 advanced training airplane, mounted on a pylon and displayed in bright yellow paint, the same colour it wore to work as an advanced trainer both during and after World War II. Powered by a 600 HP Pratt & Whitney Wasp R-1340-AN-1 single row radial engine, this Harvard trainer (along with its 20,109 sisters) was the stepping stone from primary trainers such as the Fleet Finch or the de Havilland Tiger Moth to high performance fighters like the legendary Spitfire, training thousands of pilots for the Allied Forces. The plane, designed by North American Aviation, was built in great numbers under license, 3,370 of them in Canada. This example was built by Canadian Car & Foundry, probably in 1943 or 44.

This Harvard Memorial is a tribute to the men and women who planned, built, maintained and operated the Claresholm Airport, as well as the pilots, mechanics and aircrew who trained at #15 Service Flight Training School, part of the British Commonwealth Air Training Program, which was based in Claresholm for many years. As well as a memorial plaque, another relating the history of the Claresholm Industrial Airport will be found mounted on the plane's pylon. This initiative was headed by Bill Erickson, and William Erdman created the stand.

Emergency Phone Numbers

Police & Ambulance	911
Jace McLean, Director of Infrastructure	403-625-6636
Town Shop	403-625-3964
On Call Phone, weekends & evenings	403-625-0503
Blair Bullock, Finance & Clover	403-625-3381 opt. 8
Doug Sedgwick, Computer IT	403-625-3351 ext. 236
Brian Webber, Bylaw Enforcement	403-625-0202

Campground Fees & Definitions

Effective January 1 st	2023	2024
30 Amp Full Service <i>(GST included)</i>	\$40.00	\$41.00
50 Amp Water & Power <i>(GST included)</i> <i>No Sewer</i>	\$40.00	\$41.00
30 Amp Water & Power <i>(GST included)</i> <i>No Sewer</i>	\$35.50	\$36.50
Un-serviced <i>(GST included)</i>	\$26.00	\$26.50
Tent <i>(GST included)</i>	\$21.00	\$22.50
Camp Kitchen <i>(GST included)</i> <i>Must be reserved for use</i>	No Charge	No Charge
Reservation Deposit	\$40.00	\$41.00
Weekly Rate 'A' 7 days 30 Amp Full Service/50 Amp Water & Power <i>(GST included)</i>	\$245.00	\$252.00
Weekly Rate 'B' 7 days 30 Amp Water & Power <i>(GST included)</i>	\$210.00	\$217.00
Weekly Rate 'C' 7 days Unserviced/Tenting <i>(GST included)</i> Must move tent every 4 days	\$147.00	\$150.50

Definitions:

30 Amp Water, Power & Sewer, Sites 1-11

- 1 RV/Camper and 1 Tent per reservation per site
- Additional tents will be charged the tenting fee
- *Excessive use of air conditioners and other electrical appliances could blow the breakers.*

30 Amp Water & Power, Sites 12-23

- 1 RV/Camper and 1 Tent per reservation per site
- Additional tents will be charged the tenting fee

- *Excessive use of air conditioners and other electrical appliances could blow the breakers.*

50 Watt Amp, Water & Power no Sewer, Sites 24-28

- 1 RV/Camper and 1 Tent per reservation per site
- Additional tents will be charged the tenting fee

Unserviced

- Overflow camping in the parking area
- Or when a camper would like to camp overnight and will not be using services
- All camping units will be charged the unserviced rate if they are in the park and not using services.

Tents

- Tent Fee charged for additional campers on sites with 1 RV/Camper and one tent already
- Tenting overflow area is within the green space or Sites 12-28
 - Vehicles must be left at the parking area, not on the road where it might inhibit emergency personnel
 - No parking on the grass
- Additional Tenting Overflow south of sites 24-28, and into Ball Diamond #2
 - *Eg. events such as the Gravel Road Race*

Camp Kitchen

- Booked through the Campground; put Name time & dates onto desk calendar

Community Events

Key events for the Town of Claresholm are as follows:

June 1 – September: Spray Park is open 10 a.m.-8 p.m.

June 20th, 2023 4-8pm at Amundsen Park, Longest Day of Play hosted by FCSS

July 1st Canada Day Celebrations at Centennial Park, underneath the Flag pole near the t-ball diamonds

July 22, 2023 9am-10pm, Gravel Road Race 'The Range' Start and finish line

- \$5 shower fee for participants who are not camping
 - Voted on by Council; campground attendant determines the easiest way to manage
- Yearly early reservation of Camp sites from March 1-May 31

August 10-13, Fair Days

- Events will be held at the Claresholm Museum, Amundsen Park, Claresholm Community Centre, and the downtown Core
- Parade is Saturday starting at 11am at the community center

Community Bulletin Board

- This should be updated with community events
 - The first Wednesday of every month the Local Press releases a Community Events Calendar, a copy can be requested for the Campground Bulletin Board
- The Town of Claresholm receives posters for community events

- Ask the front desk staff to put some aside for you to pick up
- If you see a poster that is interesting in the community or at the Town office, see if you can get a copy

Brochures

- The Town of Claresholm has a variety of maps, brochures and other magazines that you are welcome to use to stock up at the campground
- The Claresholm Regional Museum has additional brochures and Magazines

Business Cards

- The town provides business cards for the Campground, if these require replacement please contact Karine at the Claresholm Town Office.

Daily Sales & Cash

Clover

This is the system for accepting payment for debit and credit cards, it automatically closes at Midnight Daily

- Punch in the total sale
 - The customer can tap or swipe card (Visa, Mastercard, Debit, Apple Pay)
 - Ask if they would like an email receipt
 - Keep a receipt for your records
- Visa or Mastercard over phone
 - On the bottom right hand of the screen there are 3 lines
 - Push to bring up 'Manual Entry'
 - Type in the card number
 - Ask for the 3 digit security number
 - Ask for the expiry date
 - Reassure customer we do not save these numbers
 - Ask if customer would like an emailed receipt
- Save a copy of the receipt with customer last name for Campground records
 - Attendant is welcome to use a receipt book for their records
- Save a copy of receipts for the Town Deposit

Campground Daily Tally Record

- This is the daily deposit slip.
 - 1 copy is for the Campground Records
 - 1 copy is for the Town Office with the daily deposit

Reservation Procedure

- Daily Log sheets: Campground Daily Reservations
 - Name, Phone number, date reservation made, License Plate number, Province or State, Payment method, amount paid
 - The license plate number will be helpful when determining if there are more campers on site than accounted for with reservation, or in the case of tracking someone down if they leave without paying.
- Deposit holds the site
 - Multiple sites for one person reserving must have a deposit for each site
- Receipt Book

- The purchase of a receipt book to write detailed reservation information may be helpful for your records

Cancellation Procedure

- Advise those reserving spots that they must cancel 2 weeks prior to their reservation
 - \$10 Administration Fee on Cancellations (at your discretion)
 - Exceptions made for medical or emergencies. *The Town does not require proof.*
- Cancellations within 48 hours of the reservation date may be subject to a hold on the deposit

Email

This is to be reviewed daily as there may be reservations

Phone Messages:

How to access messages:

- Dial *98
 - Enter Code
 - Follow prompts
- Write down time of call, name & phone number
- Call back

Notebook/ Communication book:

- Use this for notes, make sure to date your page.

Campground Attendant-Time off

In the event the Campground attendant needs time off or something unexpected arises

- Post clear signage stating you will not be in office
 - Drop box registration procedure
 - Campsite #
 - Payment recommendations
 - Cash
 - Etransfer: payments@claresholm.ca
 - When you will be returning
 - Emergency & on-call numbers

Daily Cleaning

As per agreed upon with your contract

Town Parks staff will stock items for cleaning upon request

General Sanitation of Spray Park

Week Date: _____

Schedule	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
Morning Sanitation							
Spray Park & Tables							
Washroom							
Afternoon Inspection/ Sanitation							
Spray Park & Tables							
Washroom							
Evening Inspection/ Sanitation							
Spray Park & Tables							
Washroom							

In the event of contamination:

Location of Contamination: _____

Time of Contamination Clean up: _____

General Sanitation of Spray Park

Week Date: _____

Schedule	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
Morning Sanitation							
Spray Park & Tables							
Washroom							
Afternoon Inspection/ Sanitation							
Spray Park & Tables							
Washroom							
Evening Inspection/ Sanitation							
Spray Park & Tables							
Washroom							

In the event of contamination:

Location of Contamination: _____

Time of Contamination Clean up: _____

Sanitation Guidance:

- **General Sanitation of Spray Park, Picnic Tables:** using Natura All Purpose Cleaner & Ecopure Disinfectant
- **General Sanitation of Washroom:** using Natura All Purpose Cleaner & Ecopure Disinfectant
- **Contamination:** In the event of a hazardous condition (ie. Blood spill, vomit, fecal matter) the staff member will immediately address the concern using a shovel as needed, and using Bleach and water with a 1:10 ratio to clean the area.
 - **Facility Shut down:** dependent on the size or type of contamination spray park will remain closed until area is clean, up to 24 hours.
- **Hazards** eg. Glass, debris: If in need of additional attention they will either address the concerns or communicate the need for additional assistance to the Town of Claresholm Public Works Staff
 - **Facility Shut down:** spray park will remain closed until area is clean, and or safe.

Claresholm Spray Park	
Emergency Contact List:	
Police	911
Fire	911
Ambulance	911
Claresholm General Hospital	403-682-3700
Facility Contacts: <i>in case of hazards, contamination or incidents</i>	
Centennial Campground Office	403-625-2751
Town of Claresholm Office Monday-Friday 8:30am-4:00pm	403-625-3381
Public Works - On Call Weekends & Evenings	403-625-0503

Centennial Campground Daily Reservation Log

Printed copy available through Lisa at the Town Office.

Month Day	Campground Daily Reservations						2024
Site # and Services	Name	Phone #	Date Reservation was made	License Plate #	Provi nce or State	Payment Method Cash/Deb it/ Credit	Amount Pd
1 FS							
2 FS							
3 FS							
4 FS							
5 FS							
6 FS							
7 FS							
8 FS							
9 FS							
10 FS							
11 FS							
12 WP							
13 WP							
14 WP							
15 WP							
16 WP							
17 WP							
18 WP							
19 WP							
20 WP							
21 WP							
22 WP							
23 WP							
24 WP							
25 WP							
26 WP							
27 WP							
28 WP							
	FS = FULL SERVICE - Water/Sewer/Power WP = Water and Power only						

Centennial Campground Daily Deposit Tally

Printed copy available through Lisa at the Town Office.

Office Copy			Campground Record	
Date			Date	
Cash			Cash	
Debit			Debit	
Credit Card			Credit Card	
Total			Total	

UTILITY SERVICES REPORT

**June
2023**

Carbon Dioxide (Co2) Feed System

Co2 is used in the Treatment Process to Lower the Raw Water pH prior to the Addition of Poly-Aluminum Chloride for Turbidity Removal





Claresholm

**Utility Services Manager
Brad Burns**

**3700 8th Street West brad.burns@claresholm.ca
Box 1000 T0L-0T0 Cell # 1-403-625-1687
Claresholm, Alberta**

Regional Water Treatment Plant

Maintenance

- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean distribution chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Enhanced Flux Maintenance (EFM) or Clean in Place (CIP) on both PALL membrane racks monthly.
- Flush and clean CIP tanks to the neutralization system monthly.
- Cut and trim grass.
- CHAMCO technician on-site working on SULLAIR compressor issues.
- Clear Water Controls on-site servicing gas chlorine equipment and back check valves.
- LINDE on-site replacing 30-ton Co2 tank with 15-ton refurbished tank.
- Replace element couplings on SULLAIR compressor "B"
- Replace raw water pump and expansion tank in lower DAF area.

Annual Maintenance of the Gas Chlorine System Includes Replacing O-Rings, Lines and Servicing the Chlorine Injection System



Original 30-Ton Co2 Tank Being Removed at the Regional Water Treatment Plant



New 15-Ton Co2 Tank Installation

Co2 is used in the Treatment Process to Lower the Raw Water pH prior to the Addition of Poly-Aluminum Chloride for Turbidity Removal



Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution samples for free chlorine residual throughout town continue to be compliant approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.

Training and Continuing Education Credits

- Online courses available.
- Utility Operator completed level II water distribution certification.
- Self Defense course with town staff.
- 16 Personalities management workshop.

Meetings

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

Safety

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

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.

Treated Water Pumping Stations and Reservoirs

Highway Pump Station

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Cut and trim grass.
- Corona Electric on-site replacing exhaust fan contactor and checking VFD.

East Side Reservoir (UFA)

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

Water Distribution

Universal Metering

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.

Government Compliance

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

PRV Meter Vaults

- Check acreage PRV vault bi-weekly.

Distribution Lines

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

Lagoon and Wastewater Collection

Government Compliance

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

Harvest Square Lift Station

- Check lift station daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.

Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.
- Cut and trim grass.
- M.D of Willow Creek spray crew on-site controlling leafy spurge.
- Corona Electric on-site replacing TVSS surge protection module and variable frequency drive for pump 'B'.
- WHISSELL construction on-site seeding areas and touching up gravel access roads.

Surge Protection Helps Prevent Damage to the Electrical and SCADA System During Power Spikes and Lightning Strikes



Replaced Pump “B” Variable Frequency Drive (VFD)

VFD's Ensure Pumps Soft Starts and Stops While Maintaining Proper Pump Speed Control



Raw Water Lines and Reservoirs

Government Compliance

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

Pine Coulee Reservoir

- Chain Lakes Reservoir 101.75 % level 1297.20 geodetic meters, 11665.76 (dam3).
- Willow Creek at Oxly Ranch flow 2.81 m3/s
- Pine Coulee Diversion Head Pond above Head Gates 1053.33 m.
- Pine Coulee Diversion Canal below head gates flowing into reservoir @ 0 m3/s
- Pine Coulee Reservoir level 51.13 % 1046.99 geodetic meters, 25873.95 (dam3).

Pine Coulee Supply Line

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

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Check claw compressors daily.
- Onsite raw water reservoir 6315 mm.

Golf Course

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

The Golf Course Raw Water Turnout is used to Fill the Irrigation Ponds from Pine Coulee Reservoir





Willow Creek West Waterworks System

M.D Chlorine Booster Station

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

M.D Industrial Airport Distribution System

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

PRV Meter Vault

- Check PRV meter vault operating pressure.

West Water CO-OP

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

Chemical

- Transfer chemicals to day tanks as required.
- Change chlorine pump setpoint as required.
- Order and delivery of chemicals as required.

Hamlet of Granum

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

Alberta Parks and Environment Requirements

- Code of Practice treated water quality limits daily monitoring.
- Bacteriological samples sent to Provincial Health Lab for testing once per month.
- Distribution samples for free chlorine residual throughout M.D Airport and West Water Co-op continue to be compliant.

The Hamlet of Granum Water Meter Vault Controls the Supply of Treated Water in the Granum Pipeline





Town of Claresholm

Council Committee Report

Date: June 26, 2023

Mayor (Vacant)	
Councillor Carlson	
Councillor Cutler	
Councillor Kettles	
Councillor Meister	
Councillor Schlossberger	<p>June 1. Orrsc AGM. Some more staff changes. Mostly within organization. Sub division activities still low.</p> <p>June 7. Alberta SW AGM at Heritage Acres. Great turn out. Good meeting. Presentations by &Villages and Invest Alberta. Great supper. Great conversations. Great networking!!</p> <p>June 13. Alberta Municipalities Associations Leadership Caucus. Great information. Good conversations. Good information. Good networking. Big talk about water accessibility!!</p>

Note: Individual Councillor reports are non-binding, and do not represent the will of Council. Council may only act by resolution in accordance with section 180(1) of the *Municipal Government Act, R.S.A 2000*.



Town of Claresholm

	<p>June 15. Two RNIP interviews. Both good candidates. Very enjoyable talking with these people who are excited about being part of our community.</p> <p>June 19. Joint EDC and Chamber meeting. Very interesting because of the new board at Chamber. It was a good idea to get together and talk.</p> <p>June 20. Invitation from Immigration Minister Fraser for a round table discussion on immigration. 48 participates from across Canada. Housing is VERY big issue in every corner of Canada. Everyone loves the RNIP program. Minister Fraser was encouraged to make that program permanent. Talked about different strategies to welcome new comers into your community. Great ideas from everyone. All participants like the idea of community based selection of candidates. Great meeting.</p> <p>June 20. Library board meeting. Everything good. Only thing that is concerning is low participation in programs put by the library.</p> <p>June 21. ROC Modular Home plant tour. Very interesting.</p> <p>June 30. Look forward to speaking graduation ceremonies.</p>
Councillor Zimmer	

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 8, 2023				
D2	DELEGATION: Gary Watson - Request to move the RCAF monument to Centennial Park with approval and assistance from the Town of Claresholm.	Abe/Jace	Administration has connected with delegate and possible stakeholders, and is working on a formal request for council.	Ongoing
Regular Scheduled Meeting - May 23, 2023				
7	RFD: Southern Alberta Summer Games - Moved by Councillor Cutler to advise Administration to contact the Town of Fort Macleod and the Southern Alberta Recreation Association to determine if there is a possibility that the Town of Claresholm could partner with the Town of Fort Macleod in order to co-host the 2025 Southern Alberta Summer Games. CARRIED MOTION #23-091	Abe	Administration has reached out to Fort Macleod to determine interest.	Ongoing
Regular Scheduled Meeting - June 12, 2023				
4	CORRES: Willow Creek Ag Society - Moved by Councillor Cutler to support the Willow Creek Agricultural Society with a donation of \$50,000 each year for the next four years to fund stage three of the West Agriplex Indoor Riding Arena provided that they are successful in their application for funds from the CFEP Large Funding Stream. CARRIED MOTION #23-099	Abe	Letter drafted and sent to the Ag Society	Complete
6	RFD: Claresholm Golf Club Tax Waiver Request - Moved by Councillor Kettles to cancel the municipal portion of the 2023 property taxes levied on the golf course, roll # 11630000, in the amount of \$3,770.68. CARRIED MOTION #23-100	Lisa	Taxes cancelled Letter sent out	Complete
7	RFD: Royal Canadian Legion Tax Waiver Request - Moved by Councillor Cutler 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. CARRIED MOTION #23-101	Lisa	Taxes cancelled Letter sent out	Complete
8	RFD: Claresholm Curling Club Tax Waiver Request - Moved by Councillor Carlson 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. CARRIED MOTION #23-102	Lisa	Taxes cancelled Letter sent out	Complete
9	RFD: Community Centre Structural Assessment - Moved by Councillor Schlossberger to award the Community Centre Structural Assessment to WSP Engineering at a projected cost of \$5,500, with the project to be funded from the Town's Recreation Capital Reserve Fund. CARRIED MOTION #23-103	Jace	Administration has confirmed the project with the successful bidder and planning is underway.	Complete

10	RFD: 2023 Parades - Moved by Councillor Cutler to accept the 2023 parade schedule as presented. CARRIED MOTION #23-104	Karine/Lisa	Parade planning continues	Complete
11	RFD: By-Election - Moved by Councillor Cutler 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 – 8th Street West. CARRIED MOTION #23-105	Karine	By-Election has been posted	Complete
12	RFD: By-Election - Moved by Councillor Zimmer 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 13th, 2023 in order to have sufficient time to set the date for a By-Election for Councillor for September 18, 2023. CARRIED MOTION #23-106	Karine	Date has been noted	Complete
12	RFD: By-Election - Moved by Councillor Meister 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 – 8th Street West. CARRIED MOTION #23-107	Karine	Community Centre has been booked	Complete
12	RFD: By-Election - Moved by Councillor Kettles 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. CARRIED MOTION #23-108	Karine	All locations have been notified and times have been scheduled	Complete
12	RFD: By-Election - Moved by Councillor Carlson to appoint Karine Keys as Chief Returning Officer and Abe Tinney and Blair Bullock as Deputy Chief Returning Officers for the by-election. CARRIED MOTION #23-109	Karine	Oaths have been taken and documents signed	Complete
18a	IN CAMERA: Moved by Councillor Cutler to direct administration to prepare a public participation plan as discussed in closed session. CARRIED MOTION #23-110	Abe	Planning is underway	Ongoing

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: June 23, 2023

INFORMATION ITEMS

MINUTES

In attendance: Brad S, Joanna R, Kendall S, Jay S, Donna M

With regrets: Ashley T, Earl H

1. CALL TO ORDER: 5:04 pm

2: APPROVAL OF AGENDA

Motion: Brad S

Second: Kelsey H

Passed

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from April 18, 2023

Motion: Joanna

Passed

4: CORRESPONDENCE

4. Town of Claresholm CAO Abe Tinney

Community grant from town for \$178,000

5: FINANCIAL STATEMENT

5.1 Financial Statement for the end of April 2023

- Increased supply budget
- Decreased conferences slightly

Motion to accept: Donna M

Passed

5.2 Amended 2023 Budget – needs approval so it can be sent to PLSB by June 15

ACTION Ashley to sign

Claresholm Public Library Board
Regular Meeting
May 16, 2023

6: REPORTS

6.1 Library Manager's report

- First Claresholm Troop of Girl Guides toured the library
- Welcoming Claresholm Committee library tour May 18
- Laster Tag kit purchased for library
- WCCHS mechanic teacher providing basic auto, changing oil, tire, etc.
- Jay can now update our webpage herself, saving time

6.2 Librarians' Committee Meeting Report Minutes from May 13

- Covered holds
- How long people can have fines on their account
- Hot spots

7: NEW BUSINESS

7 8: OLD BUSINESS:

8.1 Home repair tool kit

9: ADJOURNMENT: 5:17 pm

Next Meeting: Tuesday, June 20, 2023

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Museum CPR Station

April 19, 2023

Present: Barry Gibbs, Earl Taylor, Marg Lane, Betty Hoare, Barry Wood, Mich Forster, Cynthia Wannamaker, Kandice Meister, and Bill Kells

1. Call to order by Barry Gibbs at 3:02 PM. Motion made for the adoption of agenda as amended by Barry Wood. **CARRIED**

2. Correspondence – Betty read a letter from Wanina Ewing sending her regrets that she is unable at this time to consider a position as a board member. Motion by Kandice Meister that minutes from March 15, 2023, be approved as presented. **CARRIED**

3. Chair Report – Barry Gibbs has not heard back from Community Development Unit regarding an application he made requesting guidance in a fall Strategic Planning Session.

- A brief update on work bee's that volunteers have completed and what needs to be done before museum opening for 2023.

4. Museum Financial report from April 3, 2023, was discussed. Earl Taylor moved that the financial report be accepted. **CARRIED**

5. Executive Directors Report – Bill Kells reported that the Archives area in the Exhibit Hall is now a lockable and secured area. By reducing the opening in the Archives, it will allow for metal storage shelving to be installed and creating a larger storage area.

-Brie Wilson a student from Lethbridge has been hired for the summer.

–Bill briefly touched on the Town's scheduled renewal program for IT items.

–The Famous Five panels and the five towers that were built to support them are now in Fort Macleod Library. A story was featured in the Fort Macleod Gazette with acknowledgement to the Claresholm Museum.

-Bill presented statistics on the social media presence and response over the last month showing it has been excellent.

-An update on the Link Trainer project showed that the wings, tail, and canopy have yet to be painted. They are optimistic but also frustrated with the slow delivery.

-A list of projects requiring help from Town Public Works was created and the crew have been very helpful in getting those projects completed. Our thanks to the crew and the Town for their continuing support.

-Supplies and staffing required for the Trade Show booths in Pincher Creek and Claresholm April 28 and 29 are being finalized.

6. High School Program review - Barry Gibbs led the group in a session to review the first ever High School Program just completed. A cost analysis of the program showed that staff time accounted for 80% of the total cost of \$1,884. This was not anticipated going into the project. The pros and cons were listed as well as what change could be

made if we were to offer the program again. Barry Gibbs will pull a report from the points that were made and report back to the board.

7. Prior to Museum opening – Another work bee is scheduled for May 2, 2023, to get the museum ready for opening for the year.

8. Events Planning Committee – Next up is the Father's Day car show. Lions Club pancake breakfast is confirmed. Currently waiting for a confirmation from the Social centre for a beef on the bun lunch. Request for board members for setup at 8 AM and tear down at 2 PM.

–Canada Day celebrations in the park will be similar with a tent and the cart in the park staffed by summer students. Help may be needed at the park as well as possible staffing at the museum.

–Fair Days August 12, 2023, the plan by the Town is to utilize the museum grounds on the Friday night. This provided great exposure for the museum. A float in the parade followed by the Tea on the Lawn sponsored by The Friends of the Museum. Kandice will once again organize the kids' games.

–Culture days Sept 16, 2023, an Indigenous fellow will set up a teepee on the museum grounds. The museum will be opened for that day.

–Old Fashioned Christmas November 24, 2023, will be supporting the Friends of the Museum as needed.

9. Marketing Committee -Barry Wood reported that the signs for the building will be installed. The number one goal of the marketing committee is to put people thru the museum.

10. Motion for adjournment by Barry Wood at 5:06 **CARRIED.**

Next meeting May 17, 2023, at 3:00 PM.



Barry Gibbs

Board Chair

Willow Creek Regional Waste Management Services Commission
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Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Administration Building May 17, 2023 at 10:00 A.M.

In attendance: Chair Gord Wolstenholme, Don Norby, Brad Schlossberger and CAO Cheryl Friesen.

Absent: Earl Hemmaway

1. Chair Gord Wolstenholme called the meeting to order at 10:02 A.M.

2. Approval of Agenda

23.46 **Moved by Don Norby** to adopt the agenda as presented.
CARRIED

3. Delegations

No delegations

4. Approval of Minutes

a) Regular Monthly Meeting April 5, 2023

23.47 **Moved by Brad Schlossberger** to adopt the minutes of the April 5, 2023 regular monthly meeting as presented.

CARRIED

5. Financial Information

a) Accounts Payable

CAO Friesen provided the members with the accounts payable in the amount of \$3 748.69. Friesen asked that an invoice from the M.D. of Willow Creek in the amount of \$925.00 for fire-fighting be added to the accounts payable making the total \$4 673.69.

23.48 **Moved by Don Norby** to approve for payment, the accounts payable in the amount of \$4 673.69.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Administration Building May 17, 2023 at 10:00 A.M.

5. Financial Information cont.

b) Check Detail April 6 to May 16, 2023

CAO Friesen presented the members with the check detail from April 6 to May 16, 2023 in the amount of \$30 075.28

23.49 **Moved by Brad Schlossberger** to accept the check detail of April 6 to May 16, 2023 as presented.

CARRIED

c) Bank Reconciliation March and April 2023 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the March and April 2023 bank reconciliation reports.

23.50 **Moved by Don Norby** to accept the March and April 2023 bank reconciliation reports are presented.

CARRIED

6. New Business

a) Account Application Sinclair Supply

CAO Friesen asked the members to give authorization to apply for a charge account with Sinclair Supply for the purpose of purchasing refrigerant removal supplies. This will allow landfill staff the ability to charge items needed when Friesen is not available to purchase with the credit card.

23.51 **Moved by Brad Schlossberger** that CAO Friesen be authorized to submit an account application to Sinclair Supply for credit up to \$1500.00.

CARRIED

b) Fire and Insurance

CAO Friesen explained to the members that there had been a fire at the landfill on May 11, 2023. Friesen further noted that the Granum and Claresholm fire departments responded together with the water tanker and command trucks to quickly get the fire under control. Cost of fire-fighting was invoiced at \$925.00. Friesen further explained that she contacted the insurance company to start a claim, but thought the deductible would be in excess of the invoiced amount. Friesen also felt this would be a good opportunity to review the Commission's fire-fighting coverage. Member Schlossberger asked that information regarding fire-fighting coverage be brought back to the next meeting.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Administration Building May 17, 2023 at 10:00 A.M.

6. New Business cont.

c) Transfer of Funds

CAO Friesen explained that there was a large amount of money in the Commission's checking account and asked that the members authorize her to transfer an amount into the notice on demand investment account.

23.52 **Moved by Don Norby** that CAO Friesen be authorized to transfer \$200 000.00 from the Commission's checking account to the 90-day notice on demand investment account.

CARRIED

7. Old Business

No old business.

8. Correspondence

No correspondence.

9. General Landfill Information

CAO Friesen verbally reported that we have received 50 new trees that will be planted in the south east corner of the site. Friesen further reported that we are still waiting to get the seeding completed in the areas that were capped and top soiled last fall.

10. In Camera

No In Camera items.

11. Adjournment

Chair Wolstenholme declared the meeting adjourned at 10:17 A.M.

Chairman Gord Wolstenholme

CAO Cheryl Friesen

SOUTHGROW ANNUAL REPORT



SOUTHGROW
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